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NHSCP MISSION FOR PLANNING THE SYRIAN
LABOUR FORCE SURVEY*

24 January-6 February, 1984

By

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* The views expressed in this report are not necessarily those of ECWA or ILO.

INDEX

Introduction	
I- Background and Summary Information	1
II- Findings and Recommendations.	4
ANNEX I - List of officials Met During the Mission.	15
ANNEX II - Syrian Labour Force Survey, 1983.	16
ANNEX III - Syrian Labour Force Survey, 1984.	21
Instructions to Field Staff	
1- Background.	21
2- Objectives of the Survey.	23
3- Cover Page of the Questionnaire.	24
4- Demographic & Social Characteristics.	24
5- Characteristics of the Currently Employed Persons.	32
6- Characteristics of the Currently Unemployed Persons.	36
7- Items excluded from Household Income.	44
8- Remarks on the Interview Situation.	46
9- Labour Time Disposition Questionnaires.	46
10- Appendix.	49

INTRODUCTION

This document reflects the findings and recommendations resulting from a technical assistance mission to the Syrian Arab Republic by K.E. Vaidyanathan, ILO Adviser NHSCP. The mission was undertaken during 24 January - 6 February, 1984 for planning the Syrian Labour Force Survey under the NHSCP.

The Adviser wishes to express his appreciation to the office of UNDP for the administrative support received during this mission and to the Director General and Staff of the Central Bureau of Statistics for their excellent co-operation.

I. BACKGROUND AND SUMMARY INFORMATION

1.1 Terms of reference of the mission

At the request of the Syrian Government an ECWA Advisory Mission was undertaken by Mr. K.E. Vaidyanathan, ILO Adviser, NHSCP during 24 January, 1984 to 6 February, 1984. The terms of reference of the mission were:

- (a) to develop proposals for the Syrian Labour Force Survey to be undertaken under the NHSCP, including questionnaires and instructions for filling the questionnaires;
- (b) to advise on procedures for field test training of staff and other arrangements for implementation of the survey.
- (c) to discuss with the staff of the CBS other related matters such as finalization of the NHSCP project document, arrangements for the course on Household Income and Expenditure Surveys and the setting up of the regional data processing training centre at Damascus.

1.2 Meetings with UNDP Officials and The Director General of CBS

On arrival in Damascus, I visited the UNDP office and briefed Dr. Y. Kassab, Programme Officer on the Objectives of the mission. The UNDP had been fully briefed about the NHSCP in Syria during the previous mission in November, 1983 and was keenly interested in the execution of the Surveys proposed under NHSCP. Also Mr. M. Abdul Wahab, Sampling Adviser, who arrived a week earlier had informed UNDP about the activities to be undertaken by ECWA Advisers during this mission.

I also met the Director General of CBS and the members of the technical committee of CBS (See Annex I) and agreed with them the activities to be undertaken during this mission. It was agreed that the first priority will be given to the preparation of the plans for the labour force survey which was proposed to be undertaken in April, 1984. This would include preparation of a draft questionnaire and its finalization in consultation with the members of the technical committee. The adviser, also, agreed to prepare a draft manual of instructions for enumerators explaining the meaning of the concepts used in the labour force survey and the manner in which the questions should be put in the survey. Other aspects to be discussed and finalized are the plans for the Pretest of the questionnaire recruitment and training of staff for the survey and the time-table for the execution of the survey. The Adviser, also, took part in the discussions of the ECWA-NHSCP team concerning the finalization of the NHSCP Project document, arrangements for the training course on Household Income and Expenditure Surveys and the proposals for a regional data processing training centre.

2.1 Summary of Report

During the previous ECWA mission in November, 1983 detailed discussions were held with the Syrian Central Bureau of Statistics and various users of data and a draft project proposal for NHSCP had been prepared. During this mission these draft proposals were further discussed with the Director General and Officials of CBS and the proposals were finalized for submission to UNDTCD. According to these proposals a series of continuous integrated household surveys will be undertaken by Syrian CBS starting from early 1984.

Highest priority was given by the CBS to the undertaking of the Labour Force and Household Income and Expenditure Surveys. The Labour Force Survey has been an annual feature in Syria since 1961 and the survey covered 12 or 13 items and was usually undertaken in September each year. The CBS had decided to expand the scope of the survey to include additional information in conformity with the latest international recommendations on the subject. The first round of the Labour Force Survey was planned to be undertaken in April, 1984 and the advisory services of ECWA was requested in the planning of this survey.

Following discussions with the staff of CBS a number of new features were introduced into the survey in keeping with the recommendations of the 13th ICLS. The reference period was changed from one day to one week and the survey will have two rounds during the year. More detailed information will be sought on current activity while a question on usual activity will also be included. The information on unemployed should facilitate classification according to the restricted definition as well as the extended definition. It was decided to seek information on labour time disposition during the reference week to obtain a composite estimate of current unemployment and visible underemployment. A question will be asked on the income of the household during the past year from paid employment, self employment and other sources and efforts will be made to identify agricultural households. A draft questionnaire and manual of instructions was prepared by the adviser incorporating the above features. Another important feature of the survey is the introduction of a master sample based on the 1981 Population and Housing Census.

It was decided that a pre-test of the questionnaire will be carried out in March, 1984 in approximately 50-100 households each from a rural and an urban cluster. The pre-test will have the objective of testing the validity of the questions to be put in the survey and the explanations given in the manual of instructions. The persons selected for the pre-test will be those who have considerable survey experience and could take part later in the training of the field staff. The pretest will also enable to identify other field problems that may arise during the survey such as difficulties in location of the households selected, cases of refusal, absence of head of household or other respondents etc. These experiences should be taken into account in refining the questionnaire and instructions and in the training of the field staff.

Other activities undertaken during the mission included discussions on the NHSCP PRODOC especially on the timing and cost aspects of the various surveys proposed. Details of the arrangements for the training course on Household Income and Expenditure Surveys to be hosted by Syria in July 1984 were discussed and finalized. The adviser also took part in the discussions of a proposal for a feasibility study for establishment of a Regional Data Processing Training Centre in Damascus.

