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**RECOMMENDATIONS FOR THE 2000 CENSUSES OF
POPULATION AND HOUSING IN THE ECE REGION**

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I. INTRODUCTION

1. The recommendations for the year 2000 round of population and housing censuses in the ECE region set out in this document were drawn up at joint ECE/Eurostat meetings on population and housing censuses convened over the 1995-96 period under the programmes of work of the Conference of European Statisticians, the Committee on Human Settlements of the Economic Commission for Europe and Eurostat. The conclusions reached by these meetings concerning the contents of the '2000' recommendations for the ECE region were endorsed by the Conference of European Statisticians at its forty-fifth plenary session in June 1997 and by the Committee on Human Settlements at its fifty-eighth session in September 1997. The Conference also authorized the publication of the recommendations in its Statistical Standards and Studies series jointly with Eurostat. The recommendations were also approved by Eurostat for use as a guide by the EU countries.

2. The aims and objectives of the Recommendations are I) to provide guidance and assistance to ECE Member States and other interested countries in planning the content of their census; and ii) to facilitate and improve international comparability through the harmonisation of data, definitions and classification of topics. Some countries may also wish to consult the World Recommendations^{1/} when planning the content and tabulations of their census. The Recommendations are also useful for assisting EU countries in providing various types of data that Eurostat needs.^{2/}

3. The recommendations for the ECE region were developed within the framework of the 2000 World Population and Housing Census Programme, pursuant to resolution 1995/7 adopted by the Economic and Social Council of the United Nations on 19 July 1995. In the operative paragraphs of this resolution the Council:

(I) Urges Member States to carry out population and housing censuses during the period 1995-2004, taking into account international and regional recommendations relating to population and housing censuses and giving particular attention to advance planning and timely dissemination of census results to all users;

(ii) Calls upon Member States to continue to provide census results to the United Nations and other appropriate intergovernmental organizations to assist in studies on population, environment and socio-economic development issues and programmes;

(iii) Requests the Secretary-General to proceed with the development of the 2000 World Population and Housing Census Programme and to make the necessary preparations with a view to assisting countries in the successful implementation of the Programme.

4. Censuses covering the total population and housing are indispensable for providing statistical information on the population, labour force and housing situation on a uniform basis for small areas and sub-groups of the population. Registers and other administrative sources are an alternative to the traditional census as far as they contain the relevant topics, definitions and classifications and cover the entire population. Sample surveys used alone cannot provide equivalent data but they can be used in combination with a census or to supplement census information on specific topics.

5. The scope of the ECE/Eurostat joint recommendations is limited to the following three elements: (a) a list of "core" topics which countries should cover in their censuses, and recommended definitions and classifications for each of the core topics; (b) a list of "non-core" topics which countries may wish to consider including in their censuses, and suggested definitions and/or classifications for some of the non-core topics and © a recommended basic tabulation programme, with illustrative sketches of the scope and contents of the recommended tabulations. The ECE recommendations do not cover in detail such questions as the definition and essential features of a census; the planning, organization and administration of a census; or the use of sampling in a census. The World Recommendations^{1/} cover these issues more fully.

II. METHODOLOGY

A. Census methods

6. There are three ways of collecting census data, namely:
 - the traditional method of using census questionnaires;
 - the method of using registers and other administrative sources;
 - a combination of registers and other administrative sources and surveys (complete enumerations or sample surveys).
7. The present recommendations are intended to apply to all countries, whichever method of data collection is to be used. The selected method - traditional or register based - should take into account a wide range of issues such as (a) the users' needs, (b) the quality of the data, (c) completeness of the count, (d) data protection and security, (e) comparability of the results between the countries and over time, (f) the burden on the respondents, (g) timeliness of outputs and (h) financial and political implications.
8. Censuses covering the total population and housing stock are indispensable for providing statistics on the population, family, household and housing situation on a uniform basis for small areas and sub-groups. The characteristics of the population include geographic, demographic, economic, educational and household and family characteristics. For many countries, a traditional census is vital for providing such information: that is, at present, they have no viable alternatives.
9. The traditional method of using a census questionnaire can vary. Especially designated enumerators can be used to complete the questionnaire or the self-enumeration method (by the household or the person being enumerated) can be used. The questionnaire should be designed to take into account the method used and to comply with the recommended definitions and classifications. The enumerator is a key person, filling in the questionnaire or giving advice and answering questions, as required. Particular attention should be given to the local situation, and it may be useful to translate the questionnaires and instructions into different languages, and to use enumerators from the various national or ethnic groups who can speak the main languages of the country.
10. The data collection could involve both a short form (with selected questions) and a long form (with more questions). The long form is completed for a sample of households or people. Alternatively, one form could be used, but when this is done, a sample is often selected for processing certain questions: for example, those which could be costly to process, such as industry and occupation.
11. Some countries are using registers and other administrative sources, together with information from sample surveys, to provide census statistics. Some countries have the possibilities to collect all relevant information by combining data from different registers. Other countries can get part of the information from registers and other administrative sources - often information on persons - but have to supplement these by using questionnaires, particularly as there are difficulties in putting new items required for statistical purposes into administrative registers.
12. It is recommended that countries carry out a quality control programme. This should cover each step in the census operation, from planning and data collection, through processing, to outputs. Such measures could include, for example, checks on the enumerators' work, completeness of registers, independent/dependent sample checks on coding and keying, and follow-up surveys/comparisons with other sources on coverage and quality of answers. A plan covering the whole programme should be produced and the results published. It is recognized that, when basing information on the direct use of administrative records, the concepts may not correspond exactly to the definitions given in the recommendations. Some difficulties may occur in particular with concepts such as economic activity, contributing family members or cohabiting couples which are

phenomena not directly covered by registers. When administrative records are used, one of the objectives of the quality control programme should be to document the extent to which the variables correspond to the recommendations.

B. Units of enumeration

13. Six units of enumeration may be used in carrying out population and housing censuses:
- (a) persons
 - (b) private households
 - © institutional households
 - (d) family nuclei
 - (e) living quarters (i.e. housing units and living quarters other than housing units, such as institutions) and
 - (f) buildings

In statistical terms, these concepts are clearly distinguishable, and the terms are not themselves interchangeable. Some households contain more than one family, several households may live together in a housing unit and, exceptionally, a single household may occupy more than one housing unit as its usual place of residence. Similarly, a building may contain several housing units and a housing unit may, exceptionally, be located in more than one building, e.g. in the case of dwellings comprising a main building and a room or rooms above a detached garage that are clearly designed to be used as part of the dwelling.

14. Each of these units requires to be clearly defined, and definitions are set out in Part IV below (see paragraphs 182-191 for definitions of household and family nucleus, paragraphs 229-235 for living quarters and paragraph 270 for building).

C. Place of enumeration

15. Living quarters and buildings have fixed locations and information on where they are is needed. Information on households, however, and on the persons in households, can be collected and entered on the census questionnaire at the place of their usual residence and/or at the place where they are found on the day of the census. The procedure to be followed in the case of persons who are away from their usual residence at the time of the census is discussed in paragraphs 30-39 below.

D. Time of enumeration

16. One of the essential features of a census is that the population and the housing units etc. for the whole country are enumerated as nearly as possible in respect of the same well-defined point of time. Where this is a single census day, this is usually achieved by fixing a census moment at midnight at the beginning or end of census day. However, the time of enumeration is sometimes used and this could cover several days. New dwellings which have been completed and are ready for use at that moment should be included even though the completion of a census form for them does not take place until after the census moment, but dwellings in buildings which are in the course of construction should be included only if they are occupied at the time of the census. Housing units being demolished at the census moment should be excluded.

17. Similarly, each person alive up to the census moment should be included and counted as part of the total population, even though completion of the census form does not take place until later and the person has died in the interim. Infants born after the census moment should be excluded.

18. The data collected on the characteristics of living quarters and people should relate to a well-defined point in time or reference period but this need not be the same for all the data collected. For most items it will

be "census day" or "census moment" but for items such as "rent" or economic characteristics it may be a specified period.

E. Dissemination

19. It is recommended that users in the public and private sectors be fully consulted about their needs on the content and outputs from the census. Such consultations can cover many approaches, such as advisory committees, user surveys, and workshops. While some basic statistics should be made widely available and free of charge, dissemination policies and practices will need to recognize any constraints imposed by national legislation and targets for income generation.

20. Outputs for users can vary from aggregate statistics to anonymised individual records, from standardized products to meeting ad hoc special needs, and from output on paper, such as published reports, to electronic dissemination. Electronic dissemination can itself cover a wide range of types such as diskettes, CD-ROMs and databases which can be readily accessed by customers. Further, census outputs are an important input to Geographical Information Systems.

21. It is recommended that full documentation on the outputs be provided for the users, including, where appropriate, metadata. The documentation should cover such items as the questions, definitions, classifications, quality checks, methods etc.

22. The public needs to be assured of the confidentiality of the information collected in the census. The confidentiality requirement encompasses the whole census operation, ranging from information on topics that the public provides to the content of census outputs, particularly for small areas or population groups.

III. TOPICS FOR WHICH DATA ARE TO BE COLLECTED

23. The term "topic" is used to refer to the characteristics of persons or of groups of persons (households or family nuclei), or of living quarters or buildings containing dwellings for which data are collected in censuses. In any country the list of topics to be covered has to be considered in relation to other sources of data on the population and the housing situation, but in general the topics covered should be determined upon a balanced consideration of:

- (a) the needs of the country, national as well as local, to be served by the census data;
- (b) the achievement of the maximum degree of international comparability, both within regions and on a world-wide basis;
- © acceptability of questions to respondents and their ability to provide the required information without an undue burden being placed upon them;
- (d) the technical competence of the enumerators (if any) to obtain information on the topics by direct observation; and
- (e) the total national resources available for enumeration, processing tabulation and publication, which will determine the overall feasible scope of the census.

24. The list given below is divided into core topics and non-core topics. The list of core topics comprises those of basic interest and value to countries of the region, and it is recommended that countries cover these topics in their 2000 round of population and housing censuses (unless the data are available from other

sources). The list of non-core topics will be dependent upon priorities which each country places on the information to be collected and the other factors described in para 23. It will therefore be more difficult to obtain international comparability.

25. The list of core and non-core topics includes some topics which are referred to as derived topics. Derived topics are generally those for which information is deduced from the inter-relationships between the replies given by a person to two or more questions in the questionnaire, from the replies to a particular question given by two or more persons, or from another source such as a register. Such derived topics may, perhaps, be more correctly considered as tabulation components but they are included in the list of topics in order to emphasize the fact that the questionnaire should in some way yield the information needed to compile the recommended tabulations in which these variables appear. The derived topics are listed after the topics from which they are derived (or mainly derived, in those cases where a derived topic is derived from a combination of two or more topics), and are designated by means of letters in italics. The number in parentheses following a topic name indicates the page where that topic can be found but it should be noted that not all topics have an accompanying descriptive text.

26. There may be additional topics that countries wish to collect information on in their censuses but which are not included in the ECE/Eurostat Recommendations, for example, impairments, disabilities and handicaps, and the informal sector. Therefore, countries are invited to consult the World Recommendations^{1/} for guidance concerning such topics.

TOPICS FOR THE 2000 POPULATION AND HOUSING CENSUSES

CORE TOPICS

NON-CORE TOPICS

Geographic characteristics of persons

1. **Place of usual residence** (p. 11)

1. Place where found at time of census
2. Farm or non-farm residence

Derived topics

- (a) **Total population** (p. 13)
- (b) **Locality** (p. 14)

Derived topics

- (a) **Urban and rural areas** (p. 16)
3. Duration of residence (p. 18)
4. Previous place of usual residence (p. 18)
5. Year (or period) of immigration into the country

2. **Place of usual residence one year prior to the census** (p. 17)

Demographic characteristics of persons

3. **Sex** (p. 18)
4. **Age** (p. 18)
5. **Legal marital status** (p. 19)
6. **Country/place of birth** (p. 20)
7. **Country of citizenship** (p. 21)

6. De facto marital status (p. 20)
7. Place of birth of parents (p. 20)
8. Citizenship acquisition (p. 21)
9. Ethnic group (p. 21)
10. Language (p. 21)
11. Religion (p. 22)
12. Total number of children born alive (p. 22)
13. Date of (i) first marriage and (ii) current marriage of ever-married women (p. 22)

CORE TOPICS**NON-CORE TOPICS****Economic characteristics of persons**

- | | |
|--|--|
| <p>8. Current activity status (p. 24)</p> <p>9. Time usually worked (p. 30)</p> <p>10. Occupation (p. 31)</p> <p>11. Industry (branch of economic
(p. 32)</p> <p>12. Status in employment (p. 33)</p> <p>13. Place of work (p. 37)</p> | <p>14. Usual activity status (p. 27)</p> <p>15. Providers of non-paid social and personal services (p. 30)</p> <p>16. Duration of unemployment (p. 30)</p> <p>17. Secondary occupation</p> <p>18. Type of sector (institutional unit) activity (p. 32)</p> <p>19. Number of persons working in the local unit of the establishment (p. 35)</p> <p>20. Main source of livelihood (p. 35)</p> <p>21. Dependency relationship (p. 36)</p> <p>22. Income (p. 37)</p> <p style="text-align: center;"><i>Derived topic</i></p> <p>(b) <i>Socio-economic groups</i> (p. 37)</p> <p>23. Location of school, university, etc.(p. 38)</p> <p>24. Mode of transport to work (p. 38)</p> <p>25. Length and frequency of journey to work (p. 39)</p> |
|--|--|

Educational characteristics of persons

- | | |
|--|--|
| <p>14. Educational attainment (p. 39)</p> | <p>26. Educational qualifications (p. 40)</p> <p>27. Field of study (p. 40)</p> <p>28. School attendance (p. 41)</p> <p>29. Literacy (p. 41)</p> |
|--|--|

CORE TOPICSNON-CORE TOPICSHousehold and family characteristics of persons

15. **Relationship to reference person of private household** (p. 44)

30. Type of institutional household or other communal establishment in which a person lives

31. Whether living as inmate of an institutional household or other communal establishment or not

Derived topics

© *Household status* (p. 46)

(d) *Family status* (p. 46)

Derived topics

© *Extended family status* (p. 47)

Characteristics of family nucleiDerived topics

(e) *Type of family nucleus* (p. 48)

(f) *Size of family nucleus* (p. 49)

(g) *Number of children under a specified age*

(h) *Number of economically active members*

Derived topics

(d) *Type of extended family* (p. 49)

(e) *Specified age groups of children*

(f) *Number of members whose main source of livelihood is economic activity*

(g) *Number of dependent members*

CORE TOPICSNON-CORE TOPICSCharacteristics of private householdsDerived topics

- (I) *Type of private household* (p. 50)
- (j) *Size of private household* (p. 52)
- (k) *Number of economically active members*
- (l) *Number of children under a specified age*
- (m) *Number of members of retirement age*

16. Tenure status of households (p. 52)Derived topics

- (h) *Generational composition of private households* (p. 52)
 - (I) *Number of members whose main source of livelihood is economic activity*
 - (j) *Number of dependent members*
- 32. Single or shared occupancy (p. 53)
 - 33. Rent (p. 53)
 - 34. Durable consumer goods possessed by the household (p. 53)
 - 35. Number of cars available for the use of the household (p. 54)
 - 36. Telephone (p. 54)

CORE TOPICS**NON-CORE TOPICS****Characteristics of housing units and other living quarters**

- | | |
|--|---|
| <ul style="list-style-type: none"> 17. Type of living quarters (p. 56) 18. Type of ownership (p. 58) 19. Location of living quarters (p. 59) 20. Occupancy status (p. 59)
 21. Number of occupants (p. 60) 22. Number of rooms (p. 60) 23. Kitchen (p. 61) 24. Water supply system (p. 62) 25. Toilet facilities (p. 63)
 26. Bathing facilities (p. 64) 27. Type of heating (p. 64) | <ul style="list-style-type: none"> 37. Type of vacancy (p. 60) 38. Occupancy by one or more households (p. 60)
 39. Useful and/or living floor space (p. 61) 40. Cooking facilities (p. 62) 41. Hot water (p. 63) 42. Type of sewage disposal system (p. 63)
 43. Main type of energy used for heating (p. 65) 44. Electricity (p. 66) 45. Piped gas (p. 66) 46. Position of dwelling in the building (p. 66) |
|--|---|

Characteristics of buildings containing dwellings

- | | |
|--|---|
| <ul style="list-style-type: none"> 28. Type of building (p. 66)
 29. Period of construction (p. 68) | <ul style="list-style-type: none"> 47. Number of floors (storeys) (p. 67) 48. Number of dwellings in the building 49. Whether building is a farm building or not 50. Lift (p. 67) 51. Materials of which specific parts of the building are constructed (p. 68) 52. State of repair (p. 69) |
|--|---|

IV. DEFINITIONS AND CLASSIFICATIONS OF TOPICS

27. Recommended definitions and classifications are given below for each of the core and derived core topics. Classifications are set out in detail and in some cases both basic and optional levels are indicated.

28. Suggested definitions and classifications are also given for many of the non-core and derived non-core topics, for the guidance of countries which may wish to include some of the topics in their censuses.

29. If necessary, the extra category "unknown" may be added to each classification, but in most cases this is not explicitly stated in the detailed recommendations.

A. POPULATION TOPICS

(i) Geographic characteristics of persons

Place of usual residence (core topic 1)

30. Place of usual residence is the geographic place where the enumerated person usually resides; this may be the same as, or different from, the place where he/she actually is at the time of the Census; or it may be his/her legal residence. A person's usual residence should be that at which he/she spends most of his/her daily night-rest (but see paragraph 36 for particular population subgroups).

31. The new recommendations on international migration statistics^{3/}, adopted at the 1997 session of the Statistical Commission, define a migrant as a person who changes his or her country of usual residence.

32. A long-term international migrant is a person who moves to a country other than that of his or her usual residence for a period of at least a year (12 months), so that the country of destination effectively becomes his or her new country of usual residence.

33. From the perspective of the country of departure, the person will be a long-term emigrant and from that of the country of arrival the person will be a long-term immigrant. (This corresponds with place of usual residence one year prior to the Census (core topic 2)).

34. A short-term migrant is a person who moves to a country other than that of his or her usual residence for at least three months but for less than a year. Since these persons have their usual place of residence in another country, they should not be included in the count of the total population that usually resides in the country. However, if a country intends to obtain data from the census on short-term immigration flows, for that particular purpose countries should consider the country of usual residence of the short-term migrants to be the country of destination during the period they spend in the country.

