Palestinian National Authority
Palestinian Central Bureau of Statistics

Labor Force Survey 2011

User's Guide

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Concepts and Definitions

Household:
One person or a group of persons living together who make common provision for food or other essentials for living. Household's members may be related, unrelated, or combination of both.

Population of Working Age:
All persons in the West Bank and Gaza Strip aged 15 years and over.

Work:
All activities performed by persons in order to gain or wage either monthly wage, weekly, daily, on piece for profit or family gain, in cash or in kind. One hour or more of such activity constitutes work. Work also includes unpaid activity on a family farm or business.

Labour Force:
The economically active population (Labour Force) consists of all persons 15 years and over who are either employed or unemployed as defined above at the time of survey.

Employed:
Persons aged 15 years and over who were at work at least one hour during the reference period, or who were not at work during the reference period, but held a job or owned business from which they were temporarily absent (because of illness, vacation, temporarily stoppage, or any other reason) he\ she was employed, unpaid family member or other. The employed person is normally classified in one of two categories according to the number of weekly work hours, i.e. 1-14 work hours and 15 work hours and above. Also the absence due to sick leave, vacation, temporarily stoppage, or any other reason considered employed from 1-14 hours . Employed persons are classified according to employment status as follows:

1. Employer:
A person who work in an establishment that is totally or partially belonging to him\her and do hires or supervises the work of one or more waged employees. This includes persons operating their project or contracting companies provided they employ a minimum of one waged employee. Shareholders are not considered employers even if they are working init

2. (Self-employed) own-account worker:
A person who work in an establishment that is totally or partially belonging to him\her (partner) and do not hires any wage employees. This includes self employed who work to own selves outside establishments.

3. Employee:
A person who works for a public or private employer or under it's supervision and receives remuneration in wage, salary, commission, tips, piece-rates or pay in kind … etc. This item includes persons employed in governmental, nongovernmental and private institutions along with those employed in a household enterprise in return for a specific remuneration.

4. Unpaid family member:
A person who works without pay in an economic enterprise operated by a related person living in the same household.

Unemployed (According to the ILO Standards):
Unemployed persons are those individuals 15 years and over who did not work at all during the reference period, who were not absent from a job and were available for work and actively seeking a job during the reference period by one of the following methods news paper, registered at employment office, ask friends or relatives or any other method.

Underemployment:
Underemployment exists when a person's employment is inadequate in relation to alternative employment, account being taken of his\her occupational skills. The underemployed persons are classified into two groups:

1. **Visible Underemployment:**
   Visible underemployment refers to insufficient volume of employment:
   persons worked less than 35 hours during the reference week or worked less than the normal hours of work in their occupation were considered as visibly underemployed.

2. **Invisible Underemployment:**
   Invisible underemployment refers to a misapplication of labour resources or fundamental imbalance as between labour and other factors of production, such as insufficient income, underutilization, or bad conditions of the current work, or other economic reasons. In this survey, employed persons are classified as invisibly underemployed if they are not already classified as visibly underemployed; and want to change their jobs because of an insufficiency of income, or because they are working in an occupation which does not correspond to their qualification.

Main Job:
The job at which the person usually works the most hours in his\her main job or the most frequently in the recent months. If a person usually works the same number of hours at two jobs, the "main" job is the job at which the person has been employed the longest period.

Occupation:
Occupation refers to the kind of work done during the reference period by the employed person, or the kind of work done previously if unemployed, irrespective of the economic activity or the employment status of the person. Occupations are grouped together mainly on the basis of the similarity of skills required to fulfill the tasks and duties of the job.

Main Economic Activity:
Is the main work of the enterprise based on the (ISIC Rev4) and that contribute by the large proportion of the value added whenever more than one activity exist in the enterprise.

Absent from Usual Work:
All those who were absent from their usual work during the reference week, due to illness, holiday, strike, curfew, lock-out, temporary work stoppage, or due to some other reasons.

Seeking Work:
Seeking work is defined as having taken specific steps in the reference week to find paid employment or self-employment. Job seekers are classified into:

1. Available for work: A person ready to work if he\she is offered any job, and there is no reason preventing him\her from accepting such a job although he\she did nothing to get a job.
2. Actively seeking work: A person who is willing to work and is actively seeking work through reading newspaper advertisement, asking friends, registration at the labour exchange offices, or asking employers.

