



**STATISTICAL OFFICE OF KOSOVO**  
**ENTI I STATISTIKËS TË KOSOVËS**  
**ZAVOD ZA STATISTIKU KOSOVA**

# **KOSOVO LABOUR FORCE SURVEY 2001**

## **Methodological report**

**August 2002**

# PREFACE

## *The lack of labour market indicators:*

At the end of the Kosovo conflict in 1999 the territory was crucially missing basic socio-economic statistics including on the labour market indicators. The turmoil of the 1990s decade has brought many changes in the socio-economic conditions of the territory, mostly deteriorating them. The labour market is certainly one of the most affected areas, as a great part of the population could not have access to the labour market, and could not create its own jobs or activities. The lack of reliable economic indicators appeared more critical at a moment when the territory, helped by the international community, was and is still trying to rebuild its political and socio-economic institutions, as well as fulfilling its development programmes.

Until the end of the 1980s data on the Kosovo labour market indicators were collected only for employment in the public sector as well as on job seekers (Kosovo Statistical Yearbook, 1989). At the end of the conflict, the Ministry of Labour and Social Welfare (MLSW, former Department of Labour and Employment, DoLE) re-started collecting labour statistics from public sector enterprises as well as job seekers registered in employment offices. But the data collected were barely representative of the Kosovo labour market reality; persons employed in the emerging private sector and persons looking for jobs [without the help](#) of the employment offices were not statistically captured while they represent a large share of the economically active population.

## *The Kosovo Labour Force Survey objectives:*

The European Union started collecting comparable information on employment and unemployment by means of the Labour Force Survey (LFS) since 1960s. Since then, the LFS has become “an indispensable tool for observing labour market developments and for taking the appropriate policy measures.” (EUROSTAT, 1998). European institutions considered then, and still consider the issues of employment and unemployment among the priorities. Like in other areas, the need for having comparable information within Europe and with the international community is also always stressed.

The Kosovo LFS 2001 constitutes the first statistically representative [survey](#) on the labour market indicators in the territory. It was carried out following international recommendations, in order to have comparable results with the international community. As any other [survey of this type](#), the Kosovo LFS aimed at collecting information on the Kosovo labour market and related issues. As recommended by the international community (ILO, 2000), the LFS would collect basic statistics on the economically active population, employment, unemployment, underemployment, [and employment in the informal sector](#). The [three](#) last ones were thought to be high in Kosovo. The LFS would also collect information on average earnings, hours actually worked and [usual hours of work](#). The Kosovo LFS would measure the economically inactive population as well, and its characteristics.

The LFS has also the advantage of providing information on persons at the border line between economically active and inactive population, or between employed and unemployed people, due to the increasing importance of part-time or temporary work, or non-contracted work. With a big presence of the international community in Kosovo and the availability of part-type jobs, this phenomenon may be very important in Kosovo. As an example, most of the translation activities are performed by university students, who in some conditions will declare themselves as inactive. Equally may be the importance of family-related workers. The LFS appears therefore appropriate to study the labour market in Kosovo.

In summary, the Kosovo LFS, as any other labour force survey, shall present the Kosovo labour force framework, i.e. to divide the Kosovo working age population of 15-64 completed years in its three main categories, during a specific reference period: employed persons, unemployed persons, and persons not in the labour force, also called economically inactive persons. Definitions of the three categories are presented later in this report.

#### *The LFS 2001 operation:*

The methodology used in the Kosovo LFS 2001 is described in this document. The questionnaire and the guidelines are also included in this document

The Kosovo LFS 2001 was a joint operation of the Statistical Office of Kosovo (SOK) and the Ministry of Labour and Social Welfare (MLSW), with technical assistance from the Bureau of Statistics of the International Labour Organization (ILO); it was funded by a German grant.

One should note that, as the survey field activities were held in December, there is a seasonal effect on the results, affecting certainly most of the Kosovo labour indicators in general, and in particular affecting activities such as agriculture, construction, etc, which are carried out in winter with a lower intensity. This seasonal effect will be considered for future surveys, and a different period for field activities will be selected (September, April, etc); the survey may even be carried out twice a year in the future.

#### *The use of LFS data:*

The LFS shall supply information to a variety of users and policy-makers. The Ministry of Labour and Social Welfare would need on regular basis the information on the levels and trends in the labour market in order to prepare and implement the appropriate employment and social protection policy. A social protection scheme has been prepared for Kosovo, but is still in lack of reliable information for its appropriate implementation. Other investors, researchers, private enterprises, etc, would equally need such information.

In a broader sense information on the economically active population and its components can be used in the following four main areas (ILO, 1990): macro-economic monitoring, human resources development, employment policies, and income and social programmes. Information on

the size and the structure of the territory's workforce and the unemployment rate are indicators of the economy's performance. The available labour force (labour supply) and the way it is used by the economy (labour input) "is essential for planning and formulating policies on the development of human resources", as well as promoting and creating employment.

Pristina, August 2002.

Ronnie Andersson,  
Acting CEO, SOK

# LFS 2001: METHODOLOGY

The purpose of this document on methodology<sup>1</sup> is to provide the main information related to the LFS 2001 operation, from the project preparations to the sample design and selection, the questionnaire preparation and field activities, the data control, editing, processing, tabulation, as well as the definition of key labour force concepts that will be used in the Kosovo LFS 2001 main report.

## 1.1. Survey methodology and operations

### *a. Project preparations:*

The preparations of the project document for the Kosovo Labour Force Survey (LFS) 2001 were held in October 2001, by a joint team from the Statistical Office of Kosovo (SOK), the Ministry of Labour and Social Welfare (MLSW), and an expert from ILO who provided technical assistance for the overall project. The project document included planned activities in four main operations: preparations, enumeration activities, data processing, and analysis. It also included the time frame, as well as an estimation of the costs (about 150,000 DM); the actual cost of the project did not differ from the planning.

### *b. Coverage of the survey, method of data collection:*

The geographic coverage of the survey is the whole territory of Kosovo. The survey was directed to the usual members of private households in Kosovo (resident population), irrespective of their ethnic origin (Albanian, Serbian, etc). Private households mean that in practice, collective households such as boarding schools, military camps, or persons living in other similar institutions were not selected in the sample. Excluded also were members of KFOR troops, international UNMIK staff and other foreigners temporarily living in Kosovo. There was practically no refusal from households to provide the information requested; the existing Statistical Office regulation does oblige the respondents to comply with the interview, as well as ensuring individual data protection; an extract of the regulation was in the first page of the questionnaire. The survey was also announced by local media through a press conference held just before the launching of the field interviews.

All the LFS information was collected by way of personal face-to-face interviews. In principle the head of the household provided the household related information. The labour related information was collected for each individual household member of working age (15-64 completed years), present in the household or absent for less than 6 months at the time of the

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<sup>1</sup> This document was prepared by **Tite Habiyakare**, International Statistical Officer at SOK, with inputs from **Xhevrir Fetahu**, Professional at SOK, and the assistance and documents prepared by **Ralf Hussmanns**, Senior Statistician, ILO Bureau of Statistics.

interview. The results indicate that about 64% of the working age household members provided the labour related information personally.

The household was considered as a single person or a group of persons whether or not of the same family, who usually live together in a house or a part of a house and have a common budget or share the expenses.

*c. The LFS questionnaires, main topics covered:*

Two questionnaires were used to collect the labour market indicators of December 2001: a household questionnaire and an individual labour force questionnaire. The Kosovo LFS 2001 collected information using a questionnaire developed by [SOK with the assistance of the ILO Bureau of Statistics, taking into account the questionnaires](#) currently used by Balkan countries such as Croatia. The questionnaire was [designed to capture](#) the specifics of [the](#) Kosovo environment, but [the information collected is comparable with that of European countries](#).

Contents of the Household Questionnaire:

- ❑ Main characteristics of the household such as the address, occupancy status, and the financial situation (main sources of income, net monthly income, appreciation of the financial situation by the household);
- ❑ Composition of the household: this module contains the roster of individuals living in the household, their age, [sex](#), and marital status, relationship to the head of the household, ethnicity, and residency status. In addition the module contains information related to educational attainment, but the question was asked only to [persons](#) aged 15-64 completed years.

Content of the Individual Labour Force Questionnaire:

- ❑ Employment: characteristics of the main job and additional job such as the [kind of](#) economic activity (industry), place of work, occupation, status in employment, permanency of employment, underemployment, informal sector employment, hours of work (usual hours of work, hours actually worked), income from employment;
- ❑ Unemployment: [job search and its duration](#), [main reason for](#) not looking for work, [current desire and availability for work](#), [reasons for](#) not currently wanting to work or not [being](#) currently available for work, duration in unemployment, [reasons for leaving the last job/activity](#), [characteristics of last job/activity](#), means of livelihood, etc.

*d. Time frame, reference period:*

The reference [time](#) was a moving reference [period of one](#) week prior to the interview date. Few questions relating to unemployment, such as for the persons seeking work (Q52), refer to a moving reference period of four weeks prior to the interview date. As indicated in the summarised time frame of the survey (below), the survey field work was carried out mainly from 10 to 23 December 2001; a few areas belonging to minorities were however interviewed in January 2002.

## Updated time frame of the LFS 2001:

Activity	Dates
1. Preparations	October 2001 – 30 November 2001
2. Enumeration activities:	
Pilot, training of enumerators	15 November – 10 December 2001
Survey period	10 – 23 December 2001, January 2002
3. Data processing:	
Data entry	January - February 2002
Database corrections	March – May 2002
4. Analysis & Dissemination:	
Tabulation, Key results	May – June 2002
Final report	July – December 2002.

Source: Kosovo LFS, December 2001, SOK/MLSW

### e. Field work and office organisation:

The field interviews were carried out by a team of HQ supervisors (5 to 6), field supervisors (19), and field enumerators (77). The table below indicates the approximate number of field enumerators and supervisors per each of the 7 regional offices covered by SOK. Field supervisors were in charge of providing questionnaires and other material to enumerators, assigning them enumeration areas (primary sample units or PSUs), and controlling completed questionnaires (first control). HQ supervisors provided a back-up to the field, monitored field activities, but mainly provided the second and thorough checking of completed questionnaires, in terms of both errors and inconsistencies, as well as managing the overall storage of the questionnaires. They also assisted the data entry team. Due to the very good field organisation, there were few errors from the field in the completed questionnaires. A permanent LFS specific survey organisation team is however yet to be established.

