

Approved by the order No. -A, from January 30, 2014
of the State Council of Statistics of RA

INSTRUCTIONS FOR FILLING IN LABOUR FORCE SURVEY (LFS) QUESTIONNAIRE



YEREVAN – 2015

THE TOOLS OF SURVEY

The survey covers the entire territory of the Republic, and the surveyed unit are private households (HH) selected randomly, excluding institutional households (e.g. residential home for the elderly, place of detention etc.). The survey is conducted through the following tools:

- HH (main and reserve) list, sampling report (hereinafter referred to as HH list).
- LFS Questionnaire №1 (Units A- B).
- LFS Questionnaire №2 (Units C- F):

INTERVIEWING RULES

The interviewer is obliged:

- To explain the purpose of the visit, answering questions on the visit, if necessary.
- To address the answers to the questions of the questionnaire directly to the respondent, in case of impossibility to interview him / her for a variety of reasons, to other adult member of the HH who enable to give exhaustive answers to the questions; otherwise the interviewer needs to clarify the date and time when the respondent will be at home and will be able to take part in the survey.
- To ask the questions to the respondent just as they are written in the questionnaire without any comment.
- To be sure to follow the right sequence of questions when completing the questionnaire, paying attention to:
 - The arrow, which comes after question and its possible answer(s), which shows what next question should be followed after the selected answer. In case of the the absence of the arrow you need to go directly to the next question.
 - The special instructions directed to the interviewer.
 - The italic texts and /or texts in the brackets.
- To fill in the questionnaire in readable handwriting and without abbreviations.
- If he/she chooses the "other (option)" variant for possible answers to the question, to specify also the answer in the words.
- To pay attention to those questions that allow two answers to be answered, in all other cases choose only one answer.
 - In case of wrong completing to delete with an error and fill in the correct answer.
 - In case of refusing to respond to any question or questions, to indicate the number "99" in the respective line of the HH member, continuing the interview.
 - If the respondent refuses to continue the interview, please indicate "99" in the first questions of the following sections and sub-sections (e, g. Section E, Q. 24 and/or "Working time in the first and second job", Q.37 and so on up to the end of the questionnaire).
- **To say thank you upon finishing the interview irrespective results of interview.**

HH (MAIN AND RESERVE) LIST, SAMPLING REPORT

1. The sampling report consists of HH **main** and **reserve** addresses. For each of HH from the main addresses must be filled in one of the nine possible variants of the "Search Results", regardless of circumstances of conducting the interview in the HH.
They are:
 1. Completed interview.
 2. Closed door: HH is not available in RA.
 3. Closed door: HH is abroad.
 4. The address cannot be found / does not exist.
 5. The address is used for other reason.
 6. Refusal.
 7. The entrance to the dwelling (flat, home) is limited.
 8. The interview cannot be conducted in Armenian.
 9. Failure for another reason (specify).
 - It is mentioned, for example, that within a 7-day period the address was visited 3 times, no one can be found at home, provided that the adult person living in the neighborhood will make sure that the HH **usually resides** at the given address.
2. **The interview in the HH is considered valid, if.**
 - The Questionnaire №1 (Units A-B) and №2 (Units C-F) are filled in according to the established order.
 - Only Questionnaire №1 is filled in, because the HH consists of only the person(s) **up to 15 years old** or person(s) **above 75 years old**.
3. **The interview in the HH is not considered valid**, if it was impossible to contact the HH because of one of the reasons **2.- 9.** mentioned above.
 - In each case of invalid interview listed above the HH should be replaced from the reserve sample, pointing in the upper right corner of the both questionnaires (№1 and №2), for example, "R-15", where R means "reserve" and 15 is the number of the reserve address, **which is identical to the sequence number of HH of the main address**.