35. In general, a person who is absent from his or her previous place/country of usual residence for one year or more should not be considered as temporarily absent.

36. Although most persons will have no difficulty in stating their place of usual residence, difficulties may be encountered in a number of special cases. In particular, problems may arise in dealing with the following groups of persons:

- (a) persons who maintain more than one residence, e.g. a town house and a country house;
- (b) students who live in a school or university residence, as boarders in a household or as a one-person household for part of the year and elsewhere during vacations;
- © persons who live away from their homes during the working week and return at weekends;
- (d) persons in compulsory military service;
- (e) members of the regular armed forces who live in a military barrack or camp but maintain a private residence elsewhere;
- (f) persons who have been an inmate of a hospital, welfare institution, prison, etc., for a sufficiently long time to weaken their ties with their previous residence to which they may return eventually;
- (g) persons who have been at the place where they are enumerated for some time but do not consider themselves to be residents of this place because they intend to return to their previous place of residence at some future time;
- (h) persons who have recently moved into an area and may not feel that they have lived there long enough to claim it as their place of usual residence - this may apply in particular to immigrants from abroad;
- (I) persons who have left the country temporarily but are expected to return after some time;

(Note: People in groups (a) to (I) should treat the address at which they spend the majority of their daily night-rest to be their usual residence. For persons with a spouse/partner and/or children, the usual residence should be that at which they spend the majority of the time with their family.)

and

- (j) nomads, homeless and roofless persons, vagrants and persons with no concept of a usual address.

(People in group (j) should be treated as usually resident where they are enumerated.)

The treatment of all these cases should be set out clearly in the census instructions and, if possible, objective rules should be formulated for dealing with them. The treatment of each of these groups of persons should also be described in the census report and, where feasible, counts or estimates of the number of persons in each group should be given.

37. This topic is included in order to obtain the information needed for determining the total usually resident population of the country and for classifying the population by territorial divisions and by household status.

38. Where possible separate information should be collected for each household and for each person in a household, and for each person in an institutional household concerning:

- (a) persons usually resident and present at the time of the census;

- (b) persons usually resident but temporarily absent at the time of the census; and
- (c) persons temporarily present at the time of the census who are usually resident elsewhere (including their address of usual residence)

39. Information on place of usual residence should be collected in enough detail to enable tabulations to be made for the smallest geographic or administrative subdivisions required to meet users' needs for information on this topic.

Total population (derived core topic (a))

40. A total usually resident population count for each territorial division would normally be compiled by adding groups 38(a) and 38(b). However, it is not always possible to collect information about persons absent from their place of usual residence (group 38(b)), particularly if a whole household is temporarily absent at the time of the census. Provision must therefore be made to collect information about such persons at the place where they are found at the time of the census (group 38(c)), and if necessary "transfer" them to their place or territorial division of usual residence.

41. The composition of the figure compiled for the total usually resident population (and other population totals compiled on other concepts) should be described in detail in the census report. The total usually resident population should usually include the following groups of persons:

- (a) nomads;
- (b) vagrants;
- © persons living in remote areas;
- (d) military, naval and diplomatic personnel and their families, located outside the country;
- (e) merchant seamen and fishermen resident in the country but at sea at the time of the census (including those who have no place of residence other than their quarters aboard ship);
- (f) civilian residents temporarily working in another country;
- (g) civilian residents who cross a frontier daily to work in another country;
- (h) civilian residents other than those in (d) to (g) temporarily absent from the country;
- (I) refugees (as defined under the Geneva convention) in the country;

The following groups should not normally be considered part of the total usually resident population but countries may wish to collect data on them to produce alternative population counts:

- (j) foreign military, naval and diplomatic personnel and their families, temporarily located in the country;
- (k) civilian aliens temporarily working in the country;
- (l) asylum seekers. (Countries may wish to refer to chapter V - Recommendations on Asylum Statistics, of the Recommendations on Statistics of International Migration ^{1/})
- (m) civilian aliens who cross a frontier daily to work in the country;
- (n) civilian aliens other than those in groups (k) and (m) temporarily in the country e.g. tourists;

If feasible, the magnitude of groups (a) to (n) should be shown.

42. Each country should compile a figure for the total usually resident population on the basis of the national definition of this concept, and the detailed tabulations should in general be provided on this basis. In those countries where the total population figure has been corrected for under- or over-enumeration (usually measured by use of a post-enumeration survey or by comparison with other sources), both the enumerated figure and the estimated corrected population figure should be shown and described. The detailed tabulations will normally be based only on the population which was actually enumerated.

43. Some countries may wish to compile for national purposes one or more additional figures for the population such as the total present-in-area population, the total legally resident population or the population working in the country.

Locality (derived core topic (b))

44. For census purposes, a locality is defined as a distinct population cluster, that is, the population living in neighboring buildings which either:

- (a) form a continuous built-up area with a clearly recognizable street formation; or
- (b) though not part of such a built-up area, form a group to which a locally recognized place name is uniquely attached; or
- (c) though not coming within either of the above two requirements constitute a group, none of which is separated from its nearest neighbour by more than 200 metres.

45. In applying this definition certain land-use categories should not be regarded as breaking the continuity of a built-up area (and accordingly should not be counted in applying the 200-metre criterion above). These categories are: industrial and commercial buildings and facilities, public parks, playgrounds and gardens, football fields and other sports facilities, bridged rivers, railway lines, canals, parking lots and other transport infrastructure, churchyards and cemeteries, etc.

46. This definition is intended to provide general guidance to countries in identifying localities and in determining their boundaries, and it may need to be adapted in accordance with national conditions and practices. The population not living in clusters as defined above may be described as living in scattered buildings. The definition of a locality adopted for the census should be given in detail in the census report.

47. Localities as defined above should not be confused with the smallest civil divisions of a country. In some cases, the two may coincide. In others, however, even the smallest civil division may contain two or more localities. On the other hand, some large cities or towns may contain two or more civil divisions, which should be considered only segments of a single locality rather than separate localities.

48. Countries are recommended to develop their census statistics for localities in accordance with national needs and possibilities. In doing so, they should try to approach as closely as possible the concept of the population cluster as defined above. Countries which tabulate statistics only for civil divisions should, as a minimum, endeavour to compile data on the total population of each part of a civil division containing a population cluster, or part of a population cluster, of at least 2,000 inhabitants and so provide a basis for making a more clear-cut distinction between urban and rural areas and populations (see paragraph 55 below).

49. It is recommended that the population be classified by size of locality according to the following size-classes:

1.0	1,000,000 or more inhabitants
2.0	500,000 - 999,999 "
3.0	200,000 - 499,999 "
4.0	100,000 - 199,999 "
5.0	50,000 - 99,999 "
6.0	20,000 - 49,999 "
7.0	10,000 - 19,999 "
8.0	5,000 - 9,999 "
9.0	2,000 - 4,999 "
10.0	1,000 - 1,999 "
11.0	500 - 999 "
12.0	200 - 499 "
13.0	Population living in localities with less than 200 inhabitants or in scattered buildings
13.1	Population living in localities with 50 to 199 inhabitants
13.2	Population living in localities with less than 50 inhabitants or in scattered buildings
14.0	Population without a fixed place of residence

This classification is basic at the one-digit level but optional at the two-digit level. Where applicable, this classification could also be applied to other relevant areas such as economically active population, households, families and dwellings.

Urban and rural areas (derived non-core topic (a))

50. For national purposes as well as for international comparability, the most appropriate unit of classification for distinguishing urban and rural areas is the locality as defined in paragraph 39 above. However, it is left to countries to decide whether to use the locality or the smallest civil division as the unit of classification.

51. Countries which use the smallest civil division as the unit are encouraged to endeavour to obtain results which correspond as closely as possible with those obtained by countries which use the locality as the unit. The approach to be adopted to achieve this aim depends mainly on the nature of the smallest civil divisions in the countries concerned. In some countries the smallest civil divisions are relatively small in area and in average number of inhabitants and generally do not contain more than one population cluster (or part of a larger population cluster). If it is not feasible for some of these countries to use the locality as the unit, they are encouraged to make use of the concept of the multi-communal agglomeration (i.e. to treat as single units groups of two or more contiguous minor civil divisions which form part of the same population cluster). It is also suggested that minor civil divisions at the periphery of such an agglomeration be included in the agglomeration if the major part of their resident populations live in areas belonging to the continuous built-up area of the agglomeration, and that minor civil divisions containing one or more isolated localities be classified according to the number of inhabitants of the largest population cluster within the unit.

52. The situation is different, however, in the case of countries in which the smallest civil divisions are relatively large in area and in average number of inhabitants and often contain two or more population clusters of varying sizes. If it is not feasible for some of these countries to use the locality as the unit, they should endeavour to use units smaller than minor civil divisions for this purpose, e.g. parishes, enumeration districts, grid squares, etc. They should endeavour to use these smaller units as building blocks and to aggregate them so as to correspond as closely as possible with the boundaries of localities in the same way as described above in the case of multi-communal agglomerations. If it is not feasible for some countries to adopt this approach, they should endeavour to develop new approaches to the classification of entire minor civil divisions in ways which will yield results that are as comparable as possible with those obtained by using the locality as the unit.

53. It is suggested that localities or similar units be grouped into the following five categories:

1.0	Less than 2,000 inhabitants
2.0	2,000 to 9,999 inhabitants
3.0	10,000 to 99,999 inhabitants
4.0	100,000 to 999,999 inhabitants
5.0	1,000,000 or more inhabitants

54. Countries are also encouraged to develop typologies of localities or similar areas based on additional criteria that could be used to distinguish different types of areas within particular categories of the suggested classification. For example, some countries may wish to subdivide category 1.0 (and in some cases category 2.0 as well) to distinguish agricultural localities from other types of small localities. Some countries may wish to subdivide one or more of the intermediate categories to distinguish market towns, industrial centres, service centres, etc. Some countries may wish to subdivide the large urban agglomerations included in categories 4.0 and 5.0 to distinguish various types of central and suburban areas. Extensions of the classification in these and other ways would enhance its analytical usefulness.

55. It is suggested that for purposes of international comparisons, countries define urban areas as localities with a population of 2,000 or more, and rural areas as localities with a population of less than 2,000 and sparsely populated areas. Some countries might also wish to consider defining urban areas in other ways (e.g. in terms of administrative boundaries, of built-up areas, of the area for which services such as shops, educational facilities, recreational facilities, employment, etc., are provided, or in terms of functional areas). Whatever approach is taken should be clearly described in the census report.

Place of usual residence one year prior to the census (core topic 2)

56. Place of usual residence one year prior to the census is intended to be the smallest civil division relevant for information on this topic in which the enumerated person's place of usual residence was located one year prior to the census.

57. This topic is included because the cross-tabulation of the population by place of usual residence at the time of the census and place of usual residence one year prior to the census will provide more information on internal migration within a country and immigration from abroad than is usually available from other sources. This applies, in particular, to data on the characteristics of the migrants. Although most countries in the region would probably collect information on this core topic through the census questionnaire, some might be able to obtain it from registers instead.

58. For the purpose of tabulating the population by migration status, persons under 1 year of age should be excluded and persons one year of age and older residing in a given area at the time of the census and those who resided in that area one year prior to the census should be classified as follows:

- 1.0 Persons who were living in the same living quarters at the two dates
- 2.0 Persons who changed their residence within the given area during the reference period
- 3.0 In-migrants to the area from within the country, i.e. persons whose place of usual residence was located within the given area at the date of the census but in a different area of the country one year prior to the census
 - 3.1 in-migrants from a different minor civil division of the same intermediate civil division
 - 3.2 in-migrants from a different intermediate civil division of the same major civil division (or region)
 - 3.3 in-migrants from a different major civil division (or region)
- 4.0 Immigrants to the area from abroad, i.e. persons whose place of usual residence was located within the given area at the date of the census but outside the country one year prior to the census
- 5.0 Out-migrants from the area to another area of the country, i.e. persons whose place of usual residence was located within the given area one year prior to the census but in a different area of the country at the date of the census.

This classification is basic at the one-digit level but optional at the two-digit level. In particular, the subdivisions of category 3.0 may need to be adapted to national circumstances, e.g. by combining 3.1 and 3.2 if there are only two levels of civil divisions, or by using other types of territorial subdivisions. Some countries may also wish to classify category 4.0 (immigrants to the area from abroad) by last country of usual residence.

Duration of residence (non-core topic 3)

59. Duration of residence is the interval of time up to the date of the census, expressed in completed years, during which each person had usual residence in (a) the minor (or smallest relevant) civil division which is his usual residence at the time of the census and (b) the major civil division in which that minor civil division is located.

60. Information on duration of residence is only meaningful if it is cross-classified with usual residence at the time of the census. In collecting information on duration of residence, it should be made clear that the concern is mainly with length of residence in the major civil division and the minor civil division.

Previous place of usual residence (non-core topic 4)

61. In addition to the place of usual residence one year prior to the census (core topic 2), some countries may ask for previous place of usual residence. For tabulation purposes, the classification recommended in paragraph 58 for core topic 2 is also applicable to this topic.

(ii) Demographic characteristics of persons

Sex (core topic 3)

62. The sex of each person should be recorded in the census. If the information is missing from the questionnaire (or register), an allocation based on other entries for the individual should be made.

63. The need for further development of statistics analysed by gender has been identified by many countries in the region. It is therefore important that countries ensure that the various definitions and classifications for data on educational attainment, economic activity status, occupation, position in the family and household, etc. are appropriately used in the census. Parallel data for both men and women should be provided for all appropriate topics.

Age (core topic 4)

64. To obtain information on age, it is recommended to collect information on date of birth. Collecting information on the date of birth has the advantage of permitting the tabulation of data in two ways - by year of birth and by completed years of age.

65. Persons whose age is not stated should generally be classified as a separate group. However, if the number of such persons is small, ages selected at random within a range that is appropriate to the other characteristics of the individual may be allocated to them in order to simplify the tabulation. Another useful approach would be to allocate the missing age by referring to another individual with similar characteristics and for whom age is stated. When such imputations are made, it is important to clearly describe both the method used and the number of imputations made in the census report.

66. Recommendations concerning the classification by age to be used in each of the relevant tabulations are given in section V.C. of the Recommendations. A classification by single years of age is recommended for some tabulations and a classification by five-year age groups for other tabulations.

67. Children, youth and the elderly have been identified by many countries in the region as special population groups for which various types of census data will be required. The types of data on children and youth that are likely to be of interest to countries include topics such as age, sex, marital status, and school attainment and/or educational attainment. For the elderly, data on age, sex, marital status, economic activity status, position in the family and household and type of living quarters are illustrations of some of the topics that are likely to be of interest to countries. It is recommended that countries ensure that the definitions and classifications that are planned to be used in the census for these and other topics of interest are appropriate for the types of data on children, youth and the elderly that will be required.

Legal marital status (core topic 5)

68. Marital status is defined here as the (legal) conjugal status of each individual in relation to the marriage laws (or customs) of the country (i.e. de jure status).

69. Information on the legal marital status of each person should be collected at least for persons aged 15 and over. However, since the minimum legal age (or the customary age) for marriage varies between countries and since the population may also include young persons who have been married in other countries with lower minimum ages, some countries may find it useful to collect the data for persons under 15 as well.

70. The following classification of the population by marital status is recommended:

- 1.0 Single (i.e. never married)
- 2.0 Married
- 3.0 Widowed and not remarried
- 4.0 Divorced and not remarried

71. It should be noted here that insofar as this recommended classification of legal marital status is concerned, all persons living in consensual unions should be classified as single, married, widowed or divorced in accordance with their de jure (legal) status.

72. The treatment of persons whose only or latest marriage has been annulled depends upon the relative size of this group. Where the group is substantial in size, it should be shown, if possible, as a separate basic category; if its size is insignificant, the individuals should be classified according to their marital status before the annulled marriage took place.

73. The census report should explain clearly the definitions of each tabulated marital status category, taking into account the enumeration procedures and the data-processing procedures. The explanation should also specify how groups such as the divorced, legally separated, de facto separated, consensually married and with an annulled marriage were treated.

De facto marital status (non-core topic 6)

74. Countries which have experienced increases in the number of persons living in consensual unions may wish to collect information not only on the de jure status but also on the de facto status. De facto marital status is defined here as the marital status of each individual in terms of his or her actual living arrangements. It is suggested that information on this topic be collected for persons of the same age categories as those for whom information on the legal status was collected.

75. It is to be noted that information on de facto marital status can also be derived from information collected on topics related to household and family characteristics of persons, characteristics of family nuclei and characteristics of private households.

Country/Place of birth (core topic 6)

76. Place of birth is defined as the place of residence of the mother at the time of birth. For persons born outside the country, it is sufficient to ask for the country of residence of the mother at the time of birth. Place of birth is an important indicator for estimates of internal and international migration. Information should be collected for all persons born in the country where the census is conducted as well as for all persons born outside the country.

77. For purposes of international comparability as well as for internal use, information on country of birth should be collected on the basis of international boundaries existing at the time of the census. It is recommended that the information on this topic be collected and coded in as detailed a manner as is feasible, based on the three-digit alphabetical codes presented in International Standard, ISO 3166-1:1997: Codes for the Representation of Names of Countries, (5th ed., Berlin 1997), published by the International Organization for Standardization. The use of these standard codes for the classification of country of birth will enhance the usefulness of such data for various purposes including an international exchange of foreign-born population statistics among countries.

78. The following classification of birth place is recommended:

- 1.0 Born in country of the census
 - 1.1 Place of birth within country
- 2.0 Born outside country of the census
 - 2.1 Born in another country in the ECE Region (specify each country)
 - 2.2 Born in other countries outside the ECE Region (specify by continent/regional groupings).

The classification is basic at the one digit level.

Country/place of birth of parents (non-core topic 7)

79. Information on the country/place of birth of the father and the mother can also be collected. This information is essential to understand processes of integration of immigrants and is particularly relevant in countries with high immigration rates or much concern about integration. The question will, however, be difficult to apply in regions where boundaries have undergone many changes during the time period concerned.

Country of citizenship (core topic 7)

80. Citizenship is defined as the particular legal bond between an individual and his/her State, acquired by birth or naturalization, whether by declaration, option, marriage or other means according to the national legislation. Information on citizenship should be collected for all persons and coded in as detailed a manner as is feasible, based on the three-digit alphabetical codes presented in International Standard, ISO 3166-1:1997: Codes for the Representation of Names of Countries, (5th ed., Berlin 1997), published by the International Organization for Standardization.

81. Persons with dual or multiple citizenship should declare all. Separate data should be obtained for stateless persons. Separate data should also be obtained for persons whose citizenship has not yet been clarified, following dissolution, separation or unification of States.

