

SAMOA LABOUR FORCE SURVEY 2017



Field Operations Manual

Samoa Bureau of Statistics

**In collaboration with
Ministry of Commerce, Industry and Labour (MCIL),
And
International Labour Organization (ILO)**

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TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION	3
1.1 An overview of the survey.....	3
1.2 Objectives of the survey	3
1.3 Confidentiality of Information and Penalties.....	4
1.4 Survey organization and implementation.....	4
1.5 Key concepts and definitions	5
CHAPTER 2: GENERAL RULES FOR INTERVIEWING.....	11
2.1 Rules for interview	11
2.2 How to ask questions	12
2.3 How to record answers	13
2.4 Some general instructions for completing questionnaires	14
2.5 How to check the completed questionnaire.....	15
CHAPTER 3: SAMOA LABOUR FORCE AND SCHOOL-TO-WORK TRANSITION QUESTIONNAIRE	16
3.1 COVER PAGE.....	16
3.2 SECTION A1: HOUSEHOLD COMPOSITION AND CHARACTERISTICS OF HOUSEHOLD MEMBERS.....	19
3.3 SECTION B1: LITERACY AND EDUCATION	24
3.4 SECTION C1: TRAINING WITHIN THE LAST 12 MONTHS	25
3.5 SECTION D1: EMPLOYMENT.....	28
3.6 SECTION D2: TEMPORARY ABSENCE	29
3.7 SECTION D3: MARKET ACTIVITY	31
3.8 SECTION E1: CHARACTERISTICS OF THE MAIN PAID JOB/ BUSINESS ACTIVITY .	32
3.9 SECTION E2: CHARACTERISTICS OF SECOND PAID JOB/ BUSINESS ACTIVITY	38
3.10 SECTION F1: WORKING TIME	40
3.11 SECTION G1: JOB SEARCH	44
3.12 SECTION H1: PREVIOUS WORK EXPERIENCE	46
3.13 SECTION I1: OCCUPATIONAL INJURIES.....	48
3.14 SECTION J1: MAIN ACTIVITY	49
3.15 SECTION K1: OWN USE PRODUCTION.....	50
3.16 SECTION L1: SCHOOL TO WORK TRANSITION HISTORY OF YOUTH.....	54

CHAPTER 1: INTRODUCTION

1.1 An overview of the survey

The last Labour Force Survey and School-to-Work Transition Survey in Samoa was carried out in 2012 with full financial assistance and technical support of the ILO (International Labour Organization), the first being conducted in 2000 and 2001 respectively with the financial assistance and technical support of the Asia Development Bank (ADB).

The lack of up to date and comprehensive labour market data is a key constraint in the development of an employment policy, active labour market policies and social protection policies. In response to the need, the Samoa Bureau of Statistics (SBS) and the Ministry of Commerce, Industry and Labor (MCIL) will be carrying out a Samoa Labor Force and School-to-Work Transition Survey (LFS-SWTS) 2017 under the financial assistance and technical support of the International Labour Organization (ILO) together with the financial assistance of the Trade, Commerce and Manufacturing Division (TCM) of MCIL. The sample size of this survey is 259 Enumeration Areas (EAs) and 3,263 households.

The 2017 LFS aims to collect more detailed information on the state of the labour market and its development such as the size of the working population, the number of the unemployed and the unemployment rate, the characteristics of people in the labour market, those joining it and those leaving it; it also provides data on the structure of employment by type of economic activity and occupation, data on the employment of women or young people. The 2017 SWTS provides additional insight on the activity history of youth from the end of their education process to the time they reach a satisfactory or regular job.

The data collected will be used to produce indicators in order to serve the statistical information requirements of policy-makers in formulating and evaluating policies and socio-economic programs as well as the information requirements of decision-makers and researchers in the wider national and international communities.

1.2 Objectives of the survey

The main objectives of the LFS-SWTS 2017 are to collect detailed information on the country's labour force of persons 15 years old and above and youth 15 to 24 years old disaggregated by age, gender, region, sector and social category. The survey will also provide information on the national labour market that can then be used to develop, manage and evaluate labour market policies and programmes.

It is intended to promote a gender mainstreamed analysis of the labour market and compile national and provincial statistics relating to informal employment, working poor and vulnerable employment. These statistics will be especially useful to government as it attempts to identify the problems that Samoans face in the area of employment. With this information available, planners and policy makers will then be better placed to develop policies and programmes to improve the welfare of the people and some information on working people and youth.

Other specific objectives are:

- 1) Obtain data on household composition and characteristics of household members.
- 2) Collect data on disabilities.
- 3) Collect data on literacy and full time education.
- 4) Collect data on training within the last 12 months (outside of the general education system).

- 5) Collect data on current activities.
- 6) Collect data on characteristics of the main job/activity.
- 7) Collect data on hours of work for employed persons aged 15 years and over.
- 8) Collect data on underemployment for employed persons.
- 9) Collect data on job search for persons not employed.
- 10) Collect data on Occupational Injuries
- 11) Collect data on participation in production of goods for use by own household
- 12) Collect data on activity history of youths (15 years – 29 years)
- 13) Collect data for relevant SDG indicator monitoring

1.3 Confidentiality of Information and Penalties

According to the Statistics Act 2015, Section 19 (2) states that “An officer or other person with possession of or access to a schedule or other similar survey or information must ensure that the schedule or other similar survey or information is not seen, accessed or copied by some other person other than the officer or person who has made an oath or affirmation”. As such, all enumerators will have to sign an attestation form to ensure that the confidentiality of all collected information will not be disclosed.

Section 17 (2) further states that “The bureau, the Government Statistician, and an officer must ensure confidentiality of personal information and commercially sensitive information”.

Section 18 also states that “Information given to the Government Statistician of the bureau must be used for statistical purposes only.”

1.4 Survey organization and implementation

Before the training of enumerators and supervisors can begin, each enumerator and supervisor has to be clear about his/her responsibility and to whom and when she/ he will report. In general, at least five enumerators will work under the responsibility of one supervisor.

○ *Role of Supervisor*

The supervisor is responsible for facilitating the work of the enumerators and assuring the quality and accuracy of the information they collect using tablets. Thus, the supervisor will be responsible for executing edits on the field to ensure that there will be minimum data discrepancy to once it's been transmitted back to the office. The supervisor supposed to control the field activity, meeting regularly with the enumerators to discuss and find a solution to any problems they might have during the field work. Will also be responsible for initiating contact with the local authorities to inform them about the purpose of the survey and fieldwork and to try and obtain their assistance in order to facilitate field implementation, should the need arise.

○ *Role of Enumerator*

The enumerators are responsible for interviewing households and collecting information in line with this manual and the training that they have received. Enumerators are also responsible for initiating contact with the selected households to be interviewed. The following offers a basic 'check list' of activities to be conducted by enumerators before, during and after field implementation:

- ***Before field implementation:***
 - ✓ Participate in training and make sure you understand each of the survey questions and how the overall survey questionnaire should be implemented
 - ✓ Make sure that you have available:
 - a list of addresses of all the households you are supposed to interview,
 - a functional and working tablet for interviewing and data entering,
 - an Enumerators Manual,
 - a map of the area(s) where you will be conducting interviews.
- ***During field implementation:***
 - ✓ Try to visit households at a time when household members, especially children who both work and attend school, can be expected to be at home.
 - ✓ At the start of each visit, introduce yourself to the household, explain the purpose of the survey and obtain their consent before continuing. Make every effort to convince the household to complete the questionnaire; however, if all the household members are not available, make an appointment for a follow-up visit.
 - ✓ Try to make a positive 'first impression' to create confidence with the household.
 - ✓ Identify the household head; if he/she is not at home, identify an adult household member who can provide information on all other household members.
 - ✓ Before proceeding to Sections of the questionnaire, fill in all the necessary information on the questionnaire cover page.
 - ✓ After completing the cover page, begin Section A of the questionnaire by listing the name and surname of all household members in descending order (by age), starting with the household head. Then go on to obtain the required information for each person on the list.
 - ✓ Read each question exactly as it appears on the tablet. If a respondent does not understand a question, only then rephrase the question in a simpler way, and give the respondent time to think about his or her response.
 - ✓ Obtain the consent of an adult household member (respondent) in order to interview young youths alone.
 - ✓ At the end of your first day in the field, meet with your supervisor to discuss any problem(s) you encountered and look for solutions in order to avoid any repetition of them in the coming days.
- ***After field implementation (before leaving the area where you interviewed):***
 - ✓ Make sure you have interviewed all the households on your list.
 - ✓ Consult with your supervisor to ensure that the data entered is of minimum, if none, data discrepancy.

1.5 Key concepts and definitions

This section provides a quick reference to the most commonly encountered concepts in the LFS-SWTS questionnaire. The majority of the definitions included here are taken directly from the Resolution concerning statistics of work, employment and labour underutilization of the 19th International Conference of Labour Statisticians, of 2013 (19th ICLS). The first concepts to be examined here are those of the production boundary and economic activity, the understanding of which are fundamental for the correct application of the questionnaire.

In order to correctly apply the definitions of 'employment', 'unemployment' and the 'labour force' and related concepts, a clear understanding of the concept and boundary of economic activity is essential. While the exact boundary between economic and non-economic activity is a matter of convention, unless a precise dividing line is drawn, the statistical treatment of many situations encountered in practice will remain ambiguous and thus give rise to questions about the reliability of the resulting statistics.

→ **SNA production boundary.** The 2008 System of National Accounts (SNA) defines production in terms of the activities carried out under the control and responsibility of institutional units (i.e. non-financial and financial corporations, government units, non-profit institutions and households, including unincorporated enterprises owned by households that use inputs of labour, capital and goods and services to produce outputs of goods or services). It includes the following activities:

- ✓ the production of all individual or collective *goods or services* that are supplied to units other than their producers, or intended to be so supplied, including the production of goods or services used up in the process of producing such goods or services (intermediate inputs);
- ✓ the production of all *goods* that are retained by their producers for their own final consumption or gross fixed capital formation;
- ✓ the production of housing services for own final consumption by owner-occupiers¹ and of domestic and personal services produced by employing paid domestic staff.

Since the 2008 SNA includes the production of all goods within the production boundary, whether destined for the market or for own final use, the following **types of production by households are included:**

- a) The production of agricultural products and their subsequent storing; the gathering of crops or other uncultivated crops; forestry; wood-cutting and the collection of firewood; hunting and fishing.
- b) The production of other primary products such as supplying water, etc.
- c) The processing of agricultural products; the production and preservation of meat and fish products; the preservation of fruit by drying, bottling, etc.; the production of dairy products such as farm fresh milk the production of beer, home brew, wine, or spirits; the production of baskets or mats; etc.
- d) Other kinds of processing such as weaving cloth; dressmaking and tailoring; the production of footwear; the production of pottery, utensils or durables; making furniture or furnishings; etc.
- e) The construction, major renovation or extension of own dwellings, farm buildings, etc.

For convenience, the activities corresponding to (a) above are often designated as '**market activities**', or '**market production**', and those corresponding to (b) and (c) as '**non-market economic activities**', or '**non-market production**'. In total, they constitute the

¹ As it involves no labour inputs, the production of housing services by owner-occupiers is not relevant in the present context

scope of economic activity used to measure the economically active population. All other activities are referred to as 'non-economic activities'.

Although the above list covers the most common types of production by households for their own final use, it is not exhaustive. In general, whenever the amount of a good produced within households is deemed to be quantitatively important in relation to the total supply to that good in a country, its production should be recorded.

Compared to the general definition of production, the 2008 SNA production boundary is more restrictive. It **excludes** the following types of activities:

- ✓ purely natural processes without any human involvement or direction, such as the unmanaged growth of fish stocks in international waters;
- ✓ basic human activities, such as eating, sleeping or taking exercise, that it is impossible for one person to obtain another person to perform instead;
- ✓ activities not producing any output, such as begging or theft, unless the acquired goods are resold.

With the exception of domestic and personal services produced by employing paid domestic staff and housing services produced by owner-occupiers, the 1993 SNA production boundary **excludes** the production of all services for own final consumption within the same household. **Thus, the following domestic and personal services are excluded, if provided by unpaid household members for own final consumption by the household:**

- (i) the cleaning, decoration and maintenance of the dwelling occupied by the household, including small repairs of a kind usually carried out by tenants as well as owners;
- (i) the cleaning, servicing and repair of household durables or other goods, including vehicles used for household purposes; the preparation and serving of meals for immediate consumption;
- (ii) the care, training and instruction of children; the care of sick, infirm or old people; the transportation of household members or their goods.

The importance that the production of unpaid domestic and personal services for own final consumption within households has in terms of the amount of labour involved and the contribution to economic welfare is widely recognized. Nevertheless, such activities remain **excluded** from the SNA production boundary for a number of reasons. Unlike goods, which can be stored or offered on the market, the services in question **have to be consumed immediately when they are produced**. Moreover, as most household domestic and personal services are not produced for the market, there are typically **no suitable market prices** that can be used to value such services. Imputing values for them would not only be difficult, but would yield values which, for analytic or policy purposes, would have a different economic meaning from monetary values.

Finally, since employment is defined as the engagement in production included within the SNA production boundary (see below), an extension of the boundary to include unpaid domestic and personal services produced for own final consumption within households would lead to virtually **the whole adult population being considered employed and unemployment being statistically eliminated**.

The fact that activities corresponding to (i), (ii) and (iii) above at present fall outside the production boundary does not, however, mean that such activities (which are mainly carried out by women) should not be statistically measured at all. In fact, the 13th International Conference of Labour Statisticians (ICLS) Resolution contains a provision for separately identifying persons engaged in unpaid community and volunteer services and other persons engaged in activities that fall outside the boundary of economic activities from among the non-economically-active population as a whole. For example, volunteer work is not considered an economic activity if it comprises the voluntary production of services either for non-market organizations or households.

→ **Economic activity.** The 19th ICLS Resolution specifies that “the economically active population comprises all persons of either sex who furnish the supply of labour for the production of economic goods and services, as defined by the United Nations systems of national accounts and balances, during a specified time-reference period.” **Thus, persons are to be considered economically active if, and only if, they contribute to or are available to contribute to the production of goods and services falling within the SNA production boundary.** The use of a definition of economic activity based on the SNA serves to ensure that the concepts used in employment and production statistics are consistent, thus facilitating the joint analysis of the two bodies of data.

