Sources and Methods: Labour Statistics
Employment in the Tourism Industries
Special Edition
Sources and Methods: Labour Statistics

Employment in the Tourism Industries
Special Edition

International Labour Office
World Tourism Organization
2008
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The International Labour Organization (ILO) and the World Tourism Organization (UNWTO) are collaborating in the measurement of employment and decent work in tourism. The two organizations have recently agreed to formalize and set a framework for their cooperation. This framework has been approved by the Governing Body of the ILO and will shortly be ratified by the General Assembly of the UNWTO.

One of the areas covered in the cooperation framework is the improvement of national methods of data collection of employment in the tourism industries. It is with that objective in mind that the two organizations launched a set of initiatives, one of them being the present joint publication of Sources and Methods: Labour Statistics – Employment in the Tourism Industries, Special Edition.

This pioneering work has been conceived with a view to providing users and producers of tourism statistics, and those interested in labour statistics in general, with a consolidated volume containing descriptions of the methods used by countries on the production of statistics on employment, wages and hours of work in the tourism industries. The definitions refer to all major statistical sources, as well as methods used by countries to compute the above variables.

The information has been collected through a set of specially developed questionnaires sent to the National Statistical Offices and the National Tourism Administrations in more than 200 countries and territories.

In addition to its technical value as an authoritative reference book, this publication can be seen as a useful companion to the International Recommendations for Tourism Statistics 2008 (IRTS 2008) and the Tourism Satellite Account: Recommended Methodological Framework 2008 (TSA:RMF 2008) to improve their understanding and extend their application in the national statistical systems. The publication should also enhance the production of reliable and consistent statistics on employment in the tourism industries in a growing number of countries.

Moreover, this volume complements the ILO’s own ten volumes of the series Sources and Methods, Labour Statistics which document national practices used in the collection of the variety of labour statistics published in the various chapters of the ILO Yearbook of Labour Statistics and of the Bulletin of Labour Statistics.

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This *Special Edition* was conceived by and prepared under the guidance of Mr. Igor Chernyshev, ILO Bureau of Statistics, in collaboration with Ms. Marie-Thérèse Dupré, Senior International Consultant, and with assistance from Ms. Andrina Laurie, ILO Bureau of Statistics, and Ms. Azucena Pernia, UNWTO Statistics and Tourism Satellite Account.

Sylvester Young, Director  
Bureau of Statistics  
ILO Policy Integration and Statistics Department

Antonio Massieu, Chief  
UNWTO, Department of Statistics and Tourism Satellite Account (TSA)
INTRODUCTION

Tourism involves a wide range of different activities, types of establishments, employment contracts and working arrangements. Tourism provides working people with income and working experience and therefore contributes to their social inclusion and personal development. The tourism employment pattern is characterized by notable differences between regions of a country and between seasons of the year.

Employment is a variable of major importance in the economic analysis of productive activities and this is also the case for tourism. However, it should be recognized that the world of work in tourism is generally not well-known because reliable data on employment in the tourism industries are not properly identified separately or poorly done. For this reason, only a limited number of countries produce meaningful statistics on employment in the tourism industries.

The improvement of national methods of data collection of employment in the tourism industries is one of the priority areas of collaboration between the ILO and the UNWTO. It is expected that this would lead to providing users with reliable and consistent information on employment, wages, occupational structure, job qualifications, skills and working conditions of persons involved in tourism characteristic activities.

More specifically, this joint publication contains methodological descriptions of statistical data on employment, wages and hours of work in the tourism industries derived from different statistical sources, as well as methods used by countries to compute the above variables.

The aim of issuing these descriptions is three-fold: (i) to provide users and producers of tourism and labour statistics, in general, with comprehensive descriptions of the latest sources and methods used in countries throughout the world to collect data on various aspects of tourism characteristic activities, so as to enhance their usability for particular needs; (ii) to indicate the differences between various statistical series published nationally and internationally with respect to the concepts and methodologies applied, thereby assisting users in evaluating data quality and cross-country comparability; (iii) to facilitate the understanding of methods underpinning the countries’ Tourism Satellite Account (TSA).

One of the salient features of this publication is that the descriptions of statistical sources of tourism characteristic activities can be linked/related with the corresponding descriptions of the sources in the following companion volumes to the statistical series published in the ILO Yearbook of Labour Statistics, entitled ILO Sources and Methods, Labour Statistics²:


**Volume 3** Economically active population, employment, unemployment and hours of work (Household Surveys). Third edition.


The above makes it possible to complement the present descriptions of country-specific practices and methods of data collection on various aspects of employment in the tourism industries with detailed and consistent technical notes on concepts, definitions and sampling procedures used by countries for measuring total employment, wages and hours of work derived from the same statistical source.

For example, if a reader, working with the methodology on employment in the tourism industries of Australia as measured through the Labour Force Survey (LFS), would like to know about the Australia’s LFS employment concepts and definitions or learn about the LFS sample design, that information can be obtained from the corresponding description of the Australia LFS methodology documented in the *ILO Sources and Methods, Labour Statistics Volume 3: Economically active population, employment, unemployment and hours of work (Household Surveys)*.

Another particularity of this publication is that in addition to the descriptions of concepts, definitions and sources of data collection, it presents methods used by countries for the computation of national data on employment, wages and hours of work in the tourism industries.

The descriptions are presented under standard headings to facilitate comparisons of the different characteristics. If a country uses more than one statistical source of data collection, they appear under their ordinal number: e.g., CANADA – 1. Title: Labour Force Survey (LFS). CANADA – 2. Title: Survey of Employment, Payrolls and Hours (SEPH).

The information has been collected through the following set of specially developed questionnaires sent to the National Statistical Offices and the National Tourism Administrations in more than 200 countries and territories, and reproduced in Annexes 1-4 respectively:

1. UNWTO/ILO Questionnaires: A General Note;

2. Questionnaire (1): Statistics on employment in the tourism industries and its components derived from labour force and other household-based surveys;

3. Questionnaire (2): Statistics on employment, wages and hours of work in the tourism industries derived from establishment surveys;

4. Questionnaire (3): Statistics on employment in the tourism industries, wages, hours of work and employment-related income of persons employed in the tourism industries from administrative records and related sources.

Each Questionnaire (1-3) corresponds to a different type of statistical source.

In total, responses were received from over 100 countries and territories, of which 81 sent their returns with questionnaires completed. According to the information received, out of these 81 countries and territories, only a few produce both comprehensive sets of statistics on employment in the tourism industries and the TSA employment table. As for the others, they collect a limited number of variables on tourism characteristic activities and only a small fraction of them either also produce or have started to prepare for producing the TSA.

It should be noted that Australia, Austria, Canada and New Zealand have both the most comprehensive set of statistical tools for measuring employment in the tourism industries and the most exhaustive list of statistical variables produced.

It is especially of interest to note that countries such as Germany, Japan, the Netherlands and the USA do not compile statistics on employment in the tourism industries, given their highly developed tourism economy. However, some of them, like Germany and the USA, produce TSA.
At the same time a number of countries expressed interest in beginning the collection of data on tourism characteristic activities and/or production of TSA.

The above findings only confirm that the world of work in tourism, in general, and the economic value of tourism in terms of employment, as a source of productive labour in particular, remain inadequately measured and insufficiently studied.

It is therefore hoped that this publication will encourage countries to expand their national statistical programmes so as to make separate collection of data on employment in the tourism industries an integral part of their regular statistical systems. The other group of countries, already producing minimum statistics on tourism characteristic activities, driven by best practices documented in this volume may find it useful and stimulating to widen the coverage of data collected and extend the list of variables produced.

All these efforts should make it possible to upgrade information available on employment and conditions of work in the tourism sector, both nationally and globally, thus providing governments, policy makers and specialists in tourism development with relevant statistical indicators to measure various dimensions and deficits of decent work in tourism.

**General Note**

The following countries and territories sent their responses but the information received shows that currently they cannot classify the tourism characteristic activities separately: Belarus, Commonwealth of the Northern Mariana Islands, Hong Kong (China), Isle of Man, Oman, Syria, Togo, Sweden and Uganda.

The following countries and territories responded that they were not collecting data on employment in the tourism industries: Angola, Bangladesh, Benin, El Salvador, Ghana, Guatemala, Japan, Mauritania, Pakistan, Papua New Guinea, Timor-Leste, St. Helena Island and Uruguay.

The following countries indicated that they were in the processes of preparing or implementing the TSA: Panama, the Netherlands and Ukraine.
Statistics of Employment, Wages and Hours of Work in the Tourism Industries

**Synoptic Table**

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* Each "X" indicates a different type of survey conducted by the country.
I. Statistical sources used for data collection

- Establishment survey:
  (1) Annual Structural Survey of Economic Enterprises

- Administrative records and related sources:
  (2) Employment and wages in the public sector

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are based on a combination of data from the Annual Structural Survey of Economic Enterprises, and administrative reports for the public sector.

ALBANIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Annual Structural Survey of Economic Enterprises

Organization responsible:

For planning and conduct of the survey: Institute of Statistics (INSTAT) (Instituti i Statistikës) - Short-Term Statistics Sector

For analysis and publication of the results: INSTAT

Periodicity: annual

Topics covered: number of persons employed (including working owners and contributing family members), number of employees and earnings, by industry and sector (public and private).

Coverage:

Geographical: the whole country

Establishments: all active economic enterprises of all legal forms. The survey consists of a sample survey of enterprises with one to four employees, and a full enumeration of enterprises with five and more employees.

Persons covered: all persons employed, i.e. employees and self-employed persons.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: all tourism industries are covered, as defined according to ISIC, Rev.3 and SICTA.

Employment in the tourism industries: refers to the total number of persons working in the observation units, including proprietors, employees and unpaid contributing family workers, by sex, at the end of the survey period, and to the average for the whole year.

Hours of work: not relevant.

Earnings: annual net wages and salaries of employees.

Data are also collected on total annual treatments and bonuses, as well as insurance.

Classifications:

Branch of economic activity: NACE, Rev.1.

Occupation: not relevant.

Status in employment: employees and all persons engaged.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Results of the Structural Survey of Economic Enterprises (annual); most recent: 2005 issue. Methodological information is contained in the EU Council Regulation (EC/EURATOM), No. 58/97 of 20 December 1996.

Availability of unpublished data upon request: subject to confidentiality constraints.

Availability of data in machine-readable form: no, but through Internet.

Website: http://www.instat.gov.al

ALBANIA – 2

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Employment and wages in the public sector

Organization responsible:

For data collection, statistical processing, publication and dissemination of the statistics: INSTAT – Demography and Personal Statistics Sector

Source of data: administrative reports from Ministries, State and Public Institutions, as well as District Statistics Offices.
Periodicity: annual, at end of year.

Data on public sector wages are also collected quarterly for groups of occupations in accordance with ISCO-88.

Topics covered: employment, and wages and salaries.

Coverage:

Geographical: the whole country.

Establishments: of public ownership only.

Persons covered: employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to SICTA groupings, excluding group 2, i.e. second home ownership.

Employment: employees, i.e. all persons of working age who, during the reference period, were in paid employment in the public sector. Included are persons with a job but temporarily not at work during the reference period due to illness, training, maternity leave, etc.

Hours of work: not relevant.

Earnings: refer to average monthly wages and salaries of employees in the public sector.

Classifications

Branch of economic activity: NACE.

Occupation: ISCO-88.

Status in employment: employees only.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Labour Market (annual);

Statistical Yearbook (annual).

The normal delay between the reference period and the release of the results is 6 months. Most recent publication: 2005.

Website: http://www.instat.gov.al
ARGENTINA

I. Statistical sources used for data collection

- Establishment survey: Survey of Hotel Occupancy (Encuesta de Ocupación Hotelera)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: apart from the description below, no other information is available.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Encuesta de Ocupación Hotelera (Survey of Hotel Occupancy)

Organization responsible:

For planning and conduct of the survey: Instituto Nacional de Estadística y Censos (INDEC) (National Institute of Statistics and Censuses)

For analysis and publication of the results: INDEC

Periodicity: monthly.

Topics covered: employment in hotels and similar establishments.

Coverage:

Geographical: limited to cities which cover 80% of available accommodation units in each touristic region as defined by the Federal Tourism Plan (Plan Federal Turístico).

Establishments: hotels and similar.

Persons covered: all persons employed, i.e. employees and self-employed.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: hotels and similar establishments.

Employment in the tourism industries: refers to all persons employed, whether paid or unpaid, who contribute to the production of goods and services in hotels and similar establishments during the reference month, including outworkers. Included are employees, working owners and partners, unpaid contributing family workers, temporary and occasional workers, workers subcontracted from temporary work agencies and similar agencies, and trainees, by type of qualification (tourism, other type of qualification and other categories).
**Hours of work:** not relevant.

**Earnings:** not relevant.

**Classifications:**

*Branch of economic activity:* ISIC, Rev.3, Group 5510 only.

*Occupation:* not relevant.

*Status in employment:* employees; working owners, partners and unpaid contributing family workers; temporary and occasional workers; workers subcontracted from temporary work agencies and similar agencies; and trainees.

*Education:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**

*Encuesta de Ocupación Hotelera* (EOH); most recent publication: 2006.

Methodological information is contained in “*Metodología de la Encuesta de Ocupación Hotelera (EOH)*”

**Availability of unpublished data upon request:** no.

**Availability of data in machine-readable form:** through Internet at: www.indec.mecon.gov.ar/turismo

**Website:** [http://www.indec.mecon.gov.ar](http://www.indec.mecon.gov.ar)
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Sample Survey

- Establishment surveys:
  (2) Report on Number of Employees and Wages and Salaries
  (3) Sample Survey of Employees and Earnings

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

ARMENIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Sample Survey

Organization responsible:

For planning and conduct of the survey: National Statistical Service of Armenia (NSS RA)

For analysis and publication of the results: NSS RA

Periodicity: annual.

Topics covered: employment (full- and part-time, permanent, temporary, seasonal, occasional), status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, usual activity, main and second jobs, and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the resident population aged 16 to 70 years. Excluded are foreigners, household members temporarily absent (more than three months) and persons temporarily present in a household (less than three months).
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond partially to the industries listed in ISIC, Rev.3, although the coding differs in some cases. The following groups are covered: 5510, 5520, 6010, 6021 and 6022, 6210, 6303, 7111, 7112, 7113, 6304, 9232, 9233, 9214, 9219 and 9249.

Employment in the tourism industries: no specific definition. The general definition of employment corresponds to the ILO definition, including persons who were not working but who had jobs or businesses from which they were temporarily absent because of illness or injury, bad weather or mechanical breakdown, vacation or leave, labour disputes, or personal reasons.

Hours of work: weekly actual hours of work in main, secondary and all jobs.

Informal sector: it is defined according to the ILO criteria and refers to both main and all jobs.

Usual activity: it corresponds to the ILO definition and covers persons aged 16 to 70, excluding foreign citizens and persons living in penal and mental institutions.

Classifications:

Branch of economic activity (industry): the classification corresponds partially to ISIC, Rev.3, although the coding differs in some cases.

Occupation: ISCO-1988, major groups 1 to 9, excluding group 0.

Status in employment: all major groups of ICSE-93.

Education: seven groups are used, which can be linked to ISCED-1997.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Social and Economic Situation of the Republic of Armenia, monthly report (in Armenian and English);

Labour Force and Child Employment in Armenia, statistical report, 2004 (in Armenian and English);


Availability of unpublished data upon request: the data are usually presented in percentages, and the survey results are representative of the sampled population only.

Availability of data in machine-readable form: see website.

Website: http://www.armstat.am
ARMENIA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Report on Number of Employees and Wages and Salaries

Organization responsible:

For planning and conduct of the survey: NSS RA

For analysis and publication of the results: NSS RA

Periodicity: quarterly and annual.

Topics covered: quarterly: employment (number of employees), earnings and wage rates, hours of work, industry, sector (public and private), turnover, vacancies and absence from work.

Annually: employment (number of employees), earnings, compensation of employees and labour cost, hours of work, industry and sector (public and private).

Coverage:

Geographical: the whole country

Establishments: medium and small size establishments in all types of economic activities.

Persons covered: wage earners and salaried employees, home workers and working foreigners paid in line with the Armenian legislation.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond partially to the industries listed in ISIC, Rev.3, although the coding differs in some cases. The following groups are covered: 5510, 5520, 6010, 6021 and 6022, 6210, 6303, 7111, 7112, 7113, 6304, 9232, 9233, 9214, 9219 and 9249.

Employment in the tourism industries: refers to the number of employees.

Hours of work: refer to hours actually worked per week (in the quarterly survey).

Earnings: refer to gross monthly earnings. In the quarterly survey, earnings data are classified by full- and part-time workers. In the annual survey, they are classified by sex.

Classifications:

Branch of economic activity (industry): NACE is used, which can be linked to ISIC, Rev.3, although the coding differs in some cases. NACE and ISIC, Rev.3 were introduced in 2006. Prior to this the old All-Union Classification was used.

Occupation: not relevant.

Status in employment: employees only.

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

The survey results are summarized and published at the level of tabulation categories A, B, C and D. Tourism-specific statistics are not tabulated separately.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: see the website.

Website: http://www.armstat.am

ARMENIA – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Sample Survey of Employees and Earnings

Organization responsible:

For planning and conduct of the survey: NSS RA
For analysis and publication of the results: NSS RA

Periodicity: annual.

Topics covered: employment (number of employees), earnings, hours of work, labour cost, industry, turnover, vacancies and absence from work.

Coverage:

Geographical: the whole country

Establishments: small size and micro establishments in the private sector.

Persons covered: wage earners and salaried employees, and working foreigners paid in line with the Armenian legislation.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond partially to the industries listed in ISIC, Rev.3, although the coding differs in some cases. The following groups are covered: 5510, 5520, 6010, 6021 and 6022, 6210, 6303, 7111, 7112, 7113, 6304, 9232, 9233, 9214, 9219 and 9249.

Employment in the tourism industries: refers to the number of employees.

Hours of work: refer to hours actually worked per week.

Earnings: refer to gross monthly earnings, separately for full- and part-time workers.
Classifications:

Branch of economic activity (industry): NACE is used, which can be linked to ISIC, Rev.3, although the coding differs in some cases. NACE and ISIC, Rev.3 were introduced in 2006. Prior to this the old All-Union Classification was used.

Occupation: not relevant.

Status in employment: employees only.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

The survey results are used for internal purposes only, to compute total employment and wages and salaries at the national economy level. Tourism-specific statistics are not tabulated separately.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: in some cases data can be provided on a disk.

Website: http://www.armstat.am
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (LFS)

- Establishment surveys:
  (2) Economic Activity Survey
  (3) Survey of Employee Earnings and hours (SEEH)

- Administrative records and related sources:
  (4) Travel Agency Services

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: construction of the Tourism Satellite Account (TSA) – see Section II below.

AUSTRALIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS)

Organization responsible:

For planning and conduct of the survey: Australian Bureau of Statistics (ABS)

For analysis and publication of the results: ABS

Periodicity: monthly

Topics covered: employment (full- and part-time), main and secondary jobs, status in employment, employment by industry, occupation and education/qualification levels, and hours of work (actual and usual).

Coverage:

Geographical: the whole country.

Population groups: Australian usually resident civilian population aged 15 years and over, excluding members of permanent defence forces, certain diplomatic personnel of overseas governments (customarily excluded from census and population counts), overseas residents in Australia, and members of non-Australian defence forces (and their dependents) stationed in Australia.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the list of tourism industries according to the Australian and New Zealand Standard Industrial Classification (ANZSIC06 and ANZSIC93) follows the groupings of ISIC-3 and SITCA (see Table 1 below).

Employment in the tourism industries: all persons aged 15 years and over who, during the reference week:

a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (comprising employees, employers and own-account workers); or

b) worked for one hour or more without pay in a family business or on a farm (i.e. contributing family workers); or

c) were employees, who had a job, but were not at work and were:
   i) away from work for less than four weeks up to the end of the reference week; or
   ii) away from work for more than four weeks up to the end of the reference week and received pay for some or all of the four week period to the end of the reference week; or
   iii) away from work as a standard work or shift arrangement; or
   iv) on strike or locked out; or
   v) on workers' compensation and expected to return to their job; or

d) were employers or own-account workers, who had a job, business or farm, but were not at work.

Table 1. Tourism industries

<table>
<thead>
<tr>
<th>Activities description</th>
<th>ISIC, Rev.3</th>
<th>ANZSIC93</th>
<th>ANZSIC06</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hotels and similar</td>
<td>5510</td>
<td>5710</td>
<td>4400</td>
</tr>
<tr>
<td>2. Second home ownership (imputed)</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>3. Restaurants and similar</td>
<td>5520</td>
<td>5125, 5720, 5730, 5740</td>
<td>4511, 4512, 4513, 4520, 4530, 8790p</td>
</tr>
<tr>
<td>4. Railway passenger transport services</td>
<td>Part of 6010</td>
<td>6200p</td>
<td>4720p</td>
</tr>
<tr>
<td>5. Road passenger transport services</td>
<td>Part of (6021 and 6022)</td>
<td>6121, 6122, 6200p, 6509p, 6123</td>
<td>4621, 4622, 4720p, 5010p, 5029p, 4623</td>
</tr>
<tr>
<td>6. Water passenger transport services</td>
<td>Part of (6110 and 6120)</td>
<td>6301, 6302, 6303</td>
<td>4820p, 5010p</td>
</tr>
<tr>
<td>7. Air passenger transport services</td>
<td>Part of (6210 and 6220)</td>
<td>6401, 6402, 6403</td>
<td>4900p, 5010p</td>
</tr>
<tr>
<td>8. Transport supporting services</td>
<td>Part of 6303</td>
<td>6619, 6622, 6623, 6629, 6630</td>
<td>5212, 5219, 5220, 5299p, 9533p</td>
</tr>
<tr>
<td>9. Transport equipment rental</td>
<td>Part of (7111, 7112 and 7113)</td>
<td>7741, 7742</td>
<td>6611, 6619p</td>
</tr>
<tr>
<td>10. Travel agencies and similar</td>
<td>6304</td>
<td>6641</td>
<td>7220, 7299p</td>
</tr>
<tr>
<td>11. Cultural services</td>
<td>9232</td>
<td>9233</td>
<td>8910, 8921</td>
</tr>
<tr>
<td>12. Sporting and other recreational services</td>
<td>Part of 9214, 9241, 9219, 9249</td>
<td>9241, 9225, 9311, 9312, 9319, 9330, 9251, 9259, 9321, 9322, 9329</td>
<td>7299p, 9001p, 9002p, 9003, 5029, 8211, 9111, 9112, 9113, 9114, 9121, 9129, 8212p, 9131, 9139p, 9201, 9202, 9209</td>
</tr>
</tbody>
</table>
**Hours of work:** information is collected on hours actually worked in main job and in all jobs, and on usual hours worked per week.

**Informal sector:** not applicable

**Usual activity:** not applicable

**Classifications:**

*Branch of economic activity (industry):* is collected at the four-digit level of ANZSIC. ANZSIC06 is linked to ISIC, Rev.3 (1988) at the four-digit level. Prior to 2006, ANZSIC93 was used. Industry statistics are disseminated at the one digit level of the classification in ABS publications.

*Occupation:* is collected at the four-digit level of the Australian and New Zealand Standard Occupational Classification (ANZSCO06). Prior to 2006, ANZSCO97 was used. ANZSCO06 should be linked to ISCO-1988 in 2007.

Occupation data is disseminated at the one digit level of the classification in publications, according to the following groups: Managers; Professionals; Technicians and Trades Workers; Community and Personal Service Workers; Clerical and Administrative Workers; Sales Workers; Machinery Operators and Drivers; and Labourers.

*Status in employment:* the following groups are used: Employee, Employer, Own-account Worker, Contributing Family worker, and total, in accordance with ICSE-1993.

*Education:* two groups are used, which apply only to persons aged 15 to 24 who are classified as “attending full-time education” or “not attending full-time education”. No details are collected on the highest qualification completed.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

*Labour Force Survey*, catalogue No. 6202.0

Methodological information is available in *Concepts, Sources and Methods*, cat. No. 6102.0.55.001

*ANZSIC*, first edition, cat. No. 1292.0
*ANZSOC*, first edition, cat. No. 1220.0

**Availability of unpublished data upon request:** yes

**Availability of data in machine-readable form:** yes, Excel files sent by e-mail.

**Website:** [http://www.abs.gov.au](http://www.abs.gov.au)

**AUSTRALIA – 2**

**A. SURVEY IDENTIFICATION AND CHARACTERISTICS**

**Title:** Economic Activity Survey
Organization responsible:

For planning and conduct of the survey: ABS
For analysis and publication of the results: ABS

Periodicity:
Tourist Accommodation: quarterly;
Clubs, Pubs, Taverns and Bars; Gambling; Music and Theatre Production; Performing Arts Festivals: 3-yearly;
Casinos: yearly from 1994-1995 to 2000-01, but not since;
Motor Vehicle Hiring: 3-yearly, but not since 1994;
Cafes and restaurants: 5-yearly.

Topics covered: total employment, of which number of employees, and compensation of employees.

Coverage:

Geographical: the whole country

Establishments: all types and sizes of establishments on the ABS Business Register and pertaining to the tourism industries (see below). The ABS Business Register is updated monthly to take account of new businesses and businesses which have ceased employing.

Persons covered: all persons paid wage, salary or a retainer, including managerial and executive employees, employees absent on paid or prepaid leave, employees on workers’ compensation who continue to be paid through the payroll. Excluded are non-salaried directors, self-employed persons such as consultants and contractors, persons paid by commission only, and volunteer workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the tourism industries covered by the Economic Activity Survey are: Tourist Accommodation; Clubs, Pubs, Taverns and Bars; Gambling; Music and Theatre Production; Performing Arts Festivals; Casinos; Motor Vehicle Hiring and Cafes and restaurants.

Employment in the tourism industries: refers to the total number of persons working at each establishment at the end of the survey period.

Hours of work: not applicable.

Earnings: not applicable.

Classifications:

Branch of economic activity (industry): collected at the four-digit level of ANZSIC. ANZSIC06 is linked to ISIC, Rev.2 (1968), ISIC, Rev.3 (1988) at the four-digit level; and to the Standard International Classification of Tourism Activities (SICTA). Prior to 2006, ANZSIC93 was used. Industry data are disseminated at the one digit level of the classification in ABS publications. (See below Table 2. List of industries covered by the Economic Activity Survey).

Occupation: not applicable.
**Status in employment:** the following groups are used: persons (employees) paid a retainer, wage or salary; managerial and executive employees, employees absent on paid or prepaid leave, and employees on workers' compensation who continue to be paid through the payroll. Linked to the International Classification of Status in Employment (ICSE-1993).

**Education:** not applicable.

**Table 2. List of industries covered by the Economic Activity Survey**

<table>
<thead>
<tr>
<th>Characteristic and Connected Tourism</th>
<th>ANZSIC Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel agency and tour operator services</strong></td>
<td>5641 Travel agency services</td>
</tr>
<tr>
<td>Taxi transport</td>
<td>6123 Taxi and other road passenger transport</td>
</tr>
<tr>
<td>Other road transport</td>
<td>611 Road freight transport</td>
</tr>
<tr>
<td>Rail transport</td>
<td>6121 Long distance bus transport</td>
</tr>
<tr>
<td>Air and water transport</td>
<td>6122 Short distance bus transport</td>
</tr>
<tr>
<td>Motor vehicle hiring</td>
<td>7741 Motor vehicle hiring</td>
</tr>
<tr>
<td>Automotive fuel retailing</td>
<td>5521 Automotive fuel retailing</td>
</tr>
<tr>
<td>Accommodation</td>
<td>5710 Accommodation</td>
</tr>
<tr>
<td>Ownership of dwellings</td>
<td>7711 Residential property operators</td>
</tr>
<tr>
<td>Cafes, restaurants and takeaway food outlets</td>
<td>5125 Takeaway food retailing</td>
</tr>
<tr>
<td>Food manufacturing</td>
<td>511 Meat and meat product manufacturing</td>
</tr>
<tr>
<td></td>
<td>212 Dairy product manufacturing</td>
</tr>
<tr>
<td></td>
<td>213 Fruit and vegetable processing</td>
</tr>
<tr>
<td></td>
<td>214 Oil and fat manufacturing</td>
</tr>
<tr>
<td></td>
<td>215 Flour mill and cereal food manufacturing</td>
</tr>
<tr>
<td></td>
<td>216 Bakery product manufacturing</td>
</tr>
<tr>
<td></td>
<td>217 Other food manufacturing</td>
</tr>
<tr>
<td>Beverage manufacturing</td>
<td>218 Beverage and malt manufacturing</td>
</tr>
<tr>
<td>Transport equipment manufacturing</td>
<td>281 Motor vehicle and part manufacturing</td>
</tr>
<tr>
<td>Other manufacturing</td>
<td>282 Other transport equipment manufacturing</td>
</tr>
<tr>
<td>Tobacco product manufacturing</td>
<td>219 Tobacco product manufacturing</td>
</tr>
<tr>
<td>Textile, clothing, footwear and leather manufacturing</td>
<td>22</td>
</tr>
<tr>
<td>Wood and paper product manufacturing</td>
<td>23</td>
</tr>
<tr>
<td>Printing, publishing and recorded media</td>
<td>24</td>
</tr>
<tr>
<td>Petroleum, coal, chemical and associated product manufacturing</td>
<td>25</td>
</tr>
<tr>
<td>Non-metallic mineral product manufacturing</td>
<td>26</td>
</tr>
<tr>
<td>Metal product manufacturing</td>
<td>27</td>
</tr>
<tr>
<td>Machinery and equipment manufacturing</td>
<td>283</td>
</tr>
<tr>
<td>Electronic manufacturing</td>
<td>284</td>
</tr>
<tr>
<td>Electrical equipment and appliance manufacturing</td>
<td>285</td>
</tr>
<tr>
<td>Industry machinery and equipment manufacturing</td>
<td>286</td>
</tr>
<tr>
<td>Other manufacturing</td>
<td>29</td>
</tr>
<tr>
<td>Other retail trade</td>
<td>51 Food retailing</td>
</tr>
<tr>
<td>Personal and household good retailing</td>
<td>52</td>
</tr>
<tr>
<td>Motor vehicle retailing</td>
<td>531</td>
</tr>
<tr>
<td>Automotive electrical services</td>
<td>5322</td>
</tr>
<tr>
<td>Smash repairing</td>
<td>5323</td>
</tr>
<tr>
<td>Tyre retailing</td>
<td>5324</td>
</tr>
<tr>
<td>Automotive repair and services nec</td>
<td>5329</td>
</tr>
<tr>
<td>Clubs, pubs, taverns and bars</td>
<td>5720 Pubs, taverns and bars</td>
</tr>
<tr>
<td>Clubs (hospitality)</td>
<td>5740</td>
</tr>
<tr>
<td>Gambling services</td>
<td>92</td>
</tr>
<tr>
<td>Libraries, museums and arts</td>
<td>92</td>
</tr>
<tr>
<td>Motion picture, radio and television services</td>
<td>951</td>
</tr>
<tr>
<td>Sport</td>
<td>953</td>
</tr>
<tr>
<td>Other recreation services</td>
<td>953</td>
</tr>
<tr>
<td>Education</td>
<td>94</td>
</tr>
<tr>
<td>All other industries</td>
<td>All other industries</td>
</tr>
</tbody>
</table>
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Tourist Accommodation, Australia, cat. No. 8635.0; most recent, June 2006

Clubs, Pubs, Taverns and Bars, Australia, cat. No. 8687.0, most recent, 2004-05

Casinos, Australia, cat. No. 8683.0, most recent 2000-01

Gambling Services, Australia, cat. No. 8684.0, most recent 2004-05

Motor Vehicle Hire Industry, Australia, cat. No. 8652.0, most recent 1991-92

Music and Theatre Production: Performing Arts, Australia, cat. No. 8697.0, most recent 2002-03

Cafes and Restaurants, Australia, cat. No. 8655.0, most recent 2003-04

Availability of unpublished data upon request: yes, for a fee.

Availability of data in machine-readable form: yes.

Website: http://www.abs.gov.au

AUSTRALIA – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Survey of Employee Earnings and Hours (SEEH)

Organization responsible:

For planning and conduct of the survey: ABS

For analysis and publication of the results: ABS

Periodicity: biennial.

Topics covered: total employment, of which number of employees (by industry, public and private sector); earnings and hours of work.

Coverage:

Geographical: the whole country

Establishments: all types and sizes of establishments on the ABS Business Register, except: enterprises primarily engaged in agriculture, forestry and fishing private households employing staff foreign embassies, consulates, etc.

Persons covered: all employees provided they received pay for the reference period. Excluded are members of Australian permanent defence forces; employees based outside Australia; employees on workers’ compensation who aren’t paid through the payroll.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the list of tourism industries according to the classifications ANZSIC06 and ANZSIC93 is linked to ISIC-3 and SITCA.

Employment in the tourism industries: refers to the total number of persons working at each establishment at the end of the reference period. The following categories are separately identified:

Employees: persons who worked for a private or public employer and received pay for the reference period in the form of wages or salaries, a commission while also receiving a retainer, tips, piece rates or payments in kind. Persons who operated their own incorporated business with or without hiring employees are also included as employees.

Adult employees: employees who are 21 years of age or over, and employees under 21 who are paid at the full adult rate for their occupation.

Casual employees: employees who usually receive a higher rate of pay to compensate for lack of permanency and leave entitlements.

Full-time employees: employees who normally work the agreed or award hours for a full-time employee in their occupation. If agreed or award hours do not apply, employees are regarded as full-time if they usually work 35 hours or more per week. If this is not the case, other employees are considered as part-time employees.

Junior employees: employees who are under 21 years of age and are not paid at the full adult rate for their occupation.

Managerial employees: employees who are in charge of a significant number of employees and/or have strategic responsibilities in the conduct or operations of the organisation, and usually do not have an entitlement to paid overtime. Includes professionally qualified staff who primarily perform managerial tasks in conjunction with utilising their professional skills. Working proprietors and working directors of their own incorporated businesses are regarded as managerial employees.

Non-managerial employees: employees who are not managerial employees as defined above, including non-managerial professionals and some employees with supervisory responsibility.

Permanent or fixed-term employees: permanent employees are usually employed on an ongoing basis and are entitled to paid annual and sick leave. Fixed-term employees are employed for a specified period of employment, and may be entitled to paid leave.

Working proprietors of incorporated businesses: employees of their own business. As they differ from other employees in having the power to determine their own pay and working hours (subject to the earnings of the business and other factors), they are separately identified.

Hours of work: hours paid for (both ordinary and overtime), collected separately for full- and part-time employees and available by sex, industry and occupation.

Earnings: ordinary earnings, overtime earnings; average earnings per person; and average weekly earnings.

Earnings data are classified according to full- and part-time employees, managerial and non-managerial employees; permanent and casual employees, sex, private and public sectors, industry, occupation and method of setting pay.
Classifications:

Branch of economic activity (industry): collected at the four-digit level of ANZSIC. ANZSIC06 is linked to ISIC, Rev.2 (1968), ISIC, Rev.3 (1988) at the four-digit level; and to the Standard International Classification of Tourism Activities (SICTA). Prior to 2006, ANZSIC93 was used. 506 industry groups are used at the most detailed level, which are then further grouped into 19 groups at the one-digit level (see below) for dissemination:

Agriculture, Forestry and Fishing
Mining
Manufacturing
Electricity, Gas, Water and Waste Services
Construction
Wholesale Trade
Retail Trade
Accommodation and Food Services
Transport, Postal and Warehousing
Information Media and Telecommunications
Financial and Insurance Services
Rental, Hiring and Real Estate Services
Professional, Scientific and Technical Services
Administrative and Support Services
Public Administration and Safety
Education and Training
Health Care and Social Assistance
Arts and Recreation Services
Other Services

Note: the Agriculture, Forestry and Fishing industry is excluded from this particular survey

Occupation: data are collected according to the 998 most detailed occupational groups of ANZSCO06. They are then grouped into the following eight groups (at the one-digit level) for dissemination: Managers; Professionals; Technicians and Trades Workers; Community and Personal Service Workers; Clerical and Administrative Workers; Sales Workers; Machinery Operators and Drivers; and Labourers.

ANZSCO will be linked to the International Standard Classification of Occupations ISCO-1988 in 2007.

Status in employment: employees only.

Education: not applicable.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Employee, Earnings and Hours, cat. No. 6306.0

Concepts, Sources and Methods, cat. No. 6102.0.55.001

Availability of unpublished data upon request: yes.
Availability of data in machine-readable form: yes.

Website: [http://www.abs.gov.au](http://www.abs.gov.au)

AUSTRALIA – 4

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Travel Agency Services, Australia

Responsible Organization

For data collection: Travel Compensation Fund (TCF)

For statistical processing, publication and dissemination of the statistics: ABS

Source of data: a census of travel agency businesses licensed with the Travel Compensation Fund (TCF) and classified to Class 6641 – Travel Agency Services (part) of the Australian and New Zealand Standard Industrial Classification (ANZSIC). The TCF is a regulatory body requiring all travel agencies (except those operated by government or located in the Northern Territory) to furnish a range of data and certified information about their operations. The list is updated annually to include new licensees.

Periodicity: annually, as of June of each year

Topics covered: employment by sex and annual earnings

Coverage:

Geographical: the whole country. Excluded from the scope of the TCF list of licensed travel agencies are those located in the Northern Territory.

Establishments: travel agencies licensed with the TCF and classified to Class 6641. This class comprises businesses mainly engaged in the provision of travel agency services such as transport, accommodation booking and tour wholesaling or retailing. Although tourist bureau services are included in ANZSIC Class 6641, tourist bureaux are excluded from the scope of the current collection, since their main income source is non-travel activities such as the sale of souvenir products.

Also excluded from the scope of the collection are three other types of business or agency:

Businesses such as domestic and international airlines, which carry out travel agency activities but are mainly engaged in other activities (e.g. providing airline transport services).

Travel agencies operating solely in the Northern Territory, which are not required to be licensed with the TCF.

 Agencies classified to Standard Institutional Sector Classification of Australia 3000 – General Government. However, government-owned or majority-owned public trading enterprises are within the scope of this data collection.
Persons covered: total employment at end of June, i.e. all working proprietors, partners and employees on the payroll of the business during the last pay period of June. Permanent, temporary and casual employees and employees absent on paid or prepaid leave are included. Non-salaried directors, self-employed persons such as consultants and contractors, persons paid by commission only and unpaid workers are excluded.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: this data collection concerns Class 6641 – Travel Agency Services (part) of ANZSIC93 – Class 6304 of ISIC, Rev.3

Employment in the tourism industries: the following categories are separately identified:

Employees: including working directors and other employees working for a business during the last pay period ending in June of the reference year.

Full-time employees: persons on the payroll of the business during the reference period, who normally work 35 or more hours per week.

Part-time employees: persons who normally work less than 35 hours per week.

Working proprietors and working partners of unincorporated businesses, who are not considered as employees.

Hours of work: not applicable.

Earnings: refer to annual gross earnings of employees.

Classifications:

Branch of economic activity (industry): ANZSIC93 group 664 and class 6641. Industry data is disseminated at the class level. Linked to ISIC, Rev.3 (1990) – see Table 1 above.

Occupation: not applicable.

Status in employment: (i) employees and (ii) working proprietors and partners of unincorporated businesses.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Travel Agency Services, Australia, cat. No. 8653.0; annual, published some two years after the reference year; most recent publication: 2003-04.

Availability of unpublished data upon request: yes.

Website: http://www.abs.gov.au
II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:

Official national data appear in the Tourism Satellite Account (TSA) and are based on a combination of sources.

Tourism employment is derived somewhat simplistically for each industry by applying the tourism value added industry ratios from each of the benchmark years to employment estimates for each industry in subsequent years. The employment estimates between benchmark years are smoothed. This method of using the tourism value added industry ratios involves an assumption that the employment generated by tourism in each industry is in direct proportion to value added generated by tourism in the benchmark year.

Details by industry of employment are collected in the Labour Force Survey (LFS) in the February, May, August and November months. Estimates of the number of employed persons by industry and in total are calculated as the average of these four months. Total employment is derived by adding employment in the defence forces to the civilian labour force. To the extent that the survey months exclude the major Christmas holiday period, there could be some downward bias in estimates for the tourism industries.

The exceptions are the accommodation, travel agency, cafes and restaurants, clubs, pubs, taverns and bars, casinos and other gambling services, and air and water transport industries, where employer survey data have been used when available. Employment in these industries has been extrapolated using movements in the LFS for the updated years.

Some of the tourism industries in the TSA have been compressed in the tables relating to employment, because the LFS is not designed to produce estimates of sufficient accuracy for some of the fine-level industries in the TSA.

Documentation:

*Explanatory notes; Tourism Satellite Account; ABS cat. No. 5249.0, dated 2004-05.*
AUSTRIA

I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Microcensus-Labour Force Survey (Microzensus-Arbeitskräfteerhebung)

- Establishment surveys:
  (2) Structural Business Statistics (Leistungs- und Strukturstatistik)

- Administrative records and related sources:
  (3) Social Security Records
  (4) Wage Tax Statistics (Lohnsteuerstatistik)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

AUSTRIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Microcensus-Labour Force Survey (part of the European Labour Force Survey under EUROSTAT’s auspices)

Organization responsible:

For planning and conduct of the survey: Statistics Austria

For analysis and publication of the results: Statistics Austria

Periodicity: continuous, with monthly results.

Topics covered: employment, duration of employment (permanent, fixed-term, temporary, seasonal, occasional), status in employment, industry, sector (public, private and informal), occupation and education/qualification levels, usual activity, main and second job(s), and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the resident non-institutional population of Austria, excluding unsettled persons.

Conscripts and people on community services are excluded from the published results.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3 and SICTA.

Employment in the tourism industries: no specific definition.

The general definition of employment covers persons aged 15 years or over who have a regular job of one or more hours per week, as well as persons with an irregular job if they worked for at least one hour during the reference week. Included are:

- Contributing family workers at work during the reference week;
- Full- or part-time workers seeking other work;
- Persons who performed some work for pay or profit during the reference week but who were subject to Compulsory schooling, or retired and receiving a pension, or registered as job seekers at an employment Office, or receiving unemployment benefits;
- Full- and part-time students working full- or part-time;
- Paid or unpaid apprentices and trainees;
- Participants in employment promotion schemes;
- Persons engaged in the production of goods for own final use;
- Members of the armed forces (career members, volunteers and conscripts and
  Persons on civilian service equivalent to military service.

Also included are persons with a job or enterprise, who were temporarily absent from work during the reference week because of: illness or injury; vacation or annual leave; maternity, paternity or parental leave; educational or training leave of a duration of up to one year, labour management dispute; or bad weather, mechanical breakdown, etc. This includes contributing family workers temporarily absent from work during the reference week.

Excluded are: seasonal workers not at work during the off-season; persons on educational or training leave of a duration of more than one year; persons on temporary or indefinite lay-off without pay; persons on unpaid leave initiated by the employer; persons rendering unpaid or personal services to members of their own household; and persons engaged in volunteer community or social services work.

Hours of work: information is collected on hours actually worked during the reference week on main and second jobs, as well as usual hours of work.

Informal sector: this sector is in principle covered, but cannot be identified.

Usual activity: refers to the respondent’s main activity.

Classifications:

Branch of economic activity (industry): NACE, Rev.1, coded at the four-digit level.

Occupation: ISCO-1988 (COM), coded at the four-digit level.

Status in employment: coded as in ICSE-93 with the following additional groups: blue-collar workers, white-collar workers in the private sector, and civil servants.

Education: according to the national school system. The statistics can be linked to ISCED-1997.
C. DOCUMENTATION AND DISSEMINATION

Main publication:

_Arbeitkräfteerhebung 2005, Ergebnisse des Mikrozensus_ (annual).

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: [http://www.statistik.at](http://www.statistik.at)

AUSTRIA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Structural Business Statistics (Leistungs- und Strukturstatistik)

Organization responsible:

For planning and conduct of the survey: Statistics Austria, Directorate Business Statistics - Services

For analysis and publication of the results: Statistics Austria, Directorate Business Statistics - Services

Periodicity: annual.

Topics covered: employment (number of persons engaged and employees) and compensation of employees.

Coverage:

_Geographical:_ the whole country

_Establishments:_ all enterprises within the scope of the survey, i.e. enterprises above a predefined threshold value of a yearly turnover of EUROS 750,000. For enterprises below this threshold, a model-based estimation on the basis of information of the business register and administrative sources (Tax authorities, Social Security records) is used on a single enterprise basis.

_Persons covered:_ all persons employed, divided into self-employed workers, blue-collar workers, white-collar workers, apprentices and part-time employees, males and females. Excluded are foreigners and expatriate workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the national version of NACE, Rev. 1.1 (ÖNACE 2003) and to the industries listed under ISIC, Rev.3.

Employment in the tourism industries: refers to the number of persons employed according to the European Commission Regulation (EC) No. 2700/98 of 17 December 1998 concerning the definitions of characteristics for structural business statistics.

Hours of work: not relevant.
Earnings: refer to compensation of employees (i.e. personnel costs, according to the EC Commission Regulation No. 2700/98 of 17 December 19978), i.e. gross earnings paid by an employer to an employee in return for work done during the reference period. Personnel costs are divided into gross wages, gross salaries, gross compensation paid to apprentices, and employers' compulsory social security contributions.

Classifications:

Branch of economic activity (industry): collected and disseminated at the four-digit level of NACE, Rev.1.1.

Occupation: not relevant.

Status in employment: persons employed (i.e. employers, self-employed and employees).

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Structural Business Statistics 20XX – Production and Services;

Structural Business Statistics 20XX – Services

Statistical yearbook

Statistical News (different articles)

Methodological information is available in Methodological notes:
http://www.statistik.at/englisch/results/business/structural_txt.shtml


Availability of unpublished data upon request: yes; the results can be broken down at NACE Rev. 1.1 six-digit level on request.

Availability of data in machine-readable form: yes (e.g. Excel files).

Website: http://www.statistik.gv.at

AUSTRIA – 3

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Beschäftigtenstatistik, Einkommensstatistik (statistics of persons employed, income statistics)
Organization responsible:

For data collection and statistical processing: Hauptverband der österreichischen Sozialversicherungsträger (Main Association of Austrian Social Security Institutions)

For publication and dissemination of the statistics: Main Association of Austrian Social Security Institutions and Statistics Austria

Source of data: Social Security records.

Periodicity: employment: monthly, with reference to the last day of the month.

Earnings: yearly, monthly average of the whole year.

Topics covered: employment and earnings by age and sex.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments with at least one employee in the public and private sectors.

Persons covered: employees only.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: all industries listed in ISIC, Rev. 3 and SICTA, excluding second home ownership.

Employment in the tourism industries: persons employed include all persons insured due to employment because of legal regulations, i.e. employees (wage earners/manual workers, and salaried employees/non-manual workers), self-employed persons, retired persons and the unemployed. Adult workers are persons aged 15 years and above.

Hours of work: not relevant.

Earnings: gross monthly earnings refer to all payments subject to social security contributions.

Classifications:

Branch of economic activity (industry): NACE, Rev.1.1. Data on employees are coded according to 224 groups.

Occupation: not relevant.

Status in employment: according to the Social Security classification: 220 groups and all persons employed.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

*Statistical Yearbook* (most recent: 2007);

Hauptverband der österreichischen Sozialversicherungsträger: *Beschäftigtenstatistik*

Availability of unpublished data upon request: not available.

Website: [http://www.statistik.gv.at](http://www.statistik.gv.at)

AUSTRIA – 4

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

**Title:** Wage Tax Statistics (Lohnsteuerstatistik)

**Organization responsible:**

For data collection: Ministry of Finance

For statistical processing and publication and dissemination of the statistics: Statistics Austria, Directorate Macroeconomic Statistics, Tax Statistics Branch.

**Source of data:** forms filled in by every employer for each job any dependent employee is holding.

**Periodicity:** yearly with reference to the full year.

**Topics covered:** employment (full- and part-time, year-round and seasonal), wage tax payments, tax free earnings, flat taxed earnings, pension earnings, pension earnings, and social contributions.

**Coverage:**

- **Geographical:** the whole country.
- **Establishments:** all types and sizes of establishments in the public and private sectors.
- **Persons covered:** employees only. Self-employed persons are not covered by the Wage Tax Statistics database, but by the Income Tax Statistics database, which has a larger compilation time lag (t+3 years).

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

**Tourism industries:** this administrative source might be used to derive tourism statistics/accounting, but is currently not used for this purpose.

**Employment in the tourism industries:** any person for whom an employment record has been filled in. This can be an intern, a one-day hire for a trade fair, a fashion model that does not work as self-employed, a director general of a trans-national corporation, etc. i.e. anyone who has been officially employed by someone for any duration of time during the given calendar year. Social insurance contributions for these persons have to be stated by the employer in the wage tax form.
Hours of work: not relevant; but the employer has to indicate whether the employee is a full- or part-time worker.

Earnings: gross and net yearly earnings after deduction of employees’ social security contributions, other contributions and personal income tax. The monetary value of categories of earnings in kind is defined by the Ministry of Finance for taxation purposes.

Pension earnings are also covered and can be clearly identified separately from employment earnings, but cannot be classified by NACE category.

Classifications:

Branch of economic activity (industry): ÖNACE, coded according to 722 groups at the six-digit level. Data are disseminated at the section and cluster of sections level.

Occupation: not relevant.

Status in employment: employees only.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Statistik der Lohnsteuer (annual); published one year after the reference year. The latest publication is entitled Statistik der Lohnsteuer 2005; Kommissionsverlag.

Availability of unpublished data upon request: yes.

Website: http://www.statistik.at/neuerscheinungen/lohnsteuer05.shtml
AZERBAIJAN

I. Statistical sources used for data collection

– Administrative records and related sources:
  Statistical Report Forms: 4-Labour, 1-Hotel, 1-Tourism

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are based on the above-mentioned source.

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Report on the number of employees, wages and staff movement. Report on hotel activities. Report on tourism-enterprise activities.

Organization responsible:
For data collection, statistical processing, publication and dissemination of the statistics: State Statistical Committee

Source of data: Statistical Reports.

Periodicity: half-yearly.

Topics covered: employment and earnings.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments.

Persons covered: all persons employed.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to ISIC, Rev.3 and SICTA.

Employment: all persons employed in the relevant establishments/enterprises.

Hours of work: not relevant.

Earnings: refer to gross monthly earnings of employees.
Data are also collected on hourly wage and salary rates.

Classifications:

*Branch of economic activity*: NACE, which can be linked to ISIC, Rev.3. Data are collected and coded to 224 groups. Tourism statistics can be classified at the two-digit level of SICTA.

*Occupation*: ISCO-88. Data are coded according to 399 classes and sub-groups, and disseminated at the four-digit level.


**C. DOCUMENTATION AND DISSEMINATION**

*Main publications:*

An annual publication presents the most important statistics including tourism statistics in Azerbaijan. The most recent publication refers to 2005.

*Website:* [http://www.azstat.org](http://www.azstat.org)
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (LFS)

- Establishment surveys:
  (2) Occupational Wage Survey (OWS)

- Administrative records and related sources:
  (3) Occupations and Wages in the Hotel Industry (Business Establishment Report)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national data are derived from a combination of the above-mentioned sources. The first attempt to construct the Tourism Satellite Account was carried out with reference to the year 2003 (see Section II below).

BAHAMAS – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS)

Organization responsible:

For planning and conduct of the survey: Department of Statistics (DOS)

For analysis and publication of the results: DOS

Periodicity: annual.

Topics covered: employment (full- and part-time, seasonal), status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, main and second job, wages and hours of work.

Coverage:

Geographical: New Providence, Grand Bahama and selected Family Islands.

Population groups: persons aged 15 years and over who are usual residents, and engaged in or willing and able to be engaged in the production of goods and services, with the exclusion of the institutional population.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3 and SICTA.

Employment in the tourism industries: no specific definition.

The general definition of employment covers persons aged 15 years and over who are employed for pay in cash or in kind, or are self-employed during the reference week. Included are persons with a job but temporarily absent due to illness or injury, vacation or annual leave, maternity or paternity leave, educational or training leave, absence without leave, labour management dispute, bad weather, mechanical breakdown, etc.

Hours of work: information is collected on hours actually worked during the reference week on main and second jobs, and on usual hours of work per week.

Informal sector: informal businesses are identified as businesses working without a business license.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3.

Occupation: ISCO-88.

Status in employment: coded according to ICSE-93.

Education: information is collected on the highest level of education attained, as follows:
no schooling
primary
incomplete secondary
complete secondary
university 1-2
university 3+
other tertiary institution.
This classification can be linked to ISCED-1976.
Information is also collected on the highest certificate, diploma or degree earned, according to nine levels.

C. DOCUMENTATION AND DISSEMINATION

Main publication:


Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes, on diskette and Internet.

Website: http://www.bahamas.gov.bs (Department of Statistics)
BAHAMAS – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Occupational Wage Survey (OWS)

Organization responsible:

For planning and conduct of the survey: DOS

For analysis and publication of the results: DOS

Periodicity: biennial.

Topics covered: employment, wages, hours of work, industry and private sector.

Coverage:

Geographical: most populated and economically active areas in the country.

Establishments: all establishments with 5 or more employees.

Persons covered: all employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed under ISIC, Rev.3 and SICTA.

Employment in the tourism industries: all employees, i.e. wage earners and salaried employees, permanent and temporary, full- and part-time workers, and apprentices.

Hours of work: normal hours of work and actual hours worked, per day, week, fortnight or month. Data are reported per week.

Earnings: remuneration in cash paid to employees, as a rule at regular intervals, for time worked or work done, together with remuneration for time not worked, such as annual vacation, other paid leave or holidays.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3. Data are disseminated at the one-digit level.

Occupation: ISCO-88.

Status in employment: employees.

Education: information not available.
C. DOCUMENTATION AND DISSEMINATION

Main publication:


Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: [http://www.bahamas.gov.bs](http://www.bahamas.gov.bs)

BAHAMAS – 3

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Occupations and Wages in the Hotel Industry

Organization responsible:

For data collection: Bahamas Hotel Employers Association (BHEA)

For statistical processing, publication and dissemination of the statistics: DOS

Source of data: Employers’ reports to BHEA.

Periodicity: annual.

Topics covered: employment by sex, occupation, wage rates and hours of work.

Coverage:

*Geographical:* the whole country.

*Establishments:* certain types and sizes of establishments in the public and private sectors.

*Persons covered:* employees only.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

**Tourism industries:** industries listed in ISIC, Rev. 3, excluding: second home ownership (imputed) (part of 7010); railway passenger transport services (part of 6010); sporting and other recreational services (part of 9214 and 9219).

**Employment in the tourism industries:** persons aged 15 years and over who work for public or private employers and receive remuneration in wages, salary, commission, tips or piece rates.

**Hours of work:** usual hours worked by employees, by category (wage earners and salaried employees), full- and part-time and sex.
Earnings: basic weekly salary (wage and salary rates) of employees, by category (wage earners and salaried employees), full- and part-time and sex.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3.

Occupation: ISCO-88.

Status in employment: employees.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Occupations and Wages in the Hotel industry (annual); published some 6 months after the reference period. The most recent issue refers to 2005.

Availability of unpublished data upon request: yes.

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national data are derived from a combination of the above-mentioned sources.

The Bahamas developed the first model of Tourism Satellite Account (TSA) for The Bahamas for the calendar year 2003, following the approach recommended in the Methodological Framework produced by the WTO, OECD, UN, and European Commission.

Employment and wages data in the tourism sector are compiled by the National Income Accounts of the Department of Statistics.

Methodological information on various sources used to construct the TSA is available from the Bahamas Tourism and Hospitality Information Network, Ministry of Tourism, at: http://www.tourismbahamas.org (Statistics, Satellite Accounts).
I. Statistical sources used for data collection

– Administrative records and related sources: Annual Report from the General Organization for Social Insurance

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned source.

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Annual Report from the General Organisation for Social Insurance (GOSI)

Organization responsible:

For data collection, statistical processing and publication/dissemination of the statistics: General Organisation for Social Insurance (GOSI).

Source of data: Social Insurance records.

Periodicity: monthly.

Topics covered: employment, wages and hours of work.

Coverage:

Geographical: the whole country.

Establishments: establishments with five or more employees in the private sector.

Persons covered: employees and self-employed persons insured with the Social Insurance Organisation.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: not available.

Employment in the tourism industries: no definition is available, but a distinction is made between Bahraini and non-Bahraini employees.

Hours of work: normal weekly hours of work established by laws and regulations.
Wages: monthly wage rates actually paid and gross cash earnings of employees, by nationality (Bahraini and foreigners).

Classifications:

Branch of economic activity (industry): Bahrain Industrial Classification of economic activities. Data are collected and disseminated at the two-digit level (division), and the classification which is linked to ISIC, Rev.2 (1968).

Occupation: Bahrain Occupational Classification and Description. Data are collected at the five-digit level. The classification can be linked to ISCO-1988.

Status in employment: paid employees and unpaid employed persons.

C. DOCUMENTATION AND DISSEMINATION

Main publication:


Availability of unpublished data upon request: no.

Website: http://www.gosibahrain.org/english/statistical_reports.htm
I. Statistical source used for data collection

– Labour force or other household based sample surveys:
  Continuous Household Labour Force Survey (CLFSS)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: statistics are based on the above-mentioned source.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Continuous Household Labour Force Survey (CLFSS)

Organization responsible:

For planning and conduct of the survey: Barbados Statistical Service

For analysis and publication of the results: Barbados Statistical Service

Periodicity: quarterly.

Topics covered: employment (full- and part-time), status in employment, industry, sector (public/private), occupation, education/qualification levels, main and second jobs, years of work experience, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the resident non-institutional population aged 15 years and over, excluding homeless persons, non-resident citizens and foreigners.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include Hotels, Restaurants and Night Clubs; Taxis and rented Vehicles; and Water Transport and operations of excursion, cruise and sightseeing boats.

Employment in the tourism industries: no specific definition.

The general definition of employment covers persons aged 15 years and over who performed some work for pay or profit during the reference week; and persons who, having already worked in their present job or business, were temporarily absent from work during the reference week because of illness, injury, industrial dispute, vacation or other leave, or temporary disorganization of work due to reasons such as bad weather or mechanical breakdown.
**Hours of work:** information is collected on hours actually worked during the reference week and usual hours, on all jobs. Data are collected by ranges: None; under 5 hours; 5-9; 10-14; 15-19; 20-24; 25-29; 30-34; 35-39; 40-44; and 45 hours and more.

**Informal sector:** not relevant.

**Usual activity:** not relevant.

**Classifications:**

*Branch of economic activity (industry):* Barbados Standard Industrial Classification (BARSIC) which is an adaptation of ISIC, Rev.3. Tourism industries correspond to sub-groups 64, 7120 and 72. Data are disseminated at the one-digit level of BARSIC, under “Tourism”.

*Occupation:* Barbados Standard Occupational Classification (BARSOC), which is based on ISCO-1988. Data are disseminated to the one-digit level (nine major groups).

*Status in employment:* six groups are used (Employer; Employee in Government Service; Employee in Private sector; Self-employed person; Unpaid Contributing Family Worker; and Apprentice. These groups can be linked to ICSE-93 and can be made available on request.

*Education:* the following groups are used:

1. Primary, elementary, composite and learning centres
2. Secondary
3. University/College
4. Technical/vocational
5. Other

Data are available on request.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**


**Availability of unpublished data upon request:** yes.

**Availability of data in machine-readable form:** yes.

**Website:** [http://www.bgis.gov.bb/stats](http://www.bgis.gov.bb/stats)
BELGIUM

I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (Enquête sur les Forces de Travail – EFT)

- Establishment surveys:
  (2) Survey on Wage Structure and Distribution (Statistique sur la structure et la répartition des salaires)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are based on the two above-mentioned sources.

BELGIUM – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (Enquête sur les Forces de Travail - EFT)

Organization responsible:

For planning and conduct of the survey: Direction générale Statistique et Information économique (SPF Economie, PME, Classes moyennes et Energie) (FPS Economy, SMEs, Self-employed and Energy)

For analysis and publication of the results: EUROSTAT

Periodicity: continuous survey with annual results.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary and occasional), main and second jobs, usual activity, duration of employment, status in employment, industry, sector (public and private), occupation and education/qualification levels, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: persons aged 15 years and over. Excluded are institutional populations and persons living abroad.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: defined according to NACE, Rev.1 at the two-digit level.

Employment in the tourism industries: no specific definition.
The general definition of employment includes persons aged 15 years and over who during the reference week were in one of the following categories:

Paid employment:
Persons at work: persons who during the reference week performed some work (with or without a formal contract) for wage or salary or remuneration in cash or in kind.
Persons with a job but not at work: persons who, having already worked in their present job, were absent from work during the reference week (owing to vacation, illness, maternity leave, labour management dispute, bad weather or other reasons) and had a formal attachment to their job.
Apprentices who received pay in cash or in kind are considered to be paid employees.

Self-employment: persons at work:
Persons who during the reference week performed some work for profit or family gain in cash or in kind (unpaid family helpers are considered to be self-employed persons).
Persons with an enterprise but not at work: persons with an enterprise (an industrial or business enterprise, a farm or a service undertaking) who were temporarily not at work during the reference week for any specific reason.

In practice, the notion of work performed during the reference week is interpreted as work for at least one hour.

Included are: persons temporarily absent from work, for a period of less than three months, owing to illness or accident, parental leave, educational or training leave, absence without leave, labour management dispute, bad weather or mechanical breakdown, and persons on annual leave or on maternity or paternity leave; persons laid off for a period of less than three months; persons who performed some work for pay or profit during the reference week but were subject to compulsory schooling, or retired and receiving a pension, or registered as job-seekers at an employment office, or receiving unemployment benefit; full- and part-time students working full or part time; paid apprentices and trainees; unpaid family workers who were working during the reference week; volunteer and career members of the armed forces.

Hours of work: hours actually worked during the reference week and usual hours of work, in main and second jobs. Information is also collected on contractual hours worked in main paid employment job.

Informal sector: not applicable

Usual activity: usual activity during the reference week.

Classifications:

Branch of economic activity (industry): NACE, Rev.1 coded at the two-digit level. Data are disseminated at the one- and two-digit levels.

Occupation: ISCO-88 (COM), coded at the three-digit level. Data are disseminated at the one- and two-digit levels.

Status in employment: the following groups are used:
Private sector wage earner;
Private sector salaried employee;
Public sector statutory civil servant;
Public sector contractual employee;
Self-employed without employees (own-account workers);
Self-employed with employees (employers);
Unpaid contributing family worker.

This classification can be linked to ICSE-1993. Data are made available on request, according to the required groupings.

Education: national classification; 13 categories are used: primary (or no qualification); general lower secondary; technical, arts or vocational lower secondary; general upper secondary; technical upper secondary; arts upper secondary; vocational upper secondary; post-secondary non-tertiary; non-university tertiary (short or long courses); university; university second stage; post-graduate.
This classification can be linked to ISCED-1997. Data are disseminated according to 3 to 6 groups.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Emploi et Chômage: Enquête sur les Forces de Travail (annual). The most recent data refer to 2005 in 2007. The survey results and methodological information are available on the following website: http://statbel.fgov.be

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://statbel.fgov.be

BELGIUM – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Survey on Wage Structure and Distribution (Statistique sur la structure et la répartition des salaires)

Organization responsible:

For planning and conduct of the survey: Direction générale Statistique et Information économique (SPF Economie, PME, Classes moyennes et Energie) (FPS Economy, SMEs, Self-employed and Energy)

For analysis and publication of the results: Direction générale Statistique et Information économique, EUROSTAT, Universities and Research Institutes.

