QUESTIONNAIRE MANUAL

MODULE D. ECONOMIC ACTIVITY

Definitions:

- **Activity status =** activity status is the relationship of a person to economic activity, which can take four different values: **work, study, both or none of these.**

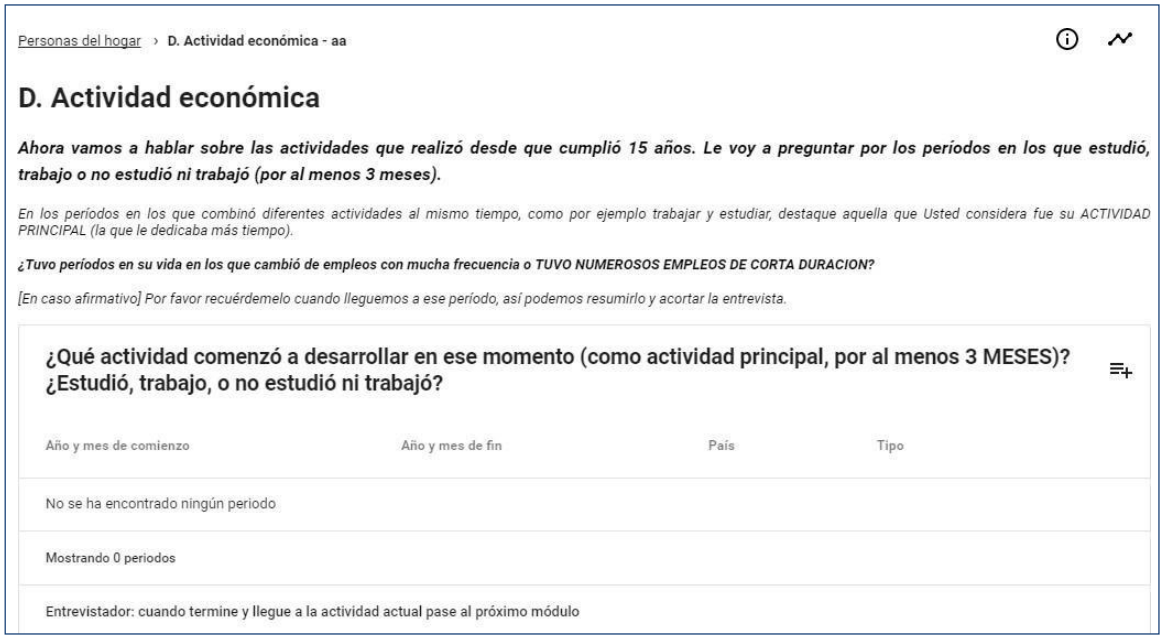
    1. **Work** = any activity producing or distributing goods or services **for the market** (understood as economic exchange, including the public administration or economic exchange in communist systems). Notice that this includes **paid and unpaid work**. However, **housework** is not included in this definition.
    2. **Study** = any activity involving the acquisition of knowledge in a formal environment (i.e. educative institutions) or with the aim of obtaining a formal recognition (e.g. passing official exams).
    3. **Both** = any period when R dedicated a significant part of his/her time both to working and studying (e.g. holding a job during the day and studying in the evenings)
    4. **None** = any period when R did NOT work NEITHER study, or when the time dedicated to any of these activities was not significant enough, that is, most of his/her time was not spent on those activities (e.g. looking for a job but finding only short-time petty jobs involving very few hours).

Basic description of section's rationale and dynamics:

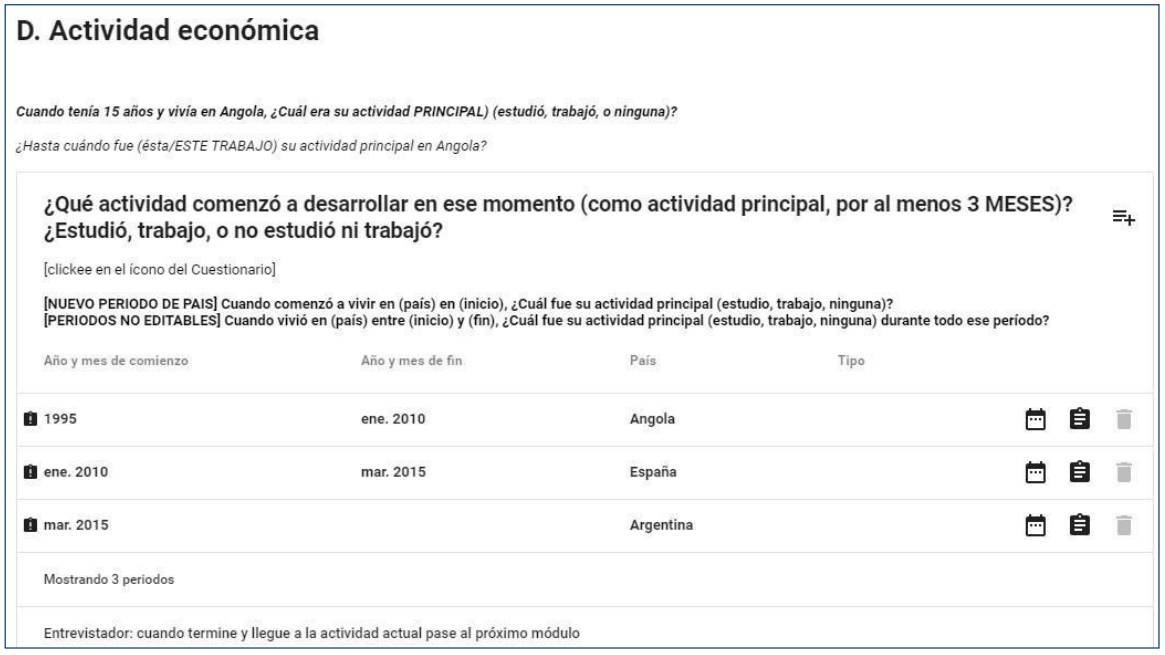
The aim of this module is to identify all activity periods since R was 15 year-old and up until the moment of the interview. This module is undoubtedly the most complex (and potentially longest) of all the questionnaire. Please, do take some time to read this part of the manual and explore the draft in order to get as familiarized as possible with its contents and dynamics. This can save a significant amount of time in any given interview.

