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**LABOUR FORCE SAMPLE SURVEY**  
Methods and definitions

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1985



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STATISTICAL OFFICE OF THE EUROPEAN COMMUNITIES  
OFFICE STATISTIQUE DES COMMUNAUTÉS EUROPÉENNES  
ISTITUTO STATISTICO DELLE COMUNITÀ EUROPEE  
BUREAU VOOR DE STATISTIEK DER EUROPESE GEMEENSCHAPPEN

L-2920 Luxembourg — Tél. 4 30 11 — Télex: Comeur Lu 3423  
B-1049 Bruxelles, Bâtiment Berlaymont, Rue de la Loi 200 (Bureau de liaison) — Tél. 235 11 11

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## **Preface**

In a time of continuing difficulties in the labour market and important changes in the structure of the labour force, there is a growing demand for statistical data which not only provide a detailed analysis of the current situation but also enable comparison between countries and over time.

The Community Sample Survey on the Labour Force has proved to be an adequate source for such analyses and is now widely used for comparison purposes. At Community level labour force survey results have played an important part in the preparation of policy actions in the field of social and regional policy (European Social Fund, European Regional Fund).

Using and interpreting results of a survey requires knowledge of methods and definitions. Eurostat provides such information in this volume which covers the main technical features of the survey, the basic concepts and definitions, as well as the details of the Community list of questions together with explanatory notes. There is also a section on sampling and adjustment methods used by each Member State.

Eurostat wishes to thank all national experts who so kindly and effectively cooperated not only in the preparation of this publication but also in all phases of producing survey results according to Community needs.

Special thanks go to Mr C. Kelperis who, as a consultant to the Office, was responsible for the section on sampling and adjustment methods.

This publication deals with methods and definitions used in the series of annual labour force surveys from 1983 onwards. It is intended to keep definitions stable over a number of years in order to ensure good comparability in time and space. Any small changes which may occur during the preparation of future surveys will be reported in the publications carrying the results.

*Luxembourg, October 1985*

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## Introduction

Compiling comparable statistics on employment and unemployment at Community level has been a priority task since the very beginning of the European Economic Community.

Although employment and unemployment statistics existed in all Member States, the sources used, the definitions applied, the methods of collecting the data, etc. differed to such an extent that adequate comparison at Community level was not possible. For this reason, the Statistical Office of the European Communities (SOEC) organized as early as 1960 a first Community labour force survey in the six original Member States.

After a period of annual surveys from 1968 to 1971 the Community Labour Force Survey was carried out every second year from 1973 to 1981, the basic features of the survey being stable over that period. A description of the methodological characteristics and the content of this series of surveys is found in the publication 'Labour Force Sample Survey — Methods and Definitions — 1977'.

As a result of new trends in the development of the labour market and the structure of employment, there was a need to rethink concepts and questioning. After a period of almost 10 years without major change in the survey, an important revision therefore took place for surveys to be held from 1983 onwards.

The main objective of this revision was to guarantee a high standard of comparability between Member States and as far as possible with other important countries. The best possibility to meet this requirement was to follow very closely the 'labour force' concept as defined in the resolution adopted by the 13th International Conference of Labour Statisticians in October 1982. Details of the exact definitions are found in the chapter 'Basic concepts and definitions'.

Due to the severe labour market problems with which the Community is faced, it is the Commission's intention to hold a survey every year until the employment situation improves considerably. In the new series three surveys have already been conducted (1983, 1984 and 1985). Each survey is conducted on the basis of a separate Council Regulation; therefore the final decision on the periodicity of the surveys is with the Council of Ministers.

This publication describes the content and the methodological characteristics of the 1983 survey. While the description of the content will apply also to subsequent surveys (some changes in content, which take effect with the 1986 survey, are described in the explanatory notes to the list of questions), it cannot be excluded that a country may change its sampling methods or adjustment procedures after the 1983 survey. Any such changes will be notified to the reader at the time of the respective survey results, and will be incorporated into the next revision of this publication.

## Technical features of the survey

### ORGANIZATION OF THE SURVEY

The technical aspects of the implementation of the survey are laid down in agreement with the national statistical institutes. On the basis of proposals from the Statistical Office of the European Communities, the Working Party on the Labour Force Sample Survey determines the content of the survey, the 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 the SOEC in accordance with the standard coding scheme.

The SOEC devises the programme for analysing the results and is responsible for processing and disseminating the information forwarded by the national institutes.

The following Council Regulations form the legal basis for the surveys held in years 1983 to 1985:

- 1983 Council Regulation (EEC) No 603/83 of 14 March 1983 on the organization of a labour force sample survey in the Spring of 1983;
- 1984 Council Regulation (EEC) No 276/84 of 31 January 1984 on the organization of a labour force sample survey in the Spring of 1984 (the Netherlands were dispensed from participating in this survey);
- 1985 Council Regulation (EEC) No 3530/84 of 13 December 1984 on the organization of a labour force sample survey in the Spring of 1985.

### REFERENCE PERIOD

Most of each respondent's labour force characteristics refer to his situation in a particular week. While the survey is synchronized to the extent that this reference week falls in spring in all countries, the national statistical institutes determine the exact week(s) on the basis of the particular situation in each country. The reference weeks used in the different Member States are published together with the survey results.

As a general rule the reference week should be a normal week, i.e. excluding bank holidays. For countries using a fixed week, e.g. 11 to 17 April, this requirement is easy to fulfil. In some countries, however, the reference week is the one preceding the week of the survey and, as the survey extends over a period of time, the mobile reference week method is used. In this case it cannot be guaranteed that the reference week represents a normal week.

It should be noted that, as the national statistical institutes themselves decide whether to use the fixed or mobile reference week method and to determine the exact weeks, the comparability of the results can be notably affected.

### FIELD OF 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 Community.

For technical and methodological reasons, however, it is not possible in all the countries to include the population living in collective households, i.e. persons living in homes, boarding schools, hospitals, religious institutions, worker's hostels, etc.

Consequently, for the purposes of harmonizing the field of survey, the Community results are compiled on the basis of the population of private households only.

This comprises:

all persons living in the households surveyed during the reference week. This definition also includes persons absent from the household for short periods on account of studies, holidays, illness, business trips, etc.

It does not include 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 abroad.

In the case of Italy, this applies in particular to persons who have 'temporarily' emigrated abroad, i.e. persons who were abroad at the time of the survey: (1) for the purpose of carrying on a profession, craft or trade; (2) having followed an emigrant worker or as a result of being called there for reasons not connected with work by relatives who have already emigrated or are resident abroad.

## UNIT OF MEASUREMENT

The main units of measurement for which results can be obtained from the survey are individuals and households. For the latter concept the unharmonized definitions in force in the Member States are applied, which detracts from the comparability of results referring to households.

## RELIABILITY OF THE RESULTS

It is difficult to precisely determine the reliability of survey results for a specific national survey and evidently almost impossible for a survey which is conducted in ten countries each using different methods.

As with any sample survey, the results of the labour force survey, which are obtained from a sample of households, are subject to sampling errors.

In addition, the results of any sample survey or even a complete enumeration are affected by non-sampling errors, i.e. the whole variety of errors other than those caused by 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 the 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.

Starting with the 1985 survey, the national statistical offices will provide Eurostat with estimates of sampling errors for some basic survey results and some information on non-sampling errors. These will be published together with the survey results.

Experience with the previous series of surveys 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 further assured by the size of the samples and the strict randomness of 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 THE RESULTS FROM COUNTRY TO COUNTRY

Perfect comparability among ten countries is difficult to achieve, even by means of a single direct survey, i.e. a survey carried out at the same time, on the basis of the same questionnaire, and in accordance with a single method of recording.

Nevertheless, the degree of comparability of the labour force survey results is considerably higher than that of any other existing set of statistics on employment or unemployment available for Member countries. This is due to:

- (i) the recording of the same set of characteristics in each country;
- (ii) the closest possible correspondence between the Community list of questions and the national questionnaires;
- (iii) the use of the same definition for each aggregate;
- (iv) the use of common classifications (e.g. NACE for economic activity);
- (v) the synchronization of the survey in spring;
- (vi) the data being centrally processed by the SOEC.

It should, however, be noted that the Community labour force sample survey, although subject to the constraints of the Community's statistical requirements, is in fact a joint effort between Member countries to co-ordinate their national employment surveys, which must serve their own national requirements. Therefore, there obviously remain some differences in the survey from country to country although these are minimized as far as possible by close co-ordination between the national statistical institutes and Eurostat.

## COMPARABILITY BETWEEN THE RESULTS OF SUCCESSIVE SURVEYS

Within the new series of surveys starting in 1983 comparability between results of successive surveys should in general be better than in the past, mainly due to the greater stability of content and the higher frequency of surveys.

However, the following reasons 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 have changed the content or order of their questionnaires; these changes have been especially important between the 1983 and 1984 surveys;
- (iv) countries may modify their sample designs;
- (v) the manner in which certain questions are answered may be influenced by the political or social circumstances at the time of interview.

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

It should also be noted that a sampling error may in certain cases exceed the magnitude of variations from one year to the next, resulting in an estimated change which is in fact in an opposite direction to the 'true' change.

Due to the change in concepts between the 1981 and the 1983 surveys comparisons between results from the old and new series of surveys are virtually impossible for most characteristics. In the publication of the 1983 results Eurostat will give a quantitative appraisal of the effects of these changes in concepts on the results.

## BASIC CONCEPTS AND DEFINITIONS

The main statistical objective of the Labour Force Survey is to divide the population of working age (14 years and above) into three mutually exclusive and exhaustive classifications — 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 classifications on the basis of the most objective possible information obtained through the survey questionnaire, which principally relates to their actual activity within a particular reference week. The common set of questions on the basis of which the statistical institutes in each Member State have drafted their survey questionnaires can be found in the section 'Community list of questions'. This section, together with the explanatory notes, enables the reader to more easily understand how the survey questioning is organized in order to arrive at these three classifications and related descriptive data. It will be noted that most questions (items) apply to selected groups only and, in these cases, are shown with a filter based on information already obtained which specifies who should answer the question.

The following definitions are in line with those adopted by the 13th International Conference of Labour Statisticians in October 1982 (ILO-definitions).

### Persons in employment

Employed persons are those who, during the reference week:

- (a) Did any work at all (work includes any work for pay or profit, i.e. paid work in the context of an employer-employee relationship, or self-employment. It also includes unpaid family work, which is defined as unpaid work contributing directly to the operation of a farm, business or professional practice owned or operated by a related member of the household).

- (b) Were not working but who had jobs or businesses from which they were temporarily absent because of illness, holiday, maternity leave, bad weather, labour dispute etc. Persons on lay-off and those with a new job to start in the future are however excluded.

### Unemployed persons

Unemployed persons are those who had no employment during the reference week, and

- (a) were actively looking for paid employment in the context of an employer-employee relationship (i.e. had taken specific steps during a four-week period ending with the reference week to find a job) and were immediately available for work. Principal job seeking activities include: being on the register at a public or private employment office, meeting with prospective employers, checking with friends and relatives, placing or answering advertisements, or
- (b) were looking to set up their own business or professional practice, or
- (c) were waiting to be called back to a job from which they had been laid off, or
- (d) had a new job to start after the reference week.

Under (a) it should be noted that a four-week period is used for measuring active job search, the reason being that delays inherent in job search (for example, periods spent awaiting the receipt of results of earlier job applications) require that the active element of looking for work be measured over a period greater than one week if a comprehensive measure of job-seeking is to be obtained.

For persons classified under (b) to (d) neither active job-seeking nor immediate availability for work is required.

For persons intending to set up their own business or professional practice both conditions are difficult to measure; job-seeking activities are of a particular nature for this group, while testing on immediate availability would be completely hypothetical.

Persons on lay-off are included in the unemployed on the grounds that their willingness to supply labour services is apparent in their expectation of returning to work. This very small group, which in 1983 amounted to about 0.1 % of total Community unemployment, only existed in Ireland, Denmark and Greece.

For persons who have already found a new job to start at a later date, a similar argument to that for persons on lay-off is applied.

Unemployed persons are further classified by reason for unemployment into four major groups:

- (1) Job losers are persons whose employment ended involuntarily and immediately began looking for work, plus persons on lay-off,

- (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 obligatory military service before beginning to look for work,
- (4) First job seekers are persons who have never worked in a regular job.

#### **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.

It should be noted that conscripts on compulsory military or community service do not belong to any of the above classifications, since they are excluded from the compilation of the survey results.

#### **Labour force**

The labour force comprises persons in employment and unemployed persons.

The above classifications 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 (14 years and above) living in private households.

#### *(b) Employment / population ratios*

Employment / population ratios represent persons in employment as a percentage of the population of working age (14 years and above) living in private households.

