LABOUR FORCE SURVEY 2014

INTERVIEWER'S MANUAL

JPKE-ILO PROJECT: "REVISION AND ENHANCEMENT OF LABOUR MARKET SOURCES: TOWARDS SETTING UP A LABOUR MARKET INFORMATION SYSTEM IN BRUNEI DARUSSALAM"

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INTRODUCTION

This manual is prepared as a basic reference guide for interviewers working on the Brunei Darussalam Labour Force Survey 2014 (29 September - 26 October 2014). Part 1 of the manual (*Field Operations)* contains general information on how to carry out the survey. It covers the following topics:

1. An overview of the Brunei Darussalam Labour Force Survey 2014.
2. A description of the interviewers' job.
3. Organization of the fieldwork.
4. General instructions on how to fill out the questionnaire; and
5. Definitions of key words and concepts.

Part 2 of the manual (*Questionnaire and Modules I and J)* contains detailed instructions on how to fill out the questionnaire. For each section, the manual indicates the purpose of the section and the information to be collected, identifies the household members who should be the respondents, and gives specific instructions for each question.

1 GENERAL INFORMATION

1.1 Objectives of the Labour Force Survey of Brunei Darussalam

A Labour Force Survey (LFS) is a sample household-based survey envisaged to collect the data on various forms of work, based on which the total labour force in the country is estimated.

The Labour Force Survey of Brunei Darussalam, conducted by the Department of Statistics, Department of Economic Planning and Development (JPKE), Prime Minister's Office, will make it possible to compile national and district level statistics relating to employment, unemployment, as well as to determine the socio-economic characteristics of the labour force in support of macro-economic planning and employment policy formation, implementation and monitoring. The data collected will constitute a basic input to the Labour Market Information System and programmes to improve the welfare of the people of Brunei Darussalam.

1.2 Survey Scope and Coverage

The survey is conducted in the whole country (Brunei-Muara, Belait, Tutong and Temburong). Only persons living in private households are interviewed. The participation in the survey is based on the sampling. This includes all citizens of Brunei Darussalam (*Locals*) as well as foreigners(*Non-Locals*) who permanently reside in the collective dwellings selected for the survey.

All members of the selected households are registered including persons absent for a longer period of time (up to one year), if the latter continue maintaining relations with the household e.g. students studying abroad; household members working abroad; prisoners; hospitalized persons or those being temporarily in health resorts for treatment or rehabilitation; persons on a business trip to another district of the country for whom data are collected form a member of the households.

<u>Excluded</u> is the institutional population permanently residing in houses for the hostels; health resorts; correctional establishments etc.; as well as persons living in seasonal dwellings not covered in the survey.

1.3 Reference Period

The survey is conducted from **29 September to 26 October 2014** (four weeks). A moving week, from Monday to Sunday inclusive, is used to determine employment. Consequently, estimates of income from employment and hours worked relate to the week preceding the date of interview. On the other hand, estimates of industrial attachment, occupation, education, marital status and training, relate to the date of the interview.

For the unemployed (i.e. those persons who did not have a job in the week preceding the interview but who had been engaged in job-seeking activities for up to four weeks prior to that date and would be available to start working during 15 days following that date), industry and occupation estimates relate to their last job. Studies outside the regular education system relate to the past 12 months, whereas other variables such as education, training and marital status refer to the date of interview.

1.4 Data Collection Method

The LFS 2014 uses the traditional method of recording respondents' answers on the forms, i.e. through face-to-face interviews. Interviewers are provided with blue pen for writing all the respondents' answers in the questionnaire. Any answers incorrectly filled in the questionnaire, no correction liquid is allowed. The interviewers are recommended to strikethrough the wrong answers and fill in the correct answers.

1.5 Topics covered

The following items or topics are covered in the survey:

a) *Socio-demographic characteristics*: sex, age, marital status, ethnicity, religion, place/country of previous residence (migration), educational attainment, technical and vocational education and training, education and training outside the regular education system, relationship to household head, etc.

b) *Main labour related characteristics*: employment, unemployment, underemployment, labour underutilization (including potential labour force), hours of work, income from employment, employment in the informal economy, skills and qualification mismatch, own-use production of goods and own-use provision of services.

c) *Other labour related characteristics*: industry, occupation, status in employment, institutional sector (public/private), size of establishment, type of workplace, existence of more than one job, characteristics of second job, previous working experience, characteristics of the last job, search for another job, methods of looking for work, reasons for being outside the labour force, etc.

1.6 LFS Sample

To collect data for the survey, the JPKE has drawn a representative sample of 5,016 households. The 2011 Population and Housing Census of Brunei Darussalam was used a sampling frame.

2 THE DUTIES OF INTERVIEWERS

2.1 Interviewer's Job

You, the **Interviewer**, are the most important person in the whole survey. The whole success or failure in attaining the objectives depends entirely on your performance in the field. As such it is extremely important that you pay careful attention and fully understand your duties in preparation for the survey and in the field.

The interviewers are the foundation of the entire survey. The usefulness of the data and the ultimate success of the survey depend directly upon the care you take in collecting and recording the information. Your task is to obtain complete and accurate information from each and every household that you visit. The information you collect becomes part of the national database and used by government in planning and carrying out development projects. If the data collected are incomplete or inaccurate, it may lead to wrong decisions. For these reasons, you must work very carefully and systematically to obtain accurate and complete information. It is very important to pay close attention during each interview with the household and its members and make a habit of watching and listening to them carefully to detect any problems that may occur so that you can discuss and resolve the problem easily.

2.2 Confidentiality

As has been mentioned, this survey is covering a sample of about 5,016 households spread out around the country. They are being selected using methods of random sampling, so that every household has a chance of being selected. In the selected households, information will be collected on all household members aged 15 years and over. It is important to realise that, although the data is being collected from individual households, the information will be combined with that from other sample households. As a result, it will not be possible to identify individual households when the results of the survey are published. It is important to emphasize to everyone that the individual information from each household will be kept **STRICTLY CONFIDENTIAL**, and will not be used for any other purpose than for the compilation of statistics.

2.3 Please Remember the "three P's"

It is the duty of the field staff to visit every selected household and collect the required information. The interviewers are responsible for collecting the data, but they will be supported by their supervisors if there are particular problems to deal with. The full cooperation of all selected households is essential. Throughout the data collection exercise, field staff must display the three P's: ***politeness, patience*** and ***perseverance.***

2.4 The List of Basic Duties

Your basic duties are as follows:

a) Attend the training course promptly and regularly.
b) Study this Manual carefully and remember the main points which are explained here.
c) Become fully familiar with the Labour Force Survey questionnaire and its two Modules.
d) Contact the household you are assigned to interview.
e) Find the appropriate person for the interview.
f) Complete the interview.
g) Review each completed questionnaire for accuracy.
h) Correctly fill out the required Control forms (Interviewer's Report).
i) Submit completed questionnaires and reports to your supervisor as promptly as possible.
j) Comply with all regulations of the Department of Statistics regarding your work as an interviewer.
k) Keep all information received confidential. Some of these duties are discussed in greater detail below.

More specifically you should:

2.4.1 Study this Manual

Read it through and mark items on which you have questions. Keep your copy with your notes from the course to serve as a reference throughout the survey.

2.4.2 Contact the Assigned Household

You will be given an assignment sheet for each selected segment with households which you have been assigned. This sheet will include the important information which you will need to identify each assigned household. The information, transcribed from the Listing Form B, include the survey District Code, Segment Code, the sampled household number as per your segment from 01-18 and the address. You must duplicate this information to the Front Page of the survey questionnaire before beginning the interview. You will also be given a map, which will indicate the location of each assigned household on the segment.

2.4.3 Find the Right Rerson for the Interview

The first question of the questionnaire helps you to find the head of the household or the person in charge of the day-to-day running of the household. This will usually be the same person. In locating this person, use the same procedure and common sense which you have used in previous interviewing work if any. If this person is not available at the moment but can be reached somewhere else in the area, either try to find him (or her) or make an appointment for a time when he/she is expected to be available. Also, make an appointment for another time if the person is away at the moment but will be returning within the time in which you will be interviewing in the segment. If this person in charge is not available try to find someone else in the household who can answer questions about the household. If no such person is available, contact your supervisor. (Continue your work with another assigned household if your supervisor is not immediately available). Also if no one is at home after repeated visits and neighbours do not know how a member of the household can be reached, contact your supervisor as well.

2.4.4 Non-interviews

The LFS is being conducted by JPKE. The legal authority of JPKE to collect data is assured by the Statistics Act, Chapter 81 of the Laws of Brunei Darussalam. As mentioned above, you must make every effort to find a person in the household whom you can interview. ***You are required to make a total of three attempts to locate the respondent***; the original visit and two call-backs. It is important to minimize the number of non-interviews in the survey.

In case, if despite your very best efforts, a household (or some members of it) refuses to cooperate, that fact needs to be noted on the front of the questionnaire. You should immediately report to your supervisor the details of the situation. An assigned questionnaire which is not completed will be considered a non-interview only after the supervisor has received a suitable explanation from the interviewer.

If a respondent refuses to be interviewed, the supervisor is required to return to the household himself to attempt to obtain the interview*. Please remember that* ***replacement of households is not allowed****.*

2.4.5 Complete the Interview

This is your most important activity. Complete the interviews assigned to you as promptly and accurately as you can, using the techniques in which you have been instructed (see Chapter 5 of this Manual).

2.4.6 Review of each completed Questionnaire

This is a task which is sometimes neglected, but it is very important. It is necessary at the end of the interview to thank the respondent and ask him whether you can sit for a few minutes with him and review the questionnaire to make sure you have everything right.

If you find incomplete answers or mistakes, check with the person you interviewed to get it right. Such a review should be done for each completed questionnaire before you hand it to your supervisor.

2.4.7 Correctly fill out the Listing Form B

These forms are necessary for monitoring the interview progress. You are required to record the result of each interview and summarize your weekly progress on the forms.

2.4.8 Submit completed questionnaires to your supervisor

Submit each completed questionnaire to your supervisor as soon as possible after you have reviewed it. After he/she has checked it, he/she may ask you to return to the respondent and complete or double check certain questions. The segment map, the Listing Forms must also be returned to your supervisor.

Comply with regulations: You will be provided with the regulations in effect for this survey. This includes regulations regarding promptness, travel expenses, carrying your identification, conduct on the job and regular reports to supervisors.

2.4.9 Keep all Information Confidential

As mentioned in paragraph 2.1, all information obtained by you through contact with the household under all circumstances, is and **MUST BE KEPT CONFIDENTIAL**. You must at no time divulge any information whatsoever to any person who is not connected with the survey or even to any member of your family.

The information you obtain from any household **MUST NOT BE DISCLOSED** to any relative, friend or neighbour, of that household. Strict measures will be taken against anyone who does not adhere to this principle. Even permission will have to be sought from your supervisor before disclosing any information to others engaged in the survey.

3 RELATIONSHIP WITH YOUR SUPERVISOR

3.1 Relationship with your Supervisor

The field supervisor is the main link between the field teams and the Department of Statistics, f JPKE in Bandar Seri Begawan; he/she represents the central LFS team in the field. The supervisor has the following major tasks to accomplish in the field:

a) The supervisor will assign interviewers to the respective segment and provide them the Listing Form B, the LFS questionnaires and other materials. Notably. The date a list is assigned to an interview should be recorded at the specified part at the end of the Form B. The interviewers assigned to a given Listing Form B will go to the specified addresses in the list and interview the households using the LFS 2014 questionnaire. The outcome of the interviews should be recorded in the last column of Listing Form B. The suggested codes are indicated in the form: interview fully completed; partially completed; household absent; refusal of household to be interviewed; housing unit vacant or destroyed; address is not a housing unit, for example, an office, a workshop, etc. When all the sample households or addresses are visited and the Listing Form B completed, it should be dated and handed back to the supervisor.

b) The supervisor will also be in charge of handing over to you a detailed map of the segments with households you will interview. Any doubts about the whereabouts and addresses of the households should be referred to the supervisor (see also Chapter 4).

c) The supervisor will examine all the filled-in questionnaires. He/she will also verify that each interview has been carried out correctly and that the questionnaires are complete.

d) The supervisor will keep the JPKE informed about your performance in the field. He/she will make regular evaluations of your work, including your behaviour and presentation during interviews, the quality of the interviews, and your working relationship with the supervisor and other team members.

e) The supervisor will help you to solve any problems you encounter during your work. You must keep him/her informed of any and all difficulties or problems that you encounter. When in doubt, always consult your supervisor.

4 SAMPLE SEGMENTS AND MAPS

4.1 Sample Segments

We are fortunate that the Population Census has been carried out fairly recently (2011). As a result, JPKE has available up-to-date information on every part of the country. They have maps, showing the detailed boundaries of sample segments and the exact location of all houses in the area. A segment is the unit to be covered by an interviewer in the survey. Each segment will have 18 selected households. Each interviewer will be in charge of 4 segments and will have to interview 72 households. You will be provided with maps of each of the selected sample segment that you are expected to cover, and the boundaries will be clearly marked. You need to acquaint yourself with these boundaries, so that you know exactly which households fall inside the segment. The boundaries will normally follow easily identifiable features such as rivers, streams, roads, tracks and footpaths.

4.2 Maps

Before you can start using your map in the field, it is important that you align the map correctly with the features on the ground. For example there may be a road on the ground where you are already standing. The map should be aligned in the correct direction of the road so that the road on the ground and the road on the map both point in the same direction.

5 GENERAL ORGANISATIONAL ARRANGEMENTS

5.1 General Organisational Arrangements

The fieldwork is expected to run for four weeks from 29 September to 26 October 2014 with a rolling reference period. This means that each new survey week will use the preceding week as a reference period. Thus, all interviews during the week of 29 September - 5 October will refer to the week of 22-28 September; the interviews to be conducted during the week of 6-12 October will refer to the week of 29 September – 5 October, etc. Please remember that a reference period is a complete week from Monday to Sunday. There will be ten teams working in the four Districts of Brunei Darussalam. Each team will consist of 5-6 interviewers and a supervisor.

