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Annex 1: Draft 20th ICLS Resolution Concerning Statistics on Work Relationships

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Annex 1: Draft 20th ICLS Resolution concerning statistics on work relationships¹

Preamble

The 20th International Conference of Labour Statisticians,

Having reviewed the relevant texts of the resolution concerning the International Classification of Status in Employment (ICSE), adopted by the Fifteenth International Conference of Labour Statisticians (January 1993);

Taking into consideration the resolution concerning statistics of work, employment and labour underutilization adopted by the 19th International Conference of Labour Statisticians (2013)

Recalling the requirements of the Labour Statistics Convention, 1985 (No. 160), and the accompanying Labour Statistics Recommendation, 1985 (No. 170), and the need for coherence with other international statistical standards, particularly with regard to the system of national accounts, working time, employment-related income, and work in the informal economy,

Recognizing the need to revise and broaden the existing standards for statistics on status in employment in order to enable better statistical measurement of various aspects of relationships between workers and the economic units for which their work is performed; to adequately monitor changes in employment arrangements and forms of employment; to extend the scope of statistical standards on work relationships to cover all forms of work; and to provide guidelines on a wider set of measures than previously defined internationally, thereby enhancing the relevance and usefulness of the standards for countries and territories² at all stages of development,

Calling attention to the usefulness of these standards to enhance the international comparability of statistics on workers' contractual situations, to their contribution to the measurement of decent work and of well-being of households and society in general, thereby supporting and facilitating the 2030 agenda for sustainable development, as well as to the achievement of gender justice,

Acknowledging that the relevance of measures of work relationships in a given country will depend on the nature of its society, labour markets and regulations as well as user needs, and that their implementation will therefore, to a certain extent, be determined by national circumstances,

Adopts this Nth day of October 2018 the following resolution in substitution for the resolution of 1993 cited above.

Objectives and scope

1. The standards set by this resolution aim to guide countries in updating, harmonizing and further developing their statistical programmes that include information on the relationships between persons who work and the economic units in which or for which the work is performed. These statistics can relate to all forms of work, including own-use production work, employment, unpaid trainee work, volunteer work and other forms of work.
2. These standards should facilitate the production of national statistics on work relationships for various purposes as part of an integrated national system of work statistics based on common concepts and

¹ Draft prepared for discussion at the meeting of the UN Expert Group on International Statistical Classifications, 6 – 8 September 2017

² Hereinafter referred to as “countries”.

definitions that are aligned with the current international standards and guidelines for statistics on work adopted by the ICLS.

3. In order to promote the coherence and integration of statistics from different sources on multiple characteristics of work relationships, the resolution provides:
 - (a) An overarching conceptual framework for statistics on work relationships;
 - (b) An International Classification of Status at Work as a reference classification covering all forms of work;
 - (c) A revised International Classification of Status in Employment (ICSE-18);
 - (d) A set of cross-cutting variables and categories that are not reflected in the status at work categories, in order to provide information on characteristics associated with the degree of stability and permanence of a particular work arrangement, and allow the identification of particular groups of policy interest.
 - (e) Operational concepts, definitions and guidelines for the collection and compilation of statistics on status in employment and the cross-cutting variables
4. The characteristics of jobs and work activities that are relevant and of interest for statistics on work relationships, and the nature of the relationships that exist, vary to a certain degree depending on the form of work and on the analytical purposes of the statistics. Some of the concepts, variables, classification schemes and categories described in these standards may be applied, therefore, to all forms of work. Others may be relevant only for certain forms of work.
5. Each country should aim to develop its statistics on work relationships in order to provide an adequate information base for a wide range of descriptive and analytical purposes, taking account of specific national needs and circumstances. The statistics should be designed to achieve a number of objectives, including to:
 - (a) Provide information on the nature of the economic risks and authority experienced by workers, and on the strength and nature of the attachment of the working population to the economic unit in which they work, and on the impact of economic and social changes on their employment situation.
 - (b) Assess the impact on the nature and quality of jobs of government policies in relation to employment creation, promotion of enterprise, and labour market regulation.
 - (c) Assess the extent to which engagement in employment as well as participation in other forms of work provide access to social protection and income security
 - (d) Identify wage employment and its distribution and provide statistics on wages, earnings and labour costs
 - (e) Assess the fiscal impact of employment in various types of work relationships;
 - (f) Provide information relevant for social analysis, including for the measurement of socio-economic status;
 - (g) Provide estimates of the volume of work or labour input for national production accounts, separately for workers employed for pay and workers employed for profit
 - (h) Assess participation in different types of work relationship among population groups such as women and men, young people, children, migrants and other groups of particular policy concern; and study the relationships between different forms of work arrangements and their economic and social outcomes.
6. In developing their statistics on work relationships, countries should endeavour to apply these standards in order to facilitate international comparability and assess the evaluation of trends and differences for the purpose of labour market, economic and social analysis.