Citizenship acquisition (non-core topic 8)

82. In countries where the population includes a significant proportion of naturalized citizens, it may be desirable to distinguish citizenship by birth or naturalization and other means according to the national legislation. Some countries may also wish to include, for naturalized citizens, questions on previous citizenship, method of naturalization and year of acquisition.

Ethnic group (non-core topic 9)

83. Some countries may wish to collect information on the ethnic and/or national composition of their population. Ethnic groups (and/or national groups) are made up of persons who consider themselves as having a same origin and/or culture, which may appear in linguistic and/or religious and/or other characteristics which differ from those of the rest of the population. It depends on the historical and political circumstances whether countries consider such groups as ethnic groups and/or national groups.

84. Persons should be free to declare to which ethnic group and/or national group they belong.

Language (non-core topic 10)

85. Some countries may wish to collect data on languages. Most relevant are:

- (a) Mother tongue, defined as the first language(s) spoken in early childhood;
- (b) Main language, defined as the language which the person commands best;
- © Language(s) most currently spoken at home and/or at work;
- (d) Knowledge of language(s), defined as the ability to speak and/or write one or more designated languages.

It is suggested to ask at least two questions, namely question a) or b) and question c). If under question c), only one option is to be chosen, it is preferable to enquire about the language most currently spoken at home.

Religion (non-core topic 11)

86. Some countries may wish to collect data on religion. Most relevant are:

- (a) Formal membership of a church or a religious community;
- (b) Participation in the life of a church or a religious community;
- © Religious belief.

Where only one question is asked, it is suggested that data be collected on “formal membership of a church or a religious community”, allowing respondents to state “none”.

Total number of children born alive (non-core topic 12)

87. If this topic is included in the census it is suggested that information on total number of live-born children be collected for all women.

88. The data collected on total number of live-born children should, in principle, include all children born alive during the lifetime of the women concerned up to the census date (i.e. excluding foetal deaths). The number recorded should comprise all live-born children whether born of the present or prior marriage(s), whether born of consensual or other unions or by a single mother, and regardless of whether they are living or dead at the time of the census, or where they may be living. It is recognized that it may not be possible to specify in the enumeration instructions that children not born in a marriage or in a consensual union should be included.

Date of legal marriage of ever-married women: (I) first marriage and (ii) current marriage (non-core topic 13)

89. Information on duration of marriage is valuable for fertility statistics and extends the knowledge that can be derived from data on number of live-born children. In the case of women who have been married more than once, it is suggested to obtain information on the dates of both the first marriage and the current marriage.

(iii) Economic characteristics of personsEconomic activity of persons

90. The "economically active" population comprises all persons who provide the supply of labour, as employed or as unemployed, for the production of goods and services^{4/}. Economic activities, i.e. production, in the present context, include: (I) the production of all individual or collective goods or services that are supplied to units other than their producers, or intended to be so supplied, including the production of goods or services used up in the process of producing such goods or services (intermediate inputs); (ii) the own-account production of all goods that are retained by their producers for their own final use (final consumption or gross fixed capital formation); and (iii) the own-account production of domestic and personal services by employing paid domestic staff.

91. In principle, the production of all goods falls within the SNA production boundary, irrespective of whether the goods are intended for supply to other units or for the producers' own final use. In practice, however, the production of a good for own final use within households should be recorded only if the amount of the good produced by households for their own final use is believed to be quantitatively important in relation to the total supply of that good in a country, and persons engaged in the production of goods for own final use within the same household should be considered as economically active only if such production comprises an important contribution to the total consumption of the household. Examples of common types of household production include the production of agricultural products and their subsequent storage; production of dairy products such as butter or cheese; (**note** that the preparation of meals for immediate consumption is excluded); weaving cloth; dress making and tailoring; and construction of dwellings, and major renovations (e.g. replastering walls, repairing roofs) or extensions to dwellings. For more details, see System of National Accounts, 1993 ^{4/}.

92. Domestic or personal services provided by unpaid household members for final consumption within the same household are **excluded** from the production boundary and, hence, are **not** considered to be economic activities i.e. production, in the present context. (Examples are: (a) the cleaning, decoration and maintenance of the dwelling occupied by the household, including small repairs of a kind usually carried out by tenants as well as owners; (b) the use, cleaning, servicing and repair of household durables or other goods, including vehicles used for household purposes; © the preparation and serving of meals; (d) the care, training and instruction of children; (d) the care of sick, infirm or old people; and (e) the transportation of members of the household or their goods). Persons engaged in such activities may be included among providers of non-paid social and personal services, see non-core topic 15 (para 115 below).

93. The "economically active" population can be measured in different ways: (a) the "currently active" population (or, equivalently, the "labour force"), measured in relation to a short reference period such as one week or one day; and (b) the "usually active" population measured in relation to a long reference period such as a year.

94. Information on activity status should be collected for each person at or above a minimum age set in accordance with the conditions in each country. The minimum school-leaving age should not automatically be taken as the lower age limit for the collection of information on activity status. Countries in which, normally, many children participate in agriculture or other types of economic activity (e.g. mining, weaving, petty trade), will need to select a lower minimum age than countries where employment of young children is uncommon. Tabulations of economic characteristics should at least distinguish persons under 15 years of age and those 15 years of age and over; and countries where the minimum school-leaving age is higher than 15 years and where there are economically active children below this age should endeavour to secure data on the economic characteristics of these children with a view to achieving international comparability at least for persons 15 years of age and over. Use of a maximum age limit for measurement of the economically active population is not recommended, as a considerable number of elderly persons beyond retirement age may be engaged in economic activities, either regularly or occasionally.

95. To have a complete set of data compiled on the basis of both current and usual activity has advantages for a number of important uses, but this may be difficult in a census because of expense, limitations of questionnaire space and the burden of coding and processing. Countries are recommended to collect information based on current activity first and if possible supplement this information with data based on usual activity. However, it is recognized that some countries may prefer to collect information on the basis of the usual activity. Countries using the concept of "usual activity" should endeavour to also obtain data covering at least the size of the "labour force" during a one-week period.

Population not economically active

96. The "not economically active" population comprises all persons, irrespective of age, including those below the age specified for measuring the economically active population, who were not "economically active" as defined in paragraphs 90-92 above.

97. Some "not economically active" persons may be classifiable to more than one category of the population not economically active. It is recommended that in such situations, priority should be given to that of the possible categories which is listed first in paragraphs 104 or 112 below.

Current activity status (core topic 8)

98. Current activity status is the current relationship of a person to economic activity, based on a brief reference period such as one week or one day. The use of the "current activity" is considered most appropriate for countries where the economic activity of people is not influenced much by seasonal or other factors causing variations over the year, and it is recommended that countries in the ECE region collect information in the census on activity status based on this concept (i.e., the "labour force" concept). A time-reference period of one week should preferably be used, which may be either a specified recent fixed calendar week, or the last complete calendar week or the last seven days prior to enumeration.

The "currently active population" (i.e. the labour force)

99. The "currently active population" (the "labour force") comprises all persons who fulfil the requirements for inclusion among the employed or the unemployed as defined in paragraphs 100 and 102 below.

Employed persons

100. "Employed" persons comprise all persons above a specified age who during the short reference period of preferably one week performed some work for pay or profit, in cash or in kind, or were temporarily absent from a job in which they had already worked and to which they had a formal attachment or from a self-employment activity such as a farm, a business enterprise or a service undertaking. The census documentation and tabulations should clearly describe the time limit chosen as cut-off for considering persons to be 'at work'. According to the present international recommendations, the notion of 'some work' should be interpreted as work for at least one hour during the reference period. The one-hour criterion is an essential feature of the labour force framework embedded in the international definitions of employment and unemployment, and a prerequisite for the consistency of employment statistics with national accounts data on production. Countries concerned about the usefulness of the one-hour criterion for other users of census results should also collect data on 'time worked', following the recommendations of paragraphs 116-119 below."

101. Treatment of specific groups: The following treatment of certain groups of individuals is recommended:

- Persons in paid employment temporarily not at work because of illness or injury, holiday or vacation, strike or lock-out, educational or training leave, maternity or parental leave, reduction in economic activity, temporary disorganization or suspension of work due to such reasons as bad weather, mechanical or electrical breakdown, or shortage of raw materials or fuels or other temporary absence with or without leave should be considered as in paid employment provided they had a formal job attachment. (This formal job attachment should

be determined on the basis of one or more of the following criteria: a continued receipt of wage or salary; an assurance of return to work following the end of the contingency, or the agreement as to the date of return; or the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligations to accept other jobs)^{5/};

- Self-employed persons (excluding contributing family workers) should be considered as "with enterprise, but not at work" if their absence from work is temporary and their enterprise meanwhile continues to exist;
- Contributing family workers should be considered to be at work on the same basis as other "self-employed" persons, i.e. irrespective of the number of hours worked during the reference period. Countries which prefer for special reasons to set a minimum time criterion for the inclusion of contributing family workers among the "employed" should identify and separately classify those who worked less than the prescribed time, to be able to provide internationally comparable data;
- Persons engaged in economic activities in the form of own-account production of goods or services for own final use within the same household should be considered as in "self-employment" if such production comprises an important contribution to the total consumption of the household, (cf. paragraph 91 above);
- Apprentices and trainees who received pay in cash or in kind should be considered in paid employment and classified as "at work" or "not at work" on the same basis as other persons in paid employment;
- Participants in job training schemes should be considered to be "employed" if the training took place within the context of an enterprise and in connection with its production, or if the participants could be said to retain a formal job attachment to an enterprise in which they had formerly been employed, even if the training was outside the context of the enterprise or without connection to its 'production'. (Other participants in job training schemes may be considered to be 'unemployed'.)
- Students, homemakers and others mainly engaged in non-economic activities during the reference period, who at the same time were in "paid employment" or "self-employment" as defined above should be considered as employed on the same basis as other categories of employed persons and be identified separately, where possible;
- All members of the armed forces should be included among persons in paid employment. The "armed forces" should include both the regular and the temporary members as specified in the most recent revision of the International Standard Classification of Occupations (ISCO).^{6/}

Information should be given in the census reports describing how these groups and other relevant groups (e.g. retired persons) were treated. Consideration should also be given to the desirability of identifying some of the groups (e.g. working students) separately in tabulations.

Unemployed persons:

102. The "unemployed" comprise all persons above a specified age who during the reference period were:

- (i) "without work", i.e. were not in paid employment or self-employment as defined above in paragraph 100;
- (ii) "currently available for work", i.e. were available for paid employment or self-employment during the reference period; and
- (iii) "seeking work", i.e. had taken specific steps in a specified recent period to seek paid employment or self-employment. (The specific steps may include registration at a public or private employment exchange (for the purpose of obtaining job offers); application to employers; checking at work sites, farms, factory gates, market or other assembly places; placing or answering newspaper advertisements; seeking assistance of friends or relatives; looking for land, building, machinery or equipment to establish own enterprises; arranging for financial resources; applying for permits and licenses, etc).

103. Treatment of specific groups: Some groups of persons require careful treatment to be properly included among the "unemployed". The following treatment is recommended:

- Persons without work and currently available for work who had made arrangements to take up paid employment or undertake self-employment activity at a date subsequent to the reference period should be considered as "unemployed", irrespective of whether or not they recently sought work;
- Persons temporarily absent from their jobs with no formal job attachment who were currently available for work and seeking work should be regarded as "unemployed" in accordance with the standard definition of "unemployment". Countries may, however, depending on national circumstances and policies, prefer to relax the seeking work criterion in the case of persons temporarily laid-off. In such cases, persons temporarily laid-off who were not seeking work but classified as "unemployed" should be identified as a separate sub-category;
- Persons mainly engaged in non-economic activities during the reference period (e.g. students, homemakers), who satisfy the criteria for unemployment laid down in paragraph 102 above should be regarded as "unemployed" on the same basis as other categories of "unemployed" persons and be identified separately, where possible.

Information should be given in the census reports on how persons in these and any other specific groups were treated.

The population not currently active (i.e. persons not in the labour force)

104. The "population not currently active" or, equivalently, "persons not in the labour force", comprises all persons who were neither "employed" nor "unemployed" during the short reference period used to measure "current activity". It is recommended that this population be classified into the following four groups:

- (a) "Students": persons not "currently economically active", who for most of the reference period attended any regular educational institution, public or private, for systematic instruction at any level of education. (See also non-core topic 'School attendance', paragraphs 174-176)
- (b) "Pension or capital income recipients": persons, not "currently economically active", who receive income from property or investments, interests, rents, royalties or pensions from former activities.
- (c) "Homemakers": persons, not "currently economically active", who for most of the reference period were engaged in unpaid household duties in their own home, for example, housewives and other relatives responsible for the care of the home and children. (Domestic and personal services produced by domestic employees working for pay, however, are considered as economic activities in line with paragraph 90 above).
- (d) "Others": persons, not "currently economically active", who are receiving public aid or private support, and all other persons not falling into any of the above categories (e.g. children not attending school).

Where considered useful, separate sub-categories may be introduced to identify (i) persons engaged in unpaid community and volunteer services and (ii) other persons engaged in activities that fall outside the boundary of economic activities. (See also para 115 below.)

Usual activity status (non-core topic 14)

105. Usual activity status is the usual relationship of a person to economic activity based on a long reference period such as a year.

106. In countries where the economic activity of people varies widely over the year and where people are likely to be engaged in more than one type of economic activity during the year or to be seasonally unemployed, the "current activity" concept may not be considered as appropriate. In such countries, the economic activity of people should be measured with reference to a longer period i.e. on the basis of the "usual activity" concept rather than on the basis of the "current activity" concept only. If the concept of "usual activity" is adopted, a specified twelve-month period should be used as the reference period. A long reference period such as the preceding 12 months will provide information on the year as a whole and thereby provide an opportunity for collecting information needed not only on the principal activity but also on any secondary activity. It is also possible to obtain useful information on the intensity of activity over the year and relate it to household income for that period (if collected). The main drawback of the usual activity approach is that it is susceptible to recall errors. Another drawback is the problem of ascertaining the principal *occupation* and *industry* over a long period such as a year, unless an appropriate question or series of questions are introduced to identify a main job, which may be defined in terms of time worked or income earned. Difficulties are also often encountered in measuring the "usual activity" status of persons who, though not usually active, have worked or were available for work at some time during the year.

The usually active population

107. The "usually active population" comprises all persons above a specified age whose main activity status, as determined in terms of number of weeks or days during a long specified period (such as the preceding 12 months) was "employed" or "unemployed" as defined in paragraphs 100 and 102 above with respect to the current activity during a short reference period.

108. In applying the above definitions of employment and unemployment in respect of the usual activity during a long reference period, it is necessary to determine the "main activity status" of each person above a specified minimum age. For this purpose, one's main activity status may be conceived as a summary measure of the variable statuses of each person during the 52 weeks or the 365 days of the specified 12-month period. The main activity status could be different as pointed out in the following paragraph depending on whether it is based on weeks or days as the unit of measurement.

109. In countries where employment is mostly of a regular and continuing nature and hence a week of employment generally means a week of full time employment or, at any rate, employment for a major part of the working time, it is suggested to base the main activity status on weeks of employment or unemployment. The main activity status could also be determined on the basis of days of employment or unemployment, and this would be considered more appropriate for countries where employment is largely of an irregular nature and where a week of employment does not generally mean a week of full-time employment or even employment for a major part of the working time.

110. Two procedures may be followed to determine the main activity status of each person. One is to interpret it as that status, usually active or not usually active, which prevailed over most of the 52 weeks (or most of the 365 days) during the specified reference year. Another is to set a specific number of weeks (or days) as the cut-off point and classify anyone with at least that many weeks (or days) of employment and unemployment as belonging to the "usually active population".

111. Where the concept of "usually active population" is considered useful and feasible, the "usually active population" may be subdivided as "employed" and "unemployed" in accordance with the situation which prevailed most of the time, i.e. "usually active" persons should be classified as "employed" if the number of weeks (or days) of employment is larger than or equal to the number of weeks (or days) of unemployment, and as "unemployed" if the number of weeks (or days) of employment is smaller than the number of weeks (or days) of unemployment. As the subdivision as "employed" and "unemployed" is made among "usually active persons", the resulting classification by usual activity status may differ from a classification directly by main activity status during the reference year (i.e. when the distinction between "employed", "unemployed", and "not economically active" is made directly). It is therefore recommended to construct the questionnaire in a way which makes it possible to distinguish between "usually active" and "usually inactive" persons and among the former between "usually employed" and "usually unemployed" persons.

The population not usually active

112. The "population not usually active" comprises all persons whose main activity status during the long reference period used to measure usual activity was neither employed nor unemployed. It is recommended that this population be classified into the following four groups:

- (a) "Students": persons not "usually economically active", who for most of the reference period attended any regular educational institution, public or private, for systematic instruction at any level of education. (See also non-core topic "school attendance", paragraphs 174-176).

- (b) "Pension or capital income recipients": persons not "usually economically active", who receive income from property or investments, interests, rents, royalties or pensions from former activities.
- (c) "Homemakers": persons not "usually economically active", who for most of the reference period were engaged in unpaid household duties in their own home, for example, housewives and other relatives responsible for the care of the home and children. (Domestic and personal services produced by domestic employees working for pay, however, are considered as economic activities in line with paragraph 90 above).
- (d) "Others": persons not "usually economically active", who are receiving public aid or private support, and all other persons not falling into any of the above categories (e.g. children not attending school).

Where considered useful, separate sub-categories may be introduced to identify (i) persons engaged in unpaid community and volunteer services and (ii) other persons engaged in activities that fall outside the boundary of economic activities. (See also para 115 below.)

113. The "main source of livelihood" topic, when included in the census can be used as a basis for determining the persons to be classified to categories b) and d) of paragraph 112.

Recommended classification by activity status (current or usual)

114. It is recommended that in presenting the total population according to activity status (current or usual) the categories should be presented as follows:

- 1.0 Economically active
 - 1.1 employed
 - 1.2 unemployed
- 2.0 Not economically active
 - 2.1 Persons attending educational institutions
 - 2.2, etc. (see paragraphs 104 or 112 above).

Providers of non-paid social and personal services (non-core topic 15)

115. Countries may wish to identify separately the persons who provide social and personal services to their own household, other households or to voluntary, non-profit organizations on an unpaid basis, either for a short reference period or for a longer one. Such persons may be sub-divided either according to types of services provided or according to type of recipient. (It should be noted that the provision of non-paid services to other households and to voluntary, non-profit organizations is outside the production boundary as defined by the national accounts, and thus not considered as an economic activity, notwithstanding the general rule given in para 90 (i), see also para 92 above.)