On average, each team will cover about 20 segments during the period of the fieldwork. Some teams may have slightly more than this number and others slightly less, depending on the nature of the area in which they are working. All teams should have a mix of urban and rural segments to cover. It is expected that a team will be able to cover one segment in about one week that includes an allowance for the time required to get to the segment and the time required for interviewing a given number of households selected in each segment.

5.2 The art of interviewing

You need to take care when dealing with individual households. You will find that most households are generally helpful to outsiders. But you need to be cautious when asking questions and recording the replies. ***You must remain entirely neutral during the interview***. ***Do not attempt to prejudge what the responses will be, and do not express any surprise or approval or disapproval at the responses you receive***.

Before making contact with respondents, there are four steps that are important to follow:

a) Review your Interviewer's Manual. This includes the general interviewing procedures, and the question-by-question instructions. Review the questionnaire before you begin interviewing, practice using the questionnaire to build your confidence. A successful interview requires an interviewer who fully understands the questionnaire and can use it easily and correctly. Stumbling through the questionnaire (losing your place, shuffling papers, etc.) can disturb the respondent.

b) Organise your materials and be sure you know what materials you need before you go out to interview and make sure that you have them before going out into the field.

c) Be aware of your appearance and behaviour. The first thing the respondent notices about the interviewer is his appearance. It is important to create a good first impression so you should be polite, neat and courteous to respondents.

5.2.1 Gaining cooperation

In general terms, there are two ways in gaining the respondent's cooperation:

(i) Establish a good relationship form the moment of your introduction at the door.

A comfortable relationship between the interviewer and the respondent is the foundation for good interviewing. The respondent's impression of you during your introduction and early remarks will largely determine the atmosphere for the interview, that is, if you seem bored, uninterested, and hostile, the respondent will probably act in a similar manner. When you first arrive at the household, you should exchange proper greetings with the Head of household or any other household member who receives you. Identify yourself to the Head of household or other responsible household member, explain the purpose of the survey, and where necessary answer any queries they may have at this stage. You then move forward into the interview.

Remember that respondents tend to react favourably if they think the person at the door is someone with whom they will enjoy talking. This means the interviewer needs to impress the respondent as being someone who is friendly the respondent can talk freely and fully.

The following are some steps you should follow in your introduction:

a) Tell the Respondent who you are and whom you represent. Introduce yourself by name and say that you represent the JPKE. Always present your identification card.

b) Tell the Respondent what you are doing. Have information about the survey clearly in mind so you can explain it in such a way that it stimulates the respondent's interest. You should also determine that an eligible respondent is available to be interviewed. This means an adult household member who is knowledgeable about the household.

For this survey, all interviewers should use the following introduction:

Good (morning/afternoon/evening). My name is …….. and I represent the JPKE. We are conducting a national Labour Force Survey to provide information on employed and unemployed persons, as well as on different forms of persons work. I would like to speak to someone in this household who is knowledgeable about the household members' activities.

The "Doorstep Introduction" should be brief and should just be long enough to obtain the respondent's cooperation so he will invite you inside to complete the interview.

You should attempt to complete the interview on the first contact, but make arrangements to return another time if the respondent suggests it or if you think the respondent might be more willing to be interviewed later. ***If the respondent gives you some reason for not letting you inside, do not be insistent. Rather, just start the interview at the door***.

(ii) Any barriers the respondent feels about the interview need to be overcome*.** Removing the respondent's doubts can be accomplished by short, convincing statements from you as to the general purpose of the survey, the confidential nature of the interview, and the important and impersonal use of the survey information. In addition, you must be able to answer any general questions that respondents may have about you and the survey. ***Make sure you understand what the person's reply is to each question you ask before you write down their response. If there is any doubt, you should probe for more information, but do not ask leading questions which might divert the respondent in a particular direction.

5.2.2 Answering respondent's questions

It is not unusual at all for the respondents to ask questions at the door or during the interview. Some of the questions respondents most frequently asked and suggested answers are:

a)	***"What is the objective of the survey?"***	You should respond: *"The survey is designed to collect information on the number of people employed, unemployed and outside the labour force. Information collected will be used to monitor the economy and plan"*.
b)	***"Why did you pick me?"***	You should say that the area and the household which he/she lives were randomly selected to be interviewed by a process set out by the JPKE.
c)	***"Do I have to participate?"***	Answer: *"We expect you to participate, once you understand the importance of the Information you will provide. Your participation will greatly enhance the quality of the survey results"*.
d)	***"What if I refuse to participate?"***	You should answer: "*The matter will be reported to my supervisor*".
e)	***"What do I have to do?"***	You may respond: *"I will ask the questions and record the answers you give"*.

f)	***"Do I have to answer the question?"***	Answer: *"We would prefer if you answer all questions relevant to your situation".*
g)	***"Why do you need my name?"***	You should respond: *"With names we are in a better position to contact you if there is the need for any clarification when the questionnaire is returned to the Office".*
h)	***"Is my name going to be released with this information?" "What will you do with my information?"***	You should say: *"No! All the information is CONFIDENTIAL. Interviewers and Supervisors have taken an oath of secrecy, not to disclose information collected. Information you give is only used to compile data which will only be published as aggregates. All information collected will be impersonal and strictly confidential in compliance with national legislation".*
i)	***"Why do you need to know if I have more than one job?"***	You may respond: *"Many people hold more than one job. All jobs held are important to those analysing the labour market of Brunei Darussalam"*.
j)	***"Why do you ask questions about my income?"***	You may say: *"Employment is the main source of income for most people. It is also a measure of the productivity of different jobs. Policy makes therefore need to have a realistic measure of income".*
k)	***"How long will this take?"***	You should say that, depending on the number of household members, the interview will not take more than 25 minutes.

5.2.3 Using the questionnaire

The goal of the interviewer is to collect accurate information by using the survey questionnaire in accordance with sound interviewing practices. Respondents are strongly influenced by the way in which a question is worded. Obviously, if a question is worded differently for different respondents, it will not produce information which can be added up. Question order must also be the same from interview to interview because changes in sequence affect respondent's answers. It is only when each interviewer uses the questionnaire in the same fashion as all other interviewers that we can hope to collect information that is uniformly correct.

5.2.4 Asking the questions

You should avoid creating the impression that the interview is a quiz or a cross-examination; be careful that nothing in your words or manner implies criticism, surprise, approval or disapproval either of the question you ask or of the respondent's answers.

If you have a normal tone of voice, an attentive way of listening, and a non-judgmental manner, you will maintain and increase the respondent's interest. Know the questions so well that you can read each one smoothly and move on to the next without hesitancy. ***Study the questionnaire carefully and practice reading the questions aloud***. In addition to the above, please remember the following:

a) Ask the questions exactly as they are worded in the questionnaire.
b) Read each question very slowly.
c) Ask the questions in the order in which they are presented in the questionnaire.

The question sequence is designed to create a sense of continuity and to ensure that early questions will not have a harmful effect on the respondent's answer to later questions. Furthermore, question order needs to be standardized from respondent to respondent if the interviews are to be comparable.

Ask every question specified in the questionnaire. From time to time when the interviewer needs to ask a series of apparently similar questions the respondent may ask: "Just put me down as "Yes" to all of them". In this case you may wonder whether you should skip the questions which are apparently answered. You should not. ***It is your responsibility to make certain, wherever possible, that the respondent is fully exposed to each question specified in the questionnaire*****.** Repeat questions which are misunderstood and misinterpreted. Tell the respondent that he/she should feel free to interrupt any time a question is unclear, and ask you to repeat it or explain.

It is extremely important that you keep a neutral attitude towards the answers given by respondents. Most people want to please a visitor, so they will be watching you carefully for your expectations and for an indication of a better way to respond to your questions. If you show surprise, approval, or disapproval, this will affect the responses. No matter what a respondent says, you must not reveal what you think about the answer. If the respondent asks you what you think of a particular response he or she has given, say that you would be happy to talk about it after the interview is finished. Not all respondents ask such questions. If someone does, you should handle it with care. In a small village, every conversation you take part in and all your activities will be discussed throughout the community, and may influence future interviews.

Keep track of changes you make in the questionnaire. Any changes, even inadvertent ones that you make in the wording, phrasing or order of questions in the interview should be noted in the questionnaire. This is necessary because supervisors and coders must know what was asked in order to decide whether these altered questions can be used and how they should be coded.

5.2.5 Avoid proxies if possible

Wherever possible, you should interview each person individually about their personal information, including work experiences. The quality of data will be much better if it is collected directly from the person to whom it applies, rather than relying on second-hand information. In general, you should discourage other members of the household from giving personal information regarding other individuals. You should always try to interview the relevant person. Politely discourage people from giving information on other people unless it is impossible to interview the relevant person individually, or you are convinced that the person whom you are interviewing is the best informed about other members of the household.

Remember: In question K01 you should put an ID number of each household member who provides the information. Normally this will be the person about whom the information is being collected, and the ID number will be the same as that in A01. But where proxy information has been collected, the ID numbers will be different.

You must also take care not to prejudge the respondent's ability to answer questions. People will be sensitive to condescending attitudes. Be cheerful and avoid showing your own judgments and feelings.

5.2.6 Probing and other interviewing techniques

One of the most challenging and important aspects of the interviewer's work is getting the respondent to answer the question which was asked. If your respondent gives you an incomplete or irrelevant answer, or if he misunderstands the question, or if you do not understand his answer, or if he loses track of the question and gets off on another topic, it is your responsibility to get him back on track through careful, neutral techniques.

The quality of the interview depends a great deal on the interviewer's ability to probe and use these techniques successfully.

Probing has two major functions:

a) it motivates the respondent to communicate fully so that he enlarges on, clarifies or explains the reason behind what he said; and

b) it helps the respondent to focus on a specific content of the interview so that irrelevant and unnecessary information can be avoided. Some respondents have difficulties putting their thoughts into words; still others may give unclear or incomplete answers; still others may be reluctant to reveal their attitudes because they feel that they are socially unacceptable.

The interviewer must deal with such factors and use procedures which encourage and clarify responses.

Please keep in mind the following kind of probes as:

a) ***Repeat the question*** when the respondent does not seem to understand the question, when he misinterprets it, when he seems unable to make up his mind, or when he strays from the subject, the most useful techniques is to repeat the question just as it is written.

b) ***An expectant pause***. The simplest way to convey to a respondent that you need more information is by repeating the respondent's reply. Simply repeating what the respondent has said as soon as he has stopped talking is often an excellent probe.

c) ***Neutral questions or comments***. Neutral questions or comments are frequently used to obtain clearer responses. The following are examples of most commonly used probes:

   Repeat question – *"Anything else?"; "Any other reason?"; "How do you mean?"; "Any other?"; "Could you tell more about your thinking on that?"; "Would you tell me what you think?"; "Why do you feel that way?"; "Which would be closer to the way you feel?"*

   These probes indicate that the interviewer is interested and they make a direct request for more information.

d) ***Asking for further clarification***. In probing, it will sometimes be useful to appear slightly puzzled by the respondent's answer to indicate with your probe that it might be you who failed to understand. For example: *"I'm not quite sure I know what you mean by that – could you tell me a little more?"*. This technique can arouse the respondent's desire to cooperate with someone who he thinks is trying to do a good job. It should not be overplayed, however, or the respondent will get the feeling that you do not know when a question is properly answered.

Occasionally, a respondent will give an "***I don't know***" answer. This can mean a number of things. For instance:

a) The respondent does not understand the question and answers "Don't know" to avoid saying he does not understand.

b) The respondent is thinking the question over and says "Don't know" to fill the silence and to give himself time to think.

c) The respondent may be trying to evade the issue, or he may feel that the question is too personal and does not want to hurt the interviewer's feelings by saying so in a direct manner.

d) The respondent really may not know, or may not have an opinion or attitude on the subject. If the respondent does not have the information which you request, this in itself is significant survey data. It is the interviewer's responsibility to be sure that this is in fact the case, and not mistake "I have no opinion on that" for "wait a minute, I'm thinking". A repetition of the question, an expectant pause, a reassuring remark or a neutral probe will all encourage the respondent to reply.

Remember, however, that the final answer must come from the informant and you should not try to impose your own views in the matter. Your probing is meant to help the informant to come out with the correct answer.

5.2.7 Controlling the Interview

While it is important to maintain a pleasant, courteous manner in order to obtain the respondent's cooperation, the interviewer must also be able to control the interview so that it may be completed in a speedy and orderly fashion. For example, when answering questions on last year's employment, the respondent may offer a lengthy explanation of problems or complain about wages and inflation. In this situation you must be able to bring the discussion to a close as soon as possible so that the interview may continue. Politely tell the respondent that you understand what he is saying but that you would like to complete the interview. If necessary you may try to postpone any outside discussion by saying: *"Okay, let's finish this interview and we can talk about this later"*.

In some cases the respondent may start to provide some information about some aspect which is covered in a later portion of the interview. Again, ***you must ask the questions in their proper order and that he should wait until you reach the question on that particular aspect***.

5.2.8 Conduct the interviews in private

In principle, all questions should be asked to the respondent in total privacy. This prevents embarrassment and helps to ensure that the respondent answers all the questions free and frankly. In practice, particularly in a village, it is often difficult to prevent the presence of neighbours and other relatives during the interview.

As you gain experience as an interviewer, you will discover new and better methods for protecting your respondent's privacy. Be sure to share such methods with your co-workers as well. Frequent discussions among team members will make sure that all the team members will benefit from the exchange of ideas and from the experience of each other.

You should use your own discretion as to the reliability and accuracy of reporting by someone other than the person involved. For instance, a wife will probably know where her husband works and what he does there, but she may not know his actual hours of work last week. You should also be careful when collecting information about children. Many parents may prefer to answer on behalf of their child, but some may not know the details of their hours of work, etc. and more reliable data can usually be obtained if the child answers alone.

5.2.9 To skip or not to skip

Be careful to follow the sequence of the questions as they are set out. It is especially important to follow the skip instructions when they apply, since some questions only apply to certain people. All the skip instructions are clearly indicated in the questions. Sometimes they apply only to particular codes, in which case the skip arrow is shown alongside the code. And sometimes they apply whatever answer is given to the question, in which case they are placed after the question. You need to understand and follow them correctly. Any mistake in this regard will create confusion in editing and processing the data, and might mean that valuable information is lost.