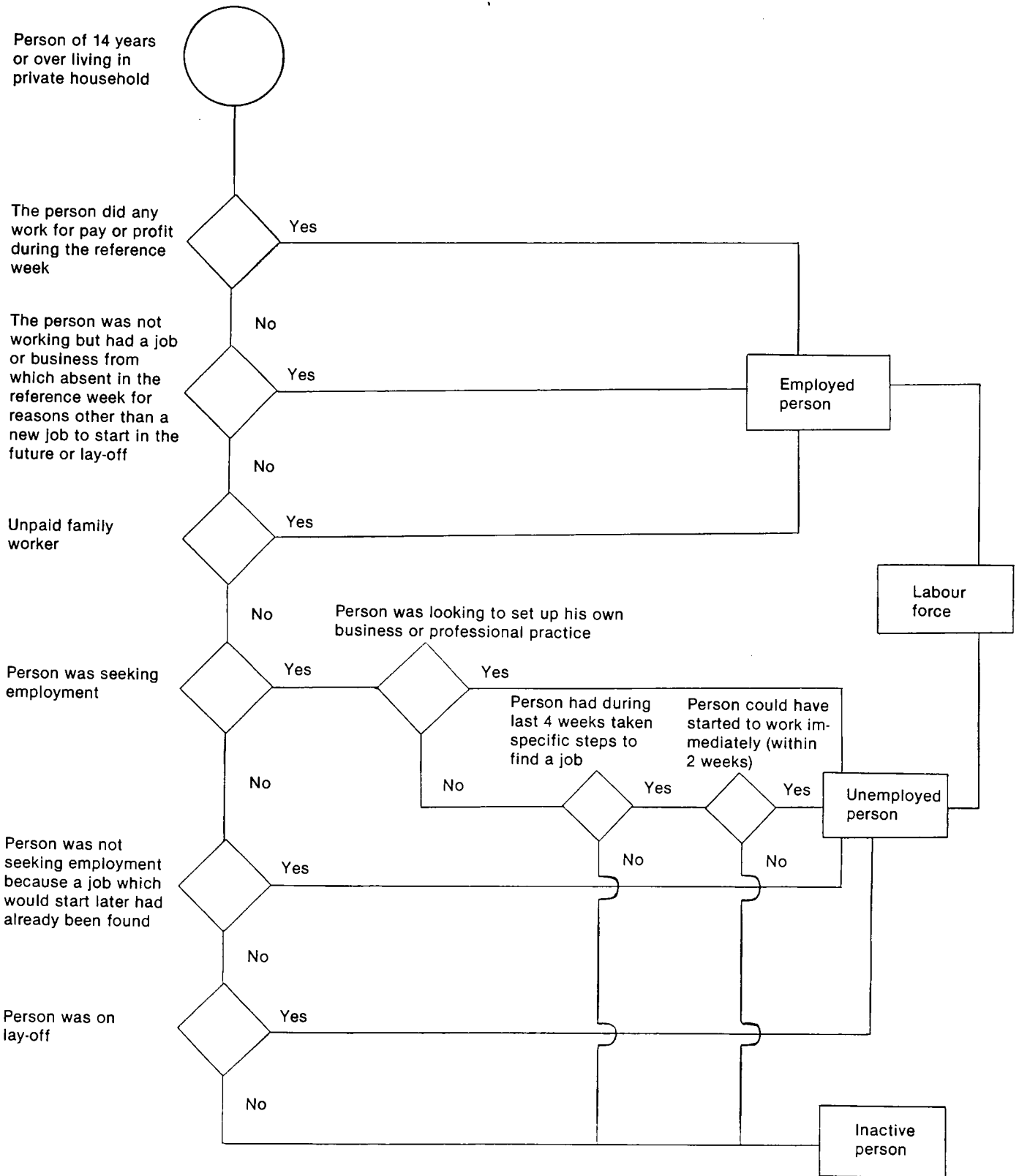
#### *(c) Unemployment rates*

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

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.

The following diagram summarizes the definition of each main classification as used in the Community Labour Force Survey.

## Labour force classification in the Community Labour Force Survey



## Sampling methods and adjustment procedures by Member State

The sampling methods used in the 10 Member States are determined by the national statistical institutes on the basis of the technical and administrative facilities in each country. The Council regulation determines only the limits of required sample sizes. For the 1983 survey these were specified as follows:

- (a) between 60 000 and 100 000 households for the FR of Germany, France, Italy and the United Kingdom;
- (b) between 30 000 and 50 000 households for Belgium, Greece, the Netherlands and Ireland;
- (c) between 30 000 and 40 000 households for Denmark;
- (d) 10 000 households for Luxembourg.

The following descriptions per country of the sampling methods and adjustment procedures are each made up of two sections:

the first — Sample design — deals with the choice of sampling unit (or units in the case of multistage sampling), the sampling frame, particulars of stratification, the procedure used in selecting sampling units, etc.;

the second — Adjustment procedures — gives a summary description of the adjustment procedures used in attempting: (a) to correct the effects of complete non-response among different population groups, and (b) to compensate for sampling variance and/or for potential or actual undercoverage by making use of the so-called population adjustment. A comparison between the most recent independent population estimates and the sample estimates was the basis for this adjustment.

The following table shows the salient features of the sample designs used by the 10 Member States.

### Main characteristics of sample design

Country	Stratification	Number of stages	Use of weights	Size of sample	Adjustment procedures	
					Non-response	Population
FR of Germany	Yes	1	Self-weighting	100 000	Duplication	Weighting
France	Yes	3	Self-weighting	64 000	Weighting	Weighting
Italy	Yes	2	Stratum weights	123 000	Substitution	Weighting
Netherlands	Yes	1	Stratum weights	73 600	Weighting	Weighting
Belgium	Yes	1 or 2	Stratum weights	41 500	Weighting	Weighting
Luxembourg	No	1	Self-weighting	10 000	Duplication	Weighting
United Kingdom	Yes	1 or 2	Stratum weights	109 000	Weighting	Weighting
Ireland	Yes	2	Stratum weights	45 000	Weighting	Weighting
Denmark	No	1	—	62 000	Weighting	Weighting
Greece	Yes	2 or 3	Stratum weights	40 000	Substitution	—

## I. SAMPLE DESIGN

The German (EC) labour force survey is integrated in the Mikrozensus (MZ), which is an annual statistical programme of the German Federal Statistical Service. Due to a suspension of the Mikrozensus for 1983 and 1984, the labour force surveys in these years were conducted as independent surveys.

The MZ sample design, of which the Community labour force survey (LFS) formed a sub-sample was despite its apparent complexity a single-stage stratified area sample. The overall sample was self-weighting and amounted to 240 000 households, i.e. 1 % of the total number of households in the country. As the 1983 labour force survey was to cover approximately 100 000 households in the Federal Republic of Germany the sampling fraction for the LFS sub-sample of the MZ was 0.4 %.

The data from the 1970 Census (communes, streets and street numbers), revised at appropriate intervals to take account of newly built-up areas, were used as a frame for the MZ sampling plan. As these data were available at a detailed regional level (down to commune, street and house number), there were no technical obstacles to the formation of artificial sampling units in the form of area segments, each of which comprised a cluster of adjacent households. The following criteria applied to the formation of segments into which the whole territory of the Federal Republic of Germany was divided:

- in communes with fewer than 20 000 inhabitants the segments comprised 20, and in larger communes 30 households;
- each segment must belong entirely to one commune;
- in principle, no segment may consist of parts of different streets;
- a building or a collective household may not be divided into more than one segment, except for large buildings (25 households and over) and large collective households (50 persons and over) which were given special treatment.

The stratification process was undertaken in several steps. The initial step was to stratify the data (addresses) according to the 11 Federal Länder. In the second step of stratification the data for each Land was broken down into three major groups:

- (A) ordinary buildings,
- (B) large buildings (25 + households), and
- (C) large collective households (50 + persons).

In group A the data were further subdivided into 7 categories according to degree of urbanization:

- (1) under 5 000 inhabitants,
- (2) between 5 000 — 9 999 inhabitants,

- (3) 10 000 — 19 999 inhabitants,
- (4) 20 000 — 49 999 inhabitants,
- (5) 50 000 — 99 999 inhabitants,
- (6) 100 000 — 399 999 inhabitants, and
- (7) 400 000 inhabitants and over.

The first category (less than 5 000 inhabitants) was further subdivided into two sub-strata depending on the percentage of persons employed in agriculture (less than 25 % and 25 % and over). The data of the communes in the six other categories were stratified in accordance with three types of streets, i.e. streets with:

- (i) fewer than 14 households; or
- (ii) on average fewer than three households per building;
- (iii) on average three or more households per building.

Data in group B were classified in categories according to degree of urbanization and data in group C according to five groups of collective households.

These stratified basic data were subsequently classified by *Regierungsbezirke, Kreise*, communes, streets and street number, so as to ensure satisfactory representativeness at regional level.

The next step was to allocate to each street — in line with the number of households in the street and the rules applying to the formation of segments — a number of segments each containing as far as possible an identical number of households. The number of segments allocated to each large building also depended on the number of households. However, the large collective households were subdivided into the requisite number of approximately equal segments on the basis of the persons living in them.

Once the universe of segments had been classified in this way, it was subdivided, within each stratum, into zones of 100 segments, which in turn were subdivided into 10 sub-zones of 10 segments each. From each zone one sub-zone was then chosen at random. This first phase thus comprised an initial selection of 10 % of the sample of the segments, whereas the final sample required was 1 %. This was designed to obtain nine 'reserve samples' that could be used over the years. The 1 % sample was obtained by allocating a number to each of the 10 segments in each sub-zone and by choosing segments with an identical number from each sub-zone for the survey in question. The actual determination of the 10 segments included in each sub-zone chosen for the sample was done by computer in accordance with precise rules.

Since, in small communes (less than 5 000 inhabitants) the street and street number system was incomplete in the 1970 Census, the above-mentioned procedure was replaced by a systematic random sample drawn from the census lists. On the basis of a predetermined sampling interval a household was chosen and a segment was formed by attaching to it the next 20 households.

It should also be noted that for the new built-up areas the same sampling fraction of 1 % was applied via a systematic random selection.

In general, the sampling fraction was the same for all strata. Each stratum was allotted a given number of segments, proportionate to the total number of households and based on the predetermined number of households per segment.

## II. ADJUSTMENT PROCEDURES

Non-reponse adjustment was made by duplication taking into account the size, type of tenure and occupation of the head of the non-responding household.

The population adjustment was based on the most recent population estimates and a post-stratification by Federal Länder, Regierungsbezirke, nationality (Germans/foreigners) and sex.

## FRANCE

### I. SAMPLE DESIGN

The Community labour force survey in France is integrated in the national employment survey (*enquête sur l'Emploi*) which is conducted once per year. The 1983 survey was based on a multistage area sample. The sample, which amounted to 64 000 households was self-weighting and the overall sampling fraction was 1/300.

The choice of an area sample was dictated by the following reasons:

- (a) to facilitate the identification of 'marginal' dwellings thus avoiding the underestimation of certain categories of persons (sub-tenants, live-in servants, persons living in independent rooms, etc.);
- (b) to enable the interviews to be more concentrated geographically, thus reducing the cost and time spent in field work.

On the other hand, in order to eliminate the disadvantages of area sampling, namely greater variability, it was decided to create, as far as possible, smaller (about 40 dwellings per area) and internally heterogeneous, from the housing point of view, area clusters.

The results of the 1975 Census were used as a frame for the selection of the sample. New constructions (completed after the 1975 Census) with 9 dwellings or less were represented in the area sample. However, for technical as well as theoretical reasons, it was decided to set up a special cluster sample operation for new constructions with 10 or more dwellings. Therefore, a separate list of new dwellings based on building permits of 10 dwellings or more was prepared for this purpose.

At this point it should be noted that the sample was selected from the beginning (i.e. after the year 1975) to serve for all the labour force surveys that would be conducted up to the following census.

In the first-stage selection process, the primary sampling units (PSUs) were the rural 'cantons' and urban units. The PSUs were stratified by the 21 regions of the country (Corsica being combined with Provence-Alpes-Côte d'Azur) and by six categories according to their degree of urbanization. By this cross-classification 120 strata were formed.

In the case of urban units, for the selection of PSUs a list was prepared of all urban units in each stratum together with their corresponding number of dwellings according to the 1975 Census. Since an area represents approximately 12 000 dwellings (40 x 300) the number of area groups per stratum was obtained by dividing the total number of dwellings per stratum by this number. The same number was used as the sampling interval in a systematic sample procedure on the accumulated list of new dwellings. This procedure permitted the determination of the sampled urban units and the number of area groups with each urban unit.

The same procedure was applied for the selection of rural cantons, although in this case only one area group per canton was selected since none of them contained more than 12 000 dwellings.

The selection of secondary sampling units was carried out in the following way:

(a) *Rural cantons and urban units of less than 10 000 inhabitants*

Within each selected PSU, the communes were listed together with their number of dwellings in the Census of 1975. Small communes with less than 200 dwellings were merged with neighbouring communes thus forming the secondary sampling units (SSUs). A commune (or group of communes) was then selected with probability proportional to size measured in terms of number of dwellings.

(b) *Urban units of more than 10 000 inhabitants*

For each selected urban PSU, a list was prepared of the census districts with their respective number of dwellings. Small districts were merged with similar neighbouring ones to attain at least 1 000 dwellings and thus form the secondary sampling units. The next step was to divide the number of secondary sampling units into as many portions as the number of area groups which have to be selected. From each portion a district (or group of districts) was selected with probability proportional to size.

