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CAMBODIA LABOUR FORCE AND CHILD LABOUR SURVEY 2011-2012

Field Operations Manual

National Institute of Statistics,
Ministry of Planning

In collaboration with
ILO-IPEC

Phnom Penh, January 2012

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CHAPTER 1
INTRODUCTION

1.1   An overview of the survey

The last Labour Force Survey in Cambodia was carried out in 2000 and 2001 with financial and technical support of Asia Development Bank (ADB) as well as the Cambodia Child Labour Survey was conducted in 2001 with financial and technical support of International Labour Organization (ILO), and since then Cambodia never have conducted these surveys.

The lack of up to date and comprehensive labour market data is a key constraint in the development of an employment policy, active labour market policies and social protection policies. In response to the need, National Institute of Statistics, Ministry of Planning, is carried out a Cambodia Labour Force and Child Labour Survey 2011-2012 (CLF-CLS) under financial and technical support of the International Labour Organization (ILO). The sample size in this survey was 600 Enumeration Areas (EAs) and 9,600 households.

The recent CLF-CLS 2011-2012 aims to collect more detailed information in various aspects of labour force, employment, unemployment, underemployment and many other aspects of working population including adult and children. Furthermore, this survey designed to collect information related to the relatively new concept of decent work as well as child labour in the country. The data collected will be used to produce indicators in order to serve the statistical information requirements of policy-makers in formulating and evaluating policies and socio-economic programs as well as the information requirements of decision-makers and researchers in the wider national and international communities.

1.2   Objectives of the survey

The main objectives of the CLF-CLS 2011-2012 are to collect detailed information on the country's labour force of persons 15 years old and above and children 5 to 17 years old disaggregated by age, gender, region, sector and social category. The survey provides information on the national labour market that can then be used to develop, manage and evaluate labour market policies and programmes. Also, the survey provides detailed information on child workers and hazards at work.

It is intended to promote a gender mainstreamed analysis of the labour market and compile national and provincial statistics relating to informal employment, working poor and vulnerable employment. These statistics will be especially useful to government as it attempts to identify the problems that Cambodians face in the area of employment. With this information available, planners and policy makers will then be better placed to develop policies and programmes to improve the welfare of the people and some information on working people and child labour.

Other specific objectives are:

1)   Obtain data on household composition and characteristics of household members.
2)   Collect data on migration.
3)   Collect data on disabilities.

4) Collect data on literacy and full time education.
5) Collect data on training within the last 12 months (outside of the general education system).
6) Collect data on current activities.
7) Collect data on characteristics of the main job/activity.
8) Collect data on characteristics of the secondary job/activity.
9) Collect data on hours of work for employed persons aged 5 years and over and for employed children aged 5-17 years.
10) Collect data on underemployment for employed persons.
11) Collect data on job search for persons not employed.
12) Collect data on occupational injuries within the last 12 months.
13) Collect data on participation in production of goods for use by own household
14) Collect information on other activities.

1.3 Confidentiality of Information

All information collected in the survey from sample households will be treated as strictly confidential and used for statistical purposes in labour social and economic planning. Information supplied by any person will not be used against him for taxation, investigation or any other legal purpose.

1.4 Rights and obligations

According to the Statistics Law, Article 22 stated "Staff and employees working in the National Institute of Statistics of the Ministry of Planning and statistical units in ministries and other institutions of the Royal Government, as well as the designated statistical officers of these organizations shall ensure confidentiality of all individual information obtained from respondents, except under special circumstances with the consent of the Minister of Planning. The information collected under this Law is to be used only for statistical purposes."

Article 23, "A statistical officer of the Ministry of Planning or any other ministry or institution of the Royal Government shall have the right to enter, with the consent of the owner or resident, for the purposes of statistical data collection: a) a dwelling or place of residence, including a home or any part of any other premises that is separately occupied, and b) any other premises.

Article 24, "A designated statistical officer of the Ministry of Planning or any other ministry or institution of the Royal Government must present his or her letter of assignment and official identity card to respondents, and shall behave in a professional and polite manner in making suitable interviews, in accordance with local custom and public order."

Article 25, "Respondents must provide accurate, complete and timely information to a designated statistical officer of the Ministry of Planning or any other ministry or institution of the Royal Government."

1.5 Penalties

Article 26 in the Statistics Law stated "Government employees and designated statistical officers of the National Institute of Statistics and statistical units in ministries or institutions

of Royal Government who violate Article 22 of this Law will be subject to imprisonment for a period of 1 month (one month) to 6 months (six months) or a fine of 50,000 Riels (fifty thousand Riels) to 200,000 Riels (two hundred thousand Riels), or both."

Article 27, "Government employees and designated statistical officers of the National Institute of Statistics and statistical units in ministries or institutions of Royal Government who violate Article 23 of this Law will be subject to imprisonment for a period of 1 day (one day) to 6 days (six days) or a fine of 10,000 Riels (ten thousand Riels) to 50,000 Riels (fifty thousand Riels), or both."

Article 28, "For any respondent, who knowingly violates Article 25 of this Law, the following penalties shall apply: a) Any individual, or the head of a household, will be subject to a fine of 10,000 Riels (ten thousand Riels) to 50,000 Riels (fifty thousand Riels). b) Any manager, director or responsible employee in a company, establishment or any other organization, will be subject to imprisonment for a period of 1 month (one month) to 6 months (six months) or will be subject to a fine of 1,000,000 Riels (one million Riels) to 4,000,000 Riels (four million Riels), or both."

Article 29, "Any individual who deliberately and without legal justification prevents or prohibits statistical activities conducted by the National Institute of Statistics, Ministries, or other government institutions under the provisions of this Law, will be subject to imprisonment for a period of 7 days (seven days) to 1 month (one month) or a fine of 600,000 Riels (six hundred thousand Riels) to 1,500,000 Riels (one million five hundred thousand Riels), or both."

1.6 Survey organization and implementation

Before the training of enumerators and supervisors can begin, each enumerator and supervisor has to be clear about his/her responsibility and to whom and when s/he will report. In general, four enumerators work under the responsibility of one supervisor.

The supervisor is responsible for facilitating the work of the enumerators and assuring the quality and accuracy of the information they collect. He/she is supposed to control the field activity, meeting regularly with the enumerators to discuss and find a solution to any problems they might have. The supervisor is also responsible for initiating contact with the local authorities to inform them about the purpose of the survey and fieldwork and to try and obtain their assistance in order to facilitate field implementation.

The enumerators are responsible for interviewing households and collecting information in line with this manual and the training that they have received. The following offers a basic 'check list' of activities to be conducted by enumerators before, during and after field implementation:

Before field implementation:
- Participate in training and make sure you understand each of the survey questions and how the overall survey questionnaire should be implemented
- Make sure that you have available:
  - a list of addresses of all the households you are supposed to interview,
  - enough questionnaires for the households you will be interviewing,

- an Enumerators Manual,
- a map of the area(s) where you will be conducting interviews.

During field implementation:

- Try to visit households at a time when household members, especially children who both work and attend school, can be expected to be at home.
- At the start of each visit, introduce yourself to the household, explain the purpose of the survey and obtain their consent before continuing. Make every effort to convince the household to complete the questionnaire; however, if all the household members are not available, make an appointment for a follow-up visit.
- Try to make a positive 'first impression' to create confidence with the household.
- Identify the household head; if he/she is not at home, identify an adult household member who can provide information on all other household members.
- Before proceeding to Sections of the questionnaire, fill in all the necessary information on the questionnaire cover page.
- After completing the cover page, begin Section A of the questionnaire by listing the name and surname of all household members in descending order (by age), starting with the household head. Then go on to obtain the required information for each person on the list.
- Read each question exactly as it appears in the questionnaire. If a respondent does not understand a question, only then rephrase the question in a simpler way, and give the respondent time to think about his or her response.
- Never suggest any answer option to a respondent.
- Obtain the consent of an adult household member (respondent) in order to interview children alone.
- At the end of your first day in the field, meet with your supervisor to discuss any problem(s) you encountered and look for solutions in order to avoid any repetition of them in the coming days.

After field implementation (before leaving the area where you interviewed):

- Make sure you have interviewed all the households on your list.

Check again to make sure that the questionnaire cover pages have been completed correctly.

1.7   Key concepts and definitions

This section provides a quick reference to the most commonly encountered concepts in the CLF-CLS questionnaire. The majority of the definitions included here are taken directly from Hussmanns (2007)[1]. The first concepts to be examined here are those of the production boundary and economic activity, the understanding of which are fundamental for the correct application of the questionnaire. In order to correctly apply the definitions 'economically active population', 'employment' and 'unemployment' in labour force and similar surveys, a clear understanding of the concept and boundary of economic activity is essential. While the exact boundary between economic and non-economic activity is a matter of convention, unless a precise dividing line is drawn, the statistical treatment of many situations encountered in practice will remain ambiguous and thus give rise to questions about the reliability of the resulting statistics.

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[1] Ralf Hussmanns, Bulletin of Labour Statistics No:1, 2007

SNA production boundary. The 1993 System of National Accounts (SNA) defines production in terms of the activities carried out under the control and responsibility of institutional units (i.e. non-financial and financial corporations, government units, non-profit institutions and households, including unincorporated enterprises owned by households that use inputs of labour, capital and goods and services to produce outputs of goods or services). It includes the following activities:

(a) the production of all individual or collective *goods or services* that are supplied to units other than their producers, or intended to be so supplied, including the production of goods or services used up in the process of producing such goods or services (intermediate inputs);

(b) the production of all *goods* that are retained by their producers for their own final consumption or gross fixed capital formation;

(c) the production of housing services for own final consumption by owner-occupiers[2] and of domestic and personal services produced by employing paid domestic staff.

Since the 1993 SNA includes the production of all goods within the production boundary, whether destined for the market or for own final use, the following types of production by households are included:

(b1) The production of agricultural products and their subsequent storing; the gathering of berries or other uncultivated crops; forestry; wood-cutting and the collection of firewood; hunting and fishing.

(b2) The production of other primary products such as mining salt, cutting peat, supplying water, etc.

(b3) The processing of agricultural products; the production of grain by threshing; the production of flour by milling; the curing of skins and the production of leather; the production and preservation of meat and fish products; the preservation of fruit by drying, bottling, etc.; the production of dairy products such as butter or cheese; the production of beer, wine, or spirits; the production of baskets or mats; etc.

(b4) Other kinds of processing such as weaving cloth; dressmaking and tailoring; the production of footwear; the production of pottery, utensils or durables; making furniture or furnishings; etc.

(b5) The construction, major renovation or extension of own dwellings, farm buildings, etc.

For convenience, the activities corresponding to (a) above are often designated as 'market activities', or 'market production', and those corresponding to (b) and (c) as 'non-market economic activities', or 'non-market production'. In total, they constitute the scope of economic activity used to measure the economically active population. All other activities are referred to as 'non-economic activities'.

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[2] As it involves no labour inputs, the production of housing services by owner-occupiers is not relevant in the present context

Although the above list covers the most common types of production by households for their own final use, it is not exhaustive. In general, whenever the amount of a good produced within households is deemed to be quantitatively important in relation to the total supply to that good in a country, its production should be recorded.

Compared to the general definition of production, the 1993 SNA production boundary is more restrictive. It excludes the following types of activities:

- purely natural processes without any human involvement or direction, such as the unmanaged growth of fish stocks in international waters;
- basic human activities, such as eating, sleeping or taking exercise, that it is impossible for one person to obtain another person to perform instead;
- activities not producing any output, such as begging or theft, unless the acquired goods are resold.

With the exception of domestic and personal services produced by employing paid domestic staff and housing services produced by owner-occupiers, the 1993 SNA production boundary excludes the production of all services for own final consumption within the same household. Thus, the following domestic and personal services are excluded, if provided by unpaid household members for own final consumption by the household:

(i)   the cleaning, decoration and maintenance of the dwelling occupied by the household, including small repairs of a kind usually carried out by tenants as well as owners;

(ii)   the cleaning, servicing and repair of household durables or other goods, including vehicles used for household purposes; the preparation and serving of meals for immediate consumption;

(iii)   the care, training and instruction of children; the care of sick, infirm or old people; the transportation of household members or their goods.

The importance that the production of unpaid domestic and personal services for own final consumption within households has in terms of the amount of labour involved and the contribution to economic welfare is widely recognized. Nevertheless, such activities remain excluded from the SNA production boundary for a number of reasons. Unlike goods, which can be stored or offered on the market, the services in question have to be consumed immediately when they are produced. Moreover, as most household domestic and personal services are not produced for the market, there are typically no suitable market prices that can be used to value such services. Imputing values for them would not only be difficult, but would yield values which, for analytic or policy purposes, would have a different economic meaning from monetary values. Finally, since employment is defined as the engagement in production included within the SNA production boundary (see below), an extension of the boundary to include unpaid domestic and personal services produced for own final consumption within households would lead to virtually the whole adult population being considered employed and unemployment being statistically eliminated.

The fact that activities corresponding to (i), (ii) and (iii) above at present fall outside the production boundary does not, however, mean that such activities (which are mainly carried out by women) should not be statistically measured at all. In fact, the 13th International Conference of Labour Statisticians (ICLS) Resolution contains a provision for separately

identifying persons engaged in unpaid community and volunteer services and other persons engaged in activities that fall outside the boundary of economic activities from among the non-economically-active population as a whole. For example, volunteer work is not considered an economic activity if it comprises the voluntary production of services either for non-market organizations or households.

The 1993 SNA is currently being updated; however, there will be no changes to the delineation of the production boundary in the updated (2008) version.

Economic activity. The concept of economic activity adopted by the 13th International Conference of Labour Statisticians (ICLS) (1982) for the measurement of the economically active population is defined in terms of the production of goods and services as set forth by the SNA. The 13th ICLS Resolution specifies that "the economically active population comprises all persons of either sex who furnish the supply of labour for the production of economic goods and services, as defined by the United Nations systems of national accounts and balances, during a specified time-reference period." Thus, persons are to be considered economically active if, and only if, they contribute to or are available to contribute to the production of goods and services falling within the SNA production boundary. The use of a definition of economic activity based on the SNA serves to ensure that the concepts used in employment and production statistics are consistent, thus facilitating the joint analysis of the two bodies of data.

Economically active population. The 13th ICLS distinguishes between the concept of 'currently active population' and 'usually active population'. Current economic activity is measured in relation to a short reference period (generally one week), whereas usual economic activity is measured in relation to a longer period (such as the preceding 12 months). The economically active population includes both employed and unemployed persons. The currently active population is also known as the *'labour force'*.

Employed. Individuals are defined as employed if they are engaged (for one or more hours during the reference period) in the production of economic goods and/or services for pay or profit or without pay in a family farm/business or if they did not work but had a job or business from which they were temporarily absent. (For the purposes of the CLS survey, 'working children' and 'employed children' are synonymous.)

Unpaid apprentices in training are considered to be 'employed', and their employment status is considered to be that of 'employee'. The classification of employers and own-account workers engaged in seasonal activities as either 'employed' or 'unemployed' when they are not at work should be based on the continued existence of their enterprise. Unpaid family workers should be classified as either 'employed' or 'unemployed' based on whether or not they are looking for and are available for work during the reference period, since they are not considered to have an enterprise of their own (even though they participate in the activities of a household enterprise).[3]

Unemployed. Individuals are defined as unemployed if they did not work and had no job attachment during the reference period but were actively looking for work (i.e., had taken

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[3] Hussmanns, R., Mehran F. and Verma, V. *Employment, Unemployment and Underemployment. ILO Geneva, 1990*

specific steps in the past four weeks to find work) and were ready to start work if an opportunity presented itself.

Out of the labour force. Individuals who are neither employed nor unemployed are considered to be out of the labour force. Examples include students, homemakers, individuals who have given up looking for work ('discouraged workers') and retired individuals.

Non-economic activity. Activities that fall outside the production boundary of the UN SNA are considered to be 'non-economic activity'. Such activities include services rendered by and for household members, such as preparing and serving meals; mending, washing and ironing clothes; shopping; caring for siblings and sick/disabled household members; cleaning and maintaining the household dwelling; repairing household durables; transporting household members and their goods; etc.

Household tasks. Household services carried out by and for household members, such as preparing and serving meals; mending, washing and ironing clothes; shopping; caring for siblings and sick/disabled household members; cleaning and maintaining the household dwelling; repairing household durables; and transporting household members and their goods are non-economic activities that are referred to as 'household tasks'.

Occupation. An occupation is a type of economic activity that a person usually pursues to earn income in cash or in kind. If an individual has more than one occupation during the reference period, the occupation in which the maximum working hours are spent is considered to be his/her main occupation. If equal time is spent in the two occupations, the one that provides the larger share of income is designated as the main occupation.

Industry. Includes all types of establishments or businesses in which individuals are engaged in the production and/or distribution of goods and services during the reference period.

Household. A household is defined as a person or group of persons who live together in the same house or compound, who share the same housekeeping arrangements and who are catered for as one unit. Members of a household are not necessarily related to each other either by blood or marriage. Conversely, members who live together in the same house or compound and are related by blood or marriage do not necessarily belong to the same household. In order to be considered a household member, an individual must reside with the other household members in the dwelling for a substantial part of the year (some countries use a 6-month criterion) and must not be a member of any other household.

Child. The UN Convention on the Rights of the Child and ILO Convention 182 on the Worst Forms of Child Labour (WFCL) designate individuals under 18 years of age as children. Since it is rather uncommon for children younger than 5 years of age to work or start schooling, the CLS only interviews children between the ages of 5 and 17 years.

Child Labour. Child labour is defined on the basis of ILO Convention 138 on Minimum Age for Admission to Employment, ILO Convention 182 on the Elimination of Worst Forms of Child Labour and the UN Convention on the Rights of the Child, together with national legislation. The term reflects the engagement of children in work that is prohibited, or, more generally, in work to be eliminated as socially and morally undesirable. Not all working children are considered to be child labour.

