



**STATISTIKAAMET**

STATISTICAL OFFICE OF ESTONIA

# **ESTONIAN LABOUR FORCE SURVEY**

**Interviewer's manual**

## I. GENERAL CHARACTERISTICS OF LABOUR FORCE SURVEYS

In order to get a picture of labour force surveys one should define sample surveys as one way of acquiring labour force data. There are four different ways of collecting data concerning employment:

- 1) by means of complete registration, i.e. each and every event in the society is registered (starting and leaving jobs, applying to the State Employment Bureau, etc.);
- 2) by means of census, i.e. the status of each person at a given point of time is registered (usual activity, occupation, economic activity, average working hours, income, etc.);
- 3) by means of sample survey, i.e. data are collected from only a part of the population (labour force survey);
- 4) by means of annual reports from enterprises and organisations (labour force and salary reports characterising the enterprise as a whole).

In the first three cases the unit of data collection is the individual person, in the last case – the enterprise. Each way of data collection has its advantages and drawbacks. The advantages of a labour force survey based on a sample survey are:

1. Coverage. Together with the population census, this is the only data source that enables us to cover the whole population: the employed and unemployed, different economic activities and occupations, etc. As far as coverage is concerned, the labour force survey contrasts especially with the data collected through the reports of enterprises and organisations, which reflect the employees of only those enterprises who have to present annual reports. Such a database does not include the inactive, unemployed, farmers and other private entrepreneurs, freelancers, unpaid family workers, not to mention illegal labour force. The same problem occurs with the registration of the unemployed, which is usually confined to the registration of those who apply to the State Employment Bureau.

2. Directness. Collecting data directly from people helps to avoid the distortions connected with having several jobs. In the case of the data collected through enterprises, it is hard to guarantee that a person working in several enterprises is not registered more than once in the labour force. The direct focus on the people provides us with wider possibilities for the use of the collected information.

3. Flexibility. As a sample survey, the labour force survey is easily adjustable to various needs. By interviewing the people directly, we can obtain information about some aspects of employment that would be inaccessible with other methods (earlier job changes, other events in the person's life, attitudes, hopes for the future, etc.). In the population census, the number of questions concerning employment is limited. In the labour force survey, the number of questions is much larger, which enables us to analyse the data more thoroughly.

4. International comparability. One of the most important requirements placed upon information is international comparability, and in order to grant it different countries must use the same definitions. However, this is not possible with all methods of data collection, for instance the registered unemployment depends on the legislation of the particular country. In the case of a labour force survey we need not consider the restrictions of legislation, thus it is preferred for making international comparisons.

The main drawback of a labour force survey is that it does not give sufficiently exact information about smaller administrative units. The same goes for smaller groups of population; for instance, the survey cannot be used to compare the employment conditions of the Finns and Latvians living in Estonia. Due to the differences in the advantages and

drawbacks of the different methods of data collection, it is only natural that the above-mentioned methods are mutually complementary. The data collected through enterprises are indispensable in ascertaining the employment and salary conditions of different branches of economy. The main advantage of the databases of the State Employment Bureau is their relative low cost. Since the data are collected for the Bureau's own purposes, the costs of their statistical use are reduced to processing and analysis.

In the early years of modern statistics, the main sources of data concerning the economic status of the population were population censuses and the reports of employment bureaux. However, using them made it clear that the censuses carried out every tenth year and the data collected as a side product of employment exchange at bureaux are not sufficient in order to assess the economic status of the population.

This was induced by the economic crisis of the 1930s. In the course of the experimental surveys carried out in order to define the extent of unemployment in the United States, it became clear that the most appropriate way to assess the economic status of the population was the sample survey. In March 1940, the Sample Survey of Unemployment was started in the United States, which can be considered the predecessor of the modern labour force surveys.

Today labour force surveys are just as important part of the statistical system of both developed and developing countries as population censuses. In Estonia, conducting labour force surveys is still a relatively recent phenomenon, since this kind of surveys were not considered necessary in the Soviet Union or in other socialist countries for ideological reasons.

As a rule, labour force surveys are not one-time undertakings, but are carried out at regular intervals. Depending on whether the results are wanted once or twice a year, once every quarter or once a month, the reference period covers a selected part of the year, or covers the quarters and months evenly.

The experience of other countries shows that it is reasonable to start the survey in the form of interviews carried out once or twice a year. Later on the surveys can be carried out more frequently (on a quarterly basis).

## **II. LABOUR FORCE SURVEYS IN ESTONIA**

The first Estonian Labour Force Survey (ELFS) based on the methodology of the International Labour Office (ILO) was carried out in 1995. In 1997 – 1999, the surveys were conducted in the 2nd quarter of the year. The data for all other quarters were collected retrospectively during the next survey. Since 2000 interviews have been carried out during the whole year and the quarterly and yearly data have been gathered on a continuous basis.

The Labour Force Surveys are carried out by the Statistical Office in co-operation with an employment statistics expert group comprising statisticians, representatives from government offices involved with labour force issues, university researchers and scientists. The aim of the activities of the expert group is to improve the management of employment statistics and to strengthen the relations between the users of employment statistics and the Statistical Office.

The results of the Estonian Labour Force Surveys are published in the Statistical Office monthly bulletin *Eesti Statistika* (*Estonian Statistics*), in the *Estonian Statistics Yearbook* and

on the Internet at <http://www.stat.vil.ee>. Information on the Labour Force Survey data may also be obtained by contacting the Statistical Office directly.

## The Sample

The target population of the ELFS are the working-age residents of Estonia. The **working-age population** is formed by people **between the ages of 15 and 74** as of January 1 in the survey year. All the working-age members of the target person's household are included in the sample. When drawing the sample, the growing need for labour force data at the county level has been taken into consideration. According to the size of population, the 15 counties of Estonia and Tallinn were divided into 4 groups as follows:

- 1) Tallinn;
- 2) 4 larger counties (Harju, Ida-Viru, Pärnu and Tartu Counties);
- 3) 10 smaller counties;
- 4) Hiiu County.

For each group, an inclusion probability rate was calculated (the probability of being included in the sample is smaller in Tallinn and in the larger counties). Then a systematic random selection was made, using the population database of AS Andmevara. In this way, a list was produced, which formed the basis for sample formation. The list also included information about the number of people registered in the population database as living at the same address. On the basis of this information, the list was divided into two parts: (1) the section of target addresses, which included the entries with exact addresses with the number of people registered at an address below 10; (2) the section of target persons, which included the entries with inexact addresses (with 10 or more people registered at an address. As the second step, the number of working-age members of the households in the section of target persons was specified, with the help of local governments. At the same time, other data – addresses and names - were also being checked, and notes were added about the deceased and those who had left the county.

The probability of a household of being drawn into the sample (the inclusion probability) is dependent on the number of working-age persons in the household. Compared to a household with one working-age member, the probability of a household with two working-age members of being drawn into the sample is twice as high, the probability of a household with three working-age members – three times as high, etc. In order to keep the inclusion probability of a working-age person of the target population constant, the third step was to draw into the sample all households with one working-age member and, by way of systematic random sampling, half the households with two working-age members, one third of the households with three working-age members, etc.. The same was done in the address section, according to the number of persons registered at an address.

The sample was divided evenly between the 52 reference weeks. Interviews are carried out during the week following the reference week. In exceptional cases, interviews may be carried out later, within 5 weeks of the end of the reference week. The questionnaire is always completed for the reference week indicated in the sample. The address section and the person section are treated differently:

In the address-based approach, all the working-age members (aged 15-74 as of January 1) of the households permanently residing at an address drawn into the sample are interviewed. In most cases, the number of households living at a particular address is limited to one, but may be more if the households meet the following criteria:

- A. Each household has a defined dwelling space (at least a room or a partition of a room). A part of the dwelling may be used communally by all the households;
- B. Each household has a separate budget and separate financial and food resources.

Only the households with at least one working-age member are interviewed in labour force surveys.

In the address-based approach, the survey does not include persons whose main place of residence is not located at the particular address (i.e., members living separately from the household). The main place of residence is the dwelling where a person spends most of the time when he/she is not working (studying). To eliminate the risk of drawing the same household into the sample more than once, members living separately are not interviewed at their temporary place of residence.

In exceptional cases, the interviewers may come across an inaccurate address comprising more than one dwellings (e.g., several farmsteads in a small village, several flats in an apartment house). In this case the address-based approach will be replaced by the person-based approach, and the questionnaire is completed only for the working-age members of the target person's household. At an institutional establishment (a home, a prison, etc.), interviews are carried out only with the target person will be interviewed.

In the person-based approach, interviews are carried out with all the working-age members of the target person's household. A person is sought for within the county indicated in the sample.

In order to ensure the accuracy of the data, households are interviewed on four occasions. For example, a household drawn into the sample for the first time in the 1<sup>st</sup> quarter of this year is interviewed also in the 2<sup>nd</sup> quarter and in the 1<sup>st</sup> and 2<sup>nd</sup> quarter of next year. each quarter, ¼ of the sample is replaced by new households.

## Definitions

The ELFS uses definitions devised by the International Labour Organisation, which enables us to compare the collected data with the data of other countries.

The basis for examining the economic activity of the population is the **working-age / labour-age population**. The working-age population comprises persons between the ages of 15 and 75 as of January 1 of the survey year.

The working-age population can be divided into three groups. First, those who wish to work, or **the economically active population**; secondly, those who do not wish or are not able to work, or **the economically passive / inactive population**. The economically active population constitutes **the labour force**, and it is divided into **the employed** (those who wish to work and have found work) and **the unemployed** (those who wish to work but have not found work). The economically passive / inactive population includes, e.g., homemakers, students, disabled persons, mothers on maternity leave, etc.

A person is considered **employed**, if – during the reference period – he or she

- 1) worked and received payment as a wage earner, entrepreneur, or a free-lancer;
- 2) worked without direct payment in a family enterprise or on his / her own farm;
- 3) was temporarily absent from work.

The main criterion for being temporarily absent from work is maintaining formal labour relations with the employer (in the case of an enterprise, the continuation of the enterprise). The reason for being temporarily absent from work may be holiday, illness, advanced training or retraining courses, a strike, etc. All persons who have worked at least 1 hour during the reference week are considered employed, in order that unemployment could be defined as the complete absence of work.

According to hours worked, the employed can be divided into **full-** and **part-time workers**. Part-time workers are those employed persons whose overall working time per week is less than 35 hours. An exception is made for the occupations where a shortened working time is prescribed by law.

A sub-category of the employed is **the underemployed**. A person is underemployed if he or she does not work full-time, but would like to work more and is available for additional work within two weeks.

A person is considered **unemployed**, if he or she simultaneously fulfils the following conditions:

- 1) he or she is without work (does not work anywhere at the moment and is not temporarily absent from work);
- 2) he or she is available for work within two weeks;
- 3) he or she is actively seeking work.

‘Seeking work’ refers to all the measures actually taken to find work or start entrepreneurship, such as registration at the employment bureau, placing or answering newspaper advertisements, seeking the assistance of friends and relatives in finding work, arranging for financial resources in order to start entrepreneurship, etc.

A separate category includes the persons who would like to work and would be currently available for work if there should be work, but who are not active job seekers. The main reason for not being an active job seeker is losing the hope of finding a job. This can be due to the absence of suitable work in the neighbourhood, age (too young or too old), etc. These persons are classified under the category **discouraged workers**, and because they are inactive, they are omitted from the labour force.

In assessing the economic activity of the population, the **labour force participation rate / activity rate** is used, which is the share of the labour force (the total number of the employed and the unemployed) in the working-age population.

$$\text{Labour force participation rate (activity rate)} = \text{labour force} / \text{working age population}$$

The **employment rate**, which is the share of the employed in the working-age population, is used to describe and analyse changes in employment.

$$\text{Employment rate} = \text{employed persons} / \text{working-age population}$$

**Unemployment rate**, which is the share of the unemployed in the labour force (the total number of the employed and the unemployed), is used for the assessment of the extent of and analysing changes in unemployment.

$$\text{Unemployment rate} = \text{the unemployed} / \text{labour force}$$

### III. INSTRUCTIONS RELATING TO INDIVIDUAL QUESTIONS

#### SECTION A. Interviewer's remarks

Information about the process of the interview is gathered in the interviewer's remarks. The interviewer's remarks in the questionnaire are divided into two parts: questions A01–A03 can be found at the beginning of the questionnaire, questions A04–A13 at the end of the questionnaire. The interviewer's remarks are filled in by the interviewer; questions A01–A03 are filled in before the interview, questions A04–A13 after the interview. If necessary, the questions at the end of the questionnaire may be filled in immediately after leaving the respondent.