→ **Non-economic activity.** Activities that fall outside the production boundary of the UN SNA are considered to be ‘non-economic activity’. Such activities include services rendered by and for household members, such as preparing and serving meals; mending, washing and ironing clothes; shopping; caring for siblings and sick/disabled household members; cleaning and maintaining the household dwelling; repairing household durables; transporting household members and their goods; etc.

Illustrative set of economic and non-economic activities

Economic activities	Non-economic activities
<ul style="list-style-type: none"> • Working in wage jobs (Full time or part time) <ul style="list-style-type: none"> - Permanent or temporary - Casual or piecework - Including paid child minding and other paid domestic work - Paid in cash or kind (e.g. food/accommodation) • Having business activities <ul style="list-style-type: none"> - Large or small, agricultural or non-agricultural - Small shop/kiosk/street stall - Preparation/selling of juice, soft drinks - Taxi operator - Shoe cleaning/sewing business • Any activities on own or family farms for the main purpose of production for sale including the following: <ul style="list-style-type: none"> - Weeding and planting crops - Harvesting crops - Keeping birds and other pests off crops • Transport of goods from the fields for storage or for sale • Fetching water and collecting firewood for sale • Fishing, collecting shells or seaweed for sale • Processing goods for sale 	<ul style="list-style-type: none"> • Studying full time • All types of housework, including the following: <ul style="list-style-type: none"> - Unpaid child minding own or other children - Education/training of own children at home - Housecleaning and decorating exclusively for own household - Cooking/preparing meals for own household - Caring for the sick and aged (unpaid) - Repairs (minor) to own dwelling, etc. - Repair of own dwelling equipment and vehicles • Begging • Other types: persons doing no economic activity due to the following: <ul style="list-style-type: none"> - Retirement - Sickness - Disability - Living off investment, rental or pension income (no current activity to earn it)

<ul style="list-style-type: none"> - Mats, hats from natural or grown fibres - Furniture from natural timber - Butter/cheese and other products from milk - Oil from oil seeds/fruit - Dressmaking <ul style="list-style-type: none"> • House or farm building/construction <ul style="list-style-type: none"> - Fence/enclosure/storage construction - Road/irrigation construction - House construction/additions <p>Do not count those below</p> <ul style="list-style-type: none"> • Any activities on own or family farms for the main purpose of production for home consumption including the following: <ul style="list-style-type: none"> - Planting crops - Harvesting crops - Keeping birds and other pests off crops - Weeding • Fetching water and collecting firewood for domestic use • Fishing, collecting shells or seaweed solely for home consumption • Processing goods for home consumption <ul style="list-style-type: none"> - Mats, hats from natural or grown fibres - Furniture from natural timber - Butter/cheese and other products from milk - Oil from oil seeds/fruit - Preparation of charcoal - Dressmaking 	
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➔ **Labour force.** The 19th ICLS distinguishes between the concept of 'current labour force' and 'usual labour force'. Current economic activity is measured in relation to a short reference period (generally one week), whereas usual economic activity is measured in relation to a longer period (such as the preceding 12 months). The labour force includes both employed and unemployed persons.

➔ **Employed.** Individuals are defined as employed if they are engaged (for one or more hours during the reference period) in the production of economic goods and/or services for pay or profit or without pay in a family farm/business or if they did not work but had a job or business from which they were temporarily absent.

Unpaid apprentices in training are considered to be 'employed', and their employment status is considered to be that of 'employee'. The classification of employers and own-account workers engaged in seasonal activities as either 'employed' or 'unemployed' when they are not at work should be based on the continued existence of their enterprise. Unpaid family workers should be classified as either 'employed' or 'unemployed' based on whether or not they are looking for and are available for work during the reference period, since they are not considered to have an enterprise of their own (even though they participate in the activities of a household enterprise).²

➔ **Unemployed.** Individuals are defined as unemployed if they did not work and had no job attachment during the reference period but were actively looking for work (i.e., had taken specific steps in the past four weeks to find work) and were ready to start work if an opportunity presented itself. Included are future starters and participants in skills training.

² Hussmanns, R., Mehran F. and Verma, V. *Employment, Unemployment and Underemployment*. ILO Geneva, 1990

- **Out of the labour force.** Individuals who are neither employed nor unemployed are considered to be out of the labour force. Examples include students, homemakers, individuals who have given up looking for work ('discouraged workers') and retired individuals.

- **Potential labour force.** Are all persons of working age who during the reference period were neither in employment nor in unemployment and carried out activities to seek employment, were not currently available but would become available within a short period OR did not carry out activities to seek employment but wanted employment and were currently available.³

- **Household tasks.** Household services carried out by and for household members, such as preparing and serving meals; mending, washing and ironing clothes; shopping; caring for siblings and sick/disabled household members; cleaning and maintaining the household dwelling; repairing household durables; and transporting household members and their goods are non-economic activities that are referred to as 'household tasks'.

- **Occupation.** An occupation is a type of economic activity that a person usually pursues to earn income in cash or in kind. If an individual has more than one occupation during the reference period, the occupation in which the maximum working hours are spent is considered to be his/her main occupation. If equal time is spent in the two occupations, the one that provides the larger share of income is designated as the main occupation.

- **Industry.** Includes all types of establishments or businesses in which individuals are engaged in the production and/or distribution of goods and services during the reference period.

- **Persons in own use production work.** Are all those of working age who, during a short reference period, performed any activity to produce goods and services for own final use.⁴

- **Own final use.** Refers to production where the intended destination of the output is mainly for final use or consumption by the producer or household where the surplus may be sold or bartered.

- **Household.** A household is defined as a person or group of persons who live together in the same house or compound, who share the same housekeeping arrangements and who are catered for as one unit. Members of a household are not necessarily related to each other either by blood or marriage. Conversely, members who live together in the same house or compound and are related by blood or marriage do not necessarily belong to the same household. In order to be considered a household member, an individual must reside with the other household members in the dwelling for a substantial part of the year (some countries use a 6-month criterion) and must not be a member of any other household. **In Samoa, a person is considered a household member only if that person had been living together with other household members for a period of 3 months or more. Exclude** those household members that have been absent/ away for 3 months or more.

³ 19th International Conference of Labour Statistics, pg 57. ILO Geneva, 2013

⁴ 19th International Conference of Labour Statisticians, pg 51. ILO Geneva, 2013

CHAPTER 2: GUIDELINES FOR INTERVIEWING

In the LFS-SWTS 2017, the households will be interviewed by enumerators. **As a general rule the interviewer should attempt to interview directly all persons aged 15 years and above and make sure they provide answers to the questions by themselves, and if possible separately from other members of the household.** In case this is not possible the interviewer must interview any responsible member(s) who can provide accurate answers to the questions and who can give information for the household. The head of the household and/or the spouse would be the most qualified respondent(s) to respond to such questions.

2.1 Rules for interview

Getting accurate and complete information is the prime objective of a data gathering operation. As an interviewer, you can do this by being polite at all times but at the same time, being authoritative enough to win the trust and confidence of the respondent. A good impression of you counts much towards the success of the interview. Be guided by the following instructions.

1. Be presentable
Make a good impression by dressing appropriately and accordingly. Some people judge others by what they wear and may not open the door for someone who appears messy or untidy.
2. Introduce yourself and the survey
People will react to you differently. However, you must always remain cordial and polite. Try to smile always. Be prepared for all types of questions and give honest answers. Never argue or quarrel with the respondent. Try to maintain your composure even if the respondent seems irritated or indifferent due to the length of the questionnaire or for some other reason.
3. Be polite
Your introduction is important. As an introduction you may say the following:
"Good morning/afternoon, I am (your name), an enumerator of the Samoa Bureau of Statistics. Here is my identification card. We are currently conducting the Samoa Labour Force and School-to-Work Transition Survey 2017 in the country under the sponsorship of the ILO. We would appreciate very much your answering the questions in this undertaking. Please be assured that all answers will be treated as strictly confidential."
4. Explain the objectives of the survey
It is sometimes necessary to explain the objectives of the survey to gain cooperation from a person.
5. Read and follow instructions printed on the body of the questionnaire carefully
Some instructions are written either above the tables for entering data in the questionnaire or in parenthesis inside the column heads. The enumerator therefore must familiarise him/ herself with the questionnaire.
6. Ask all questions in the questionnaire
Never assume an answer. Ask a question even if you think you already know the answer to it. What you think may not be the right answer.
7. If you do not understand a question or a procedure, first consult this manual and then ask your supervisor for further clarification, if necessary.

8. Probe if a person's answer is not satisfactory
Do not accept an unsatisfactory answer. If the person's answer is not satisfactory, you should probe for more information. You can also do any of the following:
 - a) Repeat the question. Asking the question several times sometimes helps the respondent in providing information which he/she needs to recall from memory.
 - b) Explain the concept if necessary. There may be some technical or difficult words that need to be explained in simple terms.
 - c) Ask for an estimate, if appropriate. If the respondent cannot recall, for example, age in completed years for children, try to ask for an estimate to help the respondent calculate.
9. Thank the person for his cooperation.
Always try to leave the respondent with a good feeling toward the survey. Express your appreciation for the person's co-operation. For example, say:

"Thank you very much for your time in answering the questions."
10. After each interview, review all the different pages of the filled-up questionnaire on the tablet for possible omissions of entries or for inconsistencies of responses. If you find omitted entries or inconsistencies of responses, please contact the household to correct.

2.2 How to ask questions

In asking the questions, observe the following rules:

1. Ask all questions, exactly as they are worded in the questionnaire. Changing the word can change the meaning of the question and, thereby, change the answer. The questions have been written carefully in order to obtain the exact information required for subsequent analysis. They have been tested extensively in the field. You should not paraphrase the question or try to make it clearer or easier to answer. If the respondent asks you for clarification, it is fine to provide additional information, but only that provided in this manual.
2. Unless otherwise instructed, ask the questions in the order that they are presented in the questionnaire. Do not skip any portion, section or questions in the questionnaire, unless you are clearly instructed to do so.
3. Do not read coded answers to respondents unless you are instructed to do so. The interviewer should attempt to find the response code which most appropriately fits the answer provided by the respondent. If no code fits, the interviewer should use the code for "other" and write the answer in the space provided. Unless instructed to do so in this manual, the interviewer should not read or show the respondent the coded answers to questions and ask the respondent to choose one. The survey is designed to **obtain** information from the respondent; it is not designed to **provide** information to respondents. It is important that the interviewer is prepared to be a skilled listener to ensure that the survey succeeds in obtaining the correct information and perceptions of respondents. In exceptional situations, when the person interviewed seems to be unable to form an idea as to what kind of response is expected from him the interviewer can mention a few of the coded responses to give him/her some idea. But this is an exception to the rule.
4. Never ask a leading question, that is, one that suggests the answer desired by the interviewer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the question is the right one.

Example of a leading question: "Are you the head of this household?"
The right question should be: "Who is the head of this household?"

Another example of a leading question is: "Are you 17 years old?"
The right question should be: "How old are you at your last birthday?"

5. Be absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to adopt the attitude that they think will please the visitor. Do not show any surprise, approval or disapproval about the answers given by the respondent. If the respondent asks for your opinion, you must not tell her/him what you think about these things yourself. Instead, you should explain that the purpose of the survey is to find out what the respondents think about these issues. You should not discuss your own views with the respondent until after the interview has been completed. Remember that although you are running the interview, and must be on top of the situations at all times, you are there to listen to what the respondent has to say in answer to the question posed. You must always strive to be a skilled listener and avoid trying to instruct or "lead" the respondent to give a particular answer.
6. Maintain the tempo of the interview. Avoid lengthy discussion of the questions with the respondents. If you receive what appear to be irrelevant or complicated answers do not break in too suddenly; listen carefully to what the respondent is saying and then lead him/her back to the original question.
7. Finish recording an answer before asking the next question.

2.3 How to record answers

1. Tablets will be used for recording answers so enumerators are advised to listen carefully.
2. You must fill up the questionnaire on the tablet during the actual interview. You **must not write** the answers on a separate piece of paper with the intention of transcribing the answers onto the tablet at a later time. Nor should you count on your memory for filling in the answers once you have left the household.
3. Most of the items are provided with possible answers and their corresponding codes. Encircle or enter the code for the answer given, as the case may be.
4. Other items require write-in entries. Enter the specific answer to the question.
5. Write an (*) for all entries which may appear doubtful/vague to the supervisor.
6. Do not change any answer unless the respondent is asked with the question again.
7. Fill in the certification portion on the cover page of the LFS-SWTS questionnaire only after the interview has commenced. Write the date when the questionnaire was finalised or when the interview was completed.
8. The supervisor will check all the transmitted questionnaires on site and will be the only authorised person to transmit these questionnaires back to the office.

2.4 Some general instructions for completing questionnaires

This is a very important Section of this manual. Interviewers must adhere at all times to the instructions contained in this section.

1. Special interviewer instructions appear on the questionnaire in certain cases. They are for the benefit of the interviewer only and should not be read out to the respondent. In some cases, these instructions ask the interviewer to skip over a set of questions and proceed to a following question, based on a response obtained. For example, the instruction "if C1B = 2 → D1A" means that if the response of column C1B is code 2, the interviewer should skip to question D1A.
2. Unless otherwise indicated, the blank spaces provided for responses to questions are to be filled in with simple numbers (such as the number of children, number of years, etc.). Enter the number without writing the unit of measurement. For example, if the question asks for a person's age, write "21" and not "21 years".

Some important special cases of numeric answers are as follows:

Use Arabic numerals 1, 2, 3,...,9 and 0 for writing all numbers. Do not use Khmer numerals or any other numerals used in Samoa.

(Tala): When the questionnaire asks for any amount of money (Tala) as a response, an answer such as Tala 2'500 (Two thousands five hundred Tala) must be written as 2500 and not as 2,500.

(Year): If the question asks for the year, for example, "On what date did (NAME) stop doing this activity?" the interviewer should enter two digits of the date, month and year, unless otherwise instructed. For example, a response should be written as 020508 for instance.