Persons Outside Labour Force:
The population not economically active comprises all persons 15 years and over, who were neither employed nor unemployed accordingly to the definitions above.

Retirement\ Revenues:
The person who hasn't worked and doesn't want to work due to having a constant revenues or retired remittances.

Years of Schooling:
The number of regular years of study completed successfully. Repetition years and irregular study or courses are not taken into account.

Hours Worked:
Total number of hours actually worked during the reference period as well as overtime and time spent at the place of work on activities such as preparation of the workplace. Leaves, meal breaks and time spent on travel from home to work and vice versa are excluded from work hours.

Monthly Work Days:
Number of days at work during the month, excluding week-ends, holidays, sick and other paid or unpaid leaves. One hour of work in a given day is considered as one work-day.

Daily Wage:
Cash net wage paid to the wage employee from the employer. Wages received in different currencies are converted into New Israeli Shekels according to the exchange rate in the survey period

Abbreviations:
PSUs: Primary Sampling Units
SPSS: Statistical Package for Social Sciences
SAS: Statistical Analysis System
EAs: Enumeration Areas
NIS: New Israeli Shekel

Informal Sector:
HUEM: For the present survey, informal sector in Palestine was defined as all HUEMs without registration in the tax registration.

Establishment: An enterprise or part of an enterprise in which one group of goods and services is produced (with the possibility of having secondary activities), either inside or outside building.

Household Project (Non-establishement enterprise): An enterprise owned by a resident of Palestinian Territory and do not qualify as an 'establishment' is defined as a 'household project'

Informal Employment: All jobs in informal sector plus all jobs of informal nature in other sectors of the economy. The distinct categories of jobs considered relevant for measuring informal employment are:

(I)   Own-account workers who are producers for own final use only (these are entirely of informal nature);

(II)   Own-account workers who are producers for sale or barter working in informal sector;

(III) Employers working in informal sector;

(IV) All contributing family workers (these are entirely of informal nature);

(V)   Employees working in the informal sector (ruling out the possibility of formal job contract in informal sector); and

(VI) Employees with informal jobs in the formal sector enterprises and unincorporated private enterprises engaged in non-market production.

(VII)   Informal Jobs: Employees are considered to have informal jobs if their employment relationship is, in law or in practice, not subject to national labour legislation, income taxation, social protection or entitlement to certain employment benefits (severance pay, paid annual or sick leave, etc.).

Questionnaire Design:

One of the main survey tools is the questionnaire, the survey questionnaire was designed according to the International Labour Organization (ILO) recommendations. The questionnaire includes four main parts:

1. Identification Data:
The main objective for this part is to record the necessary information to identify the household, such as, cluster code, sector, type of locality, cell, housing number and the cell code.

2. Quality Control:
This part involves groups of controlling standards to monitor the field and office operation, to keep in order the sequence of questionnaire stages (data collection, field and office coding, data entry, editing after entry and store the data.

3. Household Roster:
This part involves demographic characteristics about the household, like number of persons in the household, date of birth, sex, educational level…etc.

4. Employment Part:
This part involves the major research indicators, where one questionnaire had been answered by every 15 years and over household member, to be able to explore their labour force status and recognize their major characteristics toward employment status, economic activity, occupation, place of work, and other employment indicators.

Merge of Annual Data Files:
In order to create an annual data file for each year, the data files for the quarters of the same year were merged in one file. The weights for the annual data file were calculated for each quarter separately, and the weights for the whole year were calculated as one unit.

Sampling Frame
The methodology was designed according to the context of the survey, international standards, data processing requirements and comparability of outputs with other related surveys.

Sampling Frame and Target Population:

Target Population
It consists of all Palestinian households who are staying normally in the Palestinian Territory (west bank and gaza strip) during the year of 2011.

Sampling Frame
The sampling frame consists of all enumeration areas which were enumerated in 2007, each numeration area consists of buildings and housing units with average of about 124 households. These enumeration areas are used as primary sampling units(PSUs) in the first stage of the sampling selection.