The **script** in this module is to be learned in detail, so that the logic and the targeted contents become clear for the interviewers. But then all instructions are to be applied with flexibility to adjust to R's way of remembering and presenting events.

- The module starts with a grid screen that is empty upon arrival. The introduction must be read, emphasizing:
    - That we are asking only about MAIN activity
    - Whether R has had any odd-jobs period (periods with many jobs of short duration)



- After the "list+" icon is clicked, the app will generate a series of registries corresponding to the country stays declared in module B. **These periods are fixed as starting and ending points of activities,** because every time a new country stay is initiated a new activity needs to be recorded (even if it is the same activity as in the previous country stay). Notice that, in the case of NMs, a single period will be shown, corresponding to the say in CoS since R was 15 up until today.



- Each of these country stays is expected to be transformed into one or more activity periods of 3 month-duration or longer [UA: 2-month] (as many as relevant activity periods R had during that country stay).
    a. **If there has been one single activity during the whole country stay,** the dates of the country stay are maintained, and only questions on the type of activity are answered
    b. **If there have been two or more activities during that country stay,** the interviewer will modify the ending date of the period to coincide with the end of the first activity. This will automatically generate a new period starting in that date and ending when the country stay ends. Then, questions on the type of activity are answered. The ending date of the newly generated sub-period (always coinciding with the end date of the country stay) can be repeatedly modified in order to generate as many (3-month or longer) periods as needed. The modified ending dates can only be earlier dates than the end of the country stay, since otherwise this would overlap with the following country stay).
- The interviewer must always **start at the moment when R was 15 year-old, reminding in which country R was living at the time (as shown in the grid)** and asking what his/her main activity was at the time (do not register yet). Once an answer is given, the next question should be until when this activity lasted (as a main activity). At this moment (1) the ending date of the period is modified as described above, and then (2) the questions on the type of activity are made. It is VERY IMPORTANT that you first modify the date and then proceed with the questions on type of activity. Otherwise, if you change the date afterwards, you'll have to reconfirm all the information on the type of activity (since filters by date are applied here).
- The last country period does not have an end date because it corresponds to the current moment. So when breaking down this country period into activity sub-periods, you will be generating a new sub-period starting at the entered date and ending "today". The process is **repeated until reaching the respondent's current activity**.

- Remember: **ONLY activities that have lasted 3 months or more** can be registered [UA: 2-month].

Exceptions to these dynamics: Repeated sequence periods are shown in the grid as two separate country stays with the same start and ending dates.

- These periods are not to be broken down into different activity periods. Instead, we will summarize the whole period by asking R to select what was his/her main activity in Country 1 and Country 2 during the whole period. For this reason, the ending dates of these periods cannot be edited, since they are treated as a whole.
- For this reason we also make an exception when the activity is WORK. Whereas normally we ask about the MAIN JOB in the broken-down periods, within Repeated Sequence periods, which are not broken down into specific sub-periods, we ask about the FIRST and the LAST JOB in the whole period.

** ACTIVITY HISTORY **

Respondents:

Returned and non-migrants

It is very important to properly introduce the module to R, in order to avoid problems in its completion, emphasizing in particular:

- **The minimum duration of activity periods to be registered: 3 months** [UA: 2-month]
- **That R should let the interviewer know of any periods that are complex or hard to describe** because R had different types of activities. In particular, this will help identifying odd-jobs periods.

How to proceed (for each activity period)

a) Start asking what was R doing (working, studying, both or none of these) at 15 (in the first period) and in the next period (following ones). **Nothing to be done at this point, but interviewers must keep the activity in mind.**

b) Then (still in the grid) ask until when was R doing this as his/main activity.

- **If the end date of the activity coincides with the end date of the country period,** go directly to mini-questionnaire.
- **If the activity ended before than the country stay,** enter the calendar to edit the end date (D3). (A new sub-period will be automatically generated)
- **If the activity continued after the country stay,** stepping into another country stay, explain: "“Just to keep an order we will first comment on the period that you (studied/ worked/neither) in {country X}. So, in this period that you studied/worked/ neither in {country X}…". And go directly to mini-questionnaire. Interviewers should remember that the same activity continues in the next country stay.

c) **Then enter the mini-questionnaire** and pick (without re-asking) the type of activity (D4). And continue with the questionnaire.

The following questions (marked with *) will be asked for each period. After D1 (type of activity) and D3 (end date) are registered, the application will continue to show a selection of questions based on the type of activity. Once those questions are completed, the application will go back to the grid screen to define the next period and repeat the cycle, up until the current activity period (at the moment of the interview) is reached.

- **(*) D1. Type of activity**

Mechanics	*Clarifications*
- Respondents: all - Question type: Read options **(DO NOT READ)** 4.WORKING AND STUDYING. This option should NOT be read to the respondent, and it should be selected only when R insists on a situation in which both were equally important, and after reading the other 3 options. - Input: pick from list	**Respondents tend to overlook inactivity periods when another activity (work or study) is carried out even for a few hours.** Interviewers need to insist and clarify that we are asking for the MAIN activity only, which could be "staying at home" or "looking for a job" for instance. Ex. A period in which R wanted to work but only found petty jobs that constantly changed. R might doubt between declaring him/herself unemployed or working. The correct category would be WORK (if this happened most of the time) or UNEMPLOYED (in the opposite case). - Since it is not rare that people combine different activities in their lives (e.g. take care of home, work, study...) this means: a. The respondent will have to **choose** which was his/her main activity in different periods of his/her life. Interviewers must explain that the main activity is usually **the one taking the most time**. But since time intensity can vary across time, and two activities (or more) can take a similar amount of time, we leave it up to the respondent to select his/her main activity. b. There might be some **overlaps when the activity (e.g. studies during college) continues but a second activity becomes more important** (e.g. a job which is combined with finishing up the studies). Whenever these overlaps happen, the end of the period (and start of a new one) should be noted at moment when the MAIN activity changes. An overlap is particularly likely to occur in the **1st period of activity (starting at age 15)**: we will likely find persons who were studying at that age, and at some point also start combining their studies with some job. So it is important to warn the respondent ("*If you started working before finishing your studies and this became your main activity at the time, then this is what we will note*") or be careful to identify if this may have actually happened.