LABOUR FORCE SURVEY QUESTIONNAIRE №1

SECTION A.- B. (hereinafter Questionnaire №1)

4. **In each HH it is supposed to fill in one questionnaire №1:**
5. **SECTION A. COVER SHEET**
 - **A1.- A5.** Must be filled in from HH list.
*In case of using reserve address in A2. must be mentioned HH number from **main sample**, which can be different from HH number of **reserve sample** mentioned under point 3.*
 - **A6.** Must be filled in with 2 characters (for example, 02, 06 and so on).
 - **A7.** Must be filled in after completing Section B, from column B9.
 - **A8.** Must be filled in according to the number of members completed in Section C.
6. **SECTION B. GENERAL INFORMATION**
 - **In columns B10.-B14., B17-B22.** fill in information about all the members of the HH, regardless their age.

In case if the respondent can not answer the questions of the columns B13.- B14. (birth date, year), the date of birth is suggested to be 01 or 06, and the year is to be approximate.

▪ **B15.** refers to the **highest** educational degree achieved by the respondent and is filled in starting at age 6, paying attention to the **possible compatibility of the age/education level** of the HH member. So:

Educational level	Age
1. Illiterate	6 years and above
2. No primary	6 years and above
3. Primary	9 and above
4. General basic	14 and above
5. General secondary	16 and above
6. Vocational	18 and above
7. Secondary specialized (bachelor, master course)	18 and above
8. Tertiary (internship, doctoral or equivalent)	20 and above
9. Post- graduate	22 and above

▪ The **B16** fill in starting at age **15**.

LABOUR FORCE SURVEY QUESTIONNAIRE №2

SECTION C.- F. (hereinafter Questionnaire №2)

7. Questionnaire №2 is filled in for each member of the HH aged 15-75 (inclusive) annually.

The purpose of this section is to classify the population aged **15-75 (incl.)** by **current** economic activity status, **employed** or **unemployed** or **economically inactive**.

8. Questionnaire №2 is not filled in:

- for foreigners who do not usually live in that HH.
- for those, who temporarily live in that HH (up to 3 (including) months).
- for those absent from the HH for a period of **3 months or more, with the exception** of the conscripts serving in the army.

9. To ensure the link between the Questionnaire №1 and Questionnaire №2, it is necessary to fill in the Unit C:

- "Number of the Questionnaire" and "Region" to fill in from Unit A "Cover Sheet".
- the serial number of the interviewed member (s), according to Section B. column 9.

10. One copy of the questionnaire is intended for maximum 5 members.

If the number of HH members exceeds 5 in the questionnaire, fill in an additional questionnaire identifying the "Questionnaire No." and "Region" identifying "01" in B9 by "11" and distinguishing questionnaires by a) and b).

In case of refusal of any member of the HH, note "99" in the corresponding line.

11. **The surveyed period** is the **last** or **previous calendar week** preceeding the survey (from Monday to Sunday), There are options of answers to a large part of the questions. The answer provided by the respondent should be indicated in the corresponding line of his / her own column according to the **numeric code** of the selected answer.

12. **Questions of the SECTION C.-F. of the questionnaire refer to the work performed by the respondent solely in Armenia.**

13. There are options of answers to a large part of the questions. The answer provided by the respondent should be indicated in the corresponding line of his / her own column according to the **numeric code** of the selected answer.

14. In the questionnaire there are questions, which need:

- Textual answers, questions 5, 6, 7, 25, 26, 54, 55 and 56.
- Digital answers (do not confuse with digital code), questions 13, 14, 31, 32, 38 and 39:

15. SECTION C. EMPLOYMENT

▪ **C1. a) - g)** questions are crucial, the aim of which is to find out respondent's engagement in working / income-generating activities (whether payment was received in the week the work was done or not) during the **past calendar week**, even if only **one hour** was spent on the performance of the work. Among traditional forms of employment, there are also types of activities that the respondent does not generally consider as an employment / work. For example, **it is considered as an employment**, if a person:

- *was engaged in household or peasant farming, producing **exclusively for own consumption, and the production made a significant share of household consumption.***

- *Did any construction or **major repair** work on own home or business and so on.*

- Questions **C1. a) - g)** are accompanied by examples that should be read only if the question is not clear to the respondent.