5.2.10 Learn the concepts

You have to know the concepts and definitions of this survey very thoroughly in order to apply them correctly in particular situations. The concepts and definitions are presented in Chapter 9, but special situations may arise in the field. If you are in any doubt, discuss the matter with your supervisor. Do not hesitate to record some additional information in the margins of the questionnaire, to describe any particular situation that arises and how you dealt with it.

5.2.11 Confirm other appointment times

It is very important that all interviews be completed and all relevant household members be interviewed. If you want to make your interview short, or if you need to interview other household members, be sure to set a time when you can meet each of your respondents. Note down your appointment time so that you do not forget it.

5.2.12 Thank the household for their time and co-operation

When you are finished, be sure to thank all members of the household for their help while conducting the interview. Those who participate in the interview are being very generous, both in revealing personal information, and in giving their time. Please make clear to them that their co-operation has been deeply appreciated.

6 CHECKING THE COMPLETED QUESTIONNAIRES

6.1 Checking the completed questionnaires

When you have finished an interview, you must immediately go through the questionnaires, question by question and make sure that all sections have been filled out correctly and legibly. In addition, if you discover that any section or question has not been completed, you must return to the household to obtain the missing data. This must be done before you leave the household.

You will not be required to enter any codes for the responses to the questions on formal vocational/professional training, occupation and industry. Because of the complexity of these topics, all the coding for these questions will be done by the data processing staff later in the office. But you must make sure that you have collected adequate information to enable this coding to be done.

If you find incomplete answers or mistakes, check with the person you interviewed to get it right. This checking should be done for each completed questionnaire before you hand it to your supervisor.

Correctly fill out the Listing Form B to monitoring the progress of the interviewing process. You are required to record the result of each interview and summarize your weekly progress on the forms.

7. RECHECKING THE QUESTIONNAIRES

7.1 Rechecking the questionnaires

Once you have completed and checked the questionnaire, the supervisor will check it again. The supervisor will discuss any remaining problems with you. If there are unresolved problems, you will have to go back to the household and ask the relevant questions again. You will then write the new answers alongside the old ones, **distinctly using a green ball-point pen**. Do not erase the old answers. Never change data in a questionnaire without re-asking the question.

8. GENERAL INSTRUCTIONS ON HOW TO FILL OUT THE QUESTIONNAIRE

8.1 Organisation of the Questionnaire

The questionnaire consists of the following eight Sections and two Modules:

Front page
A. Household composition
B. Education and training received
C. Identification of employed (main paid job/business activity)
D. Characteristics of main and second paid job/business activity
E. Working time at all jobs
F. Employment related income (main job)
G. Job search and availability
H. Past employment experience
I. Module on production of goods for household and family, and
J. Module on own-use provision of services.

8.2 Questionnaire Completion

Front page identifies the household by use of codes.

Section A is completed as follow:

As a rule, Questions A01-A012 (household composition, date, place and country of birth, sex, marital status, religion, etc.) are completed based on the answers of the reference person (usually the Head of the Household) and cover ***all*** household members, including new-borns and babies (exception is Quetion A07 asked for household members aged 12 years and over).

Section B

Questions B01-B10 refer to each household and are addressed to all household members of 15 years old and over. They cover such issues as the type and level of education/training, field of study and education or traning received outside the regular education system. etc.

Sections C and D

Individual questions in ***Sections C and D*** are addressed to all household members aged 15 years and over to identify persons in employment and characteristics of their main and secod jobs rsepectively. The respondents are classified by sex, age, occupation, industry, status in employment, employment in the informal economy, social protection, time-related underemployment, etc.

Section E contains questions on the numebr of hours usually worked by a person during the reference week,time-related underemployment, overtime and excessive hours of work, and other time-related chatceristics of the employed population.

Section F collects information on the individual's employment related income and covers both employees and self-employed.

Individual questions in ***Sections G*** are addresed to all household members aged 15 years old and over who did not work during the reference week and check on their job search activties, availability to work, past work experience, etc. The major objective is to capture persons who can be classified as unemployed or ousidie the labour force, as well as labour mesaure underutilization (including potential labour force).

Section H is addresed to persons not classified as unemployed and collects information on their past work experience.

Module I aims to find out persons in own-use production work, i.e. all those of working age who, during the LAST FOUR WEEKS, performed any activity to produce goods for own final use.

Module J is intended to collect information on persons in own-use provision of services, i.e. all those of working age who, during the REFERENCE WEEK, performed any activity to provide services for own final use.

8.3 Instruction on How to fill out the Questionnaire

8.3.1 Always fill in the questionnaire during the interview

You must not record the information obtained from the interview on scraps of paper and transfer them to the questionnaire later. ***Always fill in the questionnaire while interviewing***.

8.3.2 Asking questions

After you have established (at Question A01) who are the eligible members of the household for interview, it is best to work across the page, rather than down, first asking all questions to the Head of household, and then proceeding to the next eligible person. In this way, you can build up a clear picture of one person's working activities, which will help to ensure that the information recorded on the questionnaire is complete and accurate. It will also help to ensure more privacy for the interview. You can explain that you will come to the other members of the household when you have finished interviewing this person.

The formatting and layout of the questionnaire are designed to make the question-and-answer process easy for both the interviewer and the respondent. Several typographical conventions will help you ask the questions in the correct way.

Important to remember:

a) Text that is written in red (e.g., *Interviewer*) is not a question but an instruction for you. It should not be read aloud to the respondent, because this instruction is given for your convenience. An example of such an instruction is given in Question D05.

b) Text that is written as a question should be read aloud to the respondent. These questions should be asked to the respondent as they appear. For example: *"What is your highest educational level attained?"* (Question B05).

8.3.3 Coding answers

Most of the answers in the questionnaire are pre-coded, that is, a list of possible answers follows the question, and the interviewer has to write in the box the code (number) corresponding to the answer provided by the respondent. In a few cases, however, the interviewer must write the answer in words as it is given by the respondent:

When the answer is an activity, write it as the respondent tells you. For example:

a) *"In the main job/business that you had last week, what kind of work do you usually do?"* [Q. D02]
Here, you will write out the kind of work [i.e. occupation] which the person did.

b) *"What are your main tasks or duties?"* [Q. D03]
The description of tasks or duties performed will help the data-processing staff to find the corresponding code for the occupation the respondent actually has, if it is difficult to do based on his/her answer to Q. D02.

When the answers are pre-coded, you must tick the option corresponding to the answer given by the respondent in the boxes provided.

For example: *"What is the duration of your contract/agreement?"* [Q. D10]

1. *Daily contracts/agreements*
2. *Less than 1 month*
3. *1 month to less than 3 months*
4. *3 months to less than 6 months*
5. *6 months to less than 12 months*
6. *12 months to less than 24 months*
7. *24 months or more*

Here, if the respondent's duration of contract is from 6 months to less than 12 months, you should tick option "5".

Where the answer given by the respondent does not fit into one of the given options, use the option marked: *Others (specify)*. If this option applies to the respondent's answer, tick it and write down the response provided, so that it can later be checked at headquarters and perhaps a new code will be added to an important group of answers.

8.3.4 Skip patterns

When a question does not apply to a particular respondent, it must be skipped. The questionnaire uses arrows to tell the interviewer where to go next when some questions have to be skipped.

Important to remember: Arrows indicate that some questions have to be skipped because they do not apply to the respondents. In other words, these arrows direct the respondent to move to subsequent questions. For example, let's take question D08, which reads:

Is your contract or agreement of:

1. *Permanent (without duration limited) -> D11*
2. *Temporary*

Here, the arrow is used to skip from one question to another. It indicates that, if the respondent replies that he/she has permanent employment, the next question to be asked is Q. D11.

If the respondent indicates that he/she is in temporary employment, there is no need to skip and the next question (Question D09) should be asked.

Given the above***, a general rule to follow is: If there is no skip, continue asking questions one after another following their numbers***.

Never leave a question blank that requires a response based on the questionnaire's skip patterns. Never write a response for a question that should be left blank because it is not applicable to the respondent. ***Questions that are filled in when they should not be, and questions that are left blank when they should be filled in are both errors, and the data entry programme will recognize them as such. These errors will waste time and money***.

8.3.5 Data entry considerations

The information that you record in the questionnaire will be entered directly into the computer from the questionnaire (except for the names and addresses of respondents, which will be treated with the strictest confidentiality and not entered into the computer). To minimise mistakes and maximise accuracy, follow these rules:

a) *Write all details (description of work done, hours worked, etc.) clearly and legibly*. Remember that this has to be coded and entered onto the computer by someone at the JPKE, and that they will need to be able to read easily what you have written.

b) *Write answers to questions in the space provided in the questionnaire*. Make sure you keep your answer within such a space.

c) *Never go beyond the space allotted for the answer to a question*. If you think that some explanation is required for an unusual job or if you are not sure how to deal with a particular situation, write notes at the foot of the page but well away from the boxes.

d) *Write legibly with a pen in the questionnaire, without crossing out or overwriting a letter or a number*. If you make a mistake and have to correct an entry, do not use an eraser. Put a cross or line through the mistake and write the correct answer alongside (you may use a different colour pen specially provided to you).

e) Although you may correct minor errors after having written down the answers badly, *you must never make any other changes in the completed questionnaire without asking the respondent*. Neither may you copy the information you have collected onto a new questionnaire.

9 DEFINITIONS OF KEY WORDS AND CONCEPTS

9.1 Definitions of Key Words and Concepts

The questionnaire uses certain key words and concepts in ways that are specific to this survey. The explanation of these key words may be different from how they are used in other surveys on which you may have worked. The meaning of these words may also differ from the way they are used in daily life. All interviewers must understand and use these words and concepts in the way they are defined here when they conduct an interview. If you are not clear about the meaning of a particular word, or if you experience any problem at the time of the interview, discuss this with your supervisor.

9.2 Housing Unit

A housing unit is a separate and independent place of abode intended for habitation by one household. Although intended for habitation by one household, a housing unit may, at the time of the survey, be occupied by more than one household.

9.3 Household

A household is defined as a group of persons who live together and make common provision for food and other essentials for living. The people in the group may be related or unrelated or a combination of both. A household may consist of only one person or several persons.

Stemming from the above definition, lodgers or other permanent residents who live and take their meals with the household are to be counted as household members, even though they may have no blood relationship with the household head.

Servants or other paid domestic employees should be counted as part of the household.

People who live in the same dwelling, but do not share food expenses or do not eat meals together, are not members of the same household. For example, if two brothers, each having his own family, live in the same house but maintains separate food budgets and cooking facilities, they would constitute two separate households. Likewise, people who eat together but do not live in the same dwelling are not members of the same household.

It is very important that you define the household membership strictly according to the criteria outlined above. These guidelines may not be the same as others you may be familiar with, and at times, they may not conform to the household's own notion of who should be considered as a household member. Any questions or doubts that arise in the field should be discussed with your supervisor.

9.4 Head of Household

The Head of the household is *the person who manages the income earned and expenses incurred by the household and who is the most knowledgeable person concerning other members of the household*. If he or she is not present or available (for example, he or she may be living abroad temporarily), an alternative "Head" must be selected in consultation with senior household members. The following criteria can be taken into account (in priority order) in helping you to decide who is the Head of household:

a) The household member who is accepted as the Head by other household members;
b) The household member who is legally responsible for the dwelling (owner or lease holder);
c) The household member who is the main income earner:
d) The household member who does most of the household shopping;
e) The oldest household member.

9.5 Race

The survey uses the following ethnicity groups:

a) **Malays** refer to person officially belonging to one of the following indigenous groups of the Brunei Malay race namely Brunei, Tutong, Belait, Kedayan, Dusun, Bisaya and Murut
b) **Other Indigenous** consists of other indigenous ethnic group, e.g. Iban
c) **Chinese** refers to all persons who belong to the Chinese ethnic group.
d) **Others** consists of the rest of the population not included in the Malay and Chinese racial groups

9.6 Residential Status

Residential Status is the status of the person in relation to the immigration laws of the country. The categories of residential status are:

a) **Brunei citizen**, i.e. holder of Brunei Darussalam yellow identity card;
b) **Permanent resident**, i.e. holder of Brunei Darussalam purple identity card;
c) **Temporary resident**, i.e. holder of Brunei Darussalam green identity card; and
d) Others

9.7 Locals and Non-Locals

Persons who are either citizens or permanent residents of Brunei Darussalam are grouped in the category *Locals*, while those who are either temporary or other are grouped in the category *Non-locals*.

9.8 Work[2]

The concept of *Work* is a complex one which must be understood if it is to be used properly in the Labour Force Survey. The questionnaire asks the respondent: *"During the REFERNVCE WEEK, did you do any work for a wage, salary, commission, tips or any other pay, even if only for one hour?"* To get an idea of the range of activities, which count as *work* for the purposes of this survey, you should study carefully the activities shown in Question C02, and particularly all the activities listed in Questions I02 and I06 (Module I) as well as Questions J01, J03 and J05 (Module J). Some examples of work activities are presented further below.

More specifically, ***work comprises any activity performed by persons of any sex and age to produce goods or to provide services for use by others or for own use***. The concept of work is aligned with the General production boundary as defined in the System of National Accounts 2008 (2008 SNA) and its concept of economic unit.

Examples of work activities to be classified as employment:

- Vending newspapers or lottery tickets in the street; cleaning car windshields for tips at traffic lights.
- Managing one's own business or farm even though not involved in producing the output.
- Repairing of work equipment for future operation, e.g. a fisherman repairing his boat or net for future outings.
- Buying or installing equipment and ordering supplies in preparation for opening a new business.
- Work in the household enterprise without pay, but with a share in the earnings/profits of the enterprise.
- Unpaid work in an economic enterprise operated by a related person living in the same household (e.g. work such as cleaning and grading fruits/vegetables).
- Outwork i.e. a practice prevalent in some enterprises where all or part of the production is allocated to different persons or households to be carried out at home and for which these persons or households receive payment on a piece-rate basis, e.g. the master weaver assigning bobs to different households.

[2] Extracts from: International Labour Office. *Resolution concerning statistics of work, employment and labour underutilization*. Report III, 19th ICLS (Geneva, 2-11 October 2014), pp. 47-65.

