

**KINGDOM OF MOROCCO
PRIME MINISTER
MINISTRY OF ECONOMIC FORECASTS AND PLANNING**

**National Survey on Household
Consumption and Expenditures**

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Special Instructions for Conformity and coding

Directorate of Statistics

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Introduction:

In any survey, the coding process takes a cardinal importance since it translates the collected data on the field into numbers, facilitating thus their computerisation.

Three main forms have been prepared for the National Survey on Household Budgeting and Consumption. The first consists of 13 sections dealing with the demographic and social characteristics. The second and the third are devoted to budgets allocated to food and other purposes.

While on the field, the surveyor proceeds to the coding of collected data in the first form, to the exception of the questions devoted to certificates, main profession and economic activity. However, it is the duty of the surveyor to code the nature of item and service in the two forms consecrated to expenses.

The surveyor:

In addition to coding, the surveyor should:

- a. Control the codes noted on the field by checking the exactitude of the numbers, and consequently redress any mistake, upon consulting the controller.
- b. Control the conformity of the collected data according to the instructions. Therefore, any mistake or unconformity should be redressed by the help of the controller.
- c. Code the data collected and not yet coded in the process of interviews, on the basis of the inventories designed to this end.

Preliminary instructions to the surveyor:

For surveyors to best fulfil their job, they should abide by the following instructions:

- Legibly write the codes they correct.
- Follow the coding instructions and avoid any addition, even if it is well-intentioned, or personal judgements, particularly concerning the questions related to the profession or main activity.
- Carefully review the forms so that unconformities and mistakes be detected.
- Resort to the controller when need be, or when it proves difficult to designate a given code, for further instructions.
- Duly fill in the forms.
- Avoid memorizing the codes. The inventories of certificates, professions, economic activity and goods and services should be regularly consulted.

- The documents the surveyor must have:

- Coding instructions.
- The analytical inventory of goods and services.
- The alphabetical and analytical inventory of the professions.
- The alphabetical and analytical inventory of the economic activities.
- The certificate inventory.
- Forms.

I. Instructions for coding the certificate question:

1.1. General introduction:

The national inventory of certificates is a basic document for the collection and categorisation of statistics relative to certificates. The underlying philosophy of such a document is to find out the total number of certificate holders, according to certain criteria such as educational level and specialisation.

The inventory has been designed on the basis of two criteria, namely the level and nature of education. Within this framework, the certificates have been classified into 10 macro-categories, each of which reflects the various educational levels. And each macro-category is further divided into macro-subcategories reflecting the different specialisations. And last, subcategories are designed to include the certificates.

1.2. Reading the four digits constituting the code:

In the inventory, all the codes are presented as follows: IJKL.

I: is the code denoting the macro-category; that is, the first level of categorisation. In total, there are nine categories, and an additional category X which includes individuals with no certificates, those who are not concerned by the certificate question as well as undeclared certificates.

I varies from 1 to 9:

I = 1, 2, 3, 4, 5, 6, 7, 8, and 9

The macro-categories (1, 2 and 3) include all the certificates delivered by public institutions (ranging from preliminary school to university, to the exception of the faculty of medicine).

Category 4: designed to include all the certificates delivered by advanced schools and institutes, including the faculty of medicine.

The macro-categories (5, 6, 7, 8 and 9) include all the certificates delivered by vocational training institutions.

We can thus distinguish between the following macro-categories:

- Macro-category 1: Basic school certificate.
- Macro-category 2: Secondary school certificate.
- Macro-category 3: Certificates awarded by universities (to the exception of the Faculty of Medicine).
- Macro-category 4: Certificates awarded by advanced schools and institutes.
- Macro-category 5: Certificates of technicians and middle executives.
- Macro-category 6: Certificates of chief technicians.
- Macro-category 7: Vocational qualification certificates.
- Macro-category 8: Specialized vocational certificates.
- Macro-category 9: Extra vocational certificates.

It is possible by using code IJ to classify certificates into the macro-category I, according to the specialisation (humanities, mathematics, physics, natural sciences, and technological sciences), as regards the macro-categories 1, 2 and 3.

This code also enables the surveyor to sort the certificates according to the nature of the economic activity for the macro-categories 4, 5, 6, 7, 8 and 9.

In total, we distinguish between the following subcategories:

1 = I

1.1. Basic school certificates

2 = I

2.1. Secondary school certificates

3 = I

3.1. Certificates in humanities

3.2. Certificates in mathematics, physics and natural sciences

3.3. Certificates in high technological studies.

I = 4, 5, 6, 7, 8 and 9

I1: certificates in administration, management, finance and commerce.

I2: certificates in tourism industry, hotel management and catering.

I3: certificates in communal social services.

I4: certificates in media sciences.

I5: certificates in social and human sciences.

I6: certificates in transportation and communication.

I7: certificates in agriculture, forestry and fisheries.

I8: certificates in industry.

I9: certificates in construction and public works.

The code IJK constitutes the last level of the macro-category I structure. It represents the basic category; that is, the micro-subcategories, which contain the educational level (e.g. first cycle, second cycle, third cycle and doctoral cycle for the macro-categories 1 and 3). They also contain specialisations related to the economic activity on the level of the macro-categories 4, 5, 6, 7, 8 and 9.

There is an exception in the macro-category 2 (2 = I). The basic category (JK) has been defined as the one containing the following academic specialisations: letters and social sciences, mathematics, physics and natural sciences, and technological sciences. This exception is basically attributable to the fact that there is only one cycle in secondary school.

In the last stage of the coding process, we find the code IJKL which translates the appellations of the certificates related to the basic category IJK.

L varies from 0 to 9

$L = 0, 1, 2, 3, 4, 5, 6, 7, 8$ and 9

If $L = 9$, then the code IJK will contain the certificates which are not classified in the basic category IJK.

1.3. The coding method:

This section aims at defining the essential stages for the classification of certificates in the categories to which they belong, according to the certificate inventory.