### Enumerators & Supervisors

Nr.	Region	LFS Sample									
		Serbian				Albanian				Total	
		PSUs	HHs	Enumerators	Supervisors	PSUs	HHs	Enumerators	Supervisors	Enumerators	Supervisors
1	2	3	4	5	6	7	8	9	10	11	12
1	Ferizaj	3	24	1	0	31	248	9	2	10	2
2	Gjakova	1	12	1	0	35	352	9	2	10	2
3	Gjilan	10	80	3	0	32	256	6	2	9	2
4	Mitrovica	33	264	3	1	60	480	11	3	14	4
5	Peja	1	8	0	0	35	365	8	2	8	2
6	Pristina	12	114	2	1	57	636	14	4	16	5
7	Prizren	0	0	0	0	50	400	10	2	10	2
	Total	60	502	10	2	300	2737	67	17	77	19

PSUs: in Urban areas= enumeration areas (EAs); in Rural areas= villages/settlements or village segments.

Source: Kosovo LFS, December 2001, SOK/MLSW

The number of households per enumeration area was 8 to 14 per urban enumeration area, and exactly 8 households per rural area (village or village segment). The average duration of the interviews per each enumeration area was about one day with four interviewers; on average each enumerator completed 2 to 3 households per day. As indicated in point 1.2 below (sampling frame), a reserve of households (the same number as the sample households) was selected for each enumeration area included in the sample. All non-responding households were therefore replaced by households from the reserve lists. However, non-response was generally low.

*f. Data entry and data management:*

The data entry was carried out by the normal SOK data entry teams. An application built in ACCESS was developed by a local IT contractor (KISS Ltd). The data entry application is accessed through the following path:

**d:\STOffice\anketa 30**

where *d* is the default drive. The application allows new entries, corrections, and extractions of data. The application produces the main LFS 2001 database in ACCESS:

**d:\STOffice\LFS2001-BE.**

The database can be accessed separately in order to read, manage, correct, and extract data with queries or other ACCESS commands.

There were however many errors in the database and it took almost three months to the LFS team to correct them. A good data entry software allows to perform three types of data checks: (i) range value checks, (ii) intra-record checks to verify inconsistencies inside a questionnaire or module, and (iii) inter-records checks to determine inconsistencies between different questionnaires or individuals. It is believed that type (i) of the checks was developed, but not at all types (ii) and (iii).

The final database comprises files in both ACCESS (for data management purposes) and SPSS (for tabulation purposes). Below is a summary of the main files for each software.

In ACCESS, database LFS2001-BE, main tables and queries:

<b>HouseHolds:</b>	information on households (3,235)
<b>HouseHoldMembers:</b>	information on household members (20,536)
<b>IndividualsLaborSurvey:</b>	individuals labour force data (11,731)
<b>Allweights NEW:</b>	PSUs and weights related information (360)
<b>HouseHolds SPSS:</b>	query for households' data to be exported in SPSS
<b>HouseHoldMembers SPSS:</b>	query for household members' data to be exported in SPSS
<b>LFSMegaData SPSS:</b>	query for labour force data to be exported in SPSS.

In SPSS:

<b>Households 06:</b>	households' data (3,235)
<b>HouseholdMembers 04:</b>	household members' data (20,536)
<b>LFSMegaData 06:</b>	individuals labour force data (11,731).



Notes to data users: there are also transformation programs in SPSS, but the three files above are already described with all variables definitions. Cross-tabulations can be directly performed to obtain the needed information (tables).

*g. Classifications:*

The LFS 2001 was carried out using international [European](#) classifications as much as possible to allow comparisons with neighbouring/European countries. The main ones are [listed below](#).

[Kind of Economic activity \(industry\)](#): General Industrial Classification of Economic Activities within the European Community (NACE, Rev. 1); used for employed persons; unemployed persons with work experience during the last 12 years; economically inactive persons with work experience during the last 12 years, if they wanted to work and were available for work during the reference week. Groups at the 4-digit level were used [for coding](#) and data entry; the analysis will use however [only](#) the [tabulation](#) categories (about 17 categories) [at the 1-digit level](#).

[Occupation](#): International Standard Classification of Occupations (ISCO-88); used for employed persons; unemployed persons with work experience during the last 12 years; and economically inactive persons with work experience during the last 12 years, if they wanted to work and were available for work during the reference week. The ISCO-88 unit groups (4-digit level) were used for [coding and data entry](#), but tables will be produced using [only](#) one digit (10 [major groups](#)).

[Status in employment](#): National classification of status in employment. Used for employed persons; unemployed persons with work experience during the last 12 years; economically inactive persons with work experience during the last 12 years, if they wanted to work and were available for work during the reference week. There are 6 categories: (a) employees (state firm, institution or organisation); (b) employees (private sector); (c) employers; (d) own-account workers (self-employed persons) incl. free-lancers; (e) unpaid family workers; (f) members of producers' co-operatives. [The classification is linked to the International Classification of Status in Employment \(ICSE-93\)](#).

[Education](#): National classification of levels of educational attainment. Used for all persons aged 15-64 completed years. There are 11 categories: (a) No school; (b) 1-4<sup>th</sup> grade of elementary school; (c) 5-7<sup>th</sup> grade of elementary school; (d) elementary school completed; (e) 1-3 years of secondary vocational school and school for skilled workers; (f) secondary vocational school lasting 4 years or more; (g) high school (gymnasium); (h) non-university college; (i) university or academy; (j) master of arts; (k) doctorate. For analyses purposes a shorter classification will also be used, with 4 categories: (1) None, for (a), (2) Elementary for (b) to (d), (3) Secondary for (e) to (h), and (4) University for (i) to (k). [The links to ISCED \(International Standard Classification of Education\) are still](#) to be established.

[Ethnicity](#): National classification of ethnic groups; used for all households members. There are 7 categories: (a) Albanian, (b) Serbian, (c) Montenegrin, (d) Roma, (e) Turkish, (f) Bosniak, and (g) Other. For analyses purposes a shorter classification of 3 categories will also be used: (1) Albanian, (2) Serbian, and (3) Other ethnic groups.

*g. Tabulation plan:*

A tabulation plan consisting of 72 tables, or set of tables, was established, which covers all topics investigated by the survey.

## **1.2. Sampling frame**

For practical reasons the LFS 2001 sample frame was based on the World Bank's Living Standards Measurement Survey (LSMS) sample design of 2000. Since no other household sample frame was available for Kosovo, and due to the lack of information on the Kosovo population and the difficulties in having new population estimates per small villages or settlements, the only available information on households was from the household lists prepared for the enumerations areas or villages/settlements that had been selected for the LSMS 2000. The lack of time and resources made it also impossible to update these lists prior to the LFS 2001. The LFS 2001 sampling frame is therefore almost the same as the LSMS one, mainly as related to the stratification variables, the sample selection procedure, the sample weights, etc. For more detail on the LSMS sampling frame, one should see the following document: "Basic Information Document. Kosovo Living Standards Measurement Study Survey 2000", Poverty and Human Resources, Development Research Group, The World Bank, October 2001.

*a. Sampling units and sample size:*

The LFS 2001 ultimate sampling unit, as in most SOK surveys, is the household. Households are usually selected at the second stage; at the first stage the primary sampling unit (PSU) is the settlement or village/village segment in rural areas, or an enumeration area in urban areas. The LFS 2001 was based on a representative sample of 3,235 households Kosovo-wide, i.e. approximately 1% of the total number of households in Kosovo.

*b. Stratification and sample allocation:*

At the first stage of selection, the sample of the LFS 2001 consisted of all the 360 PSUs selected for the LSMS 2000. One half (i.e. 180) of these 360 PSUs are located in urban areas, and the other half in rural areas. 300 of the PSUs (150 in urban areas and 150 in rural areas) are from Albanian areas, and 60 (30 in urban areas and 30 in rural areas) from Serbian areas. The samples of 180 urban and 180 rural PSUs are each evenly allocated to five geographic regions representing the five KFOR military zones (United States, United Kingdom, France, Germany, Italy) into which Kosovo and the UNMIK administration is currently divided. These regions, also called in the LSMS/LFS the areas of responsibilities (AOR) are: Pristina, Prizren, Peja, Mitrovica, and Gjilan. For presentation of the LFS 2001 results, it was however considered also to use the seven regions used by the Statistical Office, as well as by other UN agencies and NGOs present in Kosovo, which are: Ferizaj, Gjakova, Gjilan, Mitrovica, Peja, Pristina, Prizren.

At the second stage of selection for the LSMS 2000, 8 households were selected from each of the 360 PSUs. The same approach (selection of 8 households per PSU) was followed for the LFS 2001 in respect of the sample of rural PSUs, and of the sample of urban PSUs in the Ferizaj,

Gjilan, Mitrovica and Prizren regions. By contrast, for the urban sample in the other regions 12 households (Gjakova), 13 households (Peja) and 14 households (Pristina) were selected per PSU. The aim was to increase the sample of urban households from 1,440 to 1,795 in the Albanian areas (and thus the total sample size from 2,880 to 3,235 households corresponding to approximately 1% of the households), and to obtain a household sample allocation to the seven regions of Kosovo that corresponded more closely to the actual regional distribution of the population. An increase of the urban part of the sample from 50 to 56 percent was considered necessary to account for the supposedly higher growth rate of the urban as compared with the rural population; it was also considered useful in order to account for the larger diversity of the labour market situation in urban areas. The increase was made for the 19, 17 and 33 urban PSUs in the Gjakova, Peja and Pristina regions because these were the regions most underrepresented in the LSMS sample. The table below summarises the [sample allocation](#).

### **Kosovo Labour Force Survey 2001: Sample Allocation**

Nr	Region	Population		Urban			Rural			Total		%	
		1000 (1)	%	PSUs	HHs per PSU	Total HHs	PSUs	HHs per PSU	Total HHs	PSUs	Total HHs	PSU	HHs
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Ferizaj	213.6	9.8	16	8	128	18	8	144	34	272	9.4	8.4
2	Gjakova	278.0	12.7	19	12	224	17	8	136	36	360	10.0	11.1
3	Gjilan	241.2	11.0	16	8	128	26	8	208	42	336	11.7	10.4
4	Mitrovica	306.3	14.0	54	8	432	39	8	312	93	744	25.8	23.0
5	Peja	280.5	12.8	17	13	221	19	8	152	36	373	10.0	11.5
6	Pristina	559.3	25.5	33	14	462	36	8	288	69	750	19.2	23.2
7	Prizren	310.6	14.2	25	8	200	25	8	200	50	400	13.9	12.4
	<b>Total</b>	2,189.5	100	180		1,795	180		1,440	360	3,235	100	100

(1) UNHCR estimates for 1998; in "Kosovo Atlas", HCIC/UNHCR/OCHA, Pristina, February 2000.

In summary, the above stratification tried to follow what shall be the future SOK sample framework, with three main stratification [variables](#): Regions (7), Milieu (2: Urban, Rural), and Ethnicity (2: Albanian, Serbian). The current SOK sampling frame comprises therefore 28 strata (among which only 23 were actually significant from the LSMS frame, the others being basically empty). Below are the LFS Albanian and Serbian sample frames.