- Exchange work i.e. a practice in some countries whereby labour is exchanged between households for productive purposes such as the work performed by a farm operator of members of his family on the farm of another operator.
- Production of goods and services for barter, e.g. the practice in some countries whereby labour is exchanged between households for productive purposes, such as the work performed by a farm operator or members of his family on the farm of another operator.
- Paid domestic services, including baby sitting and teaching children in other persons' homes in exchange for cash payment, board and lodging or payment in kind such as clothing.
- Cooking food for labourers on one's farm where food is provided as part of the labourer's pay.
- Paid apprenticeship and on-the-job training which is associated with the productive activities of an enterprise.
- Paid religious activities of members of religious orders.
- Military duties of career military personnel and conscripts as well as engagements in equivalent civilian services.

9.8.1 Labour force

The concept labour force refers to the current supply of labour for the production of goods and services in exchange for pay or profit. The form of work identified as employment sets the reference scope of activities for labour force statistics.

9.8.2 Persons in employment

Persons in employment are defined as all those of working age who, during a short reference period, were engaged in any activity to produce goods or provide services for pay or profit. They comprise:

a) employed persons "at work", i.e. who worked in a job for at least one hour;

b) employed persons "not at work" due to temporary absence from a job, or to working-time arrangements (such as shift work, flexitime and compensatory leave for overtime).

9.8.3 One hour criterion

A person is considered to have engaged in a given form of work when performing such form of work for at least one hour during the relevant, short reference period. Use of this one-hour criterion ensures coverage of all the activities engaged in, including part-time, temporary, casual or sporadic activities, as well as comprehensive measurement of all inputs of labour into production.

9.8.4 Temporary absence from work

Employed persons on “temporary absence” during the REFERENCE WEEK refers to those who, having already worked in their present job, were “not at work” for a short duration but maintained a job attachment during their absence (Questions C06 and C07). In such cases:

a) “job attachment” is established on the basis of the reason for the absence and in the case of certain reasons, the continued receipt of remuneration, and/or the total duration of the absence as self-declared or reported, depending on the statistical source;

b) the reasons for absence that are by their nature usually of short duration, and where “job attachment” is maintained, include those such as sick leave due to own illness or injury (including occupational); public holidays, vacation or annual leave; and periods of maternity or paternity leave as specified by legislation;

c) reasons for absence where the “job attachment” requires further testing, include among others: parental leave, educational leave, care for others, other personal absences, strikes or lockouts, reduction in economic activity (e.g. temporary lay-off, slack work), disorganization or suspension of work (e.g. due to bad weather, mechanical, electrical or communication breakdown, problems with information and communication technology, shortage of raw materials or fuels):

   i) For these reasons, a further test of receipt of remuneration and/or a duration threshold should be used. The threshold should be, in general, not greater than three months taking into account periods of statutory leave entitlement specified by legislation or commonly practiced, and/or the length of the employment season so as to permit the monitoring of seasonal patterns. Where the return to employment in the same economic unit is guaranteed this threshold may be greater than three months.

   ii) For operational purposes, where the total duration of the absence is not known, the elapsed duration may be used.

Included in employment are:

a) persons who work for pay or profit while on training or skills-enhancement activities required by the job or for another job in the same economic unit, such persons are considered as employed “at work” in accordance with the international statistical standards on working time;

b) apprentices, interns or trainees who work for pay in cash or in kind;

c) persons who work for pay or profit through employment promotion programmes;

d) persons who work in their own economic units to produce goods intended mainly for sale or barter, even if part of the output is consumed by the household or family;

e) persons with seasonal jobs during the off season, if they continue to perform some tasks and duties of the job, excluding, however, fulfilment of legal or administrative obligations (e.g. pay taxes), irrespective of receipt of remuneration;

f) persons who work for pay or profit payable to the household or family,

   i) in market units operated by a family member living in the same or in another household, or
   ii) performing tasks or duties of an employee job held by a family member living in the same or in another household.

g) regular members of the armed forces and persons on military or alternative civilian service who perform this work for pay in cash or in kind.

Excluded from employment are:

a) apprentices, interns and trainees who work without pay in cash or in kind;

b) participants in skills training or retraining schemes within employment promotion programmes, when not engaged in the production process of an economic unit;

c) persons who are required to perform work as a condition of continued receipt of a government social benefit such as unemployment insurance;

d) persons receiving transfers, in cash or in kind, not related to employment;

e) persons with seasonal jobs during the off season, if they cease to perform the tasks and duties of the job;

f) persons who retain a right to return to the same economic unit but who were absent for certain reasons, when the total duration of the absence exceeds the specified threshold and/or if the test of receipt of remuneration is not fulfilled. For analytical purposes, it may be useful to collect information on total duration of absence, reason for absence, benefits received, etc.;

g) persons on indefinite lay-off who do not have an assurance of return to employment with the same economic unit.

9.8.5 Fully employed

The *fully employed* group comprise those who:

Either a) worked full usual or actual number of hours or more in the reference week. In the LFS of Brunei Darussalam, this is considered to be 37.5 hours for public civil servants and 40 hours for other employed.

or b) worked less than 40 hours in the reference week, but were not available to work more (options "1" and "2" to Questions E03 and response "*No*" to E08);

or c) worked less than 40 hours in the reference week, were available to work more, but did not look for additional work or another job voluntarily and did not want to work more hours (e.g. studied, performed home duties, illness, vacation, etc.): options 4, 5, 8 or 9 to Question E04, response "*Yes*" to Question E08 and response "*No*" to E06 and E07.

The questionnaire asks questions on time-related underemployment of all employed people who usually/actually worked less than statutory hours during the REFERENCE WEEK.

9.8.6 Persons in own-use production work or provision of services

These are all those of working age who, during a short reference period, performed any activity to produce goods or provide services for own final use (see Module I), where:

a) "any activity" refers to work performed in the various activities under paragraph (b) and (c) below for a cumulative total of at least one hour;

b) production of "goods" (within the 2008 SNA production boundary) covers:

   i) producing and/or processing for storage agricultural, fishing, hunting and gathering products;
   ii) collecting and/or processing for storage mining and forestry products, including firewood and other fuels;
   iii) fetching water from natural and other sources;
   iv) manufacturing household goods (such as furniture, textiles, clothing, footwear, pottery or other durables, including boats and canoes);
   v) building, or effecting major repairs to, one's own dwelling, farm buildings, etc.

c) provision of "services" (beyond the 2008 SNA production and general boundary but inside the General production boundary) covers:

i) household accounting and management, purchasing and/or transporting goods;
ii) preparing and/or serving meals, household waste disposal and recycling;
iii) cleaning, decorating and maintaining one's own dwelling or premises, durables and other goods, and gardening;
iv) childcare and instruction, transporting and caring for elderly, dependent or other household members and domestic animals or pets, etc.

d) "for own final use" is interpreted as production where the intended destination of the output is *mainly* for final use by the producer in the form of capital formation, or final consumption by household members, or by family members living in other households:

i) the intended destination of the output is established in reference to the specific goods produced or services provided, as self-declared (i.e. mainly for own final use);
ii) in the case of agricultural, fishing, hunting or gathering goods intended mainly for own consumption, a part or surplus may nevertheless be sold or bartered .

Essential items that need to be collected, using various statistical sources, to support national accounts, and for household and sectoral analyses of own-use production work are:

a) the working time of own-use producers associated with each relevant activity cluster collected using short time units (such as minutes or hours according to the source);

b) the estimated value of the production (i.e. goods or services), and/or the amount of goods, consumed or retained by the household and by family members in other households;

c) the estimated amount and/or value of any part or surplus sold or bartered, where applicable; and

d) the expenses incurred in relation to this production.

9.8.7 Subsistence foodstuff producers

Subsistence foodstuff producers constitute an important subgroup of persons in own-use production work (see Module I). They are defined as:

a) all those who performed any of the activities in order to produce foodstuff from agriculture, fishing, hunting or gathering that contribute to the livelihood of the household or family;

b) excluded are persons who engaged in such production as recreational or leisure activities.

For operational purposes, an important test to verify the subsistence nature of the activity is that it is carried out without workers hired for pay or profit.

9.9 Labour underutilization (LU)

Labour underutilization refers to mismatches between labour supply and demand, which translate into an unmet need for employment among the population. Measures of labour underutilization include, but may not be restricted to:

a) Time-related underemployment, when the working time of persons in employment is insufficient in relation to alternative employment situations in which they are willing and available to engage;

b) unemployment, reflecting an active job search by persons not in employment who are available for this form of work;

c) potential labour force, referring to persons not in employment who express an interest in this form of work but for whom existing conditions limit their active job search and/or their availability.

9.9.1 Persons in time-related underemployment

Persons in time-related underemployment are defined as all persons in employment who, during a short reference period, wanted to work additional hours, whose working time in all jobs was less than a specified hours threshold, and who were available to work additional hours given an opportunity for more work, where:

a) the “working time” concept is hours actually worked or hours usually worked, dependent on the measurement objective (short or long-term situations) and in accordance with the international statistical standards on the topic;

b) “additional hours” may be hours in the same job, in an additional job(s) or in a replacement job(s);

c) the “hours threshold” is based on the boundary between full-time and part-time employment, on the median or modal values of the hours usually worked of all persons in employment, or on working time norms as specified in relevant legislation or national practice, and set for specific worker groups;

d) “available” for additional hours should be established in reference to a set short reference period that reflects the typical length of time required in the national context between leaving one job and starting another.

9.9.2 Persons in unemployment

Persons in unemployment are defined as all those of working age who were not in employment, carried out activities to seek employment during a specified recent period and were currently available to take up employment given a job opportunity.

a) The *not in employment* criterion draws the distinction between employment and unemployment. *Not in employment* should be interpreted as total lack of work or, more precisely, as not having been employed during the REFERENCE WEEK. Thus, a person is to be considered as *not in employment* if he/she did not work at all during the REFERENCE WEEK (not even for one hour) nor was temporarily absent from work as determined by the definition of employment. The other two criteria of the standard definition of unemployment, *currently available to take up employment* and *seeking employment*, serve to distinguish those of the non-employed population who are unemployed from those who are outside the labour force.

b) To *seek employment* refers to any activity when carried out, during a specified recent period comprising the last four weeks or one month, for the purpose of finding a job or setting up a business or agricultural undertaking. This includes also part-time, informal, temporary, seasonal or casual employment, within the national territory or abroad. Examples of such activities are:

   i) arranging for financial resources, applying for permits, licences;
   ii) looking for land, premises, machinery, supplies, farming inputs;
   iii) seeking the assistance of friends, relatives or other types of intermediaries;
   iv) registering with or contacting public or private employment services;
   v) applying to employers directly, checking at worksites, farms, factory gates, markets or other assembly places;
   vi) placing or answering newspaper or online job advertisements;
   vii) placing or updating résumés on professional or social networking sites online;

c) the point when the enterprise starts to exist should be used to distinguish between search activities aimed at setting up a business and the work activity itself, as evidenced by the enterprise's registration to operate or by when financial resources become available, the necessary infrastructure or materials are in place or the first client or order is received, depending on the context;

d) "currently available" serves as a test of readiness to start a job in the present, assessed with respect to a short reference period comprising that used to measure employment:

   i) depending on national circumstances, the reference period may be extended to include a short subsequent period not exceeding two weeks in total, so as to ensure adequate coverage of unemployment situations among different population groups.

Included in unemployment are:

a) **future starters** defined as persons *not in employment* and *currently available* who did not *seek employment* because they had already made arrangements to start a job within a short subsequent period, set according to the general length of waiting time for starting a new job in the national context but generally not greater than three months;

b) participants in skills training or retraining schemes within employment promotion programmes, who on that basis, were *not in employment*, not *currently available* and did not *seek employment* because they had a job offer to start within a short subsequent period generally not greater than three months;

c) persons *not in employment* who carried out activities to migrate abroad in order to work for pay or profit but who were still waiting for the opportunity to leave.

9.9.3 Potential labour force

Potential labour force is defined as all persons of working age who, during the short reference period, were neither in employment nor in unemployment and:

a) carried out activities to "seek employment", were not "currently available" but would become available within a short subsequent period established in the light of national circumstances (i.e. unavailable jobseekers); or

b) did not carry out activities to "seek employment", but wanted employment and were "currently available" (i.e. available potential jobseekers).

9.10 Working time[3]

9.10.1 Hours actually worked

Hours actually worked is the time spent in a job for the performance of activities that contribute to the production of goods and/or services during a specified short or long reference period. Hours actually worked applies to all types of jobs (within and beyond the SNA production boundary) and is not linked to administrative or legal concepts.

Hours actually worked measured within the SNA production boundary includes time spent directly on, and in relation to, productive activities; down time; and resting time.

[3] International Labour Office. *Resolution concerning the measurement of working time* adopted by the 18th International Conference of Labour Statisticians (24 November – 5 December 2008). Geneva, 2008; at: http://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/normativeinstrument/wcms_112455.pdf

Regarding actual hours worked, the task is to elicit the exact number of hours worked during the survey REFERENCE WEEK, including overtime work, but excluding paid or unpaid absences, time spent looking for work by casual workers etc. This task may prove difficult in the cases of workers with highly variable working hours and workers, for whom the hours worked during the REFERENCE WEEK were typical, for example, because they changed jobs, were sick or had a day or two off. In such cases, the number of hours actually worked during the reference period may be recalled more easily if queried on a day-to day basis (see Question E02).

9.10.2 Hours usually worked

Hours usually worked is the typical value of hours actually worked in a job per short reference period such as one week, over a long observation period of a month, quarter, season or year that comprises the short reference measurement period used. Hours usually worked applies to all types of jobs (within and beyond the SNA production boundary).

Hence, the concept of usual hours of work differs from that of actual hours worked, in that the usual hours of work refers to a typical period rather than to a specified reference period as in the case of actual hours worked. Usual hours of work per week or per day for a given activity may be defined as hours worked during a typical week or day in that activity. The concept of usual hours of work applies both to persons at work and to those temporarily absent from work.