On the basis of the SNA production boundary, the CLS defines child labour as all persons aged 5-17 years who, during a specified time period, were engaged in one or more of the following activities:

a) *Hazardous work by children.* As described in Article 3 (d) of ILO Convention No. 182, hazardous work is defined as work which, by either its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

b) *Worst forms of child labour other than hazardous work.* As described in Article 3 of ILO Convention No. 182, worst forms of child labour comprise:
      i) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom, as well as forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict;
      ii) the use, procurement or offering of a child for prostitution, for the production of pornography or for pornographic performances;
      iii) the use, procurement or offering of a child for illicit activities, in particular for the production and trafficking of drugs, as defined in relevant international treaties; and
      iv) work which, by either its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

Activities covered under clauses (i) to (iii) are referred to as 'worst forms of child labour other than hazardous work' and as 'unconditional worst forms of child labour', whereas activities covered under clause (iv) are referred to as 'hazardous work'.

c) *Other forms of child labour* applicable to children aged 5-14, including any work that is performed by a child who is under the minimum age specified for that kind of work and which is thus likely to impede the child's education and full development. In cases where, in accordance with Article 7 of ILO Convention No. 138, national legislation permits children in certain age groups to engage in 'light work', such work should be excluded from the definition of child labour.

CHAPTER 2
GENERAL RULES FOR INTERVIEWING

In the CLF-CLS 2011-2012 the households may be interviewed by an enumerator. The interviewer must interview with any responsible member(s) who can provide accurate answers to the questions and who can give information for the household. The head of the household and/or the spouse would be the most qualified respondent(s) to respond to such questions. But there are questions which should be best addressed to all persons targeted in those questions.

2.1   Rules for interview

Getting accurate and complete information is the prime objective of a data gathering operation. As an interviewer, you can do this by being polite at all times but at the same time, being authoritative enough to win the trust and confidence of the respondent. A good impression of you counts much towards the success of the interview. Be guided by the following instructions.

1. Be presentable

    Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear and may not open the door for someone who appears messy or untidy.

2. Introduce your self and the survey

    People will react to you differently. However, you must always remain cordial and polite. Try to smile always. Be prepared for all types of questions and give honest answers. Never argue or quarrel with the respondent. Try to maintain your composure even if the respondent seems irritated or indifferent due to the length of the questionnaire or for some other reason.

3. Be polite

    Your introduction is important. As an introduction you may say the following:
    "Good morning/afternoon, I am (your name), enumerator of the national institute of statistics, ministry of planning. Here is my identification card. We are currently conducting the Cambodia Labour Force and Child Labour Survey 2011-2012 in the country under the sponsorship of the ILO. We would appreciate very much your answering the questions in this undertaking. Please be assured that all answers will be treated as strictly confidential."

4. Explain the objectives of the survey

    It is sometimes necessary to explain the objectives of the survey to gain cooperation from a person.

5. Read and follow instructions printed on the body of the questionnaire carefully

    Some instructions are written either above the tables for entering data in the questionnaire or in parenthesis inside the column heads. The enumerator therefore must familiarise him/ herself with the questionnaire.

6. Ask all questions in the questionnaire

   Never assume an answer. Ask a question even if you think you already know the answer to it. What you think may not be the right answer.

7. If you do not understand a question or a procedure, first consult this manual and then ask your supervisor for further clarification, if necessary.

8. Probe if a person's answer is not satisfactory

   Do not accept an unsatisfactory answer. If the person's answer is not satisfactory, you should probe for more information. You can also do any of the following:

   a) *Repeat the question.* Asking the question several times sometimes helps the respondent in providing information which he/she needs to recall from memory.

   b) *Explain the concept if necessary.* There may be some technical or difficult words that need to be explained in simple terms.

   c) *Ask for an estimate, if appropriate.* If the respondent cannot recall, for example, the birthday and age of his/her mother, try to ask for an estimate to help the respondent calculate.

9. Thank the person for his cooperation.

   Always try to leave the respondent with a good feeling toward the survey. Express your appreciation for the person's co-operation. For example, say:

   "Thank you very much for your time in answering the questions."

10. After each interview, review all the different pages of the filled-up questionnaire for possible omissions of entries or for inconsistencies of responses. If you find omitted entries or inconsistencies of responses, please contact the household to correct.

2.2   How to ask questions

In asking the questions, observe the following rules:

1. Ask all questions, exactly as they are worded in the questionnaire. Changing the word can change the meaning of the question and, thereby, change the answer. The questions have been written carefully in order to obtain the exact information required for subsequent analysis. They have been tested extensively in the field. You should not paraphrase the question or try to make it clearer or easier to answer. If the respondent asks you for clarification, it is fine to provide additional information, but only that provided in this manual. If the respondent is unable to answer any question when provided with this information, you should follow the instructions in the questionnaire for "no response".

2. Unless otherwise instructed, ask the questions in the order that they are presented in the questionnaire. Do not skip any portion, section or questions in the questionnaire, unless you are clearly instructed to do so.

3. Do not read coded answers to respondents unless you are instructed to do so. The

interviewer should attempt to find the response code which most appropriately fits the answer provided by the respondent. If no code fits, the interviewer should use the code for "Other" and specify the answer in the space provided. Unless instructed to do so in this manual, the interviewer should **not** read or show the respondent the coded answers to questions and ask the respondent to choose one. The survey is designed to obtain information from the respondent; it is **not** designed to provide information to respondents. It is important that the interviewer is prepared to be a skilled listener to ensure that the survey succeeds in obtaining the correct information and perceptions of respondents. In exceptional situations, when the person interviewed seems to be unable to form an idea as to what kind of response is expected from him the interviewer can mention a few of the coded responses to give him/her some idea. But this is an exception to the rule.

4. Verify if all the pages of the questionnaire are accounted for. The page number is located on the upper right hand corner of each page.

5. Never ask a leading question, that is, one that suggests the answer desired by the interviewer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the question is the right one.

   Example of a leading question: "Are you the head of this household?"
   The right question should be: "Who is the head of this household?"

   Another example of a leading question is: "Are you 17 years old?"
   The right question should be: "How old are you at your last birthday?"

6. Be absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to adopt the attitude that they think will please the visitor. Do not show any surprise, approval or disapproval about the answers given by the respondent. If the respondent asks for your opinion, you must not tell her/him what you think about these things yourself. Instead, you should explain that the purpose of the survey is to find out what the respondents think about these issues. You should not discuss your own views with the respondent until after the interview has been completed. Remember that although you are running the interview, and must be on top of the situations at all times, you are there to listen to what the respondent has to say in answer to the question posed. You must always strive to be a skilled listener and avoid trying to instruct or "lead" the respondent to give a particular answer.

7. Maintain the tempo of the interview. Avoid lengthy discussion of the questions with the respondents. If you receive what appear to be irrelevant or complicated answers do not break in too suddenly; listen carefully to what the respondent is saying and then lead him/her back to the original question.

8. Finish recording an answer before asking the next question.

2.3   How to record answers

1. Use a pencil in making entries in the CLF-CLS questionnaires. Do not use any other coloured pencil or ball pen, because when an error is committed in entering responses the entry can not be easily erased.

2. Use an eraser to completely erase a wrong entry made. Do not just write over the original entry.

3. Write legibly. Immediately after the interview go over the completed questionnaire to make sure all the answers are legible.

4. You must fill up the questionnaire during the actual interview. You must not write the answers on a separate piece of paper with the intention of transcribing the answers to the questionnaire at a later time. Nor should you count on your memory for filling in the answers once you have left the household.

5. Most of the items are provided with possible answers and their corresponding codes. Encircle or enter the code for the answer given, as the case may be.

6. Other items require write-in entries. Enter the specific answer to the question. Be concise but clear.

7. Write an (*) for all entries which may appear doubtful/vague to the editor and which have corresponding explanations or remarks at the bottom of the page.

8. Do not change any answer unless the respondent is asked with the question again.

9. Fill in the certification portion on the cover page of the CLF-CLS questionnaire only after the interview has commenced. Write the date when the questionnaire was finalised or when the interview was completed.

10. The supervisor should sign the certification portion on the cover page only after he/she has actually reviewed the completed CLF-CLS questionnaire. The review of forms can be done during field inspection or in the office when the forms are already submitted.

2.4   Some general instructions for completing questionnaires

This is a very important Section of this manual. Interviewers must adhere at all times to the instructions contained in this section.

1. Special interviewer instructions appear on the questionnaire in certain cases. They are for the benefit of the interviewer only and should not be read out to the respondent. In some cases, these instructions ask the interviewer to skip over a set of questions and proceed to a following question, based on a response obtained. For example, the instruction "if C.1 $=2\rightarrow$ D.1" means that if the response of column C.1 is code 2, the interviewer should skip to question in column D.1.

2. Unless otherwise indicated, the blank spaces provided for responses to questions are to be filled in with simple numbers (such as the number of children, number of years, etc.). Enter the number without writing the unit of measurement. For example, if the question asks for a person's age, write "21" and not "21 years".

Some important special cases of numeric answers are as follows:

Use Arabic numerals 1, 2, 3,….,9 and 0 for writing all numbers. Do not use Khmer numerals or any other numerals used in Cambodia.

(Riel): When the questionnaire asks for any amount of money (Riels) as a response, an answer such as Riel 25,000 (twenty-five thousand Riels) must be written as 25,000, and not as 25. Similarly, a response of Riels 5,000,000 (5 million Riels) should be written as 5,000,000, not as 5,000 or 5.000. Always separate each group of three digit figures with a comma or decimal point, starting from the right. For example: one hundred thousand must be written as 100,000 or 100.000, and not as 100000 or 100 000.

(Year): If the question asks for the year, for example, "In what year did (NAME) move to live in this province?", the interviewer should enter four digits of the year, unless otherwise instructed. For example, a response of "2003" would be entered as "2003".

3. For many questions, a list of the most likely answers is provided with accompanying numeric codes. For example, when the gender of a person is asked, you would enter "1" if the person is male and "2" if the person is female. As another example, codes for main reason of migration include: 1 = due to job transfer, 2 = due to look for work etc. It is important to allow the respondent to hear the question as it is written, without prompting him/her with the listed answers. *After* the respondent has answered, choose from the list of responses the one that best fits the respondent's answer. In most cases, the response codes include one for "Other (specify)". See, for example, main reason of migration codes, col. A.16, in Section A (Migration). The reason for this is that although the questionnaires include coded responses for what are thought to be the most common answers, there are bound to be cases in which a respondent's answer may not clearly fit any of the coded answers. In such cases, write in the numeric code for other in col. A.16 provided and write a clear specification of the respondent's answer in col. A16o (other). After the survey has been completed, at the time of data processing, these specifications may be used to develop additional codes.

   There will be some questions that some respondents will not be able to answer. There are many possible reasons:

   - they do not remember very well, or
   - they do not possess the information, or
   - they do not fully understand the question.

   In some cases, where the question asks the respondent to "estimate" some quantities, you should encourage the respondent to provide his/her best guess. Despite your best effort, it may happen that the respondent cannot give an answer. In such cases, write for example "3 = don't know" which means the respondent "did not know" the answer or refused to reply. However, based on past experience, it is not expected that this will be necessary in many cases.

4. A note about this manual: An attempt has been made to provide explanations and instructions for the completion of the questionnaire. Explanations are provided for questions that are complicated, or could be interpreted in more than one way. Where a question is presumed to be clear, based on pre-testing experience, no explanation is provided. In cases where interviewers need additional clarification of any of the questions, you should ask your supervisors.

2.5   How to check the completed questionnaire

After each interview, review the questionnaires immediately. This means going over the entries to see to it that they are legible, complete, reasonable, and consistent among themselves. Check all questionnaires before submitting them to the supervisor and before leaving the sample village. Even after probing if you still find the answer doubtful, accept the answer but write your observations/explanations to guide your supervisor in reviewing the questionnaire.

CHAPTER 3

CAMBODIA LABOUR FORCE AND CHILD LABOUR QUESTIONNAIRE

The Cambodia labour Force and Child Labour questionnaire consists of a cover page, which contains general information on the household, followed by the 12 sections:

A. Household composition and characteristic of household members
B. Literacy and education,
C. Training
D. Current activities
E. Characteristics of main job/activity
F. Characteristics of the second job/activity
G. Hours of work
H. Underemployment
I. Job search
J. Occupational injuries
K. Participation in production of goods for use by own household
L. Other activities

Cover page

Identification Particulars

The interviewer has to fill in certain information in Identification Particulars section on the cover page of each questionnaire before the interview. Before administering the questionnaire, check that the following information has been filled in on the cover page (this information will be obtained from the NIS):

1) **Capital/Province** – Write down the name of the Capital/Province where the sample Enumeration Area (EA) is located, in the space provided. Enter the 2-digit Province code in the boxes provided.

2) **District/Khan/City** – Write down the name of the District/Khan/City where the sample EA is located, in the space provided and enter the 2-digit District/Khan/City code in the boxes provided.

3) **Commune/Sangkat** – Write down the name of the Commune/Sangkat where the sample EA is located, in the space provided and enter the 2-digit Commune/ Sangkat code in the boxes provided.

4) **Village/Mondul** – Write down the name of the Village/Mondol in the space provided and enter the 2-digit Village/Mondol code in the boxes provided.

5) **Enumeration Area code** – Enter the serial number of sample EA in the boxes provided, using the classification information provided to you.

6) **Area code (Urban = 1, Rural = 2)** – Enter code 1 for urban and code 2 for rural in the box provided, using the classification information provided to you.

7) **House/Structure number** – Enter 9 codes from the listing sheet (3 codes for building, 3 codes for housing and 3 codes for household) in the boxes provided. This number will be provided to you.

8) **Sample household ID number** – Enter serial number of sample household of one province in the boxes provided, using the classification information provided to you.

9) **Address of the household** – Enter house number, street number, or other identification in the space provided.

10) **Phone number** – Enter phone number of the household head if possible, in the space provided.

The interviewer has to complete the following items in Interview Visits section on the cover page at the time of the interview:

Interviewer Visits

Below there is space for you to record details of each visit that you made to the household. Ideally you should complete all interviews in one visit, but in some cases this will not be possible, and you will have to return for a second or third visit. It is important that you record clearly the timing and the outcome of the interviews at each visit.

1. Date of first visit to the household (day/month/year)
   Time of first visit to the household (hour/minute)

2. Date of next visit to the household (day/month/year)
   Time of next visit to the household (hour/minute)

Final Visit

This part for one visit to the household has been completed.

3. Date of visit to the household (day/month/year)
4. Starting time of visit to the household (hour/minute)
5. Ending time of visit to the household (hour/minute)
6. Interview Result Code*

   1 = Completed
   2 = No household member at home/ no competent respondent
   3 = Entire household absent for extended period of time
   4 = Postponed
   5 = Refused
   6 = Dwelling vacant or address not a dwelling
   7 = Dwelling destroyed
   8 = Dwelling not found
   9 = Other (specify)

Field Staff

After checking the completed questionnaire, **the supervisor** will complete the following additional items in Field Staff section of the cover page:

1) **Interviewer's date completed, name and signature** – As soon as the listing operation in the EA is finished, the interviewer should enter the numeric equivalent of the inclusive date, print his/her name and sign in the blank provided respectively.

2) **Supervisor's date completed, name and signature** – The supervisor is expected to check the completed questionnaire submitted to him/her by the interviewer. He/she should check the completed questionnaire to see if proper recording procedures have been followed and to ensure that no members of household have been forgotten. As soon as the completed questionnaires for the EA have been reviewed and deemed satisfactory by the supervisor, he/she should enter the numeric equivalent of the inclusive date, print his/her name and sign in the blank provided respectively.

3) **Data coding officer's date completed, name and signature** – As soon as the editing and coding operation is finished, the coding staff should enter the numeric equivalent of the inclusive date, print his/her name and sign in the blank provided respectively.

4) **Data entry officer's date completed, name and signature** – As soon as the data entry operation is finished, the data entry staff should enter the numeric equivalent of the inclusive date, print his/her name and sign in the blank provided respectively.

Eligibility

The interviewer should write in the Eligibility section, number of children (5-14 years) by males, females and total; number of adults (15 years and over) by males, females and total; total the number of children (5-14 years) males, females and total number of household members by males, females and total.

If there are more than 10 people in the household, use a second questionnaire, but remember to change the ID numbers on the left hand side so that they read 11, 12, etc. When you come across a large household, remember to write the number of questionnaire was used in the box at the bottom right of the cover page to show that there is more than one questionnaire for this household. Also show the total number of household members on the right hand side of the cover page.

Section A. Household composition and characteristics of household members

This section collects information on household composition and the demographic characteristics of the individual household members. The questions in this section appear at the top of each column, and information on individual household members is recorded row by row. Begin by recording the names of all household members in the column under question A2. Then, moving from left to right, ask all the relevant questions from A.3 to A.21 for the first household member listed. Once you have recorded all the answers for the first household member, move on to the next row and repeat questions A.3 to A.21. Repeat this procedure until you have recorded the demographic information for all household members.

A.1   Person's serial number in household

The first column (A.1) contains pre-printed serial numbers for up to ten household members. If there are more than ten household members, use an additional questionnaire to record their information. Whereas a second questionnaire has to change the ID numbers, 11, 12, etc.

A.2   Can you please give me the full names of all persons who are part of this household, starting with the head of the household?

This question should be asked of all usual members of the household. That is, of all persons who usually live and eat together in the same house or compound and share the same housekeeping arrangement. A person is counted as a household member if he/she lives here or has been absent for less than 12 months. A person is not counted as a household member if he/she has been away from the household for more than one year, even if he/she is related by blood.

Students, boarders and employees residing in and having a common food arrangement with the household are considered members of the household if they have been in the household for more than one year or if they have no other place of residence.