1.3.1. Defining the macro-categories:

This stage takes on a particular character in the coding process. As we proceed towards the macro-category to which the certificates in question belong, it becomes easier to code them. To this end, the following criterion has been adopted: defining or identifying the institution that delivered the certificate, on the basis of the appellation of the certificate itself.

- If the certificate to be classified is delivered by a preliminary school, a junior high school, or a similar institution, then it should be classified into the macro-category 1 ($I = 1$).
- If the certificate is delivered by a secondary school or a similar institution, then it should be classified into the macro-category 2.
- If the certificate is delivered by an academic university or a similar institution (faculty of letters and human sciences, faculty of law and economic and social sciences, faculty of education sciences, faculty of pure and technological sciences), then it should be classified into the macro category 3.
- If the certificate is delivered by an advanced school or institute, or by the faculty of medicine, it should be classified into the macro-category 4.
- If the certificate is delivered by a vocational training institution, then, we should distinguish between the following institutions:
 - Technician or middle executive level: should be classified into the macro-category 5.
 - Senior technician level: should be included into the macro-category 6.
 - Vocational qualification level: should be categorised into the macro-category 7.
 - Vocational specialisation level: should be classified into the macro-category 8.
- The category X includes individuals with no certificate, those who are not concerned by the certificate question, as well as the undeclared certificates.

1.3.2. Defining the macro-subcategories and the basic categories:

- For the macro-category 1, there is only one macro-subcategory ($IJ = 11$) with the appellation: preliminary school certificates; in other words, there is no need to search for the subcategory. Therefore, we move head to the definition of the micro-subcategory (the basic category IJK).

There are two kinds:

IJK = 111: devoted to the first cycle of primary school.

IJK = 112: devoted to the second cycle of primary school.

- $I = 2$: (the macro-category 2 is devoted to secondary school certificates)

There is only one subcategory ($IJ = 21$) with the name: secondary school certificates. Therefore, we move head to the search for the basic categories. We distinguish between:

211: secondary school certificates in letters and social sciences, including baccalaureate or similar certificates in letters or economic and social sciences.

212: secondary school certificates in mathematics, physics and natural sciences, including all the certificates in the field of pure sciences.

213: technical schools certificates: including baccalaureate or similar certificates in the field of technological studies.

- I = 3: (the macro-category 3 is devoted to academic universities certificates to the exception of the faculty of medicine). In terms of specialisation, we distinguish between three subcategories:

3.1: Higher certificates in letters and social sciences.

3.2: Higher certificates in mathematics, physics and natural sciences.

3.3: Higher certificates in technological sciences.

Within each of these subcategories, the distinction is made between four basic categories, each of which reflects one of the following cycles: first cycle, second cycle, third cycle and doctoral cycle.

Example: the code 324 stands for the basic category containing the doctorate in mathematics, physics and natural sciences.

3.1.3. Represents the basic category of higher certificates in letters and social sciences (third cycle).

Example: how to code a licence in private law?

- A licence, whatever the specialisation, is delivered by academic universities. Therefore, it belongs to the macro-category 3.
 - Private law is a branch of social sciences. Therefore, the relevant subcategory is 31, devoted to letters and social sciences.
 - A licence is obtained at the end of the second cycle. Therefore, the basic category is 312. When we search into this category, we find that the licence in private law has the code 3124.
- I = 4: the macro-category devoted to certificates delivered by advanced schools and institutes or by similar institutions.

This macro-category comprises nine subcategories:

4.1: Specialised certificates in administration, management, finance and commerce.

4.2: Specialised certificates in tourism industry, hotel management and catering.

4.3: Specialised certificates in communal social services.

4.4: Specialised certificates in media sciences.

4.5: Specialised certificates in social and human sciences.

4.6: Specialised certificates in transportation and communication.

4.7: Specialised certificates in agriculture, forestry and fisheries.

4.8: Specialised certificates in industry.

4.9: Specialised certificates in construction and public works.

The certificates are classified, in terms of specialisation, into one of the economic activity branches in each subcategory. By way of example, in the field of administration,

management, finance and commerce, a distinction is made between certificates in administration (411) and the basic category: certificates in management, finance and commerce and enterprise management (412).

In some cases, the subcategories have only one basic category.

Example: - 4.2: Certificates in tourism industry, hotel management and catering.
- 4.2.1: Certificates in tourism industry, hotel management and catering.

Generally speaking, certificates can be classified in a faster way and unmistakably on the basis of the following rule:

After having defined the macro-category, according to the institution that delivered the certificate, the economic activity branch constituting the certificate specialisation (subcategory) should be defined. Afterwards, we move on to a more intricate stage, which is the definition of the basic category on the basis of the components of the economic activity branch.

This rule is valid for the classification of the certificates delivered by vocational training institutions included in the macro-categories 5, 6, 7 and 8 given that the structure of these is identical to that of the macro-category 4. Consequently, they all have the same subcategories.

I = 5, 6, 7 and 8

- 1.1: Specialised certificates in administration, management, finance and commerce.
- 1.2: Specialised certificates in tourism industry, hotel management and catering.
- 1.3: Specialised certificates in communal social services.
- 1.4: Specialised certificates in media sciences.
- 1.5: Specialised certificates in social and human sciences.
- 1.6: Specialised certificates in transportation and communication.
- 1.7: Specialised certificates in agriculture, forestry and fisheries.
- 1.8: Specialised certificates in industry.
- 1.9: Specialised certificates in construction and public works.

Examples: - Technician certificate in waters and forests.

This certificate is delivered by a vocational training institution – technician level. Therefore, it belongs to the macro-category 5 (I = 5). And since I 7 is the subcategory reflecting the activity branch related to agriculture, waters and forests, the relevant subcategory is 57.

In this subcategory, we distinguish between the basic category (571), devoted to agriculture, waters and forests certificates, and the basic category (572), consecrated to sea fisheries and merchant navy. Therefore, the sought basic category is 571 which includes the required code, namely 5712.

- Certificate delivered by the royal institute for the training of sports and youth executives.

