Please send completed form by : …………………………..

QUESTIONNAIRE FOR THE MINISTRY RESPONSIBLE FOR LABOUR AND/OR WELFARE

Country:	
Period:	

Department/Branch completing this questionnaire:	
Person(s) who may be contacted:	
Address:	
Tel:	
Fax:	
Email:	
Date of completion:	

The filled questionnaire should be returned to:

Name: [Correspondent or ILO Office]
Address:
Tel:
Fax:
Email:
Date Sent:

Structure of the questionnaire

This is one of three questionnaires and to be completed by the **Ministry of Labour or Welfare**. Closely related to this questionnaire are two other questionnaires that will be completed by Ministry of Finance and Institution/s administering social security schemes respectively.

This questionnaire has THREE segments which are as follows:

Segment   Questions related to general background information such as

Segment   Specific information related to social security.
ML-B

Segment   This segment asks for an inventory list of all the existing schemes, the
ML-C   function covered by each scheme.

Additional guidelines

This questionnaire may be completed **electronically** (preferably Excel) or **on paper**.

Please consult the appropriate sections of the **manual** as well as respective **endnotes (marked by superscript figures).**

Please **do not add, delete or modify** cells, rows, columns and wordings. If more space is needed, please add another sheet and clearly mention the question

Any **additional explanations** may be added in the comments box.

Please indicate the **source** of the information in the source box.

Main concepts and symbols for filling the questionnaire

Currency	Name of local currency or applicable currency.
Decimals	Please use a dot [.] to separate decimals or indicate in the comments box if another symbol is used.
Missing values	Not applicable dot [.]
	Not available three dots […]
Rounding	Round to the nearest unit
	(e.g. 1.49 is rounded to 1; 1.50 is rounded to 2)
Superscript number	Please refer to endnotes for explanations.
Unit	Thousand, Million etc.

Comments

Segment ML_A. General information on population, employment, wages and poverty

ML_A1   Period for which questionnaire is being completed:

calendar year: 1 January - 31 December   Yes/No [   ]

or   financial year   Yes/No [   ]   Please specify: [   ] (day/month - day/month)

ML_A2   Please give the following information on core population indicators

Unit: [……..   ]

	Total				Male				Female			
	Total	< 15	15-64	65+	Total	< 15	15-64	65+	Total	< 15	15-64	65+
2003												
Total population												
--- urban population												
--- rural population												
Number of deaths												
2002												
Total population												
--- urban population												
--- rural population												
Number of deaths												

Unit: [……..   ]

	2003	**2002**
Number of women in child-bearing age 15-49		
Number of births		
Number of households		
Number of households with children		

Comments

Source

ML_A3   Please give the following information on core employment indicators

Unit: ....

	Total				Male				Female			
	Total	< 15	15-64	65+	Total	< 15	15-64	65+	Total	< 15	15-64	65+
2003												
Economically active population[1]												
Employed population[1]												
of which employees												
of which self-employed												
Unemployed population[1]												
2002												
Economically active population[1]												
Employed population[1]												
of which employees												
of which self-employed												
Unemployed population[1]												

Comments

Source

ML_A4   What are the average monthly earnings in general and for specific branches of economic activity?

National currency used throughout this questionnaire:

Unit: ……..

	Total	Male	Female
2003			
National average monthly earnings			
Average monthly earnings in manufacturing[2]			
Average monthly earnings in the largest sector (if other than manufacturing)[3] Please specify: ……………………………………………………………………………..			
2002			
National average monthly earnings			
Average monthly earnings in manufacturing[2]			
Average monthly earnings in the largest sector (if other than manufacturing)[3] Please specify: ……………………………………………………………………………..			

Comments

Source

ML_A5   How many individuals/households were living in poverty according to the most common definition used in official sources (e.g. national statistics, PRSP)?

Unit: ……..

	2003			2002		
	National	Urban	Rural	National	Urban	Rural
Individuals						
Households						

Comments

Source

ML_A6   How is this poverty line defined?