### **Albanian Frame**

Nr.	Region	LFS Sample							
		Urban			Rural			Total	
		PSUs	HHs per PSU	Total HHs	PSUs	HHs per PSU	Total HHs	PSUs	Total HHs
1	2	3	4	5	6	7	8	9	10
1	Ferizaj	16	8	128	15	8	120	31	248
2	Gjakova	18	12	216	17	8	136	35	352
3	Gjilan	14	8	112	18	8	144	32	256
4	Mitrovica	30	8	240	30	8	240	60	480
5	Peja	17	13	221	18	8	144	35	365

6	Pristina	30	14	420	27	8	216	57	636
7	Prizren	25	8	200	25	8	200	50	400
	Total	150		1537	150		1200	300	2737

### Serbian Frame

Nr.	Region	LFS Sample							
		Urban			Rural			Total	
		PSUs	HHs per PSU	Total HHs	PSUs	HHs per PSU	Total HHs	PSUs	Total HHs
1	2	3	4	5	6	7	8	9	10
1	Urosevac				3	8	24	3	24
2	Djakovica	1	8	8				1	8
3	Gnjilane	2	8	16	8	8	64	10	80
4	Mitrovica	24	8	192	9	8	72	33	264
5	Pec				1	8	8	1	8
6	Pristina	3	14	42	9	8	72	12	114
7	Prizren								
	Total	30		258	30		240	60	498

The LFS 2001 sample of PSUs allocated to the 5 AORs remains as in the LSMS 2000: 150 rural Albanian PSUs and 150 urban Albanian PSUs (60 for each of the 5 AORs), 30 rural Serbian PSUs and 30 urban Serbian PSUs, leading to a total of 360 PSUs.

#### *c. Sample selection:*

Like the LSMS 2000 the LFS 2001 has a two-stage stratified area sampling method. While the sample of the LFS 2001 was identical with that of the LSMS 2000 at the first stage of selection (PSUs), a different sample of households was however selected at the second stage of sampling, through systematic selection with a random start. An exception to this was for the 2 urban Serbian PSUs in the Gjilan region and the 24 urban Serbian PSUs in the Mitrovica region, where the same households that had already been included in the LSMS sample were interviewed in the LFS 2001. This was because the household lists for these PSUs had been lost.

The same LSMS household selection procedure was used for the LFS, with three main differences: (i) a higher number of reserve households was selected due to the fact that the sample frame (household listings) was one year older and more changes in the household listings were expected; (ii) the need to avoid selecting households that were already selected in the agriculture survey held at the same period (autumn 2001 agriculture survey), and using the same LSMS frame; and (iii) the selection of 12, 13 or 14 rather than 8 households in the urban PSUs of the Gjakova, Peja and Pristina regions. For the reserve households, the same number of households as in the sample was selected per each PSU to be the reserve households, i.e. 8, 12, 13, or 14. In order to avoid households already selected in the agriculture survey, a re-numbering of the household listing was processed for each PSU, and the households in the agriculture sample were skipped; the systematic selection used the new renumbered household listings.

*d. Calculation of weights:*

The [above](#) sample [allocation](#) led to a balanced distribution of the sample households among the 7 regions, corresponding to the actual (estimated) population size of the region. One sample household represents around 750 inhabitants in each region, except for Mitrovica, [which was](#) over-represented in order to have separate [estimates](#) for the Serbian population, and where a household in the sample represents around 400 inhabitants only. The switch, for presentation of the survey results, from the five UNMIK/KFOR zones to the seven regions used by SOK does not alter the final weights. Results [and tables of the main report shall however be](#) presented using the 5 regions, as those are [currently](#) more commonly used.

For households in all PSUs other than the urban PSUs in the Gjakova, Peja and Pristina regions, the final weights of the LSMS sample [could](#) be used directly as they are. For households of the urban PSUs in the Gjakova, Peja and Pristina regions, however, the final weights needed to be re-calculated in replacing the total number of households selected in the sample per each [PSU](#) (“8” by “12” in Gjakova PSUs, “13” in Peja or “14” in Pristina) in the calculation formulas. As in the case of the LSMS sample, all households in a given PSU [were](#) given the same final weight. For urban areas, all households in the same AOR and ethnicity group were given the same final weight.

No adjustment for non-responses was made to the final weights. This is because all non-responding households were replaced by households from [the](#) reserve lists, irrespective of the reason for non-response (address not found, non-contacts, refusals, etc.).

*e. Benchmark adjustments:*

It is most likely that there have been some changes in the size of the population of Kosovo since the time when the LSMS sample PSUs were listed, especially due to the return migration of Kosovars, but also [due](#) to natural population increase. Unfortunately, however, no recent population estimate is available that could be used for a benchmark adjustment of the LFS 2001 data. [Nor did](#) the World Bank household listings [collect information on](#) household size, which could have been compared with the current listing of the LFS sample to produce proxy population increase rates that could be used as benchmark adjustment factors for the survey data. No such adjustment will therefore be [done](#) until an estimate of the population increase is available.

The lack of a comprehensive and updated household sampling frame, and the imperfections in the sample design and estimation resulting from it, can be seen as the major shortcomings of the LFS 2001. The future development and regular updating of the current SOK sampling frame will permit such estimates for the next LFS [rounds](#). The expected population census or a reliable population register will be one of the priority tasks of SOK in the future, in order to provide an appropriate sampling frame. As a minimum, efforts will be made prior to the conduct of the next round of the LFS to update the overall household lists for the sample PSUs, including [the collection of information on](#) few characteristics of the listed households.

### 1.3. Concepts, definitions and indicators

#### *a. Definitions of used labour market concepts:*

The concepts and definitions used for the Kosovo Labour Force Survey 2001 adhere to those adopted by the International Conference of Labour Statisticians of the ILO, which are used by almost all countries in the world including the European countries.

The **labour force** is the sum of employed persons and unemployed persons as defined below.

**Employed persons** are persons of age 15-64 years who, during the reference week, worked in a job or own enterprise/activity, from which they or their household or family obtained an income in cash or in kind. Included are persons who worked as regular employees, casual employees, employers, own-account workers (self-employed persons), farmers, members of producers' cooperatives, unpaid family workers in a household- or family-owned enterprise or farm, or military service/police-men.

Also included as employed are persons of age 15-64 years who, during the reference week, did any paid or unpaid work (excluding housework and production for own consumption) for at least one hour, even if they were students, unemployed, housewives or retired persons and worked only part-time or occasionally. Examples are: paid employment as a part-time or temporary employee, help, substitute, casual worker, etc.; unpaid work in a household- or family-owned enterprise or farm; unpaid work as an apprentice; sale or exchange of agricultural products obtained from an individual plot, or the production of such products for sale; sale of foodstuffs, beverages, meals, clothes, books, office supplies, music disks, cigarettes, flowers, etc. on the street, in markets or at home; repair of houses, flats, cars or consumer durables for others for pay; transport of passengers or goods by car for pay; paid consultancies or private tuition (languages, computer training, etc.); house cleaning for others, car washing or taking care of others' children for pay.

Employed persons further include persons of age 15-64 years who had a job or an enterprise/activity to which they could return, but who did not work during the reference week for any of the following reasons: own illness, injury or temporary indisposition; maternity leave; standstill for personal reasons; caring for a member of their family; annual leave; other types of leave; bad weather conditions, technical and other stoppages; education or training; flexi-time or free days; lack of work, orders or clients; strike, labour dispute or lock-out; lay-off; other reason.

Persons of age 15-64 years, who reported that they were currently without work, are classified as employed persons if during the reference week they undertook one or more activities that provided them with some income, even if they themselves did not consider these activities as work.

**Unemployed persons** are persons of age 15-64 years who were:



- Not employed during the reference week (including persons whose firm was shut down due to natural disaster or the effects of war, bankrupt or closed down);
- Looking for a job or trying to establish their own enterprise or income-generating activity, and who during the last four weeks had taken one or more of the following active steps to find a job or to establish their own enterprise or income-generating activity: registered with the employment office; sent applications to employers or participated in competitions; checked at worksites, farms, factory gates, markets or other assembly places; placed or answered newspaper advertisements; sought the assistance of friends, relatives, colleagues, unions, etc.; looked for land, premises, machinery, equipment or merchandise to establish their own business; tried to obtain financial resources or credit; applied for permits or licenses to open a business; other;
- Currently available for work, i.e. they would have been able and ready to start working during the reference week if there had been an opportunity for them to work (including persons temporarily sick during the reference week).

Unemployed persons also include persons of age 15-64 years who (i) were not employed during the reference week, (ii) were looking for work or wanting to work, (iii) were currently available for work, and (iv) had already found a job or arranged for an own enterprise to start later.

**Persons not in the labour force** include all persons who were neither employed nor unemployed during the reference week, including persons under 15 years and persons over 64 years.

According to their degree of labour market attachment, the following groups of persons not in the labour force are distinguished:

- Persons seeking work but not available for work;
- Persons available for work but not seeking work;
- Persons wanting to work, but neither seeking work nor available for work;
- Persons **currently** not wanting to work.

This breakdown of persons not in the labour force refers only to persons of age 15-64 years.

**Multiple jobholders** are employed persons who, in addition to their main job or activity, had one or more other jobs or activities during the reference week, irrespective of whether these were regular or occasional jobs/activities.

**Persons in time-related underemployment** are employed persons whose total number of hours actually worked during the reference week in all of their jobs/activities was less than 40 hours, and who were willing and available to work more hours during the reference week.

**Part-time workers** are employed persons whose number of usual hours of work is less than 40 hours per week.

**Short-time workers** are employed persons whose total number of hours actually worked during the reference week in all of their jobs/activities was less than the total number of usual

hours of work in all of their jobs/activities, including persons temporarily absent from work during the reference week. Short-time workers include part-time workers who, during the reference week, worked less than their usual number of hours.

**Persons in inadequate employment situations** are employed persons who would like to change their current work situation (i.e. persons who want a change in their current job/activity, to find an additional job/activity, or to switch to another job/activity) for any of the following reasons:

- They fear or know that they will be dismissed or that their enterprise will be closed down;
- They have a job of a limited duration as an employee for reasons other than being unable to take a permanent job or not wanting to have a permanent job, or a temporary, seasonal or occasional job as an employer, own-account worker (self-employed person), unpaid family worker or member of a producers' cooperative, and want to have a more stable employment;
- They want to work more hours;
- Personal, family or health-related reasons;
- They earn a total income of less than 150 DM per month from all of their jobs/activities and want to have a better pay or remuneration per hour;
- They want to improve their working conditions (better working time arrangement, less strenuous job);
- Their current work is below or above their qualifications and they want a job that is more in line with their qualifications or abilities;
- They want to work less hours with a corresponding reduction of their income;
- Other reason.