3. For many questions, a list of the most likely answers is provided with accompanying numeric codes. For example, when the sex of a person is asked, you would enter "1" if the person is male and "2" if the person is female. It is important to allow the respondent to hear the question as it is written, without prompting him/her with the listed answers. After the respondent has answered, choose from the list of responses the one that best fits the respondent's answer. In most cases, the response codes include one for "other (specify)". For example, main reason for never attending school column B1H in Section B1 (Literacy and Education). The reason for this is that although the questionnaires include coded responses for what are thought to be the most common answers, there are bound to be cases in which a respondent's answer may not clearly fit any of the coded answers. In such cases, write in the numeric code (13) for "other" in column B1H provided and write a clear specification of the respondent's answer in column B1Ho (other). After the survey has been completed, at the time of data processing, these specifications may be used to develop additional codes.

There will be some questions that some respondents will not be able to answer. There are many possible reasons:

- they do not remember very well, or
- they do not possess the information, or
- they do not fully understand the question.

In some cases, where the question asks the respondent to “estimate” some quantities, you should encourage the respondent to provide his/her best guess. Despite your best effort, it may happen that the respondent cannot give an answer. In such cases, write for example “code 3 = not sure” which means the respondent is not sure about any of the responses. However, based on past experience, it is not expected that this will be necessary in many cases.

2.5 How to check the completed questionnaire

After each interview, review the questionnaires immediately on the tablet before submission to your immediate supervisor. This means going over the entries to see that they are complete, reasonable, and consistent among themselves. Check all questionnaires before submitting them to the supervisor and before leaving the enumerated area. Even after probing if you still find the answer doubtful, accept the answer but write your observations/explanations to guide your supervisor in reviewing the questionnaire.

CHAPTER 3: SAMOA LABOUR FORCE AND SCHOOL-TO-WORK TRANSITION QUESTIONNAIRE

The Samoa Labour Force and School-to-work transition questionnaire consists of a cover page, which contains general information on the household, followed by the 12 sections:

- A1. Household composition and characteristic of household members
- B1. Literacy and education
- C1. Training
- D1. Employment
- E1. Characteristics of main job/ business activity
- F1. Working Time
- G1. Job search
- H1. Previous Work Experience
- I1. Occupational Injuries
- J1. Main Activity
- K1. Own Use Production Work
- L1. Activity Status of Youths

3.1 COVER PAGE

Identification Particulars

The interviewer has to fill in certain information in the Identification Particulars section on the cover page of each questionnaire before the interview. Before administering the questionnaire, check that the following information has been filled in on the cover page (this information will be obtained from the Samoa Bureau of Statistics (SBS)).

1. **Region** – Write down the name of the Region where the sample EA is located in the space provided and enter the 1-digit Region code in the box provided.
2. **District** – Write down the name of the District where the sample EA is located in the space provided and enter the 2-digit District code in the boxes provided.
3. **Village** – Write down the name of the Village where the sample EA is located in the space provided and enter the 2-digit Village code in the boxes provided.
4. **Enumeration Area (EA)** – Write down the serial number of the sample EA in the boxes provided.
5. **Household Number** – Write down the household number in the boxes provided.
6. **Name of the Household Head** – Write down the name of the household head in the space allocated, which can be obtained from the household listing form
7. **GPS Number** – Write down the GPS number of the household, which can be obtained from the household listing form
8. **Phone Number** – Enter phone number of the household head if possible or anyone of the household, in the space provided.

Interviewer Visits

Record the outcome of visit(s) in the space provided from the **initial visit to the household until the final visit is completed**. After you have visited the household, you will need to write the code of your visit. Record the results of any call backs that you may have to make if you cannot contact the household on your first visit. **Remember, you must make at least three different visits to try to obtain an interview with a household.** EG: you managed to conduct and complete the interview during your 3rd and last visit due to a household fa'alavelave: then you would enter code '4' for visits 1 and 2 and code '1' for visit 3.

9. Write the Interview Date of visit(s) to the household (day/month/year)

10. Interview Result. Enter the most appropriate code in the box provided.

11. Interview Result Codes

1. Completed: Enter this code when you have completed the household interview or the questionnaire is completely filled.

2. No Adult at Home: There are cases where matured household members are not at home during the visit and the remaining household members are 'unfit' to provide answers, such as old age or mentally disable or the respondent is too young or is not part of the household. This is very common during church conference and family faalavelave. Enter code '2' and report this to your supervisor for call backs.

3. Household absent for a long period of time: There are cases where the household is away for family reasons such as overseas trip, gone away to a funeral or malologa for faifeaus. Enter code '3' and report this to your supervisors.

4. Postponed: If you contact a household, but for some reason, it is not convenient for them to be interviewed due to a family gathering, wedding, birthday party etc, then schedule a call back interview and enter code '4' on the cover sheet as a result code for that visit.

5. Refused: The impression you make during your initial contacts with members of a household is very important. Be careful to introduce yourself and explain the purpose of the survey. Stress that the interview takes only a short amount of time and that the information will be confidential. If the individual with whom you first talk to is unwilling to cooperate, ask to speak with another member of the household, such as the household head. Suggest that you can return at another time if it would be more convenient. If the individual still refuses to cooperate, mark code '5' and report the problem to your supervisor.

6. Vacant: In some cases you may find that a structure number assigned to you is unoccupied, that is, it is empty with no furniture and is not being lived in. This is what we called "vacant," and you should enter code '6' under visit 1. Other times, you may find that a structure is not a residential unit. It is a shop, church, school, workshop, or some other type of facility that is not used as a living area. After making sure there are no residential units in back of or above the premises, mark code '6' as the result for the visit. In this case, there's no need to make 3 visits. Be sure to report the situation to your supervisor.

- 7. House Destroyed:** There are cases where the physical structure of a selected household no longer exists as it may have been demolished or removed. In this case, there's no need to make 3 visits. Enter code "7" under visit 1 and report it to your supervisor.
- 8. Dwelling not Found:** In some cases, it will be very difficult to locate a particular household on the field. Such households are usually "code 6" under household type on the household listing form. Supervisors and enumerators are strongly urged to ask households within the same enumeration area (EA) whether they know such households. Use code 8 "only" if such a household cannot be identify within the enumeration area or when the household is found but its outside the statistical boundary of the enumeration area.
- 9. Others (specify):** Use for households other than those mentioned above. Enumerators are asked to specify this option for in-house coding.
12. **Name of Enumerator** - As soon as the listing operation in the EA is finished, the interviewer should print his/ her name.
13. **Name of Supervisor** - The supervisor is expected to check the completed questionnaire submitted to him/her by the interviewer. He/she should check the completed questionnaire to see if proper recording procedures have been followed and to ensure that no members of household have been forgotten. As soon as the completed questionnaires for the EA have been reviewed and deemed satisfactory by the supervisor, he/she should print his/ her name.
14. **No. of Youths (15 – 29 years)** – the interviewer should enter in the eligibility section the number of youths aged 15 – 29 by male, female and its relevant total, **after** completing the interview.
15. **No. of adults (30+ years)** – the interviewer should enter in the eligibility section the number of adults aged 30+ years by male, female and its relevant total, **after** completing the interview.
16. **No of persons below 15 years** – the interviewer should write in the eligibility section the number of persons below 15 years by male, female and its relevant total, **after** completing the interview.
17. **Total no. of h/hold members** – the interviewer should enter in the eligibility section the total number of household members by male, female and its relevant total, **after** completing the interview.
18. **Total household members who completed Section L1** – the interviewer should enter in the eligibility section the total number of youths for each household **who completed section L1** (school to work transition history of youth) by male, female and its relevant total, **after** completing the interview.

Number of Questionnaires used - If there are more than 12 people in the household (SEE SECTION A1), use a second questionnaire but remember to enter the person number on the left hand side so that they read 13, 14, etc. Write the number of questionnaire(s) used in the space provided.

3.2 SECTION A1: HOUSEHOLD COMPOSITION AND CHARACTERISTICS OF HOUSEHOLD MEMBERS

This section collects information on household composition and the demographic characteristics of the individual household members. The questions in this section appear at the top of each column, and information on individual household members is recorded row by row. Begin by recording the names of all household members in the column under question A1A. Then, moving from left to right, ask all the relevant questions from A1B to A1N for the first household member listed. Once you have recorded all the answers for the first household member, move on to the next row and repeat questions A1B to A1N. Repeat this procedure until you have recorded the demographic information for all household members.

A1A Can you please give me the full names of all persons who are part of this household, starting with the head of the household?

This question should be asked of all usual members of the household. That is, of all persons who usually live and eat together in the same house or compound and share the same housekeeping arrangement. A person is **counted** as a household member if he/she lives here for 3 months or more. A person is **not counted** as a household member if he/she has been away from the household for 3 months or more, even if he/she is related by blood. Students, boarders and employees residing in and having a common food arrangement with the household are considered members of the household if they have been in the household for 3 months or more.

Every household must have a head. In most cases, a household will mention who the household head is. Enumerators **should not** determine a household head for a particular household. Individuals who have lived away from the household for 3 months or more cannot be designated as the household head. If the respondent designates a person who is technically not a household member as the head, ask the respondent to identify the individual who usually takes over the responsibilities of the household head when he/she is away. Designate this household member as the head.

After recording the household head, this should be followed by his/her spouse, followed by the children (if any) starting with the youngest, followed by the grandchildren (if any) starting from the youngest. If somehow one of the children has his/ her own family that lives together with this household, his/ her spouse should be next followed by their children (if any). Next should be the household head's brother/ sister (if any), followed by parent (if any). Other relatives (if any) and unrelated members (if any) should come last. If any of the children is married, his/ her spouse should be next followed by their children (if any) then continue to the next child.

Make sure that all household members are enumerated. Respondents have a tendency to forget to mention babies, children (often girls), and the elderly. If none of these are mentioned, inquire politely about their existence. Look for toys, diapers, etc. to give you clues about the household composition.

The respondent is not necessarily the head of the household. However, the first household member about whom the questions are asked needs to be the head of the household, **not** the respondent. The order of the interviews must strictly follow the order in which the household members are listed in the household roster.

If there are more than twelve household members, use an additional questionnaire to record their information. **Thus, the second questionnaire will start with person number 13.**

A1B What is (NAME)'s relationship to head of the household?

There are 8 pre-coded answers for this question. Write down the appropriate number of the pre-coded option. Make sure that the respondent (who may not be the head of the household) understands that the question is about the relationship of the household member to the head of the household. **Remember:** the first person for each household should be code 1.

A1C Person Number of the person providing the information

Record the person number of the person providing the information about the person for whom information is being collected. **For persons aged 15 years and over, please insist that they respond themselves.**

A1D Sex of each of these individual household members

While it may seem quicker to determine the **biological sex** of household members by referring to their names or physical appearances, it may turn out that a boy's name has been given to a girl, or vice versa. The appropriate procedure is to ask the sex of the household member or ascertain his/her sex through a question, such as, "(NAME) is a woman/girl, isn't she?". Write code **"1"** for males and code **"2"** for females. Bear in mind that some names can be used for a male as well as a female.

A1E How old is (NAME) at (his/her) last birthday?

The ages of household members should be **recorded in completed years. Write "00" if less than one year of age.** For one reason or another, the birth date of an individual might be different from what it says on his/her birth certificate or registration card. For the purposes of this question, what matters is the true date of birth; therefore, there is no need to ask for birth certificates or any other legal documents.

If the respondent fails to recall an individual's date of birth, you might suggest that the respondent refer to a legal document and inquire whether or not this information could reflect the individual's true date of birth. If the respondent fails to recall, try to ask him/her to remember the age in uncertain cases by comparing or matching it to any historical event. EG: September 2009 tsunami. Sometimes the respondent apparently remembers that, he/she/other household member was born in coincidence with the event (occur at the same time). The age of an infant less than 1 year should be recorded as '00'.

Disability *(For persons aged 5 years and over)*

READ:

The next questions ask about difficulties (NAME) may have doing certain activities because of a HEALTH PROBLEM...

A1F Does (NAME) have difficulty seeing, even if wearing glasses?

This is a fill – in question aimed to evaluate the sight of individuals including their regular use of seeing aid such as, glasses, contact lenses, or other devices to help them seeing somethings clearer. **It is not considered if they only have the seeing aid but they never use them.** Enter the code number corresponding to the appropriate answer.

A1G Does (NAME) have difficulty hearing, even if using a hearing aid?

This is another fill – in question aimed to determine the hearing ability of individuals including their regular use of hearing aid or other devices to help them hearing better. **It is not considered if they only have the hearing aid but they never use it.** Enter the code number corresponding to the appropriate answer.

A1H Does (NAME) have difficulty walking or climbing steps?

This is another fill – in question aimed to evaluate the moving ability of individuals such as walking or climbing steps either inside or outside of their house. Enter the code number corresponding to the appropriate answer.

A1I Does (NAME) have difficulty remembering or concentrating?

This is another fill – in question aimed to determine the difficulty in remembering or concentrating of individuals which is considered as more difficult than general normal people are. It includes all difficulty in concentrating or remembering, even for sometime, and subsequently needs some aid to make them concentrating or remembering, for example: they need to record events or they completely depend on electronic device to help them... etc. Enter the code number corresponding to the appropriate answer.

A1J Does (NAME) have difficulty with self- care (such as washing all over or dressing?).

This is another fill – in question aimed to evaluate the ability of using hands or fingers of individuals for their self-care such as, washing all over or dressing, which are the people usual/everyday activities. Enter the code number corresponding to the appropriate answer.

A1K Does (NAME) have difficulty in communicating with others or others having difficulty in understanding?

This is another fill – in question aimed to determine the difficulty of individuals in communicating with others and vice versa when compared to general normal people. Enter the code number corresponding to the appropriate answer.

A1L What is (NAMES)'s Marital Status?

Need to ask this question for every member of the household **aged 15 and above** and enter the appropriate code.

A1M In the last 12 months, which of the following sources of support did the household have?

Interviewer should read through each response option (10) one at a time and give the respondent time to indicate if that source was received by the household or not. The interviewer should mark all the sources received by the household in the last 12 months up to the time of the interview, including winnings from gambling such as lotto and bingo. **All members** of the household should be considered when identifying the different sources, as well as transfers from other households.

01= Income or other pay from a household business, including from farming or fishing:

Includes all income received by any household member from a household business, farm or fishing (i.e. sale of goods produced from farming or fishing).

