

# **Survey on Income and Living Conditions(SILC) Questionnaire Manual Quarters 3&4 2014**

**This document outlines the fieldwork procedures  
and the questionnaire used for data collection**

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# **1. Background Information**

## **1.1 Introduction**

The Survey on Income and Living Conditions (SILC) is conducted by the Central Statistics Office (CSO), in order to obtain information on the income and living conditions of different types of households. The survey also obtains information on poverty and social exclusion. A representative random sample of households throughout the country is approached to provide the required information. The success of the survey depends on the effectiveness of Interviewers in canvassing co-operation and in collecting accurate information from sample households. The survey is voluntary; nobody can be compelled to co-operate.

This survey, since 2004 is conducted throughout the European Union as the European Council and the Commission has given high priority to fight against poverty and social exclusion. The European Union requires comparable and timely statistics to monitor this process.

Data is required in both cross-sectional (pertaining to a given time in a certain time period) and longitudinal (pertaining to individual-level changes over time) dimensions. Therefore certain households are surveyed on an annual basis.

## **1.2 Status and Role of the CSO**

In Ireland the compilation of all official statistics is vested in the CSO. Prior to 1949 the Statistics Branch of the then Department of Industry and Commerce undertook this work. The CSO was constituted as a separate independent Office in 1949. It is located in the Department of An Taoiseach to ensure that it is completely independent of other Government Departments and seen to be an impartial reporter of the facts.

The confidentiality (see 4.4) of all information provided to the CSO by individual respondents is guaranteed by law under the 1993 Statistics Acts. All CSO office and field personnel become "Officers of Statistics" on appointment and are liable to heavy penalties under this Act if they divulge confidential information to any outside person or body. Confidentiality is the very basis of all CSO activity. Extreme precautions are taken to ensure that there are no violations of this principle.

The present Director General of the CSO is Pádraig Dalton  
The CSO's addresses and telephone numbers are as follows:

Dublin Office  
Ardee Road,  
Rathmines,  
Dublin 6.  
Phone: (01) 4977144

Divisions include: Population; Statistical Methods & Development; National Accounts & Trade.

Cork Office  
Skehard Road,  
Mahon,  
Cork.  
Phone: (021) 4535000

LoCall: 1890 313 414  
CSO on the Web: <http://www.cso.ie>

Divisions include: Human Resources, Agriculture, Industry and Building, Prices, Vital Statistics, Household Survey Collection Unit, Earnings & Employment, Services Statistics, e-Government & Business.

Certain respondents will be interested in the organisation to which they are entrusting such detailed personal details. Interviewers should therefore ensure that they are in a position to generally describe the work of the Office in order to satisfy respondents' curiosity and to allay any fears they may have. Interviewers are not expected to be experts on the various CSO activities. Any requests for specific information should be referred to the Household Survey Collection Unit (HSCU) for attention.

### **1.3 Purpose and Use of SILC Results**

The European Council has given strong support to the eradication of poverty in the European Union. A better understanding of social exclusion is required throughout the European Union. The results of SILC give a very comprehensive picture of income, living conditions and poverty throughout the European Union. The results of SILC play a central role in meeting Irish national requirements in the area of poverty, social exclusion and household income, with particular reference to the National Anti-Poverty Strategy and tax-benefit modelling.

Government Departments make use of the SILC results in shaping policy, which in one way or another directly affects individual households:

### **1.4 Main Features of SILC**

Every person aged 16 years and over in a household is required to participate. Two different types of questions are asked in the household survey:

(1) Household questions, which cover details of accommodation and facilities together with regular household expenses (mortgage repayments, etc.). This information should be supplied by the Head of the Household (HOH).

(2) Personal questions, which cover details of items such as work, income and health are

obtained from every household member aged 16 years and over. Ideally this information should be collected **directly** from each household member.

### **1.5 CSO Clerical Organisation**

The interviewers working on the survey (along with co-ordinators) are responsible for co-ordination of the survey (i.e. co-ordinating Quarterly National Household Survey (QNHS) fieldwork with SILC fieldwork). The SILC staff in the office, where necessary, will contact the individual interviewers concerning any major defects detected (e.g. the quality of the data collected) and verification of particulars may have to be sought from the household in question.

## **2. Working Regulations and Procedures**

### **2.1 Conditions of Service**

The conditions of service governing the post of Interviewer are specified in the interviewer's contract.

### **2.2 Hours of Work**

Because of the nature of fieldwork it would be impractical to set up and enforce detailed procedures governing the hours which Interviewers should work each day. The job is part-time and between travelling, canvassing co-operation, completing questionnaires and clerical work, Interviewers are required to work 25 hours per week with the normal break for meals. Much of the work involves evening and Saturday work as many households can only be contacted at these times. Interviewers should not contact households on Sundays.

In the SILC survey, Interviewers must secure the co-operation of all household members aged 16 years and over. This necessarily means that Interviewers will generally work in the early evening. There is a certain amount of clerical work involved as well, but the survey procedures have been designed to keep this to a minimum.

In practice, the hours worked each week will vary considerably. In some weeks the required weekly quota of co-operating households (1 SILC household) is easily achieved (e.g. when a small responsive household is encountered). On other occasions, difficult and awkward cases are met in succession and progress is much slower as a result.

### **2.3 Travelling Expenses**

These are specified in the interviewer's contract.

### **2.4 Other Field Expenses**

All stationary and related supplies should be requisitioned as required from the CSO. There is a fixed quarterly allowance for telephone expenses incurred in fulfilling ones role as a field interviewer.

### **2.5 Disruption in Fieldwork due to Absences from Duty**

The interviewer's co-ordinator must always be informed of these disruptions so that appropriate arrangements can be made. The Interviewer's records must always be up-to-date to allow somebody else to take over the work quickly if the occasion arises.



### **3. Sample of Households**

#### **3.1 The Sampling Approach**

It would clearly be impractical to visit all households in the country. A sampling approach is used instead and income, living conditions, etc. are quite accurately estimated on the basis of returns made by a random representative sample of households.

The word "random" has a particular meaning in the statistical sense. It does not mean a haphazard or aimless selection. The word describes a systematic method of selecting elements from a list so that they come up purely by chance and that each element has an equal probability of being selected. Human choice or personal judgement is completely eliminated in this selection process.

Consequently, Interviewers will have no say in the selection of the households they approach. These households are selected by the CSO and specified in advance. Interviewers are then supplied with a list of sample addresses. From quarter 1 2014 no substitution of households will be allowed.

This sampling approach works only if a high response rate is achieved. A high level of non-response by particular categories of households (e.g. high income) will bias the results. Interviewers must, therefore make every effort to achieve as high a response from sample households as possible. If an Interviewer only approaches households in the morning or afternoon on Mondays to Fridays then it is likely that there will be an under representation of households where all adults are working.

#### **3.2 Size and Distribution of SILC Sample**

Based on expected response rates, in excess of 5,500 households will surveyed. It would be uneconomical to distribute the sample evenly over the whole country. To reduce costs the sample is made up of clusters of households from particular areas. The restriction of the sample to a set of compact geographic areas greatly facilitates interviewing.

#### **3.3 Selection of Households for the SILC survey**

The SILC sample design is stratified based on deprivation index by county. The use of this index was one of the recommendations in the study by Trutz Haase and Jonathan Pratschke, "Optimising the Sampling Methodology for CSO Household Surveys", May 2012.

The sample is distributed equally across 5 deprivation groupings (approx 240 across each index).

In each county the PSUs (primary sampling units) or blocks were then selected into the SILC sample taking into account the individual stratum distributions within a county. We selected 1,224 blocks for the SILC sample.

The number of blocks selected in each county was determined as a proportion of its share of the State's population as recorded at the 2011 Census of Population (i.e. a selection probability proportional to the county's population, e.g. if 10% of the Irish population lived in County Cork then 120 of the selected blocks were in County Cork).

The number of blocks selected for each stratum group within a county was determined as a proportion of their shares of the population in a county.

These 1224 PSUs were allocated to 102 Interviewer Areas (IAs). Therefore each IA was allocated 12 PSUs. The IAs are distributed between and managed by 11 Co-ordinators. Each Co-ordinators is responsible for a complement of Interviewers that collects household data in these IAs.

Interviewers are allocated 3 blocks per quarter and therefore 1 block per month. 8 LDU's are selected for each block and all LDU's can be approached for interview. The 8 LDU's are comprised of longitudinal households and the balance are crossectional.

## 4. Fieldwork General Points

### 4.1 Field Organisation

Individual Interviewer assignments are either comprised of all urban areas or a mixture of urban and country areas.

### 4.2 Publicity given to the Survey

The results of SILC are usually released within a year. The SILC section sends each interviewer a synopsis of the results and the press cuttings associated with the results.

The information leaflet, which describes SILC, is posted/delivered to the sample and substitute households before the Interviewer arrives to interview the household. This leaflet contains the logos of 6 national organisations that endorse SILC and encourage participation in the survey. The 6 organisations are:

1. Irish Business and Employers Confederation (IBEC)
2. Irish Congress of Trade Unions (ICTU)
3. Irish Farmers Association (IFA)
4. Irish Small and Medium Enterprises Association (ISME)
5. National Women's Council of Ireland
6. Society of St Vincent de Paul in Ireland (SVP)

### 4.3 Confidentiality

The CSO guarantees that all particulars provided by individual respondents in all of its many inquiries will be treated as STRICTLY CONFIDENTIAL. This guarantee is absolute; no other government department, outside body or persons will be given access to the returns made by individual respondents.

The good standing of the Office rests on the maintenance of this promise. Because of this all aspects of confidentiality are treated very seriously in the CSO; particularly so in this survey where we are dealing directly with the public and where the assurance of confidentiality plays such a crucial role in securing a high response rate.

Respondents are naturally suspicious that income particulars are passed on to the Revenue Commissioners. They can be absolutely assured that this is not done. Interviewers must ALWAYS respect the confidentiality of the data they obtain from respondents. Personal details relating to a particular household or individual cannot be discussed with any other household or individual.

When an interviewer asks a respondent for his/her PPS No the interviewer must stress that the supplied number is treated with strict confidentiality (as is all other information supplied by the household, as described above)

## **CSO Data Protocol**

A Data Protocol for how the CSO manages the combining of CSO and non-CSO data came into effect in May 2005. The Protocol covers any work undertaken within the CSO to match the individual records contained in two or more data holdings, at least one of which originates outside the Office.

It also covers any assistance the CSO may give to other public authorities to enable them to link data holdings under their control for statistical purposes.

A table on the CSO website contains the details of the CSO Divisions currently engaged in data matching, the datasets matched and the outputs obtained. This table is updated quarterly. Queries may be e-mailed to [information@csso.ie](mailto:information@csso.ie).

Full details of all the CSO's data linking activities are available here:

<http://www.csso.ie/releasespublications/CSODataProtocol.htm>

### **Confidentiality: Statistics Act 1993**

- Any data accessed by the CSO using the PPSN can only be used for statistical purposes.
- The CSO cannot provide identifiable individual data to other state organisations.
- All CSO interviewers are Officers of Statistics and legally bound to ensure the confidentiality of all the data that they collect



## **5. Field Procedures in a New Survey Area**

### **5.1 Interviewers Arrival in a New Survey Area**

The first call an Interviewer should make on arrival in a new survey area is to the local Garda Station. It is essential that Interviewers identify themselves to Gardaí, answer any queries they may have and roughly indicate the duration of stay in their area. Interviewers should give the Gardaí details of their car (make, model, and registration number). The public can become suspicious of strangers calling on households. It is therefore essential that the Gardaí are aware of the Interviewer's presence and of the work they are doing. On rare occasions Interviewers encounter individuals who may not be fully satisfied with their Identification cards, in such circumstances it may be necessary to suggest that they confirm the Interviewer's authenticity with the local Gardaí.

Interviewers might also seek the assistance of local Gardaí in the matter of locating addresses.

### **5.2 Type of Household Visits**

Household calls may be broadly classified into the following distinct types:

(1) Contact Visit - initial visit made to a household at a time specified in the Introductory Letter, where contact is established with the household and efforts are made to canvass the co-operation of each household member aged 16 years and over. If it is the household's first year in the survey and the address of the household is not unique (e.g. a rural address), then the introductory letter will have to be hand delivered.

(2) Interview Visits - visits during which the Questionnaire is completed.

The number of the different types of calls can vary quite considerably. On some occasions (e.g. single person households) co-operation may be obtained and the questionnaire may all be completed on the first visit - i.e. 'contact' and 'interview' visits combined together in one visit.

For longitudinal households the interviewer will usually have the phone number of the sample household. The interviewer can use the phone to set up an interview time that best suits the interviewer and the household. Obviously in such cases there is no need for contact visits.

### **5.3 Weekly Fieldwork Routine**

Introductory letters should be posted on a Thursday or Friday to arrange the 'contact visit' for Monday or Tuesday of the following week. Careful forward planning in this regard is essential to ensure that fieldwork progresses smoothly and efficiently.

### **5.4 Field Diary**

The Field Diary plays a crucial role in the completion of fieldwork. With many households (QNHS & SILC) on hand at any one time it is essential that Interviewers carefully note all their commitments. Unless Interviewers tightly organise their daily activities they will quickly lose track of appointments and thereby antagonise respondents and adversely affect response.

The Field Diary is for the Interviewer's own personal use and they should develop an efficient personalised method for completing it. All appointments should be recorded in the Diary at the time they are actually made. The entries should only consist of the Household Reference Number (Primary) and not the name and contact address of the household (in case an Interviewer mislays his/her diary or in case the diary is stolen), the day/time of the appointment and a brief indication of the type of visit in question.

Interviewers should study the timing and location of all appointments made for a particular day. Without planning daily itineraries in advance interviewers will involve themselves in unnecessary travel and waste time. Appointments should be ticked-off as they are completed so that Interviewer's always know where they stand. Any appointments or visits, which Interviewers are unable to keep, should be given priority the following day.

## **5.5 Field Notebook**

A notebook is also provided for recording relevant particulars relating to each household visited. The following details should be automatically recorded in respect of each call made on a particular household:

- (1) Telephone number (if available);
- (2) Date, day;
- (3) Purpose and outcome of each visit;
- (4) Special problems or difficulties which should be watched for on future visits.

Interviewers are also recommended to note any subject of interest to the household, mention of which will help to improve rapport when they return the next time. It would be impossible to remember such incidental details in the case of all households.

Like the Field Diary, the Field Notebook is essential to the Interviewer's work. Interviewers should develop their own personal method for recording details. It is essential that it be kept up-to-date.

As in the case of the Field Diary the household should be identified by the household reference number and the individuals identified by their line numbers. The name and surname of the household members should not be used in case the field notebook is

mislaid or stolen.

The most important use of the field-notebook is the opportunity it affords Interviewers to re-familiarise themselves with individual households just before they call the next time. They should develop the habit of quickly checking the notebook immediately before making any visit. Additionally as interviewers may be calling back to these households in the following year, well-maintained field notebooks will facilitate interviewing the household in future years.

## **5.6 Clerical Work**

The Interviewer's job is to canvass the co-operation of households and to obtain the required information from them. Every possible effort has been made to keep the related clerical work to a minimum. Clerical work that pertains to the individual survey areas (SILC and QNHS) has been combined so that it is minimised.

Interviewers should always make a nightly back-up of their SILC work (in case of a problem developing with their laptops) in order to save their work



## **6. Special Field Problems**

### **6.1 Introduction**

There are certain problems and troublesome situations, which Interviewers can expect to encounter quite frequently in their day-to-day work. It is absolutely essential that they know how to handle these situations when they arise and that the treatment is consistent among all interviewing personnel. These special problems are treated below and the relevant rules and procedures are specified in detail.

### **6.2 Excluded Establishments**

The survey is concerned only with private households. Hotels, convents, monasteries, schools, barracks and all other institutions and non-private establishments are excluded. Although every effort was made to eliminate these excluded establishments when selecting the sample it is inevitable that some may still appear on the Address Lists

If the household on the Address List resides in accommodation, which also incorporates a business establishment then this household is to be included in the survey so long as it uses separate private rooms and cooking facilities. Examples of these situations are public houses, shops and hairdresser's premises where the proprietor and his/her family reside in separate private rooms at the same address. These situations will present Interviewers with many practical difficulties since they will have to distinguish or approximate the private component in all joint expenses (e.g. insurance etc.).

One particular category of household is ALWAYS excluded from the survey; namely those containing one or more members of the Diplomatic Service of another country. Apart from this one case a household is not to be excluded because its members are not Irish citizens.

### **6.3 Definition of Household Membership**

The household is the basic unit used in this survey. To standardise the information collected by individual interviewers and to enable comparisons to be made with the results of similar surveys conducted both in this country and abroad, the term "household" is precisely defined. Once co-operation is promised the first step is to determine the total number of people to be included as members of the sample household. All household members' 16 years and over will require completion of a personal questionnaire. (In the BLAISE (laptop) questionnaire, all household members aged 16 years and over are automatically routed to the personal questionnaire)

A household is defined as a person living alone or a group of people who live together in the same dwelling and share expenditures including the joint provision of the essentials of living.

#### **6.3.1 Household member**

Is a current household member:

1. Usually resident, related to other members
2. Usually resident, not related to other members
3. Resident Boarder, lodger, tenant
4. Visitor
5. Live-in domestic servant, au-pair
6. Resident, absent from dwelling in the short-term (e.g. holiday, work, education)
7. Children of household, in education away from home
8. Long-term absence with household ties: working away from home
9. Long-term absence with household ties: in hospital, nursing home, boarding school or other institution

**They are a member of the household if they:**

- share household expenses

**and for categories (3) (4) (5)**

- currently have no private address elsewhere or their actual or intended duration of stay is 6 months or more.

**and for category (6)**

- currently has no private address elsewhere and their actual or intended duration of stay is less than 6 months.

**and for categories (7) and (8), irrespective of the actual or intended duration of absence, the person**

- currently has no private address elsewhere, is the partner or child of a household member, and continues to retain close ties with the household and considers this address to be his/her main residence

**and for category (9)**

- the person has clear financial ties to the household and the actual or expected duration of absence from the household is less than 6 months.

A person will be considered a usually resident member of the household if he/she spends most of his/her daily night-rest there, evaluated over the past six-months. Persons forming new households or joining existing households will normally be considered members at their new location; similarly, those leaving to live elsewhere will no longer be considered members of the original household. The above mentioned 'past six-month' criteria will be replaced by the intention to stay for a period of 6 months or more at the new place of residence.

Account has to be taken of what may be considered as 'permanent' movements in or out of households. Thus a person who has moved into a household for an indefinite period or with the intention to stay for a period of 6 months or more, will be considered a household member, even though the person has not yet stayed in the household for 6 months, and has in fact spent a majority of that time at some other place of residence. Similarly, a persons who has moved out of the household to some other place of residence with the intention to stay away for 6 months or more, will no longer be considered a member of the

previous household.

If the person who is temporarily absent is in private accommodation, then whether they are members of this (or their other) household depends on the length of their absence. Exceptionally, certain categories of persons with very close ties to the household may be included as members irrespective of the length of absence, provided they are not considered members of another private household.

In the application of these criteria, the intention would be to minimise the risk that individuals who have two private addresses at which they might potentially be enumerated are not double-counted in the sampling frame. Similarly, the intention would be to minimise the risk of some persons being excluded from membership of any household, even though in reality they belong to the private household sector.

### **6.3.2 Former household member**

The term former household member refers to a person who is not a current household member and was not detected as a household member in that household when the household was interviewed in the previous year, but who lived in the household for at least three months during the income reference period.

### **6.3.3 Sample Households, which have moved or are about to move permanently**

If no household is resident at the 'contact visit' the address is treated as "vacant" and eliminated even if the interviewer finds out the new address of the household who had previously resided at the sample address. On the other hand, if at the contact visit there is a household in residence but it is about to move, attempts should be made to complete the interview before the household moves and get details of the new address (so that the household can be interviewed in future years).

### **6.3.4 Households which are away or about to go away temporarily**

If a sample household is temporarily away (e.g. on holidays) at the 'contact visit', it should be visited as soon as it has returned and attempts made to persuade it to co-operate. If the household will not be returning until after the Interviewer is due to leave the area, it would be too late to accept its co-operation, even supposing it was willing to participate. In the case of all absences, Interviewers must speak to neighbours (identifying themselves as CSO interviewers) to try to discover when the household is due to return. Unless this is done time will be wasted making needless recalls during the period the household is away.

During the summer a household might break up into two parts, the non working partner and children going to a holiday home for the duration of the summer holidays while the working partner stays at home from Monday to Friday. In these situations the household must be treated as a whole with working partner acting as the link with the remainder of the family on holidays. In practice, it may be a little difficult to handle such situations and

particular care and attention is required if such households agree to participate in this fashion.

Addresses found to contain temporary holiday residents (e.g. family staying for 1-2 weeks) should not be interviewed as they should be covered at their home address (if selected). Known holiday homes are removed from the sample.

## 6.4 General Points

It is possible that Interviewers may encounter one or two households (in the sample) which are known to them. If this happens they must notify their co-ordinator who will try to arrange for another Interviewer to contact the household involved. This should always be possible in Dublin and Cork cities where a number of Interviewers should always be working. However, this arrangement may not be possible in other areas and the household would have to be eliminated from the survey.

Inevitably, some Interviewers will encounter households who are preparing for some family event (e.g. marriage, christening etc.) at the 'contact visit'. Not unnaturally, these households may not want to participate in the survey at that particular time. If this is the case Interviewers have no option but to postpone any further contact until after the event.

Unfortunately, Interviewers may also encounter family deaths. If there has been a recent bereavement when an Interviewer makes the contact call the Interviewer should express condolences and leave. In this situation, it is preferable to remove this household from the survey.