II. FINDINGS AND RECOMMENDATIONS

(1) NHSCP in Syria

An ECWA Mission undertaken in November, 1983 prepared a proposal for a programme of household surveys covering the period 1984-89 which included the following surveys:

- (i) Labour Force Survey
- (ii) Household Income and Expenditure Survey
- (iii) Follow-Up Demographic Survey
- (iv) Womens' Activities Survey
- (v) Migration Survey
- (vi) Educational Survey
- (vii) Rural Socio-economic Indicators Survey
- (viii) Health and Nutrition Survey

These surveys are proposed to be undertaken according to a well defined time sequence if the necessary resources can be obtained. To begin with, the CBS will start implementing some of the surveys such as the Labour Force Survey and Household Income and Expenditure Survey utilizing its own resources while the proposal will be submitted to UNDTCD to explore the possibility of external funding support. Simultaneously, the CBS will establish a master sample from which sub-samples could be drawn for the different surveys. The master sample will have 20000 households in 10 replicates of 2000 households each drawn from the three strata (large cities other urban and rural) and the fourteen mohafazas (governorates).

(2) Previous Labour Force Surveys

Labour Force Surveys were started in Syria in 1961 i.e. one year after the 1960 population census. The survey series based on the 1960 census frame ended in 1969 and a new series based on the 1970 census started in 1971 one year after the 1970 population census. The Labour Force Survey was carried out in September every year. In some years the survey was undertaken in October.

The aims of these surveys were defined as follows:

- (i) measurement of manpower, labour force and magnitude of unemployment
- (ii) Identification of structure of the labour force according to occupation, economic activities and employment status.
- (iii) Specification of demographic and social characteristics of the employed and unemployed.

These surveys covered all individuals living in private households and excluded persons living in public places. The household was defined as a person or group of persons, related or not, including servants and guests who spent the night of the reference day (usually 15 September) in the household. The reference period for the survey was a single day, usually middle of the month when the survey was carried out.

The country was sub-divided into five or six zones and into large cities (Damascus and Aleppo), other urban and rural and a sample of approximately 10000 households were selected.

The questionnaire every year was typically of one sheet and included the following information: (i) geographic location of the residence (ii) names of household members, their relationship to head, sex, marital status and education (whether literate or not) (iii) activity status on the reference day (iv) principal occupation, industry and employment status on the reference day. In some years questions on the days and hours worked during the week was also

asked and in some years questions on internal migration such as place of previous residence and duration at the place of present residence were also asked.

The CBS issued a short report every year containing the results of the Labour Force Survey. The report included 20 tables containing information on the classification of the population employed and unemployed according to social and demographic characteristics and the employed and unemployed according to their structural characteristics. The report provided brief explanations of the concepts used but did not include an analysis of the results.

During my mission I commented upon the methodology followed in the annual labour force survey and proposed several improvements in the survey design. These comments are summarized below:

- (i) These surveys did not conform to the international recommendations on the concepts and classifications to be adopted in labour force surveys and the adviser also drew the attention of the CBS to the important changes brought about in the 13th International Conference of Labour Statistics held in October, 1983. Secondly a single day reference period did not allow the possibility of obtaining information on the labour time disposition during the week which is important for obtaining a composite estimate of unemployment and visible underemployment. At present the survey was undertaken only once during the year and it was suggested that the survey should be carried out in two rounds separated by six months to study seasonal changes.

- (ii) The questionnaire used is too short and could be expanded to provide additional useful information without additional cost. For example information could be obtained on current activity during the reference week as well as usual activity during a longer reference period of one year. The information on unemployment should facilitate classification according to the restricted as well as extended definitions of ILO. If feasible questions could be asked on the household incomes from paid employment, self employment and other sources.

- (iii) The number of tables prepared from the labour force survey is at present limited to a few simple classifications. With the large sample (10000 household) each year it should be possible to develop several cross classification. Moreover these classifications should be in conformity with international recommendations.

- (iv) At present the sample is selected according to five zones (six zones in some years) into which the country is divided and estimates are not possible for the mohafazat (governorates). Since the State Planning Commission and the different Ministries are interested in estimates at the mohafaza level, the sample may be drawn according to mohafaza, stratified further into rural and urban. Taking advantage of house lists available from the 1981 Population Census it is possible to work out a master sample, out of which two sub-samples could be utilized for the two rounds of the survey.

The CBS appreciated these suggestions of the ILO Adviser and decided to carryout necessary changes in the survey design. The present mission was intended to assist the CBS in this task, and the important features of the proposed labour force survey is described in the following section.

(3) Proposed Labour Force Survey

There was considerable discussions to establish the broad objectives of the survey and the wording of the questions to be included in the questionnaire. In the light of the discussions the objectives of the survey were defined as follows:

- (a) To find out the proportion of the population who are employed, unemployed and not economically active during the reference week;
- (b) To find out the demographic and social characteristics of the currently employed, unemployed and inactive persons;
- (c) To find out the structural characteristics of the currently employed such as principal and secondary occupation, industry, employment status, sector of employment and type of employment, the number of hours worked in the week and the number of months worked during the year;
- (d) To find out in a sub-sample of the households the daily economic activity during each of the 7 days of the reference week for all currently active persons and to obtain a measure of the time available for work which was not utilized.

Other supplementary objectives are (i) to find out the extent of annual household income from paid employment, income from self employment and income from other sources; (ii) to find out the extent of labour migration inter and intra mohafazat by asking questions on the change of residence and duration of residence; (iii) to find out the agricultural households in order to provide the basis for a future survey on agricultural households.

The survey will cover all persons who are usual residents of the selected households including those who are temporarily absent. Temporary absentees are those who will return to their households and do not intend to change their place of residence. Visitors will be excluded. The questions on economic characteristics will be asked for all persons 10 years of age and over at the time of the survey. The survey will be undertaken two times during the year. The first round of the survey will be carried out in April, 1984 and this will be followed by a second round in September, 1984 to reveal seasonal changes in the economic characteristics of the population. The reference period will be the week preceding the date of the survey.

Several meetings were held at CBS to discuss the draft questionnaire and a representative of the Ministry of Labour also participated in these discussions. It was decided to follow the recommendations of the 13th International Conference of Labour Statisticians on the concepts and approaches for measurement of economically active population and adapt these to Syrian conditions.

will be carried out to obtain information on labour time spent during the reference week in a sub-sample of the household. This survey is a better measure of unemployment and visible underemployment. Since there is considerable internal migration in Syria, it is planned to include some questions on change of residence and duration of residence. Also questions will be included on household expenditures on household incomes from paid employment, state employment and other sources both to measure the relative economic benefits of different mohafazas and to classify households according to economic levels. More detailed questions on the household income of women will not be included in the questionnaire. These questions will be included in the Household Income Survey which is to be carried out in July, 1984. However, the methodology of household income will be spelled out in the report of the household operators. There was discussion whether the household economic activity should be included in the questionnaire. It was decided to include these in the instructions to field staff and instructions to field staff are included in the appendix of this report.