▪ **C2.** is filled in for those who, although answered "No" in C1. a) - g) , but had a paid job or a business that was temporarily suspended for various reasons and **would definitely resume.**

▪ The purpose of **C3.-C4.** is to find out the main reason and duration of the absence of the respondent's work / activity during the past week.

▪ **It is not considered as an employment**, if a person:

- was engaged in household or farming economics, **exclusively for own consumption, but the production did not have a significant share in household consumption.**

- *was engaged in his own house, **partial** construction or minor repair work on own home or business.*

- maintained **his/her own** household chores (e.g., home cleaning, cooking, care of a family member, etc.);

- was engaged in begging and stealing.

16. SECTION D. MAIN JOB, ACTIVITY

▪ **If there is more than one job, then the work, activity, where the respondent normally operates maximum hours during the week, is considered to be the main job.**

When spending equal hours, the main job is considered to be the one with the higher income-generating activity.

▪ Describe the answers of **D5.-D7** as much as possible without reductions and abbreviations so that the coder can code them (see examples in the questionnaire).

17. **D5** describes the **main occupation** of the respondent, the **name of the position**, the description of the duties and tasks stipulated by the job. For example, do not record a “teacher“, but a “high school teacher“ or “elementary school teacher“ and so on.

- **Cannot be written**, for example, "Manager", "Drivers", "Operators" and so on. Position title should be indicated as follows:“ head of library”, “head of kindergarten”, “electric drive carrier”, “computer operator”, etc.

- In the case when the position title, for example "First Class Specialist," does not allow for immediate determination of the occupation, it is necessary to briefly describe the work done, "data collecting, processing," etc.

- If the respondent carries out farming and is engaged in the production and sale of agricultural products, it should be mentioned, for example, "Field crop and vegetable grower crops" or "Poultry meat and egg producer" and so on. If the respondent performs various agricultural works and cannot be clearly separated from one another, it should be mentioned "engaged in plant growing" or "engaged in livestock breeding" or "engaged in plant growing and livestock breeding".

- For individuals who are individually engaged in self-employment, specify the name of craft, profession, such as "shoemaker", "hairdresser", "dentist", "visual artist", etc., not for example, "owner of the organization".

18. In D6., while filling in the main type of activity of working place, please give as detailed information, as possible, without any abbreviations.

- When referring to the **main type of activity of working place** in **D6**, if the respondent worked at organization performing several simultaneous activities, the main type should be to indicate the activities of the subdivision in which he is actually engaged (working).

- In the case where the respondent is the employer of the given organization, that type of activity must be specified in which the number of employed people is dominant or which he / she would consider as the main.

- If the respondent personally has a **regular (non-occasional)** engagement in the service of a private person, such as household cleaning, childcare, patient care, or other similar activities, specify the type of activity "home services" or "private household service."

- If the respondent has made a hired work for a particular citizen, then indicate the appropriate type of economic activity. For example, for the seller in the market for retailers must be filled in "retail trade market”

- If the respondent personally provides individual **one-time or non-regular services** such as cleaning, health care, medical services, construction or other services in a private person's house, specify the type of activity in detail, for example, "patient injection", "restoration of toilets".

- For those employed in the agricultural sector, mention the following: "Growing vegetable crops", "Production of livestock or livestock products" or "crop and cattle breeding".

- **Cannot be written**, for example:

- "Education ", " health ", " trade ", etc.

- "STP" LLC, «RA HM», etc., which can be extra, but not enough information.

19. **In D7 indicate the respondent’s profession/qualification in his main job.**

- when specifying the profession / qualification of the respondent, it is most necessary to establish the certificate (diploma) received with regular vocational education, in the absence of it, on the basis of the occupational profession, not having it, please indicate 1 .

20. For **D8**. the interviewer must be guided by the following definitions:

▪ **An employee** is a person who works on a contract based term with the employer or by the order of employer or some written or oral agreement obtained, and receives monetary and / in-kind compensation (wage/salary).

*If the respondent was personally engaged in a **regular (non-occasional)** business in the private sector, such as cleaning the premises, childcare, patient care, or other similar activities, the employment status is indicated by "paid-employee with a verbal agreement".*

▪ **An employer** is a person who working on his/her own-account or with partner(s), in a self-employment job have engaged one or more persons to work for them in their business as employee(s).