The interviewer begins interviewing a household by identifying the head of the household.

Household is a group of persons living in the same dwelling space (at the same address) and using common financial and/or food resources. Persons forming a household are the members of the household. A person living alone also forms a household.

The head of the household is the member of the household, aged 15–74, who, over a longer period of time, has provided the largest share of the household income. If the household has a common source of income (e.g. a farming household), the member of the household who owns the business (farm) or the property that forms the basis of the business, is considered the head of the household. If the head of the household refuses to be interviewed, or there is some other reason why he or she cannot be interviewed, the household member next in the line of importance is considered the head of the household. The head of the household is interviewed first.

**On the cover of the questionnaire**, the interviewer writes the number of the reference week indicated in the sample, as well as the first and the last day of the reference week. The code of the household is indicated in the sample list. The code of the head of the household is 1. The other members are designated by the number of the column under which they are recorded in the table of household members in the questionnaire of the head of the household. The interviewer's code must also be indicated in the questionnaire.

**Question A01.** The most common places where interviews may take place are listed in the questionnaire. If the interview takes place somewhere else, the place has to be specified.

**Questions A02–A04.** Under certain circumstances the interview may be disrupted and has to be continued later on. In this case, the interviewer must also indicate the date, the starting time and the finishing time of the continuation. The time of continuation is important for the calculation of the duration of the interview.

**Questions A05–A08.** The aim of these questions is to assess the quality of the interview as depending on the language of the interview, the people present at the interview and the place of the interview. If another member of the household answered on behalf of the respondent (NB! This is allowed only on special occasions!) or if the respondent needed help from another person, it should be noted down in question A08.

**Questions A09–A10.** In the case of respondents living at institutions or in public accommodation, the type of the institution is to be specified here.

**Questions A11–A12.** If the respondent lives separately from his or her household, the place of the interview is to be specified at this point. E.g. if the respondent's household lives in Viljandi but he or she studies in Tallinn, the place of the interview is indicated as "1 In the place of residence of the household" if the interview takes place in Viljandi, and as "2 In the place of residence of the respondent" if the interview takes place in Tallinn. If the interview takes place in Viljandi and someone else answers for the respondent, the place of the interview is indicated as "1 In the place of residence of the household".

**Question A13.** All the circumstances that hinder the course of the interview should be taken down (the respondent's repelling attitude, unwillingness to answer certain questions, difficulties in remembering, etc.). If answers to certain questions seem dubious to the interviewer, it should be recorded as well.

## **SECTION B. Household characteristics**

Section B is completed only in the questionnaire of the head of the household. The aim of Section B is to provide information about the size and composition of the respondent's household.

**Question B01.** In the interviewer checkpoint B01, the interviewer makes clear that the respondent is the head of the household, in which case the respondent's number on the cover of the questionnaire should be 1. If the respondent is not the head of the household, the interviewer continues with Section C.

Information concerning all the household members is taken down in the household table, including the members between the ages of 15 and 74, who are also interviewed, and the members younger than 15 years and older than 74 years.

People who usually live together and share a common family budget, form one household. Belonging to one household does not necessarily mean family relations; household may also consist of non-relatives who live together and share their expenses.

People who are temporarily away are considered members of the household if they have maintained economic relations with the household (see B11). Being temporarily away means that after the business trip, studies, etc., the person will presumably return to the household. Whether the relationship of the absent person with the household is such that he or she should be considered a household member is generally up to the respondent to decide. As an exception, if the absent member of the household has established his or her own family and lives separately, he or she is not considered a member of the household, although he or she may still have a bedroom in the parents' house and may get regular financial support.

The table should be completed even if case the head of the household lives separately from his or her household.

**Question B02.** Recording the first names of the members of the household facilitates the answering. In the following questions it is easier to speak about the people, using their first names. If the head of the household for some reason does not wish to give the first names of the other members of the household, it should be respected, and the members referred to in further questions according to their relation to the head of the household.

In Question B02, the interviewer should consider the actual, not the legal relations between the members of the household.

In Question B02, "spouse" is regarded as equal with "partner". A spouse or a partner is the person with whom the head of the household is actually living together, regardless of whether they are legally married or not.

"Children" includes both natural and adopted children, as well as stepchildren (even if they are not legally adopted by the head of the household).

"Parents" covers the household head's natural parents, or their spouses/partners, as well as the parents of his/her spouse/partner.

The grandparents and grandchildren of the head of the household are recorded in the same way.



The spouses/partners of children and grandchildren and their relatives are recorded as relatives. This applies also to cases where the marriage has been legally ended.

**Question B03.** Unlike the previous question, this question refers to legal relations between household members. The interviewer indicates for each household member the reference number of their spouse/partner, mother and father in the table (BX) if they live in the same household. If they do not live in the same household, the answer is coded as "00". In the case of smaller households the interviewer is able to do that according to the answers to B02, but with larger households some specification may be necessary.

If the household member is legally married and his/her spouse is a member of the same household, complete space B03A with the number of the spouse.

If the household member is not legally married, or his/her spouse is not a member of the same household, but the household member has a partner who is a member of the same household, complete space B03B with the number of the partner.

If both B03A and B03B have been completed with numbers from space BX, check whether there has not been a misunderstanding.

In the space "Number of mother", the reference number of the mother from space BX is taken down if the person's mother is a member of the same household (also if the person has been adopted). A woman who is the partner of the person's father and has not given birth to or adopted the person in question is not considered the person's mother.

In the space "Number of father", the reference number of the father from space BX is taken down if the person's father is a member of the same household (also if the person has been adopted). A man who is the partner of the person's mother, but not legally father to the person in question is not considered the person's father.

Example. A household consists of Malle and her partner Peeter, their daughter Kadri, Malle's son from a previous marriage Madis, and Malle's mother Linda. The head of the household is Peeter. The table is then filled in as follows:

BX Number of the household member		1 HEAD OF THE HOUSE- HOLD (H)	2	3	4	5
First name		Peeter	Linda	Malle	Madis	Kadri
<b>B02</b>	Please specify your relation to the head of the household.	_1_	_4_	_2_	_3_	_3_
	1. Household head H					
	2. H's spouse or partner					
	3. H's and/or H's spouse's son/daughter (also adopted)					
	4. H's or H's spouse's parent / parent's spouse or partner					
	5. H's or H's spouse's grandparent / grandparent's spouse or partner					
	6. H's and/or his spouse's grandchild or the child of a child's partner (also adopted)					
	7. H's other relative					
	8. Not related to H					

<b>B03</b>	Are the following relatives of ..... members of the same household? If yes, indicate the number of the person. (If not, write 00)				
<b>A</b>	NUMBER OF SPOUSE	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>
<b>B</b>	NUMBER OF PARTNER	<input type="text" value="0"/> <input type="text" value="3"/>	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="1"/>	<input type="text" value="0"/> <input type="text" value="0"/>
<b>C</b>	NUMBER OF MOTHER	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="2"/>	<input type="text" value="0"/> <input type="text" value="3"/>
<b>D</b>	NUMBER OF FATHER	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="1"/>

**Question B04.** The following questions are asked separately about each member of the household. The interview proceeds from column to column – all questions are asked first about the first member, then about the next one and so on. The interviewer begins by asking questions about the head of the household.

As a rule, the sex of a household member can be concluded from his/her name or relationship to the household head. If there is any doubt, for instance with rare names, the question should be asked.

**Question B05.** The date of birth should indicate the day, month and year of birth.

**Question B06.** The country of birth is recorded according to current state borders. In the case of those born in 1920–1945 outside the present administrative territory of the Republic of Estonia, but inside the borders of the Republic of Estonia established by Tartu Peace Treaty, the answer is coded as "Within the former boundaries of the Republic of Estonia" and the name of the country within whose borders the place of birth falls at present is taken down.

**Question B07.** If the person is born in a foreign country, the year when he or she moved to Estonia is taken down (except for persons who were born "Within the former boundaries of the Republic of Estonia"). If the person has moved to Estonia more than once, the year of the last move is taken down. In the case of those who have moved to Estonia during this or last year, the month is indicated as well.

**Question B08.** The interviewer records the ethnic nationality mentioned by the respondent. A person has the right to consider himself or herself a member of the nationality he or she feels most attached to ethnically and culturally. The nationality of children is determined by their parents. In families where the mother and father are of different ethnic nationalities and the parents have difficulties deciding on the ethnic nationality of the children, the ethnic nationality of the mother should be preferred.

**Question B09.** The interviewer records the citizenship of the respondent as mentioned by the respondent. Estonian citizenship should always be indicated, if the person is a citizen of Estonia, although he/she may also be a citizen of another country.

Citizenship undefined is recorded if the person has an alien's passport or a non-citizen certificate issued by a foreign country; if the person has no passport; if the person does not know which country he/she is a citizen of; if the person is applying for Estonian citizenship and is not a citizen of another country.

If a member of the household is the citizen of a country not mentioned in the questionnaire, write the name of the country (it will be coded later).

**Question B10.** The question is asked from a person aged 16 and older. The interviewer selects one of the following options:

(1) Has not been married if the person has never been legally married.

(2) Legally married if the person is legally married, and the marriage has not been terminated by the death of the spouse or by divorce. According to the Family Act of Estonia, marriage is contracted between a man and a woman, and the marriage is considered legal if an act of registration of marriage has been drawn at the registrar's office. A person is also considered

legally married if he or she does not live together with the spouse, but the divorce is not officially registered.

(3) Divorced if the person's latest legal marriage was terminated by an officially registered divorce and if he or she has not legally married again.

(4) Widow/widower if the person's latest legal marriage was terminated by the death of the spouse and if he or she has not legally married again.

**Questions B11–B12.** Temporary separation is usually associated with a certain period of time (studies, military service, long term stay abroad/in another town on business), during which the temporarily separated member of the household is mostly away from the dwelling of the household. The temporarily separated member should not have another main dwelling, but stay in institutional accommodation (army barracks, residence halls, a hospital, a hotel, etc.). Short separations (less than 3 months) are not to be taken into account. If a household member who lives separately (longer than 3 months) is visiting the respondent's household at the moment of the interview, he or she should be considered a household member living separately.

## SECTION C. EMPLOYMENT IN THE REFERENCE WEEK

The aim of Section C is to record the respondent's employment situation during the reference week, and, depending on the response, continue with Section D or go on to Section G.

The interviewer must ensure that the respondent knows exactly what period is covered by the reference week. The interviewer reads out the text at the beginning of the section, including the dates of the beginning (Monday) and the end (Sunday) of the reference week.

**Questions C01–C05.** The aim of the series of questions is to determine whether the respondent was employed in the week preceding the interview or not.

By employment we mean any activity providing income. In addition to wage labour, employment also covers entrepreneurship, farming, freelance activities, individual and patent-licensed work, working in a family enterprise or on a farm without direct payment, etc.. It is not relevant from the point of view of the survey whether the job is officially registered or not, or whether it is full-time or part-time. Producing agricultural products for sale and even any illegal activity providing income should also be considered employment, should the respondent mention it.

All the persons who worked at least one hour in the reference week are considered to have been employed. This criterion is necessary in order to determine unemployment as total absence of work. Among the employed, differentiation according to the amount of work is made by working hours.

Voluntary work for which no payment is received (e.g., unpaid social work at church) is not to be taken into account. Military service is not considered employment - it is regarded in the questionnaire as a form of inactivity. The persons temporarily absent from work during the reference week are considered employed.

Questions C01–C05 are compiled so that each question widens the concept of employment: Question C02 adds entrepreneurial and farming activities; Question C03, working in a family business or on a farm as an unpaid family worker; Question C04, the production of agricultural products for sale; Question C05, temporary absence from work. This serves the purpose of recording all the persons who were employed during the reference week.

In case an affirmative answer is given to one of the questions, the following questions are not asked and the interview proceeds with completing the Main Employment section. If all the answers to questions C01–C05 are negative, the interview continues with Section G.

**Question C05–C09.** A person is considered temporarily absent from work, if he or she has stopped working temporarily and assumes that the work will continue after some time. Employees are considered temporarily absent from work if the employment relationship is maintained. It is essential to bear in mind that only a person who has some sort of permanent employment relationship can be temporarily absent from work. Persons who do odd jobs or seasonal workers (in the off season) cannot be considered temporarily absent from work, since they do not have a permanent employment relationship. Persons who have signed an employment contract but have not yet started working are not considered temporarily absent from work but unemployed. Such persons can be considered temporarily absent from work only if they fell ill on the day they were to start working.