Periodicity: annual.

Topics covered: number of employees (full- and part-time), industry, occupation, education/qualification levels, wages and compensation of employees. Also covered are absences from work, type of contract, collective agreement, number of days of contractual leave and type of ownership.
Coverage:

*Geographical:* the whole country

*Establishments:* enterprises with 10 or more employees in sectors C to K and M to O (since 2006) of NACE, Rev.1.

*Persons covered:* all employees (wage earners and salaried employees). Excluded are managerial and executive employees who do not receive a salary, workers subcontracted from other enterprises, persons permanently employed in an establishment abroad, unpaid contributing workers, home workers and self-employed persons.

**B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS**

Tourism industries: they correspond to the industries listed in ISIC, Rev.3, with some differences at the coding level:
5520: camping sites and other short-term accommodation;
5530: restaurants
5540: cafes
5550: canteens and caterers
6330: travel agencies and tour operators
9261, 9262, 9271 and 9272: sporting and other recreational services.

Employment in the tourism industries: refers to employees classified by level of qualification, type of contract (without limit of time; fixed-term; apprentices; others), nationality, sex, age, seniority in the enterprise, and occupation.

Hours of work: refer to the following concepts with reference to the month of October:
Contractual hours of work: hours fixed by employment contract; excluding lunch break and overtime;
Total number of hours paid for, including overtime, night work and week-end work;
Overtime actually worked and paid for;
Hours not worked but fully paid by the employer, due to sick leave and occupational accident;
Hours not worked but fully paid by the employer, due to other absences (e.g. annual leave, compulsory medical check-up, official days off);
Hours not worked and not fully paid by the employer.

Data are collected by type of contract, nationality, sex, age, seniority in the enterprise, occupation and level of education/training.

Earnings: refer to gross earnings during the pay period. Included are payments for overtime, team and shift work, week-end and night work, all regular premiums, bonuses and commissions, and payments for hours not worked but fully paid by the employer.

Data are classified according to the same characteristics as employment and hours of work.

Classifications:

Branch of economic activity (industry): collected at the five-digit level of NACE, Rev.1.-Data are disseminated at the two-digit level.

Occupation: ISCO-88 (COM), coded according to 104 groups at the three-digit level. Data are disseminated at the two-digit level.
Status in employment: employees only.

Education: eight groups are used:
primary (or no schooling);
lower secondary;
general upper secondary;
technical or vocational upper secondary;
post-secondary non-tertiary short courses;
university and university second stage long courses;
post-graduate;
PhD with thesis.
This classification can be linked to ISCED-1997. Data are disseminated according to 3 groups (1&2; 3&4; 5 to 8).

C. DOCUMENTATION AND DISSEMINATION

Main publication:
Not available.
The survey results are available on Internet. The most recent data refer to 2004 in 2007.

Availability of unpublished data upon request: no.

Availability of data in machine-readable form: yes, on CD-ROM and Internet.

I. Statistical sources used for data collection

– Establishment surveys:
  (1) Employment Survey
  (2) Economic Activity Survey (EAS)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: statistics are based on the above-mentioned surveys. Statistics on the tourism industries can also be derived from the ten-yearly Household Expenditure Survey (latest survey in 2004) and from the annual Payroll Tax Administrative Report, which are not described here.

BERMUDA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Employment Survey

Organization responsible:

For planning and conduct of the survey: Department of Statistics, Business Division

For analysis and publication of the results: Department of Statistics, Business Division

Periodicity: annual, with reference to one week in August.

Topics covered: employment (number of jobs, full- and part-time), nationality, industry, public and private sector, status in employment, occupation, earning, hours of work, job vacancies, and student employees.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments (complete enumeration).

Persons covered: all persons aged 13 years and over.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include the following activities:

<table>
<thead>
<tr>
<th>07</th>
<th>HOTELS AND RESTAURANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>071</td>
<td>Hotels, guest houses and other accommodation</td>
</tr>
<tr>
<td>0711</td>
<td>Hotels, cottages and guest houses</td>
</tr>
<tr>
<td>07111</td>
<td>Hotels and members’ clubs</td>
</tr>
<tr>
<td>07112</td>
<td>Cottages</td>
</tr>
<tr>
<td>07113</td>
<td>Apartment hotels</td>
</tr>
<tr>
<td>07114</td>
<td>Guest houses</td>
</tr>
<tr>
<td>07190</td>
<td>Other short-stay accommodation</td>
</tr>
<tr>
<td>072</td>
<td>Restaurants, bars and canteens</td>
</tr>
<tr>
<td>07210</td>
<td>Restaurants, cafes, canteens and catering activities</td>
</tr>
<tr>
<td>07220</td>
<td>Bars, nightclubs and other drinking places</td>
</tr>
</tbody>
</table>

Employment in the tourism industries: refers to the number of jobs filled by persons employed in the above-mentioned establishments. They comprise employers and self-employed persons, working proprietors and directors, and all employees (wage earners and salaried employees), including apprentices, commission agents, piece workers and students, and persons temporarily absent from work because of paid or unpaid leave, vacation, sickness, accident or any other reason, whether authorized or not.

Excluded are unpaid contributing family workers, home workers and persons temporarily present on the payroll during the notice period preceding retirement, resignation or dismissal. Data on the number of filled jobs are collected by sex, age, and status (Bermudians and non-Bermudians, of whom non-Bermudians married to Bermudians and other non-Bermudians).

Data are also collected on the number of job vacancies, by minor division of economic activity.

Hours of work: hours actually worked during the reference week and normal hours of work associated with a job. Part-time work is work for less than 35 hours per week.

Earnings: refer to gross earnings, including wages and salaries, commissions, bonuses, tips, etc. and net earnings of self-employed persons. Earnings data are collected only from businesses with 10 or more employees.

Classifications:

Branch of economic activity (industry): Bermuda Classification of all economic activities, which is linked to ISIC, Rev.3.1. Tourism industries correspond to major division 07 and are classified at the five- and six-digit levels. Data are disseminated at the major division level.

Occupation: Bermuda Standard Classification of Occupations (BSCO) which is based on ISCO-68, with local adaptations and additional occupational categories which reflect specific jobs performed in Bermuda. It includes information on sample duties, educational training and personal requirements to help employers classify their employees in various occupations. Tourism occupations correspond to major group 5, Service Workers. Data are at the major group level and in selected instances, at the unit group level.

Status in employment: employees and self-employed persons. However, the survey consists of an enumeration of jobs.

Education: Bermuda Classification of Educational Standards. Data are not disseminated by educational classes.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Employment Briefs booklet which provide general analysis of the survey results;
Labour Market Indicators, available on line on the Department of Statistics website;
Employment Survey Detailed Tabulation Set that provides comprehensive labour market comparisons;
can be obtained for a fee.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: on Internet.

Website: http://www.statistics.gov.bm

BERMUDA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Economic Activity Survey (EAS)

Organization responsible:

For planning and conduct of the survey: Department of Statistics
For analysis and publication of the results: Department of Statistics

Periodicity: annual, with reference to the previous calendar year.

Topics covered: employment (number of employees during one week in August-September of the
previous year), industry, public and private sector, compensation of employees (total wages, salaries
and benefits paid out).

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments (complete enumeration of establishments with
seven or more employees, and a sample of smaller establishments).

Persons covered: all employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include accommodation services, (hotels, cottages, housekeeping facilities,
guesthouses, members’ clubs), and restaurants, bars and night clubs.

Employment in the tourism industries: employees in the above-mentioned establishments.

Hours of work: not relevant.
Earnings: refer to total compensation of employees, i.e. the gross amount paid to employees before any deductions. Included are employee insurance benefits, employee pension contributions, overtime payments, bonuses, stock options, severance pay, redundancy pay, commissions, cost of living allowances, director’s fees, vacation and sick pay, death benefits, advisory board fees, as well as the cost of meals, housing and other benefits not covered for employees, entertainment expenses incurred for such activities such as employee Christmas parties, beach barbeques, etc. Gratuities and tips paid to employees are separately identified.

Classifications:

Branch of economic activity (industry): Bermuda Classification of all economic activities, which is linked to ISIC, Rev.3. Data are collected according to 26 groups and disseminated at the two-digit level of the classification.

Occupation: not relevant.

Status in employment: employees only.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Quarterly Bulletin of Statistics;
2005 GDP results

Availability of unpublished data upon request: no.

Availability of data in machine-readable form: yes, all publicly available results can be made available in electronic format.

Website: http://www.statistics.gov.bm
I. Statistical source used for data collection

- Establishment surveys:
  (1) Encuesta Ampliada a Establecimientos Económicos (Extended Survey of Economic Establishments)

- Administrative records and related sources:
  (2) Estadísticas Hoteleras de Establecimientos de Hospedaje (Hotel Statistics, Accommodation Establishments)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from a combination of the above-mentioned sources.

BOLIVIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Encuesta Ampliada a Establecimientos Económicos (Extended Survey of Economic Establishments)

Organization responsible:

For planning and conduct of the survey: Instituto Nacional de Estadística – INE (National Institute of Statistics)

For analysis and publication of the results: INE

Periodicity: survey carried out for the first time in 2004; planned to become annual.

Topics covered: employment, wages, and compensation of employees.

Coverage:

Geographical: urban areas only.

Establishments: all types and sizes of establishments in the private formal sector.

Persons covered: all persons engaged.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3 and SICTA.

Employment in the tourism industries: all persons engaged comprise:

Permanent paid employees, who have worked the whole year for the enterprise, with either a permanent or fixed-term contract, and who appear on the payroll;

“Unpaid” workers, i.e. working owners, active partners and contributing family workers, who work at least 1/3 of the normal duration of work in the enterprise and do not receive wages or salaries;

Temporary workers with a non-permanent, fixed-term contract, who appear on the payroll.

Included are employees absent from work due to annual leave or holidays, labour dispute, illness or accident, or other types of short-term leave. Excluded are home workers, workers on indefinite leave or military service.

Hours of work: not relevant.

Earnings: net annual wages and salaries as fixed by contract by occupational category, after deduction of employees’ contributions to social security and pension schemes, personal taxes, union dues and similar contributions. Earnings are collected separately for permanent and temporary workers.

Compensation of employees includes:

Wages and salaries;

Employers’ expenditure for social benefits paid to employees for illness or accident, unemployment, termination payments, pension, early retirement, etc. Also included are the amounts paid in the form of compensation or settlements paid out of the enterprise’s results;

Bonuses, premiums and gratuities such as Christmas bonus, overtime payments, productivity bonuses, commissions, life and other insurance premiums, medical assistance, scholarship and school support, transport of personnel and other similar cash payments to employees;

Payments in kind, i.e. the value of goods provided to employees as part of their remuneration; included are subsidies, cost of canteens, transport of employees, school fees, etc.;

Employers’ contributions to social security and similar funds, for retirement, invalidity or death, regulatory contributions for health, maternity, occupational accident, family allowances, paid to the Social Security institution, to private social security funds and other schemes.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3. Data are collected at the level of groups 5510, 7111, 7112, 7113, 9232, 9233, 9214, 9241, 9219, 9249.

Occupation: not relevant.

Status in employment: permanent and temporary paid employees; and other persons engaged (“unpaid” workers).

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publication:
None available at present.

Availability of unpublished data upon request: not yet.

Availability of data in machine-readable form: not yet.

Website: http://www.ine.gov.bo

BOLIVIA – 2

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Estadísticas Hoteleras de Establecimientos de Hospedaje (Hotel Statistics, Accommodation Establishments)

Organization responsible:
For data collection: Hotels and Accommodation Establishments
For statistical processing: Directorates of Tourism of the regional Prefectures, Regional Chambers of Hotels and INE
For publication and dissemination of the statistics: INE and Vice-Ministry of Tourism

Source of data: administrative records maintained by hotels and similar establishments.

Periodicity: data are compiled monthly and the statistics are available annually.

Topics covered: employment by sex.

Coverage:

Geographical: major capital cities, including El Alto.
Establishments: hotels and similar establishments in the private sector.
Persons covered: all persons engaged.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: hotels and similar establishments.

Employment in the tourism industries: persons engaged include: paid employees, separately permanent and temporary workers; “unpaid” employees, i.e. working owners, active partners and unpaid contributing family workers.

Hours of work: not relevant.

Earnings: not relevant.
Classifications:

*Branch of economic activity (industry)*: ISIC, Rev.3, code 5510.

*Occupation*: not relevant.

*Status in employment*: permanent and temporary paid employees; and other persons engaged (“unpaid” workers).

**C. DOCUMENTATION AND DISSEMINATION**

*Main publication*:

*Estadísticas de Turismo* (annual, but not yet available).

*Availability of unpublished data upon request*: not yet.

I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) 2005/2006 Labour Force Survey (LFS)

- Establishment surveys:
  (2) Survey of Employment and Employees, September 2006

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the two above-mentioned sources.

BOTSWANA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: 2005/2006 Labour Force Survey (LFS)

Organization responsible:

For planning and conduct of the survey: Central Statistics Office (CSO)

For analysis and publication of the results: CSO

Periodicity: every ten years (previous survey, 1995/1996).

Topics covered: employment (full- and part-time, permanent, temporary, fixed-term, seasonal), status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, usual activity, main and second job(s), wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: non-institutional population aged 12 years and over, i.e. persons normally resident in private households, including persons at boarding schools/university or cutting thatch. Visitors for less than 14 days and persons living in hotels, prisons, army barracks, etc. as well as foreign diplomats, are excluded.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: hotels and restaurants, as proxy for tourism.

Employment in the tourism industries: no specific definition.

The general definition of employment covers persons who did some work (for one hour or more) for payment in cash or in kind (paid employees) or who were in self-employment for profit or family gain during the reference seven days. Included are persons temporarily absent from these activities (because of illness or injury, leave, labour dispute, bad weather, etc.) but definitely going to return to them, and unpaid family workers in family business.

Hours of work: hours actually worked during the reference week, and usual hours of work, both in main and secondary jobs.

Informal sector: covers establishments which are not registered as a company or with a professional association, do not keep formal accounts, and employ less than five employees.

Usual activity: refers to the activity of economically active persons who either worked or were available for work for six months or more during the reference year.

Classifications:

Branch of economic activity (industry): Botswana Industrial Classification (BISIC), linked to ISIC, Rev.3.

Occupation: Botswana Standard Classification of Occupations (BSCO), linked to ISCO-88.

Status in employment: employees. The following groups are used, which can be linked to ICSE-93:
- paid employees
- self-employed persons
- unpaid contributing family workers
- traditional agricultural workers

Education: information is collected on the highest school level completed (pre-school, non formal, primary and secondary) and on the highest training level obtained (according to six certificates, five diplomas and two degrees).

C. DOCUMENTATION AND DISSEMINATION

Main publication: 2005/6 Labour Force Stats Brief

Availability of unpublished data upon request: information not available.

Availability of data in machine-readable form: information not available.

Website: http://www.cso.gov.bw/
**BOTSWANA – 2**

**A. SURVEY IDENTIFICATION AND CHARACTERISTICS**

**Title:** Survey of Employment and Employees, September 2006

**Organization responsible:**

For planning and conduct of the survey: CSO

For analysis and publication of the results: CSO

**Periodicity:** Half-yearly, in March and September.

**Topics covered:** employment, wages and salaries and job vacancies.

**Coverage:**

*Geographical:* the whole country

*Establishments:* those with five or more employees.

*Persons covered:* all persons employed (working proprietors, unpaid family workers, and employees), by sex and citizenship.

**B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS**

**Tourism industries:** they correspond to the industries listed in ISIC, Rev.3, excluding second home ownership (imputed).

**Employment in the tourism industries:** employees.

**Hours of work:** not relevant.

**Earnings:** total gross wages and salaries paid during the reference month to all employees, by sex and citizenship.

**Classifications:**

*Branch of economic activity (industry):* BSIC.

*Occupation:* not relevant.

*Status in employment:* working proprietors, unpaid family workers and employees.

*Education:* not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publication:
Labour Statistics Report

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.cso.gov.bw
I. Statistical source used for data collection

- Establishment surveys:
  1. Relaçao Anual de Informações Sociais (RAIS) (Annual Social Information Report)
  2. Consulta a estabelecimentos que operam em atividades características do turismo para conhecer a proporção do consumo de turistas e de residentes (survey of tourism-related establishments to assess the consumption share of tourists and residents)

- Administrative records and related sources:
  3. Cadastro Geral de Empregados e Desempregados (CAGED) (General Register of Employed and Unemployed persons)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from a combination of the above-mentioned sources (see also Section II below).

BRAZIL – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Relaçao Anual de Informações Sociais (RAIS) (Annual Social Information Report)

Organization responsible:

For planning and conduct of the survey: Ministerio do Trabalho e Emprego (Ministry of Labour and Employment)

For analysis and publication of the results: Ministerio do Trabalho e Emprego

Periodicity: annual data collection, with monthly details.

Topics covered: employment, wage and salary rates, hours of work, industry.

Coverage:

Geographical: the whole country

Establishments: The RAIS register covers all establishments and physical persons who, as employers, have maintained an employment relationship at any time during the year, independently of the organization of the enterprise, together with establishments which have not kept up employment relationships and trade unions which bring together unemployed workers. These establishments are required to make an annual declaration to the RAIS at the beginning of the year following the employment relationship which is being surveyed.
**Persons covered:** all formal employees, whatever their type of contract, including apprentices. Excluded are domestic workers and own-account workers.

### B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

**Tourism industries:** they include 38 industry groups as follows:

<table>
<thead>
<tr>
<th>Activities description</th>
<th>National Classification of Economic Activities (CNAE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accommodation</strong></td>
<td></td>
</tr>
<tr>
<td>Hotels, with restaurant</td>
<td>55115</td>
</tr>
<tr>
<td>Hotels, without restaurant</td>
<td>55123</td>
</tr>
<tr>
<td>Other types of accommodation</td>
<td>55190</td>
</tr>
<tr>
<td><strong>Restaurants, bars and canteens</strong></td>
<td></td>
</tr>
<tr>
<td>Restaurants and bars with complete service</td>
<td>55212</td>
</tr>
<tr>
<td>Lunch counters and similar</td>
<td>55220</td>
</tr>
<tr>
<td>Canteens</td>
<td>55239</td>
</tr>
<tr>
<td>Provision of prepared foods and drinks</td>
<td>55247</td>
</tr>
<tr>
<td>Other foods and drinks services</td>
<td>55298</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
</tr>
<tr>
<td>Air transport, non scheduled</td>
<td>60100</td>
</tr>
<tr>
<td>Transport via railways, interurban passenger transport</td>
<td>60216</td>
</tr>
<tr>
<td>Transport via urban underground or elevated railways</td>
<td>60224</td>
</tr>
<tr>
<td>Urban scheduled passenger road transport</td>
<td>60232</td>
</tr>
<tr>
<td>Non-urban scheduled passenger road transport</td>
<td>60240</td>
</tr>
<tr>
<td>Non-scheduled passenger road transport</td>
<td>60259</td>
</tr>
<tr>
<td>Scheduled transport in funicular railways, aerial cableways, etc.</td>
<td>60291</td>
</tr>
<tr>
<td>Coastal water transport</td>
<td>61115</td>
</tr>
<tr>
<td>Sea water transport</td>
<td>61123</td>
</tr>
<tr>
<td>Inland passenger water transport</td>
<td>61212</td>
</tr>
<tr>
<td>Inland freight water transport</td>
<td>61220</td>
</tr>
<tr>
<td>Urban water transport</td>
<td>61239</td>
</tr>
<tr>
<td>Scheduled air transport</td>
<td>62103</td>
</tr>
<tr>
<td>Non-scheduled air transport</td>
<td>62200</td>
</tr>
<tr>
<td><strong>Supporting and auxiliary transport activities</strong></td>
<td></td>
</tr>
<tr>
<td>Auxiliary activities to land transport</td>
<td>63215</td>
</tr>
<tr>
<td>Auxiliary activities to water transport</td>
<td>63223</td>
</tr>
<tr>
<td>Auxiliary activities to air transport</td>
<td>63231</td>
</tr>
<tr>
<td><strong>Travel agencies</strong></td>
<td></td>
</tr>
<tr>
<td>Activities of travel agencies and tour operators</td>
<td>63304</td>
</tr>
<tr>
<td><strong>Renting of transport equipment</strong></td>
<td></td>
</tr>
<tr>
<td>Renting of cars, railroad vehicles, etc.</td>
<td>71102</td>
</tr>
<tr>
<td>Renting of other kinds of land transport</td>
<td>71218</td>
</tr>
<tr>
<td>Renting of water transport equipment</td>
<td>71226</td>
</tr>
<tr>
<td>Renting of water transport equipment</td>
<td>71234</td>
</tr>
<tr>
<td><strong>Recreational, cultural and sporting activities</strong></td>
<td></td>
</tr>
<tr>
<td>Activities of theatres, music and other arts activities</td>
<td>92312</td>
</tr>
<tr>
<td>Administration of halls, theatres, etc.</td>
<td>92320</td>
</tr>
<tr>
<td>Other show-related activities</td>
<td>92398</td>
</tr>
<tr>
<td>Library and archives activities</td>
<td>92517</td>
</tr>
<tr>
<td>Museums activities and preservation of historical sites and buildings</td>
<td>92525</td>
</tr>
<tr>
<td>Botanical and zoological gardens and nature reserves activities</td>
<td>92533</td>
</tr>
<tr>
<td>Sporting activities</td>
<td>92614</td>
</tr>
<tr>
<td>Other recreational activities</td>
<td>92622</td>
</tr>
</tbody>
</table>

**Employment in the tourism industries:** all formal employees (who pay social security contributions) in the above-mentioned industries.
**Hours of work:** normal, contractual hours of work, as fixed in the employment contract and as laid down by laws, regulations or collective agreements.

**Earnings:** refer to contractual monthly wages and salaries (wage and salary rates).

A minimum threshold (0.3 minimum wage - MW) and a maximum threshold (150 minimum wages) are applied for a person to be included in the statistics. It is considered that the range 0.3 MW to 1 MW may correspond to certain occupational categories such as teachers working part-time.

**Classifications:**

*Branch of economic activity (industry):* the Classificação Nacional de Actividades Económicas (CNAE) (national classification of economic activities) is used, at the level of 38 tourism-related industry groups. The statistics are disseminated according to seven major groups (accommodation; restaurants; transportation; supporting and auxiliary transport activities; travel agencies; renting of transport equipment; and recreational, cultural and sporting activities). The CNAE is linked to ISIC, Rev. 3.

*Occupation:* the Código Brasileiro de Ocupações (CBO). All occupations reported on by the establishments are taken into account.

*Status in employment:* formal employees.

*Education:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

Statistics prepared by the Instituto de Pesquisa Econômica Aplicada (IPEA) on the basis of the RAIS:


Statistics and methodological studies are available on the IPEA website. In the menu, follow: “O trabalho do IPEA; Estudos e Pesquisas; Finanças Pública e Estudos Espaciais; Emprego no Turismo”.

Statistical source: RAIS.


RAIS statistics are compiled annually and available some 18 months after the reference year.

**Availability of unpublished data upon request:** yes.

**Availability of data in machine-readable form:** yes (e.g. Excel files).

BRAZIL – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Consulta a estabelecimentos que operam em atividades características do turismo para conhecer a proporçao do consume de turistas e de residentes (survey of tourism-related establishments to assess the consumption share of tourists and residents)

Organization responsible:

For planning and conduct of the survey: Instituto de Pesquisa Economica Aplicada (IPEA)

For analysis and publication of the results: IPEA

Periodicity: every four years. The first survey was carried out in 2005. The next survey is planned for 2008.

Topics covered: industry and share of billing of the establishment derived from the consumption of tourists, during three periods during the reference year: high season, low season and intermediary period.

Coverage:

Geographical: the whole country.

Establishments: a sample of 7 800 tourism-related establishments in the private sector, which are registered with the Register of Establishments and Employers maintained by the Ministério do Trabalho.

Persons covered: all formal employees in the above-mentioned establishments.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include the 38 industry groups listed in Description No. 1.

Employment in the tourism industries: not applicable.

Hours of work: not relevant

Earnings: not relevant.

Classifications:

Branch of economic activity (industry): the Classificação Nacional de Actividades Económicas (CNAE) (national classification of economic activities) is used, at the level of 38 tourism-related industry groups. The statistics are disseminated according to seven major groups (see above). The CNAE is linked to ISIC, Rev. 3.

Occupation: not relevant.

Status in employment: not relevant.

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publications:


Statistics and methodological studies are available on the IPEA website. In the menu, follow: “O trabalho do IPEA; Estudos e Pesquisas; Finanças Pública e Estudos Espaciais; Emprego no Turismo”.

Availability of unpublished data upon request: all results are available on IPEA’s website.

Availability of data in machine-readable form: yes.

Websites: http://ipea.gov.br

BRAZIL – 3

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Cadastro Geral de Empregados e Desempregados (CAGED) (General Register of Employed and Unemployed persons)

Organization responsible:

For data collection and statistical processing: Ministry of Labour and Employment

For publication and dissemination of the statistics: Ministry of Labour and Employment

Source of data: administrative reports on labour turnover submitted by establishments and enterprises.

Periodicity: monthly.

Topics covered: employment, wage and salary rates and hours of work, by age group, sex and occupation, industry and geographical region.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of tourism-related establishments and enterprises in the public and private sectors.

Persons covered: formal employees and apprentices. Excluded are public employees covered by the Regime Jurídico Único (RJU).
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: as defined in Description No. 1.

Employment in the tourism industries: all formal employees (who pay social security contributions) in the relevant industries.

Hours of work: normal, contractual hours of work, as fixed in the employment contract and as laid down by laws, regulations or collective agreements.

Earnings: for new recruits, they refer to hiring wage and salary rates, i.e. wages and salaries offered by the employer for the first full month of work. For employees leaving the establishment, they refer to total wages and salaries paid for the last month of activity, even if this does not cover the whole month.

A minimum threshold (0.3 minimum wage - MW) and a maximum threshold (150 minimum wages) are applied for a person to be included in the statistics. It is considered that the range 0.3 MW to 1 MW may correspond to certain occupational categories such as teachers working part-time.

Classifications:

Branch of economic activity (industry): the Classificação Nacional de Actividades Económicas (CNAE) (national classification of economic activities) is used, at the level of 38 tourism-related industry groups. The statistics are disseminated according to seven major groups (see Description No. 1). The CNAE is linked to ISIC, Rev. 3.

Occupation: the Código Brasileiro de Ocupações (CBO). Statistics classified by occupation are compiled by the Ministério do Trabalho e Emprego; however, they are not used in the estimates produced by the Instituto de Pesquisa Economica Aplicada (IPEA).

Status in employment: formal employees.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Statistics prepared by the Instituto de Pesquisa Economica Aplicada (IPEA) on the basis of this administrative register:


Statistics and methodological studies are available on the IPEA website. In the menu, follow: “O trabalho do IPEA; Estudos e Pesquisas; Finanças Pública e Estudos Espaciais; Emprego no Turismo”.

Statistical source: CAGED.


CAGED statistics are compiled monthly. Statistics produced by IPEA are annual and available some 18 months after the reference year.
Availability of unpublished data upon request: yes.

        http://ipea.gov.br

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:

Statistical series on persons employed in the tourism industries are derived from the sources RAIS (annually) and CAGED (monthly), as described above.

IPEA carried out the survey of tourism-related establishments to assess the consumption share of tourists and residents. These data will be used to compile a coefficient of tourism-related consumption in the surveyed industry groups.

The statistics on formal employment in tourism-related industries disseminated by IPEA through Internet are being subject to a validation process based on the official information compiled by the Ministry of Tourism.

It was planned to compile estimates on the size and characteristics of formal and informal occupations in the tourism sector in 2007, based on the Pesquisa Nacional por Amostra de Domicílios (Household sample survey). This survey can provide data on employment in main and secondary jobs and wages in main job.

Documentation:

In addition to the above-mentioned publications, see also:


Árias, A.R. (2006): Perfil da mão-de-obra formal ocupada no setor turismo, paper IPEA, Brasília, Brazil.
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey
- Establishment surveys:
  (2) Annual Survey on persons employed, time worked, wages and other labour cost

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

BULGARIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey

Organization responsible:
For planning and conduct of the survey: National Statistical Institute (NSI)
For analysis and publication of the results: NSI

Periodicity: quarterly.

Topics covered: employment (full- and part-time, permanent, fixed-term and temporary, duration of employment, status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, main and second job(s), and hours of work.

Coverage:

Geographical: the whole country.

Population groups: all usual residents aged 15 years and above living in non-institutional households, including those temporarily absent.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: no specific definition, but data can be produced according to the tourism industries listed in ISIC, Rev.3, at the most detailed level.

Employment in the tourism industries: no specific definition.
The general definition of employment covers persons aged 15 years or above who, during of reference period, performed some work for at least one hour for pay or profit (in cash or in kind); or did not work but had jobs or an enterprise from which they were temporarily absent due to leave, illness, bad weather, maternity leave, vocational training leave or other similar reason.

**Hours of work:** information is collected on hours actually worked during the reference week in main and second jobs, as well as usual weekly hours of work in main job.

**Informal sector:** persons in informal employment are employees having no formal contract with the employer at the main job.

**Usual activity:** not relevant.

**Classifications:**

*Branch of economic activity (industry):* the National Classification of Economic Activities (2003); data are coded at the four-digit level, according to 514 groups. The classification is identical to NACE, Rev. 1.1 and comparable to ISIC Rev.3 at the four-digit level. Data are disseminated at the highest aggregate level.

*Occupation:* the National Classification of Occupations (2005), comparable to ISCO-88; data are coded at the four-digit level according to 401 groups, and disseminated at the one-digit level according to 9 groups.

*Status in employment:* the following groups are used for coding: employee, employer, own-account worker, member of producer cooperative, and unpaid contributing family worker. This classification is linked to ICSE-93 and data the statistics are disseminated according to four groups: employee, employer, own-account worker and unpaid family worker.

*Education:* data are coded according to ISCED-97 and disseminated for the following groups: 1, 2, 3 & 4, 5B, 5A & 6.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**


The statistics are published at the highest level of aggregation according to 14 groups, and do not allow for a direct identification of tourism activities.

**Availability of unpublished data upon request:** yes, subject to reliability of the sample results.

**Availability of data in machine-readable form:** yes.

**Website:** [http://www.nsi.bg](http://www.nsi.bg)
BULGARIA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Annual Survey on persons employed, time worked, wages and other labour cost.

Organization responsible:
For planning and conduct of the survey: NSI
For analysis and publication of the results: NSI

Periodicity: annual.

Topics covered: employment (number of persons engaged and employees), earnings, wage rates, hours of work, compensation of employees and labour cost, industry and sector/type of ownership.

Coverage:

Geographical: the whole country
Establishments: all types and sizes of establishments.
Persons covered: all persons engaged.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in NACE, Rev. 1.1.

Employment in the tourism industries: all persons engaged are covered: employers, employees, own-account workers and unpaid contributing family workers.

Employees are defined as all persons having a direct employment contract and receiving compensation in the form of wages and salaries or remuneration in kind.

Hours of work: hours actually worked by employees, which include: hours actually worked during contractual normal working hours; overtime hours worked in addition to basic working hours; time spent at the place of work on tasks such as preparing the workplace, repairs and maintenance, preparation and cleaning tools and machines, making out of receipts and reports; time corresponding to short rest periods (tea and coffee breaks).

Excluded from hours actually worked are: hours paid but not actually worked, such as for annual leave, public holidays and sick leave; time spent at the place of work during which no work is done, for such reasons as accidents, breakdown of machinery, occasional lack of work, but for which payment is made; meal breaks and time spent on travel between home and place of work.

Since 2006 hours actually worked are collected separately for full- and part-time employees.

Earnings: gross earnings (before any deduction of employees’ contributions to social security or tax deductions, and employees’ personal taxes) include: basic wages and salaries; remuneration and additional payments for night or shift work, work during weekends and public holidays; extra allowances for extreme working conditions like smoke, dust, temperature, danger etc.; payments for statutory, contractual or voluntarily granted leave; remuneration paid for over-time work; as well as bonuses (monthly, quarterly, yearly) and 13th month payments.
Earnings data are collected separately by sex and for full- and part-time workers.

Classifications:

*Branch of economic activity (industry)*: NACE, Rev. 1.1 is used, coded at the four-digit level. The statistics are disseminated at the level of NACE, Rev.1.1 (A31) and upon request, at the four-digit level subject to confidentiality rules.

*Occupation*: the National Classification of Occupations is fully compatible with ISCO-88 (COM). The statistics are disseminated at the major group level, only for establishments/enterprises with double-entry book-keeping.

*Status in employment*: linked to ICSE-93 (employee, employer, own-account worker).

*Education*: not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

*Main publications:*

Statistical Yearbook of the Republic of Bulgaria (also contains methodological information);
Statistical Reference Book of the Republic of Bulgaria;
Selected indicators and methodological notes are available on the NSI website.

*Availability of unpublished data upon request*: yes, subject to confidentiality rules.

*Availability of data in machine-readable form*: yes.

*Website*: [http://www.nsi.bg/Labour](http://www.nsi.bg/Labour)
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (LFS)
- Establishment survey:
  (2) Survey of Employment, Payrolls and Hours (SEPH)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: construction of the Tourism Satellite Account (TSA), the National Tourism Indicators (NTI), Quarterly Estimates, and the Tourism Human Resource Module (HRM) of the TSA (see Section II below).

CANADA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS)

Organization responsible:

For planning and conduct of the survey: Statistics Canada

For analysis and publication of the results: Statistics Canada

Periodicity: monthly.

Topics covered: employment (full- and part-time, permanent, fixed-term or contract workers, seasonal and temporary), main and second jobs, duration of employment, status in employment, industry (main job), sector (public/private) occupation (main job), educational attainment, wages and hours of work.

Coverage:

Geographical: the whole country, i.e. all 10 provinces. The three Northern Territories are surveyed but excluded from the published total of the 10 provinces.

Population groups: the civilian non-institutional population aged 15 years and above, excluding full-time members of the Canadian Armed Forces, military personnel (but civil servants stationed abroad are not necessarily excluded, if the dwelling interviewed in Canada is the usual place of residence), inmates of institutions and persons residing on Indian reserves.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: The LFS can produce estimates for the following tourism-related industries:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4811</td>
<td>Scheduled Air Transportation</td>
</tr>
<tr>
<td>4812</td>
<td>Non-Scheduled Air Transportation</td>
</tr>
<tr>
<td>4821</td>
<td>Rail Transportation</td>
</tr>
<tr>
<td>4831</td>
<td>Deep Sea, Coastal and Great Lakes Water Transportation</td>
</tr>
<tr>
<td>4832</td>
<td>Inland Water Transportation</td>
</tr>
<tr>
<td>4851</td>
<td>Urban Transit Systems</td>
</tr>
<tr>
<td>4852</td>
<td>Interurban and Rural Bus Transportation</td>
</tr>
<tr>
<td>4853</td>
<td>Taxi and Limousine Service</td>
</tr>
<tr>
<td>4854</td>
<td>School and Employee Bus Transportation</td>
</tr>
<tr>
<td>4855</td>
<td>Charter Bus Industry</td>
</tr>
<tr>
<td>4859</td>
<td>Other Transit and Ground Passenger Transportation</td>
</tr>
<tr>
<td>4871</td>
<td>Scenic and Sightseeing Transportation, Land</td>
</tr>
<tr>
<td>4872</td>
<td>Scenic and Sightseeing Transportation, Water</td>
</tr>
<tr>
<td>4879</td>
<td>Scenic and Sightseeing Transportation, Other</td>
</tr>
<tr>
<td>5321</td>
<td>Automotive Equipment Rental and Leasing</td>
</tr>
<tr>
<td>7211</td>
<td>Travel Accommodation</td>
</tr>
<tr>
<td>7212</td>
<td>RV (Recreational Vehicle) Parks and Recreational Camps</td>
</tr>
<tr>
<td>7221</td>
<td>Full Service Restaurants</td>
</tr>
<tr>
<td>7222</td>
<td>Limited-Service Eating Places</td>
</tr>
<tr>
<td>7224</td>
<td>Drinking Places (Alcoholic Beverages)</td>
</tr>
<tr>
<td>5121</td>
<td>Motion Picture and Video Industries</td>
</tr>
<tr>
<td>7111</td>
<td>Performing Arts Companies</td>
</tr>
<tr>
<td>7112</td>
<td>Spectator Sports</td>
</tr>
<tr>
<td>7115</td>
<td>Independent Artists, Writers, Performers</td>
</tr>
<tr>
<td>7121</td>
<td>Heritage Institutions</td>
</tr>
<tr>
<td>7131</td>
<td>Amusement Parks and Arcades</td>
</tr>
<tr>
<td>7132</td>
<td>Gambling Industries</td>
</tr>
<tr>
<td>7139</td>
<td>Other Amusement and Recreation Industries</td>
</tr>
<tr>
<td>5615</td>
<td>Travel Arrangement and Reservation Services</td>
</tr>
</tbody>
</table>

These four-digit codes include sub-industries that are not considered as tourism industries in the Canadian Tourism Satellite Account - TSA (see Section II below).

Employment in the tourism industries: this aggregation is not specifically identified by the LFS. However it is possible to regroup industries together keeping in mind that the industries do not serve tourism only.

The general definition of employment refers to persons aged 15 years and over who, during the reference week (usually the week that includes the 15th day of the month):

- did any work at all at a job or business, that is, paid work in the context of an employer-employee relationship, or self-employed. It also includes unpaid family work, which is defined as unpaid work contributing directly to the operation of a farm, business or professional practice owned and operated by a related member of the same household; or,

- had a job but were not at work due to factors such as own illness or disability, personal or family responsibilities, vacation, dispute or other reasons (excluding persons on layoff, between casual jobs, and those with a job to start at a future date).

Hours of work: total number of usual and actual hours at main job and all jobs. The average number of hours worked per week is also produced.
Informal sector: not applicable.

Usual activity: not applicable.

Classifications:

Branch of economic activity (industry): North American Industry Classification (NAICS 2002); coding is possible up to the four-digit level of the classification, subject to greater sampling errors in the estimates at a very detailed level. Although tourism is not a sector or industry that is specifically identified in NAICS 2002, there are some relevant activities that are similar to ISIC Rev 3, and a link between NAICS and ISIC, Rev.3 can be established at the level of more general industry groups of ISIC. Estimates are published at the one or two-digit levels. Special tabulations can be prepared for users at the three and four-digit levels, subject to sampling errors.

Occupation: National Occupation Classification System (NOCS) coded up to the four-digit level (subject to sampling errors). Data are disseminated at the one and two-digit levels. NOCS can be linked to ISCO-88 at the major group level.

Status in employment: employees, incorporated self-employed persons, unincorporated self-employed with and without paid help, and unpaid contributing family workers. These groups can be linked to ICSE-93.

Education: the LFS collects information on the highest level of schooling completed. The groups are: 0 to 8 years, some high school, high school graduate, some post secondary, post secondary, post secondary certificate or diploma, University degree, Bachelor’s degree, Above Bachelor degree. These groups can be linked to ISCED-97.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

The CD-ROM Labour Force Historical Review (71F0004XCB) is available every year. Methodological information is available in Guide to the Labour Force Survey (71-543-GWE).

Availability of unpublished data upon request: yes, by contacting the Client Services Section of the Labour Statistics Division (e-mail: labour@statcan.ca)

Availability of data in machine-readable form: yes.

Website: http://www.statcan.ca

CANADA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Survey of Employment, Payrolls and Hours (SEPH).

Organization responsible:

For planning and conduct of the survey: Statistics Canada
For analysis and publication of the results: Statistics Canada

Periodicity: monthly.

Topics covered: paid employment (employee jobs), earnings, hours of work, industry, and industry sector (public/private).

Coverage:

Geographical: the whole country.

Establishments: all employers in Canada who make tax remittances to the Canada Revenue Agency, except those primarily involved in agriculture, fishing and trapping, private household services, religious organizations and the military personnel of the defence services.

The SEPH program is based on a combination of:

A census of administrative records held by the Canada Revenue Agency, which contain data on the total gross monthly payrolls and the total number of employees for the last pay period of the month from the payroll deduction forms completed by employers who remit on the PD7 form;

A monthly sample survey of 11,000 establishments, the Business Payrolls Survey (BPS), which collects estimates for the SEPH variables that are not available on administrative records (by a regression or a ratio estimation procedure);

Data from Statistics Canada’s Public Institution Division, which provides information on general government services at the provincial, territorial and federal levels.

Persons covered: employees, i.e. any person drawing pay for services rendered or for paid absences and for whom the employer must complete a Canada Revenue Agency T-4 Supplementary Form. The “employee” concept comprises full-time employees, part-time employees (those who regularly work fewer hours than the standard workweek of the establishment) and casual or temporary employees, working owners, directors, partners and other officers of incorporated businesses.

The employee concept excludes owners or partners of unincorporated businesses and professional practices, the self-employed, unpaid family workers, persons working outside Canada, military personnel, and casual workers for whom a T-4 form is not required. It also excludes persons who did not receive any pay from the employer for the entire survey reference period (e.g. persons on strike, persons on unpaid holidays, persons receiving remuneration from an insurance plan, workers compensation or related fund, etc.). However, employees paid by the employer for a part of the reference period, but unemployed or on strike for the rest, are counted as employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: The SEPH can produce estimates for industries coded at the four-digit level of NAICS 2002 (see the LFS description for the list of tourism industries). However, these four-digit codes include sub-industries that are not considered as tourism industries in the Canadian Tourism Satellite Account (see Section II below).

Employment in the tourism industries: total employment is collected by the Administrative source, while the employment split by category is derived from the sample survey (Business Payroll Survey). The following categories of employees are separately identified:
Employees paid by the hour: any employee whose basic remuneration is expressed as an hourly rate;

Salaried employees: any employee whose basic remuneration is a fixed amount for at least one week;

Other employees: those employees whose basic remuneration is in the form of commissions, piece rates, mileage allowances, etc.

**Hours of work:** the following types of hours of work are collected from the sample survey:

- Hourly paid employees report: all hours payable for work performed and paid absence for the last week of the month;
- Salaried employees report: average number of hours of work normally scheduled in a work week;
- Other employees: no information is collected on hours of work;

All employees: hours are not available for all employees since not all type of employees report hours of work.

**Earnings:** gross monthly payroll refers to the total remuneration paid to employees before deductions. It excludes the employer’s contributions to employee benefits. Total gross pay is collected from the administrative source while the split by category type is derived from the sample survey.

**Classifications:**

- Branch of economic activity (industry): NAICS 2002; coding is possible up to the four-digit level of the classification. Although tourism is not a sector or industry that is specifically identified in NAICS 2002, there are some relevant activities that are similar to the ISIC Rev 3, and a link between NAICS and ISIC, Rev.3 can be established at the level of more general industry groups of ISIC. Estimates are published at the one or two-digit levels.

- Occupation: not applicable.

- Status in employment: employees only.

- Education: not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

*Employment earnings and hours* (monthly) cat. No. 72-002XIB, available from the web;


CANSIM STC online data bank, on demand at cost.

Methodological information is available in the Guide to the Survey of Employment Payrolls and Hours, cat. No. 72-620-GIE.

**Availability of unpublished data upon request:** yes (subject to confidentiality rules), by contacting the Client Services Section of the Labour Statistics Division (e-mail: labour@statcan.ca).

**Availability of data in machine-readable form:** yes.

**Website:** http://www.statcan.ca
II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:

Official national data appear in the Canadian System of National Accounts (CSNA) and the Canadian Tourism Satellite Account (CTSA) and are based on a combination of sources. The CSNA includes data on labour income by industry, including tourism industries, while the Canadian Productivity Accounts, which are part of the CSNA, include data on employment, wages and hours of work, by detailed industry. Both of these Accounts use a combination of a wide range of data sources, including the LFS, SEPH, administrative data, tax returns, surveys of business operating costs, etc.

In addition, Statistics Canada produces a Tourism Satellite Account (TSA) which includes estimates of the number of jobs and labour compensation directly attributable to visitor spending in both tourism and non-tourism industries. The TSA draws on the Canadian Productivity Accounts Database for its estimates of tourism employment (i.e., an estimate of the number of jobs that can be directly attributed to tourism spending). The following method is applied:

Like tourism GDP, tourism employment is calculated at the industry level. Therefore, the employment calculation uses the same industry ratios as GDP to calculate the tourism portion of each industry. Thus, if the ratio of tourism demand for the outputs of an industry to its total gross output (at basic prices) is 50%, half of this industry’s employment is allocated to tourism. A similar calculation is done for all industries and then the results are summed to arrive at total tourism employment within Canada.

The benchmark tourism employment estimates in the TSA form the basis of estimates of quarterly employment directly attributable to visitor spending in tourism and non-tourism industries in the National Tourism Indicators (NTI), Quarterly Estimates. The NTI employment estimates are carried forward on annual patterns of growth observed in the Productivity Accounts and quarterly job series from SEPH by industry.

Finally, even more detailed information is available in the Tourism Human Resource Module (HRM) of the TSA. The HRM is based on and rooted in the accounting framework of the Canadian TSA, which follows the international guidelines in “Recommended Methodological Framework: Tourism Satellite Account (TSA:RMF)”. It carries information on the number of employee and self-employment jobs, full-time equivalent employment, total hours worked and labour income, gross wages and salaries and supplementary labour income, by industry. For employee jobs, this information is available by occupation, gender, age group and immigrant status. Owing to the large amount of occupation and demographic detail, the industry dimension of the HRM is collapsed from the detail in the TSA itself. The HRM includes details on 6 industries: air transportation, other transportation industries, accommodation, food and beverages services, recreation and entertainment, and travel services.

In the HRM, total employment in an industry is the number of all employee and self-employment jobs in that industry. The HRM also estimates the number of jobs in an industry that can be directly attributed to tourism demand. These estimates provide the link between the HRM and the TSA/NTI. The difference between tourism employment and total employment in an industry is just the number of jobs attributable to non-tourism (i.e., not directly attributable to tourism demand).

The same percentage share of tourism employment in an industry (discussed above) is applied to full-time equivalent employment, total hours worked and labour income. Derived variables for jobs in an industry, such as annual average hours worked and annual average wage and salary per tourism job, as well as the average hourly earnings per hour worked per tourism job are assumed to be the same for jobs that are, and are not, directly attributable to tourism.

**Definition of Tourism:** at the core of the TSA, NTI and the HRM is the definition of tourism. Tourism is defined according to international standards as: “the activities of persons travelling to and staying in places outside their usual environment for not more than one consecutive year for leisure, business and other purposes not related to the exercise of an activity remunerated from within the place visited”. Persons who engage in tourism, so-defined, are called visitors. Visitors consist of tourists (those who visit and stay outside their usual environment for at least one night) and same-day visitors.

**Data sources:** there are four main sources of data underlying the Human Resource Module estimates: the Canadian Productivity Accounts (CPA) data in the Canadian System of National Accounts (CSNA), the Population Census, the Labour Force Survey (LFS), and the Survey of Employment, Payrolls and Hours (SEPH).

A.1 **Canadian System of National Accounts**

The CPA database in the CSNA provides the tourism industry totals for employee jobs and hours worked, labour income, wages and salaries, supplementary labour income, for both full-time and part-time jobs, age distribution and gender. Comparable data are also available for self-employment jobs, but the income variable is the net income of unincorporated businesses. These totals are for all jobs, including those attributable to both tourism and non-tourism demand. The data are classified on a NAICS basis.

The CPA data for jobs are based, in turn, on the Labour Force Survey estimates for the number of persons employed. This is adjusted to jobs by adding the second jobs of multiple-job holders; additions are made for employment not covered by the LFS (e.g., regular military, employed persons in the territories, employed persons living on Indian reserves, and civil servants working in Canadian embassies abroad) to reflect the total economy. Deductions are made to exclude those absent from work without pay during the reference week. SEPH is primarily used to develop the industry allocation of the adjusted LFS benchmarks, although industry surveys and administrative sources are also used for selected industries.

The *hours worked* data include the following:

- Hours actually worked during normal periods of work;
- Time worked in addition to hours worked during normal periods of work, and generally paid at higher rates than the normal rate (overtime);
- Time spent at the place of work on work such as the preparation of the workplace, repairs and maintenance, preparation and cleaning of tools, and the preparation of receipts, time sheets and reports;
- Time spent at the place of work waiting or standing-by for such reasons as lack of supply of work, breakdown of machinery, or accidents, or time spent at the place of work during which no work is done but for which payment is made under a guaranteed employment contract; and
- Time corresponding to short periods of rest at the workplace, including tea and coffee breaks.

They exclude:

- Hours paid for but not actually worked, such as paid annual leave, paid public holidays, paid sick leave;
- Meal breaks; and
- Time spent on travel to and from home and work.
The hours worked data are adjusted to correct for reference week effects in order to estimate annual hours worked.

In the CSNA, industry totals for wages and salaries come from a detailed reconciliation of wages and salaries from survey data and administrative data. Estimates for components of supplementary labour income come in part from administrative data (e.g., employer contributions to Employment Insurance and Canada and Quebec pension plans, administrative data on registered pension plans and from Workers Compensation Boards), as well as other survey sources (for benefits like life, accident and health insurance).

Adjustments for selected tips that go unreported are made to the benchmarks for several industries:

- Performing arts and spectator sports and related industries (NAICS 711)
- Amusement, gambling and recreation industries (713)
- Accommodation services (721)
- Food services and drinking places (722).

The adjustments for tips are made on the basis of industry sales of alcoholic beverages, full service restaurant meals (no tips are assumed on fast food), and accommodation. There are additional, smaller imputations for tips in personal care services (barbershops and beauty salons, etc.) and railway transportation (for luggage porters) industries.

Average hourly earnings are calculated in the HRM as wages and salaries divided by total hours worked. Because tips and pay for absences (sick leave, vacations, etc.) are included in wages and salaries, the hourly earnings include an implicit premium on top of the straight wage for both.

A.2 Population Census

The Population Census provides comprehensive data on the demographic, social and economic characteristics of Canadians. Basic information is collected from a census of the population, while detailed information on labour market activity is collected from one in every five households. Given its large sample size, the Census serves as the most reliable source of information on occupational distributions.

Data from the 2001 Census was used primarily to distribute the CSNA totals on employee jobs, hours worked and wages and salaries across occupations and between immigrants and non-immigrants.

A.3 Labour Force Survey

The Labour Force Survey is conducted monthly and includes approximately 53,500 households, which translates roughly to a sample size of 100,000 people aged 15 years and over. The LFS collects basic labour force activity information including industry and occupation of employment for the survey reference week (normally the week including the 15th of the month), both for employees and self-employed persons. It does not cover the territories, military personnel or civil servants stationed abroad, or persons residing on Indian reserves.

The LFS is used to develop the time series on jobs, hours worked and wages and salaries by occupation, age and gender for each industry group in the HRM. The LFS is used in the CSNA to establish overall number of jobs totals.

A.4 Survey of Employment, Payrolls and Hours

The Survey of Employment, Payrolls and Hours (SEPH) is conducted monthly. It collects the number of employee jobs and payroll data from a sample of establishments in Canada.
Establishments are coded by industry through the Business Register, thereby providing a reliable source of timely information on the industry distribution of employee jobs and payrolls. The administrative data are supplemented by the monthly Business Payroll Survey of 11,000 businesses. This survey collects data on employment, earnings and paid or usual hours according to whether workers are paid by the hour, salaried or remunerated some other way.

SEPH data are used to remove rooming and boarding houses from the CSNA totals for accommodation services and to develop the accommodation time series. SEPH is also used extensively in the CSNA to determine the industry distributions of employee jobs.

The basic methodology for the HRM estimates consists essentially of seven steps:

1) taking totals from the CSNA for jobs, hours worked, and wages and salaries;
2) further disaggregating these totals using data from the CSNA for full-time and part-time jobs, age distribution and gender;
3) distributing the CSNA totals across occupations and immigrant status based on Census data;
4) building time series from these benchmarks based on movements in corresponding series from the LFS;
5) smoothing the time series for LFS occupations, while keeping the overall industry group totals; and
6) making limited, final adjustments to data values. This step completes the estimates for total employment of the HRM;
7) applying tourism ratios to obtain employment attributable to tourism.

Step 1: Benchmark totals
The industry totals on jobs, hours worked, labour income and wages and salaries, including the details by class of worker (employee or self-employed), by full- and part-time status, age group and gender come from the CPA database of the CSNA. A number of adjustments are then made, in particular:

1) The labour component of mixed income from self-employment is imputed by multiplying the hours worked in self-employment by the average hourly labour income per employee job. This method assumes that self-employed persons and paid employees earn the same on average.

2) The inclusion of rooming and boarding houses in the Accommodation Services industry requires an adjustment to remove it. This is done using details from SEPH on the industry’s share of overall jobs, hours and earnings. These shares are used to adjust both employee and self-employment jobs.

Step 2: Distribution of CSNA data by age and gender
Data from the CPA database in the CSNA are used to split jobs, hours worked and income by age group and gender. This information is adapted to fit the age groups used in the HRM.

Step 3: Distribution of industry totals by occupation
To develop occupational distributors for the industry totals (related to employee jobs), special census tabulations are done identifying persons in the tourism industries who had employment income in the reference year and were not self-employed. The selected persons were grouped according to their industry and whether they worked mainly full- or part-time during the reference year. For each of these groups the distribution of the (weighted) sample by occupation was determined, as well as the distribution of total hours worked and wage and salary income.
The occupational distributor for hours worked is based on the distribution of total hours (jobs multiplied by average hours worked) across occupations within each industry. The occupational distributor for wages and salaries is based on the distribution of total wages and salaries (jobs multiplied by hours worked multiplied by hourly earnings) across occupations in each industry.

**Step 4: Building the occupational time series**
Step 4 entails using the corresponding LFS annual average series by occupation, age group and gender to build a time series. Information on immigrant status is not available from the LFS and therefore the percentage distribution from the Census reference year (2000) is maintained for all years. The LFS occupation and industry data match those used in the Census. The LFS data are adjusted to the Census level to maintain growth rates between years.

**Steps 5 and 6: Smoothing the LFS data and manual adjustments**
Step 5 entails smoothing to reduce volatility in the occupational time series found in the LFS. Smoothing of the data is implemented in a way that preserves the overall industry totals (from the CSNA) and the occupational distributions (from the 2000 census), as these benchmarks are constraints that must be respected. A simple moving average is applied to the indicators (discussed in Step 3) used to build the time series on jobs, hours worked and wages and salaries, full- and part-time, by occupation and for each industry. A four-year moving average is judged to provide the best results overall in terms of reasonableness and consistency, reduced volatility, and minimizing the need for manual adjustments.

The last step in developing the total industry estimates involves manual adjustments when the smoothed series appear out of line, or are notably inconsistent with the hours worked or wages and salaries, or generate erratic movements in the implied average annual hours or average hourly earnings. Results from the feasibility study indicate that the smoothing and manual adjustments have little effect on the general pattern of the occupational distributions. However, they notably reduce the volatility of year-to-year growth rates. Approximately 1% of the data cells were adjusted after the smoothing.

**Step 7: Application of tourism ratios to obtain tourism employment**
The next step involves estimating the number of jobs, hours worked and wages and salaries, by gender, age distribution and immigration status attributable to tourism. To do this, implicit tourism ratios are determined from the employment generated by tourism from the NTI.

Tourism ratios were calculated for each occupation within each industry individually, according to their tourism content. For example, in the case of air transportation, approximately 77% of jobs are considered to be attributable to tourism, meaning (according to TSA convention and practice) that 77% of the industry’s GDP and employment can be attributed to tourism demand (most of the rest is attributable to freight operations). Can 77% of the jobs in each occupation be reasonably or plausibly attributed to tourism? Probably not.

Pursers and flight attendants are not required to move cargo. Almost 100% of their employment would seem to be, and could be, attributed to tourism demand. But then, less than 77% of the employment in other occupations would have to be attributed to tourism, otherwise the industry ratio could not be satisfied. In this study, each occupation was given a tourism ratio related to its tourism activity. The ratio was based on commodity tourism ratios. After these were applied, the totals were benchmarked to the NTI data so that the HRM and the NTI have consistent employment data.

**Documentation:**
The following publications contain detailed methodological information and are available from Statistics Canada’s website:
Canadian tourism satellite account, 2000
http://www.statcan.ca/cgi-bin/downpub/listpub.cgi?catno=13-604-MIE2005048

National tourism indicators, quarterly estimates
http://www.statcan.ca/cgi-bin/downpub/listpub.cgi?catno=13-009-XIB2006002

http://www.statcan.ca/cgi-bin/downpub/listpub.cgi?catno=13-604-MIE2006051, Appendix B

Human Resource Module of the Tourism Satellite Account, Update to 2005
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey
- Establishment surveys:
  (2) Urban Units Reporting System

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: a combination of the above-mentioned sources.

In addition to the above-mentioned sources, the Tourism Bureau, Ministry of Transportation and Communications, collects data on total employment in travel agencies and hotels. However detailed information is not available here on this statistical source.

CHINA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey

Organization responsible:
For planning and conduct of the survey: Department of Population and Employment, National Bureau of Statistics of China
For analysis and publication of the results: National Bureau of Statistics of China

Periodicity: bi-annually.

Topics covered: employment (permanent and fixed-term) in main job, usual activity, status in employment, industry, sector (public/private), occupation, education/qualification levels, and hours of work.

Coverage:
Geographical: the whole country in November; Urban areas in May.

Population groups: persons aged 16 years and over, excluding armed forces, foreigners and persons residing abroad.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the following industries listed in ISIC, Rev.3:

- Hotels and similar
- Restaurants and similar
- Railway passenger transport services
- Road passenger transport services
- Water passenger transport services
- Air passenger transport services
- Cultural services
- Sporting and other recreational services

Employment in the tourism industries: no specific definition.

The general definition of employment includes persons who receive income from engagement in economic activities, i.e.: (1) those aged 16 years and above who worked for at least one hour during the reference week for income and (2) persons with a job in a work unit or working site but temporarily not at work during the reference week because of holiday, vacation, study or similar reasons.

Hours of work: they refer to weekly hours actually worked in all jobs.

Informal sector: not applicable.

Usual activity: not applicable.

Classifications:

Branch of economic activity (industry): coded and disseminated at the two-digit level of the industrial classification, which is linked to ISIC, Rev.3.

Occupation: coded and disseminated at the two-digit level of the occupational classification.

Status in employment: the following groups are used: employee; employer; self-employed (i.e. own-account worker); and unpaid contributing family worker. These groups are comparable with ICSE-93.

Education: data are collected according to the following groups: never received any education; primary school; junior middle school; senior middle school; junior college; college/university; and post-graduate.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

- China Statistical Yearbook, annual;
- China Labor Statistical Yearbook, annual.

Availability of unpublished data upon request: information not available.

Availability of data in machine-readable form: yes.

Website: http://www.stats.gov.cn
A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Urban Units Reporting System

Organization responsible:

For planning and conduct of the survey: Department of Population and Employment, National Bureau of Statistics of China

For analysis and publication of the results: National Bureau of Statistics of China

Periodicity: quarterly.

Topics covered: number of persons engaged and earnings by industry in the public sector.

Coverage:

Geographical: Urban Areas only. Excluded are rural areas and the private sector in urban areas.

Establishments: all types of state-owned, collectively-owned, cooperative, joint-owned enterprises, limited liability corporations, shareholding corporations, funded by entrepreneurs from Hong Kong, Macao and Taiwan, and foreign-funded.

Persons covered: all persons employed.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the following industries listed in ISIC, Rev.3:

Hotels and similar
Restaurants and similar
Railway passenger transport services
Road passenger transport services
Water passenger transport services
Air passenger transport services
Cultural services
Sporting and other recreational services

Employment in the tourism industries: all persons employed.

Hours of work: not applicable.

Earnings: refer to total payments made to all persons employed in various units in urban areas, including staff and workers, re-employed retirees and employees from Hong Kong, Macao, Taiwan or other countries, before any deductions.

Classifications:

Branch of economic activity (industry): coded and disseminated at the two-digit level of the industrial classification, which is linked to ISIC, Rev.3.
Occupation: not applicable.

Status in employment: not applicable.

Education: not applicable.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

China Statistical Yearbook, annual;
China Labor Statistical Yearbook, annual.

Availability of unpublished data upon request: no.

Availability of data in machine-readable form: yes.

Website: http://www.stats.gov.cn
COLOMBIA

I. Statistical sources used for data collection

– Labour force or other household based sample surveys:
  (1) Gran Encuesta Integrada de Hogares: Mercado Laboral e Ingresos y Gastos (Integrated Household Survey: Labour Market, Income and Expenditure)

– Establishment surveys:
  (2) Encuesta Anual de Servicios (Hoteles, Restaurantes y Agencias de Viaje) – Annual Survey of Services (Hotels, Restaurants and Travel Agencies)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: the statistics are based on the above-mentioned sources.

COLOMBIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Gran Encuesta Integrada de Hogares: Mercado Laboral e Ingresos y Gastos (Integrated Household Survey: Labour Market, Income and Expenditure)

Organization responsible:

For planning and conduct of the survey: Departamento Administrativo Nacional de Estadística (DANE) (National Administrative Department of Statistics)

For analysis and publication of the results: DANE

Periodicity: continuous.

Topics covered: employment (full- and part-time, permanent, fixed-term and temporary), main and secondary jobs, status in employment, duration of employment, employment by industry, sector (public, private and informal), occupation, education/qualification levels, wages and hours of work, usual activity, and a number of additional topics such as social security, travels, etc.

Coverage:

Geographical: national coverage, with separate estimates by urban and rural areas, five major regions and totals by department, in addition to estimates for thirteen and 24 cities and metropolitan areas. Excluded are inhabitants of what were called the national territories prior to the 1991 Constitution.

Population groups: the entire resident population.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: in principle they correspond to the industries listed in ISIC, Rev.3. However, data are collected at the two-digit level and disseminated at the one-digit level, which does not permit the identification of detailed tourism-related activities.

Employment in the tourism industries: persons aged 10 years and over who, during the reference week:

- worked for at least one hour for remuneration in cash or in kind, including unpaid contributing family workers and unpaid workers who worked in enterprises of other households;
- did not work during the reference week (due to vacation, holidays, leave, illness or injury, bad weather or mechanical breakdown), but had a formal job attachment with their job with an assurance to return to work.

Hours of work: information is collected on hours actually worked during the reference period, and on usual weekly hours of work in main job.

Informal sector: persons working in the informal sector are those engaged in enterprises with 10 and less workers. They include working owners and partners; persons employed in branches and subsidiaries of establishments, enterprises or businesses; domestic workers; daily labourers; own-account workers (except Professionals); and unpaid contributing family workers. The data refer to main job only.

Usual activity: refers to the number of months worked during the past 12 months.

Classifications:

- Branch of economic activity (industry): ISIC, Rev.3, adapted for Colombia. Data are collected at the two-digit level and disseminated at the one-digit level.
- Occupation: ISCO-1988 adapted for Colombia. Data are disseminated at the one-digit level.
- Status in employment: ICSE-1993 adapted for Colombia. Eight groups are used, plus an alternative “other” group. Data are disseminated at the one-digit level.
- Education: ISCED-1976 adapted for Colombia. Six groups are used, plus an alternative “don’t know” group. Data are disseminated at the one-digit level.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

- Boletín Mensual de los Resultados del Mercado Laboral;
- Boletines especiales (special bulletins) (Informal employment, gender, inactivity);
- Análisis del Mercado Laboral;
- Boletines Mensuales de Estadística;
- Methodological information is available in Manual de Conceptos Básicos y de Recolección.
Availability of unpublished data upon request: all available results are disseminated on DANE’s website.