During the survey it is inevitable that many other problem situations will be encountered which have not been treated in this manual. If there is time available Interviewers should always check with their co-ordinator by telephone for direction. If an immediate decision is called for they will have to use their own discretion in the matter. **Always seek a simple practical solution and ensure that whatever action is taken is consistent with the survey definitions and principles.** In these cases the Interviewers are probably the people best qualified to decide what should be done since they are in direct contact with the households and more sensitive to the problems and how it should be handled.

HSCU Field Co-ordinators regularly visit Interviewers. The purpose of these visits is to assist Interviewers and to try to ensure that the data returned is as complete and as accurate as possible. If necessary a visit from the Co-ordinator can be requested to provide assistance with particular problems.

## **7. Field Liaison and Survey Control**

### **7.1 Introduction**

In a national survey of this nature, involving field personnel and with such emphasis placed on the completeness and accuracy of returns, it follows that fieldwork must be stringently controlled and very close liaison maintained between headquarters and field personnel. The CSO must be informed of the problems and difficulties Interviewers meet and be in a position to give them instant advice and direction. Most of the procedures involved in maintaining communication between interviewers, co-ordinators and the office have been standardised. These will involve some clerical work, but every effort has been made to keep it to a bare minimum so those Interviewers can concentrate on fieldwork.

### **7.2 Additional Instructions and Training during Survey Period**

In conducting the survey everything possible will be done to ensure that the questionnaires received from co-operating households are as accurate and as complete as possible. Full proficiency comes with experience and practice. Throughout the survey there will be a continued drive to improve the quality of returns and the efficiency of Interviewers. This will be done in many different ways, for example:

CSO Queries: Completed questionnaires are very stringently scrutinised in the CSO and every effort is made to rectify any defects, omissions or inconsistencies detected. Any errors in an interviewer's work will be brought to his/her notice. The interviewer will be asked to explain (if he/she can) any inconsistencies in returns received and they may be requested to phone a household for clarification. (e.g. if a value given for an income variable is inconsistent with the occupation and industry description of the respondent)

Field Circulars: All questionnaires are subjected to the same stringent scrutiny. On the basis of this scrutiny detailed Field Circulars are prepared to cover errors or omissions that consistently arise and to rectify any inadequacies in the directions or instructions given in this manual.

Interviewer Queries: It has been emphasised that Interviewers should contact the CSO through their co-ordinator about any problem or difficulty on which they feel they require guidance or direction. If they have to make a quick decision they should do so on the basis of their own discretion and experience, but should contact the CSO through their co-ordinator later for confirmation so that any remedial action that may be necessary can be effected.

Field Co-ordinators: These will regularly visit Interviewers in rotation during the survey to discuss particular points that are known to require attention and to give directions or advice on any matters relating to their work on the survey. The Co-ordinator's role is to give assistance and advice; it is in the Interviewer's own interest to derive maximum benefit from the co-ordinator's visit.

### **7.3 Incidental Matters**

(1) Queries from the Press: Any inquiries from local press reporters must ALWAYS be referred to the CSO. Only the Director of the CSO is authorised to make statements to the Press about the Survey. If a Reporter wants specific details about SILC ask him/her to contact the Statistician in charge.

(2) Loss of Documents or Identification Card: If an interviewer loses or mislays his/her Identification Card, the laptop or any field documents he/she should notify the CSO immediately.

## **8. Canvassing Co-operation**

### **8.1 Introduction**

The success of SILC depends on how well Interviewers convince sample households to co-operate. The expertise needed to successfully canvass for co-operation necessitates considerable practice and effort.

The Interviewer's job in some cases will involve overcoming an initial negative attitude. Different principles and approaches are suggested in this Chapter on how this can be done. These should be regarded as guidelines only. A single approach adopted by all Interviewers in all situations would not work. Each Interviewer must from the outset work at developing and perfecting a natural personalised flexible approach best suited to his or her own personality and manner.

### **8.2 Need of a Flexible and Persistent Approach**

Sample households differ widely in social status, education, income level, size, etc. The approach adopted with one type of household may clearly not suit others and flexibility is, therefore, essential.

Experience has shown that first impressions are crucial. The first contact often determines how a respondent will perceive the Interviewer and the survey. The battle for co-operation is largely won or lost on the doorstep or immediately afterwards if the Interviewer is invited inside. These initial moments are crucial and Interviewers must concentrate on adopting the most appropriate approach for the situation that presents itself. They have to decide immediately from the person's demeanour and initial reaction on how best to put the survey across. They have to be constantly on the alert for reactions, etc. to learn if one argument is failing and if a different approach is necessary.

As already emphasised an initial negative and unresponsive attitude can normally be anticipated. Interviewers who accept this quite natural reaction too readily will have a poor response. Experience in related surveys shows that people who are initially not receptive very often change their attitude if the Interviewer gets an opportunity to explain matters further. Interviewers should, therefore, always expect some initial disinterest; they must persist diplomatically until it is clear that the household (or a particular person in it) has no intention of co-operating. Over-persistence should, of course, be avoided. With experience, Interviewers will quickly recognise the point beyond which further efforts would be a waste of time. The survey is voluntary and people have a legitimate right to say 'No'. Interviewers are expected to be polite and courteous on all occasions even in the face of rudeness. If people react rudely or truculently an Interviewer should withdraw immediately with good grace.

### **8.3 General Rules**

For best results Interviewers must always:

1. Maintain a friendly, pleasant, outgoing manner;
2. Be efficient, confident and business-like in their approach;
3. Impress respondents of the importance of the survey;
4. Have a good understanding of SILC e.g. who uses the results, what the results are used for etc.

Interviewers have an important job to do; it should be shown in their attitude and manner.

To create a good impression Interviewers should ensure that their:

1. Clothing and personal appearance is acceptable to the general public;
2. Speech is simple, distinct and devoid of any technical terms or jargon;
3. Manner and expressions are carefully controlled – i.e. they should avoid being apologetic, condescending, inquisitive, overbearing, etc.

To achieve the greatest impact in contacting households initially Interviewers should particularly refer to:

- (a). The Introductory Letter & SILC information leaflet which the household received describing the survey.
- (b) The Official Identification which proves that the Interviewer is a Government Official.

#### **8.4 Timing the Initial Contact Visit**

The scheduling of 'contact visits' is left completely to the Interviewer's own discretion. An interviewer will quickly develop his/her own standard approach. As the co-operation of all household members **aged 16 years** and over must be canvassed the most convenient arrangement would be to meet them all together and to explain the survey to them jointly. This will seldom be possible at the 'contact visit' to households containing a large number of adults. However, single people and many married couples may often be met at the 'contact visit'. 'Contact visits' should always be scheduled for the evening. 'Contact visits' made in the evening are much more likely to find the whole household at home together.

#### **8.5 Pursuing Non-Contact Cases**

On the initial 'contact visit', Interviewers may not always find somebody at home despite



the fact that they will have sent them an introductory letter stating that they would arrive at that particular time. Non-contact calls are naturally more likely in the case of small households, particularly if they consist of adults who go out to work. When no contact is made at the 'contact visit', Interviewers must get as much information as possible from the neighbours as to whether somebody is actually resident at the address and, if there is, what is the most appropriate time to find him at home.

Interviewers are provided with "Appointment Cards" which state that they have called and on which they indicate the time they intend to call back. This is dropped in the letterbox when no contact is made to show that the Interviewer has called and will be calling back again at the specified time.

Interviewers **MUST** call back on these non-contact cases **at least twice** during the week. If these visits prove to be unsuccessful, the household is eliminated as a "non-contact". Again this is a flexible rule because it is essential that every possible effort is made to contact these types of households as the final sample will otherwise under-represent single person households, small adult families, working people in flats, etc. who may be difficult to find at home.

## **8.6 Initial Contact on the Door-Step**

The "Golden Rule" is to keep the door introduction as brief and as clear as possible. Top priority must be given to securing an invitation to step inside to explain matters. This is very important as experience has shown that co-operation is more likely to be forthcoming if the Interviewer is invited inside. Interviewers should prepare their own personalised introduction. How an Interviewer proceeds from this point depends on when the call is made, who answers the door, their reactions, what they are doing, who is at home at the time, etc.

The Interviewer should gauge the reaction of the household (if any) to the introductory letter and make a DEFINITE APPOINTMENT to call back to explain the survey to the rest of the family. They must, of course, make full use of this introductory contact by emphasising the importance of the survey, by arousing interest and by establishing from the very beginning a friendly relaxed relationship.

## **8.7 Canvassing the Co-operation of Household Members**

In speaking to household members Interviewers must introduce themselves, show their Identification Card and state the purpose of the visit. In canvassing co-operation the following 7 basic points will normally be emphasised:

1. Introductory letter & Information leaflet – specific reference should be made to the fact that the letter should have arrived to explain the purpose of the visit.
2. Who is conducting the survey – a brief reference to the fact that the CSO is an independent Government organisation will suffice.

3. The purpose of the survey – a simple description should be given with an indication of the type of questions that will be asked (see Section 1) unless somebody asks for further details.

4. How the household happens to be chosen – a brief explanation that the household was chosen randomly should normally suffice. Some people may be curious about how they were chosen and further explanations may be necessary at this point.

5. The survey data is confidential – complete assurances should be given in this regard but the point should not be over-emphasised in case this would arouse suspicion and misgivings.

6. Participation is voluntary – this should not be given undue emphasis for obvious reasons.

7. Probable length of the survey – households should not be misled; they should be clearly told that the average household interview takes approximately 1 hour.

All these points will normally be covered in introducing the survey to sample households, but the order in which they are raised will vary with circumstances. Some points (e.g. 3 and 7) will receive far more emphasis than others will.

Individual households will often find it difficult to understand why it is so essential that they should co-operate instead of the person next door. The non-participation of any selected households upsets the internal balance of the sample and this adversely affects the survey results. Hence it is important that as many sample households as possible should co-operate. This is particularly true for the “unusual” households since if they do not co-operate in the survey their particular circumstances may not be represented at all.

Every household member aged 16 years and over must agree to co-operate in the survey. If a household member refuses to participate then the household should be eliminated.

## **8.8 Improving Response**

In practice the response achieved by individual Interviewers will vary from day-to-day and from week-to-week for no apparent reasons. Refusals can lower morale, which can then be reflected in the Interviewer’s manner and give rise to further refusals. This can be avoided if Interviewers adopt a professional positive approach. They should accept that there is a hard core of households who will refuse to co-operate no matter what is done.

Most households, however, are potential respondents. They will co-operate if they are handled correctly. The outcome here depends largely on the Interviewer. In practice, however, the difference between success and failure is often very finely balanced. Instead of becoming demoralised with refusals Interviewers should concentrate instead

on critically assessing their performance to see if any remedial action can be taken – for example:

- a. Was the introduction pitched correctly?*
- b. Were the right points emphasised?*
- c. Did he/she call at the wrong time?*
- d. Did he/she press their case too hard at the time?*
- e. Would it have been better to call back later?*

## **9. Completion of SILC Questionnaires**

### **9.1 Introduction**

There are two distinct phases in completing SILC for a particular household, namely:

1. The initial canvass to secure the co-operation of each member aged 16 years and over;
2. The physical completion of the Household and Personal Questionnaires.

The rapport and good relationship, which is so essential for securing co-operation initially, must be continued right through the time the Interviewer remains in contact with the household. If there is any deterioration in the respondent's interest or commitment the Interviewer should immediately try to remedy the situation.

### **9.2 Use of the Questionnaire in Interviewing Respondents**

Interviewers should familiarise themselves with the Questionnaire and all Interviewer Instructions that appear on the laptop. Interviewers shouldn't attempt to make a synopsis of the question text.

### **9.3 Importance of Records in Answering Monetary Questions**

A great deal of the questions relate to money – e.g. wages, salaries and other income, the amount paid in rent, insurance etc. Interviewers must do everything possible to encourage respondents to check pay slips, bank statements etc.

Interviewers should pay particular attention to deductions from wages/salaries. These deductions are not made personally by respondents and for this reason, they are often quite vague about amounts. Experience to date suggests when Interviewers do not get wage slips; questions arise about the quality of the data collected. (More employee returns fail edit checks when pay slips are not checked)

### **9.4 Completion of the Personal Questionnaire**

A Personal Questionnaire must be completed by all household members aged 16 years and over. Some protocol should normally be observed in completing these Personal Questionnaires. Interviewers should normally start by interviewing the older adult household members and finish with the youngest members. As mentioned earlier, the income detail sought on the personal questionnaire is a very sensitive area and Interviewers must, therefore, exercise some discretion in choosing the setting for personal Interviews. Respondents may not wish other members of the family to know how much they are earning. In such circumstances it would clearly be necessary to see the respondent alone

Interviewers must be particularly wary of awkward situations where the husband does not

tell his wife how much he earns or visa versa, but gives her/him a fixed housekeeping allowance. In most instances (e.g. married couple plus children) there is no secrecy about the husband's/ wife's earnings, and indeed the husband/wife may frequently be able to help in getting precise details (e.g. about social welfare payments, investment income, etc).

### **9.5 Completion of SILC Household Questionnaire**

The required details should be obtained from the Head of the Household (HOH). It might be quite advantageous to have other family members present because they may be able to provide precise figures in some instances and the joint participation may also improve rapport.

### **9.6 Terminating the Survey in Co-operating Households**

The Interviewer normally terminates contact with co-operating household on completion of the household questionnaire. The Interviewer should, of course, thank the household for co-operating, and try to leave the household members with the feeling that their participation in the survey was a pleasant and interesting experience. Interviewers should mention the possibility that they might have to return later or phone the household to clarify a point or two and that they may be back in 1 year to re-interview the household.

## **10.SILC Interview General Points**

### **10.1 General Points**

The purpose of the survey is to derive accurate estimates, which will give a very comprehensive picture of income, living conditions and poverty in Ireland.

The results of SILC play a central role in meeting Irish national requirements in the area of poverty and social exclusion and household income, with particular reference to the National Anti-Poverty Strategy and tax-benefit modelling.

### **10.2 Time Spent with Co-operating Households**

The time taken in completing the Household and Personal Questionnaires obviously depends on:

- whether it is a longitudinal or cross-sectional household;
- the extent of the introduction and the various additional explanations that the Interviewer must make to secure the co-operation of individual household members;
- the number of household members aged 16 years and over;
- the activity status of each household member.

It is estimated that on average it takes about one hour to complete all household and personal Questionnaires for an average household. The longer the discussion around certain variables and the longer the time spent looking for supporting documentation the more likely the event of a longer interview occurring.

#### **THE ONUS IS ON THE INTERVIEWER TO KEEP THE INTERVIEW ON TRACK.**

The survey of Single person households (e.g. Old Age Pensioners living alone) take little time. In larger households (e.g. grown up family) and complicated situations (e.g. many adults) it will take longer with the interviews spaced over a number of visits (to meet everybody) before all Questionnaires are completed. Of course, the larger the household the more difficult it also is to find everybody at home and to convince them to participate.

## 11. Blaise Questionnaire

This manual is designed as a technical document to accompany the SILC electronic questionnaire, primarily for the use of CSO field staff.

Most of the questions in the manual reflect the technical specification of the SILC specified by Eurostat under Article 10 of Regulation (EC) N° 1177/2003 of the European Parliament and of the Council concerning Community statistics on income and living conditions (EU-SILC), published on 3 July 2003 in the Official Journal of the EU (OJ L165), However, the survey also includes questions that are specific to Ireland.

### Electronic questionnaire

THE SILC IS CARRIED OUT ON LAPTOP COMPUTERS USING AN ELECTRONIC QUESTIONNAIRE THAT ALLOWS QUESTIONS TO BE SELECTIVELY ASKED TO FIT THE PROFILE OF THE RESPONDENTS (E.G. WORKING VS NOT WORKING).

The order of the questions in this document roughly mirrors the flow of questions in the electronic questionnaire, but some variation is to be expected.

### Notes

The notes that accompany each variable are a combination of on-screen notes that appear on the laptop and supplemental notes for reference purposes. The variable notes are a combination of our own country-specific experiences and scenarios.

The notes are designed to standardise interviewer interpretation of the questionnaire and maximise data quality and reliability. The notes in this manual are presented for the information and use of field interviewers and do not necessarily represent official CSO policy.

### Filters

Most of the variables on the questionnaire are accompanied by a *filter*. The filter is a description of the route through the electronic instrument which leads to this particular point on the questionnaire. In the example below, the NATIONAL question is asked if the IRISHNAT question has a value of 2. In other words, if the respondent is not an Irish national (IRISHNAT=2) we ask for his\her nationality (NATIONAL).

➤ **NATIONAL**

*If IRISHNAT = 2*

*If the respondent is not an Irish citizen*

While the filter provides a good indication as to how a particular question is activated on the electronic instrument, this does not reflect the entirety of the complex programming and routing that underlies the questionnaire.

### **Important**

While every effort has been made to ensure that this manual is as accurate as possible, it

is important to remember that the SILC is a constantly changing and evolving instrument and some differences may exist between the manual and the electronic questionnaire. Furthermore, it is impossible to reflect every single nuance of an electronic questionnaire in print, so the filters should be seen as indicative of how the questionnaire operates in the field rather than a definitive overview.

### **Introduction of concurrent interviewing facility**

Concurrent interviewing was introduced to the blaise functionality in quarter 1 2011. This was done for a number of reasons. The primary benefits that concurrent interviewing has are that:

- it allows a great deal of flexibility in the way a multiple person household can be interviewed;
- completion of the relationship matrix establishes the number of interviews to be completed in the dwelling and the relationships between all respondents in that household at the start of the interview.

### **Concurrent interviewing block**

The concurrent SILC block comprises a number of essential questions relating to the basic individual details of each household member. The number of household members is defined in the <no\_pers> variable. Once the household composition has been defined, the interviewer can complete the initial block of questions, indicating each respondents name, sex, date of birth, hist status, marital status, nationality, bornwher and citizenship.

The interviewer can choose to complete the full SILC questionnaire (including personal/housing questionnaires) within this initial block. However, the concurrent facility gives flexibility if the interviewer feels that it is necessary during the course of the interview.

### **Relationship Matrix**

When all the basic respondent details are defined, the interviewer can then indicate how each household member is related to each other in the relationship matrix.



## 11.1 Presentation of Questionnaire

The descriptions of the SILC questions, in this manual, are presented as outlined below.

The variable name is highlighted by a bullet point and the text contained in brackets roughly describes what the question aims to capture. The text in brackets is NOT what is asked by Interviewers and is only useful when using the index (as this text broadly indicates what the question is about)

The ask condition is in italicised text immediately below the variable name

This text within the box is what the interviewer sees on the laptop computer for each question.

Allowed value(s). This is what the Interviewer keys as an answer

➤ **Hist (History (i.e. temporarily absent or resident in household))**

*Ask if Can\_Int=1*

*If the Interviewer can continue to interview the household*

***Please indicate <Name> usual situation by selecting the appropriate code.***

1. The person is a household member and has spent (will spend) at least one night at this address during the week of the SILC interview
2. The person is a household member but he/she is temporarily absent (i.e. has not spent (will not spend) at least one night at this address during the week of the SILC interview)
3. This person has moved since the last SILC interview
4. This person has died since the last SILC interview

## 12. Household Details

### ➤ BLOCKNO (Block number or Primary Sampling Unit (PSU) number)

*Please enter the Block number.*

**i** Please ensure that the five digit block number entered here is the same as that on the SILC label(s) issued to you for the current quarter.

Enter a numeric value 5 digit

**Note:** This is the unique 5-digit number assigned to a Block.

### ➤ LDU\_NO (Dwelling sequence number)

*Please enter the Household number.*

**i** Please ensure that the three digit LDU number entered here is the same as that on the SILC label(s) issued to you for the current quarter.

Enter a text of at most 3 characters

**Note:** This is the 3-digit number within a block, which is essentially unique to the dwelling unit and is the number of the household within the Block (it is NOT the street house number but coincidentally may be the same). In a small number of cases there may have been duplication of certain LDU's within a block where say 2 SA's were amalgamated to form a block. In these cases, the original number on the map has been changed so that all sample LDU's are unique. The BLOCKNO and LDU\_NO together form a unique identifier for each household in the SILC sample.

➤ **Quarter**

***Which Quarter does this entry refer to?***

1. Quarter 1
2. Quarter 2
3. Quarter 3
4. Quarter 4

➤ **WRONGKEY (Error message when household is not in lookup file)**

*If an Interviewer keys in the incorrect Block number, LDU number combination, an error message will be activated.*

***The program has been unable to find the Block Number/LDU Number combination that you have entered in the look-up file for the current quarter. This could mean one of three things.***

- 1. You have keyed in the wrong Block number***
- 2. You have keyed in the wrong LDU Number***
- 3. A new LDU was issued to you by your Co-ordinator***

***If the reason is because of 1 or 2 please re-key correct values, otherwise please Key 9 to continue.***

Enter a numeric value between 9 and 9.

**Note:** From Quarter 1, 2014 the lookup data file, contains the Block Number, LDU Number, IA (Interviewer area number), Quarter, Month, and Visit Number. When the correct combination of Block and LDU are keyed the IA, Quarter, Visit\_No and Month variables pre-populate automatically. Occasionally, new LDU numbers will be issued by the SILC section, e.g. for excluded establishments. Obviously in such a case the new LDUs would not be in the lookup file and the Interviewer should key 9 (as advised) to continue.

➤ **Visit\_No (Visit number from grid)**

Visit number is pre-populated from the blaise look-up on a quarterly basis by SILC section.

***Please enter the Visit Number for this BLOCK.***

1. First visit
2. Second visit
3. Third visit
4. Fourth visit

**Note:** This is the visit number as included in the lookup data file referred to under Wrongkey. Households are visited annually and can only be visited up to a maximum of four times.