Reference concepts

Statistical units

7. Statistics on work relationships refer to (a) the relationships between persons who work and the economic units in which or for which the work is performed, and (b) the contractual or other conditions in which the work is performed.
8. The units that are relevant for the production of statistics on work relationships are *persons, jobs or work activities, and economic units*.
9. A **job** or **work activity** is defined as a set of tasks and duties performed, or meant to be performed, by one person for a single economic unit:
 - (a) The term *job* is used in reference to employment. This statistical unit, when relating to own-use production work, unpaid trainee work, and volunteer work is referred to as *work activity*.
 - (b) Persons may have one or several jobs. In cases of multiple job-holding, the **main job** is that with the longest hours usually worked, as defined in the international statistical standards on working time.
 - (c) Those employed as independent workers will have as many jobs as the economic units they own or co-own, irrespective of the number of clients served.
 - (d) When a worker in employment for profit is dependent for access to the market, determination of the price of the goods or services produced, raw materials or capital items, on another economic unit that directly benefits from the work performed by the worker, the set of tasks should be considered to be performed for the economic unit on which the worker is dependent. The worker therefore has a separate job for each such economic unit on which she or he is dependent.
 - (e) Separate work activities are defined when a person is engaged in both own-use production of goods and own-use production of services for the same household.³
10. The concept of **economic unit** used in the framework is aligned with that defined in the System of National Accounts (SNA 2008) and includes:
 - (a) market units (i.e. corporations, quasi-corporations and household unincorporated market enterprises);
 - (b) non-market units (i.e. government and non-profit institutions serving households); and
 - (c) households that produce goods or services mainly for own final use (domestic households).
11. Statistics on work relationships refer primarily to characteristics of jobs or work activities in specific economic units. Persons may therefore have as many work relationships as they have jobs or work activities in economic units.
12. Two characteristics of jobs and work activities are relevant to differentiate them according to status at work and status in employment, and to arrange them into aggregate groups. These are the *type of authority* that the worker is able to exercise in relation to the work performed and *the type of economic risk* to which the worker is exposed.

³ This allows the identification of work activities within and beyond the SNA production boundary. Alternatively a single work activity could be defined: three categories would be required in the classification of status at work, for who produce services only, goods only or both goods and services. (For discussion in the Working Group).

Type of authority

13. The *type of authority* refers to the nature of the control that the worker has over the organization of his or her work, the nature of authority that he or she exercises over the economic unit for which the work is performed (including its activities and transactions), and the extent to which the worker is dependent on another person or economic unit for organization of the work and/or for access to the market. The type of authority is used to classify workers as *dependent* or *independent*.

Independent workers

14. Independent workers own the economic unit in which they work and control its activities. They make the most important decisions about the activities of the economic unit and the organization of their work. They may work on their own account or in partnership with other independent workers and may or may not provide work for others.
15. 'Independent workers' in employment may be used for the identification of entrepreneurs.

Dependent workers

16. Dependent workers are workers who do not have complete authority or control over the economic unit for which they work. If they are in employment for profit they have no employees.

Type of Economic Risk

17. *Type of economic risk* refers to the extent to which the worker may (1) be exposed to the loss of financial or other resources in pursuance of the activity and (2) experience unreliability or non-existence of remuneration in cash or in kind as a result of the work performed.
18. Economic risk may be measured operationally by considering:
- (a) the existence and nature of remuneration for the work performed,
 - (b) the circumstances in which the job or work activity may be terminated, and
 - (c) the extent to which income may be protected in the event the person is unable to work due to circumstances such as sickness, accident, or termination of the job.
19. In statistics on employment, the type of economic risk is used to classify workers as *in employment for profit* or *in employment for pay* based primarily on the nature of the remuneration for a particular job. The aspects of the nature of the remuneration taken into consideration include whether or not remuneration is received or expected :
- (a) in the form of profit (and therefore also entails the risk of loss);
 - (b) based on time worked;
 - (c) by the piece for the goods or services produced; or
 - (d) as a fee for the provision of goods or services.

Workers in employment for profit

20. *Workers in employment for profit* are workers whose remuneration is directly and entirely dependent on the profit or loss made by the enterprise in which they are employed, including remuneration in cash or in kind by way of a commercial contract for goods produced or services provided. They do not receive a wage or salary in return for time worked.

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21. Owner-operators of corporations are excluded from workers in employment for profit as they may receive a wage or salary or withdraw funds from the corporation in which they work, even if the corporation is not making a profit.

Workers in employment for pay*

22. Workers in employment for pay are workers who receive, or expect to receive, remuneration in cash or in kind, in return for time worked or for each piece produced. They include both employees and owner-operators of corporations who hold a job in an incorporated enterprise which they own and control.

The International Classification of Status in Employment (ICSE-18)

23. The International Classification of Status in Employment (ICSE-18) classifies jobs in employment for pay or profit into nine detailed categories based on the concepts of type of authority and type of economic risk described above. These categories are used as common building blocks to create two alternative classification hierarchies, one according to the type of authority the worker is able to exercise in relation to the work performed and the other according to the type of economic risk to which the worker is exposed. These hierarchies are referred to as the *International Classification of Status in Employment according to type of authority (ICSE-18-A)* and the *International Classification of Status in Employment according to type of economic risk (ICSE-18-R)*.
24. The hierarchies for status in employment based on both economic risk and authority should have equal priority in the compilation of statistical outputs. Statistics from labour force surveys and other relevant sources should be compiled on a regular basis according to both hierarchies. The hierarchy used will depend on the analytical purpose of the output in question.

International Classification of Status in Employment according to type of authority (ICSE-18-A)

25. ICSE-18-A provides, at its top level, a dichotomy between independent workers and dependent workers in which
- (a) *Independent workers* are classified into the following groups:
- 1 Employers
 - 11 Employers in corporations
 - 12 Employers in household market enterprises
 - 2 Own-account workers
 - 21 Owner-operators of corporations without employees
 - 22 Own-account workers in household market enterprises
- (b) *Dependent workers* are classified into the following groups:
- 3 Dependent contractors
 - 30 Dependent contractors
 - 4 Employees
 - 41 Permanent employees
 - 42 Fixed-term employees
 - 43 Casual and short-term employees
 - 5 Contributing family workers

51 Contributing family workers

26. This classification hierarchy is suitable for various types of labour market analysis, including analysis of the impact of economic cycles on the labour market, analysis of government policies related to employment creation and regulation.
27. The classification according to type of authority is also the most suitable hierarchy for use as an input variable in the compilation of statistics classified by socio-economic status.