Availability of data in machine-readable form: yes, on Internet.

Website: http://www.dane.gov.co

COLOMBIA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Encuesta Anual de Servicios (Hoteles, Restaurantes y Agencias de Viaje) – Annual Survey of Services (Hotels, Restaurants and Travel Agencies)

Organization responsible:

For planning and conduct of the survey:  DANE

For analysis and publication of the results:  DANE

Periodicity: annual.

Topics covered: employment (number of persons engaged and number of employees) and compensation of employees.

Coverage:

Geographical: the whole country

Establishments: a sample of establishments in the relevant industries.

Persons covered: all persons engaged: employees, owners and partners, and family workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: hotels, restaurants, cafes, bars and similar activities; as well as travel agencies.

Employment in the tourism industries: refers to the total number of persons working in the sampled establishments and includes:

Owners, partners and unpaid contributing family workers,
Permanent workers,
Temporary workers,
Workers provided by other enterprises, and
Apprentices and students covered by a university or technical school agreement.

Data are collected by sex and represent the average of each category for the reference year.

Hours of work: not applicable.
Earnings: data are collected on compensation of employees paid for all persons engaged. They include:

Wages and salaries of permanent workers,
Social benefits and allowances paid to permanent workers (for leave and holidays, legal and extra-legal Premiums, severance payments, etc.),
Wages, salaries and benefits paid for temporary workers,
Employers’ compulsory social security contributions,
Employers’ voluntary social contributions (for health insurance, life insurance, etc.),
Expenditure for temporary workers provided by other enterprises,
Expenditure for apprentices and students,
Other expenditure (transport allowances, etc.).

Classifications:

Branch of economic activity (industry): ISIC, Rev.3 adapted for Colombia. The following ISIC groups are covered: 5510, 5520 and 6304.

Occupation: not applicable.

Status in employment: according to the groups listed above, under “Employment in the tourism industries”.

Education: not applicable.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

The statistics are available on DANE’s website.

Availability of unpublished data upon request: no.

Availability of data in machine-readable form: yes, on diskette or by e-mail.

Website: http://www.dane.gov.co
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  Encuesta de Hogares de Propósitos Múltiples (Multi-purpose Household Survey)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned source.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Encuesta de Hogares de Propósitos Múltiples (Multi-purpose Household Survey)

Organization responsible:

For planning and conduct of the survey: Instituto Nacional de Estadística y Censos – INEC (National Institute of Statistics and Censuses)

For analysis and publication of the results: INEC

Periodicity: annual, usually in July.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary, and seasonal), status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: all usual residents living in private dwellings. Excluded are persons living in collective dwellings such as hospitals, convents, barracks, prisons, etc. Also excluded are temporary residents, such as diplomatic representatives and their families, persons absent from home for periods exceeding six months, persons living in temporary housing (for less than six months) at the time of the interview and whose regular residence is situated elsewhere, and persons for which the household provides food but not housing.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3.

Employment in the tourism industries: no specific definition.
The general definition of employment covers persons aged 12 years and over who, in the week preceding the survey, spent at least one hour in the production of goods and services, or who had a job from which they were absent for circumstantial reasons such as sickness or accident, holidays and annual vacation, maternity, paternity or parental leave, educational or training leave, labour dispute, bad weather, lack of materials or clients, etc.

**Hours of work:** hours usually worked weekly in accordance with the timetable for which the person was engaged, including overtime, both in the main occupation and in other occupations.

**Informal sector:** can be identified according to the following criteria: size and location of the establishment and occupational category.

**Usual activity:** not relevant.

**Classifications:**

*Branch of economic activity (industry):* ISIC, Rev.3.

*Occupation:* national classification based on ISCO-88.

*Status in employment:* coded according to the following groups which can be linked to ICSE-93:

- Owner or active partner/Employer
- Own-account worker
- State wage earner or salaried employee
- Private enterprise wage earner or salaried employee
- Domestic service
- Unpaid worker

*Education:* information is collected on the highest level of education attained, which can be linked to ISCED-1997:

- No schooling
- Preparatory
- Special education
- Primary
- Secondary academic
- Secondary technical
- Para-university
- University

### C. DOCUMENTATION AND DISSEMINATION

**Main publications:**

- Resultados de la Encuesta de Hogares de Propósitos Múltiples (annual)
- Boletín de Fuerza de Trabajo (annual)

These publications, additional results and methodological information are available on INEC’s website.

**Availability of unpublished data upon request:** yes.

**Availability of data in machine-readable form:** yes.

**Website:** [http://www.inec.go.cr](http://www.inec.go.cr)
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey

- Establishment surveys:
  (2) Monthly Survey on Persons in paid employment, and gross and net earnings
  (3) Annual Survey on Persons in paid employment, and gross and net earnings

- Administrative records and related sources:
  (4) Registered Employment

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: a combination of the above-mentioned sources (see Section II below).

CROATIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey

Organization responsible:

For planning and conduct of the survey: Central Bureau of Statistics (CROSTAT)

For analysis and publication of the results: CROSTAT

Periodicity: half-yearly

Topics covered: employment (full- and part-time), status in employment, type of contract (permanent, fixed-term, temporary, seasonal, occasional), employment by industry, private and public sector, occupation and education/qualification levels; duration of employment; wages and actual hours of work; and secondary job – in current activity.

Coverage:

Geographical: the whole country.

Population groups: all usual residents aged 15 years and over living in non-institutional households, including those temporarily absent. Excluded are persons residing abroad and non-resident citizens.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATION

Tourism industries: defined according to the National classification of Economic Activities (NCEA) as follows:

List of Tourism Industries

<table>
<thead>
<tr>
<th>Activities description</th>
<th>National Classification of Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotels and similar</td>
<td>5510</td>
</tr>
<tr>
<td>Camping sites and other provision of short-stay accommodation; Youth hosts and mountain refuges; Other provisions of lodging</td>
<td>5520</td>
</tr>
<tr>
<td>Canteens and catering</td>
<td>5550</td>
</tr>
<tr>
<td>Second home ownership (imputed)</td>
<td>--</td>
</tr>
<tr>
<td>Restaurants and similar</td>
<td>5530</td>
</tr>
<tr>
<td>Bars</td>
<td>5540</td>
</tr>
<tr>
<td>Railway passenger transport services</td>
<td>Part of 6010</td>
</tr>
<tr>
<td>Road passenger transport services</td>
<td>Part of (6021 and 6022)</td>
</tr>
<tr>
<td>Water passenger transport services</td>
<td>Part of (6110 and 6120)</td>
</tr>
<tr>
<td>Air passenger transport services</td>
<td>Part of (6210 and 6220)</td>
</tr>
<tr>
<td>Transport supporting services</td>
<td>6311, 6312</td>
</tr>
<tr>
<td>Transport equipment rental</td>
<td>7110-7123</td>
</tr>
<tr>
<td>Travel agencies and similar</td>
<td>6330</td>
</tr>
<tr>
<td>Cultural services</td>
<td>92</td>
</tr>
<tr>
<td>Sporting and other recreational services</td>
<td>926, 927</td>
</tr>
</tbody>
</table>

Employment in the tourism industries: persons in employment are those who were engaged in any work for payment in cash or in kind during the reference week. They include employees, the self-employed, and family members who are helping in some kind of family business (family enterprise, farm, craft, free-lance, farm) or some other kind of gainful activity, as well as persons who worked on contract, for direct payment in cash or in kind, i.e. all persons who worked for at least one hour in the reference period, irrespective of their formal status or means of payment. Included are persons who were absent from work during the reference week but had an assurance to return to the same job when the reason for absence holds no longer.

Hours of work: hours actually worked on main and additional jobs during the reference week, and usual hours on main job.

Informal sector: not relevant.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): National Classification of Economic Activities (NCEA), linked to NACE Rev. 1.1 and based on ISIC, Rev.3.1, 2002. Data are collected at the four-digit level.
Occupation: collected at the four-digit level of the National Classification of Occupations, which is linked to ISCO-88. Data are disseminated at the major group (one-digit) level.

Status in employment: the following groups are used:

- 01 – Working / employed by employer regardless of ownership sector
- 02 – Working in own enterprise or craft
- 03 – Free-lance activity
- 04 – Working on farm (own or rented)
- 05 – Working under contract (authors, professionals, etc.)
- 06 – Work under contract
- 07 – Working for payment in cash, kind or as agreed
- 08 – Working as unpaid family worker on family farm, family business or craft

The national classification can be linked to ICSE-1993 and the following groups are disseminated: persons employed; persons in paid employment; self-employed persons (with and without employees) and unpaid contributing family workers.

Education: all levels of ISCED-1997 are used:

Uncompleted basic school
Basic school
1 to 3-year secondary vocational school
4-year secondary vocational school
Grammar school
Non-university degree
University degree
Postgraduate degree
PHD degree

Data are disseminated at the following levels:

Uncompleted basic school
Basic school
1 to 3-year secondary vocational school
4-year secondary vocational school
Grammar school
Non-university degree
University degree
University and postgraduate degree

C. DOCUMENTATION AND DISSEMINATION

Main publications:

First Release - Labour Force in the Republic of Croatia (six-monthly); contains the survey results and methodological information. The most recent publication refers to the first semester of 2006, No. 9.2.7/1. Statistical Reports (annual).

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: [http://www.dzs.hr](http://www.dzs.hr)
CROATIA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Monthly survey on persons in paid employment, and gross and net earnings

Organization responsible:
For planning and conduct of the survey: CROSTAT – Department of Labour Market Statistics
For analysis and publication of the results: CROSTAT

Periodicity: monthly

Topics covered: number of persons in paid employment by gender (incl. seasonal employment), industry and sector/type of ownership (private and public); gross and net earnings; hours of work.

Coverage of the survey

Geographical: the whole country

Establishments: legal entities regardless of ownership, government bodies and bodies of local and regional self-government units.

Persons covered: persons in paid employment, irrespective of the kind of employment and number of working hours.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: as part of the National Classification of Economic Activities (NCEA) (see the LFS description above).

Employment in the tourism industries: persons in employment are persons aged 15 years and over who have signed a work contract with the employer for a fixed or unspecified period of time, irrespective of whether they work full time or less. Included in paid employment are trainees, persons on maternity leave, sick leave or absent from work for other reasons, until cessation of employment. Also considered as persons in employment are the self-employed in own trade company, enterprise, craft or free lance.

Hours of work: refer to hours paid for, i.e. hours actually worked full-time, or shorter or longer than full-time, as well as hours not actually worked but paid for (annual leave, holidays and free working days, sick leave up to 42 days and other hours paid for but not actually worked). Excluded are refunded hours (maternity leave, hours of parents who work part-time, sick leave longer than 42 days and other refunded hours).

Earnings: gross cash earnings include income of a person in paid employment in legal entities, earned for work done during regular working hours and some other pays: for annual leave, paid leave, public holidays and day-offs as prescribed by law, sickness leave up to 42 days, absence for continuing professional education, during lay-off and job stoppage or interruption caused against person’s will and of no fault of her own, military duty, worker’s meal and receipts on the basis of reimbursements, supports and rewards, premiums and bonuses after periodic and final accounts. Earnings in kind are not included.
Net earnings are gross earnings after deduction of social security contributions, taxes and surtaxes as prescribed by the law.

Classifications:

*Branch of economic activity (industry)*: National Classification of Economic Activities (NCEA) since 1997, linked to NACE Rev. 1.1 and based on ISIC, Rev.3.1, 2002. The third level of aggregation of the NCEA ensures comparability. Data are collected and coded at the five-digit level of NCEA and disseminated at the two-digit level.

*Occupation*: not relevant.

*Status in employment*: not relevant.

*Education*: not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

First Release
Monthly Statistical Report
Statistical Yearbook.

**Availability of unpublished data upon request**: all results are published.

**Availability of data in machine-readable form**: on Internet, at: [http://www.dzs.hr](http://www.dzs.hr)

**CROATIA – 3**

**A. SURVEY IDENTIFICATION AND CHARACTERISTICS**

**Title**: Annual survey on persons in paid employment, and gross and net earnings

**Organization responsible:**

For planning and conduct of the survey: CROSTAT – Department of Labour Market Statistics

For analysis and publication of the results: CROSTAT

**Periodicity**: annual.

**Topics covered**: number of persons in paid employment (incl. seasonal employment), by place of work, industry and sector/type of ownership (private and public), sex, age, level of professional attainment, type of employment; gross and net earnings; hours of work.

**Coverage**:

*Geographical*: the whole country

*Establishments*: legal entities regardless of ownership, government bodies and bodies of local and regional self-government units.
Persons covered: persons in paid employment, irrespective of the kind of employment and number of working hours.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: see above description CROATIA – 2.

Employment in the tourism industries: see above description CROATIA – 2.

Hours of work: cover four types of hours of work:

Hours actually worked, including effective hours of work and inactive periods of time spent while employees are waiting or standing by, due to stoppage or interruption at work, for which they are not responsible;

Hours paid for but not worked, including hours of paid vacation, public holidays, professional training, sick leave up to 42 days, paid leave and other periods of time not worked but paid for;

Hours not actually worked which are paid out of legal entity, include sick leave for more than 42 days, maternity leave, hours of parents on short-time work, etc.;

Non-paid hours include non-paid and other hours not actually worked for which no pay is received.

Earnings: see above description CROATIA – 2.

Classifications:

Branch of economic activity (industry): see above description CROATIA – 2.

Occupation: not relevant.

Status in employment: not relevant.

Education: Data on earnings are collected by professional attainment required for certain jobs: university degree, non-university college or equivalent, secondary school, lower than secondary school, highly skilled workers, skilled workers, semi-skilled workers and unskilled workers.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

First Release
Statistical Yearbook.

Availability of unpublished data upon request: all data on employment at the lowest level of NACE are published.

Availability of data in machine-readable form: on Internet, at: http://www.dzs.hr
CROATIA – 4

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Registered Employment

Organization responsible:

For data collection and statistical processing: CROSTAT – Department of Labour Market Statistics

For publication and dissemination of the statistics: CROSTAT

Source of data: the records of active insured persons held by the Croatian Institute for Pension Insurance, which provide, inter alia, monthly data on persons in paid employment in crafts and trades, and persons working free lance.

Periodicity: monthly, quarterly and annually.

Topics covered: employment.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments.

Persons covered: all employed persons, i.e. employees and self-employed persons.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: see previous descriptions.

Employment in the tourism industries: persons in paid employment (see above descriptions 2 and 3), as well as self-employed persons in own trade company, enterprise, craft, and free lance workers.

Hours of work: not relevant.

Earnings: not relevant.

Classifications:

Branch of economic activity (industry): see above descriptions CROATIA – 2 and 3.

Occupation: not relevant.

Status in employment: not available.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Statistical Yearbook (yearly)
Statistical Information (yearly)

Availability of unpublished data upon request: on website: http://www.dzs.hr

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: a combination of the above-mentioned sources, as follows:

Monthly data include persons in paid employment compiled from regular monthly surveys covering 70% of persons in paid employment in each division of NACE, Rev. 1, and from the data supplied every year by the Annual survey on employed persons. Persons under 15 years of age cannot be included in registered employment, since by law (Labour Law, Narodne novine, official gazette of the Republic of Croatia, No. 38/95), they cannot sign a work contract. These data do not include the number of persons employed in crafts and trades, and workers working free lance. The latest categories are obtained from the Croatian Institute of Pension Insurance and are published on a monthly and quarterly basis by activity section of NACE.
CUBA

I. Statistical source used for data collection

- Administrative records and related sources:
  Sistema de Información Estadístico Nacional (SIEN) (National Statistical Information System)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned source.

CUBA

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Sistema de Información Estadístico Nacional (SIEN) (National Statistical Information System)

Organization responsible:

For data collection and statistical processing: Oficina Nacional de Estadísticas – ONE (National Statistical Office)

For publication and dissemination of the statistics: ONE

Source of data: registers of employment maintained by enterprises.

Periodicity: annual.

Topics covered: employment (at end of year), wages and hours of work (cumulated total for the year), industry and occupational category.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments in the State sector. Private sector establishments are excluded.

Persons covered: employees.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include the following activities:

Hotels and similar
Restaurants and similar
Road passenger transport services
Air passenger transport services
Transport supporting services
Transport equipment rental
Travel agencies and similar

Employment in the tourism industries: employees, i.e. persons who appear on the entity/enterprise’s Register of Employment at the end of the reference period, after adding those who, while not included in the entity’s register, work for it and are paid directly or indirectly by that entity, and subtracting from the number of workers on the register those who are not directly or indirectly paid wages by the entity because they work in other entities from which they receive wages, even though they are included in the register concerned.

Included are home workers and workers who have been on the register for less than a day or less than a week during the reference period.

Excluded are employees on occupational training whose payments are not considered as a wage or salary, and workers who have been absent for more than a month and whose guaranteed remuneration is reimbursed to the enterprise by the State budget.

Employment data are collected by sex.

Hours of work: total hours actually worked by all employees, including normal hours of work, overtime, time spent at the workplace on work such as the preparation of the workplace, between shifts, for repairs, maintenance and cleaning, etc.; and time corresponding to short rest periods at the workplace, for reasons due to the production process or for physiological and hygienic necessities.

Earnings: net annual earnings after deduction of employees’ contributions to social security and other funds.

Classifications:

Branch of economic activity (industry): Clasificador de Actividades Económicas (CAE) and since 2007, Nomenclador de Actividades Económicas (NAE), which is linked to ISIC, Rev.3. Data are coded according to the following groups: 5510, 5520, 6304, part of 6021, 6022, 6210, 6303, 7111, 7112 and 7113.

Occupation: data are collected and coded according to five occupational groups: managers; technical workers; service workers; administrative workers; manual workers.

Status in employment: employees only.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Anuario Estadístico de Cuba (annual); most recent Yearbook: 2005 early 2007. 
Sistema de Información Estadístico Nacional (SIEN) (half-yearly)

Availability of unpublished data upon request: yes.

Website: http://www.one.cu
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (LFS)

- Establishment surveys:
  (2) Occupational Wage Survey (OWS)
  (3) Annual Survey of Economic Activity – Accommodation Services

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are mainly derived from the LFS and OWS. Data on employment and compensation of employees are also derived from the Annual Survey of Economic Activity – Accommodation Services (see below) and data on employment-related earnings are derived annually from the records of the Inland Revenue Office (not described here).

DOMINICA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS)

Organization responsible:

For planning and conduct of the survey: Central Statistical Office (CSO)

For analysis and publication of the results: CSO

Periodicity: irregular; the survey was carried out in 1997, 1999 and 2005.

Topics covered: employment (full- and part-time), status in employment, industry, sector (private, public and informal sector), occupation and education/qualification levels, usual activity, main and second job(s), and hours of work.

Coverage:

Geographical: the whole country.

Population groups: all usual residents aged 15 years and over, excluding persons residing abroad.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATION

Tourism industries: not available.

Employment in the tourism industries: no specific definition is available.

The general definition of employment applies, i.e.: individuals aged 15 years and over who are engaged in the production of goods and service for pay in cash or in kind or as self-employed persons. Included are persons temporarily absent from work due to illness or injury, any type of leave, labour dispute, bad weather, mechanical breakdown, etc.

Hours of work: hours actually worked and usual hours of work on main and all jobs.

Informal sector: not available.

Usual activity: refers to the activity status of persons aged 15 years and over for most of the time (in number of weeks) during the past 12 months from the reference week.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3. Data can be disseminated at the four-digit-level.

Occupation: ISCO-88. Data can be disseminated at the three-digit-level.

Status in employment: the following groups are used: public sector employee; private sector employee; employer; own account worker; unpaid contributing worker. This classification is linked to ICSE-1993.

Education: information is collected on the highest level of education received and on the highest academic examination passed, as follows:
None
School leaving
Cambridge school certificate
GCE/CXC O level
Higher school certificate
GGE/CXC A level
Diploma (under graduate)
Diploma (post graduate)
Degree
Other
Data are also collected on the level of training received.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Availability of unpublished data upon request: not available.

Availability of data in machine-readable form: not available.

Website: not available.
DOMINICA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Occupational Wage Survey (OWS)

Organization responsible:
For planning and conduct of the survey: CSO
For analysis and publication of the results: CSO

Periodicity: every two years.

Topics covered: employment, industry, sector (private and public), wages, compensation of employees, hours of work, job vacancies and union coverage.

Coverage of the survey

Geographical: the whole country
Establishments: with three or more employees.
Persons covered: all employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: not available.

Employment in the tourism industries: no specific definition. The general definition of employment in establishment surveys applies.

Hours of work: refer to normal hours of work, hours actually worked and hours paid for, including overtime, for full- and part-time workers and nationality (nationals and non-nationals).

Earnings: gross earnings by sex and nationality, including basic wages, allowances, overtime, bonuses, gratuities, and earnings in kind.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3. Data are disseminated at the three-digit level of the classification.

Occupation: ISCO-88.

Status in employment: employees.

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publications: not available.

Availability of unpublished data upon request: not available.

Availability of data in machine-readable form: not available.

Website: not available.

DOMINICA – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Annual Survey of Economic Activity – Accommodation Services

Organization responsible:

For planning and conduct of the survey: CSO

For analysis and publication of the results: CSO

Periodicity: annual.

Topics covered: employees and compensation of employees.

Coverage of the survey:

Geographical: the whole country

Establishments: hotels, cottages, apartments, guesthouses and other short-stay accommodation, including those which provide restaurant, bar, entertainment and other services.

Persons covered: all persons engaged, i.e. working proprietors, unpaid contributing workers and employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: hotels, cottages, apartments, guesthouses and other short-stay accommodation.

Employment in the tourism industries: all persons engaged in June and December of the reference year.

Hours of work: not relevant.

Earnings: refer to gross cash payments to employees, including overtime payments, bonuses, fees, commissions, cost-of-living allowances, vacation and sick pay.

Compensation of employees include gross wages and salaries, employers’ contributions to pension, insurance and other schemes on behalf of employees, as well as the cost of meals, housing and other benefits not recovered from employees.
Classifications:

*Branch of economic activity (industry):* not available.

*Occupation:* not relevant.

*Status in employment:* working proprietors, unpaid contributing workers and employees.

*Education:* not relevant.

C. DOCUMENTATION AND DISSEMINATION

*Main publication:* not available.

*Availability of unpublished data upon request:* not available.

*Availability of data in machine-readable form:* not available.

*Website:* not available.
DOMINICAN REPUBLIC

I. Statistical source used for data collection

– Labour force or other household based sample surveys:
  Encuesta Nacional de Fuerza de Trabajo - ENFT (National Labour Force Survey)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned source.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Encuesta Nacional de Fuerza de Trabajo - ENFT (National Labour Force Survey)

Organization responsible:

For planning and conduct of the survey: Banco Central de la Republica Dominicana – BCRD (Central Bank of the Dominican Republic)

For analysis and publication of the results: BCRD

Periodicity: half-yearly, in April and October.

Topics covered: employment (full- and part-time, permanent and fixed-term), duration of employment, status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the resident non-institutional population living in private households. Excluded are persons living in collective and secondary dwellings and those usually living abroad.

Employed children aged 5 to 9 years are excluded from the published results.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3. coded at the one-digit level.

Employment in the tourism industries: no specific definition.
The general definition of employment covers persons aged 10 years or over who performed some work for one hour or more during the reference week, for pay or profit; and persons who were temporarily absent from work during the reference week because of illness or accident, holidays, vacation, maternity or paternity leave, educational leave (if they have a formal job attachment), labour dispute, bad weather, mechanical breakdown, etc.

**Hours of work:** usual hours per week in main and second jobs.

**Informal sector:** it includes employees working in establishments with less than five employees, as well as own-account workers and employers in the following occupational groups: agricultural workers and animal producers, operators and drivers, craftsmen and manual workers, retailers and salespersons, and unskilled workers. Also included are domestic services and unpaid workers. All these occupations refer to the main activity.

**Usual activity:** not relevant.

**Classifications:**

*Branch of economic activity (industry):* ISIC, Rev.3. Data are coded and disseminated at the one-digit level.

*Occupation:* ISCO-1988. Data are coded and disseminated at the one-digit level.

*Status in employment:* the following groups are used:

- General government wage earners and salaried employees;
- Wage earners and salaried employees in public enterprises; wage earners and salaried employees in private enterprises;
- Professional own-account workers (engineers, lawyers, etc.);
- Non-professional own-account workers (plumbers, electricians, craftsmen, etc.);
- Employers in unincorporated enterprises;
- Unpaid contributing family workers;
- Unpaid non-family contributing workers (apprentices, trainees);
- Domestic services.

*Education:* according to the following levels: primary, secondary and tertiary.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**

*Mercado de Trabajo* (annual). Most recent publication: 2005. Includes the survey results as well as methodological information.

**Availability of unpublished data upon request:** yes.

**Availability of data in machine-readable form:** yes.

I. Statistical source(s) used for data collection:

- Labour force or other household based sample surveys:
  (1) National Survey of Employment, Unemployment and Underemployment (Encuesta Nacional de Empleo, Desempleo y Subempleo - ENEMDU)

- Administrative records and related sources:
  (2) Register of information on Tourism Establishments (Registro de Datos de Establecimientos Turísticos)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

ECUADOR – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: National Survey of Employment, Unemployment and Underemployment (Encuesta Nacional de Empleo, Desempleo y Subempleo - ENEMDU)

Organization responsible:

For planning and conduct of the survey: National Institute of Statistics and Censuses: Household Statistics (Instituto Nacional de Estadística y Censos - INEC: Estadísticas de Hogares)

For analysis and publication of the results: INEC: Household Statistics

Periodicity: quarterly.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary, seasonal and occasional), duration of employment, status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, usual activity, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country, excluding the insular area.

Population groups: persons residing permanently in private dwellings, for six months or more, as well as guests and persons without family connections with the household who are residents or consider themselves as usual residents of the household (for six months or more). Included are usual residents who are temporarily absent at the time of the survey due to illness, work or holidays, provided their absence is for less than six months and they don’t have another permanent residence elsewhere.
Excluded are persons residing in collective households (hotels, hospitals, orphanages, barracks, convents, etc.), boats and sectors with destitute persons.

The working age population comprises persons aged 5 years and over. However published results cover persons aged 10 years and over only.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3 and SICTA, excluding second home ownership (imputed).

Employment in the tourism industries: no specific definition.

The general definition of employment covers persons aged 5 years or over who worked at least one hour during the reference week, or did not work but had a job from which they were temporarily absent because of holidays, sickness or injury, labour dispute, paid or unpaid leave, temporary work breakdown, etc.

Hours of work: information is collected on hours actually worked in all jobs during the reference week, and usual hours of work in a typical week.

Informal sector: it includes employed persons who work as employers, own-account workers, unpaid contributing workers and employees in establishments with up to five persons employed, excluding those who are engaged in professional, scientific or intellectual activities. These criteria apply to the main activity only.

Usual activity: refers to the activity in which the respondent usually spends the longest hours.

Classifications:

Branch of economic activity (industry): data are coded at the two-digit level of the national classification which is linked to ISIC, Rev.3. Tourism industries form part of tabulation categories H (Hotels and restaurants), I (Transport, storage and communications), K (Real Estate, renting and business activities) and O (Other community, social and personal service activities), which in turn are split into sub-groups.

Data are disseminated at the two-digit level.

Occupation: ISCO-1988, coded and disseminated at the one-digit level (major groups).

Status in employment: the following groups are used:

Government employee
Private sector employee
Subcontracted worker
Employee in bonded assembly plant (“Maquiladora”)
Daily labourer
Employer or partner
Own-account worker
Unpaid contributing family worker
Domestic employee

This classification can be linked to ICSE-93.
Education: the following groups are used:

No schooling
Pre-primary centre-based education
Kindergarten
Primary education
Basic education
Secondary education
Intermediate level
Higher, non-university education
Higher, university education
Post-graduate

This classification can be linked to ISCED-97.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Encuesta Nacional de Empleo, Desempleo y Subempleo, Área Urbana y/o Rural; contains statistical results and methodological information. Early 2007, the most recent issue refers to March 2006.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.inec.gov.ec

ECUADOR – 2

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Register of information on Tourism Establishments (Registro de Datos de Establecimientos Turísticos)

Organization responsible:

For data collection and statistical processing: Ministry of Tourism (Ministerio de Turismo)

For publication and dissemination of the statistics: Ministry of Tourism

Source of data: annual activity reports completed by tourism establishments and transmitted to the Ministry of Tourism.

Periodicity: annual.

Topics covered: employment by sex.
**Sources and Methods: Labour Statistics – Employment in the Tourism Industries**

**Coverage:**

*Geographical:* the whole country.

*Establishments:* all types and sizes of tourism establishments in the public and private sectors.

*Persons covered:* all persons employed.

**B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS**

**Tourism industries:** they include the following industries:

- Hotels and similar,
- Restaurants and similar,
- Road passenger transport services,
- Water passenger transport services,
- Air passenger transport services, and
- Travel agencies and similar.

**Employment in the tourism industries:** all persons engaged in the above-mentioned industries, identified according to the type of activity carried out (management, administration, reception, rooms, restaurant and bar, kitchen, etc.).

**Hours of work:** not relevant.

**Earnings:** not relevant.

**Classifications:**

- *Branch of economic activity (industry):* can be linked to SICTA.
- *Occupation:* not relevant.
- *Status in employment:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**

Boletín de Estadísticas Turísticas (annual, published about one year after the reference year).

**Availability of unpublished data upon request:** yes.

**Website:** none.
I. Statistical sources used for data collection

– Establishment surveys:
  (1) Employment, Wages and Hours of Work Survey
  (2) Employment Survey in the Tourism Sector

– Administrative records and related sources:
  (3) Number of Employees and their Wages

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are based on the above-mentioned sources.

EGYPT – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Employment, Wages and Hours of Work survey

Organization responsible:

For planning and conduct of the survey: Central Agency for Public Mobilization and Statistics (CAPMAS), Statistics Sector, General Administration of Population and Labour Statistics, Employment and Wages Division

For analysis and publication of the results: CAPMAS

Periodicity: annual, with reference to the first week of October.

Topics covered: paid employment, industry, sector (public and private), occupation, earnings and hours of work.

Coverage:

Geographical: the whole country.

Establishments: those with 10 or more persons employed in the formal private sector, and all establishments in the public sector.

Persons covered: all adult (15 years and over) persons employed.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: as defined according to ISIC, Rev.2.

Employment in the tourism industries: all persons employed include working proprietors, working directors, wage earners and salaried employees, piece workers, casual workers and persons temporarily absent from work because of paid vacation, paid leave, etc. Excluded are apprentices, trainees, workers on probation, commission agents, home workers, workers sub-contracted from other companies or firms, workers from temporary work agencies, temporary, seasonal and part-time workers, unpaid family workers; persons temporarily absent from work without pay (for temporary lay off, strike and lock-out, sickness or accident, etc.) and persons temporarily present on payroll during notice period preceding retirement, resignation or dismissal.

For each occupation data are collected separately on the number of wage earners and salaried employees, by sex.

Hours of work: hours paid for. They include normal hours of work and overtime. Excluded are hours corresponding to study or training leave, layoff or short-time working, industrial disputes, disciplinary suspension, time devoted to trade unions and employers’ organizations activities and time spent on travel from home to work and vice versa. Data on hours of work are collected by occupation, separately for wage earners and salaried employees, and by sex.

Earnings: refer to gross weekly or monthly earnings of wage earners and salaried employees, respectively, by occupation and sex. Gross earnings include pay for normal time worked, premium pay for overtime and shift work, incentive pay, regular bonuses, cost-of-living or dearness allowance, as well as remuneration for time not worked. Earnings exclude irregularly paid bonuses and the value of payments in kind.

Classifications:

Branch of economic activity (industry): ISIC, Rev. 2, at the three-digit level.

Occupation: ISCO, at the four-digit level.

Status in employment: not relevant.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Report on Employment, Wages and Hours of Work (annual, in Arabic).

Availability of unpublished data upon request: all detailed results are available in the above-mentioned Bulletin.

Availability of data in machine-readable form: yes.

Website: http://www.capmas.gov.eg
EGYPT – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Employment Survey in the Tourism Sector

Organization responsible:

For planning and conduct of the survey: CAPMAS

For analysis and publication of the results: Ministry of Tourism and CAPMAS

Periodicity: irregular (approximately every three years). The most recent survey was carried out in 2005-2006. It is expected to become annual.

Topics covered: employment (full-time and part-time, temporary, seasonal and casual), by sector (private, public and informal), industry, occupation, education/qualification levels, and normal hours of work.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments.

Persons covered: all persons engaged.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: five groups of industries are covered:

Hotels and similar;
Restaurants and similar;
Transport equipment rental;
Travel agencies and similar; and
Sporting and recreational Services.

Air Passenger transport services, Railway and Water passenger transports services are covered by the survey, but excluded from the published results.

Employment in the tourism industries: jobs created by activities that yield tourism-related products. Included are persons at work, and persons temporarily absent from work due to illness or injury, vacation/annual leave, maternity leave and educational or training leave.

Employment in the informal sector includes seasonal, temporary, casual and part-time employment which suits, in some cases, both employers and employees (e.g. in summer holiday beach resorts where employment can reach its peak during the summer months and drop significantly in the off-season).

Hours of work: normal hours of work as regulated by law 12/2003. According to Article 80, working time is limited to 8 hours per day or 48 hours per week, not including meal and rest hours. However working hours can extend to 10 hours per day (Article 85).
Earnings: not relevant.

Classifications:

*Branch of economic activity (industry):* the following tourism industries are covered, coded at the four-digit level of SIC, Rev.3: 5510; 5520; 6304; 7111 to 7113; 9214, 9219, 9241 and 9249.

*Occupation:* not relevant.

*Status in employment:* not relevant.

*Education:* not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:
Not available.

Availability of unpublished data upon request: not available.

Availability of data in machine-readable form: not available.

Website: [http://www.capmas.gov.eg](http://www.capmas.gov.eg)

EGYPT – 3

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Number of Employees and their Wages

Organization responsible

For data collection and statistical processing: General Secretary, Economic Department
For publication and dissemination of the statistics: Ministry of Tourism

Source of data: not available.

Periodicity: quarterly.

Topics covered: employment, earnings and wage rates, sex, age and occupation.

Coverage:

*Geographical:* the whole country.

*Establishments:* all types and sizes of tourism-related establishments/enterprises which carry out the following activities in the private sector: Hotels and similar; Restaurants and similar; Railway passenger transport services; Water passenger transport services; and Air passenger transport services.

*Persons covered:* all persons engaged (i.e. employees and self-employed persons).
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the following private sector industries are covered:

Hotels and similar;
Restaurants and similar;
Railway passenger transport services;
Water passenger transport services; and
Air passenger transport services.

Employment in the tourism industries: jobs created by activities that yield tourism-related products.

Hours of work: normal hours of work as regulated by collective agreements, establishments/enterprises’ internal regulations, and by law 12/2003. According to Article 80 of this law, working time is limited to 8 hours per day or 48 hours per week, not including meal and rest hours. However working hours can extend to 10 hours per day (Article 85).

Earnings: refer to gross monthly earnings of employees and prevailing monthly wage/salary rates of salaried employees.

Classifications:

Branch of economic activity (industry): coded at the four-digit level of ISIC, Rev.3.

Occupation: not relevant.

Status in employment: employees and all persons engaged.

C. DOCUMENTATION AND DISSEMINATION

Main publication: none available yet.

Availability of unpublished data upon request: yes.

Website: not available.
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  Estonian Labour Force Survey (Eesti Tööjõu-uuring)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: none.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Estonian Labour Force Survey (LFS) (Eesti Tööjõu-uuring)

Organization responsible:

For planning and conduct of the survey: Statistics Estonia
For analysis and publication of the results: Statistics Estonia

Periodicity: continuous, with quarterly statistics.

Topics covered: employment (full- and part-time), status in employment, type of contract (permanent, fixed-term, temporary, seasonal, occasional), public and private sector, duration of employment, industry, occupation, education/qualification levels, usual activity, second job(s), wages and hours of work (actual and usual).

Coverage:

Geographical: the whole country.
Population groups: residents of Estonia of working age, i.e. aged 15 to 74.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the groupings of ISIC-3, coded at the 3-digit level.

Employment in the tourism industries: all persons aged 15 to 74 who, during the reference week, worked and were paid as wage earners, entrepreneurs or free lance workers; worked without direct payment in a family enterprise or on their own farm; or were temporarily absent from work. Excluded are persons on parental leave granted to mother or father until the child is 3 years old (considered as inactive).

Hours of work: information is collected on hours actually worked during the reference week and usual weekly hours of work, separately for main and secondary jobs.
Informal sector: not relevant.

Usual activity: refers to the respondent’s main activity during the past 12 months. Data are coded as follows: employed; employed student; employed retired person; employed disabled person; unemployed, job seeking; student; retired; disabled; on parental leave;homemaker; military service; imprisoned; not working for other reasons; other.

Classifications:

Branch of economic activity (industry): coded at the 3-digit level of ISIC, Rev.3. Data are disseminated at the two-digit level.

Occupation: coded at the 4-digit level of ISCO-1988. Data are disseminated at the two-digit level.

Status in employment: coded according to the following groups: employee, employer, farmer with paid employees, sole proprietor, farmer without paid employees, free lance worker, unpaid family worker, and member of a cooperative. Data are disseminated at the major group level: employee, employer, own-account worker and unpaid contributing family worker.

Education: coded and disseminated according to ISCED-1997, levels 0 to 6.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Tööturg, Labour Market, Tallin; the results of the 2005 survey were published in 2006. However, the sample size of the Estonian LFS (approximately 16,000 persons per year) restricts data dissemination on employment in the tourism industries.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.stat.ee
FINLAND

I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (LFS) (Työvoimatutkimus)
- Establishment surveys:
  (2) Structure of Earnings Survey (SES) (Palkkarakennilasto)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

Statistics on employment, wages and hours of work in the tourism industries are included along with other industries in the official statistics based either on the national or the EU legislation.

A Labour Cost Survey is also conducted.
In the data used for compiling statistics on the Structure of Earnings and the Labour Cost surveys, the public sector is included, as well as relevant data from administrative registers and records.

FINLAND – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS) (Työvoimatutkimus)

Organization responsible:

For planning and conduct of the survey: Statistics Finland
For analysis and publication of the results: Statistics Finland

Periodicity: continuous, with monthly results.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary), duration of employment, status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, main and second jobs, and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the resident population aged 15 to 74, living in private households. Excluded are inmates permanently or temporarily installed in institutions.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond approximately to the industries listed in ISIC, Rev.3, with the following differences:

7010 is not an activity code in LFS in Finland,
5520 corresponds to 553,
6003 corresponds to 632,
6304 corresponds to 633,
9214, 9241, 9219, 9249 are available only at the two-digit level 92.

Employment in the tourism industries: no specific definition.

A person is employed in any industry if (s)he has worked at least one hour during the reference week for pay, for fringe benefit, or to gain profit, or was temporarily absent from work due to holidays, illness, labour dispute, bad weather, mechanical breakdown, etc. Included are persons who are laid off for a certain period of time (for less than 3 months), as well as those who are on maternity, paternity or parental leave. Employed persons can be either employees, self-employed persons or unpaid family workers.

Hours of work: Hours actually worked comprise all hours worked including paid and unpaid overtime and hours worked in secondary jobs.

Usual hours refer to normal weekly hours of work of employed persons in the main job only.
It is possible to present these two concepts separately when needed.

Informal sector: the criteria used to identify persons employed in the informal sector are based on certain kinds of activity of the organisation a person has been engaged in (classified at the five-digit level in sub-group “Other services n.e.c”)

Usual activity: can be defined by the main job, completed by information on the kind and duration of employment. One question about the primary activity during the survey week is aimed at non-employed persons. Employed persons are asked about their main activity but no special time-frame is given.

Classifications:

Branch of economic activity (industry): Standard Industrial Classification (SIC1995), which can be linked to ISIC, Rev.3, with the differences mentioned above. The statistics are disseminated at the two- and three-digit levels.

Occupation: Standard Classification of Occupations (CSO-2001), which is derived from ISCO-88. Data are coded according to eight main groups at the one-digit level and 85 subgroups at the two-digit level. The statistics are disseminated usually at the one- or two-digit levels and partly at the three-digit level of ISCO-88.

Status in employment: the following groups are used: self-employed or own-account workers; employees, subdivided into wage earners and salaried employees depending on the occupation; and unpaid contributing family workers. This classification can be linked to ICSE-93.

Education: Finnish Standard Classification of Education, 1997. Data are coded according to nine main fields of education. The definitions for the fields of education follow ISCED-1997 and the statistics are disseminated at the six-digit level of ISCED.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Labour Force Statistics (monthly and annual publications); the annual publication contains methodological information.

In spring 2007, the most recent issues refer to 2005 for the annual publication, and to March 2007 for the monthly publication.

Labour Force: Educational Level and Occupation (time series published every seven years); most recent issue: 1997-2003.

Availability of unpublished data upon request: yes, usually for a fee.

Availability of data in machine-readable form: yes, diskette and Internet.

Website: http://www.stat.fi

FINLAND – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Structure of Earnings Survey (SES) (Palkkarakennilasto)

Organization responsible:

For planning and conduct of the survey: Statistics Finland

For analysis and publication of the results: Statistics Finland

Periodicity: once a year.

Topics covered: employment (number of employees), earnings, wage rates, hours of work, compensation of employees, industry, and sector (public and private).

Coverage:

Geographical: the whole country

Establishments: enterprises with more than 5 employees in the private sector. The whole public sector is covered.

Persons covered: all employees, excluding some employees in agriculture.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in NACE, Rev. 1.1 and ISIC, Rev.3, at the four-digit level, with the above-mentioned differences.

Employment in the tourism industries: wage earners and salaried employees.

Hours of work: normal hours of work and overtime hours of employees.
Data are collected separately by sex, full- and part-time, age groups and education level.

**Earnings:** gross monthly earnings, by sex, full- and part-time, age groups and education level.

**Classifications:**

*Branch of economic activity (industry):* see Description No. 1.

*Occupation:* see Description No. 1.

*Status in employment:* see Description No. 1.

*Education:* see Description No. 1.

### C. DOCUMENTATION AND DISSEMINATION

**Main publication:**

*Structure of Earnings Survey (SES)* (Palkkarakennilasto) (annual).

**Availability of unpublished data upon request:** yes, subject to possible compilations from the available classification.

**Availability of data in machine-readable form:** yes, all electronic formats are possible.

**Website:** [http://www.stat.fi](http://www.stat.fi)
I. Statistical sources used for data collection

- Administrative records and related sources:
  Annual Statement of Social Data (Déclaration annuelle de Données Sociales - DADS).

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: The National Institute of Statistics and Economic Research (Institut National de la Statistique et des Etudes Economiques (INSEE)) disseminates its statistics by sector of economic activity according to ISIC, Rev.3, but not at the detailed level of industries required in the tourism sector.

However, the Tourism Directorate, jointly with INSEE, has proposed a method to estimate direct and indirect employment derived from the tourism sector, based on the Annual Statement of Social Data (Déclaration annuelle de Données Sociales - DADS) and on the seasonal character of employment (see Section II below).

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Annual Statement of Social Data (Déclaration annuelle de Données Sociales - DADS).

Organization responsible:


For statistical processing and publication/dissemination of the statistics: INSEE, Division EFA (Division Exploitation des fichiers administratifs sur l'emploi et les revenus).

Source of data: the Annual Statement of Social Data (DADS) is a formal declaration which must be completed by every enterprise (natural or legal person) resident or established in France, that pays wages or other remuneration to its employees, except for the agricultural sector, the majority of employers of domestic personnel, and Government services. It is a document common to the social and tax administrations in which employers state total wage remuneration for each establishment and each employee. The statements are submitted to the Regional Health Insurance Funds, then amalgamated by the CNAV for employees covered by the general social security system. For employees covered by special social security schemes, the tax declarations (No.2460) are used. They are transmitted to INSEE in each February of the year following the reference year. The DADS records provide information on the level of paid employment by economic activity for each day of the year.

Periodicity: annual.

Topics covered: paid employment, wages and hours of work, by age group, sex and occupational category.
Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments and all divisions of economic activity, by sector (public and private).

Persons covered: all employees and occupations.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: characteristic tourism activities comply with the UNWTO definition. The main industries are hotels and other forms of accommodation, restaurants and cafés, cable cars and ski lifts, travel agencies and passenger transport. Characteristic tourism activities are used by the Tourism Directorate to compile the Tourism Accounts, thus ensuring the follow-up of the economic situation and international comparability.

Employment in the tourism industries: paid employees are covered by the DADS, i.e. persons who have received wages and salaries subject to tax or social contributions. Full- and part-time employees are identified on the basis of their legal hours of work and their employment contract.

Hours of work: refer to hours paid for and hours subject to occupational accident regulations.

Hours paid for include paid holidays and paid absences or absences which do not entail a break in the employment contract (including sick leave, maternity leave, training leave, etc.).

Hours subject to occupational accident regulations refer to the number of hours during which employees are present at the workplace (excluding leave and other absences) or during which they are insured by their employer outside the workplace (e.g. for business trips).

Data are collected for individual employees and can be classified by employee category (socio-occupational group, full- and part-time, adult and youth, sex, apprentices and trainees, etc.).

Wages: data are collected on gross and net earnings (after deduction of social contributions). Earnings in kind are included as far as they are subject to tax and their evaluation is fixed by the tax authorities.

Data on hourly wage and salary rates are computed on the basis of hourly earnings and hours paid for.

Data are collected for individual employees and can be classified by employee category (socio-occupational group, full- and part-time, adult and youth, sex, apprentices and trainees, etc.).

Statistics are also compiled on total income derived from paid employment, which cover the same categories of employees.

Classifications:

Branch of economic activity (industry): Nomenclature of French Economic Activities (Nomenclature d’Activités économiques Françaises (NAF, Rev.1, 2003, 712 classes). The NAF is linked to NACE, Rev.1.1 and ISIC, Rev.3. The statistics can be disseminated according to 700 groups, subject to confidentiality rules.
**Occupation:** Nomenclature of Occupations and Socio-Occupational Groups. Data are coded according to 25 groups, at the two-digit level and a distinction is made between manual workers, non-manual workers, intermediary occupations, managerial staff, etc. The classification is not linked to ISCO-1988.

**Status in employment:** paid employees only.

### C. DOCUMENTATION AND DISSEMINATION

**Main publication:**

INSEE Résultats: Les salaires dans l’industrie, les commerces et les services (annual).

The statistics are published some 18 months after the reference year. The July 2006 publication refers to 2004.

The data are also available on ALISSE website, at [http://www.alisse.insee.fr](http://www.alisse.insee.fr).

**Availability of unpublished data upon request:** yes.

**Website:** [http://www.insee.fr](http://www.insee.fr) and [www.alisse.insee.fr](http://www.alisse.insee.fr)

### II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:

INSEE, jointly with the Tourism Directorate, has developed a method to estimate direct and indirect employment derived from the tourism sector, based on the Annual Statement of Social Data (DADS) and on the seasonal character of employment. This method accounts for the regional impacts of tourism activities.

An establishment is qualified as “tourism-related”, and its employment as “tourism-related employment” according to its activity (more or less characteristic of tourism) and the level of tourism-related equipment of the “commune” (territorial division). Based on these two criteria (activity and localization), the share of tourism-related employment in this establishment is defined (from total employment to no employment at all).

At first, employment is measured in activities that are totally dedicated to tourism: thus, all persons employed in hotels, camping sites, tourist information centres or ski lifts are included in tourism-related employment. For other activities, only the proportion of employment created by the presence of tourists/visitors is taken into account: this is the case for restaurants or food and drink retail trade, which offer their services to both tourists/visitors and local customers.

In order to allow for relevant geographic comparisons, tourism activities which are not linked to tourists’ activities within the regional territory are excluded (e.g. travel agencies for travels abroad, or manufacturing of camping cars).

Similarly, “indirect” jobs produced by tourism activities are not accounted for in these estimates of tourism employment (e.g. the opening of a seasonal retail trade is taken into account, but the number of indirect jobs thus created in the corresponding wholesale trade is excluded).

The number of persons employed in tourism activities in a given geographical area is available by activity group and period (month, grouping of months, season (high season, winter, etc.)).
In the global analysis of the employment level in tourism activities, the metropolitan territory is divided into five types of areas: coastal areas, mountain resorts, mountain outside resorts, rural and urban areas. Mountains and coastal areas are further divided into geographical sub-categories.

Methodological information, required data and calculation programs are at the disposal of INSEE’s regional directorates, so that they can provide the relevant information to tourism professionals, public local actors, etc. for geographical studies.

**Documentation:**

Les basins de vie, au Coeur de la vie des bourgs et des petites villes, INSEE Première No. 953, April 2004 ;

Le tourisme en France, INSEE Références, novembre 2005 ;

Tableaux de bord du Tourisme, sur «www.tourisme.gouv.fr, item « statistiques»;

Methodological information is available in: L’emploi salarié dans le tourisme : une nouvelle estimation, INSEE Première No. 1099, August 2006.

**Website:**  [www.insee.fr](http://www.insee.fr)
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (Enquête auprès de la Population active et des ménages)

- Administrative records and related sources:
  (2) Collective Agreements (not described here, since the relevant details are not available)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

GABON

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey

Organization responsible:

For planning and conduct of the survey: High Commission for Tourism (Haut Commissariat au Tourisme)

For analysis and publication of the results: High Commission for Tourism (Haut Commissariat au Tourisme)


Topics covered: employment (permanent, fixed-term), duration of employment, status in employment, industry, private sector, occupation, wages and hours of work.

Coverage:

Geographical: two urban areas: Libreville and Owendo.

Population groups: all resident in the covered areas. Excluded are persons residing abroad.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3.

Employment in the tourism industries: all employed persons who fulfil the requirements of tourism industries, including persons temporarily absent from work due to illness or injury, annual or other type of leave, labour dispute, bad weather or mechanical breakdown, etc.
**Hours of work**: hours actually worked per week in main job.

**Informal sector**: not relevant.

**Usual activity**: not relevant.

**Classifications**:

- **Branch of economic activity (industry)**: SICTA major groups.
- **Occupation**: ISCO-1988 major groups.
- **Status in employment**: ICSE-93 major groups.
- **Education**: not relevant.

### C. DOCUMENTATION AND DISSEMINATION

**Main publication**:
None available at present (Spring 2007).

**Availability of unpublished data upon request**: yes.

**Availability of data in machine-readable form**: yes, CD Rom.

**Website**: none.
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Household and Labour Force Integrated Survey

- Establishment surveys:
  (2) Data on Labour

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

GEORGIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Household and Labour Force Integrated Survey

Organization responsible:

For planning and conduct of the survey: Ministry of Economic Development of Georgia, Department of Statistics

For analysis and publication of the results: Ministry of Economic Development of Georgia, Department of Statistics

Periodicity: quarterly and annual.

Topics covered: employment (full- and part-time), status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country, excluding Abkhazia and South Ossetia.

Population groups: the population aged 15 years and over. Excluded are: persons absent from the household twelve months or more; military personnel (conscripts and career) living in barracks; and inmates of penal and mental institutions.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include:

Railway passenger transport services
Road passenger transport services
Water passenger transport services
Air passenger transport services
Cultural services

Employment in the tourism industries: no specific definition.

The general definition of employment covers persons aged 15 years and over who, during the reference week, did any work for pay, profit or family gain, in cash or in kind, for at least one hour; and those who were not working but who had jobs or businesses from which they were temporarily absent because of illness, vacation or leave, study, temporary interruption of activity, etc. Included are paid and unpaid contributing family workers.

Hours of work: information is collected on usual hours of work at main job, by ranges (less than 20 hours, 21-40, 41-60, more than 60 hours, or variable hours depending on the season).

Informal sector: definition not available.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): NACE, Rev. 1 and ISIC, Rev. 3.
Occupation: ISCO-1988, at the major group level.
Status in employment: ICSE-93.
Education: according to the national classification.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Quarterly Statistical Bulletin (contains statistics on total employment and employment rate);
Statistical Yearbook, contains statistics on total employment and economic activity;
Labour Market in Georgia (annual), contains statistics on total employment disaggregated by district, sex, education level, activity (NACE), public and private sector and employment status;
Households in Georgia (annual), contains statistics on total employment and economic activity by sex and urban/rural;
Men and Women (annual), contains statistics on employment disaggregated by sex and education level.

These publications also contain some methodological notes.
Availability of unpublished data upon request: yes.
Availability of data in machine-readable form: yes.
Website: http://www.statistics.ge

GEORGIA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Data on Labour

Organization responsible:

For planning and conduct of the survey: Ministry of Economic Development of Georgia, Department of Statistics

For analysis and publication of the results: Ministry of Economic Development of Georgia, Department of Statistics

Periodicity: quarterly and annual.

Topics covered: employment (number of hired employees), wages, labour cost, hours of work, industry, sector (public and private) and labour turnover.

Coverage:

Geographical: the whole country, excluding Abkhazia and South Ossetia.

Establishments: all institutions, organizations and enterprises.

Persons covered: all persons employed.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include:

Railway passenger transport services
Road passenger transport services
Water passenger transport services
Air passenger transport services
Cultural services

Employment in the tourism industries: refers to the number of persons employed in the above-mentioned industries.

Hours of work: hours actually worked.

Earnings: average monthly nominal gross wages and salaries, calculated by dividing the allotted wage fund by the average number of persons employed.
The wage fund includes all payments in cash and in kind to the workers and compensations that depend on the working mode and working conditions, as well as motivation/encouragement allowances.

Labour costs include the costs for labour compensation, additional dwelling and community expenditure covered by organizations, expenditure for cultural, educational, recreational and other services, expenditure for staff training and re-training, extra fees on the wage fund for social security (social, health, employment, etc.), social relief in case of workers’ dismissal, death, disaster, etc. Statistics of average monthly labour cost are computed.

Classifications:

*Branch of economic activity (industry):* NACE, Rev.1 and ISIC, Rev.3.

*Occupation:* not relevant.

*Status in employment:* employees.

*Education:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

Quarterly Statistical Bulletin;

Labour Market in Georgia (annual), contains data on employment and wages by gender, economic activity, budgetary and non-budgetary institution, wage fund and labour costs;

Statistical Yearbook (annual), contains data on employment and average wages in the public and private sectors;

Men and Women (annual), contains average wages statistics by sex.

These publications also contain some methodological notes.

**Availability of unpublished data upon request:** yes.

**Availability of data in machine-readable form:** yes.

**Website:** [http://www.statistics.ge](http://www.statistics.ge)
I. Statistical sources used for data collection

- Establishment survey: Employment Survey

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: statistics are based on the above-mentioned survey.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Employment Survey

Organization responsible:

For planning and conduct of the survey: Statistics Office, Government of Gibraltar

For analysis and publication of the results: Statistics Office

Periodicity: annual, in October.

Topics covered: paid employment (full- and part-time), nationality, industry, public and private sector, occupation, earnings, hours of work of weekly-paid employees.

Coverage:

Geographical: the whole territory.

Establishments: all types and sizes of establishments.

Persons covered: all employees, including working directors. Excluded are self-employed persons, pensioners, trainees under the Government Training Scheme and non-working directors.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include the following activities:

Hotels and similar
Restaurants and similar
Road passenger transport services
Air passenger transport services
Transport supporting services
Travel agencies and similar
Cultural services
Sporting and other recreational services
Employment in the tourism industries: individual employees, separately weekly-paid and monthly-paid employees, by sex, age group, nationality, occupation, whether or not frontier workers (a frontier worker is defined as any employee, irrespective of nationality, who normally resides in Spain and travels to work in Gibraltar) and whether full-time or part-time workers.

Hours of work: total weekly hours actually worked by each weekly-paid employee. If the hours worked cannot be specified, there is an apportionment of hours equivalent to the average number of hours worked by persons of the same category, i.e. full- or part-time.

Earnings: refer to gross weekly and monthly earnings of each weekly-paid and monthly-paid employee, before deductions for Social Insurance, contributions to Pension Funds, income tax, etc. and including any cash payments for overtime, commissions, incentives, bonuses, etc. In addition, the estimated value of weekly and monthly benefits provided to each employee is separately identified. Such benefits cover items which are provided by the employer such as rent, medical insurance, life insurance premiums, meals, etc.

Classifications:

Branch of economic activity (industry): data are collected on branches 1, 3, 5, 7 (part only), 8, 10, 11 and 12 of ISIC, Rev.3. They are disseminated at the most aggregate level of the UK Standard Industrial Classification (SIC, 1992).

Occupation: data are collected on individual occupations of employees, which are linked to the UK Standard Occupational Classification (SOC, 2000). They are disseminated at the most aggregate level of SOC, 2000.

Status in employment: employees only, by type of payment.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Employment Survey Report (annual); published some six months after the reference period of the survey.

Availability of unpublished data upon request: yes, subject to confidentiality rules.

Availability of data in machine-readable form: on Internet.

Website: [http://www.gibraltar.gov.gi](http://www.gibraltar.gov.gi)
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (LFS)
  (2) European Union Statistics on Income and Living Conditions

- Establishment surveys:
  (3) Structural Business Survey in the field of Tourism
  (4) Structural Business Survey in the field of Transport, Storage and Communication

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

In addition, a Structural Earnings Survey and a Job Vacancies Survey are conducted by the National Statistical Service of Greece. However there is no evidence that these surveys allow for the identification of tourism industries.

GREECE – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS)

Organization responsible:

For planning and conduct of the survey: National Statistical Service of Greece, Division of Population and Labour Market Statistics, Labour Force Survey Section

For analysis and publication of the results: National Statistical Service of Greece, Division of Population and Labour Market Statistic, Labour Force Survey Section

Periodicity: quarterly.

Topics covered: employment (full- and part-time, permanent, temporary), status in employment, duration of employment, industry, sector (public/private), occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: persons aged 15 years and over living in private households. Excluded are persons absent for more than 6 months, conscripts and persons living in institutions.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3.

Employment in the tourism industries: no specific definition.

The general definition of employment covers persons aged 15 years and over who, during the reference week preceding the survey, have worked for at least one hour or more or were temporarily absent from work due to illness or injury, vacation, maternity, paternity or parental leave, other types of leave, labour dispute, bad weather or machine breakdown etc. Included are paid apprentices and unpaid contributing family members.

Hours of work: information is collected on hours actually worked during the reference week in all jobs, and usual hours of work per week in main job.

Informal sector: definition not available.

Usual activity: definition not available.

Classifications:

Branch of economic activity (industry): national classification linked to ISIC, Rev.3 and NACE, Rev.1. Data are coded according to 225 groups and disseminated up to the three-digit level.

Occupation: national classification linked to ISCO-88. Data are coded according to 210 groups and disseminated up to the three-digit level.

Status in employment: the following groups are used: self-employed with employees; self-employed without employees; employees; unpaid contributing family members. This classification is linked to ICSE-93.

Education: ISCED-1997, groups 1, 2, 3c, 3a-b, 4a-b; 5b, 5a, 6. Data are disseminated at the two-digit level.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Labour Force Survey

Monthly Statistical Bulletin

Labour Force Survey and Statistical Yearbook of Greece (annual)

These publications are available for a fee to subscribers and upon request to the National Statistical Service of Greece, Statistical Information and Publications Division (data.dissem@statistics.gr and data.supply@statistics.gr)

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.statistics.gr
GREECE – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: European Union Statistics on Income and Living Conditions

Organization responsible:

For planning and conduct of the survey: National Statistical Service of Greece, Division of Population and Labour Market Statistics, Section of Special Household Survey

For analysis and publication of the results: National Statistical Service of Greece, Division of Population and Labour Market Statistics, Section of Special Household Survey

Periodicity: annual.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary), status in employment, duration of employment, industry, sector (public/private), occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the de facto population: all private households and their current members living on the Greek territory. Excluded are persons living in collective households and institutions, as well as households with members in diplomatic missions.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3.

Employment in the tourism industries: no specific definition.

The general definition includes persons aged 16 years and over who, during the reference week preceding the survey, have worked for at least one hour or more or were temporarily absent from work due to illness or injury, vacation, maternity, paternity or parental leave, other types of leave, bad weather or machine breakdown etc. Included are paid apprentices and unpaid contributing family members.

Hours of work: usual hours of work in main job, or in all jobs if more than one.

Informal sector: not relevant.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): NACE, Rev.1. Data are coded according to 60 groups and disseminated at the two-digit level.

Occupation: ISCO-88. Data are coded according to 27 groups and disseminated up to the two-digit level. Status in employment: the following groups are used: self-employed with employees; self-employed without employees; employees; unpaid contributing family members. This classification is linked to ICSE-93.
Education: the following groups are used:

- never attended school,
- few classes of primary school,
- primary school,
- gymnasium,
- high school,
- institution for vocational training,
- technological educational institutes,
- university, higher military school,
- Msc, MBA,
- PhD.

C. DOCUMENTATION AND DISSEMINATION

Main publication:


Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.statistics.gr

GREECE – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Structural Business Survey in the field of Tourism

Organization responsible:

For planning and conduct of the survey: National Statistical Service of Greece, Division of Trade and Services Statistics, Tourism Statistics Section

For analysis and publication of the results: National Statistical Service of Greece, Division of Trade and Services Statistics, Tourism Statistics Section

Periodicity: annual.

Topics covered: employment, wages, hours of work, and labour cost.

Coverage:

Geographical: the whole country.

Establishments: enterprises with a turnover of more than 15,000 Euros per year.

Persons covered: all persons employed in the enterprise.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: Hotels and similar, Restaurants and similar.

Employment in the tourism industries: all persons engaged.

Hours of work: hours actually worked. Data are collected separately for full- and part-time workers with permanent or seasonal employment relation.

Earnings: total gross wages and salaries paid to employees.

Classifications:

Branch of economic activity (industry): NACE, Rev.1, codes 551 & 552 (Hotels and similar), and codes 553, 554 & 555 (Restaurants and similar).

Occupation: not relevant.

Status in employment: not relevant.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:
None at present. Data will soon be available on Internet.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.statistics.gr

GREECE – 4

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Structural Business Survey in the field of Transport, Storage and Communication

Organization responsible:

For planning and conduct of the survey: National Statistical Service of Greece, Division of Trade and Services Statistics

For analysis and publication of the results: National Statistical Service of Greece, Division of Trade and Services Statistics

Periodicity: annual.

Topics covered: employment, wages, compensation of employees and labour cost.
Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments and enterprises.

Persons covered: all persons employed in the enterprise.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: Transport, Storage and Communication.

Employment in the tourism industries: all persons engaged, by full- and part-time.

Hours of work: not relevant.

Earnings: total gross wages and salaries paid to all employees.

Classifications:

Branch of economic activity (industry): NACE, Rev.1.1:

60.10 Transport via railways
60.21 Other scheduled passenger land transport
60.22 Taxi operation
60.23 Other land passenger transport
62.10 Scheduled air transport
62.20 Non-scheduled air transport
63.1 Cargo handling and storage
63.2 Other supporting transport activities
63.3 Activities of travel agencies and tour operators
63.4 Activities of other transport agencies

Occupation: not relevant.