A director, manager, or other senior manager, who receives salary and his/her not profit from economic activity, is considered to be a paid-employee, although s/he can and often performs the same functions as the employer.

▪ **Own-account worker** (self-employed) is a person who is engaged in income-generating activities on their own account or with one or more partners in a self-employment job, without involvement of employees. Even if the workers are involved, they do not have permanent character (for example, a person running a peasant farm can hire workers for seasonal work for a short period during the reference period.

- *If a person performing gainful activity on their own account without involvement of hired workers, and only family members are employed with him/her without salary, then s/he is considered to be self-employed.*

- *If the respondent is engaged in agricultural production and / or livestock breeding in own **farm**, his / her employment status is indicated by "Own-account worker on a farm". If the respondent carries out his / her individual activities in a farm not belonging to his / her household member, s/he is considered to be "Own-account worker in other activities".*

- *If the respondent personally or privately performs **regular or non-regular** services such as cleaning the premises, childcare, health care, medical services, construction or other services, then the employment status is "Own-account worker in other activities".*

▪ **Contributing (unpaid) family worker** is a person who hold a self-employment job in an establishment operated by the family or relative living in the same household, does not receive monetary or in-kind income, is engaged in the same activity as the self-employed or employer member of the household who manages a family business. S/he is distinguished from other self-employed workers because his/her degree of commitment to the operation of the establishment, in terms of working time, based on the number of **usually** spent/worked hours, is not at a level comparable to that of the head of the establishment. **S/he cannot be considered to be a partner.**

*If the amount of hours **usually** spent by the other member of the family who is involved in **the same activity** as the HH self-employed member is **substantially the same, or even exceeds** the hours worked, s/he is also considered to be a self-employed (code "4" or "5"), and not an contributing (unpaid) family worker (code "6").*

For example, if one of the members of the household is mainly engaged in livestock breeding and the other is growing the field and herbaceous crops, the employment status for both will be marked in the "self-employed in agriculture" code, "4". If both are involved in livestock / cattle, the code of employment status of one person will be marked "4" and the other code "6" corresponding to the "employee without family remuneration"

- *The types of activities of the self-employed / employer / unpaid family worker should be identical, otherwise revise the employment status of an unpaid family member.*

- If one of the HH members is engaged mainly in livestock breeding and the other is growing the field and herbaceous crops, the status in employment for both will be marked "Own-account worker on a farm", code "4".

- If the status in employment of any member of the HH has been specified as "contributing (unpaid) family member", the status in employment of at least one of the HH member should be "**employer**" or "**own-account worker**".

▪ **Member of a producers' / consumers' cooperative** is a person who hold a self-employment job in a cooperative producing goods and services, in which each member takes part on an equal footing with other members in determining the organization of production, sales and/or other work of the establishment, the investments and the distribution of the proceeds of the establishment amongst their members'.

A person employed in a cooperative as a paid-employee is not a member of a production / consumer cooperative.

21. The purpose of **D9**. is to find out the facts and (or) potential possibilities to benefit social guarantees and privileges defined by law and provided by employer in the current work of the respondent.

▪ For each of the listed guarantees, in the corresponding line of the interviewed HH member **must be** one of three possible answers.

▪ "Pregnancy leave/ child-care leave (up to 3 years)" and "Child-care facilities" must be specified regardless the age and sex of the respondent.

22. **D14** indicates the amount of earnings / income received from the respondent's work / activity during the **last month** and, in the case of a temporarily absence respondent or absence of earnings /income for a variety of reasons during the previous week, the receipt in the **preceding month**.

▪ The net in cash earnings / income should be indicated.

▪ The in-kind earnings / income should be measured at monetary value, based on the market price of the reference period.

▪ **If the product / service has been sold but has not yet been reimbursed in cash or in kind, it is necessary to indicate the amount expected to be received if there is a guarantee of its receipt.**

▪ Earnings / income are marked "0" in the following cases for "in cash" and "in-kind" lines:

- a new job or temporary insolvency of the employer, etc.