Every household must have a head. Individuals who have lived away from the household for more than one year cannot be designated as the household head. If the respondent designates a person who is technically not a household member as the head, ask the respondent to identify the individual who usually takes over the responsibilities of the household head when he/she is away. Designate this household member as the head. After recording the household head, followed by his/her spouse and then list the other household members according to their ages (including the respondent), starting with the oldest.

Make sure that all household members are enumerated. Respondents have a tendency to forget to mention babies, children (often girls), invalids and the elderly. If none of these are mentioned, inquire politely about their existence. Look for toys, diapers, etc. to give you clues about the household composition.

The respondent is not necessarily the head of the household. However, the first household member about whom the questions are asked needs to be the head of the household, *not* the respondent. The order of the interviews must strictly follow the order in which the household members are listed in the household roster. If there are more than 10 household members, you will need to use an additional questionnaire.

A.3   Which household member provided information of the individual?
   (Write ID number from col. A.1)

Write down the serial number (from col. A.1=ID) of the individual who provided the information on this household member. This will most likely be the main respondent. However, if the main respondent does not have sufficient information on a particular household member, another household member can be asked to provide information instead. In all cases, make sure to write down the correct serial number of the individual who provided the information.

A.4   What is (NAME)'s relationship to head of the household?

There are 12 pre-coded answers for this question. Write down the appropriate number of the pre-coded option. Make sure that the respondent (who may not be the head of the household) understands that the question is about the relationship of the household member to the head of the household.

A.5   What is the sex of each of these individual household members?

While it may seem quicker to determine the sex of household members by referring to their names, it may turn out that a boy's name has been given to a girl, or vice versa. The appropriate procedure is to ask the sex of the household member or ascertain his/her sex through a question, such as, "(NAME) is a woman/girl, isn't she?". Write code *"1"* for males and code *"2"* for females. Bear in mind that some names can be used for a male as well as a female. For eunuchs and hermaphrodites write code *"1"*.

A.6   How old was (NAME) at (his/her) last birthday?
   (Record the age in completed years. Write "00" if less than one year of age)

The ages of household members should be recorded in completed years. For one reason or another, the birth date of an individual might be different from what it says on his/her birth certificate or registration card. For the purposes of this question, what matters is the true date of birth; therefore, there is no need to ask for birth certificates or any other legal documents.

If the respondent fails to recall an individual's date of birth, you might suggest that the respondent refer to a legal document and inquire whether or not this information could reflect the individual's true date of birth. If the respondent still fails to recall, ask if the animal sign of the Buddhist/Cambodian calendar is known. If the animal sign is known, then convert into the Western date (Gregorian date). If the respondent doesn't know the animal sign, try to ask him/her to remember the age in uncertain cases by comparing or matching it to any historical event. Sometimes the respondent apparently remembers that, he/she/other household member was born in coincidence with the event (occur at the same time). The age of an infant less than 1 year should be recorded as *'00'*.

A.7   Write "1" if person of age 5 to 17 years old, else, write "0".

Refer to question *A.6*, to determine the appropriate coding for this question by writing *"1"* for the person whose age is 5 to 17 years old and write *"0"* for otherwise in the space provided.

- For children aged less than 18 years of age

A.8 Is (NAME)'s natural mother alive?

Questions A.8, A.9, A.10, and A.11 are designed for the household whose children are less than 18 years of age. The term "natural mother/father" means the birth or biological mother/father.

In households where there are multiple families, to identify the natural mother of the individual, especially the child/children, is not straightforward, for each household member, ask the respondent: "What is the name of (NAME)'s natural mother alive? Is she alive?". Then write down the number corresponding to the appropriate answer in the space provided. If the answer is *"Yes"*, move on to the next question, *A.9* and If the answer is *"No"*, or *"Don't know"*, skip to question, *A.10*.

A.9 Write the ID number of (NAME)'s mother.
(Write 00, if mother does not live in this household and don't know)

Only the answer was *"Yes"* in question *A.8*, then write the ID number of *(NAME)'s natural mother* from *A.1* in the space provided and write *"00"*, if the natural mother is not residing in the household or don't know.

In households where there are multiple families, to identify the ID natural mother of the individual, especially the child/children is not straightforward, for each household member, ask the respondent: "What is the name of (NAME)'s natural mother? Is she residing in the household?" If the respondent is able to provide a name and the name matches that of an individual recorded in the household roster, ask the respondent to confirm that the individual listed in the roster is in fact the mother of the household member in question. If so, refer to question *A.1* to get her serial number.

A.10 Is (NAME)'s natural father alive?

In households where there are multiple families, to identify the natural father of the individual, especially the child/children, is not straightforward, for each household member, ask the respondent: "What is the name of (NAME)'s natural father? Is he alive?". Then write down the number corresponding to the appropriate answer in the space provided. If the answer is *"Yes"*, move on to the next question, *A.11* and If the answer is *"No"*, or *"Don't know"*, skip to question, *A.12*.

A.11 Write the ID number of (NAME)'s father.
(Write 00, if mother does not live in this household and don't know)

Only the answer was *"Yes"* in question *A10*, then write the ID number of (NAME)'s natural father from *A.1* in the space provided and write *"00"*, if the natural father is not living in this household or don't know.

In households where there are multiple families, to identify the ID natural father of the individual, especially the child/children is not straightforward, for each household member, ask the respondent: "What is the name of (NAME)'s natural father? Is he residing in the household?" If the respondent is able to provide a name and the name matches that of an individual recorded in the household roster, ask the respondent to confirm that the individual

listed in the roster is in fact the father of the household member in question. If so, refer to question *A.1* to get his serial number.

- **For persons aged 12 years and over**

A.12   What is (NAME)'s marital status (for persons aged 12 years and over)

This question is asked for the persons aged 12 years of age and above and inquired about the marital status of the individual. Write down the appropriate number of the 6 pre-coded optional to the individual's current marital status in the space provided.

- **Migration** *(For all members of the household)*

This section asks for all members of the household. This is a screening question designed to determine the migration status of the household and covers both internal and external migration (questions A.13a to A.16). The question refers to a move across districts, provinces or countries; a move from one locality to another within a given district is not considered to be a change in the place of residence.

A.13a   Where was (NAME) born?
(If 3, write province code, if 4, write country code)

This question is asked to all household members about their places of birth (question *A.13a – A.13c*). Please write the appropriate code to the respondent in space provided in col. A.13a. If the answer is code *1* or *2*, skip to *A.17* but for answer code *3* or code *4*, write the location code of their places of birth correctly in the space provided, question *A.13b* for province code or question *A.13c* for country code, base on the province or country code boxes provided at bottom of the page and go to the next question.

A.14   In what year did (NAME) move to live in this province?
(If Don't Know, write 0000)

This question asks to household members whose their places of birth were not in this village or province in question *A.13* only. Please write down the number of complete years in which they moved to the present residence in space provided. **If don't Know, write *"0000"*** and move on to the next question.

A.15   Where did (NAME) last live before moving to this province?
(If in Cambodia, write province code, if abroad, write country code

This question is asked to household members whose their places of birth were not in this village or province in question *A.13* only and they lived somewhere else before they moved to live here. Please write down the location code correctly in the space provided, question *A.15a* for province code if in Cambodia or question *A.15b* for country code if in abroad, base on the province or country code boxes provided at bottom of the page and move on to the next question.

A.16   What was (NAME)'s main reason for moving here?

This question is asked to household members whose their places of birth were not in this village or province in question *A.13* only. Please write down the main reason code correctly, if the respondent provides more than one reason, ask him/her to identify the most important reason, if the respondent specifies a reason *"other"* than the pre-coded options, write down

the reason in the row belong to that member in the space provided in **A.16o (other)**, and move on to the next question.

- Disability *(For persons aged 5 years and over)*

READ:
The next questions ask about difficulties (NAME) may have doing certain activities because of a HEALTH PROBLEM...

A.17 Does (NAME) have difficulty seeing, even if wearing glasses?

This is a fill – in question aimed to evaluate the sight of individuals including their regular use of seeing aid such as, glasses, contact lenses, or other devices to help them seeing somethings clearer. It is not considered if they only have the seeing aid but they never use them. Write down the code number corresponding to the appropriate answer in space provided below.

A.18 Does (NAME) have difficulty hearing, even if using a hearing aid?

This is another fill – in question aimed to determine the hearing ability of individuals including their regular use of hearing aid or other devices to help them hearing better. It is not considered if they only have the hearing aid but they never use it. Write down the code number corresponding to the appropriate answer in space provided below.

A.19 Does (NAME) have difficulty walking or climbing steps?

This is another fill – in question aimed to evaluate the moving ability of individuals such as walking or climbing steps either inside or outside of their house. Write down the code number corresponding to the appropriate answer in space provided below.

A.20 Does (NAME) have difficulty remembering or concentrating?

This is another fill – in question aimed to determine the difficulty in remembering or concentrating of individuals which is considered as more difficult than general normal people are. It includes all difficulty in concentrating or remembering, even for sometime, and subsequently needs some aid to make them concentrating or remembering, for example: they need to record events or they completely depend on electronic device to help them... etc. Write down the code number corresponding to the appropriate answer in space provided below.

A.21 Does (NAME) have difficulty (with self- care such as) washing all over or dressing?

This is another fill – in question aimed to evaluate the ability of using hands or fingers of individuals for their self-care such as, washing all over or dressing, which are the people usual/everyday activities. Write down the code number corresponding to the appropriate answer in space provided below.

Section B. Literacy and education
   (For persons aged 5 years and over)

- Literacy

B.1   Can (NAME) read and write with understanding in Khmer language?

The aim of this question is to determine whether the individual in question is literate or not. Literacy is defined as the ability to read and write a short simple statement in **Khmer** language. If the answer is **"Yes"** enter code **"1"** and put code **"2"** for the answer is **"No"**.

B.2   Can (NAME) read and write with understanding in any other language?

The aim of this question is to determine whether the individual in question is literate or not. Literacy is defined as the ability to read and write a short simple statement in **any** language. The question especially mentions **"any language"** to guard against the possibility that, in places where multiple languages/dialects are used, the question is misunderstood to refer to the official language. A simple sentence is a grammatically complete expression in its simplest form containing a subject, verb and object. Fill the code number corresponding to the appreciate answer in the space provided. If the answer is **"No"**, write code **"1"** and if the answer is **"Yes"**, which language(s)?, by choosing at most three languages by order of knowledge in the space provided. If no code fits, you should use the code for **"other"** and write down the answer in the space provided in **B.2o (other)**.

- Full time education

B.3   Is (NAME) attending school or pre-school during the current school year?

This question refers to formal education programs. The reference period for this question is the current school year. Even if a person has attended school for only part of the year, this question should be answered **"Yes"**. For person enrolled in non-formal education programs such as apprenticeship training, this question should be answered **"No"**. If the answer is **"Yes"**, move on to the next question **B.4**. If the answer is **"No"**, skip to question **B.8**.

B.4   What grade is (NAME) currently attending?

This question is to be asked only to individual who have attended school in the current school year *(B.3 = Yes)*. Please write the code number of the appropriate grade in the space provided by using the codes in the box at the bottom of the page. Note that the question inquires about the grade the person is currently attending, not the grade completed.

B.5   During the last 7 days, did (NAME) miss any school day?

This question is to be asked only to individual who have attended school in the current school year *(B.3 = Yes)*. If the answer is **"Yes"**, move on to the next question **B.6**. If the answer is **"No"**, skip to question **B.13**.

B.6   How many school days did (NAME) miss during the last 7 days?

This question is to be asked only to individual who have attended school in the current school year *(B.3 = Yes)* and the answer is **"Yes"** in question **B.5**, then write down the number of missing school day.

B.7 What is the main reason why (NAME) did not go to school on those days?

This question is to be asked only to individual who have attended school in the current school year and missed any school day *(B.3 = Yes and B.5 = Yes)*. Read each one of the pre-coded options in the box at bottom of the page and ask the respondent to identify the most important reason then put in the space provided. If the respondent specifies a reason *"other"* than the pre-coded options, write down the reason in *B.7o (other)* and move to *B.13*.

All individuals who were asked by this question, skip to B.13.

B.8 Has (NAME) ever attended school?

This question is to be asked only to individual who have not attended school in the current school year *(B.3 = No)* but he/she has attended school before. If the answer is *"Yes"*, skip to *B.10*. If the answer is *"No"*, move on to the next question *B.9*.

B.9 What is the main reason why (NAME) has never attended school?

This question is to be asked only to individual who has never attended school *(B.8 = No)*. Read each one of the pre-coded options in the box at bottom of the page and ask the respondent to identify the most important reason. If the respondent specifies a reason *"other"* than the pre-coded options, write down the reason in *B.9o (other)* and then skip to *C.1*.

All individuals who were asked by this question, skip to C.1.

B.10 What is the highest level of school that (NAME) completed?

This question is to be asked only to individual who has ever attended school *(B.8 = Yes)*. Please write the number of the appropriate grade in the space provided by using the codes in the box at the bottom of the page. Note that the question inquires about the grade the person was completed not the level currently attending.

B.11 Why did (NAME) leave school?

This question is to be asked only to individual who is not attending school in the current school year and has ever attended school *(B.3 = No and B.8 = Yes)*. Please write down the appropriate code in the box at the bottom of the page. If the respondent specifies a reason *"other"* than the pre-coded options, write down the reason in *B.11o (other)* and move on to the next question.

B.12 At what age did (NAME) leave school?

This question is to be asked only to individual who has left school in the current school year. Please record age in completed years left school, in the space provided.

B.13 At what age did (NAME) begin grade one?

This question is to be asked only to individual who have attended school in the past. Please write down age in completed years began grade one, in the space provided.

Section C. Training within the last 12 months (outside of the general education system)
(For persons aged <u>15 years and over</u>)

C.1   Did (NAME) attend any courses, seminars, workshops or receive private lessons or instruction outside the regular education system within the last 12 months, that is since [MONTH/YEAR]?

This question refers to non-formal education programs. The reference period for this question is within the last 12 months. This question should be answered *"Yes"*, for person participated in non-formal education programs such as apprenticeship training, any courses, seminars, workshops or receive private lessons or instruction. If the answer is *"Yes"*, move on to the next question *C.2*. If the answer is *"No"*, skip to question *D.1*.

C.2   How many of these training activities did (NAME) attend within the last 12 months?

This question refers to non-formal education programs in which the individual has attended within the last 12 months. Please record the appropriate code in the space provided.

C.3   What was the subject of the (most recent) training that (NAME) attended within the last 12 months?

This question refers most recent training subjects that the individual has just participated in non-formal education programs during the last 12 months. Please record one appropriate code of study subject at the bottom of the page in the space provided.
Subject of study codes are:

010 =   Basic programmes
    Basic general programmes pre-primary, elementary, primary, secondary, etc.

080 =   Literacy and numeracy
    Simple and functional literacy, numeracy.

090 =   Personal development
    Enhancing personal skills, e.g. behavioural capacities, mental skills, personal organizational capacities, life orientation programmes.

140 =   Teacher training and education science
    Teacher training for pre-school, kindergarten, elementary school, vocational, practical, non-vocational subject, adult education, teacher trainers and for handicapped children.
    General and specialized teacher training programmes.
    Education science: curriculum development in non-vocational and vocational subjects.
    Educational assessment, testing and measurement, educational research, other education science.

210 =   Arts and craft skills
    Fine arts: drawing, painting, sculpture;
    Performing arts: music, drama, dance, circus;
    Graphic and audio-visual arts: photography, cinematography, music production, radio and TV production, printing and publishing;
    Design; Craft skills.

222 = **Foreign languages**

220 = **Other humanities**
Interpretation and translation, linguistics, comparative literature, history, archaeology, philosophy, ethics.

310 = **Social and behavioural sciences**
Economics, economic history, political science, sociology, demography, anthropology (except physical anthropology), ethnology, futurology, psychology, geography (except physical geography), peace and conflict studies, human rights.

320= **Journalism and information**
Journalism; library technician and science; technicians in museums and similar repositories; Documentation techniques; Archival sciences.

340 = **Business and administration**
Retailing, marketing, sales, public relations, real estate;
Finance, banking, insurance, investment analysis;
Accounting, auditing, bookkeeping;
Management, public administration, institutional administration, personnel administration; Secretarial and office work.

380 = **Law**
Local magistrates, 'notaires', law (general, international, labour, maritime, etc.), jurisprudence, history of law.

420 = **Life science**
Biology, botany, bacteriology, toxicology, microbiology, zoology, entomology, ornithology, genetics, biochemistry, biophysics, other allied sciences, excluding clinical and veterinary sciences.

440 = **Physical science**
Astronomy and space sciences, physics, other allied subjects, chemistry, other allied subjects, geology, geophysics, mineralogy, physical anthropology, physical geography and other geosciences, meteorology and other atmospheric sciences including climatic research, marine science, vulcanology, palaeoecology.

460 = **Mathematics and statistics**
Mathematics, operations research, numerical analysis, actuarial science, statistics and other allied fields.

480 = **Computing**
Computer sciences: system design, computer programming, data processing, networks, operating systems - software development only (hardware development should be classified with the engineering fields).

520 = **Engineering and engineering trades**
Engineering drawing, mechanics, metal work, electricity, electronics, telecommunications, energy and chemical engineering, vehicle maintenance, surveying.

540 = **Manufacturing and processing**
Food and drink processing, textiles, clothes, footwear, leather, materials (wood, paper, plastic, glass, etc.), mining and extraction.

580 = Architecture and building
Architecture and town planning: structural architecture, landscape architecture, community planning, cartography; Building, construction;
Civil engineering.

620 = Agriculture, forestry and fishery
Agriculture, crop and livestock production, agronomy, animal husbandry, horticulture and gardening, forestry and forest product techniques, natural parks, wildlife, fisheries, fishery science and technology.