Is it an absolute poverty line? (i.e. in national monetary terms)   Yes/No   Please specify:

Is it a relative poverty line? (i.e. percentage of national minimum wage or income)   Yes/No   Please specify:

Is it defined in terms of:
        Individuals   Yes/No   If yes, please fill in question ML_A7 and ML_A9
        Households   Yes/No   If yes, please fill in question ML_A8 and ML_A9

Comments

Source

ML_A7   What is the level of this poverty line for individuals?[4]

The following table lists the characteristics of three individuals (adults and children). Please indicate the threshold (poverty line) that would be used to determine whether each individual would be considered as poor or not. If there are separate income thresholds (poverty lines) for urban and rural regions, please indicate both in the appropriate cells, otherwise please indicate only the national poverty line.[5]

					Unit:	
	2003			**2002**		
	National	Urban	Rural	National	Urban	Rural
working age person (adult, aged 35)						
retirement age person (adult, aged 70)						
child (aged 6 years)						

Comments

Source

ML_A8   What is the level of this poverty line for households?[5]

The following table lists the characteristics of seven households. Please indicate the threshold (poverty line) that would be used to determine whether each household would be considered as poor or not. If there are separate thresholds (poverty lines) for urban and rural regions, please indicate both in the appropriate cells, otherwise indicate only the national poverty line.[6]

Unit: ……..

	2003			2002		
	National	Urban	Rural	National	Urban	Rural
single working-age person (aged 35)						
single retirement-age person (aged 70)						
working-age couple (both aged 35)						
retirement-age couple (both aged 70)						
couple with 2 children						
couple with 5 children						
single person with 2 children						

Comments

Source

Segment ML_B. Information specific to social security

ML_B1 **Specific questions dealing with issues relating to <u>OLD-AGE</u> benefits**
(for definition please refer to Chapter 6.1 in the manual)

What is the standard retirement age which is defined by National Law ?

Public sector		
Private sector		
Other (e.g. miners, etc.) please specify		

Comments

Source

ML_B2 **Specific questions dealing with issues relating to <u>MATERNITY</u> benefits**
(for definition please refer to Chapter 6.5 in the manual)

Does a woman have a right to maternity leave?
- unpaid   Yes/No
- paid   Yes/No

Is there a law or regulation guaranteeing employed women <u>paid</u> maternity leave?   Yes/No

Does a woman have the right by law to return after maternity to:

- same job	Yes/No	
- same firm and similar job	Yes/No	
- same firm, but any job	Yes/No	

Comments

Source

ML_B3   Specific questions dealing with issues relating to <u>EMPLOYMENT INJURY </u>benefits
     (for definition please refer to Chapter 6.6 in the manual)

Is there a law or regulation providing for disability/invalidity benefits (cash and medical) for workers injured in work-related accidents?

Yes/No

Is there a law or regulation providing for survivorship benefits for dependents of workers who have died due to work-related accidents?

Yes/No

Does it cover all employees? Please indicate whether the following groups are covered.

- Non-nationals	Yes/No	
- Temporary workers	Yes/No	

Which categories of workers are not covered? Please specify
……..………….

Comments

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Source

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ML_B4   Specific questions dealing with issues relating to <u>UNEMPLOYMENT</u> benefits
      (for definition please refer to Chapter 6.7 in the manual)

Is there a law or regulation guaranteeing <u>regular</u> unemployment cash benefits?   Yes/No

Is there a law or regulation guaranteeing severance/redundancy cash payments?   Yes/No

Comments

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Source

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ML_B5   Specific questions dealing with issues relating to <u>FAMILY AND CHILDREN</u> benefits
      (for definition please refer to Chapter 6.8 in the manual)

Is there a law or regulation guaranteeing male employees

                                        - paid paternity leave[8] ?   Yes/No
                                        - unpaid paternity leave[9]?   Yes/No

Comments

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Source

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Is there a law or regulation guaranteeing employees:

        paid parental leave[10] for childcare?   Yes/No

                if yes, are both father and mother eligible for paid parental leave?   Yes/No

        unpaid parental leave[11] for childcare?   Yes/No

                if yes, are both father and mother eligible for unpaid parental leave?   Yes/No

Comments

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Source

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Segment ML_C. Inventory of social security schemes

ML_C1   Inventory of social security schemes

Please give the names of the social security schemes and indicate (by placing a "x" in the respective boxes) which functions are covered by the scheme and on which level of government the scheme is regulated. Please indicate also the name of the scheme in the original language in Table ML_C1.