The household survey will be carried out in a sample which is representative spread over the entire country. The sample will be drawn from all the 14 Mohafazat of Syria divided into (1) Mohafazat Centres, (2) Other urban and (3) Rural Mohafazat centres, the quarters (HAIs) have been divided into high, medium and low socio-economic groups according to a set of criteria before drawing the sample of households for cluster sampling. In other urban, the towns have been divided into different order of size and a sample of clusters

of approximately 20 households have been selected by systematic sampling. In rural areas, villages (excluding the small hamlets having less than 10 households) were grouped according to climatic zones and samples of clusters of 20 households have been drawn by systematic sampling. (See the mission report of Mr. Abdul Wahab, Sampling Adviser for further details).

In order that the preparations for the survey proceed smoothly it was recommended that the CBS follow a time-schedule for the implementation of the different phases of the survey.

- January-February, 1984 : Preparation of the questionnaire, instructions for field staff, plans for field test, Selection of Sample.
- March, 1984 : Field Test of the questionnaire and instructions and Training of Supervisors and Field Staff.
- April, 1984 : Implementation of the First Round, Field Verification. Finalization of Tabulation Plans.
- May - July, 1984 : Coding, editing and clearing of data.
- August-December, 1984 : Tabulation of Data and Publication of the Tables.

It was decided that a pre-test of the questionnaire will be carried out in March, 1984 in approximately 50-100 households each from a rural and an urban cluster. The pre-test will have the objective of testing the validity of the questions included and their exact wording and the explanations given in the manual of instructions. The pre-test will enable the detection of ambiguities in the questions and the explanations and throw light on the field problems that may arise during the survey. These experiences should be taken into account in refining the questionnaire and instructions to field staff and in the training of the field staff.

It was recommended that the training of supervisors and field staff should be undertaken following the field-test. Since the CBS has branches in all mohafazat and there is permanent field force with considerable experience in censused and surveys selection of field staff for the survey and their training will not pose any major difficulties.

The CBS suggested that a further mission by the ILO Adviser will be needed in April, 1984 to review the implementation of the survey and to elaborate the tabulation plans for the survey.

(4) Other Activities Undertaken by the Adviser

Other activities undertaken during the mission included discussions on the NHSCP Prodoc especially on the timing and cost aspects of the various surveys proposed. I also participated in the discussions concerning the arrangements for the

Training Course on Household Income and Expenditure Surveys to be held in Syria during July, 1984. The technical details of the course contents were also discussed. I also took part in the discussions concerning the feasibility of establishing a Regional Data Processing Training Centre in Damascus. These are not elaborated here since these will be dealt with in the reports of other NHSCP Advisers.

ANNEX I

LIST OF OFFICIALS MET DURING THE MISSION

Central Bureau of Statistics:

Dr. Abdel-Malik Al-Akhras	Director General, CBS.
Mr. Mahmoud Fattal	Director of Computer Centre.
Mr. Mousallam Rihan	Director of Statistical Training Centre.
Mr. Obaid Hasna	Director of Social Statistics.
Mrs. Nihad Hambali	Director of Technical Co-operation.
Dr. Ibrahim Ali	Sampling Specialist.
Mr. Hassan Habbal	Director of Agricultural Statistics.
Mr. Safouh Safadi	Statistician, Ministry of Social Affairs and Labour.

UNDP

Mr. Yahya Kassab	Programme Officer.
Mr. David Clayton	Programme Officer.

SYRIAN LABOUR FORCE SURVEY, 1983

Serial No.	Full Name	Relationship to Head	Sex	Age in completed years	Place of Previous Residence		Duration of present resident in the locality	For Population 10 Years and Over		Current Activity during the reference week
					Mohafaza and Mantika	Whether Rural or Urban. If Urban specify city or town.		Marital Status:	Educational Attainment:	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
										<p>1. <u>Employed</u></p> <p>1.1 Working in a job or own enterprise.</p> <p>1.2 Had a job or enterprise but did not work.</p> <p>2. <u>Unemployed</u></p> <p>2.1 <u>Employed before but unemployed now & looking for work.</u></p> <p>2.2 Looking for work for the first time.</p> <p>2.3 Not looking for work but will accept work if offered.</p> <p>3. <u>Not Economically Active</u></p> <p>3.1 Home makers.</p> <p>3.2 Students.</p> <p>3.3 Pensioners.</p> <p>3.4 Rentier or income recipients.</p> <p>3.5 Disabled.</p> <p>3.6 Others.</p>

For Currently Employed Persons 10 Years and Over													
Serial No.	Occupation	Economic Activity		Employment Status		Type of Employment		Sector of Employment		No. of hours worked during reference week.			
		Prin.	Secondary	Prin.	Secondary	Prin.	Secondary	Prin.	Sec.		Prin.	Sec.	Other economic activities
(1)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)

Serial No.	Reasons for Unemployment	For Currently Unemployed Persons 10+ Years				For Persons 10+ Years Main usual activity during the past year	For Usually employed during the past year (in days)	Active 10+ unemployed during the past year (in days)	
		Duration of Unemployment (in weeks)	Occupation	Economic Activity	Employment Status				Sector of Employment
(1)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)
							<ol style="list-style-type: none"> 1. Employed 2. Unemployed 3. Homemaker 4. Student 5. Pensioner 6. Rentier or income recipient 7. Disabled 8. Others 		

Serial No.	For all persons in the household		For All Type of tenure	Agricultural Area of holding (in dönüms)	Holders		
	Annual Household Income From paid employment	From self employment other sources			Livestock owned (No.)	Sheep & Goats	Cows
(1)	(34)	(35)	(37)	(38)	(39)	(40)	(41)
			1. Owner 2. Lessee 3. Both, owner and Lessee 4. Others (Specify)				

ANNEX III
SYRIAN LABOUR FORCE SURVEY, 1984

INSTRUCTIONS TO FIELD STAFF

BACKGROUND

Syria has been carrying out an annual labour force survey since 1961. This survey was carried out in September each year to obtain some basic information on the labour force such as the number who are employed, unemployed and not in the labour force during the reference day, and the characteristics of the employed such as industry, occupation and employment status. It has now been decided to expand the scope of this survey taking into account the recent recommendations of the 13th International Conference of Labour Statisticians. The survey will be undertaken two times during the year instead of only once as done previously. The first round of the survey will be carried out in April, 1984 and this will be followed by the second round in September, 1984 to reveal seasonal changes in the economic characteristics of the population. Another important change will be that the reference period will be made one week instead of one day. The survey will also provide an opportunity to elicit information on the labour time disposition of a sub-sample of the households.