In the case of self-employed (employers, own-account workers, farmers, unpaid family workers), temporary absence from work presumes the (continuous) existence of the enterprise/farm/workplace for self-employed, which means that they can continue their activity after the period of absence.

Unpaid family workers cannot be considered temporarily absent from work. As they do not own the enterprise or the farm, the continuous existence of the enterprise or farm is not a sufficient criterion for regarding them as employed. Unpaid family workers are considered employed only if they worked during the reference week (at least one hour).

The owners of beach restaurants, booths, and other similar seasonal enterprises cannot be considered temporarily absent from work in the off season.

**Question C06.** The reason for being temporarily absent from work could be related to vacation or lay-off, public holidays, an illness or injury, studies, etc. Special attention is to be paid in the cases of women on pregnancy or childbirth leave or parental leave.

Every working woman has a right to paid pregnancy and childbirth leave, regardless of whether their employment contract has been signed for a definite or indefinite period. The duration of the leave is 70 days before and 56 days after the childbirth. In the case of multiple birth or complications the leave is 70 days after the childbirth as well. The leaves before and after the childbirth are added up and granted as a whole regardless of the birth date of the child. A 100-per-cent compensation is paid for the period according to the Medical Insurance Act for each day according to the average income per day.

Parental leave is granted to the mother or father until the child is 3 years old. If neither the mother nor father of the child uses the leave, it can be granted to the guardian instead. During the leave a benefit is paid according to the Child Support Act. The benefit can be used either as a whole or in parts at any time until the child is 3 years old.

If the respondent was on pregnancy or child birth leave during the reference week and has a job to return to after the leave, she is considered temporarily absent from work, and the interview continues with Section D. If the respondent is on parental leave, he or she is usually considered inactive, and the interviewer proceeds to Section G.

A person is laid off if his or her employment relationship with the employer has been suspended for a determined or undetermined period of time. If the formal employment relationship is maintained and the period of lay-off has lasted up to 3 months, the respondent is considered temporarily absent from work. If the formal employment relationship is not maintained (e.g., because of the bankruptcy of the enterprise) or the lay-off period has lasted over 3 months, the respondent is considered unemployed, if he or she has been looking for work and is ready to enter employment; otherwise the respondent is considered inactive. In both cases, the interview continues with Section G.

**Question C07.** The question checks whether the first criterion for temporary absence from work – expected return to work - is satisfied.

**Question C08.** The second criterion for temporary absence from work is the duration of the period of absence. If the respondent has been absent from work for a period exceeding 3 months (e.g., in case of parental leave), he/she is usually not considered temporarily absent from work, but inactive.

**Question C09.** Absence lasting for more than 3 months is considered temporarily absence from work only if the person is paid for the period of absence: e.g., in case of pregnancy and childbirth leave or an illness.

## **SECTION D. MAIN JOB.**

Section D is targeted at information concerning the respondent's main job during the reference week.

**Question D01.** Having a job usually involves working for an enterprise or organisation. Alternatively, a job may refer to working for a farm, family enterprise, self-employment, etc.. In the questionnaire and the manual, all these options are covered by "enterprise/organisation". The interviewer writes the full name of the enterprise/organisation in capital letters. Abbreviations should be avoided. In the case of public limited companies, private limited companies and foundations, the type of enterprise has to be indicated as well. Types of organisation are abbreviated as follows:

- AS public limited company
- F branch of a foreign company
- FIE sole proprietor
- OÜ private limited company
- SA foundation
- TÜH commercial association
- TÜ general partnership
- ÜÜ limited partnership

If the enterprise/organisation is involved with different economic activities, the particular department the respondent works for should also be recorded.: e.g., 'Factory "Dvigatel", infirmary', or 'Rakvere Reaalgümnaasium, canteen'. It is the interviewer's task to ask additional questions specifying the department.

If the name of the enterprise/organisation includes place names, these should be recorded as well (e.g., 'Viljandi Maagümnaasium').

In the case of farms, the official name of the farm (the one registered in the Commercial Register) is recorded. If this is not possible for some reason, the farm is recorded by the name of the owner (e.g., 'JAAN KARU'S FARM').

In the case of a sole proprietor, his or her business name is recorded.

In the case of an employment relationship that is not officially formulated (i.e., the respondent is not working for an enterprise, organisation, or farm), the type of work that the person does is recorded (e.g., a freelancer, self-employed, etc.).

**Question D02.** The aim of the question is to determine the main branch of economic activity of the enterprise/organisation, since it is not always clear from the name of the enterprise/organisation.

The interviewer records the main economic activity of the enterprise (employer), including the following information: a) the kind of objects dealt with (e.g. furniture, agricultural products, medicines, etc.), b) the nature of the activity (production, processing, sale, etc.): e.g., oil shale mining, growing of cereal crops, construction material sale, etc. Even in the case of the 'businessmen' who conduct business on their own, without paying taxes or having a registered enterprise, their field of activity should be recorded as precisely as possible (e.g. mediating of videotapes, carrier services, etc.).

If the employer's economic activity is not connected with the respondent's economic activity, the respondent's own activity is recorded (e.g. babysitting, playing music at weddings or funerals, tutor, etc.).

If the enterprise/ organisation is engaged in various fields of economic activity, the economic activity of the department the respondent works for is also to be recorded.

Department is an economic unit involved in one economic activity and situated at one address. Economic units performing one economic activity but situated at different addresses are considered separate departments.

Example.

1. One activity at one location — one department (e.g. a shop).
2. Two locations and two activities, or one activity at two locations — two departments (e.g. a shop and a tailor's workshop, or two printing offices).
3. Two activities at one location, separate bookkeeping — two departments (e.g. a hotel and a shop).

Supporting functions (e.g., management, supply, maintenance) are not considered separate departments if they are located at the same place as the main economic activity. If a supporting function is located separately from the main economic activity, it is considered a separate department.

**Question D03.** The aim of the question is to find information concerning the respondent's occupation in the enterprise/organisation. When taking down the occupation, the respondent's main responsibilities should be taken into account; the name of the occupation should reflect the tasks as precisely as possible.

It is not sufficient to record jobs in very general terms ('foreman', 'engineer', 'worker', 'labourer', 'inspector', 'handicraftsman', 'operator', 'shareholder', etc.), but more specific job titles should be provided, revealing the nature of the job: 'headmaster of a school', 'director of a clothes factory', 'chairman of an agricultural co-operative organisation', 'engineer of electronics', 'overseer in a construction company', 'engineer of labour protection', 'foreman at a carpentry shop', 'computer operator', 'mason', 'moulder of concrete constructions', 'field worker', 'farm worker', etc. In the case of workers it has to be recorded whether the respondent is a skilled worker, or a machine operator specialised in operating a machine, mechanism, or apparatus. In the case of teachers it is important to record on which level of education he or she works (e.g. primary school teacher, secondary school teacher, teacher in a specialised school for the disabled, etc.).

If the respondent's job title is not informative enough, an additional question is asked pertaining to the tasks of the respondent. Recording the job responsibilities facilitates the later coding of occupations. The coding of occupations is carried out according to the International Classification of Occupations (ISCO 1988).

If the respondent has another occupation in the same enterprise/organisation, for which he or she receives separate payment (e.g. the respondent works as the office cleaner besides the main job), this should be recorded in Section E as a second job.

**Question D04.** Here it should be stressed that the question pertains to the number of direct subordinates. The direct subordinates of the respondent are the people who report directly to him or her. If the respondent has no direct subordinates, the answer is "0". In the case of the head of an enterprise, the number to be recorded is not the overall number of employees, but the number of management staff at the level immediately below the head of the enterprise (vice-chairmen, heads of departments, etc.). In the case of a farm-owner, direct subordinates may be, e.g., hired help or family members working on the farm if the owner considers them subordinates.

**Question D05.** Employment status reflects differences in the respondents' relationship to means of production, the respondents' way of getting their payment, and the respondent's authority to settle work-related questions.

(1) Employee is a person who is employed either full- or part-time at an enterprise, organisation or other employer and who receives payment in money or in kind (it is not important whether the place of work is officially registered or not). Military officers and non-commissioned officers are also considered employees, as well as people earning their living by doing odd jobs.

(2) Employer is the owner of an enterprise, workshop, shop, office, etc., who hires on a permanent basis one or more employee(s) in his or her enterprise. Temporary (seasonal) use of employees does not make the person employer. The director of an enterprise who receives a salary is not considered an employer either.

(3) Farmer with paid employees is a person who runs a farm hiring at least one paid employee on a permanent basis. It is not important whether the farm is officially registered or not. Family members and relatives working without direct payment are not considered employees.

(4) Sole proprietor or employer with no paid employees is a person who sells his or her product (or service) and has the necessary means of production. It is not relevant whether the activity of such an entrepreneur is officially registered or not.

(5) Farmer without paid employees is a person who runs a farm where no paid employees are hired on a permanent basis. It is not important whether the farm is officially registered or not.

(6) Freelancers are people whose work involves some kind of mental activity (e.g. artist, writer, etc.), but who are not on anyone's payroll and who do not have an enterprise of their own (office, land, machinery, etc.). They are closest to sole proprietors. Employees who do odd jobs are not considered freelancers. Wage workers who do odd jobs are not considered freelancers.

Partners in partnerships are considered employers or sole proprietors depending on whether their companies hire employees or not.

(7) Unpaid family workers in a family enterprise / on a farm are people who work in an economic enterprise or on a farm belonging to their family, without directly receiving a salary (they share the income from the enterprise or farm). In essence, these people are closest to private entrepreneurs.

If the interviewer has difficulty deciding whether a respondent who is a shareholder should be classified as an employer or as an employee, it should be made clear whether he or she receives the majority of income in the form of salary or owner's income. The same applies to members of various associations.

**Question D06.** In the Estonian labour market, some employers may prefer to hire employees on the basis of a contract for services and not on the basis of an employment contract, which makes it easier for the employers to discharge the employees if necessary. The aim of the question is to explore the distribution of different employment relationships.

(11) Employment contract is an agreement between the employer and employee according to which the employee is obliged to work for the employer, respecting the leadership and management of the latter, while the employer is obliged to pay for the work and guarantee the working conditions prescribed by the agreement of the parties, by a collective agreement or by law. The special characteristics of an employment contract are:

- 1) the employee undertakes to perform a specific function rather than complete a one-off task for the employer;
- 2) the employee respects the employer's leadership and management, i.e. there is a relationship of power and subordination between the employee and employer;

3) the employer is obliged to pay for the work, i.e. the employee gets paid by the employer and not by the customer.

These three features enable us to distinguish the employment contract from limited contracts, e.g. the contract for services. If all the three conditions are fulfilled at the same time, we can be certain that the respondent is employed on the basis of an employment contract. It is also clear that the employment contract regulates the process of work, not the final result of the work, as it is the case with the contract for services.

The employment contract may be signed for the main job or job-sharing. Job-sharing is working on the basis of another employment contract for the same or another employer outside the working time of the main job. Employment contract may be signed for a certain period of time or for indefinite duration.

Employment at the main job is certified by the service record. The employer is obliged to keep a service record for all main-job employees. At the request of the employee, the time worked for another employer is registered in the service record as well, if the employee provides the main-job employer with a document certifying the other job.

Generally the respondent has to have a service record with the given employer, if he or she claims to be working under the employment contract.

(12) Contract for services is a written contract whereby the employee undertakes to complete a certain job within a certain period; this contract is always signed for a definite period of time.

(13) Public service involves working for one of the following state or local government agencies:

state agencies

Riigikogu Chancellery

Office of the President of the Republic of Estonia

Office of the Legal Chancellor

Courts

Government agencies (ministries, State Chancellery, county governments, boards, inspections)

Military units of Defence Forces

Headquarters of Defence Forces

Headquarters of the Estonian Defence League

State Audit Office

local government agencies

offices of rural municipality or town councils

rural municipality and town governments

town district governments, governments of parts of rural municipalities

departments of town governments

bureaus of the unions of local authorities.

(14) Work under verbal contract usually means “moonlighting” – having a job which is not officially registered, often without paying the income tax.