The categories explained:

- **WORKING** = production of services or goods **for the market,** and it can be of different types:
  a. performed for others or independently (self-employment)
  b. paid or unpaid
  c. formal or informal
  d. performed at home or somewhere else
  e. **Housework** is NOT included in this definition.

- **STUDYING** = any type of studies, provided that they amount to the person's main activity at the time, which requires a significant level of dedication.

- **NEITHER**. Respondents sometimes have a tendency to 'forget' periods of unemployment and inactivity (common in Senegal). To ensure that no inactive or unemployed periods are overlooked:
  - **Always read the 3 options,** including 'neither' for every period
  - If no inactive/unemployment periods emerge after a couple of periods, **check with R from time to time whether he/she never had an inactive/unemployment period (that lasted 3 months or more) in that time** [UA: 2-month].

- **BOTH**. Only if respondent insists both activities were similarly important. This option should not be mentioned to the respondent in advance.

How to categorize..?

a. **Military service** = INACTIVE
b. **Internships**
   A. Within official study programs (during or at the end of study periods) = STUDY
   B. Other internships / training periods = WORK
c. **Periods of study to pass exams for public servants** = STUDY (even if receiving an unemployment benefit at the time)
d. **Periods of (formal) study to pass professional qualifications** = STUDY (e.g. lawyers bar, Spanish MIR and FIR for doctors and pharmacists)
e. **Pre and post-doc activities =** Let the respondent decide what he/she considers more appropriate (**work or studies**). If the respondent doubts or doesn't know:
   A. pre-doc = STUDY
   B. post-doc = WORK

- **(*) D3. Activity end time**

Mechanics	*Clarifications*
- Respondents: all - Input: select month from the list and type in Year - **MONTH:** If they respondent **doesn't remember the month,** the interviewer will suggest seasons instead, and then pick middle month a. Spring: April b. Summer: July c. Autumn: October d. Winter: January - If the respondent has difficulty to remember the end date of activity periods, try to help them with **the visual aid**, or by **probing, based on information collected in the previous modules**. For instance, encourage answers like «when my child was born », for instance, followed by confirmation « when was that ? »	- Do not ask "until which year" (but simply **until when**): it will be odd if it's within the same year, and we expect to capture the month as well is possible. - **Only periods of 3 months or more must be registered** [UA: 2-month] - The **last activity period recorded** must be the current one (R's current main activity)

IF WORKING

- **If WORKING: emphasize "until when did you do THIS JOB", since we will register periods based on specific jobs (i.e. MAIN JOB in each period).** Every time there is a change in the main job, we will close and open a new period.

  » **Job change.** It is not always simple to establish when there is a job change.
  - *E.g. the employer changes (for instance as a result of the firm being sold), but the job keeps being the same*
  - *E.g. job conditions, job tasks or responsibilities change in a substantial manner (for instance, transitioning from an internship to a regular contract) even while working for the same employer.*

  We leave it **up to the respondent to decide what he/she considers as a new job.** If the respondent doubts: *"A change of job is usually given by a* ***change in the employer, on YOUR main tasks or level of responsibility*** *(which sometimes happen also with the same employer)"*
  - *E.g. if a person has consecutive contracts with the same employer: up to the respondent to consider these as one single job or not*

  » **Overlapping main jobs:** It is likely there will be overlaps between jobs when these are part-time or per-hour
  - *E.g. R was working 30h/week in JOB1, then decreased this work time to 15h/week, and took another job for 30h/week. I.e.: what was the MAIN job becomes a secondary job.*

  Stick with the one initially discussed until a more important job comes along, and then stick to that one: *"Sometimes people combine different jobs at the same time. We will discuss only whichever you consider to be your MAIN JOB in the different periods of your life.* ***[If respondent is UNCLEAR]*** *The main job is usually the one to which you dedicate the most time or that provides your main income.* ***[If additional criteria needed]*** *You can also consider the most stable (working for a longer time)"*

- **If R cannot identify a MAIN JOB, we will treat this as a MULTIPLE-JOBS PERIOD.**
  - *E.g. period with 2 part-time jobs equally relevant*
  - *E.g. period with multiple odd jobs of short duration*

  In this case we will refer to "WORK SITUATION" generally and will NOT focus on one MAIN JOB for defining the period, but rather on this multi-employment situation (until a MAIN JOB or a different MAIN ACTIVITY starts). In following questions, the multi-employment situation will be noted.

- When the main activity is **WORKING and STUDYING** (i.e. the respondent has insisted/explained these were equally important): we will **follow the job periods**. Be aware in many cases there will be no correspondence between the studies and jobs periods. E.g. it might be a long job period, with studies undertaken only at a certain point, not for the whole period. And vice versa.

