



2023 EMPLOYMENT AND EARNINGS INQUIRY

ENUMERATOR'S INSTRUCTIONS MANUAL

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CHAPTER ONE

1.1: Introduction

The Quarterly Employment and Earnings Inquiry (QEEI) is an establishment based sample survey conducted by the Zambia Statistics Agency (ZamStats). It collects data that enables the estimation of changes in formal sector employment and earnings as well as economic activities of the establishment.

1.2: Objectives of the Survey

The general objective of the survey is to identify and analyze employment created in the economy.

The specific objectives are:

- i. To produce statistics on job creation and earnings in the formal sector
- ii. To measure the levels of decent work in the formal sector
- iii. To produce statistics on the number and type of vacancies in the formal sector
- iv. To measure quarterly changes in employment levels in the formal sector

The following topics will be covered in the 2023 Employment Earnings Inquiry:

- Firmographics
- Employment
- Wages and salaries
- Decent work
- Staff turnover

1.3: Methodology

This section outlines the methodological approach that will be used to undertake the Formal Sector Quarterly Employment and Earnings Survey. It covers sample design and procedures.

1.4: Sample Design

1.4.1 Scope and coverage

The target population for this survey is all formal establishments that are operating in Zambia in the years 2022 and 2023. The inquiry targets Central Government (line Ministries and departments), Local Government (councils), all incorporated private establishments, (including Non- Governmental Organizations) and all parastatals.

All the industries are represented in the sample except the Activities of households as employers and Activities of extraterritorial organizations and bodies. In terms of geographic coverage, all the ten (10) provinces will be covered.

1.4.2: Sampling Frame

The sampling frame for the survey is the Statistical Business Register (SBR) maintained by ZamStats. The SBR contains a total of 433,492 formal business establishments in Zambia.

1.4.3: Sample Size and Allocation

The Formal Sector Quarterly Employment and Earnings survey is conducted on a probability sample of about 2,000 formal sector business establishments drawn from the SBR.

1.5 Establishment questionnaire

A detailed questionnaire will be used for collecting detailed information from sampled establishments about their employees.

1.6 ROLES OF A SUPERVISOR

The Supervisor performs a vital function. In the case of the fieldwork, the Supervisor will be in direct contact with the Enumerators; hence he/she will be responsible for ensuring conduct and performance of the Enumerators under his or her supervision.

The general functions of the Supervisor include:

- (i) Organizing the Enumerators to successfully complete their assignments.
- (ii) Ensuring that the work completed by the enumerators meets the required standards.
- (iii) Communicating with the Master Trainer and Provincial Head on a regular basis reporting on the progress of the fieldwork, relaying problems encountered in the field.
- (iv) Attending to directives on field operations and provide resolutions to problems where possible.
- (v) Allocating Establishments to Enumerators

- (vi) To supervise the Enumerators under him/her on a daily basis.
- (vii) Editing completed questionnaires for, legibility, completeness, consistency etc.

1.6.1 Supervising the Field Work

As a Supervisor, your most important task in the field is to provide day-to-day supervision of the Enumerators and their work. Your supervisory functions in the field can be divided into three areas: allocating assignments for interviewing and work and quality control.

(a) Allocating Assignments

Before allocating establishments to the Enumerators, you and the Enumerators should carefully review the selected establishments. After that, keep the following points in mind when allocating assignments:

- (i) Plan the work carefully so that it will be completed within the allocated time.
- (ii) Do not show favouritism when giving assignments. Large establishments, which are difficult to enumerate, should be divided as equally as possible.
- (iii) Provide Enumerators with sufficient questionnaires to complete their assignment.

(b) Editing and Quality Control

The success of this exercise depends to a large extent on the accuracy and completeness of the questionnaire. In order to guarantee both accuracy and completeness, you are responsible for certain quality control activities: editing all completed questionnaires.

You should edit the completed questionnaires immediately after receiving them in order to bring the editing work to manageable levels. Editing consists of checking for accuracy, completeness, consistency and legibility. You should take note of all errors that you discover and discuss them with the Enumerators at your next planned meeting. If there are errors in any of the questionnaires, give them back to the Enumerator to correct by contacting the establishment again.

Ensure that enumerators make follow ups for to establishments where questionnaires were left.

Ensure that all completed questionnaires are signed and stamped by the establishments.

1.7 Duties of an Enumerator

Your main duty as an enumerator in the survey is to collect data on the questionnaire which will later be handed over to your immediate supervisor.

A team of enumerators will be led by a supervisor. Your supervisor will provide you with questionnaires and other materials and he/she will be responsible for organizing your day-to-day survey activities. During your field work you must keep regular contact with your supervisor to enable him/her to make adjustments to the programs of your work. If necessary, you should also report any problems to him/her, such as any establishment refusing to be interviewed.

The quality of information to be derived from the data is dependent on what you collect from the respondents. Make sure that you record the information which is correct to the best knowledge of the respondents.

The questionnaire is very detailed and may require that you visit the establishment more than once in order to collect all the information required in the questionnaire. If the respondents appear to be busy or ask you to come another time, then please make an appointment to complete the interview at an agreed date and time and ensure that this is during the survey period.

You must record answers neatly and legibly (clearly). You must also keep your survey materials clean and in good order.

You must always check your work before you hand it over to your supervisor. This is known as editing. Editing entails: -

- (i) Checking your work for completeness. There should not be any omissions.
- (ii) Checking your work for legibility. You should record answers in a clear format. The person entering the data in the computer and the person checking your work should be able to read your writing.
- (iii) Checking your work for consistency. There should be consistency between answers recorded in the various sections of the questionnaire.
- (iv) After checking your work and ensuring that it is error free, then hand it over to your supervisor.

You should always write notes in the questionnaire (not in or around answer boxes but close enough to the answer) to explain peculiar or unusual situations or strange answers recorded for the purposes of your supervisor and other persons checking your work and data entry operators to understand certain answers.

Keep the questionnaires tidy all the time.

1.8 Enumerators' Conduct

As an enumerator you must always be polite and try to establish good relationships (Rapport) with the respondent you are dealing with. You should try to stimulate interest in the survey so that the best information possible is obtained from the respondents.

You are not allowed to argue with respondents or rebuke them or enter into any political discussions with them. If a respondent leads you into a conversation outside your work then politely decline. If a respondent is hostile or not very cooperative with you, consult your supervisor immediately who will solicit for cooperation from the respondent.

You must always be clean and dress appropriately when collecting data from the various establishments.

1.9 Materials

Each enumerator will be provided with the following: -

- (a) Survey questionnaires
- (b) Pens
- (c) A notebook
- (d) A letter of introduction/identity card
- (e) Bag

However, you will be required to return the letter of introduction / ID and survey Questionnaires (both completed and unused) to ZamStats immediately after the field work is completed.

1.10 Legal powers and confidentiality

This survey is being carried out under the provisions of the Census and Statistics Act No. 13 of 2018 of the Laws of Zambia.

Winning cooperation of the people is most important for a successful survey. By the same Act, you are not permitted to show, disclose or discuss any information collected in the survey with anyone other than the survey officials.

CHAPTER TWO

SURVEY PROCEDURES

2.1 Ethics and rules of conducting interviews

As an enumerator, it is your responsibility to keep strictly confidential anything you learn or observe during an interview. Never disclose the facts about the establishment to someone else. Respondents should be told that the information they provide will be used for statistical purposes only and that their names will not be associated with their answers when the information is analyzed.

In order to carry out your work successfully you should follow the guidelines below:

2.2.1 Preparing for the Interview

There are four important steps, which must be taken before you start your work:

- a. **Reviewing the Enumerators Manual:** This includes reviewing the general interviewing procedures, the specific field procedures and the question-by-question instructions.
- b. **Reviewing the Questions in the Survey Questionnaire:** Before you begin interviewing, practice using the questionnaire to build up your confidence. A successful interview requires enumerators who fully understand the questionnaire and can use it easily and correctly. Fumbling through the questionnaire like losing your place, shuffling papers, etc. can disturb the person to be interviewed.
- c. **Organizing Survey Materials:** Be sure you know what materials you need and that you have them with you before going into the field to interview. Check that you have the relevant questionnaire ready at hand before you start asking questions in order to avoid looking confused as you shuffle things around looking for it in the presence of the respondent.
- d. **Appearance and Behavior:** The first thing the respondent notices about the enumerator is appearance. It is important that you present a good impression by being neat, polite and courteous.

2.2.2 Establishing a Good Relationship

A comfortable relationship between the enumerator and the respondent is the foundation for good interviewing. The respondent's impression of you will largely determine the atmosphere for the whole interview. If you seem uninterested, bored or hostile the respondent will most probably act

in a similar way. You should remember that people tend to react favorably if they think the interviewer is someone with whom they will enjoy talking to. This means that you need to impress the respondent by being a friendly and understanding person. Through your good behavior you can create an atmosphere in which the respondent can talk freely.

2.2.3 Using the Survey Questionnaire

The purpose of the interview is to collect accurate data by using the questionnaire and following standard interviewing practices. To achieve this, you need to understand the survey questionnaire including how to ask the questions, how to follow instructions in the questionnaire and how to identify the various types of questions.

2.2.4 Asking the Questions

You should ask the questions in the way outlined below:

- (a) **Remaining Neutral:** You must maintain a neutral attitude with respondents. You must be careful that nothing in your words or manner implies criticism, surprise, approval or disapproval of either the questions asked or of the respondents' answers. You can put respondents at ease with a relaxed approach and gain their confidence.
- (b) **Asking Questions in the Order Presented:** Never change the order of the questions in the questionnaire. The questions follow one another in a logical sequence. Changing that sequence could alter the intention of the questionnaire. Asking a question out of sequence can affect answers you receive later in the interview.
- (c) **Asking Questions as Worded:** Do not change the question. If the respondent does not seem to understand the question, simply repeat it. Sometimes, respondents will ask you to define words in a question or explain part of the question. When this occurs, refer to the relevant chapter in the manual.

2.2.5 Instructions in the Questionnaire

In addition to the questions you must ask, the questionnaire contains instructions for you. The instructions are there to help you use the questionnaire correctly and must be followed closely.