The third-stage of selection was identical for both rural cantons and urban units. It consisted of dividing the selected SSUs into zones of about 200 dwellings each, which formed the tertiary sampling units. This work was done by the interviewers and the regional INSEE officials, who, with the aid of the census documents located each recorded building and dwelling on a map. They also tried to define the zones in such a way as to be similar to one another,

which meant forming zones with the greatest possible internal heterogeneity. A zone was then selected with probability proportional to size in terms of dwellings and was divided into five small areas of about 40 dwellings on average.

These small areas were the ultimate units for the annual surveys to be conducted until the next census. For each of the annual surveys one of these areas was selected with equal probability. All the households living in the dwellings of the selected area at the time of conducting the survey were interviewed.

As regards the special cluster sample operation mentioned earlier, all the buildings in the list (constructions with 10 dwellings or more) were stratified by the 21 regions only. From each stratum thus created a sample of clusters of 10 dwellings on average was selected in such a way that the resulting sampling fraction would again be 1/300 of the new dwellings of this category completed since the Census of 1975.

## II. ADJUSTMENT PROCEDURES

The final weight attached to each record (one record per selected person in the sample) was the product of three factors:

### (a) *Basic grossing-up factor:*

Since the sample was self-weighting, the basic grossing-up factor was the inverse of the sampling fraction, i.e. each record was multiplied by 300.

### (b) *Non-response adjustment:*

To compensate for non-response all households were cross-classified by the following variables as far as this information was available: category of dwelling, employment status of the head of household, category of commune, size of household, sex and age of the head. These characteristics for the non-responding households were based on information collected either from the current survey or the preceding one.

For each cell formed by the above post-stratification a factor was computed equal to the inverse of the response rate in this cell.

### (c) *Population adjustment:*

Finally, an independent estimate based on 1975 Census projections of the population falling into 5-year age group/sex categories was divided by the survey estimates derived from the previous two factors to provide a national age-sex factor which was then entered on all records belonging to the appropriate category. The national estimates thus derived refer only to persons living in private households.

## ITALY

### I. SAMPLE DESIGN

The Italian labour force survey used a two-stage stratified sample, non self-weighting, with a sample size of 123 000 households.

One of the main objectives which was established when the design was being prepared was to produce estimates at provincial and regional, as well as at national level. To this end a new sub-provincial territorial unit was set up, the statistical sector. The 328 statistical sectors were formed by dividing each province into areas which were as homogeneous as possible from the structural point of view (surface area and population density). Each statistical sector consists of a number of adjacent municipalities. Nowhere did the formation of the statistical sectors involve subdividing a municipality.

In the first stage, the primary sampling units were the municipalities (*comuni*), which are the smallest administrative divisions existing in Italy. There are approximately 8 000 municipalities and the size of their population varies considerably.

Within each statistical sector the PSUs were divided into two large groups as follows:

Group A: municipalities constituting provincial capitals and other municipalities with at least 20 000 inhabitants;

Group B: municipalities with less than 20 000 inhabitants.

In Group A there were 421 municipalities and each one of them formed a self-representing stratum.

In Group B there were 7 664 municipalities. In line with the sample design, these municipalities were grouped into homogeneous strata according to two parameters:

- (i) altitude zone (mountain, hill, plain), and
- (ii) main economic activity of the resident population, based on the findings of the most recent population census (agriculture, industry and other activities).

Finally, two other conditions were established: no stratum may include less than three municipalities or, in general, more than 20.

From each of the 1 504 strata of Group B thus formed, a municipality was selected with probability proportional to the size of its population.

The secondary sampling units were the resident households. Within each self-representing PSU of Group A and the selected ones of Group B a sample of households was selected systematically, using the municipal registers as a frame. The sampling fraction varied from stratum to stratum, and the number of households to be selected in each of the sample PSUs was determined by the number of households in the stratum and the sampling fraction fixed for it.



## II. ADJUSTMENT PROCEDURES

Whenever a household could not be interviewed for any reason it was substituted by another. There were two constraints on substitutions:

- (i) the residential zone of the two households must be the same (or as close as possible) in order to ensure a sufficient degree of similarity in socio-economic characteristics; and
- (ii) the number of members must be the same in order to avoid any distortion due to over-estimation of the larger households, which are always easier to survey.

The population adjustment of the sample results was carried out stratum by stratum for men and women separately. In this adjustment procedure use is made of the most recent population estimates calculated on a monthly basis by Istat, using data from the municipal registers.

## NETHERLANDS

### I. SAMPLE DESIGN

A single stage sample design was used in the Community labour force survey in the Netherlands. The overall sampling fraction was 1.5 % of all private households living in the country at the time of the survey. The sampling fractions were not the same for all regions. In order to get better estimates for the four provinces with the lowest numbers of residents, the sample size for these regions was somewhat enlarged at the cost of the sample size in other provinces. The following sampling fractions have been used:

- |                                      |         |
|--------------------------------------|---------|
| 1. Provinces Zeeland and Drenthe     | 2.5 %,  |
| 2. Provinces Groningen and Friesland | 2.0 %,  |
| 3. Other provinces                   | 1.38 %. |

The main sampling frame consisted of a register of all addresses in the Netherlands. This register is administered by the Dutch Postal Service (PTT) and does not only contain addresses of dwellings, but also other addresses such as firms, schools, etc. The addresses are grouped by localities (part of municipalities) and within localities by streets.

In addition to the above frame, a separate frame is held at the Central Bureau of Statistics containing addresses in which 20 or more households are living (20 + addresses). The reason for constructing a separate frame and adopting a different selection procedure for these 20 + addresses were twofold. First, these addresses are relatively scarce and the occupants often belong to a specific population group. Such an address with so many occupants being in or out of the sample may have great influence on the results. A second argument is that experience shows that interviewing many households at one address may irritate the occupants (more non-response cases) and interviewers tend to become somewhat less careful.

As regards the main frame, the sampling unit was the address. Within each municipality the Postal Service made a systematic sample of addresses with a sampling interval equal to the inverse value of the sampling fraction for the municipality. All persons occupying the selected addresses have been interviewed. Collective households and 20 + addresses when present in the sampled addresses were not taken into account.

Concerning the frame of the 20 + addresses the sampling unit was the household. The municipal administrations were asked to draw a systematic sample from the households living at these addresses. The sampling interval here was equal to the sampling fraction in the address sample in the same municipality. Before the drawing of the sample, households had to be grouped by addresses.

## II. ADJUSTMENT PROCEDURES

The first stage of adjustment was for non-response cases. It should be noted that, in the case of persons who had declined to take part in the survey, or had not been found at home, certain data were obtained from the municipal population registers, viz. age, sex, nationality, marital status and composition of the household. To reduce the effect of these non-response cases on the survey results, the total sample was subdivided into a number of categories on the basis of data obtained from the respondents and from the population registers. The following breakdowns of variables were applied: sex, nationality (Dutch, Mediterranean basin and other), marital status, age (15-19, 20-29, 30-49, 50-64, 65 and over), composition of household (person living alone and number of persons in the household), region (comprising 17 separate towns with more than 100 000 inhabitants and 11 provinces, each subdivided into 3 groups of municipalities, according to their degree of urbanization). After combining a number of these variables the final total number of categories was 1 300. For each of these categories the grossing-up factor was corrected for non-response.

The second stage of adjustment was made by comparing the extrapolated sample estimates with the estimates based mainly on current population estimates independent of the survey results. On the basis of this comparison a number of corrective factors were established. These factors were applied to the survey results to make final amendments. Separate corrective factors were calculated for a number of categories which were based on the following variables or combination of variables: sex, age group (15-19, 20-29, 30-49, 50-64, and 65 and over), region (the 11 provinces and 4 major cities separately), and nationality (Dutch, Mediterranean basin or other).

## BELGIUM

### I. SAMPLE DESIGN

The Belgian 1983 labour force survey used a single-stage stratified sample design in urban zones and a two-stage stratified sample design in rural zones. The

total size of the sample was 41 500 households which amounts to an average sampling fraction of 1/87. The frame used was the Population Register in each commune; persons in these registers are classified by households, and the households by streets, the name of the head of the household etc.

For sampling purposes, the whole national territory was divided into *arrondissements* (administrative districts) or groups of *arrondissements*, thus forming 36 strata. Each stratum was further sub-divided into urban and rural zones. Within each stratum the communes which formed the urban zone were defined a priori. 21 of the strata did not contain urban zones and one (Brussels) no rural zone.

In the rural zones a two-stage process of selection was adopted. The primary sampling unit was a cluster of 1 000 adjacent households in the Population Register for one commune or for two adjacent communes. In each stratum a number of PSUs was selected with equal probabilities. The sampling fraction for the selection of the PSUs varied from stratum to stratum. In general, the bigger the size of stratum (in terms of the number of households) the smaller the sampling fraction.

The secondary sampling unit was the household. Within each selected PSU, 100 households were selected whose serial numbers were contained in a predetermined list of random numbers.

In the urban zones the selection was carried out in a single stage process. The households which were the sampling units were selected systematically from the Population Registers. The sampling fraction for the urban zone corresponded to the final sampling fraction of the rural zone of the same stratum.

## II. ADJUSTMENT PROCEDURES

The non-response and population adjustments were made on the basis of a post-stratification of all respondents according to sex and age within the same *arrondissement*. Within each of these classes thus formed a weighting factor was calculated by using results from the 1981 Census.

## LUXEMBOURG

### I. SAMPLE DESIGN

The 1983 Labour Force Survey in Luxembourg was conducted in the following general context:

- (i) A single-stage sample design was adopted;
- (ii) The overall sample was self-weighting;
- (iii) The sample comprised 10 000 private households out of a total 128 500.

The frame used was the list of census districts into which the country was divided on the occasion of the last general population census (31 March 1981). These 2 577 census districts with an average of 50 households each constituted the sampling units.

A random selection of 225 of these units was made. All persons in private households in the districts selected were included in the sample.

## II. ADJUSTMENT PROCEDURES

Adjustment for non-response was made by randomly duplicating records of the respondent units within the same census district.

The population adjustment was made on the basis of the estimated total population based on the 1981 Population Census. The variables used in the post-stratification were: sex, nationality (Luxembourgers-other), and 5-year age groups.

## UNITED KINGDOM

### I. SAMPLE DESIGN

The aim of the survey was to produce results about the population resident in private households and hotels, at regional as well as at national level, and the overall sample size was dictated by this requirement. Addresses selected for interview in 1983 numbered about 94 000 in England and Wales, 10 000 in Scotland, and 5 000 in Northern Ireland (i.e. about 1 address in 200 in Great Britain, about 1 in 100 in Northern Ireland). These were expected to produce a total of about 85 000 responding households.

The sample design and its detailed implementation are the responsibility of the Office of Population Censuses and Surveys in England and Wales, of the General Register Office in Scotland, and of the Department of Economic Development in Northern Ireland. The methods employed in each of these three parts of the UK are described below:

#### England and Wales

In England and Wales the population to be surveyed was divided into three strata according to the type of local authority district in which they lived:

1. Local authorities in the metropolitan counties and Greater London,
2. Local authorities which, based on 1979 estimates, either had a population density of at least 2.0 persons per hectare and a population greater than 125 000, or had a population density greater than 24.0 persons per hectare,
3. Remaining local authorities.

The sampling frame used was the 'small users' sub-file of the Postcode Address File (PAF) — a list, prepared by the Post Office and held on computer, of all the addresses (delivery points) to which mail is delivered. Small users are delivery points which receive fewer than 25 articles of mail per day; these are therefore likely to include all private households.

The advantage of the PAF, which led to its selection, in preference to the Valuation Roll, as the sampling frame for 1983, are:

- (a) that it can identify areas of residence below local authority district level, and
- (b) that, since it is held on computer, it can select delivery points and print out address lists automatically.

Delivery points in strata I and II were selected by sampling through the PAF list from a random start and with a constant sampling interval. In this way about 51 500 delivery points were drawn. In these areas the population is so densely congregated that there is no need to cluster addresses to provide an economical workload for the interviewer.

In the more rural areas of stratum III some clustering of the sample was needed in order to keep interviewing costs within reasonable bounds. In this stratum, therefore, the sampling was in two stages. First, 850 post-code sectors were selected as the primary sampling units (PSUs) with probability proportionate to size. (The average postcode sector contains about 2 500 delivery points, but sectors vary considerably in size. A sector with fewer than 500 delivery points would be combined with an adjacent one to form a single PSU). Then an interviewer's workload was defined as being about 50 delivery points to be visited within a single sector. These were selected from a random start, applying a constant interval calculated for that sector. In this way about 42 500 delivery points were selected in stratum III.

The sectors were listed in the PAF in semi-alphabetical order. There was no apparent periodicity in the ordering. No additional stratification was applied to stratum III.

One problem in using the PAF was that the boundaries of its sectors often did not coincide with the boundaries of the local authority districts used in defining the three strata. The solution was to assign a sector to that stratum in which the majority of its delivery points fell.

### **Scotland**

The local authority districts and Islands Areas were arranged into six families according to their demographic characteristics, and these families were designated as either urban or rural. The PAF was used as the sampling frame, as it had been in Scotland since the 1975 LFS.

In the urban families 285 delivery points were selected using random sampling techniques, each being used as a start-point from which 20 consecutive delivery points were selected at which to interview. Thus, 5 700 urban addresses were selected in the sample.