Usual hours of work should refer to the typical situation in a typical period. For regular workers in non-seasonal activities this may be any week or day without exceptional circumstances, such as illness, vacation, public holidays, special overtime and short-time work. Where the typical situation differs from one period to another, for example from one season to another, there will be more than one usual hours of work. In the case of seasonal activities, for example, there will be one usual hours of work for the peak season, and one for the slack season. In extreme situations of highly irregular working patterns, there may not be a typical situation in any period and the concept of usual hours of work will have limited relevance.

For jobs that have started during the reference period the usual hours of work may refer to the number of hours per week or per day the employee is expected to work in that job, determined, for example, by the terms of agreement with the employer or by comparison with other workers in a similar position. As in the case of actual hours worked, usual hours of work for multiple jobholders should equal the hours of work at all jobs, and may be identified for each job separately. (Question E01).

9.11 Main Job/Business Activity

The main job/business is that with the longest hours usually worked.

9.12 Employment in the Informal Economy

The LFS of Brunei Darussalam will assist in identifying employment in the informal economy, i.e. employment in the informal sector and informal employment.

According to the ILO definition, the term 'informal economy' refers to all economic activities by workers and economic units that are – in law or in practice – not covered or insufficiently covered by formal arrangements. Their activities are not included in the law, which means that they are operating outside the formal reach of the law; or they are not covered in practice, which means that – although they are operating within the formal reach of the law, the law is not applied or not enforced; or the law discourages compliance because it is inappropriate, burdensome, or imposes excessive costs."[4]

As mentioned above, employment in the informal economy refers to two concepts:

a) Employment in the informal sector
b) Informal employment

While these concepts are related and complement each other, they are different as they refer to different aspects of the informalisation of employment, as is shown below:

i) Employment in the informal sector is an *enterprise-based* concept; and
ii) Informal employment is *a job-based* concept

9.12.1 Employment in the informal sector

It comprises **all jobs in *informal sector enterprises***, or all persons who, during a given reference period, were employed in at least one ***informal sector enterprise***, irrespective of their status in employment and whether it was their main or a secondary job.

Informal sector enterprises were defined by the 15th ICLS on the basis of the following criteria: (i) they are private unincorporated enterprises (excluding quasi-corporations), i.e. enterprises owned by individuals or households that are not constituted as separate legal entities independently of their owners, and for which no complete accounts are available that would permit a financial separation of the production activities of the enterprise from the other activities of its owner(s). Private unincorporated enterprises include unincorporated enterprises owned and operated by individual household members or by several members of the same

[4] International Labour Office. *Resolution concerning decent work and the informal economy*. 90th Session of the General Conference of the International Labour Organization. Geneva 2002, para. 3, p. 25.

household, as well as unincorporated partnerships and cooperatives formed by members of different households, if they lack complete sets of accounts.[5]

Their size in terms of employment is below a certain threshold, and/or they are not registered under specific forms of national legislation (such as factories' or commercial acts, tax or social security laws, professional groups' regulatory acts, or similar acts, laws or regulations established by national legislative bodies as distinct from local regulations for issuing trade licenses or business permits), and/or their employees (if any) are not registered. In the LFS of Brunei Darussalam, we consider household enterprises with less than 5 paid employees as being part of the informal sector (provided they are not registered).

They are engaged in non-agricultural activities, including secondary non-agricultural activities of enterprises in the agricultural sector.

All or at least some of the goods or services produced are meant for sale or barter, with the possible inclusion in the informal sector of households which produce domestic or personal services in employing paid domestic employees.[6]

A useful additional characteristic (which is not part of the definition of the informal sector, but which gives supplementary information) is the location of the enterprise. Informal sector enterprises may be more likely to operate from the entrepreneur's home, from a market stall, or from some temporary location. Therefore, the type of place where the respondent usually works and/or its location is asked in the survey (Questions D14, D21 and D26).

In summary, the employment in the informal sector is defined as employment in household-operated enterprises (private sector) with less than 5 paid employees. The *formal sector* comprises employment in Government and parastatal bodies, incorporated enterprises, quasi-corporate enterprises, and enterprises operated by a household with 5 and more regular paid employees.

9.12.2 Informal employment

This refers to the total number of *informal jobs*, whether carried out in formal sector enterprises, informal sector enterprises, or households (paid domestic workers, goods production for own-consumption), during a given reference period.[7]

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[5] Source: International Labour Office. "Resolution concerning statistics of employment in the informal sector", *Current International Recommendations on Labour Statistics. 2000 Edition.* Geneva, 2000, pp. 32-40.
[6] *Idem*.
[7] International Labour Office. *Guidelines concerning a statistical definition of informal employment*, adopted by the 17th ICLS (November 2003).

Notably, **informal employment refers to those jobs that generally lack basic social or legal protection or employment benefits**.

Thus, employees have informal jobs if their employment relationship is, in law or in practice, not subject to national labour legislation, income taxation, social protection or entitlement to certain employment benefits (advance notice of dismissal, severance pay, paid annual or sick leave, etc.).

Due to large diversity in informal employment, such jobs should be determined in accordance with the Brunei national circumstances.

The 17th ICLS recommends the following **operational criteria for measuring informal jobs of employees**:

i) Lack of coverage by social security system
ii) Lack of entitlement to paid annual or sick leave
iii) Lack of written employment contract
iv) Casual/temporary nature of work.

It should be noted that the mere presence of criterion “iii” or “iv” is not sufficient to consider a job as being informal.

In this survey, the informal employment is measured through Questions D08 and D11 – D13.

9.13 Persons Outside the Labour Force

These are persons of working age who were neither in employment nor in unemployment in the short reference period.

9.14 Employment related income

9.14.1 Employment related income from self-employment

The concept of income related to self-employment is the only concept that addresses the self-employed. It is equal to the value of goods and services produced by the self-employed, net of operating expenses (such as salaries paid, raw materials used, depreciation of machines and instruments and taxes paid), plus any salary received and social security benefits (net of contributions). Questions F01-F05.

9.14.2 Employment related income of employees in cash or in kind

The concept of income related to paid employment is the most comprehensive measure of the level of remuneration of workers in paid employment. It includes, in addition to earnings, all irregular bonuses and payments and all social security benefits received from the employer directly or from a social security scheme, if they are related to employment. These include family and education allowances as well as sickness and maternity benefits. Questions F06 – F13.

9.15 Status in employment[8]

It captures characteristics of the employment relationship and classifies jobs with respect to type of contract of employment (explicit or implicit) between job holder and economic unit. According to their status in employment, persons are classified as:

9.15.1 Employees

Persons who hold the type of jobs defined as *paid employment*. There is an agreement, which can be either formal or informal, between an enterprise and a person, whereby the person works for the enterprise in return for remuneration in cash or in kind - among whom countries may need and be able to distinguish "employees with stable contracts" (including *regular employees*);

9.15.2 Employers

Persons who hold self-employment jobs (i.e. whose remuneration depends directly on the (expectation of) profits derived from the goods and services produced) and engage one or more person to work for them as 'employees', on a continuous basis.

9.15.3 Own-account workers

Persons, who hold self-employment jobs and do not engage 'employees' on a continuous basis.

9.15.4 Contributing family workers

Persons who hold self-employment jobs in an establishment operated by a related person, with a too limited degree of involvement in its operation to be considered a partner.

[8] See: Resolution concerning the International Classification of Status in Employment (ICSE-93), adopted by the 15th ICLS in 1993; at: http://www.ilo.org/stat

9.16 Occupation

This concept refers to the kind of work done during the reference period by the person employed (or the kind of work done previously if unemployed). Information on occupation provides a description of a person's job. In the present context a job is defined as a set of tasks and duties performed, or meant to be performed, by one person, including for an employer or in self-employment. The occupation is classified according to the Brunei Darussalam Standard Occupational Classification 2011, compatible with ISCO-08.

9.17 Industry

Industry refers to the type of economy activity of the establishment, farm, business or organisation where the person works, as determined by the goods or services produced or provided to other units or persons. An economic activity is a combination of actions which results in products of goods or services; an industry is a group of units which carry out similar economic activities[9]. The industry is classified according to the Brunei Darussalam Standard Industrial Classification 2011, which is compatible with ISIC (Rev. 4).

9.18 Educational level

Educational level refers to the highest education or qualification level attained by a person. The education level is classified according to the Brunei Darussalam Standard Classification of Education 2011, compatible with ISCED 2011.

9.19 Legal units distinguished in SNA 2008

With respect to legal units, the 2008 SNA distinguishes three main categories:

a) Corporations (financial and non-financial) are entities capable of generating profit or other financial gain for their owners, are recognised by law as separate legal entities from their owners who enjoy limited liability and are set up for purposes of engaging in market production. Under this category are included legally constituted corporations (such as incorporated enterprises, public limited companies, public corporations, private companies, joint-stock companies, limited liability companies, limited liability partnerships, etc.), national resident units (non-resident units which have a centre of predominant economic interest in the economic territory of a country other than their prior resident country) and quasi-corporations (an unincorporated enterprise owned by a resident institutional unit that has a complete set of accounts and is operated as if it were a separate corporation and whose de facto relationship to its owner is that of a corporation to its shareholders).

[9] See: United Nations (2008a), International Standard Industrial Classification of All Economic Activities (ISIC), Rev.4 (online), available at: http://unstats.un.org/unsd/cr/registry/isic-4.asp

b) Non-profit institutions (NPIs) that are created for the purpose of producing goods and/or services but whose status does not permit them to be a source of income, profit or other financial gain for the units that establish, control or finance them.

c) Government units are legal entities established by political processes. They have legislative, judicial or executive authority over other institutional units within a given area. The principal functions of government units are to assume responsibility for the provision of goods and services to the community or to individual households and to finance their provision out of taxation or other incomes, to redistribute income and wealth by means of transfers, and to engage in non-market production.

Institutional units are grouped together into institutional sectors on the basis of their principal functions, behaviour and objectives. The 2008 SNA includes five main institutional sectors:

i) non-financial corporations;

ii) financial corporations;

iii) general government;

iv) households;

v) non-profit institutions serving households (NPISHs)

10 LABOUR FORCE SURVEY QUESTIONNAIRE

10.1 Labour Force Survey Questionnaire

Provision has been made for six (6) persons per questionnaire. If there are more than 6 persons per questionnaire use an extra questionnaire on Section A: Household Composition to record the other members or a complete another questionnaire to interview all eligible persons. Ensure that data for an individual is always on has the correct ID number. For example person number 2 should remain person number 2 throughout the questionnaire (for more detailed instruction see relevant paragraphs in Section 10.3).

10.2 Front Page

The section on the Cover Page of the survey questionnaire is the most important part of the questionnaire, and it should be filled out with the greatest attention before any of the other information in the household questionnaire is collected. In order to do this correctly, you must have a clear view of the LFS definition of household and Head of Household (see definitions in Sub-Sections 9.4 and 9.5 of this Manual). It is important that the interviewer first inquire about the person who is considered to be Head of Household. This cover page contains much useful information to be collected by interviewers themselves in the field and which is very useful at the time of data analysis. Some of the information can be copied directly from the supervisor's sheet showing the areas being covered in the survey.

Serial number: This is very important information, and it is the first thing to be filled in on the questionnaire. You will be provided with a list showing the District Code, Segment Code, and the household number in the given Segment (from 01 to18) for each area you visit. In this survey, the District codes have been assigned as follows:

Brunei Muara	:	A
Belait	:	B
Tutong	:	C
Temburong	:	D

Segments: In total, there 279 sampled segments. They have three digits codes, assigned according to the district of their location:

A001-A140
B001-B069
C001-C049
D001-D021

Questionnaire number: this is the ordinal number of the questionnaire used per household: it will be 1 of 1, if only one questionnaire is used. Conversely, it will be 1 of 2 and 2 of 2, in case if two questionnaires are used per selected household.

Household information: Selected housing unit number: The housing unit number is an important element to be documented for this survey. You will find the number from the first column of the Listing Form B.

Selected household ID number: This household number is also very important, and this number will be given to you by your supervisor in the field in the Listing Form B.

Household information: You must write down the name of the Head of the Household, as well as the address of the selected household in the place provided on the Front Page, including its postcode and relevant telephone numbers.

Date and time of interview: The exact date and time of interview should be written in the format shown (first the day, then the month, and then the year). In addition, you will mark whether this has been your 1^{st}, 2^{nd} or 3^{rd} visit to the household and provide a short note on the visit result.

Interviewer details: Write your name here as well as your telephone number. Then put your signature just below your name. In addition, you will indicate the name of your supervisor.

Total number of household members: This item must be filled in after Question A02 has been asked for all people in the household. Only those people recognised as usual household members are counted as members of the household. If there are eight household members, write the number as “08”.

Total number of household members aged 15 years and above: Again, this item must be filled in only after question A02 has been asked for all people living in the household. Write the total number of household members aged 15 and above. This number corresponds to the list of persons recording in Column 1 of Section A labelled “No.”.

10.3 SECTION A: Household Composition (Questions A01-A02)

This section must be filled out with the greatest of care. In order to do so, you must have a clear understanding of the LFS definition of a household (see definition in Sub-Section 9.3. of this Manual) In addition, you must probe carefully to ensure that all persons in the household are listed in Question A01.

Please remember that the survey covers all members of the selected households including persons absent for a longer period of time (up to one year), if the latter continue maintaining relations with the household (e.g. students studying abroad; household members working abroad; prisoners; hospitalised persons or those being temporarily in health resorts for treatment or rehabilitation; persons on a business trip to another district of the country for whom data are collected form a member of the households.

This section should be filled in before any of the other information in the household questionnaire is collected. In some instances, particularly in urban areas, the Head of household may not be available to provide the information on household members for this section. When this happens, it is in general not desirable to delay filling out the household list until you could speak to the Head of the household, since this may cause overall delays in collecting the remaining information for the household. When the Head is not available, you should collect the information from one of the other knowledgeable members of the household (e.g. the spouse of the head). If this section is filled out with the help of one of the members other than the household Head, it should be verified with the other members of the household to ensure that all members have been listed. If the list is filled out in this way, verify it again with the Head of household at a later time. Filling out the household list is a good way to introduce yourself to the household and to schedule additional visits with specific household members.

Before filling this section, it is important that you first inquire about who the Head of Household is. In some cases, the household may name an individual as the Head who does not fulfil the survey's criteria for being the Head (see para. 9.5). For instance, the household may name a member who works in another city or country. In this case, the interviewer should look for another person who, in the absence of the person considered to be the Head, manages the affairs of the household, and designate this person to be the Head.