640 = Veterinary
Veterinary medicine, veterinary assisting.

720 = Health
Medicine: anatomy, epidemiology, cytology, physiology, immunology and immunoaematology, pathology, anesthesiology, pediatrics, obstetrics and gynecology, internal medicine, surgery, neurology, psychiatry, radiology, ophthalmology;
Medical services: public health services, hygiene, pharmacy, pharmacology, therapeutics, rehabilitation, prosthetics, optometry, nutrition;
Nursing: basic nursing, midwifery;
Dental services: dental assisting, dental hygienist, dental laboratory technician, odontology.

760 = Social services
Social care: care of the disabled, child care, youth services, gerontological services;
Social work: counseling, welfare n.e.c.

811 = Hotel, restaurant and catering

812 = Travel, tourism and leisure

813 = Sports

814 = Domestic services

815 = Hair and beauty services

840 = Transport services
Seamanship, ship's officer, nautical science, air crew, air traffic control, railway operations, road motor vehicle operations, postal service.

850 = Environmental protection
Environmental conservation, control and protection, air and water pollution control, labour protection and security.

861 = Protection of persons and property
Protection of property and persons: police work and related law enforcement, criminology, fire-protection and fire fighting, civil security;

862 = Occupational health and safety

863 = Military and defence

C.4   *For how long did (NAME) attend this training?*

This question is to be asked how long the individual has attended the course within the last 12 months. Please fill-in one correct pre-coded number in the space provided.

C.5   *Who was the main provider of this training?*

This question refers to who was the main provider of the training to participant for being attended the course in the last 12 months. Please choose one appropriate pre-coded number in the space provided. If the respondent specifies the provider name *"other"* than the pre-coded options, write down that provider name in *C.5o (other)*, and if *C.2 ≠ 1*, move on to the next question *C.6*. But if *C.2 = 1*, *skip to D.1*.

C.6   *What was the subject of the second most recent training that (NAME) attended within the last 12 months?*

This question refers to the second most recent training subject that the individual has just participated in non-formal education programs during the last 12 months. Please record one correct pre-coded number at the bottom of the page in the space provided.

C.7   *For how long did (NAME) attend this training?*

This question is to be asked how long the individual has attended the second most recent training in the last 12 months. Please record one pre-coded number in the space provided.

C.8   *Who was the main provider of this training?*

This question refers to who is the main provider of the training to the participant for being attended the second course in the last 12 months. Please choose one appropriate pre-coded number in the space provided. If the respondent specifies the provider name *"other"* than the pre-coded options, write down that provider name in *C.8o (other)*.

Section D. Current activities
(For persons aged 5 years and over)

1. **During the last 7 days, did (NAME) do any of the following activities, even if only for one hour?**
   (Read each of the following questions until the first affirmative response is obtained)

The questions from D.1(a) to D.1(d) are filter questions to **D.1** and are designed to capture individuals that have worked in the reference week but for one reason or another were reported otherwise. If the main purpose of the production is to be sold in the market, then we consider this as a business (market-oriented) activity that should be captured in question D.1(a) or D.1(d), as appropriate. Depending on the respondent's answers, write **"1"** for **"Yes"** and **"2"** for **"No"** in the spaces provided.

If the ALL answers to **D.1 = 2 (No)**, move on to next question, **D.2**.
If ANY answers to **D.1 = 1 (Yes)**, skip to **E.1**.

D.1(a) Run or do any kind of business, big or small, for yourself or with one or more partners?

Examples: Commercial farming or fishing, collecting wood or water mainly for sale, selling things, making things for sale, repairing things for pay, taxi or other transport business, having a legal or medical practice, performing in public, having a public phone shop, barber, shoe shining, etc

This question is designed to capture the self-employed individuals who have engaged in petty trade, those without a fixed workplace, providers of small services and individuals working from their homes (especially homemakers who carry out economic work on an irregular basis as their time permits) are among those who are likely to be captured by this question. Individuals involved in such activities often fail to consider themselves and others in similar activities as employed. This question prompts the respondent to report household members who are engaged in such activities.

Production of agricultural, fish or other craft products <u>mainly for sale in the market</u> would be considered as a business activity and captured in D1(a) –see examples provided.

Some examples of activities intended by this question are given at the end of the question. If the respondents have difficulties relating to the question, you can use these examples to clarify the question. Otherwise, do not read out the examples.

D.1(b) Do any work for a wage, salary, commission or any payment in kind (excluding domestic work)?

Examples: A regular job, contract, casual or piece work for pay, work in exchange for food or housing.

This question aims to capture employees and those who work for commission or in exchange for food or housing. It includes individuals who work either on a regular basis for a wage or salary, casual, or piece for pay, or even, just work in exchange for food or housing would be reported as working. But that is not the case of domestic works.

Some examples of activities intended by this question are given at the end of the question. If the respondents have difficulties relating to the question, you can use these examples to clarify the question. Otherwise, do not read out the examples.

D.1(c) Do any work as a domestic worker for a wage, salary or any payment in kind?

This question aims to capture individuals who carry out domestic work such as cooking, cleaning, babysitting, etc. for someone other than members of their household. The remuneration for their work may take the form of a wage, salary or in-kind income such as free meals, boarding, etc. Care needs to be shown to correctly identify such individuals, especially those who reside with the household and who may have been listed in the household roster as household members.

D.1(d) Help, without being paid, in any kind of business run by (NAME)'s household?

Examples: Help to sell things, make things for sale or exchange, doing the accounts, cleaning up for the business, etc.

This question aims to capture household members who are involved with the household business. This may take many different forms, ranging from home-based establishments to small businesses in the formal or informal sector. Household businesses are often small-scale and rely on family labour. Household members involved in household businesses might consider themselves to be 'helping out' other household members and thus fail to consider themselves as economically active. This question aims to capture such individuals.

Some examples of activities intended by this question are given at the end of the question. If the respondents have difficulties relating to the question, you can use these examples to clarify the question. Otherwise, do not read out the examples.

If the ALL answers to **D.1 = 2 (No)**, move on to next question, **D.2**.
If ANY answers to **D.1 = 1 (Yes)**, skip to **E.1**.

- <u>Ask if ALL answers to D.1 = 2 (No)</u>

D.2 Even though (NAME) did not do any of these activities in the last 7 days, did (NAME) have a job or business activity, from which he/she was termporarily absent and to which he/she will definitely return?

Note: This question to be asked if all answers to D.1 = 2 (No).

The off-season for agricultural activities, or waiting for a new job to start, do not count as temporary absences.

This is another filter question aimed at capturing individuals who were not engaged in an economic activity during the reference period (last 7 days) but who had a job attachment. Although the individual in question might not have worked in the reference period, if he/she is due to return to his/her work in a definite time period, he/she is considered to be economically active. Such circumstances leading to their temporary absence from work include paid/unpaid vacation time, leave-of-absence due to marriage or death of a household member, sick leave, maternity-leave, temporary lay-off due to slack season or interruption in work. Note that there is no time limit for the leave-of-absence. If the answer is *"Yes"*, move on to the next question *D.3*. If the answer is *"No"*, skip to question *I.1*.

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D.3   ***What was the main reason why (NAME) was absent from his/her job or business in the last 7 days?***

This question aims capturing the reasons why individuals, who had a job attachment and he/she is due to return to his/her work in a definite time period, or the individuals who had the answer ***"Yes"*** in question ***D.2***, were absent from his/her job or business in the last 7 days. There are13 pre-coded reasons will be used. Write down the code number corresponding to the appropriate answer.

If the answer is code ***"11 = future job start"***, or ***"12 = seasonal work"***, skip to question, ***I.1***. If no code fits, you should use the code for ***"13 = other reason (specify)"*** and write down the answer in the space provided in ***D.3o (other)***.

Section E. Characteristics of the main job/activity in the last 7 days
(For employed persons aged <u>5 years and over</u>)

E.1 What kind of work does (NAME) usually do in the main job/business that he/she had in the last 7 days?

Examples: rice farmer, tricycle driver, fisherman, primary school teacher, market food seller.

This question is to be asked only to individuals who were employed during the reference week (D.1 or D.2 = Yes).

This is an open-ended question that aims to gather detailed information on the main job/task carried out by the individual. This question is used to determine the occupation held by the individual. If the individual held multiple jobs in the reference week, only inquire about the specifics of the main job. The main job is the one on which the individual spent most of his/her time during the reference week. If the individual spent equal time at more than one job, the job that brought in the most income is considered the main job. Write the title of the individual's main job/task in the space provided.

E.2 What are (NAME)'s main tasks or duties in this work?

Examples: grow rice mainly for sale; drive a tricycle to transport passengers; catch, sort, clean and pack fish; teach children to read and write; cook and sell food on the market

This question is to be asked only to individuals who were employed during the reference week (D.1 or D.2 = Yes).

This is an open-ended question that aims to gather detailed information on the type of economic activity (as mentioned in E.1) carried out in the individual's workplace. This question is used to describe the industry in which the individual works. Note that the description needs to be detailed enough to be able to identify the individuals' occupation so that coder can do appropriate coding.

Write a short description of the activity in the space provided. The appropriate occupational code will be assigned later at the central office (NIS).

E.3 What is the name of the place where (NAME) works?

Examples: Mr. Vuthy tricycle service, Tonle Sap fisheries, Pochentong Primary School, Mei's kitchen.

For government or large organizations give the name of the establishment, branch or division.

This question is to be asked only to individuals who were employed during the reference week (D.1 or D.2 = Yes). This question is used to describe the individual's workplace with reference to the example provided after the question.

Note that the question refers to the main job held during the reference week. The main job/work is the one at which the individual spent most of his/her time during the reference week. If the individual spent equal time at more than one job, the job that brought in the most income is considered the main job.

E.4 **What goods are produced, or what services are provided at (NAME)'s place of work?**

Examples: rice, transportation services, fresh fish and processed fish products, education, cooking and serving meals.

This question is to be asked only to individuals who were employed during the reference week (D.1 or D.2 = Yes). This question is another open-ended question used to describe the main good produced or service provided by individuals at their work place.

Write a short description of a main good produced, or service provided by the place of work. The appropriate industrial code will be assigned later at the central office (NIS).

E.5 **How many persons, including (NAME), work at this place of work?**

This question is to be asked only to individuals who were employed during the reference week (D.1 or D.2 = Yes). This question aims to capture the number of persons co-work in the individual's workplace including the individual him/her self. Write down one pre-coded class of number of workers optional to the appropriate answer in the space provided.

E.6 **Where does (NAME) mainly undertake his/her work?**

This question is to be asked only to individuals who were employed during the reference week (D.1 or D.2 = Yes). This question aims to determine the space or area in which individual mainly undertakes within the individual's workplace.

The respondent is expected to choose only one answer from among the pre-coded answers that are read to him/her. If the respondent specifies space or area ***"other"*** than the pre-coded options, write down that space or area in ***E.6o (other)***.

E.7 **Does (NAME) work for the/a…?**

This question is to be asked only to individuals who were employed during the reference week (D.1 or D.2 = Yes). This question aims to capture the type of organization in which individual works for.

The respondent is expected to choose only one answer from among the pre-coded answers that are read to him/her. If the respondent specifies organizational type ***"other"*** than the pre-coded options, write down that organizational type in ***E.7o (other)***.

If the answer falls in code ***1, 2, 3, or 4*** skip to question ***E.9***. Otherwise, move on to the next question ***E.8***.

E.8 **Is the business/farm where (NAME) works registered with the Ministry of Commerce, Industry, Tourism or with any other authority?**

This question is to be asked only to individuals who were employed during the reference week (D.1 or D.2 = Yes) and the individual whose answer falls in the code ***other than 1, 2, 3, or 4*** in question ***E.7***. Fill one appropriate code choosing from among the pre-coded option in the space provided.

E.9   In this job/activity is (NAME) an …

This question is to be asked only to individuals who were employed during the reference week (D.1 or D.2 = Yes). This question aims to determine the employment status of the individual. The question refers to the main job held during the reference week. Therefore, the respondent is expected to choose one status from among the pre-coded answers that are read out to him/her.

If the answer falls in code *"1"* move on to next question *E.10*. If the answer falls in code *"2, 3, 4 or 5"* skip to question *E.20*. If the respondent specifies *"other"* employment status than code 1 – 4, fill it in code *"5"* and specify its detail in *E.9o (other)*.

The pre-coded answers provide five categories for employment status:

1. **Employee**: An individual who performs work for somebody else in return for payment in cash or in kind. Included in this group are wage/salary-earners, casual workers, individuals who are working on a piece rate, etc. An unpaid apprentice in training is considered to be employed and should also be classified as an employee.

2. **Employer** (His/her own business with employees): Individuals who run their own business, cultivate their own land/plot/garden, tend their own animals, etc. and employ regular workers while doing so, are considered to be employers.

3. **Own account worker** (His/her own business without employees): This refers to a self-employed individual who does not use hired labour and who either works alone or relies on unpaid family workers to run a business, cultivate land/plot/garden, tend animals, etc. Two or more individuals may share the same premises and assist each other or share work; if they do not employ regular workers, these individuals are considered to be own-account workers. An individual working for commission should also be categorized as an own account worker.

4. **Contributing family worker**: Those workers who hold a self-employment type of job in a market-oriented establishment operated by a related person (usually a person living in the same household) who cannot be regarded as a partner, because their degree of commitment to the operation of the establishment is not at a level comparable to that of the head of the establishment.

5. **Others (specify)**: For individual whose employment status is other than the above 4 pre-coded option is considered as this code.

Volunteer work is not an economic activity; therefore, individuals involved in such activities are not considered to be employed.

- For employees only (E.9 = 1)

Question E.10 to E.19 are asked for employees only since E.9 = 1.

E.10   Does (NAME)'s employer contribute to any pension or retirement fund for him/her?

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 = 1). It inquires about the work arrangements for employees regarding the preparation of pension or retirement fund made by employers for the benefit of their employees in the future while they retire. Write down the code number corresponding to the appropriate answer in the space provided.

E.11 Does (NAME) benefit from paid annual leave?

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 = 1). It inquires about whether the said individuals still have been paid when they take annual leave (e.g: 15 days annual leave per annum). Write down the code number corresponding to the appropriate answer in the space provided.

E.12 Would (NAME) get paid sick leave in case of illness or injury?

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 =1). It inquires about whether the said individuals still have been paid when they accidentally take sick leave in case of illness or injury. Write down the code number corresponding to the appropriate answer in the space provided.

E.13 Does (NAME)'s employer deduct income tax from his/her salary?

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 = 1). It inquires about whether the employer of the said individuals deducts personal income tax from his/her salary when his/her salary reaches the deductible level. Write down the code number corresponding to the appropriate answer in the space provided.

E.14 Is (NAME) employed on the basis of a written contract or an oral agreement?

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 = 1). It inquires about the work arrangements of employees through their work contracts. Every employee has a contract, but the form it takes may differ. An employment contract can either be in writing or verbal. If the respondent answers by saying that the individual does not have a contract, she/he probably means that the two parties do not have a written contract. In that case, the *"verbal/oral agreement"* option would apply. If the respondent does not know whether the individual in question has a written contract with his/her employer, the *"don't know"* option would apply. Make sure that the "verbal/oral agreement" and 'don't know' options are not mixed up. Write down the code number corresponding to the appropriate answer in the space provided.

E.15 Is the contract or agreement of...?

> READ
> 1= Limited duration
> 2= Unlimited duration → E.18
> 3= Unspecified duration → E.17
> 4= Don't know → E.18

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 = 1). This question inquires about the duration of the work contract for employees with either a written contract or a verbal agreement. The option *"unlimited duration"* applies to contracts that do not have a specific ending period.
Write down the code number corresponding to the appropriate answer in the space provided. If the answer code is *"3"*, skip to question *E.17*. If the answer code is *"2"* or *"4"*, skip to question *E.18*. Otherwise, move on to the next question *E.16*.

E.16　What is the duration of the contract or agreement?

This question is to be asked only to individuals who have a written contract or verbal agreement of limited duration (E.15 = 1). This is a follow-up question that aims to get more specific information about the duration of the contract/agreement mentioned in E.15. Write down the code number corresponding to the appropriate answer in the space provided.

E.17　Why is the contract or agreement of limited/unspecified duration?

This question is to be asked only to individuals who have a written contract or verbal agreement of limited or unspecified duration (E.15 = 1 or 3). This is another follow-up question that aims to capture the reason why the duration of the contract/agreement was limited or unspecified as mentioned in E.15.

Write down the reason base on the pre-coded option in the space provided in *E.17*. If the respondent specifies the reason *"other"* than the pre-coded option, write code *"9"* in *E.17* and write that reason briefly in *E.17o (other)*.

E.18　On this job, is (NAME) member of a trade union?

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 = 1). This is another follow-up question that aims to get more specific information regarding the individuals in question whether they join the trade union or not. Write down the code number corresponding to the appropriate answer in the space provided.

E.19　Are (NAME)'s pay and conditions of employment directly affected by agreements between (NAME)'s employer and any trade union?

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 = 1). Write down the code number corresponding to the appropriate answer in the space provided.

- <u>For all employed persons</u>

E.20　How long has (NAME) worked for this employer/in this business or activity?

This question is to be asked only to individuals who were employed during the reference week (D.1 or D.2 = Yes). This question aims to capture the length of time in which the individuals work for their employer, business, or activity. The length of time was classified in 7 pre-coded options to be used to fill-in the space provided.

- <u>Income from paid employment</u> *(For employees only E.9= 1)*

E.21　Is (NAME) paid on a time basis or a piece-rate basis?

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 = 1). This question is a fill-in question aims to gather information on whether the individual in question has been paid on time basis or piece rate basis. Time basis refers to the basis in which the individual can be paid only at the times or days he/she works, if he/she doesn't work, he/she will not be paid. Piece basis refers to the basis in which the individual can be paid base on the quantity or piece work done only; the more quantities or piece works done, the much been paid.