** STUDY PERIODS **

Respondents:

Persons whose main activity in the period discussed was studying

Or working and studying

- **D4. Educational levels attended**

Mechanics	*Clarifications*
- Respondents: main activity studies - Question type: Spontaneous answer - Input: pick from the list. **Multiple answer**: Pick all the levels attended during this period.	- **ALL LEVELS attended during the period must be recorded.** • Insist on starting **with the very first level attended in the whole period during which studies were the main activity,** and **then check whether more levels were attended.** • **This is particularly important for the1st activity period, which starts at 15,** when respondents are likely to be studying secondary studies; for those with superior studies, it is likely that the whole period encompasses both secondary and tertiary studies. So if R's answer for this period is "university", check whether secondary studies as well, and even primary - The question refers to the highest level **attended** (not necessarily completed) - We leave it up to R to pick the category response that he/she considers. Interviewers will explain the categories only if R is in doubt

The categories explained:

- LITERACY CLASS
  - » Programs providing simple and functional literacy and numeracy skills, typically for adult populations

- PRIMARY EDUCATION.
  - » It is typically part of **compulsory** education. It starts between **5-7 years** old and it typically lasts until age 10 to 12.
  - » Typically, there is one main teacher responsible for a group of pupils who organizes the learning process, although a class may have more than one teacher, especially for certain subjects or units.

- LOWER SECONDARY EDUCATION
  - » It is typically part of **compulsory** education. It starts typically between **10-13 years** old
  - » A class of students usually has several teachers with specialized knowledge of the subjects they teach
  - » In different places it is called: *secondary school (stage one/lower grades), junior secondary school, middle school, or junior high school*

- UPPER SECONDARY EDUCATION
  - » It is typically **not compulsory** education. Pupils enter this level typically between ages **14-16 years** old and exit around age 17 or 18

» More varied, specialized and in-depth instruction, with an increased range of options and streams available. Teachers are often highly qualified in the subjects or fields of specialization they teach, particularly in the higher grades.

» In different places it is called: *secondary school (stage two/upper grades), senior secondary school, or (senior) high school*

- POST-SECONDARY NON-TERTIARY EDUCATION

» Programs providing **non-tertiary qualifications which are required for progression to tertiary education or for employment** when previous qualification (secondary education) does not grant such access.

» In different places it is called: *technician diploma, primary professional education, or préparation aux carrières administratives*

- TERTIARY EDUCATION, including:

» SHORT-CYCLE TERTIARY EDUCATION

» Programs providing participants with **professional knowledge, skills and competencies.** Typically, they are practically-based, occupationally-specific and prepare students to enter the labour market. However, these programmes may also provide a pathway to other tertiary education programmes

» In different places it is called: *(higher)technical education, community college education, technician or advanced/higher vocationaltraining, associate degree, or bac+2*

» BACHELOR'S OR EQUIVALENT LEVEL

» Designed to provide participants with **intermediate academic and/or professional knowledge, skills and competencies, leading to a first degree** or equivalent qualification. Instruction at this level often takes the form of lectures by staff who are typically required to have university degrees or have become senior professional in the field of work. They are traditionally offered by universities and equivalent tertiary educational institutions.

» In different places it is called: *Bachelor's programme, licence, or first university cycle*

- MASTER'S OR DOCTORAL STUDIES

» MASTER'S OR EQUIVALENT LEVEL

» Designed to provide participants with **advanced academic and/or professional knowledge, skills and competencies, leading to a second degree** or equivalent qualification. Programmes at this level typically involve the completion of a research project or thesis.

» In different places it is called: *master programmes or magister*

» DOCTORAL OR EQUIVALENT LEVEL

» Designed primarily to lead to an advanced **research qualification, both in academic and professional fields.** It usually concludes with the submission and defense of a thesis, dissertation or equivalent written work of publishable quality, representing a significant contribution to knowledge in the respective field of study.

» In different places it is called: *PhD, DPhil, D.Lit, D.Sc, LL.D, Doctorate*

- ENTRY EXAMS: e.g. professional exams or qualification tests to enter civil service
- OTHER DIPLOMAS OUTSIDE OFFICIAL CURRICULA = this can include, for instance: a stay abroad for a language course or a period devoted to obtaining the driving license

- **D5. Sources of personal income**

Mechanics	*Clarifications*
- Respondents: only those who have indicated periods when they attended **tertiary education, Masters or PhD levels.** - Q type: Read options - Input: For each of the levels shown by the device, read options and pick from short list. **Multiple response**: Pick all the sources of personal income that apply.	**The categories explained:** - 1. SCHOLARSHIP = any financial assistance formally provided by an institution or program to help the receiver to sustain him/herself or contribute to his/her income during a period of studies. - 2. INCOME FROM JOB OR PAID INTERNSHIP = referred only to jobs or internships carried out at the same time than the studies. - 3. SUBSIDY/BENEFIT = any financial assistance received by public authorities or private plans due to an inability to work (e.g. unemployment, disability, orphan, etc.). These can be contribution-based or not. - 4. MY OWN SAVINGS = this would include the earnings from previous and recent jobs/internships that are no longer carried out during the studies period.

** WORKING (JOB) PERIODS **

Respondents:

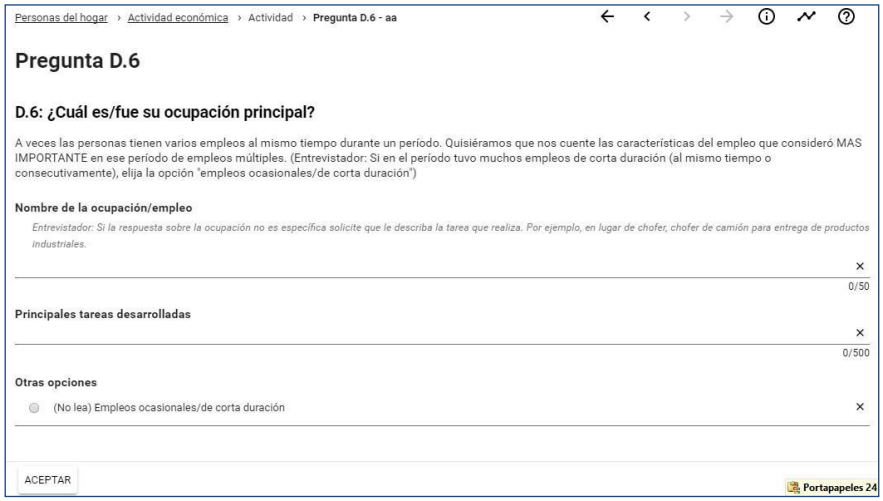
Persons whose main activity in the period discussed was working

Or working and studying

Definitions:

- **Odd-jobs period.** These are periods in which R has not had a stable or main job, but just occasional (likely to be menial) jobs of short duration. These jobs may require limited amounts of dedication, so they could overlap or be combined in different manners. This makes the specification of a MAIN job very difficult and actually misleading

For the reasons described in the definition above, if R warns of the existence of (or simply starts describing) an odd-jobs period, interviewers should treat this as a single working period, without focusing on any of the particular jobs or activities carried out.