It is very important to determine the Head of Household before starting the interview, because this person's name should be written in the first row of the household list.

Column labelled "No." (preceding A01):
This is the first column of Section A where the individual ID numbers of all household members will be written. Each row in the grid should be assigned a number from 01 to 06. The identification code assigned to each member of the household is determined by the row in which the person's name is entered in this section. As the name of the Head of household is always to be written in the first row, this person is assigned ID number 01. If, for instance, the name of the spouse of the household head is written in the second row, this person is assigned ID number 02, the person in row 3 is assigned number 03, and so on. The ID number is extremely important, as it allows the information gathered in the various sections of the questionnaire that pertains to the same household member to be matched together.

All sections (except Front Page and Section A. Household Composition) of the questionnaire contain 6 columns with individual ID numbers assigned in Column No.

Question A01

Name of household member: After you have explained the survey and its purpose, tell the Head of household that you would like to make a complete list of all persons who normally live and eat their meals together in this dwelling. After listing the full name of the household Head, list the full names of all other members of the household. ***Do not forget to register all newly-born and babies*** of the household members.

Question A02

Try to list the household members so that, after the Head of household and spouse, their children and children-in-law are listed by age, eldest to youngest, followed by the parents of the household head and other household members. The household list is prepared as follows:

1 Head
2 Spouse
3 Child
4 Grandchild
5 Father/Mother
6 Grandfather/mother
7 Father/Mother-in-law
8 Son/Daughter-in-law
9 Sibling
10 Brother/Sister-in-law
11 Other Relatives
12 Domestic Helper
13 Not Related

If a household contains more than 6 members, you will need to use two questionnaires. After listing the first 6 people on the first questionnaire, mark "1 of 2" clearly on the Household List page and on the Front Page of the questionnaire in the boxes labelled "Questionnaire No.". Then take a second questionnaire, and mark it "2 of 2" on the Household List page and on the Front Page of the questionnaire. Use this second questionnaire to complete the recording of the household members, and later for interviewing the appropriate persons whose names are on the second questionnaire. On the second questionnaire, the Serial number, but leave all the rest of the page blank, since this information will already be shown on the first questionnaire. Do not forget to renumber all the ID numbers *on every page* of the second questionnaire so that they go from 07 up as far as the total number of people in the household. For instance, for a large household containing 12 people, the first five ID numbers on every page of the second questionnaire should be changed; instead of being 1 to 6, they should be 7 to 1.

To ensure that everyone living in the household has been listed, probe by asking the following questions:

a) "Please give me the names of any other persons related to you (Head of the Household) or your spouse, who often live and eat meals here."
b) "Are there any other people not related to you (Head of the Household) or your spouse, but who usually live and eat meals here?"

10.4 SECTION A: Questions A03-A12

These are demographic characteristics of the household members

***Purpose*: These questions have three main purposes: (i) to identify all persons who are usual members of the household (ii) to collect basic demographic information (i.e. age, sex, relationship of members to the household head, marital status, type of identity card the respondent holds, race, religion citizenship, residential status and country of birth); the age information will allow you to identify the household members aged 15 and over, who are eligible for being asked the detailed questions from other sections of the survey questionnaire.

Question A03

Marital status: Use the options given in the question to record the marital status of the individual according to the response received:

1 Single
2 Married
3 Divorced
4 Widowed

Question A04

Sex: Tick the corresponding option:

1 Male
2 Female

Question A05

Date of Birth: Enter accurately the day, month and year of birth of ***each member*** of the household.

Question A06

Age at last birthday: This is the question that is used to determine each person's eligibility for being asked the detailed questions later on in the questionnaire. Children under the age of 15 will not be asked the later questions. This is a very important piece of information, and you must do your best to get an accurate estimate of each person's age

Find out the person's age at last birthday, i.e. respondent's age in completed years on the day of the interview. For instance, if the person is aged 4 years and 8 months, write 4 years.

Once you have worked out which household members are eligible for further questioning in Sections B-H and Modules I and J, circle the ID numbers of these people in column "No.", so that you can identify them easily for transferring to subsequent pages.

Question A07

Number and Colour of Brunei Darussalam Identity Card (I.C.): Enter the information provided by the respondent. ***Please note that this question is asked for household members aged 12 years and over***.

Question A08

Race: Use the option given in the question:

11 Brunei Malay
12 Tutong Malay
13 Belait Malay
14 Kedayan
15 Dusun
16 Bisaya
17 Murut
21 Other Indigenous
31 Chinese
41 Others

Question A09

Religion: Use the corresponding option from 1 to 4 according to the response received:

1 Islam
2 Christianity
3 Buddhism
4 Others

Question A10

Nationality: Write the information provided by the respondent.

Question A11

Residential status: Use the corresponding option from 1 to 4 according to the response received:

1 Brunei citizen
2 Permanent resident
3 Temporary resident
4 Others

Question A12

Country of birth: Write the information provided.

After Questions A03-A12 has been completed for a particular person, ask these questions again for the next person on the list.

10.5 SECTION B: Education and Training Received (*for household members aged 15 years and over*)

This section collects information on:

a) educational attainment of each person (i.e. the highest level of schooling);
b) formal vocational/professional training received by members of the household and their main subject of training; and
c) education/training received outside the formal educational system and information about the main provider of this training.

ID numbers of eligible persons: The first step is to transfer onto this page the ID numbers of all eligible persons. These are the persons whose ID numbers you have circled in column "No" in Section A. You will need to do the same thing for every subsequent page in the questionnaire.

10.5.1 *Questions B01-B06. Education level and qualification attained*

These are standard but very important questions that are asked in most Labour Force Surveys.

Question B01

Form of study being attended: You should tick the option corresponding to the item in the list given in the question. If you tick any option 1-4, continue with B02(i). If option B01(5), skip to B03.

Question B02(i)

This question is designed to collect information on the level of education currently being attended. Tick what applies and continue with B02(ii).

Question B02(ii)

Level of education details. You should ask the respondent to specify the level of education detail (e.g. Degree Year 1). The data processing staff will enter the corresponding code from the Code Book provided by JPKE. Please enter the complete information provided in a readable form and skip to B05.

<u>Question B03</u>

This question checks on whether the respondent has completed his/her study: If response is “Yes”, tick 1 and continue with to B04. Otherwise skip to B07.

<u>Question B04</u>

Year of completion of study: Enter the year when the respondent finished his/her study and continue with B05.

<u>Question B05</u>

Highest educational level attained: This question seeks to determine the highest level of education that the respondent has actually completed. Write down the information received in the space provided in the questionnaire and continue with B06.

<u>Question B06</u>

Major field of study and highest qualification attained: The respondent should confirm the availability of Certificate, Diploma and Degree corresponding to the qualification attained. Write down the respondent’s major field of study. Based on your information, the data processing staff will assign the corresponding code form the Code Book on Education and Training.

Questions B07- B10 check on any education or training received outside the regular education system during the last 12 months.

<u>Question B07</u>

Checks on any training received outside the regular education system during the last 12 months. Tick the corresponding option, if 1, continue with B08. Otherwise, skip to C01.

<u>Question B08</u>

Number of training programmes attended. Continues checking how many of training programmes the respondent attended within the last 12 months. Tick the corresponding option and continue with B09.

<u>Question B09</u>

Checks on the subject of the (most recent) training attended by the respondent. Based on respondent’s response, specify the subject of training. The data processing staff will enter the corresponding code from the Code Book provided by the JPKE, based on ISCED-F (field of study). Please enter the complete information provided and continue with B10.

<u>Question B10</u>

Source of financing of the training received. Ask the respondent who financed the training specified in B09. Tick the option that applies and continue with SECTION C. If option 5 (*Other*), please enter the information provided and also continue with SECTION C.

10.6 SECTION C: Initial Filter - Identification of Employed

This is a critical section of the questionnaire intended to collect information on all forms of *work* performed during the REFERNCE WEEK (that is, from Monday up until the most recent Sunday). Please refer to the definition of **"***Work*" given in Section 9.8 of this Manual.

The purpose of Section C is to get a complete picture of work activities performed by each eligible member of the household for pay or profit. The aim is to distinguish clearly between those activities which count as "employment" (see Questions C02 and C04) and other forms of work (covered in Question C05(3,4). ***Importantly***, Section C also aims to identify persons who were not in employment during the REFERENCE WEEK.

Question C01

Checks on any work performed for a wage, salary, commission, tips or any other pay, even if only for one hour? The question aims to determine if the respondent did any work for a wage, salary, commission, tips or any other pay, even if only for one hour during the REFERENCE WEEK. If the answer is "Yes", tick the corresponding option and skip to Question D01. If otherwise, tick option 2 and continue with C02.

Question C02

Checks on any work performed for profit. An example of such forms of work is provided in the question to facilitate better understanding of the question. If option 1, tick and skip to C04. Otherwise, tick option 2 and continue with C03.

Question C03

Checks on work performed as a contributing family worker (see definition in Sub-Section 9.15.4 of this Manual). In case of option 1, continue with C04. Otherwise skip to C06.

Question C04

Checks on any market activity. In case of option 1, continue with C05. Otherwise skip to D01.

Question C05

Continues checking on market activity and identifies persons engaged in production of goods mainly or only for family needs. In case of options 1 or 2, skip to D01. Alternatively, if options 3 and 4, continue with C06. Here we would like to double check whether or not persons in categories C05(3,4), while being absent from work during the REFERENC WEEK, were engaged in own-use production of goods during that week. The final test for this is Q06.

Question C06

Checks on temporary absence from work performed for pay or for profit. This question aims to determine whether the individual could be classified as "in employment but not working" although in Question C03, he indicated otherwise. This may be because the individual may have been otherwise occupied (for the most part) and forgot to say that s/he was on leave or was off the job through a labour dispute or because of weather conditions. The definitions of *employment* and *temporary absence from work* are given in Sub-Sections 9.8.2 and 9.84. In case of option 1, continue with C07. Otherwise, tick option 2 and skip to G01.

Notably, code 2 indicates that the respondent did not perform any form of work activity to classify him/her as employed.

Question C07

Checks on reason for absence. The question is directed to respondent who answered C06 with code 1 (“Yes”). Tick one of the options given in the question. If you tick options C07 (1,2,3,4), skip to D01; if you tick option 12, skip to G01. Otherwise tick any other corresponding option and continue with C08. If the answer is C07(13), please write down the information provided

Question C08

Checks on the total duration of absence. The question is intended to check if the respondent continues to be in employment, when he/she is in extended absence form job. According to relevant legislation of Brunei Darussalam, persons may continue to be in employment even if absent from work up to 3 months (e.g., example, maternity leave). In case of option 1, skip to D01. Otherwise tick the corresponding option and continue with C09.

Questions C09

Checks on remuneration during absence. Continued receipt of remuneration is the ultimate test of job attachment checking whether or not the respondent can still be classified as employed after his/her response to C08 with options 2 or 3. If the response is option 1 (”Yes”), tick and continue with SECTION D, otherwise tick option 2 and skip to G01.

10.7 SECTION D: Characteristics of Main Paid Job/Business Activity

In Questions D01-D21, reference is made to main job/business activity and in Questions D22-D28 to secondary paid job/business activity.

The respondents would normally decide which their main job is. If in doubt, you should suggest that the main job/business activity is the one with the longest hours usually worked.

For example, if a person generally works as a government employee during the day and as a tutor in mathematics in the evenings, then the main job would be the government job because most time is spent on this job. If the person was away from his government job during the REFERENCE WEEK, the government job would still be considered his main job because that is the job in which he generally spends most time at work.

Question D01

Occupation. For those who performed some work during the REFERENCE WEEK or who still had a job attachment, enter a description of the kind of job the respondent usually does. *For example, policeman, primary school teacher, registered nurse, domestic worker, truck driver farmer, fisherman, carpenter, welder, executive officer, clerical worker, barber, shopkeeper, watchman*. Please enter the occupation title in the space provided and continue with D02.

Question D02

Occupation (continued). Describe the tasks and duties the respondent usually performs in the main job/business. Examples of tasks and duties: selling clothing, weeding of rice paddy, operating forklift truck, etc. If there is not enough space to describe the tasks and duties clearly, continue the description at the foot of the page. The information you provide will be used by the data processing team to assign a detailed occupational code to each activity, so it is vital that you give enough information about the work to make it possible to do this occupation coding. The detailed coding of occupations is given in the Code Book on occupations. Continue with D03.

Question D03

Mismatch between respondent's skill and the job occupied. This is an important question to test the quality of respondent's employment and check the efficiency of the labour market policy implemented in the country. Tick one of the four options in the question and continue with D04.

Question D04

Mismatch between respondent's education/training received and work performed. Enter codes 1 or 2. ***Attention***: before continuing with D05, for the purpose of consistency and accuracy of the response received, go back and compare the responses received to questions B06 and B09. In case of discrepancy, please repeat the same question(s) of Section B one more time and try to obtain consistent information.

Question D05

Status in employment. The answer to this question will make it possible to identify persons who work for pay (employee or paid apprentice/intern), persons who work for profit (employer with regular employees), persons receiving income (own-account worker without regular employees) as well as contributing family workers (helping without pay in a household/family business). For the definitions of these categories see Section 9.14 of this Manual. If you tick D05(1,2) continue with D06. Otherwise tick the corresponding option and skip to D13. If the respondent gives other category, enter the information in the space provided.

Question D06 and D07

Questions D06 and D07 check on whether the respondent has oral or written contract and whether it is permanent or temporary.

Permanent contract refers to those situations in which the period of employment is open-ended and unspecified. There would normally be a written contract with certain legal provisions. For this group of employees, tick 1 and continue with D07. In case of option 2 (oral agreement), tick and likewise continue with D07.

Temporary contract refers to those having a limited period of employment. For this group of employees, we wish to know more details on the conditions of their employment. Therefore, if response is D07(2), continue with D08; if option D07(1), skip to D10.

Question D08

Reason for contract's limited duration. If response to D07 is option 2, ask for the reason of the contract's temporary nature. Enter one of the nine options provided and continue with D09. In case of option 9 (*Others*), ask the respondent to specify, enter the information in the space provided and also continue with D09.