**Operators of informal sector enterprises** are employed persons working as employers or own-account workers (self-employed persons) in businesses/activities that have all of the following characteristics:

- The business/activity is an unincorporated enterprise (sole ownership or ordinary partnership);
- There are less than 10 persons working in the business/activity;
- The business/activity is not registered with the municipality.

**Employment in the informal sector** refers to the total number of persons employed in informal sector enterprises, including the operators of informal sector enterprises, business partners, unpaid family workers, and employees.

*b. Indicators (rates and ratios):*

The total **labour force participation rate** is the ratio of persons in the labour force to the total population of age 15-64 years, expressed as a percentage. Any group-specific labour force participation rate is the ratio of persons in the labour force of a specific group to the total population of that group, expressed as a percentage.

The total **employment-population ratio** is the ratio of employed persons to the total population of age 15-64 years, expressed as a percentage. Any group-specific employment-



population ratio is the ratio of employed persons of a specific group to the total population of that group, expressed as a percentage.

The total **employment/ unemployment rate** is the ratio of employed/ unemployed persons to the total persons in the labour force, expressed as a percentage. Any group-specific employment/ unemployment rate is the ratio of employed/ unemployed persons of a specific group to the total persons in the labour force of that group, expressed as a percentage.

The total **rate of time-related underemployment** is the ratio of persons in time-related underemployment to the total employed persons, or to the total persons in the labour force, expressed as a percentage. Any group-specific rate of time-related underemployment is the ratio of persons in time-related underemployment of a specific group to the total employed persons of that group, or to the total persons in the labour force of that group, expressed as a percentage.

When the number of persons in time-related underemployment is related to the number of persons in the labour force rather than the number of employed persons, a **composite rate of unemployment and time-related underemployment** can be obtained in adding the unemployment rate and the rate of time-related underemployment.

*c. Labour market specifications:*

The specifications [below](#) are the indications [of](#) how each labour market indicator has been calculated from the [answers to](#) the questionnaire. Questions are all indicated by Qxx where xx is the number of the question in the questionnaire.

**A. Employed persons**

Q11 = 1, or  
Q12 = 1, or  
Q13 = 1 and Q14 = 1-7, 9-11, 13-14, 16, or  
Q66 = 1

**B. Unemployed persons**

Q11 = 2 and Q12 = 2 and (Q13 = 1 and Q14 = 8, 12, 15) and Q66 = 2, or  
Q11 = 2 and Q12 = 2 and Q13 = 2 and Q66 = 2,

and

Q51 = 1 and Q52 = 1-10, or  
Q51 = 2 and Q54 = 1 and Q55 = 5, or  
Q51 = 1 and Q52 = 11 and Q55 = 5,

and

Q57 = 1, or

Q57 = 2 and Q58 = 4

### **C. Labour force**

Sum of employed persons plus unemployed persons

### **D. Persons not in the labour force**

Q11 = 2 and Q12 = 2 and (Q13 = 1 and Q14 = 8, 12, 15) and (Q66 = 2 or Q58 = 1-3, 5-7), or  
Q11 = 2 and Q12 = 2 and Q13 = 2 and (Q66 = 2 or Q58 = 1-3, 5-7)

and

Q51 = 1 and Q52 = 1-10 and Q57 = 2 and Q58 = 1-3, 5-7, or  
Q51 = 1 and Q52 = 11 and Q55 = 5 and Q57 = 2 and Q58 = 1-3, 5-7, or  
Q51 = 1 and Q52 = 11 and Q55 = 1-4, 6-13 and (Q57 = 1 or (Q57 = 2 and Q58 = 4)), or  
Q51 = 2 and Q54 = 1 and Q55 = 5 and Q57 = 2 and Q58 = 1-3, 5-7, or  
Q51 = 1 and Q52 = 11 and Q55 = 1-4, 6-13 and Q57 = 2 and Q58 = 1-3, 5-7, or  
Q51 = 2 and Q54 = 1 and Q55 = 1-4, 6-13 and (Q57 = 1 or (Q57 = 2 and Q58 = 4)), or  
Q51 = 2 and Q54 = 2, or  
Q51 = 2 and Q54 = 1 and Q55 = 1-4, 6-13 and Q57 = 2 and Q58 = 1-3, 5-7

### Groups of persons not in the labour force:

#### **D1. Persons seeking work but not available for work**

Q11 = 2 and Q12 = 2 and (Q13 = 1 and Q14 = 8, 12, 15) and (Q66 = 2 or Q58 = 1-3, 5-7), or  
Q11 = 2 and Q12 = 2 and Q13 = 2 and (Q66 = 2 or Q58 = 1-3, 5-7)

and

Q51 = 1 and Q52 = 1-10 and Q57 = 2 and Q58 = 1-3, 5-7

#### **D2. Persons available for work but not seeking work**

Q11 = 2 and Q12 = 2 and (Q13 = 1 and Q14 = 8, 12, 15) and (Q66 = 2 or Q58 = 1-3, 5-7), or  
Q11 = 2 and Q12 = 2 and Q13 = 2 and (Q66 = 2 or Q58 = 1-3, 5-7),

and

(Q57 = 1 or (Q57 = 2 and Q58 = 4)) and (Q51 = 1 and Q52 = 11 and Q55 = 1-4, 6-13), or  
(Q57 = 1 or (Q57 = 2 and Q58 = 4)) and (Q51 = 2 and Q54 = 1 and Q55 = 1-4, 6-13)

#### **D3. Persons wanting to work, but neither seeking work nor available for work**

Q11 = 2 and Q12 = 2 and (Q13 = 1 and Q14 = 8, 12, 15) and (Q66 = 2 or Q58 = 1-3, 5-7), or  
Q11 = 2 and Q12 = 2 and Q13 = 2 and (Q66 = 2 or Q58 = 1-3, 5-7),

and

(Q51 = 2 and Q54 = 1 and Q55 = 5) and (Q57 = 2 and Q58 = 1-3, 5-7), or  
(Q51 = 1 and Q52 = 11 and Q55 = 5) and (Q57 = 2 and Q58 = 1-3, 5-7), or  
(Q51 = 1 and Q52 = 11 and Q55 = 1-4, 6-13) and (Q57 = 2 and Q58 = 1-3, 5-7), or  
(Q51 = 2 and Q54 = 1 and Q55 = 1-4, 6-13) and (Q57 = 2 and Q58 = 1-3, 5-7)

#### **D4. Persons currently not wanting to work**

Q11 = 2 and Q12 = 2 and (Q13 = 1 and Q14 = 8, 12, 15) and (Q66 = 2 or Q58 = 1-3, 5-7), or  
Q11 = 2 and Q12 = 2 and Q13 = 2 and (Q66 = 2 or Q58 = 1-3, 5-7),

and

Q51 = 2 and Q54 = 2

#### **E. Multiple jobholders**

Q30 = 1

#### **F. Persons willing and available to work more hours**

Q46 = 1

#### **G. Persons in time-related underemployment**

Q46 = 1 and Q44 (total at all jobs) < 40 hours

Note: Persons in time-related underemployment can be classified into: part-time workers; short-time workers; others.

#### **H. Part-time workers**

Q41 (total at all jobs) < 40 hours

#### **I. Short-time workers**

Q44 (total at all jobs) < Q41 (total at all jobs) and Q44 (total at all jobs) > 0, or  
Q44 (total at all jobs) < Q41 (total at all jobs) and Q44 (total at all jobs) = 0

Note 1: These two cases need to be distinguished because the reason for working short-time (or not working at all) is to be obtained from Q45 in the first case and from Q14 in the second case.

Note 2: Short-time workers include part-time workers who, during the reference week, worked less than their usual number of hours.

## **J. Persons in inadequate employment situations**

Q47 = 1-3

and

Q48 = 1, 3, 4, 6, 8, 9, or

Q48 = 2, if (Q24 = 1 and Q25 = 1, 3, 5) or Q29 = 2, 3 or Q31 = 2, 3, or

Q48 = 5, if Q49 (total from all jobs) < 150 DM, or

Q48 = 7, if Q20 = 2, 3 or Q36 = 2, 3

Note: Persons in inadequate employment situations should be classified as follows: total; in time-related underemployment; others.

## **K. Operators of informal sector enterprises**

Q22 = 3, 4 and Q27 = 1, 2 and Q28 = 2 and Q17 = 1, or

Q37 = 3, 4 and Q39 = 1, 2 and Q40 = 2 and Q33 = 1

## **L. Employment in the informal sector**

The number of persons employed in the informal sector is obtained by summing the value of Q17 or Q33 for all operators of informal sector enterprises.

Note: Enterprises owned in partnership have more than one chance of being selected in the LFS sample. Thus, if the enterprise is a partnership (Q27 or Q39 = 2), the value of Q17 or Q33 must be divided by 2 in order to avoid double-countings of workers.

## **1.4. Recommendations for future surveys**

### *a. Sample design and selection:*

- To reduce sample design effects, it is suggested to increase the number of primary sampling units (or EAs) from 360 to 400, and to select uniformly only 8 households per EA (in the new SOK sampling frame).
- The sample allocation should be made more balanced in terms of selection of EAs from the Albanian vs. Serbian and urban vs. rural strata than had been possible for the LFS 2001.
- A new listing of households is needed in order to obtain an updated household sampling frame. To reduce costs, the listing of households for the LFS will be combined with the listing for

other surveys (household budget survey, agricultural survey), i.e. the three surveys should share a common frame of EAs (but have independent samples of households).

*b. Listing form:*

Household size will be included among the information collected through the household listing form. On the basis of information on the size of sample households at the time of interviewing, as compared with their size at the time of listing, an estimate of population change can be made which, in the absence of other reliable population estimates, can be used for population benchmark adjustments of the weighted LFS data.

*c. Period of next survey:*

It is suggested that the next round of the survey be conducted in September/October 2002 rather than in December 2002/January 2003. This is because the experience with the LFS 2001 has shown that the winter months are atypical months characterised by high levels of seasonal inactivity in agriculture, construction, etc. Unemployment rates in Kosovo are likely to be highest in winter.

In order to be able to better capture seasonal variations in economic activity, it would even be more useful to divide the LFS sample in two sub-samples (one interviewed in September/October and the other in April/May) of equal size, without increasing the total sample size of 3,200 households.

*d. Sample rotation:*

Whatever option chosen (an annual or a bi-annual survey), an appropriate sample rotation scheme must be established and a decision be taken whether rotation should take place at the household level, at the EA level, or at both levels.

*e. Interviewer training:*

The duration of the interviewer training should be increased from two days to one week. The interviewer training should include practical exercises, during which interviewers will be required to interview households in the presence of a trainer.