02= Income or other pay from employment of household members including yourself:

Includes any income or other pay (including payment in kind) from paid jobs of any household member. This includes any casual or part-time jobs which provided income in the last 12 months.

03= Income from reselling of goods:

This includes the resale of goods purchased from shops/ wholesale then individuals resell them either on the street or through stalls

04= Foodstuff produced by the household from farming or fishing:

This includes any foodstuff or other goods produced by the household for its own use or consumption.

05= Remittances from abroad:

This includes all remittances received from people living abroad.

06= Support from other households in the country:

This includes any support provided by other households within the country. Mainly this is intended to include financial support (such as financial support from family members living in other households in the country) but it can also include non-financial support that forms part of the livelihood of the household (e.g. regular meals).

07= Income from properties, investments or savings:

Includes any income from savings or investments but excludes pensions which are included under code 08.

08= Government Pension:

Pension funds currently being paid by the government to people aged 65 years and above but for only those who have registered with NPF.

09= Charity from NGOs or other charitable organisations:

Includes the help of charities and non-governmental organisations. This refers to support provided through organisation rather than directly from other private households which should be included under code 07.

10= Other (specify):

If the respondent specifies another source of support **other** than the pre-coded options, enter code 10 and write down that source of support under A1Mo (other).

A1N In the last 12 months, which was the MAIN source of support of this household?

This is a follow up question in relation to question A1M above where the interviewer should ask the respondent to identify which was the MAIN source of support for the household. Please note that this question should be **answered by only one household member** which could either be the respondent or the household head.

01= Income or other pay from a household business, including from farming or fishing:

Includes all income received by any household member from a household business, farm or fishing (i.e. sale of goods produced from farming or fishing).

02= Income or other pay from employment of household members including yourself:

Includes any income or other pay (including payment in kind) from paid jobs of any household member. This includes any casual or part-time jobs which provided income in the last 12 months.

03= Income from reselling of goods:

This includes the resale of goods purchased from shops/ wholesale then individuals resell them either on the street or through stalls

04= Foodstuff produced by the household from farming or fishing:

This includes any foodstuff or other goods produced by the household for its own use or consumption.

05= Remittances from abroad:

This includes all remittances received from people living abroad.

06= Support from other households in the country:

This includes any support provided by other households within the country. Mainly this is intended to include financial support (such as financial support from family members living in other households in the country) but it can also include non-financial support that forms part of the livelihood of the household (e.g. regular meals).

07= Income from properties, investments or savings:

Includes any income from savings or investments but excludes pensions which are included under code 08.

08= Government Pension:

Pension funds currently being paid by the government to people aged 65 years and above but for only those who have registered with NPF.

09= Charity from NGOs or other charitable organisations:

Includes the help of charities and non-governmental organisations. This refers to support provided through organisation rather than directly from other private households which should be included under code 07.

10= Could not choose:

Only select this if the respondent could not choose a main source from the different ones identified by the household in A1M. If clarification is sought about what 'main source of support is', explain that it means the one which made the greatest contribution to the household over the 12 months as subjectively identified by the respondent.

11= Other (specify):

If the respondent specifies another source of support *other* than the pre-coded options, enter code 11 and write down that source of support under A1No (other).

3.3 SECTION B1: LITERACY AND EDUCATION

This section collects information for those aged 15 years and over about their past and current education status. Will also cover questions on how literate those aged 15 years and over are. The questions in this section appear at the top of each column, and information on individual household members aged 15 years and over is recorded row by row. Will also ask questions for those aged 3 years and over about their education background

B1A Choose one language

Choose one language/ first language that the respondent uses and enter corresponding code in the box provided.

B1B Can (NAME) read a simple sentence?

The aim of this question is to determine whether the individual in question is literate or not. One of the three main indicators of literacy (the others being writing and understanding) is the ability to read a simple sentence. Ask the respondent if he/ she can read a simple sentence. If the answer is "Yes", enter code 1 otherwise enter code 2.

B1C Can (NAME) write a simple sentence?

The aim of this question is to determine whether the individual in question is literate or not. Ask the respondent if he/ she can write a simple sentence. If the answer is "Yes", enter code 1 otherwise enter code 2.

B1D Can (NAME) understand simple instructions?

The aim of this question is to determine whether the individual in question is literate or not. Ask the respondent if he/ she can understand a simple instruction. If the answer is "Yes", enter code 1 otherwise enter code 2.

NOTE: If answers to B1B, B1C and B1D are all no, Skip to B1G.

B1E Is (NAME) attending school during the current school year?

This question refers to formal education programs. The reference period for this question is the **current school year**. Even if a person has attended school for only part of the year, this question should be answered **"Yes"**. For person enrolled in non-formal education programs such as apprenticeship training, this question should be answered **"No"**. If the answer is **"Yes"**, move on to the next question **B1F** otherwise, skip to question **B1G**.

B1F What class is (NAME) currently attending?

This question is to be asked only to individual who have attended school in the current school year (**B1E = 1**). Please write the code number of the appropriate class in the space provided by using the codes in the box at the bottom of the page. Note that the question inquiries about the class the person is currently attending, **not the class completed**.

NOTE: All individuals who were asked by this question: skip to B1I

B1G Has (NAME) ever attended school?

This question is to be asked only to individual who have not attended school in the current school year (**B.1E = 2**). If the answer is **"Yes"**, skip to **B1I** otherwise, move on to B1H.

NOTE: IF B1G = 1, Skip to B1I.

B1H What was the main reason why you/ (NAME) has never attended school?

This question is to be asked only to individual who has never attended school (**B1G = 2**). Read each one of the pre-coded options in the box at bottom of the page and ask the respondent to identify the **most** important reason. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 13 and write down the reason in B1Ho (other) and then skip to **C1A**.

NOTE: All individuals who were asked by this question: skip to C1A.

B1I What was the highest class that (NAME) completed?

This question is to be asked only to individual who has ever attended school (**B1G = 1**). Please write the number of the appropriate class in the space provided by using the codes in the box at the bottom of the page. Note that the question inquiries about the class the person **has completed, not the level currently attending**.

NOTE: If B1E = 1 and B1f, then skip to B1L otherwise go to B1J.

B1J Why did you/ (NAME) leave school?

This question is to be asked only to individual who is not attending school in the current school year and has ever attended school (**B1E = 2 and B1G = 1**). Please write down the appropriate code in the box at the bottom of the page. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 15 and write down the reason in B1Jo (other) and move to B1K.

B1K When did you, did (NAME) leave school?

Ask the respondent when he/ she actually left school. Please record the date in month and year in the space provided.

B1L At what age did (NAME) begin year one?

This question is to be asked only to individual who have attended school in the past. Please write down age in completed years (NAME) began year one in the space provided.

3.4 SECTION C1: TRAINING WITHIN THE LAST 12 MONTHS

(For persons aged 15 years and over)

C1A Did you, did (NAME) attend any courses, seminars, workshops or receive private lessons or instruction outside the regular education system within the last 12 months? That is between July 2016 and June 2016.

This question refers to non-formal education programs such as apprenticeship training, any courses, seminars, workshops or receive private lessons or instruction. The reference period for this question is within the last 12 months.

NOTE: IF C1A = 2, Skip to D1A.

C1B How many of these training activities did you, did (NAME) attend within the last 12 months?

This question refers to non-formal education programs in which the individual has attended within the last 12 months. Please record the appropriate code for the number of training(s) attended within the last 12 months in the space provided.

C1C What was the subject of the (most recent) training that you/ (NAME) attended within the last 12 months?

This question refers to the most recent training subject that the individual has just participated in **non-formal education programs during the last 12 months**. Please record one appropriate code of study subject from the bottom of the page in the space provided.

Subject of study codes are:

0011= Basic programmes
0021= Literacy & numeracy
0031= Personal skills development
0111= Education sciences
0112= Training for pre-school teachers
0113= Teacher training without subject specialization
0114= Teacher training with subject specialization
0211= Audio visual/ media production
0212= Fashion, interior/ industrial design
0213= Fine arts
0214= Handicraft
0215= Music & performing arts
0221= Religion & theology
0222= History & archaeology
0223= Philosophy & ethics
0231= Language acquisition
0232= Literature & linguistics
0311= Economics
0312= Political science & civics
0313= Psychology
0314= Sociology & cultural studies
0321= Journalism & reporting
0322= Library, info & archival studies
0411= Accounting & taxation
0412= Finance, banking & insurance
0413= Management & administration
0414= Marketing & advertising
0415= Secretarial & office work
0416= Wholesale & retail sales
0417= Work skills
0421= Law
0511= Biology
0512= Biochemistry
0521= Environmental sciences
0522= Earth science
0531= Chemistry
0532= Earth science
0533= Physics
0541= Mathematics

0542= Statistics
 0611= Computer use
 0612= Database & network
 0613= Software & application
 0711= Chemical engineering & process
 0712= Env protection
 0713= Electricity & energy
 0714= Electronics & automation
 0715= Mechanics & metal trades
 0716= Motor vehicles, ships & aircrafts
 0721= Food processing
 0722= Materials (glass, paper, plastic, & wood)
 0723= Textiles (clothes, footwear & leather)
 0724= Mining & extraction
 0731= Architecture & town planning
 0732= Building & civil engineering
 0811= Crop & livestock production
 0812= Horticulture
 0821= Forestry
 0831= Fisheries
 0841= Veterinary
 0911= Dental studies
 0912= Medicine
 0913= Nursing & midwifery
 0914= Medical diagnostic & treatment
 0915= Therapy & rehabilitation
 0916= Pharmacy
 0917= Traditional medicine & therapy
 0921= Care of the elderly & disables
 0922= Child care & youth services
 0923 Social work & counselling
 1011= Domestic services
 1012= Hair & beauty services
 1013= Hotel, restaurants & catering
 1014= Sports
 1015= Travel, tourism, leisure
 1021= Community sanitation
 1022= Occupational health & safety
 1032= Protection of persons & property
 1041= Transport services

C1D For how long did you, did (NAME) attend this training?

This question is to be asked how long the individual has attended the course within the last 12 months. Please fill in one correct pre-coded number in the space provided

C1E Who was the main provider of this training?

This question refers to who was the main provider of the training for which the participant attended in the last 12 months. Please choose one appropriate pre-coded number in the space provided. If the respondent specifies the provider name **"other"** than the pre-coded options, enter code 6 and write down that provider name under C1Eo (other).

Note: IF C1B = 1, Skip to D1A otherwise move to question C1F.

C1F What was the subject of the second most recent training that you/ (NAME) attended within the last 12 months?

This question refers to the second most recent training subject that the individual has just participated in non-formal education programs during the last 12 months. Please record one correct pre-coded number at the bottom of the page in the space provided.

C1G For how long did you/ (NAME) attend this training?

This question is to be asked how long the individual has attended the second most recent training in the last 12 months. Please record one pre-coded number in the space provided.

C1H Who was the main provider of this training?

This question refers to who is the main provider of the training to the participant for being attended the second course in the last 12 months. Please choose one appropriate pre-coded number in the space provided. If the respondent specifies the provider name **"other"** than the pre-coded options, enter code 6 and write down that provider name under C1Ho (other).

Note: If the respondent attended more than 2 trainings within the last 12 months, record the 2 most recent trainings attended by the respondent.

3.5 SECTION D1: EMPLOYMENT

(For persons aged 15 years and over)

D1A In the last 7 days, that is from [DATE] up to [DATE/yesterday], did you, did (NAME) do any work for a wage, salary, or any other pay, even if only for one hour?

It refers to persons who worked in the last 7 days in any type of paid job as employees, apprentices, casual, informal or part-time worker, etc. **for as little as one hour.** Within the question use the specific days which cover the 7 days before the interview. E.g. if the interview took place on a Monday, the question would include 'that is from Monday last week up to yesterday'. Paid jobs may be remunerated in wages, salaries, commission, tips or any other pay, for work done or hours worked. **The pay may be in cash or in kind such as food, cigarettes, alcohol or lodging, or with products or vouchers. It includes** persons who worked in expectation of payment regardless of whether the payment was actually **received or not by the time of the interview.**

Exclude persons who worked in the last 7 days in a business activity with the intention of earning a profit, whether as employer or own-account worker producing goods or providing services intended mainly for the market, or as a member helping in a family business. This includes farmers who work to produce goods mainly for sale. **These people should be captured in the next questions.** Record the answer provided by the respondent and move to the next question as appropriate.

Note: IF D1A = 1, Skip to E1A

D1B In the last 7 days, did you, did (NAME) run or do any kind of business, farming or other activity to generate income, even if only for one hour?

It refers to persons who worked in the last 7 days in any kind of business activity to earn an income in the form of profits, in cash or in kind, **for as little as one hour.** Within the question use the specific days which cover the 7 days before the interview. E.g. if the interview took place on a Monday, the question would include 'that is from Monday last week up to yesterday'. This includes persons who worked as employers, own account workers producing goods or providing services intended mainly for the market, or as members

working in a family business or farm producing mainly for the market. **It includes** persons who worked in a business activity with the intention of earning a profit, **even if the business was not making a profit or was incurring a loss by the time of the interview.**

Exclude persons who worked in the last 7 days in any kind of paid job, as employees or apprentices. These people should have responded yes to the previous question. Record the answer provided by the respondent and move to the next question as appropriate.

Note: IF D1B = 1, Skip to D3A

D1C In the last 7 days, did you, did (NAME) help a member of the household or family with his/her paid job or business?

It includes persons who, in the last 7 days, worked in any kind of business operated by a family member, **for as little as one hour**. Within the question use the specific days which cover the 7 days before the interview. E.g. if the interview took place on a Monday, the question would include 'that is from Monday last week up to yesterday'. The business may be any kind of self-employment activity, including a farm, producing goods or providing services intended mainly for the market. The business may be operated by family members living in the same household or in another household. Examples include a wife who assists her husband in the family business or a son or daughter helping in the parent or family business without receiving any direct pay. **It also includes persons** who, in the last 7 days, assisted with any of the tasks or duties of an employee job held by a family member for as little as one hour. The family member may be living in the same household or in another household.

Note: IF D1C = 1, Skip to D3A

3.6 SECTION D2: TEMPORARY ABSENCE

(For persons aged 15 years and over)

This section will allow persons on temporary absence from a paid job or business during the reference period to be identified.