Sample size

The sample size was about 7,820 households in the 60th round and 7,802 households in the 61th round, and 7,784 households in the 62th round and 7,784 households in the 63th round, and there is 50% overlapping among households between each two consecutive rounds .

Sampling Design

The sample of the Labor Force Survey (LFS) which implemented periodically every quarter by PCBS since 1995, so this survey implement every quarter in the year 2011(distributed over 13 weeks).

The sample is two stage stratified cluster sample with two stages :

First stage: we select a systematic random sample of 502 enumeration areas for the whole round ,and we excluded the enumeration areas which its sizes less than 40 households.

 Second stage: we select a systematic random sample of 16 households from each enumeration area selected in the first stage, se we select a systematic random of 16 households of the enumeration areas which its size is 80 household and over and the enumeration areas which its size is less than 80 households we select systematic random of 8 households.

Sample strata:

The population was divided by:

1- Governorate (16 governorate)

2- Type of Locality (urban, rural, refugee camps).

Sample Rotation:

Each round of the Labor Force Survey covers all of the 502 master sample enumeration areas. Basically, the areas remain fixed over time, but households in 50% of the EAs are replaced each round. The same household remains in the sample for 2 consecutive rounds, left for the next two rounds, then selected for the sample for another two consecutive rounds before it is dropped from the sample. A 50% overlap is then achieved between both consecutive rounds and between consecutive years (making the sample efficient for monitoring purposes).

Weights Calculation of households:

The weight of statistical units (sampling unit) in the sample is defined as the mathematical inverse of the selection probability where the sample of the survey is two stage stratified cluster sample, so In the first stage, we calculate the weight of enumeration areas which depending on the probability of each enumeration area(a systematic random sample), then In the second stage we calculate weight of households in each enumeration area, Initial households weights resulted from product of weight of first stage and weight of second stage ,final households weights obtained after adjustment of initial weights with the households estimates mid 2011 on the level of design strata (governorate, locality type) .

For the 10years and over persons file we add the final household weight for each person ,then we adjust the initial person weight with the persons estimates mid of 2011 on the level of (Region (west bank, gaza strip) , Sex (male , female) , Five –year age groups(14groups)) then we obtain the final adjusted person weight.

Reference Week:

The week ending on Friday preceding the interviewer's visit to the household.

Response Rates:

The survey sample consists of about 31,190 households in 2011 , which 28,083 households completed the interview; whereas 18,650 households from the West Bank and 9,433 households in Gaza Strip. Weights were modified to account for non-response rate. The response rate in the West Bank reached 95% while in the Gaza Strip it reached 96%.

Non-response cases

non-response cases	# of cases
Household completed	28,083
Traveling households	284
Unit does not exist	197
No one at home	602
Refused to cooperate	263
Vacant Housing unit	1,452
No available information	55
Other	254
Total sample size	**31,190**

Response and non-response formulas:

Percentage of over coverage errors = Total cases of over coverage x 100%

Number of cases in original sample

= 5.3%

Non response rate = Total cases of non response x 100%

Net Sample size

= 4.7%

Net sample = Original sample − cases of over coverage

Response rate = 100% - non-response rate

= 95.3%

Treatment of non-response cases using weight adjustment

$$fg = \frac{\sum_{ng} wi - \sum_{o.c} wi}{\sum_{rg} wi}$$

Where

wi : the primary weight before adjustment for the household i

g: adjustment group by (governorate, locality type).

fg: weight adjustment factor for the group g.

$\sum_{ng} wi$: Total weights in group g

$\sum_{o.cg} wi$: Total weights of over coverage cases

$\sum_{rg} wi$:   Total weights of response cases

We calculate fg *for each group* ,and final we obtain the final household weight ($w'i$) by using the following formula:

$$w'i = wi * fgi$$

Data Quality

Concept of data quality covers many aspects, starting from the initial planning of the survey to the dissemination of the results and how well users understand and use the data. There are seven dimensions of the statistical quality: relevance, accuracy, timeliness, accessibility, comparability, coherence, and completeness.

5.1 Data Accuracy

5.1.1. Sampling Errors

Data of this survey affected by sampling errors due to use of the sample and not a complete enumeration. Therefore, certain differences are expected in comparison with the real values obtained through censuses. Variance were calculated for the most important indicators, the variance table is attached with the final report. There is no problem to disseminate results at the national level and government level.