The royal institute is an advanced institute. Therefore, the relevant macro-category is 4. The certificate delivered by this institute concerns the sector of social services, which means that the relevant subcategory is 43. Within it, we can find the code 4310, which represents the certificate to define.

- For individuals with no certificates, the certificate question has the code: X100.

- Individuals who are not concerned by the certificate question take the code: X200 (Individuals of 10 and less).
- Individuals who do not declare any certificate take the code: X300.

II. Instructions for coding the profession question:

General introduction:

This section aims at providing instructions susceptible of facilitating the coding of the profession question, because of the change in the profession inventory. Many variables were introduced to the definition of the macro-category in such a way that sometimes it becomes difficult to use the direct way of coding on the basis of the alphabetical list of professions.

These instructions include the following elements:

- I. An overview of the analytical classification of the professions.
- II. The interpretation of the four digits of the code.
- III. How to use the coding documents.
 1. The alphabetical classification of the professions.
 2. The alphabetical classification of the professions according to the macro categories.
- IV. General instructions on coding based on the macro categories.
- V. Appendix

2.1. An overview of the analytical classification of the professions:

The analytical classification of the professions is a document that classifies them into homogeneous macro-categories, according to specific criteria. Each macro-category is divided into more homogeneous macro-subcategories. These are, in turn, further divided into very specific and homogeneous categories, which are still further divided into macro-categories containing the same kind of professions or very similar ones.

The criteria adopted for this classification are as follows:

- The nature of work.
- The kind of activity (administration, commerce, agriculture, industry, etc).
- Competency and qualification level.
- Nature and size of the employer (public administration, company, sub-company, liberal professions, etc).
- Status (employer, wage-earner, self-employed, etc).

According to these criteria, the professions analytical inventory consists of 11 macro categories:

- Category 0: members of the legislative body, local elected representatives, hierarchical officials at the public administration, enterprise directors and executives.
- Category 1: Senior executives and liberal professionals.
- Category 2: Middle executives.
- Category 3: Employees.
- Category 4: Merchants, commercial and financial brokers.
- Category 5: Agriculture workers, fishermen, foresters, hunters and similar workers.
- Category 6: Craftsmen and workers qualified in craftsmanship (to the exception of agriculture workers).

- Category 7: Workers and agriculture and fisheries manual workers (including qualified workers).
- Category 8: Machine operators and installation workers.
- Category 9: Manual workers, porters, and small professions workers (to the exception of agriculture).
- Category X: Individuals who cannot be classified in terms of professions.

2.2. The interpretation of the four digits of the code:

On the strength of what has been said about the analytical inventory of professions, each of the four digits composing the code stands for a category. Thus, the first digit (from left to right) indicates the macro-category to which the profession belongs. The second refers to the macro-subcategory. The third represents the subcategory. And the last one indicates the basic category.

Example: - 1: 0213 Chief District Officer (*locally called Qaid*).

The digit 0: refers to the macro-category 0.

The digit 2: refers to the second category 2.0 which includes the hierarchical officials at the local administration of the national territory and at the ministries' external services.

The digit 1: refers to the first subcategory in the second category 021, and which consists of the hierarchical officials at the local administration of the national territory.

The digit 3: refers to the basic category 0213, which includes chief District Officer or Qaid, Pasha, and other similar officials.

Example: - 2: 2.3.1.1 vegetables technician.

The digit 2: refers to the macro-category 2.

The digit 3: refers to the macro-subcategory 2.3, which includes agriculture, cattle rearing and forests technician.

The digit 1: refers to the subcategories 2.3.1, which covers agriculture technicians specialised in agriculture.

The digit 1: refers to the subcategory 2.3.1.1, which consists of technicians specialised in vegetables.

2.3. How to use the coding documents:

The surveyor will have two documents at his disposal:

The first: The alphabetical classification of all the professions. It includes the appellations of each profession ordered alphabetically, regardless of the macro-categories to which they pertain.

The second: The alphabetical classification of professions according to their respective macro-categories. It is a document containing all the professions, ordered alphabetically, according to their macro-categories.

2.3.1. The alphabetical classification of the professions:

This document is used by searching for professions according to their first letters (be that in French or Arabic). However, it is worth noting that:

1. There are certain professions which have identical appellations; so it becomes imperative to pay heed to the note between brackets.

Example:

- Land surveyor (technician).
- Land surveyor (engineer).

2. There are some professions which need more specification in terms of their nature.

Example:

- Person of law (unclassified above).
- Person of law (magistrate)/ person of law (lawyer).

2.3.2. The alphabetical classification of the professions according to the macro-categories.

This document is used when the macro-category of the profession is defined. Such a measure renders the search for the profession appellation easier and spares us a great many troubles such as:

- The identity of appellations of professions of different qualification levels.
- The search into a long list of names.

To easily use this classification, we suggest that the surveyor use the list of how to determine the macro-categories (see annex).

2.4. General instructions for coding based on the macro-categories:

As mentioned earlier, the professions are classified analytically into homogeneous macro-categories. These general instructions will help the surveyor and controller to check the correctness of codes. They will also help orient the search for the macro-categories to which the declared professions pertain, notably concerning the use of the alphabetical classification of professions according to their respective macro-categories.

These instructions are meant to provide an overview of the categories, define them, determine their components and debate over some requirements of belonging to a given category, especially qualification level and status. These instructions also consider some exceptions which prove to be difficult to classify into a given category.

N.B:

When the document suggests that a profession belongs to a major category, this means that the code of this profession bears the number of this category at the beginning of it.

Example: - a given profession belongs to the category 0, its code begins with the number 0 as follows: /0/ ?/ ?/ ?/

- ?/ : Other numbers according to the kind of the profession.
- The code of a given profession belonging to the category 6 will be as follows:
/6/?/?/?/

Example: a mat-maker belongs to the category 6; his code will begin with number 6: /6/?/?/?/

When searching into the list of professions existing in the document relative to the alphabetical categorization of professions according to the macro-category, we find that the mat-maker's code is: /6/5/3/1/.