D2A In the last 7 days, did you, did (NAME) have a paid job or a business to which (NAME) expects to return?

Asked only of persons aged 15+ years who were not identified as being employed in Section D1. Absences captured here should be **temporary** in nature. The exact duration of absence will be confirmed in a later question. The important issue to capture here is that the **absence is an interruption of a period of work**. In other words the person was previously working in the activity and **expects to return** to that activity after the absence. People who are absent from their normal place of work for work related reasons such as job-related travel or training should be considered employed in the reference week and should have answered yes to previous questions on employment. People who have found employment but have **not yet started work are not considered to be absent from work**.

Note: IF D2A = 1, Skip to D2C

D2B Does (NAME) usually help in any business run by the household or family but was absent for the last 7 days?

Absences captured here should be temporary in nature. The person should have previously worked in the activity and have an expectation to return. The exact duration of absence will be confirmed in a later question.

Note: IF D2B = 2, Skip to D3B

D2C What was the main reason why you/ (NAME) were/ was absent from work during the last 7 days?

Absent from work codes are:

Code 01= This includes situations where the respondent was absent for the entire reference period due to their working time arrangement or the nature of their work. This includes for example, persons who work on "tours" with schedules such as two weeks on and 2 weeks off; persons on time off as compensation for time previously worked and other flexible working time arrangements. It also includes persons working in agriculture or in other industries where the nature of their work may include short periods (e.g. lasting a week or two) with no activity. Note, however that the off-season should be recorded as **Code 10**. Involuntary breaks in work due to economic reasons should be recorded as **Code 07**. ***Those answering this code should skip to D3A.***

Code 02= Refers to those that are currently on leave or vacation during the reference period. ***Those answering this code should skip to D3A.***

Code 03= Those that are currently on sick leave. ***Those answering this code should skip to D3A.***

Code 04= Those that are currently on Maternity or paternity leave during the reference period. ***Those answering this code should skip to D3A.***

Code 05= This includes all kinds of education or training, inside or outside the workplace. People absent for this reason are considered employed regardless of duration.

Code 06= Refers to those who is away from work due to family reasons such as baby sitting, family fa'alavelave, family errand. Note that this is somewhat different from codes 02 and 04 above.

Code 07= This includes any temporary absence from work related to the work being temporarily stopped for economic reasons such as a lack of available business, a lack of materials, difficulties with premises etc. This also includes any absence where a person is temporarily laid off by their employer. **The person must have an expectation of a return to work with the employer.**

Code 08= This includes people who were not able to work due bad weather including a natural disaster.

Code 09= Refers to a person who is absent from work due to a long term disability

Code 10= Includes all people who are absent from work as their activity has stopped during the off-season. **This should not** include very short term breaks in activity during a season (e.g. 1 or 2 weeks) which should be coded 01. **Those answering this code should skip to D3B.**

Code 11= If the respondent specifies a reason for absent from work "**other**" than the pre-coded options, enter code 11 and write down that reason under D2Co (other).

D2D Including the time that you/ (NAME) has been absent, will (NAME) return to that same job / business within 3 months?

People absent from work for the majority of reasons listed above will be considered employed if the **total duration of absence is less than 3 months**. If the total duration is unknown the elapsed duration can be asked in case the elapsed duration is already more than 3 months. However the respondent should be pushed to say whether they think it will be more or less than 3 months in total.

Note: IF D2D = 1, Skip to D3A

D2E Or will you/ (NAME) return after 3 months?

This question is used to confirm that a return is expected after 3 months or if it is not sure if they will return. The duration of absence to be recorded is the expected total duration. This must include both the elapsed duration to date and the expected future period of absence. **Only use code 3** if the respondent is not sure that they will return to work. If they are not sure of the date but are sure they will return try to get them to indicate whether they expect it to be more or less than 3 months in total. If they are really unable to indicate this code 03 can be recorded.

D2F Did you, did (NAME) continue to receive an income from his/her job during this absence?

This is to identify the people who are temporarily absent from work but continue to receive the income for that work during the absence period and should be identified as employed. Income includes all income in cash or in kind which is related to the job they are absent from and which they continue to receive during the absence. **Respondents who receive income which is not directly related to the job should be coded as no.**

Note: IF D2F = 1, Skip to E1A

Note: IF D2F = 2, Skip to D3B

3.7 SECTION D3: MARKET ACTIVITY

(For persons aged 15 years and over who were at work or absent from a paid job or business)

D3A Was this work that you mentioned previously...?

This question will identify those respondents whose work was in farming or rearing animals, fishing, or another type of activity. Code 3 includes any sector of activity other than farming or rearing animals or fishing. If the respondent specifies a work "**other**" than the pre-coded options, enter code 3 and write down that work under D3Ao (other).

Note: IF D3A = 1 or 2, Skip to D3C
IF D3A = 3, Skip to E1A

D3B In the last 7 days did you, did (NAME) do any work in farming, rearing animals or fishing?

This question will identify whether the respondent did any work in farming or rearing animals or fishing. This question is only asked if the respondent said they did not do any work in response to previous questions. **Any work done for at least one hour in these activities during the reference week should be included.**

Note: IF D3B = 2, Skip to G1A

D3C Thinking about the products you/ (NAME) worked on, are they mainly intended for sale or for family use?

This question will identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work. This is based on whether the intended use of the products from the work is for sale (employment) or own/family use (own use production work). **Do not** read response options. Try to get the respondent to report the general situation for the goods produced rather than just the goods produced during the previous week. **It only refers to goods produced through their work**, not reselling of those types of products.

For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/barter. Code the self-reported answer to one of the four response options. If the respondent indicates that the products are *both* for sale/barter and family use try to get the respondent to **indicate which one is the main use in general**.

Note: IF D3C = 1 or 2, Skip to E1A

D3D In addition to the work you have mentioned did you, did (NAME) have any paid job or business in the last 7 days even if he/she was temporarily absent?

The respondents to this question have worked in farming, rearing animals or fishing mainly for own final use (based on responses to previous questions). As a result they are **not considered employed** based on that work. For those respondents this question tries to identify if they had a different paid job or business, even if they were temporarily absent from it.

Note: IF D3D = 1, Skip to E1A
IF D3D = 2, Skip to G1A

3.8 SECTION E1: CHARACTERISTICS OF THE MAIN PAID JOB/ BUSINESS ACTIVITY

(For employed persons aged 15 years and over who were employed in the last 7 days)

E1A During the last 7 days did you, did (NAME) have more than one job and/ or business?

A self-employed person who works for more than one client is not considered to have more than one job or business. **A separate job should involve working with a different economic unit or in a different activity.** Record response as provided by the respondent.

E1B In his/her main job/business, what kind of work does (NAME) usually do?

This is an open-ended question aiming to gather detailed information on the **main** job/business carried out by the respondents. If the individual held multiple jobs in the reference week, only inquire about the specifics of the **main job**. The main job is the one on which the individual spent most of his/her time during the reference week. If the individual spent equal time at more than one job, the job that **generates the highest income** is considered the main job. Write the title of the individual's main occupation in the space provided.

It is vital to have enough information about the title and main tasks or duties to enable ISCO 08 **coding at 4 Digit level**. For example, if the respondent says he/she is a teacher, you should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported.

E1C What is the main activity of the business or establishment where (NAME) works?

This question is another open-ended question used to describe the main good produced or service provided by individuals at their work place. Main activity generally refers to the main goods or services produced by the business/establishment the respondent works in/for.

It is vital to have enough information about the main goods or products produced or service rendered at the place of work to enable ISIC R4 **coding at 4 Digit level**. For example, if the respondent gives a name of a business such as Blue Bird it is also necessary to record what kind of establishment such as hardware, construction or factory. The kind of establishment must be recorded to allow the coder to identify the correct ISIC code.

E1D Does (NAME) work...?

This question is to capture the status in employment of people in employment.

Code 1 = In his/ her own business. The respondent works on his/her own account or with partners. He/she holds a "self-employment" type of job and may or may not have engaged employees to work for him/her. ***Those answering this code should skip to E1G.***

Code 2 = In a business operated by a household or family member. The respondent participated in any activity to support the operation of a business activity of a family member living in the same or in another household. ***Those answering this code should skip to E1G.***

Code = 3 As an employee for someone else. The respondent holds a job with a written or oral contract which gives him/her a basic pay that is not directly dependent on the revenue of the unit in which he/she works.

Code 4 = As an apprentice, intern. The respondent holds a job on a temporary basis to acquire workplace experience or skills.

Code 5 = Helping a family member who works for someone else. The respondent did any work in any of the tasks or duties of an employee job held by a family member living in the same or in another household.

E1E Is (NAME) working in...?

This refers to the type of institution that employs the person rather than the place of work. For example if a person is a doctor who spends all their time working on call in different households they are working in a private business (code 3) even though their place of work is private households. If a domestic worker in a household is actually employed by the household they should be recorded as code 6.

Code 1 = Government or a state owned enterprise. Includes all the government institutions or state-owned enterprises

Code 2 = A farm. Includes private farms producing mainly for the market.

Code 3 = A (non-farm) business. Includes all other personal or private businesses that are not publicly owned such as a shop or taxi.

Code 4 = An international organization or a foreign embassy such as JICA, NZ High Commission, UNDP and ILO.

Code 5 = An NGO, non-profit institution, church. Includes all non-profit institutions, such as NGO, charities, religious institutions, that provide their services or product to households or the community at large. **It excludes NGOs controlled by the government.**

Code 6 = A private household. Includes private households as employers of domestic workers only such as gardeners and baby sitters

Note: IF E1E = 1, 4, or 5, Skip to E1J
IF E1E = 2 or 3, Skip to E1G

E1F Does (NAME) work for more than one household?

This is to determine if the person has one or multiple employers.

Note: ALL, Skip to E1J

E1G What type of legal organization or ownership of the enterprise/business where you work?

This refers to the type of organization that the respondent is working in.

Note: IF E1G = 1, Skip to E1J

E1H Is the business registered with MCIL or MOR?

Record the appropriate code based on what is declared by the respondent.

E1I Does the business keep a book of accounts (of its assets and expenditures)?

Record the appropriate code based on what is declared by the respondent. Note that sales records are excluded

E1J In what type of place do you usually work?

This question aims to determine the space or area in which individual mainly undertakes, within the individual's workplace. The respondent is expected to choose only one answer from among the pre-coded answers. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 9 and write down that reason under E1Jo (other).

E1K Does your (NAME's) employer pay your NPF contributions?

It inquiries about the work arrangements for employees regarding the preparation of pension or retirement fund made by employers for the benefit of their employees in the future when they retire.

E1L Do you get paid annual leave or payment for leave not taken, from the employer?

It inquiries about whether the respondent have been paid when they took annual leave or when not taken when they resign.

E1M Do you get paid sick leave or compensation in case of illness or injury, from the employer?

It inquiries about whether the respondent have been paid when took sick leave or when not taken when they resign.

E1N At present, how many persons, including (NAME), work at his/her place of work?

This question aims to capture the number of persons co-work in the individual's workplace, **not the division or branch**, including the individual him/her self and any people who are temporarily absent. Write down one pre-coded class of number of workers optional to the appropriate answer in the space provided. EG: total employees at SBS not number of employees within the IT or Corporate division.

E1O Does (NAME) have a written contract or oral agreement with his/her employer?

This question should be asked of respondents who indicated they are employees, contributing family workers, assisting family members or apprentices/interns **but not** those persons working in their own business activity. This relates to the nature of the agreement the respondent has with their employer covering the work they do and their working conditions.

Code 1 = Written contract. Covers any kind of written agreement between the respondent and their employer which indicates their duties/role and working conditions.

Code 2 = Oral contract. Covers situations where there is no written agreement but the conditions have been orally agreed between the respondent and the employer.

Code 3 = No contract. Covers respondents where no agreement at all is in place between the respondent and their employer.

Note: IF E1O = 3, Skip to E1X

E1P Is (NAME)'s contract/agreement...

This question inquiries about the duration of the work contract for employees with either a written contract or a verbal agreement. If the respondent states that it is for the completion of a task but also includes a time limit record it as code 3.

Note: IF E1P= 2 or 3, Skip to E1X

E1Q What is the total duration of (NAME)'s contract/ agreement with his/ her employer?

Only ask of respondents who indicated that they had a limited duration contract or agreement in response to the previous question (E1I). The duration referred to should be the total duration of the current contract or agreement, not elapsed duration or remaining time. Code 1 includes people who work on the basis of daily agreements with their employer and has no guarantee of work with that employer beyond each day they are recruited

Note: ALL, Skip to E1X

E1R At present, how many persons, including (NAME), work at his/her place of work?

This question aims to capture the number of persons co-work in the individual's workplace, **not the division or branch**, including the individual him/her self and any people who are temporarily absent. Write down one pre-coded class of number of workers optional to the appropriate answer in the space provided.

Note: IF E1R = 1, Skip to E1T

E1S Other than (NAME), who else works in his/her business?

This is to identify if the respondent hires employees in their business. Read out all response categories in turn and **mark all that apply**.

Note: IF E1S = 2, Skip to E1U

E1T Does (NAME) ever hire any employees for his/her business?

This is to distinguish between employers and own-account workers. This identifies respondents who never have employees in the business. Only asked of respondents who indicate they work in their own business activity and there was only one person working at their place of work at present (i.e. the respondent works by themselves) or that the other people working there are business partners or family members working without pay. In other words there are never employees in the business.

Note: IF E1Y = 2, Skip to E1V

E1U Does (NAME) hire employees regularly or only occasionally?

Only asked of respondents who indicate they work in their own business activity and hire employees sometimes for their business. This is to distinguish between employers and own-account workers by identifying people who regularly hire employees.

Note: IF E1N = 1, Skip to E1X

E1V In this business activity does (NAME) generally work for one or more clients?

This is to identify the dependency of the respondent to his/her clients. If the respondent does all of their regular work for one client but occasionally does minor work for other respondents, still record code 1. Code 2 covers respondents who generally work for more than one client or the public in general (e.g. they sell goods or services to whoever demands them at the time).

E1W Who decides on (NAME)'s regular working schedule, is it...?

This is to identify who controls the regular working schedule for the respondent. Read the three response categories and **mark only one** as indicated by the respondent.