The survey will be carried out in a sample of about 16,000 households spread over the entire country. The sample has been drawn from all the 14 Mohafazat of Syria divided into three strata: (1) Mohafazat Centres, (2) other urban and (3) rural. Within the Mohafazat centres, the quarters (HAIs) have been grouped according to high, medium and low socio-economic groupings according to subjective criteria before drawing the sample of clusters of households by systematic sampling. In other urban, the towns have been arranged in descending order of size and a sample of clusters of approximately 20 households have been selected by systematic sampling. In rural areas, villages (excluding the small hamlets having less than 10 households) were grouped according to climatic zones and samples of clusters of 20 households have been drawn by systematic sampling.

This document explains the objectives, concepts and procedures involved in data collection in order to ensure that the data obtained are accurate and complete. Please read the instructions carefully and follow them diligently while filling the questionnaires. If there are any questions which require clarification or elaboration please consult your supervisor immediately. It is essential that you are clear about every aspect of the survey to enable you to put the questions properly and record the answers correctly.

Before you start visiting the households assigned in your area prepare a sketch map of the area you will be covering including the boundaries, streets and other salient features of the area. If you are doing the survey in the rural areas, it is important that you meet the mukhtar of the village before you start work and enlist his cooperation. Since he knows much about the village he will be in a position to help you identify the selected households. In a sample survey, you will not visit all the households, and the households you will be visiting are selected on a scientific basis, therefore, you should not substitute any of them by any other households that are more convenient. Sometimes, the respondent may ask why he alone is interviewed and not his neighbour. You should explain to him that in a sample survey not every household is covered and that only a sample of households are covered.

Before you begin the interview, please establish rapport with the respondent by introducing yourself and explaining the objectives of the enquiry and request their cooperation and assistance in providing the information sought. Also ask the respondent if he is free to devote about half hour for the interview. If he is not free then, excuse yourself and find a time that is suitable for him. If you feel you are not getting cooperation from the respondent report the matter to your supervisor.

OBJECTIVES OF THE SURVEY

The aims of the survey will be the following:

- (1) to find out the proportion of the population who are employed, unemployed and not economically active during the reference week;
- (2) to find out the demographic and social characteristics of the currently employed, unemployed and inactive persons;
- (3) to find out the structural characteristics of the currently employed such as principal and secondary occupation, industry, employment status, sector of employment and type of employment, the number of hours worked in the week and the number of months worked during the year;
- (4) to find out in a sub-sample of the households the daily economic activity during each of the 7 days of the reference week for all currently active persons and to obtain a measure of the time available for work which was not utilized.

Other supplementary objectives are (i) to find out the extent of annual household income from paid employment, income from self employment and income from other sources; (ii) to find out the extent of labour migration inter and intra mohafazat by asking questions on the change of residence and duration of residence; (iii) to find out the agricultural households in order to provide the basis for a future survey on agricultural households.

The survey will cover all persons who are usual residents of the selected households including those who are temporarily absent. Temporary absentees are those who will return to their households and do not intend

to change their place of residence. Visitors are not usual residents and do not intend to remain with the household should be excluded. The questions on economic characteristics will be asked for all persons 10 years of age and over at the time of the survey.

COVER PAGE OF THE QUESTIONNAIRE

The cover page will include identification particulars such as mohafaza, mantika, nahya, madeena or karya, hai or section of village and the serial number of the household. The sample identification number will be filled-in by the office on the basis of the above information. The cover page will also indicate the name of the interviewer, supervisor, checker and coder and the date when they have completed their assigned tasks.

DEMOGRAPHIC AND SOCIAL CHARACTERISTICS

The first 12 columns seeks information on the demographic and social characteristics of the household members.

A household is defined as a group of persons usually living together and taking food together. The members of the household may or may not be related by blood to one another. The members of the household should include persons who are temporarily absent from the household but exclude temporary visitors and guests. Temporary absentees are those who are usually resident in the household but are away at the time of the survey but are expected to return to the household visitors and guests are not usual residents but happen to be in the household at the time of the survey but they do not intend to remain with the household. The criteria to be adopted is whether they intend to remain with the household or not.

The concept of household is the housekeeping concept which is based on the arrangements made by persons individually, or in groups for providing

themselves with food and other essentials for living. A household may be either (a) a one person household or (b) a multi-person household, that is, a group of two or more persons living together who make common provision for food and other essentials for living.

The following procedure will be followed in the event of any doubts about who should be included.

- (i) In deciding the composition of the household, more emphasis will be placed on " usually living together" than on " ordinarily taking food from a coomon kitchen". In case the place of residence in different from the place of boarding, the person will be treated as a member of the household with whom he or she resides.
- (ii) A resident employee or domestic servant or a paying guest will be considered as a member of the household with whom he or she resides even though he or she is not a member of the same family.
- (iii) If a member of the family (for example, son, daughter, brother or sister) is staying elsewhere in a hostel for studies or for other reasons, he should not be treated as a member of the household.

There is provision in the questionnaire for upto 15 members in the selected household. If there are more than 15 members in a household, the information should be filled in an additional questionnaire with indication on top of the questionnaire as Additional Questionnaire and the serial number of the member of the household should be continued on this questionnaire.

Col. 1. Serial No.

All the members of the household may be listed in the following order: head of household, spouse of head, son or daughter of head, son in law or daughter in law, grand children of head, parent of head or the spouse, other relative, domestic servants, other non-relative. They will be serially numbered and the same numbers will be used in all sheets of the questionnaire: Make sure that some normal residents (like babies, persons who are temporarily away etc.) are not left out.

The serial number of each household member should be the same on all the sheets of the questionnaire, Circle the serial number of the respondent for future contact if needed.

Col. 2. Full Name.

Record the complete names of the members of the household. This is important since very often more than one member may have the same first name (example Mohammed or Ahmed).

Col. 3. Relationship to head.

Enter the relationship and the codes as follows:

1. Head of household
2. Spouse of head
3. Son or daughter of head
4. Son in law or daughter in law
5. Grand children or great grand children
6. Parent of head or spouse of head
7. Other relative
8. Domestic servant
9. Other non-relative

Col. 4. Sex.