In the rural families 43 start-points were selected in a similar way, from each of which the first 20 consecutive delivery points were selected, the next 80 missed, the next 20 selected etc., until five groups of 20 had been selected for interview. Thus, 4 300 rural addresses were selected in the sample.

### **Northern Ireland**

The sampling frame for Northern Ireland was the Valuation Roll, a list of properties eligible for rating. The district councils were divided into three geographical regions: Belfast, East (excluding Belfast), and West. Within each region, wards were selected at random with probability proportionate to the number of domestic hereditaments. The required number of addresses was then selected from the valuation lists for each ward, using a random start and a constant sampling interval.

In this way 1 140 addresses were selected in the Belfast region, 2 196 in the East region, and 1 692 in the West region.

## **II. ADJUSTMENT PROCEDURES**

A new grossing method was introduced into the labour force survey for Great Britain in 1983 with the intention of taking account of differences in response rate, sometimes considerable, between different geographical areas within the standard regions. Under this method the survey results were grossed up in three stages.

In England and Wales the first stage of grossing was to population counts for local authority districts in the metropolitan and large urban areas (strata I and II of the sample design), and no consideration was given to any other population characteristics.

In Scotland, at this first stage, grossing was to population counts for the six families of local authority districts, no other population characteristics being considered.

At the end of stage I, then, a grossing factor was attached to each person in the survey. In stage II, survey counts grossed up by the stage I factors were compared with population counts for all combinations of age (in five-year bands), sex, and women's status as married or not married within a geographical area (these areas being at sub-regional level but much broader than the local authority districts and Scottish families of stage I).

Each person was now given a stage II grossing factor — i.e., the population count for the age/sex/marital status/area group to which he or she belonged divided by the survey count grossed up at stage I for this same group.

Finally, for each person, the stage I and stage II grossing factors were multiplied together to produce a stage III factor that is used in the presentation of the grossed-up survey results.

The results for Northern Ireland were grossed in a single stage to population counts for sex, age, and women's marital status. Geographical area within Northern Ireland was not taken into account.

In the United Kingdom the main set of figures was the 1981-based home population projections for mid-1983, supplemented by results from the 1981 Census to remove the non-private population and provide the breakdown of women into married and non-married. The estimates for Northern Ireland were based on a series produced by the Policy Planning and Research Unit of the Department of Finance.

## IRELAND

### I. SAMPLE DESIGN

The main factors involved in the sample design of the 1983 LFS were:

- (i) the availability of a suitable frame based on the 1981 Census of Population;
- (ii) the experience of using similar frames in previous labour force surveys.

The 1983 LFS used a two-stage area sample, non self-weighting, with a sample size of 45 000 households. The sampling fraction varied from 1 in 25 to 1 in 20 households.

The primary sampling units were based on Census of Population enumeration areas, which are clusters of approximately 300 households. In rural and smaller urban areas these formed the PSUs; in larger urban centres they were subdivided into clusters of about 100 households.

The primary units are stratified within each county according to the following criteria:

- (i) each town with a population of 5 000 or greater forms a separate stratum;
- (ii) the suburbs of the three largest cities each form a separate stratum;
- (iii) the fringes of the two largest cities each form a separate stratum;
- (iv) all other totally urban PSUs form a separate stratum;
- (v) PSUs which are partially urban and partially rural are grouped into a separate stratum;
- (vi) the remaining (totally rural) PSUs are grouped into a separate stratum.

This results in a total of 151 strata.

The sampling fraction varies within each stratum, being generally lower in rural than in urban areas. Each PSU within a stratum has an equal probability of selection.

The secondary sampling units are the dwellings. These are selected with equal probabilities within each selected PSU from a list of all dwellings made by the interviewer as part of the survey operation.

Within each PSU, the sampling fraction depends on the number of SSUs in that PSU, larger PSUs having in general smaller sampling fractions than smaller PSUs.

### II. ADJUSTMENT PROCEDURES

Adjustments for non-response and listings which do not contain a dwelling unit were made by modifying the grossing-up factor, at PSU level, by a factor  $(1 + (\text{population of non-respondent units}) / (\text{population of respondent units}))$ .

A population adjustment, at national level, was carried out for males and females separately by 5-year age group to ensure that the survey population estimates were identical to independent official population estimates.

## DENMARK

### I. SAMPLE DESIGN

A single stage process of sample selection was used in Denmark for the 1983 LFS. The sampling frame was the Central Population Register (CPR) which contains up-to-date information of all persons permanently domiciled in Denmark. The sample comprised approximately 62 000 persons equivalent to 1.6 % of the total population aged between 15 and 74 at the time of the survey.

For practical reasons, the sampling unit was the individual and not the household. The relationship between an individual and his family characteristics was established using both the sample questionnaire and the information on households in the CPR.

The persons included in the sample are selected by using a simple random procedure. Thus, the 1983 LFS covered all persons born on the 19th of even-numbered months. The sample is taken from the CPR on a day as close as possible to the survey date itself. In 1983 this occurred approximately one month before the survey was held. For the final adjustment use was made of the most recent version of the CPR before the date of the survey.

### II. ADJUSTMENT PROCEDURES

First, adjustments were made for non-response. Follow-up interviews were conducted from a sample of persons who failed to respond. On the basis of the results thus obtained and the assumption that the persons in the follow-up sample were representative of all those who failed to respond a weighting factor was applied among those who responded in the proper sample. Finally, the survey results were adjusted to population totals. Both

the non-response adjustment and the population adjustment itself were made on the basis of a post-stratification. The stratification variables used were: sex, year of birth, and geographical region.

## GREECE

### I. SAMPLE DESIGN

In Greece, a multistage stratified area sample was used for the 1983 LFS. This choice was influenced by the existing frames and the available resources (personnel and authorized expenditure). The size of the sample was about 40 000 households and the sampling fraction was 1 % for Greater Athens and 1.5 % for the rest of the regions.

The frames used were the list of localities (municipalities and communes) and of city blocks (or census enumeration sections) for each locality together with their number of households according to the 1981 Population Census. This material was supplemented by detailed maps (scale 1:5 000), based on aerial-photographs, in which the city blocks (or the enumeration sections) had the same identification number as in the lists. For small villages sketch maps were used which had been prepared by the enumerators during the last census.

Using as criterion the degree of urbanization (i.e. the size of the locality in terms of its population - 1981 Census) the 5 930 localities of the country were allocated to 10 major strata, as follows:

- (1) less than 500 inhabitants;
- (2) between 500 — 999 inhabitants;
- (3) 1 000 — 1 999 inhabitants;
- (4) 2 000 — 4 999 inhabitants;
- (5) 5 000 — 9 999 inhabitants;
- (6) 10 000 — 29 999 inhabitants;
- (7) 30 000 — 49 999 inhabitants;

- (8) 50 000 inhabitants and over
- (9) Greater Salonica; and
- (10) Greater Athens.

The above strata (1) — (8) were further subdivided into the nine administrative regions of the country; the stratum of Greater Salonica was divided into 10 and that of Greater Athens into 40 equal size sub-strata.

In the strata (1) to (5) the sample was selected in three stages. In the first stage the primary sampling unit was the locality. In each stratum a predetermined number of localities was selected with probabilities proportional to their size. In the second stage the sampling unit was the area. An area was defined as a city block or a census enumeration section. Within each selected PSU a predetermined number of areas were drawn with probabilities proportional to their size. Finally, the tertiary sampling units were the occupied dwellings. The interviewer enumerated all the dwellings within each selected secondary sampling unit, while, in the course of the survey, he selected a systematic sample of them on the basis of the area's sampling interval. These intervals were calculated in such a way as to yield the overall sampling fraction for the specific strata. Where there were more than one household in a selected dwelling, all the households were interviewed.

In the strata (6) — (8) all PSUs, that is all localities with 10 000 inhabitants or more, were included in the sample. Therefore, for these strata, as well as for the strata of Greater Salonica and Greater Athens, a two-stage sample has actually taken place. The selection procedure was the same as the one described above for the selection of the secondary and tertiary sampling units in the first category of strata (1) to (5).

### II. ADJUSTMENT PROCEDURES

Households which did not respond were substituted by the next ones in the enumeration list.

No population adjustment was made to the survey results.



# Community list of questions

## SUMMARY

Item	Description
<b>1-7</b>	<b>Technical items relating to the interview and the adjustment</b>
1	Year of survey
2	Reference week
3	Country
4	Region
5	Serial number of household
6	Participation in the survey
7*	Adjustment factor for each record
<b>8-15</b>	<b>Demographic background</b>
8	Type of household in which person studied lives
9	Type of institution
10	Relationship to head of household
11	Sex
12	Year of birth
13*	Date of birth within the year
14	Marital status
15	Nationality (Citizens of:)
<b>16-17</b>	<b>Work status in reference week</b>
16*	Work status in reference week
17*	Reason for not having worked at all though job exists
<b>18-27</b>	<b>Employment characteristics of persons in employment</b>
18*	Existence of more than one job or business
19*	Number of hours per week usually worked in the first job or business
20*	Number of hours actually worked in the first job or business during the reference week
21*	Main reason for hours actually worked during the reference week in the first job being different from the interviewee's usual hours
22*	Professional status in the first job
23	Economic activity (NACE-Classification) of the establishment in which person is working
24*	Occupation of the first job
25*	Full-time/Part-time distinction
26*	Permanency of the first job
27*	Looking for another job and reasons for doing so
<b>28-32</b>	<b>Previous work experience for those not in employment</b>
28*	Previous work experience and period since having been in last employment
29*	Main reason for leaving last job or business for those having worked less than 3 years ago but with no job during the reference week
	<i>Details of last job or business</i>
30	Professional status
31	Economic activity (NACE-Classification) of the establishment
32	Occupation

Item	Description
<b>33-39</b>	<b>Seeking employment</b>
33*	Seeking employment for person without employment during the reference week
34*	Type of employment sought
35*	Situation of the person interviewed immediately before he/she started to seek employment (or waiting for new job to start)
36*	Duration of seeking employment
37*	Availability for work
38*	Registration at an official employment exchange
39*	Main method employed during past 4 weeks to find a job other than being registered at an official employment exchange
40*	<b>Situation of the inactive</b>
	Situation of those persons who neither have a job nor are looking for one (excluding conscripts on compulsory military or community service)
<b>41-42</b>	<b>Education and training during the past 4 weeks</b>
41*	Education and training during the past 4 weeks
42*	Purpose of the training being received during past 4 weeks
<b>43-47</b>	<b>Situation a year before survey</b>
43*	Situation with regard to economic activity a year before survey
44	Professional status one year before the survey
45	Economic activity (NACE-Classification) of the establishment in which person was working one year before the survey
46	Country of residence one year before survey
47	Region of residence one year before survey (within each country)

For items marked with asterisk please see explanatory notes

*Annexes:* I. Coding of Regions (NUTS)

II. Coding of Economic Activity (NACE)



## Descriptive data available for main population groups

### Everybody

- Demographic background (I. 8-15)
- Country and region of residence one year before survey (I. 46-47)

### Everybody 14 years and over

- Registration at an official employment exchange (I. 38)
- Situation a year before survey (I. 43-45)

If 14-49 years old:

- Education and training during past 4 weeks (I. 41-42)

### Persons in employment

- Reason for not having worked at all though job exists (I. 17)
- Existence of more than one job or business (I. 18)
- Number of hours usually worked (I. 19)
- Number of hours actually worked (I. 20)
- Main reason for difference between usual and actual hours worked (I. 21)
- Professional status (I. 22)
- Economic activity (NACE classification) (I. 23)
- Occupation (I. 24)
- Full-time/part-time distinction (I. 25)
- Permanency of the first job (I. 26)
- Looking for another job and reasons for doing so (I. 27)

### Persons without employment

- Previous work experience and period since having been in last employment (I. 28)
- If recent work experience:
  - Main reason for leaving last job (I. 29)
  - Professional status of last job (I. 30)
  - Economic activity (NACE-classification) of last job (I. 31)
  - Occupation of last job (I. 32)

### Persons in employment and seeking another job

### Unemployed persons

### Inactive persons

- Situation of the inactive (I. 40)

- Type of employment sought (I. 34)
- Duration of seeking employment (I. 36)
- Main method employed during past 4 weeks to find a job other than being registered at an official employment exchange (I. 39)

- Situation immediately before person started to seek employment (I. 35)

- Availability for work (I. 37)