Question D09

Duration of contract. Tick the corresponding option continue with D10.

Questions D10-D12 apply to household members who used option D07(1). They intend to define persons in informal employment (see relevant definition in Section 9.12). Social security contribution refers to benefits to the employee like pension, provident fund, insurance, employee welfare fund provided by the employer, unemployment fund, etc. You need to probe whether the employee have this benefit or not. Paid leave refers to annual vacation time, sick leave, home leave, casual and festival leave, maternity leave, obsequies leave, etc. In some cases, a worker will get paid compensation for some types of unused leave that has been accumulated and this is also included in this question.

Questions D10, D11, D12

De facto job-related benefits. Tick one of the three options provided in all three questions.

Question D13

Industry and geographic place of work. This question is directed to paid employees and paid apprentices/interns (D05 codes 1 or 2). If the work is carried out in an establishment, it would be helpful to record the name and location of the establishment. This will help the data processing team at JPKE to assign the correct detailed code for the industry of the respondent's employment.

Respondents who provide the name and administrative unit (location) of their place of work (option1) should continue with D14. In case of option 2, skip to D21. Otherwise skip to D16.

Question D14

Industry. This question is directed to respondents who answered D05 with codes 3,4,5,6 and D13 with code 1. Here, write down a few words on the main product or service produced by the farm, business or organization where the respondent was working during the REFERENCE WEEK. *Examples: selling fish, teaching children to read and write, caring for the sick, livestock farming*. ***Important***: it is not the same as in the case of *occupation* (Questions D01 and D02). For instance, a truck driver working for an airline company would have an occupation of truck driver and an industry of air transport. Only in the case of a one-person business enterprise are the descriptions of occupation and industry likely to be the same. Please provide enough information to allow this coding to be done accurately by your supervisor. For more information see also Sub-Section 9.17.

Question D15

Institutional sector. This question intends to classify the sector where the respondent is working.

Government service: any organisation operated by the Government to serve the people. Employees are paid by the Government. For instance, Ministries, Departments, District Government Offices, public schools, hospitals or health posts, and post offices. Financial public corporation: any organisation financed by the Government or the public which provides financial services.

Private financial company: any financial business or enterprise is registered under certain rules.

Private non-financial company or farm: non-financial business, enterprise or farm are registered under certain rules or Company Acts and operated by persons independently.

If you enter codes 1, 2, 4 and 5 (i.e. working in the Government service, state-owned enterprises or NGOs/INGOs and *Other*), skip to D20. For code 3 (i.e. working in a private business or farm), continue with D16.

Questions D16-D20 are designed to collect information about those working in the informal sector (see relevant definition in Sections 9.12).

There may exist unregistered private enterprises or businesses. In this case, persons performing work in such economic units will be those employed in the informal sector. For instance, such businesses as water village tourist guides, owners or venders in or different types of small repair workshops may not be registered to operate under industrial licences or under the Company Acts.

Question D16

Type of ownership. In case of option 2 and especially 3, this may be a first indication that the economic unit may be operating in the informal sector; tick the corresponding option and continue with D17. Otherwise (option 1) skip to D21. *For detailed definitions of the categories of legal units distinguished in the 2008 SNA , see Sub-Section 9.19 of this Manual*.

Question D17

Business registration. This is a key question; pay attention to and ***check the name of the authority*** using the list received from your supervisor. If it does not correspond, make a special note and write down the name. Notably, response with option 2 and especially options 3 and 4 could emanate signal that the business may operate in the informal sector. Tick the corresponding options and continue with D18.

Question D18

Record of accounts kept. This is another key question to define persons employed in the informal economy. It intends to check if the respondent keeps a book of accounts. Tick the corresponding option and continue with D29.

Question D19

Establishment size. If the respondent's establishment has 1-5 persons, operates under codes 17(2 or 3), is not registered, and does not keep book accounts, it is highly probable that the business operates in the informal sector. Tick the corresponding option and continue with D20.

Question D20

Type of place of work. The question is directed to all persons who responded to questions D19 and D15 (codes1, 2, 4 or 5). The question also attempts to identify persons employed in the informal sector. Tick the corresponding option and continue with D21. If option "Other", enter the information in the space provided and also continue with D21.

Question D21

Duration of employment. This question addresses the issue of job tenure. In combination with D03, D04, D05, D06, D07, D10, D11, D12 and D15, it may provide information on the respondent's job security and his/her quality of employment. Tick the corresponding option and continue with D22.

Questions D22-D28 have been designed to measure secondary paid job/business activity.

Important: Interviewer please READ UP the text in Question D22.

Question D22

Multiple job holders. The question checks whether the respondent had more than one job or business activity during the REFERENCE WEEK. Tick the corresponding option. In case of option 1("Yes"), continue with D23. Otherwise, skip to E01.

Questions D23 and D24

Occupation in second job. These are exactly the same questions as D01 and D02 and they serve the same purpose but in reference to your second job. Enter the information received and continue with D25.

Question D25

Status in employment in second job. This is the same question as D05. Tick the corresponding option; if the respondent gives other category, enter the information in the space provided and continue with D26.

Question D26

Industry and geographic place of work of second job. This is the same question as D13. If response is D26(2,3), skip to E01. Otherwise continue with D27.

Question D27

Industry of second job. This is the same question as D14. Write down the information received and continue with D28.

Question D28

Institutional of sector second job. This is the same question as D15 and it serves similar purpose. Tick the corresponding option and continue with SECTION E.

10.8 SECTION E: Working Time (all jobs)

The questions asked in this section refer to hours usually and actually worked by the respondent (see the definition in Section 9.10 of this Manual). In measuring the hours worked (whether usual or actual), you should count as work, time at the office, farm or business, including brief breaks for tea, toilet or rest, but excluding longer breaks such as for lunch. This work time might be paid at ordinary rates of pay, at overtime rates of pay or even without pay. You should exclude time to travel to or from the place of work, and absences for shopping, funerals, or other personal reasons.

Actual hours worked and usual hours worked may differ (and often do). Actual hours worked may be more than usual hours because of sudden jump in sales or because the person had more time available and wanted to make more income, or for other reasons. The actual hours worked may be less than usual hours because the person was sick or on vacation, went shopping, was on strike, had family responsibilities, etc.

The questions in this section also address the issue of employment in excessive working time and time-related underemployment (see definition in Sub-Section 9.9.1 of this Manual).

Question E01

Hours usually worked. The aims to define the number of hours the respondent usually works ***per week*** in his/her main and second jobs. Add the totals, confirm with then respondent, write down and continue with E02.

Question E02

Hours actually worked. Here we would like to define the number of hours the respondent actually worked in his/her main and second jobs each day (from Monday to Sunday) ***during the REFRENCE WEEK***. Enter the information received and continue with E03.

Question E03

Less hours and overtime/excessive hours. While data users may wish to apply the national thresholds which are used to define excessive working time for national monitoring, they are encouraged to use the 48-hour threshold to construct the indicator in order to enhance international data comparability. The principle of the 8-hour day or the 48-hour week threshold was first adopted in ILO Convention No. 1, Hours of Work (Industry) Convention, 1919 and later in the Hours of Work (Commerce and Offices) Convention, 1930 (No. 30). This threshold was referenced in 2008 in the Resolution concerning the measurement of working time, adopted by the Eighteenth International Conference of Labour Statisticians (ICLS). In particular, the ICLS Resolution recommends that States collect and report working time statistics for different hour bands, including the band “up to and including 48 hours”.

Attention: you should tick the corresponding option given in Question E03. If the response is “0 hours” or “*Less than 40 hours*”, tick option 1 or 3 and continue with E04. In case of option code 2 “exactly 40 hours”, skip to E10. Otherwise, skip to E05.

Question E04

Reason for working less time. This is the first key question in an attempt to identify persons in ***time-related underemployment*** (e.g., usually works less than 40 hours; technical unemployment (lack of raw material or energy, lack of orders or clients, etc.). Tick the corresponding option and skip to E06 in all cases. If the respondent gives other reason not indicated in the options, enter the information in the space provided and skip to E06.

Question E05

Reason for working overtime time. If the respondent works more hours during the REFERENCE WEEK, the reason for working more hours should be identified. Tick the corresponding option and continue with E06. If the respondent gives the reason not indicated in the options, write it down in the space provided and also continue with E06.

Question E06

Search for other/additional work. This is one more key question attempting to define persons in time-related underemployment. It is designed to check whether the responded looked for additional or other work during the last four weeks preceding the interview. This period is also used in Section G to test for job search. Tick the corresponding option and continue with E07.

Question E07

Desire to work more hours. This is also a key question used to identify persons in time-related underemployment. It checks the respondent's desire to work more time, provided the extra hours were paid. Tick the corresponding code: in the case of code 1, continue with E08; otherwise skip to E10.

Question E08

Availability to work more hours. This is the question that checks on the respondent's availability to start working more hours within the next two weeks following the interview. This period is also used to test for availability in Section G. In the case of option 1, continue with E09; otherwise, skip to F01/05.

N.B. If coded E04(2), E06(1), E07(1) and E08(1), the respondent is classified as being in time-related underemployment.

Question E09

Number of additional hours. The question is addressed to persons who responded "Yes" to E08 and checks how many additional hours the respondent could work. Write down the number of hours and continue with E10.

Question E10

Desire to change employment. This question is used to identify whether or not the respondent would like to change his/her current employment situation due to inadequate employment. If code 1, continue with E11; if response is 2, skip to F01/F05.

The above double skip is due to the fact that some respondents answered D05 with option 1 or 2 while other responded with option 3 or 4. Given that, be careful to ask the right questions of right respondents.

Question E11

Reason to change job due to inadequate employment situation. The respondent is requested to give the main reason for his desire to to change his/her current employment situation. Tick any option and continue with SECTION F. If the respondent gives other reason not indicated in the options, enter the information in the space provided and continue with SECTION F.

10.9 SECTION F: Employment-Related Income

Interviewer before starting questioning the respondent, please REMEMBER:

- **Questions F01-F04 refer to employers and own-account works or those who responded to Question D05 with option 3 or 4.**
- **Questions F05-F13 refer to employees and paid apprentices/interns or those who responded to Question D05 with option 1 or 2.**

These questions collect information on employment-related income of employers, own-account workers (persons in self-employed) as well as employees and paid apprentices/trainees (persons in paid employment). For the definitions of different types of employment-related income see Sub-Section 9.14 of this Manual.

Question F01

Income from self-employment. The information is collected for the whole month preceding the interview. Enter the amount given by the respondent and continue with F02.

Question F02 and F03

Additional income in kind. Employers and own-account workers may take some products from their main business or activity for the household's own use. If this is the case, tick option 1, continue with F03, write down the amount given and continue to F04. Otherwise, tick the appropriate option and skip to I01.

Question F04

Checks on the respondent's income from employment in other business or activities. Enter the amount given by the respondent and continue with Module I.

Questions F05-F12 refer to employees and paid apprentices/trainees or those who responded to Question D05 with codes 1 or 2.

Questions F05

Employment related income of employees in cash or in kind. Here we would like to determine whether the respondent received his/her last payment in cash (e.g. salaries, wages, commissions, bonuses or tips). If the response is "Yes", tick option 1, ask for and write down the amount received and continue with F06. Otherwise, tick option 2 (paid in kind only) and skip to F07.

Question F06

Employment related income of employees in cash or in kind (continued). The question intends to determine the period covered by payment in F05. If option 1 (one day), skip to F08. If options 2, 3, 4, continue with F07. If the respondent gives other response, enter the information in the space provided and als0 continue F08.

Question F07

Number of paid days worked. The question aims to find out the number of days worked during the period indicated in F06, write down the information received in the space provided and continue with F08.

Question F08

Number of hours worked. The question intends to find out the average number of hours the respondent worked per day in his/her job during the period indicated in F06. Write down the information received in the space provided and continue with F9.

Questions F09-F12 refer to additional earnings in kind.

Questions F09 and F10

Here the question intends to determine whether the employer provided respondent with housing, food and/or drinks, transport (vehicle, fuel, bus ticket, etc.), clothing (other than uniforms). Tick all options that apply, ask for the cost of the products if respondent had to purchase them, write down the amount, and continue with F10. If respondent provides other option(s), enter information in the space provided and continue with F10 as well. If nothing applies, skip to I01.

Questions F11 and F12

The question checks whether the respondent had to pay any amount and how much to receive the product(s) identified in F09. In case any options, continue with F13.

Question F13

Checks on the respondent's income from employment in other business or activities. Enter the amount given by the respondent and continue with Module I.

10.10 SECTION G: Job Search and Availability

This section applies to those who did no work during the REFERENCE WEEK, who did not have a job to which they will return to work, who away for more than three month from their own job or business without pay and its purpose is to find out whether these people are unemployed or out of the labour force. ***Only people who answered "No" to question C06, used option 9 in C07 and option 2 in C09, will be asked the questions in this section; all others will skip past it***. For relevant definitions see Sub-Section 9.9.2 of this Manual.

Question G01

Job search. The question aims to find out persons who looked for any kind of paid job or tried to start any kind of business during the last four week preceding the interview. If option 1, skip to G03; in case of option 2 continue with G02.

Question G02

Future starters. Here we would like to collect information on persons who have already found a job or arranged their business in the future and because of that, did not look for a job during the last four weeks. If option 1, skip to G04, if otherwise skip to G07.

Question G03

Active method of job search. This is one of the key questions to test if a person can be classified as unemployed. It intends to determine methods of active job search. If respondent used any methods from options 1-10, continue with G04. In case of option 11, enter the information in the space provided and also continue with G04. If no method (option 12), skip to G07.

Question G04

Preference in employment. Here we would like to determine what kind of employment the respondent was looking for: (1) wage employment; (2) self-employment; or (3) any job. If the survey reveals a high number of people under (3), this may indicate unfavourable situation in the labour market, especially if analysed in combination with B05 and B06. If option 1, continue with G05. Otherwise skip to G06.

Question G05

Preference in working time arrangement. The question collects information on preferred time arrangement of persons who responded with G04(1). Tick any corresponding option and continue with G06.