***Classification of Status in Employment
according to type of economic risk (ICSE-
18-R)***

28. ICSE-18-R provides a dichotomy between employment for pay and employment for profit. This latter dichotomy is analogous to the traditional distinction between paid employment and self-employment, used for example in the System of National Accounts.
- (a) *Workers in employment for profit* are classified into the following groups:
- 12 Employers in household market enterprises
 - 22 Own-account workers in household market enterprises
 - 30 Dependent contractors
 - 51 Contributing family workers
- (b) *Workers in employment for pay* are classified into the following groups
- C Owner-operators of corporations
 - 11 Employers in corporations
 - 21 Owner-operators of corporations without employees
 - 4 Employees
 - 41 Permanent employees
 - 42 Fixed-term employees
 - 43 Casual and short-term employees
29. This hierarchy is suitable for the provision of data for national accounts, for the identification of wage employment and its distribution, and for the production and analysis of statistics on wages, earnings and labour costs.

**Definitions and explanatory notes for categories in the
two hierarchies of the International Classification of
Status in Employment**

1 Employers

30. Employers own the economic unit in which they work and control its activities on their own account or in partnership with others, and in this capacity employ one or more persons (including temporarily absent employees but excluding themselves, their partners and family helpers) to work during the reference period as an employee.
31. In statistics on employment, Employers may be further disaggregated into the following groups
- 11 Employers in corporations
 - 12 Employers in household market enterprises

Own-account workers

32. *Own-account workers* own and operate an economic unit on their own account or in partnership with others, and do not employ any persons other than themselves, their partners, and contributing family workers in the enterprise during the reference period,. They may be further disaggregated according to whether or not the economic unit is a domestic household or an enterprise, whether or not the enterprise is incorporated and whether or not the production is for household consumption, for the market, or for the consumption of others. In statistics on employment they include:
- 21 Owner-operators of corporations without employees*
 - 22 Own-account workers in household market enterprises*

Owner-operators of corporations

33. *Owner-operators of corporations* are workers who hold a job in an incorporated enterprise (such as a limited liability corporation, limited partnership, incorporated cooperative or incorporated non-profit institution), in which they:
- (a) hold controlling ownership of the enterprise alone, or together with other members of their families and/or one or a few partners, or other members of the cooperative; and
 - (b) have the authority to act on behalf of the enterprise with respect to contracts with other organisations and the hiring and dismissal of employees, subject to national legislation regulating such matters and the rules established by the elected or appointed board of the enterprise.
34. Owner-operators of corporations include.
- 11 Employers in corporations
 - 21 Owner-operators of corporations without employees

11 Employers in corporations

35. *Employers in corporations* are workers who are owner-operators of corporations in which they employ one or more persons (including temporarily absent employees but excluding themselves, their partners and family helpers) to work during the reference period as an employee.

12 Employers in household market enterprises

36. *Employers in household market enterprises* are workers who, on their own account or with one or more partners, operate an unincorporated market enterprise for profit, and who, during the reference period, employ one or more persons (including temporarily absent employees but excluding themselves, their partners and family helpers) to work in that enterprise as an employee.

21 Owner-operators of corporations without employees

37. *Owner-operators of corporations without employees* are workers who hold a job as owner-operator of a corporation, in which they do not during the reference period employ any persons (other than themselves, their partners and contributing family workers) to work in the enterprise as an employee.

22 Own-account workers in household market enterprises*

38. *Own-account workers in household market enterprises* are workers who operate a household market enterprise for profit, on their own account or with one or more partners or contributing family workers, and do not during the reference period employ any persons to work in the enterprise as an employee.

3 *Dependent Contractors**

39. *Dependent Contractors* are workers employed for profit who are dependent, for access to the market, determination of the price for the goods or services produced, raw materials or capital items, or organization of the work, on another economic unit that directly benefits from the work performed by the contractor:
- (a) Their work may be organized or supervised by another economic unit as a client, or as an entity that mediates access to clients.
 - (b) They have an arrangement for the delivery of goods or services to a separate entity (of the nature of a commercial contract);
 - (i) do not have a contract of employment (neither formal, informal, nor implicit) with that entity;
 - (ii) do not employ one or more other persons to work for them as an employee; and
 - (iii) do not operate an incorporated enterprise.
 - (c) The economic units on which they depend may be market or non-market units and include corporations, governments and non-profit institutions.
 - (d) Their actual working arrangements or conditions may closely resemble those of employees.
40. Information about dependent contractors can be collected operationally in household surveys through two streams from traditional status in employment questions.
41. Firstly, some workers report that they work for someone else (another entity or have a supervisor or boss) or self-identify as employees but are in fact employed for profit and not recognized by the entity they work for as employees. Where relevant, in such cases:
- (a) the entity or employer does not withhold income tax for the worker;
 - (b) the worker is responsible for arranging his or her own social insurance and other social contributions (according to national circumstances);
 - (c) the mode of payment is not remuneration for time worked or work done, but there is a contract or verbal agreement that the worker will be paid for the goods produced or the services provided.
42. Secondly, some workers are reported being self-employed or working in their own unincorporated business, without employees, when a separate entity exercises control over access to the market (i.e. most customers), or exercises operational authority over the worker and the worker's business is economically dependent on that entity. In order to differentiate these workers from own-account workers it is necessary to establish whether or not a single separate economic unit has control over access to the market or operational authority over the work.
43. It is possible to consider the workers identified by the two streams outlined above as if they were conceptually separately groups. This distinction is likely to be based on the perception of survey respondents as to whether or not a worker is an employee or is self-employed, rather than on objective criteria. For this reason, only a single category of dependent contractors is included in the classifications by status.