Status in employment: linked to ICSE-93: own-account employer; unpaid contributing members of family of own-account employers; employers; full- and part-time employees by category (wage earners and salaried employees).

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

None at present. Data will soon be available on Internet.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.statistics.gr
HONDURAS

I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Encuesta Permanente de Hogares de Propósitos Múltiples - EPHPM (Permanent Multi-Purpose Household Survey)

- Establishment surveys:
  (2) Censo de Establecimientos Turísticos (Tourism Establishments Census)

- Administrative records and related sources:
  (3) Database of the Central Bank of Honduras

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

HONDURAS – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Encuesta Permanente de Hogares de Propósitos Múltiples - EPHPM (Permanent Multi-Purpose Household Survey)

Organization responsible:

For planning and conduct of the survey: Instituto Nacional de Estadística de Honduras (INE), Gerencia de Estadísticas Sociales y Demográficas

For analysis and publication of the results: INE

Periodicity: half-yearly, in March and September.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary), duration in employment, status in employment, industry, sector (public/private), occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: urban and rural areas in sixteen of the 18 regions (departments).

Population groups: the resident non-institutional population. Foreigners are excluded.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3 and SICTA.

Employment in the tourism industries: no specific definition.

The general definition of employment covers all persons aged 10 years and older who, in the reference period (the week before the interview), worked for at least one hour at a job or business of their own, as salaried employees, independent workers, or non-remunerated workers. Included are those persons who, having a job or business of their own, were absent from that position during the reference week for reasons of health, excused leave, vacation, strike, or other reasons beyond their control.

Hours of work: information is collected on hours actually worked during the reference week in main and second jobs.

Normal hours of work are 44 hours in industry, banks and trade, 40 in the public government sector and 36 for night work.

Informal sector: not relevant.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3 tabulations categories.

Occupation: ISCO-1988 major groups.

Status in employment: the following groups are used:

employee (separately, public sector, private sector and domestic service),
self-employed worker (separately member of producers’ cooperative, own-account worker with or without employees, employer or active partner),
farming producer (separately member of cooperative, own-account worker with or without temporary workers, farm owner or partner),
unpaid contributing family worker,
unpaid worker

Education: ISCED-1997, with national adaptations.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Encuesta Permanente de Hogares de Propósitos Multiples.

Availability of unpublished data upon request: yes, after official publication of the results.

Availability of data in machine-readable form: yes, upon request addressed to the “Gerencia de Tecnología de Información” at INE.

Website: http://www.ine-hn.org
HONDURAS – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Censo de Establecimientos Turísticos (Tourism Establishments Census)

Organization responsible:

For planning and conduct of the survey: Instituto Hondureño de Turismo – IHT (Honduras Tourism Institute)

For analysis and publication of the results: Instituto Hondureño de Turismo

Periodicity: approximately every five years.

Topics covered: paid employment, compensation of employees, public sector.

Coverage:

Geographical: the whole country

Establishments: all types of tourism establishments.

Persons covered: all persons employed.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed under ISIC, Rev.3, excluding second home ownership (5510) and railway passenger transport services (part of 6010).

Employment in the tourism industries: all categories of employees working in tourism establishments.

Hours of work: refer to opening hours to the public in restaurants, and opening and closing hours of night clubs.

Earnings: not relevant.

Classifications:

Branch of economic activity (industry): national classification linked to ISIC, Rev.3, and SICTA. Data are collected and disseminated at the four-digit level according to 19 tourism activities.

Occupation: not relevant.

Status in employment: not relevant.

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publication:

Censo de Establecimientos Turísticos 2001
The next Census will be carried out in 2008.

Availability of unpublished data upon request: yes.
Availability of data in machine-readable form: yes.
Website: http://www.letsgohonduras.com

HONDURAS – 3

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Tourism Statistics, database of the Central Bank of Honduras

Organization responsible:

For data collection: Banco Central de Honduras
For statistical processing: Instituto Hondureño de Turismo
For publication and dissemination of the statistics: Instituto Hondureño de Turismo

Source of data: the surveys carried out by the Central Bank of Honduras.

Periodicity: annual.

Topics covered: employment by sex.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of tourism establishments.

Persons covered: all persons employed in these establishments.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: all industries listed in ISIC, Rev. 3 and SICTA.

Employment in the tourism industries: all persons employed.

Hours of work: not relevant.

Earnings: not relevant.
Classifications:

Branch of economic activity (industry): national classification linked to ISIC, Rev.3 and SICTA. Data are collected and disseminated at the four-digit level according to 19 tourism activities.

Occupation: not relevant.

Status in employment: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Boletines Anuales de la Cuenta Satélite de Turismo (annual Bulletins of the Tourism Satellite Account)

Censo de Establecimientos Turísticos 2001

Tríptico Estadístico 2006, La Primera Interpretación Económica del Turismo en Honduras

Availability of unpublished data upon request: only disaggregations of the statistics already published.

Website: http://www.letsgohonduras.com
HUNGARY

I. Statistical source used for data collection

– Labour force or other household based sample surveys:
  (1) Labour Force Survey (Munkaerő-felmérés)

– Establishment surveys:
  (2) Integrated Survey of Economic; Job Vacancies; Labour Cost Survey

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

See also Hungary -2, Section II below.

HUNGARY – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey

Organization responsible:

For planning and conduct of the survey: Hungarian Central Statistical Office (HCSO)

For analysis and publication of the results: HCSO

Periodicity: continuous, with quarterly results.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary, seasonal), duration of employment, status in employment, industry, occupation, education/qualification levels, main and second jobs, and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the population living in private households. Persons aged below 15 and 75 and over are excluded from the published results.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in NACE, Rev. 1.1 and ISIC, Rev.3, at the four-digit level.
Employment in the tourism industries: no specific definition.

The general definition of employment covers persons aged 15-74 years who, during the reference week, did any work for pay or profit (one hour or more, including family workers); or were not working but had a job or business from which they were temporarily absent because of illness, holidays, vacation, leave, maternity leave, bad weather, labour dispute, etc.; or were not working because of lay-off, but a) had an assurance of return to work within a period of 3 months or b) continued to receive ≥ 50% of their salary from their employer.

Hours of work: information is collected on hours actually worked during the reference week on main and second jobs (including overtime hours regardless of whether they were paid or not, and excluding commuting time between home and the place of work as well as main meal breaks).
Data are also collected on usual working hours, i.e. the number of weekly hours usually worked in the main job over a long reference period, excluding weeks when an absence occurs (e.g. for holidays, leave or strikes).

Informal sector: not relevant.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): Hungarian Classification of Economic Activities (TEÁOR), which is linked to NACE, Rev.1.1 and ISIC, Rev.3.

Occupation: Hungarian Standard Classification of Occupations (FEOR) and ISCO-88.

Status in employment: Hungarian Classification of Status in Employment, which is linked to ICSE-93.

Education: the highest level of education completed is coded according to the Hungarian Classification of Highest Level of Education Completed, which is linked to ISCED-1997.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

LFS Quarterly Bulletin
Labour Market Outlook
Ad-hoc modules and supplementary surveys data and analyses.
Methodological information is presented in A munkaerő-felmérést módszertana, 2006, in Hungarian only.

Availability of unpublished data upon request: yes. The anonymized Hungarian LFS microdatabase is available for users from state and research institutions. For confidentiality reasons some information (name, address, name of the workplace, description of occupation, etc.) is excluded from the database. The special contract between the Hungarian Central Statistical Office and data users stipulates the strict conditions of use. In addition to anonymized database detailed documentation has been produced, including instructions about using the database, description of variables in the database, classifications used, questionnaires and interviewer’s instructions. In case of any problem users can contact the Labour Statistics Section of HCSO for consultation.
Availability of data in machine-readable form: yes.

Website: http://www.ksh.hu

HUNGARY – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title:
Integrated Survey of Economic Job Vacancies
Labour Cost Survey

Organization responsible:
For planning and conduct of the survey: HCSO
For analysis and publication of the results: HCSO

Periodicity:
monthly
quarterly
annual.

Topics covered: employment (number of persons engaged and employees), earnings, wage rates, hours of work, compensation of employees and labour cost, industry, sector (public and private) and job vacancies.

Coverage:

Geographical: the whole country

Establishments: enterprises with more than 4 employees, and all central and local government institutions.

Persons covered: all employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in NACE, Rev. 1.1 and ISIC, Rev.3, at the four-digit level.

Employment in the tourism industries: no specific definition.

Employees are persons with a legal employment contract with the employer, with the exception of employees absent from work due to determined reasons. Employees whose employment contract has terminated are excluded.
Also excluded from the count of employees are:

Employees on maternity leave, from the first day of the maternity leave;

Employees receiving various child-care allowances, from the first day of their unpaid leave due to such right (except if, based on the Regulation LXXXIV/1982, the employer employs the recipient in part-time work);

Employees on sickness leave, after one month of continuous illness;

Employees on unpaid leave (i.e. nursing, house-building, attending a course or school-type education), after one month of absence;

Employees suspended from their job;

Employees exempt from labour in the period of notice, from the first day of exemption.

**Hours of work:** refer to the total number of hours actually worked by persons in employment or employees engaged in second or more jobs, including the “idle time” spent and accounted at the workplace.

Statistics of average hours relate to full-time employees.

**Earnings:** according to the national concept, earnings of full-time employees include basic wages and salaries; supplements; wages in kind; bonuses, premiums, 13th month salary; and payments for time not worked.

According to the System of National Accounts (SNA), they include direct remuneration and bonuses, payments for time not worked, and benefits in kind.

Net earnings are derive from gross earnings (according to the national concept) at the enterprise level after deduction of employees’ personal income tax, and compulsory social security contributions and unemployment insurance (incorporating health contributions and retirement schemes).

**Classifications:**

*Branch of economic activity (industry):* Hungarian Classification of Economic Activities (TEÁOR), which is linked to NACE, Rev.1.1 and ISIC, Rev.3.

*Occupation:* not relevant.

*Status in employment:* employees.

*Education:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

(i) and (ii) 1) First Releases: Number of employees and earnings in national economy (Monthly)  
2) Labour Report (Quarterly),  
3) STADAT –System and Database
Labour Cost in Hungary, 2004
First Releases, Downloadable publications, STADAT-System and Database are on the HCSO’s website

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.ksh.hu

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: the methodology of the “employment” module of the Tourism Satellite Account of Hungary was developed in October 2005. Statistics on employment in the tourism industries and its components could be derived according to this methodology in the future.
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Quarterly National Household Survey (QNHS)

- Establishment surveys:
  (2) Annual Services Inquiry (ASI)
  (3) National Employment Survey (NES)
  (4) Earnings, Hours and Employment Costs Survey (EHECS)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: none. These surveys are general surveys and are not Tourism specific. However, for all of them, the Tourism industries are within scope. The Central Statistics Office does not produce any specific publication dealing with employment and related statistics in the Tourism sector.

IRELAND – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Quarterly National Household Survey (QNHS)

Organization responsible:

For planning and conduct of the survey: Central Statistics Office (CSO)

For analysis and publication of the results: CSO

Periodicity: continuous survey, with quarterly results.

Topics covered: employment, by employment status, type of contract and duration (full- and part-time, permanent, fixed-term, temporary, seasonal), public and private sector, industry, occupation, education/qualification level, etc.; wages, hours of work and usual activity.

Coverage:

Geographical: the whole country.

Population groups: non-institutional population aged 15 years and above. Excluded are non-private households and non permanent dwellings.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: not specified.

Employment in the tourism industries: The QNHS is not specific to Tourism employment and no specific definition of tourism employment is required.

The general definition of employment covers persons aged 15 years and over, who a) performed some work in the week before the survey for one hour or more for pay or profit, including work on the family farm or business; and b) were temporarily absent from work during the reference week because of illness, holidays, leave, labour dispute, bad weather or mechanical breakdown, etc. The armed forces are included in the employed.

Hours of work: usual hours in main job, and hours actually worked during the reference week in main job.

Informal sector: not separately identified

Usual activity: information is collected on usual activity by industry and usual working patterns, as well as length of time in current job.

Classifications:

Branch of economic activity (industry): NACE, Rev.1.1.

Occupation: ISCO and the UK Standard Occupational Classification (UK-SOC).

Status in employment: the following groups are used: Employee, Self-Employed with employees, Self-employed without at least one employee, and Family member assisting relatives.

Education: ISCED.

C. DOCUMENTATION AND DISSEMINATION

Main publication:
Quarterly National Household Survey

Availability of unpublished data upon request: yes, subject to confidentiality and quality constraints.

Availability of data in machine-readable form: yes.

Website: http://www.cso.ie

IRELAND – 2, 3 and 4

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title:
Annual Services Inquiry (ASI)
National Employment Survey (NES)
Earnings, Hours and Employment Costs Survey (EHECS)
Organization responsible:

For planning and conduct of the surveys: CSO
For analysis and publication of the results: CSO

Periodicity:

ASI: annual
NES: annual
EHECS: quarterly

Topics covered: all three surveys cover: employment (number of persons engaged and employees), earnings, compensation of employees, by industry, in the private sector.

In addition, the EHECS and NES cover wage rates and labour cost.

The EHECS covers hours of work, seasonal employment, employment in the public sector and vacancies.
The NES covers absence from work (paid sick leave); and

The ASI covers labour turnover.

Coverage:

Geographical: the whole country

Establishments: ASI: all types and sizes of enterprises; EHECS and ASI: enterprises with three and more persons engaged.

Persons covered: all persons engaged and all paid employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they form part of Divisions 50 to 74 of the European classification of economic activities NACE, Rev.1.1.

Employment: the following definitions are not Tourism specific but are those identified in the three surveys, for all economic activities:

Persons employed include all direct employees of the enterprise (including directors) who are on the payroll. Excluded from “employees” are sales representatives and other persons who are wholly remunerated by way of fees or commission and are not on the payroll; directors, owners or managers whose remuneration wholly takes the form of a share in profits; unpaid family workers and voluntary workers (all of these are classified as “other persons engaged”).

Full-time employees include all persons (excluding apprentices) who have a direct employment contract with the enterprise, regardless of whether the contract is formal or informal, who receive a wage or salary and whose regular working hours are the same as the collectively agreed or customary hours worked in the enterprise, irrespective of the duration of the employment contract.

Part-time Employees are all persons (excluding apprentices) who have a direct employment contract with the enterprise, regardless of whether the contract is formal or informal, who receive a wage or salary and whose regular working hours are less than the collectively agreed or customary hours.
worked in the enterprise, whether daily, weekly or monthly and irrespective of the duration of the contract. The definition of part-time working may vary from enterprise to enterprise but as a general guideline, employees working 80% or less of the regular or normal hours worked in the enterprise are classified as part-time employees.

Apprentices include all persons employed, both full-time or part-time, whose wages/salaries are governed by the fact that they work either under an apprenticeship contract or as part of a training programme.

Other persons engaged consist of those who are not paid a definite wage or salary (e.g. proprietors, unpaid family members, unpaid voluntary workers, etc.).

**Hours of work:** data are collected quarterly on:

- **Paid contracted hours** (sum of paid hours for all employees) i.e. the normal working hours of employees, usually specified in the contract of employment.
- **Paid overtime hours:** hours worked in excess of contracted hours.
- **Total number of paid hours not worked:** the sum of all hours not worked during the quarter for all employees in each category. Includes paid study leave, compassionate leave, etc. Data are collected separately for full-time employees, part-time employees, apprentices, and by broad occupational group.

**Earnings:** include total gross wages and salaries, i.e. the gross amount (before deduction of income tax, employee contributions to social security, pension schemes etc.) of all wages, salaries, allowances, commissions, bonuses, holiday pay etc. paid by the enterprise to all of its employees.

Earnings exclude: non-wage payments such as non-taxable travelling and subsistence payments and any payments made to persons not on the payroll e.g. proprietors and agency workers. The following components of earnings are separately identified:

- **Regular wages and salaries** (including sick and maternity pay), paid regularly at each pay period, include: basic wages and salaries - including holiday pay, sick pay and maternity pay; wages calculated on the basis of time worked, output or piecework; payments for shift work, Sunday or public holiday work, etc.; bonuses and allowances paid at each pay period, such as those for responsibility, qualifications, length of service, etc. Excluded are any pay in advance and arrears.

- **Overtime payments.**

- **Wages and salaries of apprentices.**

- **Irregular bonuses and allowances not paid regularly at each pay period:** end of quarter productivity bonuses; golden handshake, payments to employees leaving the enterprise; backdated pay arrears.

**Classifications:**

*Branch of economic activity:* NACE Rev. 1.1.

ASI: data are compiled at the class level (four-digit) and published at the group level (three-digit);

EHECS: data are compiled at the class level (four-digit) and published at the division level (two-digit).

*Occupation:* data are classified by broad occupational group according to ISCO-COM, as follows: ISCO 1 to 4; 5 and 6; and 7 to 9.
Status in employment: (i) Employees and (ii) Proprietors and directors.

Education: ISCED, in the NES only.

C. DOCUMENTATION AND DISSEMINATION

Main publications: the CSO does not publish any specific publication dealing with employment and related statistics in the Tourism sector, but the results of the above-mentioned surveys are published in:

Annual Services Inquiry: the most recent issue refers to 2003. The results for 2004 and 2005 will be published in 2007.


Earnings, Hours and Employment Costs Survey: the results have not yet been published, but should be disseminated in 2008.

Availability of unpublished data upon request: yes, subject to confidentiality and quality constraints.

Availability of data in machine-readable form: yes.

Website: http://www.cso.ie
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey
- Establishment surveys:
  (2) Revenue and Employment in Tourist Hotels
- Administrative records and related sources:
  (3) National Insurance Institute and other administrative sources

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

ISRAEL – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS)

Organization responsible:
For planning and conduct of the survey: Central Bureau of Statistics (CBS)
For analysis and publication of the results: CBS

Periodicity: continuous. The results are disseminated on a quarterly basis.

Topics covered: employment (full- and part-time), status in employment, employment by industry, occupation and education/qualification level, and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the survey population includes the permanent (de jure) population of Israel aged 15 and over, including Jewish residents in Judea and Samaria, and Gaza areas and the Golan, potential immigrants and permanent residents living abroad for a period of less than one year. It does not include tourists and temporary residents unless they have been living in Israel continuously for more than a year. As of 1968, the survey population includes the residents of East Jerusalem, and as of 1982, it includes the Druze residents of the Golan Sub-district.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the list of tourism industries corresponds to the industries identified according to ISIC, Rev.3 and SICTA.

Employment in the tourism industries: employed persons are all persons who had worked at least one hour during the reference week of the survey, at any type of work, for pay, profit, or other remuneration; all workers in qibbuzim (whether in services or any other branch); family members who had worked without pay 15 hours or more a week; persons in institutions who had worked 15 hours or more a week; and persons who were temporarily absent from their usual work and did not seek other work.

The employed group consists of three subgroups:

full-time workers: all persons who worked 35 hours or more during the reference week (including preparation hours);

part-time workers: all persons who worked from one to 34 hours during the reference week (including preparation hours);

temporarily absent from work during the reference week due to illness, vacation, army reserve duty, labour dispute, inclement weather, temporary disruption of work (up to 30 days), or other reason.

Hours of work: information is collected on hours actually worked in main job during the reference week, including overtime in the same place of work or in other places of work, preparation hours of teachers and artists, waiting hours (e.g. a driver or porter waiting for work), as well as work hours of an unpaid family member in the family business or farm (if the person worked 15 hours or more, on the average, per week).

Informal sector: not relevant.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): is collected according to the Standard Industrial Classification of all economic activities, 1993, which is linked to ISIC, Rev.3. Data are disseminated at the three-digit level.

Occupation: is collected according to the Standard Classification of Occupations, 1994, which is linked to ISCO-1988. Data are disseminated at the three-digit level.

Status in employment: the following groups are used: employee; recipient of wages from employment agencies or employment contractors; employer; self-employed (own-account worker); member of cooperative; member of kibbutz; and unpaid contributing family worker. These groups are linked to ICSE-1993.

Education: information is collected on:

years of study: the number of years spent in regular studies in school;
the type of school last attended;
the highest diploma (degree) received from a school or from educational settings that grant official diplomas.

The education levels can be linked to ISCED-97.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Labour Force Survey Quarterly Statistics (Jerusalem, quarterly)
Definitions, Classifications and Explanations; Methods; Reliability of the Estimates; Methodological Appendix


Standard Classification of Occupations, 1994, Technical Publication No. 64
These publications are available on the CBS website.

Availability of unpublished data upon request: yes
Availability of data in machine-readable form: yes, on Internet.
Website: http://www.cbs.gov.il

ISRAEL – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Revenue and Employment in Tourist Hotels

Organization responsible:
For planning and conduct of the survey: CBS
For analysis and publication of the results: CBS

Periodicity: quarterly, to collect monthly data.

Topics covered: total employment, number of employees and employees’ earnings.

Coverage:

Geographical: the whole country.

Establishments: a sample of tourist hotels.

Persons covered: all persons employed, of which number of employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: tourist hotels only, as recommended by the Ministry of Tourism.

Employment in the tourism industries: refers to:
Sources and Methods: Labour Statistics – Employment in the Tourism Industries

Jobs (formerly: Employed persons): Employees, and proprietors and members of their families working at the hotel without pay (in hotels in kibbutzim it includes also posts held by kibbutzim members and volunteers working without pay, classified as proprietors and family members). Excludes workers employed by personnel agencies.

Employee jobs (formerly: Employees): Persons who worked in a hotel for at least one day in the month and received wages, including part-time employees and proprietors and shareholders drawing a wage or salary from the hotel.

Hours of work: not relevant.

Earnings: refer to the sums of wages appearing on the payrolls for the reported month, and on which income tax is due, including basic wage, overtime, various taxable allowances such as: cost of living allowance, seniority, education allowance, fares, convalescence allowance, maintenance of vehicle (excluding insurance and license), telephone maintenance, payment for clothing, 13th month salary, premiums, bonuses etc., and also payments in kind (such as housing), which require payment of income tax and service charges (whether paid directly by the employer, or distributed directly among the employees from a common pool).

Excluded are sums paid to the employee, on which the employee does not have to pay income tax, such as: food and lodging allowances, meals allowance on which the employee does not pay tax, compensation payments, pension and services charges not paid by the employer or not distributed from a common pool. Other labour expenses paid by the employer (social security) are also excluded.

Kibbutz members and volunteers who work in hotels in kibbutzim and moshavim are defined, as mentioned above, as proprietors and family members. Thus, wages are not imputed for them.

Classifications:

Branch of economic activity (industry): is collected according to the Standard Industrial Classification of all economic activities, 1993, which is linked to ISIC, Rev.3. Data are disseminated at the three-digit level.

Occupation: not relevant.

Status in employment: the following groups are used: employees and all employed persons (including proprietors and unpaid contributing family members). These groups are linked to the International Classification of Status in Employment (ICSE-1993).

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Tourism and Hotel Services Statistics Quarterly, available on the CBS website;

Introduction – Explanatory Notes, Definitions and Sources; available on the CBS website.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes, on Internet.

Website: http://www.cbs.gov.il
ISRAEL – 3

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Employment and Wage Indices

Organization responsible:

For data collection: National Insurance Institute (NII)

For statistical processing, publication and dissemination of the statistics: CBS

Source of data: statistics on employment and wages are based mainly on the monthly processing of employers’ reports on jobs of workers and on wages (according to the law) on Form 102 (for jobs of Israeli workers) and Form 612 (for jobs of workers from abroad) to the National Insurance Institute (NII), and partly on other administrative sources, such as the payments of the Employment Service labour exchanges, the Office Mechanization Centre (Malam Systems Ltd), the Israel Local Authorities Data Processing Centre and the defence forces.

Periodicity: monthly.

Topics covered: employment and earnings.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments with one or more employees.

Persons covered: the investigated population includes all employee jobs in the Israeli economy that are reported to the National Insurance Institute on Form 102, i.e. all employees who worked at least one day in the surveyed month in the establishments concerned, including members of co-operatives, civilian workers of the defence forces, and employees from Judea and Samaria and the Gaza Area who receive their wages through the payment administration of the Employment Service and who work in Israel. Also included are workers from other countries who are reported to the NII on Form 612.

Domestic help workers, kibbutz members working in the kibbutz or in establishments owned by the kibbutz, employers working in their own establishments, students attending vocational and agricultural schools and apprentices in institutions for vocational training are excluded.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: all twelve groups of Tourism industries that form part of ISIC, Rev.3 and SICTA are covered.

Employment in the tourism industries: the number of jobs of workers (permanent and temporary) who worked for at least one day during the surveyed month (or were on paid leave due to illness, vacation, army reserve duty, etc.) appearing on the payroll of establishments or institutions. Jobs on the payroll of more than one establishment or institution in that month are counted as many times as they appear on the payroll, so that the data actually refer to the number of jobs for which wages were paid in that month.
The numbers of employee jobs of foreign workers (i.e. workers from abroad, as well as workers from Judea, Samaria and the Gaza Area) are separately identified.

**Hours of work:** not relevant.

**Earnings:** refer to gross payments made to all employee jobs in a month, including basic wages, cost-of-living allowances, seniority payments, back-pay, advance payments, overtime, premiums, various benefits, grants and supplements (current or non-recurring) such as: on-call, shift, 13th month salary, transportation, vacation pay, education and proficiency allowances, car allowance, etc.

Excluded from gross earnings are other labour expenses and sums paid by the employer to funds such as pension funds or insurance for employees, employers’ tax, etc.

Average monthly wages per employee job correspond to the sum of gross earnings divided by the number of employee jobs in that month. It follows from the definition of employee jobs that the average monthly wages per employee job is lower than the average monthly wages per employee.

**Classifications:**

*Branch of economic activity (industry):* is collected at the 3-digit level of the Standard Industrial Classification of all economic activities, 1993, which is linked to ISIC, Rev.3. Data are disseminated at the three-digit level.

*Occupation:* not relevant.

*Status in employment:* not relevant.

*Education:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

Wages and Employment Monthly Statistics, Jerusalem (monthly); the data are released two months after the reference month. Also available on the CBS website.


**Availability of unpublished data upon request:** yes.

**Website:** [http://www.cbs.gov.il](http://www.cbs.gov.il)
I. Statistical source used for data collection

– Establishment survey:
  Survey of Employment, Earnings and Hours worked

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics can be derived from the above-mentioned source, although this survey is not limited to tourism industries.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Survey of Employment, Earnings and Hours worked

Organization responsible:

For planning and conduct of the survey: the Statistical Institute of Jamaica

For analysis and publication of the results: the Statistical Institute of Jamaica

Periodicity: quarterly.

Topics covered: employment, earnings, hours paid for and industry.

Coverage:

Geographical: the whole country

Establishments: non-agricultural large establishments with 10 or more employees in the private sector. Excluded are the Government and private educational services.

Persons covered: all employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed under ISIC, Rev.3, but can’t be identified at the same level of detail. The following groups can be identified:

Restaurants
Hotels, Rooming Houses and Lodging Places
Land Transport
Water Transport
Air Transport
Services Incidental to Transport

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Employment in the tourism industries: refers to the number of employees (wage earners and salaried employees) in the tourism and other related sectors.

Hours of work: refer to aggregate hours paid to wage earners. Data are collected separately for full-time hourly rated workers (straight time and overtime), and part-time and casual hourly rated workers.

Earnings: refer to aggregate gross regular cash earnings paid to the following employee categories: salaried employees (separately, monthly paid, paid fortnightly, hourly paid and others), wage earners (separately, full-time hourly rated, and part-time hourly rated and casual), and other employees on task or piece rate.

Classifications:

Branch of economic activity (industry): ISIC, Rev.2. Data are collected at the three-digit level.

Occupation: not relevant.

Status in employment: employees by category and mode of payment.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Employment, Earnings and Hours Worked in Large Establishments (annual)

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes, on diskette or by e-mail.

Website: http://www.statinja.com
JORDAN

I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Employment and Unemployment Survey

- Establishment surveys:
  (2) Employment Survey

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

JORDAN – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Employment and Unemployment Survey

Organization responsible:

For planning and conduct of the survey: Department of Statistics (DOS), Household Surveys Directorate

For analysis and publication of the results: Department of Statistics

Periodicity: quarterly and annually.

Topics covered: employment (permanent, fixed-term, temporary), main and second jobs, status in employment, duration of employment, industry, sector (public, private and informal), occupation, education/qualification levels, current and usual activity, and hours of work.

Coverage:

Geographical: the whole country, except nomadic areas.

Population groups: total population, excluding population living in remote areas (mostly nomads) and those living in collective dwellings such as hotels, work camps, prisons, etc.

The survey results are limited to the Jordanian population. No separate estimates are available for Non-Jordanians.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the list of industries of ISIC, Rev.3.

Employment in the tourism industries: persons aged 15 years and over, who worked at least one hour during the reference period in the government sector or in the private sector. Work includes any paid work, paid or unpaid activity in a business, completely or partially owned. Employed persons include paid employees and self-employed persons who were temporary absent from work during the reference period for reasons such as own illness, vacation, holidays, reduction in economic activity (lack of customers, shortage of demand, etc.), temporary breakdown in the establishment (shutdown, shortage of raw materials, shortage of fuel, and electric or mechanical breakdown).

Hours of work: refer to the number of hours actually worked during the seven days prior to the date of interview. They include (1) hours actually worked during normal periods of work; (2) overtime hours; (3) time spent at the workplace not engaged in the business activity proper, but preparing, maintaining, and cleaning work tools and equipment, or preparing receipts, time-sheets and reports, etc.; (4) time spent at the workplace waiting or standing by for the provision of work materials, or the repair of mechanical or electrical damages or breakdowns, etc.; and (5) time spent at the workplace on short breaks or rest periods. They exclude hours paid but not worked such as paid annual vacations, paid official or public holidays, and paid sick leaves. They also exclude time designated for meal breaks which normally does not exceed three hours and time spent on travel from home to the workplace and vice versa.

Informal sector: no information available.

Usual activity: no information available.

Classifications:

Branch of economic activity (industry): coded at the three-digit level. Results are published at the one-digit level with 17 categories. The classification is linked to ISIC, Rev.3.

Occupation: coded at the three-digit level. Results are published at the one-digit level with 9 categories. The classification is linked to ISCO-88.

Status in employment: employees, employers, own-account workers, unpaid contributing family workers and unpaid workers. These groups are linked to ICSE-93.

Education: data are collected according to the following groups: Illiterate; Read and write; Elementary education; Preparatory; Basic education; Vocational apprenticeship; Secondary education; Intermediate diploma; Higher Diploma and above. This classification can be linked to ISCED-1997.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Employment and Unemployment Survey, Annual Report 2005,


These reports are available on the Department of Statistics’ website and contain some methodological notes.
Availability of unpublished data upon request: yes.
Availability of data in machine-readable form: yes.
Website: [http://www.dos.gov.jo](http://www.dos.gov.jo)

**JORDAN – 2**

**A. SURVEY IDENTIFICATION AND CHARACTERISTICS**

**Title:** Employment Survey

**Organization responsible:**

For planning and conduct of the survey: Department of Statistics

For analysis and publication of the results: Department of Statistics

**Periodicity:** annual, with reference to October.

**Topics covered:** employment (number of persons engaged and employees), wages, hours of work, industry and sector (private and public); occupation and job vacancies.

**Coverage:**

*Geographical:* the whole country.

*Establishments:* all types and sizes of public and private sector establishments (since 1999), excluding the agricultural sector, the military, public security and public defence sectors.

*Persons covered:* all persons engaged, i.e. “unpaid employees” (working proprietors and directors who do not receive a salary, unpaid contributing family workers, unpaid apprentices, etc.) and paid employees. Included are employees who were temporarily absent on paid sick or vacation leave.

**B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS**

**Tourism industries:** the survey doesn’t cover all tourism activities as specified according to ISIC, Rev.3, but the industries identified correspond to this classification.

**Employment in the tourism industries:** all employees in the identified tourism industries, by nationality and sex.

**Hours of work:** hours actually worked, i.e.: hours actually worked during normal periods of time, and overtime (time worked in addition to hours worked during normal periods of time). Data are collected separately for full- and part-time workers, trainees, nationals and foreigners, paid and unpaid workers, sex, and educational level of workers.

**Earnings:** refer to net earnings of employees, according to the same categories of employees as hours of work.
Classifications:

Branch of economic activity (industry): collected, coded and disseminated at the two-digit level of ISIC, Rev.3.

Occupation: coded at the four-digit level and disseminated at the one-digit level of ISCO-88.

Status in employment: all persons engaged, out of which paid and unpaid employees.

Education: coded at the five-digit level of education and specialization: Data are disseminated at the one-digit level of the education classification, which is linked to ISCED-1997.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Employment Survey (annual). The most recent report refers to 2004. It is available on the DOS website.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.dos.gov.jo
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Employment and Unemployment Population Survey (Labour Force Survey)

- Establishment surveys:
  (2) Compulsory statistical reports of enterprises, institutions and organizations

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

KAZAKHSTAN – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Employment and Unemployment Population Survey (Labour Force Survey)

Organization responsible:

For planning and conduct of the survey: Statistical Agency of the Republic of Kazakhstan

For analysis and publication of the results: Statistical Agency of the Republic of Kazakhstan and its Information and Computer Centre.

Periodicity: quarterly.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary, seasonal), status in employment, industry, sector (public/private), occupation, education/qualification levels, main and second jobs, and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the resident non-institutional population, i.e. excluding persons living in elderly homes, monasteries, hostels and the like.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3 and SICTA.

Employment in the tourism industries: no specific definition. The general definition of employment follows ILO standards.

Hours of work: refer to weekly hours actually worked in all jobs.

Informal sector: not relevant.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): General Classification of Economic Activity (OKED), which is a version of NACE. However, the Statistical Agency does not produce special tables on employment in the tourism industries.

Occupation: National classification of occupations (does not apply to tourism industries).

Status in employment: national classification linked to ICSE-93.

Education: does not apply to tourism industries.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Main Labour Market Indicators of the Republic of Kazakhstan (quarterly);

Economic Activity of the Population of Kazakhstan (annual);

Tourism of Kazakhstan (annual).

Availability of unpublished data upon request: no.

Availability of data in machine-readable form: through Internet.

Website: http://www.stat.kz

KAZAKHSTAN – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Compulsory statistical reports of enterprises, institutions and organizations

Organization responsible:

For planning and conduct of the survey: Statistical Agency of the Republic of Kazakhstan
For analysis and publication of the results: Statistical Agency of the Republic of Kazakhstan and its Information and Computer Centre.

**Periodicity:** monthly, quarterly and annual.

**Topics covered:** employment (number of employees), wages, compensation of employees and labour cost, hours of work, industry and sector (public/private).

**Coverage:**

*Geographical:* the whole country.

*Establishments:* enterprises, organizations and institutions of all sizes and property forms.

*Persons covered:* all employees (wage earners and salaried employees).

**B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS**

**Tourism industries:** they correspond to the industries listed in ISIC, Rev.3.

**Employment in the tourism industries:** refers to paid employees, i.e. persons who work on the basis of an employment contract stipulating regular receipt of payment/remuneration either in cash (wage, premium, bonuses, etc;) or in kind.

Total employment refers to the number of persons on the payroll of an enterprise, institution or organization, who are employed on the basis of a contract, irrespective of its duration. Excluded are persons engaged on the basis of contracts of civilian and legal nature.

**Hours of work:** refer to the time during which a person carries out his/her occupational responsibilities in line with the relevant legal acts of his/her employer and as stipulated by the individual employment contract (i.e. normal hours of work).

**Earnings:** refer to wages and salaries, i.e. remuneration for a given labour input in accordance with its complexity, quantity and quality.

Average monthly nominal wages are calculated by dividing the enterprise total wage fund (total gross earnings) by the actual number of persons on the payroll.

**Classifications:**

*Branch of economic activity (industry):* General Classification of Economic Activity (OKED), 2004. This classification can be linked to ISIC, Rev.3.

*Occupation:* not relevant.

*Status in employment:* employees.

*Education:* not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Statistical Bulletin: Employment and Wages by type of economic activity of the Republic of Kazakhstan;

Main Indicators of Labour Market of the Republic of Kazakhstan;

Wages and Salaries in the Republic of Kazakhstan;

Tourism of Kazakhstan (annual)

Availability of unpublished data upon request: no.

Availability of data in machine-readable form: through Internet.

Website: http://www.stat.kz
KENYA

I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Integrated Labour Force Survey

- Establishment surveys:
  (2) Annual Enumeration of Employees and Self-Employed Persons

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

KENYA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Integrated Labour Force Survey

Organization responsible:
For planning and conduct of the survey: Central Bureau of Statistics (CBS)
For analysis and publication of the results: CBS


A Labour Force module was included in the Kenya Integrated Household Budget Survey conducted in May 2005/April 2006, which is currently being analyzed.

Topics covered: employment (incl. full- and part-time, and seasonal), status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country, except rural areas of the North Eastern Province and the whole of three other districts (Turkana, Samburu and Marsabit) due to insecurity and related hardships.

Population groups: the “de jure” population living in private households. Excluded are institutional populations, non-resident citizens, foreigners and members of the armed forces.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.2.

Employment in the tourism industries: no specific definition.

The general definition used in the LFS covers all persons employed, including persons at work during a short reference period, and persons temporarily absent from work but holding a job.

Hours of work: refer to hours actually worked during the reference week by all employed persons, and to normal/usual hours of work of persons in paid employment (i.e. hours fixed by or in pursuance of laws and regulations, collective agreements or arbitral awards).

Informal sector: covers all small-scale activities that are normally semi-organized and unregulated, and use low and simple technology. Such businesses are normally carried out by own-account workers or employers with a limited number of workers (artisans, traders and other operators), in a variety of work sites such as market stalls, residential houses, open yards, undeveloped plots, semi-permanent structures, and street pavements. Though their business names are not registered with the Registrar of Companies, they may or may not have operating licences from local authorities. The informal sector excludes agricultural and farm-related activities.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): corresponds to ISIC, Rev.2.

Occupation: the classification is based on ISCO-1988.

Status in employment: paid employees; working employers; own-account workers; unpaid contributing family workers; and apprentices. Coded as in ICSE-93.

Education: the following groups are used: none; nursery (pre-primary); primary; secondary; undergraduate; and post-graduate. The classification is linked to ISCED-1997.

C. DOCUMENTATION AND DISSEMINATION

Main publication:


Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.cbs.go.ke
KENYA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Annual Enumeration of Employees and Self-Employed Persons

Organization responsible:

For planning and conduct of the survey: CBS

For analysis and publication of the results: CBS

Periodicity: annual, in June.

Topics covered: employment by sex and citizenship, industry, sector (public/private), earnings, labour cost and hours of work.

Coverage:

Geographical: the whole country

Establishments: all establishments with five or more employees in the formal sector. Information on the Central Government and Teachers Service Commission (TSC) is obtained from the Central Government Payroll, and payrolls and records held by TSC. Excluded are the informal sector and subsistence agriculture and pastoral activities, which does not affect tourism.

Persons covered: all persons engaged, including self-employed persons and unpaid directors and proprietors.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.2.

Employment in the tourism industries: includes regular workers and casual workers. Regular workers are salaried employees employed on a monthly, weekly or ticket basis on verbal or written contracts. Casual workers are persons whose terms of engagement provide for their payment at the end of each day and who are not engaged for a period longer than 30 days.

Hours of work: refer to normal hours worked per week. Data on hours of work are neither analyzed nor published.

Earnings: refer to gross cash remuneration paid in June (i.e. wages and salaries before any deductions, including overtime and all regular allowances such as housing allowances, cost-of-living and overseas allowances, etc.), by sex and occupational group.

Data are collected on total labour cost which includes gross cash remuneration, cost of rations including meals, employers’ annual expenditure for national Social Security Fund, leave passages paid for employees, bonus and gratuity payments, contributions to private funds, cost of uniforms and other clothing and bedding provided to employees, and medical benefits. Data on labour cost are neither analyzed nor published.
Classifications:

*Branch of economic activity (industry)*: corresponds to ISIC, Rev.2.

*Occupation*: linked to ISCO-1968.

*Status in employment*: the following groups are used: employees and unpaid contributing family workers. The classification is linked to ICSE-1993.

*Education*: not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

*Main publication*:

Statistical Abstract (annual; contains only employment and earnings results).

*Availability of unpublished data upon request*: yes.

*Availability of data in machine-readable form*: yes.

*Website*: [http://www.cbs.go.ke](http://www.cbs.go.ke)
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Employment and Unemployment module of the Integrated Household Survey

- Establishment surveys:
  (2) Compulsory statistical reporting form “Employees and their wages and salaries” submitted by enterprises, institutions and organizations of Kyrgyzstan

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

KYRGYZSTAN – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Employment and Unemployment module of the Integrated Household Survey Population Survey

Organization responsible:

For planning and conduct of the survey: National Statistical Committee

For analysis and publication of the results: National Statistical Committee

Periodicity: quarterly.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary, seasonal and occasional), status in employment, industry, informal sector, duration of employment, occupation, education/qualification levels, main and second jobs, and hours of work.

Coverage:

Geographical: the whole country.

Population groups: persons aged 15 years and over.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3 and SICTA, excluding industry code 7010 (second home ownership). According to the Kyrgyz classification, this industry group belongs to the “Operations with private real estate”.

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Employment in the tourism industries: employees with an employment contract for permanent, temporary or seasonal work for one day or more, as well as persons working in their own enterprise and receiving remuneration. Also included are persons with a job but temporarily absent due to illness or injury, vacation or leave, labour dispute, bad weather or mechanical breakdown, etc.

Hours of work: refer to weekly hours actually worked in main job.

Informal sector: persons employed in the informal sector are considered to be predominantly casual workers, paid and unpaid contributing family members and persons engaged through “personal connections”. These criteria refer to main and secondary jobs.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): the following industry groups are tourism-related industries:

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<td>5510</td>
<td>5510</td>
</tr>
<tr>
<td>Other type of lodging for short-time rental</td>
<td>5520</td>
<td></td>
</tr>
<tr>
<td>Restaurants and similar</td>
<td>5530</td>
<td></td>
</tr>
<tr>
<td>Road passenger transport services</td>
<td>Part of 6010</td>
<td></td>
</tr>
<tr>
<td>Taxi service</td>
<td>6021</td>
<td>6021-1, 6021-2, 6021-3</td>
</tr>
<tr>
<td>Other road transport</td>
<td>6022</td>
<td>6022-1, 6022-2, 6022-3</td>
</tr>
<tr>
<td>Water passenger transport services</td>
<td>Part of 6120-1</td>
<td>6110-1, 6110-2, 6120-1, 6120-3, Part of 6120</td>
</tr>
<tr>
<td>Air passenger transport services</td>
<td>Part of 6210, 6211 and</td>
<td>6210-1, 6211-2, 6220-1, 6220-2, 6220-3, Part of 6220</td>
</tr>
<tr>
<td>Transport supporting services</td>
<td>Part of 6321, 6322, 6323</td>
<td>6303-1, 6303-2, 6303-3</td>
</tr>
<tr>
<td>Transport equipment rental</td>
<td>Part of 7110, 7112 and</td>
<td>7111-1, 7111-2, 7111-3</td>
</tr>
<tr>
<td>Travel agencies and similar</td>
<td>6330</td>
<td>7112, 7113-1</td>
</tr>
<tr>
<td>Cultural services</td>
<td>Part of 9231, 9232, 9233,  9234</td>
<td>9232-1, 9232-2, 9233-1, 9233-2</td>
</tr>
<tr>
<td>Sporting and other recreational services</td>
<td>Part of 9260</td>
<td>9214, 9219-1, Part of 9249</td>
</tr>
<tr>
<td>Recreation and entertainment services</td>
<td>9270</td>
<td></td>
</tr>
</tbody>
</table>

This classification can be linked to ISIC, Rev.3 and SICTA.
**Occupation**: as follows:

**Occupational Groups of Persons Employed in the Tourism Industries: Kyrgyzstan**

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>422</td>
<td>Client and population information clerks</td>
</tr>
<tr>
<td>4221</td>
<td>Travel agency and related clerks</td>
</tr>
<tr>
<td>4222</td>
<td>Receptionists and information clerks</td>
</tr>
<tr>
<td>4223</td>
<td>Consumer service and maintenance clerks</td>
</tr>
<tr>
<td>511</td>
<td>Travel attendants, public transport and related workers</td>
</tr>
<tr>
<td>5113</td>
<td>Travel guides</td>
</tr>
<tr>
<td>512</td>
<td>Public catering workers</td>
</tr>
<tr>
<td>5122</td>
<td>Cooks</td>
</tr>
<tr>
<td>5123</td>
<td>Waiters, waitresses and bartenders</td>
</tr>
<tr>
<td>913</td>
<td>Domestic servants, cleaners and related helpers</td>
</tr>
<tr>
<td>9132</td>
<td>Helpers and cleaners in hotels and related occupations</td>
</tr>
<tr>
<td>9133</td>
<td>Hand-launderers and pressers</td>
</tr>
</tbody>
</table>

**Status in employment**: employees, employers, members of producers’ cooperatives, own-account workers and unpaid contributing family workers.

**Education**:

- higher professional,
- incomplete higher professional,
- incomplete secondary vocational,
- secondary vocational,
- complete secondary general (high school) and
- secondary general.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication**: *Employment and Unemployment: Results of the Integrated Household Survey* (annual)

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

**KYRGYZSTAN – 2**

**A. SURVEY IDENTIFICATION AND CHARACTERISTICS**

**Title**: Compulsory statistical reporting form “Employees and their wages and salaries” submitted by enterprises, institutions and organizations of Kyrgyzstan
Organization responsible:

For planning and conduct of the survey: National Statistical Committee
For analysis and publication of the results: National Statistical Committee

Periodicity: annual.

Topics covered: employment (number of persons engaged) including seasonal employment, earnings, labour cost, hours of work, industry, sector (public/private), turnover and vacancies.

Coverage:

Geographical: the whole country.

Establishments: formal (registered) enterprises, organizations and institutions.

Persons covered: all persons engaged and employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3 and SICTA, excluding industry code 7010 (second home ownership). According to the Kyrgyz classification, this industry group belongs to the “Operations with private real estate”.

Employment in the tourism industries: refers to employees with an employment contract for permanent, temporary or seasonal work for one day or more, as well as persons working in their own enterprise and receiving remuneration.

Hours of work: refer to weekly hours actually worked by employees. Excluded are persons on pregnancy and maternity leave, child-care leave and leave without pay initiated by the employer/administration.

Earnings: refer to gross monthly earnings of employees. Excluded are persons on pregnancy and maternity leave, child-care leave and leave without pay initiated by the employer/administration.

Classifications:

Branch of economic activity (industry): see Description No. 1.

Occupation: See Description No. 1.

Status in employment: employees, employers, members of producers’ cooperatives, own-account workers and unpaid contributing family workers.

Education: See Description No. 1.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Special publication: Tourism in Kyrgyzstan, 2001-2005

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (Darbaspēka apsekojums)

- Establishment surveys:
  (2) Survey on Labour (quarterly) 2-LABOUR ((Pārskazts par darbu (certurksna) 2-DARBS)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

LATVIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (Darbaspēka apsekojums)

Organization responsible:

For planning and conduct of the survey: Central Statistical Bureau of Latvia (CSB of Latvia), Employment Statistics Section and Interview’s Coordination Section

For analysis and publication of the results: CSB of Latvia, Employment Statistics Section

Periodicity: continuous, with half-yearly results.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary), duration of employment, status in employment, industry, sector (private and public), occupation and education/qualification levels, usual activity, second job(s), wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: all persons aged 15 years old and above living in private households during the reference week. Excluded are household members absent from a household for more than 3 months (such as conscripts, students living in hostels, sailors, etc.), as well as institutional population (inmates of penal and mental institutions, hospitals, prisons, etc.).
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: see the table below:

<table>
<thead>
<tr>
<th>Activities description</th>
<th>NACE Rev. 1.1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hotels and similar</td>
<td>55.10, 55.21, 55.22, 55.23</td>
</tr>
<tr>
<td>2. Second home ownership (imputed)</td>
<td>-</td>
</tr>
<tr>
<td>3. Restaurants and similar</td>
<td>55.30, 55.40</td>
</tr>
<tr>
<td>4. Railway passenger transport services</td>
<td>60.10</td>
</tr>
<tr>
<td>5. Road passenger transport services</td>
<td>60.21, 60.23</td>
</tr>
<tr>
<td>6. Water passenger transport services</td>
<td>61.10, 61.20</td>
</tr>
<tr>
<td>7. Air passenger transport services</td>
<td>62.10, 62.20</td>
</tr>
<tr>
<td>8. Transport supporting services</td>
<td>63.21, 63.22, 63.23</td>
</tr>
<tr>
<td>9. Transport equipment rental</td>
<td>71.10</td>
</tr>
<tr>
<td>10. Travel agencies and similar</td>
<td>63.30</td>
</tr>
<tr>
<td>11. Cultural services</td>
<td>92.33, 92.52</td>
</tr>
<tr>
<td>12. Sporting and other recreational services</td>
<td>92.61, 92.62</td>
</tr>
</tbody>
</table>

Employment in the tourism industries: no special definition.
Employed are all persons aged 15 years and above who, during the reference period (a) performed some work for at least one hour for pay or profit (in cash or in kind); (b) did not work but had jobs or an enterprise from which they were temporarily absent due to vacation/annual leave, illness/injury, vocational training leave or other similar reason (for less than three months). In addition, considered as employed are persons who performed some paid or unpaid community and social work as well as women on child-care leave until the child’s age of three months

Hours of work: hours actually worked, i.e. the number of hours actually worked during the reference week (including idle time, rest time, overtime and the number of hours worked outside the working place in order to perform the working tasks).

Informal sector: not relevant.

Usual activity: the reference person is characterized according its current labour status during the last three months, as follow:

1. Working pupil/student (including paid study practice etc.)
2. Working retiree
3. Working invalid
4. Do any work including unpaid work in a family farm/enterprise and apprentice work or paid instructional practice etc.
5. Unemployed, job hunter
6. A pupil, a student (unpaid practice inclusive)
7. Old-age retiree (incl. service pensioners and representatives of occupations who have a possibility to retire earlier)
8. Early retirement for economic reasons
9. Person who discontinues entrepreneurship
10. Permanently disabled persons
11. Invalid
12. Service in the compulsory military service/ alternative service
13. Was on child-care leave
14. Had household duties
15. Other kind of an inactive person:
Classifications:

*Branch of economic activity (industry):* is collected at the four-digit level of NACE, Rev. 1.1. Data are disseminated at the one digit level of the classification.

*Occupation:* collected according to the Latvian Classification of Occupations developed on the basis of ISCO, 1988, and coded at the four-digit level. Data are disseminated at the first-digit level of the classification.

*Status in employment:* the following groups are used:

Employees (workers) – persons who do some work (work in a family farm, professional practice or enterprise inclusive) for pay or profit (in cash, goods or services) to the person or family.

Employers (owners) – persons who work in own business, professional practice or farm for the purpose of earning a profit and who employ one or more employees.

Self-employed – persons who work in own business, professional practice or farm for the purpose of earning a profit and who do not employ any other persons.

Unpaid family workers in a family business, professional practice or farm – workers in a relative-owned enterprise or farm, unpaid, but bringing benefit to the family.

For data dissemination the following groups are used: employees; employers; self-employed persons; and unpaid contributing family workers in a family business, professional practice or farm.

*Education:* according to the Latvian Classification of Education comparable to ISCED 1997. Thirteen groups are used for coding. Data are disseminated at levels ISCED 0-1, ISCED 2, ISCED 3A (Secondary education), ISCED 3A-4 (Post secondary education), ISCED 5-6 (Tertiary education).

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Labour Force Survey: Main Indicators in 2005 (Riga, 2006),

Availability of unpublished data upon request: yes, at info@csb.gov.lv

Availability of data in machine-readable form: yes.

Website: [http://www.csb.gov.lv](http://www.csb.gov.lv)

LATVIA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

*Title:* Survey on Labour (quarterly) 2-LABOUR (Pärskazts par darbu (certurksna) 2-DARBS)

*Organization responsible:*

For planning and conduct of the survey: CSB of Latvia
For analysis and publication of the results: CSB of Latvia

Periodicity: quarterly, with monthly and quarterly results.

Topics covered: employment, of which number of persons engaged and number of employees, seasonal employment; earnings, hours of work, compensation of employees and labour cost, industry, public and private sector, vacancies and absence from work.

Coverage:

Geographical: the whole country.

Establishments: all economically active enterprises from the Statistical Business Register of CSB are included in the sampling frame. The survey covers all state and local budgetary institutions; all central or local government enterprises; all enterprises with capital share of central or local government 50% and more; all enterprises of any ownership type employing 50 or more employees. Enterprises employing less than 50 employees are surveyed by sampling, applying the method of simple random sampling carried out in previously defined strata by kind of activity and number of employees. The survey does not cover farms and fisheries with less than 50 employees, and self-employed persons.

Persons covered: all resident or non-resident persons employed in the enterprises, i.e. all wage earners and salaried employees (full or part time, in the main or secondary job, and paid apprentices) who have a work contract with the enterprise, as well as unpaid family workers and owners.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: not specifically defined.

Employment in the tourism industries: the following categories are separately identified:

Persons employed: all persons working for an enterprise (employees, employers, temporary or seasonal workers, paid apprentices, unpaid family members, and self-employed persons).

Employees: wage and salary earners (full- or part-time, in main or secondary jobs), who have an agreement with an employer irrespective of the number of hours of work. Members of Parliament (Saeima), members of Cabinet of Ministers and civil servants are included.

Short-term employees: employees performing urgent, separate work for a short duration taking not more than 43 hours of work per month or 10 hours per week.

Employers: physical or legal persons employing at least one employee.

Self-employed persons: persons who operate their own business and do not hire employees, as well as self-employed persons who work for an enterprise according to an agreement, but pay social security contributions themselves.

Posts: the sum of occupied employee posts and job vacancies.

Hours of work: hours actually worked and hours paid for:

Hours actually worked refer to the total number of hours actually worked by all employees and include working hours provided by law, collective agreement, labour contract or customary working hours and overtime. Also included are:
Time spent on tasks such as preparation for work, preparing, maintaining and cleaning tools and machines and writing reports;

Time spent at the place of work during which no work is done owing to, for example, machine stoppages, accidents or occasional lack of work but for which payment is made in accordance with the labour contract;

Short rest periods at the place of work, including tea and coffee breaks.

Excluded are hours paid for but not worked, e.g. paid leave, sick leave, personal and public holidays, short-time working; meal breaks; time spent travelling between home and the place of work; and hours of training of apprentices.

Hours paid for include hours actually worked and not worked but paid for, i.e. for paid leave and sick leave paid by employers, paid hours of short-time working, personal and public holidays, and other hours not worked but paid for. Hours of work are collected separately for full-time and part-time employees, and for female employees (in the first quarter of each year only).

Information is not collected on working time of employers, self-employed persons, contributing family members, employees performing short-duration work or persons employed for whom it is not possible to determine hours actually worked.

Earnings: include basic wages and salaries, remuneration for time worked or for the amount of work done, regular and non-regular additional payments, allowances and bonuses, payment for annual and supplementary leave, holiday bonuses, compensation for leave not used, sick pay (medical certificate A), payment for personal and public holidays, and the sum of statutory social security contributions made by employees and personal income tax, as well as the subsidies for wages and salaries received by the employer.

Net earnings are gross earnings after deducting statutory social security contributions payable by employee and personal income tax. Earnings data cover all paid employees for whom working hours are collected.

Earnings data are collected for full-time and part-time employees, and for female employees (in the first quarter of each year only).

Classifications:

Branch of economic activity (industry): is collected at the four-digit level of NACE, Rev. 1.1. Data are disseminated at the one digit level of the classification.

Occupation: applies to job vacancies only; data are collected according to the Latvian Classification of Occupations developed on the basis of ISCO, 1988, and coded at major occupational group level.

Status in employment: according to ICSE-93, at the major group level.

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Monthly Bulletin of Latvian Statistics, Nr. 10 (149), CSB, Riga, 2006;
Statistical Yearbook of Latvia, CSB, Riga, 2006;
Databases (in Latvian) are available on the Internet home page of CSB.

Availability of unpublished data upon request: yes
Availability of data in machine-readable form: yes.

Website: http://www.csb.gov.lv
LIECHTENSTEIN

I. Statistical sources used for data collection

– Establishment survey:
  (1) Meldeformular Hotelbetriebe (Guest Register Form – Hotels and similar)

– Administrative records and related sources:
  (2) Liechtensteinisches Unternehmensregister (LUR) (Business Register)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

LIECHTENSTEIN – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Meldeformular Hotelbetriebe (Guest Register Form – Hotels and similar)

Organization responsible:

For planning and conduct of the survey: Office of Economic Affairs, Statistics Division

For analysis and publication of the results: Office of Economic Affairs, Statistics Division

Periodicity: monthly

Topics covered: number of persons engaged and industry.

Coverage of the survey:

Geographical: the whole country

Establishments: all establishments offering hotel and similar accommodation.

Persons covered: all employees, including unpaid contributing family workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: hotels and similar, code 55.10 of NACE, Rev. 1.1.

Employment in the tourism industries: head count of employees, by sex.

Hours of work: not relevant.
**Sources and Methods: Labour Statistics – Employment in the Tourism Industries**

**Earnings:** not relevant.

**Classifications:**

*Branch of economic activity (industry)*: NACE Rev. 1.1, code 55.10. Data are collected and disseminated at the four-digit level of the classification.

*Occupation:* not relevant.

*Status in employment:* not relevant.

*Education:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**

Fremdenverkehrsstatistik (Tourism Statistics). Contains data on employees by sex and location (area) of the establishment.

**Availability of unpublished data upon request:** no.

**Availability of data in machine-readable form:** no.

**Website:** http://www.llv.li

**LIECHTENSTEIN – 2**

**A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS**

**Title:** Liechtensteinisches Unternehmensregister (LUR) (Business Register)

**Organization responsible:**

For planning and conduct of the survey: Office of Economic Affairs, Statistics Division

For analysis and publication of the results: Office of Economic Affairs, Statistics Division

**Source of data:** the records of all employees with six or more hours of work per week, held by the Office of Economic Affairs. All these employees have to be registered and the Business Register is to be notified of any changes within one month.

**Periodicity:** annual.

**Topics covered:** employment by sex and age group, and hours of work, as of 31 December of each year.

**Coverage:**

*Geographical:* the whole country.

*Establishments:* all types and sizes of establishments.

*Persons covered:* self-employed persons, and employees with six or more hours of work per week.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: not available.

Employment in the tourism industries: not available.

Hours of work: full- and part-time employees.

Earnings: not relevant.

Classifications:

Branch of economic activity (industry): NACE, Rev. 1.1. Data are collected at the four-digit level and disseminated at the two-digit level of the classification.

Occupation: not relevant.

Status in employment: employees and self-employed workers.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Beschäftigungsstatistik, 31 Dezember (Statistics on jobs and occupations, 31 December); yearly; published some nine months after the end of the reference year

Availability of unpublished data upon request: yes.

Website:
LITHUANIA

I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey

- Establishment surveys:
  (2) Quarterly Survey of the Accommodation services
  (3) Short-term Statistics Survey (STS)
  (4) Structure Business Survey (SBS)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: estimates of the total number of persons employed in the tourism industries are based on a combination of the existing above-mentioned sources. See Section II below.

LITHUANIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey

Organization responsible:

For planning and conduct of the survey: Statistics Lithuania

For analysis and publication of the results: Statistics Lithuania

Periodicity: half-yearly.

Topics covered: employment, main and secondary jobs, status in employment, industry, occupation and education/qualification levels, and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the population aged 15 years and over, living in private households, including persons absent for short periods for studies as well as household members temporarily absent. Excluded are inmates of penal and mental institutions, conscripts living in barracks and foreign citizens.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: see the table below:

<table>
<thead>
<tr>
<th>Activities description</th>
<th>NACE Rev. 1.1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hotels and similar</td>
<td>55.10, 55.21, 55.22, 55.23</td>
</tr>
<tr>
<td>2. Second home ownership (imputed)</td>
<td>-</td>
</tr>
<tr>
<td>3. Restaurants and similar</td>
<td>55.30, 55.40, 55.50</td>
</tr>
<tr>
<td>4. Railway passenger transport services</td>
<td>60.10</td>
</tr>
<tr>
<td>5. Road passenger transport services</td>
<td>60.21, 60.23, 60.22</td>
</tr>
<tr>
<td>6. Water passenger transport services</td>
<td>61.10, 61.20</td>
</tr>
<tr>
<td>7. Air passenger transport services</td>
<td>62.10, 62.20</td>
</tr>
<tr>
<td>8. Transport supporting services</td>
<td>63.21, 63.22, 63.23</td>
</tr>
<tr>
<td>9. Transport equipment rental</td>
<td>71.10</td>
</tr>
<tr>
<td>10. Travel agencies and similar</td>
<td>63.30</td>
</tr>
<tr>
<td>11. Cultural services</td>
<td>92.3, 92.5</td>
</tr>
<tr>
<td>12. Sporting and other recreational services</td>
<td>92.6, 92.7</td>
</tr>
</tbody>
</table>

Employment in the tourism industries: employed persons are all persons aged 15 years and over who, during the reference week, were in any of the following categories:

- Persons at work, either in paid or self-employment, who have worked one hour or more for wages or salaries in cash or in kind, or for profit or family income in cash or in kind;

- Persons with a job but not at work, i.e. persons who have already worked in their present job (either in paid or self-employment) but were absent from work during the reference week and had a formal job attachment.

Hours of work: information is collected on hours actually worked, including overtime.

Informal sector: theoretically covered by the survey.

Usual activity: not applicable.

Classifications:

Branch of economic activity (industry): collected at the two-digit level of NACE, Rev. 1.1.

Occupation: the National Occupational Classification, linked to ISCO-88

Status in employment: the following groups are used: employees, employers, own-account workers, contributing family workers, and workers not classified by status;

Education: National classification. Six groups are used: no schooling, primary, basic, secondary, college, and higher. The classification is linked to ISCED-1997.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Labour Force, Employment and Unemployment (half-yearly);

Economic and Social developments in Lithuania.
Availability of unpublished data upon request: no.

Website: http://www.stat.gov.lt

LITHUANIA – 2, 3 and 4

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title:
(2) Quarterly Survey of the Accommodation services
(3) Short-term Statistics Survey (STS)
(4) Structure Business Survey (SBS)

Organization responsible:
For planning and conduct of the survey: Statistics Lithuania
For analysis and publication of the results: Statistics Lithuania

Periodicity: quarterly and annual surveys; annual statistics.

Topics covered: employment by industry in the private sector.

Coverage:
Geographical: the whole country.
Establishments: all types and sizes of enterprises.
Persons covered: all persons employed in the tourism-related activities, in the private sector.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: see the previous description.

Employment in the tourism industries: the number of persons employed includes persons who work for an employer, have a contract of employment and receive compensation; working owners; employers; seasonal and part-time workers; and persons on temporary leave (maternity, sickness, leave, strike). Persons on compulsory military service are excluded.

Hours of work: not relevant.

Earnings: not relevant.

Classifications:

Branch of economic activity (industry): collected at the three and four digit levels of NACE, Rev. 1.1.

Occupation: not relevant.

Status in employment: not relevant.

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publication:
Press Release; which presents the preliminary estimates.

Availability of unpublished data upon request: not available
Availability of data in machine-readable form: not available.