**Question D07.** The number of employees refers to the total number of employees in the department of the enterprise/organisation where the respondent works, based on the definition of department in Question D02. Problems may arise in cases where the employees of an enterprise/organisation are clearly divided into full- and part-time workers, and the majority of employees being part-time workers. Should the respondent encounter this kind of problem, the answer is to be given using the so-called full-time equivalent (the number of part-time workers recalculated into full-time units). There is no need to distinguish between permanent and contractual workers, i.e. both should be taken into account when indicating the number of employees. If the number of employees is between 1 and 10 (Answer 1) and the respondent



knows the exact number of employees, the exact number has to be taken down. If the number of employees is larger than 10 and the respondent cannot tell which interval it falls into in Chart D07, the answer is coded as "9 Do not know".

**Question D08.** The answers should help to explore whether the narrowing of opportunities for work has caused an increase in the distance between home and the place of work.

There may be problems concerning the location of the enterprise/organisation if (a) its departments are situated in different places or (b) if the respondent's work is of mobile character (constructors, seamen, drivers, etc.). In the case of (a), the location where the respondent has actually worked during the reference week is to be taken into account; in the case of (b), the location of the garage, home port, etc.. If the respondent has worked at several locations during the reference week, the location where he or she has worked for the longest period is to be taken down.

When taking down the location, the names of (1) the municipality, in Estonia — the town/township/rural municipality, in the case of Tallinn and Kohtla-Järve also the (town) district, (2) the 2nd level administrative unit, in Estonia — the county, and (3) the country should be recorded.

The interviewer should also underline the appropriate type of the settlement, in order to differentiate between the towns, townships and rural municipalities whose names coincide (the town of Rapla and the rural municipality of Rapla, the town of Põlva and the rural municipality of Põlva, the township of Vändra and the rural municipality of Vändra, etc.).

In the cases of locations outside Estonia, it is essential that the country be recorded; for Russia and the Ukraine, also the province. The name of the town, township or rural municipality is not important in these cases; except in the case of the neighbouring areas of Russia or Latvia. Similarly to all textual answers, it is extremely important that the names are written in legible handwriting, preferably in capitals.

**Question D09.** This question establishes the time when the respondent took the job in the given enterprise/organisation.

In the case of entrepreneurs, problems may occur concerning the borderline between the preparations for establishing an enterprise and the actual start of its functioning. If this kind of problem arises, the moment when the enterprise/organisation was ready to give production or service, is taken down as the start of the job.

Another kind of problem may occur in the cases where a second job has become the main job (answer 13 to Question D11). In these cases the moment when the given job became the main job should be taken down.

**Question D11.** The question is asked only from the respondents who have taken their current job within the past 12 months. The question helps to explore the efficiency of different channels of job seeking. It is important to notice that the question relates to the particular channel through which the respondent found the job, not to all the channels used. If the job was found through the State Employment Bureau or a private employment bureau, the name of the bureau has to be written in the table (e.g. Viljandi County Office of the State Employment Bureau, private employment bureau "Tööpõld").

Answer 13 (a second job has become the main job) is chosen if the respondent has previously had several jobs, the one considered the main job has ended and one of the second jobs has become the main job (the job that takes up most of the respondent's working time).

**Question D12.** The question helps to explore the allocation of labour force between various forms of ownership. The answers are based on the type of the owners of the enterprise (until 1996, the term 'type of ownership' was used). The type of owners serves as the basis for the classification of enterprises, according to their capital (the majority of votes in a commercial undertaking) and the ownership of the property (in the case of sole proprietorships).

The first step of classifying is to determine whether the enterprise belongs to the public (answers 10 and 20) or private sector (answers 30, 40, 50 and 90).

If in a commercial undertaking (general partnership, limited partnership, private limited company, public limited company, commercial association), the total stock of the state and local municipality is more than 50%, the enterprise belongs to the public sector. If the stock of the state in a commercial undertaking is more than 50%, the enterprise is classified as “10 – state”; if the stock of the local government is more than 50%, the enterprise is classified as “20 – local municipality”.

A commercial undertaking belongs to the private sector if the Republic of Estonia or the local municipality does not have stock in it or if it is less than 50%. If the stock of Estonian legal or natural persons in the commercial undertaking is 50% or over, the enterprise is classified as “30 – Estonian person in private law”. If the stock of a foreign person in the commercial undertaking is more than 50%, the enterprise is classified as “40 – foreign person in private law”. Branches of foreign companies are also classified under this subtype. Sole proprietorships, and the persons whose main activity is working on a farm, freelancing, producing agricultural products for sale, etc., are classified as “30 – Estonian person in private law”.

If it is not clear if a private enterprise is in Estonian or foreign ownership, the answer is to be coded as “50 – Estonian and/or foreign person in private law”.

Legal persons in public law are coded as “10 – State (Republic of Estonia)”. Legal persons in public law are:

- Tartu University
- Tallinn Technical University
- Tallinn University of Educational Sciences
- Estonian Agricultural University
- Estonian Academy of Arts
- Estonian Academy of Music
- Cultural Endowment of Estonia
- National Library of Estonia
- Estonian Broadcasting Company
- Estonian Television
- National Opera "Estonia"
- Estonian Academy of Sciences
- Compensation Fund

In special cases that for some reason cannot be placed under the above-mentioned categories, the answer is coded as “90 – Other”.

If the respondent is not able to give any information about the ownership of the enterprise, the answer is coded as “99 – Do not know”.

**Question D13.** The question is asked from respondents employed by state and municipal enterprises and organisations (answers 10 and 20 to question D12). Typical examples of government-financed enterprises are ministries and state boards, state educational, health, and science institutions, municipal organisations. Organisations who mainly use their own-produced funds, but get additional appropriations from the state or the municipality, are considered profit-orientated.

The answer is often clear from the name and/or type of ownership of the enterprise, and the interviewer can put down the answer without asking the question.

**Question D14.** The question provides information on social security, showing whether the job guarantees the respondent’s sustenance for a longer period of time or whether he or she will soon have to find another job.

A job for a period longer than one year is considered permanent.

A fixed-term job is a temporary job taken for a relatively short period (less than a year). The date of termination of the job may be agreed on by an employment contract or verbal contract, or it may be determined in other ways (e.g., in the case of seasonal work, filling in for another employee or work in an elected position). Seasonal jobs are recorded under answer 2, odd jobs under answer 3 and all other temporary jobs under answer 4.

**Question D15.** The aim of the question is to determine the reasons for working on a temporary basis. Answer 2 (probation time) means that the employment contract includes terms of probation time with the purpose of making sure that the person is suitable for the job as far as his or her health, mental, communicational and professional skills are concerned; it also enables the person to find out whether he or she finds the job suitable. If the person does not meet the demands of the job, the employer can finish the contract during the probation time. The employee can finish the contract during the probation time as well, if the job does not suit him or her. The aim of answers 3 and 4 is to show whether the respondent wanted a temporary job, or was forced to have one because he/ she could not find a permanent job.

**Question D16.** The purpose of question D16 is to distinguish between long- and short-term jobs. If the time left until the end of the period of employment is less than a month, the answer is 1, if not — 0.

**Question D17.** Part-time workers are the workers who work less than 35 hours in a week, except in the following cases, where the regular working time may not exceed:

25 hours a week for a person aged 15-15;

30 hours a week for a person aged 17.

35 hours a week for a person working in circumstances involving health hazards.

35 hours a week for school and kindergarten teachers and other educators.

In these cases, working for considerably shorter hours (at least 5 hours less a week) than the working hours determined by law is considered part-time work. If the respondent has an occupation for which the law provides restricted working hours (teachers, miners, etc.), and he/she claims to work on a part-time basis, the interviewer has to ask some specifying questions to ascertain whether this is the case.

**Question D18.** The purpose of the question is to find out whether working part-time has been a voluntary or imposed decision. A situation where part-time work has been imposed on the respondent by the conditions set by the employer (e.g., if the reduction in working hours is caused by the lack of orders, etc.), and the respondent himself/herself would prefer working full-time, very probably points to underemployment. As the aim of the government's employment policy is to provide people not only with work, but with work that would enable them to lead a normal life, underemployment should be considered as serious a problem as unemployment.

**Questions D19-D20.** Questions D19 and D20 relate to the actual, not the contracted working hours.

Working hours include all the time spent at work and overtime work, as well as the time spent on job tasks performed outside the workplace. Thus, in the case of teachers, the working hours include not only the hours taught, but also the time spent on preparing lessons, marking papers, etc.

Working hours do not include lunchtime, the time spent on going to and coming from work, or the time for which the respondent has been paid, while not actually working (e.g. paid vacation).

The data regarding the working hours are collected by two questions: Question D19 concerns the usual working hours and Question D20 concerns the working hours during the reference

week. Note that these questions relate only to the main job. If the respondent had several jobs during the reference week, the hours spent on second jobs are indicated in Section E.

**Question 19.** “Usual working hours” refer to the typical length of the working week over a longer period of time. The information about people’s usual working hours is needed in order to assess the spread of part-time work.

In the case of seasonal works (e.g., agricultural works), the annual average working week should be recorded. The question concerning the usual working hours can also be answered by those who have been temporarily absent from work in the reference week.

If the respondent’s only activity is episodic odd jobs, the question concerning the usual working hours may be difficult to answer. In such cases, the actual average number of working hours during the last four weeks is to be taken into account. If the respondent has difficulty answering the question because he or she has just started the job, the contracted working hours or the working hours of people who have similar jobs are to be taken down.

**Question D20.** The working hours during the reference week are taken down day by day; the purpose of the day-by-day recording is to help the respondent to recall the days when his or her working hours differed substantially from the usual. Moreover, by day-by-day recording it is easier for the interviewer to get an idea of the respondent’s working schedule. Should the respondent have difficulty answering the question, he or she should recall at what time he or she usually starts work, how long his or her working day is, how many days he or she usually works in a week, and whether the reference week was in any way different from a normal week. In this way a rather exact number of working hours can be obtained.

It is important to stress that the aim of these questions is not recording the exact number of hours worked by the respondent, but rather finding out whether the respondent worked the normal hours (ca 40 hours a week) or substantially more or less.

The respondents may find the question difficult to answer as they are not used to counting their weekly working hours. The interviewer should pay special attention, e.g., in the case of farmers who tend to include housework (keeping the surroundings in order, cleaning, washing, cooking, etc.) in their working hours. If the respondent says without hesitation that his or her working week was exactly 40 hours long, it should be ascertained that the respondent has not mixed up the contracted and actual working hours.

**Questions D21–D24.** If the respondent’s number of working hours during the reference week has been more or less than usual, the interviewer has to find out the reason for the difference. Question D22 specifies whether the reasons for working more than usual are connected with the nature of the work (answer 3) or with the respondent’s own wishes (answers 1, 2). Overtime is recorded if the respondent temporarily worked more than the weekly working hours agreed upon in the contract. There is no need to indicate whether the overtime work has been paid for or not (e.g. if the respondent stayed longer in the evenings because he or she was not able to complete the necessary work during normal working hours; because he/she was filling in for a colleague who had fallen ill, etc.).

If the respondent has worked less than usual/has been absent from work, the reason for and the duration of the shorter hours or absence has to be indicated. This helps to identify the respondents whose reasons for working less are related to constraints imposed by the employer (i.e., the underemployed).

**Question D25.** The question concerning the previous month’s salary is asked from all employees. Entrepreneurs, farmers and freelancers are only asked about the payment in the form of salary, entrepreneurial income need not be recorded.

Salary includes

- payment by the hour and by the job,
- extra pay and bonuses (quarterly and yearly bonuses, Christmas bonus, etc.),

extra pay for overtime, working at night and at weekends,  
extra pay for working in extreme or hazardous conditions  
vacation pay, pay for interruptions of work,  
payments in kind (catering, etc.)

compensation for temporary disability or for taking care of a sick person (sick benefit)

In order to avoid confusion with gross and/or net salaries, both are recorded. Gross salary is the salary before income tax is deducted (earned salary). Net salary is the salary after income tax has been deducted (received salary). If the respondent can give only one amount, this is recorded and the other space is left empty. It is important to note which salary has been recorded. If the respondent has received (additional) salaries on which no tax is levied (the so-called “envelope salary”, tips, etc.), the amount is added to both gross and net spaces.

**Questions D26–D31.** While the working hours are the same, the work itself may be organised in different ways. As an addition to the questions concerning working hours, the questionnaire includes questions about working shifts and schedules in the past four weeks.