Enter male or female along with the appropriate code;

1. Male 2. Female

Col. 5. Age in completed years.

Ask the date of birth and estimate the age in number of years completed on the date of interview. If the date of birth is not known assist in estimating the age with reference to any important historic events during the person's life (for which the date is known) or by relating to the age of persons who are born about the same time. For children who are born during the past one year and have not completed their first birthday their age should be recorded as zero.

Col. 6. Previous residence.

The aim of this question is whether the person is a migrant from another village or town.

For each member of the household record where he/she had lived before he/she to the present place of residence. If he had lived in another house in the same village or town ignore this and record only if he had lived in a different village or town in the same or different mohafaza or mantika.

Col. 7. Whether rural or urban.

Follow the same procedure as in the cover page and record whether the place is rural or urban in the case of urban record the name of the town where he/she had lived before.

Col. 8. Duration of present residence

Record the period he/she had been living in the present place of residence ignoring temporary absences.

Col. 9. Marital Status

Please record the marital status and the code as follows:

1. Never married
2. Currently married
3. Widowed
4. Divorced or separated

Col. 10. Educational attainment

Educational attainment refers to the highest grade completed. In the case of persons who have not attended school or attended school for a few years only, ascertain whether he/she is able to read and write. Record the answers and codes as follows:

1. Illiterate
2. Literate but primary not completed
3. Completed primary
4. Completed intermediate
5. Completed secondary
6. Graduate and above

Col. 11. Activity status during reference week

This is the most important column in the questionnaire and is intended to classify each person according to his/her relationship to work during the preceeding one week. Work last week is defined as any economic activity for pay or profit or family gain performed during the preceding 7 days for at least one hour. Pay includes cash payment or payment in kind, whether or not the payment were received during the week. The activity in which a person is engaged for profit is also considered as work, even if actually no profits are clearly received during the specified period. The activity of family members undertaken in connection with the operation of a household

enterprise which may be a farm, a family business or services undertaking is also considered as work even if no direct payments are received for the work done.

Persons in employment: included the following categories:

- (i) Those working for pay include all those who receive a salary or wage on a regular basis irrespective of whether it is piece wage or time wage. All paid apprentices will be included in this category besides all employees who receive a regular salary.
- (ii) Persons working for profit are those who run their own farm or non-farm enterprises.
- (iii) Persons working for family gain are the household members who are at work in household enterprises farms, or family business, working full or part-time but do not receive any cash payment in return for the work performed.

Ask for each person in the household the following question:
DID HE/SHE DO ANY WORK (AT LEAST ONE HOUR) FOR PAY, PROFIT OR FAMILY GAIN DURING THE LAST 7 DAYS? If the answer is yes mark 1.1 worked in a job or enterprise during the reference week.

If the answer is no, ask the question:
DID HE/SHE HAVE A JOB OR ENTERPRISE BUT DID NOT WORK FOR REASONS OF ILLNESS, INJURY, VACATION, HOLIDAY, BAD WEATHER, MECHANICAL BREAKDOWN, LAY OFF, AND OTHER SIMILAR REASONS. If this is the case, mark 1.2 had a job or enterprise but did not work during the reference week. In including a person in this category make sure that the person has a strong attachment to the job or enterprise as evident from the following criteria:

(i) He/she has the assurance of returning to work in the job or enterprise following the contingency which necessitated his absence.

(ii) The continued receipt of wages, salary or related payments.

(iii) If the person did not belong to any of the above categories 1.1, 1.2 ask the following questions:

(a) IS HE/SHE UNEMPLOYED AND CURRENTLY AVAILABLE FOR WORK?

(b) HAS HE/SHE TAKEN STEPS TO FIND PAID EMPLOYMENT OR SELF EMPLOYMENT DURING THE RECENT PAST?

(c) IF HE/SHE HAD NOT TAKEN STEPS, WOULD HE ACCEPT WORK IF OFFERED?

If the answer is yes to any one of these questions classify him as unemployed and ask the question:

DID HE/SHE HAVE A JOB OR ENTERPRISE BEFORE AND IS UNEMPLOYED AND LOOKING FOR WORK NOW, OR IS HE/SHE LOOKING FOR HIS FIRST JOB OR ENTERPRISE?

On the basis of the answer enter one of the following codes

2.1 Had a job or enterprise before but unemployed during reference week or

2.2 Never worked before and is looking for his first job.

If the person was not working and was not looking for work, ASK the following questions:

(1) WILL HE/SHE ACCEPT PAID EMPLOYMENT IF IT IS OFFERED, ALTHOUGH DID NOT SEEK WORK ONE OR MORE OF THE FOLLOWING REASONS: DID NOT KNOW HOW TO FIND WORK, DID NOT THINK THAT JOBS ARE AVAILABLE, AWAITING RECALL TO WORK, AWAITING RESULTS OF PREVIOUS APPLICATIONS, AWAITING THE AGRICULTURAL SEASON OR OTHER SPECIFIED REASONS.

- (2) HAS HE/SHE CLOSED DOWN HIS ENTERPRISE DUE TO LACK OF FUNDS, SLACK SEASON, EQUIPMENT BREAKDOWN, ETC.. AND IS READY TO START AGAIN IF THESE PROBLEMS ARE SOLVED.

If the answer to these questions is in the affirmative, please record the code as follows:

2.3 Not looking for work but available for work if offered.

If the person is neither employed (1.1 and 1.2) nor unemployed (2.1., 2.2, 2.3) find out the reasons for being not economically active. On the basis of the answer, record the following codes.

3.1 Homemakers: Persons of either sex, not economically active who are engaged in household duties in their own home; for example housewives or other relatives responsible for the care of the home and the children. Domestic servants who work for pay are however classified as economically active.

3.2 Students: Persons of either sex, not economically active who attend any regular educational institution, public or private at any level of education.

3.3 Retired Persons: Persons of either sex, not economically active who receives pension as a result of former activities.

3.4 Rentiers and Income Recipients: Persons of either sex, not economically active, who receive income from property or other investment, royalties, dividends, etc.

3.5 Disabled Persons: This category includes all those who are unable to work because of long term illness or physical or mental disability.

3.6 Others: This category includes voluntarily idle persons, persons taking time off between jobs, persons living on charity and children who are not attending school.

If a person is classifiable in more than one category of not economically active, he/she should be classified according to how the major part of his/her time is spent.