Website: http://www.stat.gov.lt

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: Statistics Lithuania began implementing the Tourism Satellite Accounts (TSA) in 2005 according to the methodological recommendations provided by EUROSTAT TSA Manual, Version 1.0. Preliminary pilot estimates of the total number of persons employed in the tourism industries were prepared, based on the three above-mentioned establishment surveys, and compared with the LFS results. Further information will be based on the estimates for 2007.
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Enquête sur les Forces de Travail

- Establishment surveys:
  (2) Structural Business Surveys (Enquêtes structurelles des Entreprises) – Enquête sur les Activités d’Hébergement et de Restauration (Accommodation and Restaurant activities surveys).

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

LUXEMBOURG – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS) (Enquête sur les Forces de Travail)

Organization responsible:

For planning and conduct of the survey: Service Central de la Statistique et des Études Économiques (STATEC) (Central Service of Statistics and Economic Studies – B2 Unit)

For analysis and publication of the results: STATEC, B2 Unit

Periodicity: annual.

Topics covered: employment (full- and part-time, permanent, fixed-term), status in employment, duration of employment, industry, occupation, education/qualification levels, main and second jobs, usual activity, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: persons aged 15 years and over who are usual residents in private households, including Luxembourg frontier workers residing in Luxembourg. Excluded are persons living in collective households and institutions, and persons resident abroad, including foreign frontier workers.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in NACE, Rev.1.

Employment in the tourism industries: no specific definition.

The general definition of employment comprises persons aged 15 years and over who, during the reference week, were in the following categories: (a) at work as employees or self-employed, that is, who worked one hour or more for wages or salary in cash or kind, or for profit or family gain, in cash or kind; or (b) having a job but not at work, i.e., temporarily absent during the reference week, due to sickness or accident, leave or vacation, labour dispute or strike, educational leave, maternity or paternity leave, unfavourable economic conditions or temporary suspension from work because of bad weather, mechanical breakdown, shortage of raw materials, etc., and had a formal job attachment.

Hours of work: hours actually worked during the reference week and usual weekly hours of work in main job.

Informal sector: not relevant.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): NACE, Rev.1, at the three-digit level.

Occupation: ISCO-88, at the four-digit level.

Status in employment: ICSE-93.

Education: ISCED-97, with national adaptations.

C. DOCUMENTATION AND DISSEMINATION

Main publication: Not available.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.statec.public.lu

LUXEMBOURG – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Enquête sur les Activités d’Hébergement et de Restauration (Accommodation and Restaurant activities Surveys).
Organization responsible:

For planning and conduct of the survey: STATEC, C3 Unit (enterprise structural surveys)

For analysis and publication of the results: STATEC, C3 Unit

Periodicity: annual.

Topics covered: employment, hours of work, compensation of employees and labour cost, industry and private sector.

Coverage:

Geographical: the whole country.

Establishments: all establishments with 50 and more employees and a sample of small enterprises.

Persons covered: all persons engaged, i.e. working owners, unpaid contributing family workers, full-time and part-time employees, apprentices and frontier workers. Subcontracted workers are excluded.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: Accommodation and Restaurant activities.

Employment in the tourism industries: all persons engaged, i.e. working owners, unpaid contributing family workers, wage earners and salaried employees (excluding subcontracted temporary workers), full- and part-time workers.

Hours of work: hours actually worked by all employees during the annual reference period (including normal periods of work, overtime hours, time spent at the place of work on work such as the preparation of the workplace and time corresponding to short rest periods at the place of work. Excluded are hours paid for but not worked such paid annual vacation, paid public holidays and paid sick leave.

Data are collected on full-time, and part-time wage earners and salaried employees, and apprentices; For frontier workers, data are collected without any distinction of category or time worked.

Earnings: refer to total compensation of employees in respect of all employees, including home workers and apprentices, i.e.: Total gross wages and salaries before any deductions in respect of taxes, employees’ contributions to social security and pension schemes, paid by the enterprise to all employees in return for work done during the accounting period, including payments by results and piecework payments; payments for annual vacations, public holidays and other time off; enhanced payments for working overtime or at night; bonuses and exceptional payments linked to production and performance; 13th and 14th months; allowances for working away from home, for cost-of-living; transport and housing allowances; payments in kind in the form of food, drinks, tobacco or free housing; commissions and fees received by employees, the value of free shares distributed to employees; and severance payments.

Employers’ social contributions to compulsory, contractual or voluntary schemes covering social security and pension, maternity, unemployment, occupational accidents and diseases, etc. benefits.
Classifications:

*Branch of economic activity (industry):* NACE, Rev. 1.1. Data are coded according to the following groups:
- Section H: 5 groups
- Section I: 10 groups
- Section K: 2 groups
- Section O: market services.

At the national level, the statistics are disseminated as follows: groups of Section H, classes of Division 60, group 63.3, Division 61, 62 and 63 combined, and Division 71.

At the European level, Sections H, I and K are combined according to the EU Regulation CE 58/96.

*Occupation:* not relevant.

*Status in employment:* not relevant.

*Education:* not relevant.

## C. DOCUMENTATION AND DISSEMINATION

**Main publication:**

*Annuaire Statistique du Luxembourg (Statistical Yearbook)*

**Availability of unpublished data upon request:** yes, subject to confidentiality rules.

**Availability of data in machine-readable form:** yes, by mail upon request, and on Internet, under “Enterprises”.

**Website:** [http://www.statistiques.pulilu](http://www.statistiques.pulilu)
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Employment Survey (Inquérito ao Emprego)

- Establishment surveys:
  (2) Manpower Needs and Wages Survey (Inquérito às Necessidades de Mão-de-Obra e às Remunerações)
  (3) Monthly Survey on Hotels and similar Establishments (Inquérito Mensal aos Estabelecimentos Hoteleiros)
  (4) Monthly Survey on Travel Agencies (Inquérito Mensal às Agências de Viagens)
  (5) Hotels and Similar Establishments Survey 2005 (Inquérito aos Hotéis e Similares 2005)
  (6) Restaurants and Similar Establishments Survey 2005 (Inquérito aos Restaurantes e Similares 2005)
  (7) Travel Agencies Survey 2005 (Inquérito às Agências de Viagens 2005)
  (8) Transport, Storage and Communications Survey 2005 (Inquérito ao Sector de Transportes, Armazenagem e Comunicações 2005)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:

Tourism industries do not stand alone as a single industry, and data are not consolidated for those industries as defined in ISIC or SICTA. However, separate information can be obtained from each of the respective surveys and publications described below.
Coverage:

Geographical: the entire Macau SAR, which includes the Macau Peninsula, Taipa Island and Coloane Island.

Population groups: The non-institutional resident population, aged 14 years and over. Excluded are the marine population and persons residing in collective quarters such as military camp, hospital, prison, student dormitory and elderly home.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: not specified.

Employment in the tourism industries: not separately identified.

The general definition of employment includes all persons aged 14 years and over who have worked for at least one hour during the reference week, for pay, profits or family earnings, in cash or in kind. Included are persons who have a job and were temporarily absent from work, while maintaining a formal job attachment, for reasons such as illness or injury, maternity or parental leave, educational or training leave, labour dispute, bad weather, mechanical breakdown, etc.

Hours of work: data are collected on normal hours of work and on hours actually worked.

Normal hours of work are weekly hours as stated in individual contracts, or in compliance with the rules and practices of companies/establishments, for the respective position. Generally any work done outside the normal working period is remunerated at overtime rates.

Hours actually worked during the reference period include hours actually worked during normal periods of time, overtime hours actually worked; time spent at the post undertaking work such as preparation of production equipment, repair and maintenance of tools; time remunerated but not worked due to insufficient work, breakdown of machinery or accidents, as well as short breaks at the workplace.

Excluded from hours actually worked are paid leave, industrial accidents, maternity leave, paid public holidays, sick leave, meal breaks, and commuting time between home and the workplace. Exceptions occur when it is stated as such in contractual agreements.

Informal sector: not applicable.

Usual activity: not applicable.

Classifications:

Branch of economic activity (industry): Classification of economic activities of Macao (CAM), Rev.1; linked to ISIC, Rev.3. In general, data are collected at the one-digit level of the classification. For important industries (namely, hotels, restaurants, transport, gaming, etc.), data are collected at the two- or more digit levels. The statistics are disseminated at the one-digit level of the classification (17 tabulation categories).

Occupation: Classification of Occupations in Macao (COPM), linked to ISCO-1988. Data are coded and disseminated at the one-digit level of the classification (9 major groups).
**Status in employment:** the following groups are used: Employee, Employer, Own-account Worker, and Contributing Family worker, in accordance with ICSE-1993.

**Education:** refers to the highest level of education successfully completed in formal education. The following groups are used: No schooling/pre-primary; Primary; Junior Secondary; Senior Secondary; non-degree Tertiary; and degree Tertiary. These groups can be linked to ISCED-1997.

### C. DOCUMENTATION AND DISSEMINATION

**Main publication:**

Employment Survey (monthly, quarterly and annual publication).


Early 2007, the most recent monthly and quarterly reports refer to the 3rd quarter 2006, and the annual report to 2005.

**Availability of unpublished data upon request:** The list of available statistical tables (in PDF and Excel Formats) can be downloaded from the DSEC’s website.

**Availability of data in machine-readable form:** special requests for tabulations other than those available on the website require five working days for processing, plus one to two weeks for delivery.

**Website:** [http://www.dsec.gov.mo](http://www.dsec.gov.mo)

### MACAO, CHINA – 2

### A. SURVEY IDENTIFICATION AND CHARACTERISTICS

**Title:** Manpower Needs and Wages Survey (Inquérito às Necessidades de Mão-de-Obra e às Remunerações)

**Organization responsible:**

For planning and conduct of the survey: DSEC

For analysis and publication of the results: DSEC

**Periodicity:** quarterly, as follows:
Manufacturing; Hotels and Restaurants; Banking and Insurance: 1st and 3rd quarters;
Wholesale and Retail Trade; Transport, Storage and Communications; Security and Sewerage and Refuse Disposal; Gaming industry: 2nd and 4th quarters.

**Topics covered:** number of persons engaged and number of paid employees; seasonal employment; earnings; industry; vacancies, recruitment perquisites, resident and non-resident workers and gender.

**Coverage:**

**Geographical:** the entire Macau SAR.
Establishments: a sample of private sector establishments with paid employees, engaged in the above-mentioned economic activities. Excluded are government departments and own-account workers.

Persons covered: all persons working in the above-mentioned private sector establishments during the survey reference period.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: Hotels, Restaurants and similar activities; Transport, Storage and Communications; Gaming activities.

Employment in the tourism industries: refers to all persons engaged who work in the above-mentioned establishments on the reference period (the last working day of the reference quarter). This includes full- and part-time paid employees who receive remuneration on a monthly, daily, hourly or piece-rate basis; unpaid working proprietors and shareholders; and unpaid contributing family workers. Also included are workers who have been temporarily absent from work due to annual leave, on-the-job training, maternity leave, sick leave or occupational injury.

Excluded are out-workers who work outside the establishment on contract or piece-rate basis, and workers who have been absent for an indefinite period of time.

Hours of work: not applicable.

Earnings: refer to the gross amount (before any deduction), in cash and/or in kind, paid to the workers on a regular basis, for time worked or job done, as well as for time not worked, such as holidays or other paid leave, during the reference period.

Included are payments in cash as basic salaries, bonuses, allowances and regular gratuities such as meal allowances, loyalty/seniority bonuses, allowances for difficult/risky/averse jobs, shift/night shift allowances, post/responsibility allowances, incentive/productive bonuses, transport/accommodation allowances, overtime allowances and other regular gains in kind. Also included are holiday/Christmas allowances and year-end bonuses (or the thirteenth monthly salary).

Excluded are reimbursements, employer’s contributions to the employees’ social security and retirement pensions and the amount received under such systems, severance pay, compensations for termination of services and other compensatory payments.

Data on earnings cover full-time paid employees only, and are collected by gender and occupation, for both resident and non-resident workers. They refer to amounts paid for the last month of the quarter.

Classifications:

Branch of economic activity (industry): Classification of economic activities of Macao (CAM), Rev.1; linked to ISIC, Rev.3. The data are disseminated at the two- to four-digit levels of the classification, depending on the economic activities. Tourism industries fall under sections H, I and O of the CAM classification. See the following list of industries covered by the survey:
List of industries covered by the Manpower Needs and Wages Survey:

1st and 3rd Quarters:

**Industry Description**

Section D Manufacturing
- Manufacture of textiles
- Manufacture of wearing apparel; preparation, dyeing and fabrication of leather goods and its accessories
- Other manufacturing industries

Section E Electricity, gas and water supply

Section H Hotels, restaurants and similar activities
- Hotels
- Restaurants, bars, canteens and similar activities

Section J Financial intermediation
- Banking
- Insurance and pension funding, except compulsory social security
- Activities auxiliary to financial intermediation

2nd and 4th Quarters

**Industry Description**

Section G Wholesale and retail trade; repair of motor vehicles, motorcycles, personal and household goods
- Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel
- Wholesale trade and commission trade, except of motor vehicles and motorcycles
- Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods

Section I Transport, storage and communications
- Land transport; oil and gas pipelines
- Water transport
- Air transport
- Supporting and auxiliary transport activities
- Post and telecommunications

Section O Other community, social and personal service activities:
- only Lotteries and other gaming activities

**Occupation:** Classification of Occupations in Macao (COPM), linked to ISCO-1988. Data are collected at the major group level. However, some specific occupational groups are separately identified, such as waiters and waitresses and hotel housekeeping attendants in the industry “hotels and restaurants”, or drivers of passenger or goods vehicles in “transport, storage and communications”. Data are disseminated at the major group (one-digit) level.

**Status in employment:** full- and part-time employees, and unpaid workers. These groups can be partially linked to ICSE-1993.

**Education:** not applicable.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Manpower Needs and Wages Survey (quarterly).

Methodological information is contained in the Manpower Needs and Wages Survey Annex.

Early 2007, the most recent issue refers to the 3rd quarter 2006.

Availability of unpublished data upon request: all available information is published.

Availability of data in machine-readable form: special requests require five working days for processing, plus one to two weeks for delivery.

Website: http://www.dsec.gov.mo

MACAO, CHINA – 3 & 4

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title:
Monthly Survey on Hotels and similar Establishments (Inquérito Mensal aos Estabelecimentos Hoteleiros)
Monthly Survey on Travel Agencies (Inquérito Mensal às Agências de Viagens)

Organization responsible:

For planning and conduct of the survey: DSEC

For analysis and publication of the results: DSEC

Periodicity: monthly.

Topics covered: number of persons engaged (employees) and industry (identification of the establishment). The objective of these two surveys is to obtain information on the latest performance of the establishments concerned and data collection on employment is only a secondary priority.

Coverage:

Geographical: the entire Macau SAR.

Establishments: all government-licensed establishments in the hotel and travel agency industries.

Persons covered: all persons working full time in the above-mentioned establishments during the survey reference period, excluding part-time workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: hotels and similar establishments, and travel agencies.

Employment in the tourism industries: full-time paid employees in these establishments.
Hours of work: not applicable.

Earnings: not applicable.

Classifications:

Branch of economic activity (industry): hotels are classified by star-rating. Data on travel agencies are global results

Occupation: not applicable.

Status in employment: not applicable (employees only).

Education: not applicable.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Package Tour and Hotel Occupancy Rate (monthly).

Tourism Statistics (annual)

These publications contain methodological information. Early 2007, the most recent issues refer, respectively, to October 2006 and 2005.

Availability of unpublished data upon request: yes, subject to confidentiality rules.

Availability of data in machine-readable form: special requests require five working days for processing, plus one to two weeks for delivery.

Website: http://www.dsec.gov.mo

MACAO, CHINA – 5, 6, 7 & 8

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Titles:

Hotels and Similar Establishments Survey 2005 (Inquérito aos Hotéis e Similares 2005)

Restaurants and Similar Establishments Survey 2005 (Inquérito aos Restaurantes e Similares 2005)

Travel Agencies Survey 2005 (Inquérito às Agências de Viagens 2005)

Transport, Storage and Communications Survey 2005 (Inquérito ao Sector de Transportes, Armazenagem e Comunicações 2005)

Organization responsible:

For planning and conduct of the survey: DSEC
For analysis and publication of the results: DSEC

Periodicity: annual.

Topics covered: number of persons engaged, number of employees, earnings, compensation of employees and industry. The main objective of the annual surveys is to obtain information on the business performance of the industries concerned. Hence, data collection on employment is only a secondary priority.

Coverage:

Geographical: the entire Macau SAR.

Establishments: all government-licensed establishments in the respective industries.

Persons covered: all persons engaged in the above-mentioned establishments.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: hotels and similar establishments; restaurants and similar establishments; travel agencies; and transport, storage and communications.

Employment in the tourism industries: all persons who work full-time in the above-mentioned establishments, including paid and unpaid workers. Also included are persons temporarily absent for a short period, on sick leave, vacation or for other reasons. Excluded are part-time workers and persons on indefinite absence.

The number of unpaid working proprietors and partners (who do not receive regular salaries) and the number of unpaid contributing family workers working for not less than 1/3 of the normal working hours without receiving regular pay, are separately identified.

Hours of work: not applicable.

Earnings: gross cash wages and salaries paid to employees before any deductions such as employees’ contributions to provident fund, tax payment, etc. Included are basic wages and salaries, commissions, overtime payments, bonuses and allowances (e.g. Chinese New Year bonuses, paid leave, sick leave and other cash allowances). Excluded are severance pay, business travel and gratuities.

Data on gross earnings cover both full-time and part-time workers, although the number of part-time workers is not separately identified.

Data are collected on compensation of employee which includes:

Gross cash wages and salaries, as defined above;

payments in kind, i.e. the expenses incurred by the establishment in providing products and services for free or charged at cheaper prices to the employees as benefits, such as housing, meals, electricity supplies, petroleum and other products or services;

contributions made by the establishment to Social Security Funds and other private welfare plans, such as provident funds and premiums for employees’ compensation insurance;

contributions made by the establishment to employees’ pensions and retirement plans;

other compensations paid directly to employees for sickness, maternity leave, accidents, etc. as well as severance pay, medical services and similar compensations.
Classifications:

*Branch of economic activity (industry):* Classification of economic activities of Macao (CAM), Rev.1; linked to ISIC, Rev.3. Data are collected and disseminated at the five-digit level of the classification.

*Occupation:* not applicable.

*Status in employment:* not applicable.

*Education:* not applicable.

C. DOCUMENTATION AND DISSEMINATION

**Main publications:**

Annual reports: Early 2007, the most recent publications are:

Hotels and Similar Establishments Survey 2005 (Inquérito aos Hotéis e Similares 2005)

Restaurants and Similar Establishments Survey 2005 (Inquérito aos Restaurantes e Similares 2005)

Travel Agencies Survey 2005 (Inquérito às Agências de Viagens 2005)

Transport, Storage and Communications Survey 2005 (Inquérito ao Sector de Transportes, Armazenagem e Comunicações 2005)

These publications contain methodological information.

**Availability of unpublished data upon request:** yes, subject to confidentiality rules.

**Availability of data in machine-readable form:** special requests require five working days for processing, plus one to two weeks for delivery.

**Website:** [http://www.dsec.gov.mo](http://www.dsec.gov.mo)
MADAGASCAR

I. Statistical source used for data collection

– Labour force or other household based sample surveys:
  Household Survey (Enquête périodique auprès des ménages - EPM)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned source.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Household Survey (Enquête périodique auprès des ménages - EPM)

Organization responsible:

For planning and conduct of the survey: Institut National de la Statistique (INSTAT)

For analysis and publication of the results: INSTAT


Topics covered: employment (full- and part-time, seasonal, temporary), status in employment, industry, sector (public, private, informal), occupation, education/qualification levels, main and secondary jobs, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: persons aged 6 years and over.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3.

Employment in the tourism industries: main employment in this sector. Included are persons with a job but temporarily absent due to illness or injury, annual vacation or other paid leave, labour dispute, bad weather or industrial breakdown, etc.

Hours of work: hours actually worked or normal hours of work in main job.

Informal sector: employment in a family or individual business without social security coverage or without coverage for pension benefits.
Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): ISIC, Rev. 3.


Status in employment: not available.

Education: not available.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Rapport Principal de l’Enquête périodique auprès des ménages.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: not available.
I. Statistical source used for data collection

- Establishment surveys:
  Economic Census

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned source.

In addition, the Department of Statistics Malaysia conducts a monthly Domestic Tourism Survey (DTS) which collects data pertaining to domestic tourism from selected households. Information is collected on particulars of household members (including level of education and monthly income in ranges) and details of trips (main destination, main purpose of trips, activity, and expenditures).

An annual Census of Homestay activities is also carried out, which collects data from businesses/companies engaged in homestay activities: turnover/income, expenditure, number of guests and days of occupancy, etc. in the reference year.

These surveys assist the government in planning and formulation of tourism policies. However neither of them collects data on employment, wages and hours of work of persons engaged in tourism industries.

MALAYSIA

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Economic Census, 2006.

Organization responsible:

For planning and conduct of the survey: Department of Statistics Malaysia

For analysis and publication of the results: Department of Statistics Malaysia

Periodicity: annual.

Topics covered: characteristics of employment, wages and salaries of employees, number of persons engaged by qualification level, hours worked during the reference year, as well as economic details (capital expenditure and value of assets, turnover/income, value of stocks, expenditure, profit and loss, production and sales and e-commerce).

Coverage:

Geographical: the whole country
Establishments: some 250,000 establishments in major sectors of the economy, covering Manufacturing, Construction, Mining, Quarrying, Services (selected industries) and Agriculture.

Persons covered: all persons employed.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include the following industries:

- Restaurants and Cafés
- Accommodation
- Transport:
  - Inland Water
  - Train
  - Air
  - Bus
  - Shipping
- Information and Communications Technology
- Travel Agencies and Tour Operators

Employment in the tourism industries: refers to the number of persons engaged during December of the reference year or during the last pay period in that year, by sex, citizenship and ethnic origin, status in employment (working proprietors and active business partners; unpaid family workers; full- and part-time employees) and main, pre-selected, industry-specific occupations of full-time employees. Included are persons on short-term leave such as sick leave, annual leave or vacation leave, and persons on strike. Excluded are persons on indefinite leave, military leave or on pension.

Data are also collected on all persons engaged classified by qualification level. Full-time workers refer to those who work for at least 6 hours a day and 20 days a month.

Hours of work: data are collected on the number of days worked (i.e. the number of days which the establishment normally operated) and the total number of overtime hours worked during the reference year.

Earnings: refer to total annual gross wages and salaried paid to employees, by occupation for full-time employees, and for all part-time employees. They include gross wage and salary payments, leave pay, bonuses, commissions, and other cash allowances, including overtime wages, cash allowances for maternity, cost of living, housing, car, food, etc., paid during the reference year to all workers, whether or not all workers were still on the reference payroll in December.

Data are also collected separately on total wages paid for overtime during the reference year.

Classifications:

Branch of economic activity (industry): Malaysian Standard Industrial Classification (MSIC) which closely follows ISIC, Rev. 3, with modifications to suit local conditions.

Occupation: Malaysian Standard Occupational Classification, which can be linked to ISCO-88.

Status in employment: working proprietors and active business partners; unpaid family workers; and employees.
**Education:** qualification is classified as follows: university degree or equivalent; diploma or equivalent; STPM or equivalent; SPM/SPVM or equivalent; below SPM/SPM; unknown.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**

Not available. However some methodological notes and the Guide to complete the questionnaire are disseminated on the Department of Statistics’ website (http://www.statistics.gov.my).

**Availability of unpublished data upon request:** unknown

**Availability of data in machine-readable form:** unknown.

**Website:** http://www.statistics.gov.my
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Vulnerability and Poverty Assessment (VPA), 2004

- Administrative records and related sources:
  (2) Tourist resorts and Hotels

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics can be derived from the above-mentioned sources.

A Population and Housing Census was conducted in 2006, which could also provide statistics on employment and hours of work in the tourism industries (the Census description is not included here).

The Ministry of Tourism and Civil Aviation is in the process of conducting a survey which consists of resort-based tourism sector employment (information available at spring 2007).

MALDIVES – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Vulnerability and Poverty Assessment (VPA), 2004

Organization responsible:

For planning and conduct of the survey: Ministry of Planning and National Development

For analysis and publication of the results: Ministry of Planning and National Development

Periodicity: every five years. The most recent survey was carried out in June/July 2004.

Topics covered: employment (full- and part-time), status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, usual activity, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country. However, the survey results are not representative at the island or atoll levels.

Population groups: the resident non-institutional population aged 15 years and above. Foreigners are excluded.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: Hotels and similar, and Restaurants and similar.

Employment in the tourism industries: all persons employed in tourist resorts and hotels. Included are persons temporarily absent due to illness or injury, vacation, annual and other types of leave, labour dispute, bad weather or mechanical breakdown, etc.

Hours of work: hours actually worked per week, in main and secondary jobs.

Informal sector: definition not available.

Usual activity: refers to the respondent’s activity status during the month preceding the interview: engaged in an economic activity; studying/training; doing housework; doing nothing specific.

Classifications:

Branch of economic activity (industry): Hotels and similar; Restaurants and similar. Data are collected and disseminated up to the four-digit level of the classification.

Occupation: ISCO-1988. Data are collected and disseminated up to the four-digit level.

Status in employment: coded according to the following groups: employer; employee; own-account worker; unpaid contributing family worker; and group worker. This classification can be linked to ICSE-93.

Education: according to the following groups:
- Below grade 1
- 1 to 12 highest grade completed
- Certificate from abroad
- Diploma level
- Degree and above
- Vocational training
- Local certificate
- Functional literacy
- Literacy (just able to read and write)
- None / Illiterate

C. DOCUMENTATION AND DISSEMINATION

Main publication:


Availability of unpublished data upon request: all the results are published.

Availability of data in machine-readable form: yes.

Website: http://www.planning.gov.mv
MALDIVES – 2

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Employment in tourist resorts and hotels

Organization responsible:

For data collection: Ministry of Tourism, in collaboration with the Ministry of Planning and National Development

For statistical processing: Ministry of Tourism

For publication and dissemination of the statistics: Ministry of Tourism and Ministry of Planning and National Development (Statistics Division)

Source of data: Administrative Records on Tourist Resorts and Hotels.

Periodicity: yearly, with reference to the end of year.

Topics covered: employment and occupation.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments.

Persons covered: employees only.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: all industries listed in ISIC, Rev. 3 and SICTA, excluding second home ownership.

Employment in the tourism industries: all persons employed in tourist resorts and hotels.

Hours of work: not relevant.

Earnings: not relevant.

Classifications:

Branch of economic activity (industry): Hotels and similar; Restaurants and similar.


Status in employment: employees only.
C. DOCUMENTATION AND DISSEMINATION

Main publication:


Availability of unpublished data upon request: not available.

Website: http://www.planning.gov.mv
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Continuous Multi-Purpose Household Survey (CMPHS)

- Establishment surveys:
  (2) Survey of Employment and Earnings
  (3) Survey of Employment, Earnings and Hours of Work

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

MAURITIUS – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Continuous Multi-Purpose Household Survey (CMPHS)

Organization responsible:

For planning and conduct of the survey: Central Statistics Office (CSO)

For analysis and publication of the results: CSO

Periodicity: monthly survey, with quarterly estimates.

Topics covered: employment (current activity, main and second jobs), status in employment, duration of employment, industry, sector (public, private and informal), occupation, education/qualification levels, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: private Mauritian households in the Islands of Mauritius and Rodrigues, excluding non-resident citizens, foreigners, and persons residing abroad.

Persons aged 12 years and over are asked questions about their situation in the labour force, but persons under 15 years of age are excluded from the published estimates of employment.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they are identified as follows:

- Hotels and similar
- Restaurants and similar
- Road passenger transport services
- Air passenger transport services
- Travel agencies and similar

Employment in the tourism industries: all persons employed in the above-mentioned industries. The employment definition follows the ILO recommendations. Included as employed are persons with a job but temporarily absent due to illness or injury, vacation, annual leave, maternity leave, educational or training leave, labour dispute, bad weather, mechanical breakdown, etc.

Hours of work: for each person aged 12 years and over and working at least one hour during the reference week, the number of hours actually worked is asked for, for each day of the week. Hours actually worked exclude lunch time and periods of paid leave or absence, but include overtime, and cover main and secondary jobs.

Informal sector: four mandatory criteria are used to identify persons employed in the informal sector:

- the enterprises must be unincorporated,
- they must be owned by households,
- all or at least most of the goods or services produced are meant for sale,
- they do not have a complete set of accounts.

Usual activity: not applicable.

Classifications:

Branch of economic activity (industry): coded at the level of the following groups of ISIC, Rev.3: 5510, 5520, 6021, 6022, 6210, 6220 and 6304.
Data are disseminated at a higher level of aggregation, with combined sections.

Occupation: coded up to five digits of ISCO-88, in each of the major occupational groups. Data are disseminated at the major group level.

Status in employment: employees, employers, own-account workers, apprentices and contributing family workers. These groups are similar to ICSE-93.

Education: data are collected according to the following groups: elementary (levels 0 and 1); preliminary (level 2); lower intermediate (level 3); higher intermediate (level 5); tertiary (levels 6 and 7); and level undefined or unknown (9).
The statistics are disseminated according to the following three levels of educational attainment: primary, secondary and tertiary, with sub-levels according to the certificates achieved.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Economic and Social indicators - CMPhS - Labour Force, Employment and Unemployment (quarterly); contains quarterly survey results as well as methodological notes. Also available on the CSO website.
Availability of unpublished data upon request: yes, subject to the nature of the request.

Availability of data in machine-readable form: yes, on diskette, website and by e-mail.

Website: [http://www.gov.mu/portal/site/cso/](http://www.gov.mu/portal/site/cso/)

MAURITIUS – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Survey of Employment and Earnings

Organization responsible:

For planning and conduct of the survey: CSO

For analysis and publication of the results: CSO

Periodicity: annual, in March.

Topics covered: paid employment and earnings by industry and sector (private and public), vacancies and labour turnover. Labour turnover is compiled for all ISIC branches including the Tourism sector, but results are still under study.

Coverage:

*Geographical:* the whole country.

*Establishments:* all establishments employing at least 10 persons, and agricultural establishments comprising sugar cane plantations of 10 hectares or more, tea plantations of 2 hectares or more and all “flue-cured” tobacco establishments irrespective of acreage.

*Persons covered:* all employees in regular or casual employment, including salaried managers, pieceworkers, family workers in receipt of wages or salaries and paid apprentices. Also included are employees who were temporarily absent on paid sick or vacation leave.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: Hotels and similar, Restaurants and similar, Road passenger transport services, Air passenger transport services, and Travel Agencies and similar.

Employment in the tourism industries: several categories of employees are separately identified: (i) Mauritian employees on monthly rates of pay and Mauritian employees on hourly, daily, piece rates and other rates; and (ii) Non-Mauritian employees and outworkers.

Hours of work: not applicable.

However, information is collected on working days as follows: for daily-paid employees, the number of days paid is equal to the number of normal working days multiplied by the number of employees, minus the number of unpaid days for absences.
Earnings: refer to gross cash earnings before any deductions such as taxes, pension scheme contributions, etc. paid by employees. Regular components of earnings (basic wages and salaries, allowances, bonuses, commissions, etc.) can be separately identified from irregular components (seasonal or end-of-year payments, end of service gratuities, arrears if any, etc.)

Classifications:

Branch of economic activity (industry): collected at the four-digit level of ISIC, Rev.3 (1988). The survey covers the following classes in Tourism: 5510, 5520, 6022, 6210 and 6304. The data is also disseminated at the four-digit level of the classification.

Occupation: not applicable.

Status in employment: limited to the group of employees, by type of pay rates

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Digest of Labour Statistics, annual. The most recent publication refers to 2005.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.gov.mu/portal/site/cso

MAURITIUS – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Survey of Employment, Earnings and Hours of Work in large establishments

Organization responsible:

For planning and conduct of the survey: CSO
For analysis and publication of the results: CSO

Periodicity: annual, in September.

Topics covered: paid employment, earnings and hours of work, by industry, sector (private and public) and selected occupations.

Coverage:

Geographical: the whole country.

Establishments: a sample (about 20%) of large establishments.

Persons covered: a sample of employees in pre-selected occupations.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: Hotels and similar, Restaurants and similar, Air passenger transport services, and Travel Agencies and similar.

Employment in the tourism industries: Mauritian employees only. Non-Mauritian employees, outworkers and apprentices are excluded from the scope of the September survey.

Hours of work: data are collected on normal hours of work per week, and hours paid for (i.e. number of working days covered by the payroll, minus unpaid absences (work-days or work-hours, plus number of overtime hours worked), with reference to the last payroll in September.

Earnings: refer to gross cash earnings before any deductions such as taxes, pension scheme contributions, etc. paid by employees. They include basic wages and salaries, cost-of-living allowances, regular bonuses, allowances, commissions, travelling and other allowances, and overtime payments.

Classifications:

Branch of economic activity (industry): collected at the four-digit level of ISIC, Rev.3 (1988). The survey covers the following classes: 5510, 5520, 6210 and 6304. The data are also disseminated at the four-digit level of the classification.

Occupation: selected occupations within each ISIC division are covered, according to ISCO-88. The data are disseminated at the four-digit level of the classification.

Status in employment: limited to the group of employees.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Digest of Labour Statistics, annual. The most recent publication refers to 2005.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.gov.mu/portal/site/cso
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  1. National Survey on Occupation and Employment (Encuesta Nacional de Ocupación y Empleo – ENOE)

- Establishment surveys:

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: the statistics are derived from the above-mentioned sources. See also under Section II below.

MEXICO – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: National Survey on Occupation and Employment (Encuesta Nacional de Ocupación y Empleo – ENOE)

Organization responsible:

For planning and conduct of the survey: Instituto Nacional de Estadística, Geografía e Informática (INEGI), Dirección General de Estadística (National institute of Statistics, Geography and Informatics; General Directorate of Statistics)

For analysis and publication of the results: INEGI

Periodicity: continuous.

Topics covered: employment (permanent, fixed-term, temporary, seasonal or occasional), duration of employment, status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: usual residents in private dwellings. Excluded are persons visiting the dwelling but having another place of residence; person who have left the dwelling and are living elsewhere for reasons such as studies, work, etc.; and domestic workers who do not sleep in the dwelling.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they generally correspond to the industries listed in ISIC, Rev.3, although in some cases it may be difficult to reach the level of detail at the four-digit level.

Employment in the tourism industries: no specific definition.

The general definition of employment comprises persons aged 12 years and over who during the reference week: worked for at least one hour or one day to produce goods or services for payment in cash or in kind as self-employed persons or employees, including unpaid workers, and persons who had a job but were temporarily not at work for any reason and continued to maintain a formal job attachment with the economic unit/employer. Included are persons working in the primary sector and producing goods for their own consumption (excluding collect of wood).

Hours of work: they refer to normal hours of work and overtime hours worked during the reference period in the main activity, including time spent waiting or standing by, time spent on work such as preparation of work, maintenance and repairs.

Data are also collected on usual hours of work of employed persons in their main activity, when the respondents indicate that they differ from the hours worked during the reference week or when they were absent from work during this reference period.

Informal sector: includes all economic activities carried out by household enterprises, i.e. economic units engaged in the production of goods or services which are not constituted as separate legal entities independently of the households or household members that own them, and for which no complete sets of accounts (including balance sheets of assets and liabilities) are available which would permit a clear distinction between the production activities of the enterprises and the other activities of their owners and the identification of any flows of income and capital between the enterprises and the owners.

These criteria are applied to the main activity, but can also be applied to the second job and to the previous job.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): North American Industry Classification System (NAICS), structured according to 20 sectors to classify all economic activities. For the classification of tourism industries, 22 sub-sectors are used. NAICS is linked to ISIC, Rev.3 at the three-digit level. The statistics are made available and can be consulted at the two-digit level of the classification, while more aggregate levels (six groups) are used for the compilation of strategic indicators and basic tables.

Occupation: Mexican Classification of Occupations (CMO), which can be linked to ISCO-88 at the two-digit level. 19 major groups are used to classify all occupations and the statistics are disseminated at the two-digit level.

Status in employment: the following groups are used for data collection and dissemination: employers; own-account workers; employees receiving wages or salaries; employees receiving other types of remuneration; unpaid contributing family workers; and unpaid workers (other than family workers). Members of employer’s cooperative are considered as self-employed persons. This classification can be linked to ICSE-93.
Education: ten groups are used as follows: no schooling; pre-primary; primary; secondary; upper secondary; normal; vocational/technical level; professional; master degree; PhD.

There is also a classification of technical, commercial and professional courses which uses 9 groups for the codification of basic technical and commercial courses, 12 groups for higher level technical and commercial courses, 12 groups for professional as well as 12 groups for post-graduate courses. The combination of these two classifications can be linked to ISCED.

Statistics on the level of education are disseminated according to two levels of aggregation: a level with four groups, used for strategic indicators, basic tables and interactive consultation, and a level with 11 groups for interactive consultation concerning the adult population. Statistics on the field of studies are disseminated at the first-digit level of the classification.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Indicadores de coyuntura de ocupación y empleo, available on Internet, showing monthly preliminary results and quarterly final results.


Encuesta Nacional de Ocupación y Empleo 2006 (printed publication and Internet)

Also available on Internet are the survey Manuals (for interviewers, area supervisors and senior officials, validation, etc.), the Glossary of terms and definitions, and ENOE Methods and procedures published in 2007.

Availability of unpublished data upon request: yes, although all results can be consulted on Internet.

Availability of data in machine-readable form: yes, the quarterly database can be obtained from the General Directorate of Statistics.

Website: [http://www.inegi.gob.mx](http://www.inegi.gob.mx)

MEXICO – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Monthly Survey of Services and Annual Survey of Services (National Economic Surveys)

Organization responsible:

For planning and conduct of the survey: INEGI, Dirección General de Cuentas Nacionales y Estadísticas Económicas (DGCNEE)

For analysis and publication of the results: INEGI, DGCNEE

Periodicity: monthly and annual.
Topics covered: employment, hours of work (monthly), total earnings and compensation of employees/labour cost.

Coverage:

Geographical: the whole country

Establishments: all large establishments and a sample of medium, small and micro establishments.

Persons covered: all persons engaged, i.e. paid employees, working owners and other unpaid workers, workers provided by other enterprises/establishments and persons paid by commission and fees without a retainer.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3 and SICTA, excluding second-home ownership.

Employment in the tourism industries: all persons engaged in tourism-related establishments, i.e. persons directly engaged by the establishment who form part of its workforce. The following categories are separately identified:

- working proprietors, active partners, contributing family workers and other unpaid workers who worked at least one-third of the normal duration of work in the establishment;
- administrative, finance and management workers;
- service workers;

Included are persons temporarily absent due to illness or injury, vacation or annual leave, labour dispute, etc. Pensioners and retirees are excluded.

Information is also collected on the number of persons who have provided services to the establishment but who do not form part of the establishment’s workforce, such as those who have provided professional services exclusively for a fee, commissions, etc., and those contracted by other establishments or enterprises.

Hours of work: in the monthly survey, data are collected on hours worked during the reference month, separately by members of the establishment’s workforce and workers who do not form part of the establishment’s workforce. Hours worked include normal hours of work and overtime, including time spent waiting or standing by, time spent on work such as preparation of work, maintenance and repairs. Excluded are hours not worked due to strikes, work stoppages, leave or vacation, temporary leave due to incapacity, accidents, etc.

Data are also collected on the number of days worked during the reference month, i.e. the number of calendar days, after deduction of weekend days, official days off, holidays and vacation, strikes, etc.

Earnings: refer to total gross wages and salaries paid to persons directly employed by the establishment before any deductions for employees’ social contributions, union dues and personal income taxes. Earnings include regular payments as well as Christmas bonuses, commissions in addition to retainers, additional payments in respect of vacation, incentive pay, production bonuses, etc.
Data are also collected on total compensation of employees, i.e.:

- total wages and salaries (as above);
- employers’ contributions to social security schemes and participations in pension funds;
- other social benefits provided by the employer, in cash or in kind such as medical services, insurance premiums, educational services, contributions to schools and kindergarten, etc.
- profit-sharing bonuses;
- employees’ severance, retirement and termination payments.

Classifications:

Branch of economic activity (industry): the following sub-groups are used for coding:

- Scheduled air transport (with national registration)
- Non-scheduled air transport
- Transport via Railways
- Deep sea water transport, excluding petroleum and natural gas
- Coastal water transport, excluding petroleum and natural gas
- Inland water transport
- Urban and transit bus passenger transport
- Interurban and rural bus passenger transport
- Airport and heliport operations
- Support activities of bus/coach stations
- Travel agencies
- Tour operators and packagers for travel agencies
- Other travel arrangement and reservation services
- Museums, private sector
- Zoological and botanical gardens, private sector
- Recreational and amusement parks, private sector
- Electronic games houses
- Other games of chance
- Sports clubs, private sector
- Seaside resorts, private sector
- Night clubs
- Billiard saloons
- Hotels with other integrated services
- Motels without integrated services
- Cabins, houses and similar accommodation
- Sports camps and hostels
- Pensions and other guest houses
- Furnished apartments and houses with hotel services
- Full-service restaurants and bars
- Full-service restaurants without bars
- Self-service restaurants
- Carryout restaurants
- Nightclubs, discotheques and similar
- Bars and similar drinking places
- Pubs
- Pulque bars

This classification is linked to ISIC, Rev.3 at the two-digit level.

Occupation: not relevant.
Status in employment: four groups are used: paid employees; non-salaried personnel (i.e. working owners and partners, contributing family members and other unpaid staff); personnel provided by other establishments; and personnel paid by commissions or fees without a retainer.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Metodología de las Encuestas Económicas Nacionales;
Síntesis Metodológica de la encuesta mensual de servicios.

Availability of unpublished data upon request: yes, subject to possible compilation from the available classification.

Availability of data in machine-readable form: yes.

Website: [http://www.inegi.gob.mx](http://www.inegi.gob.mx)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:

In addition to the statistical sources described above, some information on tourism-related industries is available from the economic censuses that are carried out every five years. The most recent data refer to 2003. On this basis, a publication on tourism activities was prepared jointly by INEGI and the Tourism Secretariat.

The National Accounts Directorate has also launched a programme on the development of the Tourism Satellite Accounts.
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey

- Establishment surveys:
  (2) Monthly Survey on Employed Persons and their Earnings (RAD-1)

- Administrative records and related sources:
  (3) Social Security and Pension Fund

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: The main source of data is the Monthly Survey on Employed Persons and their Earnings (RAD-1). No specific procedure is used to compute national labour statistics in the tourism industries, but a combination of sources is used to compile total employment at the level of the whole economy and by various characteristics (see Section II below).

MONTENEGRO – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey

Organization responsible:

For planning and conduct of the survey: Statistical Office of the Republic of Montenegro (MONSTAT)

For analysis and publication of the results: MONSTAT

Periodicity: annual.

Topics covered: employment (full- and part-time, permanent, temporary, seasonal and occasional), duration of employment, main and secondary job(s), status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, usual activity, wages and hours of work.

Coverage:

Geographical: 19 municipalities out of 21 distributed over three main regions (coastal, central and northern regions).

Population groups: Montenegrin population aged 15 years and over.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3, and classified according to NACE, Rev. 1.1.

Employment in the tourism industries: no specific definition. The general definition of employment covers persons aged 15 years and over who performed any kind of work paid in cash or in kind for at least one hour during the reference week, as well as persons who had a job or business from which they were temporarily absent during the reference week.

Also included are “supporting household’s members” (i.e. unpaid contributing family workers), i.e. persons who help, without pay, another member of the family to run a farm or other business.

Hours of work: information is collected on usual hours of work per week.

Informal sector: not available.

Usual activity: not available.

Classifications:

Branch of economic activity (industry): coded according to NACE, Rev.1.1 and disseminated at the one- and two-digit levels of the classification.

Occupation: coded according to ISCO-88 and disseminated at the major group level.

Status in employment: employees (separately, full- and part-time); self-employed persons, separately with and without employees; and unpaid contributing family workers.

Education: the following levels are used: no education; incomplete primary education; primary education; secondary education; advanced education; university degree holders (faculty, academy, etc.).

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Statistical Yearbook of the Republic of Montenegro 2006; this publication contains the results of the LFS.

Annual statistics are also available on MONSTAT’s website, in the document entitled “EngZaposleni2005-novo.pdf”.

Availability of unpublished data upon request: yes

Availability of data in machine-readable form: yes, on Internet.

Website: http://www.monstat.cg.yu
MONTENEGRO – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Monthly Survey on Employed Persons and their Earnings (RAD-1)

Organization responsible:

For planning and conduct of the survey: MONSTAT

For analysis and publication of the results: MONSTAT

Periodicity: monthly.

Topics covered: number of persons employed and number of employees, wage rates, earnings and labour cost, industry and sector (public and private).

Coverage:

Geographical: the whole country

Establishments: enterprises, institutions, cooperatives and other organizations of social, private, cooperative, mixed or state ownership with more than five employees.

Persons covered: all employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: as defined according to NACE, Rev.1.1

Employment in the tourism industries: employees include persons employed on a permanent or temporary basis, whether they work full-time, part-time or on a short time basis.

Hours of work: not applicable.

Earnings: refer to wages and salaries earned by employed persons for a job performed during regular working hours, extra earnings, compensations and other incomes established by the Collective Contract and paid in addition to those foreseen by the General Collective Contract.

Classifications:

Branch of economic activity (industry): coded according to NACE, Rev.1.1 at the two-digit level.

Occupation: not applicable.

Status in employment: employees.

Education: not applicable.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Statistical Yearbook of the Republic of Montenegro 2006
A monthly Press Release is also available on MONSTAT’s website.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes, on Internet.

Website: http://www.monstat.cg.yu

MONTENEGRO – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Social Security and Pension Fund

Responsible Organization

For data collection: Social Security and Pension Fund

For statistical processing, publication and dissemination of the statistics: MONSTAT

Source of data: the registers of employed/insured persons held by the Republic Fund for Pension and Disability Insurance and the Republic Health Fund. A semi-annual survey (RAD-15) provides employment data on private entrepreneurs, self-employed persons and their subcontractors registered in the Republic Health Fund.

Periodicity: monthly.

Topics covered: employment.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes enterprises, including tourism-related enterprises.

Persons covered: all persons employed.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: all industries identified according to NACE, Rev. 1.1.

Employment in the tourism industries: all persons employed in these industries.

Hours of work: not applicable.

Earnings: not applicable.
Classifications:

*Branch of economic activity (industry):* NACE, Rev.1.1.

*Occupation:* not applicable.

*Status in employment:* (i) employees and (ii) working proprietors and partners of unincorporated businesses.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**

Statistical Yearbook of the Republic of Montenegro 2006

**Availability of unpublished data upon request:** yes.

**Website:** [http://www.monstat.cg.yu](http://www.monstat.cg.yu)

**II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:** the main source of data is the Monthly Survey on Employed Persons and their Earnings (RAD-1). It covers around 85 percent of the total number of persons employed. Employees of the Armed Forces, Ministry of Internal Affairs and diplomatic missions abroad are not covered by this survey.

As mentioned above, no specific procedure is used to compute national labour statistics in the tourism industries, but a combination of sources is used to compile total employment at the level of the whole economy according to various characteristics.

Employment data derived from the RAD-1 survey are combined with data from the Republic Fund for Pension and Disability Insurance and from the Republic Health Fund. Data on private entrepreneurs, self-employed persons and their subcontractors are collected through the semi-annual survey RAD-15 from the Republic Health Fund.

In addition, the Labour Force Survey provides, among others, detailed employment data at the regional level according to 21 Montenegrin municipalities.

**Documentation:**

Statistical Yearbook of the Republic of Montenegro 2006; presents the results of the LFS for October 2005, as well as some methodological information.
I. Statistical source used for data collection

– Establishment survey: Enquête annuelle d’entreprises dans les services (Annual Business Survey in Services)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned source.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Annual Business Survey in Services

Organization responsible:

For planning and conduct of the survey: Direction de la Statistique, Division du Recensement Economique et des Enquêtes auprès des Etablissements (Directorate of Statistics, Economic Census and Establishment Surveys Division)

For analysis and publication of the results: Directorate of Statistics, Economic Census and Establishment Surveys Division

Periodicity: annual.

Topics covered: employment (permanent, fixed-term and seasonal) and compensation of employees.

Coverage:

Geographical: the whole country

Establishments: all formal sector enterprises in the following activities: Building and construction, Trade and Services.

Persons covered: all persons engaged.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed under ISIC, Rev.3 at the two-digit level.

Employment in the tourism industries: all persons engaged, whether paid or unpaid.

Hours of work: not relevant.
Earnings: refer to compensation of employees, i.e. total wages and salaries paid to all permanent and non-permanent staff during the reference year, and total employers' social contributions.

Classifications:

Branch of economic activity (industry): national classification linked to ISIC, Rev.3. Data are collected at the three-digit level and disseminated at the two-digit level.

Occupation: not relevant.

Status in employment: not relevant.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Not available yet. The first round of surveys in Trade, Services and Building and construction was launched in 2005. The results are being processed.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes, Internet.

Website: http://www.statistic.gov.ma
I. Statistical source used for data collection

– Establishment survey:
  Monthly survey of Hotels and Restaurants (Inquérito Mensal ao Alojamento e Restauração)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned source.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Monthly survey of Hotels and Restaurants

Organization responsible:

For planning and conduct of the survey: Instituto Nacional de Estatística (National Institute of Statistics)

For analysis and publication of the results: Instituto Nacional de Estatística (National Institute of Statistics)

Periodicity: monthly.

Topics covered: employment and wages.

Coverage:

Geographical: the whole country.

Establishments: formal sector establishments.

Persons covered: all persons engaged.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: refer to all types and sizes of hotels and restaurants, classified as hotels and similar establishments with restaurant, hotels and similar establishments without restaurant, and other types of accommodation.

Employment in the tourism industries: all persons engaged, including working proprietors, owner-managers, and unpaid contributing family workers. Also included are workers temporarily absent due to illness or injury, maternity leave, public holidays and vacation, etc. Excluded are persons absent for an indefinite period, for compulsory military service, etc.
**Hours of work**: not relevant.

**Earnings**: refer to total gross monthly earnings paid to all employees, in cash and in kind. Included are wages and salaries, bonuses, allowances, overtime payments and other types of payments.

**Classifications:**

*Branch of economic activity (industry):* national classification linked to ISIC, Rev.3, codes 551 and 552.

*Occupation*: not relevant.

*Status in employment*: not relevant.

*Education*: not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**


**Availability of unpublished data upon request**: yes.

**Availability of data in machine-readable form**: yes, Internet or CD.

**Website**: [http://www.ine.gov.mz](http://www.ine.gov.mz)
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Household Labour Force Survey (HLFS)

- Establishment surveys:
  (2) Quarterly Employment Survey (QES)

- Administrative records and related sources:
  (3) Linked Employer-Employee Data (LEED)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: although the computation of national statistics on employment in the tourism industries is not a standard output of the statistical sources, a Tourism Satellite Account (TSA) is constructed to measure the economic contribution of tourism to gross domestic product (GDP) and to provide analysis of the New Zealand tourism industry (see Section II below).

NEW ZEALAND – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Household Labour Force Survey (HLFS)

Organization responsible:

For planning and conduct of the survey: Statistics New Zealand

For analysis and publication of the results: Statistics NZ

Periodicity: quarterly, with reference to February, May, August and November.

Topics covered: employment (full- and part-time), status in employment, industry, occupation and education/qualification levels, and hours of work (actual and usual).

Coverage:

Geographical: the whole country, excluding some outlying islands.

Population groups: the usually resident civilian no-institutional population aged 15 years and over, excluding members of Zealand permanent defence forces, non-New Zealand diplomats or diplomatic staff members and their dependents, and members of non-New Zealand defence forces and their dependents.
When a population group included in the sample is too small, the value is suppressed from the published results.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

**Tourism industries:** possible HLFS tourism groupings that would match the list of tourism industries presented in ISIC, Rev. 3, as follows:

- Hotels and similar - Accommodation; Pubs, taverns and bars; Clubs (hospitality)
- Second home ownership - Property Operators and developers
- Restaurants and similar - Cafes and restaurants
- Railway passenger transport services - Rail transport (cannot separate out passenger rail transport)
- Road passenger transport services - Road passenger transport
- Water passenger transport services - Water transport (cannot separate out passenger water transport)
- Air passenger transport services - Air and space transport (cannot separate out passenger air transport)
- Transport supporting services - Services to road transport; Services to Water transport; Services to Air transport; Other services to transport
- Cultural services - Film and video services; radio and television services; Libraries; Museums; Parks and gardens; Arts; Services to the arts
- Sporting and other recreational services - Sport; Gambling services; Other recreation services

**Employment in the tourism industries:** this is not a current standard output of the HLFS, therefore no standard definition is available.

The general definition of employment covers all persons in the working-age population who during the reference week:

(a) worked for one hour or more for pay or profit in the context of an employee/employer relationship or self-employment;

(b) worked without pay for one hour or more in work which contributed directly to the operation of a farm, business or profession practice owned or operated by a relative;

(c) had a job but were not at work due to: own illness or injury; personal or family responsibilities; bad weather or mechanical breakdown; direct involvement in industrial dispute; leave or holiday.

**Hours of work:** hours actually worked and usual hours worked per week. Both can be split into hours worked in main job and in all other jobs.

**Informal sector:** not applicable.

**Usual activity:** not applicable.

**Classifications:**

*Branch of economic activity (industry):* coded to 163 groups at the four-digit level of the Australian and New Zealand Standard Industrial Classification (ANZSIC), NZ version 1996 (V4.1). ANZSIC96 is linked to ISIC, Rev.3 at the four-digit level. Industry data are disseminated at the one digit level of the classification (18 groups), which are often further aggregated to 10 groupings.
**Occupation:** coded to 99 groups at the three-digit level of the New Zealand Standard Classification of Occupations (NZSCO99). Data are disseminated at the one digit level of the classification (10 groups).

**Status in employment:** data are coded and disseminated according to the following groups: employee, employer, own-account worker, unpaid contributing family worker, in accordance with ICSE-1993.

**Education:** data are coded according to the following 18 groups related to the highest qualification level obtained:
- Post graduate degree, certificate or diploma
- Bachelors degree
- University certificate or diploma
- Teachers certificate or diploma
- Technicians certificate
- Nursing certificate or diploma
- Local polytech certificate or diploma
- NZ certificate or diploma
- Trade certificate or advanced trade certificate
- Other tertiary qualification
- University bursary, scholarship
- Higher school certificate, higher leaving certificate
- Sixth form certificate, UE in 1 or more subjects
- School certificate in 1 or more subjects
- Other school qualification
- Overseas qualification
- Primary proficiency examination
- No qualification

Data are usually disseminated according to more aggregate groupings.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**


**Availability of unpublished data upon request:** yes, subject to confidentiality rules.

**Availability of data in machine-readable form:** yes, on CD, etc.

**Website:** [http://www.stats.govt.nz](http://www.stats.govt.nz)
NEW ZEALAND – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Quarterly Employment Survey (QES)

Organization responsible:

For planning and conduct of the survey: Statistics NZ

For analysis and publication of the results: Statistics NZ

Periodicity: quarterly, with reference to February, May, August and November.

Topics covered: number of filled jobs, earnings, hours of work, and industry.

Coverage:

Geographical: the whole country.

Establishments: all business locations belonging to economically significant enterprises in surveyed industries with employees. An economically significant enterprise is one which meets at least one of the following criteria:

- has greater than $30,000 annual Goods and Services Tax (GST) expenses or sales;
- has at least three for its rolling mean employment (rolling mean employment is the average employee count over the past 12 months);
- is in a GST-exempt industry except residential property leasing and rental;
- is part of a group of enterprises;
- is a new GST registration that is compulsory, special or forced;
- is registered for GST and is involved in agriculture or forestry.

Industries excluded from the QES are: ANZSIC

Agriculture A01
Services to agricultural A02
Commercial fishing A04
International sea transport I6301
Residential property owners L7711
Foreign government representation M813
Private households employing staff Q97

Non-civilian staff in ANZSIC classification M82-Defence are also excluded.

The population is broken into single and multi-geographical unit enterprises, with the eligible population being all geographical units with any full-time equivalent employees (a full-time equivalent employee is either one full-time employee or two part-time employees).

Persons covered: full-time and part-time paid employees at surveyed business locations in surveyed industries; and working proprietors in these locations and industries.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the tourism industries could be identified using ANZSIC96 (NZ version), at the class (four-digit) level.

Employment in the tourism industries: no specific definition is available. The following categories are identified in the QES, in all industries:

Working proprietor: a) a sole proprietor or partner who is actively engaged in the business; b) a shareholder in a limited liability company actively engaged in its management and classified by the respondent as a working proprietor consistently across survey periods. Included are those temporarily absent from work (i.e. sick or on leave).

Employee: paid workers in a business, who are not working proprietors. Included are employees temporarily absent from work (e.g. sick, on leave, on strike, temporarily laid-off), whether paid or not; employees working for commission; and managers and executives where they are not working proprietors.

Full-time employees are those who regularly work 30 hours or more per week, while part-time employees regularly work fewer than 30 hours per week.

Full-time Equivalent Employee (FTE): the number of full-time employees plus half the part time employees.

Filled jobs: the number of all full-time and part-time paid employees, plus working proprietors in businesses that have paid employees.

Hours of work: refer to hours paid for. Two components are separately identified: (a) ordinary time hours, including paid travelling time and hours of sick pay, holiday pay and other temporary absences; and (b) overtime hours.

Earnings: gross earnings paid for the pay period (i.e. the pay week ending on or immediately before the 20th of the middle month of the quarter). They include:

- ordinary time pay, i.e. including all shift, penal and other allowances, Accident Compensation Corporation (ACC) earner premiums, bonuses, paid leave, and commissions if they are earned in the pay week. Where a payment is for a period longer than the survey pay week, only the proportion that relates to the survey reference week is counted. Excluded are back-pay, redundancy, severance payments, etc. and non-taxable payments such as tool money.

- overtime pay, i.e. gross total payments for overtime hours worked by employees in the survey pay week.

Classifications:

Branch of economic activity (industry): coded according to ANZSIC96, NZ version (V4.1).

Occupation: not applicable.

Status in employment: working proprietors and employees.

Education: not applicable.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

The results of the QES are available on Internet, at:


Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.stats.govt.nz

NEW ZEALAND – 3

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Linked Employer-Employee Data (LEED)

Organization responsible:

For data collection, statistical processing, publication and dissemination of the statistics: Statistics NZ

Source of data: Inland Revenue Employer Monthly Schedules (EMS) and Statistics NZ Business Frame

Periodicity: quarterly and annually.

Topics covered: employment and earnings, by sex and age group.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments.

Persons covered: all persons employed aged 15 years and over at the start of the tax year (to ensure earnings and incomes for 15-year old persons are not artificially biased downwards) who have received non-zero income with tax deducted at source through the EMS system, or self-employment income in the reference period.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: LEED can only supply data on the aggregates of the tourism industries as identified in ISIC, Rev.3.

Employment in the tourism industries: the following categories are separately identified:
Employees: persons who receive income from which tax is deducted at source. These payments are made by organisations that are registered with Inland Revenue.

Self-employed persons: persons who operate their own economic enterprise or engage independently in a profession or trade, and who receive earnings from their enterprise from which tax is deducted.

Hours of work: not applicable.

Earnings: quarterly and annual gross cash earnings from paid employment, or income from self-employment.

Classifications:


Occupation: not applicable.

Status in employment: (i) employees and (ii) working proprietors and partners of unincorporated businesses.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

LEED quarterly and annual tables are available on Statistics NZ website, at: http://www.stats.govt.nz/leed

The normal delay between the reference period and the release of the statistics is 12 to 18 months.

Availability of unpublished data upon request: yes.

Website: http://www.stats.govt.nz

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:

A tourism satellite account (TSA), consistent and integrated with New Zealand’s official national accounts, is used to measure the economic contribution of tourism to gross domestic product (GDP) and to provide analysis of the New Zealand tourism industry. The emphasis in the TSA is on measurement of expenditure in New Zealand by resident and non-resident tourists, and on the size of the tourism industry, including its contribution to GDP and employment.

<table>
<thead>
<tr>
<th>Tourism industry category – Tourism satellite accounts</th>
<th>Tourism industry component</th>
<th>ANZSIC code</th>
<th>ANZSIC industry description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tourism-characteristic industries</td>
<td>Accommodation, cafes and</td>
<td>H571</td>
<td>Accommodation</td>
</tr>
<tr>
<td></td>
<td>Restaurants</td>
<td>H572</td>
<td>Pubs, taverns and bars</td>
</tr>
<tr>
<td></td>
<td></td>
<td>H573</td>
<td>Cafes and restaurants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>H574</td>
<td>Clubs (hospitality)</td>
</tr>
<tr>
<td></td>
<td>Road passenger</td>
<td>I6121</td>
<td>Long distance bus transport</td>
</tr>
<tr>
<td>Tourism industry category – Tourism satellite accounts</td>
<td>Tourism industry component</td>
<td>ANZSIC code</td>
<td>ANZSIC industry description</td>
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<tr>
<td>--------------------------------------------------------</td>
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<tr>
<td>Tourism industry component</td>
<td>ANZSIC code</td>
<td>ANZSIC industry description</td>
<td></td>
</tr>
<tr>
<td>I6122 Short distance bus transport (including tramway)</td>
<td></td>
<td>Taxi and other road passenger transport</td>
<td></td>
</tr>
<tr>
<td>I6123</td>
<td></td>
<td>Rail transport</td>
<td></td>
</tr>
<tr>
<td>Rail transport</td>
<td>I62</td>
<td>Rail transport</td>
<td></td>
</tr>
<tr>
<td>Water transport</td>
<td>I63</td>
<td>Water transport</td>
<td></td>
</tr>
<tr>
<td>Air transport</td>
<td>I64</td>
<td>Air and space transport</td>
<td></td>
</tr>
<tr>
<td>Other transport, storage and transport services</td>
<td>I65</td>
<td>Other transport</td>
<td></td>
</tr>
<tr>
<td>I66</td>
<td></td>
<td>Services to transport</td>
<td></td>
</tr>
<tr>
<td>I67</td>
<td></td>
<td>Storage</td>
<td></td>
</tr>
<tr>
<td>Machinery and equipment hiring and leasing</td>
<td>L774</td>
<td>Machinery and equipment hiring and leasing</td>
<td></td>
</tr>
<tr>
<td>Cultural and recreational services</td>
<td>P92</td>
<td>Libraries, museums and the arts</td>
<td></td>
</tr>
<tr>
<td>P93</td>
<td></td>
<td>Sport and recreation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tourism-related industries</th>
<th>Retail trade</th>
<th>ANZSIC code</th>
<th>ANZSIC industry description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G511</td>
<td>Supermarket and grocery stores</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G512</td>
<td>Specialized food retailing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G521</td>
<td>Department stores</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G522</td>
<td>Clothing and soft good retailing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G523</td>
<td>Furniture, houseware and appliance retailing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G524</td>
<td>Recreational good retailing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G525</td>
<td>Other personal and household good retailing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G526</td>
<td>Household equipment repair services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G53</td>
<td>Motor vehicle retailing and services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tourism employment statistics are derived from the Annual Business Frame Update Survey. Persons engaged in the water-transport and agriculture industries, which are not surveyed in this Survey, are derived from an unpublished Statistics NZ labour-input research series.