Code 1 = covers situations where the respondent can decide on their own working schedule (e.g. which hours their business opens) or as an independent contractor.

Code 2 = covers situations where the respondent agrees a working schedule with his clients (e.g. a self-employed plumber who agrees appointment times with his customers) or as a dependent contractor.

Code 3 = covers situations where the regular working schedule is decided by the respondent's clients and the respondent has no control over it. This would include dependent contractors whose terms and conditions are dictated by a single client.

E1X For how long has (NAME) been working in this business or for this employer?

This question refers to the amount of time the respondent was continuously engaged with the current job/business/employer as of the time of interview. This excludes interruptions in work except for temporary absences where an agreement or expectation of return to the same business or employer exists. Code the answer given by the respondent to one of the available response categories. The duration should be counted regardless of the number of hours per week worked (i.e. 12 months working part time is counted as 12 months) or the contract duration and type.

E1Y For this work, is (NAME) paid / Does (NAME) earn...?

This is to identify the types of payments received and in particular see whether respondents receive payments in cash or in kind. **Read** all the answers and circle those that apply.

Code 2 includes drawings namely goods and cash from the business used by the household. Code 4 should be used for in-kind pay with **products that can be stored and used at a later time**. This includes payments with raw products such as rice, maize, vegetables, fruits, or processed products such as cans of food, bread, etc. **Code 5** refers to all other types of in-kind pay, such as with meals, accommodation, transport. Include here daily meals and drinks **provided for immediate consumption at the workplace or by the employer**.

Note: IF E1Y = 1, 2, 4 OR 5, Skip to E1AA

IF E1Y = 6, Skip to E2A if more than 1 job/ business otherwise, Skip to F1A1

E1Z What other cash payments does (NAME) receive for the work?

Do not read all the answers and circle those that apply. **Code 1** refers to situations where the respondent is paid base on the quantity or piece work done only; the more quantities or piece works done, the much been paid. For instance, a tailor gets paid based on the number of t-shirts or garment sown during the week.

E1AA How often does (NAME) receive payment?

This is to identify the frequency of payment received as an indicator of reliability of the income. For respondents who get paid each time they do the work (for example every time they sell something) record **code 1**. Examples: street seller and market stalls. If the respondent indicates that he/she is not always paid, that has no agreement or expectation of payment, or that he/she does not have a fixed payment time then record **code 6**. **Code 7** should be used when the person performs work for a prolonged period of time and **is paid only at the end when he/she delivers the product or completes the service**.

Note: IF (NAME) has more than 1 job, (E1A = 1), go to E2A otherwise, Skip to F1A1

3.9 SECTION E2: CHARACTERISTICS OF SECOND PAID JOB/ BUSINESS ACTIVITY

(For employed persons aged 15 years and over who were employed in the last 7 days)

This section is **only asked** of respondents who indicated that they had more than one job in response to question E1A (E1A = 1). Respondents who only reported one job (E1A = 2) should continue with section F1 on working time.

E2A In the second job that (NAME) had in the last 7 days, what kind of work does (NAME) usually do?

This is an open-ended question aiming to gather detailed information on the **second** job/ business carried out by the respondents.

It is vital to have enough information about the title and main tasks or duties to enable ISCO 08 **coding at 4 Digit level**. For example, if the respondent says he/she is a teacher, you should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported.

E2B What is the main activity of the business or establishment where (NAME) works?

This question is another open-ended question used to describe the main good produced or service provided by individuals at their work place. Main activity generally refers to the main goods or services produced by the business/establishment the respondent works in/for.

It is vital to have enough information about the main goods or products produced or service rendered at the place of work to enable ISIC R4 **coding at 4 Digit level**. For example, if the respondent gives a name of a business such as Blue Bird it is also necessary to record what kind of establishment such as hardware, construction or factory. The kind of establishment must be recorded to allow the coder to identify the correct ISIC code.

E2C In this second job is (NAME)...?

Status in employment is a key analytical variable. The variable identifies the type of relationship between the respondent and their job/employment.

Code 1 = A paid Employee. The respondent holds a job with a written or oral contract which gives him/her a basic pay that is not directly dependent on the revenue of the unit in which he/she works.

Code 2 = A paid apprentice / intern. The respondent holds a job on a temporary basis to acquire workplace experience or skills.

Code 3 = An employer (with regular employees). The respondent works on his/her own account or with partners. He/she holds a "self-employment" type of job and **has engaged employees to work for him/her on a continuous basis**.

Code 4 = An own-account worker (without regular employees). The respondent works for his/her own account or with partners. **He/she holds a "self-employment" type of job but does not engage employees to work for him/her on a continuous basis**. He/she may, however, engage some persons from time to time to help them on specific activities, **but not on a regular basis**.

Code 5 = Helping in a household / family business. The respondent participated in any activity to support the operation of a business activity of a family member living in the same or in another household in last 7days.

Code 6 = Helping a family member who works for someone else. The respondent did any work in any of the tasks or duties of an employee job held by a family member living in the same or in another household.

Code 7 = Cooperative. Association or a group of people united voluntarily to form a business or enterprise.

E2D For how long has (NAME) been working in this business or for this employer?

This question refers to the amount of time the respondent was continuously engaged with the current job/business/employer as of the time of interview. This excludes interruptions in work except for temporary absences where an agreement or expectation of return to the same business or employer exists. Code the answer given by the respondent to one of the available response categories. The duration should be counted regardless of the number of hours per week worked (i.e. 12 months working part time is counted as 12 months) or the contract duration and type. The duration should also be counted from the time when the respondent started to work for the employer or business and up to the moment when he/she stopped working in that job or up to the interview date in case that the respondent continue to hold that job.

E2E For this work, is (NAME) paid / Does (NAME) earn...?

This is to identify the types of payments received and in particular see whether respondents receive payments in cash or in kind. **Read** all the answers and circle those that apply.

Code 4 should be used for in-kind pay with **products that can be stored and used at a later time**. This includes payments with raw products such as rice, maize, vegetables, fruits, or processed products such as cans of food, bread, etc. **Code 5** refers to all other types of in-kind pay, such as with meals, accommodation, transport. Include here daily meals and drinks **provided for immediate consumption at the workplace or by the employer**.

Note: IF E2E = 1, 2, 4 OR 5, Skip to E2G
IF E1R = 6, Skip to F1A1

E2F What other cash payments does (NAME) receive for the work?

Do not read all the answers and circle those that apply. **Code 1** refers to situations where the respondent is paid base on the quantity or piece work done only; the more quantities or piece works done, the much been paid. For instance, a tailor gets paid based on the number of t-shirts or garment sown during the week. If the respondent specifies any cash payment received for the work "**other**" than the pre-coded options, circle code 4 and write down that reason under E2Fo (other).

E2G How often does (NAME) receive payment?

This is to identify the frequency of payment received as an indicator of reliability of the income. For respondents who get paid each time they do the work (for example every time they sell something) record **code 1**. Examples: street seller and market stalls. If the respondent indicates that he/she is not always paid, that has no agreement or expectation of payment, or that he/she does not have a fixed payment time then record **code 6**. **Code 7** should be used when the person performs work for a prolonged period of time and **is paid only at the end when he/she delivers the product or completes the service**

3.10 SECTION F1: WORKING TIME

(For employed persons aged 15 years and over who were employed in the last 7 days)

This question aims to capture the number of hours in which the individuals in question actually worked per day within the last 7 days, including the weekend, in the main job, second job or other job(s).

F1A1 - F1A11 Thinking about each day in the last 7 days, how many hours did you, did (NAME) work in his/ her job(s) on...?

The respondent is expected to recall the number of hours he/she worked per day by day starting from the day before the day of interview and do in this way backwards. Fill the hours per job and per day, add totals and confirm with respondent. Note that **M** is for the main job, **S** is for the secondary job (if any) and **O** is for other job(s) (if any). If the person is not sure, the interviewer should try to count with him/her by measuring the number of hours worked each day in the last week.

Record hours in 1 hour intervals. If the respondent indicates less or more than an hour, round up or down to the nearest hour. If the respondent cannot provide a total number of hours actually worked in these activities, assist with recall by asking about hours worked per day and days worked in last 7 days.

Enumerators will be asked to fill in the following columns;

F1A8 (M): total hours in the last 7 days spent on the main job

F1A9 (S): total hours in the last 7 days spent on the secondary job

F1A10 (O): total hours in the last 7 days spent on other job(s)

F1A11 (T): simply adding F1A8, F1A9 and F1A10 together

F1B Is that the number of hours you/ (NAME) usually works per week?

This is to identify whether hours worked in the reference week are more or less than usual and to be recorded as declared by the respondent in F1A11.

Note: IF F1B = 1, Skip to F1F

F1C Does (NAME) usually work more or less hours per week?

This is to identify whether hours worked in the reference week are more or less than usual and to be recorded as declared by the respondent

F1D What was the main reason why did you, did (NAME) work (more/less) hours than usual in the last 7 days?

To identify the reason the respondents worked less/more than usually and to see if the reasons are mainly economic, environmental or personal. Code the answer given to the available categories. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 10 and write down that reason under F1Do (other).

F1E How many hours does (NAME) usually work per week in his/her...?

Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over the last (month/4 weeks/30 days), as self-declared by the respondent. Record hours in 1 hour intervals. If the respondent indicates less or more than an hour, round up or down to the nearest hour. If the respondent reports variable hours, encourage them to estimate the average over the last 30 days/4 weeks/month.

Fill the hours usually worked for each job (M, S and O). The total hours usually worked per week (F1E4T) should generally be computed as the sum of the hours worked in each job. An exception is respondents with multiple jobs who carry out their different jobs on different weeks of the month. For these cases, (F1E4T) should be the typical (mode) number of hours usually worked per week. If the respondent cannot provide a typical number of hours worked per week, **then record the average number of hours worked per week.**

In all cases, the total hours usually worked per week should be confirmed by the respondent and recorded. **If the total (F1E4) exceeds 84, a double check with the respondent should be done.** If the respondent cannot estimate as working hours are too variable, this can be recorded under code 97 for the job in question.

F1F During the last month/4 weeks/30 days, that is from [DATE] up to [DATE/yesterday], did you, did (NAME) look for additional or other paid work?

This is to identify people who actively searched for other work even if the person is currently in employment. Within the question, use the specific dates which cover the 30 days/ 1 month/ 4 weeks before the interview. E.g. if the interview took place on 15th April the question would include 'that is from 15th March up to yesterday'.

F1G Would you/ (NAME) want to work more hours per week than usually worked, provided the extra hours are paid?

This is to identify people in **time-related underemployment**. That is; people who want to work more hours and are available to do so and worked below an established hours threshold in all of their jobs. Should be recorded with regard to the usual working hours in all jobs regardless of the hours actually worked in the reference week. Include only if the extra hours are paid either in kind or cash or both.

Note: IF F1G = 2, Skip to F1J

F1H Could you/ (NAME) start working more hours within the next two weeks?

This is to identify people in **time-related underemployment**. That is; people who want to work more hours and are available to do so and worked below an established hours threshold in all of their jobs. The reference period for availability is **two weeks** from the date of the interview.

Note: IF F1H = 2, Skip to F1J

F1I How many additional hours could you/ (NAME) work per week?

This is to estimate the volume of time-related underemployment. To be recorded as declared by the respondent but the total of usual hours and additional hours should not exceed 84.

F1J To what extend are you/ (NAME) satisfied with your current main job?

This question aims to capture the satisfaction level of the individual in relation to the nature of its main job, **but not the working environment**. Satisfaction level is classified in 4 pre-coded options.

F1K Does (NAME) want to change his/her current employment situation?

This is to identify people who wish to change current employment situation. This will give a measure of inadequate employment situations. The intention is to capture the person that is not satisfied with their current working arrangement rather than that they would change if something better was available. There is a greater chance that people in this situation may look for other work. This refers to their employment situation and not just their main job if the respondent holds multiple jobs. For example the respondent may wish to change from having two part-time jobs to one full-time job. This should be recorded as code 1 'Yes'.

Note: IF F1K = 2, Skip to F1M

F1L What is the main reason why you/ (NAME) want to change his/her current employment situation?

This is to identify the **main** reason that the respondent wishes to change their employment situation and to be recorded as declared by the respondent. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 9 and write down that reason in F1Lo (other).

F1M Did you, did (NAME) have any other job or business in the last 12 months that is since (MM/YYYY)?

This is to identify jobs or businesses that the respondent worked in over the last 12 months but were not reported as the main or second job. **This refers to another job or business (other than the main or secondary jobs reported) done by the respondent during the previous 12 months.** It may be a job or business that the person is no longer engaged in, or a third job or business currently held.

Emphasise as needed that **this excludes work already reported in response to previous questions.** It includes any paid job or business, even small or casual jobs, which the respondent did, even temporarily during the 12 months preceding the interview

Note: IF F1M = 2, Skip to I1A

F1N In that job or business, what kind of work did you, did (NAME) usually do?

This is an open-ended question aiming to gather detailed information on the **second** job/business carried out by the respondents.

It is vital to have enough information about the title and main tasks or duties to enable ISCO 08 **coding at 4 Digit level.** For example, if the respondent says he/she is a teacher, you should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported.

F1O What was the main activity of the business or establishment where you/ (NAME) worked?

This question is another open-ended question used to describe the main good produced or service provided by individuals at their work place. Main activity generally refers to the main goods or services produced by the business/establishment the respondent works in/for.

It is vital to have enough information about the main goods or products produced or service rendered at the place of work to enable ISIC R4 **coding at 4 Digit level.** For example, if the respondent gives a name of a business such as Blue Bird it is also necessary to record

what kind of establishment such as hardware, construction or factory. The kind of establishment must be recorded to allow the coder to identify the correct ISIC code.

F1P In this job was (NAME)...?

Status in employment is a key analytical variable. The variable identifies the type of relationship between the respondent and their job/employment.

Code 1 = A paid Employee. The respondent holds a job with a written or oral contract which gives him/her a basic pay that is not directly dependent on the revenue of the unit in which he/she works.

Code 2 = A paid apprentice / intern. The respondent holds a job on a temporary basis to acquire workplace experience or skills.