Write down the code number corresponding to the appropriate answer in the space provided. If the respondent specifies the paid basis *"other"* than the pre-coded options, write down that paid basis name in *E.21o (other)*.

E.22 How much did (NAME) earn the last time he/she was paid in his/her main job/activity- in cash or in-kind (food, clothing, drinks, housing, etc)?

(For payments in kind and services, record the estimated value)

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 =1). It aims to determine how much the individual in question has been paid in his/her main job. If he/she has been paid only wage or salary without food, drinks…etc, write that value in *E.22c* (In cash). If he/she has been paid wage or salary with food, clothing, drinks, housing…etc, write the values of wage or salary in *E.22c* (In cash) and estimate the values of food, clothing, drinks…etc. in *E.22k* (In kind).

E.23 What period did this cover?

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 =1). It is a follow-up question aims to capture more specific information regarding the coverage period of which the individual has been paid the values mentioned in E.22c (In cash) - E.22k (In kind).

Write down the code number corresponding to the appropriate answer from the pre-coded options. If the respondent specifies the coverage period *"other"* than the pre-code options, write code *"4"* in *E.23c* or *E.23k* or both and specify its detail in *E.23o (other)*.

E.24 Approximately how many hours did (NAME) work during period refer to in E.23?

This question is to be asked only to individuals who were employed as employees during the reference week (E.9 =1). It is another follow-up question aims to measure more specific information regarding the number of hours individual works so that he/she has been paid the values mentioned in E.22c-E.22k. Write down the appropriate number of hours that he/she works during the period in the space provided and then go to *F.1*.

All individuals who were asked by this question, skip to F.1.

- **Income from self-employment** *(For employers and own-account workers E.9 = 2 or 3)*

E.25 Last month, how much did (NAME) earn in his/her business activity, in cash or in kind, after deducting expenses?

This question is to be asked only to individuals who were employed as employers or own-account workers during the reference week (E.9 = 2 or 3). This question inquires about the amount of income either in cash or in kind that the said individuals earned from their main business/activity after deducting expenses within the last month. The main business/activity is the one at which the individuals spent most of their time during the reference week. If the individual spent equal time at more than one business/activity, the business/activity that brought in the most income is considered the main business/activity. The expenses refer to the expenses which are related directly to business/activity, not the individuals' household consumption.

If the said individuals earned not only cash income, but some other in-kind income, write the amount of cash income in **E.25c** (In cash) and estimate the amount of other in-kind income in the same currency as in cash income then write it in **E.25k** (In kind).

E.26   *How many months did this business run in the last 12 months?*

This question is to be asked only to individuals who were employed as employers or own-account workers during the reference week (E.9 = 2 or 3). It is a fill-in question aims to capture more information regarding the number of months the said individuals' business/activity as mentioned in E.22c-E.22k run within the last 12 months. Write down the appropriate number of months that business/activity runs during the period in the space provided.

Section F. Characteristics of the secondary job/activity in the last 7 days
(For employed persons aged <u>5 years and over</u>)

The questions of this section are to be asked only to individuals who were employed during the last 7 days (D.1 or D.2 = Yes).

F.1 ***In addition to (NAME)'s main work, did (NAME) have any other job/business in the last 7 days?***

Include also jobs/activities from which the person was temporarily absent in the last 7 days.

This question aims to capture individuals who carried out additional work during the reference within the last 7 days. If the answer is *"Yes"*, move on to the next question *F.2*. If the answer is *"No"*, skip to question *G.1*.

F.2 ***What kind of work does (NAME) usually do in this second job/activity?***

Examples: rice farmer, tricycle driver, fisherman, primary school teacher, market food seller.

This is an open-ended question that aims to gather detailed information on the secondary job/task carried out by the individual. This question is used to determine the secondary occupation held by the individual. If the individual held multiple jobs in the reference week, only inquire about the specifics of the second main job. The second main job is the one on which the individual spent secondary most of his/her time during the reference week. If the individual spent equal time at more than two jobs, the second job that brought in the second most income is considered the second main job.

Write the title of the individual's main second job/task in the space provided.

F.3 ***What are (NAME)'s main tasks or duties in this second job/activity?***

Examples: grow rice mainly for sale; drive a tricycle to transport passengers; catch, sort, clean and pack fish; teach children to read and write; cook and sell food on the market

This is an open-ended question that aims to gather detailed information on the type of economic activity (as mentioned in F.2) carried out in the individual's workplace. This question is used to describe the industry in which the individual works. Note that the description needs to be detailed enough to be able to identify the individuals' occupation so that coder can do appropriate coding.

Write a short description of the activity in the space provided. The appropriate occupational code will be assigned later at the central office (NIS).

F.4 ***What is the name of the place where (NAME) has this second job/activity?***

Examples: Mr. Vuthy tricycle service, Tonle Sap fisheries, Pochentong Primary School, Mei's kitchen.

For government or large organizations give the name of the establishment, branch or division.

This question is used to describe the individual's second workplace with reference to the example provided after the question.

F.5 ***What goods are produced, or what services are provided at (NAME)'s place of work?***

Examples: rice, transportation service, fresh fish and processed fish products, education, cooking and serving meals.

This question is another open-ended question used to describe the main good produced or service provided by individuals at their second work place.

Write a short description of a main good produced, or service provided by the individuals. The appropriate industrial code will be assigned later at the central office (NIS).

F.6 ***How many persons, including (NAME), work at this place of work?***

It is a fill-in question aims to capture the number of persons co-work in the individual's workplace including the individual him/her self. Write down one pre-coded class of number of workers optional to the appropriate answer in the space provided.

F.7 ***In this second job/activity, does (NAME) work for the/a…?***

It is another fill-in question aims to capture the type of organization in which individual works for. The respondent is expected to choose only one answer from among the pre-coded answers that are read to him/her. If the respondent specifies organizational type ***"other"*** than the pre-coded options, write down the code ***"7"*** in space provided ***F.7*** and specify that organizational type in the appropriate individual row in ***F.7o (other)***.

If the answer falls in code *1, 2, 3,* or *4* skip to ***F.9***. Otherwise, move on to the next question ***F.8***.

F.8 ***Is the business/farm where (NAME) works registered with the Ministry of Commerce, Industry, Tourism or with any other authority?***

This question is to be asked only to the individual whose answer falls in the code ***other than 1, 2, 3,*** *or* *4* in question ***F.8***. Fill one appropriate code choosing from among the pre-coded option in the space provided.

F.9 ***In this second job/activity is (NAME) an/a …***

This question aims to determine the employment status of the individual. The question refers to the second main job held during the reference week. Therefore, the respondent is expected to choose one status from among the pre-coded answers that are read out to him/her.

If no code fits, you should use the code for ***"other"*** and write the answer in the space provided in ***F.9o (other)***. If the answer falls in code *2, 3, 4* or *5* skip to question ***G.1***. If the answer is code ***"1"***, move on to next question ***F.10***.

For the detailed explanation for the five categories of pre-coded answers for employment status, please refer to ***E.9***.

F.10 *Does (NAME)'s employer contribute to any pension or retirement fund for him/her?*

This question is to be asked only to individuals who were employed as employees during the reference week (F.9 =1). It inquires about the work arrangements for employees regarding the preparation of pension or retirement fund made by employers for the benefit of their employees in the future while they retire. Write down the code number corresponding to the appropriate answer in the space provided.

F.11 *Does (NAME) benefit from paid annual leave?*

This question is to be asked only to individuals who were employed as employees during the reference week (F.9 =1). It inquires about whether the said individuals still have been paid when they take annual leave (e.g: 15 days annual leave per annum). Write down the code number corresponding to the appropriate answer in the space provided.

F.12 *Would (NAME) get paid sick leave in case of illness or injury?*

This question is to be asked only to individuals who were employed as employees during the reference week (F.9 =1). This question inquires about whether the said individuals still have been paid when they accidentally take sick leave in case of illness or injury.

Write down the code number corresponding to the appropriate answer in the space provided.

F.13 *Does (NAME)'s employer deduct income tax from his/her salary?*

This question is to be asked only to individuals who were employed as employees during the reference week (F.9 =1). It inquires about whether the employer of the said individuals deducts personal income tax from his/her salary when his/her salary reaches the deductible level. Write down the code number corresponding to the appropriate answer in the space provided.

Section G. Hours of work

The questions G.1 and G.2 are to be asked only to individuals who were employed during the reference week (D.1 or D.2 = Yes) and whose ages are 5 years and over.

- For employed persons aged 5 years and over

G.1   How many hours does (NAME) usually work per week…?

This question aims to capture the number of hours in which the individuals in question usually work per week. Don't care about the accidental absence from work because of accident or injury which is rarely happened.

Interviewer should help the respondent in calculating the total hours per week by just asking him/her only the number of hours he/she usually works per day, if the same number of hours worked for every day in the week then ask the number of days he/she usually works per week, afterward, multiply the number of days worked per week by the number of hours worked per day. If the different number of hours worked for every day, just add up or subtract or do the calculation accordingly.

If the said individual has multiple jobs/activities, ask and calculate the number of hours worked for his/her main job/activity and any other jobs/activities to be filled in *G.1a* and *G.1b* then sum them up to *G.1c*.

G.2   Thinking about each day in the last 7 days, how many hours did (NAME) actually work on?

This question aims to capture the number of hours in which the individuals in question actually worked per day within the last 7 days. The respondent is expected to recall the number of hours he/she worked per day by day starting from the day before the day of interview and do in this way backwards.

Firstly, write name of day and date (DD/MM/YY) in the space provided in each of 7 days, from *G.2a* to *G.2g*, before interviewing. For example, if interviewer visits household on 15th March 2012 and asked respondent the number of hours worked per day by day. Interviewer should start with the day before the day of the interview and do backwards, by writing down Wednesday 14th/03/12 in G.2a, Tuesday 13th/03/12 in G.2b, Monday 12th/03/12 in G.2c, until Thursday 8th/03/12 in G.2g.

Write down the number of hours worked in the space provided from *G.2a* for the first day before the day of interview until the seventh day in *G.2g*. The column *"M"* stands for the main job/activity and *"O"* stands for any other jobs/activities.

- For employed children aged 5-17 years

G.3   During the last 7 days when did (NAME) usually carry out this work?

This question is to be asked to children aged 5-17 years who were employed within the reference week. It aims to capture the length of times in which the children in question carry out their works within day in the last 7 days. Write down the code number corresponding to the appropriate answer from the pre-coded option in the space provided.

Section H. Underemployment
(For employed persons aged <u>5 years and over</u>)

The questions in this section are to be asked only to individuals were employed within the reference week (D.1 or D.2 = Yes) and those who aged 5 years and over. The individuals who were asked by the questions in this section, *skip to J.1*.

H.1   *In the last 7 days, would (NAME) have liked to work additional hours than he/she worked, provided the extra hours had been paid?*

This question aims to identify whether the individuals in question would have liked to work more hours than the number of hours they worked, if the extra hours will have been paid, or not. If the answer is *"Yes"*, move on the next question *H.2*. If the answer is *"No"*, skip to question *H.3*.

H.2   *How many additional hours could (NAME) have worked in the last 7 days?*

This is a follow-up question to the answer "Yes" in question H.1 which aims to capture more information regarding the additional hours of which the said individual could have worked in the last 7 days. Write down the number of additional hours in the space provided.

H.3   *Would (NAME) like to change his/her current employment situation?*

This is another follow-up question to question H.1 which aims to identify whether the said individual would like to change his/her current employment situation or not. If the answer is *"Yes"*, move on to next question *H.4*. If the answer is *"No"*, skip to question *J.1*.

H.4   *What is the main reason why (NAME) would like to change his/her employment situation?*

This question is to be asked only to individuals with the answer "Yes" in question H.3 which aims to identify the reason why the individuals in question would like to change his/her employment situation.

Write down the number corresponding to the appropriate answer from the pre-coded option in the space provided. If the respondent specifies the reason *"other"* than the pre-coded option, write down code *"8"* in *H.4* and specify that reason in *H.4o (other)* in the appropriate individual's row.

H.5   *In the last 30 days, did (NAME) look for <u>another job/activity to replace</u> his/her current one(s)?*

This is another follow-up question to the answer "Yes" in question H.3 which aims to capture more information regarding whether the said individual took any steps to look for another job/activity in order to replace his/her current job/activity <u>within the last 30 days</u>. Write down the code number corresponding to the appropriate answer in the space provided.

H.6   *In the last 30 days, did (NAME) look for <u>extra work in addition</u> to his/her current one(s)?*

This is another follow-up question to the answer "Yes" in question H.3 which aims to capture more information regarding whether the said individual looked for extra work in addition to his/her current job/activity within the last 30 days.

Write down the code number corresponding to the appropriate answer in the space provided. If the answer is *"Yes"*, move on to the next question *H.7*. If the answer is *"No"*, skip to *J.1*.

H.7   What did (NAME) do to find another/extra work?

This is another follow-up question to the answer "Yes" in question H.5 and/or H.6 which aims to capture more information regarding the steps or measures in which the said individual took in order to find another work to replace his/her current job/activity or to find another extra work in addition to his/her current job/activity.

Write down the code number corresponding to the appropriate answer from the pre-coded option in the space provided. If the respondent specifies the step or measure *"other"* than the pre-coded option, write down code *"8"* in *H.7* and specify that step or measure in *H.7o (other)* in the appropriate individual's row.

Section I. Job search
(For persons not employed in the last 7 days aged 5 years and over)

The questions in this section are to be asked only to individuals who were not employed within the reference week (D.1 or D.2 = No) and those who aged 5 years and over.

The questions in this section are designed to determine the unemployment status of individuals who were not employed during the reference week. An **"unemployed"** individual is someone who does not have a job but who is actively looking for work, who has taken specific steps in the past four weeks to find work and who is ready to start working if an opportunity presents itself. The three dimensions that determine unemployment status – looking for work, taking steps to find work, and being available for immediate employment – are addressed in three separate questions. Individuals who found work or established a business, but who did not start work (due, for instance, to bureaucratic reasons) and were available for work during the reference week are also considered to be unemployed.

I.1   In the last 30 days, did (NAME) look for a job or try to start a business?

This is a filter question to the answer "No" in question D.2 which identifies whether the individual in question looks for a job or try to start a business or not within the reference month.

Although the question is straightforward, the respondents may misinterpret it to refer to wage/salary work only. Any effort to establish a business is considered to be an activity in search of work; therefore, employers and own-account workers involved in such activities also need to be categorized as job seekers.

Write down the number corresponding to the appropriate answer. If the answer is *"Yes"*, move on to the next question *I.2*. If the answer is *"No"*, skip to *I.3*.

I.2   What did (NAME) do the last 30 days to find a job or try to start a business?

This question is to be asked only to individuals who found a job or tried to start a business within the last 30 days (I.1 = Yes). The aim of this question is to determine whether the individual has taken any step or measure in the past four weeks to find work or try to start a business.

Write down the code number corresponding to the appropriate answer from the pre-coded option. If the respondent specifies the step or measure *"other"* than the pre-coded option, write down code *"9"* in *I.2* and specify that response in the space provided in *I.2o (other)* in the appropriate individual's row.

All individuals who were asked by this question, skip to I.6.

I.3   Did (NAME) want to work in the last 7 days?

This question is to be asked only to individuals who did not look for a job or try to start a business in the reference week (I.1 = No). It aims to capture more information regarding whether the said individuals want to work within the reference week, or not. If the answer is *"Yes"*, move on to the next question *I.4*. If the answer is *"No"*, skip to question *I.9*.

I.4   ***What was the main reason why (NAME) did not seek work or try to start a business in the last 30 days?***

This question is to be asked only to individuals who did not look for a job or try to start a business in the reference month (I.1 = No) but those who have expressed a wish to work in the last 7 days (I.3=Yes). It aims to identify the main reason why they did not seek work or try to start a business within the last 30 days.

Write down the number corresponding to the appropriate answer from the pre-code option. If more than one reason is provided, ask the respondent to choose the most important one. If the respondent specifies a reason ***"other"*** than the pre-coded options, write down code ***"11"*** in the space provided and specify that reason in the appropriate individuals' row in ***I.4o (other)***.

If the answer is code ***"01"***, skip to question ***I.6***. If the answer falls in code ***"02-08"***, skip to question ***I.7***. Otherwise, move on to next question ***I.5***.

I.5   ***During the last 12 months, did (NAME) do anything to look for work or start a business?***

This question is to be asked only to individuals who did not look for a job or try to start a business in the reference month (I.1 = No) with the reason codes other than 01-08 in I.4 but those who have expressed a wish to work in the last 7 days (I.3 = Yes).

This is a filter question to I.1 aims to capture whether the said individuals did anything to look for work or start a business during the last 12 months or not, even if they did not seek work or try to start a business within the last 30 days. Write down the code number corresponding to the appropriate answer in the space provided.

All individuals who were asked by this question, skip to I.7.

I.6   ***How long has (NAME) been without work and trying to find a job or start a business?***

This question is to be asked only to unemployed individuals, i.e., individuals who do not have a job but who are actively looking for work (I.1 = Yes) and are ready to work if an opportunity presents itself (I.3 = Yes and I.4 = 01).

Write down the code number corresponding to the appropriate answer in the space provided.

I.7   ***If an opportunity to work had existed, would (NAME) had been able to start work in the last 7 days?***

This question is to be asked to individuals who have expressed a wish to work (I.3 = Yes) and who have taken steps to find work and the reason code 02-08 in question I.4.

This is the last of the three screening questions used to determine unemployment status and is designed to identify individuals who are not available for immediate employment. Examples include a student who looked for work during the reference week but who is unable to start work before their schooling finishes, and a pregnant woman who looked for work and wishes to work but who is unable to start work until she gives birth and her child reaches a certain age. If the answer is ***"Yes"***, skip to question ***J.I***. If the answer is ***"No"***, move on to the next question ***I.8***.