Category 0

Members of the legislative body, locally elected representatives, public administration officials, directors and executives in companies

1- Description of the Category:

This category consists of all professions making the economic and social policies of the country and implementing them, the drawing up or orienting the global policy and activities of companies and their subsidiaries.

It is worth noting that this category does not take into consideration the educational level. It is a homogenous category in terms of functions that can be summarized as “influential in the political, economic and social decisions of the country”.

Thus, this category includes the following categories:

1. The hierarchical officials at the central public administration and members of the diplomatic corps (ranging from the heads of services and divisions to ministers, passing by top officers).
2. The hierarchical officials at the local administration of the national territory and the external services of the ministries (ranging from the Qaid to the Governor (locally called Wali), and from the heads of services at the delegations to the Delegates and Directors).
3. The hierarchical officials at the non profit public institutions and the commercial branches of the central administration (N.B: these institutions and branches have been defined in the alphabetical categorization).
4. Individuals in charge of educational institutions, be they public or private, (ranging from preliminary school to university).
5. The hierarchical officials in hospitals, medical cabinets and health centres (ranging from the heads of medical and paramedical services to the directors of hospitals and doctors and presidents).
6. Members of the elected bodies: deputies, communal councillors, elected representatives at the professional chambers, etc.
7. Managers of associations and political organizations and trade unions, and managers and executives of political parties and trade unions, and profit association, and non profit sports and cultural and social associations.
8. The directors and managerial executives of companies (including public and semi-public enterprises).
9. Owners of enterprises unorganized like companies or semi-companies, which employ at least 5 permanent employees, and who supervise directly the management of their employees.

a- Status in the profession:

This category includes all the possible cases of wage-earners (in the private and public sectors) and employers and self-employed individuals (owners of companies and enterprises) and partners or collaborators.

b- Exceptions to the category 0:

1. Senior and middle executives who do not have any hierarchical responsibility at an administration or at a company. They are thus categorised respectively into category 1 and category 2.
2. Merchants: who are not organized into companies or semi-companies; or who employ less than 5 individuals and who do not supervise them. They are categorised into category 4.
3. Those working in agriculture, who are not organized into companies or semi-companies; or who employ less than 5 individuals and who do not supervise them. They are categorised into category 5.
4. Craftsmen: who are not considered to be owners of companies or semi-companies, nor as owners of enterprises that employ 5 individuals or more. They are categorised into category 6.
5. Employees: they are not classified into this category even if they have a hierarchical responsibility at an administration or at a company. They are categorised into category 3.
6. The self-employed workers are not categorised into this category. The senior executives among these are categorised into the macro-category 1, and the middle executives into the macro-category 2. They are categorised according to the kind of the functions they assume.
7. Only top officers of the army, the Royal Gendarmerie, auxiliary forces, national security and first-aid workers are categorised into this category. Non-commissioned officers, however, are categorised into category 3 as employees.

Category 1

Senior executives and liberal professionals

A- Description of the Category:

The category includes all the professions requiring a high level of qualification in the different scientific, technological, social and administrative fields.

It therefore comprises the following senior executives:

1. Senior executives specialised in scientific and technological professions.
2. Specialists in social and human sciences.
3. Theologians (of an executive-level, such as the scholars and clergymen, etc.).
4. Secondary and higher education teachers (second cycle).
5. Lawyers, judges and other similar law-professionals.
6. Journalists and specialists in media sciences.
7. High administrative executives with no hierarchical responsibility, commercial and financial executives, and executives specialised in management.
8. Artists and showmen.

B-Qualification level:

The qualification level for this category can be determined as follows:

- Educational level: 4 years or more of studies after baccalaureate.
- Professionally: the equivalent of sliding wage scale 10 and over in the public administration.

C- Status:

This category includes the following professions:

- Wage-earners: at the central and regional public administration, local communes, companies, enterprises, etc.
- Employers and self-employed individuals: notably liberal professionals.
- Partners or collaborators.

D- Exceptions to the category 1:

1. The senior executives having a hierarchical responsibility at a public administration, in a company or semi-company. They are classified into category 0.
2. Senior executives, be they liberal professionals or employers, and who are the owners or managers of a company or a semi-company. They are classified into category 0.
3. Senior executives who employ, within the framework of a sub-company, 5 or more permanent wage-earners, and whose mission consists of managing the personnel. They are classified into category 0.
4. Middle executives working as liberal professionals. They are classified into category 2.

Category 2

Middle executives

A- Description of the Category:

This category includes the professions requiring an average qualification in the technological, scientific, social, human and administrative fields.

It includes:

1. Technicians in industry, construction, public works, mining and energy.
2. Technicians in electricity, electronics and transportation.
3. Technicians in agriculture, cattle rearing and forests.
4. Technicians and simple professionals in the health sector and social services.
5. Teachers at the preliminary school and instructors at vocational training centres (qualification and competency levels).
6. Middle administrative executives, mediation professions in commerce, finance and management, mediation in computer sciences and statistics, and middle executives in legal professions and other similar professions.
7. Mediation professions in media sciences and transportation, middle executives specialised in social sciences, mediation professions in arts, sports and shows, and other unclassified services.
8. Middle executives specialised in marine and air transportation.
9. Technicians and miscellaneous mediation professions (forecasts technicians; security, hygiene and quality controllers, mechanic technicians – repairing and maintenance).

B- Qualification level:

The qualification level in this category hinges on two points:

- Educational level: equivalent of at least two years after baccalaureate.
- Professionally: equivalent of sliding wage scales 7, 8 and 9, according to the public service regulations.

C- Status:

This category includes the following professions:

- Wage-earners: in the different sectors and economic activity branches.
- Employers and self-employed individuals: within the framework of liberal professions.
- Partners or collaborators.

D- Exceptions to the category:

1. The middle executives having a responsibility at a public administration, or in a company or semi-company. They are classified into category 0.
2. Middle executives working as liberal professionals, or who are employed by company owners. They are classified into category 0.
3. Enterprise owners who employ 5 or more permanent wage-earners. They are classified into category 0.