**Question D26.** “Working in shifts” means an arrangement whereby the work starts and ends at different times of the day. A person is regarded as working in shifts if he/she works alternately during periods which are easily distinguished as far as the hours are concerned. If the starting and ending time of the working day are constant – e.g., if the person works only night shifts – the work is not considered working in shifts (answer 3). If the respondent, for instance, worked 2 first weeks of the 4-week period in the day shift and the last 2 weeks in the evening shift, he/she is considered working in shifts, with one shift change (answer 2), but if he or she worked the first week in the day shift, the second week in the evening shift, the third week in the day shift and the fourth week in the evening shift, there has been more than one shift change (answer 1).

**Question D27.** “Working in the evenings” means working during the period from 6 p.m. to 12 a.m. If more than half of the past 4 weeks’ work has been performed in the evening hours, the answer is 1 (often), if less than a half - 2 (sometimes). If the respondent has difficulties determining whether he or she has worked in the evenings on more than half the days because of a changing work schedule, the hours actually worked should be taken into consideration.

**Question D28.** “Working at nights” means working after 12 a.m. Note that the definition differs from our usual definition of working at nights (from 10 p.m. to 6 a.m.). For the explanation of answers, see D27.

**Questions D29–D30.** Questions D29 and D30 relate to a formal working schedule which involves working on Saturdays or Sundays. If the respondent every now and then takes some of his or her work home or works at weekends, it is not taken into account here.

**Question D31.** “Working at home” most probably involves freelancers, individual workers, family workers, etc. (sewing, knitting, translating, etc. at home). In the recent years many small enterprises are registered at the domestic address of the owner. If the respondent claims to be working at home, it has to be specified whether he or she has separate rooms in the house or flat which are clearly separated from the living rooms (home) - e.g., by a separate entrance. If this is the case, the respondent is not considered working at home. As in questions D29 and D30, a formal arrangement (between the employer and the employee) of working at home is meant here, not the work that could have been done at the place of work (e.g., if the respondent has taken work home because of an approaching deadline).

**Question D32.** The distance between the workplace and home is recorded in kilometres, or, if the respondent’s workplace is less than a kilometre from his place of living, in metres (100, 10, etc.). If the respondent works at home, the answer is coded as 9998. If the distance cannot be determined because the respondent works in different places, the answer is 9999. In question D32B the interviewer asks whether the respondent commutes between home and

workplace every day – e.g., the respondent may live in Tartu and go to work in Tallinn (or Moscow), but not every day (e.g., he/she may come home only at weekends). This information is required for analysing distances between home and the workplace.

**Questions D33–D34.** If the respondent does not commute between home and workplace every day (the answer to Question D32B has been “No”), the means and the time of getting to work from the place of accommodation (worker’s accommodation, hotel, etc.) are recorded. See also D32.

**Question D35.** Question D35 relates to the respondent’s own opinion of whether his or her job corresponds to his or her level of education.

## **SECTION E. Second jobs**

The aim of Section E is to gather information about the persons having several jobs. Second jobs are activities which are not main jobs but give income to the respondent. The principles for classifying second jobs are the same as for main jobs (see C01-C05).

**Questions E01–E02.** In certain cases the respondent may have problems with making the distinction between additional tasks in the main job and a second job. The situation occurs typically in case of project work, where the respondent’s main job involves performing several tasks at the same time, and it is difficult to distinguish between a main job and second jobs. If these tasks are of similar character, the parallel projects have to be considered one job. But if the tasks are distinctly different and paid for separately, the additional task has to be considered a second job.

Problems may occur also if the respondent has had short-term second jobs which have not significantly contributed to the respondent’s income (e.g., writing a newspaper article). If the respondent has done such work during the reference week, the work needs to be recorded.

**Question E02.** Question E02 relates to the number of existing jobs, in addition to the main job. Changing jobs during the reference week does not influence the number of jobs.

**Questions E03–E06.** If the respondent has several second jobs, the questions relate to the job the respondent considers the most important, either because it provides the largest income or because it involves the longest working hours.

**Question E03.** See D01.

**Question E04.** See D02.

**Question E05.** See D03.

**Question E06.** See D05.

**Question E07.** See D19.

**Question E08.** See D20.

## SECTION F. UNDEREMPLOYMENT

Underemployment refers to a situation where a person does not work full-time, wishes to work more and is prepared to accept additional work immediately (within two weeks).

**Question F01.** This question is asked from all the respondents, irrespective of their weekly working hours.

**Question F02.** Those who wish to work longer hours are asked whether they would like to take up an additional job (answer 1), change jobs (answer 2) or work more at the current job (answer 3). If the respondent does not prefer any of the above-mentioned, answer 4 is recorded.

**Question F03.** The question about preferred weekly working hours is asked from all the employed respondents.

**Question F04.** In the previous three questions, the interviewer asks about the respondent's wishes; the aim of Question F04 is to find out whether the respondent has taken any steps to change the present situation, e.g. whether he or she has been looking for an additional or new job.

**Question F05.** The reasons for seeking a new or an additional job are specified here. After that, the interview proceeds with question H05.

**Question F06.** If the respondent has not been seeking a job, but would like to work more, the interview proceeds with question H17; if he or she has not been seeking a job and is not interested in additional work, the interview proceeds with question H19.

## SECTION G. THE LAST WORK PLACE OF A PERSON NOT WORKING DURING THE REFERENCE WEEK

Section G concerns the last work place of the persons who have not worked during the reference week

**Question G01–G07.** The questions collect information about the respondent's last place of work if he or she has worked or had a job less than 10 years ago.

**Question G04.** With the help of Question G04, it is possible to distinguish whether the respondent has left the last main job on the employer's (answers 01–08) or the respondent's (answers 09–24) initiative; as well as between forced and voluntary leaving.

Staff reduction (answer 06) means that together with discharging the person his/her job was lost as well. In the case of dismissal (answer 05), the person is discharged, but the job remains.

In answers 13 "Retirement" and 14 "Early retirement", retirement at the legal pension age means retiring at the age entitling a person to retire, according to the Pension Act of the Republic of Estonia. The persons who are entitled to retire at an earlier age (e.g., women who have given birth to at least 5 children and raised them up to 8 years of age) are also classified under answer 13. If a person has retired before the legal retirement age, he/she is classified under answer 14.

In case the respondent has left the job because of a permanent injury, answer 11 "Respondent's illness, injury or disablement" is recorded.

**Question G05.** See D02.

**Question G06.** See D03.

**Question G07.** See D05.

## SECTION H. SEEKING EMPLOYMENT

**Question H01.** The aim of the question is to find out whether the respondent has taken any steps to find employment during the past four weeks: asked friends and relatives, read job advertisements, taken steps to start an enterprise or a farm, been waiting for a contracted job to start, been registered as an unemployed job seeker at the State Employment Bureau, etc.. The past four weeks include the reference week and the three weeks preceding the reference week.

**Questions H02–H03.** The aim of the questions is to find the reason for the respondent's inactivity. Question 02 relates to the persons who have been laid off for a longer period of time (over three months), who are waiting for the employer's instruction to return to their jobs. A person is laid off, if his or her employment relationship has been suspended by the employer for a determined or undetermined period of time. If the formal employment relationship has been maintained and the lay-off period has lasted up to 3 months, the person is regarded as being temporarily absent from work. If the formal employment relationship has not been maintained (e.g., in case of the bankruptcy of the enterprise) or the lay-off period has lasted for more than 3 months, the person is considered unemployed, if he or she has been looking for work and is prepared to work; otherwise the person is considered inactive.

The purpose of answers 15 – 17 is to identify discouraged workers: the persons who wish to work but have lost the hope of finding employment.

**Question H04.** The aim of the question is to determine the situation of the respondent at the beginning of the period of job seeking. This helps to establish the relationship between the probability of finding employment and the employment seeker's previous situation, as well as identifies the persons who can find jobs by themselves and the persons who need more assistance.

Answer 01 applies only to former employees; entrepreneurs and farmers who have gone bankrupt are classified under 04 and 05. Attention should also be paid when using categories 09–10, which are connected with studies. Answer 18 is recorded if the respondent started searching for employment during a lay-off period.

**Question H05.** This question relates to the starting date of the period of continuous job seeking, even if continuous job seeking started before the respondent left his or her previous job. Question H05 is asked also from the employed persons who have given an affirmative answer to Question F04 (i.e., the persons who have been looking for a new or additional job).

**Questions H06–H12.** The aim of these questions is to find out what kind of job the respondent has been seeking. The nature of the job that the respondent is looking for helps to get a more detailed picture of the current situation of unemployment: there is a difference in whether the respondent seeks a permanent or a fixed-term job, whether he or she agrees to work for the minimum salary or expects an offer amounting to tens of thousands kroons, etc..

From the point of view of the employment policy, the answers to these questions are required for assessing the structure of lacking jobs. From the point of view of respondents, the nature of the work they are seeking reflects the seriousness of unemployment as a social problem. These questions are also asked from those employed persons who are seeking an additional or new job.

**Question H13.** The purpose of the question is to find out about the spread of different options of seeking employment among different population groups. The number of options used by the respondent reflects the intensity of job seeking. Note that the question relates to the steps taken during the past four weeks, not only during the reference week. The past four weeks includes the reference week and the three weeks preceding the reference week.

**Questions H14.** If the respondent mentions only one option, this is recorded as the main option in Question H14.



**Question H15–H16.** The respondents who have not indicated registering at a state employment bureau as one of the ways for job seeking in Question H13 (answer 01) are asked about the reasons for not having done so. For more information on registration at state employment bureaus, see H19.

**Questions H17–H18.** The aim of these questions is to find out if the respondent is prepared to take up a job, which is a second criterion for unemployment, besides job seeking.

**Questions H19–H24.** The aim of the questions is to explore the respondent's relationship with the State Employment Bureau. It is important that the questions are asked from all the respondents (employed, unemployed and those who are not seeking a job). Registration at the State Employment Bureau is not a factor in determining the employment status of the respondent (employed, unemployed, inactive). E.g., if the respondent works and is registered at the State Employment Bureau at the same time, this should be recorded in the questionnaire.

“Registration at the State Employment Bureau” means being registered as an unemployed person or as a job seeker. According to the Unemployed Persons Social Protection Act, a registered unemployed job seeker is a person with no income, who has registered his or her wish to find work at the local state employment bureau, visits the employment bureau at least once a month and is willing to take up a full-time job immediately. A registered unemployed person is an unemployed job seeker who is entitled to unemployment benefit according to §5 of the Unemployed Persons Social Protection Act.

**Questions H21–H22.** The following should be taken into consideration when taking down the answers.

According to the Unemployed Persons Social Protection Act, the unemployment benefit is paid only to job seekers registered at the State Employment Bureau. A person is registered as an unemployed job seeker within 10 days from applying to the State Employment Bureau, if he or she:

- 1) is between the ages of 16 and the retirement age;
- 2) is not engaged in work or in an activity equal to work (working on the basis of an employment contract, contract of service or civil-law contract in Estonia or abroad; working on the basis of the Public Service Act or special acts regulating public service in government or municipal organisations; acting as an entrepreneur in Estonia; studying at an educational institution on a full-time basis; military or alternative service);
- 3) is actively seeking a job (reports at the State Employment Bureau at least once every 10 days);
- 4) has, during the 12 months preceding the registration at the State Employment Bureau, been employed or engaged in an activity equal to work (see (2)) for at least 180 days (except in the following cases: mothers, or in the absence of mother, or if the mother has a job, fathers or guardians raising a disabled child or under 7-year-old child; persons who have been hospitalised; persons taking care of a sick, disabled or elderly person on the basis of documents completed in accordance with the regulations of the Government; disabled persons; persons who have been under arrest or imprisoned);
- 5) has handed in the documents required for applying.

A person is generally entitled to the benefit for 180 days after the registration. Exceptionally, the applicants who have, prior to the registration, been studying at an educational institution on the full-time basis, and those who have left or been dismissed from their previous job because of the violation of job requirements, the loss of the employer's trust or a disgraceful deed are entitled to the payment of the benefit only after a 60-day waiting period starting from the registration. After the period of 180 days has ended, a person is entitled to unemployment benefit in the following cases:

- 1) if he or she has less than 180 days until reaching the retirement age – until the retirement age;
- 2) if she has less than 70 days left before the expected date of childbirth determined by a doctor – until the childbirth;
- 3) if there are three or more under 18-year-old children in the family — for 90 days;
- 4) if the monthly income for a family member is less than the established standard cost of living for one-member families.

The unemployment benefit is 400 kroons from January 1, 1999.

Training allowance is paid to an unemployed job seeker for the time spent on a labour market training programme lasting for at least 10 days. Labour market training is a free training programme, targeted at raising a person's competitiveness in the labour market. The amount of the training allowance is currently 450 kroons.