A more detailed interviewer instructions manual should be prepared, so that interviewers can refer to it whenever they encounter problems during the field work.

*f. Questionnaire design:*

The questionnaire has proven to be adequate as regards its content. However, its layout should be improved in order to reduce the errors that interviewers made in following the skip instructions.

- Include a **count of** the household size in the household questionnaire, **to be made by the interviewer**.

- Questions Q21 and Q65 should be deleted as they were not well understood by interviewers and respondents.
- The “combined” questions Q17, Q33, Q42 and Q43 should each be split into two separate questions.
- The words “if such extra hours were paid” should be added to the formulation of question Q46.
- The number of workers in questions Q17.1 and Q33.1 should be asked by sex. Such a breakdown would make it possible to obtain estimates of employment in the informal sector by sex, as requested by many users.
- Question Q27: Since errors occurred in answering this question, the skip instruction for codes 3-8 should be changed to “Go to Q29”.
- Question Q49: The boxes for 0000 and 9999 should be removed. These were originally just meant to be interviewer instructions.
- Question Q50: The box for 0 should be removed.
- Question Q53: The box for 000 should be removed.
- Questions Q18, Q25, Q34, Q45 and Q63: The answers for “other, specify ...” should be analysed. If necessary, additional response categories should be included in the questions. The staff entrusted with the manual editing of the data should be instructed to convert the answers to the existing categories, whenever possible.
- Question Q63: Response category 10 should be split in two response categories, one referring to economic reasons and the other to war reasons.

*g. New questions to include (migration, age, education):*

The LFS can permit to have estimates on migration in Kosovo for recent years; a set of questions (three to four questions) may be included in the questionnaire to allow the study of migration.

To obtain demographic data on all persons, including absent persons, by age and sex, household members’ questions, specifically question Q6 on age, should be asked to/collected for every member of the household.

The LFS can also permit analysis on educational level and conditions, if the question on education were asked to every household member of schooling age, such as from 5 completed years, instead of starting only from 15 completed years.

*h. Data entry:*

The data entry programme should be checked carefully and errors in the programme should be corrected. The following checks should be in-built in the data entry programme: consistency checks (to identify, for example, skip errors), range checks (to identify invalid entries such as non-existing industry and occupation codes), and checks for missing values. Through such checks many data entry errors can be avoided (i.e. corrected immediately by the data entry clerk).

.../...

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# LABOUR FORCE SURVEY 2001

"The Office shall ensure that individual data collected for statistical purposes, whether collected from natural or legal persons, or bodies and organizations of the public administration (hereinafter "Respondents"), are handled in a strictly confidential manner and used exclusively for statistical purposes. ... The protection of data shall include, but not be limited to, ensuring that statistics in the form of aggregates are not disseminated in such manner that information on individual respondents is inadvertently disclosed."; UNMIK/REG/2001/14, 3.1.

"All respondents shall be obliged, in accordance with the applicable law, to cooperate and provide timely and accurately statistical data to the Office, and to cooperate with the Office to verify the accuracy of the collected data."; UNMIK/REG/2001/14, 4.1.

Questionnaire number:

Year: **2001**

Period:

## HOUSEHOLD IDENTIFICATION

A1. MUNICIPALITY: \_\_\_\_\_

A2. PLACE: \_\_\_\_\_

A3. NUMBER OF THE HOUSEHOLD INTERVIEWED:

ADDRESS IF AVAILABLE: \_\_\_\_\_

NAME OF THE HEAD OF THE HOUSEHOLD: \_\_\_\_\_

**A1** Number of visits by the interviewer (enter the number of visits) ..... ☐

Visits	1	2	3	4	5
Date of visit	.....	.....	.....	.....	.....
Time of visit	..	..	..	..	..

**A2** Level of urbanisation

1. Urban settlement .....	1 .
2. Semi – urban settlement .....	2 .
3. Rural settlement.....	3 .
4. House outside of settlement.....	4 .

**A3** Occupancy status of the dwelling unit (DU)

1 – DU demolished .....	s .
2 – DU converted to non-residential use .....	.
3 – Residential but not inhabited (vacant) DU .....	.
4 – Address was not found .....	.
5 – Address was correct, but DU not found .....	.
6 – DU occupied by the listed household .....	.
7 – DU occupied by a new household .....	.
8 – DU merged with (an) other DU (s) .....	.
9 – DU split into two or more DUs (number: _____) .....	.

## DATA ON THE HOUSEHOLD

**INTERVIEW STATUS:**

**A4.** Is the household questionnaire completed?

1 – Yes .....	<b>GO TO A6</b>
2 - No .....	

*State the number of persons in the household* \_\_\_\_\_

**A5** Which of the following is the main reason the household gave for refusing to be interviewed?

1 - The household is absent (Non-contact, no one at home) .....	1 .
2 - Unable to respond (sickness, too old, etc.) .....	2 .
3 - Refusal.....	3 .
4 – No time.....	4 .
5 – Bad experience with interviews.....	5 .
6 – Do not want to take part in any survey.....	6 .
7 - Other, specify _____	7 .

**THE END**

**A6** Number of usual household members, present, of age 15-64 years .....  
 Number of individual questionnaires completed .....

Number of individual questionnaires not completed and reason for non-completion ..... .

---

## **A7 START OF THE INTERVIEW:**

Time: \_\_\_\_\_

## **TO BE FILLED IN AT THE END OF THE INTERVIEW!**

**A8** Rate the willingness of the household to answer the survey questions:

1 – Very good .... .      2 – Good .... .      3 – Poor .... .

**A9** THE END OF THE INTERVIEW:

Time: \_\_\_\_\_

## **DATA FOR CONTROLLING THE QUESTIONNAIRE:**

**A10** Interviewer: \_\_\_\_\_

**A11** Controlled by: \_\_\_\_\_

**A12** Coded by: \_\_\_\_\_

**A13** Input by: \_\_\_\_\_

# HOUSEHOLD QUESTIONNAIRE

## DEMOGRAPHIC CHARACTERISTICS OF THE HOUSEHOLDS MEMBERS

Note: This part (up to Q7) will be presented in tabular form for each household member

X	Y	Q1	Q2	Q3	Q4	Q5	Q6	Q7
N/N	<b>Name and surname</b>	<b><i>Relationship to the head of the household</i></b>  1. Head of the household 2. Spouse 3. Daughter/son 4. Daughter in low/son in low 5. Father/mother of head or of spouse 6. Grandparent of head or of spouse 7. Grandson or granddaughter 8. Brother or sister 9. Brother/sister in low 10. Other relative 11. Not related	<b>Sex</b>  1. Male 2. Female	<b>Marital status</b>  1. Single 2. Married 3. Widowed 4. Divorced	<b>Ethnicity</b>  1. Albanian 2. Serbian 3. Montenegrin 4. Roma 5. Turkish 6. Bosniak 7. Other	<b>Residency status</b>  Usual household member 1. Present (include persons absent for 6 months or less) 2. Absent (for more than 6 months), in Kosova END 3. Absent (for more than 6 months), outside Kosova END  Temporary visitor (for 6 months or less)  4. From inside Kosova END 5. From outside Kosova END	<b>Date of birth</b>  <i>Enter day, month, and year</i>  If the interviewee was born after November 1986 or before December 1936  END	<b>The highest attained level of schooling</b>  1. No school 2. 1-4 <sup>th</sup> grade of elementary school 3. 5-7 <sup>th</sup> grade of elementary school 4. Elementary school (completed) 5. 1-3 year secondary vocational school and school for skilled workers 6. Secondary vocational school lasting 4 years or longer 7. High school (Gymnasium) 8. Non-university, college 9. University, Academy 10. Master of Arts 11. Doctorate
1		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
2		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
3		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
4		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
5		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
6		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
7		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
8		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
9		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
10		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
11		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
12		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

## HOUSEHOLD INCOME

<b>Q8</b>	<p>Which are the source of income of your household? (Mark all that apply)</p> <p>1 – Income from employment.....1 .</p> <p>2 – Support by other household members .....2 &amp;</p> <p>3 – Remittances from family members abroad .....3 &amp;</p> <p>4 – Pension .....4 &amp;</p> <p>5 – Grant or scholarship .....5 &amp;</p> <p>6 – Social help, benefit or other state support ..... 6 &amp;</p> <p>7 – Property income (savings, rents, profit shares, ..... inheritance).....7 &amp;</p> <p>8 – Other, specify .....8 &amp;</p>
<b>Q9</b>	<p>What is the net monthly income of your household (the net income gained by all members of the household together)?</p> <p>01 - up to 100 DM .....1 .</p> <p>02 – 101-200 DM .....2 .</p> <p>03 – 201-300 DM .....3 .</p> <p>04 – 301-400 DM .....4 .</p> <p>05 – 401-500 DM .....5 .</p> <p>06 – 501-600 DM .....6 .</p> <p>07 – 601-800 DM .....7 .</p> <p>08 – 801-1000 DM .....8 .</p> <p>09 – 1001-1500 DM .....9 .</p> <p>10 – 1501-2000 DM .....10 .</p> <p>11 – 2001-2500 DM .....11 .</p> <p>12 – 2501-3000 DM .....12 .</p> <p>13 - 3001 DM and more.....13 .</p>
<b>Q10</b>	<p>How would you rate the financial situation of your own household in comparison with other households in Kosova?</p> <p>1 – Very good .....1 .</p> <p>2 – Relatively good .....2 .</p> <p>3 – Normal .....3 .</p> <p>4 – Relatively bad .....4 .</p> <p>5 – Very bad .....5 .</p>

## INDIVIDUAL QUESTIONNAIRE

*To be completed for all persons of age 15 – 64 years, who are usual household members present (Q5 = 1)*

Household identification numbers: ..... & & & & & & & &

Person number: ..... & &

### WORK ACTIVITY IN THE REFERENCE WEEK

<b>Q11</b>	<p>Did you work last week in a job or own enterprise/activity from which you or your household/family got earnings in cash or in kind? (Include work as regular employee, casual employee, employer, self-employed person, farmer, member of co-operative, unpaid family worker in a household/family-owned enterprise or farm, or military service/police)</p> <p>1 – Yes.....1 &amp;    GO TO Q15 2 – No.....2 &amp;    GO TO Q12</p>
<b>Q12</b>	<p>Last week, did you do any paid or unpaid work (excluding housework and production for own consumption) for at least one hour (even if you are student, unemployed, housewife or retired person and work only part-time or occasionally)?</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>- Paid employment as part-time or temporary employee, help, substitute, casual worker, etc.;</li> <li>- Unpaid work in a household/family-owned enterprise or farm;</li> <li>- Unpaid work as an apprentice;</li> <li>- Sale or exchange of agricultural products obtained from individual plot, or the production of such products for sale;</li> <li>- Sale of foodstuffs, beverages, meals, clothes, books, office supplies, music disks, cigarettes, flowers etc. on the street, in markets or at home;</li> <li>- Repair of houses, flats, cars or consumer durables for others for pay;</li> <li>- Transport of passengers or goods by car for pay;</li> <li>- Paid consultancies or private tuition (languages, computer training, etc.);</li> <li>- House cleaning for others, car washing, or taking care of others' children for pay.</li> </ul> <p>1 – Yes .....1 &amp;    GO TO Q15 2 – No ..... 2 &amp;    GO TO Q13</p>