➤ **INTWRNO (Interviewer number)**

***Please enter your Interviewer number.***

Enter a text of at most 4 characters

**Note:** Full-time interviewer numbers run from 0001 to 0499, while back-up numbers start at 0501.

➤ **IA\_Num (Interviewer Area (IA) number)**

***Please enter your Interviewer Area (IA) number.***

Enter a text of at most 3 characters

➤ **Month**

***Which month is this interview allocated to in this quarter?***

Allowable value(s) between 1 and 3

**Note:** The value keyed in for week should be the week as specified by the co-ordinator for the particular block i.e. the week to which the Block is assigned and not necessarily the week in which the household is approached.

➤ **Int\_Cntact (Interviewer contact at the address)**



***PLEASE RECORD CONTACT AT ADDRESS***

1. Address contacted/accessed
2. Address cannot be located
3. Unable to access address
4. Address is unoccupied (vacant), does not exist, is a non-residential address or is not a principal residence
5. Address not needed
6. Address not contacted

**Note:** This variable should be coded FOR ALL ASSIGNED sample LDUs.

➤ **Una\_acc\_C (Household could not be accessed)**

Ask if Int\_Cntact=3

**i** *Please comment on why you were unable to access the address?*

➤ **HH\_ne\_uno (Household could not be contacted)**

Ask if Int\_Cntact=4

**i** *Please indicate from the following list why the household could not be contacted?*

1. Household does not exist
2. Household is non-residential
3. Household is unoccupied
4. Household is not a principal residence

➤ **Int\_CntactCo (Why can interviewer not contact household)**

*If Int\_Cntact = 6*

*If the household not contacted*

**i** *Please comment on why household was not contacted?*

*Otherwise press return to continue*

➤ **YEARX (Year of the survey)**

This is entered automatically by the system.

➤ **Can\_Int (Can interviewer interview the household)**

Ask if Int\_Cntact=1

if the address is contacted

**<Block No.> <LDU No.>**

**May I continue to interview this household?**

**❗ If this is a Longitudinal Household (i.e. a household that had been interviewed at this address last year) and NO HOUSEHOLD MEMBER INTERVIEWED last year currently resides at this address PLEASE CODE 2.**

1. Yes
2. No

**Note.** If **any** household member will not participate in the survey then **Can\_Int=2**. If it is a longitudinal household and none of last years household members currently reside in the household then you cannot interview the household, i.e. **Can\_Int=2**.

➤ **Whynot (Why can interviewer not continue the interview)**

If Can\_Int = 2

If the household cannot be interviewed

**❗ Why was permission not given? (Please select and enter a code).**

1. Refusal to co-operate
2. Entire household temporarily away for duration of fieldwork
3. Household unable to respond (illness, incapacity...)
4. Other reason
5. No current household member participated in SILC last year
6. Uncontactable
7. Made appointment to interview household

➤ **RefuseCom (Refusal comment)**

*Ask if Whynot=1*

*Refusal to co-operate*

***Please insert (if relevant) a comment regarding the reason(s) that this household did not wish to take part in the SILC.***

***Press return to continue if there are no relevant comments.***

**❗ *Press INSERT to change/read an already completed comment.***

➤ **App\_Made (Appointment Made)**

*If Whynot= 7. If appointment made to interview household.*

**❗ *Please indicate the date that the appointment was made to interview this household.***

➤ **App\_M\_Co (Comment)**

*If Whynot= 7. Comment if appointment made to interview household.*

**❗ *Please insert any comments regarding this appointment if you wish, otherwise return to continue.***

➤ **WhyNotCom (Why was household uncontactable )**

*If Whynot= 6*

*If the household uncontactable*

**❗ *Please comment on why household was uncontactable?***

***Otherwise press return to continue***



➤ **WhyNtxt (Why can interviewer not interview the household)**

*If Whynot=4*

*WhyNtxt is asked if the value for Whynot was 'Other reason'*

**❗ Please describe why permission to interview was not given?**

Enter a text of at most 40 characters.

From quarter 3 2009, we started to collect some information on non-responding households, Interviewers try to collect the following information on these households.

➤ **PerCntct (Personal contact with the household)**

*Ask If Whynot in (3,4) ask after WhyNtxt*

**Interviewer If you have personally made contact with a household member please Key 1 otherwise Key 2**

1. Made contact with a Household Member
2. Didn't make contact with a Household Member

***If PerCntct=2 then end Interview.***

➤ **Dwel\_Ncnt (Type of Dwelling)**

*If Int\_Cntact = 1*

**Interviewer is the dwelling a**

1. Detached house
2. Semi-detached house
3. Terraced house
4. Apartment/Flat/Bedsitter
5. Mobile home/caravan/Temporary building

➤ **Rm\_Ncnt (Estimated number of rooms)**  
*If Int\_Cntact = 1*

***Interviewer please estimate the number of bedrooms in the dwelling***

Enter a numeric value between 0 and 99

➤ **Chld\_Ncnt (If a child (children) live in household)**  
*If Int\_Cntact = 1*

***Interviewer Do you believe that a child (children) lives in this accommodation (i.e. there is a household member less than 16 years of age)***

- 1. Yes
- 2. No

➤ **NonCntct (If non-contact household will supply some basic information)**  
*If Whynot in (1,3,4)*  
*If the household refused to participate*

***Could you give me some basic information on your household, in total the time required to provide this information should be less than 2 minutes?***

- 1. Yes
- 2. No

➤ **TenNcnt (How household occupies the accommodation)**

*Ask if NonCntct=1*

***In which of these ways does your household occupy this accommodation?***

1. Owned Outright
2. Owned with Mortgage (including joint owner rental with Local Authority)
3. Owned with tenant purchase system
4. Owned with affordable housing
5. Rented from Local Authority
6. Rented from landlord with furnishings
7. Rented from landlord without furnishings
8. Rent free (i.e. landlord receives no rent)

➤ **PersNcnt(Number of persons in non responding household)**

*If NonCntct=1*

*If the permission given to collect some basic information*

***How many persons usually reside in the household?***

Enter a numeric value between 1 and 2

The numeric value keyed for PersNcnt opens up the required number of lines to collect basic information on all household members in the non-responding household.

➤ **AgeNcnt(Age of non-responding household member)**

*If NonCntct=1*

*If the permission given to collect some basic information*

***What age is this person>?***

Enter a numeric value between 0 and 120

➤ **SexNcnt(Sex of non-responding household member)**

*If NonCntct=1*

*If the permission given to collect some basic information*

***Starting with the eldest, please enter this persons gender?***

1. Male
2. Female

➤ **ActNcnt(Activity status of non-responding household member)**

*If AgeNcnt>15*

*If the household member is over 15 years of age*

***Is this person***

1. Working
2. Retired
3. Student
4. Otherwise not working (e.g. on home duties, unemployed, disabled)

➤ **WrkNcnt(Type of work of non-responding household member)**

*If ActNcnt=1*

*If the household member is working*

***Is this person***

1. A full-time employee
2. A part-time employee
3. Self-employed
4. Unpaid family worker

- **PenNcnt**(If retired non-responding household member is in receipt of a pension)

If ActNcnt=2

If the household member is retired

**Is this person in receipt of an occupational (NOT A SOCIAL WELFARE) pension from a previous employment?**

1. Yes
2. No

- **EndNcnt**(End non-response questionnaire)

If NonCntct =1

Asked after basic information is collected on non-responding household

**Thank you for providing the CSO with this information**

- **HH\_WhyNt** (Where have the longitudinal household members moved to)

If WhyNot=5

HH\_WhyNt is asked if the value for Whynot was 'No current household member participated in SILC last year'. This can only happen in the case of longitudinal households

**Do you know where the Household member(s) who resided at this address on (date of last interview) have moved to?**

**Interviewer: Please see instructions, if the same value is not applicable for all household members that resided at this address last year**

1. Moved to another Household in the Republic of Ireland
2. Moved to another Household outside the Republic of Ireland
3. Household member(s) (have all) passed on since the last interview
4. All Household member(s) have moved to a collective institution (e.g. Nursing Home)

**Note:** If different values for this variable could be assigned to Household members, who resided at this address last year e.g. one household member may have died; another might have moved to another private household in the Republic, please key the lowest numeric option that applies to a Household Member. (e.g. in this example please key 1)

➤ **HH\_Move (Contact details of a member of the moved household)**

*If HH\_WhyNt=1*

*HH\_Move is asked if the value of HH\_WhyNt was 'Moved to another Household in the Republic of Ireland'*

**Could you please give me the contact name, address, and phone number of a household member (from last year's interview) who has moved to another address in the Republic since he/she participated in the SILC survey?**

**❗ Please remember to key in the name of the former household member.**

Enter a text of at most 80 characters.

**Note.** Please key in the contact details of one of the household members that has moved to another private dwelling in the Republic of Ireland. This is needed in order to trace the longitudinal household, as the household members that have moved to other private dwellings in the Republic of Ireland should be interviewed at their new address(es).

Do not go to the new address to interview the individuals that have moved. If these individuals have to be interviewed at their new address(es), this will happen at a later date and you (or a colleague) will be instructed by your co-ordinator to interview the former household members at their new address(es).

➤ **No\_Pers (Number of persons resident in household)**

*Ask if Can\_Int=1*

*If the Interviewer can continue to interview the household*

**Please enter the number of persons usually resident in the household.**

Enter a numeric value between 0 and 20.

**Note:** See 6.3 above for definition of a household member.

➤ **NoNotRes (Number of new household members)**

*Ask if Can\_Int=1 and the household is longitudinal*

*If the Interviewer can continue to interview the longitudinal household*

**How many people (not on this list) should now be listed?**

**i** **Remember this list refers to the lines, names & surnames from the corresponding interview last year.**

Enter a numeric value between 0 and 20.

**Note:** The names of the household members from last year's questionnaire appear on the screen. If there are no new household members since the date of the last interview then key in 0 (zero) for the **NoNotRes** variable. If there are new household member(s) then the value keyed for **NoNotRes** should reflect this, in order to open up additional lines to collect data on the new household member(s).

➤ **Under\_23 (Anybody under 23 in household)**

*Ask if Can\_Int=1*

*If the Interviewer can continue to interview the household*

**Is there any person usually resident in the household under 23 years old?**

- 1. Yes
- 2. No

**Note:** The reason this question is asked is that, regardless of means, households cannot qualify for certain social welfare payments unless at least 1 household member is aged 22 or less e.g. Family income supplement, Back to School Clothing and Footwear Allowance. Therefore if no household member is under 23 then certain questions relating to the receipt of specific social welfare payments will not be asked.

➤ **Under\_16 (If there is any household member Under 16 years of age)**

*Ask if Under\_23=1*

*If there is a household member Under 23 in the household*

**Is there any child in the household older than 1 year and less than 16 years of age?**  
**Interviewer: Please include those aged 2 or 15**

- 1. Yes

2. No

➤ **No\_U16** (If there is any household member aged 15 years or less)

*Ask if Under\_16=1*

*If there is a household member Under 16 in the household*

***How many children are aged 15 years or less?***

Enter a numeric value between 0 and 20.



### 13. Individual Details

#### ➤ Name

*Ask if Can\_Int=1 If the Interviewer can continue to interview the household*

**Please identify the person by keying in their first name.**

Enter a text of at most 14 character

**Note:** A respondent can refuse to give you his/her name. It is preferable that names are recorded, as there is a longitudinal aspect to SILC. This means that certain households will be interviewed for 4 years. Names should be keyed in accurately as personal interviews will be conducted with most household members every year for 4 years. If someone refuses to give a name it will make it more difficult for you (or a colleague) to identify the Line number of the household member in following years.

#### ➤ Surname

*Ask if Can\_Int=1*

*If the Interviewer can continue to interview the household*

**Please enter <Name> surname.**

Enter a text of at most 21 characters.

#### ➤ Sex

*Ask if Can\_Int=1*

*If the Interviewer can continue to interview the household*

**Please enter the gender of <Name>.**

1. Male
2. Female

➤ **Db (Date of Birth)**

*Ask if Skip=2*

*If the person has not been skipped*

**Please enter (Name)'s date of birth (DD-MM-YYYY).**

➤ **Agreed (Agreed age)**

*If Db= blank*

*In cases where the exact date of birth cannot be ascertained*

**Please agree (Name)'s current age and enter it here.**

Enter a numeric value between 0 and 110.

**Note:** In cases where the date of birth has not been keyed, the agreed age in years MUST be entered here. The age of the respondent is critical for routing purposes.

➤ **Calc (Calculated age)**

**Note:** The age will be automatically entered here, as calculated from **the date of birth**. Otherwise, this field will be filled automatically with what has been entered at **AGREED**.

➤ **Hist (Household membership status)**

*Ask if Can\_Int=1*

*If the Interviewer can continue to interview the household*

**Please indicate <Name> usual situation by selecting the appropriate code.**

1. The person is a household member and has spent (will spend) at least one night at this address during the week of the SILC interview
2. The person is a household member but he/she is temporarily absent (i.e. has not spent (will not spend) at least one night at this address during the week of the SILC interview)
3. This person has moved since the last SILC interview
4. This person has died since the last SILC interview

**Note:** If it is a respondent's first year in SILC and if an interviewer keys in a value of 3 or 4 for **Hist** then an error message informs the interviewer that he/she had made a keying error as values 3 and 4 are only relevant in longitudinal questionnaires.

Household members with a **Hist** value =1.

If a household member is currently living in the household and if he/she spends at least a night's rest in the household during the SILC week then the **Hist** value keyed should be 1

Household members with a **Hist** value =2.

If a household member is temporarily absent if he/she does not spend at least a night's rest in the household during the week of the SILC interview because he/she is, in a hospital/nursing home, in a full-time educational institute, in an other institution (prison etc.), is working out of town or is on travel, then the **Hist** value keyed should be 2

➤ **NewLong (New "Longitudinal" HH flag)**

*If LHIST=1 or 2 or 3 (Hist last year) and CHIST=3 or 4 (Hist current year) for all longitudinal HH members previously interviewed/recorded last year then NewLong=1*

**Note:** Where <NewLong>=1 then <Visit\_No>=1

➤ **Silc\_Ctn (Can interviewer continue with the Interview as a longitudinal household member has died)**

*Ask if Hist=4*

*If the former household member has died since the date of the last interview*

***We sympathise with your loss and understand if you do not wish to continue with the interview***

***❗ Please select EXIT option if the respondent doesn't want to continue with this interview, otherwise PRESS RETURN TO CONTINUE***

Enter a text of at most 1 character.

**Note:** If a household member has died in the case of a longitudinal household this gives the household the opportunity to close the interview if another household member is too distressed to continue.

➤ **Month\_MoveM (Month household member moved out)**

*Ask if Hist = 3*

*If a former household member has moved out*

***In which month did <Name> move out?***

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September
10. October
11. November
12. December

➤ **Year\_MoveM (Year household member moved out)**

*Ask if Hist = 3*

*If a former household member has moved out*

***In which year did <Name> move out?***

Enter a numeric value between 2003 and 2020.

➤ **Move\_Activity (Previous household member's activity status)**

*Ask if Hist = 3*

*If a former household member has moved out*

***Between <Date of Last Interview> and the date when <Name> moved out, which of the following best describes <Name's> activity?***

1. At Work
2. Unemployed
3. Retired
4. Other (e.g. student, home care)

**Note:** The main activity status during the income reference period was 'at work' if the respondent worked (or was in paid apprenticeship or training) for the majority of weeks

during the income reference period. If the main activity was not 'at work', the status is self-defined. If a person spend the same number of weeks in different activities, priority should be given to economic activity over non-economic activity. 'At work': A person is at work if he/she worked at least 1 hour during a week.

➤ **Move\_Where (Where ex-household moved to)**

*Ask if Hist = 3, if a former household member has moved out*

***Where did this person move to?***

1. Private household in the Republic of Ireland
2. To a collective household (e.g. boarding school) or institution (e.g. old person's home) in the Republic of Ireland
3. Abroad

➤ **Where\_Add (New address of ex household member)**

*Ask if Move\_Where=1*

*If a former household member has moved into a private household in the Republic of Ireland*

***Could you please give me <Name's> new address and phone number?***

Enter a text of at most 60 characters.

**Note:** We are required to interview household members that have moved to other private residences in the Irish republic. Please key in details as requested in the question.

**BUT DO NOT GO TO THE NEW DWELLING TO INTERVIEW THE HOUSEHOLD MEMBER. THAT HAS MOVED**

➤ **Mth\_MoveIn (Month new household member moved in)**

*Ask if No\_Pers >0 and NoNotRes >0*

*Ask if the respondent is a new household member in a longitudinal household, i.e. if the line was empty in the interview in Year N-1*

***In what month did <Name> move into (arrive home, in the case of a child born in hospital) this household?***

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September
10. October
11. November
12. December

➤ **Year\_MoveIn (Year new member moved into household)**

*Ask if No\_Pers >0 and NoNotRes >0*

*Ask if the respondent is a new household member in a longitudinal household*

***In what year did <Name> move into (arrive home, in the case of a child born in hospital) this household?***

Enter a numeric value between 2003 and 2020.

➤ **Silc\_Oth (Did new household member participate in SILC elsewhere)**

*Ask if NoNotRes > 0 and Calc >15 and if the respondent is a new household member (if the respondent is a new household member since the date of the previous interview and he/she is over 15)*

**<Name> Did you participate in the SILC survey in another household prior to moving into this household?**

- 1. Yes
- 2. No

➤ **Where\_Silc (Address where previous SILC interview took place)**

*Ask if Silc\_Oth =1*

*If the new household member participated in SILC in another household*

**<Name> Could you please tell me the address at which you lived when you participated in SILC?**

Enter a text of at most 60 characters.

➤ **Evermarr (If the respondent was ever married)**

*Ask question text 1 if Calc=16 or 17*

*If the respondent is aged 16 or 17*

*Ask question text 2 if Calc=18 or over*

*If the respondent is aged 18 or over*

**Question text 1<Name> Are you, or have you ever been married?**

**Question text 2<Name> Are you, or have you ever been married (incl. civil partnership)?**

1. Yes

2. No

➤ **CurrMarr (Current marital status)**

*Ask if EverMarr = 1*

*If the respondent has ever been married*

**<Name> What is your current marital status?**

1. Widowed

2. Remarried, following widowhood

3. Remarried, following dissolution of previous marriage ( incl. divorce, annulment)

4. Married (incl. civil partnership)

5. Divorced

6. Other separated



➤ **IrishNat (If respondent is an Irish National)**

*Ask if Skip=2*

*If the person has not been skipped*

**<Name> Are you an Irish citizen?**

1. Yes

2. No

**NOTE:** Some people may have dual nationality. This is not the point of this question. We only need to know if the person is an Irish citizen or not.

Be aware of households where parents may be Irish nationals having returned from abroad but with children who were born elsewhere. It cannot be assumed that Irish-born parents or Irish nationals automatically have Irish and Irish-born children.

➤ **National (Nationality, i.e. if not an Irish National)**

*Ask if IrishNat = 2*

*If the respondent is not an Irish citizen*

**<Name> What is your nationality?**

Enter a text of at most 40 characters.

**Note:** There is a lookup file for country codes, interviewers just have to enter **the first 3 or 4 letters of the country** and select the appropriate country code from the list.

Please note that you must enter the proper or formal name of the country to find it on the lookup file. For example see the table below.

➤ **NatOth (Other Nationality)**

*Ask if National = Other*

*If the respondent's nationality is not in National and they classify as Other*

**<Name> answered that his nationality was other?**

**❗ Please type in a description for <name>'s nationality?**

Enter a text of at most 40 characters.

➤ **Born\_Irl (Whether born in Ireland)**

*Ask if IrishNat = 1*

*If the respondent is an Irish citizen*

**<Name> Were you born in Ireland (Republic)?**

1. Yes
2. No

➤ **Bornwher (Where born if not born in Ireland)**

*Ask if Born\_Irl = 2 or IrishNat = 2*

*If the respondent is an Irish citizen but was not born in Ireland or if the respondent is not an Irish citizen*

**<Name> In what country were you born?**

Enter a text of at most 40 characters.

➤ **BrnWhOth (Country code of country of birth)**

Ask if Bornwher=Other

If the respondent's country of birth is not in Bornwher and they classify as Other

<Name> answered that he was Born in Other?

 Please type in a description for <name>'s country of birth?

Enter a text of at most 60 characters.

➤ **When\_Irl (When the respondent came to live in Ireland)**

Ask if Born\_Irl=2 (Asked if the respondent was not born in Ireland) or

Ask if IrishNat=2 (Asked if the respondent is not an Irish citizen)

< Name> In what year did you come to live in Ireland (Republic)?

Enter a numeric value between 1900 and 9999.

➤ **Dual\_Cit (Has respondent dual citizenship)**

Ask if Skip=2

If the person has not been skipped

<Name> Do you have dual citizenship?

- 1. Yes
- 2. No

**Note** Citizenship is defined as the particular legal bond between an individual and his/her State acquired by birth or naturalisation, whether by declaration, option, marriage or other means according to national legislation. It corresponds to the country issuing the passport.

The concept of nationality should not be mixed up with any concept of ethnic origin.

➤ **Oth\_Cit (Country of other citizenship)**

Ask if Dual\_Cit=1

If the person has dual citizenship

**<Name> What other citizenship do you hold?**

Enter a text of at most 40 characters.

➤ **OthCtOth (Country code of Other citizenship)**

Ask if Oth\_Cit=Other

If the respondent's citizenship is not in Oth\_Cit and they classify as Other

**<Name> answered that he was Other citizenship was Other?**

**❗ Please type in a description for <name>'s other citizenship?**

Enter a text of at most 60 characters.