Labour market allowance for starting entrepreneurship can be applied for by persons who are at least 18 years of age and have received training for entrepreneurship or have experience in enterprise. The labour market allowance is paid through the State Employment Bureau according to the regulations of the Government. The allowance is currently up to 10,000 kroons.

The interviewer should pay attention to the satisfaction of the above-mentioned criteria for receiving the unemployment benefit: age, non-student status (on the full-time basis), no income (women receiving child allowances until the child is 3 years old are not entitled to apply for unemployment benefit), etc. In the case of school leavers, there must be a period of at least 60 days between the registration at the State Employment Bureau and the payment of the benefit. If the period of payment has been longer than 180 days, there has to be a reason for it.

The payment of the unemployment benefit is terminated if the person:

- 1) has refused a job offer for the first time — for 10 workdays;
- 2) has refused to participate in public works or employment training for the first time — for 10 workdays;
- 3) has been ill — for the period of illness according to the documents issued by the physician;
- 4) has failed to report at the State Employment Bureau at the appointed time with no apparent reason — for the period of time from the last report until the new report.

**Questions H23–H24.** Information about the jobs offered by the employment bureau is recorded in the case of persons who have been registered at the State Employment Bureau in the reference week.

## SECTION I. CHANGES WITHIN THE PAST YEAR

The aim of Section I is to determine the respondents economic status (employed/unemployed /inactive) at the same time in the previous year and then continue the interview with the employment block or proceed with the unemployment or inactivity blocks. Section I starts with an introductory text that gives the respondent an idea of the orientation of the following interview.

**Question I01.** By having a job we mean all kinds of activity providing income. In addition to wage labour, a job may also involve entrepreneurship, farming, freelance activity, producing agricultural products for sale, individual and patent-licensed work, helping members of family in a family enterprise, on a farm, etc.. For the purposes of the survey, it is not relevant whether the job is officially recorded or not, whether it is full-time or part-time, permanent or

temporary. Any illegal activity for income (prostitution, etc.) should also be considered a job, should the respondent mention it.

Voluntary work for which no payment is received is not to be taken into account.

Military service (or alternative service) is not considered a job in question I01 or anywhere else in the questionnaire. Military service is considered a form of inactivity in the questionnaire, except for professional military service, which is considered a job.

If the respondent was absent from work for a short period of time (for less than three months) at the same time in the previous year and later on returned to his or her job, the respondent is considered employed. In the case of a longer absence (over three months) it has to be stated that the respondent was not employed. This concerns mostly persons on parental leave, who have to be taken down as inactive. The persons on maternity leave who had a job they could return to after the leave are considered temporarily absent from work.

Note that throughout the questionnaire, we are interested in the actual work, not in any official record of employment (people could be working only ‘on paper’).

**Question I02.** The question refers to active job seeking, i.e. any steps actually taken to find a job: seeking the assistance of friends or relatives, applying directly to employers, answering and placing newspaper advertisements, registering at an employment exchange, etc. If the respondent was going to start a farm or take up entrepreneurship and was making actual preparations for it, it is considered job seeking as well. If the respondent was not actively seeking a job because he or she had already found a job and was waiting for the agreed starting date, it is equal to job seeking and the answer to Question I02 is affirmative.

The mere wish to work is not sufficient for an affirmative answer to question I02. The differentiation between the wish to work and actual jobseeking is essential, since it determines the classification of the respondent as either unemployed or inactive.

## **EMPLOYMENT**

Questions I03 – I09 in Section I form one of the three blocks of questions through which data is gathered about the main activities of respondents within the past year. This block records information about the respondents’ periods of employment. The period of employment is determined by having a job, which usually means working for an enterprise or organisation. Having a job may also refer to working on a farm or in a family enterprise, as a freelancer, etc. In the questionnaire and the interviewer's manual, all these possible jobs are taken down as “enterprise/organisation”. If the respondent had several jobs at the same time, one of them (i.e. the one which took up most of the respondent’s time) is considered to be the main job and the rest second jobs. The questions in Section I relate only to the main job. Note that the main job does not necessarily entail working full-time.

If the actual work does not coincide with the official employment relationship (someone else could be in the official record instead of the respondent), the actual work has to be taken into account.

If the main economic activity of the enterprise/organisation or the respondent’s position in the enterprise/organisation changed substantially while the respondent was working there, this is taken down as two consecutive main jobs in different columns.

**Question I04.** This question establishes the time when the respondent began the job in the given enterprise/organisation. Since the questions relate to the past year, the time can be earlier than a year ago only in the case of the first job in the table, i.e. in the first column of the table.

In the case of entrepreneurs, problems may occur concerning the borderline between the preparations for establishing an enterprise and the actual start of its functioning. If this kind of problem arises, the moment when the enterprise/organisation was ready to give production or service is taken down as the start of the job.

**Question I05.** See D02

**Question I06.** See D03

**Question I07.** See D04

**Question I08.** See D05

**Question I09.** If the respondent has in the meantime worked elsewhere, but has returned to the same enterprise/organisation by the time of the interview, the return to the same job later on is to be reflected in a separate column of the table of main jobs. The start of parental leave is the starting date of the period of inactivity, thus also the ending date of the period of employment, regardless of whether the employment relationship is maintained or not. There are three events that can follow leaving a main job: start of a new job, start of a job search, or a longer period during which the respondent did not work or seek a job. The aim of Question I09 is to direct the interview towards the following main job, the period of unemployment or inactivity, respectively.

## **UNEMPLOYMENT**

The period of unemployment is defined as a period during which the respondent did not work anywhere and was seeking a job. Job seeking comprises also preparations for starting entrepreneurship or starting a farm, and waiting for an agreed job to start.

**Question I10.** This question establishes the starting date of the period of unemployment. If a job search started before the respondent left his or her previous job, the month when he or she became unemployed should be written down. If the respondent stopped working and started job seeking in the middle of a month, the interviewer needs to specify which period took up more of the month, and the month is consequently considered either the last month of the period of employment or the first month of the period of unemployment.

**Question I11.** Finding a job does not only mean wage labour as such, but also starting an enterprise or putting up a farm, and all the ways of working mentioned in Section D.

## **INACTIVITY**

A period of inactivity is defined as a period during which the respondent did not work or seek a job. Periods of inactivity start when the person either leaves a job or stops job seeking. These periods end when the person either starts job seeking or begins a job without a preceding period of job seeking. Several periods of inactivity may follow each other. For instance, if the respondent joins the army after leaving school, two consecutive periods of inactivity are taken down in the table of inactivity periods, the reason for the first being studies (answer 01 to I13), for the second — military service (answer 02 to I13). Note that the questions relate to the changes within the past year. If the reason for inactivity changed earlier, it is not recorded in the table.

**Question I12.** The question establishes the starting and ending dates of the particular period of inactivity. If the respondent stopped working or job seeking and became inactive in the middle of a month, the interviewer has to specify which period took up more of the month, and the month is consequently considered either the last month of the previous period or the first month of the period of inactivity.

**Question I13.** The aim of the question is to find the reason for inactivity. Answer 8 helps to identify discouraged workers – the persons who wish to work, but have lost the hope of finding a job.

**Question I14.** The aim of the question is to find how the period of inactivity ended. A period of job seeking following a period of inactivity should be the most typical sequence of periods.

If it appears that the respondent began a job without any previous job seeking and it was not his or her former job, the interviewer has to check if it really was the case. If it turns out that the respondent in fact started job seeking, but it lasted less than a month, a short period of job

seeking like this can be ignored and the situation taken down as starting work without any previous job seeking.

## SECTION J. STUDIES

The aim of Section J is to gather information about studies during the past four weeks. The questions provide important information on the employment of students, graduates and school-leavers, and those who have left school without completing their studies. When comparing Section J to the previous sections of the questionnaire, it should become clear how graduates manage to find work and what kind of jobs they get. The questions should also reveal information about the numbers of young people who neither work nor study.

**Questions J01–J02.** Only the studies orientated towards the acquisition of a certain level of formal education, i.e. studies at a school of general education, institution of vocational education or institutions of higher education, are referred to in these questions. Full-time, part-time and correspondence forms of study are all to be taken down, irrespective of whether they have led to the respondent's graduation, have been discontinued, or continue at the moment of the interview.

Basic school (9 grades), secondary school, and gymnasium are considered schools of general education. Vocational schools, vocational secondary schools, and technical schools are considered institutions of vocational education. Institutions of higher education are universities, institutes, and academies. Advanced training courses, requalification courses and hobby courses (language courses, etc.) need not be recorded in the questionnaire.

**Question J03.** It is important that the complete name of the school be taken down; if necessary, the place and personal names included in the name of the school are to be recorded as well (e.g. Pärnu Secondary School No. 2, not just Secondary School No. 2).

**Question J04.** When the data are processed, the name of the school is not coded, but the level of education corresponding to studying at the respective educational institution / in the respective grade ('level of education' refers to the options listed in Question J04).

Grades 1–6 relates to a person attending grades 1–6 at schools of general education (primary school, basic school, secondary school, gymnasium, etc.).

Grades 7–9 relates to a person attending grades 7–9 at schools of general education.

Grades 10–12 relates to a person attending grades 10–12 at schools of general education.

Vocational education relates to a person attending a vocational secondary school, vocational school, technical school or a similar school, and is not acquiring secondary or basic education within the same curriculum. Note that only programmes lasting at least 9 months and being accepted as a part of the state educational system (leading to a recognised certificate documenting the acquisition of a vocational qualification) are recorded here.

Vocational education together with basic education relates to a person attending a programme leading to the acquisition of basic education in addition to a vocational qualification.

Vocational education together with secondary education relates to a person attending a programme leading to the acquisition of secondary education in addition to a vocational qualification.

Vocational secondary education after basic education relates to a person attending a vocational secondary education programme open to students who have completed basic education.

Vocational secondary education after secondary education relates to a person attending a vocational secondary education programme open to students who have completed secondary

education. (This type of education has been provided, e.g., by Suuremõisa Agricultural Technical School.)

Specialised secondary education after basic education relates to a person attending a specialised secondary education programme open to students who have completed basic education.

Specialised secondary education after secondary education relates to a person attending a specialised secondary education programme open to students who have completed secondary education.

Professional higher education is recorded if the person is studying at an institution of applied higher education.

Diploma studies is the level of education of those who are studying at institutions of higher education or at another institution of education, but who will not receive an academic degree upon graduation, but a diploma certifying higher education.

Institutions of applied higher education are the following:

Public institutions

- Estonian Maritime Academy
- Estonian National Defence Academy
- Narva Teacher Training College
- Tallinn Institute of Technology
- Tartu Teacher Training College
- Tartu Aviation College
- Viljandi College of Culture
- Virumaa College

Private institutions

- International University of Social Sciences LEX
- Baptist Seminary of Estonia
- Theological Seminary of the Estonian Evangelical Lutheran Church
- Tartu Academy of Theology
- Estonian-American Business College
- Tallinn Baccalaureate Private College
- Institute "The First Studium"
- Theological Seminary of the UMCE
- Audentes (Fontes) Business School
- Institute of Economic Law and Politics
- Private University of Social Sciences "Veritas"
- Mainor Business School
- Sillamäe Institute of Economics and Management
- Euro-University

In addition to institutions of applied higher education, the following institutions of vocational education have the right to teach certain programmes at the level of diploma studies:

- Kohtla-Järve School of Medicine
- Tallinn Pedagogical College
- Tallinn Business School
- Tartu School of Medicine
- Tallinn School of Medicine

Bachelor's degree (higher education) is recorded for persons studying in universities. Universities are the following:

Universities of public law

Estonian Academy of Music  
Estonian Academy of Arts  
Estonian Agricultural University  
Tallinn Pedagogical University  
Tallinn Technical University  
Tartu University

Private universities

Concordia International University  
Estonian Business School  
Estonian Institute of Humanities  
Institute of Law

Master courses are recorded if the person is studying for a master's degree at an institution of higher education.

Doctoral courses are recorded if the person is studying for a doctor's degree at an institution of higher education.

**Question J05.** It is essential that the qualification is taken down as precisely as possible. E.g. if the respondent answers that he or she has studied economics, it has to be specified whether it was bookkeeping, finance, commerce, industry or something else. General formulations cannot be coded later on.

In the case of secondary school or gymnasium, it has to be specified whether the respondent has also acquired a speciality, for which he/she has been issued a special certificate. In-depth courses that do not lead to a certificate need not be recorded.