<b>Q13</b>	<p>Even though you did not work last week, did you have a job or business/activity you can return to?</p> <p>1 – Yes .....1 &amp; GO TO Q14</p> <p>2 – No ..... 2 &amp; GO TO Q51</p>
<b>Q14</b>	<p>Why did you not work last week?</p> <p><b>PERSONAL REASONS</b></p> <p>1 – Own illness, injury or temporary indisposition..... &amp;</p> <p>2 – Maternity leave.....&amp;</p> <p>3 – Standstill for personal reasons.....&amp;</p> <p>4 – Caring for member of family.....&amp;</p> <p>5 – Annual leave.....&amp;</p> <p>6 – Other types of leave, specify .....&amp;</p> <p><b>GENERAL AND ECONOMIC REASONS</b></p> <p>7 – Bad weather conditions, technical and other stoppages.....&amp;</p> <p>8 – The firm is shut due to natural disaster or effects of war.....&amp; GO TO Q51</p> <p>9 – Education, training.....&amp;</p> <p>10 – Flexi-time or free days.....&amp;</p> <p>11 – No work, orders, clients.....&amp;</p> <p>12 – Bankruptcy, closing down.....&amp; GO TO Q51</p> <p>13 – Strike, labour dispute, lock-out.....&amp;</p> <p>14 – On lay-off.....&amp;</p> <p>15 – Waiting for a new job/business to start.....&amp; GO TO Q51</p> <p>16 – Other reason, specify.....&amp;</p>

## CHARACTERISTICS OF MAIN JOB

*Read:*

The following questions refer to your main job/activity, if you had more than one job/activity during the last week. The main job/activity is the one in which you normally work most hours.

<b>Q15</b>	<p>Where is your usual or prevalent place of work in this job/activity?</p> <p>1 – In my place of residence (municipality)..... &amp;</p> <p>2 – In other municipality of Kosovo.....&amp;</p> <p>3 – Outside Kosovo.....&amp;</p>
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<b>Q16</b>	<p>a) What is the name and address of the firm, institution or organisation where you were employed last week, or of your own business?</p> <p>_____</p> <p>_____</p> <p>b) What main kind of economic activity is undertaken by this firm, institution, organisation, business?</p> <p>_____</p> <p>_____</p> <p>c) What are the main products or services produced by this firm, institution, organisation, business?</p> <p>_____</p> <p style="text-align: right;">Code: &amp;&amp;&amp;&amp;</p>
<b>Q17</b>	<p>How many persons work in the firm, institution or organisation where you were employed last week, or in your own business?</p> <p>1 - 1-9, <i>state the exact number</i> _____&amp;</p> <p>2 - 10-19 .....&amp;</p> <p>3 - 20-49.....&amp;</p> <p>4 - 50-99.....&amp;</p> <p>5 - 100-199.....&amp;</p> <p>6 - 200-499.....&amp;</p> <p>7 - 500 and more.....&amp;</p>
<b>Q18</b>	<p>Where do you mainly undertake your work?</p> <p>1 – At your home (no special business space) .....&amp;</p> <p>2 – Business space inside or attached to your home (e.g. garage sale) .....&amp;</p> <p>3 – Factory, office, workshop, shop, kiosk independent from your home.....&amp;</p> <p>4 – Farm or individual agricultural plot.....&amp;</p> <p>5 – Homes or workplaces of clients.....&amp;</p> <p>6 – Construction sites.....&amp;</p> <p>7 - Markets, trade fairs.....&amp;</p> <p>8 – Street stall.....&amp;</p> <p>9 – No fixed location (mobile) .....&amp;</p> <p>10 – Other, specify_____&amp;</p>
<b>Q19</b>	<p>a) What type of work do you do in this job/activity (name of the occupation)?</p> <p>_____</p> <p>b) What are your main tasks and duties in this job/activity?</p> <p>_____</p> <p style="text-align: right;">Code: &amp;&amp;&amp;&amp;</p>
<b>Q20</b>	<p>Does this type of work correspond to your qualifications?</p> <p>1 – Yes .....&amp;</p> <p>2 – No, is below qualifications.....&amp;</p> <p>3 – No, is above qualifications.....&amp;</p>
<b>Q21</b>	<p>Have you completed any education or training for a specific type of job?</p> <p>1 – Specify the name of the occupation _____ Code: &amp;&amp;&amp;&amp;</p> <p>2 – No .....&amp;</p>



<b>Q22</b>	<p>In the job, in which you worked last week, you are an ...</p> <p>1 – Employee (state firm, institution, organisation).....&amp; GO TO Q23</p> <p>2 – Employee (private sector).....&amp; GO TO Q23</p> <p>3 – Employer.....&amp; GO TO Q27</p> <p>4 – Own-account worker (self-employed) incl. free-lancer.....&amp; GO TO Q27</p> <p>5 – Unpaid family worker.....&amp; GO TO Q29</p> <p>6 – Member of a producers' co-operative.....&amp; GO TO Q29</p>
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<b>Q23</b>	<p>Do you have a written employment contract?</p> <p>1 – Yes.....&amp;</p> <p>2 – No.....&amp;</p>
<b>Q24</b>	<p>Is your job of a limited duration?</p> <p>1 – Yes.....&amp;</p> <p>2 – No.....&amp; GO TO Q30</p>
<b>Q25</b>	<p>Why is your job of a limited duration?</p> <p>1 – Cannot find a permanent job.....&amp;</p> <p>2 – Unable to take a permanent job.....&amp;</p> <p>3 – Apprenticeship.....&amp;</p> <p>4 – Does not want a permanent job.....&amp;</p> <p>5 – Other, specify _____.&amp;</p>
<b>Q26</b>	<p>What is the duration of your contract of job?</p> <p>1 – Less than 1 week.....&amp;</p> <p>2 – 1 to 4 weeks.....&amp;</p> <p>3 – 1 to 3 months.....&amp;</p> <p>4 – 4-6 months.....&amp;</p> <p>5 – 7-12 months.....&amp;</p> <p>6 – 13-18 months.....&amp;</p> <p>7 – 19-24 months.....&amp;</p> <p>8 – 25-36 months.....&amp;</p> <p>9 – Longer than 3 years.....&amp;</p> <p>All: GO TO Q30</p>

<b>Q27</b>	<p>What is the type of ownership of your business/activity?</p> <p>1 – Sole ownership (one owner).....&amp;</p> <p>2 – Ordinary partnership (two or more owners).....&amp;</p> <p>3 – Joint stock company .....&amp; GOTO Q30</p> <p>4 – Co-operative.....&amp; GO TO Q30</p> <p>5 – Private limited liability company.....&amp; GO TO Q30</p> <p>6 – Public limited liability company.....&amp; GO TO Q 30</p> <p>7 – State ownership.....&amp; GO TO Q30</p> <p>8 – Social ownership.....&amp; GO TO Q 30</p>
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<b>Q28</b>	Have you already registered your business/activity with the municipality? 1 – Yes.....& 2 – No .....&
<b>Q29</b>	What kind of employment do you have? 1 – Permanent.....& 2 – Temporary or seasonal.....& 3 – Occasional.....&

## CHARACTERISTICS OF ADDITIONAL JOB

<b>Q30</b>	<p>Nowadays many people in Kosova need to have more than one job/activity to earn enough income for themselves or their household. In addition to your main job/activity, did you yourself have any other job or activity last week, from which you or your family obtained an income? (Include regular as well as occasional jobs/activities, including those from which you were temporarily absent last week)</p> <p>1 – Yes .....&amp;                      GO TO Q31 2 – No .....&amp;                      GO TO Q41</p>
<b>Q31</b>	<p><i>(If you have more than one additional job/activity, your answers to Q31- Q40 should refer to your <u>main additional</u> job/activity, i.e. the one in which you normally work most hours)</i></p> <p>Do you work on your additional job/activity:</p> <p>1 – Regularly.....&amp; 2 – Temporarily or seasonally.....&amp; 3 – Occasionally.....&amp;</p>
<b>Q32</b>	<p>a) What is the name and address of the firm, institution or organisation where you were employed last week, or of your own business?</p> <p>_____</p> <p>b) What main kind of economic activity is undertaken by this firm, institution, organisation, business?</p> <p>_____</p> <p>c) What are the main products or services produced by this firm, institution, organisation, business?</p> <p>_____</p> <p style="text-align: right;">Code: &amp; &amp; &amp;</p>

<b>Q33</b>	<p>How many persons work in the firm, institution or organisation where you were employed last week, or in your own business?</p> <p>1 - 1-9, <i>state the exact number</i> .....&amp;</p> <p>2 - 10-19..... &amp;</p> <p>3 - 20-49.....&amp;</p> <p>4 - 50-99.....&amp;</p> <p>5 - 100-199.....&amp;</p> <p>6 - 200-499.....&amp;</p> <p>7 - 500 and more.....&amp;</p>
<b>Q34</b>	<p>Where do you mainly undertake your work?</p> <p>1 – At your home (no special business space).....1 &amp;</p> <p>2 – Business space inside or attached to your home (e.g. garage sale).2 &amp;</p> <p>3 – Factory, office, workshop, shop, kiosk independent from your home.....3</p> <p>4 – Farm or individual agricultural plot.....4 &amp;</p> <p>5 – Homes or workplaces of clients.....5 &amp;</p> <p>6 – Construction sites.....6 &amp;</p> <p>7 - Markets, trade fairs.....7 &amp;</p> <p>8 – Street stall.....8</p> <p>9 – No fixed location (mobile) .....9 &amp;</p> <p>10 – Other, specify .....10 &amp;</p>
<b>Q35</b>	<p>a) What type of work do you do in this job/activity (name of the occupation)?</p> <p>_____</p> <p>b) What are your main tasks and duties in this job/activity? Code: &amp;&amp;&amp;&amp;</p> <p>_____</p>
<b>Q36</b>	<p>Does this type of work correspond to your qualifications?</p> <p>1 – Yes.....1 &amp;</p> <p>2 – No, is below qualifications.....2 &amp;</p> <p>3 – No, is above qualifications.....3 &amp;</p>
<b>Q37</b>	<p>In the job, in which you worked last week, you are an ...</p> <p>1 – Employee (state firm, institution, organisation)..... &amp; GO TO Q38</p> <p>2 – Employee (private sector)..... &amp; GO TO Q38</p> <p>3 – Employer..... &amp; GO TO Q39</p> <p>4 – Own-account worker (self-employed) incl. free-lancer. &amp; GO TO Q39</p> <p>5 – Unpaid family worker .....&amp; GO TO Q41</p> <p>6 - Member of a producers' co-operative.....&amp; GO TO Q41</p>