- **R1, R2, etc. (Relationship matrix – relationship to other household members)**

*Code relationships applicable to R1, R2, R3...etc ,for example 2 is 1's, 3 is 1's, 3 is 2's*

***I would now like to ask how people in your household are related to each other.***

**❶ Code relationship (person on line 2's relationship to person on line 1 is etc)**

1. Spouse (incl. Civil Partner)
2. Cohabiting partner
3. Son/daughter (incl. adopted)
4. Step son/daughter
5. Foster child
6. Son-in-law/daughter-in-law
7. Parent/guardian
8. Step-parent
9. Foster parent
10. Parent-in-law
11. Brother/sister (incl. adopted)
12. Step-brother/sister
13. Foster brother/sister
14. Brother/sister-in-law
15. Grand-child
16. Grand-parent
17. Other relative
18. Other non-relative
99. **(Office use only)**

➤ **Skip (Whether the Interviewer wants to skip the personal interview for now)**

*Ask if Hist=1 or Hist=2 and Int\_Opt=2*

*If the person is currently a household member and the first part of the personal questionnaires is not concurrently collected*

**Do you want to skip this person for now?**

**❗ Press 2 to interview now.**

1. Yes

2. No

**Note:** Any household that has a Skip value of 1 for any household member will not be accepted for the final SILC data set. This means that the personal questionnaires should be filled for all household members.

*In the S212 data model a signal was incorporated for the interviewer, this signal will activate if:*

*Hist=1 or 2 and Skip="" (blank) and LastQ\_HS=L*

*The warning is as follows:*

*Warning: Interviewer, for the person on <line> you have indicated that the value for Hist is <Hist>. However, you have not entered a value for Skip. Please make the appropriate correction. This signal has been updated, see <PerOutSt 1,2,3,4....> and <HsOutSt>.*

**From S213**, an asterisk now appears beside the name of the person on their personal tab if they are skipped (skip=1) or if their personal questionnaire is not completed, i.e. <LastQ\_PD> is left blank. By extension an asterisk to be placed beside the name in the parallel block pop-up when it activates.

## 14. Under 16 Questionnaire

### ➤ Edlevel\_Kid (Education level of household member under 16 years old)

Ask if Calc>3 and <16

If the child is over 3 and less than 16 year old

**Which of the following best describes the level of education or training that <Name> is receiving?**

**If the child is receiving special needs education please see value 14.**

1. No formal education or training
2. Pre-primary education/Primary education (or FETAC Certificate at NFQ level 1 or 2)
3. Secondary 1 (Junior/Inter/Group Certificate, NCVA Foundation Certificate, FAS Introductory Skills Certificate or FETAC Certificate at NFQ level 3, O-levels)
4. Transition Year Programme
5. Secondary 2 (Leaving Certificate)
6. Technical or Vocational (e.g. Secretarial courses, Certificate in Hotel Operations, PLCs, FAS National Skills/Specific Skills Certificate or FETAC Certificate at NFQ level 4 & 5, A-levels)
7. Advanced Certificate (Completed apprenticeships, Teagasc Farming or Horticulture Certificate, National Craft Certificate or FETAC Advanced Certificate at NFQ level 6)
8. Higher Certificate (e.g. National Certificate (NCEA/DIT/IOT), Cadetship (army, air corps or naval service) or HETAC/DIT Higher Certificate at NFQ level 6)
9. Diploma (e.g. National Diploma (HETAC/NCEA), Bachelor Degree (DIT), Diploma in Police Studies, 3 year Diploma)
10. Ordinary Bachelor Degree at NFQ level 7
11. Honours Bachelor Degree, Graduate Diploma (or Higher Diploma at NFQ level 8)
12. Professional (Honours Bachelor Degree equivalent or higher)
13. Post-Graduate (e.g. Post Graduate Diploma or Master Degree at NFQ level 9)
14. Doctorate or higher (e.g. Doctoral Degree/higher Doctorate at NFQ level 10)
15. Special School
16. State sponsored training (e.g. FAS course or equivalent)
17. Sheltered workshop
18. Other

**Note:** as this question relates to children under 16 years of age most value keyed will be between 1 and 4.

➤ **Buskid (Does household member use a school bus)**

Ask if *Edlevel\_Kid=2,3,4,5* or 14

If the child is in Primary school, Secondary school or in a Special Needs School

**Does <Name> use a school bus for transport to and from school?**

1. Yes
2. No

**Note:** Children who live excessive distances from primary or 2nd level schools are provided with school bus transport. The service is common in country areas. It also arises in city areas in special circumstances.

➤ **Buskd\_Pay (Does household member have to pay for school bus)**

Ask if *Buskid=1*

If the child uses a school bus

**Does <Name> have to pay for this transport or is it provided free (State school bus)?**

1. Has to pay
2. Provided free

➤ **Ed\_Grt\_Kid (Education grant)**

Ask if *Edlevel\_Kid =2, 3, 4* or 5

If the child is in Primary or Secondary School

**Has <Name> received any scholarship (include reduced fees) or grant in the last 12 months?**

1. Yes
2. No



➤ **Grant\_Kid (Value of grant)**

Ask if *Ed\_Grt\_Kid=1*

If the child received an education grant in the past 12 months

**What was the gross value of this (these) scholarship(s), grant(s) received by <Name> over the last 12 months?**

Enter a numeric value between 0.00 and 9999999.99.

➤ **Child\_Care (Introduction to child care questions)**

Ask if *Calc <13 years on Jan 1st*

If the child was under 13 on Jan 1<sup>st</sup>

**The following questions ask about childcare services during a 'Usual Week'. If a child is in childcare on a regular basis, then the weeks that the child is in childcare are 'Usual Weeks'.**

**Press RETURN to continue**

Enter a text of at most 1 character.

➤ **Pre\_Schl (Hours spent in pre school)**

Ask if *Calc in (4,5,6) and Edlevel\_Kid =1* or

Ask if *Calc in (2,3)*, if the child is aged 2 or 3 or if the child is aged 4,5 or 6 and the education level of the child is *Pre-school/Not yet started school*

**During a usual week how many hours is <Name> cared for by a Pre-School or Equivalent (Kindergarten, Montessori)?**

Enter a numeric value between 0 and 60.

**Note:** If the child didn't spend any time in a pre-school then enter 0 for this variable

➤ **Pre\_Swks (Weeks when Pre-School education was paid in the last year)**

*If Pre\_Schl >0*

*If the number of hours that the child is cared for in a pre-school during a usual week >0.*

***In the past 12 months, approximately how many weeks did you pay Montessori (or equivalent) fees for <Name>?***

Enter a numeric value between 0 and 52.

➤ **Pre\_Scst (Weekly Pre school payment)**

*If Pre\_Swks >0*

*If the child spent more than 1 week in the care of a paid pre-school in the last 12 months*

***In a typical week how much do you pay in Montessori (or equivalent) fees for <Name>?***

Enter a numeric value between 0 and 999.

➤ **Com\_Schl (Hours spent in compulsory school)**

*Ask if Calc>3 and <13 on Jan 1<sup>st</sup> AND Edlevel\_Kid=2 or 3*

*If the child is over 3 and less than 13 on Jan 1<sup>st</sup> AND is in either Primary or Secondary 1*

***During a usual week how many hours is <Name> cared for by Compulsory school (primary or secondary school)?***

Enter a numeric value between 0 and 60.

➤ **Centre (Hours spent in school centre care)**

Ask if Calc>3 and <13 on Jan 1<sup>st</sup> AND Edlevel\_Kid=2 or 3

If the child is over 3 and less than 13 on Jan 1<sup>st</sup> AND is in either Primary or Secondary 1

**During a usual week how many hours is <Name> cared for by a centre based service outside school hours (before and/ or after school even if it is at the school)?**

Enter a numeric value between 0 and 60.

➤ **Centre\_W (Weeks when school centre care was paid in the last year)**

Ask if Centre>0

If the number of hours that the child is cared for in a centre during a usual week >0

**In the past 12 months, approximately how many weeks did you pay centre based childcare fees for <Name>?**

Enter a numeric value between 0 and 52.

➤ **Centre\_C (Weekly school centre care payment)**

Ask if Centre\_W>0

If the child spent more than 1 week in the care of a paid pre-school or after school centre in the last 12 months

**In a typical week how much do (did) you pay in centre based childcare fees for <Name>?**

Enter a numeric value between 0 and 999.

**Note:** These centres are usually attached to the schools and are not very common in Ireland. If a child is dropped to a child minder before and after school then the number of hours in this type of child care in a usual week should be recorded in **Child\_Mindr** and not in **Centre\_C**. If there is a child care facility attached to the school where parents can drop off their children before school and where the child can be cared for after school hours then this should be recorded here.

➤ **Creche (Hours spent in creche or day care centre)**

*Ask if <13 years on Jan 1st*

*If the child is less than 13 on Jan 1<sup>st</sup>*

***During a usual week how many hours is <Name> cared for by a creche or day care centre?***

Enter a numeric value between 0 and 60.

**Note:** Included here are all kinds of care organised/controlled by a structure (public, private). This means that the parents and the carer are not the only persons involved in the care, that there are no direct arrangements between the carer and the parents in the sense that there is an organised structure between them, (which is often the carer's employers). For example, a crèche, ... The place of the care can be a dedicated child care centre or the carer's home. This means that if somebody sets up a child minding facility at his/her home and if this person employs carers to mind the children (i.e. the person that set up the facility is in a supervisory or administrative role) then the number of hours minded in this type of child care should be recorded here and not recorded in **Child\_Mindr**.

➤ **Creche\_W (Weeks when creche fees were paid in the last year)**

*If Creche >0*

*If the number of hours that the child is cared for in a creche during a usual week >0*

***In the past 12 months approximately how many weeks did you pay creche fees for <Name>?***

Enter a numeric value between 0 and 52.

➤ **Creche\_C (Weekly creche payments)**

*If Creche\_W >0*

*If the child spent more than 1 week in the care of a paid creche in the last 12 months*

***In a typical week how much do (did) you pay in creche fees for <Name>?***

Enter a numeric value between 0 and 999.

➤ **Child\_Mindr (Hours spent with childminder)**

*Ask if <13 years on Jan 1st*

*If child is less than 13 on Jan 1<sup>st</sup>*

***During a usual week how many hours is <Name> cared for by a professional child minder at the child minder's home or the child's home? (This includes au pairs, friends and relatives when the friends or relatives are paid for child minding).***

Enter a numeric value between 0 and 60.

**Note:** For this variable there are direct arrangements between the carer and the parents: "Professional" childminder shall be understood as a person for whom looking after the child represents a job of work or paid activity. The term "professional" does not content a notion of qualification or of quality of the care. Baby sitters and "au pair" are also included here.

➤ **Mindr\_W (Weeks when childminder fees were paid in the last year)**

*If Child\_Mindr>0*

*If the number of hours that the child is cared for by a professional child minder during a usual week >0*

***In the past 12 months approximately how many weeks did you pay child minder fees for <Name>?***

Enter a numeric value between 0 and 52.

➤ **Mindr\_C (Weekly childminder payments)**

*If Mindr\_W>0*

*If the child spent more than 1 week in the care of a paid professional child minder in the last 12 months*

***In a typical week how much do (did) you pay in child minder fees for <Name>?***

Enter a numeric value between 0 and 999.

➤ **Famly\_Mnd (Hours minded by family relative)**

*Ask if <13 years on Jan 1st <Last Year>*

*If child is less than 13 on Jan 1<sup>st</sup> <Last Year>*

***During a usual week how many hours is <Name> cared for by grandparents, other members of the household (excluding parents/ guardians or partners of same) other relatives, friends or neighbours where there is no payment for childminding?***

Enter a numeric value between 0 and 60.

➤ **Family\_MW (Weeks cared for by family relative)**

*If Famly\_Mnd>0*

*If the number of hours that the child is cared for by a family member >0*

***In the past 12 months approximately how many weeks was <Name> cared for by a relative, friend or neighbour (without payment)?***

Enter a numeric value between 0 and 52.

➤ **Priv\_Cr\_Kid (If child has private medical insurance)**

*Ask if Calc<16*

*If the child is under 16*

***Has <Name> private medical insurance?***

1. Yes, as a family member
2. No

➤ **Priv\_T\_Kid (Child's private medical insurance scheme)**

*Ask if Priv\_Cr\_Kid =1*

*If the child is covered by a private insurance policy*

***Which scheme/plan is <Name> covered by?***

1. VHI Healthcare
2. Aviva Health
3. Laya Healthcare
4. Glohealth
5. Other

- **Med\_Crd\_Kid** (If child has medical card or GP visit card)
- **Ask if Calc <16**

*If the child is under 16*

***Is <Name> covered by a medical card or a GP visit card?***

1. Yes, Medical card
2. Yes, GP visit card
3. No

**Note:** This question is asked even of those covered by private medical insurance. In the Health module (QNHS) approximately 5% of those with medical cards also had private insurance. Children covered by private medical insurance, who have certain chronic medical conditions may have medical cards.

- **Free\_GP\_Kid** (If child had free GP visit)

*Ask if Med\_Crd\_Kid=1*

*If the child has a medical card*

***How many free GP visits has <Name> had in the last 4 weeks?***

Enter a numeric value between 0 and 99.



➤ **Free\_Md\_Kid (If child had free prescriptions)**

Ask if *Med\_Crd\_Kid=1*

If the child has a medical card

**How many Medical Card Prescriptions has <Name> had filled in the last 4 weeks?**

**❗ The prescription charge is €2.50 for each item that is dispensed under the Medical Card Scheme, up to a monthly limit of €25 per person or family.**

Enter a numeric value between 0 and 99.

➤ **Kid\_Den (If child needed to consult a dentist but didn't)**

Ask if *Calc<16*

If the child is under 16

**Was there any time during the past 12 months when <Name> really needed to consult a dentist but did not?**

1. Yes, there was at least one occasion
2. No, there was no such occasion

➤ **DOA\_Kid (If child had dental, ophthalmic, or aural treatment)**

Ask if *Calc<16*

If the child is under 16

**Has <Name> had free or subsidised dental, ophthalmic or aural treatment over the last 12 months?**

1. Yes
2. No

**Note:** Dental, relates to teeth, ophthalmic relates to eye (optical benefit & contact lenses) and Aural relates to ear (hearing Aids)

- **DOA\_T\_Kid** (Scheme under which child received dental, ophthalmic or, aural treatment)

*Ask if DOA\_Kid=1*

*If the child had free or subsidised dental, ophthalmic or aural treatment over the last 12 months*

***Was the treatment under the school health scheme, medical card or another scheme?***

1. Treatment under school health scheme
2. Medical card holder
3. Other

- **Hosp\_s\_Kid** (If child was a hospital in patient)

*Ask if Calc<16*

*If the child is under 16*

***Has <Name> had to spend a night in a hospital as an inpatient over the last 12 months?***

1. Yes
2. No

➤ **State\_Kid (If child was an in-patient in a public hospital)**

*Ask if Hosp\_s\_Kid=1*

*If the child spent a night in hospital in the last 12 months*

**Could you please tell me the number of nights<Name> spent in a state funded hospital over the last 12 months?**

Enter a numeric value between 0 and 365.

➤ **Priv\_Kid (If child was an in-patient in a private hospital)**

*Ask if Hosp\_s\_Kid=1*

*If the child spent a night in hospital in the last 12 months*

**Could you please tell me the number of nights<Name> spent in a private hospital over the last 12 months?**

Enter a numeric value between 0 and 365.

**Note:** If the respondent hasn't spent any night in a state funded hospital then insert 0 (likewise for a private hospital).

Note that the Mater and St. Vincent's hospitals in Dublin (State funded) have private hospitals attached. These private hospitals are coded to the 'private' category.

➤ **Income\_Kid (Did child have any income)**

*Ask if Calc>13 and <16*

*If the child is over 13 and under 16*

**Did <Name> have an independent source of income in the last year?**

1. Yes
2. No

➤ **Income\_Kamt (Amount of income child received)**

*Ask if Income\_Kid =1*

*Ask if the child had received income in the last year*

***How much did <Name> receive in the last 12 months?***

Enter a numeric value between 0.00 and 99999.99.

➤ **No\_Ans\_U16 (Line number of child questionnaire respondent)**

*Ask if Calc<16*

*Ask if the child is Under 16*

***Please insert the line number of the person who answered the questions that related to <Name>***

Enter a numeric value between 1 and 20.

## 15. Individual Details, over 16, (continued)

### ➤ Dir (Direct or Proxy interview)

Ask if Calc>15 and No\_Pers> 1

Ask if the person is aged 16 or over and there is more than 1 person in the household

***Is the information being supplied directly by the person concerned?***

- 1. Yes
- 2. No

**Note:** Every attempt should be made by the interviewer to collect information by direct interview as information collected by proxy is usually inferior to information collected by direct interview

### ➤ Proxy\_Id

Ask if Dir=2 (Asked if the interview is by proxy)

***Which person is supplying information about <Name>?***

**❶** Please indicate from the following list the line number of the person (aged 16 or over) that is supplying the information about <name>.

**❶** If the proxy informant is not on this list please enter 0

Enter a numeric value between 0 and 20.

**Note:** In the case of a first time interview it is likely that the information collected about the person on line 1 is by direct interview. If it is a longitudinal interview then the information collected about the person on line 1 may be by proxy.

### ➤ Proxy\_Nam

Ask if Proxy\_Id=0. Asked if the person interviewed is by proxy and the proxy informant is not a member of the household

***Please enter the relationship of the proxy informant to <Name>.***

Enter a text of at most 20 characters.

### 15.1 Education Details

➤ **Educat** (Highest level of Education attained)

*Ask if Calc>15*

*If the respondent is aged 16 or over*

**<Name> What is the highest level of education or training you have attained?**

**❗ If you are unsure how to code the level of education or training that <Name> has attained, please key 15. Other and describe the level in EducatCom.**

**Nursing pre-1994 > code 8. Nursing 1994-2002 > code 9. Nursing post 2002 > code 10.**

**Police qualification could be coded 9 or 10. In general, the older police qualification (prior to 2004) would be coded 9 (National Diploma) and more recent qualifications (from 2004 onwards) would be coded 10 (Ordinary Bachelor Degree).**

1. No formal education or training
2. Pre-primary education/Primary education (or FETAC Certificate at NFQ level 1 or 2)
3. Secondary 1(Junior/Inter/Group Certificate, NCVA Foundation Certificate, FAS Introductory Skills Certificate or FETAC Certificate at NFQ level 3, O-levels)
4. Transition Year Programme
5. Secondary 2(Leaving Certificate)
6. Technical or Vocational (e.g. Secretarial courses, Certificate in Hotel Operations, PLCs, FAS National Skills/Specific Skills Certificate or FETAC Certificate at NFQ level 4 & 5, A-levels)
7. Advanced Certificate (Completed apprenticeships, Teagasc Farming or Horticulture Certificate, National Craft Certificate or FETAC Advanced Certificate at NFQ level 6)
8. Higher Certificate (e.g National Certificate (NCEA/DIT/IOT), Cadetship (army, air corps or naval service), or HETAC/DIT Higher Certificate at NFQ level 6)
9. Diploma (e.g. National Diploma (HETAC/NCEA), Bachelor Degree (DIT), Diploma in Police Studies, 3 year Diploma)
10. Ordinary Bachelor Degree at NFQ level 7
11. Honours Bachelor Degree, Graduate Diploma or Higher Diploma at NFQ level 8
12. Professional (Honours Bachelor Degree equivalent or higher)
13. Post-Graduate (e.g. Post Graduate Diploma or Master Degree at NFQ level 9)
14. Doctorate or higher (e.g. Doctoral Degree/higher Doctorate at NFQ level 10)
15. Other

**Note:** We are looking for educational standards that have been attained and can be

compared in some measurable way. Therefore 'attained' means that any tests, exams, dissertations, thesis etc. must be taken or submitted, and passed. For example, to have completed the leaving certificate syllabus but not to have actually sat and passed the leaving certificate exams is not considered for our purposes to be 'successfully completed'.

By way of exception a household member could be coded as 2 (Primary) even though he/she may not have successfully sat an exam at the end of primary education.

The classification of non-Irish educational qualifications is difficult, but important. Due to language difficulties and different educational systems it can be awkward to figure out the highest level of a non-Irish respondent's education using this question. However, many non-Irish respondents will have benchmarked their educational achievements against the Irish educational system to some extent (formally or non-formally), and will have a rough idea where they fit on the hierarchy.

**Some rough guidelines:** Try to work out if the course completed was primary, second-level or third-level. Do terms like "Leaving Certificate", "second-level", "certificate" or "degree" ring any bells? Try to use the respondent's occupation to get an idea where his/her educational qualification may lie. For example:

If the respondent is in the construction sector, does he/she have a trade qualification? If the respondent is working in IT does he/she have an IT degree?

**About FETAC:** As the national awarding body for further education and training in Ireland, the Further Education and Training Awards Council (FETAC) gives people the opportunity to gain recognition for learning in education or training centres, in the work place and in the community.

FETAC's functions include:

- making and promoting awards
- validating programmes
- monitoring and ensuring the quality of programmes
- determining standards

Programmes leading to FETAC awards are offered nationwide by a wide range of providers in diverse settings, including BIM, Fáilte Ireland (CERT), FÁS and Teagasc centres, VECs, adult and community education and training centres, Institutes of Technology and in the workplace.

FETAC was set up as a statutory body on 11 June 2001 by the Minister for Education and Science under the Qualifications (Education & Training) Act, 1999. FETAC has responsibility for making awards previously made by BIM, Fáilte Ireland (CERT), FÁS, NCVA and Teagasc.