These are:

- (a) **Skip Instructions:** These direct the flow of the interview by telling you which question to ask the respondent next. In other words, it is a method of tailoring the questionnaire to fit the respondents' situation and to prevent you from asking irrelevant questions. You must read these instructions with care so that you do not skip the correct questions and thus, miss out important information. When a question is not asked because of a skip instruction, you do not have to enter anything in the space provided. A good example from the questionnaire is section 3 Q3.4, where the establishments without vacancies are not asked Q3.5 and Q3.6.

(b) Question Specific Instructions: Such instructions are always printed in brackets, sometimes bold. They are good reminders for specific instructions.

2.2.6 Probing

This is the technique you will have to employ in order to obtain a complete and relevant answer from the respondent. An answer is always probed if it is incomplete, unsatisfactory or not meaningful. There are a number of reasons respondents sometimes do not answer questions adequately.

Probing, therefore, has two major functions:

- (a) To motivate respondents to expand or clarify their answers; and
- (b) To make the respondents answer precise so that irrelevant and unnecessary information can be eliminated.

Probing must be done without antagonizing the respondent. Respondents must not be made to feel that you are probing because their answer is incorrect or unacceptable.

The kind of probe to use must be adapted to the particular respondent and the particular answer given. There are some general types of probes that are frequently useful but the most important is to avoid getting into the habit of using the same probe. Instead, you must seek to understand what the intention of each question is, so that you will always know in what way a particular answer falls short of being satisfactory. The probe then should be devised to meet this gap. This will require you to be tactful.

It is very important to use neutral probes, that is, you must not imply to the respondent that you expect a particular answer or that you are dissatisfied with an answer. The reason for probing is to motivate the respondent to answer more fully or more precisely without introducing bias. Bias is the distortion of responses caused by the Interviewer's favoring of one answer over another.

- (a) **Repeat the Question:** When the respondent does not seem to understand the question, or when he/she misinterprets it, or seems unable to make up his/her mind, or when he/she strays from the subject, the most useful technique is to repeat the question just as it was asked the first time.
- (b) **An Expectant Pause:** The simplest way to convey to a respondent that you know he/she has begun to answer the question, but that you feel he/she has more to say, is to be silent. A pause often accompanied by an expectant look or a nod of the head gives the respondent time to gather his/her thoughts.

(c) Repeating the Respondent's Reply: Simply repeating what the respondent has said as soon as he/she has stopped is often an excellent probe.

(d) Neutral Questions or Comments: Neutral questions or comments are frequently used to obtain unbiased, clearer and complete responses. The following is an example of commonly used probe:

- What do you mean?

This type of probe indicates that the interviewer is interested and they make a direct request for more information.

You should stop probing only when you have a clear, complete answer. However, if at any time the respondent becomes irritated or annoyed, stop probing the question. We do not want the respondent to refuse to complete the rest of the interview.

2.2.7 Controlling the Interview

While it is important to maintain a pleasant and courteous manner in order to obtain the respondent's co-operation, you must also be able to control the interview so that it may be completed in a timely and orderly manner. For example, when answering questions, the respondent may offer a lengthy explanation of problems or complaints. In this situation, you must be able to bring the discussion to a close as soon as possible so that the interview may continue. Politely, tell the respondent that you understand what he/she is saying but would like to complete the interview. If necessary, you may try to postpone any outside discussion by saying "Okay, let's finish the interview first then talk about that later".

In some cases, the respondent may start to provide information about some topic, which is covered at a later stage during the same interview. Again, you must control the interview by telling the respondent that you must ask other questions first and that he/she should wait until later to provide information on that particular topic.

2.2.8 Recording Responses

Asking the questions correctly and obtaining clear answers is only part of your job. Equally important is recording the answers given by the respondents.

- (a) **Legibility:** All the entries you make on the questionnaire must be legible and confined to the space provided. If your supervisor cannot read an entry, the questionnaire will be returned to you for correction. All responses, which require written words, should be clearly printed in block letters rather than script. The recording responses should be done

clearly within the space provided; otherwise mistakes will be made at different stages of processing.

2.2.9 Ending the Interview

It is important that you leave the respondent with the idea that you are grateful for his or her co-operation. After all the questions have been asked, thank the respondent and mention that his or her co-operation has been most helpful in providing information for the Survey. Also inform the respondent that you may possibly return to collect more information.

CHAPTER THREE

3.1 CONCEPTS AND DEFINITIONS

Establishment

An establishment is an enterprise or part of an enterprise, which is situated in a single location, and in which only a single productive activity is carried out or in which the principal productive activity accounts for most of the value added. It combines both the kind-of-activity dimension and the locality dimension.

Region

Refers to an area being rural or urban.

Occupation

Refers to the actual tasks performed by workers in their workplaces. It is a set of jobs whose main tasks and duties are characterized by a high degree of similarity.

Main respondent

The main respondent is usually a person in charge of an establishment. The person in charge may refer you to another knowledgeable person within the establishment who will in turn be your main respondent. The main respondent may be the owner or operator/ manager of the establishment.

Industry

Consists of a group of establishments engaged in the same or similar kinds of production activity.

Sector

Groups together institutional units on the basis of their principal functions, behavior and objectives. For example, parastatal establishment, private ownership, Non-Governmental Organisations, etc.

Employed Persons

Persons of working age 15 years and above are classified as currently employed if, during a reference period (as at 30th September, 2023) did some work for pay.

Wage

Refers to a fixed regular payment earned for work or services, typically paid on daily or weekly basis.

Minimum Wage

Refers to the minimum amount of remuneration that an employer is required to pay wage earners for the work performed during a given period of time (monthly) (ILO).

Salary

Refers to a fixed regular payment, typically paid on a monthly basis but often expressed as an annual sum, paid by an employer to an employee.

Employment Contract Attestation

Refers to the act of certifying an employment contract by the Labour office to ensure that the contract is in conformity with the employment act No. 3 of 2019.

Trade union

Refers to a membership-based organization of workers whose main aim is to protect and advance the interest and rights of its members in the workplace.

Nationality

Refers to the status of belonging to a particular country. For the purposes of this survey, nationality refers to whether an employee is **Zambian** or **Non-Zambian**.

CHAPTER FOUR: QUESTIONNAIRE

SECTION 1: IDENTIFICATION PARTICULARS

ID1. Province

Pre-enter, in the space provided, the name of the province in which you are conducting this survey, and enter the province code in the box provided.

ID 2. District

Pre-enter, in the space provided, the name of the district in which you are conducting this survey, and enter the district code in the box provided.

ID 3. Constituency

Pre-enter, in the space provided, the name of the Constituency in which you are conducting this survey, and enter the Constituency code in the box provided.

ID 4. Region

Pre-enter in the boxes provided codes for region. The codes are provided on the questionnaire, enter *1 for rural and 2 for urban*.

ID 5. Name of Establishment

Pre-enter, in the space provided, the name of the establishment and the code in the boxes provided. E.g. Zambeef Products PLC, Lusaka Trust Hospital.

ID 6. Establishment's Postal Address

Enter the postal address of the establishment E.g ZamStats, Nationalist road, P.O Box 31908, Lusaka, Zambia.

ID 7. Physical Address

Ensure that the physical address is detailed enough, that is, having the plot number and street name. If the street has no name, you write the name of the nearest street e.g. off Chandwe Musonda Road. For establishments in multi-storey buildings, indicate the floor and room numbers. For example 6th floor Findeco House, Cairo Road, Central Business District.

Note that for rural areas you may not be able to give a physical address for the establishment. In such a case, write down the name of the chief for that area as well as the locality name.

ID 8. Establishment's contact number

Enter the cellphone number/Telephone number of the establishment

ID 9. Establishment's Email Address

Enter the email address of the establishment

ID 10. Response Status

- **Completed:** If you have enumerated the establishment, enter Code 1 in the box provided.
- **Partial:** If the respondent gives you part of the information about the establishment, enter code 2 in the box provided.
- **Non-Contact:** This code (3) should be used in cases where you could not find the most knowledgeable respondent to provide the information.
- **Refusal:** Enter code 4, in cases where establishment refuses to provide information after exhausting all possible options.

SECTION 2: GENERAL INFORMATION (FIRMOGRAPHICS)

This section focuses on the economic activity of the establishment (that is, the main goods produced or services provided), the economic sector and employment details of the establishment.

Q1.1: What is the main economic activity of this establishment?

This question seeks to establish the industry of the establishment. Find out the main goods produced or services provided by the establishment. Record the responses in the space provided. After the interview use the ISIC codes provided at the Appendix II to determine the industry in which the establishment belongs. E.g. if the establishment is Airtel and the response given is provision of mobile telecommunication services. The matching ISIC code will be 6120.

Q1.2. Registration

Establish whether the establishment is registered with PACRA, Registrar of societies, registrar of NGO's and local authority. If the answer is No, skip to Q1.6.

Q1.3. Year of establishment's registration

Enter year the establishment was registered.

Q1.4. Year establishment started operating

Enter the year in which the establishment began its operations for the first time.

Q1.5: Is this establishment registered as a...?

This question seeks to establish the legal form of the establishment. Enter the appropriate code in the box provided.

Limited Liability Company

Is a business entity that offers limited liability protection (It prevents individuals from being liable for the company's financial losses and debt liabilities)

Joint Stock Company (Open or closed)

Is a business owned by investors, which each investor owning a share of the company based on the amount invested.

Private Enterprise

Is an industry or business which is owned by individual people or commercial companies and not by government or an official organization.

Public Institution

Any entity established or controlled by the central government or local government including but not limited to an institution or public higher education research institution.

Cooperative

Is business organization owned and operated by a group of individuals for their mutual benefit.

Non-Governmental Organization

These are non-profit entities which are independent of government influence (although they may receive funding from government). Included in this sector are charities, relief and aid organizations like the Red Cross. Others are trade unions, professional associations, consumer associations, political parties, social, cultural, recreational and sports clubs.

Faith Based organization

These are charitable organizations or non-profit affiliated with a religious group or inspired by religious beliefs.

Q1.6. Is this establishment a single unit, branch or head office?

This question seeks to establish whether the establishment is a single unit, branch or head office. Enter the appropriate code in the box provided.

Q1.7: In what sector is this establishment?

This question seeks to establish the sector in which the establishment belongs.