Question G06

Duration of job search. The question checks how many months in total the respondent was without a job and was looking for work. Answers with options 5 and 6 will indicate the number of long-term job seekers or long-term unemployed, if classified as such. Tick any corresponding option and skip to G09.

Question G07

Desire to work for pay or profit. The question is intended to determine persons who are willing to work if a job or business opportunity became available. This is also another key question to classify a person as unemployed. If option 1, continue with G08. Otherwise, skip to SECTION H.

Question G08

Reason for not seeking work for pay or profit. This is one of the questions intended to determine potential labour force. Tick any corresponding option and continue with G09. In case of option 14 (*Other*), write down the information received and also continue with G09.

Question G09

Availability to start working. The expression "*available for work*" means that, given a work opportunity, a person would be able and ready to work. This is another key question used to determine whether a person is currently unemployed. *Notably*, with option 1 and in combination with certain categories of G08 (*available non-seekers*) or alternatively, with option 2 and in combination with G01(1) (*unavailable jobseekers*) the number of persons in potential labour force can be estimated. In case of options 1 and 2, tick that corresponds and skip to H01. If option 3, continue with G10.

Question G10

Reason for unavailability to start working in the next two weeks. The question intends to find out the main reason of the respondent's unavailability to start working during the two weeks following the interview. Tick the corresponding option and continue with G11. In case of option 8, write down the information received and also continue with G11.

10.11 SECTION H: Past Employment Experience

This section is designed to collect information about the past employment experience (if any) of those who responded to G11.

Question H01

This question aims to determine if the respondent ever worked in the past for a wage, salary or for other income in cash or in kind, including in his/her own business or in a family business. If he/she did not, skip to H08. Otherwise continue with H02.

Question H02

Reason for end of last job. The question intends to determine the main reason why the respondent stopped working in his/her last paid job or business. Tick the corresponding option and continue with H03. In case of option 13 (*Other*), write down the information received and also continue with H03.

Questions H03

Occupation in the last place of work. Likewise in D02 and D03, based on the information provided, enter a description of the kind of job the respondent usually did in his/her last place of work. *For example, policeman, primary school teacher, registered nurse, domestic worker, truck driver farmer, fisherman, carpenter, welder, executive officer, clerical worker, barber, shopkeeper, watchman*. Please enter the occupation title in the space provided and continue with H04.

Question H04

Occupation (continued). Similarly to D23 and D24, based on the information provided, describe the tasks and duties the respondent usually performs in his/her last place of work. *Examples of tasks and duties: selling clothing, weeding of rice paddy, operating forklift truck, etc*. If there is not enough space to describe the tasks and duties clearly, continue the description at the foot of the page. The information you provide will be used by your supervisor to assign a detailed occupational code to each activity, so it is vital that you give enough information about the work to make it possible to do this occupation coding. The detailed coding of occupations is given in the Code Book on occupations. Continue with H05.

Question H05

Status in employment in the last place of work. Likewise in D06 and D25, the answer to this question will make it possible to identify persons who worked in their last place of work for pay (employee or paid apprentice/intern), persons who worked for profit (employer with regular employees), persons who received income (own-account worker without regular employees) as well as contributing family workers (helping without pay in a household/family business). Continue with H06. In case of option 6, write down the information provided and also continue with H06.

Question H06

Industry. Similar to D15 and D27, based on the information provided, write down a few words on the main product or service produced by the farm, business or organization where the respondent worked in the last place of work. *Examples: selling fish, teaching children to read and write, caring for the sick, livestock farming*.

Question H07

Duration since last job ended. Tick the corresponding option and continue with H08.

Question H08

Checks on the source of income. This question is asked of all persons without a job or business, queried in Sections G and H, and intends to define their source of income. Tick the option that applies and continue with continue with Module I. In case of option “Other”, write down the information provided and continue also with continue with Module I.

11 MODULE I: PRODUCTION OF GOODS FOR HOUSEHOLD OR FAMILY USE

These questions are for persons of working age who, during the last four weeks preceding the interview, performed any activity to produce goods for own final use. Subsistence foodstuff producers constitute an important subgroup of persons in own-use production work (for more detailed information, see Sub-Sections 9.8.6.and 9.8.7).

The information collected through the Module I, is essential to household/family livelihoods and food security. It is central in rural areas and may be an important contribution to economic output.

From the economic point of view, the information is used for structural analysis of the working age population by forms of work performed and contributes to the computation of total labour input into production (national accounts) in terms of volume rates (hours actually worked).

The questions contained in the Module are asked of all persons who responded to Section F or Section H and covers the period of the last four weeks preceding the interview.

Question I01

Activities mainly for household/family consumption. The question intends to collect information if the respondent did or does any activities (cultivate land or a kitchen garden for crops, vegetables or fruits, including planting, tending, harvesting, etc.) mainly for household or family consumption, even if only for a short time, during the last four weeks. In case if response is “Yes”, select the option(s) and continue with I02. In case of option 2 (“No”), skip to I06.

Question I02

Time spent. The question aims to collect information on time the respondent spent on this during the last four weeks preceding the interview Write down the response. If the respondent answers “Don’t know” or “Don’t remember”, ask whether he/she can recall the number of days spent and then proceed asking about the number of hours spent. Write down the total and continue with I03.

Question I03

Sells or barters. The question aims to collect information if the household sells or barters any part of the goods obtained from this work. If options 1 or 2, skip to I06; otherwise, tick option 3 and continue with I04.

Question I04

Volume of goods sold. The question seeks to define how much the household regularly sells. If options 1or 2, skip to I06; otherwise tick option 3 and continue with I05.

Question I05

Consistency check. The main objective of this question is to check whether the respondent had in mind this type of work when he/she answered to C05(1) or (2). If response is "Yes", further check if the work was in the respondent's his main or second job, tick the option that applies and continue with I06.

Question I06

Activities mainly for household/family consumption. The question intends to collect information if the respondent did or does any activities (grow fodder, tend livestock, poultry or other animals for meat, eggs, milk, honey, hides or other products) mainly for household or family consumption, even if only for a short time, during the last four weeks. In case if response is "Yes", tick and continue with I07. In case of option 2 ("No"), skip to I11.

Question I07

Time spent. Write down the response. If the respondent answers "Don't know" or "Don't remember", ask whether he/she can recall the number of days spent and then proceed asking about the number of hours spent. Write down the total and continue with I08.

Question I08

Sells or barters. The question aims to collect information if the household sells or barters any part of the goods obtained from this work. If options 1 or 2, skip to I11; otherwise, tick option 3 and continue with I09.

Question I09

Volume of goods sold. The question seeks to define how much the household regularly sells. If options 1or 2, skip to I11 otherwise tick option 3 and continue with I10.

Question I10

Consistency check. The main objective of this question is to check whether the respondent had in mind this type of work when he/she answered to C05(1) or (2). Tick what applies and continue with I11.

Question I11

Activities mainly for household/family consumption. The question intends to collect information if the respondent did or does any activities (catch or trap fish, shellfish or other water or sea products for food or as raw material) mainly for household or family consumption, even if only for a short time, during the last four weeks. In case if response is “Yes”, tick and continue with I12. In case of option 2 (“No”), skip to I16.

Question I12

Time spent. Write down the response. If the respondent answers “Don’t know” or “Don’t remember”, ask whether he/she can recall the number of days spent and then proceed asking about the number of hours spent. Write down the total and continue with I13.

Question I13

Sells or barters. The question aims to collect information if the household sells or barters any part of the goods obtained from this work. If options 1 or 2, skip to I16; otherwise, tick option 3 and continue with I14.

Question I14

Volume of goods sold. The question seeks to define how much the household regularly sells. If options 1or 2, skip to I16 otherwise tick option 3 and continue with I15.

Question I15

Consistency check. The main objective of this question is to check whether the respondent had in mind this type of work when he/she answered to C05(1) or (2). Tick what applies and continue with I16.

Question I16

Activities mainly for household/family consumption. The question intends to collect information if the respondent did or does any activities (gather wild fruits, roots, medicinal or other plants for food or as raw material) mainly for household or family consumption, even if only for a short time, during the last four weeks. In case if response is “Yes”, tick and continue with I17. In case of option 2 (“No”), skip to I21.

Question I17

Time spent. Write down the response. If the respondent answers “Don’t know” or “Don’t remember”, ask whether he/she can recall the number of days spent and then proceed asking about the number of hours spent. Write down the total and continue with I18.

Question I18

Sells or barters. The question aims to collect information if the household sells or barters any part of the goods obtained from this work. If options 1 or 2, skip to I21; otherwise, tick option 3 and continue with I19.

Question I19

Volume of goods sold. The question seeks to define how much the household regularly sells. If options 1or 2, skip to I21 otherwise tick option 3 and continue with I20.

Question I20

Consistency check. The main objective of this question is to check whether the respondent had in mind this type of work when he/she answered to C05(1) or (2). Tick what applies and continue with I21.

Question I21

Activities mainly for household/family consumption. The question intends to collect information if the respondent did or does any activities (prepare foodstuff for storage, such as flour, shrimp/prawn paste, frozen food, preserves and other food or drinks) mainly for household or family consumption, even if only for a short time, during the last four weeks. In case if response is “Yes”, tick and continue with I22. In case of option 2 (“No”), skip to I26.

Question I22

Time spent. Write down the response. If the respondent answers “Don’t know” or “Don’t remember”, ask whether he/she can recall the number of days spent and then proceed asking about the number of hours spent. Write down the total and continue with I23.

Question I23

Sells or barters. The question aims to collect information if the household sells or barters any part of the goods obtained from this work. If options 1 or 2, skip to I26; otherwise, tick option 3 and continue with I24.

Question I24

Volume of goods sold. The question seeks to define how much the household regularly sells. If options 1or 2, skip to I26 otherwise tick option 3 and continue with I25.

Question I25

Consistency check. The main objective of this question is to check whether the respondent had in mind this type of work when he/she answered to C05(1) or (2). Tick what applies and continue with I26.

Question I26

Other own-use production work. The question attempts to collect information on other own-use production work (make any goods or crafts, only for household use, such as furniture, pottery clothing or other textiles (excluding foodstuff)). If response is “Yes”, continue with I27. If response is “No”, skip to I28.

Question I27

Time spent. The question intends to collect information on time the respondent spent on this during the last four weeks preceding the interview. If the respondent answers “Don’t know” or “Don’t remember”, ask whether he/she can recall the number of days spent and then proceed asking about the number of hours spent. Write down the total and continue with I28.

Question I28

Other own-use production work. The question attempts to collect information on other own-use production work (do any construction or major repair work to the household premises). If response is “Yes”, continue with I29. If response is “No”, continue with MODULE J.

Question I29

Time spent. The question intends to collect information on time the respondent spent on this during the last fort weeks preceding the interview. If the respondent answers “Don’t know” or “Don’t remember”, ask whether he/she can recall the number of days spent and then proceed asking about the number of hours spent. Write down the total and continue with MODULE J.

12 MODULEL J: OWN-USE PROVISION OF SERVICES

These questions are for persons of working age who, during the REFERENCE WEEK, performed any activity to provide services for own final use (for more detailed information, see Sub-Sections 9.7.6).

The Module covers such work as managing the household and accounts; buying goods and transporting them; preparing food; serving meals, recycling, throwing the rubbish; cleaning, maintaining household premises, decorating, gardening; caring for children (including instruction) or elderly members.

From the economic point of view, the information is used for structural analysis of the working age population by forms of work performed and contributes to the computation of total labour input into production (national accounts) in terms of volume rates (hours actually worked). It also contributes. Notably, information on own-use provision of services addresses issues of gender equity, access to employment and work-life balance.

Question J01

Unpaid housework. Examples: preparing meals, doing the dishes, cleaning the house, doing laundry, cutting the grass, home maintenance and small repairs, household shopping and finance management, etc. If option 1, tick what applies and continue with J02. If option 2, skip to J03.

Question J02

Time spent. Enter the number of hours in the provided space and continue with J03.

Question J03

Unpaid dependent care. Examples: providing personal care to dependent adult members of the family, administering medication, helping them with shopping, banking, visiting seniors, etc. If option 1, tick what applies and continue with J04. If option 2, skip to J05.

Question J04

Time spent. Enter the number of hours in the provided space and continue with I05.

Question J05

Unpaid child care. Examples: bathing or active playing with children, taking children to school, sports or other activities, instructing, tutoring or helping children with homework, advising or talking with teens about their problems, etc. If option 1, tick what applies and continue with I06. If option 2 and continue with SECTION K.

Question J06

Time spent. Enter the number of hours in the provided space and continue with SECTION K.

13 SECTION K: INFORMATION ON THE PERSON WHO ANSWERED THE QUESTIONS

13.1 Information on the person who answered the questions

This the final section of the Labour Force Survey questionnaire.

Question K01

Person interviewed. The question intends to define who provided responses to the questionnaire: (1) the person selected for the survey; (2) another member of the household; or (3) other person. Tick what applies and continue with K02.

Question K02

Date of the questionnaire completion. Entre the day, month and year of the interview with the respondent defined in K01.

13.2 At the end of the interview

Before leaving the household, check to make sure that you have filled in the questionnaire accurately and completely. In particular, you need to check that all household members have been included and no one left out, that your writing is legible so that it can be easily read in the head office, and that all questions and filters have been followed correctly. It is particularly important to ensure that the personal ID numbers have been entered correctly on every page.

After the interview is completed for all eligible household members, fill in the rest of the details on the front page. This includes the time the interview started and ended (you may even have had to carry over some of the interviews to the next day if not all eligible household members were available). Also show the total number of household members and the number of eligible members below on the right-hand side. You should record the outcome of the interview (use the space provide on the back page), and if there were any specific problems, you should describe and inform your supervisor. After carefully checking the questionnaire for completeness, you should record your name, sign and date the questionnaire in the box at the bottom, and then pass the questionnaire to your supervisor for further checking.

14 LAST PAGE OF THE QUESTIONNAIRE

The Last Page of the questionnaire contains the following information.

1) Brief instructions to interviewer and supervisor.

2) Space for interviewer's and supervisor's comments and signatures.

3) Box for office use only for the following notes:

Process	Name	Starting date	Completion date
Editing by Supervisor Remarks			
Submission Secretariat Remarks			
Coding Remarks			
Data Entry Remarks			
Data Validation Remarks			

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