**DETAILED LIST**

Item	Code	Description	Filter/Remarks
		<b>TECHNICAL ITEMS RELATING TO THE INTERVIEW AND THE ADJUSTMENT</b>	
1		<i>Year of survey</i>	F: Everybody
	83	For survey held in 1983	
2		<i>Reference week</i>	F: Everybody
	05	Number of the week going from Monday to Sunday (except for Italy where the week goes from Sunday to Saturday).	
	—	For survey held in 1983 week no. 05 is week going from Monday 31 January to Sunday 6 February (for Italy from Sunday 30 January to Saturday 5 February)	
	30		
3		<i>Country</i>	F: Everybody
	01	FR of Germany	
	02	France	
	03	Italy	
	04	Netherlands	
	05	Belgium	
	06	Luxembourg	
	07	United Kingdom	
	08	Ireland	
	09	Denmark	
	10	Greece	
	11	Portugal	
	12	Spain	
4		<i>Region</i>	F: Everybody
		For coding see annex I	
5		<i>Serial number of household</i>	F: Everybody
		The serial numbers are allocated by national statistical institutes. Records relating to different members of the same household carry the same serial number.	
6		<i>Participation in the survey</i>	F: Everybody 14 years or older
	1	Direct participation	
	2	Participation via another member of the household	
	9	Child aged less than 14	
	blank	No answer	
7		<i>Adjustment factor for each record</i>	F: Everybody
		<b>DEMOGRAPHIC BACKGROUND</b>	
8		<i>Type of household in which person studied lives</i>	F: Everybody
	1	Person living in private household (or permanently in a hotel)	
	2	Person living in an institution and surveyed there	
	3	Person living in an institution and included by means of private household	
	4	Person living in another private household on the territory of the member country and included by means of household of origin	
	5	Person living outside the territory of the member country	No blanks allowed
9		<i>Type of institution</i>	F: 1.8 = 2,3
	1	Educational institution	
	2	Hospital	
	3	Other welfare institution	
	4	Religious institution (not 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 (1.8 = 1,4,5)	
	blank	No answer	

Item	Code	Description	Filter/Remarks
10		<i>Relationship to head of household</i>	F: I.8 = 1,3-5
	1	Head of household	
	2	Spouse of head of household	
	3	Child of head of household (or his/her spouse)	
	4	Ascendant of head of household (or his/her spouse)	
	5	Other relative	
	6	Other	
	9	Not applicable (I.8 = 2)	No blanks allowed
11		<i>Sex</i>	F: Everybody
	1	Male	
	2	Female	No blanks allowed
12		<i>Year of birth</i>	F: Everybody
	84	The last two figures of year of birth are entered Born in 1883 or earlier	No blanks allowed
13		<i>Date of birth within the year</i>	F: Everybody
	1	Person's birthday falls within the period between the 1 January and the end of the reference week.	
	2	Person's birthday falls within the period of the year following the end of the reference week	No blanks allowed
14		<i>Marital status</i>	F: Everybody
	1	Single	
	2	Married	
	3	Widowed	
	4	Divorced or legally separated	
	blank	No answer	
15		<i>Nationality (Citizens of:)</i>	F. Everybody
	01	FR of Germany	
	02	France	
	03	Italy	
	04	Netherlands	
	05	Belgium	
	06	Luxembourg	
	07	United Kingdom (British subjects coming within the category 'free movement of labour')	
	08	Ireland	
	09	Denmark	
	10	Greece	
	11	Portugal	
	12	Spain	
	13	Norway	
	14	Turkey	
	15	Austria	
	16	Poland	
	17	Yugoslavia	
	18	Algeria	
	19	Morocco	
	20	Tunisia	
	21	Other and stateless (this category should not include those countries included in 01-20)	
22	Other British subjects		
blank	No answer		

Item	Code	Description	Filter/Remarks
16		<b>WORK STATUS IN REFERENCE WEEK</b>	F: Everybody 14 years and older
		<i>Work status in reference week</i>	
	1	The person did <i>any</i> work for pay or profit during the reference week (1 hour or more) (including family workers but excluding conscripts on compulsory military or community service)	
	2	The person was not working but had a job or business from which absent in the reference week (including family workers but excluding conscripts on compulsory military or community service)	
	3	The person was not working because he/she was on lay-off	
	4	The person was a conscript on compulsory military or community service during the reference week	
	5	Other (14 years and older) who had neither worked nor had a job or business during the reference week	
	9	Child less than 14 years old	No blanks allowed
17		<i>Reason for not having worked at all though job exists</i>	F: I.16 = 2
		The reason for not having worked at all during the reference week was:	
	0	Bad weather	
	1	Slack work for technical or economic reasons	
	2	Labour dispute	
	3	School education or training outside the establishment	
	4	Own illness, injury or temporary disability	
	5	Maternity leave	
	6	Holidays	
	7	New job to start in the future	
8	Other reasons (e.g. personal or family responsibilities)		
9	Not applicable (I.16 = 1,3-5,9)		
	blank	No answer	
18		<b>EMPLOYMENT CHARACTERISTICS OF PERSONS IN EMPLOYMENT</b>	
		<i>Existence of more than one job or business</i>	F: I.16 = 1,2 and not I.17 = 7
	1	The person had only one job or business during the reference week	
	2	The person had more than one job or business during the reference week (not due to change in employer)	
	9	Not applicable (I.16 = 3-5,9 or I.17 = 7)	
	blank	No answer	
19		<i>Number of hours per week usually worked in the first job or business</i>	F: I.16 = 1,2 and not I.17 = 7
	00	Usual hours cannot be given because hours worked vary considerably from week to week or month to month	only for those who cannot even give an average number for the last 4 weeks
	01-98	Number of hours <i>usually</i> worked in the first job	
	99	Not applicable (I.16 = 3-5,9 or I.17 = 7)	
	blank	No answer	
20		<i>Number of hours actually worked in the first job or business during the reference week</i>	F: I.16 = 1,2 and not I.17 = 7
	00	Person having a job or business and not having worked during the reference week (I.16 = 2 and not I.17 = 7)	
	01-98	Number of hours <i>actually</i> worked during the reference week	
	99	Not applicable (I.16 = 3-5,9 or I.17 = 7)	
	blank	No answer	

Item	Code	Description	Filter/Remarks
21		<i>Main reason for hours actually worked during the reference week in the first job being different from the interviewee's usual hours</i>	F: I.19 = 00-98 and I.20 = 01-98 and I.19 ≠ I.20
	01	The person has worked <i>more</i> than his usual hours due to: — variable hours (e.g. flexible working hours)	I.20 > I.19
	02	— other reasons	or I.19 = 00
	03	The person has worked <i>fewer</i> than his usual hours due to: — bad weather	I.20 < I.19
	04	— slack work for technical or economic reasons	or I.19 = 00
	05	— labour dispute	
	06	— school education or training outside the establishment	
	07	— variable hours (e.g. flexible working hours)	
	08	— own illness, injury or temporary disability	
	09	— maternity leave	
	10	— personal or family responsibilities, or other personal reasons	
	11	— annual holidays	
	12	— bank holidays	
	13	— start of job/change in job during the reference week	
	14	— end of job without taking up a new one during the reference week	
	15	— other reasons	
	97	Person having worked usual hours during the reference week (I.20 = 01-98 and I.19 = 01-98 and I.20 = I.19)	
	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 the usual hours (I.19 = 00, if not I.21 = 1-15)	
	99	Other not applicable (I.16 = 2-5,9)	
	blank	No answer	
22		<i>Professional status in the first job</i>	F: I.16 = 1,2 and not I.17 = 7
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (I.16 = 3-5,9 or I.17 = 7)	
	blank	No answer	
23		<i>Economic activity (NACE-classification) of the establishment in which person is working</i>	F: I.16 = 1,2 and not I.17 = 7
	00-98 9A, 9B	For coding of economic activity according to NACE at 2-digit level — see Annex II	
	99	Not applicable (I.16 = 3-5,9 or I.17 = 7)	
	blank	No answer	
24		<i>Occupation of the first job</i>	F: I.16 = 1,2 and not I.17 = 7
25		<i>Full-time/Part-time distinction</i>	F: I.16. = 1,2 and not I.17. = 7
	1	The job held is a full-time job The job held is a part-time job which was taken because:	Codes in order of priority
	2	— person is undergoing school education or training	
	3	— of own illness or disability	
	4	— person could not find a full-time job	
	5	— person did not want a full-time job	
	6	— of other reasons	
	7	Person with a part-time job not having given any reason for it	
	9	Not applicable (I.16 = 3-5,9 or I.17 = 7)	
	blank	No answer	

Item	Code	Description	Filter/Remarks
26		<i>Permanency of the first job</i>	F: I.22 = 3
	1	The person has a permanent job/work-contract of unlimited duration The person has a temporary job/work-contract of limited duration because:	Codes in order of priority
	2	— it is a contract covering a period of training (apprentices, trainees, research assistants, etc.)	
	3	— he could not find a permanent job	
	4	— he did not want a permanent job	
	5	Person with a temporary job/work-contract of limited duration not having given a reason for it	
	6	The person has a temporary job/work-contract of limited duration because it is a contract covering a probationary period	For Luxembourg only
	9 blank	Not applicable (I.22 = 1,2,4,9, blank) No answer	
27		<i>Looking for another job and reasons for doing so</i>	F: I.16 = 1,2 and not I.17 = 7
	0	Person is <i>not</i> looking for another job Person is looking for another job because:	Codes in order of priority
	1	— of risk or certainty of loss or termination of present job	
	2	— actual job is considered as a transitional job	
	3	— seeking a second job	
	4	— of wish to have better working conditions (e.g. pay, working or travel time, less strenuous work)	
	5	— of other reasons	
	6	Person looking for another job not having given a reason for doing so	
	9 blank	Not applicable (I.16. = 3-5,9 or I.17 = 7) No answer	
			<b>PREVIOUS WORK EXPERIENCE FOR THOSE NOT IN EMPLOYMENT</b>
28		<i>Previous work experience and period since having been in last employment</i>	F: I.16 = 3-5 or (I.16 = 2 and I.17 = 7)
	0	Person has never been in employment (apart from purely occasional work such as vacation work; compulsory military or community service is not to be considered as employment) Person has already been in employment (compulsory military or community service is not to be considered as employment) and <i>last</i> job held was left:	If the last job was followed by compulsory military or community service, the period starts to count at the end of this service
	1	— less than 6 months ago	
	2	— 6—11 months ago	
	3	— 12—17 months ago	
	4	— 18—23 months ago	
	5	— 24—35 months ago	
	6	— more than 35 months ago	
	7	Person having been in employment but not having stated when last job held was left	
	9 blank	Not applicable (I.16 = 1,9 or (I.16 = 2 and not I.17 = 7)) No answer	
29		<i>Main reason for leaving last job or business for those having worked less than 3 years ago but with no job during the reference week</i>	F: I.28 = 1-5
		<i>For former employees only:</i>	
	0	Person has been dismissed or made redundant	
	1	A job of limited duration has ended	
	2	Person has resigned from his/her job	
	3	Person has taken early retirement for economic reasons	
		<i>For all:</i>	
	4	Person has given up work for reasons of illness or incapacity	
	5	Person has retired for other than economic or health reasons	
	6	Person was called up for compulsory military or community service	
	7	Person has given up work for personal reasons (family responsibilities, studies, etc.)	
8	Other reasons (including especially economic reasons for groups other than employees)		
9 blank	Not applicable (I.28 = 0,6,7,9, blank) No answer		

Item	Code	Description	Filter/Remarks
		<b>Details of the last job or business for those having worked less than 3 years ago but with no job during the reference week (Excluding persons who have retired for other than economic or health reasons or who left the job or gave up business for personal or other unspecified reasons)</b>	
30		<i>Professional status</i>	F: I.28 = 1-5, and not I.29 = 5,7,8, blank
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (I.28 = 0,6,7,9, blank or I.29 = 5,7,8, blank)	
	blank	No answer	
31		<i>Economic activity (NACE-classification) of the establishment</i>	F: I.28 = 1-5 and not I.29 = 5,7,8, blank
	00-98, 9A, 9B	For coding of economic activity according to NACE at 2-digit level — see Annex II	
	99	Not applicable (I.28 = 0,6,7,9, blank or I.29 = 5,7,8, blank)	
	blank	No answer	
32		<i>Occupation</i>	F: I.28 = 1-5 and not I.29 = 5,7,8
		<b>SEEKING EMPLOYMENT</b>	
33		<i>Seeking employment for person without employment during the reference week</i>	F: I.16 = 3-5 or (I.16 = 2 and I.17 = 7)
	1	Person is seeking employment (regardless of whether full-time or part-time)	
	2	Person has already found a job which will start later	
		Person is not seeking employment because of:	
	3	— awaiting recall to work (for persons on lay-off)	
	4	— belief that work is not available or lack of knowledge on where to get work	
	5	— other reasons	
	6	Person not seeking employment without giving a reason for it	
	9	Not applicable (I.16 = 1,9 or (I.16 = 2 and not I.17 = 7))	
	blank	No answer	
34		<i>Type of employment sought</i>	F: I.33 = 1,2 or I.27 = 1-6
		The employment sought is (for I.33 = 2 the employment found is)	
	1	as self-employed	
		as employee:	
	2	— and only a full-time job will be accepted (or has already been found)	
	3	— and full-time job is looked for, but if not available, part-time job will be accepted	
	4	— and part-time job is looked for, but if not available, full-time job will be accepted	
	5	— and only a part-time job will be accepted (or has already been found)	
	6	— but interviewee did not state whether a full-time or a part-time job is looked for	
	9	Not applicable (I.16 = 9 or I.27 = 0, blank or I.33 = 3-6, blank)	
	blank	No answer	
35		<i>Situation of the person interviewed immediately before he/she started to seek employment (or waiting for the new job to start)</i>	F: I.33 = 1,2
	1	Person was working (including apprentices, trainees)	
	2	Person was undergoing full-time education or training (excluding apprentices and trainees)	
	3	Person was conscript on compulsory military or community service	
	4	Person was keeping house	
	5	Other (e.g. retired)	
	9	Not applicable (Col. I.33 = 3-6,9, blank)	
	blank	No answer	