Local government: Refers to district council offices and establishments run by councils.

Parastatal/Quasi Government Institution: These are establishments in which the Government has a controlling interest. Some parastatal companies are partly owned by private individuals although the Government owns at least 51% shares. Other parastatals are owned wholly by the Government. E.g. ZESCO, ZSIC, ZAMTEL.

Private Enterprise: These are profit-making organizations owned by private individuals or a group of individuals. Profits of the private corporations go to the owners.

Non-Governmental Organization: These are non-profit entities which are independent of government influence (although they may receive funding from government).

Faith based organization: These are charitable organizations or non-profit affiliated with a religious group or inspired by religious beliefs.

SECTION 2.1: EMPLOYMENT

Q2.1: What was the total number of positions in your establishment structure as at 30th September 2022?

This question seeks to establish the number of positions provided in the structure of the establishment. Find out from the respondent the total number of positions provided in this establishment if they had to employ at full capacity. The structure should include both filled and vacant positions.

Q2.2: What was the total number of paid employees in this establishment as at 30th September 2022?

This question seeks to establish the total number of paid employees that were working in this establishment as at 30th September 2022. The total number of paid employees should include both full time, part time and casual employees if any. This should be broken down by sex and nationality (Zambian and Non-Zambian).

Q2.3: What was the total number of positions in your establishment structure as at 30th September 2023?

This question seeks to establish the number of positions provided in the structure of the establishment. Find out from the respondent the total number of positions provided in this

establishment if they had to employ at full capacity. The structure should include both filled and vacant positions.

Q2.4: What was the total number of paid employees in this establishment as at 30th September 2023?

This question seeks to establish the total number of paid employees that were working in this establishment as at 30th September, 2023. The total number of paid employees should include both full time, part time and casual employees if any. This should be broken down by sex and nationality (Zambian and Non-Zambian).

Q2.5: How many Permanent employees were working in this establishment as at 30th September, 2023?

This question seeks to establish the total number of permanent employees that were working in this establishment as at 30th September, 2023. For purposes of this survey, a permanent employee refers to an employee who has a contract exceeding six (6) months.

Q2.6: How many temporal/seasonal employees were working in this establishment as at 30th September, 2023?

This question seeks to establish the total number of temporal/seasonal employees that were working in this establishment as at 30th September, 2023. For purposes of this survey, temporal/seasonal employees refer to employees who have a contract that does NOT exceed six (6) months.

Q2.7: How many casual employees were working in this establishment as at 30th September, 2023?

This question seeks to establish the total number of casual employees that were working in this establishment as at 30th September, 2023. For purposes of this survey, a casual employee refers to any employee whose employment provide his payment at the end of each day.

SECTION 2.2: DECENT WORK

Q2.8: As at 30th September 2023, how many employees were entitled to?

This question seeks to establish the total number of employees that were working in this establishment who were entitled to;

- (a) **Annual paid leave:** refers to a period of paid time off work granted to employees by their employer without losing their salary.
- (b) **Paid sick leave:** refers to paid time off work that workers can use to stay home to address their health needs without losing their salary.
- (c) **Pension (old- age, invalidity and survivor benefits):** refers to a regular payment made by the state to people of or above the official retirement age and to some

widows and the persons living with disabilities. (NAPSA, Public Service Pension Fund, Local Authority Superannuation Fund (LASF)).

- (d) **Social Health insurance:** refers to a form of financing and managing health care based on risk pooling. It is a system for the financing of medical expenses by means of contributions or taxes paid into a common fund that covers health services. Example: NHIMA
- (e) **Employment Injury and Disease Compensation Benefits:** Refers to schemes which provide benefits in the case of death and incapacity due to accidents at work and due to prescribed occupational diseases. E.G Workers Compensation Fund Control Board
- (f) **Paid maternity/paternity leave:** refers to a period of absence from work granted to a mother/father before and after the birth of her child without losing their salary.

Q2.9.0 How many employees were members of any trade union as at 30th September, 2023?

This question seeks to establish how many employees were members of trade unions as at 30th September, 2023.

Q.2.9.1 As at 30th September 2023, did your employees have an in-house trade union?

This question seeks to establish whether employees in the establishment had an in-house trade union as at 30th September, 2023.

Q2.9.2 Are you aware of any Labor standards such as the current minimum wage, employee contract attestation, workers' union representation?

This question seeks to establish whether the employer is aware of any labor standards such current minimum wage, employee contract attestation, workers' union representation?

- (a). **Minimum Wage:** Refers to the minimum amount of remuneration that an employer is required to pay wage earners for the work performed during a given period of time (monthly) (ILO).
- (b). **Employee contract Attestation:** Refers to the act of certifying an employment contract by the Labour office to ensure that the contract is in conformity with the employment act No. 3 of 2019.
- (c). **Trade union:** Refers to a membership-based organization of workers whose main aim is to protect and advance the interest and rights of its members in the workplace.

SECTION 2.3: SALARIES AND WAGES

Q2.10: What were the total monthly basic salaries or wages for all employees as at 30th September, 2022?

This question seeks to establish the total amount spent on employees' monthly wages and salaries as at 30th September, 2022.

Q2.11: What were the total monthly regular allowances for all employees as at 30th September, 2022?

This question seeks to establish the total amount spent on employees' monthly regular allowances E.g. Transport, housing, airtime allowances etc. as at 30th September, 2022. This does not include daily subsistence allowances (DSA).

Q2.12: What were the total monthly basic salaries or wages for all employees as at 30th September 2023?

This question seeks to establish the total amount spent on employees' monthly wages and salaries as at 30th September, 2023.

Q2.13: What were the total monthly regular allowances for all employees as at 30th September 2023?

This question seeks to establish the total amount spent on employees' monthly regular allowances e.g. Transport, housing, airtime allowances etc. as at 30th September, 2023. This does not include daily subsistence allowances (DSA).

SECTION 3: STAFF TURNOVER

Q3.1: How many Permanent employees did this establishment lose between 1st July, 2023 to 30th September, 2023 through dismissals, resignations, retirements, deaths etc.?

This question seeks to establish how many Permanent employees the establishment lost through dismissals, resignations, retirements, deaths etc. between 1st July, 2023 to 30th September, 2023. Enter the total, male and female numbers for each category. If there is another reason for losing employees which has not been listed, specify it on ‘**Other specify**’ and indicate the numbers.

Q3.2: Did this establishments have any vacancies as at 30th September, 2023?

This question seeks to establish whether an establishment had any vacancies as at 30th September, 2023.

Q3.3: How many vacancies were in this establishment as at 30th September, 2023?

This question seeks to establish how many vacant positions the establishment had and was ready to fill as at 30th September, 2023.

Q3.4: In which positions were these vacancies?

This question seeks to establish the specific positions which were vacant. List the vacant positions with their corresponding number of vacancies as illustrated in table 1.

Table: 1

POSITION	NUMBER OF VACANCIES
Chef	3
Truck Driver	5
Site Engineer	1
Welder	2

APPENDIX I

INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATION CODE - (ISCO-08)

Major groups, sub-major groups, minor groups and unit groups

1 Manager

- 11 Chief executives, senior officials and legislators
 - 111 Legislators and senior officials
 - 1111 Legislators
 - 1112 Senior government officials
 - 1113 Traditional chiefs and heads of village
 - 1114 Senior officials of special-interest organizations
 - 112 Managing directors and chief executives
 - 1120 Managing directors and chief executives
- 12 Administrative and commercial managers
 - 121 Business services and administration managers
 - 1211 Finance managers
 - 1212 Human resource managers
 - 1213 Policy and planning managers
 - 1219 Business services and administration managers not elsewhere classified
 - 122 Sales, marketing and development managers
 - 1221 Sales and marketing managers
 - 1222 Advertising and public relations managers
 - 1223 Research and development managers
- 13 Production and specialized services managers
 - 131 Production managers in agriculture, forestry and fisheries
 - 1311 Agricultural and forestry production managers
 - 1312 Aquaculture and fisheries production managers
 - 132 Manufacturing, mining, construction, and distribution managers
 - 1321 Manufacturing managers
 - 1322 Mining managers
 - 1323 Construction managers
 - 1324 Supply, distribution and related managers
 - 133 Information and communications technology service managers
 - 1330 Information and communications technology service managers
 - 134 Professional services managers
 - 1341 Child care services managers
 - 1342 Health services managers

- 1343 Aged care services managers
- 1344 Social welfare managers
- 1345 Education managers
- 1346 Financial and insurance services branch managers
- 1349 Professional services managers not elsewhere classified

14 Hospitality, retail and other services managers

- 141 Hotel and restaurant managers
 - 1411 Hotel managers
 - 1412 Restaurant managers
- 142 Retail and wholesale trade managers
 - 1420 Retail and wholesale trade managers
- 143 Other services managers
 - 1431 Sports, recreation and cultural centre managers
 - 1439 Services managers not elsewhere classified

2 Professionals

21 Science and engineering professionals

- 211 Physical and earth science professionals
 - 2111 Physicists and astronomers
 - 2112 Meteorologists
 - 2113 Chemists
 - 2114 Geologists and geophysicists
- 212 Mathematicians, actuaries and statisticians
 - 2120 Mathematicians, actuaries and statisticians
- 213 Life science professionals
 - 2131 Biologists, botanists, zoologists and related professionals
 - 2132 Farming, forestry and fisheries advisers
 - 2133 Environmental protection professionals
- 214 Engineering professionals (excluding electrotechnology)
 - 2141 Industrial and production engineers
 - 2142 Civil engineers
 - 2143 Environmental engineers
 - 2144 Mechanical engineers
 - 2145 Chemical engineers
 - 2146 Mining engineers, metallurgists and related professionals
 - 2149 Engineering professionals not elsewhere classified
- 215 Electrotechnology engineers
 - 2151 Electrical engineers
 - 2152 Electronics engineers
 - 2153 Telecommunications engineers
- 216 Architects, planners, surveyors and designers
 - 2161 Building architects
 - 2162 Landscape architects
 - 2163 Product and garment designers