I. 8 *What was the main reason why (NAME) was not available to work in the last 7 days?*

This question is to be asked only to individuals who wish to work but they are not ready for immediate employment (I.7 = No). It aims to capture the reason why the said individuals were not available to work within the reference week.

Write down the code number corresponding to the appropriate answer from the pre-code option. If more than one reason is provided, ask the respondent to choose the most important one. If the respondent specifies a reason *"other"* than the pre-coded options, write down code *"8"* in the space provided in *I.8* and specify that reason in *I.8o (other)* in the appropriate individuals' row.

All individuals who were asked by this question, skip to J.1.

I. 9 *What was the main reason why (NAME) did not want to work?*

This question is to be asked only to individuals who are not classified as unemployed, i.e., individuals who did not express a wish to work (I.3 = No). It aims to capture the reason why the said individuals did not want to work within the reference week.

Write down the code number corresponding to the appropriate answer from the pre-code option. If more than one reason is provided, ask the respondent to choose the most important one. If the respondent specifies a reason *"other"* than the pre-coded options, write down code *"8"* in the space provided in *I.9* and specify that reason in *I.9o (other)* in the appropriate individuals' row.

All individuals who were asked by this question, skip to J.1.

Section J. Occupational injuries within the last 12 months
(For persons aged <u>5 years and over</u>)

The questions in this section concern health and safety issues related to working person aged 5 years and over. Note that the reference period for this part of the questionnaire is the last 12 months and there is no age discrimination in the sequencing of questions.

The questions in this section of the questionnaire are asked to individuals who worked either during the reference week (D.1 or D.2 = Yes) or at any time during the past 12 months.

J.1   ***In the last 12 months, was (NAME) hurt in any accident while working that caused him/her injury or illness?***
            (Include accidents that took place while commuting to/from work)

This question aims to capture the information whether the said individuals hurt or suffered in any accident while working or commuting to/from work that caused them personal illnesses/injuries or not within the last 12 months.

This question concerns illnesses/injuries that he/she has suffered due to his/her work. Make sure that the question is not asking about all illnesses/injuries, but only about those illnesses and injuries that are work-related. If the is answer **"Yes"**, move to the next question **J.2**. If the answer is **"No"**, skip to **K.1**.

J.2   ***Did any of the injuries received in the last 12 months result in (NAME) being absent from work/school, or unable to work/attend school, for at least one day, apart from the day of the accident?***

This question is to be asked only to individuals whose answer were "Yes" in question J.1 which aims to determine whether the injuries/illness received by the said individuals caused them being absent from work, or unable to work/attend school, at least one day, apart from the day of accident, or not within the last 12 months. If the answer is **"Yes"**, skip to **J.4**. If the answer is **"No"**, move on to the next question **J.3**.

J.3   ***Did the injuries seriously restrict (NAME)'s work or activities even though (NAME) was not absent from work or unable to work?***

This question is to be asked only to individuals whose answer were "No" in question J.2 which aims to determine the effect of the injuries/illness received by the said individuals whether they seriously restricted the individuals' works or activities even though they were not absent from work, or unable to work, or not within the last 12 months. Write down the code number corresponding to the appropriate answer in the space provided.

All individuals who were asked by this question, skip to K.1.

J.4   ***How many of these injuries (with lost time) did (NAME) have in the last 12 months?***

This question is asked only to individuals who have suffered from a work-related accident/injury (J.1 or J.2 = Yes) during the last 12 months. It aims to capture the number of injuries of which the said individuals had in the last 12 months. Write down the number of accidents or injuries in the space provided.

J.5 *Thinking about (this work accident or the most serious work accident), what type of injury did (NAME) receive?*

This question is asked only to individuals who have suffered from a work-related accident/injury (J.1 or J.2 = Yes) which aims to determine the type of the most serious work accident that the said individuals received.

Write down the number corresponding to the appropriate answer from the pre-code option. If more than one type of injury is provided, ask the respondent to choose the most severe one. If the respondent specifies a type of injury *"other"* than the pre-coded options, write down code *"8"* in the space provided in *J.5* and specify that type of injury in *J.5o (other)* in the appropriate individuals' row.

J.6 *What kind of work was (NAME) doing when this accident happen?*

This question is asked only to individuals who have suffered from a work-related accident/injury (J.1 or J.2 = Yes) which aims to capture the kind of work/job that the said individuals were doing while accident happen.

Write down the code number corresponding to the appropriate answer from the pre-code option. If the respondent specifies a kind of job/work *"other"* than the pre-coded options, write down code *"3"* in the space provided in *J.6* and specify the occupation/title of that main kind of job/work in *J.6o (other)* in the appropriate individuals' row and move on to the next question *J.7*. Otherwise, skip to question *J.10*.

J.7 *What were (NAME)'s main tasks or duties in this job/activity?*

This question is asked only to individuals who have suffered from a work-related accident/injury (J.1 or J.2 = Yes). It is an open-ended question that aims to identify the individuals' occupation at the time of the accident/injury. Note that, since the reference period for illnesses/injuries is the last 12 months, the individuals' occupation during the reference week might not be the same as their occupation at the time of illness/injury.

Ask the individuals to describe the type of work he/she was performing at the time of the injury/illness, and write down the description in the space provided. Note that the description needs to be detailed enough to be able to identify the individuals' occupation at that time so that coder can do appropriate coding in NIS.

Write a short description of the said main tasks/duties in the space provided. The appropriate occupational code will be assigned later at the central office (NIS).

J.8 *What is the name of the place where (NAME) worked when the accident happened?*

This question is asked only to individuals who have suffered from a work-related accident/injury (J.1 or J.2 = Yes). It is another open-ended question that aims to describe the individuals' workplace which caused them the said injury/accident. Write a short description of the said individuals' workplace in the space provided.

J.9 *What goods are produced, or what services are provided at that place of work?*

This question is asked only to individuals who have suffered from a work-related accident/injury (J.1 or J.2= Yes). It is another open-ended question used to describe the main

good produced or service provided by individuals at their work place which caused them the said injury/accident.

Write a short description of the said main good produced, or service provided at the place of work. The appropriate industrial code will be assigned later at the central office (NIS).

J.10 How many days was (NAME) away from work or unable to work because of the injury?

This question is asked only to individuals who have suffered from a work-related accident/injury (J.1 or J.2 = Yes). It is a fill-in question aims to measure the number of calendar days of which the individuals were away from work or unable to work because of such accident/injury. Write down the said number of calendar days in the space provided. If *"Don't know"*, write down *"98"*. If the individuals expect never to return to work due to the injury/accident, write down *"99"*.

J.11 Is (NAME) exposed to any of the following hazards at work?

Read each of the following options and write down code "1" for "Yes" or code "2" for "No" in each option.

This question concerns exposure to health and safety risks in the work environment. A total of 12 possible negative conditions are pre-coded to the question. If the respondent answers *"Yes"* for the option *"other"*, specify that hazard at work in the space at the bottom of the page.

J.12 Is (NAME) ever been subjected to the following at work?

Read each of the following options and write down code "1" for "Yes" or code "2" for "No" in each option.

In addition to adverse conditions/processes that he/she might face due to the nature of the work carried out, working persons may experience difficulties with their employers/co-workers/customers.

Read out the pre-coded answer options 1-4, and write response in the spaces provided. Then, ask whether he/she has experienced any other difficulty with an employer, co-worker, or customer that has not been mentioned. If he/she answers *"Yes"*, write down the type of difficulty mentioned in the space at the bottom of the page.

Section K. Participation in production of goods for use by own household
   (For persons <u>aged 5 and over</u>)

- <u>During the last 7 days, did (NAME) do any of the following activities…?</u>

The questions from K.1 to K.5 are asked only to individuals who aged 5 years and over regarding the participation of household in which they produce goods for use by own household within the last 7 days. The activities are listed below from K.1 to K.5 used to ask all the said individuals. Depending on the respondent's answers, write *"1"* for *"Yes"* and *"2"* for *"No"* in the spaces provided.

If "Yes" for an activity, ask:

During the last 7 days, how many hours did (NAME) spend on this activity?

If the affirmative response *"Yes"* is answered then ask the number of hours they spent on this activity per day and do calculation for the week based on the information provided by the respondents and write down in the space provided with appropriate individuals.

If the answer is *"No"* for an activity, skip to another activity and do the same work until all individuals have been asked.

K.1   ***Work on (NAME)'s own (or his/her household's) plot, farm, or help grow farm produce or look after animals for the household's own consumption?***

   Examples: Ploughing, harvesting, looking after livestock.

Agricultural work and animal husbandry are economic activities; therefore, individuals involved in them must be classified as employed. Individuals who carry out such work on their own or their household's land/garden/farm or who tend their own or their household's livestock might fail to consider themselves as employed. This is particularly the case for household members who 'help out' others without pay. This question is designed to capture such individuals.

Some examples of activities intended by this question are given at the end of the question. If the respondents have difficulties relating to the question, you can use these examples to clarify the question. Otherwise, do not read out the examples.

If *"No"*, skip to another activity. If *"yes"*, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

K.2   ***Do any construction or major repair work on (NAME)'s own house, farm plot or business?***

Major repairs (but not minor repairs) and all types of construction activity are economic activities; therefore, individuals involved in them must be classified as employed, regardless of whether they carry out these activities for someone else for pay or for their own household or businesses/plot of land without pay or profit. Examples of major repairs include, but are not limited to, adding a room to the house/business establishment, changing the roof or putting in place new flooring.

If *"No"*, skip to another activity. If *"yes"*, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

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K.3   Catch any fish, prawns, shells, wild animals or other food for the household's own consumption?

Fishing and hunting, whether carried out for pay/profit or for household provision, are considered to be economic activities. This question aims to capture such individuals. In coastal areas and riverside where fishing is likely to be a common activity, stress the part of the question related to fishing. In non-coastal areas, stress the part of the question related to hunting.

If *"No"*, skip to another activity. If *"yes"*, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

K.4   Fetch water or collect firewood for household use?

Fetching water and collecting firewood for a household's own use are economic activities – they are not part of household chores. Individuals involved in such activities need to be listed as economically active. If *"No"*, skip to another activity. If *"yes"*, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

K.5   Produce clothing, furniture, pots, or other goods for household use?

Production of a good by and for household members is considered to be an economic activity; therefore, such individuals need to be classified as economically active.

Some examples of activities intended by this question (sewing a dress for a member of a household, making furniture/pots for household's use, etc.) are given at the end of the question. If the respondents have difficulties relating to the question, you can use these examples to clarify the question. Otherwise, do not read out the examples.

If *"No"*, move on to **K.6**. If *"yes"*, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

K.6   Were the farm or fish products or other goods that (NAME) produced or helped produce in the last 7 days …?

READ
1= Only for own household use
2= Mainly for own household use but partly for sale
3= Mainly for sale, but partly for own household use
4= Only for sale

There are 4 pre-coded answers to be used. Choose one pre-code to the appropriate answer and write down in the space provided.

Section L. Other activities
      (For persons <u>aged 5 and over</u>)

The questions in this section are asked about the household tasks carried out by individuals aged 5 years and over only during the last 7 days. Avoid using the word 'chores', which might intimidate male persons. Household tasks carried out by and for household members such as shopping for household, cooking, washing clothes, washing dishes, cleaning house/yard, cleaning utensils, repairing any household equipment or vehicles, caring for children, caring old/sick person, and other household tasks.

- During the last 7 days, did (NAME) do any of the tasks listed below for the benefit of this household?

The questions from L.1 to L.10 are asked only to individuals who aged 5 years and over regarding the household tasks in which they carried out within the last 7 days. The tasks are listed below from L.1 to L.10 used to ask all the said individuals. Depending on the respondent's answers, write *"1"* for *"Yes"* and *"2"* for *"No"* in the spaces provided.

If "Yes" for a task, ask:

During the last 7 days, how many hours did (NAME) spend on this activity?

If the affirmative response *"Yes"* is answered then ask the number of hours they carried out the task per day and do calculation for the week based on the information provided by the respondents and write down in the space provided with appropriate individuals.

If the answer is *"No"* for a task, skip to another task and do the same work until all individuals have been asked.

L.1 Did (NAME) do shopping for household during the last 7 days?

If *"No"*, skip to another task. If *"yes"*, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

L.2 Did (NAME) do cooking for household during the last 7 days?

If *"No"*, skip to another task. If *"yes"*, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

L.3 Did (NAME) do washing clothes for household during the last 7 days?

If *"No"*, skip to another task. If *"yes"*, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

L.4 Did (NAME) do washing dishes for household during the last 7 days?

If *"No"*, skip to another task. If *"yes"*, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

L.5 Did (NAME) do cleaning house/yard for household during the last 7 days?

If *"No"*, skip to another task.
If *"yes"*, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

L.6 Did (NAME) do cleaning utensils for household during the last 7 days?

If ***"No"***, skip to another task.
If ***"yes"***, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

L.7 Did (NAME) do repairing any household equipment or vehicles during the last 7 days?

If ***"No"***, skip to another task.
If ***"yes"***, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

L.8 Did (NAME) do caring for children during the last 7 days?

If ***"No"***, skip to another task.
If ***"yes"***, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

L.9 Did (NAME) do caring old/sick persons during the last 7 days?

If ***"No"***, skip to another task.
If ***"yes"***, ask how many hours that he/she spent during the last 7 days, and write down number of hours in the space provided.

L.10 Did (NAME) do other household tasks during the last 7 days?

If ***"No"***, finish interview.
If ***"Yes"***, write down the type of household task mentioned in the space provided, and ask how many hours did he/she spend?

Finish interviewing!
Thank you very much for the best cooperation.

APPENDIX

Questionnaire
Cambodia Labour Force and Child Labour Survey
2011-2012

<table>
<tr><td>**CONFIDENTIAL**

All information collected in this survey is strictly confidential and will be used for statistical purposes only.</td></tr>
</table>

Royal Government of Cambodia

Ministry of Planning

National Institute of Statistics

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CAMBODIA LABOUR FORCE AND CHILD LABOUR SURVEY 2011-2012

IDENTIFICATION PARTICULARS				
Capital/Province		Enumeration Area (E.A) code		Address of household:
District/Khan/City		Area (Urban = 1, Rural = 2)		....
Commune/Sangkat		House/Structure number		....
Village/Mondul		Sample household ID number		Phone number: ....

INTERVIEWER VISITS					FINAL VISIT	
	Visit		Next visit planned for		Date (DD/MM/YY)	| | |/| | |/| | |
No.	Date (DD/MM/YY)	Time (HH : MM)	Date (DD/MM/YY)	Time (HH : MM)	Starting Time (HH=MM)	_____ : _____
1	| |/| |/| |	_____ : _____	| |/| |/| |	_____ : _____	Ending Time (HH=MM)	_____ : _____
2	| |/| |/| |	_____ : _____	| |/| |/| |	_____ : _____	Interview Result Code*	
3	| |/| |/| |	_____ : _____	| |/| |/| |	_____ : _____	**(*) Result codes** 1 = Completed	

FIELD STAFF				
	Interviewer	Supervisor	Data coding officer	Data entry officer
Date	| |/| |/| |	| |/| |/| |	| |/| |/| |	| |/| |/| |
Name				
Signature				

(*) Result codes
1 = Completed
2 = No household member at home/ no competent respondent
3 = Entire household absent for extended period of time
4 = Postponed
5 = Refused
6 = Dwelling vacant or address not a dwelling
7 = Dwelling destroyed
8 = Dwelling not found
9 = Other (specify)..

Remarks:

ELIGIBILITY			
	Males	Females	Total
No. of children (5-14 years)			
No. of adults (15+ years)			
Total no. of household members			
Enter number of questionnaire was used:			

Section A. Household composition and characteristics of household members

The following questions should be asked of all usual members of the household. That is, of all persons who usually live and eat together in the same house or compound and share the same housekeeping arrangement. A person is counted as a household member if he/she lives here or has been absent for less than 12 months.
Note that members of a household are not necessarily related (by blood/marriage) and not all those related persons living in the same house or compound are members of the same household.