- in case of contributing (unpaid) family worker.

- In case of construction, major repair of own flat, house or own business.

23. **D16** indicates the period for which have been received (or expected to be received) the earnings / income specified in **D14 or D15**.

- *If the respondent engaged in agricultural activities, for example, grape producer fully sold the crop during the reference period and received incomes in cash at once (including in-kind barter), then it should be indicated the exact period, **during which** the output was created, for example, "six months".*

- *In case of sale of own livestock, the duration at D16 should be indicated not at the time of sale, but rather on the length of time spent on livestock care.*

- *In the case of income generated by different activities simultaneously, in D16 specify the time period during which the majority of income was secured.*

24. **D18** describes the sustainability of the respondent's work / activity, whether permanent / unlimited, temporary or seasonal, casual or one-time, related to certain conditions.

▪ **A permanent / unlimited** is a work that does not have an expiration date.

- If the respondent has a job, that s/he regularly performs and at the same employer, but once a month or quarter, it is considered to be a permanent/unlimited job. For example, if the respondent is an accountant and makes quarterly reports for an organization, his work is considered permanent.

- The work of the respondent in the **probation period** is considered permanent, if the contract is not terminated automatically after its completion, otherwise it is considered temporary.

▪ **Temporary** is considered the the work in which:

- the date of work/activity termination is determined.

- the respondent temporarily replaces a employee with permanent contract (for example, child-care leave (up to 3 years)).

When the employer periodically updates the termination date of employee contract, for example, once a year, the respondent himself / herself needs to evaluate whether his / her work is permanent or temporary.

▪ **Seasonal** is the work where the timing and duration (but not more than eight months) of the activity is significantly influenced by seasonal factors such as the climatic cycle, public holidays and/or agricultural harvests.

▪ **Casual / one-time** is a job that meets the following three conditions simultaneously: the customer is available, the work expected to be time to time, a continuing relationship of any stability with an employer is absent, and have irregular hours which can last hours, days (s) (for example, only trade on holidays, one-time freight, etc.).

25. **D21** refers not to the surveyed week (usually, for example, the previous month), but usually to the **typical** situation. There is no clear definition. The respondent himself decides the nature of his work by the duration of the working day.

26. **E38.** and **E39.** refers to the both main and second work / activities.

27. **The number of weekly hours usually** worked in the **last month** preceding the survey should be indicated in **E38.**

28. In **E39.** should be specified the number of hours **actually** worked during **the surveyed week**. If the respondent does not work even an hour in his/her main or second job during a week, then it is necessary to make a "0" note in the box for hours and check the answer in G3.

29. *It is only possible to pass to the next question after the conditions mentioned after E39 are checked.*

30. **SECTION E. SECOND (ADDITIONAL) JOB, ACTIVITY**

The purpose of this section is to find out if the respondent has a second job or a profitable business besides the main job.

▪ The second job may be permanent, temporary, any type of combination on a seasonal basis, other employment contract, and casual, one-time.

▪ The following cases are not considered as a second job:

- if the respondent together with the main job has done additional work at the main working hours and at the same employer;

- The work, which is characterized by the nature of the main workplace, in several organizations, such as business trips.

The work in the own subsidiary plot is not considered to be as a second job, if the production is not released outside of the household.

- In a few cases when the result generated by the HH exclusively for final consumption, the respondent's activities can be considered as employment, unless it is classified as an unpaid family worker.

- For question **E25**. see the clarification given under **D5** of these instructions (pont 17).
- For question **E26**. see the clarification given under **D6** of these instructions(pont 18)..

SECTION F. UNEMPLOYMENT

The questions of this section are given to jobless people and its purpose is to distinguish economically inactive population (those who were not in employment and have not been seeking work) from unemployed.

- For question **Z54**. see the clarification given under **D5** of these instructions (pont 17).
- For question **Z55**. see the clarification given under **D6** of these instructions (pont 18).
- For question **Z56**. see the clarification given under **D7** of these instructions (pont 19).