Code 3 = An employer (with regular employees). The respondent works on his/her own account or with partners. He/she holds a "self-employment" type of job and **has engaged employees to work for him/her on a continuous basis.**

Code 4 = An own-account worker (without regular employees). The respondent works for his/her own account or with partners. **He/she holds a "self-employment" type of job but does not engage employees to work for him/her on a continuous basis.** He/she may, however, engage some persons from time to time to help them on specific activities, **but not on a regular basis.**

Code 5 = Helping in a household / family business. The respondent participated in any activity to support the operation of a business activity of a family member living in the same or in another household in last week/7days.

Code 6 = Helping a family member who works for someone else. The respondent did any work in any of the tasks or duties of an employee job held by a family member living in the same or in another household.

F1Q For how long did you, did (NAME) work in that business or that employer?

This question refers to the amount of time the respondent was continuously engaged with the current job/business/employer as of the time of interview. This excludes interruptions in work except for temporary absences where an agreement or expectation of return to the same business or employer exists. Code the answer given by the respondent to one of the available response categories. The duration should be counted regardless of the number of hours per week worked (i.e. 12 months working part time is counted as 12 months) or the contract duration and type. The duration should also be counted from the time when the respondent started to work for the employer or business and up to the moment when he/she stopped working in that job or up to the interview date in case that the respondent continue to hold that job.

F1R When did you, did (NAME) last work in that job or business?

This is to identify when the respondent last worked in the other job or business they held in the last 12 months. This should indicate the last time the respondent worked with the business or employer referred to in the previous questions. **It should be the difference** between the time of interview and the end of the last continuous period of employment. E.g. if the interview takes place in July and the last period of employment was in April then the

answer should be 3 months which would be coded to 3. If the respondent indicates that they are continuing to work in that job, record code 5.

Note: IF F1R = 5, Skip to I1A

F1R What was the main reason why did you, did (NAME) stop working in that business or for that employer?

This is to assess the **main** reason people cease their employment. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 9 and write down that reason under F1Ro (other).

Note: ALL, Skip to I1A

3.11 SECTION G1: JOB SEARCH

(For persons aged 15 years and over not in employment)

The questions in this section are designed to determine the unemployment status of individuals who were not employed during the reference week. An "**unemployed**" individual is someone who does not have a job but who is (i) actively looking for work, (ii) who has taken specific steps in the past four weeks/ month to find work and (iii) who is ready to start working if an opportunity presents itself. *The three dimensions that determine unemployment status* – looking for work, taking steps to find work, and being available for immediate employment – are addressed in three separate questions.

G1A During the last month/ 4 weeks/ 30 days, that is from [DATE] up to [DATE/yesterday], did you, did (NAME) do anything to find a paid job?

Within the question, use the specific dates which cover the 30 days/1 month/4 weeks before the interview. E.g. if the interview took place on 15th April the question would include 'that is from 15th March up to yesterday' if a one month reference period is used. Any activity to seek a paid job should be recorded, even if the amount of activity was low or **if the job sought was a casual job for only few hours a week.**

Note: IF G1A = 1, Skip to G1E

G1B Or, did you/ (NAME) try to start a business?

This is used as one of the criteria to identify unemployed people along with whether the person was available for work. Either looking for a paid job or **taking active steps to try to start a business** is counted as job search activity. Typical activities to start a business would **include applying for loans, looking for land, buildings or equipment or applying for a licence to start a business.**

Note: IF G1B = 1, Skip to G1E

G1C Has (NAME) already found a job or arranged to start a business in the future?

This is to identify whether the respondent has already found a job to start later. This can explain why a person has not been seeking employment in the last (month/4 weeks) so this person may **still be considered unemployed if they are available and the job will start within 3 months.** This refers only to jobs or business which the respondent is confident will begin at a future date

Note: IF G1C = 2, Skip to G1G

G1D When does (NAME) expect to start working in this job?

To identify respondents who have found a job to start within a short subsequent period or who have concrete plans to start a business within a short subsequent period

Note: ALL, Skip to G1K

G1E What did you, did (NAME) mainly do in the last month/4 weeks/30 days to find a job or start a business?)

The aim of this question is to confirm that an active search method was used to find a job or to start a business. **Only the main activity used** as self-reported by the respondent should be recorded. Do not read out the response options. If the respondent specifies an activity "**other**" than the pre-coded options, enter code 12 and write down that activity under G1Eo (other).

G1F For how long has (NAME) been without work and trying to find a paid job or start a business?

The respondent should indicate the duration of unemployment and the interviewer should code the response to the response categories. **The duration will be the shorter of the time since the respondent last worked and the time the person has been seeking work.** For example if the respondent has been looking for work for 6 months but did some work for 3 months ago then the duration would be 3 months.

Note: ALL, Skip to G1K

G1G At any time in the last 12 months, did you, did (NAME) look for paid work or try to start a business?

For respondents who are not currently seeking work this identifies people who have looked for work at some time in the past 12 months. This can be compared to the current unemployment situation to assess if this gives additional information about pressure on the labour market. Any activity over the previous 12 months should be recorded as a yes or code 1.

G1H At present, does (NAME) have a need to work for pay or profit?

This is to identify respondents who are not seeking work but has a need for remunerated work and the interviewer should not guide the respondent about the type of work or level of pay. The response indicated should be the respondents feeling of a need to work for pay or profit to generate income for their own or family benefit.

G1I Would you/ (NAME) want to work if a job or business opportunity becomes available?

This is to identify respondents who would want to work if the work was available. This is used to identify people who are **neither employed nor unemployed** but would want to work. The focus of the question should be on the person's desire for work **and not** on the type of work or how the work would be found and **the interviewer should not guide the respondent about the type of work or level of pay which would be involved.**

Note: IF G1I = 2, Skip to H1A

G1J What was the main reason why did you, did (NAME) not try to find a paid job or start a business in the last month/4 weeks/30 days?

This is to identify the **main reason** for not seeking work. This will include discouraged workers who are not looking for work as they do not believe it is available. **This allows an assessment of the barriers to engaging with the labour market.** The respondent should indicate the main reason and the interviewer should code the response according to the response categories. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 12 and write down that reason under G1Jo (other).

G1K If (a/the) job or business opportunity had been available could you/ (NAME) have started working last week?

This is to identify respondents who are available for work whether or not they were looking for work. **This is part of the identification of unemployed people and also is used to identify people who are in the potential labour force (available but not looking for work).** The focus of this question is on the respondent's time availability to start work in a short period (**the week before the interview**) should a job or business opportunity existed. The respondent should not be required to consider any type of job or pay. **He or she should reply in reference to their time availability** and not on the basis of the characteristics of the job or business.

Note: IF G1K = 1, Skip to H1A

G1L Or, could you/ (NAME) start working within the next two weeks?

This is to identify respondents who are available for work whether or not they were looking for work. **This is part of the identification of unemployed people and also is used to identify people who are in the potential labour force (available but not looking for work).** For respondents who were not available in the previous week (i.e. they said no to the previous question) they are asked if **they would be available in the two weeks following the interview.** The focus of this question is on the respondent's time availability to start work in a short subsequent period should a job or business opportunity existed. The respondent should not be required to consider any type of job or pay. **He or she should reply in reference to their time availability** and not on the basis of the characteristics of the job or business.

Note: IF H1L = 1, Skip to H1A

G1M What was the main reason why (NAME) is not available to start working in the next two weeks?

This is to allow the analysis of reasons for unavailability for work. The different reasons can indicate different levels of attachment to the labour market. The respondent should indicate the **main reason** and the interviewer should code the response according to the response categories. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 8 and write down that reason under G1Mo (other).

3.12 SECTION H1: PREVIOUS WORK EXPERIENCE

(For persons aged 15 years and over not in employment)

H1A In the last 12 months, that is since (MM/2016), did you, did (NAME) have any paid job or business?

This is to identify persons currently not employed, but who had a job or businesses in the last 12 months. **It includes any paid job or business, even small or casual jobs, which the respondent did, even if only for a short time during the 12 months preceding the interview.**

Note: IF H1A = 2, Skip to I1A

H1B In the main job or business that you/ (NAME) had in the last 12 months, what kind of work did he/ she usually do?

This question is another open-ended question used to describe the main good produced or service provided by individuals at their work place. This question refers to the main or predominant job or business of the respondent in the last 12 months. In cases where the respondent had more than one job then the main job is the one where they spent most time working over the 12 months.

It is vital to have enough information about the title and main tasks or duties to enable ISCO 08 **coding at 4 Digit level**. For example, if the respondent says he/she is a teacher, you should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported.

H1C What is the main activity of the business or establishment where you/ (NAME) worked?

This question is another open-ended question used to describe the main good produced or service provided by individuals at their work place. Main activity generally refers to the main goods or services produced by the business/establishment the respondent works in/for.

It is vital to have enough information about the main goods or products produced or service rendered at the place of work to enable ISIC R4 **coding at 4 Digit level**. For example, if the respondent gives a name of a business such as Blue Bird it is also necessary to record what kind of establishment such as hardware, construction or factory. The kind of establishment must be recorded to allow the coder to identify the correct ISIC code.

H1D In this job, was (NAME)...?

Status in employment is a key analytical variable. The variable identifies the type of relationship between the respondent and their job/employment.

Code 1 = A paid Employee. The respondent holds a job with a written or oral contract which gives him/her a basic pay that is not directly dependent on the revenue of the unit in which he/she works.

Code 2 = A paid apprentice / intern. The respondent holds a job on a temporary basis to acquire workplace experience or skills.

Code 3 = An employer (with regular employees). The respondent works on his/her own account or with partners. He/she holds a "self-employment" type of job and **has engaged employees to work for him/her on a continuous basis.**

Code 4 = An own-account worker (without regular employees). The respondent works for his/her own account or with partners. **He/she holds a "self-employment" type of job but does not engage employees to work for**

him/her on a continuous basis. He/she may, however, engage some persons from time to time to help them on specific activities, **but not on a regular basis.**

Code 5 = Helping in a household / family business. The respondent participated in any activity to support the operation of a business activity of a family member living in the same or in another household in last week/7days.

Code 6 = Helping a family member who works for someone else. The respondent did any work in any of the tasks or duties of an employee job held by a family member living in the same or in another household.

H1E For how long did you/ (NAME) work in that business or for that employer?

This question refers to the amount of time the respondent was continuously engaged with the job/business/employer. This excludes interruptions in work except for temporary absences where an agreement or expectation of return to the same business or employer existed. Code the answer given by the respondent to one of the available response categories. The duration should be counted regardless of the number of hours per week worked (i.e. 12 months working part time is counted as 12 months) or the contract duration and type. The duration should also be counted from the time when the respondent started to work for the employer or business and up to the moment when he/she stopped working in that job.

H1F When did you, did (NAME) last work in that job or business?

This should indicate the last time the respondent worked with the business or employer referred to in the previous questions. **It should be the difference between the time of interview and the end of the last continuous period of employment.** E.g. if the interview takes place in July and the last period of employment was in January, then the answer should be 6 months which would be coded to 4.

H1G What was the main reason why you/ (NAME) stopped working in that business or for that employer?

This is to assess the **main** reason people cease their employment. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 9 and write down that reason under H1Go (other).

3.13 SECTION I1: OCCUPATIONAL INJURIES

(For persons aged 15 years and over)

The questions in this section concern health and safety issues related to working person aged 15 years and over. Note that the reference period for this part of the questionnaire is the last 12 months.

I1A In the last 12 months, was (NAME) hurt in any accident while working that caused him/her injury or illness?

Include accidents that took place while commuting to/from work. This question concerns illnesses/injuries that (NAME) suffered due to his/her work. Make sure that the question is not asking about all illnesses/injuries, but only about those illnesses and injuries that are work-related. It also aims to capture the information whether the said individual hurt or

suffered any accident while working or commuting to/from work that caused them personal illnesses/injuries or not within the last 12 months.

Note: IF I1A = 2, Skip to J1A

I1B Did any of the injuries received in the last 12 months result in (NAME) being absent from work, or unable to work for at least one day, apart from the day of the accident?

This is just a simple yes or no answer as declared by the respondent.

I1C What is the name of the place where you/ (NAME) worked when the accident happened?

It is another open-ended question that aims to describe the individuals' workplace which caused them the said injury/accident. Write a short description of the (NAMEs) workplace in the space provided.

I1D In that job or business, what kind of work did you, did (NAME) usually do?

This is an open-ended question aiming to gather detailed information on the job/ business carried out by the respondent.

It is vital to have enough information about the title and main tasks or duties to enable ISCO 08 coding at 4 Digit level. For example, if the respondent says he/she is a teacher, you should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title and the tasks and duties reported.

I1E What was the main activity of the business or establishment where you/ (NAME) worked?

This question is another open-ended question used to describe the main good produced or service provided by individuals at their work place. Main activity generally refers to the main goods or services produced by the business/ establishment the respondent works in/for.

It is vital to have enough information about the main goods or products produced or service rendered at the place of work to enable ISIC R4 coding at 4 Digit level. For example, if the respondent gives a name of a business such as Blue Bird it is also necessary to record what kind of establishment such as hardware, construction or factory. The kind of establishment must be recorded to allow the coder to identify the correct ISIC code.

3.14 SECTION J1: MAIN ACTIVITY

(For all persons aged 15 years and over)

J1A Which of the following applies to you/ (NAME) at present? Is (NAME)?....

This is used to identify all the different activities from the list which are relevant to the respondent. The categories should be read out one at a time and the interviewer should **circle all those** that the respondent says yes to. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 8 and write down that reason under J1Ao (other).

J1B And which of those describes best what (NAME) mainly does at present?

This is the respondent's main activity as chosen from those activities they reported in response to the previous question. This is only asked of respondents who selected more than one category in the previous question. If the respondent only selected one category in the previous question this will be considered as his or her main activity at present. It could be the activity they spend most time on or the activity they feel is most important but should in general be reported as their self-perception. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 8 and write down that reason under I1Bo (other). Code 9 should be selected only in cases when the respondent cannot choose a single response option. The interviewer should first try to insist so that the respondent selects the one option that best reflects what the respondent **is mainly doing at present**.

J1C And which of the following best describes what you/ (NAME) mainly did in the last 12 months?