1	NCVA	National Council for Vocational Awards
	PLC	Post Leaving Certificate
	NCEA	National Council for Educational Awards
2	Secretarial/Technical Training Certificate:	City & Guilds Certificates
		Pitman Certificate in Typing
		Business Studies
		Office Procedures
		Word Processing
3	Undergraduate Diploma/Certificate:	Certificate/Diploma in Marketing (IMI)
		Certificate for accounting technician
		Certificate in Business Studies
		Certificate in Medical Laboratory Science
		Certificate in Civil Engineering
		Certificate in Design
		Certificate in Construction Technology
		Certificate in Travel & Tourism
		Certificate in Applied Social Sciences
		**Diploma in Nursing
		Diploma in Health Care Technology
		Diploma in Business Studies
		Diploma in Civil Engineering
		Diploma in Applied Science
		Diploma in Environmental Design
	Corresponds to those who qualified via hospital apprenticeships etc.	Diploma in Construction Technology
		Diploma in Computer Science
		Diploma in Hotel Management
		Diploma in Language & Business
		Diploma in Applied Social Studies
4	Primary Degree:	Bachelor of Arts
		Bachelor of Science
		Bachelor of Business
		Bachelor of Commerce
		Bachelor of Engineering
		Bachelor of Dentistry/Dental Science
		Medical Degree (MB, B. Ch., BAO)
		Degree in Veterinary Medicine
		Bachelor of Education
		Bachelor of Agricultural Science
		Bachelor of Design
		Bachelor in Marketing
	Relates to qualified nurses who have undergone a formal degree course.	Degree in Nursing
		Degree Equivalent – Chartered/Certified Accountant
5	Postgraduate (Dip.) or Degree:  (Masters degrees can be taught or by research)	Graduate Diploma
		Higher Dip. (Computers/Statistics/Business)
		Master of Arts
		Master of Science
		Master of Commerce
		Master of Literature
		Master of Philosophy
		Master of Architecture
		Master of Agricultural Science
		Master of Medicine
		Master of Dentistry
6	Doctorate:	Doctor of Philosophy
		Doctor of Laws
		Doctor of Literature
		Doctor of Science
		Doctor of Music

**NOTE:** The list above is to explain some abbreviations and give some indication of the types of courses that fall within the categories of this question. This list is not exhaustive.



➤ **EducatCom (Education level attained comment)**

*Ask if Educat=15*

*Education level attained comment*

***Please describe the level of education/training that you have attained.***

➤ **Lowsec (Lower secondary education categories)**

*Ask if Educat=3*

*If the highest level of education the respondent has attained is lower secondary*

***<Name> Please specify the level achieved.***

1. Junior Certificate
2. Intermediate Certificate
3. Group Certificate
4. FAS Introductory Skills Certificate
5. NCVA Foundation Certificate
6. FETAC Certificate at NFQ level 3
7. Equivalent qualification at NFQ level 3 (O-levels etc)

➤ **Uppsec (Upper secondary education categories)**

*Ask if Educat=5*

*If the highest level of education the respondent has attained is higher secondary*

**<Name> Please specify the level achieved.**

1. Leaving Certificate (Traditional)
2. Leaving Certificate Vocational Programme (LCVP)
3. Leaving Certificate Applied (LCA)
4. Equivalent qualification at NFQ level 4/5

➤ **Tecvoc (Technical/Vocational categories)**

*Ask if Educat=6*

*If the highest level of education the respondent has attained is a technical/vocational qualification*

**<Name> Please specify level achieved.**

1. Secretarial
2. Certificate in Hotel Operations
3. PLC (Post Leaving Certificate Course)
4. FAS National Skills Certificate
5. FAS Specific Skills Certificate
6. FETAC level Certificate at NFQ level 4
7. FETAC level Certificate at NFQ level 5
8. Equivalent qualification at NFQ level 4/5 (A-levels etc)

➤ **AdvCert (Advanced Certificate categories)**

*Ask if Educat=7*

*If the highest level of education the respondent has attained is an advanced certificate qualification*

**<Name> Please specify level achieved.**

1. Completed apprenticeships
2. Teagasc farming or horticulture Certificate/Diploma
3. National Craft Certificate
4. FETAC advanced Certificate at NFQ level 6
5. Equivalent qualification at NFQ level 6

➤ **HigCert (Higher Certificate categories)**

*Ask if Educat=8*

*If the highest level of education the respondent has attained is higher education certificate/diploma*

**<Name> Please specify level achieved.**

1. National Certificate (NCEA/DIT/IOT)
2. Cadetship (army, air corps or naval service)
3. HETAC/DIT Higher Certificate at NFQ level 6
4. Equivalent qualification at NFQ level 6

➤ **Diploma (Diploma categories)**

*Ask if Educat=9*

*If the highest level of education the respondent has attained is Diploma/ Bachelor Degree (DIT)*

**<Name> Please specify level achieved.**

1. National Diploma (HETAC/NCEA e.g. 3 year diploma)
2. Bachelor Degree (DIT)
3. Equivalent qualification at NFQ level 7

➤ **High\_Age (Age when attained highest education level)**

Ask if Educat in 2,3,4,5,6,7,8,9,10,11,12 or 13

If the respondent has attained a specified level of education

**<Name> What age were you when you attained your highest level of education or training?**

Enter a numeric value between 10 and 74.

➤ **Left\_Ed (Age when left full time education)**

Ask if Educat in 2,3,4,5,6,7,8,9,10,11,12 or 13

If the respondent has attained a specified level of education

**<Name> at what age did you complete full-time education i.e. the period of education that started in early childhood?**

**❗ If this person has never left full time education please insert a numeric value of 1.**

Enter a numeric value between 1 and 65.

**Note:** Initial education is that in which the person participated on a continuous basis since beginning their education. The key issue is participation on a continuous basis without a break to, for example, begin work, take care of children etc., apart from semester or summer breaks that are a normal part of the educational programme. The year at which initial education is completed need not be the same as the year at which the highest level of education was attained.

A person may return to education after a break of several years in order to gain additional qualifications. The participation need not have been full-time. For example, a person may participate in Third Level on a part-time basis (or by correspondence course) while working for pay, or engaging in home duties. As an exception, someone taking a year off between the completion of second level and beginning third level education could be considered to have completed initial education at the end of third level, unless they were 'at work' for the year. This approach would seem to best meet the requirements of a variable for use in studying school to work transitions.

*It is very important for routing of subsequent questions that if the respondent has never left full time education, the interviewer should insert a numeric value of 1*

➤ **Current\_Ed (Current education status)**



*Ask if Educat=1, 2 or Ask if Calc>15 and Left\_Ed >4 or*

*Ask if Calc>15 and Left\_Ed = Don't know or Refused*

*If the respondent has never attained a recognised level of education.*

*If the respondent is aged 16 or over and has (at least once) left full time education.*

*If the respondent is aged 16 or over and gave an answer of 'Don't know' or 'Refused' to the question as to his age when he/she first left full time education.*

**<Name> Are you currently participating in any education or training course? Included here are all mainstream education courses, state training schemes such as FAS courses. Further Education and Training courses coordinated by SOLAS, special education and sheltered workshops, please DO NOT INCLUDE sport/recreation training and self-development courses that are not part of a recognised programme of education.**

1. Yes

2. No

➤ **Edlevel (Education level currently received)**

*Ask if Current\_Ed=1 or Ask if Left\_Ed=1*

*If the respondent is currently receiving education*

*If the respondent has never left full time education*

**<Name> Which of the following best describes the level of education or training that you are receiving?**

**❗ If <Name> is in a school that caters specifically for students that have special education needs or is in a sheltered workshop, or if you have difficulty coding the education or training course then please key 13.**

1. No formal education or training
2. Pre-primary education/Primary education (or FETAC Certificate at NFQ level 1 or 2)
3. Secondary 1(Junior/Inter/Group Certificate, NCVA Foundation Certificate, FAS Introductory Skills Certificate or FETAC Certificate at NFQ level 3, O-levels)
4. Transition Year Programme
5. Secondary 2(Leaving Certificate)
6. Technical or Vocational (e.g. Secretarial courses, Certificate in Hotel Operations,

PLCs, FAS National Skills/Specific Skills Certificate or FETAC Certificate at NFQ level 4 & 5, A-Levels)

7. Advanced Certificate (Completed apprenticeships, Teagasc Farming or Horticultural Certificate, National Craft Certificate or FETAC Advanced Certificate at NFQ level 6)
8. Higher Certificate (e.g. National Certificate (NCEA/DIT/IOT), Cadetship (army, air corps or naval service), or HETAC/DIT Higher Certificate at NFQ level 6)
9. Diploma (e.g. National Diploma (HETAC/NCEA), Bachelor Degree (DIT), Diploma in Police Studies, 3 year Diploma)
10. Ordinary Bachelor Degree at NFQ level 7
11. Honours Bachelor Degree, Graduate Diploma (or Higher Diploma at NFQ level 8)
12. Professional (Honours Bachelor Degree equivalent or higher)
13. Post-Graduate (e.g. Post Graduate Diploma or Master Degree at NFQ level 9)
14. Doctorate or higher (e.g. Doctoral Degree/higher Doctorate at NFQ level 10)
15. Special School
16. State sponsored training (e.g. FAS course or equivalent)
17. Sheltered workshop
18. Other

**Note:** If you are unsure how to code the level of education or training that <Name> is receiving, please key 18. Other and describe the level in **Edlevel\_Cm**.

➤ **Edlevel\_Cm (Education level comment box)**

*Ask if Edlevel = 13*

*If the respondent classified the level of education he is receiving as 'OTHER'*

**<Name> Please describe the education/training that you are receiving.**

Enter a text of at most 40 characters.

➤ **Lowrsec (Lower secondary education categories)**

*Ask if Edlevel = 3*

*If the respondent is currently in Secondary 1*

**<Name> Please specify level you are receiving**

1. Junior Certificate
2. Intermediate Certificate
3. Group Certificate
4. FAS Introductory Skills Certificate
5. NCVA Foundation Certificate
6. FETAC Certificate at NFQ level 3

7. Equivalent qualification at NFQ level 3 (O-levels etc)

➤ **Upprsec (Upper secondary education categories)**

*Ask if Edlevel =5*

*If the respondent is in Secondary 2*

**<Name> Please specify level you are receiving.**

1. Leaving Certificate (Traditional)
2. Leaving Certificate Vocational Programme (LCVP)
3. Leaving Certificate Applied (LCA)
4. Equivalent qualification at NFQ level 4/5

➤ **Tecnvoc (Technical/Vocational categories)**

*Ask if Edlevel =6*

*If the respondent is in technical or vocational education/training*

**<Name> Please specify the level you are receiving.**

1. Secretarial
2. Certificate in Hotel Operations
3. PLC (Post Leaving Certificate Course)
4. FAS National Skills Certificate
5. FAS Specific Skills Certificate
6. New FETAC level Certificate at NFQ level 4
7. New FETAC level Certificate at NFQ level 5
8. Equivalent qualification at NFQ level 4/5 (A-levels etc)

➤ **AdvCer2 (Advanced Certificate categories)**

*Ask if Educat=7*

*If the respondent is in advanced certificate education*

**<Name> Please specify level achieved.**

1. Completed apprenticeships
2. Teagasc farming or horticulture Certificate/Diploma
3. National Craft Certificate

4. FETAC advanced Certificate at NFQ level 6
5. Equivalent qualification at NFQ level 6

➤ **HigCer2(Higher education categories)**

*Ask if Edlevel=8*

*If the respondent is in Higher Education (certificate/diploma)*

**<Name> Please specify the level you are receiving.**

1. National Certificate (NCEA/DIT/IOT)
2. Cadetship (army, air corps or naval service)
3. HETAC/DIT Higher Certificate at NFQ level 6
4. Equivalent qualification at NFQ level 6

➤ **Diploma2 (Diploma categories)**

*Ask if Educat=9*

*If the level of education the respondent is receiving is Diploma/Ordinary Bachelor Degree*

**<Name> Please specify level achieved.**

1. National Diploma (HETAC/NCEA e.g. 3 year diploma)
2. Bachelor Degree (DIT)
3. Equivalent qualification at NFQ level 7

➤ **School\_Bus (If respondent uses a school bus)**

*Ask if Edlevel =2,3,4 or 5 and Calc<20*

*If the respondent is in primary or secondary education and is under 20 years*

**<Name> Do you use a school bus for transport to and from school?**

1. Yes
2. No



**Note:** Students who live excessive distances from primary or 2nd level schools are provided with school bus transport. This service is common only in country areas, but it also arises in city areas in special circumstances. This service is free (means tested) or a subsidised fee is charged each term.

➤ **Schbus\_Pay (Does household member pay for school bus)**

*Ask if School\_Bus =1*

*If the respondent uses a school bus for transport to and from school*

**<Name> Do you have to pay for this transport or is it provided free (state school bus)?**

1. Has to pay
2. Provided free

➤ **Ed\_Grant (Type of education grant received (if any))**

*Ask if Calc>15 and Calc<66*

*If the respondent is over 16 years and under 66*

**<Name> Have you received any of the following grants/ education (training) allowances in the last 12 months?**

**❗ If the respondent didn't receive any grants/allowances in the last 12 months please key 8.**

**Multiple answers are allowed.**

1. An Education Scholarship
2. Reimbursement or part reimbursement of course fees from an employer
3. Third level maintenance grant scheme (e.g. VEC, Higher Education Grant)
4. Paid sheltered workshop work
5. FAS or equivalent course allowance
6. Other grants or allowances received for education or training
7. Social welfare scheme (e.g. Back to Education allowance)
8. Received no grant/allowances in the last 12 months

Enter at most 7 values.

**Note:** The total annual value of the educational grant(s), scholarship(s) or allowance(s) which the household member received from either public (i.e. Department of Education and Local Authorities) or private (i.e. University or school) sources, over the last 12 months should be recorded. Note that this total value should include both the amounts received directly in cash and those received in kind (e.g. where registration fees are paid directly to the educational institution without the student or parents first receiving the

money; also the value of any free books supplied should be included). For example, if the scholarship consisted of €300 in cash plus registration fees which amount to €700 the total value entered by the Interviewer would be €1,000.

Included here is Back to Education Allowance (value 7). There is also a question on Back to Education allowance in the Social welfare part of the questionnaire. Edit checks on interviewed households ensure that if a value is collected for Back to Education Allowance in both parts of the questionnaire, it isn't included twice in the final data set.

➤ **Grant\_Value (Annual value of education grant(s))**

*Ask if Ed\_Grant in 1, 2, 3, 4, 5, 6, 7*

*If the respondent received an education grant or training allowance in the last 12 months*

**<Name> What was the TOTAL amount that you received in education/training grants/allowances over the last 12 months?**

Enter a numeric value between 0.00 and 999999.99.

**Note:** This is the total value of these grants over the last 12 months, if the respondent received 2 maintenance grants worth €3000 each then the total value received in the last 12 months was €6000.

## 16. Employment Details

### ➤ Paidwork (If respondent worked for payment or profit in the last week)

*Ask if Calc>=15*

*If the respondent is aged 16 or over*

**<Name> In the past week, did you do any work for payment or profit, even if it was for one hour?**

1. Yes
2. No

**Note:** It is important that the threshold of one hour is stressed. – Some people work from time to time for small durations. If the person did such work in the week prior to the interview week, then the answer should be Yes. The fact that it was a “minor” job will be picked up later when subsequent questions are asked.

Also, working for payment or profit in this context means ANY work for pay or profit done in the reference week. Even for those still at school, a Saturday/Sunday paper round or baby-sitting for pay/profit should be included if it lasted longer than one hour in the reference week.

Working for Payment or Profit refers to work which is considered to be of a gainful nature, i.e. working in a job in which payment is received – either in cash or in kind – or from which profit is made. However, a person that performed a task for himself/herself, in the sense that he/she receives the end product should not be recorded as working or having a job. Thus, knitting or dressmaking only for oneself or one’s own family or as a gift should not be regarded as work for the purpose of this question. Similarly, painting one’s own home should not be recorded as work.

Self-employed people are regarded as working if they work in their own business, farm or practice for the purpose of making a profit – even if the enterprise is not making a profit or has just been established.

➤ **Wrk\_Stus (Self perceived activity status)**

*Ask if Calc>15*

*If the respondent is aged 16 or over*

**<Name>How would you define your current economic status?**

1. Working (including unpaid work in a family business or currently not at work due to maternity, parental, sick leave or holidays)
2. Out of work (i.e. unemployed or not yet at work)
3. Other (e.g. in education, retired, disabled or engaged in home duties)

**Note:** This is a self-perception question, i.e. the person classifies himself/herself according to how he/she sees his/her situation. Therefore **Paidwork** could have been =1 but **Wrk\_stus** could be=2 or 3.

➤ **Wrk\_Time (Full-time or Part-time worker)**

*Ask if Wrk\_Stus=1*

*If the respondent classified himself/herself as working*

**<Name>Would you consider your work full-time or part-time?**

1. Full-time
2. Part-time

➤ **Wrk\_Type (If employee or self-employed)**

*Ask if Wrk\_Stus=1*

*If the respondent classified himself/herself as working*

**<Name> Are you?**

**❶ Interviewer: JobBridge – National Internship Scheme should be included under option 2 below.**

1. Working as an employee
2. On a community employment scheme
3. Assisting relative(s) (in unpaid capacity)
4. In an apprenticeship
5. Self-employed with employees
6. Self-employed without employees

➤ **Unem\_Prd (If period in last year without employee income)**

*Ask if Wrk\_Stus =1 and Wrk\_Type=1, 2, or 4*

*If the respondent classified himself/herself as working, and working as an employee, or on a community employment scheme, or in an apprenticeship*

**<Name> Was there any period in the last 12 months when you didn't receive a wage or salary payment**

**❶ If the respondent was on paid sick or holiday leave or if the respondent arranged to have salary paid during term time then key 2.**

1. Yes
2. No

**Note:** This question does not ask if the respondent was out of work at any time during the last year. It asks whether he/she didn't receive a wage or salary payment at any time in the last 12 months. The respondent may have been on sick leave for 6 months and received his/her wage payments during this absence. In such a case please key 2.

*Term-Time/Shorter working year (SWYS)*

If a respondent had taken term time/SWYS in the income reference period and arranged with his/her employer to have his/her salary paid pro rata over the 52 weeks of the year (i.e. salary payment amount adjusted to ensure salary payments during term time/SWYS), then you should key 2.

If the respondent didn't receive salary payments during term time/SWYS then Key 1

➤ **Unem\_PrS (Period out of work if self-employed)**

Ask if Wrk\_Type= 5 or 6    Asked of those self-employed with employees or self-employed without employees

**<Name> Was there any period in the last 12 months (excluding holidays) when you did not work?**

1. Yes
2. No

➤ **Unem\_Lgth (Length of time in income reference period when not in receipt of employment income)**

Ask if Unem\_PrS=1, or if Unem\_PrS=1

If the respondent had a period in the last 12 months where he/she was not in receipt of employee income, or if respondent is self-employed with employees or self-employed without employees and had a period in the last 12 months where he/she did not work.

**<Name> For how many weeks in the last year were you NOT in receipt of employment income?**

Enter a numeric value between 0 and 52.

➤ **Away\_Work (If currently away from work)**

Ask if Wrk\_Stus=1 and Paidwork=1

Ask if Paidwork= 2 and Wrk\_Type=3

If the respondent classified himself/herself as working AND worked for payment or profit in the last week, the respondent is asked whether he/she is presently away from work.

If the respondent is an unpaid family worker he/she is asked if he/she is presently away from work.

If the respondent didn't work for payment or profit in the last week but is self classified as 'working' and he/she is NOT an unpaid family worker, he/she is not asked whether he/she is currently away from work. We assume that the respondent IS away from work and the respondent is routed to Away\_Week i.e. the number of weeks away from work.

**<Name> Are you presently away from work for more than the last 5 working days?**

1. Yes
2. No

**Note:** The respondent may have worked for payment or profit for more than 1 hour in the reference week (e.g. a teacher on school holidays marking exam papers) and still consider himself/herself as away from work. The person may have worked in the last week but may not have received payment e.g. Assisting relative(s) (in unpaid capacity).

➤ **Away\_Week (Weeks away from work)**

*Ask if Away\_Work=1 or Ask if Paidwork=2 AND Wrk\_Type = 1,2,4,5 or 6*

*If the respondent is away from work at present*

*If the respondent didn't work for profit in the last week and classified himself/herself as Working as an employee or on a Community employment scheme or in an Apprenticeship or Self-employed with employees or Self-employed without employees*

**<Name> For how many weeks are you currently away from work?**

Enter a numeric value between 0 and 52.

➤ **Away\_Why (Reason for current work absence)**

*Ask if Away\_Week >0*

*If the respondent is away from work for 1 week or more*

**<Name> What is the reason for your absence?**

1. New job which had not started by the week of interview
2. Bad weather
3. On temporary lay-off
4. Slack work
5. Short-time work (including systematic week-on/week-off)
6. Job sharing
7. Education or training outside the place of work
8. Labour dispute
9. Own illness or injury
10. Maternity Leave
11. Holiday
12. Career Break
13. Other leave for personal or domestic reasons
14. Other reasons

**Note:** Someone who answers 1 (new job that had not started by that week) should have obtained the job by date of the interview. Otherwise, the person was not absent from the job in the week of interview.

Many on a community employment scheme will be on a week-on/week-off arrangement and thus will be coded 5.

Someone who answers 12 (career break) should have an arrangement to return to work for the previous employer after a specified time. The career break should be 3 months or more – otherwise code the person to 11 (holiday).

In some employment's, special paid leave is granted for domestic reasons (bereavement, sick child etc.). Code 13 (other leave for personal or domestic reasons) here. If a person takes leave out of annual leave entitlement, the correct response is 11 (holiday).

Code 8 (labour dispute) should only be used for somebody directly involved in the dispute. Otherwise, code 4 (slack work) or 5 (short-time work, including systematic short-time work) should be used, whichever is appropriate.