<b>Q38</b>	Do you have a written employment contract? 1 – Yes.....& GO TO Q41 2 – No.....& GO TO Q41
<b>Q39</b>	What is the type of ownership of your business/activity? 1 – Sole ownership (one owner)..... & 2 – Ordinary partnership (two or more owners)..... & 3 – Joint stock company.....&GO TO Q 41 4 – Co-operative.....&GO TO Q 41 5 – Private limited liability company .....&GO TO Q 41 6 – Public limited liability company.....&GO TO Q 41 7 – State ownership.....&GO TO Q 41 8 – Social ownership.....&GO TO Q 41
<b>Q40</b>	Have you already registered your business/activity with the municipality? 1 – Yes.....& 2 – No.....&

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**WORKING TIME, UNDEREMPLOYMENT**  
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<b>Q41</b>	How many hours per week do you usually work on your:  1 - Main job/activity? .....&& 2 - Other job(s)/activity(ies) ..... && <i>Total hours at all jobs/activities</i> ..... &&
<b>Q42</b>	Last week, did you work any overtime or extra hours in addition to your usual hours of work? <i>Include hours at all jobs/activities</i>  1 – Yes.....& <i>How many additional hours?</i> ..... && 2 – No.....&
<b>Q43</b>	Last week, were there any hours that you did not work for any reason such as illness, vacation, holiday, labour dispute, reduction in economic activity, or temporary disorganisation or suspension of work? (Include hours at all jobs/activities)  1 – Yes .....& <i>How many hours not worked?</i> .....&& 2 – No .....&

<b>Q44</b>	<p>Last week, how many hours did you actually work at your:</p> <p>Main job/activity? ..... &amp; &amp;</p> <p>Other job(s)/activity(ies) ..... &amp; &amp;</p> <p><i>Total hours at all jobs/activities</i> .....&amp; &amp;</p> <p>If the number of hours is:  Q44&lt;Q41 and Q44&gt;0, then GO TO Q45;  Q44=0 or Q44=Q41 or Q44&gt;Q41, then GO TO Q46.</p>
<b>Q45</b>	<p>Why did you work less than the usual number of hours last week?</p> <p>01 – Less work or other economic reason .....&amp;</p> <p>02 – Illness, injury..... &amp;</p> <p>03 – Annual leave and other paid or unpaid types of leave for personal or family reasons..... &amp;</p> <p>04 – Bad weather conditions, technological and similar reasons...&amp;</p> <p>05 – You were attending school, undergoing training.....&amp;</p> <p>06 – Flex time or free days.....&amp;</p> <p>07 – Strike, labour dispute or lock-out.....&amp;</p> <p>08 – Your job has variable working time..... &amp;</p> <p>09 – Job started/ended last week.....&amp;</p> <p>10 – Something else, specify.....&amp;</p>
<b>Q46</b>	<p>Last week, were you willing and available to work more hours than you actually worked?</p> <p>1 – Yes.....&amp;</p> <p>2 – No .....&amp;</p>
<b>Q47</b>	<p>Would you like to change your current work situation?</p> <p>1 – Yes, I want a change in my current job/activity.....&amp;</p> <p>2 – Yes, I want to find an additional job/activity.....&amp;</p> <p>3 – Yes, I want to switch to another job/activity .....&amp;</p> <p>4 – No, I do not want to change anything.....&amp; GO TO Q49</p>
<b>Q48</b>	<p>What is the main reason for wanting to change your current work situation?</p> <p>1 – You fear or you know that you will be dismissed or your enterprise be closed.....&amp;</p> <p>2 - You want to have a more stable employment.....&amp;</p> <p>3 – You want to work more hours.....&amp;</p> <p>4 – Personal, family or health-related reasons.....&amp;</p> <p>5 – You want better pay/remuneration per hour.....&amp;</p> <p>6 – You want to improve your working conditions (working time, less strenuous job) ...&amp;</p> <p>7 – You want a job more in line with your qualifications/abilities.....&amp;</p> <p>8 – You want to work less hours with a corresponding reduction of income.....&amp;</p> <p>9 – Other reason, specify.....&amp;</p>
<b>49</b>	<p>State your usual net monthly earnings/salary (employers/ own account workers: usual net monthly profit) from your:</p> <p>Main job/activity?..... &amp; &amp; &amp;DM</p> <p>Other job(s)/activity(ies)..... &amp; &amp; &amp;DM</p> <p><i>Total from all jobs/activities</i>.....&amp; &amp; &amp;DM</p> <p>0000—Does not have any earnings/salary/profit.....&amp; &amp; &amp;DM</p> <p>9999—Does not want to report any earnings/salary/profit.....&amp; &amp; &amp;DM</p>

<b>Q50</b>	How many years have you been working altogether? <b>Enter the number of years.....&amp;&amp;</b> 0 – Less than 1 year..... && GO TO Q68
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### PERSONS WITHOUT WORK IN THE REFERENCE WEEK

<b>Q51</b>	Are you looking for a job or trying to establish your own business or income-generating activity? 1 - Yes ..... & GO TO Q52 2 - No..... & GO TO Q54
<b>Q52</b>	What have you done during the last 4 weeks to find a job or to establish your own business or income-generating activity? <i>(Mark all that apply)</i> 1 – Registered with the employment office.....& 2 – Sent applications to employers or participated in competitions.....& 3 – Checked at worksites, farms, factory gates, markets or other assembly places.....& 4 – Placed newspaper advertisements.....& 5 – Answered newspaper advertisements.....& 6 – Sought the assistance of friends, relatives, colleagues, unions, etc..... & 7 – Looked for land, premises, machinery, equipment or merchandise to establish own business.....& 8 – Tried to obtain financial resources/credit.....& 9 – Applied for permits or licences to open a business.....& 10 – Other, specify .....& 11 – Nothing... ..... & GO TO Q55
<b>Q53</b>	For how many months have you been without work and looking for a job or trying to establish your own business or income-generating activity? Months ..... &&& GO TO Q56 <i>Enter 000 if less than one month ..... &amp;&amp;&amp;</i>
<b>Q54</b>	Do you want to work? 1 - Yes.....& GO TO Q55 2 – No.....& GO TO Q58

<b>Q55</b>	<p>What is the main reason why you are not looking for work? (Interviewer: read the reply options)</p> <p>1 – Household/family responsibilities.....&amp;  2 – Attending school/training.....&amp;  3 – Health-related reasons, disability.....&amp;  4 – Awaiting retirement.....&amp;  5 – Already found a job/arranged for own business to start later...&amp;  6 – Expecting to return to former job.....&amp;  7 – Awaiting the season for working.....&amp;  8 – Applied for jobs and is waiting for replies from employers or the employment office.....&amp;  9 – Looked for work before and got tired of seeking.....&amp;  10 – Has not looked for work but believes that he/she is unemployable or lacks means to start own business.....&amp;  11 – Has not looked for work but believes that no work is available.....&amp;  12 – Does not know how or where to look for a job or open own business.....&amp;  13 – Other reason, specify _____....&amp;</p>
<b>Q56</b>	<p>What kind of work would you like to have?</p> <p>1 – Permanent .....&amp;  2 – Temporary .....&amp;  3 – Seasonal .....&amp;  4 – Occasional or one-time .....&amp;  5 – Any kind of work .....&amp;</p>
<b>Q57</b>	<p>If there had been an opportunity to work, would you have been able and ready to start working last week?</p> <p>1 – Yes.....&amp; GO TO Q59  2 – No .....&amp; GO TO Q58</p>
<b>Q58</b>	<p>Why do you not want to work/are you not available for work?</p> <p>1 – Household/family responsibilities.....&amp; GO TO Q68  2 – Attending school/training.....&amp; GO TO Q68  3 – Permanent illness, disability.....&amp; GO TO Q68  4 – Temporary sickness last week .....&amp; GO TO Q59  5 – Retired or too old.....&amp; GO TO Q68  6 – Does not need to work.....&amp; GO TO Q68  7 – Other reason, specify _____.....&amp; GO TO Q68</p>
<b>Q59</b>	<p>Have you ever worked before during the last 12 years?</p> <p>1 – Yes.....&amp; GO TO Q60  2 – No.....&amp; GO TO Q65</p>

<b>Q60</b>	<p>a). Name and address of the firm, institution, organisation, etc. where you last worked?</p> <p>_____</p> <p>_____</p> <p>b). What main kind of economic activity was undertaken at the firm, institution, organisation, etc. where you last worked?</p> <p>_____</p> <p>_____</p> <p>c). What were the main products or services produced at this place or what were its main functions?</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Code: &amp;&amp;&amp;&amp;</p>
<b>Q61</b>	<p>a). What type of work did you do in your last job/activity (name of the occupation)?</p> <p>_____</p> <p>_____</p> <p>b). What were your main tasks and duties in this job/activity?</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Code: &amp;&amp;&amp;&amp;</p>
<b>Q62</b>	<p>In your last job, you were an ...</p> <p>1 – Employee (state firm, institution, organisation)..... &amp;</p> <p>2 – Employee (private sector)..... &amp;</p> <p>3 – Employer.....&amp;</p> <p>4 – Own-account worker (self-employed) incl. free-lancer.....&amp;</p> <p>5 – Unpaid family worker.....&amp;</p> <p>6 – Member of producers' co-operative..... &amp;</p>
<b>Q63</b>	<p>Why did you stop working in your last job/activity?</p> <p>1 – Normal retirement.....&amp;</p> <p>2 – Early retirement.....&amp;</p> <p>3 – Health-related reasons, disability.....&amp;</p> <p>4 – Household/family responsibilities.....&amp;</p> <p>5 – Further education or training.....&amp;</p> <p>6 – Resignment by own will for other reasons.....&amp;</p> <p>7 – End of military service/mobilisation.....&amp;</p> <p>8 – Return to Kosova.....&amp;</p> <p>9 – End of temporary or seasonal employment.....&amp;</p> <p>10 – Dismissed or laid-off for economic or war reasons (work place was destroyed, closed down or reduced workers ) .....&amp;</p> <p>11 – Dismissed for other reasons.....&amp;</p> <p>12 – Own or family business was not successful.....&amp;</p> <p>13 – Other reason, specify_____....&amp;</p>