- 2164 Town and traffic planners
- 2165 Cartographers and surveyors
- 2166 Graphic and multimedia designers
- 22 Health professionals
 - 221 Medical doctors
 - 2211 Generalist medical practitioners
 - 2212 Specialist medical practitioners
 - 222 Nursing and midwifery professionals
 - 2221 Nursing professionals
 - 2222 Midwifery professionals
 - 223 Traditional and complementary medicine professionals
 - 2230 Traditional and complementary medicine professionals
 - 224 Paramedical practitioners
 - 2240 Paramedical practitioners
 - 225 Veterinarians
 - 2250 Veterinarians
 - 226 Other health professionals
 - 2261 Dentists
 - 2262 Pharmacists
 - 2263 Environmental and occupational health and hygiene professionals
 - 2264 Physiotherapists
 - 2265 Dieticians and nutritionists
 - 2266 Audiologists and speech therapists
 - 2267 Optometrists and ophthalmic opticians
 - 2269 Health professionals not elsewhere classified
- 23 Teaching professionals
 - 231 University and higher education teachers
 - 2310 University and higher education teachers
 - 232 Vocational education teachers
 - 2320 Vocational education teachers
 - 233 Secondary education teachers
 - 2330 Secondary education teachers
 - 234 Primary school and early childhood teachers
 - 2341 Primary school teachers
 - 2342 Early childhood educators
 - 235 Other teaching professionals
 - 2351 Education methods specialists
 - 2352 Special needs teachers
 - 2353 Other language teachers
 - 2354 Other music teachers
 - 2355 Other arts teachers
 - 2356 Information technology trainers
 - 2359 Teaching professionals not elsewhere classified
- 24 Business and administration professionals
 - 241 Finance professionals
 - 2411 Accountants

- 2412 Financial and investment advisers
- 2413 Financial analysts
- 242 Administration professionals
 - 2421 Management and organization analysts
 - 2422 Policy administration professionals
 - 2423 Personnel and careers professionals
 - 2424 Training and staff development professionals
- 243 Sales, marketing and public relations professionals
 - 2431 Advertising and marketing professionals
 - 2432 Public relations professionals
 - 2433 Technical and medical sales professionals (excluding ICT)
 - 2434 Information and communications technology sales professionals
- 25 Information and communications technology professionals
 - 251 Software and applications developers and analysts
 - 2511 Systems analysts
 - 2512 Software developers
 - 2513 Web and multimedia developers
 - 2514 Applications programmers
 - 2519 Software and applications developers and analysts not elsewhere classified
 - 252 Database and network professionals
 - 2521 Database designers and administrators
 - 2522 Systems administrators
 - 2523 Computer network professionals
 - 2529 Database and network professionals not elsewhere classified
- 26 Legal, social and cultural professionals
 - 261 Legal professionals
 - 2611 Lawyers
 - 2612 Judges
 - 2619 Legal professionals not elsewhere classified
 - 262 Librarians, archivists and curators
 - 2621 Archivists and curators
 - 2622 Librarians and related information professionals
 - 263 Social and religious professionals
 - 2631 Economists
 - 2632 Sociologists, anthropologists and related professionals
 - 2633 Philosophers, historians and political scientists
 - 2634 Psychologists
 - 2635 Social work and counselling professionals
 - 2636 Religious professionals
 - 264 Authors, journalists and linguists
 - 2641 Authors and related writers
 - 2642 Journalists
 - 2643 Translators, interpreters and other linguists
 - 265 Creative and performing artists
 - 2651 Visual artists

- 2652 Musicians, singers and composers
- 2653 Dancers and choreographers
- 2654 Film, stage and related directors and producers
- 2655 Actors
- 2659 Creative and performing artists not elsewhere classified

3. Technicians and associate professionals

- 31 Science and engineering associate professionals
 - 311 Physical and engineering science technicians
 - 3111 Chemical and physical science technicians
 - 3112 Civil engineering technicians
 - 3113 Electrical engineering technicians
 - 3114 Electronics engineering technicians
 - 3115 Mechanical engineering technicians
 - 3116 Chemical engineering technicians
 - 3117 Mining and metallurgical technicians
 - 3118 Draughtspersons
 - 3119 Physical and engineering science technicians not elsewhere classified
 - 312 Mining, manufacturing and construction supervisors
 - 3121 Mining supervisors
 - 3122 Manufacturing supervisors
 - 3123 Construction supervisors
 - 313 Process control technicians
 - 3131 Power production plant operators
 - 3132 Incinerator and water treatment plant operators
 - 3133 Chemical processing plant controllers
 - 3134 Petroleum and natural gas refining plant operators
 - 3135 Metal production process controllers
 - 3139 Process control technicians not elsewhere classified
 - 314 Life science technicians and related associate professionals
 - 3141 Life science technicians (excluding medical)
 - 3142 Agricultural technicians
 - 3143 Forestry technicians
 - 315 Ship and aircraft controllers and technicians
 - 3151 Ships' engineers
 - 3152 Ships' deck officers and pilots
 - 3153 Aircraft pilots and related associate professionals
 - 3154 Air traffic controllers
 - 3155 Air traffic safety electronics technicians
- 32 Health associate professionals
 - 321 Medical and pharmaceutical technicians
 - 3211 Medical imaging and therapeutic equipment technicians
 - 3212 Medical and pathology laboratory technicians
 - 3213 Pharmaceutical technicians and assistants

- 3214 Medical and dental prosthetic technicians
- 322 Nursing and midwifery associate professionals
 - 3221 Nursing associate professionals
 - 3222 Midwifery associate professionals
- 323 Traditional and complementary medicine associate professionals
 - 3230 Traditional and complementary medicine associate professionals
- 324 Veterinary technicians and assistants
 - 3240 Veterinary technicians and assistants
- 325 Other health associate professionals
 - 3251 Dental assistants and therapists
 - 3252 Medical records and health information technicians
 - 3253 Community health workers
 - 3254 Dispensing opticians
 - 3255 Physiotherapy technicians and assistants
 - 3256 Medical assistants
 - 3257 Environmental and occupational health inspectors and associates
 - 3258 Ambulance workers
 - 3259 Health associate professionals not elsewhere classified
- 33 Business and administration associate professionals
 - 331 Financial and mathematical associate professionals
 - 3311 Securities and finance dealers and brokers
 - 3312 Credit and loans officers
 - 3313 Accounting associate professionals
 - 3314 Statistical, mathematical and related associate professionals
 - 3315 Valuers and loss assessors
 - 332 Sales and purchasing agents and brokers
 - 3321 Insurance representatives
 - 3322 Commercial sales representatives
 - 3323 Buyers
 - 3324 Trade brokers
 - 333 Business services agents
 - 3331 Clearing and forwarding agents
 - 3332 Conference and event planners
 - 3333 Employment agents and contractors
 - 3334 Real estate agents and property managers
 - 3339 Business services agents not elsewhere classified
 - 334 Administrative and specialized secretaries
 - 3341 Office supervisors
 - 3342 Legal secretaries
 - 3343 Administrative and executive secretaries
 - 3344 Medical secretaries
 - 335 Regulatory government associate professionals
 - 3351 Customs and border inspectors
 - 3352 Government tax and excise officials
 - 3353 Government social benefits officials
 - 3354 Government licensing officials

- 3355 Police inspectors and detectives
- 3359 Regulatory government associate professionals not elsewhere classified
- 34 Legal, social, cultural and related associate professionals
 - 341 Legal, social and religious associate professionals
 - 3411 Legal and related associate professionals
 - 3412 Social work associate professionals
 - 3413 Religious associate professionals
 - 342 Sports and fitness workers
 - 3421 Athletes and sports players
 - 3422 Sports coaches, instructors and officials
 - 3423 Fitness and recreation instructors and program leaders
 - 343 Artistic, cultural and culinary associate professionals
 - 3431 Photographers
 - 3432 Interior designers and decorators
 - 3433 Gallery, museum and library technicians
 - 3434 Chefs
 - 3435 Other artistic and cultural associate professionals
- 35 Information and communications technicians
 - 351 Information and communications technology operations and user support technicians
 - 3511 Information and communications technology operations technicians
 - 3512 Information and communications technology user support technicians
 - 3513 Computer network and systems technicians
 - 3514 Web technicians
 - 352 Telecommunications and broadcasting technicians
 - 3521 Broadcasting and audio-visual technicians
 - 3522 Telecommunications engineering technicians

4. Clerical support workers

- 41 General and keyboard clerks
 - 411 General office clerks
 - 4110 General office clerks
 - 412 Secretaries (general)
 - 4120 Secretaries (general)
 - 413 Keyboard operators
 - 4131 Typists and word processing operators
 - 4132 Data entry clerks
- 42 Customer services clerks
 - 421 Tellers, money collectors and related clerks
 - 4211 Bank tellers and related clerks
 - 4212 Bookmakers, croupiers and related gaming workers
 - 4213 Pawnbrokers and money-lenders
 - 4214 Debt-collectors and related workers
 - 422 Client information workers
 - 4221 Travel consultants and clerks

- 4222 Contact centre information clerks
- 4223 Telephone switchboard operators
- 4224 Hotel receptionists
- 4225 Enquiry clerks
- 4226 Receptionists (general)
- 4227 Survey and market research interviewers
- 4229 Client information workers not elsewhere classified
- 43 Numerical and material recording clerks
 - 431 Numerical clerks
 - 4311 Accounting and bookkeeping clerks
 - 4312 Statistical, finance and insurance clerks
 - 4313 Payroll clerks
 - 432 Material-recording and transport clerks
 - 4321 Stock clerks
 - 4322 Production clerks
 - 4323 Transport clerks
- 44 Other clerical support workers
 - 441 Other clerical support workers
 - 4411 Library clerks
 - 4412 Mail carriers and sorting clerks
 - 4413 Coding, proof-reading and related clerks
 - 4414 Scribes and related workers
 - 4415 Filing and copying clerks
 - 4416 Personnel clerks
 - 4419 Clerical support workers not elsewhere classified

5. Service and sales workers

- 51 Personal service workers
 - 511 Travel attendants, conductors and guides
 - 5111 Travel attendants and travel stewards
 - 5112 Transport conductors
 - 5113 Travel guides
 - 512 Cooks
 - 5120 Cooks
 - 513 Waiters and bartenders
 - 5131 Waiters
 - 5132 Bartenders
 - 514 Hairdressers, beauticians and related workers
 - 5141 Hairdressers
 - 5142 Beauticians and related workers
- 515 Building and housekeeping supervisors
 - 5151 Cleaning and housekeeping supervisors in offices, hotels and other establishments
 - 5152 Domestic housekeepers