➤ **Away\_Pay (If in receipt of pay when away from work)**

*Ask if Away\_Work = 1 and Wrk\_Type in (1,2,4) and Away\_Week >0*

*If the respondent is either working as an employee, on a community employment scheme or is in an apprenticeship **and** the respondent is away from work for at least 1 week*

**<Name> What pay are you receiving from your employer during this absence?**

**❗ If the employee works reduced hours and is in receipt of his/her USUAL pay during the absence from work please Key 1.**

1. Full Pay
2. Part pay
3. No Pay

➤ **Return\_Wrk (If respondent will return to work)**

*Ask if Away\_Week >0 if Away\_Why=1 then Return\_Wrk is pre-filled with 2*

*If the respondent is away from work for at least a week*

**<Name>Do you expect to return to your job or business?**

1. Yes
2. No

➤ **Oow\_Type (Out of work type (category))**

*Ask if Wrk\_Stus=2*

*If the respondent is Out of Work*

**<Name> Are you?**

1. Unemployed but seeking work.
2. Unemployed but not seeking work
3. Unemployed because of illness, sickness, etc. but intending (not currently seeking) to seek work.
4. Not yet at work.

**Note:** If the respondent is out of work because of illness but he/she is currently seeking work code as 1. Unemployed but seeking work.

➤ **Notw\_Type (Not working type (category))**

*Ask if Wrk\_Stus=3*

*If the respondent classified his/her current economic status as Other (e.g. in education, retired, disabled or engaged in home duties)*

**<Name> Are you?**

1. Engaged in home duties
2. Retired or in early retirement
3. In full-time training, education, training course or unpaid work experience
4. Unable to work because of permanent illness or disability
5. Other

➤ **Wrk\_Lstyr (If worked in the last year (12 months))**

*Ask if Wrk\_Stus=3 and Calc <76 or Ask if Wrk\_stus=3 and Paidwork=1 and Calc>75*

*Ask if Oow\_Type= 1,2 or 3*

*If the respondent is under 76 and if the respondent classified his/her current economic status as Other (i.e. retired, disabled in education etc)*

*If the respondent is over 75 and if the respondent classified his/her current economic status as Other (i.e. retired, disabled in education etc) but the respondent said that he/she worked for payment or profit in the last week*

*If the respondent classified himself/herself as Unemployed but seeking work, Unemployed but not seeking work or Unemployed because of illness, sickness etc but intending (not currently seeking) to seek work.*

**<Name> Did you work at any time during the last 12 months?**

1. Yes

2. No

**Note:** This question is also asked of someone who has classified himself/herself as 'Unable to work because of permanent illness or disability'. The reason for this is that the onset of the illness may have been within the last 12 months. The respondent, even though he/she has a permanent illness or disability', may have partaken in occasional work and therefore have received some employment income in the income reference period.

➤ **Weeks\_Wrk (Weeks worked in last year)**

*Ask if Wrk\_Lstyr=1*

*If the respondent worked in the last year*

**<Name> For how many weeks did you work for payment in the last 12 months?**

Enter a numeric value between 1 and 52.

➤ **Ever\_Wrk (If ever worked)**

*Ask if Wrk\_Lstyr=2 or*

*If Wrk\_Stus=3 and Calc >75 and Paidwork=2*

*If the respondent didn't work in the last year*

*If the respondent is over 75 and if the respondent classified his/her current economic status as Other (i.e. retired, disabled, in education etc.) and the respondent didn't work for payment or profit in the last week*

**<Name> Apart for holiday or casual work, have you ever had a job?**

1. Yes
2. No

**Note:** Vacation jobs undertaken by students, from which they return to studies or to other non-work situation, and any other casual work undertaken from time to time are disregarded. Normally having ever worked refers to persons who worked on full or partial time basis for at least 6 months.

➤ **Unemp\_Yr (Year when last worked)**

*Ask if Ever\_Wrk=1*

*If the respondent has ever worked*

**<Name> In what year did you last work?**

Enter a numeric value between 1920 and 2008.

➤ **Unemp\_Mth (Month of year in which respondent last worked)**

*Ask if Ever\_Wrk=1 and Unemp\_Yr >1999*

*If the respondent worked and the year in which he/she last worked was after 1999*

**<Name> And what month was that?**

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September
10. October
11. November
12. December

➤ **Past\_Wrk (If past work was employee or self employed)**

*Ask if Wrk\_Lstyr=1 or if Ever\_Wrk=1*

*If the respondent worked in the last year or if he/she ever worked*

**<Name> When you last worked were you?**

1. Working as an employee
2. On a community employment scheme
3. Assisting relative(s) (in an unpaid capacity)
4. In an apprenticeship
5. Self-employed with employees
6. Self-employed without employees

➤ **Lkanjob (If looking for a job)**

Ask if Oow\_Type=4 or

Ask if Notw\_Type=1,2,3 or 5 and Age<75 or

Ask if Return\_Wrk=2

If Away-Why=1 then pre-filled with 2

If the respondent is not yet at work

If the respondent is under 75 and is engaged in home duties or retired or in full time education or 'other reason' for not working

If the respondent has classified himself/herself as working is currently away from work for more than the last 5 working days and does not expect to return to work

**<Name> Are you looking for work / a change of work/ job after you finish your education?**

1. Yes

2. No

**Note:** Students who are not working are routed to this question. In many cases students will not be 'currently looking' for a job. This means that **Lkanjob** will be coded 2. In other cases students may be looking for a full time job (e.g. they are in the final week(s) of their studies, or they are in education because they are waiting for a specific job to come up). A Household member who has classified himself/herself as working but is currently away from work **and** does not expect to return to his/her job is also routed to this question and should be asked '**Are you looking for a change in work?**'

➤ **Job\_Type (If looking for full-time or part-time work)**

Ask if Lkanjob =1 or Ask if Oow\_Type=1

If the respondent is looking for a job or If the respondent classified himself/herself as 'unemployed but seeking work'

**<Name> Are you looking for full-time or part-time work?**

1. Full-time

2. Part-time

### **Job Search Methods**

The following sequence of questions relates to job-search methods.

#### **➤ Job\_FAS (FÁS Job search method)**

*Ask if Lkanjob=1 or Ask if Oow\_Type=1*

*If the respondent is looking for work/another job*

*If the respondent classified himself/herself as 'unemployed but seeking work'*

**<Name> Job search methods**

***I am now going to ask a series of questions about job search methods. I would like you to answer Yes or No to whether you used the particular method I mention during the last 4 weeks.***

***Did you contact a FÁS or the Department of Social Protection (Intreo centre) to look for work?***

1. Yes

2. No

#### **➤ Empl\_Agency (Private employment agency Job search method)**

*Ask if Lkanjob=1 or Ask if Oow\_Type=1*

*If the respondent is looking for work/another job*

*If the respondent classified himself/herself as 'unemployed but seeking work'*

**<Name> Did you contact a private employment agency?**

1. Yes

2. No

➤ **Aply\_Drct (Apply directly for job Job search method)**

*Ask if Lkanjob=1or Ask if Oow\_Type=1*

*If the respondent is looking for work/another job*

*If the respondent classified himself/herself as 'unemployed but seeking work'*

**<Name> Did you apply directly to employers?**

1. Yes

2. No

➤ **Ask\_Rely (Ask a relative Job search method)**

*Ask if Lkanjob=1or Ask if Oow\_Type=1*

*If the respondent is looking for work/another job*

*If the respondent classified himself/herself as 'unemployed but seeking work'*

**<Name> Did you ask friends, relatives etc.?**

1. Yes

2. No

➤ **Insert\_Ad (Insert an advertisement Job search method)**

*Ask if Lkanjob=1or Ask if Oow\_Type=1*

*If the respondent is looking for work/another job*

*If the respondent classified himself/herself as 'unemployed but seeking work'*

**<Name> Did you insert, answer or study ads in newspapers, journals or the internet?**

1. Yes

2. No



➤ **Take\_Test (Take a test Job search method)**

*Ask if Lkanjob=1 or Ask if Oow\_Type=1*

*If the respondent is looking for work/another job*

*If the respondent classified himself/herself as 'unemployed but seeking work'*

**<Name> Did you take a test, interview or examination?**

1. Yes

2. No

➤ **Look\_Prem (Looking for a premises to set up a business)**

*Ask if Lkanjob=1 or Ask if Oow\_Type=1*

*If the respondent is looking for work/another job*

*If the respondent classified himself/herself as 'unemployed but seeking work'*

**<Name> Did you look for land, premises or equipment or look for permits, licenses or financial resources to set up a business?**

1. Yes

2. No

➤ **Wait\_Reslt (Wait for results (of a job application))**

*Ask if Lkanjob=1 or Ask if Oow\_Type=1*

*If the respondent is looking for work/another job*

*If the respondent classified himself/herself as 'unemployed but seeking work'*

**<Name> Are you awaiting the results of an application for a job, waiting for a call from a Employment Services Office/Intreo Office (Department of Social Protection) or awaiting the results of a competition for recruitment to the public sector?**

1. Yes

2. No

➤ **Other\_Mthd (Other (job search) methods)**

*Ask if Lkanjob=1 or Ask if Oow\_Type=1*

*If the respondent is looking for work/another job*

*If the respondent classified himself/herself as 'unemployed but seeking work'*

**<Name> Any other method used?**

1. Yes
2. No

➤ **Avail\_Wrk (If respondent is available for work)**

*Ask if Lkanjob=1 or Ask if Oow\_Type=1*

*If the respondent is looking for work/another job*

*If the respondent classified himself/herself as 'unemployed but seeking work'*

**<Name> Are you available for work immediately (i.e. within two weeks)?**

1. Yes
2. No

➤ **Why\_Na (Why Not Available (for work within the next 2 weeks))**

*Ask if Avail\_Wrk =2*

*If the respondent is not available for work immediately*

**<Name> May I ask why you are not available?**

1. Must complete education
2. Personal/domestic needs or responsibilities
3. Own illness or incapacity
4. Other reason

➤ **Not\_s\_Work (Why respondent is not seeking work)**

*Ask if Lkanjob=2 or Ask if Oow\_Type=2*

*If the respondent is not seeking work*

*If the respondent classified himself/herself as 'Unemployed but not seeking work'*

**<Name> Which of the following reasons best describe why you are not seeking work? Because:**

1. you have already found a job, which will start later within a period of at most 3 months
2. you have already found a job, which will start in more than 3 months time
3. of illness or disability
4. of personal or family responsibilities
5. of education or training
6. of retirement.
7. of compulsory community service
8. of the belief that there is no work available
9. of other reason

**Note:** This question is asked of a respondent self-classified as being in education who is not looking for a job The reason that best describes why such a respondent is not seeking work might be value 8 above 'because of the belief that there is no work available' and not necessarily value 5 'because of education'.

➤ **Change\_Mth (Month in which there was a change in activity status)**

*Ask if Wrk\_Lstyr=2 or Wrk\_Type=3 or Unem\_PrS=2 or Unemp\_Prd=2 or Oow\_Type=4*

*If the respondent is currently not working and didn't work in the last year*

*If the respondent is an unpaid family worker or didn't have an unpaid period in the last 12 months or If the respondent is 'Not yet at work'*

**<Name> Was there any month during the last 12 months when there was a change in your principal activity status?**

**📄 Interviewer: Please give the respondent a relevant example of a 'change in principal activity status'. See instructions for examples.**

1. Yes

2. No

**Note:** It is very important that you know what constitutes a 'change in principal activity status' and that you are able to give the respondent a relevant example e.g. if the respondent is a 19 year old employee, he/she may have left school in the last 12 months. In this case the Interviewer should be able to use 'in education' as an example of a change in activity.

If the respondent is a working mother then she may have taken parental leave in the income reference period and this would be a good example to use.

➤ **Mth\_StusQ (If there was a change in activity status in the last 12 months the interviewer keys in the current month)**

*Ask if Unem\_Prd=1 or Unem\_PrS=1 or Wrk\_Lstyr=1 or Change\_Mth=1*

*If a working respondent had a period in the last 12 months when he/she was not in receipt of employment income*

*If the respondent is currently not working and worked in the last year*

*If the respondent answered yes to the question as to whether there was a month where there was a change in activity in the last year.*

**<Name> The next questions relate to your activity status for each of the last 12 months, i.e. whether you worked, were unemployed etc.**



**Please key the current month.**

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September
10. October
11. November
12. December

**Note:** In the data models that preceded the Q34 2006 data model, the variables **CurrYear [1]** etc. read into the system date of the laptop. For example if an interview was carried out in January and **Change\_Mth=1** then the respondent was asked questions re. his/her activity for each of the 12 months prior to the interview month e.g.

**<Name> In December last year were you?**

1. Employee (full-time)
2. Employee (part-time)

This worked well except if an interviewer opened up the same interview in a month after the interview month. If this happened the value keyed at data collection for the last month(s) of the income reference period was deleted. By specifying the month of the interview date the values of **CurrYear [1]** etc are now anchored to the value keyed for **Mth\_StusQ**.

➤ **CurrYear[1] CurrYear[2],PrevYear [1] (Activity status for each of the last 12 months)**

Ask if Unem\_Prd=1 or Unem\_Prs=1 or Wrk\_Lstyr=1 or Current\_Mth=1

**<Name> In <Month> this year were you:**

1. Employee (full-time)
2. Employee (part-time)
3. Self-employed (full-time)
4. Self-employed (part-time)
5. Unemployed
6. Retired/Early retirement
7. Disabled or/and unfit to work
8. Student
9. Home duties
10. Other (e.g. home duties)

**Note:** If a respondent spent equal time on more than 1 type of activity in the same month, priority should be given to economic activity e.g. if a person worked for 2 weeks and was on home duties for 2 weeks then the person should be defined as working.

## 17. Industry & Occupation Details

### ➤ Chnge\_job (Did respondent change job)

*Ask if Paidwork=1*

*Ask if Wrk\_Stus=1*

*If the respondent worked for payment or profit in the last week*

*If the respondent classified himself as working*

**<Name> Have you changed your main job in the last 12 months?**

** Please see special instructions related to longitudinal respondents**

1. Yes

2. No

**Note:** Please be aware of the following special cases:

#### Promotions

If someone receives a promotion within their employment this should be considered a new job and the subsequent employment questions should be asked with reference to the new post. This is because the terms and conditions of the new post could be different to the previous post.

#### New job to start in the future

If someone has lined up a new job to start in the future but has not yet taken it up, this should not be considered a changed job. A 'changed job' should only be recorded if the respondent has commenced working in the new job by the reference week.

➤ **Chnge\_Rsn (Reason for changing job)**

Ask if Chnge\_Job=1

If the respondent changed jobs

**<Name> What was the main reason you left your previous job?**

1. To take up or seek a better job
2. End of a temporary contract
3. Obligated to stop by employer (e.g. business closure, redundancy etc.)
4. Sale or closure of own/family business
5. Marriage
6. Childbirth/need to look after children
7. To look after person requiring care because of infirmity/disability
8. Partner's job required us to move to another area
9. Study
10. Own illness or disability
11. Wanted to retire or live off private means
12. Other reason

**Note:** Obligated to stop by employer in **Chnge\_Rsn** covers a number of situations, such as dismissed or made redundant, closures of the employer's business, or early retirement.

➤ **Job\_Yrs (How many years in current employment)**

Ask if Chnge\_job=2

If the respondent did not change jobs

**<Name> How many years are you in your current employment?**

❶ **If the respondent is less than 1 year in his/ her current employment please key 0.**

❶ **If the respondent works in more than 1 job, then this question relates to the respondent's principal job.**

Enter a numeric value between 0 and 80.



➤ **Industry**

Ask if *Paidwork=1* or *Wrk\_Stus=1* or *Ever\_Wrk=1* or *Wrk\_Lstyr=1*

If the respondent is considered to be in employment in the given week, or has ever been in employment.

**<Name> What is (was) the main activity of the business/organisation (at your place of work)?**

**(What does (did) the business mainly make or do?)**

**Please enter a full description.**

Enter a text of at most 60 characters.

**Note:** If the respondent has classified himself as retired (or otherwise non working) and he/she has worked for payment or profit in the week prior to the SILC interview date, then this question relates to the Industry in which he/she worked in the week prior to the SILC interview and not the Industry from which he retired (if the Industry is different).

The text entered here should be an ACTIVITY, (such as health-care, leisure, motor trade, selling, manufacturing, distribution) not a title, name or a vague heading .

Also, the Ask condition for this question is different than the QNHS equivalent question because the industry of all respondents that have been in employment is asked {there is no cut off year (1984 in the case of the QNHS)}. This is because SILC examines the different living conditions of retired professionals versus non-professionals.

➤ **Ind2 (Coding respondent's Industry)**

**❗ Press the backspace key to code the Industry.**

**❗ You must enter a complete description of the respondent's industry.**

Enter a text of at most 60 characters.

➤ **Occup (Occupation)**

Ask if Paidwork=1 or Wrk\_Stus=1 or Ever\_Wrk=1 or Wrk\_Lstyr=1

If the respondent is considered to be in employment in the given week, or has ever been in employment

**<Name> What is (was) your occupation in this job?  
(What do (did) you mainly do in the business/organisation?)  
Please enter as full a description as possible.  
Occupation.**

Enter a text of at most 60 characters.

**Note:** Once a complete description of the respondent's occupation has been entered, press ENTER to proceed to the next field and hit the ◀ Backspace button OR the space bar.

➤ **Occ2(Coding occupation)**

The screenshot shows the Blaise Data Entry software interface. The title bar reads "Blaise Data Entry - c:\QNHS\0306\QNHS0306". The menu bar includes "Forms", "Answer", "Navigate", and "Help". Below the menu bar is a toolbar with various icons. The main window contains the following text:

❗ Press the Backspace key to code this Occupation

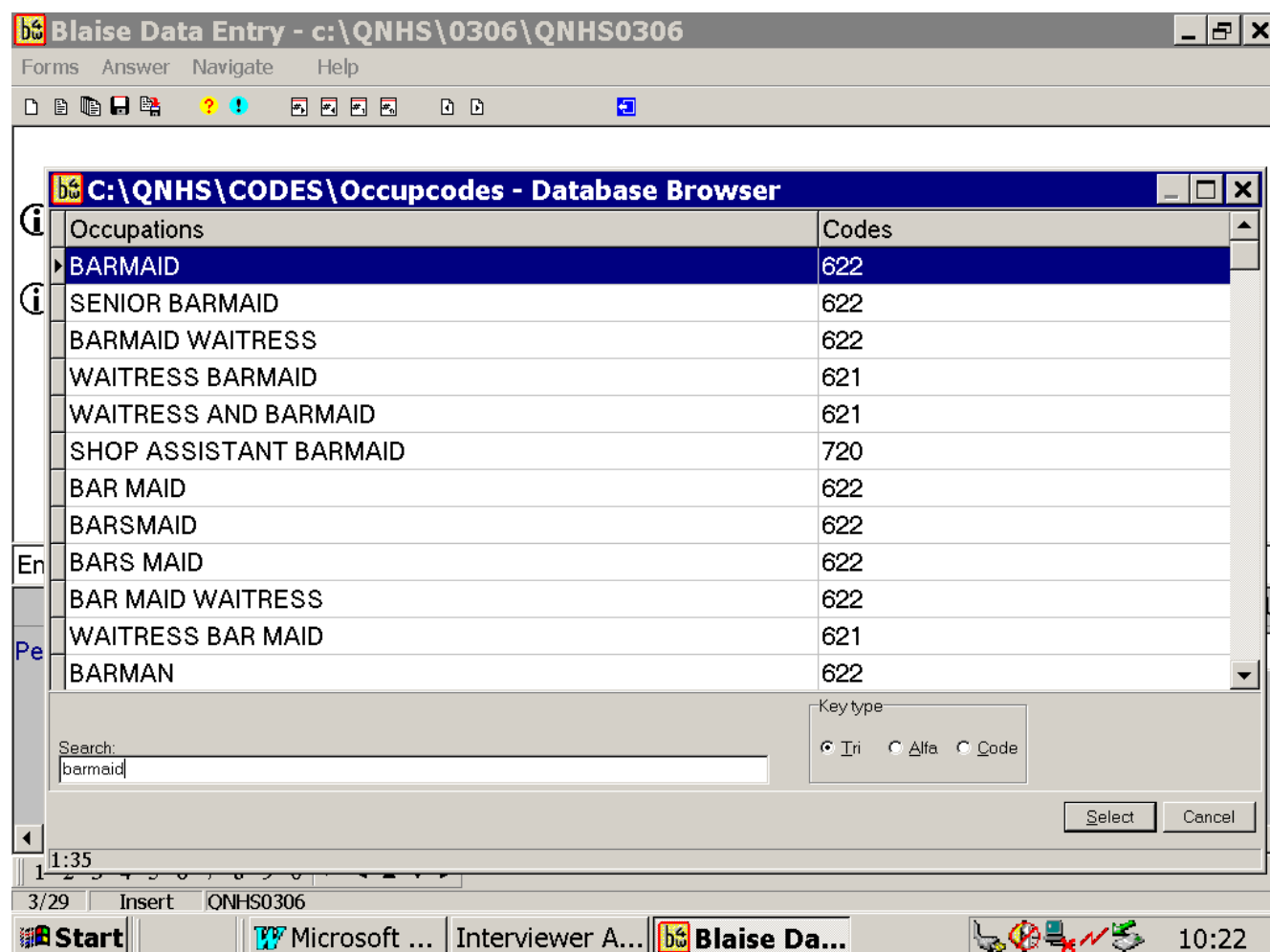
❗ You must enter a complete description of the respondent's occupation

Enter a text of at most 60 characters

	EVERWORK	WORLQ	YEARLEFT	MONLEFT	OCCUP	Occ2	INDU
Person[1]					barmaid		

At the bottom of the window, there is a status bar showing "3/29", "Navigate", "QNHS0306", and a taskbar with the Start button, "Microsoft ...", "Interviewer A...", "Blaise Da...", and a clock showing "10:20".