Time usually worked (core topic 9)

116. "Time usually worked" should reflect the time worked during a typical week or day, and should be measured for a short reference period and in hours. It is the total time usually spent producing goods and services during the reference period adopted for "economic activity" in the census, within regular working hours and as overtime. "Time usually worked" should include activities which, while not leading directly to the production of goods or services, are still defined as being part of the tasks and duties of the job, such as time spent preparing, repairing or maintaining the workplace or work instruments. In practice it will also include inactive time spent in the course of performing these activities, such as time spent waiting or standing by, and other short breaks. Longer meal breaks and time usually not worked because of regular sickness, regular reductions in hours due to economic or technical reasons (i.e. partial unemployment), etc. should be excluded. Time not worked which is not common nor regular should not be excluded.

117. It is recommended that for persons who have had more than one job during the reference period, the questionnaire should ensure the recording of both "total time usually worked" and "time usually worked" in each of the jobs for which "occupation", etc. is being registered.

118. The inclusion of "time usually worked" as a topic is particularly useful in the application of the standards concerning the economically active population. Countries concerned with the usefulness for some users of the one-hour criterion in the definition of "employment" when measuring "current activity" can apply alternative higher time limits for the definition of "employment" when tabulating census results for such users, if "time usually worked" has been measured.

119. To minimize response errors, the questions and instructions used to measure time usually worked needs to ensure that responses exclude all absences, whether paid or unpaid, and that all usual overtime, whether paid or unpaid, is included.

Duration of unemployment (non-core topic 16)

120. Duration of unemployment refers to the length of time an "unemployed" person as defined in paragraph 102 above has been in that state since previously being either "employed" or "not economically active". To estimate the "duration of unemployment" one should either ask when the search for employment started, or for how long the search has been going on - with precoded alternative periods of duration. It should be noted that if the current activity measurement is used, the census can only provide information on the duration of incomplete spells of unemployment, i.e. the elapsed duration of unemployment up to the time of the census. Countries should decide on the basis of national priorities and conditions whether the duration of unemployment should be measured in terms of number of days, weeks or other time units, but to facilitate international comparisons it is suggested that from the measure chosen it should be possible to produce numbers for duration of "six months or more" and for "one year or more".

Selection of "job" to be classified by descriptive variables

121. The descriptive variables "occupation", "industry", "status in employment" and "sector" should apply to either current or usual activity, but not to both, depending on the choice of the main concept for the measurement of economic activity in the census. Individuals can be classified according to these variables only through their relationship with a job. This means that they must have been identified as being either "employed" or "unemployed" through the questions on "economic activity", see paragraphs 90-114 above. Whether "economically active" according to the "current activity" ("labour force") concept or according to the "usual activity" concept, a person may have had more than one job during the reference period. For "employed" persons it is therefore recommended to first establish the "main" job held during the reference period as well as a possible second most important job. The "main" job should be the job at which the person worked most

of the time during the reference period,^{7/} and the second job should be the job at which the persons worked most of the time among the other jobs held during the same period. For persons who have more than one job when using "current activity" to define "employment", it is recommended not to consider as "main" job a job from which the person is temporarily absent during the reference period, even if that would have been the "main" job if the person had been active in it during the reference period. This is to simplify the census questionnaire. An "unemployed" person should be coded to "occupation", "industry", "status in employment" and "sector" on the basis of the last job which they had.

122. It is important to design the census questionnaire or the census information taken from registers in a way which will ensure that the variables "occupation", "industry", "status in employment" and "sector" are measured for the same job. This should be a central concern also for countries which rely on the use of administrative registrations for the capturing of the correct values of these variables.

123. Some countries may want to describe in more detail the type of secondary work carried out by respondents engaged in more than one job during the reference period, in particular if those countries would like to be able to describe the extent and structure of employment in the informal sector (see paragraph 133 below). In this case the questionnaire should allow for the identification of a second, and perhaps even a third, job for which information about "occupation", "industry", "status in employment", "sector" and, if possible, "time worked" can be collected and coded.

Occupation (core topic 10)

124. "Occupation" refers to the type of work done in a job. "Type of work" is described by the main tasks and duties of the work.

125. For purposes of international comparisons, it is recommended that countries make it possible to prepare tabulations in accordance with the latest revision available of the *International Standard Classification of Occupations (ISCO)*. At the time the present set of census recommendations was approved, the latest revision available was the one that was developed by the Fourteenth *International Conference of Labour Statisticians (ICLS)* in 1987 and adopted by the Governing Body of the *International Labour Organisation (ILO)* in 1988^{8/}. Countries belonging to the European Economic Area should refer to ISCO-88 (COM).^{9/}

126. Countries should code the collected occupational data at the lowest possible level supported by the responses. Some countries find it useful to ask for both the occupational title and a brief description of tasks and duties performed on the job by each active person.

127. Countries coding "occupation" according to a national standard classification can establish correspondence with ISCO either through double coding or through "mapping" from the detailed groups of the national classification to ISCO.

Industry (branch of economic activity) (core topic 11)

128. "Industry" (branch of economic activity) refers to the kind of production or activity of the establishment or similar unit in which the job(s) of the economically active person (whether employed or unemployed) was located.

129. For purposes of international comparability, it is recommended that countries compile the industrial characteristics of active persons according to the latest revision of the *International Standard Industrial*

Classification of All Economic Activities (ISIC) available at the time of the census. At the time the present set of census recommendations was approved, the third edition of ISIC, adopted by the *United Nations Statistical Commission* at its twenty-fifth session in 1989, was the latest revision available.^{10/} Countries belonging to the European Economic Area should refer to NACE Rev.1.^{11/}

130. Countries should code the collected industry information at the lowest possible level supported by the responses.

131. Countries coding "industry" according to a national standard classification can establish correspondence with ISIC either through double coding or through "mapping" from the detailed groups of the national classification to ISIC.

Type of sector (institutional unit) (non-core topic 18)

132. "Type of sector (institutional unit)" relates to the legal organisation and the principal functions, behaviour and objectives of the establishment with which a job is associated. Following the definitions provided in the *System of National Accounts (SNA)*, distinction should be made between the following institutional sectors:

- (a) "Corporations sector", consisting of non-financial and financial corporations (i.e. incorporated enterprises, private and public companies, joint-stock companies, limited liability companies, registered cooperatives, limited liability partnerships, etc.) and quasi-corporations;
- (b) "General government sector", consisting of central, state and local government units together with social security funds imposed or controlled by those units;
- (c) "Non-profit institutions serving the household sector";
- (d) "Household sector" (including unincorporated enterprises owned by households).

Countries collecting information on this topic may wish to consult the World Recommendations^{1/} where further details can be found.

Informal sector

133. Where informal sector activities play an important role in employment creation and income generation, some countries of the ECE region may wish to consider collecting information on the number and characteristics of persons employed in the informal sector^{12/}. Because of the complexity involved in collecting information on the informal sector, surveys would be the most ideal medium to use for collecting such data. However, if countries intend to attempt to collect information on this sector through their population census, they are encouraged to consult the World Recommendations^{1/} where additional useful advice is given.

Status in employment (core topic 12)

134. "Status in employment" refers to the type of explicit or implicit contract of employment with other persons or organizations which the person has in his/her job. The basic criteria used to define the groups of the classification are the type of economic risk, an element of which is the strength of the attachment between

the person and the job, and the type of authority over establishments and other workers which the person has or will have in the job. Care should be taken to ensure that an "economically active" person is classified by "status in employment" on the basis of the same job(s) as used for classifying the person by "occupation", "industry" and "sector".

135. It is recommended that the economically active population be classified by status in employment as follows^{13/}:

1. "Employees", among whom it may be possible to distinguish between "employees with stable contracts" (including "regular employees")
2. "Employers"
3. "Own-account workers"
4. "Contributing family workers"
5. "Members of producers' co-operatives"
6. "Persons not classifiable by status"

It is also recommended to identify separately "Owner-managers of incorporated enterprises", who normally will be classified among "employees", but whom one may prefer, for certain descriptive and analytical purposes, to group together with "employers".

136. An "employee" is a person who works in a "paid employment" job, i.e. a job where the explicit or implicit contract of employment gives the incumbent a basic remuneration which is independent of the revenue of the unit for which they work (this unit can be a corporation, a non-profit institution, government unit or a household). Persons in "paid employment" jobs are typically remunerated by wages and salaries, but may be paid by commission from sales, by piece rates, bonuses or in-kind payment such as food, housing or training. Some or all of the tools, capital equipment, information systems and/or premises used by the incumbent may be owned by others, and the incumbent may work under direct supervision of, or according to strict guidelines set by the owner(s) or persons in the owners' employment. "Employees with stable contracts" are those "employees" who have had, and who continue to have a contract, or a succession of contracts, with the same employer on a continuous basis. "Regular employees" are those "employees with stable contracts" for whom the employing organisation is responsible for payment of relevant taxes and social security contributions and/or where the contractual relationship is subject to national labour legislation. "Owner-managers of incorporated enterprises" are workers who hold a job in an incorporated enterprise in which they: (a) alone, or together with other members of their families or one or a few partners, hold controlling ownership of the enterprise; and (b) have the authority to act on its behalf as regards contracts with other organizations and the hiring and dismissal of "employees", subject only to national legislation regulating such matters and the rules established by the board of the enterprise.

137. An "employer" is a person who, working on his or her own economic account or with one or a few partners, holds a "self-employment" job and, in this capacity, on a continuous basis (including the reference period) have engaged one or more persons to work for him/her as "employees". A "self-employment" job is a job where the remuneration is directly dependent upon the profits (or the potential for profits) derived from the goods and services produced (where own consumption is considered to be part of the profits). The incumbent makes the operational decisions affecting the enterprise, or delegate such decisions while retaining responsibility for the welfare of the enterprise. In this context, "enterprise" includes one-person operations. Some countries may wish to distinguish among "employers" according to the number of persons they employ, see paragraphs 143-144 on non-core topic 19.

138. An "own-account worker" is a person who, working on his own account or with one or a few partners, holds a "self-employment job", and has not engaged on a continuous basis any "employees". (Note, however, that during the reference period an "own-account worker" may have engaged one or more "employees" on a short term and non-continuous basis without being classified as "employer".) Members of families belonging to a producers' co-operative whose only activity is the cultivation of privately-owned ancillary plots or the care of privately-owned livestock should be included in this category. It is recommended that countries, where the number of persons exclusively engaged in the own-account production of goods for own final use by their households is significant, should identify such persons separately among own-account workers.

139. A "contributing family worker" is a person who holds a "self employment" job in a market-oriented establishment operated by a related person living in the same household, and who cannot be regarded as a partner (i.e. an employer or own account worker) because the degree of commitment to the operation of the establishment, in terms of working time or other factors to be determined by national circumstances, is not at a level comparable to that of the head of the establishment. Where it is customary for young persons, in particular, to work without pay in an economic enterprise operated by a related person who does not live in the same household, this requirement may be relaxed.

140. A "member of a producers' co-operative" is a person who holds a "self-employment" job in an establishment organised as a co-operative, in which each member takes part on an equal footing with other members in determining the organisation of production, sales and/or other work, the investments and the distribution of the proceeds among the members. Note that "employees" of producers' cooperatives are not to be classified to this group.

141. "Persons not classifiable by status" include those "economically active" persons for whom insufficient information is available, and/or who cannot be included in any of the preceding categories.

142. In most census questionnaires the information concerning "status in employment" will be captured through pre-coded alternatives where only a few words can be used to convey the intended meaning of each category. This may mean that classification of some of the situations on the borderline between two or more categories will be according to the subjective understanding of the respondent rather than according to the intended distinctions. This should be kept in mind when presenting the resulting statistics. Countries which rely on the direct use of administrative records for the classification of persons according to "status in employment" may find that the group "contributing family workers" cannot be separately identified. Those who would have been classified to this group when using a questionnaire may either be excluded from the "economically active population" or be classified to one of the other groups.

Number of persons working in the local unit of the establishment (non-core topic 19)

143. This is the number of persons usually employed in the establishment or similar unit in which the job(s) of persons in employment was located. This information is necessary in order to code correctly certain categories in ISCO-88(COM), the European Community version of ISCO-88.

144. The suggested classification is:

- 1.0 1, 2, 3, ..., 10 persons
- 2.0 11-19 persons
- 3.0 20-49 persons
- 4.0 50 persons or more.

Main source of livelihood (non-core topic 20)

145. The "main source of livelihood" is the principal source from which the consumption of each person was financed during a specified reference period. It is recommended to give preference to a long reference period, such as the preceding twelve months or the calendar year, in order to take account of sources which may actually provide an income at periodic or seasonal intervals (such as income from seasonal activities, payment of quarterly benefits from pension plans, annual payment of scholarships or dividends, income from intermittent secondary activities, etc.). Income in kind as well as in cash should be taken into account.

146. Information on "main source of livelihood" should be obtained for all persons, whether they are economically active or not, and may not necessarily coincide with the main activity status or the main economic activity of the person. The category of "economically active" persons whose "main source of livelihood" is not "economic activity" is likely to be more important when the labour force concept is used for the collection of data on type of activity because the persons classified as "employed" may include some who only work during a brief portion of the year and who depend on other sources of income (such as unemployment benefits) or other persons for their livelihood. This category may also be of some importance even when data on type of activity are collected on the basis of the concept of usual activity if no time limit is used as a criterion for the inclusion of part-time workers in the economically active population or if the time limit used is relatively low. Where countries decide to include this topic, it is recommended that the information be obtained through direct questions, if possible by means of a list of potential sources. The list of potential sources of livelihood should be sufficiently detailed so as to avoid omitting certain possibilities (e.g. social welfare payments, pensions, rentals).

147. It is suggested that the following main sources of livelihood should be specified to the extent that they are relevant:

- 1.0 Economic activity:
 - 1.1 Paid employment
 - 1.2 Self-employment
- 2.0 Property and other investments
- 3.0 Pensions of all types
 - 3.1 Paid by the State and other public bodies
 - 3.2 Paid by enterprises, institutions, co-operative organizations and others
- 4.0 Other transfers:
 - 4.1 Sickness and maternity allowances
 - 4.2 Unemployment benefits and relief

- 4.3 Benefits and assistance other than pensions, unemployment benefits and sickness and maternity allowances, provided by the State, other public bodies, co-operative organizations, enterprises or institutions
- 5.0 Loans or reduction of savings, realisation of capital
- 6.0 Other sources

Dependency relationship (actual or presumed) (non-core topic 21)

148. A dependant is a person who relies on the support of another person or persons for his or her main source of livelihood. The dependent population is identified by means of the classification by main source of livelihood in which all dependants are classified in category 6.0. A dependant may have some income from economic activity or other sources that is not large enough to constitute his or her main source of livelihood.

149. The independent population comprises all persons who are classified in categories 1.0 to 5.0 of the classification by main source of livelihood. A supporter is a person in any of these five categories on whom one or more persons rely for their main source of livelihood.

150. It is desirable that dependent persons be attached, if possible, to their actual main supporters. However, this involves the inclusion of one or more questions in the census questionnaire because in some cases the actual main supporter of a dependant is not the reference member of the household, especially in the case of households or family nuclei with more than one independent member. Where the main supporter lives in the same household as the dependant, it is usually sufficient to ask for the name of the main supporter of each dependent person. In the small proportion of cases in which the main supporter lives in a different household, it is necessary to ask more detailed questions in order to obtain data on selected characteristics of the main supporter. Countries which wish to include this topic will need to decide whether the actual main supporter of each dependant should be identified by means of such questions or whether dependents should be attached to their presumed main supporters at the processing stage on the basis of pre-set criteria.

151. If the latter approach is used, it is not possible to classify dependents by characteristics of their supporters in cases where the supporter lives in a different household because detailed questions are needed in order to obtain the necessary data from the dependant in these cases; consequently, tabulations in which dependents are classified by characteristics of their main supporters must be confined to dependents who live in the same household as their actual or presumed main supporters. Similarly, the dependants to be included in a tabulation in which supporters are classified by number of dependants must be confined to those living in the same household as their actual or presumed supporters. In view of this restriction, it would usually be sufficient to include a single question in order to identify the actual main supporters of the dependants to be included in these tabulations. Additional questions would only be required if it is desired to extend the scope of the tabulations to cover dependants who do not live in the same household as their main supporters.

Income (non-core topic 22)

152. Countries may wish to collect information on the amounts of income received by individual persons and/or households. If this topic is included in the census, it is recommended that data be obtained from all persons above a specified age, whether they are economically active or not. Income should be measured both for the individual and for the household of which he/she is a member.

153. Income should be defined as: (a) income received by each household member and from each source of livelihood (in accordance with the classification proposed in paragraph 147 above) during the preceding twelve months or past year, and (b) total annual household income in cash and in kind from all sources.

154. Depending on national circumstances, the necessary information can be collected either through a census questionnaire or through the direct use of administrative records. Problems of collecting data on income through a questionnaire are partly related to the sensitivity of such questions in many societies and partly to the difficulty which many persons may have in finding or remembering the requested information.

Socio-economic groups (derived non-core topic (b))

155. The purpose of a set of "socio-economic groups" is to identify different groups of persons where the members of a particular group are, on the one hand, reasonably homogeneous and, on the other hand, fairly clearly distinguished from members of other groups in respect of their social, economic, demographic and/or cultural circumstances and behaviour. A set of "socio-economic groups" can be derived from the detailed categories of the following classifications: industry branch (type of economic activity); status in employment; occupation; and main source of livelihood.

Place of work (core topic 13)

156. Place of work is the location in which a "currently employed" person performs his or her job, and where a "usually employed" person currently performs or last performed the job. While the information on place of work can be used to develop area profiles in terms of the employed labour force (as opposed to demographic profiles by place of residence), the primary objective is to link the place of work information to the place of residence. Therefore, the place of work should relate to the smallest civil division in which the economic activity is performed in order to establish commuter flows from the place of usual residence to the place of work.

157. A related topic refers to the type of work place used, for which the following response categories, or a variance thereof necessitated by national circumstances are recommended:

- 1.0 With a fixed place of work outside the home: To this group should also be classified persons who do not have a fixed place of work but who report to a fixed address at the beginning of their work period (e.g. bus drivers, airline pilots and stewards, operators of street market stalls which are not removed at the end of the workday). This group may also include individuals who travel to work, on a regular basis, across the border to a neighbouring country. Persons working at changing sites, e.g. in construction, should give the location of their current worksite rather than the address of their employer's place of business, if the appearance at this site will last for at least one week.