This is the respondent's self-reported **main activity** over the last 12 months. Response categories should be read out **but only one** category should be selected. Emphasise that this is a self-perception question. It should reflect which category the respondent feels best describes their main activity over the past 12 months. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 8 and write down that reason under J1Co (other). Code 9 should be selected only in cases when the respondent cannot choose a single response option. The interviewer should first try to insist so that the respondent selects the one option that best reflects what the respondent **was mainly doing in the 12 months**.

3.15 SECTION K1: OWN USE PRODUCTION

(For all persons aged 15 years and over)

The section covers activities of respondents who produced foodstuff **intended mainly** for consumption by the household.

K1A During the last 7 days, that is from [DATE] up to [DATE/yesterday], did you, did (NAME) do any of the following activities to produce foodstuff intended mainly for consumption by the household?

Activities are included here only when **intended mainly** for final use or consumption by the household. Read all the items (1) through (4) and circle each item with either code 1 for yes or 2 for no. Use the specific dates which cover the 7 days before the interview. E.g. if the interview took place on a Wednesday the question would include 'that is from Wednesday up to yesterday'. Even if a small amount is sold or bartered, if the respondent indicates that the products are intended mainly for the household, it should be recorded here.

Code 1 = Growing crops, vegetables or fruits: activities such as preparing the land, sowing, planting, tending and harvesting field crops, growing vegetables, fruit and other tree and shrub crops, in a land plot, kitchen or backyard garden, whether owned or not by the household. **This excludes activities** to grow or maintain gardens or plants that are ornamental.

Code 2 = Rear or tend animals: activities such as cultivating and managing pastures and water supplies needed to maintain livestock; monitoring animals to detect illness, injury or disease; marking animals; herding or leading animals to pastures, grazing

land, water supplies; raising, tending, feeding, milking animals; breeding animals, helping with animal births; slaughtering and skinning animals; and general care for work animals. **This excludes activities** to care for pet animals.

Code 3 = Fishing or collecting shellfish: activities such as growing or catching fish and gathering other forms of aquatic life. It includes recreational fishing if the fish are then consumed by the household.

Code 4 = Hunting: activities such as hunting and trapping animals mainly to obtain meat, bone or other products. It includes recreational hunting where the meat is then consumed or used by the household.

Note: IF ALL ACTIVITIES (1-4) = 2, Skip to K1F1

K1B How many hours did you, did (NAME) spend on these activities in the last 7 days?

This is to produce estimates of working time in own-use production of goods. Hours actually worked refers to time spent directly on and in relation to activities by the respondent to produce goods **intended mainly for own final consumption by the household**. **Exclude** time spent in activities intended mainly for sale or barter. **Exclude time spent** travelling between the home and the land plot, fishing area etc. For example travelling distance, time spent on long breaks and meal breaks.

Record the **total hours for all the activities** covered by K1A. Record hours in 1 hour intervals. If the respondent indicates less or more than an hour, round up or down to the nearest hour. If the respondent cannot provide a total number of hours actually worked in these activities, assist with recall by asking about hours worked per day and days worked in last 7 days or by helping the respondent work through each of the activities they worked on.

K1C Which type of animals or products mainly for consumption by the household was (NAME) working on?

It refers to the products or animals involved in the activities of growing crops, gathering of foodstuff, rearing animals in which the person spent their time working in the last 7 days. **Only the main product/animal** involved should be recorded (as identified by the respondent). It is vital to have enough information about the main goods produced to enable coding at 4 Digits level. For coding purposes, the industry (ISIC) code that is closest to the product /activity recorded should be used.

K1D Does the household regularly sell any of the animals or goods produced?

This is to assess the understanding of the notion "main intended destination of production" by respondents. To be assessed for the different products or animals the respondent was working on. If any of them was **regularly** sold by the household it should be recorded as 1. For instance; the respondent does fishing and also grows vegetables and part of the fish caught are regularly sold but the vegetables are consumed. Record response as self-declared by respondent.

Processed food produced from those animals or products mentioned in K1C are excluded. EG: fa'alifu taro or fa'i, luau, vaisalo. These are captured in the next question.

Note: IF K1D = 2, Skip to K1F1

K1E About how much does the household regularly sell?

Only asked of respondents who say that part of the products or animals are regularly sold in response to the previous question. It should **only be considered** for those products or animals that are regularly sold. For instance; if they worked on vegetables and fish and only the fish is regularly sold then only the fish should be considered for this question. If the respondent indicates regularly selling about half of the production (50%), probe further if it is more than half (51% +) or less than half, and select response option 1 or 2 as appropriate.

K1F1 – K1F8 During the last 7 days, how much time did you/ (NAME) spend...

It refers to hours actually worked, that is, the time spent directly or in relation to the activities listed under items 1 to 8, when performed for the household **without any pay**, as declared by the respondent. Record the number of 2 digit hours spent in the activities listed under each category in the last 7 days as reported by the respondent. Record hours in 0.5 hour intervals. If the respondent indicates less than 0.5 hour, round up or down to the nearest 0.5 hour. If the respondent is unable to report a total for each item, try to assist them to estimate the amount spent each day and then add to get the weekly total for each item. **Record 00 hours** if the respondent did not spend any time doing the activities listed under a given item 1 to 8.

Code 1 = includes preparing, cooking and serving meals for consumption by the household, washing, ironing, sorting, repairing and organizing the clothing and other linen, cleaning, recycling and disposing the trash, doing yard-work, cutting the grass, purchasing and/or transporting household goods for use by the household

Code 2 = includes activities such as processing and preserving meat and fish products, processing and preserving fruits and vegetables such as jam, brewing, fermenting and preparing drinks for storage. It **excludes** preparation of foodstuff and beverages **intended for immediate consumption** which should be recorded under 1.

Code 3 = includes activities to produce household goods **for the household only, excluding foodstuff**, such as pottery, furniture (e.g. cutting, carving, sanding, varnishing, painting, assembling wood products), clothing and other textiles (e.g. weaving, sewing, leather work, embroidery, knitting, etc); making handbags, carpets, baskets, mats, paper products, utensils and other crafts.

Code 4 = includes, activities performed without any pay to manage the respondent's household such as managing and paying the household bills, organising services to maintain the households dwelling or car such as plumbers and electricians.

Code 5 = includes painting, decorating or maintaining the home, doing minor repairs, installing fixtures and fittings such as lights, bathroom fittings etc.

Code 6 = includes activities performed in relation the construction and major repair of the household dwellings and other structures such as animal sheds, roof, walls, and fences, storage facilities for produce, garage; demolition or wrecking of building structures. **It also includes** activities to **acquire** inputs and materials for construction or major repair, including collecting wood, poumuli, palm leaf, stone, sand, making bricks for use in repairs or construction of own property (etc) **except where those inputs and materials are purchased**.

Code 7 = includes activities to fetch water from natural or public sources for final use by the household. This includes drawing water from wells, rivers, ponds or lakes for domestic use; or fetching water from public distribution centre's including pipes. **It excludes** purchase and transport of water from shops and transport of water from different areas within the household compound, such as a private patio.

Code 8 = includes activities such as cutting, collecting and transporting firewood or other fuel products on foot or using hand or animal carts for final use by the household. **It excludes** transporting wood which has been purchased.

K1G During the last 7 days, did you, did (NAME) spend any time providing care, help or assistance to household members aged 18 years or older because of a disability, illness, or problems related to old age?

Asked of all persons aged 18+ years who is **not a dependent adult**. It includes activities performed without any pay to provide direct care or assistance to dependent adult household members because of a disability, illness or problems related to old age. **Dependent adults** refer to persons aged 18+ years who suffer any physical or mental illness or any disability or impairment. This includes activities such as providing medication; assisting with bathing, clothing, feeding; reading or providing other forms of direct affective support; accompanying during travel such as private/ public vehicle. **It excludes** unpaid domestic activities performed as part of the general care and maintenance of the household and its members, such as cooking meals, washing, cleaning, etc, which are covered under question J1F1 – J1F8.

Note: IF K1G = 2, Skip to K1I

K1H How many hours did you, did (NAME) spend on these activities during the last 7 days?

Hours actually worked refers to time spent directly on and in relation to unpaid **care activities** for **dependent adults**, as self-declared by the respondent. Record hours in 0.5 hour intervals. If the respondent indicates less than 0.5 hour, round up or down to the nearest 0.5 hour. If the respondent cannot provide a total number of hours actually worked in these activities, assist with recall by asking about hours worked per day and days worked in last 7 days. **Exclude time spent** in unpaid domestic activities performed as part of the general care and maintenance of the household and its members, such as cooking meals, washing, cleaning, etc, which are covered under question K1F1 – K1F8.

K1I During the last 7 days, did (NAME) spend any time looking after children aged 17 years or younger living in this household?

Asked of all persons aged 18+ years who is **not a dependent adult**. It includes activities performed without any pay to provide direct care or assistance to children living in the household. This includes care for own children, foster- or step- children aged 17 years or less. It includes all activities related to care of very young children (0-4 years of age) or children in need of constant care and supervision, such as carrying, feeding/nursing, cleaning, bathing, changing diapers. It also includes direct caregiving activities for older children (5-17 years of age) such as putting children to bed, getting children ready for school, giving personal care and medications to children; teaching, tutoring and reading to children, helping children complete tasks, advising teenagers, active play with children, supervising games. **It excludes** unpaid domestic activities performed as part of the general care and maintenance of the household and its members, such as cooking meals, washing, cleaning, etc, which are covered under question K1F1 – K1F8.

Note: IF K1I = 2, Skip to L1A

K1J How many hours did (NAME) spend on these activities during the last 7 days?

Hours actually worked refers to time spent directly on and in relation to unpaid **care activities** for **children** living in the household, as self-declared by the respondent. Record hours in 0.5 hour intervals. If the respondent indicates less than 0.5 hour, round up or down to the nearest 0.5 hour. If the respondent cannot provide a total number of hours actually worked in these activities, assist with recall by asking about hours worked per day and days worked in last 7 days. **Exclude time spent** in unpaid domestic activities performed as part of the general care and maintenance of the household and its members, such as cooking meals, washing, cleaning, etc, which are covered under question K1F1 – K1F8.

3.16 SECTION L1: SCHOOL TO WORK TRANSITION HISTORY OF YOUTH

(For all persons aged 15 yrs – 24 yrs)

In this particular section, we are very much interested in 1) the number of young people aged 15 yrs – 24 yrs who have completed their transition into stable or satisfactory employment 2) those who are still in transition; and 3) the number of young people who have not yet made the transition either because they remain in school or are outside of the labour market with no plans to work in the future.

L1A Did you, did (NAME) ever worked before?

This is just a simple yes or no answer as declared by the respondent

Note: IF L1A = 2, Skip to next person aged 15yrs – 24yrs otherwise, END INTERVIEW

L1B When did you, did (NAME) start his/her first employment experience or when did you start looking for a job?

It refers to the **first** time that a youth was ever employed, even for just one hour, or the first time that a youth ever started looking for work in the past.

L1C Which of the following activities best corresponds to what (NAME) was mainly doing?

This is the respondent's self-reported main activity previously. Response categories should be read out but only one category should be selected. Emphasise that this is a self-perception question. It should reflect which category the respondent feels best describes his/her main activity in the past.

L1D Are you (Is NAME) still doing this activity?

This is to identify those youths that are currently doing any activity as reported in the previous question.

Note: IF L1D = 1, Skip to next person aged 15yrs – 24yrs otherwise, END INTERVIEW

L1E Was (NAME) employed on the basis of?

This question should be asked of youths who are doing a current activity as reported in the previous question. This relates to the nature of the agreement the youth has with his/ her employer covering the work they do and their working conditions.

Code 1 = A written agreement. Covers any kind of written agreement between the youth and their employer which indicates his/ her duties/role and working conditions.

Code 2 = An oral agreement. Covers situations where there is no written agreement but the conditions have been orally agreed between the youth and the employer.

Code 3 = No contract. Covers respondents where no agreement at all is in place between the youth and their employer.

Note: IF L1E = 3, Skip to L1I

L1F Was (NAME)'s contract or agreement of

This question inquiries about the duration of the work contract for youths with either a written contract or an oral agreement.

Note: IF L1F = 2, Skip to L1I

L1G What was the duration of (NAME)'s contract or agreement?

Only ask of respondents who indicated that they had a limited/ temporary duration contract or agreement in response to the previous question (L1F). The duration referred to should be the total duration of the current contract or agreement, not elapsed duration or remaining time.

L1H What was the main reason why was (NAME)'s contract or agreement of limited duration?

This is to identify the main reason why the responding youth's contract/ agreement was of limited duration. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 7 and write down that reason under L1Ho (other).

L1I To what extent was (NAME) satisfied with the job?

This is the respondent's self-reported level of satisfaction with the previous job.

L1J On what date did you, did (NAME) stop doing that activity?

It refers to the last time that a youth was ever employed or stopped doing that activity. Please record date in the form of (MMYYYY).

L1K What was the main reason why you stopped that job?

This is to assess the main reason why the respondent ceased his/ her employment. If the respondent specifies a reason "**other**" than the pre-coded options, enter code 10 and write down that reason under L1Ko (other).

L1L Including your (NAME's) current job for pay or profit, if any, how many different jobs did you, did (NAME) do in total since leaving school?

This is the respondent's self-reported number of different jobs held ever since leaving school
Note that **different means with different employers, or different types of business but not a promotion**

Note: IF L1L = 1, Skip to next person aged 15yrs – 29yrs otherwise, END INTERVIEW

L1M I want to check again with you, do you, does (NAME), currently have a paid job or business activity?

This is the respondent's self-reported paid job or business activity.

Note: IF L1M = 1, Skip to L1O

L1N On what date did you, did (NAME) stop doing your last paid job or business activity?

This specifically relates to the **last paid job held** by the respondent, not the last unpaid job held by the respondent. Please record date in the form of (MMYYYY).

L1O Was there any paid job or business activity for which you were (NAME was) very satisfied or somewhat satisfied?

This relates to the satisfaction level of the respondent with any job held in the past 12 months.

Note: IF L1O = 1, 3 or 4, Skip to next person aged 15yrs – 24yrs otherwise, END INTERVIEW

L1P On what date did you, did (NAME) start doing that job or business activity?

Record the date as reported by the respondent in the form of (MMYYYY).

L1Q For how long did you, did (NAME) do that paid job or business activity that you (NAME) was very satisfied or somehow satisfied with?

This is the respondent's self-reported response.