Item	Code	Description	Filter/Remarks
36		<i>Duration of seeking employment</i>	F: I.33 = 1 or I.27 = 1-6
	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 months and more	
	9 blank	Not applicable (I.16 = 9 or I.27 = 0, blank or I.33 = 2-6, blank) No answer	
37		<i>Availability for work</i>	F: I.33 = 1 or I.27 = 1-6
		If a job were found now:	
	1	the person could start to work immediately (within two weeks)	
		the person could not start to work immediately (within two weeks) because:	
	2	— he must complete his education or training	
	3	— he must complete his compulsory military or community service	
	4	— he cannot leave his present job within two weeks	
	5	— of personal or family responsibilities (including maternity)	
	6	— of illness, incapacity (for more than 2 weeks)	
	7	— of other reasons	
8	The person could not start to work immediately (within 2 weeks) but did not give a reason for it		
9 blank	Not applicable (I.16 = 9 or I.27 = 0, blank or I.33 = 2-6, blank) No answer		
38		<i>Registration at an official employment exchange</i>	F: Everybody 14 years and older
	1	Person is registered at an employment exchange and receives benefit or assistance	
	2	Person is registered at an employment exchange and does not receive benefit or assistance	
	3	Person is neither registered at a careers office nor at an employment office nor at a job centre but receives benefit or assistance	
	4	Person is not registered at an employment exchange and does not receive benefit or assistance	
	9 blank	Child less than 14 years old No answer	
39		<i>Main method employed during past 4 weeks to find a job other than being registered at an official employment exchange</i>	F: I.33 = 1 or I.27 = 1-6
	0	Being on a register at a private employment office including careers office, employment office or job centre	
	1	Awaiting results of a competition for being recruited in the public sector	
	2	Inserted advertisements in newspapers or journals	
	3	Answered advertisements in newspapers or journals	
	4	Applied to employers directly	
	5	Asked friends, relatives, colleagues, trade unions, etc.	
	6	Studied situations vacant columns in newspapers, etc.	
	7	Other methods used (to be specified to the interviewer)	
	8	No method used	
9 blank	Not applicable (I.16 = 9 or I.27 = 0, blank or I.33 = 2-6, blank) No answer		



Item	Code	Description	
40		<b>SITUATION OF THE INACTIVE</b>  <i>Situation of those persons who neither have a job nor are looking for one (excluding conscripts on compulsory military or community service)</i>	F: I.33 = 4-6, blank and not I.16 = 4
	1	Pupil or student in initial education or training	
	2	Person having left his job at the end of his working life	
	3	Person unable to work through permanent disability	
	4	Other	
	9	Not applicable (I.16 = 4 or I.33 = 1-3,9)	
	blank	No answer	
41		<b>EDUCATION AND TRAINING DURING THE PAST 4 WEEKS</b>  <i>Education and training during the past 4 weeks</i>	F: Everybody between 14 and 49 years
	0	The person was not receiving any education or training	
	1	The person was attending a school which provides general education (Isced 01)	
		The person was receiving training which was related to economic activity:	
	2	— by attending a school which provides training in specific subject matters (not Isced 01) or by attending university (without complementary training elsewhere)	
	3	— within the establishment (without complementary training elsewhere) — in a dual training system, which provides training within the establishment as well as at school or university:	
	4	· in the framework of an apprenticeship	
	5	· in other forms of a dual training system	
	6	— other training related to economic activity not listed before	
	7	Part-time college	UK only
	9	Child less than 14 years old or person of 50 years or older	
	blank	No answer	
42		<i>Purpose of the training being received during past 4 weeks</i>	F: I.41 = 2-6 (UK only: I.41 = 2-7)
	1	First vocational training or preparation for a first job	
	2	For advancement in the job for which originally trained	
	3	Training in a field which is different to the field in which the respondent was originally trained	
	4	Other purposes	
	9	Not applicable (I.41 = 0,1,9, blank)	
	blank	No answer	
43		<b>SITUATION A YEAR BEFORE SURVEY</b>  <i>Situation with regard to economic activity a year before survey</i>	F: Everybody of 14 years or over  Codes are in order of priority
	1	Person was working, had a job or business	
		Person was not working and had no job or business and	
	2	— was seeking employment or was on lay-off	
	3	— was pupil or student in initial education or training	
	4	— was conscript on compulsory military or community service	
	5	— was in a situation different from those described above	
	9	Child of less than 14 years at time of the survey	
	blank	No answer	

Item	Code	Description	Filter/Remarks
44		<i>Professional status one year before survey</i>	F: I.43 = 1
	1	Self-employed with employees	
	2	Self-employed without employees	
	3	Employee	
	4	Family worker	
	9	Not applicable (I. 43 = 2-5,9, blank)	
45	blank	No answer	F: I.43 = 1
		<i>Economic activity (NACE-classification) of the establishment in which person was working one year before the survey</i>	
	00-98, 9A,9B	For coding of economic activity according to NACE at 2-digit level — see Annex II	
	99	Not applicable (I.43 = 2-5,9, blank)	
46	blank	No answer	Everybody
		<i>Country of residence one year before survey</i>	
	01	FR of Germany	
	02	France	
	03	Italy	
	04	Netherlands	
	05	Belgium	
	06	Luxembourg	
	07	United Kingdom	
	08	Ireland	
	09	Denmark	
	10	Greece	
	11	Portugal	
	12	Spain	
	13	Norway	
	14	Turkey	
	15	Austria	
	16	Poland	
	17	Yugoslavia	
	18	Algeria	
	19	Morocco	
20	Tunisia		
21	Other (This category should not include those countries included in 01-20)		
47	blank	No answer	Everybody
	99	Child less than 1 year old	
		<i>Region of residence one year before survey (within each country)</i>	
		<u>Only for person who has not changed country of residence</u>	
		For coding see Annex I	
	00	Not applicable (person who has changed country of residence and child less than 1 year old)	
	blank	No answer	



**ANNEX I**  
**Regional codes for level I and level II of the nomenclatures**  
**of territorial units (NUTS)**



# ANNEX I — Regional codes for level I and level II of the nomenclatures of territorial units (NUTS)

## BR DEUTSCHLAND

	LEVEL 1		LEVEL 2
10	Schleswig-Holstein	10	Schleswig-Holstein
20	Hamburg	20	Hamburg
30	Niedersachsen	31	Braunschweig
		32	Hannover
		33	Lüneburg
		34	Weser-Ems
40	Bremen	40	Bremen
50	Nordrhein-Westfalen	51	Düsseldorf
		52	Köln
		53	Münster
		54	Detmold
		55	Arnsberg
60	Hessen	61	Darmstadt
		62	Giessen
		63	Kassel
70	Rheinland-Pfalz	71	Koblenz
		72	Trier
		73	Rheinhessen-Pfalz
80	Baden-Württemberg	81	Stuttgart
		82	Karlsruhe
		83	Freiburg
		84	Tübingen
90	Bayern	91	Oberbayern
		92	Niederbayern
		93	Oberpfalz
		94	Oberfranken
		95	Mittelfranken
		96	Unterfranken
		97	Schwaben
A0	Saarland	A0	Saarland
B0	Berlin (West)	B0	Berlin (West)

## FRANCE

	LEVEL 1		LEVEL 2
10	Île de France	10	Île de France
20	Bassin parisien	21	Champagne-Ardenne
		22	Picardie
		23	Haute-Normandie
		24	Centre
		25	Basse-Normandie
		26	Bourgogne
30	Nord-Pas-de-Calais	30	Nord-Pas-de-Calais
40	Est	41	Lorraine
		42	Alsace
		43	Franche-Comté
50	Ouest	51	Pays de la Loire
		52	Bretagne
		53	Poitou-Charentes
60	Sud-Ouest	61	Aquitaine
		62	Midi-Pyrénées
		63	Limousin
70	Centre Est	71	Rhône-Alpes
		72	Auvergne
80	Méditerranée	81	Languedoc-Roussillon
		82	Provence, Alpes, Côtes d'Azur
		83	Corse

## ITALIA

	LEVEL 1		LEVEL 2
10	Nord-Ovest	11	Piemonte
		12	Valle d'Aosta
		13	Liguria
20	Lombardia	20	Lombardia
30	Nord-Est	31	Trentino-Alto Adige
		32	Veneto
		33	Friuli-Venezia Giulia
40	Emilia-Romagna	40	Emilia-Romagna
50	Centro	51	Toscana
		52	Umbria
		53	Marche
60	Lazio	60	Lazio
70	Campania	70	Campania
80	Abruzzi e Molise	81	Abruzzi
		82	Molise
90	Sud	91	Puglia
		92	Basilicata
		93	Calabria
A0	Sicilia	A0	Sicilia
B0	Sardegna	B0	Sardegna

**NEDERLAND**

	LEVEL 1		LEVEL 2
10	Noord-Nederland	11 12 13	Groningen Friesland Drenthe
20	Oost-Nederland	21 22	Overijssel Gelderland
30	West-Nederland	31 32 33 34	Utrecht Noord-Holland Zuid-Holland Zeeland
40	Zuid-Nederland	41 42	Noord-Brabant Limburg

**BELGIQUE/BELGIË**

	LEVEL 1		
10	Vlaams Gewest/Région Flamande	11 22 23 51 81 91	Antwerpen Halle-Vilvoorde Leuven Limburg Oost-Vlaanderen West-Vlaanderen
20	Waals Gewest/Région Wallonne	24 31 41 61 71	Nivelles Hainaut Liège Luxembourg Namur
30	Brussels Gewest/Région Bruxelloise	21	Bruxelles Capitale
	LEVEL 2		
01	Antwerpen/Anvers	11	Antwerpen
02	Brabant	21 22 23 24	Bruxelles Capitale/Brussel hoofdstad Halle-Vilvoorde Leuven Nivelles
03	Henegouwen/Hainaut	31	Hainaut
04	Luik/Liège	41	Liège
05	Limburg/Limbourg	51	Limburg
06	Luxemburg/Luxembourg	61	Luxembourg
07	Namen/Namur	71	Namur
08	Oost-Vlaanderen/Flandre Orientale	81	Oost-Vlaanderen
09	West-Vlaanderen/Flandre Occidentale	91	West-Vlaanderen

**UNITED KINGDOM**

	LEVEL 1		LEVEL 2
10	North		
20	Yorkshire and Humberside		
30	East Midlands		
40	East Anglia		
50	South-East		
60	South-West		
70	West Midlands		
80	North-West		
90	Wales		
A0	Scotland		
B0	Northern Ireland		

**GREECE**

	LEVEL 1		LEVEL 2
10	Northern Greece	11 12 13 14	Central and Western Macedonia Thessaly Eastern Macedonia Thrace
20	Central Greece	21 22 23	Eastern Central and Islands Peloponnese and Western Central Epirus
30	Eastern and Southern Islands	31 32	Crete Islands of Eastern Aegean

LUXEMBOURG

IRELAND

DANMARK

Each entire country constitutes one level II region





**ANNEX II**  
**Codes for Divisions and Classes of the**  
**General Industrial Classification of**  
**Economic Activities within the European Communities (NACE)**



## ANNEX II — Codes for Divisions and Classes of the General Industrial Classification of Economic Activities within the European Communities (NACE)

<b>00</b>	<b>Agriculture, hunting, forestry and fishing</b>	<b>50</b>	<b>Building and civil engineering</b>
01	Agriculture and hunting	50	Building and civil engineering
02	Forestry		
03	Fishing		
<b>10</b>	<b>Energy and water</b>	<b>60</b>	<b>Distributive trades, hotels, catering, repairs</b>
11	Extraction and briquetting of solid fuels	61	Wholesale distribution (except dealing in scrap and waste materials)
12	Coke ovens	62	Dealing in scrap and waste materials
13	Extraction of petroleum and natural gas	63	Agents
14	Mineral oil refining	64/65	Retail distribution
15	Nuclear fuels industry	66	Hotels and catering
16	Production and distribution of electricity, gas, steam and hot water	67	Repair of consumer goods and vehicles
17	Water supply: collection, purification and distribution of water		
<b>20</b>	<b>Extraction and processing of non-energy-producing minerals and derived products; chemical industry</b>	<b>70</b>	<b>Transport and communication</b>
21	Extraction and preparation of metalliferous ores	71	Railways
22	Production and preliminary processing of metals	72	Other land transport (urban transport, road transport etc.)
23	Extraction of minerals other than metalliferous and energy-producing minerals; peat extraction	73	Inland water transport
24	Manufacture of non-metallic mineral products	74	Sea transport and coastal shipping
25	Chemical industry	75	Air transport
26	Man-made fibres industry	76	Supporting services to transport
		77	Travel agents, freight brokers and other agents facilitating the transport of passengers or goods; storage and warehousing
		79	Communication
<b>30</b>	<b>Metal manufacture; mechanical, electrical and instrument engineering</b>	<b>80</b>	<b>Banking and finance, insurance, business services, renting</b>
31	Manufacture of metal articles (except for mechanical, electrical and instrument engineering and vehicles)	81	Banking and finance
32	Mechanical engineering	82	Insurance except for compulsory social insurance
33	Manufacture of office machinery and data processing machinery	83	Activities auxiliary to banking, finance and insurance; real estate transactions (except letting of real estate by the owner), business services
34	Electrical engineering	84	Renting, leasing and hiring of movables
35	Manufacture of motor vehicles and of motor vehicle parts and accessories	85	Letting of real estate by the owner
36	Manufacture of other means of transport		
37	Instrument engineering		
<b>40</b>	<b>Other manufacturing industries</b>	<b>90</b>	<b>Other services</b>
41/42	Food, drink and tobacco industry	91	Public administration, National defence and compulsory social security
43	Textile industry	92	Sanitary services and administration of cemeteries
44	Leather and leather goods industry (except footwear and clothing)	93	Education
45	Footwear and clothing industry	94	Research and development
46	Timber and wooden furniture industries	95	Medical and other health services, veterinary services
47	Manufacture of paper and paper products; printing and publishing	96	Other services provided to the general public
48	Processing of rubber and plastics	97	Recreational services and other cultural services
49	Other manufacturing industries	98	Personal services
		9A	Domestic services
		9B	Diplomatic representation, international organizations and allied armed forces

**The breakdown by economic activity and sector used in presenting survey results corresponds to the following NACE categories:**

Economic activity	NACE
Agriculture, forestry, fishing, hunting	00
Energy and water	10
Extraction and processing of non-energy producing minerals and derived products; chemical industry	20
Metal manufacture; mechanical, electrical and instrument engineering	30
Other manufacturing industries	40
Building and civil engineering	50
Distributive trades, hotels, catering, repairs	60
Transport and communication	70
Banking and finance, insurance, business services, renting	80
Public administration, national defence and compulsory social security	91
Other services	90 (excluding 91)
<b>SECTORS</b>	<b>NACE</b>
Agriculture	00
Industry	10-50
Services	60-90

## Explanatory notes to the Community list of questions

### Item 7: Adjustment factor for each record

Since in a probability sample such as the labour force survey each person in the sample 'represents' several other persons not in the sample, the record for each responding individual is assigned a weighting indicating how many persons are 'represented' by this individual.