Selection of this response category should lead to a request for the precise location (e.g. street address and locality) of the place of work or the reporting place during the reference period. Coordination with the name (and address if given) of the enterprise or establishment collected for the "industry" variable is recommended. To devise an appropriate coding procedure for places of work abroad to which respondents travel regularly, it is recommended to use geographic reference files from the neighbouring countries.

- 2.0 Work at home: This category will include farmers who work and live on their farms, homeworkers, self-employed persons operating (work)shops inside their own home, etc... Persons working and living at work camps will also fall in this category, unless they are identified as a separate category.
- 3.0 No fixed place of work: This category includes persons whose work involves travel in different areas and who do not report daily in person to a fixed address, e.g. travelling salesmen, taxi drivers and long-distance lorry drivers. It also includes ambulant vendors, operators of street or market stalls which are removed at the end of the workday, construction workers working at different sites during the reference period and push-cart operators, etc.

Location of school, university, etc. (non-core topic 23)

158. By including this topic in their census, countries can extend the scope of their data on commuting patterns to cover some or all categories of pupils and students in addition to the coverage of the economically active population provided by core topic 13 (place of work). It is left to countries to decide whether the location should be the minor civil division of the school, university, etc. or some other areal unit.

Mode of transport to work (non-core topic 24)

159. Mode of transport to work relates to the daily journey made. For people making several journeys or using more than one mode of transport, the mode of transport used for the greatest distance in the journey should be indicated:

- 1.0 Rail
 - 1.1 National/international rail network
 - 1.2 Metro/Underground
 - 1.3 Tram/Light railway
- 2.0 Bus, minibus or coach
- 3.0 Car or van
 - 3.1 Driver
 - 3.2 Passenger
- 4.0 Other
 - 4.1 Motorcycle
 - 4.2 Pedal cycle
 - 4.3 Walk
 - 4.4 Other (e.g. boat, ferry, aeroplane)

The classification is basic at the one-digit level and optional at the two-digit level.

Length and frequency of journey to work (non-core topic 25)

160. Countries may wish to collect information on the length of the journey to work, in time and distance, and the frequency of the journey over a given period (e.g. a day or week).

(iv) **Educational characteristics of persons**

161. For purposes of international comparisons, it is recommended that countries compile their data in accordance with the latest revision available of International Standard Classification of Education (ISCED)^{14/}.

Educational attainment (core topic 14)

162. "Educational attainment" refers essentially to the highest level successfully completed in the educational system of the country where the education was received. If relevant, "educational attainment" should take into account all deliberate, systematic and organized communication designed to bring about learning, even if these were provided outside schools and universities.

163. Information on educational attainment should be collected for all persons above the maximum age for starting compulsory schooling.

164. Four levels of education should be distinguished: primary; secondary - first stage; secondary - second stage; and post secondary. No subdivision is required for primary nor post-secondary education. Persons who have received no formal schooling should also be identified.

165. Special attention needs to be paid to establishing the appropriate level/grade equivalence for persons who received their education under a different or foreign system and to situations where the educational system may have changed more than once.

166. Necessary deviations from the recommended definitions and classifications that result from particular characteristics of the national educational system should be explained in census publications. If, for national purposes, it is necessary to publish the results entirely in terms of the designations used for the schools within a country, it is recommended that an effort be made to relate the categories distinguished for national users to those which will make it possible to use the data for international comparisons. Countries coding "educational attainment" to a national standard classification can establish correspondence with the most recent version of ISCED either through double coding or through "mapping" from the detailed groups of the national classification to ISCED.

Educational qualifications (non-core topic 26)

167. Educational qualifications are the degrees, diplomas, certificates, etc. which have been conferred on a person by educational authorities, special examining bodies or professional bodies in his/her home country or abroad on the successful completion of a course of full-time, part-time or private study.

168. It is suggested that information on educational qualifications be collected at least for all persons who have successfully completed a course of study at the post-secondary level of education. Such information should include the title of the highest degree, diploma or certificate received, with an indication of the field of study if the title does not make this clear.

Field of study (non-core topic 27)

169. Information on the distribution of educated persons by field of study is important for examining the match between the supply and demand for qualified manpower with specific specializations within the labour market. It is equally crucial for planning and regulating the production capacities of different levels, types and branches of educational institutions and training programmes. Besides educational attainment, the field of study of a person represents a second important dimension of his/her qualification. Titles, degrees, diplomas and further training received, as well as experience gained on the job would constitute additional components of a qualification.

170. Information on the field of study should be collected primarily for persons within the adult population who have attained secondary education or above. This would mean that the question is to be principally addressed to persons aged 15 years and over who have completed secondary education or higher, or other organized educational and training programmes at equivalent levels of education.

171. A problem may arise in identifying the exact field(s) of study of persons with interdisciplinary or multi-disciplinary specializations. In these cases, countries should follow the identification of the major or principal field of study. However, countries may wish to identify specialization in different ways depending on the planned use of this information and data processing capacities.

172. The most common method is to ask the person during census enumeration to identify only one principal field of study, and this may result in loss of information on the other fields. The second solution is to accept multiple responses to the question, in which case appropriate data processing facilities for handling and tabulating multiple responses must be put into place. If necessary, the data collection and processing procedures could be adapted to enable the distinction between principal and secondary fields of study. Another possible solution would be to establish a separate category for each multi-disciplinary field within the classification.

173. Countries may follow established national nomenclature or, to facilitate international comparison, adopt the classifications and coding of fields of study of the most recent version of ISCED. Countries coding "field of study" to a national standard classification can establish correspondence with the most recent version of ISCED either through double coding or through "mapping" from the detailed groups of the national classification to ISCED.

School attendance (non-core topic 28)

174. School attendance is defined as attendance at any accredited educational institution or programme, public or private, for organised learning at any level of education. The term 'education' is understood to comprise all deliberate, systematic and organized communication designed to bring about learning. Data on school attendance should refer to the time of the census. If the census is taken during the school vacation period, school attendance during the period just before the vacation will be taken into account. For the purposes of ISCED, the term 'education' is taken to comprise all deliberate and systematic activities designed to bring about learning. Instruction in particular skills, which is not part of the recognised educational structure of the country (e.g. in-service training courses in factories), is not considered "school attendance" for census purposes.

175. The concept of school attendance is different from, but complementary to, that of enrolment as normally covered by school statistics. A person may be enrolled but does not attend; and a person attending a training programme may not be formally enrolled in a school or an educational institution.

176. It is suggested that information on school attendance be collected for persons of all ages. It relates in particular to the population of official school age, which ranges from 5 to 29 years old in general but varies from country to country depending on the national education structure. In cases where data collection is to be extended to cover attendance in pre-primary education and/or other systematic educational and training programmes organized for adults in productive and service enterprises, community-based organizations and other non-educational institutions, the age range may be adjusted as appropriate. Note that those among the 'not currently active' who are classified as 'students' (see paragraph 104 above) will include only a sub-set of all persons attending school, as some of those attending school will either be classified as 'employed' or as 'unemployed' (see paragraphs 100-103 above).

Literacy (non-core topic 29)

177. Literacy is defined as the ability both to read and to write. If this topic is included in the census, the information collected should be designed to distinguish persons who are literate from those who are illiterate. A person who can, with understanding, both read and write a short, simple statement on his everyday life is literate. A person who cannot, with understanding, both read and write a short, simple statement on his everyday life is illiterate. Hence, a person capable of reading and writing only figures and his/her own name should be considered illiterate, as should a person who can read but not write and one who can read and write only a ritual phrase which has been memorized.

178. The collection and tabulation of statistics on literacy during the population census should not be based on assumed inferences between literacy and school attendance and educational attainment.

179. The language or languages in which a person can read and write is not a factor in determining literacy and need not be considered on the questionnaire. In multi-lingual countries, however, information on the ability to read and write in a particular language may be essential for the determination of educational policy and would, therefore, be a useful additional subject of inquiry.

180. It is suggested that data on literacy be collected for all persons ten years of age and over. In order to permit international comparisons of data on literacy, however, any tabulations of literacy not cross-classified by detailed age should at least distinguish between persons under 15 years of age and those 15 years of age and over.

(v) Households and families

181. Countries are recommended to use the place of usual residence as the basis of household membership, see paragraphs 30-39 on core topic "place of usual residence" where, *inter alia*, issues such as temporary absence are considered. If only *de jure* information is available (e.g. from registers) on place of residence i.e. no information is available on usual place of residence, then that information can be used (alone or in combination with other information from other sources) provided that it is judged to reflect the usual residence situation sufficiently accurately.

The household concept

182. A private household is either:

- (a) a one-person household, i.e. a person who lives alone in a separate housing unit or who occupies, as a lodger, a separate room (or rooms) of a housing unit but does not join with any

of the other occupants of the housing unit to form part of a multi-person household as defined below; or

- (b) a multi-person household, i.e. a group of two or more persons who combine to occupy the whole or part of a housing unit and to provide themselves with food and possibly other essentials for living. Members of the group may pool their incomes to a greater or lesser extent.

183. This concept of a private household, referred to as the housekeeping unit concept, requires some clarification and explanation on the distinction between "boarders" and "lodgers". Boarders take meals with the household and generally are allowed to use all the available household facilities. Lodgers, however, are sub-tenants who have hired part of the housing unit for their exclusive use.

184. Some countries use a different concept of the private household in which the private household is equated with the housing unit. This concept of the household is referred to as the household-dwelling concept, and is defined as the aggregate number of persons occupying a housing unit.

185. The household-dwelling concept does not provide direct information on the number of housekeeping units sharing housing units. It is recommended that countries applying the household-dwelling concept give an estimate of the total number of housekeeping units in the census report. If the difference between the number of household-dwelling units and the number of housekeeping units is significant, these countries should also endeavour to analyse the occupants of housing units in such a way that they are able to compile the recommended basic tabulations relating to private households on the basis of the housekeeping unit concept as well.

186. Countries should specify in their census reports whether they used the 'housekeeping unit' or the 'household-dwelling' concept of a private household.

187. An institutional household comprises persons whose need for shelter and subsistence are being provided by an institution. An institution is understood as a legal body for the purpose of long-term inhabitation and provision of institutionalized care given to a group of persons. The institution's accommodation is by nature of its structure intended as a long-term accommodation for an institutional household. The great majority of institutions consists of one of the following: dormitories of educational institutions, hospitals, convalescence establishments, establishments for the disabled, psychiatric institutions, old people's homes, nursing homes, welfare institutions, hotels, motels, tourist homes, military installations, correctional and penal institutions, religious institutions, boarding houses, worker dormitories. Members of an institutional household have their place of usual residence at the institution. People who are normally members of private households but who are living in institutions as listed above are only considered as members of institutional households if their absence from the private households exceeds the one-year time limit specified for the place of usual residence topic.

188. Staff members who live alone or with their family at an institution should be treated as members of private one-person or multi-person households. A staff member's family who has usual residence at the institution and who is not a client of the institution is part of the staff member's private household.

189. In addition to private and institutional households, there are other households comprising for example the homeless.

190. It is recognized that there are some differences between countries in the ways in which the boundary between the population living in private households and the population living in institutional or other households is drawn. The definitions used should therefore be explained clearly in census publications, and attention should be drawn to any differences between national practice and these recommendations.

The family concept

191. A family nucleus is defined in the narrow sense as two or more persons within a private or institutional household who are related as husband and wife, as cohabiting partners, or as parent and child. Thus a family comprises a couple without children, or a couple with one or more children, or a lone parent with one or more children.

192. A child is defined as any person with no partner and no child who has usual residence in the household of at least one of the parents. 'Children' also includes stepchildren and adopted children, but not foster children. A child that alternates between two households (for instance after the parents' divorce) is counted at only one of these households, for instance on the basis of the *de jure* place of usual residence or the number of nights spent at either of the households.

193. The term "couple" should include married couples and couples who report that they are living in consensual unions, and where feasible, a separate count of consensual unions and of legally married couples should be given. Two persons are understood as partners in a consensual union when they have usual residence in the same household, are not married to each other, and report to have a marriage-like relationship to each other.

194. A three-generation household consists of two or more separate family nuclei or one family nucleus and (an)other family member(s). A woman who is living in a household with her own child(ren) should be regarded as being in the same family nucleus as the child(ren) even if she is never-married and even if she is living in the same household as her parents; the same applies in the case of a man who is living in a household with his own child(ren). Thus, the youngest two generations constitute one family nucleus.

195. A reconstituted family is a family consisting of a married or cohabiting couple with one or more children, where at least one child is a non-common child i.e. either the natural or adopted child of only one member of the couple. If the child (natural or adopted) of one partner is adopted by the other partner, the resulting family is still a reconstituted family.

196. A few family nuclei live in institutional households, e.g. elderly couples living in old age homes. However, the number is very small in most countries in the ECE region and it is often difficult to identify them. The scope of the basic data to be compiled on family nuclei is therefore confined to family nuclei living in private households. If those living in institutional households are included, they should, if possible, be shown separately.

197. Family nuclei are usually identified at the processing stage on the basis of name and relationship to the reference member of the household. In the case of multi-family households, however, these data are often not sufficient to provide a reliable basis for allocating persons to particular family nuclei. It is left to countries to decide whether family nuclei in these households should be distinguished by obtaining information on the full name of the parent of each child and the full name of the husband/partner of each married woman/cohabitant living in the household, by asking the respondent to list the members of each family nucleus in consecutive order, or in some other way.

198. Some countries may wish to derive information on "extended families" also. It is suggested that an extended family be defined for census purposes as a group of two or more persons who live together in the same household and who do not constitute a family nucleus but are related to each other (to a specified degree) through blood, marriage (including consensual union) or adoption. Data derived on this basis can have certain advantages for studying the economic relationships of families or kin as spending units, but they also have certain disadvantages for studying and classifying families from a demographic point of view. Countries that derive information on this type of family unit are encouraged to use the suggested classifications proposed for the non-core topics "extended family status" and "type of extended family" shown in paragraphs 204 and 208 below.

a) Household and family characteristics of persons

Relationship to reference person of private household (core topic 15)

199. Information should be collected for all persons living in private households on their relationship to the reference member of the household. Data on this topic are needed for use in (i) identifying households and family nuclei; and (ii) compiling tabulations in which households are classified according to characteristics of the reference member. It is left to countries to decide whether the reference member should be:

- (a) the head of household or one of the joint heads;
- (b) the person (or one of the persons) who owns or rents the housing unit or in whose name the housing unit is occupied under some other form of tenure or in whose name part of the housing unit is rented or occupied under some other form of tenure;
- (c) an adult person selected with a view to facilitating the determination of family relationships;
or
- (d) a person selected on the basis of other criteria.

It is important that countries describe clearly in the census report the concept of the reference member that has been adopted and the definition that has been used.

200. The selection of the one reference person in a household to whom all other persons in the household report or designate their relationship requires careful consideration. In the past the person considered to be the 'head' of the household was generally used as the reference person, but this concept is no longer considered appropriate in many countries of the region. It has also sometimes been proposed that the person designated as the reference person should be the oldest person in the household or the one who contributes the most income. However, given that the primary purpose of the question is to assign family status and to assign individuals into families, both of these possibilities have weaknesses. The selection of the oldest person is undesirable because in multi-generational households the broadest range of explicit kin relationships can be reported where the reference person is selected from the middle generation. Similarly, the selection of the person with the highest income may be a person who will not solicit the broadest range of explicit kin relationships. There is some evidence though to suggest that the following criteria for selection of the reference person will yield the most fruitful range of explicit kin relationships:

- either the husband or the wife of a married couple living in the household (preferably from the middle generation in a multi-generational household);

- either partner of a consensual union couple living in the household where there is no married couple present;
- the parent, where one parent lives with his or her sons or daughters of any age;
- where none of the above conditions apply, any adult member of the household may be selected.

These criteria are presented here to provide an example of how an adult member of the household could be selected with a view to facilitating the determination of family relationships, as suggested in item (d) of paragraph 199 above. The considerations given here may also be appropriate when countries wish to apply the concept of head of household.

201. In order to facilitate identification of family nuclei and households, the following classification of persons living in a private household by relationship to the household's reference person is recommended:

- 1.0 Reference person
- 2.0 Spouse
- 3.0 Reference person's partner in consensual union (cohabitant)
- 4.0 Child of reference person and/or of spouse/cohabitant
 - 4.1 Child of reference person only
 - 4.2 Child of reference person's spouse/cohabitant
 - 4.3 Child of both
- 5.0 Spouse or cohabitant of child of reference person
- 6.0 Father or mother of reference person, of spouse, or of cohabitant of reference person
- 7.0 Other relative of reference person, of spouse, or of cohabitant of reference person
- 8.0 Non-relative of reference person of the household
 - 8.1 Foster child
 - 8.2 Boarder
 - 8.3 Domestic servant
 - 8.4 Other

Countries may wish to subdivide categories 4.0 to 4.3 into children and son/daughter according to the different age groups. It is further suggested that employees, other than domestic servants, who are members of the household be included in category 8.4. Countries which use the household-dwelling concept may also need separate headings for sub-tenants and members of sub-tenants' households.

The classification is basic at the one-digit level and optional at the two-digit level.

Household status (derived core topic (c))

202. Information should be derived for all persons on their status or position in the household. The following classification of the population by household status is recommended:

- 1.0 Person in a private household
 - 1.1 Person in a nuclear family household
 - 1.1.1 Husband
 - 1.1.2 Wife

- 1.1.3 Male partner in a consensual union
- 1.1.4 Female partner in a consensual union
- 1.1.5 Lone father
- 1.1.6 Lone mother
- 1.1.7 Child under 25 years of age
- 1.1.8 Son/daughter aged 25 or older
- 1.1.9 Other persons not member of the nuclear family, but in a nuclear family household
- 1.2 Person in other private households
 - 1.2.1 Living alone
 - 1.2.2 Living with others
 - 1.2.2.1 Living with relatives
 - 1.2.2.2 Living with non-relatives
- 2.0 Person not in a private household
 - 2.1 In institutional household
 - 2.2 Other

This classification is basic at the three-digit level.