Characteristics of the Currently Employed Persons

Col.(12) to Col. (24) seek information on the following characteristics of the currently employed persons: occupation, industry, employment status, type of employment, sector of employment and number of hours worked during reference week. For persons having more than one employment, the information is recorded for both, the principal and secondary employment. The principal employment is the one where he/she spends the greater part of his/her time during the reference week, while the secondary employment is the one next in importance in terms of the number of hours devoted to it.

Occupation: Occupation refers to the kind of work done during the reference week. It should portray the exact nature of work performed by the person for example, farm manager, crop cultivator, automobile mechanic, etc. If a person is self-employed do not describe his occupation as manager, but according to the craft or trade he is engaged in namely shoe repairman, painter, carpenter, etc., to facilitate coding according to the Syrian Standard Occupational Classification. Principal occupation is the occupation when he was engaged during the greater part of his time during the reference week. Record his principal and secondary occupations in Col.12 and Col. 13

Branch of Economic Activity or Industry: Industry refers to the activity of the enterprise (or place of work) in which the economically active person worked during the reference week. Give an exact description of the industry, for example: Government office, private clinic, wholesale store, olive plantation, etc. to facilitate coding according to the Syrian Standard Classification of Industry. Record the industries in which the principal and secondary occupation are performed in Col.(14) and Col.(15).

Employment Status: Employment status refers to the status of a person in relation to his/her employment. There are two broad groups of persons, namely those who work for themselves or their family (self-employed) and those who work for others (paid employees) who are further classified into the following detailed categories as follows:

1. Employer
2. Own account worker
3. Unpaid family worker
4. Employees
5. Not classifiable (specify)

Employer is a person who operates his or her own enterprise or engages independently in a profession or trade and hires one or more employees.

Own Account Worker is a person who operates his or her own economic enterprise or engaged independently in a profession or trade and hires no employees.

Unpaid Family Worker is a person who works without pay in an economic enterprise operated by a related person living in the same household.

Employee include both wage or salary earners and casual labour. Wage or salary earners are persons who work for a public or private employer which may be a farm or non-farm enterprise or a household or non-household enterprise, and receives in return remuneration on a regular basis in the form of wages or salaries. The wage or salary may be given in a time-rate or a piece rate. It may be in cash or in kind. Casual wage labour are those who work on the basis of a daily or weekly contract and receives wages in cash or in kind. Apprentices should be also included under the category of employees.

Persons not classifiable by Employment Status: Persons who could not be classified under any of the above categories should be included under this category, such a category will not arise in the case of currently employed persons, and if it does arise a brief description should be provided about the nature of his employment and how his work is compensated.

Employment status of the principal and secondary occupations should be recorded in columns 16 and 17.

Col. 18 and Col. 19: Type of Employment

Based on the duration of the contract an employed person may be classified as follows:

1. Permanent: those having oral or written employment contracts for periods of one year or more.
2. Temporary: those having oral or written employment contracts for periods of less than one year, usually on a weekly, monthly or quarterly basis. Casual workers should also be included in this category.

3. Seasonal: those whose employment is of a seasonal nature, as in the case of agricultural workers.

Please enter in Col. (18) and (19) respectively the type of employment for the principal and secondary employment.

Col. 20 and Col. 21: Sector of Employment

Enter the sector of employment as follows:

1. Public Sector if the employment is performed in a government organization or para-statal body for wages or salary.
2. Private Sector if the activity is performed in a private establishment, whether registered or not, or for a private individual. Persons operating household enterprises and farms are also included in the private sector. Contractors will be included under private sector irrespective of whether they work for government or private individuals or establishments.

Col. 22 and Col. 23: Number of Hours worked during the Reference Week

The actual time worked in an occupation is the total time worked during the reference week by the person reported as having worked during the reference week in Col. (11).

It includes the duration which the person was actually occupied in his or her work (including overtime whether paid or not paid for) and excluding hours paid but not worked and other absences. For wage and salary earners, it includes time worked without direct compensation, example, time spent by a teacher preparing his lessons. For self employed persons, time worked includes time spent in the shop, farm,

business establishment, etc., even if no sales or transactions had taken place. Ask how many hours he/she had worked each day of the reference week and compute and record the answer. For persons who had a job or enterprise but was not at work during the reference week record not applicable. Record the number of hours worked in the principal, secondary and all other occupations in Col. (22), Col. (23) and Col. (24) respectively.

Characteristics of the Currently Unemployed Persons

Col. (25) to Col. (30) relate to the characteristics of currently unemployed persons as defined in Col. (13).

Col. (25) pertains to reasons for unemployment or the circumstance of being unemployed or without work. The following codes should be applied:

1. The person quit paid work due to insufficient income.
2. The person quit paid work due to poor working conditions.
3. Laid off and has not been recalled.
4. Job completed and waiting for the next job.
5. Left school and has started looking for a job.
6. Wanted to establish own business or farm and has not succeeded yet.
7. Wound up his enterprise due to breakdown of equipment, shortage of raw materials, strike, etc.
8. Other reasons (specify).

Col. 26: Duration of this last Unemployment

Duration of unemployment is defined as the period from the announcement of the current unemployment status upto the date of survey. Ask the respondent since when he/she is unemployed, and calculate the duration in weeks, rounding off to the nearest complete week.

Note: For persons who had made no efforts to find a job or self employment, it may be difficult to recall the duration of unemployment. In such cases, it may be necessary to ask: Since when he/she was without work and was available and willing to accept one if offered.

Col. 27 to Col. 30:

In these columns information is sought on the occupation, economic activity, employment status and sector of employment of the most recent employment for those who had worked before but unemployed during the reference week namely the persons whose code is 2.1 in Col. (11). In filling these columns follow the same definitions of occupation, economic activity, employment status and sector of employment given in Columns 12 to 21.

Col. (31), (32) and (33)

Questions on Usual Activity during the past year

The main purpose of the questions on usual activity status is to determine the activity status of the person over a longer reference period of one year, more precisely the past 365 days. The respondent may be asked: WHAT WAS HIS/HER MAIN ACTIVITY STATUS LAST YEAR (i.e. LAST 365 DAYS)? The respondent should decide what was his main activity status on the basis of what he did during the major part of the year irrespective of whether this was done consecutively or intermittently.