- 5153 Building caretakers
- 516 Other personal services workers
 - 5161 Astrologers, fortune-tellers and related workers
 - 5162 Companions and valets
 - 5163 Undertakers and embalmers
 - 5164 Pet groomers and animal care workers
 - 5165 Driving instructors
 - 5169 Personal services workers not elsewhere classified
- 52 Sales workers
 - 521 Street and market salespersons
 - 5211 Stall and market salespersons
 - 5212 Street food salespersons
 - 522 Shop salespersons
 - 5221 Shop keepers
 - 5222 Shop supervisors
 - 5223 Shop sales assistants
 - 523 Cashiers and ticket clerks
 - 5230 Cashiers and ticket clerks
 - 524 Other sales workers
 - 5241 Fashion and other models
 - 5242 Sales demonstrators
 - 5243 Door to door salespersons
 - 5244 Contact centre salespersons
 - 5245 Service station attendants
 - 5246 Food service counter attendants
 - 5249 Sales workers not elsewhere classified
- 53 Personal care workers
 - 531 Child care workers and teachers' aides
 - 5311 Child care workers
 - 5312 Teachers' aides
 - 532 Personal care workers in health services
 - 5321 Health care assistants
 - 5322 Home-based personal care workers
 - 5329 Personal care workers in health services not elsewhere classified
- 54 Protective services workers
 - 541 Protective services workers
 - 5411 Fire-fighters
 - 5412 Police officers
 - 5413 Prison guards
 - 5414 Security guards
 - 5419 Protective services workers not elsewhere classified

6. Skilled agricultural, forestry and fishery workers

- 61 Market-oriented skilled agricultural workers
 - 611 Market gardeners and crop growers
 - 6111 Field crop and vegetable growers
 - 6112 Tree and shrub crop growers
 - 6113 Gardeners, horticultural and nursery growers
 - 6114 Mixed crop growers
 - 612 Animal producers
 - 6121 Livestock and dairy producers
 - 6122 Poultry producers
 - 6123 Apiarists and sericulturists
 - 6129 Animal producers not elsewhere classified
 - 613 Mixed crop and animal producers
 - 6130 Mixed crop and animal producers
- 62 Market-oriented skilled forestry, fishery and hunting workers
 - 621 Forestry and related workers
 - 6210 Forestry and related workers
 - 622 Fishery workers, hunters and trappers
 - 6221 Aquaculture workers
 - 6222 Inland and coastal waters fishery workers
 - 6223 Deep-sea fishery workers
 - 6224 Hunters and trappers
- 63 Subsistence farmers, fishers, hunters and gatherers
 - 631 Subsistence crop farmers
 - 6310 Subsistence crop farmers
 - 632 Subsistence livestock farmers
 - 6320 Subsistence livestock farmers
 - 633 Subsistence mixed crop and livestock farmers
 - 6330 Subsistence mixed crop and livestock farmers
 - 634 Subsistence fishers, hunters, trappers and gatherers
 - 6340 Subsistence fishers, hunters, trappers and gatherers

7 Craft and related trades workers

- 71 Building and related trades workers, excluding electricians
 - 711 Building frame and related trades workers
 - 7111 House builders
 - 7112 Bricklayers and related workers
 - 7113 Stonemasons, stone cutters, splitters and carvers
 - 7114 Concrete placers, concrete finishers and related workers
 - 7115 Carpenters and joiners
 - 7119 Building frame and related trades workers not elsewhere classified

- 712 Building finishers and related trades workers
 - 7121 Roofers
 - 7122 Floor layers and tile setters
 - 7123 Plasterers
 - 7124 Insulation workers
 - 7125 Glaziers
 - 7126 Plumbers and pipe fitters
 - 7127 Air conditioning and refrigeration mechanics
 - 713 Painters, building structure cleaners and related trades workers
 - 7131 Painters and related workers
 - 7132 Spray painters and varnishers
 - 7133 Building structure cleaners
- 72 Metal, machinery and related trades workers
 - 721 Sheet and structural metal workers, moulders and welders, and related workers
 - 7211 Metal moulders and coremakers
 - 7212 Welders and flamecutters
 - 7213 Sheet-metal workers
 - 7214 Structural-metal preparers and erectors
 - 7215 Riggers and cable splicers
 - 722 Blacksmiths, toolmakers and related trades workers
 - 7221 Blacksmiths, hammersmiths and forging press workers
 - 7222 Toolmakers and related workers
 - 7223 Metal working machine tool setters and operators
 - 7224 Metal polishers, wheel grinders and tool sharpeners
 - 723 Machinery mechanics and repairers
 - 7231 Motor vehicle mechanics and repairers
 - 7232 Aircraft engine mechanics and repairers
 - 7233 Agricultural and industrial machinery mechanics and repairers
 - 7234 Bicycle and related repairers
- 73 Handicraft and printing workers
 - 731 Handicraft workers
 - 7311 Precision-instrument makers and repairers
 - 7312 Musical instrument makers and tuners
 - 7313 Jewellery and precious-metal workers
 - 7314 Potters and related workers
 - 7315 Glass makers, cutters, grinders and finishers
 - 7316 Sign writers, decorative painters, engravers and etchers
 - 7317 Handicraft workers in wood, basketry and related materials
 - 7318 Handicraft workers in textile, leather and related materials
 - 7319 Handicraft workers not elsewhere classified
 - 732 Printing trades workers
 - 7321 Pre-press technicians
 - 7322 Printers
 - 7323 Print finishing and binding workers
- 74 Electrical and electronic trades workers
 - 741 Electrical equipment installers and repairers

- 7411 Building and related electricians
- 7412 Electrical mechanics and fitters
- 7413 Electrical line installers and repairers
- 742 Electronics and telecommunications installers and repairers
 - 7421 Electronics mechanics and servicers
 - 7422 Information and communications technology installers and servicers
- 75 Food processing, wood working, garment and other craft and related trades workers
 - 751 Food processing and related trades workers
 - 7511 Butchers, fishmongers and related food preparers
 - 7512 Bakers, pastry-cooks and confectionery makers
 - 7513 Dairy-products makers
 - 7514 Fruit, vegetable and related preservers
 - 7515 Food and beverage tasters and graders
 - 7516 Tobacco preparers and tobacco products makers
 - 752 Wood treaters, cabinet-makers and related trades workers
 - 7521 Wood treaters
 - 7522 Cabinet-makers and related workers
 - 7523 Woodworking-machine tool setters and operators
 - 753 Garment and related trades workers
 - 7531 Tailors, dressmakers, furriers and hatters
 - 7532 Garment and related pattern-makers and cutters
 - 7533 Sewing, embroidery and related workers
 - 7534 Upholsterers and related workers
 - 7535 Pelt dressers, tanners and fellmongers
 - 7536 Shoemakers and related workers
 - 754 Other craft and related workers
 - 7541 Underwater divers
 - 7542 Shotfirers and blasters
 - 7543 Product graders and testers (excluding foods and beverages)
 - 7544 Fumigators and other pest and weed controllers
 - 7549 Craft and related workers not elsewhere classified

8 Plant and machine operators and assemblers

- 81 Stationary plant and machine operators
 - 811 Mining and mineral processing plant operators
 - 8111 Miners and quarriers
 - 8112 Mineral and stone processing plant operators
 - 8113 Well drillers and borers and related workers
 - 8114 Cement, stone and other mineral products machine operators
 - 812 Metal processing and finishing plant operators
 - 8121 Metal processing plant operators
 - 8122 Metal finishing, plating and coating machine operators
 - 813 Chemical and photographic products plant and machine operators

- 8131 Chemical products plant and machine operators
- 8132 Photographic products machine operators
- 814 Rubber, plastic and paper products machine operators
- 8141 Rubber products machine operators
- 8142 Plastic products machine operators
- 8143 Paper products machine operators
- 815 Textile, fur and leather products machine operators
 - 8151 Fibre preparing, spinning and winding machine operators
 - 8152 Weaving and knitting machine operators
 - 8153 Sewing machine operators
 - 8154 Bleaching, dyeing and fabric cleaning machine operators
 - 8155 Fur and leather preparing machine operators
 - 8156 Shoemaking and related machine operators
 - 8157 Laundry machine operators
 - 8159 Textile, fur and leather products machine operators not elsewhere classified
- 816 Food and related products machine operators
 - 8160 Food and related products machine operators
 - 817 Wood processing and papermaking plant operators
 - 8171 Pulp and papermaking plant operators
 - 8172 Wood processing plant operators
- 818 Other stationary plant and machine operators
 - 8181 Glass and ceramics plant operators
 - 8182 Steam engine and boiler operators
 - 8183 Packing, bottling and labelling machine operators
 - 8189 Stationary plant and machine operators not elsewhere classified
- 82 Assemblers
 - 821 Assemblers
 - 8211 Mechanical machinery assemblers
 - 8212 Electrical and electronic equipment assemblers
 - 8219 Assemblers not elsewhere classified
- 83 Drivers and mobile plant operators
 - 831 Locomotive engine drivers and related workers
 - 8311 Locomotive engine drivers
 - 8312 Railway brake, signal and switch operators
 - 832 Car, van and motorcycle drivers
 - 8321 Motorcycle drivers
 - 8322 Car, taxi and van drivers
 - 833 Heavy truck and bus drivers
 - 8331 Bus and tram drivers
 - 8332 Heavy truck and lorry drivers
 - 834 Mobile plant operators
 - 8341 Mobile farm and forestry plant operators
 - 8342 Earthmoving and related plant operators
 - 8343 Crane, hoist and related plant operators
 - 8344 Lifting truck operators