Family status (derived core topic (d))

203. Information should be derived for all persons on their family status. The following classification of the population living in families is recommended:

- 1.0 Partner
 - 1.1 Husband in a married couple
 - 1.2 Wife in a married couple
 - 1.3 Male partner in a consensual union
 - 1.4 Female partner in a consensual union
- 2.0 Lone parent
 - 2.1 Lone father
 - 2.2 Lone mother
- 3.0 Child
 - 3.1 Child aged under 25
 - 3.1.1 Child of both partners
 - 3.1.2 Natural or adopted child of male partner only
 - 3.1.3 Natural or adopted child of female partner only
 - 3.1.4 Child of lone father
 - 3.1.5 Child of lone mother
 - 3.2 Son/daughter aged 25 or over
 - 3.2.1 Son/daughter of both partners

- 3.2.2 Natural or adopted son/daughter of male partner only
- 3.2.3 Natural or adopted son/daughter of female partner only
- 3.2.4 Son/daughter of lone father
- 3.2.5 Son/daughter of lone mother

A stepchild in a reconstituted family should be classified according to the relationship with both parents. If the child has been adopted by the new partner, he/she should be classified in 3.1.1 or 3.2.1. If not, he/she belongs to 3.1.2 or 3.1.3 or 3.2.2 or 3.2.3.

This classification is basic at the two-digit level. Further detail on the age of the youngest child may be added, for instance under 18, 18-24, 25-29, and 30 or over.

Extended family status (derived non-core topic (c))

204. It is suggested that countries interested in deriving data on extended families classify persons in private households by extended family status according to the following classification, on the basis of their relationship to the reference person of the household:

- 1.0 Extended family reference person
- 2.0 Spouse of (or cohabitant/partner in consensual union with) reference person
- 3.0 Child of reference person
- 4.0 Other relative of reference person
- 5.0 Not member of an extended family

Some countries may also wish to subdivide category 4.0 by type of relationship to meet specific requirements.

b) Characteristics of family nuclei

Type of family nucleus (derived core topic (e))

205. In the case of family nuclei that are not reconstituted families, the following classification of family nuclei by type is recommended:

- 1.0 Husband-wife family
 - 1.1 Without resident children
 - 1.2 With at least one resident child under 25
 - 1.3 Youngest resident son/daughter 25 or older
- 2.0 Cohabiting couple
 - 2.1 Without resident children
 - 2.2 With at least one resident child under 25

- 2.3 Youngest resident son/daughter 25 or older
- 3.0 Lone father
 - 3.1 With at least one resident child under 25
 - 3.2 Youngest resident son/daughter 25 or older
- 4.0 Lone mother
 - 4.1 With at least one resident child under 25
 - 4.2 Youngest resident son/daughter 25 or older

This classification is basic at the two-digit level. Further detail on the age of the youngest child may be added, for instance under 18, and/or under 30.

206. In the case of family nuclei that are reconstituted, the following classification of reconstituted families is recommended:

- 1.0 Reconstituted families, one child
 - 1.1 Married couples
 - 1.2 Cohabiting couples
- 2.0 Reconstituted families, two children
 - 2.1 Married couples
 - 2.2 Cohabiting couples
- 3.0 Reconstituted families, three or more children
 - 3.1 Married couples
 - 3.2 Cohabiting couples

At least one child in the reconstituted family must be a non-common child as defined in para 195. Some countries may wish to add further detail on the age of the children, and/or whether the children are solely the woman's children, solely the man's children, children from an earlier liaison of both the man and the woman, or also include the couple's common children.

This classification is basic at the two-digit level.

207. It is suggested that countries that wish to subdivide the classification by age of female partner (for couple families) and/or by age of parent (for lone parent families) do so by using at least the following age groups: below 35; 35 to 54; 55 and over. These age groups are suggested because they are significant age groupings to use in family life cycle constructs. An additional subdivision showing the age of children is encouraged.

Type of extended family (derived non-core topic (d))

208. Some countries may also wish to derive data by type of extended family, in which case the following classification is suggested:

- 1.0 One-couple extended families
 - 1.1 One couple with other relatives only
 - 1.2 One couple with children and other relatives
- 2.0 Two-couple extended families
 - 2.1 Two couples only
 - 2.2 Two couples with children but no other relatives
 - 2.2.1 Two couples both with children
 - 2.2.2 One couple with children, one without
 - 2.3 Two couples with other relatives only
 - 2.4 Two couples with children and other relatives
 - 2.4.1 Both couples with children and other relatives
 - 2.4.2 One couple with children, one without, and other relatives
- 3.0 All other extended families

Size of family nucleus (derived core topic (f))

209. Family nuclei should be classified by size according to the total number of resident members of the family.

210. Family nuclei should also be classified according to the total number of resident children in the family.

c) Characteristics of private households

Type of private household (derived core topic (i))

211. The following classification of private households by type is recommended at the three-digit level:

- 1.0 Non-family households
 - 1.1 One-person households
 - 1.2 Multi-person households
- 2.0 One-family households

- 2.1 Husband-wife couples without resident children
 - 2.1.1 Without other persons
 - 2.1.2 With other persons
- 2.2 Husband-wife couples with at least one resident child under 25
 - 2.2.1 Without other persons
 - 2.2.2 With other persons
- 2.3 Husband-wife couples, youngest resident son/daughter 25 or older
 - 2.3.1 Without other persons
 - 2.3.2 With other persons
- 2.4 Cohabiting couples without resident children
 - 2.4.1 Without other persons
 - 2.4.2 With other persons
- 2.5 Cohabiting couples with at least one resident child under 25
 - 2.5.1 Without other persons
 - 2.5.2 With other persons
- 2.6 Cohabiting couples, youngest resident son/daughter 25 or older
 - 2.6.1 Without other persons
 - 2.6.2 With other persons
- 2.7 Lone fathers with at least one resident child under 25
 - 2.7.1 Without other persons
 - 2.7.2 With other persons
- 2.8 Lone fathers, youngest resident son/daughter 25 or older
 - 2.8.1 Without other persons
 - 2.8.2 With other persons
- 2.9 Lone mothers with at least one resident child under 25
 - 2.9.1 Without other persons
 - 2.9.2 With other persons
- 2.10 Lone mothers, youngest resident son/daughter 25 or older
 - 2.10.1 Without other persons
 - 2.10.2 With other persons
- 3.0 Two or more-family households

Countries are recommended to classify one-person households by sex and five year age group. This classification is basic. A further breakdown by marital status is optional.

Other household classifications

212. The family-based classification recommended above involves expensive and time-consuming processing; it is therefore only derived for a sample of households in some countries and this limits its use. In the 1980 and 1990 censuses, some countries used a supplementary classification of private households by type on the basis of the age and sex structure and size of household that could be derived easily and quickly on a 100 per cent basis at an early stage of the census processing and that could therefore be used down to the small area level. These countries found that these types of classifications complemented each other, and that the classification of private households by type, on the basis of age structure and size of household, had produced useful and interesting results. In view of this, the following classification is suggested on an optional basis, as a complement to the classification recommended in paragraph 211 above:

- 1.0 One adult under legal retirement age without children
- 2.0 One adult over legal retirement age without children
- 3.0 Two adults both under legal retirement age without children
- 4.0 Two adults one or both over legal retirement age without children
- 5.0 One adult with one or more children
 - 5.1 Adult female with one or more children
 - 5.2 Adult male with one or more children
- 6.0 Two adults with one child
- 7.0 Two adults with two children
- 8.0 Two adults with three children
- 9.0 Two adults with four or more children
- 10.0 Three or more adults with one or more children
- 11.0 Three or more adults without children

Generational composition of private households (derived non-core topic (h))

213. In addition to deriving data on type of private household (derived core topic (i)), some countries may also wish to derive information on the generational composition of private households, particularly in cases where the practice of living together in multi-generational households is considered to be sufficiently widespread or important. A suggested classification for them is given in the ECE 1990 Recommendations.^{15/}

Size of private household (derived core topic (j))

214. Private households should be classified by size according to the total number of resident members in the household.

Tenure status of households (core topic 16)

215. This topic refers to the arrangements under which a private household occupies all or part of a housing unit.

216. Private households should be classified by tenure status as follows:

- 1.0 Households of which a member is the owner of the housing unit
- 2.0 Households of which a member is a tenant of all or part of the housing unit
 - 2.1 households of which a member is a main tenant of all or part of the housing unit
 - 2.2 households of which a member is a sub-tenant of an owner-occupier or main tenant
- 3.0 Households occupying all or part of a housing unit under some other form of tenure

This classification is basic at the one-digit level but optional at the two-digit level.

217. In view of the diversity of legal arrangements in different countries, countries should describe fully in the census report the coverage of each of the categories in the above classification. These descriptions should specify, where applicable, the treatment of households which (a) live in housing units as members of different types of housing co-operatives, (b) live in housing units rented from an employer under the terms of the contract of employment of one of the household members, and (c) live in housing units provided free of charge by an employer of one of the household members or by some other person or body. Some countries may wish to extend the basic classification to distinguish these or other groups of households that are of interest for national purposes. Households which are in the process of paying off a mortgage on the housing unit in which they live or in purchasing their housing unit over time under other financial arrangements should be classed as 1.0 in the classification.

Single or shared occupancy (non-core topic 32)

218. Countries that use the housekeeping unit concept may wish to collect information on this topic directly through the census questionnaire, while others may prefer to derive the information from non-core topic 38 (occupancy by one or more households).

219. The following classification of private households living in conventional dwellings by single or shared occupancy is suggested for countries using the housekeeping unit concept of households:

- 1.0 Households living alone in a dwelling
- 2.0 Households sharing a dwelling with one or more households

Category 2.0 may be subdivided to distinguish households sharing with one, two, or three or more households. This category may also be sub-divided, where feasible, to distinguish households which are voluntarily sharing a dwelling and those which are doing so involuntarily. This classification does not apply to countries which use the household-dwelling concept of households, since all would appear in category 1.0 of the classification.

220. There is an increasing amount of accommodation which is being provided for the elderly, the disabled, and other special groups which falls between an institutional and a private household, in that meals can be taken communally or by each household with its own cooking facilities. It is suggested that if at least half the population living in such accommodation possess their own cooking facilities, they should be treated as private households and, if possible, identified separately in the output.

Rent (non-core topic 33)

221. Rent is the amount to be paid in respect of a specified period for the space occupied by a household including, in some cases, local rates and ground rent. Payments for the use of furniture, for utilities such as electricity, gas and water and for the provision of special services like washing, cooking, etc., should be excluded. Nominal rent paid may not correctly reflect the real rates. For instance, an individual housing allowance determined on the basis of a means test and paid by housing authorities directly to the landlord should be included in the rent; and if a rebated rent is charged by a public sector landlord on the basis of a means test, the full rent should be recorded. It may also be possible to ask questions such as whether the tenant is a relative or an employee of the landlord, whether he performs any function or office as part of his rent, etc., in order to appraise the actual rent paid.

222. If this topic is included in the census, it may be desirable to obtain information on the range within which the rent paid falls rather than on the exact amount paid.

Durable consumer goods possessed by the household (non-core topic 34)

223. With the purpose of obtaining some qualitative indicators on the households' levels of living, a question on durable goods in the possession of the household might be included. Examples of durable goods which could be considered include: washing machines, refrigerators, deep-freezers, ovens, televisions, fax machines and personal computers. Consideration could also be given to the household's accessibility to durable consumer goods rather than their possession.

Number of cars available for the use of the household (non-core topic 35)

224. It is suggested that this topic cover the number of cars and vans available for use by members of the household, including any car and van provided by an employer if available for use by the household but excluding vans used solely for carrying goods. The following classification is suggested:

- 1.0 No car
- 2.0 One car
- 3.0 Two or more cars

Telephone (non-core topic 36)

225. To reflect a household's ability to communicate with the rest of the society, the following classification is suggested:

- 1.0 Telephone(s) fixed in the housing unit
- 2.0 Mobile cellular telephone(s)
- 3.0 Both 1.0 and 2.0 are available.
- 4.0 No telephone in the housing unit

B. TOPICS ON HOUSING AND OTHER LIVING QUARTERS

226. Although certain housing topics (e.g. the core topic of tenure status in paragraphs 215-217 above, and the non-core topics of single or shared occupancy, and rent) have been included among the characteristics of private households, the principal units of enumeration for housing topics generally are not households, but living quarters and, additionally in some countries, buildings.

227. The concept of living quarters can be summarized only in very general terms, which must then be qualified by the more precise definitions of the main categories into which living quarters are divided. It is from these more precise definitions that the practical application of the rules determining what are and what are not "living quarters" can most clearly be understood.

228. The definitions of living quarters, together with the principal categories into which they are divided, and of buildings, are set out in the paragraphs which follow.

Living quarters

229. Living quarters are defined generally as structurally separate and independent premises which either are designed for permanent human habitation at a fixed location and are not used wholly for other purposes at the time of the census or are actually used as the principal usual residence of at least one person at the time of the census (whether or not so designed, whether fixed or mobile, and whether permanent or temporary). Thus a set of living quarters may be:

- (a) an occupied or vacant house, apartment, room or suite of rooms; or
- (b) an occupied hut, cabin, shack, caravan, houseboat, or a barn, mill, cave or any other shelter used for human habitation at the time of the census; or
- (c) a hotel, institution, camp, etc.

230. The essential features of living quarters are separateness and independence. An enclosure is separate if surrounded by walls, fences, etc., and covered by a roof so that a person, or a group of persons, can isolate themselves from other persons for the purposes of sleeping, preparing and taking meals or protecting themselves from the hazards of climate and environment. It is independent when it has direct access from the street or from a public or communal staircase, passage, gallery or grounds, that is, when the occupants can come in and go out of it without passing through anybody else's accommodation.

231. Attached rooms having an independent entrance, or detached rooms for habitation which have clearly been built, rebuilt, converted etc., to be used as a part of the living quarters should be counted as part of the living quarters. Thus, living quarters may be constituted by rooms or groups of rooms with independent entrances or by separate buildings.

232. Living quarters consist of three groups: conventional dwellings; non-conventional dwellings; and collective living quarters. The first two of these groups comprise the total of all "housing units".

Conventional dwellings (letter (a) in para. 229)

233. Of the main categories of living quarters the most important is the "conventional dwelling". This is generally defined as a room or suite of rooms and its accessories (e.g. lobbies, corridors) in a permanent building or structurally separated part thereof which by the way it has been built, rebuilt or converted is designed for habitation by one private household all the year round and is not at the time of the census used wholly for non-residential purposes. It should have separate access to the street, direct or via a garden or grounds, or to a common space within the building (staircase, passage, gallery, etc.), but it need not necessarily have a bathroom or toilet available for the exclusive use of its occupants. A "permanent building" is one which was constructed to be structurally stable for at least ten years (see also paragraph 237, subparagraph (b) below), but some countries may wish to define permanence instead in terms of the method of construction or in terms of the building materials used in the country. Detached rooms for habitation which are clearly designed to be used as part of the dwelling should be included, e.g. a room or rooms above a detached garage. A conventional dwelling is counted for census purposes whether or not it is occupied, although some topics and consequently some parts of the tabulation programme apply only to occupied conventional dwellings.

Non-conventional dwellings (letter (b) in para. 229)

234. Some housing units do not come fully within the definition of a conventional dwelling because they are mobile or semi-permanent or improvised or are not actually designed for human habitation, but which are used at the time of the census as the principal usual residence of one or more persons who are members of one or more private households. All these are grouped under the term "non-conventional dwellings", the main distinction between their treatment for census purposes and the treatment of conventional dwellings being, first, that they are counted only if they are occupied in the sense defined above and, second, that certain census topics do not apply to them (they are accordingly excluded from parts of the tabulation programme). Definitions of the various types of "non-conventional dwellings" are provided in paragraph 237, subparagraphs (a) to (d) below.

Collective living quarters (letter (c) in para. 229)

235. The third main category "collective living quarters" comprises separate and independent sets of premises which are designed for habitation by large groups of individuals or several households and which are used as the usual residence of at least one person at the time of the census. This heading covers (a) hotels, rooming houses and other lodging houses; (b) institutions; and (c) camps. Once again, the category of "collective living quarters" differs from the other categories in the range of topics which apply to it and, consequently in the extent to which it features in the tabulation programme. Definitions for selected types of "collective living quarters" are given in paragraph 237, subparagraphs (e) to (g) below.

(i) Characteristics of housing units and other living quarters**Type of living quarters (core topic 17)**

236. Living quarters have already been defined generally (paragraphs 229-232). It is recommended that living quarters be classified by type as follows:

1.0 Housing units

1.1 Conventional dwellings

- 1.2 Non conventional dwellings
 - 1.2.1 Mobile housing units
 - 1.2.2 Semi-permanent housing units
 - 1.2.3 Other housing units designed for habitation
 - 1.2.4 Other housing units not designed for habitation

- 2.0 Collective living quarters
 - 2.0.1 Hotels, rooming houses and other lodging houses
 - 2.0.2 Institutions
 - 2.0.3 Camps

This classification is basic at the two-digit level but optional at the three-digit level.

237. Definitions which apply at the two-digit level have been set out in paragraphs 233-235 above. The definitions applicable at the optional three-digit level are set out below:

- (a) A mobile housing unit is any type of living accommodation which has been made to be transported (such as a tent) or which is a moving unit (such as a ship, yacht, boat, barge or caravan) and which is designed for human habitation and is occupied at the time of the census, that is, it is somebody's usual residence. Gypsy camps should be included in this category. Passenger quarters in means of transport such as passenger ships, railroad cars and aircraft should not be considered as housing units and the persons who happen to be travelling in them at the time of the census should not be counted as living in these vehicles, ships or aircraft.

- (b) A semi-permanent housing unit is an independent structure such as a hut or a cabin which has been constructed with locally available crude materials such as wooden planks, sun-dried bricks, straw or any similar vegetable materials for the purpose of habitation by one private household and which is used as the usual residence of at least one person at the time of the census. Such units may be expected to last for only a limited time, although occasionally they may last for longer periods.

- (c) Other housing units designed for habitation comprise independent, makeshift shelters or structures such as shacks and shanties which have been built of waste materials which are used as the usual residence of at least one person at the time of the census.

- (d) Other housing units not designed for habitation comprise premises in permanent or semi-permanent buildings such as stables, barns, mills, garages, warehouses, offices, etc. which have not been built, rebuilt, converted or arranged for human habitation but are, nevertheless, used by one or more private households as their usual residence at the time of the census. This category also includes natural shelters such as caves which are used by one or more private households as their usual residence at the time of the census. Premises which, although not initially designed or constructed for human habitation, have been converted for the purpose of habitation by a private household should not be included in this category, but classified to heading 1.2.2.