ID	Can you please give me the full names of all persons who are part of this household, starting with the head of the household?	Which household member provided information of the individual (write ID number from A.1)	What is (NAME)'s relationship to head of the household? 01= Household Head 02= Spouse 03= Son / Daughter 04= Step child 05= Brother / Sister 06= Daughter-in-law/son-in-law 07= Grandchild 08= Niece / Nephew 09= Parent/parent- in-law 10= Servant (live-in) 11= Other relative 12= Non-relative	Mark the sex of (NAME) 1= Male 2= Female	How old was (NAME) at (his/her) last birthday? (Record the age in completed years. Write 00 if less than one year of age)	(Write 1 if person of age 5 to 17. Else, write 0)	For children aged less than 18 years of age				For persons aged 12 years and over
							Is (NAME)'s natural mother alive? 1= Yes 2= No →A10 3= Don't know →A10	Write the ID number of (NAME)'s mother (Write 00, if mother does not live in this household and don't know)	Is (NAME)'s natural father alive? 1= Yes 2= No →A12 3= Don't know →A12	Write the ID number of (NAME)'s father (Write 00, if mother does not live in this household and don't know)	What is (NAME)'s marital status? 1= Single /never married 2= Married 3= Living together 4= Separated 5= Divorced 6= Widowed
A.1	A.2	A.3	A.4	A.5	A.6	A.7	A.8	A.9	A.10	A.11	A.12
01		|_|_|_|	|_|_|_|	|_|	|_|_|_|	|_|_|	|_|	|_|_|_|	|_|	|_|_|_|	|_|
02		|_|_|_|	|_|_|_|	|_|	|_|_|_|	|_|_|	|_|	|_|_|_|	|_|	|_|_|_|	|_|
03		|_|_|_|	|_|_|_|	|_|	|_|_|_|	|_|_|	|_|	|_|_|_|	|_|	|_|_|_|	|_|
04		|_|_|_|	|_|_|_|	|_|	|_|_|_|	|_|_|	|_|	|_|_|_|	|_|	|_|_|_|	|_|
05		|_|_|_|	|_|_|_|	|_|	|_|_|_|	|_|_|	|_|	|_|_|_|	|_|	|_|_|_|	|_|
06		|_|_|_|	|_|_|_|	|_|	|_|_|_|	|_|_|	|_|	|_|_|_|	|_|	|_|_|_|	|_|
07		|_|_|_|	|_|_|_|	|_|	|_|_|_|	|_|_|	|_|	|_|_|_|	|_|	|_|_|_|	|_|
08		|_|_|_|	|_|_|_|	|_|	|_|_|_|	|_|_|	|_|	|_|_|_|	|_|	|_|_|_|	|_|
09		|_|_|_|	|_|_|_|	|_|	|_|_|_|	|_|_|	|_|	|_|_|_|	|_|	|_|_|_|	|_|
10		|_|_|_|	|_|_|_|	|_|	|_|_|_|	|_|_|	|_|	|_|_|_|	|_|	|_|_|_|	|_|

Section A. Household composition and characteristics of household members (continued)

ID	Migration For all members of the household						Disability For persons aged 5 years and over					
	Where was (NAME) born? 1= This village →A.17 2= Another village in this province →A.17 3= Another province 4= Another country (If 3, write province code If 4, write country code)			In what year did (NAME) move to live in this province? (If Don't Know, write 0000)	Where did (NAME) last live before moving to this province? (If in Cambodia, write province code If abroad, write country code)		What was (NAME)'s main reason for moving here? 1= Job transfer 2= To look for work 3= School / training 4= Marriage 5= Family moved 6= Insecurity 7= End of insecurity 8= Other (specify)		READ: The next questions ask about difficulties (NAME) may have doing certain activities because of a HEALTH PROBLEM…				
		Province Code	Country Code		Province Code	Country Code			Does (NAME) have difficulty seeing, even if wearing glasses? 1= No, no difficulty 2= Yes, some difficulty 3= Yes, a lot of difficulty 4= Cannot do it at all	Does (NAME) have difficulty hearing, even if using a hearing aid? 1= No, no difficulty 2= Yes, some difficulty 3= Yes, a lot of difficulty 4= Cannot do it at all	Does (NAME) have difficulty walking or climbing steps? 1= No, no difficulty 2= Yes, some difficulty 3= Yes, a lot of difficulty 4= Cannot do it at all	Does (NAME) have difficulty remembering or concentrating? 1= No, no difficulty 2= Yes, some difficulty 3= Yes, a lot of difficulty 4= Cannot do it at all	Does (NAME) have difficulty (with self-care such as) washing all over or dressing? 1= No, no difficulty 2= Yes, some difficulty 3= Yes, a lot of difficulty 4= Cannot do it at all
	A.13a	A.13b	A.13c	A.14	A.15a	A.15b	A.16	A.16o (other)	A.17	A.18	A.19	A.20	A.21
01	|_|	|_|_|_|	|_|_|_|	|_|_|_|_|	|_|_|_|	|_|_|_|	|_|		|_|	|_|	|_|	|_|	|_|
02	|_|	|_|_|_|	|_|_|_|	|_|_|_|_|	|_|_|_|	|_|_|_|	|_|		|_|	|_|	|_|	|_|	|_|
03	|_|	|_|_|_|	|_|_|_|	|_|_|_|_|	|_|_|_|	|_|_|_|	|_|		|_|	|_|	|_|	|_|	|_|
04	|_|	|_|_|_|	|_|_|_|	|_|_|_|_|	|_|_|_|	|_|_|_|	|_|		|_|	|_|	|_|	|_|	|_|
05	|_|	|_|_|_|	|_|_|_|	|_|_|_|_|	|_|_|_|	|_|_|_|	|_|		|_|	|_|	|_|	|_|	|_|
06	|_|	|_|_|_|	|_|_|_|	|_|_|_|_|	|_|_|_|	|_|_|_|	|_|		|_|	|_|	|_|	|_|	|_|
07	|_|	|_|_|_|	|_|_|_|	|_|_|_|_|	|_|_|_|	|_|_|_|	|_|		|_|	|_|	|_|	|_|	|_|
08	|_|	|_|_|_|	|_|_|_|	|_|_|_|_|	|_|_|_|	|_|_|_|	|_|		|_|	|_|	|_|	|_|	|_|
09	|_|	|_|_|_|	|_|_|_|	|_|_|_|_|	|_|_|_|	|_|_|_|	|_|		|_|	|_|	|_|	|_|	|_|
10	|_|	|_|_|_|	|_|_|_|	|_|_|_|_|	|_|_|_|	|_|_|_|	|_|		|_|	|_|	|_|	|_|	|_|

**END OF SURVEY FOR CHILDREN AGED UNDER 5 YEARS OF AGE
→ GO TO NEXT PERSON IN THE HOUSEHOLD ROSTER**

Province codes (columns A.13b and A.15a)

01= Bantey Meanchey
02= Battambag
03= Kampong Cham
04= Kampong Chhnang
05= Kampong Speu
06= Kampong Thom
07= Kampot
08= Kandal
09= Koh Kong
10= Kratie
11= Mondul Kiri
12= Phnom Penh
13= Preah Vihear
14= Prey Veng
15= Pursat
16= Ratanak Kiri
17= Siem Reap
18= Preah Sihanouk
19= Stung Treng
20= Svay Rieng
21= Takeo
22= Oddar Meanchey
23= Kep
24= Pailin

Country codes (columns A.13c and A.15b)

31= Thailand
32= Laos
33= Vietnam
34= China
35= Myanmar
36= Indonesia
37= Malaysia
38= America
39= Japan
40= New Zealand
41= Canada
42= Australia
43= Philippines
44= France
45= South Korea
46= Taiwan
47= Other (specify)_____

Section B. Literacy and Education
For persons aged 5 years and over

ID	Literacy			Full time education												
	Can (NAME) read and write with understanding in Khmer language? 1= Yes 2= No	Can (NAME) read and write with understanding in any other language? If yes, which 3 main language(s) *Mark all that apply* 1= No other language 2= Vietnamese 3= Chinese 4= Lao 5= Thai 6= French 7= English 8= Other (specify)		Is (NAME) attending school or pre-school during the current school year? 1= Yes 2= No →B.8	What grade is (NAME) currently attending? *(Enter codes from list below)*	During the last 7 days, did (NAME) miss any school day? 1= Yes 2= No →B.13	How many school days did (NAME) miss during the last 7 days?	What is the main reason why (NAME) did not go to school on those days? *(Enter code from list below)* **All go to → B.13**		Has (NAME) ever attended school? 1= Yes →B.10 2= No	What is the main reason why (NAME) has never attended school? *(Enter code from list below)* **All go to → C.1**		What is the highest level of school that (NAME) completed? *(Enter codes from list below)*	Why did (NAME) leave school? *(Enter code from list below)*		At what age did (NAME) leave school? *(Age in completed years)*	At what age did (NAME) begin grade one? *(Age in completed years)*
	B.1	B.2	B.2o (other)	B.3	B.4	B.5	B.6	B.7	B.7o (other)	B.8	B.9	B.9o (other)	B.10	B.11	B.11o (other)	B.12	B.13
01																	
02																	
03																	
04																	
05																	
06																	
07																	
08																	
09																	
10																	

Codes column B.4:	00= Pre-school/kindergarten 01= Class 1 02= Class 2 ...... 12= Class 12 13= Technical/vocational pre-secondary 14= Technical/vocational post-secondary 15= College/university undergraduate studies 16= Postgraduate studies
Codes column B.7:	1= School vacation period 2= Teacher was absent 3= Bad weather conditions 4= To help in family business/farm 5= To help at home with household tasks 6= To work outside family business 7= Illness/ injury/ disability 8= Other (specify)
Codes column B.9:	01= Too young 02= Disabled/ illness 03= No school/school too far 04= Cannot afford schooling 05= Family did not allow schooling 06= Not interested in school 07= Education not considered valuable 08= School not safe 09= To learn a job 10= To work for pay 11= To help unpaid in family business/farm 12= To help at home with household tasks 13= Other (specify)
Codes column B.10:	00= Pre-school/kindergarten 01= Class 1 completed ...... 12= Class 12 completed 13= Lower Secondary school certificate 14= Upper Secondary School certificate 15= Technical/vocational pre-secondary diploma/certificate 16= Technical/vocational post-secondary diploma/certificate 17= College/university undergraduate studies 18= Bachelor degree (B=A, B=S, etc=) 19= Masters degree (M=A, M=S, etc) 20= Doctorate degree (PhD) 88= No class completed 98= Don't Know
Codes column B.11:	01= Completed his/her schooling 02= Too old for school 03= Disabled/ illness 04= No school/school too far 05= Cannot afford schooling 06= Family did not allow schooling 07= Poor in studies/not interested 08= Education not considered valuable 09= School not safe 10= To learn a job 11= To work for pay 12= To help unpaid in family business/farm 13= To help at home with household tasks 14= Other (specify)

Section C. Training within the last 12 months (outside of the general education system)
For persons aged 15 years and over

ID	Did (NAME) attend any courses, seminars, workshops or receive private lessons or instruction outside the regular education system within the last 12 months, that is since [MONTH/YEAR]? 1= Yes 2= No → D.1	How many of these training activities did (NAME) attend within the last 12 months? 1= 1 training 2= 2 trainings 3= 3 trainings 4= 4 or more trainings	What was the subject of the (most recent) training that (NAME) attended within the last 12 months?		For how long did (NAME) attend this training? 1= Less than 1 week 2= 1 week to < 2 weeks 3= 2 weeks to < 3 weeks 4= 3 weeks to < 4 weeks 5= 1 month to < 3 months 6= 3 months to < 6 months 7= 6 months or longer	Who was the main provider of this training? 1= Government 2= State-owned enterprise 3= Non-governmental/ non-profit organization 4= Private business/person 5= International organization 6= Other (specify) If C.2=1 → D.1		What was the subject of the second most recent training that (NAME) attended within the last 12 months?		For how long did (NAME) attend this training? 1= Less than 1 week 2= 1 week to < 2 weeks 3= 2 weeks to < 3 weeks 4= 3 weeks to < 4 weeks 5= 1 month to < 3 months 6= 3 months to < 6 months 7= 6 months or longer	Who was the main provider of this training? 1=Government 2= State-owned enterprise 3= Non-governmental/ non-profit organization 4= Private business/person 5= International organization 6= Other (specify)	
	C.1	C.2	C.3	FIELD code	C.4	C.5	C.5o (other)	C.6	FIELD code	C.7	C.8	C.8o (other)
01	|__|	|__|		|__|__|__|	|__|	|__|			|__|__|__|	|__|	|__|	
02	|__|	|__|		|__|__|__|	|__|	|__|			|__|__|__|	|__|	|__|	
03	|__|	|__|		|__|__|__|	|__|	|__|			|__|__|__|	|__|	|__|	
04	|__|	|__|		|__|__|__|	|__|	|__|			|__|__|__|	|__|	|__|	
05	|__|	|__|		|__|__|__|	|__|	|__|			|__|__|__|	|__|	|__|	
06	|__|	|__|		|__|__|__|	|__|	|__|			|__|__|__|	|__|	|__|	
07	|__|	|__|		|__|__|__|	|__|	|__|			|__|__|__|	|__|	|__|	
08	|__|	|__|		|__|__|__|	|__|	|__|			|__|__|__|	|__|	|__|	
09	|__|	|__|		|__|__|__|	|__|	|__|			|__|__|__|	|__|	|__|	
10	|__|	|__|		|__|__|__|	|__|	|__|			|__|__|__|	|__|	|__|	

	Section E. Characteristics of the main job/activity in the last 7 days *For employed persons aged **5 years and over***					
ID	What kind of work does (NAME) usually do in the main job/business that he/she had in the last 7 days? *Examples: rice farmer, tricycle driver, fisherman, primary school teacher, market food seller* *(Record the title of the job if there is one)*	What are (NAME)'s main tasks or duties in this work? *Examples: grow rice mainly for sale; drive a tricycle to transport passengers; catch, sort, clean and pack fish; teach children to read and write; cook and sell food on the market* *(Write a short description of the main tasks/duties)*		What is the name of the place where (NAME) works? *Examples: Mr. Vuthy tricycle service, Tonle Sap fisheries, Pochentong Primary School, Mei's kitchen* *For government or large organizations give the name of the establishment, branch or division*	What goods are produced, or what services are provided at (NAME)'s place of work? *Examples: rice, transportation services, fresh fish and processed fish products, education, cooking and serving meals*	
	E.1	E.2	ISCO code	E.3	E.4	ISIC code
01			|__|__|__|__|			|__|__|__|__|
02			|__|__|__|__|			|__|__|__|__|
03			|__|__|__|__|			|__|__|__|__|
04			|__|__|__|__|			|__|__|__|__|
05			|__|__|__|__|			|__|__|__|__|
06			|__|__|__|__|			|__|__|__|__|
07			|__|__|__|__|			|__|__|__|__|
08			|__|__|__|__|			|__|__|__|__|
09			|__|__|__|__|			|__|__|__|__|
10			|__|__|__|__|			|__|__|__|__|

Section E. Characteristics of the main job/activity in the last 7 days (continued)

ID	How many persons, including (NAME), work at this place of work? 1= Works alone 2= 2-4 3= 5-9 4= 10-19 5= 20-49 6= 50 or more	Where does (NAME) mainly undertake his/her work? 01= Inside his/her house 02= Work space next to/in front of house 03= Factory, office, workshop, shop, kiosk, etc. away from the house 04= Farm, agricultural plot, lake, river 05= Home or workplace of employer/client 06= Construction site 07= Market or bazaar stall 08= Street stall 09= No fixed location (mobile) 10= Other (specify)		Does (NAME) work in the/a…? 1= Government 2= Public/state-owned enterprise 3 = Non-profit organization, NGO 4= Private household (paid domestic worker) 5= Non-farm private business 6= Farm private enterprise (plantation, farm) 7= Other (specify) If (1, 2, 3 or 4) → E.9		Is the business/farm where (NAME) works registered with the Ministry of Commerce, Industry, Tourism or with any other authority? 1= Registered 2= Not registered 3= In the process of becoming registered 4= Don't know	In this job/activity is (NAME) an … READ 1= Employee 2= Employer 3= Own account worker 4= Contributing family worker 5= Other (specify) If (2, 3, 4 or 5) → E.20		For employees only (E.9 = 1)		
									Does (NAME)'s employer contribute to any pension or retirement fund for him/her? 1= Yes 2= No 3= Don't know	Does (NAME) benefit from paid annual leave? 1= Yes 2= No 3= Don't know	Would (NAME) get paid sick leave in case of illness or injury? 1= Yes 2= No 3= Don't know
	E.5	E.6	E.6o (other)	E.7	E.7o (other)	E.8	E.9	E.9o (other)	E.10	E.11	E.12
01	|__|	|__|__|		|__|		|__|	|__|		|__|	|__|	|__|
02	|__|	|__|__|		|__|		|__|	|__|		|__|	|__|	|__|
03	|__|	|__|__|		|__|		|__|	|__|		|__|	|__|	|__|
04	|__|	|__|__|		|__|		|__|	|__|		|__|	|__|	|__|
05	|__|	|__|__|		|__|		|__|	|__|		|__|	|__|	|__|
06	|__|	|__|__|		|__|		|__|	|__|		|__|	|__|	|__|
07	|__|	|__|__|		|__|		|__|	|__|		|__|	|__|	|__|
08	|__|	|__|__|		|__|		|__|	|__|		|__|	|__|	|__|
09	|__|	|__|__|		|__|		|__|	|__|		|__|	|__|	|__|
10	|__|	|__|__|		|__|		|__|	|__|		|__|	|__|	|__|

Section D. Current activities
For persons aged 5 years and over

	1. During the last 7 days, did (NAME) do any of the following activities, even if only for one hour?				*Ask If ALL answers to D.1 = 2 (No)*		
ID	**(a) Run or do any kind of business, big or small, for yourself or with one or more partners?** *Examples: Commercial farming or fishing, collecting firewood or water mainly for sale, selling things, making things for sale, repairing things for pay, taxi or other transport business, having a legal or medical practice, performing in public, having a public phone shop, barber, shoe shining, etc* 1= Yes 2= No	**(b) Do any work for a wage, salary, commission or any payment in kind (excluding domestic work)?** *Examples: A regular job, contract, casual or piece work for pay, work in exchange for food or housing* 1= Yes 2= No	**(c) Do any work as a domestic worker for a wage, salary or any payment in kind?** 1= Yes 2= No	**(d) Help, without being paid, in any kind of business run by (NAME)'s household?** *Examples: Help to sell things, make things for sale or exchange, doing the accounts, cleaning up for the business, etc.* 1= Yes 2= No	**Even though (NAME) did not do any of these activities in the last 7 days, did (NAME) have a job or business activity, from which he/she was termporarily absent and to which he/she will definitely return?** Note: The off-season for agricultural activities, or waiting for a new job to start, do not count as temporary absences 1= Yes 2= No → I.1	**What was the main reason why (NAME) was absent from his/her job or business in the last 7 days?** 01= Health reasons 02= Vacation leave 03= Caring for family/others 04= Maternity/paternity leave 05= Family/community obligations 06= Strike/stay-away/lockout 07= Problems with transport, equipment, … 08= Bad weather 09= Study or training leave 10= Unrest (violence) 11= Future job start → I.1 12= Seasonal work → I.1 13= Other reason (specify)	
	D.1(a)	D.1(b)	D.1(c)	D.1(d)	D.2	D.3	D.3o (other)
01	|__|	|__|	|__|	|__|	|__|	|__|__|	
02	|__|	|__|	|__|	|__|	|__|	|__|__|	
03	|__|	|__|	|__|	|__|	|__|	|__|__|	
04	|__|	|__|	|__|	|__|	|__|	|__|__|	
05	|__|	|__|	|__|	|__|	|__|	|__|__|	
06	|__|	|__|	|__|	|__|	|__|	|__|__|	
07	|__|	|__|	|__|	|__|	|__|	|__|__|	
08	|__|	|__|	|__|	|__|	|__|	|__|__|	
09	|__|	|__|	|__|	|__|	|__|	|__|__|	
10	|__|	|__|	|__|	|__|	|__|	|__|__|	