835 Ships' deck crews and related workers
8350 Ships' deck crews and related workers

9 Elementary occupations

- 91 Cleaners and helpers
 - 911 Domestic, hotel and office cleaners and helpers
 - 9111 Domestic cleaners and helpers
 - 9112 Cleaners and helpers in offices, hotels and other establishments
 - 912 Vehicle, window, laundry and other hand cleaning workers
 - 9121 Hand launderers and pressers
 - 9122 Vehicle cleaners
 - 9123 Window cleaners
 - 9129 Other cleaning workers
- 92 Agricultural, forestry and fishery labourers
 - 921 Agricultural, forestry and fishery labourers
 - 9211 Crop farm labourers
 - 9212 Livestock farm labourers
 - 9213 Mixed crop and livestock farm labourers
 - 9214 Garden and horticultural labourers
 - 9215 Forestry labourers
 - 9216 Fishery and aquaculture labourers
- 93 Labourers in mining, construction, manufacturing and transport
 - 931 Mining and construction labourers
 - 9311 Mining and quarrying labourers
 - 9312 Civil engineering labourers
 - 9313 Building construction labourers
 - 932 Manufacturing labourers
 - 9321 Hand packers
 - 9329 Manufacturing labourers not elsewhere classified
 - 933 Transport and storage labourers
 - 9331 Hand and pedal vehicle drivers
 - 9332 Drivers of animal-drawn vehicles and machinery
 - 9333 Freight handlers
 - 9334 Shelf fillers
- 94 Food preparation assistants
 - 941 Food preparation assistants
 - 9411 Fast food preparers
 - 9412 Kitchen helpers
- 95 Street and related sales and service workers
 - 951 Street and related service workers
 - 9510 Street and related service workers
 - 952 Street vendors (excluding food)
 - 9520 Street vendors (excluding food)
- 96 Refuse workers and other elementary workers
 - 961 Refuse workers

- 9611 Garbage and recycling collectors
- 9612 Refuse sorters
- 9613 Sweepers and related labourers
- 962 Other elementary workers
 - 9621 Messengers, package deliverers and luggage porters
 - 9622 Odd job persons
 - 9623 Meter readers and vending-machine collectors
 - 9624 Water and firewood collectors
 - 9629 Elementary workers not elsewhere classified

0 Armed forces occupations

- 01 Commissioned armed forces officers
 - 011 Commissioned armed forces officers
 - 0110 Commissioned armed forces officers
 - 02 Non-commissioned armed forces officers
 - 021 Non-commissioned armed forces officers
 - 0210 Non-commissioned armed forces officers
- 03 Armed forces occupations, other ranks
 - 031 Armed forces occupations, other ranks
 - 0310 Armed forces occupations, other ranks

APPENDIX II

INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION OF ALL ECONOMIC ACTIVITIES – REVISION IV

Section A: Agriculture, forestry and fishing

Division Group Class Description

Division 01 Crop and animal production, hunting and related service activities

011 Growing of non-perennial crops

0111 Growing of cereals (except rice), leguminous crops and oil seeds

0112 Growing of rice

0113 Growing of vegetables and melons, roots and tubers

0114 Growing of sugar cane

0115 Growing of tobacco

0116 Growing of fibre crops

0119 Growing of other non-perennial crops

012 Growing of perennial crops

0121 Growing of grapes

0122 Growing of tropical and subtropical fruits

0123 Growing of citrus fruits

0124 Growing of pome fruits and stone fruits

0125 Growing of other tree and bush fruits and nuts

0126 Growing of oleaginous fruits

0127 Growing of beverage crops

0128 Growing of spices, aromatic, drug and pharmaceutical crops

0129 Growing of other perennial crops

013 0130 Plant propagation

014 Animal production

0141 Raising of cattle and buffaloes

0142 Raising of horses and other equines

0143 Raising of camels and camelids

0144 Raising of sheep and goats

0145 Raising of swine/pigs

0146 Raising of poultry

0149 Raising of other animals

015 0150 Mixed farming

016 Support activities to agriculture and post-harvest crop activities

0161 Support activities for crop production

- 0162 Support activities for animal production
- 0163 Post-harvest crop activities
- 0164 Seed processing for propagation
- 017 0170 Hunting, trapping and related service activities

Division 02 Forestry and logging

- 021 0210 Silviculture and other forestry activities
- 022 0220 Logging
- 023 0230 Gathering of non-wood forest products
- 024 0240 Support services to forestry

Division 03 Fishing and aquaculture

031 Fishing

- 0311 Marine fishing
- 0312 Freshwater fishing

032 Aquaculture

- 0321 Marine aquaculture
- 0322 Freshwater aquaculture

Section B: Mining and quarrying

Division Group Class Description

Division 05 Mining of coal and lignite

- 051 0510 Mining of hard coal
- 052 0520 Mining of lignite

Division 06 Extraction of crude petroleum and natural gas

- 061 0610 Extraction of crude petroleum
- 062 0620 Extraction of natural gas

Division 07 Mining of metal ores

- 071 0710 Mining of iron ores
- 072 Mining of non-ferrous metal ores
 - 0721 Mining of uranium and thorium ores
 - 0729 Mining of other non-ferrous metal ores

Division 08 Other mining and quarrying

- 081 0810 Quarrying of stone, sand and clay
- 089 Mining and quarrying n.e.c.
 - 0891 Mining of chemical and fertilizer minerals

- 0892 Extraction of peat
- 0893 Extraction of salt
- 0899 Other mining and quarrying n.e.c.

Division 09 Mining support service activities

- 091 0 Support activities for petroleum and natural gas extraction

- 099 0990 Support activities for other mining and quarrying

Section C: Manufacturing

Division Group Class Description

Division 10 Manufacture of food products

- 101 1010 Processing and preserving of meat
- 102 1020 Processing and preserving of fish, crustaceans and molluscs
- 103 1030 Processing and preserving of fruit and vegetables
- 104 1040 Manufacture of vegetable and animal oils and fats
- 105 1050 Manufacture of dairy products

- 106 Manufacture of grain mill products, starches and starch products
 - 1061 Manufacture of grain mill products
 - 1062 Manufacture of starches and starch products

- 107 Manufacture of other food products
 - 1071 Manufacture of bakery products
 - 1072 Manufacture of sugar
 - 1073 Manufacture of cocoa, chocolate and sugar confectionery
 - 1074 Manufacture of macaroni, noodles, couscous and similar farinaceous products
 - 1075 Manufacture of prepared meals and dishes
 - 1079 Manufacture of other food products n.e.c.

- 108 1080 Manufacture of prepared animal feeds

Division 11 Manufacture of beverages

- 1101 Distilling, rectifying and blending of spirits
- 1102 Manufacture of wines
- 1103 Manufacture of malt liquors and malt
- 1104 Manufacture of soft drinks; production of mineral waters and other bottled waters

Division 12 Manufacture of tobacco products

- 120 1200 Manufacture of tobacco products

Division 13 Manufacture of textiles

- 131 Spinning, weaving and finishing of textiles
 - 1311 Preparation and spinning of textile fibres
 - 1312 Weaving of textiles
 - 1313 Finishing of textiles

- 139 Manufacture of other textiles
- 1391 Manufacture of knitted and crocheted fabrics
- 1392 Manufacture of made-up textile articles, except apparel
- 1393 Manufacture of carpets and rugs
- 1394 Manufacture of cordage, rope, twine and netting
- 1399 Manufacture of other textiles n.e.c.

Division 14 Manufacture of wearing apparel

- 141 1410 Manufacture of wearing apparel, except fur apparel
- 142 1420 Manufacture of articles of fur
- 143 1430 Manufacture of knitted and crocheted apparel

Division 15 Manufacture of leather and related products

- 151 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur
 - 1511 Tanning and dressing of leather; dressing and dyeing of fur
 - 1512 Manufacture of luggage, handbags and the like, saddlery and harness
- 152 1520 Manufacture of footwear

Division 16 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials

- 161 1610 Sawmilling and planing of wood
- 162 Manufacture of products of wood, cork, straw and plaiting materials
 - 1621 Manufacture of veneer sheets and wood-based panels
 - 1622 Manufacture of builders' carpentry and joinery
 - 1623 Manufacture of wooden containers
 - 1629 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials

Division 17 Manufacture of paper and paper products

- 1701 Manufacture of pulp, paper and paperboard
- 1702 Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
- 1709 Manufacture of other articles of paper and paperboard

Division 18 Printing and reproduction of recorded media

- 181 Printing and service activities related to printing
 - 1811 Printing
 - 1812 Service activities related to printing
- 182 1820 Reproduction of recorded media

Division 19 Manufacture of coke and refined petroleum products

- 191 1910 Manufacture of coke oven products
- 192 1920 Manufacture of refined petroleum products

Division 20 Manufacture of chemicals and chemical products

- 201 Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic rubber in primary forms
 - 2011 Manufacture of basic chemicals
 - 2012 Manufacture of fertilizers and nitrogen compounds
 - 2013 Manufacture of plastics and synthetic rubber in primary forms
- 202 Manufacture of other chemical products
 - 2021 Manufacture of pesticides and other agrochemical products
 - 2022 Manufacture of paints, varnishes and similar coatings, printing ink and mastics
 - 2023 Manufacture of soap and detergents, cleaning and polishing preparations, Perfumes and toilet preparations
 - 2029 Manufacture of other chemical products n.e.c.
- 203 2030 Manufacture of man-made fibres

Division 21 Manufacture of pharmaceuticals, medicinal chemical and botanical products

- 210 2100 Manufacture of pharmaceuticals, medicinal chemical and botanical products

Division Group Class Description

Division 22 Manufacture of rubber and plastics products

- 221 Manufacture of rubber products
 - 2211 Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
 - 2219 Manufacture of other rubber products

- 222 2220 Manufacture of plastics products

Division 23 Manufacture of other non-metallic mineral products

- 231 2310 Manufacture of glass and glass products

239 Manufacture of non-metallic mineral products n.e.c.

- 2391 Manufacture of refractory products
- 2392 Manufacture of clay building materials
- 2393 Manufacture of other porcelain and ceramic products
- 2394 Manufacture of cement, lime and plaster
- 2395 Manufacture of articles of concrete, cement and plaster
- 2396 Cutting, shaping and finishing of stone
- 2399 Manufacture of other non-metallic mineral products n.e.c.