N.B:

Middle executives working as liberal professionals are classified into category 2, and not with individuals working as liberal professionals.

Category 3 Employees

A- Description of the Category:

This category includes only professions consisting of executive duties (not done manually) at the office, administration, or commerce or services. This category includes the following professions:

1. Administrative employees: employees at the office and employees coming into direct contact with the customers.
2. Commercial employees: commercial assistants, commercial employees and other similar professionals.
3. Employees at hotels and restaurants and other similar professionals.
4. Employees offering private services and household services.
5. Individuals working in security services.
6. Individuals specialised in religion.

B- Qualification level:

We can determine the qualification level through two criteria:

- An educational level susceptible of enabling the individual to carry out works at the office, recording, registering and storing, etc.
- Professionally: the equivalent of the sliding wage scales 2, 3, 4, 5 and 6 according to public service regulations.

C- Status:

This category includes only wage-earners.

D- Exceptions to the category:

1. Similar professions which are not practised by an individual as being a “wage-earner” are not classified according to the nature of work into the appropriate category.
2. Wage-earners who do manual work are not categorised into this category. They are categorised as follows:
 - Machine operators are categorised into category 8.
 - Manual workers qualified in craftsmanship are categorised into category 6.
 - Workers qualified in agriculture are categorised into category 7.
 - Unqualified manual workers are categorised into category 9.

Category 4
Merchants, commercial and financial brokers

A- Description of the Category:

This category includes all the professions requiring the engagement in an operation of sale/buying of goods and services. The professions are classified into this category according to the nature of commerce (wholesale, retail, mediation), and according to the kind of goods. It includes:

1. Wholesale or semi-wholesale dealers (including those specialised in exportation and importation).
2. Retail merchants.
3. Commercial and financial brokers

B- Qualification level:

No level is required for this category.

C- Exceptions to the category:

1. Merchants who are considered to be owners of companies or semi-companies. They are classified into category 0.
2. Merchants who are considered to be owners of enterprises which employ at least 5 wage-earners. They are classified into category 0.
3. Selling and marketing agents and similar professionals are categorised into category 3.
4. Craftsmen who commercialise their own products are categorised into category 6, because they are considered craftsmen and not merchants.
5. Itinerant merchants are classified into category 9.

Category 5
Agriculture workers, fishermen, foresters, hunters and similar professionals

A-Description of the Category:

This category includes all the professions concerning the exploitation of farms or fishing boats or forests or hunting for one's own account.

It includes:

1. Agriculture workers: in agriculture and cattle rearing.
2. Fishermen or similar individuals: including fishermen who use modern methods or coastal self-employed fishermen.
3. Foresters, hunters and similar professionals, including self-employed wood cutters.

B- Qualification level:

No specific qualification level is required for this category.

C- Status:

This category includes employers and self-employed individuals as well as partners and collaborators.

D- Exceptions to the category:

1. Agriculture exploiters or fishermen who employ 5 individuals or more are classified into category 0.
2. Agriculture exploiters who declare that they own companies or semi-companies are classified into category 0.
3. Fishermen and wood cutters work as wage-earners, be they qualified or not. They are classified into category 7.
4. Farmers who work for a wage or for a portion of the annual harvest are considered wage-earners, and are thus included into category 7.

Category 6
Craftsmen and workers qualified in craftsmanship (to the exception of agriculture workers)

A-Description of the definition:

This category includes all the professions requiring expertise and experience in the field of craftsmanship characterised by the importance of manual work. Therefore, it includes “master” craftsmen and workers qualified in craftsmanship and in similar craftsmanship works.

It thus includes the following categories:

1. Craftsmen and workers qualified in metal extraction.
2. Craftsmen and workers qualified in construction and public works.
3. Craftsmen and workers qualified in metal production and refinement.
4. Craftsmen and workers qualified in mechanics and the installation of electrical and electronic equipment.
5. Craftsmen and workers qualified in micromechanics and in works of skill and printing.
6. Craftsmen and workers qualified in carpentry.
7. Craftsmen and workers qualified in food, drinks and tobacco.
8. Craftsmen and workers qualified in services.
9. Craftsmen and workers qualified in textile, leather products and shoes and clothes.

B- Qualification level:

- Educational level: no specific educational level is required.
- Qualification: the necessity to have enough knowledge of equipment and substances used, and a good performance experience in making products (craftsmen and workers).

C- Status:

This category includes either self-employed individuals or some small employers or collaborators or partners.

D- Exceptions to the category:

1. Craftsmen who are the owners of companies or semi-companies operating in the field of craftsmanship are included into category 0.
2. Craftsmen who are the owners of enterprises employing 5 or more wage-earners and manage and supervise their employers are included into category 0.
3. Workers qualified in the management or machines operating and driving vehicles are categorised into category 8.
4. Unqualified manual workers who assist the craftsmen are categorised into category 9.
5. Agriculture workers, be they qualified or not, are categorised into category 7.

Category 7
Workers and manual workers in the field of agriculture and fisheries (including qualified workers)

A-Description of the Category :

This category includes all the qualified manual workers in agriculture and fisheries, including the qualified workers holding a competency or professional specialisation certificate.

Classification into this category is done in such a way that all the qualified individuals holding a certificate from vocational training centres are classified into category 7.1; that is, all the agriculture workers holding a professional certificate must bear the numbers 7.1 at the beginning of the code from left to right: e.g. 7.1.1.1.1 workers qualified or specialised (holding a competency or professional specialisation certificate) in vegetables, etc.

B- Qualification level:

This category includes all the levels of qualification related to manual agriculture work:

- Qualified workers holding a competency or professional specialisation certificate in agriculture from the centres of vocational training.
- Qualified workers trained on the field.
- Unqualified manual workers.

C- Status:

This category includes only wage-earners.