- ***D006. Whether more than one job in this period***

Mechanics	***Clarifications***
- Respondents: Repeated Sequence period and main activity work - Q type: Spontaneous answer - Input: Pick Y/N answer	***For internal PUrposes.*** This question is only asked if we are in a Repeated Sequence period (e.g. in Country1) and the main activity is WORK. If there was only a job, the section will proceed normally. If there were more than one, the section will be done twice: for the 1st job in the period, and then for the last job in the period.

- **D6. Occupation**

Mechanics	***Clarifications***

- Respondents: main activity work
- Q type: Spontaneous answer
- Input: Type in the job title and then a brief job description (main tasks performed)
  - If multiple jobs with equal weight (e.g. 2 part-time jobs of 20h each; or several per-hour jobs with similar weight each), take note in the description, but ask R to focus on the MAIN TYPE of job
  - If discussing an ODD-JOBS PERIOD, just pick 0. PERIOD OF ODD/SHORT-TERM JOBS
	- This is a **key question** for the survey and module. Interviewers need to try to obtain as detailed answers as possible, describing the specific job. If the initial answer is too simple and broad, probe with the following:
	  a. **TITLE OF THE JOB**. "How would you **name the post**?". If the informant has doubts on the meaning of this question, examples may be offered, like: bus driver, construction worker, university professor…
	  b. **TASKS**: "Can you summarize in a few words what your **main tasks** were? "
	- Respondents will frequently provide additional information (e.g. on the employer, on their hierarchical position…) that we are expected to capture in other questions below (D7-D16). **Do not discourage this**. Any such information obtained here should be **used to fill as many of the coming questions as possible.** When

doing this:

a. If the answer is self-explanatory or absolutely clear from the information already provided: do not ask the questions again and simply pick the correct answer.

b. Otherwise: check the information just given with the respondent (e.g. "So you were working as a skilled worker, right?")

- If discussing a **multiple-jobs period**:
  a. If 2 part-time jobs, or multiple per-hour jobs with some stability **involving different occupations,** refer to the MAIN TYPE OF OCCUPATION. Kindly request to pick just one as the main reference for this period.
  b. If **(multiple/overlapping) occasional jobs of short duration** = 0. ODD-JOBS PERIOD

- There might be inconsistencies between the actual/real nature of the job (as performed by the respondent) and its formal/legal definition and circumstances. In these cases we should always aim to capture the **actual tasks/job that the respondent did.**

- **D7. Type of occupation**

Mechanics	***Clarifications***
- NO QUESTION: DO NOT READ - Respondents: main activity work - Input: interviewer to pick from short list the category that best applies to the job that has just been described by the respondent.	**Status has a large subjective and context-specific component, so we leave it up to R to pick the category** response that he/she considers. Interviewers will explain the categories only if R is in doubt - If discussing an ODD-JOBS PERIOD/ MULTIPLE-JOB PERIOD, refer to the **main type of job/occupation** - There might be inconsistencies between the actual/real nature of the job (as performed by the respondent) and its formal/legal definition and circumstances. In these cases we are always need to capture the **actual tasks/job that the respondent did**: *a. E.g1 someone who is hired as a skilled intern, but carries out petty tasks only = UNSKILLED* *b. E.g.2 someone who is formally hired within a low-skilled category (e.g. clerk in a pharmaceutical) in order to pay less, but actually undertakes high-skilled tasks (e.g. quality supervision) = SKILLED NON-MANUAL*

The categories explained:

- 1. LOW-SKILLED WORK
  - » Jobs that require **simple and routine physical or manual tasks**
  - » *Ex: office cleaners, freight handlers, garden labourers, kitchen assistants*

- 2. SKILLED MANUAL WORK
  - » Jobs where most of the responsibilities involve the realization of **physical tasks** (as opposed to working on a computer or with written forms) which require a specific set of general skills (literacy, numeracy, communication) and **specialized skills** (obtained through formal education or on-the-job training and experience).
  - » *Ex: butchers, bus drivers, sewing machinists, dressmakers, shop sales assistants, police officers, hairdressers, building electricians and motor vehicle mechanics, **NURSes***

- 3. SKILLED NON-MANUAL WORK
  - » Jobs where most of the responsibilities involve **intellectual or clerical tasks** (in opposition to physical tasks) which require a specific set of general skills (literacy, numeracy, communication) and **specialized skills** (obtained through formal education or on-the-job training and experience).
  - » *Ex: secretaries, accounts clerks, real estate agents*

- 4. PROFESSIONAL
  - » As above, only specifically referred to highly qualified liberal professions, such as lawyers, architects, doctors, etc.
  - » *Ex. Lawyers, engineers and architects, **doctors***

- 5. HIGHER-LEVEL OCCUPATION (e.g. manager, director)
  - » Jobs that consist mainly of legislative, administrative or managerial tasks
  - » *Ex: legislators, senior officials and civil servants, large firm CEOs and managers*