5.1.2. Non-Sampling Errors

Non-statistical errors are probable in all stages of the project, during data collection or processing. This is referred to as non-response errors, response errors, interviewing errors, and data entry errors. To avoid errors and reduce their effects, great efforts were made to train the fieldworkers intensively. They were trained on how to carry out the interview, what to discuss and what to avoid, carrying out a pilot survey, as well as practical and theoretical training during the training course.

Also data entry staff were trained on the data entry program that was examined before starting the data entry process. To stay in contact with progress of fieldwork activities and to limit obstacles, there was continuous contact with the fieldwork team through regular visits to the field and regular meetings with them during the different field visits. Problems faced by fieldworkers were discussed to clarify any issues.

Non-sampling errors can occur at the various stages of survey implementation whether in data collection or in data processing. They are generally difficult to be evaluated statistically. They cover a wide range of errors, including errors resulting from non-response, sampling frame coverage, coding and classification, data processing, and survey response (both respondent and interviewer-related). The use of effective training and supervision and the careful design of questions have direct bearing on limiting the magnitude of non-sampling errors, and hence enhancing the quality of the resulting data.

The implementation of the survey encountered non-response where the case (household was not present at home) during the fieldwork visit and the case (housing unit is vacant) become the high percentage of the non response cases. The total non-response rate reached 4.7% which is very low once compared to the household surveys conducted by PCBS , The refusal rate reached 0.8% which is very low percentage compared to the household surveys conducted by PCBS, and the reason is the short and clear questionnaire .

Derived Variables

In compliance with the International Labor Organization Recommendation, the persons aged 15 years and over classified into two groups:
1. In Labor Force
2. Outside Labor Force

The persons in Labor Force are classified into three groups:
1. Full employment
2. Underemployment (Visible, Invisible)
3. Unemployment

The derived variables as Follows

Variable name	Value Label	Description
EMPCH	1. Full Employment 2. Unemployment 3. Out Labor Force	Labor Force Status (1)
INOUTLF	1. In labor Force 2. Out Labor Force	Labor Force Status (2)
EMPCHU	1. Full Employment 2. Unemployment 3. Out Labor Force 4. Visible Underemployment 5. Invisible Underemployment	Labor Force Status (3)
EMPCHFIN	1. Full Employment 2. Underemployment 3. Unemployment 4. Out Labor Force	Labor Force Status (4)
EMPSTATS	1. Employer (employs others) 2. On own account 3. Employee 4. Unpaid family member	
WBGS	1. West Bank 2. Gaza Strip	Region
REASON	1. Old/ ill 2. Home duties 3. Studying 4. Other	Reason
MARITALS	1. Never Married 2. Married 3. Other	Marital Status
PWORK	1. West Bank 2. Gaza Strip 3. Israel and Settlements 4. Other	Place of Work

Variable name	Value Label	Description
EMPSTATS	1. Employer (Employs other) 2. On own account 3. Employee 4. Unpaid Family member	Employment Status
INDUSTRY	1. Agriculture 2. Manufacturing 3. Construction 4. Commerce, Hotels and Restaurants 5. Transport, Storage and Communication 6. Services	Industry
OCCUPATI	1. Legislators, Senior Officials and Managers 2. Professionals, Technical, Associate and Clerks 3. Service, Shop and Market Workers 4. Skilled Agricultural &Fishery Workers 5. Craft and Related Trade Workers 6. Plant and Machine Operators and Assemblers 7. Elementary Occupations	Occupation

Data Processing

The data processing stage consisted of the following operations:

1. Editing and coding before data entry: All questionnaires were edited and coded in the office using the same instructions adopted for editing in the field.
2. Data entry: At this stage, data was entered into the computer using a data entry template designed in Access. The data entry program was prepared to satisfy a number of requirements such as:

- Duplication of the questionnaires on the computer screen.
- Logical and consistency check of data entered.
- Possibility for internal editing of question answers.
- Maintaining a minimum of digital data entry and fieldwork errors.
- User friendly handling.

Possibility of transferring data into another format to be used and analyzed using other statistical analytic systems such as SPSS.