4 Employees

44. *Employees* are workers employed for pay who do not hold controlling ownership of the economic unit in which they are employed. They are remunerated in cash or in kind in return for the volume of work performed (for time worked) or, in some cases, for each task or piece of work done or for services provided including sales (by the piece or commission). Payment for time worked is the typical mode of remuneration. Payment in kind is generally received in the form of goods. Where payment is received in the form of services, this is generally complementary to payment in cash.
45. Employees may be employed in market units, non-market units and households producing goods and/or services mainly for own consumption. They may hold shares in the economic unit in which they are employed, or have authority over aspects of the operations of the economic unit as employees with management responsibilities, but do not hold controlling ownership of the enterprise.
46. Included among employees are:
 - (a) Trainees, apprentices and interns who receive payment in return for work performed
 - (b) Workers who are members of a group of workers who have been engaged on terms corresponding to those of paid employment when the employing organization has entered into a contract only with the crew leader or with an organizing agent for the crew, and not with the individual worker.
47. They may be further disaggregated according to the nature of the contractual arrangements for employment, the degree of permanency of the employment relationship and the stability of the working time available to the employee, to form the following groups:
 - 41 Permanent employees
 - 42 Fixed-term employees
 - 43 Casual and short-term employees

41 Permanent employees

48. *Permanent Employees* are employees who are guaranteed minimum number of hours of work and are employed on an ongoing or indefinite basis. They are full-time or part-time workers employed for pay, in formal or informal jobs, who have employment arrangements whereby:
 - (a) There is no specified date or event on which the employment will be terminated other than any standard age or time for retirement that may apply in the economic unit concerned;
 - (b) The employer agrees to provide work and pay for a specified number of hours or to pay for the number of goods or services produced in a set period and;
 - (c) the worker agrees to work for at least the specified number of hours, or for the time required to produce a specified number of goods or services.

42 Fixed-term employees

49. *Fixed-term employees* are employees who are guaranteed minimum number of hours of work and are employed on a time limited basis for at least four weeks or one month. They are full-time or part-time workers employed for pay, in formal or informal jobs, who have arrangements whereby:
 - (a) There is a specified date on which the employment will be terminated, or an event such as the end of the harvest or completion of a construction or other project, which will lead to termination of employment;

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- (b) The total duration of the employment is expected to be at least 4 weeks or one month⁴ from the first day of employment to the expected final day of employment;
 - (c) The employer agrees to provide work and pay for a specified number of hours, or to pay for the number of goods or services produced, in a set period and;
 - (d) The worker agrees to work for at least the specified number of hours, or for the time required to produce a specified number of goods or services.

50. Fixed-term employees include:

- (a) Employees with seasonal and fixed-term contracts of employment with a duration greater than four weeks or one month;
- (b) Most paid apprentices, trainees and interns;
- (c) Employees without formal arrangements or contracts when it is understood that the employment will be of a duration longer than 4 weeks or one month but not of an indefinite nature.

43 Casual and short-term employees

51. Casual and short-term employees are employees without a guaranteed minimum number of hours of work and/or with short-term employment arrangements. They are workers employed for pay, in formal or informal jobs, who have arrangements whereby:

- There is no guarantee to offer work or to perform work during a set period;

OR

- The arrangement is of a very short-term nature, with a duration of less than 4 weeks or one month from the first day of employment to the expected final day of employment.

52. Employment in this category may be of an ongoing or recurring nature, but does not guarantee a reliable income or set working hours for a period of four weeks or one month. It may provide flexibility for workers who need to balance employment with family responsibilities, education, or other forms of work.

53. Depending on national circumstances and specific contractual arrangements pertaining to the job, this group includes casual employees, workers on zero-hours contracts, employees with some types of on-call arrangements, workers hired on a day-to-day basis, and employees who are obliged to be available on call for the employer for certain hours or periods, but receive pay only for the actual work performed.

54. Unless the total duration of the employment arrangement is less than four weeks or one month casual and short-term employees exclude:

- (a) Workers with on-call working time arrangements who are guaranteed a specified amount of employment per pay period.
- (b) Workers who are guaranteed to be offered work and to be paid for at least one hour per week,

5 Contributing family workers

55. Contributing family are workers who assist a related person, or household member, in a market-oriented enterprise operated by that person, or in a job held by that person as an employee or dependent contractor. They do not receive regular payments, such as a wage or salary, in return for the work performed, but may benefit in kind or receive irregular payments in cash as a result of the outputs of

⁴ The boundary between fixed-term and short-term employment arrangements may be set at either four weeks or one month, according to national requirements.

their work through family or intra-household transfers, derived from the profits of the enterprise or from the income of the other person. They do not make operational decisions affecting the enterprise or have responsibility for its welfare.

International Classification of Status at Work (ICSaW-18)

56. The International Classification of Status at Work extends ICSE-18 to cover all jobs and work activities in all forms of work, including own-use production work, employment, unpaid trainee work, volunteer work and other forms of work. It is a three level hierarchical classification comprising at its most detailed level 20 mutually exclusive categories, defined on the basis of the type of authority that the worker is able to exercise and the type of economic risk to which he or she is exposed in a particular job or work activity.
57. The detailed status at work categories may be aggregated, based on the type authority exercised by the worker, to form eight broad status-at-work groups which may be aggregated to form a dichotomy between dependent workers and independent workers, according to the following hierarchy.