- (e) A hotel is a separate and independent set of premises comprising all or part of a permanent building or set of buildings which by the way it has been built, rebuilt or converted is designed to provide accommodation on a fee basis and which is used as the usual residence of at least one person at the time of the census. Motels, inns, boarding houses, pensions, rooming houses and other lodging houses are included in this category. If the accommodation occupied by a private household residing in a hotel or similar establishment fulfills the requirements of a conventional dwelling, it should be classified as such. Otherwise it should be classified with living quarters other than housing units. Some countries may wish to consider distinguishing hotels and similar establishments as a separate category of the classification.
- (f) An institution is a separate and independent set of premises comprising all or part of a permanent building or set of buildings which by the way it has been built, rebuilt or converted is designed for habitation by a large group of persons who are subject to a common authority or régime or bound by a common objective or personal interest, and which is used as the usual residence of at least one person at the time of the census. Such living quarters usually have certain common facilities such as cooking and toilet facilities, baths, lounge rooms or dormitories which are shared by the occupants. This category includes sets of premises such as nurses' hostels, residences for students, hospitals, sanatoria and convalescent homes, welfare institutions, monasteries, convents, military and police barracks, prisons and reformatories.
- (g) A camp is a separate and independent set of premises comprising all or part of a semi-permanent or temporary structure or set of structures which by the way it has been built, rebuilt or converted is designed for the temporary accommodation of groups of persons with common activities or interests, and which is used as the usual residence of at least one person at the time of the census. Such living quarters usually have certain common facilities such as cooking and toilet facilities, baths, lounge rooms or dormitories which are shared by the occupants. This category includes military camps, refugee camps and camps for housing workers employed by agriculture, logging, mining, construction or other enterprises.

238. Housing units located on the grounds or within a building containing a hotel, institution or camp should be separately identified and counted as housing units. Those which fulfil the requirements of a conventional dwelling should be classified as such, and the others should be classified as non-conventional dwellings.

Type of ownership (core topic 18)

239. This topic refers to the type of ownership of the dwellings and not that of the land on which the dwelling stands. Thus, in the case of an owner-occupied dwelling the type of ownership will be the same as the tenure status 1.0 in paragraph 216 (core topic 16).

240. The following classification of dwellings by type of ownership is recommended:

- 1.0 Owner-occupied dwellings - This category includes all dwellings which are used wholly or partly for own occupation by the owner.
- 2.0 Other dwellings
- 2.1 In private ownership
- 2.2 Owned by the local or central government and/or by housing non-profit associations
- 2.3 In other types of ownership

This classification is basic for occupied conventional dwellings (i.e. category 1.0 of para 243) at the one-digit level but optional at the two-digit level.

241. If subdivisions of category 1.0 or 2.0 are distinguished for national purposes, the types of ownership included in each of the subdivisions should be clearly described in the census reports.

Location of living quarters (core topic 19)

242. Since living quarters other than mobile housing units are permanently located in the areas in which they are enumerated, it is possible to classify them to very detailed geographical areas, but the extent to which this is done will vary according to each country's needs. The geographical classification used will depend upon the country's need for statistics for localities and the smallest civil divisions relevant, but the definitions and classifications set out in paragraphs 44 to 49 above apply equally to this topic as to core topic 1 (place of usual residence).

Occupancy status (core topic 20)

243. It is recommended that conventional dwellings be classified by occupancy status as follows:

- 1.0 Dwellings which are the usual residence of at least one person at the time of the census (occupied dwellings)
- 2.0 Dwellings reserved for seasonal or secondary use but fit for habitation all the year round (regardless of whether or not they are occupied at the time of the census).
- 3.0 Vacant dwellings (i.e. dwellings which have no usual residents at the time of the census but are available to become the usual residence of at least one person)

244. Occupancy status provides information on whether dwellings are occupied by usual residents, used as a second home or for seasonal/holiday purposes and not on the housing market, or vacant. A particular problem is to assess the status of a dwelling which is not occupied at census time. However, to provide the above classification of occupancy status, every effort should be made to distinguish between those dwellings where the usual residents are absent (1.0), those dwellings used for seasonal or secondary use (2.0) and those dwellings which are vacant (new or old) (3.0). Where a household returns a form, but there are no usual residents, the dwelling should be classified to 3.0; a tenure of owner occupied would indicate a second home and any other tenure would indicate seasonal use.

Type of vacancy (non-core topic 37)

245. The following classification of vacant dwellings by type of vacancy is suggested:

- 1.0 Dwellings not intended for further residential use, e.g. ones due to be demolished or used for non-residential purposes

- 2.0 Dwellings intended for further residential use
 - 2.1 Future occupier already known
 - 2.2 Future occupier not known.

Category 2.2 may be subdivided to show the length of time the dwelling has been vacant as an indication of the situation in the housing market in the area concerned.

Occupancy by one or more households (non-core topic 38)

246. This topic is a core topic for countries which define housing units on a structural basis and which use the housekeeping unit concept of the private household. The following classification of occupied conventional dwellings by single or shared occupancy is recommended:

- 1.0 Dwellings occupied by a single household
- 2.0 Dwellings occupied by two households
- 3.0 Dwellings occupied by three or more households

Number of occupants (core topic 21)

247. The number of occupants of a housing unit or of living quarters other than housing units is the number of people who usually reside in that housing unit or in those living quarters, including persons who may be temporarily absent at the census but excluding people temporarily present at the census who usually live elsewhere (see paragraphs 30 to 39 above relating to "place of usual residence").

Number of rooms (core topic 22)

248. A room is defined as a space in a housing unit or in living quarters other than housing units enclosed by walls reaching from the floor to the ceiling or roof covering, or at least to a height of 2 metres above the ground, of a size large enough to hold a bed for an adult (4 square metres at least) and at least 2 metres high over the major area of the ceiling. Thus, normal bedrooms, dining rooms, living rooms, habitable cellars and attics, servants' rooms, kitchens and other separate spaces used or intended for habitation all count as rooms. A kitchenette (i.e. a kitchen of less than 4 square metres or 2 metres wide), corridors, verandahs, utility rooms (e.g. boiler rooms, laundry rooms) and lobbies do not count as rooms; nor do bathrooms and toilets (even if they are more than 4 square metres).

249. Rooms used only for business and professional purposes should preferably be counted separately as it is desirable to include them when calculating the number of rooms in a dwelling but to exclude them when calculating, for instance, the number of persons per room. Each country should indicate in its census report how such rooms have been treated.

250. Where a classification by number of rooms is used, the residual group should at least be limited to one which contains less than 10 per cent of the cases and, at most the category 10 or more rooms. Classification by number of rooms is considered to be basic for conventional dwellings but optional for other housing units.

Useful and/or living floor space (non-core topic 39)

251. Some countries may wish to collect information on the useful floor space and/or on the living floor space of dwellings (and possibly other housing units). The definitions of these topics used for census purposes should preferably be the same as those recommended in the Programme of Current Housing and Building Statistics for Countries in the UN/ECE Region (Statistical Standards and Studies No. 43). Useful floor space is defined in that document as the floor space measured inside the outer walls excluding non-habitable cellars and attics and, in multi-dwelling houses, all common spaces; living floor space is defined as the total floor space of rooms falling under the concept of "room" as defined in paragraph 248 above.

252. The following classification of dwellings by area of useful floor space is suggested:

- 1.0 Under 30 square metres
- 2.0 30 and less than 40 square metres
- 3.0 40 and less than 50 square metres
- 4.0 50 and less than 60 square metres
- 5.0 60 and less than 80 square metres
- 6.0 80 and less than 100 square metres
- 7.0 100 and less than 120 square metres
- 8.0 120 square metres and over

Kitchen (core topic 23)

253. It is recommended that where dwellings are classified by number of rooms they should also be classified by availability of a kitchen. A kitchen is defined as a room (or part of a room) of at least 4 square metres or two metres wide that has been designed and equipped for the preparation of the principal meals and is used for that purpose, irrespective of whether it is also used for eating, sleeping or living.

254. The definition of a kitchen adopted for the census should be given in detail in the census report, and attention should be drawn to any deviations from the general definition given above. In particular, countries should indicate how they have classified dwellings in which meals are prepared in a room that is also used for other activities.

255. The following classification of dwellings by availability of a kitchen is recommended:

- 1.0 With a kitchen or a kitchenette (that is a separate space with less than 4 square metres or two metres width of floor space)
- 2.0 Without a kitchen or kitchenette

This classification is considered to be basic for conventional dwellings but optional for non-conventional dwellings.

Cooking facilities (non-core topic 40)

256. Core topic 23 is limited to the availability of a kitchen or a kitchenette to the dwelling. In the case of dwellings which have a kitchen or kitchenette, it might be useful to know what kind of equipment is used for cooking (e.g. stove, hot plate, fireplace, etc.), what other kinds of equipment are available (e.g. sink etc.) and whether electricity, gas, oil, coal, wood or some other fuel is used for cooking. Some of these items of data would relate to the housing unit and others to the household.

Water supply system (core topic 24)

257. Information on water supply system should be collected where appropriate for all housing units and other living quarters, though in some countries it may be derived from other topics (e.g. from the availability of toilet facilities or of bathing facilities). The following classification of housing units by type of water supply system is recommended:

- 1.0 Piped water in the housing unit
 - 1.0.1 From a community scheme
 - 1.0.2 From a private source
- 2.0 No piped water in the housing unit
 - 2.1 Piped water available within the building but outside the housing unit
 - 2.1.1 From a community scheme
 - 2.1.2 From a private source
 - 2.2 Piped water available outside the building
 - 2.2.1 From a community scheme
 - 2.2.2 From a private source
 - 2.3 No piped water available

This classification is basic at the one-digit level but optional at the two- and three-digit levels. A community scheme is one which is subject to inspection and control by public authorities. Such schemes are generally operated by a public body but in some cases they are operated by a co-operative or a private enterprise.

Hot water (non-core topic 41)

258. It is suggested that countries collect information on the availability of hot water to housing units. A classification similar to that given for the availability of bathing facilities would be appropriate.

- 1.0 Hot water tap in the housing unit
- 2.0 No hot water tap in the housing unit
 - 2.1 Hot water tap available within the building but outside the housing unit

- 2.2 Hot water tap available outside the building.
- 2.3 No hot water tap available

The concept of "hot water" would have to be defined by each country.

Toilet facilities (core topic 25)

259. Information on toilet facilities should be collected for all housing units and other living quarters. The following classification of housing units by type of toilet facilities is recommended:

- 1.0 Flush toilet in the housing unit
- 2.0 No flush toilet in the housing unit
 - 2.1 Flush toilet available within the building but outside the housing unit
 - 2.1.1 Private (i.e. for the exclusive use of the occupants of the housing unit)
 - 2.1.2 Shared (i.e. shared with occupants of another housing unit or other units)
 - 2.2 Flush toilet available outside the building
 - 2.2.1 Private
 - 2.2.2 Shared
 - 2.3 No flush toilet available

This classification is basic at the one-digit level but optional at the two- and three-digit levels.

Type of sewage disposal system (non-core topic 42)

260. It is suggested that countries which use the building as a unit of enumeration or of data collection should collect information on the type of sewage disposal system to which the building containing the housing unit or other living quarters is connected, and to cross-classify housing units by type of toilet facilities at the one-digit level and type of sewage disposal system.

261. The following classification of housing units by type of sewage disposal system is suggested:

- 1.0 Waste water empties into a piped system connected to a public sewage disposal plant.
- 2.0 Waste water empties into a piped system connected to a private sewage disposal plant (e.g. a septic tank built for a single housing unit or a small group of housing units).
- 3.0 All other arrangements (e.g. waste water empties into an open ditch, a pit, a cesspool, a river, the sea, etc.).
- 4.0 No sewage disposal system

Bathing facilities (core topic 26)

262. It is recommended that the following classification of housing units by the availability of bathing facilities be used:

- 1.0 Fixed bath or shower in the housing unit
- 2.0 No fixed bath or shower in the housing unit
 - 2.1 Fixed bath or shower available within the building but outside the housing unit
 - 2.1.1 Private
 - 2.1.2 Shared
 - 2.2 Fixed bath or shower available outside the building
 - 2.2.1 private
 - 2.2.2 shared
 - 2.3 No fixed bath or shower available

This classification is basic at the one-digit level but optional at the two- and three-digit levels. A fixed bath or shower is one which has fixed connections to both a water supply and a waste pipe leading outside the building.

Type of heating (core topic 27)

263. The following classification of housing units by type of heating is recommended:

- 1.0 Central heating
 - 1.1 From an installation built in the building or in the housing unit
 - 1.2 From a community heating centre
- 2.0 No central heating
 - 2.1 Stove
 - 2.2 Fireplace
 - 2.3 Other
- 3.0 No heating at all

This classification is basic at the one-digit level but optional at the two-digit level. A housing unit is considered as centrally heated if heating is provided either from a community heating centre or from an installation built in the building or in the housing unit, established for heating purposes, without regard to the source of energy. Some countries may wish to include additional sub-categories in this classification so as to obtain information which can be used for energy planning (see also non-core topic 43).

Main type of energy used for heating (non-core topic 43)

264. Core topic 27 is limited to the types of heating facilities that are available in housing units. Some countries may also wish to collect information on the main type of energy used for heating purposes. In the case of housing with central heating, residents would not usually have information on the type of energy used. However, this information would be generally available in the case of owner-occupied buildings.

265. The following classification of housing units by main type of energy used for heating purposes is suggested:

- 1.0 Solid fuels
 - 1.1 Coal, lignite and products of coal and lignite
 - 1.2 Wood
 - 1.3 Other
- 2.0 Oil
- 3.0 Gaseous fuels
 - 3.1 Natural gas
 - 3.2 Other (including liquefied gases)
- 4.0 Electricity
- 5.0 Other types of energy used
 - 5.1 Solar energy
 - 5.2 Wind energy
 - 5.3 Geothermal energy
 - 5.4 Other

Countries should indicate in the census reports how the main type of energy was selected in housing units where two types of energy were equally used for heating purposes.

Electricity (non-core topic 44)

266. The following classification of housing units by the availability of electricity is suggested:

- 1.0 Electricity available in the housing unit
- 2.0 No electricity available in the housing unit.

Piped gas (non-core topic 45)

267. Piped gas should be defined as natural or manufactured gas which is distributed by pipeline and the consumption of which is recorded by gas meters. A classification similar to that suggested for availability of electricity would be appropriate.

- 1.0 Piped gas available in the housing unit
- 2.0 No piped gas available in the housing unit.

Position of dwelling in the building (non-core topic 46)

268. The following classification of position of dwelling in the building is suggested:

- 1.0 Dwelling with direct access to the ground
- 2.0 Other

(ii) Characteristics of buildings containing dwellingsBuilding

269. The building is an indirect but important unit of enumeration since information on type and on period of construction of buildings is required to describe the housing units within the building and for formulating housing programmes.

270. These recommendations are primarily about buildings which contain or are co-extensive with housing units or other living quarters. A building is defined in this context as any independent structure containing one or more dwellings, rooms or other spaces, covered by a roof and enclosed within external walls or dividing walls which extend from the foundations to the roof, whether designed for residential or for agricultural, commercial, industrial or cultural purposes or for the provision of services. Thus a building may be a detached dwelling, apartment building, factory, shop, warehouse, garage, barn, etc.

271. National practices differ with respect to the treatment of row houses, in that some countries count each row house in the unit as an individual building whereas other countries count all the row houses in the unit as collectively constituting one building. It is recommended that countries follow the former practice by counting each house in the row house unit as an individual building.

Type of building (core topic 28)

272. Conventional dwellings should be classified by the type of building in which they are located as follows:

- 1.0 Dwellings in residential buildings
 - 1.1 In one-dwelling houses
 - 1.1.1 Dwellings in ground-oriented houses
 - 1.1.2 Dwellings in other houses

- 1.2 In two-dwelling houses
 - 1.2.1 Dwellings in ground-oriented houses
 - 1.2.2 Dwellings in other houses
- 1.3 In three-or-more dwelling houses
 - 1.3.1 Dwellings in ground-oriented houses
 - 1.3.2 Dwellings in other houses
- 2.0 Dwellings in non-residential buildings and in buildings consisting mainly of living quarters other than housing units (e.g. hotels)
 - 2.0.1 Dwellings in non-residential buildings
 - 2.0.2 Dwellings in buildings consisting mainly of living quarters other than housing units

This classification is basic at the two-digit level and optional at the three-digit level.

273. It would also be useful to extend the basic classification optionally in other ways, such as:
- (a) by distinguishing detached, semi-detached and row houses; or
 - (b) by distinguishing dwellings in farm buildings from those in non-farm buildings.

It is left to countries to decide how the basic classification should be extended in accordance with national requirements.

Number of floors (storeys) (non-core topic 47)

274. No classification is suggested for this topic but since the bulk of multi-storey buildings occurs in cities, it may be necessary to use a more detailed classification for urban areas than for other areas. Countries should indicate in their census reports whether the ground floor is included or excluded in the number of floors.

Lift (non-core topic 50)

275. If information is collected on the availability of a lift in the building in which the dwelling is located, it should be noted that these data are of limited significance unless information is available on whether or not the lift stops on the same floor as the dwelling. It could also be useful to collect information on the size of the lift (for the handicapped persons and ambulance transport), and if the lift goes to the ground floor.

Period of construction (core topic 29)

276. The following classification of dwellings by the period in which the construction of the building containing them was completed is recommended:

- 1.0 Before 1919
- 2.0 1919 - 1945

3.0	1946-1960
4.0	1961-1970
5.0	1971-1980
6.0	1981 - 1990
7.0	1991-1995
7.1	1991
7.2	1992
7.3	1993
7.4	1994
7.5	1995
8.0	1996 and later
8.1	1996
8.2	1997
8.3	1998
8.4	1999
8.5	2000 and later.

This classification is basic at the one-digit level, and optional at the two-digit level.

Consideration could be given to collecting information on this through an open-ended question. If no exact reply is obtained, the household should be asked to indicate the approximate years (or year) in brackets following a classification which could be aggregated into the above specified classification.

277. Dwellings in buildings which have undergone thorough reconstruction since they were originally built may be classified to the period in which the building was originally constructed or to the period of latest reconstruction according to national requirements. Each country should indicate in its census report how such dwellings have been classified.

Materials of which specific parts of the building containing the dwelling are constructed (non-core topic 51)

278. Information on the materials of which specific parts of buildings containing dwellings are constructed may be used, in conjunction with data on other topics, for assessing the quality of dwellings. Some countries may wish to collect data on the materials of which the outer walls, the roof, the floors, etc. are constructed for this and other purposes.

279. The following classification of dwellings by the main structural material of which the outer walls of the building containing them are constructed is suggested.

- 1.0 Wood
- 2.0 Unburnt clay (may be omitted by countries where this is not important)
- 3.0 Burnt clay (bricks, blocks, panels, etc.); stone; concrete (in situ cast concrete, blocks, panels, etc.); or steel frame
- 4.0 Other material (to be specified)
- 5.0 Mixed materials (i.e. a combination of building materials).