This automatically searches the Occupation look-up file for the same occupation and brings up a list of all the occupations that are similar to the one entered.



**Note:** On the right-hand side of the screen there is a code associated with each occupation. The interviewer then selects the occupation (using the ARROW KEYS and ENTER), that most accurately resembles the one entered and the corresponding code is entered in the next field on the questionnaire (OCC2). If necessary the respondent can be shown the list of occupations on the screen to select the most appropriate option.

Note: The more complete the text description entered the easier it is to code.

Note: The INDUSTRY questions are coded using the same mechanism as the OCCUP question above.

➤ **Locunit (Number of people who work(ed) at place of employment)**

Ask if Paidwork=1 or Wrk\_Stus=1 or Ever\_Wrk=1 or Wrk\_Lstyr=1

If the respondent is considered to be in employment in the given week, or has ever been in employment.

**How many people work(ed) at your place of employment?**

**❗ If the respondent works in more than 1 job, then this question relates to the respondent's principal job.**

1. 1	6. 6	11. 11-19
2. 2	7. 7	12. 20-49
3. 3	8. 8	13. 50 people or more
4. 4	9. 9	14. Do not know but less than 11 people
5. 5	10. 10	15. Do not know but more than 10 people

**Note:** The respondent is included in the number. The values for this variable are different from the QNHS values. Respondents that have given their present or past work positions as self-employed without employees are routed away from this question.

➤ **Wrk\_Ctract (Type of work contract)**

Ask if Past\_Wrk=1,2,3,4 or Ask if Wrk\_Type=1,2,3,4

If the respondent is currently working and is not self employed or if the respondent worked in the past but was not self employed

**Could you please tell me what is (was) the type of your work contract?**

**❗ If farmer, this question relates to his/ her employee position held.**

1. Permanent job/ contract of unlimited duration
2. Temporary job/ work contact of limited duration
3. Occasional work without a contract
4. Other working arrangement

**Note:** Temporary contract refers to a temporary job situation. According to the LFS, a contract may be regarded as temporary *“if it is understood by both employer and the employee that the termination of the job is determined by objective conditions such as reaching a certain date, completion of an assignment or return of another employee*

*who has been temporarily replaced. In the case of a work contract of limited duration the conditions of its termination are generally mentioned in the contract”*. To be included in this group are: persons with a seasonal job, persons engaged by an employment agency and hired out to a third party, unless they have a contract of unlimited duration with the agency concerned, persons with a specific training contract for a probationary period. This applies if a contract finishes automatically at the end of a probationary period, necessitating a new contract if the person continues to be employed by the same employer.

Work with no contract covers all cases when there is no formal, written contract, even if the work involved is not casual but regular or even long-term.

Some other working arrangement can cover various miscellaneous situations, such as ‘outworkers’ who may work for several ‘employers’ under differing work arrangements, and may indeed be on the borderline between employment and self employment.

➤ **Wrk\_Svise (If supervisory position)**

Ask if Past\_Wrk=1,2,3,4 or Ask if Wrk\_Type=1,2,3,4

*If the respondent is currently working and is not self employed or if the respondent worked in the past but was not self employed*

**<Name> Do (Did) you supervise or manage any personnel in your job?**

- 1. Yes
- 2. No

➤ **Wrk\_Promote (if has(had) say in promotion of staff)**

*Ask if Wrk\_Svise=1*

*If the respondent is supervises(ed) or manages(ed) personnel in his/her job.*

**<Name> Do (Did) you have any say on the pay or promotion of the people you supervise or manage?**

1. Yes

2. No

➤ **Low\_Hrs (Does number of hours worked in all employment exceed 30 hours per week)**

*Ask if Paidwork=1 or Ask if Wrk\_Stus=1*

*If the respondent worked for payment or profit in the last week or if the respondent classifies himself/herself as working*

**<Name> Does the total number of hours you work per week (in all employment) exceed 30 hours?**

**❗ Respondents who classified themselves as not working are asked this question if they worked for payment or profit in the past week.**

1. Yes

2. No

➤ **Resn\_Lowhr (Reason for working less than 30 hours per week)**

Ask if Low\_Hrs=2

If the respondent works for less than 30 hours per week

**<Name> What is your main reason for working less than 30 hours per week?**

1. Undergoing education or training
2. Personal illness or disability
3. Want to work more hours, but cannot find a full-time job or work more hours in this job
4. Do not want to work more hours
5. Number of hours in all jobs are considered as full time job
6. Housework
7. Looking after children or other persons
8. Other reasons

**Note:** If there are two reasons for working less than 30 hours per week and it is not clear which is the main reason then the list should be treated in order of priority, with code 1 having the highest priority and code 8 having the lowest priority.

➤ **First\_Job (Age when started first job)**

Ask if Wrk\_ctract =1,2,3,4 AND Left\_Ed >4

Ask if Wrk\_ctract =1,2,3,4 AND Left\_Ed ='Refused'

Ask if Wrk\_ctract =1,2,3,4 AND Left\_Ed ='Don't Know'

Ask if Wrk\_ctract =1,2,3,4 AND Educat =1,2

Ask if Past\_Wrk =5,6 AND Left\_Ed >4

Ask if Past\_Wrk =5,6 AND Left\_Ed ='Refused'

Ask if Past\_Wrk =5,6 AND Left\_Ed ='Don't Know'

Ask if Past\_Wrk =5,6 AND Educat =1,2

Ask if Wrk\_Type =5,6 AND Left\_Ed >4

Ask if Wrk\_Type =5,6 AND Left\_Ed ='Refused'

Ask if Wrk\_Type =5,6 AND Left\_Ed ='Don't Know'

Ask if Wrk\_Type =5,6 AND Educat=1,2

Ask if Wrk\_Stus =1 AND Left\_Ed >4

If the respondent is working AND has left full time education (i.e. an age given (or 'Don't know' or 'refused') for when first left full-time education)

If the respondent is working AND has no formal education

If the respondent is not working but worked in the past AND has left full time education (i.e. an age given (or 'Don't know' or 'refused') for when first left full-time education)

If the respondent is not working but worked in the past AND has no formal education

**<Name> At what age did you start your first regular job or business? (after you first left full time education)**

**<Name> is <Calc> and first left full time education at <left\_ed>, therefore the value keyed must be greater than <left\_ed>**

Enter a numeric value between 8 and 65.

**Note:** Part-time or holiday jobs that the person may have engaged in while in school or university are not included. (Calc = Present age of respondent) The routing of this question is such that respondents that have never left full time education are not asked this question.



➤ **Yrs\_Wrk (Years spent at work)**

*Same filter as First\_Job (see last page)*

**<Name> Since you started your first regular job or business, how many years have you spent at work either as an employee or self employed?**

**<Name is <Calc> and first left full time education when he/she was <Left\_Ed> therefore the keyed value must at least be <Left\_Ed>**

Enter a numeric value between 0 and 65.

**Note.** When the respondent had a job but was absent because of illness, maternity leave a slack work period etc, this is to be included in **Yrs\_Wrk**

➤ **Yrs\_Unemp (Years spent unemployed since first started in work or business)**

*Same filter as First\_Job (see last page)*

**<Name> Since you first started your first job or business, how many years have you spent unemployed?**

Enter a numeric value between 0 and 65.

➤ **Yrs\_Other (Years spent at other activities since first started in work or business)**

*Same filter as First\_Job (see last page)*

**<Name> Since you started your first regular job or business, how many years have you spent at other activities (e.g. home duties, retired, career break, unable to work due to illness etc.)?**

Enter a numeric value between 0 and 75.

## 18. Farm Questionnaire

### ➤ Farm\_Own (If owns, rents or used a farm/market garden)

Ask if Calc>15

If the respondent is 16 years or over

**<Name> Have you owned, rented or had the use of a farm or a market garden at any time during the last 12 months?**

**❶ If the farm is jointly owned, please see instructions in electronic help manual. If the farmer let out all his/her land please key 1**

1. Yes

2. No

**Note:** If a farm is jointly farmed by 2 or more household members please key 1 for **Farm\_Own** in the personal questionnaire of **one** of the farmers.

Please write a comment in the comment box that the farm is jointly owned by the husband and wife and once the SILC processing section has made an estimate of the farm income then the estimated income can be adjusted to reflect a farm employment income value for each respondent. If there is more than 1 farmer in a household and the farms are independently farmed then **Farm\_Own=1** in the case of each individual farmer.

### ➤ Acres\_Own (Acres owned)

Ask if Farm\_Own=1

If the respondent owns rents or let land in the last 12 months.

**<Name> How many acres of land did you own in 2013?**

Enter a numeric value between 0 and 9999.

**Note:** The farmer is asked for Acres of land owned not hectares. The value should be in 'Statute Acres'. In a very small minority of cases the respondent may be able to provide information only in terms of Irish or Cunningham acres. If this happens then the Cunningham acre amount should be divided by 1.2913 to give the statute acre amount. Most Department of Agriculture related forms that farmers fill in now ask for values in

hectare amounts. Teagasc (The Agriculture and Food Development Authority) believe that farmers are more likely to express land areas in statute acres. If a farmer gives a value in hectares, divide this amount by .4047 to calculate the equivalent acre value.

➤ **Land\_Let ( If farmer let out land)**

Ask if *Farm\_Own* =1

If the respondent owns rents or let land in the last 12 months

**<Name> Did you let any of this land to anyone else in 2013?**

1. Yes
2. No

➤ **Acres\_Let (Acres let out)**

Ask if *Land\_Let* =1

If the respondent let out land

**<Name> How many acres did you let?**

Enter a numeric value between 0 and 9999.

➤ **Rent\_Let (Rent received for land let out)**

Ask if *Land\_Let* =1

If the respondent let out land

**<Name> How much annual rent did you receive for this land?**

Enter a numeric value between 0.00 and 999999.00.

➤ **Land\_Take (If farmer took land)**

*Ask if Farm\_Own =1*

*If the respondent owns rents or let land in the last 12 months*

**<Name> Did you take (rent) or farm any other land (excluding commonage) on conacre or otherwise, in 2013?**

1. Yes
2. No

**Note:** Conacre is a short-term lease of land that usually coincides with a growing season, e.g. a farmer may take land from February to September to plant wheat.

➤ **Acres\_Rent (Acres rented)**

*Ask if Land\_Take =1*

*If the respondent took (rented) land*

**<Name> How many acres did you rent?**

Enter a numeric value between 0 and 9999.

➤ **Land\_Rent (Amount paid for rented land)**

Ask if *Land\_Take=1*

If the respondent took (rented) land

**<Name> How much annual rent did you pay for this land?**

Enter a numeric value between 0.00 and 999999.99.

$Tot\_Farm1 = Acres\_Own + Acres\_Rent - Acres\_Let$

➤ **Acres\_Wood (Acres of woodland/forestry)**

Ask if *Farm\_Own=1* and *Tot\_Farm1>0*

**Out of the<Tot\_Farm1> acres (.i.e. acres owned+acres taken-acres let) how many acres were under woods and plantations?**

**❗ If none of the land farmed was under this category please insert 0.**

Enter a numeric value between 0 and 9999.

➤ **For\_Sub (Forestry subsidy)**

Ask if *Acres\_Wood >0* If the was woodland/plantation land

**<Name> How much did you receive in forestry subsidy in 2013?**

**❗ If the respondent didn't receive a forestry subsidy please insert 0.**

Enter a numeric value between 0 and 999999.99.

➤ **Acres\_Bogs(Acres in bogs)**

Ask if Farm\_Own=1 and Tot\_Farm1>0

**Excluding woods and plantations (if applicable), out of the <Tot\_Farm1> acres (i.e. acres owned+acres taken-acres let) how many acres were under Non-agricultural land (e.g. bogs, roads, farmyards, farm buildings)?**

**❶ If none of the land farmed was under this category please insert 0.**

Enter a numeric value between 0 and 9999.

**Note:** A household member with turbery rights has the right to 'cut and save' turf in a particular bog (he/she does not own the bog).

$Tot\_Farm2 = Acres\_Own + Acres\_Rent - Acres\_Let - Acres\_Wood - Acres\_Bogs$

➤ **Unused\_L(Acres unused agricultural land)**

Ask if Tot\_Farm2 >0

**Out of the <Tot\_Farm2> acres of agricultural land (bogs and woodland are not categorised as agricultural land) how many acres were in UNUSED AGRICULTURAL LAND?**

Enter a numeric value between 0 and 9999.

➤ **Commonage (If farmer has commonage entitlements)**

Ask if Farm\_Own=1

If the respondent owns rents or let land in the last 12 months

**Did you have any stock on commonage in 2013?**

1. Yes
2. No

**Note:** Commonage refers to land that is not owned by an individual farmer, but a collection of farmers may have rights to graze particular livestock within a defined area. Certain sheep that graze in hill / mountainous areas graze in commonage areas. There has been recent controversy regarding the over grazing of livestock in commonage areas and there has been a readjustment of quotas because of environmental fears associated with over grazing.

➤ **Acres\_Comm (Acres commonage)**

Ask if Commonage=1

If the respondent had commonage entitlement in <Last Year>

**<Name> How many acres of commonage did you avail of in 2013?**

Enter a numeric value between 0 and 9999.

**Tot\_Farm (Total Acres Farmed = Tot\_Farm2+Acres\_Comm-Unused\_L)**

Ask if Tot\_Farm=0 or minus value

**Please confirm with the farmer <Name> that he farmed <Tot\_Farm> (this includes commonage) last year.**

**TotFarmCo (Allows interviewer to enter a comment)**

Ask if Tot\_Farm=S (Suppressed)

***Please comment on why it was necessary to use the suppress facility for this question (Tot\_Farm)?***

➤ **Herd\_No1**(If farmer will supply interviewer with herd number)

Ask if Farm\_Own=1

***<Name> Could you please give me your Herd number so that the Department of Agriculture, Food and the Marine can supply the CSO with details of payments you may have received from that Department during the last year?  
You are under no obligation to give me your Herd number.***

- 1 Yes
- 2 No
- 3 Does not have a Herd Number

➤ **Herd\_No**

Ask if Herd\_No1=1

***Interviewer. Please key Herd number***

Enter text of 8 characters.



**Note:** Herd Numbers are always 8 characters long. The first character is usually a letter followed by 7 numeric values. Each farmer has a Herd Number. If there are 2 independent farmers living in the same household they will have independent Herd Numbers. There are approximately 140,000 herd number holders in the Irish Republic. If the farmer gives us his/her Herd Number then we can access register data pertaining to the Herd Number holder.

➤ **Tillage (If farmer had tillage)**

*Ask if Farm\_Own=1 and Total Acres Farmed >0*

**<Name> Had you any tillage (cereal / potatoes / root crops) in 2013?**

1. Yes
2. No

➤ **Till\_Typ (Tillage crop categories)**

*Ask if Tillage=1*

**<Name> from the following list could you please indicate the type(s) of tillage crop(s) harvested in 2013?**

- 1 Winter Wheat
- 2.Spring Wheat
3. Winter Barley
4. Spring Barley
5. Malting Barley
6. Oats
7. Oilseed Rape
8. Linseed
9. Maize
10. Fodder root crops
11. Sugar beet
- 12 .Other Tillage crops

➤ **Till\_Acr<1,2,3,4,5,6,7,8,9,10,11,12> (Acres under different tillage crops)**  
*Asked based on keyed value for Till\_Typ*

**<Name> could you tell me the number of acres harvested under <Till\_Typ value> in 2013?**

Enter a numeric value between 0 and 9999.

**Note re Tillage crops:** Malting barley is usually grown in the South and Southeast. Counties Wexford and Cork are the 2 biggest producers of Malting Barley. Malting barley used to be sold directly to the breweries. A Company called Minch Norton now buys most malting barley.

Winter Barley is normally harvested in July, Spring Barley is harvested in August. The decision to grow a winter or a spring crop will be taken based on spreading the workload on the farm or the chances of getting better weather earlier in the Summer. Winter Wheat is normally harvested in August and Spring Wheat harvested in September.

Most of the produced Sugar Beet was sent to the Irish Sugar Company for processing before the last remaining processing plant in Mallow shut down. Sugar beet can be fed as fodder to certain livestock.

Most Oilseed rape is exported where it is used in the manufacture of oils and margarine.

Linseed is grown for the production of oil, paints and lubricants amongst other things.

Fodder root crops consists of Fodder beet (usually fed to cows).

➤ **F\_veg\_Grow (If sold fresh fruit or vegetables)**  
*Ask if Farm\_Own=1 and Total Acres Farmed >0*

**<Name> Did you grow fresh fruit or vegetables for sale (excluding mushrooms) in 2013?**

1. Yes
2. No

➤ **Veg\_Typ (Categories of fruit & vegetables sold)**

*Ask if F-veg\_Grow=1*

**<Name> from the following list could you please indicate the category(ies) of fruit/vegetables that you sold in 2013?**

1. Potatoes
2. Open field fruit and vegetables (exc. potatoes & orchards)
3. Market gardening fruit & vegetables (excluding undercover)
4. Undercover fruit & vegetables
5. Orchard

➤ **Veg\_Acr<1,2,3,4,5> (Acres under fruit & vegetables)**

*Asked based on keyed value for Veg\_Typ*

**<Name> could you tell me the number of acres under <Veg\_Typ value> in 2013?**

Enter a numeric value between 0 and 9999.

➤ **Mushrooms**

*Ask if Farm\_Own=1 and Total Acres Farmed >0*

**<Name> Did you grow any mushrooms in 2013?**

1. Yes
2. No

➤ **Mush\_Metre (Square metres of mushrooms grown)**

Ask if Farm\_Own=1 and Total Acres Farmed >0, and Mushrooms =1

If the respondent owned or rented farm/ market garden, and total acres farmed >0, and produced mushrooms in 2013

**<Name> Could you tell me how many square metres of mushrooms you produced in 2013?**

Enter a numeric value between 0 and 15,000.

**Note:** Mushrooms are 'planted' as part of compost. Some mushroom farmers may refer to the production of mushrooms in terms of 'tons of compost' used for mushroom production and they may refer to the yield in 'pounds of mushrooms per ton of compost'. For estimating income we require that mushroom production is expressed in terms of 'Square metres'.

➤ **Cattle**

Ask if Total Acres Farmed >0

**<Name> Did you have any cattle on June 1<sup>st</sup> 2013?**

1. Yes
2. No

➤ **Cat\_Typ (If had Dairy herd or not)**

Ask if Cattle=1

**<Name> did you have a dairy and/or breeding herd on June 1st 2013?**

- 1 Yes dairy (including dairy & breeding herd)
- 2 No dairy but had breeding herd
3. No dairy or breeding herd

➤ **Mlk\_Yield (Milk yield)**

*Ask if Cat\_Typ=1 (if had dairy herd)*

**<Name> Approximately what was your average milk yield in litres per cow in 2013?**

Enter a numeric value between 0 and 9999.

➤ **Mlk\_Sold (Litres of milk sold)**

*Ask if Cat\_Typ=1 (if had dairy herd)*

**<Name> How many litres of milk did you sell during 2013?**

Enter a numeric value between 0 and 9999999.

➤ **Mlk\_Quota (Milk quota)**

*Ask if Cat\_Typ=1 (if had dairy herd)*

**<Name> What was your milk quota, in litres (including leased quota) for the quota year ending March 2013?**

Enter a numeric value between 0 and 9999999.

➤ **Mlk\_Ised (Milk leased)**

*Ask if Cat\_Typ=1 (if had dairy herd)*

**<Name> How much of this milk quota was leased? .**

**❗ If the farmer didn't lease any milk quota please key 0**

Enter a numeric value between 0 and 9999999.

**Note:** Producers may offer to temporary lease unused quota into a scheme operated by their milk purchaser. However, a person may offer an entire quota into the Scheme only where they either hold a Ministerial Declaration approving the offer of the entire quota into the Scheme, A dairy farmer may be able to lease additional quota from his/her milk purchaser.

➤ **Milk\_I\_Cst (Amount paid for leased milk)**

*Ask if Milk\_Lsed>0*

*If the respondent leased milk quota*

**<Name> How much did you pay for the leased quota in cents per litre?**

Enter a numeric value between 0 and 99.

➤ **Super\_Levy**

*Ask if Cat\_Typ=1 (if had dairy herd)*

**<Name> How much superlevy did you pay in 2013?**

**❗ If the farmer didn't pay any superlevy please key 0.**

Enter a numeric value between 0 and 99999.

**Note:** Dairy farmers are given quotas for the production of milk. If the farmer exceeds his/her quota in relation to the production of milk then he/she can be liable to payment of a fine, this is the 'super levy' referred to in the questionnaire

➤ **Milk\_Lease (Milk leased out)**

*Ask if Milk\_Lsed = 0 or*

*Ask if Cattle =2 or*

*Ask if Total Acres Farmed =0*

*If respondent hasn't leased in any milk quota*

*If the respondent hasn't any dairy cows*

*If the respondent has let out all his/her land*

**<Name> Did you temporarily lease out milk quota or transfer milk quota in 2013?**

1. Yes
2. No

**Note:** Producers may offer to temporary lease unused quota into a scheme operated by their milk purchaser. However, a person may offer an entire quota into the Scheme only where they either hold a Ministerial Declaration approving the offer of the entire quota into the Scheme.

➤ **M\_q\_Value (Amount received for leased milk)**

*Ask if Milk\_Lease =1*

*If respondent leased out some milk quota*

**<Name> How much did you receive for the leased/transferred milk quota in 2013?**

Enter a numeric value between 0 and 99999.