<b>Q64</b>	When did you stop working in your last job/activity? Month.. <input type="text"/> <input type="text"/> Year.. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Q65</b>	Have you completed any education or training for a specific type of job? 1 - Yes .....& (specify the occupational title) _____ Code: &&&& 2 - No.....&
<b>Q66</b>	You said that you were currently without work. However, during the last week, did you undertake one or more activities that provided you with some income and helped you to satisfy at least partially your needs, even if you do not consider it really as work? 1 - Yes.....& GO TO Q15 2 - No.....&
<b>Q67</b>	What are your means of livelihood? (Mark all that apply) 1 - Support by other household members.....& 2 – Remittances from family members abroad.....& 3 – Pension.....& 4 – Grant or scholarship.....& 5 – Social help, benefit or other state support.....& 6 – Property income (savings, rents, profit shares, inheritance) ....& 7 – Income-generating activities.....& 8 – Other,specify _____.....&
<b>Q68</b>	Who gave the answers to the questions? 1 – Household member personally.....& 2 – Other member of the household.....&



**STATISTICAL OFFICE OF KOSOVO**  
**ENTI I STATISTIKËS TË KOSOVËS**  
**ZAVOD ZA STATISTIKU KOSOVA**

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# LABOUR FORCE SURVEY 2001

## *Concise guidelines*

"The Office shall ensure that individual data collected for statistical purposes, whether collected from natural or legal persons, or bodies and organizations of the public administration (hereinafter "Respondents"), are handled in a strictly confidential manner and used exclusively for statistical purposes. ... The protection of data shall include, but not be limited to, ensuring that statistics in the form of aggregates are not disseminated in such manner that information on individual respondents is inadvertently disclosed."; UNMIK/REG/2001/14, 3.1.

"All respondents shall be obliged, in accordance with the applicable law, to cooperate and provide timely and accurately statistical data to the Office, and to cooperate with the Office to verify the accuracy of the collected data."; UNMIK/REG/2001/14, 4.1.

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November 2001

## **Part one: Description of the Kosovo Labour Force Survey**

### **INTRODUCTION**

The EU started collecting comparable information on employment and unemployment by means of Labour Force Survey (LFS) since 1960s. Since then, the LFS has become “an indispensable tool for observing labour market developments and for taking the appropriate policy measures.” (European Commission/ EUROSTAT; “Labour Force Survey, Methods and definitions”; 1998 Edition). European institutions considered then, and still consider the issues of employment and unemployment among the priorities. Like in other areas, the need for having comparable information within Europe and with the international community is also always stressed.

At the end of its conflict in 1999 Kosovo is crucially missing the basic statistics and socio-economic data. The lack of reliable economic indicators is more critical at a moment when the territory, helped by the international community, is trying to rebuild its political and socio-economic institutions, as well as fulfilling its development programmes. And many believe that the level of employment and unemployment by economic activity is one of the most unknown economic sectors in Kosovo.

Kosovo is therefore far from most of the other European territories. But it needs very soon to have reliable information on employment and unemployment, and it also needs to have comparable results with the international communities.

### **OBJECTIVES OF THE KOSOVO LFS**

As any other one, the Kosovo LFS will aim to collect information on the Kosovo labour market and related issues. It would be directed to a sample of households, and information will be collected by means of personal interviews, estimated currently to be the most reliable way of collecting information in Kosovo.

As recommended by the international community (ILO, “Current International Recommendations on Labour Statistics”, 2000 Edition, Geneva), the LFS would collect basic statistics on the economically active population, employment, unemployment, and underemployment. The two last ones are thought to be high in Kosovo. The LFS will also collect information on average earnings and hours actually worked and on hours actually paid for. The Kosovo LFS will measure the inactive population as well.

The LFS has one of the advantages of clarifying the usually vaporous border between active and inactive population, or between employed and unemployed people, due to the increasing importance of part-time or temporary work, or non-contracted work. With a big presence of the international community in Kosovo and the availability of part-type jobs, this phenomenon may be very important in Kosovo. As an example, most of the translation activities are performed by university students, who in some conditions will declare themselves as unemployed. Equally may be the importance of family-related workers.

## **USE OF DATA**

The LFS will supply information to a variety of users and policy-makers. The Department of Labour would need on regular basis the information on the levels and trends in the labour market in order to prepare and implement the appropriate employment and social protection policy. A social protection scheme has been prepared for Kosovo, but is still in lack of reliable information for its implementation (?). Other investors, researchers, private enterprises, etc, would equally need such information.

On a broader way information on the economically active population can be used in the following four main areas (ILO, "Surveys of economically active population, employment, unemployment and underemployment: An ILO manual on concepts and methods", by Ralf Hussmanns, Farhad Mehran, and Vijay Verma, Geneva, 1990, 1992): macro-economic monitoring, human resources development, employment policies, and income and social programmes. Information on the size and the structure of the territory's workforce and the unemployment rate are indicators of the economy's performance. The available labour force (labour supply) and the way it is used by the economy (labour input) "is essential for planning and formulating policies on the development of human resources", as well as promoting and creating employment.

Cfr, DoLE...

## **BASIC CONCEPTS AND DEFINITIONS**

"The main statistical objective of the Labour Force Survey is to divide the population of working age (15 years and above) into three mutually exclusive and exhaustive groups – persons in employment, unemployed persons and inactive persons – and to provide descriptive and explanatory information on each of these categories." (European Commission/EUROSTAT; "Labour Force Survey in Central and East European countries, Methods and definitions"; 2000 Edition). Information is collected in the best way possible in order to assign respondents to one of these groups. Such information refers to the same particular week, called the reference week. The following definitions were adopted by an ILO international conference.

### **Employed persons:**

All persons above a specified age (usually 15 years) who during the reference week: (a) had a paid employment at work or with a job but not at work, (b) were self-employed at work or with an enterprise but not at work, and (c) were unpaid family workers.

### **Unemployed persons:**

Persons who fulfil the three following conditions:

- Without work, i.e. not in paid employment or not self-employed;
- Currently available for paid employment or self-employment, or could start working within a specified period (2 weeks);
- Seeking work, i.e. had taken specific steps in a specified recent period (4 weeks) to find a paid employment or self-employment, or was expecting to start working in a specified period (2 weeks).

**Labour force:**

Comprise all persons in employment and unemployment.

**Inactive persons:**

All other persons above the specified age (15 years), such as pupils, students, etc. "Conscripts on compulsory military or community service are excluded from the compilation of the survey results." (Eurostat, 2000 Edition above).

**Rates:**

- Activity rates: percentage of the labour force in the population of working age (15-64 years);
- Employment rates: percentage of employed persons in the population of working age;
- Unemployment rates: percentage of unemployed persons in the labour force;
- Duration of unemployment: the shorter period among the duration of search for work, and the length of time since last employment.

**METHODOLOGICAL NOTES****Field of the survey:**

The survey is planned to cover the whole territory of Kosovo; households will be selected among the resident population. Although it is expected that some households may refuse to provide the information, the existing Statistical Office regulation oblige the respondents to comply with the interview, as well as insuring individual data protection. In practice only private households are concerned. It is not expected that collective households such as schools or military camps be selected in the sample. ...

**Questionnaire, units of measurement:**

The questionnaire is divided into two parts: information will be collected first on the household; individuals will be identified in the household in order to provide individual labour related information.

The household will be considered as a single person or a group of persons whether or not of the same family, who usually live together in a house or a part of a house and have a common budget or share the expenses. ...

**Method of data collection:**

All information will be collected by way of face-to-face interviews. The head of the household should provide the household related information. Each individual will be interviewed and will provide himself or herself the labour and related information.

It is expected that the field staff will comprise 65 to 70 interviewers, and about 10 supervisors. A period of 15 days of interviews is planned.

### Reference period:

The Kosovo LFS characteristics of households and individuals will be collected for the same week of 3 to 9 December 2001 Kosovo-wide. Interviews will start immediately on the following Monday 10 December in order to have fresher information related to that week.

### The sample design:

For practical reason it has been decided that the sample frame will be based on the LSMS sample design of 2000. Due to the lack of means and information on the Kosovo population, the only available information on households is from the LSMS.

The LFS survey will be based on a randomly selected sample of 3,239 households, estimated to represent approximately 1% of the total households population of Kosovo.

The LFS sample is stratified by areas of residence (urban/rural), by the main ethnic groups (Albanian/Serbian) and by regions (7 statistical regions). A two-stage (two levels) sampling method is used.

In the first stage a sample of 360 primary sampling units (PSUs) is selected (150 in Albanian rural area, 150 in Albanian urban area, 30 in Serbian rural area, and 30 in Serbian urban area). In the second stage the households are systematically selected. In rural areas the same number of 8 households will be selected for each PSU. In urban areas, the number of selected households per PSU has been adjusted in order for each of the 7 regions to be equally represented in the overall sample: 8 households for each PSU from Ferizaj, Gjilan, Mitrovice, and Prizren, 12 Households in Gjakova, 13 in Peja, and 14 in each PSU of Pristina.

This will lead to a balanced distribution of the sample households among the 7 regions, corresponding to the actual (estimated) population size of the region. One sample household will represent around 750 inhabitants in each region, except for Mitrovica, over represented in order to have separate results for the Serbian population, and where a household in the sample will represent 412 inhabitants only.

### Time frame:

<u>Activity</u>	<u>Dates</u>
1. Preparations	October 2001 – 15 November 2001
2. Enumeration activities	November - December 2001
3. <i>Proposed survey period</i>	<i>10 – 23 December 2001</i>
4. Data processing	December 2001- 15 January 2002
5. Analysis	January - February 2002

### Classifications used:

Information on economic activities (from individuals and enterprises) will be processed using the European Classification of Economic Activities NACE Rev.1 (a 4 digits classification is usually used by the Statistical Office of Kosovo). For other important questions such as occupation, education, etc, international classifications will be used as well, such as the Classification of Occupations (ISCO-88), etc.

<b>Part two: Explanatory Notes per Question</b>
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**GENERAL CONSIDERATIONS ON THE QUESTIONNAIRE**

Questionnaire number:

Year: **2001**

Period:

**HOUSEHOLD  
IDENTIFICATION**

A1. MUNICIPALITY: \_\_\_\_\_

A2. PLACE: \_\_\_\_\_

A5. NUMBER OF THE HOUSEHOLD INTERVIEWED:

ADDRESS IF AVAILABLE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF THE HEAD OF THE HOUSEHOLD:

\_\_\_\_\_

A6. Number of visits by the interviewer ...

A7. Level of urbanisation...

**DATA ON THE HOUSEHOLD**

Etc.

(Detailed explanatory notes per question are only available in Albanian and Serbian)