When this classification is combined with that by period of construction (core topic 29), a classification providing useful data on the quality of dwellings is obtained. Some countries may wish to have only persons in owner-occupied dwellings respond to questions on this topic, particularly since many tenants and other respondents may not be able to respond accurately.

State of repair (non-core topic 52)

280. This topic refers to whether the building is in need for repair and the kind of repair needed. The unit of enumeration is a building, though it may be useful to restrict the enumeration to residential buildings only. The suggested classification of buildings according to the state of repair is as follows:

- 1.0 Repair not needed
- 2.0 In need of repair
 - 2.1 minor repair
 - 2.2 moderate repair
 - 2.3 serious repair
- 3.0 Irreparable

281. Minor repair refers mostly to the regular maintenance of the building and its components, such as a cracked window or inoperative lock, or removing graffiti from the front wall and so forth.

282. Moderate repair refers to correcting moderate defects such as gutters missing on the roof (where they are normally used), large areas of broken plaster and stairways with no secure hand railing.

283. Serious repairs are needed in case of serious structural defects of the building such as missing covering material (e.g. shingles, tiles) cracks and holes in the exterior walls and missing stairways.

284. Irreparable refers to buildings that are beyond repair, that is with so many serious structural defects that it is deemed more appropriate to tear them down than to undertake repairs. This usually refers to buildings with only the frame left standing, without complete external walls and/or roof, windows, doors etc.

V. THE CORE TABULATION PROGRAMME

A. Nature and scope of the core tabulation programme

285. The recommended core tabulation programme is primarily intended to provide an indication of the major types of census data that are required to meet important international and national objectives, and to provide general guidelines on the scope and content of the tables included in the recommended tabulation programme. It is designed to cover the most essential requirements for information on the characteristics of the population in terms of individuals, families and households and of the housing stock which is available to accommodate them.

286. The recommended core tabulation programme is not intended to cover all the tabulations that are expected to be required by countries, nor is it meant to provide in-depth information on specific topics in the field of population and housing statistics. Rather, it is intended to provide examples of internationally comparable sets of data describing some general phenomena which could be derived from the 2000 round of population and housing censuses.

287. Census results are often required to be in greater geographical detail for different national purposes, i.e. not only for a country as a whole and main regions or major civil divisions, but also for urban and rural areas and minor civil divisions and localities. Since the requirements vary in different countries, it is left to countries to determine the subdivisions appropriate to particular tables.

288. The recommended tabulations are intended to indicate the scope and nature of the information which should be made available by each country but not to show the exact form in which the tables should be presented. Each country is free to organize the tabulation process to suit its own convenience provided that the data specified in the recommended tabulations can be derived from the tabulations actually compiled. In addition, the national tabulation programme should also be organized so as to take account of the different categories of tables that will be required at the national level in particular (e.g. published tables, unpublished tables, and tables produced on special request) and of the other means of disseminating data (microfiche, tape, diskettes, databases, CD-ROMs, Web sites etc.).

B. List of recommended core tabulations

289. Generally, the recommended tables should be included in the published results, but some countries may prefer to use other techniques of data storage and retrieval as a means of disseminating some of the tables in other forms. The published results should include a list of the titles and specifications of the tabulations that are available in other specified forms, together with indications concerning the terms on which the tabulations that are available in each form can be obtained.

290. The recommended core tabulation programme consists of 24 tabulations (Tables A1 to A24) which are intended to cover the most basic types of census tabulations that would likely be of greatest interest to users in other countries. The list of core tabulations is given below.

Geographic tabulations of persons

- A1. Usually resident population
- A2. Private households

Demographic tabulations of persons

- A3. Usually resident population by sex and single years of age
- A4. Population aged 15 and over by sex, age group and legal marital status
- A5. Population by sex, age group and household status
- A6. Usually resident population by sex and country of birth
- A7. Usually resident population by sex and country of citizenship
- A8. Usually resident population aged 1 year and over by place of usual residence 1 year prior to the census

Economic tabulations of persons

- A9. Population by current activity status, sex and age group
- A10. Employed persons by sex and time usually worked
- A11. Employed persons by sex and occupation
- A12. Employed persons by sex and industry (branch of economic activity)
- A13. Employed persons by sex and status in employment
- A14. Employed persons by sex and place of work

Education tabulations of persons

- A15. Population over the minimum school-leaving age by sex, age group and educational attainment

Family tabulations

- A16. Family nuclei in private households by type of family nucleus and number of children
- A17. Family nuclei in private households with at least one child aged under 25, by type of family nucleus and number of children aged under 25

Household tabulations

- A18. Private households by type and number of persons
- A19. Private households by type of living quarters and tenure status

Housing tabulations

- A20. Households and persons by type of living quarters, and conventional dwellings by occupancy status
- A21. Occupied conventional dwellings and persons in occupied conventional dwellings by number of rooms, number of occupants and occupancy by one or more households
- A22. Housing units classified by housing characteristics
- A23. Dwellings by type of building
- A24. Dwellings by period of construction of the building

291. The core tabulations are limited to those that use the basic classifications of core topics. It should be noted, however, that countries throughout the ECE region are expected to have a tabulation programme for national purposes that would be much more extensive and more detailed than the core tabulation programme presented above. Countries may wish to do this by expanding the core tabulations by adding further cross-classifications of core topics, extending the classifications of certain core topics to include some of the optional sub-divisions and introducing some of the non-core topics in the recommendations as axes of cross-classification.

292. For an illustration of how the core tabulation programme can be extended, reference is made to Eurostat's Community Programme of priority statistical tables developed in the framework of Eurostat's Working Party on Population and Housing Censuses. This Programme is expected to become available in June 1998 as an annex to the EU "Guidelines for the Community Programme of Population and Housing Censuses in 2001". The Programme of priority statistical tables specifies the data requirements as seen by Eurostat for

the next decade and therefore defines the nature and scope of the census data to be supplied to Eurostat by the EU countries. It also serves to illustrate the possibilities of further cross-referencing census variables and of using more detailed classifications for national and supranational (i.e. Eurostat) purposes. It should also be emphasized that the tables as they are shown in Eurostat's Community Programme are very comprehensive and are not meant to be used as illustrative tables in the sense of the 1990 recommendations which specified the illustrative tabulations as part of the published results. Furthermore, in the place of EU-specific classifications such as NACE and ISCO COM, non-EU countries should of course use the internationally agreed classifications such as SNA and ISCO 88 respectively. Where the Community Programme uses NUTS for geographical breakdown at different levels, non-EU countries are encouraged to use their major, minor or smallest civil divisions, or localities as deemed appropriate, according to their needs.

C. Specifications for each tabulation

293. Detailed specifications for each core tabulation are set out below in the form of examples showing the scope of each axis of cross-classification.

THE RECOMMENDED CORE TABULATION PROGRAMME

Table A1. Usually resident population

	Population		
	Living in private households	Not living in private households	Total
Male			
Female			
Total			

Table A2. Private households

	One-person	Multi- person	Total
No. of households			

Table A3. Usually resident population by sex and single years of age

Age	Male	Female	Total
Under 1			
1			
2			
3			
etc. up to 98			
99 and over			
Total			

Table A6. Usually resident population by sex and country of birth

Country of birth	Male	Female	Total
Total population			
Country of birth	<u>Note</u>		
Parent country	"Parent country" refers to the country in which the census is taken		
Total other countries			
ECE countries			
Country A			
B			
C			
D			
etc.			
Remainder of Asia			
Remainder of America			
Africa			
Oceania			
Other (including not stated)			

Table A7. Usually resident population by sex and country of citizenship

Country of citizenship	Male	Female	Total
Total population			
Country of citizenship	<u>Note</u>		
Parent country	"Parent country" refers to the country in which the census is taken		
Total other countries			
ECE countries			
Country A			
B			
C			
D			
etc.			
Remainder of Asia			
Remainder of America			
Africa			
Oceania			
Other (including stateless and not stated)			

Table A8. Usually resident population aged 1 year and over by place of usual residence 1 year prior to the census

Residence one year prior to census	Male	Female	Total
I. In the parent country - in the same place of usual residence - elsewhere in the same region* - elsewhere in the country II. Outside the parent country ECE countries Country A B C D etc. Remainder of Asia Remainder of America Africa Oceania Other (including not stated)			

* For EU countries, 'region' corresponds to NUTS 2; for non-EU countries, major civil divisions, usually one level lower than the national level.

Table A9. Population by current activity status, sex and age group

Sex and age group	Economically active			Not economically active	Total population
	Employed	Unemployed	Total		
Male					
Under 15					
15-19					
20-24					
etc. up to 70-74					
75 and over					
Total					
Female					
Under 15					
15-19					
20-24					
etc. up to 70-74					
75 and over					
Total					
Total					
Under 15					
15-19					
20-24					
etc. up to 70-74					
75 and over					

Table A10. Employed persons by sex and time usually worked

Time usually worked	Male	Female	Total
Full time Long par- time Short part-time Total			

Note: Since there is no recommended classification for “full time”, “long part-time” and “short part-time”, countries should specify how they have defined these concepts for this tabulation.

Table A11. Employed persons by sex and occupation

ISCO sub-major group levels	Male	Female	Total
Sub-major group 1 Sub-major group 2 etc. Total			

**Table A12. Employed persons by sex and industry
(branch of economic activity)**

Industry at tabulation category level	Male	Female	Total
Industry 1 Industry 2 etc. Total			

Table A13. Employed persons by sex and status in employment

Status in employment	Male	Female	Total
1.0 Employees			
2.0 Employers			
3.0 Own-account workers			
4.0 Contributing family workers			
5.0 Members of producers' cooperatives			
6.0 Persons not classifiable by status			
Total			

Table A14. Employed persons by sex and place of work

Place of work	Male	Female	Total
Total employed persons			
I. With a fixed place of work within the parent country			
- living and working within the same region*			
- living within the region and working elsewhere in the country			
II. With a fixed place of work outside the parent country			
Total other countries			
ECE countries			
Country A			
B			
C			
D			
etc.			
Remainder of Asia			
Remainder of America			
Africa			
Oceania			
Other (including not stated)			
III. With no fixed place of work			
IV. Place of work is unknown			

* For EU countries, 'region' corresponds to NUTS 2; for non-EU countries, major civil divisions, usually one level lower than the national level.

Table A15. Population over the minimum school-leaving age by sex, age group and educational attainment

Sex and educational attainment (pending the UNESCO resolution on Revised ISCED)	Age group								
	Under 15	15-19	20-24	25-29	30-34	35-39	...	75 and over	Total
Male									
1.0 Completed education									
1.1 Primary									
1.2 Secondary first stage									
1.3 Secondary second stage									
1.4 Post-secondary									
2.0 No education completed									
3.0 No education at all									
4.0 Unknown									
Total									
Female									
1.0 Completed education									
1.1 Primary									
1.2 Secondary first stage									
1.3 Secondary second stage									
1.4 Post-secondary									
2.0 No education completed									
3.0 No education at all									
4.0 Unknown									
Total									
Total									
1.0 Completed education									
1.1 Primary									
1.2 Secondary first stage									
1.3 Secondary second stage									
1.4 Post-secondary									
2.0 No education completed									
3.0 No education at all									
4.0 Unknown									

Table A16. Family nuclei in private households by type of family nucleus and number of children

Type of family nucleus	Number of children						Total family nuclei	Total population
	0	1	2	3	4	5 or more		
1.0 Husband-wife families								
2.0 Cohabiting couples								
3.0 Lone father								
4.0 Lone mother								
Total								

Table A17. Family nuclei in private households with at least one child aged under 25, by type of family nucleus and number of children aged under 25

Type of family nucleus	Number of children aged under 25					Total family nuclei with children aged under 25	Total population
	1	2	3	4	5 or more		
1.0 Husband-wife families							
2.0 Cohabiting couples							
3.0 Lone father							
4.0 Lone mother							
Total							

Table A18. Private households by type and number of persons

Type of household	Households	Persons
1.0 Non-family households		
1.1 One-person households		
1.2 Multi-person households		
2.0 One-family households		
2.1 Couples with no children		
2.2 Couples with children		
2.2.1 With youngest child aged under 6		
2.2.2 With youngest child aged 6-18		
2.2.3 With youngest child aged 19-24		
2.2.4 With youngest child aged 25 and over		
2.3 One-parent families		
2.3.1 Lone father with youngest child aged under 6		
2.3.2 Lone father with youngest child aged 6-18		
2.3.3 Lone father with youngest child aged 19-24		
2.3.4 Lone father with youngest child aged 25 and over		
2.3.5 Lone mother with youngest child under 6		
2.3.6 Lone mother with youngest child aged 6-18		
2.3.7 Lone mother with youngest child aged 19-24		
2.3.8 Lone mother with youngest child aged 25 and over		
3.0 Multi-family households		
All households		

Table A19. Private households by type of living quarters and tenure status

Number of households and members	Households in conventional dwellings				Households in non-conventional dwellings	Households in collective living quarters	Total
	1.0 Owner occupiers	2.0 Tenants	3.0 Other forms of tenure	Total			
Households							
Persons							

Note: If data on tenure status (core topic 18) is not collected, data on type of ownership (core topic 18) may be shown instead, with appropriate explanatory notes accompanying the table.

Table A20. Households and persons by type of living quarters, and conventional dwellings by occupancy status

	Type of living quarter				
	Housing units				Collective living quarters
	Conventional dwellings			Non- conventional dwellings	
	Dwellings which are the usual residence of at least one person at the time of the census (occupied dwellings)	Dwellings reserved for seasonal or secondary use and fit for habitation all the year round	Vacant dwellings (dwellings with no usual residents at the time of the census but available to become the usual residence of at least one person)		
Households					
Persons					

Table A21. Occupied conventional dwellings and persons in occupied conventional dwellings by number of rooms, number of occupants and occupancy by one or more households

Number of occupants	Dwellings with following number of rooms							Total dwellings	Total rooms	Total households	Total persons
	1	2	3	4	5	6	7 and over				
1 person											
2 persons											
etc. up to 7 or more persons											
Total dwellings											
Total rooms											
Total persons											

Table A22. Housing units classified by housing characteristics

Characteristic	With	Without	Unknown	Total
Kitchen or kitchenette				
Piped water				
Flush toilet				
Fixed bath or shower				
Central heating				

Table A23. Dwellings by type of building

Type of dwelling	Number of dwellings
<ul style="list-style-type: none"> - Dwellings in residential buildings <ul style="list-style-type: none"> <u>of which:</u> in one-dwelling houses in two-dwelling houses in three or more dwelling houses - Dwellings in non-residential buildings and in buildings consisting mainly of living quarters other than housing units (e.g. hotels) - Unknown/not stated - Total 	

Table A24. Dwellings by period of construction of the building

Period	Number of dwellings
Before 1919	
1919-1945	
1946-1960	
1961-1970	
1971-1980	
1981-1990	
1991-1995	
1996 and later	
Unknown	
Total	

Endnotes:

- 1/ Refer to Principles and Recommendations for Population and Housing Censuses, Statistical Papers, Series M, No. 67/ Rev.1, United Nations (forthcoming).
- 2/ In order to fulfil the tasks assigned to it by the Treaty establishing the European Community, the European Commission needs comparable, consistent, synchronized and regular statistics on the population, employment, households, families and housing at the European Union, national, regional and local level. These data are vital, particularly for defining, implementing, monitoring and evaluating the Community's regional and social policies. It is important that the European Commission, in order to meet its obligations, have access to the main statistics resulting from censuses within a reasonable time.
- 3/ Recommendations on Statistics of International Migration, ST/ESA/STAT/SER.M/58/Rev.1 (forthcoming) United Nations.
- 4/ System of National Accounts 1993, ST/ESA/STAT/SER.F/2/Rev.4, United Nations, Sales No. E.94.XVII.4. Brussels/Luxembourg, New York, Paris, Washington, D.C., 1993.
- 5/ For guidance in respect of long-term absences see "Recommendations of the Joint ILO/Czech Statistical Office Meeting on the statistical treatment of persons on extended types of leave in respect to the international definitions of employment and unemployment (Prague, 15-17 November 1995)", Bulletin of Labour Statistics, 1996-1, pp. XXV-XXVI.
- 6/ "Members of the armed forces are those personnel who are currently serving in the armed forces, including auxiliary services, whether on a voluntary or compulsory basis, and who are not free to accept civilian employment. Included are regular members of the army, navy, air force and other military services, as well as conscripts enrolled for military training or other service for a specified period, depending on national requirements. Excluded are persons in civilian employment of government establishments concerned with defence issues; police (other than military police); customs inspectors and members of border or other armed civilian services; persons who have been temporarily withdrawn from civilian life for a short period of military training or retraining, according to national requirements, and members of military reserves not currently on active service)." See International Standard Classification of Occupations (ISCO-88), International Labour Office, Geneva, 1990. p. 265.
- 7/ In principle one can also select as the "main" job the job which generated, or which is expected to generate the highest income in cash or in kind. However, that is likely to be more difficult to implement (explain) on a census questionnaire.
- 8/ International Labour Office: International Standard Classification of Occupations (ISCO-88), ILO, Geneva, 1990.
- 9/ ISCO-88. Definitions and Structure, Eurostat, February 1993, gives a list of occupational groups identified for EU-wide occupational statistics. The descriptive text is limited to explanations of the ways ISCO-88(COM) differs from ISCO-88.
- 10/ International Standard Industrial Classification of All Economic Activities, Statistical Papers, Series M, No. 4, Rev. 3, United Nations, New York, 1990.
- 11/ NACE Rev.1, Statistical Classification of Economic Activities in the European Community, Eurostat, Luxembourg 1996.

12/ See "Resolution concerning statistics of employment in the informal sector", adopted by the Fifteenth ICLS in 1993 and published in the ILO Bulletin of Labour Statistics 1993-2. The resolution covers a variety of issues relating to the scope and definition of the informal sector and the design, content and conduct of informal sector surveys. The relevance of the resolution goes beyond employment statistics, and its definitional parts were included in the SNA 1993.

13/ For further details see "Resolution concerning the *International Classification of Status in Employment (ICSE)*" in ILO (1993): Fifteenth International Conference of Labour Statisticians, Report of the Conference, ICLS/15/D.6 (Rev.1), International Labour Office, Geneva 1993.

14/ See The International Standard Classification of Education (ISCED 1997), UNESCO, Paris 1997.

15/ Recommendations for the 1990 Census of Population and Housing in the ECE Region, Statistical Standards and Studies No. 40, United Nations, Sales No. E.87.II.E.38.