Table ML_C1

Scheme number	Name of the scheme in the original language / Name of the scheme in English (if applicable)	Old age	Disability	Survivors	Sickness and health	Maternity	Employment injury	Unemployment	Family and children	Housing	Basic education	Other income support and assistance	National	Regional	Local
		Functions covered											Level of government		
S1															
S2															
S3															
S4															
S5															
S6															
S7															
S8															

Scheme number	Name of the scheme in the original language / Name of the scheme in English (if applicable)	Old age	Disability	Survivors	Sickness and health	Maternity	Employment injury	Unemployment	Family and children	Housing	Basic education	Other income support and assistance	National	Regional	Local
S9															
S10															
S11															
S12															
S13															
S14															
S15															
S16															
S17															
S18															
S19															
S20															
S21															
S22															

Scheme number	Name of the scheme in the original language Name of the scheme in English (if applicable)	Old age	Disability	Survivors	Sickness and health	Maternity	Employment injury	Unemployment	Family and children	Housing	Basic education	Other income support and assistance	National	Regional	Local
S23															
S24															
S25															
S26															
S27															
S28															
S29															
S30															
S31															
S32															
S33															
S34															
S35															
S36															

Scheme number	Name of the scheme in the original language / Name of the scheme in English (if applicable)	Old age	Disability	Survivors	Sickness and health	Maternity	Employment injury	Unemployment	Family and children	Housing	Basic education	Other income support and assistance	National	Regional	Local
S37															
S38															
S39															
S40															
S41															
S42															
S43															
S44															
S45															
S46															
S47															
S48															
S49															
S50															

Scheme number	Name of the scheme in the original language / Name of the scheme in English (if applicable)	Old age	Disability	Survivors	Sickness and health	Maternity	Employment injury	Unemployment	Family and children	Housing	Basic education	Other income support and assistance	National	Regional	Local
S51															
S52															
S53															
S54															
S55															
S56															
S57															
S58															
S59															
S60															
S61															
S62															
S63															
S64															

Scheme number	Name of the scheme in the original language / Name of the scheme in English (if applicable)	Old age	Disability	Survivors	Sickness and health	Maternity	Employment injury	Unemployment	Family and children	Housing	Basic education	Other income support and assistance	National	Regional	Local
S65															
S66															
S67															
S68															
S69															
S70															

Comments

ENDNOTES :

1 As per the definition in ILO: Current international recommendations on Labour statistics, Geneva, 2000.

2 United Nations International Standard Industrial Classification of all Economic Activities (ISIC – Rev.3).

3 The economic sector, according to the ISIC classification, which employs the largest number of persons.

4 Please indicate the level of the poverty line according to the most common definition used in official sources (e.g. national statistics, PRSP) for the following individuals. If there are separate poverty lines for urban and rural regions, please give both in the appropriate cells, otherwise please indicate only the national poverty line. If the same value of the poverty line applies to several/all individuals listed, please fill in the amount for all the relevant cells.

5 Please indicate the level of the poverty line according to the most common definition used in official sources (e.g. national statistics, PRSP) for the following households. If there are separate poverty lines for urban and rural regions, please give both in the appropriate cells, otherwise please indicate only the national poverty line. If the same value of the poverty line applies to several/all households listed, please fill in the amount for all the relevant cells.

6 If poverty lines are different for each federal state or administrative region in the country, please indicate the average poverty line.

7 This could be a combination of inflation and wage adjustment. In this case please indicate also the respective percentages for each.

8 This refers to paid leave for the father in the case of birth of child or adoption of a child.

10 This refers to paid leave for either mother or father, in the event of interruption of work or reduction of work in order to bring up a child or to look after a child during sickness of child.

11 This refers to paid leave for either mother or father, in the event of interruption of work or reduction of work in order to bring up a child or to look after a child during sickness of child.