Independent workers

1 Employers

- 11 Employers in corporations
- 12 Employers in household market enterprises
- 13 Employers in own-use production of services
- 14 Employers in own-use production of goods
- 15 Volunteers employing others

2 Own-account workers

- 21 Owner-operators of corporations without employees
- 22 Own-account workers in household market enterprises
- 23 Own-account workers in own-use production of services
- 24 Own-account workers in own-use production of goods
- 25 Own-account volunteers

Dependent workers

3 Dependent contractors

- 30 Dependent contractors

4 Employees

- 41 Permanent employees
- 42 Fixed-term employees
- 43 Casual and short-term employees

5 Family helpers

- 51 Contributing family workers
- 52 Family helpers in own-use production of services
- 53 Family helpers in own-use production of goods

6 Unpaid trainee workers

- 60 Unpaid trainee workers

7 Dependent volunteers

- 70 Dependent volunteers

9 Other unpaid workers

90 Other unpaid workers

58. Each of the detailed Status at work groups in ICSaW-18 relates to only one form of work. The groups that relate to employment have the same definitions, names and codes as in ICSE-18. The aggregate groups that include jobs in both employment and other forms of work, have a broader scope in ICSaW-18.
59. ICSaW-18 thus provides an organizing framework for statistics classified by status at work from various sources but may rarely if ever be used in its entirety in regular statistical outputs. It allows statistics on work relationships in employment, volunteer work, child labour and time use to be reported on a conceptually consistent basis, using subsets of the categories in ICSaW-18, regardless of the scope and source of the statistics.

Definitions of the categories in ICSaW-18 that are not included in ICSE-18.

13 Employers in own-use production of services

60. *Employers in own-use production of services* are workers who perform any activity to provide services mainly for own final use, and in doing so employed one or more persons (including temporarily absent employees but excluding other members of their household) during the reference period as a domestic employee. They may sell part of these services to others, for example by looking after children from other households for pay or barter, at the same time as mainly looking after their own children.

14 Employers in own-use production of goods

61. *Employers in own-use production of goods* are workers who, during the reference period, employed one or more persons in return for payment in cash or in kind (including temporarily absent employees but excluding other members of their household) to produce goods mainly for consumption by the employers' own household. A part or surplus of the goods intended mainly for own consumption may be sold or bartered.

15 Volunteers employing others

62. *Volunteers employing others* are workers who own and control, on a non-compulsory basis and without remuneration, a non-profit institution in which one or more persons (including temporarily absent employees) were employed during the reference period in return for payment in cash or in kind.

23 Own-account workers in own-use production of services

63. *Own-account workers in own-use production of services* are workers who perform any activity to provide services for own final use, but do not during the reference period employ any persons to work as a domestic employee. They may sell part of these services to others, for example by looking after children from other households for pay or barter, at the same time as mainly looking after their own children.

24 Own-account workers in own-use production of goods

64. *Own-account workers in own-use production of goods* are workers who, on their own account or with one or more partners, perform any activity to produce goods for own final use who do not during the

reference period employ any persons to produce goods for pay in cash or in kind. A part or surplus of the goods intended mainly for own consumption may be sold or bartered.

25 Own-account volunteers

65. Own-account volunteers are workers who, on their own account or in partnership with others, perform any unpaid, non-compulsory activity to produce goods or provide services for households, other than the household of the volunteer worker or of related family members.
- (a) Included in this group are workers who:
 - (i) operate and control a non-profit institution in which no persons are employed to work during the reference period in return for payment in cash or in kind;
 - (ii) perform non-compulsory unpaid work for other households outside the context of an organization or community group.
 - (b) Excluded from this group are workers who:
 - (i) own and control, on a non-compulsory basis and without remuneration, a non-profit institution in which one or more persons are employed during the reference period in return for payment in cash or in kind;
 - (ii) workers who perform non-compulsory work without remuneration through or for organizations comprising market and non-market units, including self-help, mutual aid or community-based groups of which the worker is a member, and which they do not operate and control.

5 Family helpers

66. Family helpers are workers who assist a related person in the production of goods and services for household consumption, in a market-oriented enterprise operated by the related person, or in a paid employment job held by the related person. They do not make operational decisions affecting the economic unit and do not have responsibility for its welfare. They may benefit from the outputs of their work in cash or in kind through intra-household transfers but do not receive a wage or salary.

52 Family helpers in own-use production of services

67. *Family helpers in own-use production of services* assist related persons in the provision of services for household consumption. They do not make operational decisions affecting the economic well-being of the household and do not have responsibility for its welfare or that of its members. They may benefit from the outputs of their work in cash or in kind through intra-household transfers but do not receive a wage or salary.

53 Family helpers in own-use production of goods

68. *Family helpers in own-use production of goods* assist related persons in the production of goods for household consumption. They do not make operational decisions affecting the economic well-being of the household and do not have responsibility for its welfare or that of its members. They may benefit from the outputs of their work in cash or in kind through intra-household transfers but do not receive a wage or salary.

6 Unpaid trainee workers

69. *Unpaid trainee workers* are persons in unpaid trainee work as defined in the most recent international statistical standards concerning work, employment and labour underutilization⁵

7 Dependent volunteers

70. *Dependent volunteers* are workers who, during the reference period, performed any unpaid non-compulsory activities to produce goods or provide services for others, through or for organizations comprising market and non-market units (i.e. organization-based volunteering, including through or for self-help, mutual aid groups, or community-based groups of which the worker is a member). Excluded from this group are:
- unpaid apprentices, trainees and interns
 - workers performing unpaid compulsory activities

9 Other unpaid workers

71. Other unpaid workers are workers who cannot be classified in any other groups in the International Classification of Status at Work. They include workers performing activities such as unpaid community service and unpaid work by prisoners, when ordered by a court or similar authority, and unpaid military or alternative civilian service.