The "Usually active population" comprises all persons whose main activity status as determined by the number of weeks or days during the past year was employed or unemployed as defined below:

Usually Employed consists of those who were working as well as those who had a job or enterprise but were not working. Working means being engaged in work for pay, profit or family gain, normally in an activity which results in the production of goods and services for the market. The activities in agriculture in which part or whole of the agricultural production is used for own consumption or does not go for sale, are also considered gainful. Execution of household chores or social commitments on a voluntary basis and similar activities are not considered as gainful activities. With a job or enterprise but not working covers situations in which the person was for certain reasons, absent from work but had a job or enterprise. A person is regarded as having a job if there is a definite arrangement for regular work for pay on a weekly or monthly basis, or if there is a formal or definite arrangement with one or more employers to work a specified number of hours in a week or days in a month but on an irregular schedule during the week or month. Similarly, the term enterprise refers to all economic units engaged in the production of goods and services including household enterprises as well as other forms of enterprises whether they are formally registered or not, and irrespective of the number of persons engaged or the extent of capital used.

Usually Unemployed are those who are not engaged in any gainful activities and are seeking work or are available to take up work for wage or salary on locally prevailing terms, or are prepared to undertake self-employment activity if the necessary resources and facilities are made available.

The usually active population will include all those who might have been employed for a certain number of days or weeks and unemployed for a certain number of days or weeks, each of which was less than half the total but the two together accounted for most of the weeks or days during the year. These persons are then subdivided into employed and unemployed according to the main activity i.e. the activity in which he spent greater part of his active period. The population not usually active comprises persons whose activity status during the past year was neither employed nor unemployed. Persons who are not usually active may be further classified according to the reasons for inactivity as follows:

Homemakers: A person of either sex, not usually active, who is engaged in household duties in his or her home; for example a housewife or another relative responsible for the care of the home and children.

Student: A person of either sex, not usually active, who attends any regular educational institution, public or private, for systematic instruction at any level of education.

Pensioners: A person of either sex, not usually active, who received pensions from former activities.

Rentiers and Income Recipients: A person of either sex, not usually active, who receives income from property or other investment, royalties, dividends, etc..

Disabled: Persons of either sex, who are permanently unable to work due to physical or mental illness or other disability.

Others: include voluntarily idle persons, persons taking time off between jobs, persons living on charity and children not attending school.

It is essential that you let the respondent decide what was his main activity status during the past year. If the respondent says that he/she was engaged in more than one of the above activities and was unable to determine which was the main one, please assist him/her in determining the activity to which he had devoted a major part of his time among the list of activities he/she mentions. This is not entirely a satisfactory procedure, but it will be followed on the presumption that such cases are rare.

Col. (32) and Col. (33): should be asked only for usually employed and unemployed persons as reported in the previous column. The aim of these columns is to find out how many days of the year the usually active person was employed and how many days he/she was unemployed. Since a usually active person could have worked for a part of the year and unemployed for another part of the year, both these questions should be put to the person.

Col. (32): Duration employed during past year

For the usually employed persons (in col.31) ask the question:
HOW LONG HAS HE/SHE BEEN EMPLOYED (AT ALL ECONOMIC ACTIVITIES, IF MORE THAN ONE) DURING THE LAST YEAR?

For the usually unemployed persons (in col. 31) ask the question differently: HAS HE/SHE BEEN EMPLOYED (IN ONE OR MORE ACTIVITIES) ANY TIME DURING THE YEAR. IF SO HOW LONG (IN NUMBER OF DAYS)?

It is important to make sure that he/she includes the time spent in all the economic activities performed by him/her. If a person had worked in two or more economic activities at different periods of the year, the different periods should be added to determine the length

of employment last year. However, if two or more economic activities are performed simultaneously, the time spent should not be aggregated. In general the length of employment refers to the sum of the days of the year during which the person was employed (working or with a job or enterprise, if not working).

Col. 33: Duration unemployed during last year

For the usually employed (Col. 31) ask the question as follows:
HAS HE/SHE BEEN UNEMPLOYED (LOOKING FOR WORK OR AVAILABLE FOR WORK)
ANY TIME DURING THE YEAR? IF SO HOW LONG (IN NUMBER OF DAYS)?

For the usually unemployed (Col.31) ask the question as follows:
HOW LONG HAS HE/SHE BEEN UNEMPLOYED DURING THE LAST YEAR?

As in the case of length of employment, the length of unemployment may be intermittent. For example a casual worker may be working part of the year but was looking for work or available for work at other times of the year. In this and similar cases, the length of unemployment is the sum of the days of the year during which the person was not employed but was seeking (or available for work). If a person was seeking another job while already employed, the period during which the person was employed should not be counted in the determination of the length of unemployment last year.

Col. 34 - Col. 36: Measurement of Household Income

Syria has not carried out a Household Income and Expenditure Survey since 1972 and it has been decided to utilize the Labour Force Survey to collect data on Household Income over a long reference period of one year as an indicator of economic well-being. This would also enable the comparison of the results from this survey with the results from a Household Income and Expenditure Survey when such a survey is undertaken.

The concept of income to be followed is the concept of total household income defined as the total annual income of the households before taxes and before payment of social security and pension fund contributions. It is the sum of primary income, property income and current transfers and other benefits received.

Household Income consists of receipts in cash or in kind which, as a rule, are of recurring nature and accrue to the household or to individual members of the household regularly at annual or at more frequent intervals. Household cash income is derived from the following main sources: employees salaries, wages and other related receipts from employers, not profit from self-employment, business profits, income from personal investment (rent, interest, dividends), royalties and commissions. It is also convenient to include as income the periodic payments received regularly from an inheritance or trust fund, alimony, pensions, annuities, scholarships, remittances, gifts and other cash assistance regularly received together with social security and assimilated benefits. Household Income in kind includes wage payments in kind, goods and services transferred free of charge by an enterprise to an employee or to the owner or part owner of an enterprise; it includes also the value of home producer consumed within the household as well as the value of the concessions, if goods and services are obtained by an employee at concessionary prices from his employer. The estimated net rental value of owner-occupied housing is in principle, also to be treated as income in kind and, similarly the estimated gross rental value to the occupier of rent-free housing, whether obtained as wages in kind or otherwise.