Further details on the determination of this weighting can be found in the chapter 'Sampling methods and adjustment procedures'.

### Item 13: Date of birth within the year

This item together with the year of birth (item 12) enables the age at last birthday of persons interviewed to be established as at the end of the reference week. It is this age which is used in the analyses of the survey results.

### Item 16: Work status in reference week

Information provided here in conjunction with item 17 determines whether a person is considered as being in employment or not.

Respondents coded 1 or 2 who are not coded 7 (New job to start in the future) in item 17 are classified as persons in employment.

#### Code 1: Definition of 'work'

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

1. A person works in his own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit.
2. A person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his office; a fisherman who repairs his boat or nets for future operations; a person who attends a convention or seminar).

3. A person is establishing 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.

The unpaid family worker is said to be working if the work contributes directly to a business, farm or professional practice owned or operated by a related member of the same household. Unpaid family work is any task directly contributing to the operation of the farm or family business.

#### Code 2: Definition of having a job

##### 1. For employees

A job exists if there is a definite and pre-scheduled arrangement between an employer and employee for work on a regular basis (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 can be said to exist.

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

*Seasonal workers.* In some industries such as agriculture, forestry, fishing, hotels and some types of construction, there is a substantial difference in the level of employment from one season to the next. For the purposes of the Labour Force Survey, paid workers in such industries cannot be said to 'have a job but not be at work' in off-seasons.

##### 2. For unpaid family workers

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

##### 3. For self-employed persons

For purposes of determining their classification while they are absent from work, the self-employed are divided into two groups:

- (1) Self-employed persons with a business, farm or professional practice;
- (2) Self-employed persons without a business, farm or professional practice.

A business exists when one or more of the following conditions are met:

- (1) Machinery or equipment of significant value in which the person has invested money is used by him or his employees in conducting his business.
- (2) An office, store, farm or other place of business is maintained.

(3) 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.

Self-employed persons who did not work in the reference week can only be classified as 'had a job but not at work' if they had a business, farm or professional practice.

*Code 3:*

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 recognized right or recognized expectation to recover employment with that employer. This specific and rather rare type of employer-employee relationship exists only in Ireland, Denmark and Greece.

**Item 17: Reason for not having worked at all though job exists**

This item is addressed to those persons who had a job but who did not work at all during the reference week (Filter: Item 16 = 2).

*Code 2:*

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 this establishment (e.g. thus causing a shortage in material supplies) are coded 1: slack work for technical or economic reasons.

*Code 3:*

Only persons who were undergoing education or training outside the establishment are coded here. Persons declaring that they were not working because of a training course inside the establishment are coded 8: 'Other reasons'; many of these will probably consider training courses inside the establishment as work and will therefore be coded 1 under item 16.

From the 1986 survey onwards, this code will only read 'School education and training'; it thus covers education or training inside as well as outside the establishment. This simplification is not likely to affect the results to any great extent.

*Code 5:*

Is used for those persons who were on maternity leave granted on a statutory basis. Any other leave taken for reasons of child bearing or rearing is coded 8: 'other reasons'.

*Code 7:*

This code identifies those persons who under item 16 erroneously declare themselves as having a job in the reference week but who in effect have only found a job which will start later. There may also be other persons who are classified as not having a job in the reference week and who declare under item 33 that they have already found a job which will start later. Both cases will eventually be classified as unemployed.

**Item 18: Existence of more than one job or business**

This item makes multiple job holders aware of the fact that the following items 19 to 26 relate to the first job only.

The decision which job to consider as the first job is made by the respondents according to their subjective assessment. In doubtful cases the job with the greatest number of hours usually worked is considered as the first job.

Persons having changed job during the reference week are considered as having only one job; details reported under the following items relate to the job held at the end of the reference week.

**Item 19: Number of hours per week usually worked in the first job or business**

The number of hours given here corresponds to the number of hours the interviewee is normally working. This covers all hours including extra hours, either paid or unpaid, which the interviewee is normally working, but excludes the travel time between the home and the place of work as well as the main meal breaks which are normally taken at mid-day. Persons who usually also work at home (e.g. teachers preparing their lessons, etc.) are asked to include the number of hours they usually work at home.

Apprentices, trainees and other persons in vocational training are asked to exclude the time spent in school or other special training centres outside the establishment.

Certain persons, particularly the self-employed and family workers, may not have usual hours, in the sense that their hours vary considerably from week to week or month to month. When the respondent is unable to provide a figure for usual hours for this reason, the average of the hours actually worked per week over the past four weeks is used as the measure for usual hours.

The code 00 is applied to those cases where neither the number of usual hours nor an average number of hours worked over the past four weeks can be established.

**Item 20: Number of hours actually worked in the first job or business during the reference week**

The number of hours given here corresponds to the number of hours the interviewee has actually worked during the reference week. This includes all hours including extra hours regardless of whether they were paid or not. Travel time between the home and the place of work as well as the main meal breaks which are normally taken at mid-day are excluded. Persons who have also worked at home (e.g. teachers preparing lessons, etc.) 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 outside the establishment.

Unless otherwise stated, reported average hours worked during the reference week are calculated only for those persons who have worked for at least one hour during the reference week. Persons are excluded from this calculation if they have not worked during this same period by reason of holiday, illness, etc..

**Item 21: Main reason for hours actually worked during the reference week in the first job being different from the interviewee's usual hours**

Reasons for working fewer or more than usual hours can, in conjunction with reasons for not having worked at all (item 17) and reasons for working part-time (item 25), be considered in studies related to hours of work.

The reasons for time loss can, to some extent, be split into market related and non-market related reasons.

The 'main' reason is the one which explains the greatest number of hours.

*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 their establishment was impeded by a labour

dispute outside the establishment (e.g. thus causing a shortage in material supplies) are coded 04: slack work for technical or economic reasons.

**Code 06:**

Only persons who were undergoing education or training outside the establishment are coded here. Persons declaring that they worked fewer hours because of a training course inside the establishment are coded 15: 'other reasons'; there are unlikely to be many persons who would consider training within the establishment as loss of working time.

From the 1986 survey onwards, this code will only read 'School education or training'; it thus covers education or training inside as well as outside the establishment. This simplification is not likely to affect the results to any great extent.

**Code 09:**

Is used for those persons who were on maternity leave granted on a statutory basis. Any other leave taken for reasons of child bearing or rearing is coded 10: 'personal or family responsibilities or other personal reasons'.

**Code 10:**

From the 1986 survey onwards, this code will read 'special leave for personal or family reasons'. Experience has shown that the previous wording 'personal or family responsibilities or other personal reasons', which expressed a subjective motivation, did not always enable respondents to distinguish between this and other more objective codes.

**Item 22: Professional status in the first job**

**Code 1:**

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

**Code 2:**

Self-employed persons without employees are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit without employing any other person.

**Code 3:**

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

**Code 4:**

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

In the presentation of the results codes 1 and 2 are always grouped under the heading 'employers and self-employed'.

**Item 24: Occupation of the first job**

Though information on occupation is collected, no analysis on this item is published since the occupational classification used does not provide sufficient comparability between countries.

**Item 25: Full-time/part-time distinction**

The distinction between full-time and part-time work is generally made on the basis of a spontaneous answer given by the interviewee.

Differing definitions are used in the following countries:

**Greece:** A person works part-time if he works less hours than those provided for in collective agreements applicable for the type of job the person is working in.

**Italy:** A person works part-time if, in agreement with his employer, he works less hours than those normally worked in his particular type of employment.

**Netherlands:** Self-employed or family workers are working part-time, if they usually work less than 35 hours. Employees are working part-time if either their contractual hours are less than 31, or they are between 31 and 34 and considered as fewer than those normally worked for the type of job.

The reasons for working part-time are given in order of priority; whenever there is more than one reason the lowest code number is taken.

**Item 26: Permanency of the first job**

This item applies to employees only.

In the majority of the member countries the overwhelming number of jobs is based on written work contracts, while in some countries such contracts exist only for specific cases (e.g. in the public sector, for apprentices or other persons undergoing some formal training within an enterprise). Taking account of these different institutional arrangements the notions 'temporary job' 'and work contract of limited duration' (likewise 'permanent job' and 'work contract of unlimited duration') have been introduced to describe situations which under different institutional frameworks, can be regarded as similar.

A job may be regarded as temporary if it is understood by the employer and the employee that the termination of the job is determined by objective conditions such as reaching a certain date, completion of an assignment or the return of an employee who has been temporarily replaced; in the case of a work contract of limited duration the condition for its termination is generally mentioned in the contract.

Included in this group are:

- (i) persons with a seasonal job;
- (ii) persons engaged by an employment business and hired out to a third party for the carrying out of a 'work mission' (unless there is a written work contract of unlimited duration with the employment business);
- (iii) persons with specific training contracts.

If there exists no objective criterion for the termination of a job or work contract these are regarded as permanent or of unlimited duration respectively.

*Exception for Luxembourg:* an additional code 6, 'the person has a temporary job/work-contract of limited duration because it is a contract covering a probationary period', has been provided. This code applies only to persons whose contract finishes automatically at the end of the probationary period necessitating a new contract if they continue to be employed by the same employer.

**Item 27: Looking for another job and reasons for doing so**

This item is included to identify those persons who are both working and looking for work. In this case 'looking for another job' means either looking for a job to replace the one currently held or looking for a job in addition to the one at which the person worked in the reference week.

Since persons looking for another job are asked most of the questions in the section on 'seeking employment' (items 33 to 39), job search data for this group can be generated on the same basis as that used with respect to the unemployed.

Persons looking for another job because of risk or certainty of loss or termination of their present job (code 1), or because the job presently held is considered as a transitional job (code 2) may to a certain extent be considered as holding precarious jobs.

**Item 28: Previous work experience and period since having been in last employment**

Among others, this item serves two particular purposes. Since code 0 identifies persons who, apart from purely occasional work, have never held any employment, it is used to define first job seekers within the unemployed. It also serves as a check on the consistency of the information on duration of job search (item 36) for job losers or leavers by comparison with the time elapsed since the last job held was left (codes 1 to 6).

*Codes 1-6:*

Although compulsory military or community service is not considered as employment for persons who have been conscripted after having left their last job, this period starts to count at the end of the military or community service.

**Item 29: Main reason for leaving last job or business for those having worked less than 3 years ago but with no job during the reference week**

This information is available only for those persons who lost or left their last job less than 3 years ago. It can be used in the analysis of conditions leading to unemployment or inactivity.

In particular, unemployed persons, who had worked immediately before starting to look for work (item 35, code 1), are classified as job losers if one of the codes 0, 1 or 3 applies, and are otherwise classified as job leavers. Since the codes mentioned can only apply to former employees, job losers always belong to this group.

*Code 3:*

Early retirement for economic reasons is generally based on regulations issued by government and agreed by the social partners in order to cope with general problems of the labour market or with difficulties in specific industries. Persons taking early retirement are entitled to an equivalent of an old age pension.

*Code 5:*

To be coded here are all persons who have retired, unless code 3: 'early retirement for economic reasons' or code 4: 'Person has given up work for reasons of illness or incapacity' apply.

*Code 7:*

This code will be dropped for the 1986 and subsequent surveys, as respondents were often unable to decide whether this code, or code 2 'a person has resigned from his/her job' applied to their circumstances. This change does not affect the breakdown of unemployment into job losers or job leavers.