Cross-cutting variables and categories

72. To provide complete and coherent statistics on work relationships information is needed on characteristics of jobs and work activities that are not measured in the classifications of status at work and status in employment. This information should be measured through a set of variables and categories based on characteristics associated with the degree of risk, stability and permanence of a particular employment or work arrangement and provide definitions for situations that may be represented in several categories of the classifications by status. They may be used for the generation of statistical outputs in their own right, or combined in output with relevant status categories to construct output classifications relevant for national purposes.
73. The following cross-cutting variables are required to compile statistics on the detailed categories in ICSE-18:
- (a) Duration of work contract
 - (b) Contract type
 - (c) Contractual hours of work
 - (d) Forms of remuneration.
 - (e) Place of work
 - (f) Job-related social protection coverage
74. While not required for the compilation of statistics on status in employment, the following variables and categories are essential for the compilation of coherent statistics on work relationships or for the identification of important groups of interest :
- (a) Duration of employment in the current economic unit
 - (b) Reason for non-permanent employment
 - (c) Seasonality
 - (d) Full-time/part-time status

⁵ Currently the 19th ICLS Resolution 1, paragraphs 33 to 35

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- (e) Domestic workers
 - (f) Homeworkers and outworkers
 - (g) Multi-party work relationships
 - (h) Paid annual leave
 - (i) Paid sick leave
 - (j) Apprentices, trainees and interns
75. The following additional cross-cutting variables and categories are recommended
- (a) Number of employees in the economic unit in which the worker is employed
 - (b) Main form of remuneration

Duration of the job or work activity and hours of work

76. Since many of the detailed categories in ICSE-18 include jobs which differ significantly in their capacity to provide ongoing and full employment, statistics classified by status in employment, and particularly the sub-categories of employees, should be complemented by information on both the duration of the work arrangement and on hours worked. Two variables on the duration of the job or work activity are necessary to provide a full understanding of the temporal stability of work relationships and to assess the extent to which workers without permanent employment relationships have ongoing employment and income security. These are *Duration of work contract* and *Duration of employment in the current economic unit*
77. Statistics on both usual and contractual hours of work should be compiled in accordance with the most recent international standards for statistics on working time (currently the 18th ICLS Resolution concerning the measurement of working time).

Duration of work contract

78. Duration of work contract refers to the period of time from the beginning to the anticipated end of a work contract or arrangement. This variable applies primarily to employees but may also apply to dependent contractors, unpaid trainees and volunteers. It is required for the derivation of the sub-categories of employees.
79. When a worker has had a series of ongoing renewed temporary contracts with the same economic unit, the duration of contract should be based on the duration of the current (most recent) contract.

Duration of employment in the current economic unit

80. Duration of employment in the current economic unit refers to the time elapsed since the worker started work with a particular economic unit and can be applied to all statuses in employment. The concept of the duration of work in the current economic unit can also be applied to activities in forms of work other than employment,
81. When a worker has had a series of ongoing renewed temporary engagements with the same economic unit, the duration of employment in the current economic unit should be based on the total duration since the first engagement, unless the gap between engagements was 1 month or longer.

Categories for the presentation of statistics on duration of the job or work activity

82. The following categories should be included in standard statistical outputs for the two variables describing the duration of the job or work activity:

- Less than one month
- 1 to less than 3 months
- 3 to less than 6 months
- 6 to less than 12 months
- 12 to less than 18 months
- 18 to less than 24 months
- 24 to less than 36 months
- 3 years or more
- (Without limit of time)

83. A category for 'without limit of time' should also be included in data collection and statistical outputs on Duration of work contract but is not relevant for 'Duration of employment in the current economic unit.' To facilitate analysis of the data collected it is preferable to collect information for the duration variables using questions that do not include pre-defined categories other than 'without limit of time'.

Working time

84. Information on full-time part-time status, usual hours worked and contractual hours of work should be collected in accordance with the most recent international standards for statistics on working time.⁶ Information on contractual hours of work is required to determine whether employees have arrangements that provide a guaranteed minimum number of hours of work, and is essential for derivation of the sub-categories of employees.

Reason for non-permanent employment

85. Reason for non-permanent employment refers to the main reason why an employed person does not have a permanent work contract or arrangement. Statistics on the reason for non-permanent employment should be collected for all employees classified as fixed-term, or short-term and casual employees. Such statistics may also be collected for Dependent contractors if relevant for national purposes.

86. Statistical outputs on the reason for non-permanent employment should include at least the following categories:

- seasonal work
- combining work with education
- combining work with care and other responsibilities
- trainee/apprenticeship status
- substitute work
- probation period
- employment creation programs.

87. Statistics on whether the temporary employment is voluntary or involuntary are also required and should be compiled as a separate variable.

⁶ Currently the 18th ICLS Resolution on the measurement of working time

Contract type

88. A variable Contract type is needed to provide information on whether employees have a written contract or an oral agreement. A question on contract type is required for sequencing questions but also provides an indication of the stability of the arrangement.
89. Contract type should not be used directly to measure informality, since workers with an oral agreement can be subject to social protection and workers with written contracts may or may not meet the criteria for formality.
90. At a minimum categories for 'Written contract', 'Oral agreement' and 'No contract' are required as response categories in household survey questionnaires, since some workers such as casual day labourers may not consider that they have any kind of contract or agreement with an employer. The last two categories may, however, be aggregated in output. Categories for individual and collective agreements may also be provided if relevant in the national context.

Form of remuneration

91. Form of remuneration refers to the basis on which a worker is paid, rather than on the form of payment (e.g. cash or in kind). It should specify the information relevant to understand the nature of the employment relationship, but not necessarily other aspects of remuneration. The variable 'forms of remuneration' is required to assist with identification of the status in employment categories. A separate recommended variable on 'Main form of remuneration', provides additional information that may be collected by adding an additional question.
92. At a minimum the following categories are needed:
 - Wage or salary (time based)
 - By the piece
 - Commission
 - Fee for service
 - Determined by profit or loss
 - Other

Seasonal workers

93. Seasonal workers are those with jobs or work activities whose timing and duration are significantly influenced by seasonal factors such as climatic seasons, holidays and agricultural harvests. For employees and dependent contractors seasonality should be measured as part of the reasons for non-permanent employment, or as part of the question on duration of work contract. For independent workers and contributing family workers, information is needed whether the business operates all year around or only during a certain season of the year. For accurate measurement of seasonality, data collection is required at different times during the year, covering all active and inactive seasons.