Documentation:

Detailed information on the TSA is available at:
http://www2.stats.govt.nz/domino/external/omni/omni.nsf/outputs/tourism+satellite+account

The *Tourism Satellite Account 2000–2003* report presents tourism expenditure, tourism’s impact on the New Zealand economy in terms of both direct and indirect value added, and the number of persons directly employed as a result of tourism. Results presented cover the provisional outputs for 2002 and 2003 and a summary of the results of TSA99, TSA00 and TSA01. The methodology used in *Tourism Satellite Account 2000–2003* follows international guidelines developed by the World Tourism Organization (WTO) and the Organization for Economic Co-operation and Development (OECD).
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (Arbeidskraftundersøkelsen - AKU)

- Establishment surveys:
  (2) Wages Statistics (Lønnsstatistikk)

- Administrative records and related sources:
  (3) The Register-Based Employment Statistics (den registerbaserte sysselsettingsstatistikken)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

NORWAY – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (Arbeidskraftundersøkelsen - AKU)

Organization responsible:

For planning and conduct of the survey: Statistics Norway (Statistisk sentralbyra), Division for Labour Market Statistics

For analysis and publication of the results: Statistics Norway

Periodicity: continuous survey, with quarterly results.

Topics covered: employment (full- and part-time, temporary, seasonal and occasional employment), main and secondary jobs, usual activity, status in employment, industry, sector (public and private), occupation, education/qualification levels, hours of work, as well as additional topics as required.

Coverage:

Geographical: the whole country.

Population groups: resident citizens aged 15 to 74 years (as from 2006 the age limit to participate in the LFS was lowered from 16 to 15 years. At the same time the definition of age was changed from completed years at the end of the year to completed years at the time of the reference week).
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3, at the two-digit level.

Employment in the tourism industries: no specific definition.

The general definition of employment includes persons aged 15 to 74 who performed work for pay or profit for at least one hour in the reference week, or who were temporarily absent from work because of illness, holidays, etc. Included are persons on paid leave, or unpaid leave until one year, if they still have a job to return to, unpaid family workers, conscripts, as well as persons engaged by Government measures to promote employment, if they receive pay.

Hours of work: they refer to both hours actually worked and regular (usual) hours per week. Main and secondary jobs are covered separately. The distinction between part- and full-time work is done on the basis of total regular working hours in the main and secondary jobs.

Hours actually worked include all actual working hours, including overtime and excluding absence from work.

Settled/usual working hours refer to the weekly number of working hours determined by the working contract. Absence from work because of illness, holidays etc. is not subtracted, and overtime is not included. Employees, whose settled working hours vary from week to week, give information on both the actual reference week as well as the average of their settled working hours per week. For employees without contract on working hours, for self-employed and for unpaid family workers, data on their usual weekly working hours are an average of their actual working hours during the last 4 weeks.

Informal sector: not applicable.

Usual activity: not available.

Classifications:

Branch of economic activity (industry): the industrial classification is in accordance with the Standard Industrial Classification (NOS C182), which is based on the EU-standard of NACE Rev. 1. 60 groups are used, usually at the two-digit level, but some industries are coded at the four-digit level. The national classification is linked to ISIC-Rev.3. Data are normally disseminated at the 2-digit level.

Occupation: the occupational classification is in accordance with the Standard Classification of Occupations (NOS C521), which is based on ISCO 88 (COM). Data are collected at the four-digit level. They are generally disseminated at the one- or two-digit levels, or at the four-digit level for occupations employing at least 5,000 persons.

Status in employment: the following groups are used: Employee, Employer, Own-account Worker, Contributing Family worker, in accordance with ICSE-1993.

Education: according to the Norwegian Standard Classification of Education (NOS C617). Data are collected at the two-digit level and disseminated by level of education.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Labour Force Survey, press releases, articles and reports (quarterly and annual). Quarterly results are normally published five weeks after the end of the quarter.
Statistical Yearbook of Norway (annual)

These publications, main tables and methodological information are available on Statistics Norway’s website.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: [http://www.ssb.no/english/subjects/06/01/aku_en/](http://www.ssb.no/english/subjects/06/01/aku_en/)

NORWAY – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Wages Statistics (Lønnsstatistikk)

Organization responsible:
For planning and conduct of the survey: Statistics Norway
For analysis and publication of the results: Statistics Norway

Periodicity: annual

Topics covered: employees, wages and hours of work.

Coverage:

Geographical: the whole country

Establishments: establishments with five or more employees.

Persons covered: all employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: all industries listed in ISIC, Rev.3 and SICTA, except second home ownership.

Employment in the tourism industries: employees in the above-mentioned industries.

Hours of work: weekly hours actually worked and paid for.

Earnings: they comprise the following elements: basic salaries, including qualification/skill allowances and other regular personal allowances; variable additional allowances (for working evenings and nights, call-out, shift, dirty conditions, offshore allowances and the like); bonuses, commissions and the like (profit-sharing, production, gratuities, etc.). Overtime payments are not included in total monthly earnings, but figures are given for overtime compensation when the statistics are released.
Classifications:

Branch of economic activity (industry): coded according to the Standard Industrial Classification (SN 2002), which is the Norwegian version of the international Standard Industrial Classification (SIC94) and is linked to ISIC-88. Data are coded at the section, sub-section, division and group levels.

Occupation: both the code and name of the occupation are reported for each employee. The occupation codes are collected both according to the Standard Classification of Occupation (C 521), which is the Norwegian version of ISCO-88; and according to the separate occupation codes for employees in establishments affiliated to the Commercial Employers’ Association. Data are mainly disseminated at the first-digit level of the Standard Classification of Occupations, but for some industries, occupational data are presented at a more detailed level.

Status in employment: employees only.

Education: education levels are obtained from the register of the Population’s Highest Level of Education (BHU). The classification is by the length of education according to the Norwegian Standard Classification of Education. The following groups are used: primary and lower secondary education; upper secondary education; tertiary education, 4 years or less; and tertiary education, more than 4 years.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Official Statistics of Norway (NOS D 362) 2002-03

Lønnsstatistikk 2005

06.05 Wages and labour costs

More information on the Standard Classification of Occupation is available at http://www.ssb.no/english/subjects/06/01/nos_C521_en/.

More information about the Standard Classification of Education can be found at: http://www.ssb.no/english/subjects/04/90/.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.ssb.no

NORWAY – 3

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: The Register-Based Employment Statistics (den registerbaserte sysselsettingsstatistikken)

Organization responsible:

For data collection, statistical processing, publication and dissemination of the statistics: Statistics Norway, Division for Labour Market Statistics.
Source of data: the Register of Employers and Employees, and other administrative registers.

Periodicity: annually, with reference to a specific week during the fourth quarter.

Topics covered: employment and hours of work, by age group, sex and occupation, industry, sector and county.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments.

Persons covered: all persons employed (i.e. employees and self-employed persons), excluding employees in the municipal sector and in health enterprises

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they are identified according to ISIC, Rev.3.

Employment in the tourism industries: employed persons (employees and self-employed) aged 16 to 74 years.

Hours of work: normal/usual weekly hours of work fixed by or in pursuance of establishments’ internal regulations.

Earnings: not applicable.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3. Data are collected at the five-digit level, and disseminated according to 60 groups at the two-digit level.

Occupation: ISCO-88. Data are collected at the four-digit level.

Status in employment: employees and self-employed persons.

C. DOCUMENTATION AND DISSEMINATION

Main publication:


Availability of unpublished data upon request: yes.

Website: http://www.ssb.no/regsys_en
I. Statistical source used for data collection

- Administrative records and related sources:
  Human Resources in Hotels and similar establishments; Human Resources in Travel agencies and Tour operators; Human Resources of the National Secretariat of Tourism

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Human Resources in Hotels and similar establishments; Human Resources in Travel agencies and Tour operators; Human Resources of the National Secretariat of Tourism

Organization responsible:

For data collection, statistical processing, publication and dissemination of the statistics:
National Secretariat of Tourism (Secretaría Nacional de Turismo - SENATUR)

Source of data: administrative records of tourism enterprises and SENATUR’s employment records. The Operations Department of SENATUR collects information on employment in the tourism enterprises/establishments and transmits it to the Research Department on Labour Market and Statistics (Departamento de Investigación de Mercados y Estadística). The latter adds the employment data from SENATUR and processes the statistical tables.

Periodicity: yearly.

Topics covered: employment.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments.

Persons covered: employees only.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: hotels and similar establishments; travel agencies, tour operators and similar establishments; and SENATUR employment.
Employment in the tourism industries: paid employees in the above-mentioned industries.

Hours of work: not relevant.

Earnings: not relevant.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3 and SICTA, divisions 5510 and 6304.

Occupation: not relevant.

Status in employment: employees only.

C. DOCUMENTATION AND DISSEMINATION

Main publication:
None.

Availability of unpublished data upon request: yes.

Website: none.
I. Statistical sources used for data collection

– Labour force or other household based sample surveys:
  (1) Encuesta Nacional de Hogares – ENAHO (National Household Survey)

– Establishment survey:
  (2) Encuesta Económica Anual a nivel nacional – EEA (National Annual Economic Survey)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: construction of the Tourism Satellite Account (TSA), based on information collected from the above-mentioned sources and from other sources (see Section II below).

PERU – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Encuesta Nacional de Hogares – ENAHO (National Household Survey)

Organization responsible:

For planning and conduct of the survey: Instituto Nacional de Estadística e Informática – INEI (National Institute of Statistics and Informatics)

For analysis and publication of the results: INEI.

Periodicity: continuous, with monthly results.

Topics covered: employment (full- and part-time, permanent, fixed-term, seasonal, temporary and occasional), main and second jobs, duration of employment, status in employment, industry, sector (public, private and informal) occupation, education/qualification levels, usual activity, wages, self-employment income, and hours of work.

The ENAHO is a household sample survey which does not aim at measuring employment “per se”. It aims at:

– measuring, assessing and generating annual indicators of the trend in welfare, poverty and households’ living conditions;
– measuring the impact of social programmes on living conditions;
– providing the relevant information to public and private institutions;
– ensuring comparability of the investigated variables with other similar inquiries.
Coverage:

Geographical: the whole country, urban and rural areas in the 24 Departments and the Constitutional Province of El Callao.

Population groups: all usual residents of the household who at the time of the interview fulfilled at least one of the following requirements: (a) they were household members and living in the household, regardless of the number of days; and (b) they were present for 30 days or more in the household although they were not household members.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: from the ENHAO, they can only be identified at the level of major branches of economic activity. More detailed breakdowns are computed for the TSA (see Section II below).

Employment in the tourism industries: the general definition of employment refers to persons aged 14 years and over of either sex who during the reference period: (a) were engaged in some economic activity; (b) were paid employees with permanent jobs but were not at work owing to paid vacation, paid sick or maternity leave; (c) were self-employed persons but were not at work although the business or enterprise continued to operate; (d) were not in any of the above categories but, after inquiries into economic activities, were found to have worked for at least one hour for payment in cash and/or in kind. Included are unpaid contributing family workers.

An estimate of national employment in the tourism industries is based on the calculations for the TSA, which exclude non-resident household members.

Hours of work: hours actually worked in main and second jobs.

Informal sector: the following criteria are used to identify informal sector enterprises: absence of official registration and absence of formal accounts. The information is collected for main and second jobs.

Usual activity: identified as the “permanent” activity, on the basis of duration of employment, hours of work, employees’ type of employment contract, etc.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3. The ENAHO results are classified according to 12 major branches of economic activity for the purposes of the National Accounts (tourism and non-tourism related production).

However, the survey results on national employment are not published by INEI, but used for the compilation of the TSA.

Occupation: ISCO-88. However, the survey results on national employment are not published by the INEI, but used for the compilation of the TSA estimates.

Status in employment: not relevant.

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publications:
A Technical Note, the Main Results and the ENAHO methodology are available on Internet, under the link ENAHO.

_Situación del Mercado Laboral en Lima Metropolitana_, November 2006 (most recent publication).

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: [http://www.inei.gob.pe](http://www.inei.gob.pe)

PERU – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Encuesta Económica Anual a nivel nacional – EEA (National Annual Economic Survey)

Organization responsible:
For planning and conduct of the survey: INEI
For analysis and publication of the results: INEI

Periodicity: annual.

Topics covered: employment, earnings, industry and sector (public/private).

The EEA aims at:

- obtaining information on production and financial trends in the investigated units, with a view to compiling the National Accounts and other economic indicators required to assess the sectoral and national levels of the economy;

- updating the business registers (establishments and enterprises) used as sampling frames for business various surveys.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments/enterprises with employees in the private sector, and public enterprises.

Persons covered: all persons engaged, by employment category. Own-account workers are excluded.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the EEA covers and identifies 12 economic sectors in the whole economy. More detailed breakdowns of the tourism industries are computed in the TSA (see Section II below).
Employment in the tourism industries: all persons engaged by employment category:

- Permanent employees (separately, wage earners and salaried employees)
- Fixed-term and occasional employees (separately, wage earners and salaried employees)
- Working owners and partners
- Unpaid employees
- Employees of services enterprises (separately wage earners and salaried employees)

Hours of work: not relevant.

Earnings: information is collected separately on (i) net earnings of employees, excluding employees’ social security and pension contributions, and (ii) employees’ contributions.

Classifications

Branch of economic (industry): ISIC, Rev.3, according to 12 economic sectors: Trade and services; fishing; agricultural industry; travel agencies; manufacturing; public enterprises; universities; education; construction; transport; electricity; and hydrocarbons.

Occupation: not relevant.

Status in employment: all persons engaged by employment category (see above), excluding own-account workers.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

The EEA results on the number of persons engaged and earnings are not published by INEI. However, the survey instruments, by economic sector, are available on Internet, under the link EEA.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.inei.gob.pe

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:

The Ministry of Foreign Trade and Tourism (MINCETUR) started to implement the Tourism Satellite Account (TSA) in 2001, within the framework of the System of National Accounts.

In the first exercise (TSA-2001), employment was a variable which was not fully investigated, due to the lack of major sources of information which could have provided detailed information at the level of tourism industries. Employment data were estimated from the coefficients of productivity of the national accounts (tourism and non-tourism production).
MINCETUR published statistics on the number of persons engaged in Table 7: Employment in the tourism industries, by economic activity, employment category (paid employees and other workers) and number of establishments. Due to the lack of detailed information, it was not possible to disaggregate the data by sex.

In the TSA-2001, tourism-related activities were assessed on the basis of the EEA as follows: Hotels (part of), Travel agencies, Transport (part of), Trade and services, Restaurants, Business and employer organizations, Clubs and discotheques, and Renting of transport equipment (part of).

Estimates of the number of persons engaged derived from the EEA were used by the National Accounts as a basis to derive employment levels in both tourism and non-tourism industries. Productivity coefficients and earnings by economic activity were applied to those activities which are considered as tourism-related.

Definitions:

Employment in the tourism industries include paid and unpaid, permanent and occasional workers, who provide their services to tourism establishments.

Employment in the informal sector is not fully identified.

Classifications:

The TSA-2001 uses its own classification by economic activity, based on ISIC, Rev.3, and SICTA. The following activities are included:

List of Tourism-related Activities of the TSA

<table>
<thead>
<tr>
<th>TSA code</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Specific Activities</td>
</tr>
<tr>
<td>A.1</td>
<td>Characteristic Activities</td>
</tr>
<tr>
<td>C.1</td>
<td>Hotels and similar</td>
</tr>
<tr>
<td>C.2</td>
<td>Renting of Accommodation</td>
</tr>
<tr>
<td>C.3</td>
<td>Restaurants and similar</td>
</tr>
<tr>
<td>C.4</td>
<td>Railway passenger transport services</td>
</tr>
<tr>
<td>C.5</td>
<td>Road passenger transport services</td>
</tr>
<tr>
<td>C.6</td>
<td>Water passenger transport services</td>
</tr>
<tr>
<td>C.7</td>
<td>Air passenger transport services</td>
</tr>
<tr>
<td>C.8</td>
<td>Passenger transport supporting services</td>
</tr>
<tr>
<td>C.9</td>
<td>Passenger transport equipment rental</td>
</tr>
<tr>
<td>C.11</td>
<td>Travel agents, tour operators and guides</td>
</tr>
<tr>
<td>C.12, C.13</td>
<td>Recreational, cultural and sporting activities</td>
</tr>
<tr>
<td>C.14</td>
<td>Financial intermediation</td>
</tr>
<tr>
<td>C.17</td>
<td>Craft production</td>
</tr>
<tr>
<td>A.2</td>
<td>Related Activities</td>
</tr>
<tr>
<td>Q.1</td>
<td>Trade</td>
</tr>
<tr>
<td>Q.2</td>
<td>Transport and communications</td>
</tr>
<tr>
<td>Q.3</td>
<td>Other related services</td>
</tr>
<tr>
<td>Q.4</td>
<td>Services related to education, training, libraries and archives, private sector</td>
</tr>
<tr>
<td>Q.5</td>
<td>Services of tourism-related business and employer organizations</td>
</tr>
<tr>
<td>Q.6</td>
<td>Producers of governmental services</td>
</tr>
<tr>
<td>B.</td>
<td>Non-specific Activities</td>
</tr>
<tr>
<td>N.1</td>
<td>Manufacturing of camping and hiking equipment</td>
</tr>
<tr>
<td>N.2</td>
<td>Transformation of fuel and oils</td>
</tr>
<tr>
<td>N.3</td>
<td>Manufacturing of photographic articles</td>
</tr>
<tr>
<td>N.4</td>
<td>Manufacturing of cameras</td>
</tr>
<tr>
<td>N.5</td>
<td>Construction</td>
</tr>
</tbody>
</table>
In 2005, MINCETUR started to establish employment statistics in tourism-related activities.

To this end, the Multisectoral Technical Commission (Comisión Técnica Multisectorial) was constituted, responsible for the formulation of the TSA. The National Institute of Statistics and Informatics (INEI) is the Technical Secretariat responsible for the elaboration of the national accounts (through its National Department of National Accounts) and for the assessment of employment levels by economic activity.

The main sources of information were the National Household Survey (ENAHO), the Annual Economic Surveys (EEA) - which provided information to compile the Production Account and the estimates of persons engaged in the relevant establishments, and Population Censuses.

Other sources include the monthly Survey of Accommodation Establishments (Encuesta Mensual de Establecimientos de Hospedaje), the Wages Survey (Encuesta de Sueldos y Salarios) carried out under the responsibility of the Ministry of Labour (MINTRA), the Sample survey of Tourism-related Establishments (Sondeos a Establecimientos relacionados al Turismo) under the responsibility of MINCETUR, covering hotels, restaurants, air transport services, interprovincial transport services, travel agencies and transport rental.

MINCETUR is at present working at the improvement of the basic sources of information for the second round of the TSA, such as the National Register of Municipalities, Tourism Trade Unions, Population Census, etc.

**Documentation:**

Average remunerations by tourism activity were estimated after comparison between the INEI estimates and the figures published by the Ministry of Labour and Employment Promotion in its Boletines de Estadísticas Ocupacionales (Occupational Statistics Bulletins).

Methodological information on the calculation of employment levels in the TSA is available in: Cuenta Satelite de Turismo 2001, Metodología de Cálculo del Empleo (MINCETUR).
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (LFS)

- Establishment surveys:
  (2) Annual Survey of Philippine Business and Industry (ASPBI) and Census of Philippine Business and Industry (CPBI)
  (3) Quarterly Survey of Philippine Business and Industry (QSPBI)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: the main source of statistics is the Labour Force Survey (LFS).

PHILIPPINES – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS)

Organization responsible:

For planning and conduct of the survey: National Statistics Office (NSO)

For analysis and publication of the results: NSO

Periodicity: quarterly.

Topics covered: employment (full- and part-time, permanent, temporary, seasonal and occasional), main and second jobs, status in employment, industry, occupation, education/qualification levels, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: all persons living in private households, including:

- Persons who are present at the time of the enumerator’s visit, whose usual place of residence is the sample household regardless of their length of stay in the household;

- Persons who are present at the time of visit, whose usual place of residence is outside the sample household but who have stayed temporarily with the sample household for at least 30 days;
Persons who are present at the time of visit, whose usual place of residence is outside the sample household but who have stayed with the sample household even for less than 30 days provided that they have been away from their usual place of residence for 30 days or more;

Persons who are not present at the time of visit but who are expected to return within 30 days from the date of departure to their usual place of residence, which is the sample household.

Also considered as members of a household are:

- Overseas contract workers;

- Overseas workers other than overseas contract workers who have been away for not more than five years from the date of departure and are expected to be back within five years from the date of last departure;

- Employees in Philippine Embassies, consulates and other missions;

- Students abroad/tourists who have been away for one year or less and are expected to be back within a year from the date of departure. This category also includes those attending training abroad, medical treatment and missionaries.

Not considered as household members are:

- Persons or family members who are inmates of institutions and who are not expected to return within 30 days;

- Members of the Armed Forces of the Philippines if they have been away from their usual place of residence for more than 30 days;

- Filipinos whose usual place of residence is in a foreign country, who are and will be in the Philippines for less than one year from arrival;

- Citizens of foreign countries and members of their families who are in the Philippines as tourists, students, businessmen or for employment provided they expect to stay in the country for one year or less from arrival;

- Foreign ambassadors, ministers, consuls, or other diplomatic representatives, and members of their families, regardless of the length of their stay;

- Citizens of foreign countries who are Chiefs and officials of international organizations like UN, ILO or USAID and members of their families, regardless of the length of their stay.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the list of tourism industries according to the 1994 Philippine Standard Industrial Classification follows the groupings of ISIC-3 and SITCA (except for item No. 2 – Second home ownership (imputed)), but they are classified to different industry codes (see Table 1 below):
Table 1 – Tourism industries:

<table>
<thead>
<tr>
<th>Activities description</th>
<th>1994 PSIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hotels and similar</td>
<td>5511-5512, 5519</td>
</tr>
<tr>
<td>2. Second home ownership (imputed)</td>
<td>No corresponding PSIC code</td>
</tr>
<tr>
<td>3. Restaurants and similar</td>
<td>5521-24, 5529</td>
</tr>
<tr>
<td>4. Railway passenger transport services</td>
<td>6012</td>
</tr>
<tr>
<td>5. Road passenger transport services</td>
<td>6011, 6091-94, 6099</td>
</tr>
<tr>
<td>6. Water passenger transport services</td>
<td>6110, 6120</td>
</tr>
<tr>
<td>7. Air passenger transport services</td>
<td>6210, 6220</td>
</tr>
<tr>
<td>8. Transport supporting services</td>
<td>6311, 6319, 6320, 6330</td>
</tr>
<tr>
<td>9. Transport equipment rental</td>
<td>7111-7113</td>
</tr>
<tr>
<td>10. Travel agencies and similar</td>
<td>6351-52, 6359, 6391-92, 6399</td>
</tr>
<tr>
<td>11. Cultural services</td>
<td>9112, 9199, 9211, 9214, 9232</td>
</tr>
<tr>
<td>12. Sporting and other recreational services</td>
<td>9241, 9249</td>
</tr>
</tbody>
</table>

Employment in the tourism industries: persons aged 15 years and over who, during the reference week were either at work (i.e. persons who did any work even for one hour for pay or profit, or worked without pay on an enterprise operated by a member of the same household related by blood, marriage or adoption) or with a job but not at work because of temporary illness or injury, vacation or other leave, bad weather, strike or labour dispute or other reasons. Also included are persons who are expected to report for work or to start operation of an enterprise within two weeks from the date of the enumerator’s visit.

Hours of work: information is collected on:

- Normal hours of work per day, i.e. the usual or prescribed working hours of a person in her/his main job or business, which is considered a full day’s work. For persons who did not report for work during the reference week but who had a job/business at that time, normal working hours would refer to the usual or prescribed working hours they would report in their main job if they reported for work.

- Total hours actually worked during the reference week in the main and second jobs. They include the duration or the period the persons were occupied in their work, including overtime, but excluding hours paid for but not worked. For wage and salary earners, hours actually worked include time worked without compensation in connection with their occupations, such as the time spent by a teacher at home preparing for the forthcoming lectures. For own account workers, they include the time spent in the shop, business or office, even if no sale or transaction has taken place.

Informal sector: not applicable.

Usual activity: not applicable. The survey covers the economic activity during the past quarter, but not the usual activity.

Classifications:

Branch of economic activity (industry): the 1994 Philippine Standard Industrial Classification (PSIC), which is linked to ISIC, Rev.3, with some differences at the minor group levels (four-digit codes). Data are disseminated at the two-digit level of the classification, as in Table 2 below:
Table 2 – Dissemination of data according to 1994 PSIC:

<table>
<thead>
<tr>
<th>1. Hotels and similar</th>
<th>Part of 55</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Restaurants and similar</td>
<td>Part of 55</td>
</tr>
<tr>
<td>3. Railway passenger transport services</td>
<td>Part of 60</td>
</tr>
<tr>
<td>4. Road passenger transport services</td>
<td>Part of 60</td>
</tr>
<tr>
<td>5. Water passenger transport services</td>
<td>Part of 61</td>
</tr>
<tr>
<td>6. Air passenger transport services</td>
<td>Part of 62</td>
</tr>
<tr>
<td>7. Transport supporting services</td>
<td>Part of 63</td>
</tr>
<tr>
<td>8. Transport equipment rental</td>
<td>Part of 71</td>
</tr>
<tr>
<td>9. Travel agencies and similar</td>
<td>Part of 63</td>
</tr>
<tr>
<td>10. Cultural services</td>
<td>Part of 91, Part of 92</td>
</tr>
<tr>
<td>11. Sporting and other recreational services</td>
<td>Part of 92</td>
</tr>
</tbody>
</table>

**Occupation:** the Philippine Standard Occupational Classification (PSOC), which is linked to ISCO-88, with some differences at the minor group levels (four-digit codes). Data are disseminated at the two-digit level of the classification.

**Status in employment:** data are collected according to the following groups which differ from ICSE-1993:

- Code 0 – Worked for private household
- Code 1 – Worked for private establishment
- Code 2 – Worked for government/government corporation
- Code 3 – Self-employed without any paid employee
- Code 4 – Employer in own family-operated farm or business
- Code 5 – Worked with pay on own family-operated farm or business
- Code 6 – Worked without pay on own family-operated farm or business

They are disseminated according to the following three groups:

a) **Wage and Salary workers:**
   - who worked for private household
   - who worked for private establishment
   - who worked for government/government corporation
   - who worked with pay on own family-operated farm or business

b) **Own-account workers:**
   - Self-employed without any paid employee
   - Employer in own family-operated farm or business

c) **Unpaid contributing family worker.**

**Education:** data are collected, coded and disseminated according to the following groups showing the highest grade completed:

- No grade completed;
- Elementary undergraduate;
- Elementary graduate;
- High school undergraduate;
- High school graduate
- College undergraduate;
- College graduate.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Press Release (quarterly)

Special Release (quarterly)


Methodological information is available in Technical Notes on the Labor Force Survey (LFS), which is available on the NSO’s website.

Availability of unpublished data upon request: yes

Availability of data in machine-readable form: yes.

Website: http://www.census.gov.ph

PHILIPPINES – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Annual Survey of Philippine Business and Industry (ASPBI) and Census of Philippine Business and Industry (CPBI)

Organization responsible:

For planning and conduct of the survey: NSO and Industry and Trade Statistics Department (ITSD)

For analysis and publication of the results: NSO and Industry and Trade Statistics Department (ITSD)

Periodicity:

ASPBI: annual; however, due to budgetary constraints, the survey was conducted every two years (the latest one with reference to 2005);

CPBI: every five years (latest census: in 2000 with reference to 1999).

Topics covered: number of persons engaged and number of employees, including seasonal employment, industry, private sector and compensation of employees.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments in the private formal sector.

Persons covered: all persons engaged, whether paid or unpaid, who worked in or for the establishment in the reference year.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: selected industries like Hotels and Restaurants; Transportation and Communications; Real Estate, Renting and Business Activities; and Other Community Social and Personal Service Activities.

Employment in the tourism industries: all paid and unpaid workers by sex as of November 15 of the reference year. Included are: full- and part-time employees working in or for the establishment and receiving pay; employees working away from the establishment, paid by and under the control of the establishment; employees on sick or maternity leave, paid vacation or holiday, strike, etc.; directors of corporations working for pay; executives/managers and other officers of the same category; working owners receiving regular pay; apprentices and learners receiving regular pay; and any other employee receiving regular pay not reported above.

Excluded are: directors paid solely for their attendance at meetings of Board of Directors; consultants; workers on indefinite leave; working owners/members of cooperatives who do not receive regular pay; home workers; and workers receiving commissions only

Hours of work: not relevant in the services sector.

Earnings: refer to compensation of employees, i.e. the sum of gross wages and salaries (including overtime pay; vacation, sick and maternity leave pay; bonuses; food, housing and cost of living allowances; commissions paid to salaried employees; commuting transportation and representation allowances; separation, retirement/terminal pay; gratuities, etc.; share of harvest given to employees as salaries and wages valued at net cost; and employers’ contributions to social security, pension and social insurance systems (SSS/GSIS, etc.).

Classifications:

Branch of economic activity (industry): the 1994 Philippine Standard Industrial Classification (PSIC), which is linked to ISIC, Rev.3. Data are collected and coded according to various digit groups of the industrial classification, within sectors H, I, K and O. ASPBI data are published/disseminated at the three-digit level of PSIC.

Occupation: not relevant.

Status in employment: not relevant.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Annual Survey of Philippine Business and Industry (ASPBI and Census of Philippine Business and Industry (CPBI);

This publication, which is printed in 14 Volumes, for each sector (Major Division) of the economy, presents the explanatory notes, sampling design, field operations (including methodology), brief analysis and survey results.

Availability of unpublished data upon request: yes, special tabulations can be made upon request.
Availability of data in machine-readable form: summary statistical tables are posted on the NSO’s website (www.census.gov.ph) while detailed tables are available in the publication both in hard and soft copy, in excel and PDF format.

Website: http://www.census.gov.ph

PHILIPPINES – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Quarterly Survey of Philippine Business and Industry (QSPBI)

Organization responsible:

For planning, conduct and analysis of the survey: NSO

For publication of the results: the results of the QSPBI are not for publication, but they are submitted to the National Statistical Coordination Board (NSCB).

Periodicity: quarterly.

Topics covered: number of persons engaged and number of employees, industry, private sector and compensation of employees.

Coverage:

Geographical: the whole country.

Establishments: establishments in the private formal sector with 20 or more persons engaged.

Persons covered: all persons engaged, whether paid or unpaid, who worked in or for the establishment in the reference quarter.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: selected industries like Hotels and Restaurants; Transportation and Communications; Real Estate, Renting and Business Activities; and Other Community Social and Personal Service Activities.

Employment in the tourism industries: refers to the total number of persons who worked in or for the establishment during the period nearest to the 15th of each month, as well as to the average number of persons who have worked or received pay during the previous quarter.

Included are:

- Working owners, i.e. owners who are actively engaged in the management of the establishment but do not receive regular pay, i.e. not included in the payroll;
- Managers and directors of corporation working for pay;
- Unpaid workers, i.e. persons working without regular pay for at least 1/3 of the working time normal to the establishment;
- Paid officials and workers, i.e. full- and part-time workers, employees on sick or maternity leave and on paid vacation or holiday and employees working away from this establishment paid by and under the control of this establishment;

- Managers and executives: all salaried directors, managers, executives, officers, administrative and other officials of the same category; working Owners receiving regular pay should be included in this category;

- Production and construction workers: i.e. all employees directly engaged in the production/construction activities of establishments. Include manual workers, clerical personnel and working foreman who fabricate, process, assemble, construct, install, etc. Excluded are supervisory employees above working foreman level

- Other employees: all other employees not reported or included above.

**Hours of work:** not relevant.

**Earnings:** refer to compensation of employees, i.e.:

- all gross wages and salaries before deduction for employees SSS/GSIS contributions, withholding taxes, etc. and employer’s contribution to SSS, GSIS, PHILHEALTH and others (including basic pay; overtime pay; cost-of-living allowances; vacation and sick leave pay; commissions; bonuses; dismissal or retirement pay; back pays and other benefits prior to deductions for employees SSS/GSIS, withholding taxes, etc.);

- employer’s social contributions to SSS, GSIS, PHILHEALTH, pension and similar schemes, on behalf of employees.

**Classifications:**

*Branch of economic activity (industry):* the 1994 Philippine Standard Industrial Classification (PSIC), which is linked to ISIC, Rev.3. Data are collected and coded according to various digit groups of the industrial classification, within sectors H, I, K and O. QSPBI data are neither published nor disseminated, but submitted to the National Statistical Coordination Board (NSCB).

*Occupation:* not relevant.

*Status in employment:* not relevant.

*Education:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:** None.

**Availability of unpublished data upon request:** no.

**Availability of data in machine-readable form:** no.

**Website:** none.
I. Statistical sources used for data collection

- Establishment surveys:
  (1) Report on the activity of: non-profit organisations, such as: foundations, associations, social organisations, political parties, organisations of employers, trade unions (Sprawozdanie z dzia alno ci partii politycznych, instytucji non-profit, w tym m.in. fundacji, stowarzysze, zwi zków zawodowych, organizacji pracodawców) (SOF-1, SOF-2, SOF-3, SOF-4)

  (2) Report on business activity of the enterprise (Sprawozdanie o dzia alno ci gospodarczej przedsi biorstw) (SP-3)

  (3) Report on persons employed, wages, salaries and hours worked (Sprawozdanie o pracuj cych, wynagrodzeniach i czasie pracy) (Z-06)

  (4) Structure of Earnings Survey by occupations (Badanie struktury wynagrodze wed ug zawodów (Z-12)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: a combination of the above-mentioned sources.

A quarterly Labour Force Survey (LFS) is also conducted by the Central Statistical Office of Poland, which produces employment statistics by economic activity at the three-digit level of NACE, Rev.1. However, due to the sample size and representative character of the survey, these statistics are published at the one-digit level only, and details at the level of tourism industries are not available.

POLAND – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Report on the activity of non-profit organisations, such as: foundations, associations, social organisations, political parties, organisations of employers and trade unions (SOF-1, SOF-2, SOF-3, SOF-4)

Organization responsible:

For planning and conduct of the survey: Central Statistical Office of Poland

For analysis and publication of the results: Central Statistical Office of Poland, Social Statistics Division.

Periodicity: every four years.

Topics covered: employment (all persons engaged and employees), industry, sector and earnings.
Sources and Methods: Labour Statistics – Employment in the Tourism Industries

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of enterprises.

Persons covered: all persons employed, including volunteers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the following divisions of NACE, Rev.1, are concerned: 55, 60, 63, 71, 92.

Employment in the tourism industries: employees, i.e. persons hired on the basis of an employment contract (labour contract, posting, appointment or election) or service relation.

Hours of work: not relevant.

Earnings: gross monthly earnings include personal wages and salaries, payments from profit and balance surplus in cooperatives, annual extra wages and salaries of budgetary sphere entities. Excluded are wages and salaries of outworkers, apprentices and persons employed abroad.

Classifications:

Branch of economic activity (industry): Polish Classification of Economic Activities, based on NACE, Rev.1. Data are disseminated at the level of sections and divisions of NACE.

Occupation: not relevant.

Status in employment: employees.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Statistical Yearbook of the Republic of Poland.

Statistical Yearbook of the Regions – Poland

Yearbook of Labour Statistics

The survey results are disseminated together with data from the surveys Z-06 and SP-3.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.stat.gov.pl/english/index.htm
POLAND – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Report on business activity of the enterprise (SP-3).

Organization responsible:

For planning and conduct of the survey: Central Statistical Office of Poland

For analysis and publication of the results: Central Statistical Office of Poland, Social Statistics Division.

Periodicity: annual.

Topics covered: employment (all persons engaged and employees), industry, sector and earnings.

Coverage:

Geographical: the whole country.

Establishments: economic units employing up to 9 persons.

Persons covered: all persons employed, including:

- Persons hired on the basis of employment contracts (labour contract, posting, appointment or election),

- Employers and own-account workers, i.e.:

  a) owners, co-owners, and leaseholders of private farms in agriculture (including contributing family workers), i.e. persons working on private farms (with area up to 1 ha and more than 1 ha of agricultural land) as well as all individual owners of livestock who do not own agricultural land,

  b) owners and co-owners (including contributing family workers; excluding partners in companies who do not work in them) of entities conducting an economic activity other than that related to private farms in agriculture,

  c) other self-employed persons, e.g., self-employed professionals,

- Self-employed agents on the basis of an agency agreement and order-agreement (including contributing family workers and persons employed by agents),

- Outworkers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the following divisions of NACE, Rev.1, are concerned: 55, 60, 61, 62, 63, 71, 92.

Employment in the tourism industries: the following categories of persons employed are separately identified:

- Employees: persons hired on the basis of an employment contract (labour contract, posting, appointment or election) or service relation;
Owners and co-owners (including contributing family workers, excluding partners in companies who do not work in them) of entities conducting an economic activity;

Agents, including members of their families who help them and persons employed by agents (based on a contract of employment): they are not employees of the entity that contracts their activity but they belong to a separate group of employed persons;

Outworkers: Persons employed under contracts for outwork which provides performing certain actions for the benefit of national economy entity, regardless of whether they started work in the reporting period or did not start work for valid reasons (sick leave certificate, holiday leave, maternity leave, temporary shortage of raw material, seasonal fields work, etc.) and who, under the employment law in force, cannot be deleted from the register of outworkers.

Hours of work: not relevant.

Earnings: gross monthly earnings include personal wages and salaries, payments from profit and balance surplus in cooperatives, annual extra wages and salaries of budgetary sphere entities. Excluded are wages and salaries of outworkers, apprentices and persons employed abroad.

Classifications:

Branch of economic activity (industry): Polish Classification of Economic Activities, based on NACE, Rev.1. Data are disseminated at the level of sections and divisions of NACE.

Occupation: not relevant.

Status in employment: employees, owners and co-owners, agents and outworkers, as defined above.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Statistical Yearbook of the Republic of Poland.

Statistical Yearbook of the Regions – Poland

Yearbook of Labour Statistics

The survey results are disseminated together with data from the surveys SOF and Z-06.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.stat.gov.pl/english/index.htm
POLAND – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Report on persons employed, wages, salaries and hours worked (Z-06).

Organization responsible:

For planning and conduct of the survey: Central Statistical Office of Poland

For analysis and publication of the results: Central Statistical Office of Poland, Social Statistics Division.

Periodicity: annual.

Topics covered: employment (persons engaged and employees), industry, sector, earnings, hours of work and vacancies.

Coverage:

Geographical: the whole country.

Establishments: economic units employing more than 9 persons.

Persons covered: all persons employed, i.e.:

- Persons hired on the basis of employment contracts (labour contract, posting, appointment or election);
- Employers and own-account workers, i.e.:
  a) owners, co-owners, and leaseholders of private farms in agriculture (including contributing family workers), i.e. persons working on private farms (with area up to 1 ha and more than 1 ha of agricultural land) as well as all individual owners of livestock who do not own agricultural land;
  b) owners and co-owners (including contributing family workers; excluding partners in companies who do not work in them) of entities conducting an economic activity other than that related to private farms in agriculture;
  c) other self-employed persons, e.g., self-employed professionals,
- self-employed agents on the basis of an agency agreement and order-agreement (including contributing family workers and persons employed by agents);
- outworkers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the following divisions of NACE, Rev.1, are concerned: 55, 60, 61, 62, 63, 71, 92.

Employment in the tourism industries: the following categories of persons employed are separately identified:
Employees: persons hired on the basis of an employment contract (labour contract, posting, appointment or election) or service relation;

Owners and co-owners (including contributing family workers, excluding partners in companies who do not work in them) of entities conducting an economic activity;

Agents, including members of their families who help them and persons employed by agents (based on a contract of employment): they are not employees of the entity that contracts their activity but they belong to a separate group of employed persons.

Outworkers: Persons employed under contracts for outwork which provides performing certain actions for the benefit of national economy entity, regardless of whether they started work in the reporting period or did not start work for valid reasons (sick leave certificate, holiday leave, maternity leave, temporary shortage of raw material, seasonal fields work, etc.) and who, under the employment law in force, cannot be deleted from the register of outworkers.

Hours of work: the survey covers the hours of employees, i.e.:

- normal hours of work,
- overtime hours: time worked in addition to hours worked during normal periods of work,
- hours worked: the sum of normal hours and overtime,
- hours paid for, and
- hours not worked.

Earnings: refer to gross monthly earnings of employees, which include personal wages and salaries, payments from profit and balance surplus in cooperatives, annual extra wages and salaries of budgetary sphere entities. Excluded are wages and salaries of outworkers, apprentices and persons employed abroad.

Classifications:

Branch of economic activity (industry): Polish Classification of Economic Activities, based on NACE, Rev. 1. Data are disseminated at the level of sections and divisions of NACE.

Occupation: not relevant.

Status in employment: employees, owners and co-owners, agents and outworkers, as defined above.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Statistical Yearbook of the Republic of Poland.

Statistical Yearbook of the Regions – Poland

Yearbook of Labour Statistics

The survey results are disseminated together with data from the surveys SOF and SP-3.

Availability of unpublished data upon request: yes.
Availability of data in machine-readable form: yes.

Website: http://www.stat.gov.pl/english/index.htm

POLAND – 4

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Structure of Earnings Survey (SES) by occupations (Z-12).

Organization responsible:

For planning and conduct of the survey: Central Statistical Office of Poland

For analysis and publication of the results: Central Statistical Office of Poland, Social Statistics Division.

Periodicity: every two years.

Topics covered: employment (persons engaged and employees), industry, sector, wages (wage rates and earnings).

Coverage:

Geographical: the whole country.

Establishments: economic units in sections A to O of NACE, employing more than 9 persons.

Persons covered: all persons employed, i.e. persons in full-time employment up to 2004, full-time and part-time employment since 2006.

Excluded are home workers, unpaid contributing family workers, foreigners and expatriate workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: as defined according to ISIC and NACE, Rev.1, at the division level only (due to sampling constraints). The following divisions are concerned: 55, 60, 61, 62, 63, 71, 92.

Employment in the tourism industries: the following categories of employees are separately identified: full-time and part-time employees.

Hours of work: refer to hours paid for, i.e. normal hours of work, overtime and hours not worked but paid for various reasons (leave, disease, breakdown, etc.), separately for full- and part-time employees, nationals, foreigners, sex, age group, seniority and skill levels.

Earnings: refer to gross monthly earnings which include personal wages and salaries, payments for overtime, function and seniority bonuses; fees paid to own employees for performing work in accordance with a labour contract (e.g. journalists, film producers, radio and television programme producers; the monthly portion of quarterly, semi-annual or annual premiums or bonuses; additional wages and salaries of employees in budgetary sphere units; payments from balance surplus in cooperatives and from profit for distribution in enterprises, institutions, etc.; and the compulsory social security tax paid by employees.
Excluded are anniversary prizes, gratifications, retirement and severance pay, one-time compensatory payments due to proposition and acceptation of inventive project resulting in a change in labour standards, compensations for lost vacations.

Data are collected separately for full- and part-time employees, sex, age group, seniority and skill levels

Classifications:

- **Branch of economic activity (industry):** Polish Classification of Economic Activities, based on NACE, Rev. 1. Data are disseminated at the level of sections and divisions of NACE.

- **Occupation:** Data are coded and disseminated according to ISCO-88 up to the three-digit level.

- **Status in employment:** employees hired on the basis of a labour contract.

- **Education:** Polish Classification of Education, which corresponds to ISCED-97.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

*Structure of wages and salaries by occupation in October 2004, Information and statistical papers, Warsaw 2005.*

The 2006 SES is under preparation in 2007.

**Availability of unpublished data upon request:** yes.

**Availability of data in machine-readable form:** yes, on diskette and CD-ROM.

I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey - LFS (Inquérito ao Emprego - IE)

- Establishment surveys:
  (2) Survey on Occupancy of Visitors and other information in Hotels (Inquérito à Permanência de Hóspedes e Outros Dados na Hotelaria)

- Administrative records and related sources:
  (3) Listings of Personnel (Quadros de Pessoal)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from a combination of various sources (see Section II below).

PORTUGAL – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (Inquérito ao Emprego)

Organization responsible:
For planning and conduct of the survey: Instituto Nacional de Estatística - INE
For analysis and publication of the results: INE, Departamento de Estatísticas Sociais, Serviço de Estadísticas do Trabalho

Periodicity: continuous, with quarterly results.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary, seasonal, occasional), duration of employment, status in employment, industry, occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country, i.e. mainland, Madeira and Açores.

Population groups: the resident non-institutional population aged 15 years and over living in private dwellings. Included are persons living in collective dwellings and who represent a potential for the labour market, insofar as they have family links with the private dwellings (national servicemen or students). Excluded are persons living in mobile homes.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include the following industries:

551 – Hotels
552 – Camping sites and other provision of short-stay accommodation
553 – Restaurants
601 – Transport via railways
602 – Other land transport
611 – Sea and coastal water transport
612 – Inland water transport
621 – Scheduled air transport
622 – Non-scheduled air transport
631 – Cargo handling and storage
632 – Other supporting transport activities
633 – Activities of travel agencies and tour operators; tourist assistance activities n.e.c.
634 – Activities of other transport agencies
701 – Real estate activities with own property
711 – Renting automobiles
712 – Renting of other transport equipment
921 – Motion picture and video activities
922 – Radio and television activities
923 – Other entertainment activities
924 – News agency activities
925 – Library, archives, museums and other cultural activities
926 – Sporting activities
927 – Other service activities

Employment in the tourism industries: employed persons are all those, aged 15 years and over who, during the reference week: had worked for earnings or benefits (in cash or in kind) for at least one hour; were absent from work but maintained a formal link with their job; owned a business but were absent from work for some specific reasons; were pre-retired but were working during the reference week.

Included as employed are the following persons who were absent from their job or business during the reference week:

- employees with a definite and pre-scheduled arrangement with an employer for regular work (i.e. every week or every month), whether the work is full-time or part-time;
- employees on long term absence from work, if the total absence from work (measured from the last day of work to the day on which the paid worker will return) has exceeded three months provided the persons continue to receive (total or partially) their wages or salaries;
- women employees on maternity leave and persons on full-time parental leave;
- unpaid family workers not at work if they have a definitive commitment with their employer (a related household member);
- self-employed workers absent from work if they have a business, farm or professional practice (i.e. if one or more of the following conditions are met: machinery or equipment of significant value, in which the person has invested money, is used by him or his employees in conducting his business; an office, store, farm or other place of business is maintained; there has been some
advertisement of the business or profession by listing the business in the telephone book, displaying a sign, distributing cards or leaflets, etc.). If none of these conditions is met, then the persons are regarded as not being in employment.

Excluded are seasonal workers during the off-season, because they do not continue to receive a wage or salary from their employer although they may have an assurance of return to work.

**Hours of work:** data are collected on usual weekly hours of work in the main job, and hours actually worked in the main job during the reference week.

**Informal sector:** not relevant.

**Usual activity:** not relevant.

**Classifications:**

*Branch of economic activity (industry):* Classificação Portuguesa das Actividades Económicas” (CAE - Rev. 2.1), which is based on NACE Rev. 1.1. Data are collected at the three-digit level (see above the list of tourism industries).

*Occupation:* Classificação Nacional de Profissões” (CNP-94), which is based on ISCO-88, coded at the three-digit level.

*Status in employment:* coded according to the following groups: employee; self-employed with employees; self-employed without employees; unpaid contributing family worker; other (member of production cooperative).

*Education:* coded according to the following groups:
   - Ensino básico – 1º ciclo
   - Ensino básico – 2º ciclo
   - Ensino básico – 3º ciclo
   - Secundário
   - Pós-secundário
   - Bacharelato
   - Licenciatura
   - Pós-graduação
   - Mestrado
   - Doutoramento

This classification is linked to ISCED-1997:
   - ISCED 1 (Básico – 1º ciclo, Básico – 2º ciclo)
   - ISCED 2 (Básico – 3º ciclo)
   - ISCED 3 (Secundário)
   - ISCED 4 (Pós-secundário)
   - ISCED 5b (Bacharelato)
   - ISCED 5a (Licenciatura, Pós-graduação)
   - ISCED 6 (Mestrado, Doutoramento)
C. DOCUMENTATION AND DISSEMINATION

Main publication:

_Estatísticas do Emprego_, (quarterly); available some three months after the reference quarter.

Availability of unpublished data upon request: yes, subject to reliability of the statistics. Annual results representing less than 4,500 individuals and quarterly figures representing less than 7,500 individuals are not published, this limits corresponding to a coefficient of variation of approximately 20%.

Availability of data in machine-readable form: yes, on Internet.

Website: [http://www.ine.pt](http://www.ine.pt)

PORTUGAL – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Survey on Occupancy of Visitors and other information in Hotels (Inquérito à Permanência de Hóspedes e Outros Dados na Hotelaria)

Organization responsible:

For planning and conduct of the survey: INE

For analysis and publication of the results: INE, Departamento de Estatísticas Económicas – Serviço de Estatísticas do Comércio, Turismo e Transportes

Periodicity: monthly.

Topics covered: employment (number of persons engaged and employees) and earnings.

Coverage:

Geographical: the whole country

Establishments: all types and sizes of hotels and similar establishments with a licence.

Persons covered: all persons employed, whether paid or unpaid.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: hotels and similar establishments.

Employment in the tourism industries: paid employees are individuals working for an enterprise/institution under a written or otherwise contract, giving them the right to a regular payment in currency and/or in goods. Included are workers from other enterprises working on the enterprise/institution under study, paid by the latter but maintaining a link with the enterprise/institution they originate from. Excluded are workers from other enterprises working on the enterprise/institution under study, but being paid and maintaining all labour links with the enterprise they originate from.
Other workers (called “unpaid employees”) are individuals working for an enterprise/institution without a written or otherwise contract but receiving a regular payment in currency and/or in goods for the duration of their work or work done. Included are self-employed workers, unpaid family workers, members of cooperatives and assigned workers.

**Hours of work:** not relevant.

**Earnings:** refer to direct costs, i.e. gross wages and salaries paid to all employees, and indirect costs, i.e. taxes on wages and salaries.

**Classifications:**

*Branch of economic activity (industry):* CAE, Rev.2, which is linked to ISIC. Data are coded at the three-digit level (code 551).

*Occupation:* CNP-94, which is linked to ISCO-88. The following groups are used:
- Managers and related senior personnel
- Technical personnel
- Administrative personnel
- Service workers
- Unskilled workers

*Status in employment:* paid employees (whether permanent, fixed-term or temporary) and other workers.

*Education:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

*Estatísticas do Turismo,* the most recent publication refers to 2005.

**Availability of unpublished data upon request:** no, the methodology adopted to estimate the results does not allow for the publication of all variables. Total employment by type of establishment is the only variable published. It is planned to publish all variables as from 2007/2008.

**Availability of data in machine-readable form:** yes (table on total employment by type of establishment).

**Website:** [http://www.ine.pt](http://www.ine.pt)

**PORTUGAL – 3**

**A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS**

**Title:** Listings of Personnel (Quadros de Pessoal)

**Organization responsible:**

For data collection and statistical processing: General Directorate of Studies, Statistics and Planning, Ministry for Labour and Social Solidarity (Direcção-Geral de Estudos, Estatística e Planeamento (DGEEP), Ministério do Trabalho e da Solidariedade Social (MTSS))
For publication and dissemination of the statistics: General Directorate of Studies, Statistics and Planning, Ministry for Labour and Social Solidarity

Source of data: administrative records for Social Security and related purposes.

Periodicity: annual, with reference to the month of October.

Topics covered: employment, earnings, hours of work, occupation, age and sex.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments in the private sector.

Persons covered: all persons employed during the reference period in the above-mentioned establishments, who are registered with the Social Security scheme.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: all industries listed in ISIC, Rev. 3 and SICTA, excluding second home ownership.

Employment in the tourism industries: all persons employed (employees, working owners and partners, unpaid contributing family workers), in so far as they are registered with the Social Security scheme. Included are full- and part-time workers. Excluded are persons absent from work for more than 30 calendar days during the reference period.

Hours of work: data are collected on normal hours of work and hours paid for.

Normal hours of work are those fixed by or in pursuance of collective agreements, arbitral awards or establishments/enterprises’ internal regulations.

Hours paid for correspond to normal hours and overtime, including hours of absence paid for.

Hours of work are collected separately for wage earners, salaried employees, full- and part-time workers, adults and youth, apprentices or trainees, and by sex.

Earnings: gross cash hourly or monthly earnings. Earnings in kind are included only when this type of remuneration is explicitly included in the workers’ employment contract. Earnings in kind are valued according to national regulations or collective agreement.

Classifications:

Branch of economic activity (industry): CAE, Rev. 2.1, compatible with NACE, Rev.1.1. Data are collected at the most disaggregated six-digit level and disseminated at a level subject to confidentiality rules.

Occupation: CNP-94, compatible with ISIC-88. Data are collected at the most disaggregated six-digit level and disseminated at a level subject to confidentiality rules.

Status in employment: ICSE-93.
C. DOCUMENTATION AND DISSEMINATION

Main publication:

Quadros de Pessoal (annual). The most recent publication refers to 2004 in 2007. It contains methodological information.

Website: http://www.dgeep.mtss.gov.pt

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: INE computes employment statistics for the characteristics of Tourism industries, and calculates the implicit volume within the Tourism Gross Value Added as an extension of the Tourism Satellite Accounts (TSA), which is available for the years 2000 to 2002.

The employment data are measured in terms of hours worked, volume of full-time employment (FTE), posts and number of persons. Additionally, the employment data are broken-down into employees and self-employed persons, and for each group, by gender, age-group, educational level and full- and part-time status. Moreover the employment concept also intends to cover the employment in the non-observed economy.

In general terms, data are compiled through the conciliation of different sources coming from both the supply side and the demand side of labour.

Documentation:

Statistical tables and methodological information are available, in Portuguese, on INE’s website, at: http://www.ine.pt/prodserv/quadros/periodo.asp
Conta Satélite do Turismo (2000 a 2002)
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Employment and Unemployment in Puerto Rico (Empleo y Desempleo en Puerto Rico)

- Establishment surveys:
  (2) Total Non-Farm Employment in Puerto Rico (Empleo Asalariado No-Agrícola de Puerto Rico)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the abovementioned sources.

PUERTO RICO – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Employment and Unemployment in Puerto Rico (Empleo y Desempleo en Puerto Rico)

Organization responsible

For planning and conduct of the survey: Departamento del Trabajo y Recursos Humanos (Labour and Human Resources Department)

For analysis and publication of the results: Negociado de Estadísticas del Trabajo (Bureau of Labour Statistics - BLS)

Periodicity: monthly.

Topics covered: employment (fixed term and part-time), status in employment, industry, sector (public and private), occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole territory, excluding the municipalities of Vieques and Culebra.

Population groups: the civilian resident non-institutional population aged 16 years and over.

Excluded are active members of the armed forces and inmates of institutions such as prisons, asylums and hospitals for chronic disease.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they form part of the economic sectors of Services, Trade and Public Administration.
Employment in the tourism industries: no specific definition.

The general definition of employment covers persons aged 16 and over who, during the reference week, were either: (i) at work, i.e. those who did any work for pay or profit, or worked without pay for 15 hours or more on a family farm or business for a member living in the same household, or (ii) with a job but not at work, i.e. those who did not work and were not looking for work but had a job or business from which they were temporarily absent because of illness, vacation, bad weather, industrial disputes, or lay-off with instruction to return to work within 30 days of lay-off. Also included are persons who had obtained new jobs at which they were scheduled to begin work within the next 30 days and persons who are going to start the operation of an office, business, store or farm, within 30 days of the enumeration date.

Hours of work: information is collected on hours actually worked during the reference week, including overtime.

Informal sector: not relevant.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): national classification linked to ISIC, Rev.2. Data are coded and disseminated at the major division level.

Occupation: the classification can be linked to ISCO-1988 major groups.

Status in employment: the classification can be linked to ICSE-93 major groups.

Education: refers to the highest grade completed: none; 1 to 3; 4 to 6; 7 to 9, 10 and 11; 12; 13 and over; don’t know.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Empleo y Desempleo en Puerto Rico (Promedio Año Natural 2005); Resumen de la Metodología de la Encuesta de Grupo Trabajador.

Availability of unpublished data upon request: yes, if already prepared for dissemination.

Availability of data in machine-readable form: on Internet, at: http://www.net-empleopr.org

PUERTO RICO – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Total Non-Farm Employment in Puerto Rico (Empleo Asalariado No-Agrícola de Puerto Rico)

Organization responsible:

For planning and conduct of the survey: Departamento del Trabajo y Recursos Humanos (Labour and Human Resources Department)
For analysis and publication of the results: Departamento del Trabajo y Recursos Humanos (Labour and Human Resources Department)

**Periodicity:** monthly.

**Topics covered:** paid employment in the private sector.

**Coverage:**

*Geographical:* the whole country

*Establishments:* all types and sizes of hotels and similar establishments.

*Persons covered:* employees.

**B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS**

**Tourism industries:** hotels and similar establishments.

**Employment in the tourism industries:** employees in hotels and similar establishments. Unpaid contributing family workers are excluded.

**Hours of work:** not relevant.

**Earnings:** not relevant.

**Classifications:**

*Branch of economic activity (industry):* national classification linked to ISIC, Rev.2. Data are collected and disseminated at the major division level.

*Occupation:* not relevant.

*Status in employment:* employees only.

*Education:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**

*Empleo Asalariado No-Agrícola*

**Availability of unpublished data upon request:** no.

**Availability of data in machine-readable form:** on Internet.

**Website:** [http://www.net-empleopr.org](http://www.net-empleopr.org)
I. Statistical source used for data collection

- Establishment survey: Number and Remuneration of Employees

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned source.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Number and Remuneration of Employees

Organization responsible:

For planning and conduct of the survey: National Bureau of Statistics

For analysis and publication of the results: National Bureau of Statistics Services

Periodicity: annual.

Topics covered: employment (number of employees), earnings, compensation of employees, labour cost, industry and sector (public/private).

Coverage:

Geographical: excluded are the administrative regions of the left bank of the River Dniestr and the municipality of Bendery.

Establishments: enterprises with 20 and more employees, and all institutions and organizations financed from the State budget irrespective of the number of employees.

Persons covered: all employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include all activities identified in ISIC, Rev.3, with a different codification system.

Employment in the tourism industries: refers to the number of persons employed on the basis of an established work agreement (wage earners and salaried employees) who receive remuneration for work done in cash or in kind.

Hours of work: not relevant.
**Earnings:** refer to gross earnings, i.e. remuneration in cash or in kind paid to employees, as a rule at regular intervals, for time worked or work done, together with remuneration for time not worked, such as for annual vacation, other paid leave or holidays. Earnings include annual, seasonal and other one-time irregular payments and monetary bonuses.

**Classifications:**

*Branch of economic activity (industry):* the National Industrial Classification of Moldova corresponds to NACE, Rev.1. The following groups characterize the tourism industries:

<table>
<thead>
<tr>
<th>Activities description</th>
<th>National Industrial Classification of Moldova</th>
<th>Standard International Classification of Tourism Activities (SICTA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotels and similar</td>
<td>5510, 5520</td>
<td>5510</td>
</tr>
<tr>
<td>Second home ownership (imputed)</td>
<td>Part of 7010, 7020</td>
<td>Part of 7010</td>
</tr>
<tr>
<td>Restaurants and similar</td>
<td>5530, 5540, 5550</td>
<td>5520</td>
</tr>
<tr>
<td>Railway passenger transport services</td>
<td>Part of 6010</td>
<td>6010-1, 6010-2</td>
</tr>
<tr>
<td>Road passenger transport services</td>
<td>Part of (6021 and 6022)</td>
<td>6021-1, 6021-2, 6021-3, 6022-1, 6022-2, 6022-3, 6022-4</td>
</tr>
<tr>
<td>Water passenger transport services</td>
<td>Part of (6110 and 6120)</td>
<td>6110-1, 6110-2, 6120-1, 6120-2, 6120-3, Part of 6120</td>
</tr>
<tr>
<td>Air passenger transport services</td>
<td>6210, 6220, 6230</td>
<td>6210-1, 6220-1, 6220-2</td>
</tr>
<tr>
<td>Transport supporting services</td>
<td>6321, 6322, 6323</td>
<td>6303-1, 6303-2, 6303-3</td>
</tr>
<tr>
<td>Transport equipment rental</td>
<td>7110, 7120</td>
<td>7111-1, 7111-2, 7111-3, Part of 7112, 7113-1</td>
</tr>
<tr>
<td>Travel agencies and similar</td>
<td>6330</td>
<td>6304</td>
</tr>
<tr>
<td>Cultural services</td>
<td>9252, 9253</td>
<td>9232-1, 9232-2, 9233-1, 9233-2</td>
</tr>
<tr>
<td>Sporting and other recreational services</td>
<td>9231, 9232, 9233, 9261, 9262, 9271, 9272</td>
<td>Part of 9214, 9241, 9219-1</td>
</tr>
</tbody>
</table>

*Occupation:* not relevant.

*Status in employment:* employees.

*Education:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

*Main publication:* None.

*Availability of unpublished data upon request:* yes.

*Availability of data in machine-readable form:* yes.

*Website:* [http://www.statistica.md](http://www.statistica.md)
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Household Labour Force Survey (Ancheta fortei de munca in gospodarii (AMIGO))

- Establishment surveys:
  (2) Structural Business Statistics (Ancheta structurala in intreprinderi)
  (3) Labour cost survey in enterprises (Ancheta costului fortei de munca in gospodarii)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

ROMANIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Household Labour Force Survey (Ancheta fortei de munca in gospodarii (AMIGO))

Organization responsible:

For planning and conduct of the survey: National Institute of Statistics (INS)

For analysis and publication of the results: INS

Periodicity: continuous.

Topics covered: employment, (permanent, fixed-term, temporary, seasonal, full- and part-time), status in employment, industry, sector (public/private), occupation, education/qualification levels, usual activity, main and second jobs, and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the resident non-institutional population. Excluded are household members temporarily absent for six months and over, and persons living in collective households.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: Hotels and restaurants only.

Employment in the tourism industries: no specific definition.
The general definition of employment covers persons aged 15 years and over who have carried out an economic activity producing goods or services, for at least one hour during the one-week reference period, for income as salary, payment in kind or other benefits. Included are persons with a job but temporarily absent due to illness/injury, vacation/annual leave, statutory maternity leave, parental leave, study leave, professional training and vocational courses, strike or dispute, temporary stoppages due to bad weather conditions, mechanical breakdown, shortage of raw materials or energy, technical incidents, etc.

**Hours of work:** refer to hours actually worked during the reference week, and usual hours, on main and second job(s).

**Informal sector:** not relevant.

**Usual activity:** main activity status during the previous three months.

**Classifications:**

*Branch of economic activity (industry):* NACE, Rev.1, and ISIC, Rev.3. Data are collected and coded at the three-digit level and disseminated at the one-digit level (Hotels and restaurants, ISIC code 55).

*Occupation:* ISCO-1988 (COM), coded at the one-digit level (major group).

*Status in employment:* coded according to ICSE-93.

*Education:* coded according to ISCED-1997.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

*Labour Force in Romania: Employment and Unemployment* (quarterly, available in Romanian and English);

*Labour Force in Romania: Employment and Unemployment* (annual average data are available in Romanian only).