Division 24 Manufacture of basic metals

- 241 2410 Manufacture of basic iron and steel
- 242 2420 Manufacture of basic precious and other non-ferrous metals

243 Casting of metals

- 2431 Casting of iron and steel
- 2432 Casting of non-ferrous metals

Division 25 Manufacture of fabricated metal products, except machinery and equipment

251 Manufacture of structural metal products, tanks, reservoirs and steam generators
2511 Manufacture of structural metal products
2512 Manufacture of tanks, reservoirs and containers of metal
2513 Manufacture of steam generators, except central heating hot water boilers

252 2520 Manufacture of weapons and ammunition

259 Manufacture of other fabricated metal products; metalworking service activities
2591 Forging, pressing, stamping and roll-forming of metal; powder metallurgy
2592 Treatment and coating of metals; machining
2593 Manufacture of cutlery, hand tools and general hardware
2599 Manufacture of other fabricated metal products n.e.c.

Division 26 Manufacture of computer, electronic and optical products

261 2610 Manufacture of electronic components and boards

262 2620 Manufacture of computers and peripheral equipment

263 2630 Manufacture of communication equipment

264 2640 Manufacture of consumer electronics

265 Manufacture of measuring, testing, navigating and control equipment; watches and clocks

2651 Manufacture of measuring, testing, navigating and control equipment

2652 Manufacture of watches and clocks

266 2660 Manufacture of irradiation, electromedical and electrotherapeutic equipment

Division Group Class Description

267 2670 Manufacture of optical instruments and photographic equipment

268 2680 Manufacture of magnetic and optical media

Division 27 Manufacture of electrical equipment

271 2710 Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus

272 2720 Manufacture of batteries and accumulators

273 Manufacture of wiring and wiring devices

2731 Manufacture of fibre optic cables

2732 Manufacture of other electronic and electric wires and cables

2733 Manufacture of wiring devices

274 2740 Manufacture of electric lighting equipment

275 2750 Manufacture of domestic appliances

279 2790 Manufacture of other electrical equipment

Division 28 Manufacture of machinery and equipment n.e.c.

281 Manufacture of general-purpose machinery

2811 Manufacture of engines and turbines, except aircraft, vehicle and cycle engines

2812 Manufacture of fluid power equipment

- 2813 Manufacture of other pumps, compressors, taps and valves
- 2814 Manufacture of bearings, gears, gearing and driving elements
- 2815 Manufacture of ovens, furnaces and furnace burners
- 2816 Manufacture of lifting and handling equipment
- 2817 Manufacture of office machinery and equipment (except computers and Peripheral equipment)
- 2818 Manufacture of power-driven hand tools
- 2819 Manufacture of other general-purpose machinery

- 282 Manufacture of special-purpose machinery
 - 2821 Manufacture of agricultural and forestry machinery
 - 2822 Manufacture of metal-forming machinery and machine tools
 - 2823 Manufacture of machinery for metallurgy
 - 2824 Manufacture of machinery for mining, quarrying and construction
 - 2825 Manufacture of machinery for food, beverage and tobacco processing
 - 2826 Manufacture of machinery for textile, apparel and leather production
 - 2829 Manufacture of other special-purpose machinery

- Division 29 Manufacture of motor vehicles, trailers and semi-trailers
 - 291 2910 Manufacture of motor vehicles
 - 292 2920 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
 - 293 2930 Manufacture of parts and accessories for motor vehicles

- Division 30 Manufacture of other transport equipment
 - 301 Building of ships and boats
 - 3011 Building of ships and floating structures
 - 3012 Building of pleasure and sporting boats
 - 302 3020 Manufacture of railway locomotives and rolling stock
 - 303 3030 Manufacture of air and spacecraft and related machinery
 - 304 3040 Manufacture of military fighting vehicles

- 309 Manufacture of transport equipment n.e.c.
 - 3091 Manufacture of motorcycles
 - 3092 Manufacture of bicycles and invalid carriages
 - 3099 Manufacture of other transport equipment n.e.c.

- Division 31 Manufacture of furniture
 - 310 3100 Manufacture of furniture

- Division 32 Other manufacturing
 - 321 Manufacture of jewellery, bijouterie and related articles
 - 3211 Manufacture of jewellery and related articles
 - 3212 Manufacture of imitation jewellery and related articles

- 322 3220 Manufacture of musical instruments
- 323 3230 Manufacture of sports goods
- 324 3240 Manufacture of games and toys
- 325 3250 Manufacture of medical and dental instruments and supplies
- 329 3290 Other manufacturing n.e.c.

Division 33 Repair and installation of machinery and equipment

- 331 Repair of fabricated metal products, machinery and equipment
 - 3311 Repair of fabricated metal products
 - 3312 Repair of machinery
 - 3313 Repair of electronic and optical equipment
 - 3314 Repair of electrical equipment
 - 3315 Repair of transport equipment, except motor vehicles
 - 3319 Repair of other equipment
- 332 3320 Installation of industrial machinery and equipment

Section D: Electricity, gas, steam and air conditioning supply

Division Group Class Description

Division 35 Electricity, gas, steam and air conditioning supply

- 351 3510 Electric power generation, transmission and distribution
- 352 3520 Manufacture of gas; distribution of gaseous fuels through mains
- 353 3530 Steam and air conditioning supply

Section E: Water supply; sewerage, waste management and remediation activities

Division Group Class Description

Division 36 Water collection, treatment and supply

- 360 3600 Water collection, treatment and supply

Division Group Class Description

Division 37 Sewerage

- 370 3700 Sewerage

Division 38 Waste collection, treatment and disposal activities; materials recovery

381 Waste collection

- 3811 Collection of non-hazardous waste
- 3812 Collection of hazardous waste

382 Waste treatment and disposal

- 3821 Treatment and disposal of non-hazardous waste
- 3822 Treatment and disposal of hazardous waste

- 383 3830 Materials recovery

Division 39 Remediation activities and other waste management services

- 390 3900 Remediation activities and other waste management services

Section F: Construction

Division Group Class Description

Division 41 Construction of buildings

410 4100 Construction of buildings

Division 42 Civil engineering

421 4210 Construction of roads and railways

422 4220 Construction of utility projects

429 4290 Construction of other civil engineering projects

Division 43 Specialized construction activities

431 Demolition and site preparation

4311 Demolition

4312 Site preparation

432 Electrical, plumbing and other construction installation activities

4321 Electrical installation

4322 Plumbing, heat and air-conditioning installation

4329 Other construction installation

433 4330 Building completion and finishing

439 4390 Other specialized construction activities

Section G: Wholesale and retail trade; repair of motor vehicles and motorcycles

Division Group Class Description

Division 45 Wholesale and retail trade and repair of motor vehicles and motorcycles

451 4510 Sale of motor vehicles

452 4520 Maintenance and repair of motor vehicles

Division Group Class Description

453 4530 Sale of motor vehicle parts and accessories

454 4540 Sale, maintenance and repair of motorcycles and related parts and accessories

Division 46 Wholesale trade, except of motor vehicles and motorcycles

461 4610 Wholesale on a fee or contract basis

462 4620 Wholesale of agricultural raw materials and live animals

463 4630 Wholesale of food, beverages and tobacco

464 Wholesale of household goods

4641 Wholesale of textiles, clothing and footwear

4649 Wholesale of other household goods

465 Wholesale of machinery, equipment and supplies

4651 Wholesale of computers, computer peripheral equipment and software

4652 Wholesale of electronic and telecommunications equipment and parts

4653 Wholesale of agricultural machinery, equipment and supplies

4659 Wholesale of other machinery and equipment

466 Other specialized wholesale

4661 Wholesale of solid, liquid and gaseous fuels and related products

4662 Wholesale of metals and metal ores

4663 Wholesale of construction materials, hardware, plumbing and heating equipment

- and supplies
- 4669 Wholesale of waste and scrap and other products n.e.c.
- 469 4690 Non-specialized wholesale trade

- Division 47 Retail trade, except of motor vehicles and motorcycles
- 471 Retail sale in non-specialized stores
 - 4711 Retail sale in non-specialized stores with food, beverages or tobacco predominating
 - 4719 Other retail sale in non-specialized stores

- 472 Retail sale of food, beverages and tobacco in specialized stores
 - 4721 Retail sale of food in specialized stores
 - 4722 Retail sale of beverages in specialized stores
 - 4723 Retail sale of tobacco products in specialized stores

- 473 4730 Retail sale of automotive fuel in specialized stores
- 474 Retail sale of information and communications equipment in specialized stores
 - 4741 Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores
 - 4742 Retail sale of audio and video equipment in specialized stores

- 475 Retail sale of other household equipment in specialized stores
 - 4751 Retail sale of textiles in specialized stores
 - 4752 Retail sale of hardware, paints and glass in specialized stores
 - 4753 Retail sale of carpets, rugs, wall and floor coverings in specialized stores
 - 4759 Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores

- 476 Retail sale of cultural and recreation goods in specialized stores
 - 4761 Retail sale of books, newspapers and stationary in specialized stores
 - 4762 Retail sale of music and video recordings in specialized stores
- Description
- 4763 Retail sale of sporting equipment in specialized stores
- 4764 Retail sale of games and toys in specialized stores

- 477 Retail sale of other goods in specialized stores
 - 4771 Retail sale of clothing, footwear and leather articles in specialized stores
 - 4772 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in specialized stores
 - 4773 Other retail sale of new goods in specialized stores
 - 4774 Retail sale of second-hand goods

- 478 Retail sale via stalls and markets
 - 4781 Retail sale via stalls and markets of food, beverages and tobacco products
 - 4782 Retail sale via stalls and markets of textiles, clothing and footwear
 - 4789 Retail sale via stalls and markets of other goods

- 479 Retail trade not in stores, stalls or markets
 - 4791 Retail sale via mail order houses or via Internet
 - 4799 Other retail sale not in stores, stalls or markets

Section H: Transportation and storage

Division Group Class Description

Division 49 Land transport and transport via pipelines

- 491 Transport via railways
 - 4911 Passenger rail transport, interurban
 - 4912 Freight rail transport
- 492 Other land transport
 - 4921 Urban and suburban passenger land transport
 - 4922 Other passenger land transport
 - 4923 Freight transport by road
- 493 4930 Transport via pipeline

Division 50 Water transport

- 501 Sea and coastal water transport
 - 5011 Sea and coastal passenger water transport
 - 5012 Sea and coastal freight water transport
- 502 Inland water transport
 - 5021 Inland passenger water transport
 - 5022 Inland freight water transport