D8. Professional situation

Mechanics	***Clarifications***
- Respondents: main activity work - Q type: Read options - Input: pick from short list	- **This is a key question** since the response determines which set of questions come next - If discussing an ODD-JOBS PERIOD / MULTIPLE-JOBS PERIOD, refer to the main type of situation during the period - We **leave it up to R** to define his/her professional situation. Interviewers will explain the categories only if R is in doubt - Cases of **« False » self-employed:** the respondent was hired under the condition of becoming self-employed (i.e. legal status of sub-contractor). As a result, the self-employed person has a single client who is in reality his/her employer (but not legally) = **leave it up to the respondent to decide** whether to pick SELF-EMPLOYED or WORKING FOR SOMEONE ELSE - There might be other **inconsistencies** between the **actual nature of the job as performed by the respondent and its**

	formal definition and circumstances. As stated above, we will leave it up to R to define his/her own situation. But if R doubts, refer to the **actual tasks/job that he/she does/did.** Ex. a pharmacist formally hired as a trainee, but with experience and performing high-responsibility tasks = WORKING FOR SOMEONE

The categories explained:

- WORKING INDEPENDENTLY = R does not have an employer. *More specifically: these refers to jobs where the **remUNERATIOn is directly dependent upon the profits derived** from the goods and services produced (where own consumption is considered to be part of profits). R makes the operational decisions affecting the enterprise*
  a. "EMPLOYER" = hires employees on a regular basis. Employees should be paid or compensated somehow, but this might also mean symbolic and in-kind payments (including training)
  b. "SELF-EMPLOYED" = without employees on a regular basis.
  c. "COOPERATIVE" = R is a member of a cooperative producing goods and services, in which each member takes part on an equal footing with other members in determining the organization of production, investments and the distribution of the proceeds amongst their members.

- WORKING FOR SOMEONE ELSE = R has an employer. *More specifically: the employer, and not R, makes operational decisions and provides (if that's the case) some type of remuneration. That is to say: remuneration is not directly dependent upon the profits derived from the goods and services produced (except if such agreement is reached with the employer).*
  a. WORKING FOR ONE/VARIOUS EMPLOYERS = Paid employment jobs. These are typically remunerated by wages and salaries, but may be paid by commission from sales, by piece-rates, bonuses or in-kind payments such as food or housing or training
  b. "ASSISTING ON FAMILY BUSINESS OR FARM" = R works (paid or unpaid) in a business/farm run by a related person. It could be paid or not
  c. INTERN / TRAINEE / APPRENTICE = On the basis of receiving training and formation, could be additionally paid or not.

- **D9. Number of employees**

Mechanics	*Clarifications*
- Respondents: Those who were employers at the time - Q type: Spontaneous answer - Input: pick from short list. If respondent doubts, read options.	- If this changed across the period, refer to **time when R left the job/stopped the activity (or currently if present job)** - If discussing a ODD-JOBS PERIOD / MULTIPLE-JOBS PERIOD, refer to the totality of jobs at the end of the period (or current moment if current job), including MAIN job AND any secondary jobs

- **D10. Workers under supervision**

Mechanics	*Clarifications*
- Respondents: Those who were working for one employer - Q type: Spontaneous answer - Input: Select Y/N answer	- If this changed across the period, refer to **time when left job/stopped the activity (or currently if present job)** - If discussing a ODD-JOBS PERIOD / MULTIPLE-JOBS PERIOD, refer to the totality of jobs at the end of the period (or current moment if current job), including MAIN job AND any secondary jobs

D11. Number of employers

Mechanics	*Clarifications*
- Respondents: Those who were working for various employers during this period. - Q type and input: Spontaneous answer & pick from short list If respondent doubts, read options.	- If this changed across the period, refer to **time when left job/stopped the activity (or currently if present job)** - If discussing a ODD-JOBS PERIOD / MULTIPLE-JOBS PERIOD, refer to the totality of jobs at the end of the period (or current moment if current job), including MAIN job AND any secondary jobs • If more questions are to be made, a warning message will show up which must be read to R: ***"Now I would like to ask you only about ONE job/employer that you had in this period. Can you think of one in particular?*** *[If respondent is unclear: "Pick the one to which you dedicate(d) the most time or that provides/provided your main income. Or consider the most stable (working for a longer time)"*

- **D12. Regular salary**

Mechanics	*Clarifications*
- Respondents: Those working as family aids or trainees - Q type and input: Spontaneous answer & pick from short list	- The question refers to the **arrangement** (between the employer and the employee) **to have a regular reception of salary**. • This can differ from the actual reception of the salary: i.e. the reception may have been irregular (e.g. there were delays or no salary at all some months) • This is different also from receiving a regular/stable amount. Quantities may have varied across time. - If this changed across the period, refer to **time when left job/stopped the activity (or currently if present job)** - If discussing an ODD-JOBS PERIOD / MULTIPLE-JOBS PERIOD, refer to the totality of jobs at the end of the period (or current moment if current activity)

Questions D13-D15 apply if:

- **Working for someone else**
- **Not odd-jobs period or Repeated Sequence**
- **AND either:**
  a) **Period in CoS**
  b) **Period in LDC and 12 months before last return**

- **D13. Full-time or part-time**

Mechanics	*Clarifications*
- Respondents: *For those working for someone else (in CoS; or in LDC 12 months before last return) if not odd-jobs period* - Q type: Spontaneous answer • If the answer is "part-time" without spontaneously commenting the number of hours, **probe**: "for more or less than 20h per week"? - Input: pick from short list	- If this changed across the period, refer to **time when left job/stopped the activity (or currently if present job)** - If 20h exactly = **2. Part-time (=>20h/week)** - If discussing a MULTIPLE-JOBS PERIOD, one job must have been selected as example

- **D14. Main employer**

Mechanics	*Clarifications*
- Respondents: *For those working for someone else (in CoS; or in LDC 12 months before last return) if not odd-jobs period* - Q type: Spontaneous answer - Input: pick from short list	- If this changed across the period, refer to **time when left job/stopped the activity (or currently if present job)** - If discussing a MULTIPLE-JOBS PERIOD, one job must have been selected as example - 1. A FAMILY BUSINESS/MEMBER = referred only to businesses run by **respondents' family members**