D- Exceptions to the category:

- Agriculture workers in their own propriety (owners) are classified into category 5 if they are owners of companies or enterprises. And they are included into category 0 for owners of agricultural companies and enterprises.
- Employees qualified in gardening in houses and institutions are categorised into category 3.
- Manual workers who supervise food industry machines or similar machines, or drivers of agricultural vehicles are classified into category 8.
- Manual workers practising in fishing ports are classified into category 9.

Category 8

Machine operators and installation and assembling workers

A-Description of the Category :

This category includes all the professions requiring a know-how and experience enabling the operating of industrial machines and equipment.

In this category, professions are classified according to the kind of equipment as well as the industrial and productive branches as follows:

1. Fixed machines and equipment operators and similar workers: machines for metal extraction and exploitation; glass and porcelain equipment; wood transformation and paper production equipment; equipment for the chemical treatment and the production of energy and water; automatic assembling chains and human automatic assembling.
2. Machine operators, and assembling and installation workers: machines for the treatment of mineral substances and products; machines for the making of plastic products; machines for the fabrication of wooden items; machines for the fabrication of textile; machines for food production in addition to assembling and installation workers.
3. Car drivers, lifting apparatus and machine operators: drivers of locomotives, rail vehicles, mariners, drivers of agricultural vehicles, and drivers of engine vehicles.

B- Qualification level:

Doing such works requires – as we pointed out earlier – a know-how and experience. Therefore, this category includes only workers qualified in driving and operating machines.

C- Status:

This category includes wage-earners, but it might include some self-employed individuals, especially in the third category (car drivers, lifting apparatus and machine operators).

D- Exceptions to the category:

- Craftsmen and workers qualified in craftsmanship in which some small manual machines are used, are included into category 6.
- Manual workers in ports are classified into category 9.
- Drivers of carts are classified into category 9.
- All unqualified manual workers are categorised either into category 7, for farmers, or into category 9, for individuals working in fields other than agriculture.

Category 9
Manual workers, porters and workers in small professions
(to the exception of agriculture)

A-Description of the Category :

This category includes all the professions which do not require a high level of know-how and experience; that is, professions which are simple and mere routine and done with the hands or with manual tools and characterised by physical effort.

This category includes the following categories:

1. Manual workers in commerce and services: itinerant merchants, manual workers in commerce, errand boys, maids, functionaries and similar individuals, and manual showmen.
2. Manual workers in craftsmanship.
3. Manual workers and metal transportation, loading and unloading workers.
4. Partners and manual workers in construction.
5. Partners and manual workers in industry.
6. Partners and manual workers in marine and land transportation.
7. Season manual workers in the national reanimation projects.
8. Other manual workers and workers of small professions.

B- Qualification level:

This category duties do not require any qualification. Therefore, the category includes unqualified workers.

C- Status:

This category includes mainly wage-earners and self-employed individuals.

D- Exceptions to the category:

- Workers qualified in all fields, although they do some manual works, like masons, and craftsmen. They are classified into category 6.
- Agriculture manual workers are classified into category 7.
- A distinction must be made between manual workers at the administration. There are some low-ranking employees (errand boys and cleaning ladies) who are included in category 9. Whereas the rest of the employees are included into category 3.

Category 10
Individuals who cannot be classified in terms of profession

A-Description of the Category :

This category includes the following categories:

1. Individuals who are in the process of looking for their first job opportunity; that is, first rate unemployed (U1). They take the code: X 111.
2. Individuals who declare an ambiguous profession that cannot be classified into any category or code; or an inexact profession. They take the code X 211.
3. Those who work but do not declare any profession. They take the code: X 311.

N.B:

- A distinction should be made between an ambiguous profession and an inexact profession that proves difficult to categorise into this category. At the end of each category, there is a code that covers all the other professions that fall within the scope of this category but which are still to define.
- This category does not include non active individuals.

Appendix 1: Definition of the macro category according to the classification criteria of professions

Social and professional categories	Status	Nature of employer or responsible individual	Works and duties	Macro category
Senior executives	Employer	Company or semi-company	Director or employer	0
		Enterprise unorganised like a company	Employer/ employs 5 wage-earners or more	0
		Enterprise unorganised like a company	Employer employs less than 5 wage-earners	1
		Unclassified liberal profession	-	1
	Self-employed	Company or semi-company	President or director	0
		Liberal profession unclassified as a company	-	1
	Wage-earner	Company or semi-company	Director or administration executive	0
			With no responsibility	1
		Central or regional public administration	Hierarchical responsible individual	0
			With no responsibility	1
Middle executives and technicians		Company or semi-company	Director or employer	0
		Enterprise unclassified as a company or semi-company	Employer/ employs 5 wage-earners or more	0
			Employer/ employs less than 5 wage-earners	2
		Liberal profession unclassified as a company	-	2
		Company or semi-company	President or director	0
		Liberal profession unclassified as a company	-	2
		Company or semi-company	Director or administration executive	0
			With no responsibility	2
		Central or regional public administration	Hierarchical responsible individual	0
			With no responsibility	2
Employees		All branches, including commerce	-	3

Appendix 1: Continued

Social and professional categories	Status	Nature of employer or responsible individual	Works and duties	Macro category
Merchants	Employer	Company or semi-company	Director or employer	0
		Enterprise unclassified as a company or as a semi-company	Employer/ employs 5 wage-earners or more	0
			Employer/ employs less than 5 wage-earners	4
	Self-employed	Company or semi-company	President or director	0
		Enterprise unclassified as a company or as a semi-company	Merchant having a fixed business place	4
			Merchant commuting between markets	4
			Itinerant merchant	9
	Wage-earner	-	Employee	3
			Worker	9
Craftsmen	Employer	Company or semi-company	Director or employer	0
		Enterprise unclassified as a company or as a semi-company	Employer/ employs 5 wage-earners or more	0
			Employer/ employs less than 5 wage-earners	6
	Self-employed	Company or semi-company	President or director	0
		Enterprise unclassified as a company	Employer	6
	Wage-earner	-	Qualified worker	6
			Manual worker	9
Agriculture workers	Wage-earner or self-employed	-	Machine operator	8
			Qualified worker or manual worker	7
Non-agriculture workers		-	Machine and industrial equipment operator	8
			Unqualified manual worker	9
Agriculture exploiter	Employer	Company or semi-company	President or director	0
		Enterprise unclassified as a company	Employer/ employs 5 wage-earners or more	0
			Employer/ employs less than 5 wage-earners	5
	Self-employed	Company or semi-company	President	0
		Enterprise unclassified as a company	Employer	5

III. Instructions for the coding of the economic activity question (Question No. 5 of Section 06).

A- Definition:

By economic activity is meant the activity exercised by the institution or the workplace in which works the surveyed individuals during the reference period, or in which the unemployed had worked previously.