Division 51 Air transport

- 511 5110 Passenger air transport
- 512 5120 Freight air transport

Division 52 Warehousing and support activities for transportation

- 521 5210 Warehousing and storage
- 522 Support activities for transportation
 - 5221 Service activities incidental to land transportationGroup Class Description
 - 5222 Service activities incidental to water transportation
 - 5223 Service activities incidental to air transportation
 - 5224 Cargo handling
 - 5229 Other transportation support activities

Division 53 Postal and courier activities

- 531 5310 Postal activities
- 532 5320 Courier activities

Section I: Accommodation and food service activities

Division Group Class Description

Division 55 Accommodation

- 551 5510 Short term accommodation activities
- 552 5520 Camping grounds, recreational vehicle parks and trailer parks
- 559 5590 Other accommodation

- Division 56 Food and beverage service activities
- 561 5610 Restaurants and mobile food service activities
- 562 Event catering and other food service activities
 - 5621 Event catering
 - 5629 Other food service activities
- 563 5630 Beverage serving activities

Section J: Information and communication

Division Group Class Description

Division 58 Publishing activities

- 581 Publishing of books, periodicals and other publishing activities
 - 5811 Book publishing
 - 5812 Publishing of directories and mailing lists
 - 5813 Publishing of newspapers, journals and periodicals
 - 5819 Other publishing activities
- 582 5820 Software publishing

Division 59 Motion picture, video and television programme production, sound recording and music publishing activities

- 591 Motion picture, video and television programme activities
 - 5911 Motion picture, video and television programme production activities
 - 5912 Motion picture, video and television programme post-production activities
 - 5913 Motion picture, video and television programme distribution activities
 - 5914 Motion picture projection activities
- 592 5920 Sound recording and music publishing activities

Division Group Class Description

Division 60 Programming and broadcasting activities

- 601 6010 Radio broadcasting
- 602 6020 Television programming and broadcasting activities

Division 61 Telecommunications

- 611 6110 Wired telecommunications activities
- 612 6120 Wireless telecommunications activities
- 613 6130 Satellite telecommunications activities
- 619 6190 Other telecommunications activities

Division 62 Computer programming, consultancy and related activities

- 6201 Computer programming activities
- 6202 Computer consultancy and computer facilities management activities
- 6209 Other information technology and computer service activities

Division 63 Information service activities

- 631 Data processing, hosting and related activities; web portals
 - 6311 Data processing, hosting and related activities
 - 6312 Web portals

- 639 Other information service activities
 - 6391 News agency activities
 - 6399 Other information service activities n.e.c.

Section K: Financial and insurance activities

Division Group Class Description

Division 64 Financial service activities, except insurance and pension funding

641 Monetary intermediation

6411 Central banking

6419 Other monetary intermediation

642 6420 Activities of holding companies

643 6430 Trusts, funds and similar financial entities

649 Other financial service activities, except insurance and pension funding activities

6491 Financial leasing

6492 Other credit granting

6499 Other financial service activities, except insurance and pension funding activities,

n.e.c.

Division 65 Insurance, reinsurance and pension funding, except compulsory social security

651 Insurance

6511 Life insurance

6512 Non-life insurance

652 6520 Reinsurance

653 6530 Pension funding

Class Description

Division 66 Activities auxiliary to financial service and insurance activities

661 Activities auxiliary to financial service activities, except insurance and pension funding

6611 Administration of financial markets

6612 Security and commodity contracts brokerage

6619 Other activities auxiliary to financial service activities

662 Activities auxiliary to insurance and pension funding

6621 Risk and damage evaluation

6622 Activities of insurance agents and brokers

6629 Other activities auxiliary to insurance and pension funding

663 6630 Fund management activities

Section L: Real estate activities

Division Group Class Description

Division 68 Real estate activities

681 6810 Real estate activities with own or leased property

682 6820 Real estate activities on a fee or contract basis

Section M: Professional, scientific and technical activities

Division Group Class Description

Division 69 Legal and accounting activities

- 691 6910 Legal activities
- 692 6920 Accounting, bookkeeping and auditing activities; tax consultancy

Division 70 Activities of head offices; management consultancy activities

- 701 7010 Activities of head offices
- 702 7020 Management consultancy activities

Division 71 Architectural and engineering activities; technical testing and analysis

- 711 7110 Architectural and engineering activities and related technical consultancy
- 712 7120 Technical testing and analysis

Division 72 Scientific research and development

- 721 7210 Research and experimental development on natural sciences and engineering
- 722 7220 Research and experimental development on social sciences and humanities

Division 73 Advertising and market research

- 731 7310 Advertising
- 732 7320 Market research and public opinion polling

Division 74 Other professional, scientific and technical activities

- 741 7410 Specialized design activities
- 742 7420 Photographic activities
- 749 7490 Other professional, scientific and technical activities n.e.c.

Division Group Class Description

Division 75 Veterinary activities

- 750 7500 Veterinary activities

Section N: Administrative and support service activities

Division Group Class Description

Division 77 Rental and leasing activities

- 771 7710 Renting and leasing of motor vehicles
- 772 Renting and leasing of personal and household goods
 - 7721 Renting and leasing of recreational and sports goods
 - 7722 Renting of video tapes and disks
 - 7729 Renting and leasing of other personal and household goods
- 773 7730 Renting and leasing of other machinery, equipment and tangible goods
- 774 7740 Leasing of intellectual property and similar products, except copyrighted works

Division 78 Employment activities

- 781 7810 Activities of employment placement agencies
- 782 7820 Temporary employment agency activities
- 783 7830 Other human resources provision

Division 79 Travel agency, tour operator, reservation service and related activities

- 791 Travel agency and tour operator activities
 - 7911 Travel agency activities
 - 7912 Tour operator activities

799 7990 Other reservation service and related activities

Division 80 Security and investigation activities

801 8010 Private security activities

802 8020 Security systems service activities

803 8030 Investigation activities

Division 81 Services to buildings and landscape activities

811 8110 Combined facilities support activities

812 Cleaning activities

8121 General cleaning of buildings

8129 Other building and industrial cleaning activities

813 8130 Landscape care and maintenance service activities

Division 82 Office administrative, office support and other business support activities

821 Office administrative and support activities

8211 Combined office administrative service activities

8219 Photocopying, document preparation and other specialized office support activities

822 8220 Activities of call centres

823 8230 Organization of conventions and trade shows

829 Business support service activities n.e.c.

8291 Activities of collection agencies and credit bureaus

8292 Packaging activities

8299 Other business support service activities n.e.c.

Section O: Public administration and defence; compulsory social security

Division Group Class Description

Division 84 Public administration and defence; compulsory social security

841 Administration of the State and the economic and social policy of the community

8411 General public administration activities

8412 Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security

8413 Regulation of and contribution to more efficient operation of businesses

842 Provision of services to the community as a whole

8421 Foreign affairs

8422 Defence activities

8423 Public order and safety activities

843 8430 Compulsory social security activities

Section P: Education

Division Group Class Description

Division 85 Education

851 8510 Pre-primary and primary education

852 Secondary education

8521 General secondary education

8522 Technical and vocational secondary education

- 853 8530 Higher education
- 854 Other education
 - 8541 Sports and recreation education
 - 8542 Cultural education
 - 8549 Other education n.e.c.

- 855 8550 Educational support activities

Section Q: Human health and social work activities

Division Group Class Description

Division 86 Human health activities

- 861 8610 Hospital activities
- 862 8620 Medical and dental practice activities
- 869 8690 Other human health activities

oGroup Class Description

Division 87 Residential care activities

- 871 8710 Residential nursing care facilities
- 872 8720 Residential care activities for mental retardation, mental health and substance abuse
- 873 8730 Residential care activities for the elderly and disabled
- 879 8790 Other residential care activities

Division 88 Social work activities without accommodation

- 881 8810 Social work activities without accommodation for the elderly and disabled
- 889 8890 Other social work activities without accommodation

Section R: Arts, entertainment and recreation

Division Group Class Description

Division 90 Creative, arts and entertainment activities

- 900 9000 Creative, arts and entertainment activities

Division 91 Libraries, archives, museums and other cultural activities

- 9101 Library and archives activities
- 9102 Museums activities and operation of historical sites and buildings
- 9103 Botanical and zoological gardens and nature reserves activities

Division 92 Gambling and betting activities

- 920 9200 Gambling and betting activities

Division 93 Sports activities and amusement and recreation activities

931 Sports activities

- 9311 Operation of sports facilities
- 9312 Activities of sports clubs
- 9319 Other sports activities

932 Other amusement and recreation activities

- 9321 Activities of amusement parks and theme parks
- 9329 Other amusement and recreation activities n.e.c.

Section S: Other service activities

Division Group Class Description

Division 94 Activities of membership organizations

941 Activities of business, employers and professional membership organizations

9411 Activities of business and employers membership organizations

9412 Activities of professional membership organizations

942 9420 Activities of trade unions

949 Activities of other membership organizations

9491 Activities of religious organizations

9492 Activities of political organizations

9499 Activities of other membership organizations n.e.c.

Division 95 Repair of computers and personal and household goods

951 Repair of computers and communication equipment

9511 Repair of computers and peripheral equipment

9512 Repair of communication equipment

952 Repair of personal and household goods

9521 Repair of consumer electronics

9522 Repair of household appliances and home and garden equipment

9523 Repair of footwear and leather goods

9524 Repair of furniture and home furnishings

9529 Repair of other personal and household goods

Division 96 Other personal service activities

9601 Washing and (dry-) cleaning of textile and fur products

9602 Hairdressing and other beauty treatment

9603 Funeral and related activities

9609 Other personal service activities n.e.c.

Section T: Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use

Division Group Class Description

Division 97 Activities of households as employers of domestic personnel

970 9700 Activities of households as employers of domestic personnel

Division 98 Undifferentiated goods- and services-producing activities of private households for own use

981 9810 Undifferentiated goods-producing activities of private households for own use

982 9820 Undifferentiated service-producing activities of private households for own use

Section U: Activities of extraterritorial organizations and bodies

Division Group Class Description

Division 99 Activities of extraterritorial organizations and bodies

990 9900 Activities of extraterritorial organizations and bodies