Place of work

94. Place of work provides information on the type of location where the work is usually performed. When work is regularly performed in more than one type of location, this variable should be based on the main place of work. Thus, if a worker teleworks from home on an occasional basis, but spends most working time at the employer's premises, the main place of work should be the employer's premises.
95. This is needed to identify workers such as homeworkers, domestic workers and workers in multi-party employment relationships. In some contexts it is relevant for the identification of dependent contractors.

As a variable in its own right it is relevant for the identification of workers whose place of work may expose them to risk, such as on the street, or of home-based workers of all employment statuses.

96. The following categories are required at a minimum to assist in the identification of the groups mentioned above and for analysis of employment relationships. Countries may wish to add questions or categories for their own analytical purposes, such as measuring teleworking.
- Own home
 - Client's or employer's home,
 - Employer's business premises,
 - Own business premises
 - Client's workplace,
 - Street,
 - Market
 - No fixed location.
97. When the place of work is business premises such as a retail shop or repair workshop attached to the residence but is not an integral part of the residence (if for example it has its own entrance) then the place of work should be considered as business premises. When the place of work is a room or rooms within the residential premises which could be used for residential purposes, the place of work should be considered as 'own home'.

Domestic workers

98. Domestic work is defined for statistical purposes as 'all work performed within households to provide services for consumption by household members'. Domestic work is performed unpaid by household members, by paid employees of the household or of agencies that provide domestic services to households, by self-employed domestic service providers, or unpaid by persons not residing in the household, such as family members, neighbours and volunteers.
99. In statistics on employment *Domestic workers* are defined as *workers employed for pay or profit, including in kind payment, who perform work within households to provide services for consumption by the household.*
100. Domestic workers therefore include:
- (a) Domestic employees, defined as all workers engaged directly as employees of households to provide services for consumption by the household members, irrespective of the nature of the services provided.
 - (b) Workers who provide services within or for households on a regular basis but are not employed directly by the household, when the nature of the work performed mainly comprises domestic services such as cleaning, child care, personal care, and food preparation, gardening, driving and security..
101. Domestic employees may be identified in statistical collections when the economic activity of their employer is equivalent to ISIC Rev. 4 Division 97, Activities of households as employers of domestic personnel. For most operational measurement purposes data on employment classified at only 1-digit level to ISIC Rev 4 Section T, *Activities of households as employers; undifferentiated goods and services- producing activities of households* would provide sufficiently accurate information.
102. Domestic workers do not include:
- (a) Own-account workers and employees of economic units other than private households who provide services to households that are not considered to be domestic services, electrical installation and repair, plumbing or home tuition.
 - (b) Workers who provide services to household market enterprises

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103. Based on the statistical definitions of domestic work and domestic workers the following categories of domestic workers may be identified:
- (a) Live-in domestic employees
 - (b) Live-out domestic employees
 - (c) Domestic workers employed by service providers
 - (d) Self-employed domestic service providers
104. *Live-in domestic employees* are employed to provide services for consumption by household members and live on the same premises as their employers. They may be identified in statistical collections on the basis of information on the economic activity of the employer, their place of work and their place of residence. They may also be identified by information on the relationship between each person living in the household dwelling and the household reference person. They do not form part of their employer's household even though they may be provided with accommodation and meals as remuneration in kind. They should be treated as belonging to separate households from the households in which they are employed.⁷
105. *Live-out domestic employees* are employees of households who provide services for consumption by household members and do not live on the same premises as their employers. They may be identified in statistical collections on the basis of information on the economic activity of the employer, the place of work and the place of residence.
106. *Domestic workers employed by service providers* are employed by economic units other than private households to provide domestic services in private households. They may be identified in statistical collections if their occupation is one of the occupations commonly held by domestic employees, the place of work is the client's residence.
107. *Self-employed domestic service providers* are workers employed for profit who provide domestic services to private households. They may be identified in statistical collections if their occupation is one of the occupations commonly held by domestic employees, the place of work is the client's residence and their status in employment is employer, own-account worker or dependent contractor.

Homeworkers and home-based workers

108. Home-based workers are workers whose main place of work is their own home.
109. Homeworkers are dependent contractors whose main place of work is their own home. They are therefore a subset of both home-based workers and dependent contractors. They are frequently employed in multi-party work relationships.

Multi-party work relationships

110. Multi-party work relationships exist when a third party is involved between the worker and the economic unit for which the work is performed. Arrangements of this type may be mediated by an institutional unit that acts as the employer and makes the worker available, on a temporary or permanent basis, to work for another economic unit while paying the wage or salary of the employee. Such institutional units may include:
- (a) Private employment agencies, such as a labour hire agencies, temporary employment agencies, or some other forms of labour providers (labour brokers, labour outsourcing, or

⁷ SNA 2008 Page 82, §4.151,

sub-contractors), that supply the workers but are not generally involved in supervision of the work;

- (b) Government agencies in the context of schemes such as employment promotion programmes;
- (c) Service provision agencies such as nursing agencies, domestic or office cleaning service providers, and security service providers, where the employing agency may supervise some elements of the work and establish standards of service, while the client may also provide day-to-day supervision over work performed on its premises.

111. In all of these cases, the work is not mainly performed at the premises of the agency that pays the employee. The place of work is usually the premises of the client but may be some other place. This group of workers may therefore be identified in statistical sources through questions on who is responsible for payment of wages and salaries, and the place of work. It may be possible to identify and make the distinctions between these three groups on the basis of the institutional sector and economic activity codes. For example, if the ISIC code of the employer is 782, Temporary employment agency activities, and the place of work is neither the premises of the employer, nor the worker's own home, the worker can be classified in category (a) above.
112. For workers in employment for profit, an intermediary may supply raw materials and receive the goods produced by dependent contractors, or else access to clients may be controlled by an intermediary, typically using the internet. In these cases the contractor may be paid directly by the client, or payment may be received only through an intermediary that benefits from the work performed by the contractor. Place of work in combination with a variable on whether payment is made through an intermediary or directly by the client could potentially be used to measure multi-party work arrangements for dependent contractors.