- **D15. Formal contract**

Mechanics	*Clarifications*
- Respondents: *For those working for someone else (in CoS; or in LDC 12 months before last return) if not odd-jobs period* - Q type: Spontaneous answer • If the answer is "Yes" without further specification, probe: "for the whole period"? - Input: pick from short list	- If this changed across the period, refer to **time when left job/stopped the activity (or currently if present job)** - Sometimes formal contracts do not fully reflect the real working conditions (e.g. number of hours). We are not considering this situation here, we are just interested on whether there was a formal contract or not. - If discussing a MULTIPLE-JOBS PERIOD, one job must have been selected as example

Questions D17-D18 apply if:

- **Working for someone else or cooperative**
- **NOT odd-jobs period or Repeated Sequence**
- **AND either:**
  - **Period in CoS 12 months before last exit from CoS**
  - **Period in LDC 12 months before last return**
  - **1st job after return**
  - **Current job**

- **D17. Correspondence with level of qualification**

Mechanics	*Clarifications*
- Respondents: *Those working for someone else or cooperative member (in CoS 12 months before last exit; or in LDC 12 months before last return; or 1st job/current job after last return) if not odd-jobs period* - Q type & Input: Read options & pick from short list • If the answer is "No" without further specification, **probe:** "Was it below or above your educational level"?	- If this changed across the period, refer to **time when left job/stopped the activity (or currently if present job)** - If discussing a MULTIPLE-JOBS PERIOD, one job must have been selected as example

- **D18a, D18b & D18c. Satisfaction with job**

Mechanics	*Clarifications*
- Respondents: *Those working for someone else or cooperative member (in CoS 12 months before last exit; or in LDC 12 months before last return; or 1st job/current job after last return) if not odd-jobs period* - Q type: For each of the categories shown, read options - Input: For each of the categories shown, pick from short list	- If this changed across the period, refer to **time when left job/stopped the activity(or currently if present job)** - If discussing a MULTIPLE-JOBS PERIOD, one job must have been selected as example **The categories explained:** - SALARY. This encompasses the level of the salary, its regularity, etc. - RELATIONS WITH BOSS. Refer to the immediate boss (there might be various, and might be different from the employer) - OTHER JOB CONDITIONS. Anything else is encompassed here. We expect the interviewer to consider all aspects that made him/her happy or unhappy about the job.

** INACTIVE PERIODS **

Respondents:

Persons whose main activity is neither working nor studying, nor a combination of both

- **D19. Type of inactivity**

Mechanics	*Clarifications*
- Respondents: *Those who have indicated a period of inactivity* - Q type & type: Read options and pick from short list. **If R has already explained his/her situation at the time, or starts responding before reading the answers:** • **DO NOT read the options that do not apply for sure** Ex. "I stopped working when I had my baby" DO NOT READ the options 1.Retired and 2. Permanently disabled; READ ONLY options 3-6 • **Pick the most adequate category if there are no doubts** (Ex. "I retired = 1. RETIRED") Confirm with R when convenient.	- Notice that we are not categorizing R into standard categories of "inactivity" or "unemployment" but rater defining the circumstances of this period of no work and no studies. It is likely that several of these may apply at the same time (e.g. looking for a job while taking care of the home), but interviewers should kindly **request from R to pick the most important one.** - There can also be overlaps, that is, that the **main type of inactivity changed** during the mentioned period. In a. E.g1. from a maternity leave to quitting the job to take care of family b. E.g2. from a maternity leave to being fired (unemployment) **A different period should be created** (by going backwards to correct the end date and then continue here). When coming to the next period, reconfirm the correct answer if needed: c. E.g.1 "so then you quit the job to stay at home taking care of the baby..." d. E.g.2 "so then you became unemployed..."

The categories explained:

- 1. RETIRED = when R has already finished his/her working life because of old age. Notice that in such situation R might still work or study. If R does not declare doing any of those for a significant amount of time, then this would be the correct answer
- 2. PERMANENTLY DISABLED = when R is unable to work because of physical or mental disabilities. Notice that in some cases studies might still be possible. If R does not declare studies taking a significant amount of time, then this would be the correct answer
- 3. ON LEAVE = when R is **temporarily not working or unable to work** due to sickness or other temporary situations such as giving birth or having a baby
- 4. LOOKING FOR A JOB = when R spends a significant amount of time looking for a job
- 5. TAKING CARE OF HOME/FAMILY = when R spends a significant amount of time doing housework and/or taking care of family members

How to categorize?

- Ex1. one female respondent had a long period when she was not working and she first tells me she was sick (in fact, she was pregnant of her first child, and the period after that), so I think she was inactive. But when I asked her if she was looking for a job during that period, she says yes. Hence, it could also be a period of unemployment. Most likely, she was inactive and unemployed at different moments during that time, but it's hard to know. The most likely answers here are either
  - = 3. ON LEAVE (MATERNITY). If she stopped working because of the pregnancy, but this doesn't seem to be the case in this example.
  - = 4. LOOKING FOR A JOB, or, 5. TAKING CARE OF HOME/FAMILY1. R would have to pick the most important one. The period could also be broken down if each of the two prevailed at different times.