Economic activity is not to be confused with the profession. The latter relates to the individual, and defines the nature of their work; whereas the economic activity relates to the institution which employs that individual, and designates the type of product or service offered by the institution or the workplace.

B- Coding method:

For this question to be coded, it is resorted to the alphabetical categorisation of economic activities, which is available to the coding team both in Arabic and French. The surveyor searches into the alphabetical categorisation for the code which is most appropriate for the economic activity, which is recorded as an answer to this question, using the first alphabetical letters of the answer.

The search is conducted as follows: the surveyor takes all the words of the recorded answer, then searches into the alphabetical categorisation for their first letters (if the code is not found through the alphabetical letters of the first word, he can use the second or the third words, and so on.)

Example: cement industry

The code is looked for through the first letters of the word industry (the letter I) or through the first letters of the word cement.

N.B:

If no specific activity figures on the list of the alphabetical categorisation of economic activities, it may be resorted to the analytical categorisation of economic activities, upon the consultation of the controller.

IV. Instructions for coding the types of goods and services:

A brief introduction on the inventory of goods and services:

The households budgeting and consumption concern goods and services acquired during a whole year. These are considered as consumed in the time in which they are acquired, regardless of their nature.

The goods and services which the household declares having acquired are recorded according to the way provided for in the form. The latter contains a series of sections inserted in such a way as to allow the recording of goods and services consumed by the household.

Given the importance of such a survey, the directorate of statistics has prepared an analytical inventory likely to make easier the search for given goods or services. The inventory is an essential component in the procedural file adopted by the national survey on households

budgeting and consumption. The inventory contains one and unique code for each product or service.

The inventory is composed of nine macro-categories, each of which represents a given consumption function. Each macro-category contains a number of subcategories of goods and services (with two digits). Each subcategory contains categories with three digits which, in turn, are divided into categories of goods and services.

Each subcategory contains categories (3 digits), which are, in turn, divided into series of goods and services (4 digits).

Within this inventory, the nine macro-categories have been defined as follows:

- Food, drinks and tobacco;
- Clothes;
- Housing and energy expenses;
- Household appliances;
- Hygiene and medical care;
- Transport and communications;
- Entertainment and leisure;
- Other goods and services;
- Payment of taxes and money transfers.

Thus, the number of categories which constitute the inventory can be summarized as follows:

- 9 categories with one digit (1 digit).
- 55 categories with two digits (2 digits).
- 240 categories with three digits (3digits).
- 904 categories with four digits (4 digits).

4.1- Common instructions for all retrospective records:

All the data required for the retrospective records are collected by the surveyor immediately on the field, except for the code of the item or service.

Any mistake in coding, or the lack of the code of a given product may cause a misuse of the data.

Before coding, the surveyor should pay special attention to the stage of checking retrospective records regarding the items acquired by the households subject of the survey. In coding the items acquired by the households, the surveyor is required to use the analytical inventory in Arabic or in French, which are available to him, according to the acquired item. This can be written in Arabic or in French, without translating.

Before starting the coding of the items and services, it is necessary to check the consistency of the collected data for each item.

The inventory of goods and services should be read prior to coding.

4.2- How to check the conformity of data:

- Make sure that the reference period noted on the top of the record is correct. For example, if the record is about the annual provisions; the year should be one year, starting as of the second day of the survey. In case the period is found to be wrong, the coding surveyor should consult the controller.

- The surveyor first makes sure that the item noted on the record is correct; that is, the item is the same as that which was crossed by the mark (x) in the table used for defining the kind of the acquired item.

- Make sure that all kinds of items listed by the surveyor are consistent with the analytical inventory of goods and services.

- Sometimes you may add some items. For example, lentils belong to dry legumes.

- All codes related to the way of acquiring may show on the column used for this purpose.

- As regards the annual provisions, and the items acquired in large quantities, the surveyor should note the quantities put between brackets defined in the form. Therefore, the acquired quantity should equal or exceed the quantity defined in the form.

Example: - flour : quantity (50 Kg)
 - olive : quantity (25 Kg)

Note also the measuring unit used:

- For solid items : Code 1 : Kilogram.
- For liquid items: Code 2: Litre.

If the surveyor puts the measuring unit wrongly, it should be clearly corrected.

- The measuring unit for the value is the dirham, or the centime.

Therefore, it is to be checked using the following operation:

$$\text{Value} = \text{quantity} \times \text{price}$$

If the operation is found to be wrong, the surveyor should contact the controller.

Example: suppose the price of a liter of olive oil is MAD 15, that is Centime 1500.

And we find what follows:

Item	: olive oil.
Quantity	: 4 liters
Value	: MAD 600 Cent. 60000.

We should consequently correct the quantity as being 40 liters, and not 4 liters.

- How to use the inventory of goods and services:

The analytical inventory of goods and services is composed of nine macro-categories according to the categorization mentioned in the introduction.

Each macro-category is composed of subcategories coded with two digits. For example, the macro-category related to clothes is divided into the following subcategories:

- 2.1- Outer clothes for adults.
- 2.2- Outer clothes for children.
- 2.3- Headgear.
- 2.4- Fabrics for the body.
- 2.5- Weaving.
- 2.6- Sewing cost.
- 2.7- Babies' clothes (clothes and nappies).