**Question J07.** The question refers to the starting time of studies at the level indicated in question G04. E.g. if the respondent studies in grade 11, the time of starting grade 10 is to be taken down, not the time of starting grade 1 (even if the respondent has studied at the same school all the time).

**Questions J08.** The form of study at the beginning of the studies is recorded here. Any later changes are not recorded.

**Questions J09–J14.** The aim of the questions is to obtain information on the specialities acquired by the respondent by the time of the interview, either at a school of general education, institution of vocational education or elsewhere.

Note that unlike in the table of studies, where information is gathered only concerning the studies in the formal system of education, all the specialities acquired (in formal, informal, or free education) are to be taken down in the table of specialities.

Formal education is the hierarchically organised system of education from the primary school to the university level, based on the state curricula.

Informal education covers organised educational activities targeted at certain groups of interest: official courses, seminars and other types of training that fall outside the formal system of education, but are organised by formal organisations (training centres, etc.).

Free education is acquired in one's own interest according to a self-compiled programme, depending on the needs and possibilities. Free education does not generally use the state curricula. The substance and organisation of studies is usually agreed upon by the tutor and students. Free education is usually organised by volunteer organisations (hobby groups, libraries, religious organisations, etc.) and/or informal groups.

Studies already recorded in the table of studies need not be repeated in the table of specialities. It is important that only these specialities for which the respondent has been issued a written certificate are taken down. For each speciality, its name and the year and

place of acquisition are taken down. Knowing the specialities of the respondent helps to find out how many people work in the field that they have studied or been trained for.

If, the respondent has acquired a particular certified qualification, this should be recorded as well (e.g. speciality — organisation of the mechanical processing of economic information; qualification — engineer-economist).

Special attention should be paid to the specialities which the respondent has acquired within the past four weeks or which he or she is still acquiring. Here it has to be observed that if the studies are continuing at a school of general education, vocational education or institution of higher education, this is reflected in the table of studies, not in the table of specialities. Only the studies taking place in the form of special courses, in course of the military service, or at the working place have to be recorded in the table of specialities (answers 8–10 to Question J11).

**Question J13.** The aim of the question is to determine the highest level of completed vocational or professional education of the respondent and the year of acquisition, i.e. the year when the corresponding certificate was received. Note that the person's level of education is determined by the highest institution or grade finished in the system of formal education (at a school of general education, vocational education or institution of higher education), unfinished education does not count. The level of education of persons who have acquired vocational or professional education abroad is determined analogous to levels of education acquired in Estonia.

No vocational or professional education is recorded if the respondent has no vocational or professional education (e.g. persons who have finished basic or secondary school and have not acquired a vocational or professional education later on). The category also covers the secondary school graduates who have acquired a vocational certificate from the secondary school in addition to secondary education.

Vocational education (answers 2–4) is recorded if the respondent has received a certificate documenting a professional education from a vocational secondary school or other vocational school, trade school, technical school, etc.

Vocational education is recorded if the respondent, after completing a level of education at a school of general education, has received a vocational certificate from an institution of vocational education (vocational school, technical school, etc.) without the simultaneous acquisition of basic or secondary education. Training courses, training at work and hobby education (language courses, adult education courses, etc.) are not included here.

Vocational education together with basic education is recorded if the respondent has acquired basic education in addition to a vocational education (within the same curriculum).

Vocational education together with secondary education is recorded if the respondent has acquired secondary education in addition to a vocational education (e.g., received a certificate of secondary education and vocational qualification from a vocational secondary school).

Vocational secondary education after secondary education is recorded if the respondent has acquired vocational secondary education after completing general secondary education.

Specialised education after basic education is recorded if the respondent has completed the curriculum of a technical school, business school, higher agricultural or gardening school, maritime school or another school of vocational secondary education after completing basic education.

Specialised education after secondary education is recorded if the respondent has completed the curriculum of a specialised secondary school after completing secondary education.



Professional higher education (diploma studies) is recorded if the respondent has graduated from an institution of applied higher education or diploma studies since 1995 (see also J04).

Bachelor's degree (higher education) is recorded if the respondent has received the diploma or a bachelor's degree of an institution of higher education (institute, academy, university, except the 'marxism-leninism university'). The category does not include persons with a master's or higher academic degrees (including equivalent professional or academic degrees).

Master's degree is recorded if the respondent has acquired a master's degree (or an equivalent professional qualification).

Candidate of sciences / doctor is recorded if the respondent has acquired the degree of candidate of sciences or a doctor's degree (or an equivalent professional qualification).

Note that educational programmes that the respondent has attended but has not completed do not raise the respondent's level of education. For instance, if the respondent has studied at a higher school, but has not graduated, his or her level of education is secondary or specialised secondary education, etc.

When taking down the level of education, it has to be observed that the answer corresponds to the answers given in the previous parts of the table of studies and the table of specialities.

Question J13B refers to the year of acquisition of an educational qualification, i.e. the year when the respondent received a document certifying the completion of a level of education.

**Question J14.** The aim of the question is to determine the respondent's highest level of acquired general education at a school of general education by the moment of the interview. Note that the highest level of completed general education should also be recorded in the case of persons with higher education. Schools of general education are basic schools, secondary schools and gymnasiums.

Persons with secondary education are those who have  
finished a 10-, 11- or 12-grade secondary school or  
a gymnasium or  
a science school or  
a college of general education (except the pro-gymnasiums and science schools operating in 1939–1940) or  
acquired a secondary education in a special school for the disabled or  
in a youth custody school.

The category does not include persons who have acquired secondary education at a vocational school, for whom "basic education" is taken down.

Persons with basic education (incomplete secondary education) are those who have finished  
'incomplete secondary school' or 7 grades in 1961 or earlier or  
at least 8 grades in 1962–1989 or  
basic school or at least 9 grades in 1990 or later,  
but have not acquired secondary education.

The category also includes persons who have  
acquired vocational secondary education after completing basic education or  
finished a science school or pro-gymnasium before 1940 or  
finished a vocational secondary school in 1920–1944 or  
acquired basic education in private schools.

Persons with primary education are those who have finished  
4 grades in 1929 or earlier or  
6 grades in 1930–1944 (including 'evening primary schools' for adults) or  
4 grades in 1945–1971 or 1991–1996 or  
3 grades in 1972–1990 or

6 grades in 1997 or later, but have not acquired basic education (including those who have quitted school while acquiring basic education).

Persons with no primary education are those who have not acquired a level of education corresponding to primary education, but are able to read and write simpler texts on everyday topics in Estonian or another language (inc. Braille).

Illiterate relates to a person who has not acquired a level of education corresponding to primary education and is unable to read and write simpler texts on everyday topics in Estonian or another language.

For those who do not have professional or vocational education, the year of the completion of the highest level of general education is recorded in Question J14B, i.e., the year when the person received a document certifying the completion of the education.

**Question J15.** The aim of the question is to obtain information on the respondent's studies within the past four weeks. Answer 1 (training courses at work) denotes the courses that are connected with the respondent's work. If the respondent has taken part in a work-related conference, seminar, etc. within the past 4 weeks, answer 2 is taken down. Answer 3 (training for the unemployed) denotes all types of training that can be considered part of job seeking, i.e. training through the State Employment Bureau or a private employment bureau. Answer 4 (hobby courses) denotes all the courses which cannot be associated with the respondent's work or unemployment – i.e., the courses which are connected with the respondent's interests and hobbies and take place on his or her initiative. The table of specialities does not reflect the studies in the course of which no qualification was acquired (work-related seminars, hobby courses, etc.); such courses have to be included in question J15.

**Question J16.** If the respondent says that he or she has attended educational or training courses within the past four weeks, the interviewer needs to check whether this is reflected in the table of specialities, and the number of the respective column has to be taken down.

**Question J17.** This question specifies the location of the training. If the training course took place in a formal educational institution, the type of school has already been recorded in Question J11; in Question J17 answer 1 is taken down. Answers 2–7 are mainly the specifications of answer 8 (courses) in Question J11. Note that Question J11 refers to the place of the acquisition of the speciality - i.e., the place where the document certifying the acquisition of the speciality was received. Question J17 refers to the place of training. If the training course took place at two locations (e.g. training in the school and practical work in an enterprise), both are taken down. In the case of training in the State Employment Bureau or a private employment bureau, the name of the bureau has to be recorded. Self-tuition (answer 09) refers to independent study programmes that do not rely on an institution of education or a training company (e.g., special language study programmes on the Internet).

**Question J18.** It is asked here who has paid for the courses. If the funding has come from several sources, all of them should be recorded (e.g. partly from the employer and partly from the respondent).

**Questions J19.** The question specifies the length of courses and refers to the total duration of the courses. For instance, if a course took place every second Tuesday for 2 months, the duration of the course is 2 months (answer 3).

**Question J20.** This question specifies the actual time spent on studying over the past 4 weeks. The interviewer has to record the average number of hours spent on studies in a week. If, e.g., in the above-mentioned case the course took up 8 hours every second Tuesday, the answer to Question J20 is 4 hours. If the courses lasted less than 4 weeks, the average number of hours in a week is calculated on the basis of the actual number of hours spent on studying. Thus, in the case of a one-week course, the entire time spent on studies is recorded.

## SECTION K. BACKGROUND INFORMATION

**Question K01.** The date of birth and the sex of the respondent are already recorded in the household section of the reference person. The question is repeated so as to avoid errors in data analysis with respect to these very important questions.

**Question K02.** The questions in Section B related to the respondent's legal marital status. This question concerns the actual marital status. If the respondent has difficulty in determining his or her marital status, the following might serve as a source of additional explanations.

Single relates to a person who has never been married or cohabited.

Married relates to a person who has been legally married, either at the registry office or at a church, and whose marriage still lasts.

Cohabiting relates to a person who is cohabiting without having been legally married. Neither marriage nor cohabitation necessarily entails that the spouses share their place of living.

Widowed, divorced, and separated are categories derived from the way the last period of cohabitation has ended. If the last cohabitation was registered, but the divorce has not been officially registered, then the person is considered separated; if the divorce has been registered, then the person is divorced. A person whose last cohabitation was not registered and ended in separation is also considered separated. If the persons whose marriage has been officially divorced continue their cohabitation, they belong to the category 'cohabiting'. If a married person has separated from his or her spouse, has not officially registered the divorce, and lives with somebody else, the marital status is also 'cohabiting'.

**Questions K03–K04.** Place of residence refers to the respondent's actual place of residence, not the address recorded in his/her passport. In the case of Estonia, the name of (1) the municipality — town/township/rural municipality, in the case of Tallinn and Kohtla-Järve also the name of the town district, (2) the county and (3) the country is recorded. The appropriate type of settlement is to be underlined in order to distinguish between the towns and rural municipalities whose names coincide (the town of Rapla and the rural municipality of Rapla, the town of Põlva and the rural municipality of Põlva, etc.). In case the place of residence is outside Estonia, only the name of the country needs to be recorded.

If a member of the household is temporarily living separately from the household, his/her current place of residence has to be recorded. If the respondent has difficulty determining the place of residence as he/she lives at several places, his/her main place of residence (i.e., the place where the respondent mostly stays overnight) has to be recorded. Changes in the place of residence need to be recorded also if the respondent has moved to a different address within the same town or village; changes in the place of residence within one house or farm need not be recorded.

Changes in address while the respondent has been living in university accommodation or in private accommodation during his/her studies are considered insignificant for the purposes of the survey and need not be recorded.

**Question K08.** The aim of the question is to obtain information relating to the usual activity of the respondent. The question refers to the respondent's activity during the past 12 months, not only in the reference week. This approach provides more reliable information about the person's main economic status and helps to avoid the influence of short-term changes.

Exceptions include the cases when the person's economic status has recently changed: he or she has finished school and started working, retired, taken a maternity leave, etc. In these cases the longer-term perspective has to be taken into consideration when determining the person's economic status. E.g., if the respondent has just retired, he or she has to be considered a retired person, although he or she has been working for the past 12 months.

In determining the person's economic status on Chart K08, the respondent's own opinion should be taken into consideration, noting also the following:

(01–04) Employed relates to a person who is engaged in an activity that provides income (work for salary, entrepreneurship, working on a farm or in a family enterprise, freelancing, etc.), irrespective of whether the activity has been officially registered or not. The existence of a second job that makes only an insignificant contribution to the respondent's subsistence, need not be recorded here. But if, for instance, a student or pensioner earns a substantial part of his or her living from work, he or she is considered employed. Military officers and non-commissioned officers are considered employed.