Ex2. Another respondent was not working for about 3 months when he first arrived in France because 'there were too many police controls' thus it was difficult to exercise his peddling activity = 6. OTHER

- **D20. Reason why not working**

Mechanics	***Clarifications***
- Respondents: *Those taking care of home/family or "Other" situations* - Q type: Read options - Input: pick from short list. Only one answer allowed.	***Rationale****: whereas the reasons behind inactivity are clear and self-explanatory for respondents who are retired, disabled, on leave or looking for a job, for those taking care of home/family or under "other" circumstances, there can be multiple different reasons and circumstances leading to that situation. We aim at finding out the extent of voluntariness (wish not to work or to do something else) and the reasons behind not-so-voluntary situations of inactivity (particularly the inability to find a job, which would qualify as unemployment).* - Notice that we are not categorizing R into standard categories of "inactivity" or "unemployment" but rather defining the circumstances of this period of no work and no studies. It is likely that several of these may apply at the same time (e.g. looking for a job while taking care of the home), but interviewers should kindly **request from R to pick the most important one.** - If circumstances varied within the period, **refer to the moment when this inactivity period ended**

- **D21. Sources of personal income**

Mechanics	*Clarifications*
- Respondents: *Those who indicated a period of inactivity* - Q type: Read options - Input: pick from short list	**The categories explained:** - 1. SUBSIDY/BENEFIT = any financial assistance received from public authorities or private plans due to an inability to work (e.g. unemployment, disability, orphan, etc.). These can be contribution-based or not. Except retirement pensions, which have their own option. - 2. RETIREMENT PENSION = = any financial assistance received from public authorities or private plans for retired persons - 3. SCHOLARSHIP = any financial assistance formally provided by an institution or program to help the receiver to sustain him/herself or contribute to his/her income during a period of studies. These scholarships might still cover a period of temporary inactivity - 4. MY OWN SAVINGS = this would include the earnings from previous and recent jobs/internships that are no longer carried out during the studies period.

** SELF-EMPLOYMENT ACTIVITIES **

Respondents:

If working as self-employed or employers

- **D22. Type of place where carried out**

Mechanics	*Clarifications*
- Respondents: *Those who have indicated self-employment/employer activities* - Q type: Spontaneous answer - Input: pick from short list. If R doubts, read options	***Rationale:*** *The goal of this question is to have an approximate idea of what type of activity was the person conducting, and in which conditions. Ex. a watches' seller: does he/she have a proper shop? Is he/she rather selling on the streets or in street markets?* - So we don't aim at being completely exhaustive and accurate about which places/premises were used (there might be various). Kindly request R to pick the most representative one.

	- If this changed across the period, refer to **time when left job/stopped activity (or currently if present job)** - If discussing an ODD-JOBS PERIOD / MULTIPLE-JOBS PERIOD involving **multiple self-employment activities,** refer to **the last one** - 1. SPECIFIC BUSINESS PREMISES. This includes land for farm businesses. - 3. AT HOME. This can be literally the respondent's home, but it would include also answers like: "At my parent's", or at "some friend's or family member's place" **How to categorize? (If R in doubt)** - Ex. A farmer who sells his products in the town's market place = IN A STALL (OR VAN AS STALL) - Ex. A farmer who sells his products to shops or distributors = AT CLIENT'S OR CUSTOMER'S PREMISES / DRIVING OR TRAVELLING AROUND - Ex. A plumber = AT CLIENT'S OR CUSTOMER'S PREMISES / DRIVING OR TRAVELLING AROUND "

- **D23. Funding sources**

Mechanics	*Clarifications*
- Respondents: *Those who have indicated self-employment/employer activities* - Q type: Spontaneous answer - Input: pick from short list. **Multiple response:** select all sources of funding that apply. If respondent doubts, read options. *VARIATIONS BETWEEN RET AND NM:* • *RET: 3. Money that I made abroad* • *NM: 3. NOT APPLICABLE*	- This includes the money for starting the business and/or the money used to develop it further (other than the activity's benefits explicitly) - If discussing an ODD-JOBS PERIOD / MULTIPLE-JOBS PERIOD involving **multiple self-employment activities,** refer to **the last one** - 0. I DID NOT NEED FUNDS. This is to be used when the activity/business did not require significant investments

- **D25. Reason to become self-employed/employer**

Mechanics	*Clarifications*
- Respondents: *Those who have indicated self-employment/employer activities* - Q type: Spontaneous answer - Input: pick from short list. **Multiple response**: select all sources of funding that apply. If respondent doubts, read options.	- If this changed across the period, refer to **time when left job/changed activity (or currently if present job)** - If discussing an ODD-JOBS PERIOD / MULTIPLE-JOBS PERIOD involving **multiple self-employment activities,** refer to **the last one**

- **[NOT SN] D26. Reason to stop activity**

Mechanics	*Clarifications*
- Respondents: Only for those whose self-employment activity is not current. - Q type: Spontaneous answer - Input: pick from short list. **Multiple response**: select all sources of funding that apply. If respondent doubts, read options. *VARIATIONS BETWEEN RET AND NM:* • *RET: 6. I migrated/returned* • *NM: 6. NOT APPLICABLE*	- If discussing an ODD-JOBS PERIOD / MULTIPLE-JOBS PERIOD involving **multiple self-employment activities,** refer to **the last one**

Questions D27-D28 apply if:

- **Working as self-employed or employer**
- **NOT odd-jobs period or Repeated Sequence**
- **AND either:**
  - **Period in CoS 12 months before last exit from CoS**
  - **Period in LDC 12 months before last return**
  - **1st job after return**
  - **Current job**

- **D27. Correspondence with level of qualification**

Mechanics	*Clarifications*
- Respondents: *Those working as self-employed or employers* - Q type: Read options - Input: pick from short list - If the answer is "No" without further specification, **probe:** "Was it below or above your educational level"?	- If this changed across the period, refer to **time when left job/changed activity (or currently if present job)** If discussing an ODD-JOBS PERIOD / MULTIPLE-JOBS PERIOD involving **multiple self-employment activities,** refer to **the last one**

- **D28a & D28b. Satisfaction with activity**

Mechanics	*Clarifications*
- Respondents: *Those working as self-employed or employers* - Q type: For each of the categories shown by the device: Read options - Input: For each of the categories shown by the device: pick from short list	- If this changed across the period, refer to **time when left job/changed activity (or currently if present job)** - If discussing an ODD-JOBS PERIOD / MULTIPLE-JOBS PERIOD involving **multiple self-employment activities,** refer to **the last one** **The categories explained:** - SALARY. This encompasses the level of the salary, its regularity, etc. - OTHER JOB CONDITIONS. Anything else is encompassed here. We expect the interviewer to consider all aspects that made him/her happy or unhappy about the activity.