It may be mentioned that there are problems in distinguishing income from work from other income and also there are difficulties in ascertaining the income of each working individual within the household

separately. For employees, it is possible in general to obtain satisfactory data on income from paid work, and it can be related to time unit of work. For self-employed, however, the net income derived from the enterprise cannot all be ascribed as compensation for the labour input of its members. For example, in the case of the rural household enterprise, the household usually uses productive assets such as land, implements and tools for the generation of income from the enterprise. In the case of unpaid family workers and own account workers who are engaged in household enterprises, there is the added problem of apportioning the income from the work of each worker within the household. In such cases income will be recorded against whoever had received it and no effort will be made to apportion it to different members, unless it had been done by the members themselves. These qualifications should be kept in mind while collecting the data as well as while interpreting the results. For the sake of convenience, information on household income will be collected for all members of the household in three broad categories for each member of the household. The scope of each of these three groups is described below:

Col. 34: Income from Paid Employment includes the following:

- (i) Cash wages, salaries and commissions, etc. which is the cash remuneration in his capacity as an employee.

- (ii) Value of benefits in kind (free house, meals and other benefits) received by the employee.

Col. 35: Income from Self-Employment includes the following:

- (i) Net profit from enterprise either organized or unorganized after business expenses, which is the entrepreneurial income.

- (ii) Cash income from farm after deducting the expenses of running the farm such as cost of material inputs, labour costs in cash and in kind, etc.
- (iii) Value of food products of the farm consumed by the household and value of the services of the enterprise obtained free of charge or at concessionary prices.

Col. 36: Income from other Sources includes the following:

- (i) Retirement pensions and disability payments received from government or private institutions.
- (ii) Income from investments such as interest from savings held in banks or bonds or dividends from securities.
- (iii) Net income from renting property to others or from boarders or lodgers who stay in the household.
- (iv) Remittances received including support given to childrens' education, medical treatment of family members, etc.

Items excluded from Household Income

1. Amounts realized from sale of property, withdrawal from savings and provident fund, borrowings, lottery winnings and other wind-fall receipts are excluded. Also excluded are insurance proceeds.
2. Not treated as household income in kind are services rendered by public authorities which are free to everyone in the community, such as free education, free medical care, etc.

Col. (37) to Col. (41): Questions on Agricultural Households

It is proposed to utilize this survey to obtain a frame of agricultural households for carrying out a detailed investigation at a later stage. Agricultural households are defined as households operating some land or keeping some livestock.

A holding is a techno-economic unit of agricultural production comprising all livestock kept and all land used wholly or partly for agricultural purposes and operated under the management of one person or more, without regard to title, legal form, size or location. A holder is one who operates a holding. There are three possible situations:

- (i) One holding only is operated by one household.
- (ii) Two or more households operate one holding.
- (iii) Different members of the same household operate different holdings.

In the first case, the information is to be recorded against the person who is operating or managing the holding. In case (ii) where a holding is shared between two households the share of the selected household should be recorded against the person who is operating or managing the holding. In the last case where different members of the same household operate different holdings, the information should be recorded for each person concerning the holding operated by him.

Col. 37: Type of Tenure

Four types of tenures will be distinguished:

1. Owner
2. Lessee
3. Owner and Lessee
4. Others (Specify).

Col. 38: Area of Holding (in dounums)

Record the arable land area of the holding operated by each member in dounums.

Col. 39 to Co. 41: Livestock Owned

Record the number of heads of different species of livestock owned by each member of the household. If the livestock are owned by the entire household, record the number against the person managing the livestock activities.

Remarks on the Interview Situation

The interviewer should record his remarks relating to the interview which should include the following:

1. No. of visits to the household and the dates of the visit.
2. Reason for more than one visit.
3. Any other remarks such as difficulty in locating the households, availability of the respondent, etc.

The interviewer should make his observations soon after he completes the interview, and the supervisor should also record any comment or suggestion and highlight any inconsistency in the entire recorded in the questionnaire giving possible reasons after consultation with the interviewer. These remarks will be useful in deciding whether the information is trustworthy, also should prove useful in planning future surveys.

Labour Time Disposition Questionnaire

The labour time disposition questionnaire should be canvassed for every 10th household and should be completed for every person in the household 10 years and above who is recorded as currently active(Col.11).

Quantitative data on time spent at work, time not at work due to illness, etc. time not at work but available for work and time available for work are recorded day by day in units of half-day (half the normal working day), rounding up fractions of the working day into nearest half-day. The breakdown of the labour time is thus similar to the classification of the labour force, but the unit of analysis is the unit of labour time instead of an individual. The analysis permits estimation of unemployment as labour time not at work but available for work as a percentage of total labour time available for economic activity (i.e. at work, not at work due to illness, etc. and not at work but available for work).

This would yield a composite measure of current unemployment including current visible underemployment. The procedure for filling this questionnaire is given below:

First circle the day of interview (example Monday) and ask whether the person was working during the day preceding the interview and find out the actual number of hours worked. If the person was at work more than four hours during that day, consider the person as working at full intensity on that day and record 2 against "at work" in the appropriate column.

If the person was at work at least one hour but less than 4 hours consider the person as working at half the intensity on that day and record 1 at the appropriate place. Then determine whether or not the person was temporarily absent, from his/her job or enterprise during the rest of the day. If the person was temporarily absent for at least one hour record 1 against "with a job or enterprise but not at work", otherwise record 1 against "without work but (seeking and/or) available for work" or "without work and not available for work", as the case may be.

If the person did not work at all or worked less than one hour during the day preceding the interview, determine whether the person was temporarily absent from his or her job or enterprise during the whole or part of the day. If he or she was temporarily absent for more than 4 hours, enter 2 against "with a job or enterprise but not at work".

If the person was temporarily absent only for part of the day, i.e. less than 4 hours (but worked at least one hour), enter 1 against that line "with a job or enterprise but not at work", and determine whether or not the person was available for work during the remainder of the day. Enter 1 against "without work but (seeking and/or) available for work" or against "without work and not available for work" as the case may be.

If the person did not work and was not temporarily absent at all or for at least one hour during the day, find out whether or not the person was available for work during the entire day, i.e. for 4 hours or more during that day; if the answer is yes enter 2 against "without work but (seeking and/or) available for work. If the person was only partly available for work during that day i.e. at least one hour but less than 4 hours, enter 1 against each of the categories "without work but (seeking and/or) available for work" and "without work and not available for work".

If the person was not available for work during the entire day, enter 2 against "without work and not available for work".

After determining the daily economic activity of the person for the day preceding the interview in the above manner proceed to the day before it, and so on for the entire week preceding the date of the visit.

APPENDIX:

Resolution I of the 13th International Conference of Labour Statisticians, Geneva Oct., 1982. Whenever there is any doubt about the meaning or interpretation of the concepts used, please consult this document.