(05) Unemployed/jobseeker relates to a person who does not have a job, who wants to work and would take up a job if it were available. Note that it is not relevant whether the person has been registered at the State Employment Bureau. A long lay-off period (over 3 months) is considered unemployment as well. Full-time students and pensioners who would like to work are not considered unemployed.

(06) Student/pupil relates to a non-working person who is acquiring a general, vocational, technical or professional education in the formal system of education, i.e. at a school of general education, an institution of vocational or higher education. If the student/pupil has a job and he/she earns most of his or her living from work, he or she is considered employed. Students on academic leave are classified according to the activity they are engaged in during the leave (e.g. homemaker). Persons attending training courses at work, unemployment training or hobby courses (free education) do not belong to this category.

(07) Non-working retired relates to an old-age pensioner who gets most of his or her income from the retirement pension allocated on the basis of the years worked. If he/she has a job and he/she gets most of his/her living from work, he/she is considered employed.

(08) Disabled relates to a non-working person who gets most of his or her income from a disablement pension. If a disabled person has a job and he/she earns most of his/her income from work, he/she is considered employed.

(09) On parental leave relates to a person (mother, father or guardian) who does not work and raises a child under 3 years of age.

(10) Homemaker relates to a non-working and non-studying person who is mainly engaged in his or her own household. He/she cannot be considered unemployed, since he/she is not seeking a job (a housewife, etc).

(11) In military service relates to a person who serves in the armed forces or in alternative service.

(12) Imprisoned relates to a person who is confined to an institution of imprisonment.

(13) Other relates to an inactive person who does not belong to any of these categories. The category includes, e.g., persons whose main source of subsistence is property income or dividends.

If the person could belong to several categories on the chart (e.g. a retired housewife), the category with the smaller number is taken down (in the given case the person is to be classified as retired).

**Questions K09 – K11.** The aim of the questions is to obtain information about the respondent's sources of income and about how the respondent is coping with his/her life.

In Question K09, the interviewer lists all the sources of income mentioned by the respondent. The aim of the question is to collect as detailed information as possible on the sources of income available to respondents. Special attention needs to be paid to casual work, the production of agricultural products for sale, etc.. If necessary, additional questions could be asked.

If the respondent mentions casual work, the production of agricultural products for sale or any other kind of mediation or business activities as his/her main source of income, the respondent should not be regarded as unemployed. The period during which the respondent has engaged in these activities should be reflected in the main jobs section of the table as the main job, except in case of activities lasting for very short periods (less than 2 weeks), which cannot be recorded as periods of employment.

If the respondent mentions only one source of income in Question K09, the activity should be recorded also in Question K10 as the main source of income.

**Question K13.** This question is asked only from employed persons. A trade union is an organisation representing the interests of employees, and employers cannot be members of such unions.

**Question K14.** For instance, the Trade Union of the State Institution Workers of Estonia, Trade Union of Science Researchers of Estonia, Trade Union of Medical Workers of Estonia, etc. If the respondent does not know which organisation the particular trade union is a part of, the answer “Does not know” is recorded.

**Question K16.** The question is asked from all the respondents.

## SECTION T. TOURISM

Within the past few years, there has been a relatively fast increase in the number of Estonian people travelling abroad and in Estonia. With the purpose of obtaining information concerning the number and description of trips made by the people and the costs incurred while travelling, and of helping to plan the general development of tourism, a block of tourism-related questions is included in the Labour Force Survey. The questions refer to the month preceding the interview (the reference month): e.g., if the interview is carried out in April, the respondent is asked about his/her trips in March.

In case of Questions T08 – T11 and T18, the interviewer may write “Does not know” or “Refuses to answer” if the questions are answered this way.

With the questions about the trips, the interviewer should proceed from the top of the table to the bottom. The interviewer moves on to the next column only after all the data have been recorded for the first trip.

Questions T01 – T12 relate to trips abroad lasting for less than a year.

Questions T13 – T18 relate to travelling in Estonia. Only the trips involving at least one overnight stay are taken into account.

**Question T01.** “Abroad” refers to a territory outside the Republic of Estonia.

**Question T02.** The interviewer asks the questions only about trips which are of irregular nature. In accordance with the World Tourism Organisation and Eurostat requirements, the following are not considered trips:

- 1) working abroad if the person receives payment from a foreign organisation;
- 2) the travelling of the members of the crews of vehicles operating on international lines, if they do not leave the vehicle;
- 3) the regular (at least weekly) trips of people living in regions along the frontiers (e.g., to church, school, work, a shopping centre, the market, etc.).

**Question T03.** Work-related trips include also attending conferences, seminars or meetings; study trips; visiting exhibitions and fairs; performing at concerts, etc., and are generally paid for by the employer or an organisation. However, study trips, e.g., may be paid for also by a foundation or by the parents/relatives.

A bonus trip paid for by the employer is classified as a holiday trip.

A trip the purpose of which is to purchase goods with a view of re-selling them later is classified as a work-related trip.

**Question T04.** Indicate the country which is the destination of the trip (e.g., Finland). If the respondent has visited several countries in course of the trip (e.g., the Mediterranean countries), indicate all the countries.

**Question T05.** The duration of the trip is measured by the number of nights. First, indicate the total number of nights; then divide it between the types of accommodation, in accordance with the World Tourism Organisation classification of accommodation:

establishments providing accommodation

- 1) hotel, motel;
- 2) other establishments: guesthouse, camp site, hostel, tourist farm;
- 3) health resort, training or conference centre; sleeping in a (public) transport facility.

private accommodation

- 4) paid private accommodation: rented flat, summer cottage, etc.;
- 5) free private accommodation: staying with friends/relatives, etc.;
- 6) other: van, private houses bought for personal or company 'holiday vouchers', etc..

**Question T06.** Write only the main type of transport. For example, if a trip to Finland is started and finished by ferry, but a private car is used for most of the trip, the main type of transport is car.

**Question T07.** For answering the question about the organisation of the trip, there are the following options, based on the classification of the International Tourist Organisation:

- 1 - *bought a package holiday from a travel agency*: i.e., the trip has been organised by travel agencies, and the respondent has bought a package consisting of at least two services;
- 2 - *used the services of different travel agencies* (in, e.g., buying flights, booking accommodation, organising entertainment, renting cars);
- 3 - *organised the trip independently*: the respondent or his/her company has arranged the trip independently, not through a travel agency;
- 4 - *does not know*: if possible, this answer should be avoided. However, in exceptional cases the respondent may not know the details of the trip.

**Questions T08 – T11.** Work-related trips are often paid for by international organisations (e.g., PHARE, the OECD, the IMF, EU organisations). In such cases the interviewer needs to ask further questions to ensure that the sums paid by the respondent's employer are not mixed up with those received from international organisations.

In assessing the expenditure, only the costs incurred by the respondent for personal purposes should be taken into account. E.g., the purchases made during the trip for a company or for business-related purposes (e.g., for resale) should not be considered as such sums are not spent on tourism.

The expenditure should be indicated in EEK. If the respondent has paid for goods and services in foreign currency, and does not know the exchange rate, the expenditure should be indicated in the foreign currency.

In case of group expenditure (if the respondent has been travelling with his/her family or friends), the total sum spent has to be divided between the members of the group (adjusted, if

necessary, in proportion to age, etc. – e.g., for parents more than for children). In any case, costs should be recorded for a person, not for a group.

The personal expenditure also includes the sums that may have been spent on the trip by others – e.g., if the trip has been (partly) paid for by the respondent's parents, children, friends or relatives who are residents of Estonia. If the respondent does not know the precise amounts spent, state the approximate amount.

In assessing the expenses incurred abroad, all the amounts should be considered, irrespective of the form of payment (cash, credit/cash cards, traveller's cheques).

Major expenditures (e.g., the purchase of real estate, a car, a yacht) are not regarded as travelling expenses.

The expenses incurred by a foreign company or organisation or foreign private individuals are not recorded in Questions T08 – T11, but in Question T12.

**Questions T13 – T14.** Journeys to places of work or study, regular journeys to summer cottages and visits to grandparents/parents/children are not considered tourism.

**Questions T15 – T17.** See Questions T03 – T05 and T08 – T11.

**Question T18.** Here the interviewer has to indicate the total cost of the trip (including the expenses incurred by the employer). Note that if the trip was (partly) made by car, the cost of petrol has to be recorded as well. Major one-off expenditures of more than 3000 EEK (e.g., on a TV set, a car, a fur coat, etc.) are not included in the total cost of the trip.

## FORM OF THE QUESTIONNAIRE

Questions in the questionnaire fall into the questions that are asked and interviewer checkpoints. The questions that are asked are meant for collecting information from the respondent and they are read out loud, following the exact wording. The questions that are asked are written in sentence case, interviewer checkpoints in uppercase.

**Alternative wording.** In some questions that are asked the interviewer has to choose between different wording alternatives that are marked with the help of brackets () and slant bar /. The part of the question in brackets is either read or not read depending on the situation, in the case of a slant bar one of the alternatives is read out. In order to make the alternatives stand out from the rest of the text they are underlined; if the alternatives are full sentences they are separated by the word **OR**.

**Clarifying texts.** Clarifying texts in italics are added to some questions. The texts are read out loud, so the respondent knows what he or she should pay attention to.

**Connecting texts.** In addition to clarifying texts, connecting texts are read out loud in order to make transitions from one section to another more fluent.

**Remarks for the interviewer.** They are in uppercase, in square brackets. These parts of the text are not read out loud, but are meant for the interviewer.

**Transitions.** In order to avoid irrelevant questions about certain periods of life, the questionnaire includes numerous transitions from one question to another. As a rule, the transitions are marked with arrows in the answers. In more difficult cases interviewer checkpoints are used. It is important to follow the transitions very precisely. If an important question is not asked because of a wrong transition, the whole questionnaire could become useless because of the absence of essential information.

**Recording the answers.** When recording the answers, the most important thing is to make sure that answers to different questions are in accordance with one another. Detection and correction of errors in the course of the interview avoids later corrections and the need to

contact the respondent again. The legibility of the handwriting is essential, especially when recording the names of enterprises, institutions of education, occupations and place names. In order to avoid confusion caused by the illegibility of the handwriting, abbreviations should not be used in answers. If there may be problems reading the handwriting, capital letters should be used.

Number of answers allowed. In the multiple choice questions, one answer is usually allowed. All the questions that allow more than one answer are labelled with respective notes. If the respondent offers several answers to a question where only one is allowed, he or she is asked to choose the most important one. If the respondent cannot determine which of the answers is the most important, all the answers offered are recorded and a note made that the respondent was unable to decide.

Charts of answers. In the case of many questions the answers are given in charts of answers that are shown to the respondent. The charts are bound into a booklet of charts in order to avoid disorder and charts getting lost. With such questions, the interviewer should ensure that the respondent finds the right chart, reads the answers given, and picks the “right” ones.

Answer OTHER. If there was no answer that the respondent thought correct, the answer OTHER is used. In order to encourage the respondent to choose from among the answers given, this answer is not usually included in the chart of answers. Before using the answer OTHER, the interviewer has to make sure that the answers cannot be placed under any other answer.

Answer DO NOT KNOW. If the respondent is unable to remember the exact time of an event, the interviewer should help him or her remember it through other events. In order to make remembering easier, the respondent is asked to connect the particular event with other events of life that he or she remembers better (whether something took place before a change in the place of residence, graduation, childbirth, getting married, moving away from parents, etc.). If the respondent still cannot give even an approximate answer to the question, a note is made in the questionnaire. Answers “DO NOT KNOW” are not accepted without such clarifying notes. The same applies to refusals to answer a question. It is difficult to give instructions for avoiding DO-NOT-KNOW answers and refusals, it depends on the interviewer’s professionalism how he/she is able to deal with a particular case. The respondent’s reluctance to answer certain questions (concerning income, salary, etc.) has to be respected and refusal to answer such questions is acceptable.

**Tables.** The left side of the table is meant for questions and nothing is written there, the right side is for answers. The right sides of the tables are divided into vertical columns; each column corresponds to one period (of working on the main job or a second job, of unemployment, inactivity, studies, etc.). At the end of each column there is a checkpoint, and depending on the answer to the question in the checkpoint, the interview proceeds to the next column of the same table or is continued elsewhere.

The household table at the beginning of the interview has a similar structure; each column should include the data for one household member.

If there is not enough space in the columns of tables, additional sheets are used. The transition arrows are on the right side of the page.