Variables related to the measurement of informal employment

113. Three variables related to the measurement of informal employment are required to understand the degree of social protection enjoyed by workers and the extent of economic risk to which they are exposed in relation to a particular job:
- (a) Job-related social protection;
 - (b) Access to paid annual leave;
 - (c) Access to paid sick leave.
114. These variables are essential for the measurement of informal employment among employees but may also be relevant for other workers.

Job-related social protection

115. Job-related social protection provides information on whether the person has access to social protection as the result of employment of a particular job. It therefore excludes 'universal' protection schemes that are not dependent on the person's job.
116. When measuring job-related social protection it is recommended to take the national context and labour laws in to account and to operationalize its measurement using one specific form of social protection (e.g. occupational injury insurance, old age benefits, health insurance or unemployment insurance.) depending on the national context.

Access to paid annual leave

117. Access to paid annual leave is the workers, access to paid time off granted by the employer. The number of days offered by the employer may vary between countries but also within the same country (for example between different industries and occupations) depending on national labour laws and regulations. It is not sufficient to have a legal right to paid annual leave if the person do not have access in practice.

Access to paid sick leave

118. Access to paid sick leave refers to whether or not the worker has access, to paid leave from employment due to sickness or injury. The paid sick leave should be dependent on the workers job and therefore excludes universal schemes. The number of days for which the worker can receive payment during sickness or injury, may vary between countries but also within the same country depending on national labour laws and regulations. It is not sufficient to have a legal right to paid sick leave if the person do not have access to it in practice.

Trainee workers

119. Trainee workers are persons of working age who perform any paid or unpaid activity to produce goods or provide services for others, in order to acquire workplace experience or skills in a trade or profession, where acquiring “workplace experience or skills” may occur through traditional, formal or informal arrangements whether or not a specific qualification or certification is issued. They include persons involved in:
- (a) traineeships, apprenticeships, internships or other types of programme, according to national circumstances; and
 - (b) skills training or retraining schemes within employment promotion programmes, when engaged in the production process of the economic unit.
120. Excluded from trainee workers are workers who are:
- (a) undergoing periods of probation associated with the start of a job;
 - (b) undertaking general on-the-job training or life-long learning while in employment, including in market and non-market units owned by household or family members;
 - (c) learning while engaged in volunteer work;
 - (d) learning while engaged in own-use production work;
 - (e) working without pay in market or non-market units owned by family members
121. Trainee workers may be disaggregated according to whether or not they are paid or unpaid. *Paid trainee workers* receive a wage or salary in return for the work performed, usually at a reduced rate compared to fully qualified workers. They are generally classified as fixed term employees in the classification of status in employment. Unpaid trainee workers are as defined in.

Data sources and guidelines for data collection

122. The conceptual framework for statistics on work relationships described in this resolution aims to allow statistics on different types of productive activity to be compiled in a harmonious and comparable manner from different types of data.

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123. The collection of data for ICSaW-18 and its subset ICSE-18 should follow the same frequency as the measurement of the different forms of work. However the level of detail may vary depending on the statistical source, and on descriptive and analytical needs.
 124. All sources that are used as the basis for statistics on employment are also potential sources when collecting the information required to compile statistics on the nine detailed categories in ICSE-18. Different statistical sources have their advantages as well as disadvantages and can frequently be complementary to each other.
 125. Household-based surveys are an important source of labour market statistics. In particular, Labour Force Surveys may cover various forms of work, including employment and will be an important source of data for detailed statistics classified by ICSE-18.
 126. Employment may also be measured in specialised household surveys such as time-use, education and training or more general household surveys such as those concerned with living standards, household income and expenditure or household budget. In such cases it would be appropriate to include questions designed to determine status in employment with a degree of detail that is relevant for the analytical requirements for the statistics, as well as feasible given the limitations of data collection using that source.
 127. Since the population census is an important source of statistics on employment there may be a need to classify those employed by status in employment in the Census, in order to produce estimates for small geographic areas as well as for small groups. The need for a strict limit on the number of questions in most population censuses, however, would mean that a short question or module that collects the same concept but with less detail and less precision may be an appropriate solution.
 128. When establishment surveys are used as a source of statistics on employment, ICSE-18 should be applied when there is a need for information about different types of employment arrangement. However the level of detail should reflect the national needs for the information, and the feasibility of collecting the information from establishments.
 129. Administrative records, developed or adapted for statistical purposes, may also be an important input for the production of employment statistics. The administrative records could for example be based upon tax systems, employment services, pension schemes or social security administration. If a country is using administrative records in order to produce employment figures then it might also be relevant to derive status in employment categories from these records. The possibilities to do so depend on the structure and content of the country specific administrative sources.
 130. In order to facilitate international comparability of the statistics data on work relationships should be basis collected on the basis on the most recent relevant data collection and methodological guidelines released by the ILO.¹⁰

Future work

131. To promote the implementation of this resolution, the ILO should work collaboratively with countries, international, regional and sub-regional organizations, and workers' and employers' representatives, to:
 - (a) Widely disseminate these standards, and communicate on their impact and interpretation;
 - (b) Update and maintain the draft data collection guidelines published as Room Document x to this conference in order to reflect this resolution as adopted and current international best practice and experience
 - (c) Develop technical manuals and model data collection instruments, to be made available in the three official languages, and in other languages with the support of partner institutions;

¹⁰ See Room document X for the draft prepared for the information of participants in the 20th ICLS

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- (d) Further conduct conceptual and methodological work including testing;
 - (e) Provide technical assistance, training and capacity building, especially to national statistical agencies and relevant statistical services in line ministries.