**Item 33: Seeking employment for person without employment during the reference week**

This item introduces the section on search for work. It is addressed to all persons not classified as employed and constitutes the first test for the classification of this group into unemployed or inactive persons.

*Code 1:*

Seeking employment is understood as looking for work; for the definition 'work' see item 16.

*Code 2:*

As already mentioned in the notes to item 17 (code 7), this code applies to all persons without a job during the reference week but who have already found a job which will start later. This information is sufficient to classify them as unemployed.

*Code 3:*

Identifies all persons who, having declared in item 16 to be on lay-off, are not seeking employment. Since persons on lay-off are classified as unemployed regardless of whether they are looking for work, code 3 of item 16 is used instead of this item for this classification.

*Code 4:*

This code provides a crude measure of those who have sometimes been called 'discouraged workers'. Because of the subjectivity of the concept, existing differences in the wording of this answer in the national questionnaires detract from the comparability of the results.

**Item 34: Type of employment sought**

This item determines whether the person is seeking to set up his own business, farm or professional practice, or whether he is seeking work as an employee; for the latter a further breakdown into full-time and part-time employment is provided.

*Codes 2-5:*

While persons seeking a full-time/part-time job are asked whether they would also accept a part-time/full-time job if such a job became available, this further differentiation, being irrelevant, does not apply to persons who have already found a job to start later. These persons are coded either 2 or 5 depending on whether they have found a full-time or part-time job.

**Item 35: Situation of the person interviewed immediately before he/she started to seek employment**

This item enables one to distinguish among the unemployed between job losers/leavers and re-entrants, insofar as the first group must have worked immediately before having started to seek employment (code 1) while the latter group had temporarily left the labour market (codes 2 to 5).

Another purpose of this item is to help respondents in answering the following item on duration of job search. It provides, as far as possible, a reference point from which this duration is measured.

**Item 36: Duration of seeking employment**

The duration of seeking employment can be considered as a proxy variable for the duration of unemployment, the latter being understood as the number of months up to the end of the reference week during which a person was without a job, looking for one and available for work.

Theoretically, the duration of seeking employment overestimates the duration of unemployment, since persons may already start to look for a job while they still hold another one or when they are unavailable to take up a job for other reasons.

It should also be noted that in most cases there is no clear-cut starting point of the job search, or that respondents may not



be able to remember that date precisely. Therefore, information provided here can only be regarded as an approximation of the true duration of unemployment and the size and direction of bias cannot be established.

#### Item 37: Availability for work

Persons seeking paid employment must be immediately available for work in order to be considered unemployed. 'Immediately available' means that if a job was found at the time of the interview, the person would be able to take up the employment within two weeks of that date.

Testing for availability in the two weeks after the interview would seem to be more appropriate than testing during the reference week for the following reason: persons seeking paid employment have, by definition, not yet found a job during the reference week; among them are likely to be persons who were not objectively available during the reference week, but who might have been able to overcome the obstacles in taking up a job, had they succeeded in finding one. Thus, to exclude this group would mean excluding persons whose non-availability is due solely to the fact that they had not yet succeeded in finding work. This problem is solved by testing for availability in a future period of time instead of in the past.

#### Item 38: Registration at an official employment exchange

Being placed on the register of, or maintaining registration with an official employment exchange is considered to be active job search. Therefore, persons counted as registered unemployed according to national registration practices are also considered as unemployed according to the survey definition, provided they had no job during the reference week, were available for work and declare themselves to be seeking employment.

The filter to this question states that everybody of 14 years or over should answer this question. This was intended to enable better comparisons of the survey results with the level and structure of registered unemployment as published monthly by Eurostat.

Most countries felt that asking this question to persons who were not seeking employment was unadvisable, mainly for the following reason: respondents are not aware of the statistical purpose of this question and may misinterpret it as some kind of check to detect persons who are registered — and possibly receiving benefit — without being entitled to it. Therefore, this question was considered a sensitive one which might negatively influence the co-operation of respondents. As a consequence, information on registration is, in general, only available for persons declaring that they seek employment.

##### Code 3:

In the United Kingdom persons without work and seeking employment can claim unemployment benefit without being registered at an employment exchange. Moreover, the national count of 'registered' unemployed only includes claimants at Unemployment Benefit Offices. In order to take account of this situation, code 3 has been introduced. Persons to whom this code applies are treated in the same way as those registered in the other countries.

#### Item 39: Main method employed during past 4 weeks to find a job, other than being registered at an official employment exchange

This item plays a key role in that job search in the past 4 weeks is a primary criterion in defining unemployment.

##### Code 0:

Since in the United Kingdom registration at a careers office, employment office or job centre is no longer required for claimants of unemployment benefit, these registrations can be regarded as equivalent to the registration at a private employment office; in consequence, both types of registration are coded here for the United Kingdom.

##### Code 1:

Only persons who state that they are awaiting the results of a recruitment competition in the public sector are, in principle, coded here.

Awaiting the results of any application or competition does not indicate a strong enough attachment to the labour market to justify the classification of a person in this situation as unemployed. The exception of competitions for recruitment in the public sector is only made because, for persons with specific qualifications, this may be the only employer to offer an adequate job (e.g. as teachers or policemen) and competitions may be the only way to obtain such employment.

In practice, however, persons awaiting the results of any type of application or competition are included in Italy (only in 1983) and in the United Kingdom (from 1984 onwards); this inclusion does not affect the results to any great extent.

#### Item 40: Situation of those persons who neither have a job nor are looking for one

This item is addressed only to persons who, according to the labour force classification, are considered as inactive persons, and attempts a further breakdown of this residual group.

Code 1 provides an estimate of the number of pupils and students among the inactive, which, in conjunction with the following item 41, can be used to obtain an overall estimate of this group.

Results relating to codes 2 to 4, although providing some information on the composition of inactives who are not pupils or students, are neither reliable nor comparable between countries. This is mainly due to the fact that there are no internationally agreed criteria available which would allow the division of the inactive population into various mutually exclusive and exhaustive groups. Therefore countries attribute codes 2 to 4 according to their own differing national practices.

#### Item 41: Education and training during the past 4 weeks

This item is addressed to all persons aged between 14 and 49 years. It provides, together with item 42, some basic information about education and training insofar as it is relevant for the actual or possible future jobs of the person concerned.

Codes 1 and 2 (person was attending a school or university) are also used to estimate the number of persons who are in school or university education, regardless of their labour force classification. This enables an approximative measurement of the numbers of pupils or students who, according to their activity during the reference week, are classified as employed or unemployed.

Since this item relates only to education and training which is relevant for the actual or possible future job of the respondent,

any kind of recreational or other courses which are likely to be unrelated to the respondent's job or business (e.g. driving lessons for persons who do not have to drive a car in their job) are excluded.

It was felt that a reference period of 4 weeks was necessary in order to distinguish whether the respondent was actually attending any kind of course or whether the respondent's 'main situation' was in fact as a 'student' or 'person in training' who was not attending any courses during the reference week. A period of only one week was considered too short because of the risk that, due to a holiday or for other reasons, no education or training might be received during this week.

The basic distinction found in this item is between general education and training relevant to economic activity. Every training which is not obviously unrelated to economic activity, and which is received outside a school providing general education, is assumed to be relevant to economic activity.

The differing sub-codes for training relevant to economic activity are defined by training systems linked to the institutions which offer the training.

If, during the past 4 weeks, education or training was received in more than one institution, the training which is considered the most important by the respondent is coded; in doubtful cases the most important training is the one on which most hours have been spent during the past 4 weeks. There is one exception to this rule: persons who follow a training programme in a dual system which involves both school and the establishment (e.g. apprenticeship, sandwich course) are always coded 4 or 5 regardless of whether training was received in one or more institutions during the past 4 weeks.

*Code 1:*

All persons who attended a school which provides general programmes are included (field 01 of the Isced-classification of Unesco).

*Code 2:*

All persons who were attending a school which is not covered under code 1 (providing programmes not covered by Isced-field 01) and all university students are coded here.

*Code 3:*

'Within the establishment' means on the premises of the establishment, with the consequence that other forms of training which may be paid for and/or organized by the establishment but which take place elsewhere are not coded here.

*Codes 4 and 5:*

Persons attending training programmes in a dual system are coded here regardless of whether training was actually received in one or more institutions during the past 4 weeks.

Code 4 is reserved for persons who are trained in the framework of an apprenticeship, while code 5 applies to persons undergoing any other training in a dual system.

*Code 6:*

Persons who, during the past 4 weeks, were primarily trained outside school, university or their establishment are coded here. These include for example: persons attending courses in special training centres, persons following correspondence courses.

**Item 42: Purpose of the training being received during past 4 weeks**

This item is addressed to all persons who, during the past 4 weeks, were receiving training related to economic activity (Fil-

ter: Col. 57 = 2-6). The code used is largely determined by the objective declared by the person receiving training.

*Code 1:*

This code applies to all persons who never had any training related to economic activity before.

Two groups of persons are included:

- (a) all persons who continue education and training after compulsory school age and who have never been working (apart from purely occasional jobs and compulsory military or community service), or who have only worked in order to fulfil requirements for the training;
- (b) persons who, after having worked or while working, but without ever having been trained for any job, were undergoing training during the past 4 weeks.

*Code 2 to 4:*

These codes apply to all persons who have previously finished their first vocational training.

*Code 2:*

This code refers to persons who, during the past 4 weeks, received vocational training in an area for which they had previously been trained, with a view to improving the skills and qualifications they had already acquired, in order to progress in the job for which they were originally trained (examples: a person originally trained as programmer now follows a course in order to become an analyst, a person originally trained as mechanic following a course in order to become a master craftsman).

*Code 3:*

This code refers to persons who had already been trained and were, during the past 4 weeks, receiving training in an area different from that in which they had previously been trained. The most important case covered under this code is a person who is receiving vocational training with a view to changing the occupation for which he was originally trained.

*Code 4:*

All persons for whom the above-mentioned codes do not apply are coded here (example: persons on refresher courses).

In practice experience with this item has shown that the concepts used for codes 1 to 3 were too complicated to be successfully applied by the interviewers. Therefore, beginning with the 1986 survey, they have been replaced by the following categories:

- Code 1: Initial vocational training
- Code 2: Advancement in the career
- Code 3: Changing career.

In the version used until 1985, the purpose of the training is determined in relation to previously completed vocational training. In the new version it is mainly determined by the job presently or — for persons without employment — most recently held. Only in Member States where there is a vocational training scheme used by a majority of young people and which provides recognized qualifications may a formerly completed training course be chosen as a reference point.

From 1986, therefore, the coverage of these codes is as follows:

*Code 1:*

This code applies to all persons who continue training or education after compulsory school age and who have never worked (except purely occasional jobs, compulsory military or alternative community service), or whose employment is merely a component part of their training (e.g. apprentices).

All persons with a recognized vocational qualification, who, without ever having worked in a profession, have started

training for a completely different occupation, can declare their training purpose to be 'changing career' (Code 3).

*Code 2:*

This code refers to all persons who, in the reference period, were receiving training to improve their qualifications in their present or previous occupation.

*Code 3:*

This code refers to all persons who, in the reference period, were receiving training in an area different to their present or previous occupation, with a view to changing jobs.

All persons with a recognized vocational qualification, but without relevant work experience, may be coded here, provided the subject area of the present training is substantially different from the training already completed.

**Item 43: Situation with regard to economic activity a year before survey**

This and the following items 44 to 47 can be used to obtain information on mobility over one year: mobility between employment, unemployment and inactivity and movements in and out of the labour force, mobility of professional status or economic activity, and geographical mobility.

It should be noted that the above mobility measures are derived from a comparison of a person's situation at two points in time, namely during the reference week and 12 months prior to it. Therefore, for each kind of mobility, one change only can be reported for any person whereas several changes may have in fact occurred during the 12 months preceding the reference week.

Item 43 provides the labour force classification one year before the survey for the persons interviewed.

*Code 1:*

Persons with this code are classified as being in employment one year before the survey.

*Code 2:*

Persons with this code are considered as having been unemployed.

*Code 3:*

Those of the inactive population who, one year before the survey, were pupils or students in initial education are coded here.

Education and training are considered as initial when they take place during or immediately subsequent to compulsory schooling or when they are only interrupted by compulsory military or alternative community service.

*Code 4:*

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

*Code 5:*

Persons with this code are classified as having been inactive one year before the survey.

The quality of mobility measures derived from this item is adversely affected by the following.

In order to obtain information about the situation a year before the survey, one has to rely on the memories of the respondents, who, in cases of proxy interviews, are not even the people for whom the information is collected. Because of this, the amount of detail which can reasonably be asked is very limited, and asking all the questions which would be necessary for the classification of persons according to the ILO definitions is not possible.

As a result, the comparison of a person's situation has to be made on the basis of two different concepts: the ILO definitions for the situation in the reference week and a 'main status' concept for the situation a year before the survey. By means of the wording of the different answer categories and by implying a priority order, code 1 having the highest and code 5 the lowest priority, an attempt has, however, been made to match the two concepts as far as possible.

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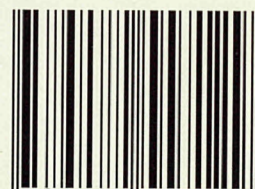
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