If any answer to D.1 = 1 (Yes) → E.1
If ALL answers to D.1 = 2 (No) → D.2

66

Section E. Characteristics of the main job/activity in the last 7 days (continued)

ID	For employees only (E.9 = 1)								For all employed persons
	Does (NAME)'s employer deduct income tax from his/her salary? 1= Yes 2= No 3= Don't know	Is (NAME) employed on the basis of a written contract or an oral agreement? 1= Written contract 2= Oral agreement 3= Don't know	Is the contract or agreement of...? READ 1= Limited duration 2= Unlimited duration → E.18 3= Unspecified duration → E.17 4= Don't know → E.18	What is the duration of the contract or agreement? 1= Daily agreements 2= More than a day but < 1 month 3= 1 month to < 3 months 4= 3 months to < 6 months 5= 6 month to < 12 months 6= 12 months or more	Why is the contract or agreement of limited/unspecified duration? 1= On-the job training, internship 2= Probation period 3= Seasonal work 4= Occasional/daily work 5= Public employment programme 6= Work as a replacement/substitute 7= Work for a service or specific task 8= Chain contract 9= Other (specify)		On this job, is (NAME) member of a trade union? 1= Yes 2= No 3= Don't know	Are (NAME)'s pay and conditions of employment directly affected by agreements between (NAME)'s employer and any trade union? 1= Yes 2= No 3= Don't know	How long has (NAME) worked for this employer/in this business or activity? 1= Less than 3 months 2= 3 months to < 6 months 3= 6 months to < 12 months 4= 1 year to < 3 years 5= 3 years to < 5 years 6= 5 years to < 10 years 7= 10 years or more
	E.13	E.14	E.15	E.16	E.17	E.17o (other)	E.18	E.19	E.20
01	|__|	|__|	|__|	|__|	|__|		|__|	|__|	|__|
02	|__|	|__|	|__|	|__|	|__|		|__|	|__|	|__|
03	|__|	|__|	|__|	|__|	|__|		|__|	|__|	|__|
04	|__|	|__|	|__|	|__|	|__|		|__|	|__|	|__|
05	|__|	|__|	|__|	|__|	|__|		|__|	|__|	|__|
06	|__|	|__|	|__|	|__|	|__|		|__|	|__|	|__|
07	|__|	|__|	|__|	|__|	|__|		|__|	|__|	|__|
08	|__|	|__|	|__|	|__|	|__|		|__|	|__|	|__|
09	|__|	|__|	|__|	|__|	|__|		|__|	|__|	|__|
10	|__|	|__|	|__|	|__|	|__|		|__|	|__|	|__|

		Income from paid employment For employees only (E.9= 1)							Income from self-employment For employers and own-account workers (E.9= 2, 3)		
ID	Is (NAME) paid on a time basis or a piece-rate basis? 1= Time-basis 2= Piece rate 3= Other (specify)	How much did (NAME) earn the last time he/she was paid in his/her main job/activity –in cash and in-kind (food, clothing, drinks, housing, etc)? For payments in kind and services, record the estimated value		What period did this cover? 1= Last month 2= Last week 3= Last day 4= Other period (specify)			Approximately how many hours did (NAME) work during period refer to in E.23? All go to → F.1	Last month, how much did (NAME) earn in his/her business activity, in cash or in kind, after deducting expenses?		How many months did this business run in the last 12 months? (Enter the number of months)
		In cash (in Riel)	In kind (in Riel)	In cash	In kind			In cash (in Riel)	In kind (in Riel)	
	E.21	E.21o (other)	E.22c	E.22k	E.23c	E.23k	E.23o (other)	E.24	E.25c	E.25K	E.26

Section E. Characteristics of the main job/activity in the last 7 days (continued)

ID	E.21	E.21o (other)	E.22c	E.22k	E.23c	E.23k	E.23o (other)	E.24	E.25c	E.25K	E.26
01	|__|				|__|	|__|		|__|__|__|			|__|__|
02	|__|				|__|	|__|		|__|__|__|			|__|__|
03	|__|				|__|	|__|		|__|__|__|			|__|__|
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Section F. Characteristics of the secondary job/activity in the last 7 days
For employed persons aged 5 years and over

ID	In addition to (NAME)'s main work, did (NAME) have any other job/business in the last 7 days? *Include also jobs/ activities from which the person was temporarily absent in the last 7 days* 1= Yes 2= No → **G.1**	What kind of work does (NAME) usually do in this second job/activity? *Examples: rice farmer, tricycle driver, fisherman, primary school teacher, market food seller* *(Record the title of the job if there is one)*	What are (NAME)'s main tasks or duties in this second job/activity? *Examples: grow rice mainly for sale; drive a tricycle to transport passengers; catch, sort, clean and pack fish; teach children to read and write; cook and sell food on the market* *(Write a short description of the main tasks/duties)*		What is the name of the place where (NAME) has this second job/activity? *Examples: Mr. Vuthy tricycle service, Tonle Sap fisheries, Pochentong Primary School, Mei's kitchen* *For government or large organizations give the name of the establishment, branch or division*	What goods are produced, or what services are provided at (NAME)'s place of work? *Examples: rice, transportation services, fresh fish and processed fish products, education, cooking and serving meals*	
	F.1	F.2	F.3	ISCO code	F.4	F.5	ISIC code
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Section F. Characteristics of the secondary job/activity in the last 7 days (continued)

ID	How many persons, including (NAME), work at this place of work? 1= Works alone 2= 2-4 3= 5-9 4= 10-19 5= 20-49 6= 50 or more	In this second job/activity, does (NAME) work for the/a...? READ 1= Government 2= Public/state-owned enterprise 3 = Non-profit organization, NGO 4= Private household (paid domestic worker) 5= Non-farm private business 6= Farm, private enterprise (plantation, farm) 7= Other (specify) If (1, 2, 3 or 4) →F.9		Is the business/farm (NAME) registered with the Ministry of Commerce, Industry, Tourism or with any other authority? 1= Registered 2= Not registered 3= In the process of becoming registered 4= Don't know	In this second job/activity is (NAME) an/a ... READ 1= Employee 2= Employer 3= Own account worker 4= Contributing family worker 5= Other (specify) If (2, 3, 4 or 5) → G.1		For employees only (F.9= 1)			
							Does (NAME)'s employer contribute to any pension or retirement fund for him/her? 1= Yes 2= No 3= Don't know	Does (NAME) benefit from paid annual leave? 1= Yes 2= No 3= Don't know	Would (NAME) get paid sick leave in case of illness or injury? 1= Yes 2= No 3= Don't know	Does (NAME)'s employer deduct income tax from his/her salary? 1= Yes 2= No 3= Don't know
	F.6	F.7	F.7o (other)	F.8	F.9	F.9o (other)	F.10	F.11	F.12	F.13
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Section G. Hours of work												

Section G. Hours of work

	For employed persons aged <u>5 years and over</u>											For employed children aged <u>5-17 years</u>
	G.1 How many hours does (NAME) usually work per week…?			G.2 Thinking about each day in the last 7 days, how many hours did (NAME) actually work on… *Interviewer start with the day before the day of the interview, and work your way backwards.*								G.3 During the last 7 days when did (NAME) usually carry out this work?
ID	(a) In his/her main job/ activity?	(b) In any other jobs/activities	Interviewer: Add the usual hours worked in all jobs (G.1a + G.1b) Record the total in G1.c	Day_____ Date (DD/MM/YY) ____/____/____	Day_____ Date (DD/MM/YY) ____/____/____	Day_____ Date (DD/MM/YY) ____/____/____	Day_____ Date (DD/MM/YY) ____/____/____	Day_____ Date (DD/MM/YY) ____/____/____	Day_____ Date (DD/MM/YY) ____/____/____	Day_____ Date (DD/MM/YY) ____/____/____		1= During the day (6 am– 6 pm) 2= In the evening/night (after 6 pm) 3= During the day and evening 4= On the week-end 5= Sometimes during the day, sometimes in the evening
	G.1a	G.1b	G.1c	G.2a	G.2b	G.2c	G.2d	G.2e	G.2f	G.2g		G.3
				M O	M O	M O	M O	M O	M O	M O		
01	|__|__|__|	|__|__|__|	|__|__|__|	|__| |__|	|__| |__|	|__| |__|	|__| |__|	|__| |__|	|__| |__|	|__| |__|		|__|
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Section H. Underemployment
For employed persons aged 5 years and over

ID	In the last 7 days, would (NAME) have liked to work additional hours than he/she worked, provided the extra hours had been paid? 1= Yes 2= No → H.3	How many additional hours could (NAME) have worked in the last 7 days? (Enter number of hours)	Would (NAME) like to change his/her current employment situation? 1= Yes 2= No → J.1	What is the main reason why (NAME) would like to change his/her employment situation? 1= Present job is temporary 2= Fear of losing present job 3= To work more hours (paid at current rate) 4= To have a better paid job/activity (higher pay per hour) 5= To work less hours (with a reduction in pay) 6= To make better use of skills 7= To improve working conditions 8= Other (specify)		In the last 30 days, did (NAME) look for another job/activity to replace his/her current one(s)? 1= Yes 2= No	In the last 30 days, did (NAME) look for extra work in addition to his/her current one(s)? 1= Yes 2= No → J.1	What did (NAME) do to find another /extra work? 1= Registered at a public or private employment exchange 2= Applied to current or other employers 3= Checked at current or other work sites, farms, factory gates, markets, or other assembly places 4= Placed or answered newspaper advertisements 5= Sought assistance of friends or relatives 6= Looked for land, building, machinery or equipment to establish or improve his/her own enterprise 7= Arranged for initial or additional financial resources 8= Other (specify)	
	H.1	H.2	H.3	H.4	H.4o (other)	H.5	H.6	H.7	H.7o (other)
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ALL go to → J.1

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Section I. Job search
For persons not employed in the last 7 days aged 5 years and over

ID	In the last 30 days, did (NAME) look for a job or try to start a business? 1= Yes 2= No → I.3	What did (NAME) do in the last 30 days to find a job or start a business? 1= Registered at a public or private employment center 2= Applied to current or other employers 3= Checked at work sites, farms, factory gates, markets, … 4= Waited on the street for casual work 5= Placed/answered advertisements 6= Asked friends or relatives 7= Looked for land, building, equipment 8= Arranged for financial resources 9= Other (specify) *All go to → I.6*		Did (NAME) want to work in the last 7 days? 1= Yes 2= No → I.9	What was the main reason why (NAME) did not seek work or try to start a business in the last 30 days? 01= Found work but waiting to start → I.6 02= Awaiting replies to earlier enquiries → I.7 03= Awaiting for the season to start → I.7 04= Attended school/training courses → I.7 05= Family responsibilities or housework → I.7 06= Illness, injury or disability → I.7 07= Too young/old to find work → I.7 08= Does not know where to look for work → I.7 09= Lacks employers' requirements (skills, experience, qualifications) 10= No jobs available in the area 11= Other reasons (specify) *If 01 → I.6* *If (02-08) → I.7*		During the last 12 months, did (NAME) do anything to look for work or start a business? 1= Yes 2= No *All go to → I.7*	How long has (NAME) been without work and trying to find a job or start a business? 1= Less than 3 months 2= 3 mo= to < 6 months 3= 6 mo= to < 12 months 4= 1 year to < 3 years 5= 3 years to < 5 years 6= 5 years or more 7= Don't know	If an opportunity to work had existed, would (NAME) had been able to start work in the last 7 days? 1= Yes → J.1 2= No	What was the main reason why (NAME) was not available to work in the last 7 days? 1= In school/training 2= Housework/ family responsibilities 3= Illness, injury, disability 4= Retired, too old for work 5= Too young to work 6= Off-season 7= No desire to work 8= Other (specify) *All go to → J.1*		What was the main reason why (NAME) did not want to work? 1= In school/training 2= Housework/ family responsibilities 3= Illness, injury, disability 4= Retired, too old for work 5= Too young to work 6= Off-season 7= No desire to work 8= Other (specify) *All go to → J.1*	
	I.1	I.2	I.2o (other)	I.3	I.4	I.4o (other)	I.5	I.6	I.7	I.8	I.8o (other)	I.9	I.9o (other)
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Section J. Occupational injuries within the last 12 months
For persons aged 5 years and over

Now I would like to ask you about any accidents (NAME) may have had while working in the last 12 months that is since [MONTH/YEAR]…

ID	In the last 12 months, was (NAME) hurt in any accident while working that caused him/her injury or illness? (Include accidents that took place while commuting to/from work) 1= Yes 2= No → K.1	Did any of the injuries received in the last 12 months result in (NAME) being absent from work/ school, or unable to work/ attend school, for at least one day, apart from the day of the accident? 1= Yes → J.4 2= No	Did the injuries seriously restrict (NAME)'s work or activities even though (NAME) was not absent from work or unable to work? 1= Yes 2= No **All go to → K.1**	How many of these injuries (with lost time) did (NAME) have in the last 12 months? (record number of accidents)	Thinking about (this work accident or the most serious work accident), what type of injury did (NAME) receive? Code the most severe injury 1= Superficial injury 2= Fracture 3= Dislocation, sprain, strain 4= Amputation 5= Concussion, internal injury 6= Burn, corrosion, scald, frostbite 7= Acute poisoning or infection 8= Other injury (specify)		What kind of work was (NAME) doing when this accident happens? 1= Current main job → J=10 2= Current secondary job → J=10 3= Other job (specify occupation) (If "Other" record the title of the job if there is one)		What were (NAME)'s main tasks or duties in this job/activity? (Write a short description of the main tasks/duties)	
	J.1	J.2	J.3	J.4	J.5	J.5o (other)	J.6	J.6o (other)	J.7	ISCO code
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Section J. Occupational injuries within the last 12 months (continued)

ID	What is the name of the place where (NAME) worked when the accident happened?	What goods are produced, or what services are provided at that place of work?	ISIC code	How many days was (NAME) away from work or unable to work because of the injury? Write the number of calendar days. If Don't know, write 98. If (NAME) expects never to return to work due to the injury, write 99.	Is (NAME) exposed to any of the following hazards at work? 1= Yes 2= No													Is (NAME) ever been subjected to the following at work? 1= Yes 2= No				
					1. dust, fumes	2. fire, gas, flames	3. loud noise or vibration	4. extreme cold or heat	5. dangerous tools (knives etc)	6. work underground	7. work at heights	8. work in water/lake/pond/river	9. workplace too dark or confined	10. insufficient ventilation	11. chemicals (pesticides, glues, etc.)	12. explosives	13. other things (specify)	1. constantly shouted at	2. repeatedly insulted	3. beaten /physically hurt	4. sexually abused (touched or done things to you that you did not want)	5. Other…………
	J.8	J.9	ISIC code	J.10	J.11													J.12				
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02			|_|_|_|_|	|_|_|																		
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Section K. Participation in production of goods for use by own household
For persons aged 5 and over

During the last 7 days, did (NAME) do any of the following activities...?

If Yes for a task, ask:

During the last 7 days, how many hours did (NAME) spend on this activity?

ID	Work on (NAME)'s own (or his/her household's) plot, farm, or help grow farm produce or look after animals for the household's own consumption? *Examples: Ploughing, harvesting, looking after livestock* 1= Yes 2= No		Do any construction or major repair work on (NAME)'s own house, farm plot or business? 1= Yes 2= No		Catch any fish, prawns, shells, wild animals or other food for the household's own consumption? 1= Yes 2= No		Fetch water or collect firewood for household use? 1= Yes 2= No		Produce clothing, furniture, pots, or other goods for household use? 1= Yes 2= No		Were the farm or fish products or other goods that (NAME) produced or helped produce in the last 7 days ...? READ 1= Only for own household use 2= Mainly for own household use but partly for sale 3= Mainly for sale, but partly for own household use 4= Only for sale
	K.1	hours	K.2	hours	K.3	hours	K.4	hours	K.5	hours	K.6
01	|__|	|__|__|__|	|__|	|__|__|__|	|__|	|__|__|__|	|__|	|__|__|__|	|__|	|__|__|__|	|__|
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Section L. Other activities
For persons aged 5 and over

During the last 7 days, did (NAME) do any of the tasks listed below for the benefit of this household:

If Yes for a task, ask:

During the last 7 days, how many hours did (NAME) spend on this activity?

ID	shopping for household 1= Yes 2= No		cooking 1= Yes 2= No		washing clothes 1= Yes 2= No		washing dishes 1= Yes 2= No		cleaning house/ yard 1= Yes 2= No		cleaning utensils 1= Yes 2= No		repairing any household equipment or vehicles 1= Yes 2= No		caring for children 1= Yes 2= No		caring old/sick person 1= Yes 2= No		other household tasks (specify) 1= Yes 2= No		
	L.1	hours	L.2	hours	L.3	hours	L.4	hours	L.5	hours	L.6	hours	L.7	hours	L.8	hours	L.9	hours	L.10	specify	hours
01	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|		|__|__|
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04	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|		|__|__|
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06	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|		|__|__|
07	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|		|__|__|
08	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|		|__|__|
09	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|		|__|__|
10	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|	|__|__|	|__|		|__|__|