**Availability of unpublished data upon request:** yes.

**Availability of data in machine-readable form:** yes.

**Website:** [http://www.insse.ro](http://www.insse.ro)

**ROMANIA – 2**

**A. SURVEY IDENTIFICATION AND CHARACTERISTICS**

**Title:** Structural Business Survey

**Organization responsible:**

For planning and conduct of the survey: INS

For analysis and publication of the results: INS
Periodicity: annual.

Topics covered: employment, industry, sector (public/private) and hours of work.

Coverage:

Geographical: the whole country

Establishments: all types and sizes of enterprises in the formal sector.

Persons covered: all persons employed.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include Hotels and similar; Restaurants and similar; Travel agencies and similar.

Employment in the tourism industries: it comprises the following categories:

- the total number of persons employed in the unit on the last day of year (employees and associates);
- employed personnel: all persons employed with an individual work contract for a determined or undetermined period of time; included are apprentices with a work contract, employees on a trial period with wages etc. and employers who are employees of their own unit;
- part time employees are those who work less than the normal work time in a given activity;
- unpaid personnel, i.e. unpaid employers, associates and family workers who work in their own unit (company, enterprises, workshop);
- the average number of persons engaged represents the total number of personnel (employees or not employees) who worked in the unit during the reference period, including detached persons paid by the unit, but who work outside the unit (e.g. trade representatives, reparation and maintenance teams); included are persons on short paid absence (paid holiday, illness, etc.). The average is calculated as simple average by dividing the total daily persons occupied in the year by the total number of days in the year (365 days).

Hours of work: refer to hours actually worked by employees.

Earnings: not relevant.

Classifications:

Branch of economic activity (industry): NACE, Rev.1.

Occupation: not relevant.

Status in employment: ICSE-93.

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publication:
Economic Results and Performance of enterprises (annual).

Availability of unpublished data upon request: yes.
Availability of data in machine-readable form: yes, CD, Internet.
Website: http://www.insse.ro

ROMANIA – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Cost Survey

Organization responsible:
For planning and conduct of the survey: INS
For analysis and publication of the results: INS

Periodicity: annual.

Topics covered: number of employees, earnings, hours of work, compensation of employees/labour cost, industry and sector (public/private).

Coverage:

Geographical: the whole country

Establishments: all types and sizes of enterprises in the formal sector.

Persons covered: all employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: Hotels and Restaurants.

Employment in the tourism industries: employees are all persons who have a work contract with the enterprise or local unit and receive remuneration, irrespective of the type of work performed, the number of hours worked (full or part-time) and the duration of the contract (fixed or indefinite). Included are all persons who, during the reference period, were working or were absent from work due to different reasons (paid or unpaid leave, sick leave, maternity leave and leave for children up to the age of two or for sick child-care up to the age of three, being on strike, etc.). Excluded are employees working abroad and multiple job holders whose employment contract is with another employer.

Hours of work: refer to hours actually worked by employees and normal hours of work, per year. Data are collected separately for full-time and part-time employees.
Earnings: gross and net earnings of employees. Data are collected separately by sex and skill level (manual and non-manual workers). Wage and salary rates refer to basic and guaranteed wage rates and payments in kind. Cost-of-living allowances are excluded.

Classifications:

Branch of economic activity (industry): NACE, Rev.1, code 55 (Hotels and Restaurants). Data are collected at the four-digit level and disseminated at the two-digit level for reliability of the estimates.

Occupation: not relevant.

Status in employment: employees only.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Earnings and Labour Cost in 2005; annual, available in Romanian.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: [http://www.insse.ro](http://www.insse.ro)
RUSSIAN FEDERATION

I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Population Survey on Employment Issues (LFS)

- Establishment surveys:
  (2) Statistical reporting form “Information on employment, wages and workforce turnover” submitted by enterprises, institutions and organizations

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:

In general, employment, wages and hours of work are not tabulated separately for the tourism industries, due to the fact that the national classification of all economic activities does not contain separate classification groups for tourism industries. However, for selected tourism-related activities (see below), it is possible to classify separately data on employment, wages and hours of work collected from the above-mentioned sources.

RUSSIAN FEDERATION – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Population Survey on Employment Issues (LFS)

Organization responsible:

For planning and conduct of the survey: Federal State Statistics Service

For analysis and publication of the results: Federal State Statistics Service

Periodicity: quarterly.

Topics covered: employment (permanent, fixed-term, temporary, seasonal), status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, main and second jobs, and hours of work.

Coverage:

Geographical: the whole country.

Population groups: persons aged 15 to 72 years.

Excluded are the following population groups: (i) persons imprisoned before trial whose sentence has come into force and inmates of penal institutions; (ii) persons living in collective households (workers and students’ hostels, boarding schools, old age pensioner homes, monasteries, etc.); (iii) persons on long-term missions abroad, contract workers engaged or students studying abroad for one year or longer.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: data can be classified by the following tourism industries (compatible with SICTA):

- Hotels and restaurants: 5510 and 5520
- Travel agencies: 6330
- Cultural services: 9232 and 9233

Employment in the tourism industries: no specific definition.

The general definition of employment covers persons aged 15-72 years who, during the reference week, did any work at all as paid employees, in their own business, profession, or on their own farm, or who worked at least one hour or more as unpaid family workers in an enterprise operated by a family member, as well as all those who were not working but who had jobs or businesses from which they were temporarily absent because of illness, bad weather, vacation, advance qualification training, labour disputes, or personal reasons, whether they were paid for the time off or were seeking other jobs.

Hours of work: refer to weekly hours actually worked and usual hours of work, in main and secondary jobs.

Informal sector: defined as employed and operating in the informal sector are persons and production units not registered as legal entities but engaged in the production of goods and services with the primary objective of generating employment and incomes. These criteria refer to main and secondary jobs.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): the national classification is the All-Russia Classification of Economic Activities, which is harmonized with NACE, Rev.1 and ISIC, Rev.3.

The following tourism-related industries can be identified:

- Hotels and restaurants: 5510 and 5520
- Travel agencies: 6330
- Cultural services: 9232 and 9233

Occupation: not relevant for tourism industries.

Status in employment: employees, employers, members of producers’ cooperatives, own-account workers and unpaid contributing family workers.

Education: the following levels are identified:

- higher professional,
- incomplete higher professional,
- incomplete secondary vocational,
- secondary vocational,
- complete secondary general (high school),
- secondary general,
- primary general and
- no primary general.
C. DOCUMENTATION AND DISSEMINATION

Main publication:


*Russia Statistical Yearbook* (annual)

Statistical compendium: *Social Situation and Living Standards of the Population of Russia* (annual)

*Labour and Employment* (half-yearly)

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes, through Internet.

Website: [www.gks.ru](http://www.gks.ru)

RUSSIAN FEDERATION – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Statistical reporting form “Information on employment, wages and workforce turnover” submitted by enterprises, institutions and organizations

Organization responsible:

For planning and conduct of the survey: Federal State Statistics Service

For analysis and publication of the results: Federal State Statistics Service

Periodicity: monthly.

Topics covered: employment (number of employees), earnings, hours of work, selected tourism-related industries, turnover and vacancies.

Coverage:

Geographical: the whole country.

Establishments: large and medium-size enterprises of all forms of property. Small-size enterprises submit reporting forms on employment and wages in accordance with a special sampling scheme.

Persons covered: employees of large and medium-size enterprises with an established contract, including home workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: the following tourism-related activities can be separately identified:

- Hotels and restaurants: 5510 and 5520
- Travel agencies: 6330
- Cultural services: 9232 and 9233
Employment in the tourism industries: employed persons are all persons (wage earners and salaried employees) irrespective of the duration of their employment (one day or more) with an employment contract for permanent, temporary or seasonal work.

Hours of work: refer to weekly and daily hours actually worked by employees.

Earnings: refer to gross monthly earnings of employees. Excluded are persons on pregnancy and maternity leave, child-care leave and leave without pay initiated by the employer/administration.

Classifications:

Branch of economic activity (industry): see Description No. 1.

Occupation: not relevant.

Status in employment: employees.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Social and Economic Situation of Russia (monthly report);

Russia Statistical Yearbook;

Labour and Employment in Russia;

Social Situation and Living Standards of the Population of Russia (annual).

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: no.

Website: www.gks.ru
I. Statistical sources used for data collection

- Establishment survey:
  (1) Tourism Establishment Survey (TES) from the National Centre for Tourism Information and Research (MAS Centre), Supreme Commission for Tourism (SCT)

- Labour force or other household based sample surveys:
  (2) Labour Force Survey (LFS) from the Central Department of Statistics and Information (CDSI)

- Establishment surveys
  (3) Annual Survey of Establishments from CDSI

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: tourism statistics are based on the above-mentioned sources, the main one being the Tourism Establishment Survey (TES). The National Centre for Tourism Information and Research (MAS) is currently working on an experimental Tourism Satellite Account (TSA) (see Section II below).

SAUDI ARABIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Tourism Establishment Survey (TES)

Organization responsible:

For planning and conduct of the survey: National Centre for Tourism Information and Research (MAS Centre), Supreme Commission for Tourism (SCT)

For analysis and publication of the results: MAS Centre

Periodicity: annual.

Topics covered: employment, status in employment, industry, occupational group/employee category, and wages (compensation of employees).

Coverage:

Geographical: main cities only.

Establishments: tourism-related establishments in the private sector.

Persons covered: persons employed (self-employed persons and full-time employees).
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include the following activities, in line with ISIC, Rev.3 and SICTA:

- Hotels and similar
- Restaurants and similar
- Railway passenger transport services
- Road passenger transport services
- Air passenger transport services
- Transport equipment rental
- Travel agencies and similar
- Cultural services
- Sporting and other recreational services.

Employment in the tourism industries: it includes:

- working proprietors and owners/partners/shareholders, including unpaid contributing family workers who work in the establishment for at least a third of the working time without regular pay;
- full-time employees, including paid contributing family workers who work in the establishment and receive regular pay, i.e. directors and other managers; professionals (economists, accountants, system developers, programmers, etc.); supervisors; administrators and clerks (e.g. accounting and secretarial clerks, store keepers, insurance clerks, travel staff and the like); and service workers (e.g. cleaning workers, waiters, cooks, house-keeping personnel, porters, etc.).

Data are collected by employee category/occupational group and nationality (Saudi nationals and other nationalities).

Hours of work: not relevant.

Earnings: data are collected on yearly compensation of employees, i.e.:

- gross annual cash earnings, i.e. basic wages and salaries, overtime, allowances, bonuses and other cash incentives due to employees during the reference accounting period, before deduction of employees’ contributions to social security schemes;
- earnings in kind, i.e. the net cost to the establishment of those goods and services provided to employees free of charge or at a reduced price as an incentive, in the form of food, housing, transportation, medical services and the like. The difference between the market prices and the reduced prices is the estimated value of the benefits paid in kind;
- employers’ contributions to social security schemes, private pension funds, and medical insurance on behalf of the employees.

Data are collected by employee category/occupational group, and nationality (Saudi nationals and other nationalities).

Classifications:

Branch of economic activity (industry): the national industrial classification identifies the following aggregated groups: Accommodation, Restaurants, Transportation, Travel Agencies and Recreation. Data can also be disseminated at the level of more disaggregated groups, as quoted under “Tourism industries”
Occupation: data are classified by occupational group/employee category, as follows: working proprietors and unpaid contributing family workers; directors and other managers; professionals; supervisors; administrators and clerks; and service workers.

Status in employment: owners and employees.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:


Availability of unpublished data upon request: yes.

 Availability of data in machine-readable form: yes.

Website: http://www.mas.gov.sa

SAUDI ARABIA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS)

Organization responsible:

For planning and conduct of the survey: Central Department of Statistics and Information (CDSI), Ministry of Economy and Planning

For analysis and publication of the results: CDSI

Periodicity: annual.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary, seasonal, occasional), status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, main and second jobs and hours of work.

Coverage:

Geographical: the whole country.

Population groups: nomads and persons living in collective quarters are excluded.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the list of tourism industries presented in ISIC, Rev. 3 and SICTA, excluding second home ownership (imputed).
Employment in the tourism industries: no specific definition is available.

The general definition of employment covers persons aged 15 years and over, who worked for pay or profit or without pay or profit on a family farm or business during most of the week preceding enumeration, or who had a job but were sick or on vacation during the reference week.

Included are:

- persons who performed some work for pay or profit during the reference week but were subject to compulsory schooling, retired and receiving a pension, or were registered as jobseekers at an employment office or were seeking other work during the reference week;
- part-time students working full or part-time;
- paid apprentices and trainees;
- unpaid contributing family workers, unpaid apprentices, and persons doing volunteer community or social service work who worked more than 15 hours during the reference week;
- persons engaged in the production of goods for own final use;
- volunteer and career members of the armed forces as well as persons engaged in civil service equivalent to military service.

Hours of work: hours actually worked, separately in main and second jobs.

Informal sector: not available.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): data are coded to 17 groups of the industrial classification, and disseminated at the two-digit level.

Occupation: data are coded to 10 occupational groups according to ISCO-1968, and disseminated at the two-digit level.

Status in employment: not available.

Education: data are disseminated according to the following groupings: illiterate; read and write; primary school; intermediary school; secondary school; intermediate college; university graduate; post-graduate; and Ph.D.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Labour Force Survey (annual).
Some tables are also available on the CDSI's website, at: http://www.cds.gov.sa/statistic/sindexe.htm

Availability of unpublished data upon request: unknown.
Availability of data in machine-readable form: yes.

Website: http://www.cds.gov.sa

SAUDI ARABIA – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Annual Survey of Establishments

Organization responsible:

For planning and conduct of the survey: CDSI

For analysis and publication of the results: CDSI

Periodicity: annual.

Topics covered: number of persons engaged and employees, earnings and compensation of employees, and industry.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments in the private and mixed sectors. The public sector is excluded.

Persons covered: all persons engaged, except home workers and unpaid contributing family workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the list of tourism industries presented in ISIC, Rev. 3, excluding second home ownership (imputed).

Employment in the tourism industries: all employees in these economic activities.

Hours of work: not available.

Earnings: gross wages and salaries before deduction of employees’ income tax and contributions to social security and pension schemes.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3.1 and SICTA.

Occupation: not relevant.

Status in employment: not relevant.

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publication:


Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: [http://www.cds.gov.sa](http://www.cds.gov.sa)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:

The SCT adheres to the World Tourism Organization concepts, definitions and classifications for tourism statistics as set out at the Ottawa International Conference on Travel and Tourism Statistics (June 1991) and approved by the United Nations Statistical Commission in March 1993. MAS is currently working on an experimental Tourism Satellite Account (TSA), which measures the tourism sector in the same way as traditional industries in national accounts, such as manufacturing and agriculture. The TSA provides the framework for the measurement of economic impact of tourism, and this includes:

- Tourism contribution to the Gross Domestic Product,
- Tourism ranking as compared to other economic industries,
- The number of jobs created by tourism in an economy,
- Tourism employment,
- Tourism consumption.

Documentation:

SERBIA

I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (LFS)

- Establishment surveys:
  (2) Monthly Survey on employed persons and their earnings, and
  (3) Semi-annual Survey on employed persons and their earnings (March and September)

- Administrative records and related sources:
  (4) Administrative Reports from the National Bank of Serbia (NBS) and local Tax Offices (TO)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: the main source of national statistics if the Semi-annual Survey on employed persons and their earnings (No. 3 above).

SERBIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS) (Anketa o radnoj snazi (od 2004 do 2006))

Organization responsible:

For planning and conduct of the survey: Statistical Office of the Republic of Serbia (RSOS)

For analysis and publication of the results: RSOS

Periodicity: annual since 2004, in October.

Topics covered: employment (full- and part-time, permanent, temporary, seasonal and occasional), duration of employment, main and second jobs, status in employment, industry, sector (public/private), occupation and education/qualification levels, wages and hours of work.

Coverage:

Geographical: the Republic of Serbia, excluding Kosovo and Metohia.

Population groups: the civilian non-institutional population aged 15 years and over.
Excluded are collective households, foreign citizens who live in Serbia for less than one year, foreigners who work in foreign companies, and citizens who live abroad for more than one year.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: as defined according to NACE, Rev.1.

Employment in the tourism industries: no specific definition.

The general definition of employment covers persons aged 15 years and over who performed some work for pay or profit, in cash or in kind, for at least one hour during the reference week of the survey, as well as persons employed and absent from work during the reference week, for illness or injury, vacation or annual leave, parental leave, educational or training leave, labour dispute, bad weather or mechanical breakdown, etc.

Hours of work: information is collected on hours actually worked on main job during the reference week, and on usual hours of work in a typical week; and hours actually worked in a second job, during the reference week and the previous month.

Informal sector: not relevant.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): NACE, Rev. 1. Data are collected and coded at the three-digit level; and disseminated at the major group (one-digit) level.

Occupation: data are coded at the three-digit level of ISCO-88, and disseminated at the major group (one-digit) level.

Status in employment: employee; self-employed with employees; self-employed without employees; unpaid contributing family worker.

Education: collected and coded according to the following groups:

- Without education
- 1 - 4 grades of primary school
- 5 - 7 grades of primary school
- Primary school
- Secondary school (1- 3 years)
- Secondary school (4-5 years)
- Higher school
- Faculty, academy or high school
- Masters of arts (sciences)
- PhD holders

For dissemination purposes, the following groups are used:

- Without education
- Primary school - not completed
- Primary school
- Secondary school
- College/Higher schools
- University faculties and academies
C. DOCUMENTATION AND DISSEMINATION

Main publication:


Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes, on request.

Website: [http://webrzs.statserb.sr.gov.yu](http://webrzs.statserb.sr.gov.yu)

SERBIA – 2 & 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title:

Monthly Survey on employed persons and their earnings (Mese no istraživanje o zaposlenima i o zaradama zaposlenih), and

Semi-annual Survey on employed persons and their earnings (March and September) Polugodišnje istraživanje o zaposlenima i o zaradama zaposlenih

Organization responsible:

For planning and conduct of the survey: RSOS

For analysis and publication of the results: RSOS

Periodicity: monthly and half-yearly (in March and September).

Topics covered: number of employees, industry, sector (public/private) and earnings.

Coverage:

Geographical: the Republic of Serbia, excluding Kosovo and Metohia.

Establishments: all types and sizes of enterprises, cooperatives, institutions and organizations of public, private, communal, mixed or state property, excluding the Ministry of national Defence and the Ministry of Interior.

Persons covered: all employees, excluding employees in branch Offices abroad.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: as defined according to NACE, Rev.1.

Employment in the tourism industries: employees.

Hours of work: not applicable.

Earnings: refer to gross and net monthly earnings.
Classifications:

*Branch of economic activity (industry):* NACE, Rev. 1 at the two-digit level. Data are disseminated at the one-digit level.

*Occupation:* not applicable.

*Status in employment:* employees only.

*Education:* not applicable.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**

*Statistical Yearbook of Serbia.*

**Availability of unpublished data upon request:** yes.

**Availability of data in machine-readable form:** yes.

**Website:** [http://webrzs.statserb.sr.gov.yu](http://webrzs.statserb.sr.gov.yu)

**SERBIA – 4**

**A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS**

**Title:** Financial statements of legal entities - Loss and Profit Account and Statistical Annex (Finansijski izve taji pravnih lica- Bilans uspeha i Statisti ki Aneks)

Statistical survey data on entrepreneurs-local Tax office (Statisti ko istraivanje o preduzetnicima-lokalna poreska uprava)

**Responsible Organization**

For data collection: the National Bank of Serbia (NBS) and the local Tax Offices (TO)

For statistical processing: NBS, TO and RSOS.

For publication/dissemination of the statistics: NBS and TO (partly) and RSOS (partly).

**Source of data:** Administrative Reports from the National Bank of Serbia (NBS) and local Tax Offices (TO).

**Periodicity:** yearly.

**Topics covered:** employment and earnings.

**Coverage:**

*Geographical:* the Republic of Serbia, excluding Kosovo and Metohia.
Establishments: all types and sizes of establishments in the private and public sectors.

Persons covered: employees.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: as defined in NACE, Rev.1. Data are collected and coded up to the five-digit level of the classification. Data are not disseminated, but used for the compilation of national accounts, verification and estimation.

Employment in the tourism industries: employees, i.e. persons who have a contract with an employer, regardless of whether it is of temporary or permanent, full-time or part-time nature.

Hours of work: not relevant.

Earnings: refer to gross annual earnings, including earnings in kind which are valued at market prices.

Classifications:

Branch of economic activity (industry): NACE, Rev.1. The following industry groups are covered by this data collection, which include industries that may not be considered as tourism-related activities: 551, 552, 553, 554, 555, 6010, 6023, 6024, 611, 612, 621, 622, 632, 711, 712, 633, 9232, 9233, part of 9261, part of 9262, part of 9271, and part of 9272.

Occupation: not relevant.

Status in employment: employees.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

None, except as part of the National Accounts.

Availability of unpublished data upon request: not available.

Website: http://webrzs.statserb.sr.gov.yu
SEYCHELLES

I. Statistical source used for data collection

– Labour force or other household based sample surveys:

– Administrative records and related sources:
  (2) Social Security Records and monthly Returns from selected large Establishments

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

SEYCHELLES – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS


Organization responsible:

For planning and conduct of the survey: National Statistics Bureau

For analysis and publication of the results: National Statistics Bureau


Topics covered: employment, status in employment, duration of employment, industry, sector (public, private and informal), occupation, education/qualification levels, usual activity, and hours of work.

Coverage:

Geographical: three principal islands: Mahé, Praslin and La Digue, covering 98% of the population.

Population groups: the resident population aged 15 years and over living in private households.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3.

Employment in the tourism industries: no specific definition.
The general definition of employment covers persons who a) performed some work for one hour or more, for pay or profit, during the reference week; b) were temporarily absent from work during the reference week because of illness, leave, labour dispute, etc., but were definitely going to return to work (including seasonal work after off-season ended), or c) were engaged in the production of goods for own final use.

**Hours of work:** information is collected on hours actually worked during the reference week and usual hours of work, on main job only.

**Informal sector:** those unregistered enterprises (determined by name of enterprise) in the private sector (including cooperatives) with less than five persons employed, which operate from the respondent’s home, a market stall or from some temporary location.

**Usual activity:** refers to the activity carried out for six months or more during a long 12 months reference period.

**Classifications**

- **Branch of economic activity (industry):** ISIC, Rev.3. Data are disseminated up to the two-digit level.
- **Occupation:** ISCO-1988, coded at the four-digit level. Data are disseminated up to the two-digit level.
- **Status in employment:** national classification. The following groups are used: government employees; para-statal employees; private sector employees; co-operative employees; self-employed; employers and unpaid family workers.
- **Education:** national classification which can be linked to ISCED.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**


**Availability of unpublished data upon request:** no.

**Availability of data in machine-readable form:** yes.

**Website:** [http://www.seychelles.net/misd/](http://www.seychelles.net/misd/)

**SEYCHELLES – 2**

**A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS**

**Title:** Social Security Records and monthly Returns from selected large Establishments

**Organization responsible:**

For data collection and statistical processing: National Statistics Bureau
For publication and dissemination of the statistics: National Statistics Bureau

Source of data: Social Security records and monthly Returns from selected large Establishments.

Periodicity: quarterly.

Topics covered: employment and earnings.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments in the public and private sectors.

Persons covered: employees only.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: industries listed in ISIC, Rev. 3 and SICTA, excluding second home ownership and railway passenger transport services.

Employment in the tourism industries: employees.

Hours of work: not relevant.

Earnings: gross monthly earnings.

Classifications:

Branch of economic activity (industry): ISIC, Rev.3, coded according to ten main groups.

Occupation: not relevant.

Status in employment: employees only.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Formal Employment and Earnings Statistical Bulletin (quarterly)
Statistical Abstract (annual)

Availability of unpublished data upon request: yes.

Website:  http://www.misd.gov.sc/sdas  (Statistics and Database Administration Section of the Management and Information Systems Division – MISD), Ministry of Information Technology and Communication, and http://www.seychelles.net/misd
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Sierra Leone Integrated Household Survey (SLIHS)

- Establishment surveys:
  (2) Census of Business Establishments, 2005

- Administrative records and related sources:
  (3) Administrative Reports and Collective Agreements

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: a compilation of the volume of employment in tourism establishments is done by the National Tourist Board of Sierra Leone and the Union of Hotel Workers. The results of this compilation are published in Annual Statistical Digest 2004, which is available on Statistics Sierra Leone’s website (http://www.statistics.sl).

SIERRA LEONE – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Sierra Leone Integrated Household Survey (SLIHS), 2003-2004

Organization responsible:

For planning and conduct of the survey: Statistics Sierra Leone (SSL)

For analysis and publication of the results: SSL


Topics covered: employment (full- and part-time, permanent, fixed-term), duration of employment, main and second jobs, status in employment, industry, sector (public, private and informal), occupation, usual activity, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the civilian non-institutional population.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include the following:
- Hotels and similar
- Restaurants and similar
- Travel agencies and similar
- Cultural and recreational activities

Employment in the tourism industries: persons aged 7 years and over who work in hotels, restaurants, bars, guest houses and other recreational centres.

Hours of work: information was collected on usual hours of work.

Informal sector: this is a sector where work is performed for which no payment is made at all, or for which payment is made in kind or in the form of a token given at irregular intervals.

Usual activity: refers to the activity carried out on a daily basis.

Classifications:

Branch of economic activity (industry): the following tourism industries are covered: hotels, restaurants, travel agencies and cultural and recreational facilities.

Occupation: not relevant.

Status in employment: not available.

Education: not available.

C. DOCUMENTATION AND DISSEMINATION

Main publications:
None yet early 2007. The survey data have not yet been analyzed and published.

Availability of unpublished data upon request: the survey results can be made available on request.

Availability of data in machine-readable form: yes, on request.

Website: http://www.statistics.sl

SIERRA LEONE – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Census of Business Establishments, 2005

Organization responsible:
For planning and conduct of the survey: SSL
For analysis and publication of the results: SSL


Topics covered: employment, industry and compensation of employees.

Coverage:

Geographical: the Census of Business Establishments, 2005, focused on all urban settlements in the 14 Administrative Districts of the country. In all, 138 localities, defined as settlements with at least 2000 inhabitants, were covered, including the capital city Freetown and its eight wards and all the District and Regional Head-Quarter Towns. Rural areas were excluded from the enumeration process.

Establishments: only those business entities operating out of business premises visible to the interviewers during the enumeration process, that is, permanent structures (defined as a structure with walls and roof such as shop, supermarket, store, pharmacy, garage, workshop, or a factory) were included.

Excluded were all mobile roadside/street traders with no fixed location, and business activities carried out in street markets or from dwellings without visible identification. Also excluded were government ministries and institutions such as commissions, and non-governmental Organizations.

Persons covered: all persons employed, of which paid employees, working proprietors and partners, and unpaid contributing family workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include the following:

– Hotels and similar
– Restaurants and similar
– Travel agencies and similar
– Cultural and recreational activities

It should be noted that the objective of the survey was to obtain information on businesses in order to create a database of all businesses operating in Sierra Leone. For SSL to be able to apply the methodology outlined below there is a need to conduct a separate survey targeting the tourism industry only.

Employment in the tourism industries: refers to the total number of persons engaged and the number of employees in the above-mentioned industries. Permanent workers are stable workers entitled to social security benefits, while temporary/short-term workers are not entitled to these benefits.

Hours of work: not applicable.

Earnings: refer to compensation of employees, i.e. the employer’s total expenditure for wages and salaries in the reference year (2004).

Classifications:

Branch of economic activity (industry): hotels and guest houses; as well as restaurants and bars (codes 5510 and 5520 of ISIC, Rev.3).
Occupation: not applicable.

Status in employment: all persons engaged and employees.

Education: not applicable.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

*Census of Business Establishments, 2005 Report:* the census results and methodological information are available on SSL’s website.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: [http://www.statistics.sl](http://www.statistics.sl)

SIERRA LEONE – 3

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Administrative Reports and Collective Agreement

Responsible Organization

For data collection and statistical processing: Hotel, Food, Drinks, Tobacco and Entertainment Workers Union

For publication and dissemination of the statistics: Ministry of Labour and Industrial Relations

Source of data: the Hotel, Food, Drink, Tobacco and Tourism Workers Union Personal data collected while organizing Drive Problems solved and Review of Collective Agreements.

Periodicity:
Organizing of Drive Records: annually
Collective Agreement: three-yearly

Topics covered: employment, wages (earnings and wage rates), hours of work, age, sex and occupation.

Coverage:

*Geographical:* the Eastern and Northern Regions of Sierra Leone are excluded, but should be covered in the future.

*Establishments:* all types and sizes of hotels, restaurants and similar establishments, and gaming houses (casinos), in the private and public sectors.

*Persons covered:* employees working in the above-mentioned establishments.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: this data collection concerns hotels, restaurants and similar establishments, as well as gaming houses.

Employment in the tourism industries: employees in specific occupations in the tourism industries, i.e. house-keeping, maintenance, waiters and waitresses.

Hours of work: refer to (a) normal hours of work, as fixed by collective agreements (usually 40 hours per week), and (b) overtime.

Earnings: refer to monthly net earnings, after deduction of employees’ social and other contributions. Information is also collected on Union Dues. Earnings in kind are included and are valued at the cost of production in a particular area of operation (for example, food and transport).

Information is also collected on monthly wage/salary rates in cash and in kind.

Classifications:

Branch of economic activity (industry): limited to the above-mentioned industries.

Occupation: limited to a number of specific occupations (see above).

Status in employment: employees.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

The Hotel, Food, Drink, Tobacco & Tourism Workers Union Personal Data Collected during Organizing Drive Problems solved (yearly) and Review of Collective Agreement (every three years).

Availability of unpublished data upon request: yes.

Website: none.
I. Statistical source used for data collection

- Establishment surveys:
  - (1) Labour Market Survey
  - (2) Occupational Wages Survey

- Administrative records and related sources:
  - (3) Social Security and Work Passes Records

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: data are not specifically compiled for the tourism industries; statistics derived from the above-mentioned sources cover all industries.

SINGAPORE – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Market Survey

Organization responsible:

For planning and conduct of the survey: Manpower Research and Statistics Department, Ministry of Manpower (MOM)

For analysis and publication of the results: Manpower Research and Statistics Department, MOM

Periodicity: quarterly.

Topics covered: employment, hours of work, industry, labour turnover and job vacancies.

Coverage:

Geographical: the whole country.

Establishments: formal private sector establishments with at least 25 employees.

Persons covered: employees, including working directors. Excluded are working proprietors, unpaid contributing family workers and young workers under the age of 15.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed under ISIC, Rev.3, with less detailed breakdown (e.g. there is no detailed breakdown for “Transport equipment rental”).
Employment in the tourism industries: no specific definition. Employment data relate to paid full- and part-time employees, including those who were on sick leave, annual leave, etc., on the reference date, but were still on the establishment payroll.

Casual workers who work on and off and home workers are excluded.

Hours of work: hours paid for, i.e. weekly standard hours of work and paid overtime hours worked.

Earnings: not relevant.

Classifications:

Branch of economic activity (industry): collected and coded up to the five-digit level of the Singapore Standard Industrial Classification (SSIC). Data are disseminated at selected two- and three-digit levels. SSIC conforms to the basic framework of ISIC, Rev. 3.

Occupation: not relevant.

Status in employment: employees.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Labour Market Report (quarterly)
Singapore Yearbook of Manpower Statistics

Availability of unpublished data upon request: no.

Availability of data in machine-readable form: copies of the publications are available on the Ministry of Manpower’s website.

Website: http://www.mom.gov.sg

SINGAPORE – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Occupational Wages Survey

Organization responsible:

For planning and conduct of the survey: Manpower Research and Statistics Department, Ministry of Manpower (MOM)

For analysis and publication of the results: Manpower Research and Statistics Department, MOM

Periodicity: annual.

Topics covered: earnings and wage rates by industry, in the private sector.
Coverage:

Geographical: the whole country.

Establishments: formal private sector establishments with at least 25 employees.

Persons covered: all employees who are contributing to the Central Provident Fund (CPF). Excluded are foreign workers on the Levy Scheme for whom the employers have to pay levy, as well as working proprietors, working directors and unpaid family workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed under ISIC, Rev.3, with less detailed breakdown (e.g. there is no detailed breakdown for “Transport equipment rental”).

Employment in the tourism industries: no specific definition.

The general definition of employees covers employees who are CPF contributors, i.e. persons who paid contributions to the CPF for the reference month. They include full- and part-time employees; temporary employees; apprentices, trainees and workers on probation; piece workers and commission agents; employees temporarily present on payroll during notice period preceding retirement, resignation or dismissal; as well as employees temporarily absent from work because of paid or unpaid vacation, sickness or accident, temporary or indefinite lay off, industrial dispute, or any other reasons, whether authorized or not.

Excluded are home workers and casual employees; employees from temporary work agencies and those sub-contracted from other companies or firms; and seasonal workers. Data on employees are collected by mode of payment (hourly, daily, monthly, piece-rated, commission and others). Piece-rated employees are those who were paid a fixed basic wage plus piece-rate remuneration. Employees on commission are those who were paid a fixed basic wage plus commissions.

Data are collected separately for the following five categories: full-time employees, part-time employees, apprentices and trainees, temporary employees, and those who worked partly or not at all during the reference month.

Hours of work: not relevant.

Earnings: monthly gross earnings (called gross wages in national publications), i.e. the total remuneration received by an employee for the reference month, before deduction of the employee’s contributions to the CPF or for lateness at work, equipment spoilage, personal income tax or other deductions. Included in earnings are basic wage, overtime payments, commissions, allowances (e.g. shift, food, housing and transport), service points and other regular cash payments for time worked or work done, as well as remuneration for time not worked (annual leave or vacation and public holidays).

Excluded are productivity or incentive bonuses, other bonuses, lump sum payments and payments in kind, as well as payroll tax, skill development fund levy, and employers’ contributions to the CPF.

Classifications:

Branch of economic activity (industry): collected and coded up to the five-digit level of the Singapore Standard Industrial Classification (SSIC). Data are disseminated at selected the two- and three-digit levels. SSIC conforms to the basic framework of ISIC, Rev. 3.
Occupation: coded and published up to the five-digit level of the Singapore Standard Occupational Classification (SSOC), which is adapted from ISCO-88. About 300 individual occupations are covered.

Status in employment: employees.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Report on Wages in Singapore (annual);

Availability of unpublished data upon request: no.

Availability of data in machine-readable form: copies of the publications are available on the Ministry of Manpower’s website.

Website: [http://www.mom.gov.sg](http://www.mom.gov.sg)

SINGAPORE – 3

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Social Security and Work Pass Records

Organization responsible:

For data collection and statistical processing: Central Provident Fund Board and Work Permit Department, MOM

For publication and dissemination of the statistics: Central Provident Fund Board and Work Permit Department, MOM

Source of data: Reports on contributions to the Central Provident Fund and assimilated records.

Periodicity: quarterly, with reference to each month of the quarter.

Topics covered: employment.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments.

Persons covered: the employment data comprise all persons in employment, i.e. employees and self-employed persons. Excluded are males who are serving their two-year full-time national service liability in the Singapore Armed Forces, Police and Civil Defence Forces.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they include Hotels, Restaurants, Land, Water and Air Transport and supporting services, Community, Social and Personal services.

Employment in the tourism industries: no specific definition.

The employment data comprises all persons in employment as defined above.

Data on the number of local employees are compiled from the Central Provident Fund (CPF) Board’s administrative records of active contributors defined as local employees who have at least one CPF contribution paid for them. A local employee is any Singapore citizen or permanent resident who is employed by an employer under a contract of service or other agreement entered into in Singapore. Every local employee and his/her employer are required to make monthly contributions to the CPF which is a compulsory savings scheme to provide workers financial security in old age and helps meet the needs of healthcare, home-ownership, family protection, and asset enhancement.

Data on foreigners working in Singapore are compiled from the stock of foreigners on valid work passes issued by the Ministry of Manpower upon application by their employers.

The number of self-employed persons is estimated from the Labour Force Survey. The self-employed comprise persons aged 15 years and over who performed some work for profit or family gain, in cash or in kind.

Hours of work: not relevant.

Earnings: not relevant.

Classifications:

Branch of economic activity (industry): SSIC; data are collected up to the three-digit level, and disseminated up to the two-digit level of the classification.

Occupation: not relevant.

Status in employment: employees and self-employed persons (own-account workers, employers and unpaid contributing workers).

C. DOCUMENTATION AND DISSEMINATION

Main publication:

Labour Market Report (quarterly); published some 2.5 months after the survey reference period.

Availability of unpublished data upon request: yes.

Website: http://www.mom.gov.sg
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Sample Survey

- Establishment surveys:
  (2) Monthly questionnaire of selected market services and tourism
  (3) Monthly questionnaire of trade, hospitality and accommodation
  (4) Monthly questionnaire of transport

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

SLOVAKIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Sample Survey

Organization responsible:

For planning and conduct of the survey: Statistical Office of the Slovak Republic (SOSR)

For analysis and publication of the results: SOSR

Periodicity: continuous survey, with quarterly results.

Topics covered: employment (full- and part-time, temporary, seasonal and occasional), duration of employment, main and secondary jobs, status in employment, industry, sector (public and private), occupation, education/qualification levels and hours of work.

Coverage:

Geographical: the whole country.

Population groups: all persons aged 15 years and over living in private households without regard to permanent, temporary or unregistered stay. The institutional population (i.e. persons in prisons, convents, etc.) is excluded from the scope of the survey.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3.

Employment in the tourism industries: no specific definition.

The general definition of employment includes persons aged 15 and over who: (1) worked at least one hour for pay or profit (full-time or part-time job, temporary, casual or seasonal job) during the reference week of the survey, including contributing family workers, and professionals in military service; or (2) did not work during the reference week due to illness, holiday, maternity leave, study, weather conditions and strike or dispute. Excluded are persons on long-term unpaid leave and persons on additional maternity leave.

Hours of work: they refer to both hours actually worked during the referenced week, separately in the main job and in other jobs, and usual hours per week.

Informal sector: not applicable.

Usual activity: not applicable.

Classifications:

Branch of economic activity (industry): National Classification of Economic Activities (OKEC) corresponding to ISIC, Rev.3. Data are disseminated to the three-digit level.

Occupation: National Classification of Occupations (KZAM), corresponding to ISCO-88. Data are disseminated to the four-digit level.

Status in employment: the following groups are identified:
- Employee for wage, salary or other kind of remuneration (separately in public sector, private enterprise, cooperative farm or other cooperative organization, in other types of organization);
- Member of producers’ cooperative;
- Self-employed without employees;
- Self-employed with employees;
- Contributing unpaid family worker;
- Worker not classifiable.

The classification is linked to ICSE-1993.

Education: the following groups are used, which are linked to ISCED-97:
- 0 - Without school education
- 1 – Basic, first stage
- 2 – Basic, second stage
- 3 – Secondary vocational without maturita
- 4 – Secondary education without maturita
- 5 – Secondary vocational with maturita
- 6 – Secondary general with maturita
- 7 – Secondary specialised with maturita
- 8 – Higher professional
- 9 – University, Bachelor degree
- 10 – University, Master degree
- 11 – University, PhD. Degree
C. DOCUMENTATION AND DISSEMINATION

Main publications:

*Indicators on Economic Development*, released on the SORS’ website each quarter;
*Press Releases; Information Reports; Statistical Bulletin.*

Methodological notes are published in the quarterly *Labour Force Sample Survey Results in the SR.*

Statistical Yearbook (annual) and its CD-ROM.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes. Since 2005 the statistical database SLOVSTAT is available on Internet.

See also the industrial and occupational classifications (OKEC and KZAM) available on Internet at:
http://www.statistics.sk/webdata/slov/edicny/prilohac3kz.doc

Website: [http://www.statistics.sk](http://www.statistics.sk)

SLOVAKIA – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

**Title:**
Monthly questionnaire of selected market services and tourism
Monthly questionnaire of trade, hospitality and accommodation
Monthly questionnaire of transport

**Organization responsible:**
For planning and conduct of the survey: SOSR
For analysis and publication of the results: SOSR

**Periodicity:** monthly.

**Topics covered:** employment, earnings, industry and sector (public/private).

**Coverage:**

*Geographical:* the whole country

*Establishments:* all types and sizes of establishments.

*Persons covered:* all employees.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: all industries as identified in NACE, Rev. 1, at the five-digit level of the classification.

Employment in the tourism industries: the average registered number of employees represents the number of stable and temporary employees in each occupational or civil status in an organization (including members of cooperatives provided that the participation of their membership is conditioned by their occupational status), irrespective of their actual presence at work or whether they are temporarily absent because of illness, holidays, military training, etc., as well as employees absent from work due to work stoppage, strike or lock-out, etc. Part-time employees are included.

Excluded are women on maternity or additional maternity leave, persons on military services (or compensatory civil services), apprentices and students performing operating practice.

Hours of work: not relevant.

Earnings: average gross nominal monthly wages consist of basic (tariff) wages set up by wage rules, including basic components of contracted wages and salaries for working overtime, compensation for hours not worked, monthly and long-term bonuses paid according to performance and evaluation criteria, extra payments for working overtime, night work, work during Saturdays and Sundays, holidays, for environment damaging health, noise, risky and hard work, the monetary value of in-kind wages and other wages in the form of advantages whose level and periodicity are set in advance regardless of the situation in an enterprise.

Classifications:

Branch of economic activity (industry): collected, coded and disseminated according to NACE, Rev. 1, at the five-digit level.

Occupation: not relevant.

Status in employment: employees only.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Basic Indicators of Real Estate, Renting, Business activities and other Services (quarterly);
Domestic Trade, Hotels and Restaurants in the SR (quarterly);
Current Data on Transport (monthly)

Availability of unpublished data upon request: yes, through the Department of Information Services (info@statistics.sk).

Availability of data in machine-readable form: yes, on diskette and on the website of the Statistical Office (SLOVSTAT – public database).

Website: http://www.statistics.sk
I. Statistical sources used for data collection

- Establishment surveys:
  (1) Monthly Survey on Earnings by Legal Persons (Obrazec 1 - ZAP/M).

- Administrative records and related sources:
  (2) Statistical Register of Employment (SRE)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

In addition, a quarterly Labour Force Survey is conducted by the Statistical Office of the Republic of Slovenia. However, data by branch of economic activity (industry) are classified at the two-digit level of the industrial classification (NACE, Rev.1), and data on employment and related statistics in the detailed tourism industries are not available.

SLOVENIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Monthly Survey on Earnings by Legal Persons

Organization responsible:

For planning and conduct of the survey: data are collected by the Agency of the Republic of Slovenia for Public and Legal Records and Services, mostly by web questionnaires, and sent to the Statistical office of the Republic of Slovenia for statistical processing.

For methodology, analysis and publication of the results, and data quality: the Statistical Office of the Republic of Slovenia (SORS).

Periodicity: monthly.

Topics covered: wages and hours of work.

Coverage:

Geographical: the whole country.

Establishments: all legal entities of the public and private sectors. Excluded are individual private entrepreneurs.
Persons covered: persons employed by legal entities, who signed an employment contract. Excluded are persons employed by private entrepreneurs, own-account workers and farmers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: as identified in the EU industrial classification, NACE, Rev. 1.

Employment in the tourism industries: the survey covers only the number of persons in paid employment who received earnings, and focuses on earnings, whatever the industry.

Hours of work: refer to monthly hours paid for, i.e. hours worked during regular working hours, overtime, and hours not worked due to leave, holidays, paid sick leave, other paid hours not worked.

Excluded are hours of workers in employment promotion schemes, reimbursed hours (maternity leave, reimbursed sick leave, reimbursed hours of trainees and disabled persons).

Earnings: data are collected on gross earnings, net earnings, overdue payments and supplements, 13th and 14th month payments, and gross earnings for overtime.

Gross earnings cover payments made to persons in paid employment for working full time, part time or overtime, including overtime, supplements for annual leave, paid leave up to seven days, public holidays, sickness pay for up to 30 days, job training, slowdown through no fault of the persons in paid employment, paid absence and similar, earnings and supplements for previous months, income for past work, incentive bonuses, awards, premiums, and bonuses after periodic and final accounts.

Excluded are supplements of earnings which are not against the account of the legal entity (reimbursement): maternity leave, sick leave over 30 days, disability benefits, reimbursement of part of the wages of difficult-to-employ people in accordance with the Active Employment Policy Program, which is carried out by the Employment Agency of Slovenia, performing of civic duties, supplements for military exercises, national guard, etc.; payments against the account of material costs, such as reimbursement of travel expenses for business trips, fieldwork bonuses, daily allowances, overnight stays, royalties, contract work, etc.; payments from the Common Consumption Fund (annual leave reimbursement, jubilee rewards, indemnity money, etc.), and earnings paid out to persons in paid employment as ownership shares; premiums for voluntary supplementary pension insurance paid by employers for their employees, and income from work and from reimbursement connected with work which exceeds the amount prescribed by the Government for this purpose and from which social security contributions have to be paid in accordance with the Law on Changes and Supplements of the Act Amending the Social Security Contributions Act (OJ RS, No. 3/98).

Also excluded are earnings of workers in employment promotion schemes.

Net earnings: gross earnings minus social security contributions and advance on income tax.

Overdue payments and supplements: gross earnings and supplements of gross earnings for previous months, gross earnings by the periodical and final accounts, other overdue payments and supplements, and 13th or 14th month payments.

13th or 14th month payments: payments defined in the collective agreement or internal documents of the legal entity and usually paid out at the end of the calendar year. The average 13th or 14th month payments include gross amounts of paid out 13th and 14th month payments, Christmas bonuses, New Year bonuses or other payments paid in addition to the regular monthly earnings. However, employers are by no means obliged to pay 13th or 14th month payments.
**Gross earnings for overtime:** they include the basic amount and the overtime bonus.

**Classifications:**

**Branch of economic activity (industry):** NACE, Rev.1, at all levels.

**Occupation:** not relevant.

**Status in employment:** employees only.

**Education:** not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

**First release:** contains the survey results (the link to the methodological information is also available on the website, at: [http://www.stat.si/eng/novica_prikazi.aspx?id=626](http://www.stat.si/eng/novica_prikazi.aspx?id=626))


**Availability of unpublished data upon request:** yes.

**Availability of data in machine-readable form:** electronic release: SI-STAT database, with the survey results and a link to the methodological information, at: ([http://www.stat.si/pxweb/Database/Demographics/07_labour_force/10_earnings_costs/01_07010_earnings/01_07010_earnings.asp](http://www.stat.si/pxweb/Database/Demographics/07_labour_force/10_earnings_costs/01_07010_earnings/01_07010_earnings.asp))

**SLOVENIA – 2**

**A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS**

**Title:** Statistical Register of Employment (SRE)

**Organization responsible:**

For data collection: the Health Insurance Institute of Slovenia

For statistical processing, publication/dissemination of the statistics: Statistical Office of the Republic of Slovenia

**Source of data:** Register of compulsory social insurance (M-forms);

**Periodicity:** monthly.
**Topics covered:** employment.

**Coverage:**

*Geographical:* the whole country.

*Establishments:* of all types and sizes.

*Persons covered:* persons employed, i.e. employees and self-employed persons.

**B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS**

**Tourism industries:** no specific definition.

**Employment in the tourism industries:** no specific definition. Persons employed are employees and self-employed persons who work and are subject to compulsory social insurance based on their employment contract.

**Hours of work:** not relevant.

**Earnings:** not relevant.

**Classifications:**

*Branch of economic activity (industry):* NACE, Rev.1.

*Occupation:* ISCO-88.

*Status in employment:* employees and self-employed persons.

*Education:* not relevant.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

*First Release* (monthly)

*Rapid Reports* (monthly)

*Some Important Statistics on Slovenia* (monthly)

*Results of Surveys* (annual)

*Statistical Yearbook of the Republic of Slovenia* (annual)

*Slovenia in figures* (annual)

**Availability of unpublished data upon request:** yes.

**Website:** [http://www.stat.si/eng/metodologija_pojasnila.asp?pod=7](http://www.stat.si/eng/metodologija_pojasnila.asp?pod=7)
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Economically Active Population Survey (Encuesta de Población Activa)

- Establishment surveys:
  (2) Quarterly Labour Cost Survey (Encuesta Trimestral de Coste Laboral)
  (3) Survey of Occupations in Tourism Accommodation (Encuesta de Ocupación en Alojamientos Turísticos)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national data are derived from a combination of the above-mentioned sources.

SPAIN – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Economically Active Population Survey (Encuesta de Población Activa)

Organization responsible:

For planning and conduct of the survey: National Institute of Statistics (Instituto Nacional de Estadística – INE)

For analysis and publication of the results: INE

Periodicity: continuous.

Topics covered: employment, duration of employment (permanent, fixed-term/temporary, seasonal, occasional), status in employment, industry, sector (public/private), occupation, education/qualification levels, main and second jobs, and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the resident non-institutional population. The threshold to consider a person as a resident citizen is to live or plan to live in the country for at least one year.

Excluded are non-resident citizens, persons living in collective households and Spanish people living abroad permanently.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3 and SICTA, coded at the three-digit level.

Employment in the tourism industries: all persons employed in the relevant industries.

The general definition of employment covers persons aged 16 years and over who have worked at least one hour during the reference week for pay or profit, or as contributing family worker. Also included are persons temporary absent from work during the reference week, for reasons such as leave or holidays, maternity leave, sickness, accident or temporary incapacity, illness or injury, parental leave, educational or training leave, labour dispute, bad weather or mechanical breakdown, etc.

The criteria used to classify a person as in employment when absent from work are the duration of the absence (for up to and including three months or for more than three months) and whether the absence is remunerated or not (i.e. whether the person receives half or more of the salary or less than half).

Hours of work: information is collected on hours actually worked during the reference week on main and second jobs, as well as usual hours of work on main job.

Negotiated hours, as well as paid and unpaid overtime, are separately identified.

Informal sector: not relevant.

Usual activity: not relevant. The survey is continuous and covers the 52 weeks of the year. The usual activity is therefore not requested.

Classifications:

Branch of economic activity (industry): the National Classification of Economic Activities (Clasificación Nacional de las Actividades Económicas – CNAE-93) is the Spanish version of NACE, Rev.1 and can be linked to ISIC, Rev.3. Coding is done to 222 groups and the statistics are disseminated at the two-digit level.

Occupation: the National Classification of Occupations (Clasificación Nacional de Ocupaciones – CNO-94) is convertible to ISCO-1998 (COM) at the three-digit level. Coding is done to 206 groups and the statistics are disseminated at the two-digit level.

Status in employment: the following groups are used, which can be linked to ICSE-1993:

- Member of a cooperative
- Self-employed with employees
- Self-employed without employees
- Contributing family worker in a family company or business (when the employee lives in the household)
- Public employee, in a public administration or institution
- Private employee
- Other (to be specified)

Education: the Spanish classification (CNED-2000) is linked to ISCED-1997. The highest level of completed studies and the field of education are investigated. The statistics are disseminated at the two-digit level for the level of education and at the three-digit level for the field of studies.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Principales resultados and Resultados Detallados (quarterly)

Resumen metodológico, 2005

Diseño de la Encuesta, 2005

Cuestionario 2005, Boletín Cifras INE Marzo de 2005 sobre la Encuesta de Población Activa

Evaluación de la calidad de la EPA 2006

Microdata files.
All the information is available on INE’s website.

Availability of unpublished data upon request: tables and detailed anonymised microdata are provided upon request.

Availability of data in machine-readable form: yes, on CDs, although the usual way of providing information is by Internet or by e-mail files.

Website: http://www.ine.es/inebase

SPAIN – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Quarterly Labour Cost Survey (Encuesta Trimestral de Coste Laboral)

Organization responsible:

For planning and conduct of the survey: INE

For analysis and publication of the results: INE

Periodicity: quarterly.

Topics covered: employment (number of employees), total earnings, labour cost, hours of work, industry, sector (public and private sectors covered, but not separately identified) and absence from work.

Coverage:

Geographical: the whole country

Establishments: all local units registered with the General Register of Accounts of Social Security Contributions, held by the Ministry of Employment and Social Affairs. The population is formed of all the accounts of social security contributions, whatever their size, included in the General Regime of the social security and in the Special Regime of the Coal Mining.

Persons covered: all employees. The self-employed, owners and family workers are excluded.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3 and SICTA.

Employment in the tourism industries: employees in the relevant industries, classified according to their working day as full-time or part-time employees.

Hours of work: hours actually worked. They correspond to the sum of hours in a normal working day, plus overtime, minus time lost (hours not worked) for whatever reasons.

Hours not worked are classified as follows:

- hours not worked remunerated, i.e. for paid leave, public holidays in the month, sick leave, permit days because of maternity, adoption and personal reasons, etc.
- hours not worked and not remunerated for labour dispute, absenteeism, etc.

Hours actually worked are based on the following estimates, separately for full-time and part-time employees:

- average number of employees
- average monthly normal contractual hours of an employee
- average monthly overtime of an employee
- average monthly number of hours of holiday entitlement
- average daily number of contractual plus overtime hours worked by an employee
- average number of days of holidays/vacation per employee, granted by the employer
- average number of days of official public holidays per employee
- average monthly number of days of sickness and maternity leave per employee
- average monthly number of days of short-time working and labour disputes per employee
- average monthly number of other days not actually worked per employee (e.g. special leave for medical examination, birth, marriage, funeral, moving house, following an accident, etc.)

The average monthly number of hours actually worked by employees during a quarter is defined as: \( x (a+b+c) - d (e+f+g+h+i) \).

Earnings: refer to total gross earnings received by employees (separately full- and part-time employees) for their work, in cash and in kind. Earnings refer to hours actually worked and periods of time not worked but paid for, on a statutory, contractual or voluntary basis. The distinction is also made between payments for overtime, bonuses, etc.

Classifications:

Branch of economic activity (industry): data are collected and disseminated at the two-digit level of NACE, Rev.1 (Sections C-O except L), so the statistics are available for groups 55, 60, 61, 62, 63, 71 and 92. The group 7010 is excluded as there is no employment related with this activity.

Occupation: not relevant.

Status in employment: employees only.

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

Encuesta Trimestral de Coste Laboral (quarterly)

Availability of unpublished data upon request: not relevant.

Availability of data in machine-readable form: all available data are disseminated on INE’s website.

Website: http://www.ine.es

SPAIN – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Survey of Occupations in Tourism Accommodation (Encuesta de Ocupación en Alojamientos Turísticos)

Organization responsible:

For planning and conduct of the survey: INE

For analysis and publication of the results: INE

Periodicity: monthly.

Topics covered: employment in hotels and camping sites, holiday dwellings and rural tourism establishment.

Coverage:

Geographical: the whole country

Establishments: all types and sizes of collective accommodation establishments.

Persons covered: occupied personnel broken-down by paid (steady and eventual), unpaid and by gender.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: tourism accommodation.

Employment in the tourism industries: all persons employed, whether paid or unpaid, who contribute to the production of goods and services through their work in the relevant establishments covered during the reference period, whether these persons work within or outside the workplace.

Hours of work: not relevant.

Earnings: not relevant.
Classifications:

Branch of economic activity (industry): NACE, Rev.2, groups 55.1, 55.2 and 55.3.

Occupation: not relevant.

Status in employment: all employed persons.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications: the survey results, methodological information and reference to the latest publications are available on INE’s website:

Nota de Prensa
Principales Resultados
Principales Series Anuales and Methodological information.

Availability of unpublished data upon request: yes, on INE’s website, at: www.ine.es/infoine

Availability of data in machine-readable form: on Internet.

Website: http://www.ine.es
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  Household Labour Force Survey (HLFS) (Huishoudonderzoek)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: there is no separate analysis of tourism statistics through the regular HLFS and employment in the tourism industries is measured as part of total employment. It is assumed that employment in the tourism industries is underestimated through this survey, since (eco)-tourism has grown significantly in districts of the interior, which are not surveyed by the HLFS.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Household Labour Force Survey (HLFS) (Huishoudonderzoek)

Organization responsible:

For planning and conduct of the survey: General Bureau of Statistics (GBS), Section of Household Surveys

For analysis and publication of the results: GBS, Section of Household Surveys

Periodicity: quarterly.

Topics covered: employment (full- and part-time), status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, usual activity, main and second jobs, wages and hours of work.

Coverage:

Geographical: two of the ten districts of Suriname: i.e. the two coastal districts of Paramaribo and Wanica, where approximately 69% of the population lives.

Population groups: the resident non-institutional population of these two districts, excluding persons permanently residing abroad who are visiting for less than six months during the reference period.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3.

Employment in the tourism industries: no specific definition.
The general definition of employment in the LFS applies, i.e. persons aged 15 years and over who are engaged in an economic activity for which they receive a remuneration in the form of wage/salary, profits or products from their own labour in cash or in kind, or who try to develop/create such an activity by working for another or on own account. Included are persons temporarily absent from work due to illness or injury, vacation and other type of leave, labour dispute, bad weather, mechanical breakdown, etc. The employed are broken down by full-time employed (those working at least 20 hours per week) and part-time employed.

**Hours of work**: refer to usual hours of work, measured separately for the main and second jobs. Hours of work are asked in exact number of hours; if the respondent does not know the exact number of hours of work, the following time units are used: less than 20 hours; 20 hours or more; other.

**Informal sector**: not yet available.

**Usual activity**: refers to the main activity of a person being employed or unemployed during the majority of a fixed three-month period preceding the enumeration date.

**Classifications**:

*Branch of economic activity (industry)*: the national classification is linked to ISIC, Rev.3. Data are coded up to the six-digit level of major groups A through O and X, and disseminated at the major group level.

*Occupation*: ISCO-1988 (COM) coded and disseminated at the level of the nine major groups. The military personnel (code 0) is merged with group 3 for reasons of confidentiality.

*Status in employment*: coded and disseminated according to ICSE-93.

*Education*: according to ISCED-1997. Data are disseminated according to the following groups: no education; primary; secondary; tertiary education; not elsewhere classified; and not applicable.

### C. DOCUMENTATION AND DISSEMINATION

**Main publication**:

*Households in Suriname, 1992-1997*. This publication contains a detailed methodological description. Further statistics are not currently disseminated.

**Availability of unpublished data upon request**: yes.

**Availability of data in machine-readable form**: yes.

**Website**: not available.
I. Statistical sources used for data collection

- Establishment survey: Employment and Wages Survey

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: statistics are derived from the above-mentioned source.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Employment and Wages Survey

Organization responsible:

For planning and conduct of the survey: Ministry of Enterprise and Employment, Employment Statistics
For analysis and publication of the results: Ministry of Enterprise and Employment, Employment Statistics

Periodicity: annual, in June.

Topics covered: number of persons engaged and number of employees, industry, sector (public and private), wages, labour cost and job vacancies.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments in formal employment in the private and public sectors.

Persons covered: all employees, including foreigners and expatriate workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: as defined according to ISIC, Rev.2.

Employment in the tourism industries: no specific definition. Persons employed are those who have been engaged with the establishment for a period of at least 15 days during the month of June.

Hours of work: not relevant.
Earnings: gross payments made to each class of paid employees for the month of June.

Classifications:

*Branch of economic activity*: ISIC, Rev.2.

*Occupation*: not relevant.

*Status in employment*: employees.

*Education*: employees are classified by skill levels: professional and technical; administrative and managerial; clerical; skilled workers; semi-skilled workers; and unskilled workers.

C. DOCUMENTATION AND DISSEMINATION

**Main publication:**

*Employment Statistics Report* (annual); contains methodological information.

**Availability of unpublished data upon request:** no.

**Availability of data in machine-readable form:** yes.

**Website:** [http://www.gov.sz](http://www.gov.sz)
I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Enquête Suisse sur la Population Active (ESPA) (Labour Force Survey)

- Establishment surveys:
  (2) Enquête sur la Structure des Salaires (ESS) (Structure of Earnings Survey)
  (3) Recensement des Entreprises (RE) (Census of Enterprises)
  (4) Statistiques de l’Emploi (STATEM) (Job Statistics)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

SWITZERLAND – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Enquête Suisse sur la Population Active (ESPA) (Labour Force Survey)

Organization responsible:

For planning and conduct of the survey: Office Fédéral de la Statistique (OFS) (Federal Office of Statistics), Section AES

For analysis and publication of the results: OFS, Section AES

Periodicity: annual.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary, seasonal), status in employment, duration of employment, industry, occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: persons aged 15 years and over. Excluded are non-residents throughout the year such as seasonal workers, cross-border commuters and asylum-seekers, and short-term residents.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: for sampling reasons, their identification is limited to Hotels and Restaurants.

Employment in the tourism industries: no specific definition.

The general definition of employment comprises persons aged 15 years and over in paid employment or self-employment who worked for at least one hour for remuneration during the reference week (the week preceding the interview), persons temporarily absent from work (due to illness or injury, annual and other types of leave, labour dispute, bad weather or mechanical breakdown, etc.) and persons who did unpaid work during the reference week in a family business.

Hours of work: hours actually worked and normal/contractual hours of work, per week, in the main and secondary jobs.

Informal sector: partially covered by questions on small, occasional jobs.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): national classification (NOGA) which corresponds to NACE, Rev.1 up to the four-digit level. Where the employer code can be identified, data are coded up to the four-digit level; if not, according to NACE’s tabulations (one-digit level). The statistics are disseminated at the one-digit level.

Occupation: national classification which corresponds to ISCO-88. Data are coded to the most detailed level and disseminated at the one-digit level (major groups).

Status in employment: self-employed persons, paid employees, contributing family workers. The first two categories are divided into subgroups. This classification can be linked to ICSE-93.

Education: national classification which can be linked to ISCED-97. The following groups are used: compulsory schooling; basic vocational training; home economics school; general educational establishment; apprenticeship; full-time vocational school; secondary school diploma; higher vocational training; technical or professional college; higher professional college; university; no educational level completed.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

*L’enquête suisse sur la population active (ESPA) 2005*, Neuchâtel, 2005;

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes, and on Internet.

Website: [http://statistique.admin.ch](http://statistique.admin.ch)
SWITZERLAND – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Enquête sur la Structure des Salaires (Structure of Earnings Survey)

Organization responsible:

For planning and conduct of the survey: OFS, Section LOHN

For analysis and publication of the results: OFS, Section LOHN

Periodicity: every two years.

Topics covered: employment (number of posts and number of employees), wages, hours of work, compensation of employees, industry, private and federal public sectors.

Coverage:

Geographical: the whole country.

Establishments: enterprises.

Persons covered: employees with an employment contract.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: Hotels and Restaurants.

Employment in the tourism industries: employees in the above-mentioned industries.

Hours of work: normal weekly hours of work of employees with an employment contract. Apprentices are excluded. Data are collected according to full- and part-time employees, sex, civil status, duration of employment, nationality, training, qualification level, activity and age.

Earnings: gross regular monthly (October of the reference year) and total annual wages and salaries. Monthly (October) earnings include regular payments only, excluding allowances, bonuses, etc. Annual wages and salaries include irregular payments such as Christmas and end-of-year bonuses and profit-sharing and similar bonuses, 13th month salary, holidays, severance and similar payments. Net earnings can be deducted from gross earnings. Data are collected according to the same characteristics as hours of work.

Classifications:

Branch of economic activity (industry): NACE, Rev. 1.1, Code 55, identified according to the majority of employees in the enterprise.

Occupation: identified according to training and activity.

Status in employment: employees.

Education: national classification. Information is collected on the highest training level achieved, according to 9 levels.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

*Rapport de méthodes*, ISBN 3-303-00317-3

Availability of unpublished data upon request: yes.
Availability of data in machine-readable form: yes.