2.8- Other clothes expenses.

Each category with two digits is subdivided into categories with three digits. After defining this category, you can get the code of the kind of the item you are looking for. Hence, the surveyor is required to put the code of the kind of the item composed of four digits; that is, to define the kind of the item accurately.

Example: if the record refers to Argan oil, this item belongs to the first macro- category 1/0, which means that the code of this item begins with 0.

This item belongs to fats. So, the second digit is 3, which means that we got the subcategory 03. This item belongs to oil, therefore we got the category 032. In this category we get the code of this item which is composed of four digits.: 0325.

It is not difficult to search in the analytical inventory of goods and services. However, should the definition of the code of the item turn out to be difficult in four digits, the code will not be given in three digits; that is, the code of the category, but we seek to get the code of the item accurately.

V. Instructions for filling the coding forms:

Coding is not limited to coding the uncoded questions, or ensuring the consistency of sections or sub-sections. Rather, it includes filling a number of forms devoted to achieving the following purposes:

- Giving a summary of difficulties resulting from the coding of questions which need referring to special inventories.
- Proposing some solutions after consulting the controller.

Here are appellations of forms which need to be duly filled, thereby enabling the surveyor to spot all difficulties related to coding.

- 1- Form of difficulties related to the coding of the certificate question.
- 2- Form of difficulties related to the coding of the main profession question.
- 3- Form of difficulties related to the coding of the economic activity question.
- 4- Form of difficulties related to the coding of the acquired goods and services question.

5.1- How to fill the coding forms:

1. Form of difficulties related to the coding of the certificate question.

Question 1:

Note down the ordinal number of the preliminary unit in the form which raises difficulties in coding the certificate question (question 7 of Section 07, part 1, related to the schooling of individuals living with their families).

Question 2:

Note down the number of the household, which figures on the front page of the form in which you encountered difficulties in coding the abovementioned question.

Question 3:

Give the kind of difficulty in coding this question.

Question 4:

Give the solution suggested by the surveyor.

Question 5:

Give the final solution agreed on, based on the instructions related to the certificate coding.

2. Form of difficulties related to the coding of the main profession question.

Question 1:

Note down the number of the preliminary unit of the form in which occurred some difficulties in coding the main profession question (question 4 of Section 06).

Question 2:

Note down the number of the household given in the front page of the form in which you faced difficulties in coding the abovementioned question.

Question 3:

Give the kind of difficulty in coding this question.

Question 4:

Give the solution proposed by the surveyor.

Question 5:

Give the final solution agreed to, based on the instructions related to the main profession coding.

3. Form of difficulties related to the coding of the main economic activity question.

Question 1:

Note down the number of the preliminary unit of the form in which you encountered difficulties in coding the main economic activity question (question 5 of Section 06).

Question 2:

Note down the number of the household given in the front page of the form in which you faced problems in coding the abovementioned question.

Question 3:

Give the kind of difficulty in coding this question.

Question 4:

Give the solution proposed by the coding surveyor.

Question 5:

Give the final solution agreed on, based on the instructions related to the main economic activity coding.

4. Form of difficulties related to the coding of households budgeting:

Question 1:

Note down the number of the preliminary unit of the form in which you encountered difficulties in coding products and services in the form of households budgeting.

Question 2:

Note down the number of the household given in the front page of the form in which you faced problems in coding the kind of the item.

Question 3:

Give the number of the table or record in which you detected a mistake or encountered difficulty in coding.

Question 4:

Note down the number of the line in which occurs the kind of the item which you found difficult to code, to make easier the search of this item.

Question 5:

Give the kind of difficulty in coding this product or service.

Question 6:

Give the solution suggested by the surveyor.

Question 7:

Give the final solution agreed on, based on the instructions related to the coding of the product or service.

Here are solutions appropriate to certain answers which proved difficult to code on the filed, based on questions which require special inventories.

Regarding the certificate:

Certificate	code
Security agent	7340
Gendarme	7341
Agent of auxiliary forces	7342
Fireman, agent of civil protection	7343
Soldier	7344
Other agents in national security and national defense	7349
D.E.U.G (First Cycle University degree)	3119
Customs sergeant	6119

Cases related to the main professions:

Profession	Code
Agricultural products wholesaler	4109
Foreman in a project	6119
The individual who weighs vegetables in the wholesale market	9911
The vendor of fishing materials	3219
Olive wholesaler	4109
Milkmaid	7229
Shops' watchman	9134
Renter of vegetables boxes	9911
Fried fish vendor	6719
Pullover-maker	6815
Apprentice in smithery	9291
Carpenter	6521
Housemaid in the hotel	9132
Pepper vendor	4269
Leather-maker	6911
Second-hand clothes retail salesmen	4391
Hairdresser	6731
Seam-maker	6814

Utensils-maker (teapot, tray)	6216
Agent at the municipality (street sweeper)	9133
Assistant of an itinerant merchant in the market	9121
Button-maker	6817
Shoe-maker	6841
Carpet-maker	9911

Cases related to the economic activity:

Economic activity	Code
Fez embroidery	1755
Hand embroidery	1755
Machine embroidery	1755
Leather pack-saddles making	1920
Dum-made pack-saddles making	2053
Reparation of water pipelines	5275
Mosque imamate	9131
Blanket-making	1742
Mint retail sale	5263
Carpet-making	0153
Hand embroidery	1755
Iron doors and windows making	2812
Toilets guarding	9306
Fried fish selling	5534
Henna engraving	9306
Pullover-making	1822
Dry fruits retail sale	5228
Shops guarding	9306
Unemployed who has never been employed	0000
skullcaps making	1822
Selling trays in the markets	5266
Traditional trays making	2053
House building	4521
Potatoes production	0116
Oil wholesale	5133
Reparation of wells pipes.	2933
Mint production	0117
Olive production	0121
Mat-making	2053
Wholesale vegetables weighing	9306
Social security	7530
Welding	2875

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