Website: [http://www.bfs.admin.ch](http://www.bfs.admin.ch)

SWITZERLAND – 3

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Recensement des Entreprises (RE) (Census of Enterprises)

Organization responsible:

For planning and conduct of the survey: OFS, Section UNS
For analysis and publication of the results: OFS, Section UNS

Periodicity: every three to four years. The most recent was conducted in 2005, the next one is planned for 2008.

Topics covered: employment, industry and sector (public/private).

Coverage:

*Geographical*: the whole country.

*Establishments*: all establishments in industry and services (divisions 10 to 93 of NACE, Rev. 1.1) which operate for at least 20 hours per week.

*Persons covered*: all persons employed for at least 6 hours per week.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: no specific definition.

Employment in the tourism industries: all persons employed who work at least 6 hours per week, i.e. employees, working owners, partners, administrators, apprentices, frontier workers, unpaid contributing family workers, etc.; classified by sex, full- and part-time and nationality (Swiss and foreigners).

Hours of work: data are collected according to three levels: full-time (90 to 100%), part-time 1 (50 to 89%) and part-time 2 (less than 50%) of normal hours of work in the enterprise.

Earnings: not relevant.
Classifications:

Branch of economic activity (industry): Nomenclature générale des activités économiques (NOGA, 2002). This classification comprises 5 levels, plus an intermediary level between levels 1 and 2. The first four levels are identical to NACE, Rev. 1.

Occupation: not relevant.

Status in employment: not relevant.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:
The census results and publications are available on Internet, under “Industry and Services”. See, for instance:

Recensement des entreprises de 2005, Portrait de branche: Hôtellerie et restauration
Recensement des entreprises de 2005, Les Principaux Résultats en bref
Recensement des entreprises de 2005 Bases et Méthodes

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.bfs.admin.ch

SWITZERLAND – 4

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Statistique de l’Emploi (STATEM) (Job Statistics - JOBSTAT)

Organization responsible:
For planning and conduct of the survey: OFS, Section KON, BESTA
For analysis and publication of the results: OFS, Section KON, BESTA

Periodicity: quarterly.

Topics covered: employment, industry and sector (public/private), vacancies and evolution of employment.

Coverage:
Geographical: the whole country.

Establishments: a sample of establishments which operate for at least 20 hours per week.

Persons covered: all jobs for at least 6 hours per week.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the following ISIC, Rev.3 groups at the two-digit level: 55, 60, 62, 71 and 92.

Employment in the tourism industries: all jobs, whether paid or unpaid.

Hours of work: data are collected according to three levels: full-time (90 to 100%), part-time 1 (50 to 89%) and part-time 2 (less than 50% of normal hours of work in the enterprise).

Earnings: not relevant.

Classifications:

Branch of economic activity (industry): Nomenclature générale des activités économiques (NOGA, 2002). This classification comprises 5 levels, plus an intermediate level between levels 1 and 2. The first four levels are identical to NACE, Rev. 1.

Occupation: not relevant.

Status in employment: not relevant.

Education: not relevant.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Survey results: Communiqué de presse trimestriel « Baromètre de l’emploi » et tableaux annexes (quarterly Press Release) ; available at:
http://www.bfs.admin.ch/bfs/portal/fr/index/themen/03/02/blank/data/02.html

Bases méthodologiques (Methodological Information):
http://www.bfs.admin.ch/bfs/portal/fr/index/infothek/erhebungen__quellen/blank/blank/statistique_de_l_emploi/anhang.html

Le Baromètre de l’emploi au 3ème trimestre 2006,

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes, on Internet.

Website: http://www.bfs.admin.ch
I. Statistical sources used for data collection

– Labour force or other household based sample surveys: Labour Force Survey (LFS)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: Not available. However, the National Statistical Office conducts a Hotels and Guest Houses Survey every two years. The most recent survey was conducted in 2006 and among other results, provided statistics on the number of persons engaged (managers, employees by skill level and unpaid workers) and employees’ remuneration. A preliminary report of the 2006 survey is available on the NSO’s website, at http://www.nso.go.th.

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS)

Organization responsible:

For planning and conduct of the survey: National Statistical Office (NSO), Economic and Social Statistics Bureau

For analysis and publication of the results: NSO, Economic and Social Statistics Bureau, and Statistical Forecasting Bureau

Periodicity: Monthly (since 2001).

Topics covered: Employment (full- and part-time, and seasonal), status in employment, industry, sector (public/private), occupation, education/qualification levels, wages and hours of work.

Coverage:

Geographical: The whole country.

Population groups: Persons aged 15 years and over (since 2001) living in private households and special households (which include persons living in group or in quarters within the compound of a factory or in a dormitory). Excluded are those living in institutional households, i.e. inmates of penal institutions, priests, soldiers living in military barracks, etc.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: The LFS can produce estimates for the Hotel and Restaurant industries.

Employment in the tourism industries: No specific definition.
The general definition of employment refers to persons aged 15 years and over who, during the reference week (a) worked at least one hour for wages, profits, dividends or any other kind of payment, in kind; or (b) did not work at all but had regular jobs, business enterprises or farms from which they were temporarily absent, whether or not they were paid by their employers during their period of absence, provided that in the case of a temporary closure of the work place, the expectation was that it would be reopened within 30 days from the date of closure and they would be recalled to their former job; or (c) worked for at least one hour without pay in business enterprises or on farms owned or operated by household heads or members.

**Hours of work:** total number of hours actually worked during the survey week. For a person having more than one job, they refer to all jobs. For a person who has a regular job but was not at work during the survey week, the hours worked refer to zero.

**Informal sector:** not relevant.

**Usual activity:** not relevant.

**Classifications:**

*Branch of economic activity (industry):* ISIC, Rev.3; category H, Hotels (5510) and Restaurants (5520). Data are disseminated at the category (one-digit) level.

*Occupation:* the survey results are coded according to 390 groups of ISCO-1988. They are disseminated at the major group (one-digit) level.

*Status in employment:* employer, government employee, private sector employee, own-account worker, unpaid contributing family worker and member of a producers’ cooperative. These groups are linked to ICSE-93.

*Education:* the LFS collects information on the highest grade of education completed. The data are classified and disseminated according to the following groups of education: None; Less than elementary; Elementary level; Lower secondary level; Upper secondary level, Higher level; Short course vocational training and other. These groups can be linked to ISCED-97 with some modifications to suit national circumstances.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publication:**


**Availability of unpublished data upon request:** yes, raw data can be made available.

**Availability of data in machine-readable form:** yes, diskette, CD and Internet.

**Website:** [http://www.nso.go.th](http://www.nso.go.th)
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (Anketa za Rabotnata Sila)

- Administrative records and related sources:
  (2) Monthly Report (from businesses) for Employees and Wages

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the above-mentioned sources.

THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (Anketa za Rabotnata Sila)

Organization responsible:

For planning and conduct of the survey: State Statistical Office (SSO)

For analysis and publication of the results: SSO

Periodicity: continuous since 2004, with quarterly results.

Topics covered: employment (full- and part-time, permanent, temporary, seasonal), status in employment, duration of employment, industry, sector (public/private), occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the resident population aged 15 years and over living in private households, including persons temporarily absent abroad for a period of less than one year. Excluded are persons under 15 and above 80 years, about whom only socio-demographic data are collected.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3 and classified according to NACE, Rev.1.1.
Employment in the tourism industries: no specific definition.

The general definition of employment comprises persons aged 15 to 79 years who, during the reference week, have worked for at least one hour for money (in cash or in kind) or for profit; including those who were temporarily absent from work (because of illness; leave; studies; breakdown of the activity of the firm, etc.), but were formally employed; or were helping on the family estate or in the family enterprise without pay.

Hours of work: information is collected on hours actually worked during the reference week on main and second jobs, and on usual hours of work on main job.

Informal sector: persons employed in the informal sector are those who are not registered with the National Employment Agency as employed. Data are not published on this topic.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): National Classification of activities which corresponds to NACE, Rev.1.1, and can be linked to SICTA. Data are disseminated by sector.

Occupation: national classification which can be linked to ISCO-1988 major groups.

Status in employment: employees, employers, own-account workers and unpaid contributing family workers. This classification is linked to ICSE-1993.

Education: the following groups are used:

- without education
- incomplete primary education
- primary education
- three years of secondary education
- four years of secondary education
- higher education
- University level education

This classification can be linked to ISCED-1997.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Labour Force Survey 2005 (basic definitions, methods and final results)
Labour Market Bulletin (quarterly)

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes (CD, e-mail, Internet).

Website: http://www.stat.gov.mk
THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA – 2

A. IDENTIFICATION AND CHARACTERISTICS OF THE ADMINISTRATIVE RECORDS

Title: Monthly Report (from businesses) for Employees and Wages

Organization responsible:

For data collection and statistical processing: SSO
For publication and dissemination of the statistics: SSO

Source of data: monthly reports submitted by businesses to the SSO.

Periodicity: monthly.

Topics covered: employment, wages and hours of work, industry and sector (public/private).

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments in the public and other sectors (state, social, collective and mixed).

Persons covered: employees, including those who left during the reporting month, those who work on definite or indefinite contract, whether full- or part-time, and employees with a call-up agreement.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: industries listed in ISIC, Rev. 3 and SICTA.

Employment in the tourism industries: employees, as defined above.

Hours of work: monthly hours paid for, whether worked or not (for annual vacation, forced leave, holidays, sick leave up to 21 days and other kinds of leave paid by employers).

Earnings: total gross wages paid to employees during the reporting month include net wages, employees’ personal tax and contributions for pension, invalidity, health insurance, employment, professional disease and water management.

Total net wages cover wages paid for work done or time worked, payments from assets of business in respect of annual vacation, public holidays, paid leave until seven days, paid leave for educational purposes, payments for time spent on army and civil duties; delayed payments made during the reporting month; payments based on periodical or final settlements, profit-sharing bonuses, whatever the period they refer to.

Classifications:

Branch of economic activity (industry): national classification which corresponds to NACE, Rev.1.1 and can be linked to SICTA. Data are disseminated at the two-digit level.
Occupation: not relevant.

Status in employment: employees only.

C. DOCUMENTATION AND DISSEMINATION

Main publication:
Report – Average Monthly net wages paid per employee (monthly).

Availability of unpublished data upon request: yes.

Website: http://www.stat.gov.mk
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Continuous Sample Survey of Population (CSSP)

- Establishment surveys:
  (2) Annual Sample Survey of Establishments

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from the two above-mentioned sources.

TRINIDAD AND TOBAGO – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Continuous Sample Survey of Population (CSSP)

Organization responsible:

For planning and conduct of the survey: Ministry of Planning and Development, Central Statistical Office (CSO)

For analysis and publication of the results: Ministry of Tourism, Tourism Development Company (TDC), and Central Statistical Office (CSO) (dissemination of statistical tables and report with limited analysis)

Periodicity: continuous with quarterly results.

Topics covered: employment (full- and part-time, assessed from the number of hours worked), status in employment, industry, sector (public and private), occupation, education/qualification levels, main and second jobs, duration of employment, wages and hours of work.

Coverage:

Geographical: the whole country.

Population groups: the usually resident non-institutional population. Excluded are persons residing abroad.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: not defined as such, but available on the basis of aggregations of data.

Employment in the tourism industries: no specific definition is available.

The general definition of employment covers persons aged 15 years and over who, during the reference week: (i) worked for pay or profit for any length of time; (ii) were temporarily absent from work because of leave or vacation, illness or injury, industrial dispute or some similar cause, but who had jobs to which they would return at the end of that period of absence; (iii) worked without pay on a family farm or business or as a learner/apprentice, irrespective of the number of hours worked.

Hours of work: hours actually worked on all jobs and on second job during the reference week.

Informal sector: not relevant.

Usual activity: not relevant.

Classifications:

Branch of economic activity (industry): ISIC, Rev.2. Data are disseminated at the major division level

Occupation: ISCO-88. Data are disseminated at the major group level.

Status in employment: data are coded and disseminated according to the following groups: employee (of which government public service/statutory board, government state enterprise, private enterprise), employer, own-account worker, unpaid worker, and learner/apprentice. This classification can be linked to ICSE-1993.

Education: data are collected on the highest level of training received and the main educational method or type of institution used (on the job, private study, secondary school, vocational/trade/commercial school, technical institute, other institutional training, university and other).

Data are disseminated according to the following groups: no education; primary below standard 5; primary above standard 4; primary with training; secondary no subjects; secondary with 1 to 4 subjects; secondary with 5 or more subjects; secondary no subjects plus training; secondary 1 to 4 subjects plus training; secondary 5 or more subjects plus training; university education (no degree); university degree/diploma/certificate; and educated in a foreign country.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

Labour Force Report (annual); latest issue: 2002;


Availability of unpublished data upon request: yes, (e.g. 2003-2006 results).

Availability of data in machine-readable form: yes.

Website: http://www.cso.gov.tt
TRINIDAD AND TOBAGO – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Annual Sample Survey of Establishments

Organization responsible:
For planning and conduct of the survey: Ministry of Planning and Development, Central Statistical Office, Business Survey Section.

For analysis and publication of the results: Ministry of Planning and Development, Central Statistical Office, Business Survey Section.

Periodicity: annual.

Topics covered: employment, earnings, hours of work, compensation of employees and industry.

Coverage:

Geographical: the whole country.

Establishments: all types and sizes of establishments.

Persons covered: all employees on the payroll at the end of the reference periods: May and November.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they are not defined as such, but tourism activities are available indirectly by aggregating data. Several survey instruments (forms) are used, including a general form as well as a form for hotels and guest houses.

Employment in the tourism industries: no specific definition is available. The survey covers all employees, including working directors, etc.

Hours of work: not relevant.

Earnings: refer to compensation of employees, i.e. total payments made to all employees, of which payments made to non-residents. They include:

- gross wages and salaries paid to employees before deductions for Income Tax, National Insurance, Pension Funds and Health Surcharge etc.;
- employers’ contributions to funded pension plans, welfare plans, workmen’s compensation, etc. funded and non-funded;
- costs of housing, medical, welfare facilities provided primarily for employees (excluding charities and donations);
- directors’ fees (excluding payments of dividends);
- employers’ contributions to National Insurance Fund;
- any other payments to employees such as retirement pensions, severance pay etc.
Classifications:

Branch of economic activity (industry): two industrial classification systems are used for the national accounts: ISIC Rev 3, and the Trinidad and Tobago Industrial Classification System used for National Accounts (TTSNA).

Occupation: not applicable.

Status in employment: employees.

Education: not applicable.

C. DOCUMENTATION AND DISSEMINATION

Main publications:

The survey results are used by economic activity for compilation of the National Accounts.

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes.

Website: http://www.cso.gov.tt

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries:

An attempt to develop a tourism satellite account (TSA) was carried out by the World Travel and Tourism Council (WTTC) in conjunction with the former Tourism and Industrial Development Company (TIDCO), the Tourism Development Company (TDC) of Trinidad and Tobago and the CSO, along the lines of the Tourism Satellite Account: Recommended Methodological Framework (TSA:RMF) developed under the auspices of WTO and OECD.

The research study referring to 2005 defines employment in the Travel and Tourism Economy as encompassing (i) travel company employment, (ii) government agency employment, and (iii) supplier company employment. The first category represents Travel and Tourism Industry jobs, while all three represent Travel & Tourism Economy jobs.

Travel and industry GDP (direct): includes establishments in traditional Travel & Tourism providers such as airlines, hotels, car rental companies, etc.

Travel and industry GDP (indirect) includes establishments in fuel and catering companies, laundry services, accounting firms, etc.

The report of the 2005 research study, entitled Trinidad & Tobago: Impact of Travel & Tourism on Jobs and the Economy, is available from the Tourism Development Company website, at: www.tdc.co.tt/tourism_report and from the WTTC website at: http://www.wttc.travel/bin/pdf/temp/trinidadandtobago
I. Statistical sources used for data collection

- Labour force or other household based sample surveys:
  (1) Household Labour Force Survey
- Establishment surveys:
  (2) Structural Business Statistics (SBS)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: statistics are derived from the above-mentioned sources.

TURKEY – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Household Labour Force Survey

Organization responsible:

For planning and conduct of the survey: Turkish Statistical Institute (TURKSTAT)
For analysis and publication of the results: TURKSTAT

Periodicity: monthly.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary, and seasonal employment), main and secondary jobs, status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, wages and hours of work.

Coverage:

Geographical: the whole country.
Population groups: the civilian non-institutional population, excluding aliens, aged 15 years and over.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries listed in ISIC, Rev.3, and in NACE, Rev.1.1 since 2004, with a few exceptions.

Employment in the tourism industries: no specific definition.
The general definition of employment includes persons aged 15 years who were “at work” and “not at work”. Persons at work are persons who, during the reference week, worked for at least one hour as regular or casual employees, employers, self-employed persons (i.e. own-account workers) or unpaid family workers. Persons not at work are persons with a job who did not work during the reference week for various reasons, but had a job attachment.

Since 2004, persons who are not at work are classified as employed if the total duration of absence from work is less than three months or if they receive at least 50 per cent of their wages or salaries. Unpaid contributing family workers who did not work for at least one hour during the reference week are excluded.

**Hours of work:** they refer to hours actually worked and usual hours per week, for both main and additional jobs.

**Informal sector:** all non-agricultural economic units which are unincorporated (legal status: individual ownership or simple partnership), paying lump sum tax or no tax at all, and working with less than 10 persons engaged.

**Usual activity:** not applicable.

**Classifications:**

*Branch of economic activity (industry):* coded at the four-digit level of NACE Rev. 1.1. Data are disseminated at the one-digit level, according to 14 major divisions.

*Occupation:* coded at the four-digit level of ISCO-88. Data are disseminated at the major group level (nine groups).

*Status in employment:* the following groups are used: regular employee; casual employee; employer; self-employed (i.e. own-account worker); and unpaid contributing family worker. These groups are fully comparable with ICSE-93.

*Education:* data are collected according to the following 11 groups: no school; primary school; primary education; general junior high school or vocational junior high school; general high school; high school or vocational high school; two or three years faculty; four years faculty or university; five or six years faculty; and master or doctorate. The data are aggregated into six major groups for dissemination purposes, which are linked to ISCED-1997.

**C. DOCUMENTATION AND DISSEMINATION**

**Main publications:**

*Household Labour Force Survey Results*, quarterly Press Release with provisional results; *Household Labour Force Statistics*, annual, with final results; the most recent publication refers to 2005.


**Availability of unpublished data upon request:** yes, subject to estimation level and reliability.

**Availability of data in machine-readable form:** yes. Detailed results of the survey can be obtained through the Household Labour Force Survey database, which is available on TURKSTAT’s website.

**Website:** [http://www.turkstat.gov.tr](http://www.turkstat.gov.tr)
TURKEY – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Structural Business Statistics (SBS)

Organization responsible:

For planning and conduct of the survey: TURKSTAT

For analysis and publication of the results: TURKSTAT

Periodicity: annual.

Topics covered: number of persons engaged and number of employees, hours of work and industry.

Coverage:

Geographical: the whole country

Establishments: enterprises in the private sector only. The survey consists of a full enumeration of enterprises with 20 and more persons engaged, and a sample of smaller enterprises.

Persons covered: all persons engaged, out of which working owners and partners, employees and unpaid contributing family workers.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: as identified in NACE, Rev.1.1.

Employment in the tourism industries: the following categories are separately identified by the survey:

Employees: persons who work for an employer, who have a contract of employment and receive compensation in the form of wages, salaries, fees, quantities, piecework pay or remuneration in kind. Included are part-time workers, seasonal workers, persons on strike or on short-term leave, as well as paid apprentices and trainees (who are separately identified). Excluded are persons on long-term leave and voluntary workers.

 Owners and shareholders: owners and partners who spend most of the working time in an individual proprietorship, simple partnership, general partnership or limited liability company.

Unpaid contributing family workers: persons who live with the unit’s owner or regularly work for the unit but who do not have a contract and do not receive wages and salaries in kind.

Hours of work: refer to paid hours actually worked for the output of the observation unit during the reference year. Statistics on hours of work are not published, due to quality problems.

Earnings: data are collected on total compensation of employees paid by the employer during the reference year, i.e.:

– total gross payments made to employees, i.e. gross wages and salaries, allowances, overtime payments, social contributions, bonuses, premiums, compensation, etc; in cash and in kind;
– social security contributions of employers to secure the employees’ rights to social benefits (social security and insurance, unemployment, etc.);
– denunciation compensation; and
– seniority compensation.

Classifications:

Branch of economic activity (industry): coded according to NACE, Rev. 1.1.

Occupation: not applicable.

Status in employment: employees, working owners and partners, and unpaid contributing family workers.

Education: not applicable.

C. DOCUMENTATION AND DISSEMINATION

Main publications: none available as of early 2007. The SBS publication for the years 2003-2004 should be available later in 2007.

Availability of unpublished data upon request: no.

Availability of data in machine-readable form: no.

Website: http://www.turkstat.gov.tr
UNITED KINGDOM

I. Statistical source used for data collection

- Labour force or other household based sample surveys:
  (1) Labour Force Survey (LFS)

- Establishment surveys:
  (2) Workforce Jobs Survey, as part of the Short-Term Employment Surveys (STEs)

II. Method used for the computation of national statistics on employment, wages and hours of work in the tourism industries: national statistics are derived from a combination of the above-mentioned major sources. In addition, the Inter-Departmental Business Register (administrative record) is also used as a complementary source (not described here).

For further information on the current developments of the National Statistics Review of Tourism Statistics, see also the Department for Culture, Media and Sport (DCMS) website, at: http://www.culture.gov.uk/Reference_library/Publications/archive_2004/Review_Tourism_Statistics.htm

UNITED KINGDOM – 1

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

Title: Labour Force Survey (LFS)

Organization responsible:

For planning and conduct of the survey: Office for National Statistics (ONS)

For analysis and publication of the results: ONS

Periodicity: continuous, with monthly results based on three-month rolling averages.

Topics covered: employment (full- and part-time, permanent, fixed-term, temporary, seasonal), duration of employment, status in employment, industry, sector (public, private and informal), occupation, education/qualification levels, main and second jobs, wages and hours of work.

Coverage:

Geographical: the whole country. ONS publishes the full UK LFS results. However, fieldwork is carried out separately: by ONS for Great Britain, and by the Central Survey Unit of the Department of Finance and Personnel for Northern Ireland.

Population groups: the resident non-institutional population aged 16 years and over living in private households, including people living in student residence halls and National Health Service accommodation.

Excluded are persons living in communal establishments.
B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3 and SICTA; however the groups are aggregated at a higher level:

- Hotels and other tourist accommodation
- Restaurants, bars and canteens
- Transport
- Travel agents, tour operators
- Recreation services
- Rest of the economy

This grouping refers to the Department for Culture, Media and Sport (DCMS) calculations of tourism employment.

Employment in the tourism industries: covers employees and self-employed persons in the relevant industries. Included are persons with a job but temporarily absent due to illness or injury, vacation, leave, labour management dispute, etc.

A ratio is applied to each SIC to estimate the proportion of that industry which is directly supported by tourism.

The LFS is used only for the self-employed figures produced by DCMS, while paid employment tourism is measured using the Workforce Jobs Survey (see the second description below), no specific definition.

Hours of work: refer to hours actually worked during the reference week, and usual hours of work, on main and second job.

Informal sector: this sector is in principle covered.

Usual activity: not directly covered, but there are longitudinal LFS datasets that cover movements of economic activity for 2 and 5 quarters.

Classifications:

Branch of economic activity (industry): UK Standard Industrial Classification of economic activities (SIC). The most recent version is SIC-2003. The SIC 2007 version will come into effect in 2008. Tourism industries are classified at the tourism sector level, as described above.

Occupation: tourism employment is not analysed by occupation.

Status in employment: tourism employment is disseminated with a division by employees and self-employed persons.

Education: tourism employment is not analysed by level of education.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

*Labour Market Statistics First Release* (monthly);

*Economic and Labour Market Review* (ELMR), monthly (this publication replaces *Economic Trends* and *Labour Market Trends* since January 2007);

*LFS User Guides*.

All publications can be accessed on Internet.

Availability of unpublished data upon request: yes, from the LFS Dataservice.

Availability of data in machine-readable form: yes and on Internet.

Website: [http://www.statistics.gov.uk](http://www.statistics.gov.uk)

UNITED KINGDOM – 2

A. SURVEY IDENTIFICATION AND CHARACTERISTICS

**Title:** Workforce Jobs Survey, as part of the Short-Term Employment Surveys (STEs).

The STEs consist of four component surveys - the monthly production inquiry (MPI), the quarterly inquiry into the distribution and services sector (QIDSS), the monthly inquiry into the distribution and services sector (MIDSS) and the retail sales inquiry (RSI). The employment data collected is fairly standard across these surveys and so this description combines the STEs.

**Organization responsible:**

For planning and conduct of the survey: ONS

For analysis and publication of the results: ONS

**Periodicity:** services results are available on a quarterly basis (while manufacturing results are available on a monthly basis).

**Topics covered:** the STEs cover employee jobs, and economic data.

**Coverage:**

*Geographical:* the whole country

*Establishments:* all UK businesses, including foreign-owned businesses.

*Persons covered:* all employees.

An employee is anyone aged 16 years or over that the organization directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme. Each employee should have a contract of employment and should be in post on the specific date of the survey.
Included are: permanent, temporary, full-time and part-time employees (working 30 hours a week or less); those temporarily absent, for example on full or part paid leave, maternity/paternity leave, paid sick leave or strike; seconded/agency workers paid directly from the organization payroll(s) on the day of the count; employees of any other business trading on the organization premises (e.g. a shop-within-shop) only if they appear on the payroll.

Excluded are: working proprietors, partners executive and non-executive directors not receiving a direct salary, fee or commission; the self-employed and home workers on piecemeal rates; subcontracted labour; seconded/agency workers paid directly from the agency payroll; former employees only receiving a pension; unpaid workers, voluntary workers and those under 16 years of age; and government supported trainees without a contract of employment.

B. CONCEPTS, DEFINITIONS AND CLASSIFICATIONS

Tourism industries: they correspond to the industries presented in ISIC, Rev.3 and SICTA; however the groups are aggregated at a higher level:

- Hotels and other tourist accommodation
- Restaurants, bars and canteens
- Transport
- Travel agents, tour operators
- Recreation services
- Rest of the economy

This grouping refers to the Department for Culture, Media and Sport (DCMS) calculations of tourism employment.

Employment in the tourism industries: covers employees and self-employed persons in the specific industries.

A ratio is applied to each SIC to estimate the proportion of that industry which is directly supported by tourism.

The STEs is used only for employee figures produced by DCMS, while self-employment in tourism is measured using the Labour Force Survey (see the first description above).

The Workforce Jobs series is benchmarked annually to the Annual Business Inquiry (ABI).

Hours of work: not relevant.

Earnings: not relevant

Classifications:

Branch of economic activity (industry): UK Standard Industrial Classification of economic activities (SIC). The most recent version is SIC-2003. The SIC 2007 version will come into effect in 2008. Tourism industries are classified at the tourism sector level, as described above.

Occupation: not relevant.

Status in employment: tourism employment is disseminated with a division by employees and self-employed persons.

Education: not relevant.
C. DOCUMENTATION AND DISSEMINATION

Main publications:

*Labour Market Statistics First Release* (monthly); the results are currently available 11 weeks after the reference period.

Further information is published on the ONS website, and on NOMIS Official Labour Market Statistics ([http://www.nomisweb.co.uk](http://www.nomisweb.co.uk))

Methodological information can be found at:
[http://www.statistics.gov.uk/about/data/guides/LabourMarket/sources/business/ShortTerm.asp](http://www.statistics.gov.uk/about/data/guides/LabourMarket/sources/business/ShortTerm.asp)

Availability of unpublished data upon request: yes.

Availability of data in machine-readable form: yes, on Internet.

Website: [http://www.statistics.gov.uk](http://www.statistics.gov.uk)
UNWTO/ILO Questionnaires: A General Note

Statistics of Employment, Wages and Hours of Work in the Tourism Industries

1. Do you collect data on employment, wages and hours of work in some or all of the tourism industries (see: Annex 1 “List of Tourism Industries”)?

   Yes [ ]    No [ ]

2. If yes, which of the following statistical sources do you use and which data on tourism industries do you collect from each source (please check out):

   (a) Labour force or other household-based surveys [ ] collecting data on:
       (i) Employment [ ]
       (ii) Wages [ ]
       (iii) Hours of work [ ]

   (b) Establishment surveys [ ] collecting data on:
       (i) Employment [ ]
       (ii) Wages [ ]
       (iii) Hours of work [ ]

   (c) Administrative records and related sources [ ] compiling data on:
       (i) Employment [ ]
       (ii) Wages [ ]
       (iii) Hours of work [ ]

   (d) Other [ ] please specify __________________________ providing data on:
       (i) Employment [ ]
       (ii) Wages [ ]
       (iii) Hours of work [ ]

* See Annex 1.
3. Which of the following methods do you use for the computation of national data on employment, wages and hours of work in the tourism industries?

(i) Data are taken from one of the above sources: Yes [ ] No [ ]

If “Yes”, please specify the exact title of that source in the original language, if possible with a translation into English, French or Spanish if not originally in one of these*:

* Important: the source should correspond to the one of those mentioned under “2” above and described in your response to the Questionnaires 1, 2 and/or 3 (see attached).

(ii) Official national data are based on the combination of sources:

Yes [ ] No [ ]

Please give description of the above procedure or attach to this questionnaire the appropriate text from your national relevant methodological publication.

(iii) Other method(s):

Yes [ ] No [ ]

If “Yes”, please give description of that procedure or attach to this questionnaire the appropriate text from your national relevant methodological publication.

4. Please complete the questionnaires attached in accordance with the statistical source(s) used by your organisation for the compilation of national data indicated above.
Instructions for completing the questionnaires

The purpose of the questionnaires is to obtain information on the methodology of statistical series on employment in the tourism industries, as well as wages, hours of work and related statistics (e.g. income related to paid and self-employment) on persons engaged in tourism related activities, based on the following sources: labour force and other household-based surveys, establishment surveys and sources other than surveys of households or establishments, such as social security or insurance records, tax returns, collective agreements, arbitral awards, administrative reports, wage and salary scales in the public sector, etc.

This information will enable the UNWTO and the ILO Bureau of Statistics to publish a methodological description of statistical time-series stored in respective databases and published in relevant statistical publications.

Please complete the corresponding questionnaire(s) by either placing an « X » in the appropriate box or writing the information requested. If the space provided for a response is not sufficient, please use supplementary pages, with a reference to the question number. Copies of printed texts, documents, lists, etc. which would help in understanding the methodology, would also be welcome.

Please do not leave questions unanswered, but rather indicate whether the information is not available (N/A) or the question not relevant (N/R).

Please complete the questionnaires irrespective of the fact whether or not the statistics are transmitted to the ILO for publication, and return them to the following address, not later than 10 January 2007:

Mr. I. Chernyshev  
Tel.: +4122-7996042  
e-mail: chernyshev@ilo.org

International Labour Office  
Bureau of Statistics  
Route des Morillons  
CH-1211 GENÈVE 22  
(Switzerland)  
Fax: +41 22 799 69 57

You are most welcome to send your response through the Internet or e-mail. For your convenience, the electronic version of the questionnaires is placed on the UNWTO Web page: www.unwto.org/statistics/tourism/unwto_ilo.htm

In case if you decide to complete the e-version of the questionnaires, please send a copy of your response to amassieu@unwto.org

* * *

Thank you for your co-operation
## Annex 1. List of Tourism Industries

<table>
<thead>
<tr>
<th>Activities description</th>
<th>ISIC, Rev.3</th>
<th>SICTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hotels and similar</td>
<td>5510</td>
<td>5510</td>
</tr>
<tr>
<td>2. Second home ownership (imputed)</td>
<td>Part of 7010</td>
<td>Part of 7010</td>
</tr>
<tr>
<td>3. Restaurants and similar</td>
<td>5520</td>
<td>5520</td>
</tr>
<tr>
<td>4. Railway passenger transport services</td>
<td>Part of 6010</td>
<td>6010-1, 6010-2</td>
</tr>
<tr>
<td>5. Road passenger transport services</td>
<td>Part of (6021 and 6022)</td>
<td>6021-1, 6021-2, 6021-3, 6022-1, 6022-2, 6022-3, 6022-4</td>
</tr>
<tr>
<td>6. Water passenger transport services</td>
<td>Part of (6110 and 6120)</td>
<td>6110-1, 6110-2, Part of 6110, 6120-1, 6120-2, 6120-3, Part of 6120</td>
</tr>
<tr>
<td>7. Air passenger transport services</td>
<td>Part of (6210 and 6220)</td>
<td>6210-1, 6220-1, 6220-2</td>
</tr>
<tr>
<td>8. Transport supporting services</td>
<td>Part of 6303</td>
<td>6303-1, 6303-2, 6303-3</td>
</tr>
<tr>
<td>9. Transport equipment rental</td>
<td>Part of (7111, 7112 and 7113)</td>
<td>7111-1, 7111-2, 7111-3, Part of 7112, 7113-1</td>
</tr>
<tr>
<td>10. Travel agencies and similar</td>
<td>6304</td>
<td>6304</td>
</tr>
<tr>
<td>11. Cultural services</td>
<td>9232</td>
<td>9232-1, 9232-2</td>
</tr>
<tr>
<td></td>
<td>9233</td>
<td>9233-1, 9233-2</td>
</tr>
<tr>
<td>12. Sporting and other recreational services</td>
<td>Part of 9214, Part of 9241, Part of 9219, Part of 9249, Part of 9214, Part of 9241, 9219-1, Part of 9249</td>
<td></td>
</tr>
</tbody>
</table>
Questionnaire (1)

Statistics on Employment in the Tourism Industries and Its Components Derived From Labour Force or other Household-Based Sample Surveys

*Please answer the questions according to the instructions provided and return the questionnaire to the ILO by 10 January 2007.*

<table>
<thead>
<tr>
<th>Country/Territory Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office completing this reply:</td>
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</tr>
<tr>
<td></td>
<td>Phone:</td>
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<tr>
<td></td>
<td>Fax:</td>
</tr>
<tr>
<td></td>
<td>E-mail:</td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

The questions under Sections I through III concern your latest survey.

*Please attach one copy of your current survey questionnaire*
The purpose of this questionnaire is to obtain information on the methodology of statistical series on employment in the tourism industries (see Annex 1), as well as hours and wages, where possible, based on labour force or other household-based surveys.

If you have any question, please contact:

Mr. I. Chernyshev  
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Fax: +41 22 799 69 57
# I – SURVEY IDENTIFICATION

1. **TITLE OF THE SURVEY** (in the original language, if possible with a translation into English, French or Spanish if not originally in one of these):

   

2. **RESPONSIBLE ORGANIZATION:**
   - For planning and conducting the survey:
   
   - For analyzing and publishing the results:

3. **TOPICS COVERED BY THE SURVEY:** Please indicate whether the following topics are covered by the survey; if so, provide the question number(s) and response alternatives used to identify each subject (Please refer to employment and related characteristics in the tourism industries only)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Is it covered?</th>
<th>Question number(s) and response alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Full-time employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seasonal employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed term employment (contract)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent employment (contract)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status in employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-employed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours of work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Actually worked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Paid for</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Is it covered?

<table>
<thead>
<tr>
<th>Question number(s) and response alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
</tr>
<tr>
<td>Public sector employment</td>
</tr>
<tr>
<td>Private sector employment</td>
</tr>
<tr>
<td>Informal sector employment</td>
</tr>
<tr>
<td>Duration of employment</td>
</tr>
<tr>
<td>Occasional workers</td>
</tr>
<tr>
<td>Industry (see Annex 1)</td>
</tr>
<tr>
<td>Occupation</td>
</tr>
<tr>
<td>Education/qualification levels</td>
</tr>
<tr>
<td>Usual activity</td>
</tr>
<tr>
<td>Second jobs</td>
</tr>
<tr>
<td>Others, specify</td>
</tr>
</tbody>
</table>

### II – CONCEPTS AND DEFINITIONS

4. **DEFINITIONS**: For each of the concepts below, please give the complete definition, or annex to this questionnaire the appropriate text of the definition. Under each concept, indicate:

   (i) any exclusions of specific population groups covered by the survey (e.g., age groups, foreigners) who are not asked the relevant questions for that concept, and

   (ii) whether the relevant reference periods used to determine the concept differ from the survey reference period (see Part III: Survey Characteristics, Reference period):

**A. Coverage of tourism industries:**

Please see Annex 1 and indicate whether the national classification corresponds to the industries listed in the table. If not, please specify the difference.

**B. Employment in the tourism industries (Please give the definition used):**
C. **Hours of work**: Specify whether hours actually worked or usual hours or both; give time unit(s); indicate whether hours refer to main or to all jobs, etc.

D. **Informal sector employment**: Specify criteria used to identify persons employed in the informal sector; indicate whether these criteria refer to main or to all jobs, etc.

E. **Usual activity**: Complete this section if you ask questions about usual activity over a long reference period, i.e. one month/one year, etc. (Please give the definition used and specify the categories of the population included)

5. **TREATMENT OF SPECIAL GROUPS**: Indicate whether the following categories of persons are classified as employed:

   With a job but temporarily absent due to:
   - illness or injury
   - vacation / annual leave
   - maternity/paternity leave
   - parental leave
   - educational or training leave
   - absence without leave
   - labour management dispute
   - bad weather, mechanical breakdown, etc.
6. **CODING OF CLASSIFICATIONS**: For each of the following classifications, indicate:

(i) the number of groups used for coding;
(ii) whether links to the relevant international standard classifications have been established and at what level.
(iii) level of classification, at which data are disseminated.

A. **Branch of economic activity (tourism industries: see Annex 1; please attach the list of groups used):**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td></td>
</tr>
<tr>
<td>(ii) linked to the International Standard Industrial Classification of All Economic Activities ISIC Rev.2 (1968), ISIC Rev.3 (1988), Standard International Classification of Tourism Activities (SICTA)</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td></td>
</tr>
</tbody>
</table>

B. **Occupation (Please attach the list of groups used):**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td></td>
</tr>
<tr>
<td>(ii) linked to the International Standard Classification of Occupations ISCO-1968, ISCO-1988</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td></td>
</tr>
</tbody>
</table>

C. **Status in employment (employee, employer, own-account worker, etc.):**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) list the groups used:</td>
<td></td>
</tr>
<tr>
<td>(ii) linked to the International Classification of Status in Employment ICSE-1993</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td></td>
</tr>
</tbody>
</table>

D. **Education**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) list the groups used</td>
<td></td>
</tr>
<tr>
<td>(ii) linked to the International Standard Classification of Education ISCED-1976, ISCED-1997</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td></td>
</tr>
</tbody>
</table>
III – SURVEY CHARACTERISTICS

7. **PERIODICITY**: periodicity of conducting the survey (tick appropriate box):

<table>
<thead>
<tr>
<th>Continuous</th>
<th>monthly</th>
<th>quarterly</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 x per year</td>
<td>bi-annually</td>
<td>annually</td>
</tr>
<tr>
<td>every 5 years (indicate the dates when it was last carried out):</td>
<td>irregularly or only once (indicate the dates when it was carried out):</td>
<td></td>
</tr>
</tbody>
</table>

8. **COVERAGE**:

A. Geographical: Specify whether whole country, only urban areas, main cities/regions, etc.

B. Population groups: Specify excluded groups, e.g. persons below/above specified ages; non-resident citizens, foreigners, household members temporarily absent, persons residing abroad, etc.

C. Groups excluded from the published results:
   Apart from the above areas/groups, indicate any others which are included in the sample but not in the results:

IV – DOCUMENTATION AND DISSEMINATION

9. Please give the title(s) and bibliographical reference(s) of your main publication(s) which contain(s):
   (i) the survey results;
   (ii) methodological information; and
   (iii) reference to the latest publication(s):
10. Specify whether non-published results can be made available on request:


11. Specify whether tabulations are or can be made available in machine readable form (e.g. on
diskette, magnetic tape, internet):


12. Any additional remarks on the survey that you wish to make:


* * *

THANK YOU FOR YOUR COOPERATION

Please attach one copy of your current survey questionnaire
### Annex 1. List of Tourism Industries

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<tr>
<th>Activities description</th>
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<td>5510</td>
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<td>2. Second home ownership (imputed)</td>
<td>Part of 7010</td>
<td>Part of 7010</td>
</tr>
<tr>
<td>3. Restaurants and similar</td>
<td>5520</td>
<td>5520</td>
</tr>
<tr>
<td>4. Railway passenger transport services</td>
<td>Part of 6010</td>
<td>6010-1, 6010-2</td>
</tr>
<tr>
<td>5. Road passenger transport services</td>
<td>Part of (6021 and 6022)</td>
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</tr>
<tr>
<td>6. Water passenger transport services</td>
<td>Part of (6110 and 6120)</td>
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</tr>
<tr>
<td>7. Air passenger transport services</td>
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</tr>
<tr>
<td>8. Transport supporting services</td>
<td>Part of 6303</td>
<td>6303-1, 6303-2, 6303-3</td>
</tr>
<tr>
<td>9. Transport equipment rental</td>
<td>Part of (7111, 7112 and 7113)</td>
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<td>6304</td>
</tr>
<tr>
<td>11. Cultural services</td>
<td>9232, 9233</td>
<td>9232-1, 9232-2, 9233-1, 9233-2</td>
</tr>
<tr>
<td>12. Sporting and other recreational services</td>
<td>Part of 9214, Part of 9241, Part of 9219, Part of 9249</td>
<td>Part of 9214, Part of 9241, 9219-1, Part of 9249</td>
</tr>
</tbody>
</table>
Questionnaire (2)

Statistics on Employment, Wages and Hours of Work in the Tourism Industries Derived from Establishment Surveys

*Please answer the questions according to the instructions provided and return the questionnaire to the ILO by 10 January 2007.*

<table>
<thead>
<tr>
<th>Country/Territory Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office completing this reply:</td>
<td></td>
</tr>
<tr>
<td>Contact person in this Office: Name:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

The questions under Sections I through III concern your latest survey.

*Please attach one copy of your current survey questionnaire*
The purpose of this questionnaire is to obtain information on the methodology of statistical series on employment in the tourism industries (see Annex 1), as well as wages, hours of work and related statistics, derived from establishment surveys.

If more than one establishment survey is conducted, please complete a separate copy of this questionnaire for each survey.

If you have any question, please contact:

Mr. I. Chernyshev  Tel.: +4122-7996042  e-mail: chernyshev@ilo.org

International Labour Office
Bureau of Statistics
Route des Morillons
CH-1211 GENEVE 22
(Switzerland)
Fax: +41 22 799 69 57
I – SURVEY IDENTIFICATION

1. **TITLE OF THE SURVEY** (in the original language, if possible with a translation into English, French or Spanish if not originally in one of these):

   

   

2. **RESPONSIBLE ORGANIZATION:**
   For planning and conducting the survey:

   

   

   For analyzing and publishing the results:

   

3. **PERIODICITY OF THE SURVEY** (e.g. monthly, quarterly, half-yearly, annual)

   

4. **TOPICS COVERED BY THE SURVEY:** Please indicate whether the following topics are covered by the survey; if so, provide the question number(s) and response alternatives used to identify each subject (PLEASE refer to employment and associated characteristics in the tourism industries only):

<table>
<thead>
<tr>
<th>Is it covered?</th>
<th>Question number(s) and response alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Employment</td>
<td></td>
</tr>
<tr>
<td>Of which:</td>
<td></td>
</tr>
<tr>
<td>• in paid employment</td>
<td>Yes</td>
</tr>
<tr>
<td>• number of engaged</td>
<td>Yes</td>
</tr>
<tr>
<td>Earnings</td>
<td>Yes</td>
</tr>
<tr>
<td>Wage rates</td>
<td>Yes</td>
</tr>
<tr>
<td>Seasonal employment</td>
<td>Yes</td>
</tr>
<tr>
<td>Hours of work</td>
<td>Yes</td>
</tr>
<tr>
<td>Compensation of employees</td>
<td>Yes</td>
</tr>
<tr>
<td>Industry (see Annex 1)</td>
<td>Yes</td>
</tr>
</tbody>
</table>
II – COVERAGE OF THE SURVEY

5. GEOGRAPHICAL COVERAGE: Does the survey cover the whole country?
   Yes [   ]       No [   ]
   If not, which cities, areas, regions, etc. are excluded?

6. ESTABLISHMENT COVERAGE: Which types of establishments are covered by the survey? (e.g., all types and sizes of establishments, those above a specified size of employment or volume of products produced, those with a certain type of ownership such as public, private, those belonging to the formal sector only, etc.)

7. PERSONS COVERED: Which category of workers are covered by the survey? (e.g., all persons employed/engaged, all employees (wage earners/salaried employees), wage earners only, home workers, unpaid family workers). Which population groups are excluded (e.g., foreigners, expatriate workers).
III – CONCEPTS AND DEFINITIONS

8. DEFINITIONS:

A. Coverage of tourism industries

Please see Annex 1 and indicate whether the national classification corresponds to the industries listed in the table. If not, please specify the difference.

B. Employment in the tourism industries: Give definition of each category of workers separately identified in the survey (e.g., persons engaged, employees, wage earners/salaried employees, permanent/temporary workers, employee posts) or attach to this questionnaire the appropriate text of your definition(s).

C. Hours of work:

(i) Indicate whether the survey covers hours (or time) actually worked, hours (or time) paid for, normal hours of work or some other concept, and give the definition(s).

(ii) What is the measurement unit? (e.g., hours, days, half-days or another time unit).

(iii) If information collected on working days, please provide the definition and information on the method used to calculate standard working days.

(iv) Do data on hours of work cover the same categories of workers as employment data and earnings data?
   If not, which categories are excluded? (e.g., part-time workers, young workers, etc.).
(v) Where relevant, indicate the different categories of workers for whom data on hours of work are collected separately (full- and part-time workers, nationals and foreigners, sex, age groups, seniority, skill levels, etc.).

D. Earnings:

(i) Please provide the definitions of earnings used in the survey and indicate whether they refer to gross earnings (i.e. before deduction of employees’ income, taxes, employees’ contributions to social security and pensions scheme, etc.) or net earnings.

(ii) Do earnings data cover the same categories of workers as employment data and hours of work data?
    If not, which categories are excluded? (e.g. part-time workers, young workers, etc.).

(iii) Where relevant, indicate the different categories of workers for whom data on earnings are collected separately (full- and part-time workers, nationals and foreigners, sex, age groups, seniority, skill levels, etc.).

9. CODING OF CLASSIFICATIONS: For each of the following classifications, indicate:

(i) the number of groups used for coding;
(ii) whether links to the relevant international standard classifications have been established and at what level.
(iii) level of classification, at which data are disseminated.
A. **Branch of economic activity** (tourism industries: see Annex 1; please attach the list of groups used):

(i)  

(ii) linked to the International Standard Industrial Classification of All Economic Activities ISIC Rev. 2 (1968), ISIC Rev. 3 (1988), Standard International Classification of Tourism Activities (SICTA)  

(iii)  

B. **Occupation** (please attach the list of groups used):

(i)  

(ii) linked to the International Standard Classification of Occupations ISCO-1968, ISCO-1988  

(iii)  

C. **Status in employment** (employee, employer, own-account worker, etc.):

(i) list the groups used:  

(ii) linked to the International Classification of Status in Employment ICSE-1993  

(iii)  

D. **Education**

(i) list the groups used  

(ii) linked to the International Standard Classification of Education ISCED-1976, ISCED-1997  

(iii)
IV – DOCUMENTATION AND DISSEMINATION

10. Please give the title(s) and bibliographical reference(s) of your main publication(s) which contain(s):

   (i)  the survey results;
   (ii)  methodological information; and
   (iii)  reference to the latest publication(s):

11. Specify whether non-published results can be made available on request:

12. Specify whether tabulations are or can be made available in machine readable form (e.g. on diskette, magnetic tape, internet):

13. Any additional remarks on the survey that you wish to make:

*  *  *

THANK YOU FOR YOUR COOPERATION

Please attach one copy of your current survey questionnaire
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<td>Part of 6303</td>
<td>6303-1, 6303-2, 6303-3</td>
</tr>
<tr>
<td>9. Transport equipment rental</td>
<td>Part of (7111, 7112 and 7113)</td>
<td>7111-1, 7111-2, 7111-3, Part of 7112, 7113-1</td>
</tr>
<tr>
<td>10. Travel agencies and similar</td>
<td>6304</td>
<td>6304</td>
</tr>
<tr>
<td>11. Cultural services</td>
<td>9232</td>
<td>9232-1, 9232-2, 9233-1, 9233-2</td>
</tr>
<tr>
<td>12. Sporting and other recreational services</td>
<td>Part of 9214, Part of 9241, Part of 9219, Part of 9249</td>
<td>Part of 9214, Part of 9241, Part of 9219, Part of 9249</td>
</tr>
</tbody>
</table>
Questionnaire (3)


Please answer the questions according to the instructions provided and return the questionnaire to the ILO by 10 January 2007.

<table>
<thead>
<tr>
<th>Country/Territory Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office completing this reply:</td>
<td></td>
</tr>
<tr>
<td>Contact person in this Office:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
<tr>
<td>Date :</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>
The purpose of this questionnaire is to obtain information on the methodology of statistical series on employment in the tourism industries, as well as wages, hours of work and related statistics (e.g. income related to paid and self-employment) on persons engaged in tourism-related activities, based on sources other than surveys of households or establishments, such as social security or insurance records, tax returns, administrative reports, etc.

If several administrative sources are used in your country to derive various statistics, please complete a separate copy of this questionnaire for each source. If more than one national organization is responsible for relevant administrative sources, please send this questionnaire to those organizations, asking them for their cooperation in completing the questionnaire and sending it directly, and within the established deadline, to the address indicated below, with a copy of its electronic version to: amassieu@unwto.org

If you have any question, please contact:

Mr. I. Chernyshev Tel.: +4122-7996042 e-mail: chernyshev@ilo.org

International Labour Office
Bureau of Statistics
Route des Morillons
CH-1211 GENEVE 22
(Switzerland)
Fax: +41 22 799 69 57
I. **SOURCE OF THE STATISTICS**

1. **Name of the source** (e.g. Social security or insurance records, collective agreements, tax returns, arbitral awards, administrative reports):

2. **Official title of the series** (in the original language, if possible with a translation into English, French or Spanish if not originally in one of these):

3. **Name of the responsible organization**:

   (a) for data collection

   (b) for statistical processing

   (c) for publication/dissemination of the statistics

4. **Topics covered**:

<table>
<thead>
<tr>
<th>Employment</th>
<th>age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings</td>
<td>sex</td>
</tr>
<tr>
<td>Wage/salary rates</td>
<td>occupation</td>
</tr>
<tr>
<td>Hours of work</td>
<td></td>
</tr>
<tr>
<td>Other(s) (specify (e.g. income related to paid employment, income related to self-employment, job vacancies):</td>
<td></td>
</tr>
</tbody>
</table>

5. **Periodicity of availability of the statistics**:

<table>
<thead>
<tr>
<th>Employment</th>
<th>Earnings</th>
<th>Wage/Salary rates</th>
<th>Hours of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>monthly</td>
<td>monthly</td>
<td>monthly</td>
<td>monthly</td>
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<tr>
<td>quarterly</td>
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<td>half-yearly</td>
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</table>

<table>
<thead>
<tr>
<th>Other topics (specify):</th>
<th>Other topics (specify):</th>
<th>Other topics (specify):</th>
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<td>monthly</td>
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<tr>
<td>quarterly</td>
<td>quarterly</td>
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<tr>
<td>other (specify):</td>
<td>other (specify):</td>
<td>other (specify):</td>
</tr>
</tbody>
</table>
5(a). **Frequency of availability of the statistics:**

<table>
<thead>
<tr>
<th></th>
<th>Employment</th>
<th>Earnings</th>
<th>Wage/Salary rates</th>
<th>Hours of work</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>monthly</td>
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<td>other (specify):</td>
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|                   |            |          |                   |               |
| monthly           |            |          |                   |               |
| quarterly         |            |          |                   |               |
| half-yearly       |            |          |                   |               |
| yearly            |            |          |                   |               |
| other (specify):  |            |          |                   |               |

|                   |            |          |                   |               |
| monthly           |            |          |                   |               |
| quarterly         |            |          |                   |               |
| half-yearly       |            |          |                   |               |
| yearly            |            |          |                   |               |
| other (specify):  |            |          |                   |               |

Other topics (specify):

|                   |            |          |                   |               |
| monthly           |            |          |                   |               |
| quarterly         |            |          |                   |               |
| half-yearly       |            |          |                   |               |
| yearly            |            |          |                   |               |
| other (specify):  |            |          |                   |               |

|                   |            |          |                   |               |
| monthly           |            |          |                   |               |
| quarterly         |            |          |                   |               |
| half-yearly       |            |          |                   |               |
| yearly            |            |          |                   |               |
| other (specify):  |            |          |                   |               |

6. **Reference period** (specify):

<table>
<thead>
<tr>
<th></th>
<th>Employment</th>
<th>Earnings</th>
<th>Wage/Salary rates</th>
<th>Hours of work</th>
</tr>
</thead>
<tbody>
<tr>
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<td>specific date:</td>
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<td>specific week:</td>
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<tr>
<td>full month:</td>
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<tr>
<td>other:</td>
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</table>

|                   |            |          |                   |               |
| specific date:    |            |          |                   |               |
| specific week:    |            |          |                   |               |
| full month:       |            |          |                   |               |
| other:            |            |          |                   |               |

|                   |            |          |                   |               |
| specific date:    |            |          |                   |               |
| specific week:    |            |          |                   |               |
| full month:       |            |          |                   |               |
| other:            |            |          |                   |               |

|                   |            |          |                   |               |
| monthly           |            |          |                   |               |
| quarterly         |            |          |                   |               |
| half-yearly       |            |          |                   |               |
| yearly            |            |          |                   |               |
| other (specify):  |            |          |                   |               |

II. **COVERAGE OF THE STATISTICS**

7. **Geographical coverage:**

   Is the whole country covered?    □ YES □ NO

   If NO, which states, regions, areas, cities, etc. are excluded?

8. **Industrial coverage:** Before responding to the questions of this section, please consult the table given below:
### List of Tourism industries

<table>
<thead>
<tr>
<th>Activities description</th>
<th>ISIC, Rev.3</th>
<th>SICTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hotels and similar</td>
<td>5510</td>
<td>5510</td>
</tr>
<tr>
<td>2. Second home ownership (imputed)</td>
<td>Part of 7010</td>
<td>Part of 7010</td>
</tr>
<tr>
<td>3. Restaurants and similar</td>
<td>5520</td>
<td>5520</td>
</tr>
<tr>
<td>4. Railway passenger transport services</td>
<td>Part of 6010</td>
<td>6010-1, 6010-2</td>
</tr>
<tr>
<td>5. Road passenger transport services</td>
<td>Part of (6021 and 6022)</td>
<td>6021-1, 6021-2, 6021-3, 6022-1, 6022-2, 6022-3, 6022-4</td>
</tr>
<tr>
<td>6. Water passenger transport services</td>
<td>Part of (6110 and 6120)</td>
<td>6110-1, 6110-2, Part of 6110, 6120-1, 6120-2, 6120-3, Part of 6120</td>
</tr>
<tr>
<td>7. Air passenger transport services</td>
<td>Part of (6210 and 6220)</td>
<td>6210-1</td>
</tr>
<tr>
<td>8. Transport supporting services</td>
<td>Part of 6303</td>
<td>6303-1, 6303-2, 6303-3</td>
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<td></td>
<td>9233</td>
<td>9233-1, 9233-2</td>
</tr>
<tr>
<td>12. Sporting and other recreational services</td>
<td>Part of 9214</td>
<td>Part of 9214</td>
</tr>
<tr>
<td></td>
<td>Part of 9241</td>
<td>Part of 9241</td>
</tr>
<tr>
<td></td>
<td>Part of 9219</td>
<td>9219-1</td>
</tr>
<tr>
<td></td>
<td>Part of 9249</td>
<td>Part of 9249</td>
</tr>
</tbody>
</table>

Are all divisions of economic activity covered?  

- [ ] YES  
- [ ] NO

If “NO”, please indicate which groups of industries or activities are included:

8(a) **Institutional sector coverage:**

Is information collected available by public and private sector?  

- [ ] YES  
- [ ] NO

If NO, please indicate which sector is excluded:

9. **Establishment coverage:**

- [ ] All types and sizes of tourism-related establishments/enterprises
- [ ] Certain types and sizes only (specify in each case):
  - above a specified employment size: ..........................................
  - above a specified volume of production: ...............................
  - of public ownership: ..........................................................
  - of private ownership: ......................................................
  - belonging to the formal/modern sector only: ..........................
  - other criteria(specify):
10. Persons covered:

Which categories of workers are covered by the statistics?

- [ ] all employed persons (i.e. employees and self-employed persons)
- [ ] insured persons (specify)
- [ ] employees only
- [ ] self-employed persons only
- [ ] specific categories only (e.g. adults, permanent or full-time workers, skilled or unskilled workers); please specify:

11. Occupational coverage:
Are only selected occupational groups or occupations covered?

- [ ] YES
- [ ] NO

If YES, please specify:

III. CONCEPTS AND DEFINITIONS

When these definitions are officially published, please attach them in extenso (preferably in English, French or Spanish).

12. Employment in the tourism industries: Give the definition of each category of workers separately identified within the administrative system; if the category is not relevant, please place N/R in the appropriate box. If any population groups are excluded, please specify (e.g., foreigners, expatriate workers, certain age groups)

Persons employed:

Insured persons:

Employees (wage earners/manual workers, and salaried employees/non-manual workers):
13. **Earnings:**

(a) What types of earning are reported?
- □ Gross earnings
- □ Net earnings after deduction of employees’ social security contributions and other contributions
- □ Net earnings after deduction of employees’ social contributions and personal income tax
- □ Other (specify): ....................

(b) What is the time unit used for reporting?
- □ per hour □ per month
- □ per day □ other (specify): ....................
- □ per week

(c) Is a minimum and/or a maximum earnings threshold specified for a person to be covered by the administrative system and included in the statistics?
- □ YES (specify): .........................
- □ NO

(d) If earnings in kind are included, indicate how they are valued:
(e) Do earnings data cover the same categories of workers as employment data?
   □ YES □ NO
   If NO, which categories of workers are excluded?

(f) What are the categories of workers for whom earnings data are separately identified?
   □ Wage earners  □ Full-time/part-time  □ Apprentices or trainees
   □ Salaried employees  □ Adults/youths  □ Men/women
   □ Other categories (specify):

14. Wage/salary rates:

(a) What types of wage/salary rates are reported?
   □ Minimum rates  □ Time rates only
   □ Prevailing rates  □ Piece rates
   □ Rates actually paid
   □ Other types of rates: please specify (e.g. mini-maxi)

(b) What is the time unit?
   □ per hour  □ per week
   □ per day  □ other (specify): ...........................................
   □ per month

(c) Is a minimum and/or a maximum wage/salary rate threshold specified for a person to be
    covered by the administrative system and included in the statistics?
   □ YES (specify): ................................. □ NO

(d) If wage/salary rates in kind are included, indicate how they are valued:

(e) Do the wage/salary rates cover the same categories of workers as the employment data?
   □ YES □ NO
   If NO, which workers' categories are excluded?
(f) What are the categories of workers for whom wage/salary rates are separately identified?

☐ Wage earners  ☐ Full-time/part-time  ☐ Apprentices or trainees
☐ Salaried employees  ☐ Adults/youths  ☐ Men/women
☐ Other categories (specify):

15. Hours of work:

(a) Indicate the type of hours of work on which information is reported:
   ☐ Hours (or time) actually worked
   ☐ Hours (or time) paid for
   ☐ Normal hours of work
   ☐ Other concept (specify): .............................................

(b) If normal hours are reported, indicate whether these are fixed by or in pursuance of:
   ☐ laws or regulations
   ☐ collective agreements
   ☐ arbitral awards
   ☐ establishments/enterprises’ internal regulations
   ☐ other (specify): ...........................................................

(c) Is a minimum and/or a maximum number of hours of work specified for a person to be covered by the administrative system and included in the statistics?
   ☐ YES specify: .................................  ☐ NO

(d) Definition and components of hours of work: Give the definition of the (different types of) hours of work on which data are collected:

(e) What is the measurement unit?
   ☐ hours  ☐ half-days
   ☐ days  ☐ another time unit (specify): .....................................

(f) Do the hours of work data cover the same categories of workers as the employment data?
   ☐ YES  ☐ NO

If NO, which categories of workers are excluded?
(g) What are the categories of workers for whom data on hours of work are separately identified?

- Wage earners
- Full-time/part-time
- Apprentices or trainees
- Salaried employees
- Adults/youths
- Men/women
- Other categories (specify):

16. **Income related to paid employment (IPE)**:  
Do you collect data on income related to paid employment?

- YES
- NO

17. **Income related to self-employment (ISE)**:
Do you collect data on income related to self-employment?

- YES
- NO

**IV. CLASSIFICATIONS**

For each of the following classifications, indicate:

(i) the title of the classification used;
(ii) the number of groups used for coding;
(iii) whether the classification applies to all the data reported (employment, earnings, wage/salary rates, hours of work, etc.);
(iv) whether links to the relevant international standard classifications have been established and at what level.
(v) level of classification, at which data are *disseminated*.

18. **Branch of economic activity** (please see the table under 8 above):

<table>
<thead>
<tr>
<th>(i)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii)</td>
</tr>
<tr>
<td>(iii)</td>
</tr>
<tr>
<td>(iv) linked to the International Standard Industrial Classification of all economic activities, ISIC, Rev.3 (1990) or Rev.2 (1968), Standard Industrial Classification of Tourism Activities (SICTA):</td>
</tr>
</tbody>
</table>

---


6 See the above-mentioned Resolution on the Measurement of Employment-Related Income.
19. Occupation:

(i) 

(ii) 

(iii) 

(iv) linked to the International Standard Classification of Occupations, ISCO-1988 or ISCO-1968 – specify:

20. Status in employment (employee, employer, own-account worker, etc.):

(i) 

(ii) 

(iii) 

(iv) linked to the International Classification of Status in Employment, ICSE-1993:

(v) 

V. DOCUMENTATION AND DISSEMINATION

21. Bibliographic references:

(a) Please give the title(s) and bibliographical reference(s) of your main publication(s) which contain:

(i) the statistics,
(ii) methodological information

(b) Indicate:

(i) the periodicity of the above-listed publications,
(ii) the normal delay between the reference period of the results and the release of the statistics,
(iii) reference to the latest publication(s):
(c) Web-site: Are the statistics available on a web-site?

☐ YES  ☐ NO

If so, indicate the web-site address:

(d) Can results which do not appear in national publications or on the web-site be made available upon request?

☐ YES  ☐ NO

* * *

THANK YOU FOR YOUR COOPERATION
The World Tourism Organization (UNWTO) is the only intergovernmental organization that serves as a global forum for tourism policy and issues. Its Members include 160 countries and territories as well as over 350 Affiliate Members from the public and private sectors. UNWTO's mission is to promote and develop tourism as a significant means of fostering international peace and understanding, economic development and international trade.

www.UNWTO.org

The International Labour Organization (ILO) is the United Nations agency dedicated to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. The world's only tripartite multilateral agency, the ILO brings together government, employer and worker representatives from its 182 member States to produce international labour standards and to shape policies and programmes that promote social justice for a fair globalization.

www.ILO.org