➤ **Cat\_Typ2 (Categories of dairy & breeding herd stock)**

*Ask Cat\_Typ in (1,2) and Herd\_No1 in (2,3, don't know or refused)*

*If had breeding and or dairy stock and herd number wasn't collected*

**<Name> From the following list could you please indicate the category(ies) of dairy/breeding herd cattle that you had in stock on June 1<sup>st</sup> 2013?**

- 1 Dairy cows (including dairy cows temporarily dry)
- 2 Other cows (cows kept principally for rearing calves)
- 3 Dairy heifers in calf
- 4 Other heifers in calf
- 5 Bulls used for breeding

➤ **Cat\_Numa<1,2,3,4,5> (Numbers of dairy and breeding stock)**

*Asked based on keyed value(s) for Cat\_Typ2*

**<Name> could you tell me the number of <Cat\_Typ2 value> that you had in stock on June 1<sup>st</sup>, 2013?**

Enter a numeric value between 0 and 999.

➤ **Cat\_Typ3 (Categories of non-breeding herd stock)**

*Ask Cattle=1 and Herd\_No1 in (2,3, don't know or refused)*

*If had cattle and herd number wasn't collected*

**<Name> From the following list could you please indicate the category(ies) of cattle (other than breeding herd) that you had in stock on June 1<sup>st</sup> 2013**

- 1 Male cattle 3 years old and upwards
- 2 Female cattle 3 years old and upwards
- 3 Male cattle 2 years old and upwards
- 4 Female cattle 2 years old and upwards
- 5 Male cattle 1 year old and under 2
- 6 Female cattle 1 year old and under 2
- 7 Male cattle under 1 year old
- 8 Female cattle under 1 year old
- 9 No non breeding cattle in stock

➤ **Cat\_Numb<1,2,3,4,5,6,7,8> (Numbers of non-breeding herd stock)**

*Asked based on keyed value(s) for Cat\_Typ3*

**<Name> could you tell me the number of <Cat\_Typ3 value > that you had in stock on June 1<sup>st</sup>, 2013?**

Enter a numeric value between 0 and 999.



➤ **Sheep**

Ask if Farm\_Own=1 and Total Acres Farmed >0

**<Name> Did you have any sheep on June 1<sup>st</sup> 2013?**

1. Yes
2. No

➤ **Shp\_Typ (Categories of sheep in stock)**

Ask Sheep=1

**<Name> from the following list could you please indicate the category(ies) of sheep that you had in stock on June 1<sup>st</sup> 2013.**

- 1 Breeding rams
- 2 Breeding ewes 2 years and over
- 3 Breeding ewes under 2 years
- 4 Other sheep 1 year old and upwards
- 5 Sheep under 1 year including lambs

➤ **Shp\_Num<1,2,3,4,5> (Sheep numbers)**

Asked based on keyed value(s) for Cat\_Typ2

**<Name> could you tell me the number of <Shp\_Typ value> that you had in stock on June 1<sup>st</sup>, 2013?**

Enter a numeric value between 0 and 9999.

**Note:** There are two distinct types of sheep farming in Ireland - hill/upland sheep farming and lowland sheep farming, and there is a lot of crossover between the two systems as hill farmers trade freely with lowland farmers (this is known as a stratified, or multi-layered industry). The sheep industry relies on cross-breeding to produce good quality meat animals. Hill lambs are often sold to the lowlands to be "finished" (fattened for meat). Hill farming is a system of farming found in mountain and bogland areas. Sheep have access to wide areas of upland grazing, with few enclosures or fences. The breeds are hardy and, by comparison with lowland breeds, they are often more lightly built. They are accustomed to rough terrain and a harsh climate.

➤ **Shp\_No\_TL**

*Asked after Shp\_Num<1,2,3,4,5>*

***Could you please tell me the number of Lowland sheep you had on June 1<sup>st</sup>, 2013?***

Enter a numeric value between 0 and 9999.

➤ **Shp\_No\_TH**

*Asked after Shp\_No\_TL*

***Could you please tell me the number of Hill sheep you had on June 1<sup>st</sup>, 2013?***

Enter a numeric value between 0 and 9999.

➤ **Poultry**

*Ask if Farm\_Own=1 and Total Acres Farmed >0*

**<Name> Did you have any poultry on June 1<sup>st</sup> 2013?**

1. Yes
2. No

➤ **Plt\_Typ (Categories of poultry in stock)**

Ask Poultry=1

If had poultry stock

**<Name> from the following list could you please indicate the category(ies) of poultry that you had in stock on June 1<sup>st</sup> 2013?**

- 1 Laying stock
- 2 Breeding birds
- 3 Table birds
- 4 Table turkeys
- 5 Breeding turkeys
- 6 Geese
- 7 Ducks
- 8 Other poultry (e.g. ostrich and quail)

➤ **Plt\_Num<1,2,3,4,5,6,7,8> (Poultry numbers)**

Asked based on keyed value(s) for Plt\_Typ

**<Name> could you tell me the number of <Plt\_Typ value> that you had in stock on June 1<sup>st</sup>, 2013?**

Enter a numeric value between 0 and 200000.

➤ **Pigs**

Ask if Farm\_Own=1 and Total Acres farmed >0

**<Name> Did you have any pigs on June 1<sup>st</sup> 2013?**

1. Yes
2. No

➤ **Pig\_Typ (Categories of pigs in stock)**

*Ask Poultry=1*

*If had poultry stock*

**<Name> from the following list could you please indicate the category(ies) of pigs that you had in stock on June 1<sup>st</sup> 2013?**

- 1 Boars
- 2 Female breeding pigs
- 3 Pigs 20kg (45lbs) liveweight and over
- 4 Pigs under 20kg (45lbs) liveweight

➤ **Pig\_Num<1,2,3,4> (Pig numbers)**

*Asked based on keyed value(s) for Pig\_Typ*

**<NAME> can you tell me the number of <Pig\_Typ value> that you had in stock on June 1<sup>st</sup>, 2013?**

Enter a numeric value between 0 and 9999

➤ **Horses**

*Ask if Farm\_Own=1 and Total Acres farmed >0*

**<Name> Did you have any horses, mules, jennets, asses, goats or deer on June 1<sup>st</sup> 2013?**

1. Yes
2. No

**Note:** Mules are the sterile offspring of a male donkey and a female horse.

➤ **Hrs\_Typ (Categories of other stock)**

*Ask Horses=1*

**<Name> from the following list could you please indicate the category(ies) of livestock that you had in stock on June 1<sup>st</sup> 2013?**

- 1 Thoroughbred brood mares
- 2 Other thoroughbred horses
- 3 Non-thoroughbred brood mares and ponies
- 4 Other non-thoroughbred horses
- 5 Mules, jennets and asses
- 6 Goats
- 7 Breeding female deer
- 8 Other deer

➤ **Hrs\_Num<1,2,3,4,5,6,7,8> (Other stock numbers)**

*Asked based on keyed value(s) for Hrs\_Typ*

**<Name> could you tell me the number of <Hrs\_Typ value> that you had in stock on June 1<sup>st</sup>, 2013?**

Enter a numeric value between 0 and 9999

**Note:** A brood mare is a mare in foal or a mare with a foal at foot (A female horse used for breeding).

➤ **Mach\_Hire (If hired machinery)**

*Ask if Farm\_Own=1 and Total Acres farmed >0*

**<Name> In 2013, did you hire any machinery or a contractor for such purposes as harvesting crops, making silage, spraying cereals, tillage work, etc?**

1. Yes
2. No

➤ **LFA (If farm located in Less favoured area)**

*Ask if Farm\_Own=1 and Total Acres farmed >0*

**<Name> Is the majority of your farm located in a less favoured area (LFA)?**

1. Yes
2. No

➤ **LFA\_Categ (Less favoured area category)**

*Ask if Farm\_Own=1 and Total Acres farmed >0 and LFA =1*

*If respondent's farm is located in LFA*

**<Name> Is your farm located in a**

1. More severely handicapped area?
2. Less severely handicapped area?
3. Coastal area with specific handicaps?

**Note:** Less-Favoured Areas (LFAs) are geographical areas which are eligible to receive extra EU funds because of specific handicaps - such as wetlands, highlands and mountain areas. There are three categories of LFA. One of these, "Intermediate" or Less severely handicapped LFAs, which are also partly defined on the basis of socio-economic criteria, has been criticised by both the European Parliament and the EU Court of Auditors, who believe that the socio-economic criteria used are outdated and that there is overcompensation for handicaps in these areas.

➤ **REPS (If participating in Rural environmental protection scheme or AEOS scheme)**

*Ask if Herd\_No1 in (2,3, refused or don't know)*

**<Name> Are you participating in the Rural Environmental Protection Scheme (REPS) or the Agri-Environment Options Scheme (AEOS)?**

- 1. Yes
- 2. No

➤ **REP\_AEOS (Participating in Rural environment protection scheme or AEOS scheme)**

*Ask if REPS=1*

**<Name> Which of these two schemes are you currently participating in?**

- 1. REPS
- 2. AEOS

➤ **REPS\_Amt (Amount received in REPS or AEOS)**

*Ask if REP\_AEOS =1 or 2*

*If the respondent participate in REPS or AEOS*

**<Name> How much did you receive in REPS or AEOS payment in 2013?**

Enter a numeric value between 0.00 and 99999999.99.

➤ **REPS\_No**

Ask if REPS =1

If the respondent participate in REPS

**<Name> Could you please give me your REPS number so that the Department of Agriculture and Food can supply the CSO with details of payments you may have received from that Department during the last number of years?  
You are under no obligation to give me your REPS number.**

*Enter text of at most 8 characters.*

**Note:** REPS is a scheme designed to reward Farmers for carrying out their farming activities in an environmentally friendly manner and to bring about environmental improvement on existing farms. REPS numbers are 8 characters in length. They take the following sequence. 2 digit, 1 letter followed by 5 digits. The REPS scheme is administered by the Department of Agriculture, Food and Rural Development and operates throughout the state. Participants in the scheme must carry out their farming activities for a five year period under an Agri-environmental Plan prepared in accordance with the Department of Agriculture, Food and Rural Development's Agri-environmental specifications.

The objectives of REPS include:

1. The establishment of farming practices and production methods, which reflect the need for environmental conservation and protection.
2. The protection of wildlife habitats.
3. The production of high quality foods in an environmentally friendly manner.

Additional payments may also be made for participating in Supplementary Measures such as: Organic farming, traditional orchards etc. (Dept of Agriculture and Food).



➤ **SAC (If farm located in Special area of conservation)**

*Ask if Farm\_Own=1 and Total Acres farmed >0*

**<Name> Is your farm located in a 'Special Area of Conservation' (SAC)?**

1. Yes
2. No

➤ **SAC\_Amt (SAC Amount of payment)**

*Ask if Farm\_Own=1 and Total Acres farmed >0 and SAC=1*

*If respondent received SAC payment*

**<Name> How much did you receive in non-REPS SAC payment in 2013?**

Enter a numeric value between 0.00 and 99999.99.

**Note:** Under Natura 2000, the European Union's habitat protection scheme, Ireland has designated a list of sites that are considered to be of European importance for heritage and flora/fauna. These sites are given the title *Special Area of Conservation* SACs. There are 400 sites in Ireland, which have been drawn from Ireland's ASIs (Areas of Scientific Interest). The remaining ASI sites have been renamed Natural Heritage Areas (NHAs).

➤ **Direct\_Pay (Single farm payment)**

*Ask if Herd\_No1 in (2,3, refused or don't know)*

**<Name> Have you received your Single Farm Payment?**

1. Yes
2. No
3. Not relevant as the farmer has no Single Farm Payment entitlement

➤ **Direct\_Amt (Single farm payment amount)**

*Ask if Direct\_Pay = 1*

*If respondent is in receipt of Single Farm Payment*

**<Name> How much is your Net Single Farm Payment, i.e. after National Reserve and Modulation reduction?**

Enter a numeric value between 0.00 and 999999.99.

**Note:** Because of changes to the Common Agricultural Policy, most direct payments are now decoupled from production. Farmers receive a Single Farm Payment (SFP).

The National Reserve

Each Member State is obliged to reduce individual farmer's entitlements by up to 3% in order to create a National Reserve of funds from which certain deserving categories of farmers including those who commenced farming after the 2000 – 2002 reference period may be allocated entitlements.

Modulation

Modulation is a process whereby each farmer's single payment is reduced by a set percentage (3% in 2005, rising to 4% in 2006 and 5% in 2008). Up to 80% of funds generated through modulation can be retained in Ireland for spending on certain Rural Development measures.

➤ **Frm\_Assist (If in receipt of Farm assist)**

*Ask if Farm\_Own=1 and Total Acres farmed >0*

**<Name> Are you receiving payment under the 'Farm Assist Scheme'?**

1. Yes
2. No

➤ **Assist\_Amt (Farm assist amount received)**

Ask if Farm\_Own=1 and Total Acres farmed >0 and Frm\_Assist=1

If the respondent is in receipt of Farm Assist

**<Name> What was the weekly amount of Farm Assist you received during the last 12 months?**

Enter a numeric value between 0.00 and 999.99.

➤ **Assist\_Wks (Number of weeks farm assist received)**

Ask if Farm\_Own=1 and Total Acres farmed >0 and Frm\_Assist =1

If the respondent is in receipt of Farm Assist

**<Name> For how many weeks in the last 12 months did you receive Farm Assist?**

Enter a numeric value between 0 and 52.

**Note:** Farm Assist. The Farm assist scheme was introduced in the 1999 budget in recognition of the problems facing low-income farm households. Farm assist is a weekly means-tested payment. It was intended to replace the smallholder's assistance. The Department of Social Protection administers the Farm Assist scheme. The recipient must farm in order to remain eligible for payment and also be aged between 18 and 66 years.

➤ **Why\_No\_F\_A (Why not receiving farm assist)**

Ask if Farm\_Own=1 and Total Acres farmed >0 and Frm\_Assist=2

If respondent is not in receipt of Farm Assist

**<Name> Which of the following reasons best describes why you aren't receiving payment under the Farm Assist Scheme?**

1. Don't know about it
2. Never applied
3. Did apply but was not eligible
4. Applied and awaiting answer

➤ **Full\_t\_Frm (Number of weeks when farming full time)**

Ask if Farm\_Own=1 and Total Acres farmed > 0

**<Name> How many weeks of full-time farm work (5 or more days of 8 or more hours) did you do in 2013?**

**①** The number of 'full-time farm work weeks' includes holiday weeks (i.e. if the farmer is a full time farmer and takes 4 weeks holidays per year, the number of weeks of full time farm work =52).

Enter a numeric value between 0 and 52.

➤ **Hrs\_F\_Time (Hours worked in full-time farming weeks)**

Ask if Farm\_Own=1 and Total Acres farmed > 0 and Full\_t\_Frm>0  
If respondent farmed Full-time

**<Name> How many hours per week did you usually work in those (full-time) weeks?**

Enter a numeric value between 40 and 168.

➤ **Part\_t\_Frm (Number of weeks when Part time farming)**

Ask if Farm\_Own=1 and Total Acres farmed > 0 and Full\_t\_Frm<52  
If respondent worked less than 52 weeks full-time

**<Name> For how many weeks did you do part-time farm work during 2013?**

Enter a numeric value between 0 and 52.

➤ **Hrs\_p\_Time (Hours worked in part-time farming weeks)**

Ask if Farm\_Own=1 and Total Acres farmed > 0 and Full\_t\_Frm<52 and Part\_t\_Frm>0

If respondent farmed part-time

**<Name> How many hours per week did you usually work in those (part-time) weeks?**

Enter a numeric value between 0 and 39.

➤ **Draws\_F (Monthly drawings from farming income to meet living expenses)**

Ask if Farm=1 and Acres\_Own>0

If respondent owns or rents a farm/ market garden and total acres farmed > 0

**<Name> How much do you draw out of your farming income on a monthly basis to meet household living expenses?**

Enter a number of at most 11 positions with 2 decimals.

➤ **Farm\_Tax (Tax liabilities to Revenue for farming activities)**

Ask if Farm=1 and Acres\_Own>0

If respondent owns or rents a farm/ market garden and total acres farmed > 0

**<Name> What was (will be) your tax payment to Revenue in respect of your farming activities in 2013?**

**❗ If the farmer let out all his/ her land, this question asks the tax liability in respect of this rental income.**

Enter a number of at most 11 positions with 2 decimals.

➤ **Off\_f\_Job (Off farm job)**

*Ask if Farm=1 and Total Acres farmed >0*

**<Name> Do you have an off-farm job?**

1. Yes
2. No

➤ **Off\_Farm (Description of off farm job)**

*Ask if Farm=1 and Total Acres farmed >0 and Off\_f\_Job=1*

*If respondent has an off farm job*

**<Name> What is your off farm job?**

Enter a text of at most 60 characters

**Note:** In some cases the off farm job details will have been collected in the occupation and Industry questions. In other cases the respondent may have given farming as his/her occupation. In these cases it is important to correctly key a description of the off farm job, as this will be needed when the SILC section process the other income (i.e. non-farming income) of the respondent.

➤ **Miles\_Job (Miles to travel to off farm job)**

*Ask if Farm=1 and Total Acres farmed >0 and Off\_f\_Job=1*

*If respondent has an off farm job*

**<Name> On average how many miles do you travel each day to your off-farm job?**

Enter a numeric value between 0 and 100.

➤ **Own\_Prod (if consumed any of own produce)**

*Ask if Farm=1 and Total Acres farmed >0*

*If total acres farmed 0*

**<Name> Was any of your own farm produce (e.g. milk, fruit, vegetables) consumed by your household in 2013?**

1. Yes

2. No

## 19. Employment income details

➤ **Wrk\_Income (If unpaid family worker received any employment income in last 12 months)**

*Ask if Wrk\_Type =3 AND Paidwork =2 or*

*Ask if Wrk\_Lstyr=1 AND Past\_Wrk =3 AND Paidwork=2*

*If respondent is/was classified as assisting relative in unpaid capacity and hadn't worked for payment or profit in the last week*

**<Name> Have you received any income (or made a loss if self-employed) from working in the last 12 months?**

1. Yes
2. No

➤ **Inc\_Type (Whether employment income was employee or self employment)**

*Ask if Wrk\_Type =1,2,4,5,6 or Paidwork=1 or Wrk\_Lstyr=1 and Past\_Wrk =1,2,4,5 or 6 or if Wrk\_Income=1*

*Ask if the respondent has worked for payment or profit in the week prior to the SILC interview*

*Ask if the respondent is working for profit (i.e. any work type except unpaid family worker)*

*Ask if the respondent isn't working but worked in the last year for profit (i.e. any work type except unpaid family worker)*

*Ask if the respondent is/was an unpaid family worker and received employment income in the last year*

**<Name> could you please indicate from the following list, the sources(s) of your employment income in the last 12 months?**

***For example if the respondent had both employee and farming income in the last year then please key 1&3***

1. Employee income
2. Non farming self-employed income
3. Farming income



➤ **Income\_Typ (Derived variable)**

This is derived from the keyed values for Inc\_Typ

*If only 1 keyed for Inc\_Typ then Income\_Typ=2*

*If only 1 and 2 keyed for Inc\_Typ then Income\_Typ=3*

*If only 1 and 3 keyed for Inc\_Typ then Income\_Typ=2*

*If 1 and 2 and 3 keyed for Inc\_Typ then Income\_Typ=3*

*If only 2 keyed for Inc\_Typ then Income\_Typ=1*

*If only 2 and 3 keyed for Inc\_Typ then Income\_Typ=1*

*If only 3 keyed for Inc\_Typ then Income\_Typ=4*

## 19.1 Employee income details

➤ **Sec\_Job (If respondent had 2 or more employee positions held at the same time)**

*Ask if Income\_Typ=2, or 3*

**<Name> Was there any time in the last 12 months when you held 2 (or more) employee positions at the same time?**

1. Yes
2. No

**Note:** This is a secondary employee position. If the respondent has/had another job and it is/was a self employed position then you should key 2 for **Sec\_Job**, i.e. the other job was NOT an employee position. You should have keyed 3 for **Income\_Typ** i.e. the respondent earned both self employed and employee income in the income reference period. If the respondent *occasionally* works/worked as an employee in a second employee position, you can also key 2, as the amount earned from this position in the income reference period will be collected in the **Occ\_Inc** questions (i.e. income from occasional work in the income reference period).

➤ **Sec\_Job2**

Ask if Sec\_Job=1

***If you are currently working in 1 employee position then the following questions relate to that position. If you are currently working in 2 or more employee positions then the following questions relate to the position with the higher gross weekly wage.***

Press return to continue

➤ **Pub\_Priv (If employed in public or private sector)**

Ask if Income\_Typ=2, or 3

**<Name> Does your employee income relate to a position held in the**

1. Public Sector?
2. Private Sector?
3. Other?

**Note:** If the respondent had a secondary employee position in the last 12 months then it is important to specify the word **principal** in this question's text and in subsequent questions. If the respondent didn't have a secondary employee position then there is no need to specify the word principal in the question text.

➤ **Wks\_Emp (Weeks worked in principal employee position, in last year)**

Ask if Income\_Typ= 3 or if Sec\_Job=1

*If the respondent received both employee and self employed income in the income reference period or if the respondent had a second employee position that ran concurrently with the first*

**<Name> how many weeks employee income did you receive from your principal employee position in the last 12 months?**

Enter a numeric value between 0 and 52.

**Note:** In a limited number of cases certain respondent's earned/received both employee and self employed income during the income reference period. This question is asked, in order to precisely estimate the total employee income earned by the respondent in the income reference period. Also some individuals may have had 2 employee positions that ran concurrently in the income reference period and this questions aims to accurately estimate the total amount earned from the principal employee position in the income reference period.

➤ **PRSI\_Class (PRSI Class)**

*Ask if Wrk\_Type =1,2,4,5,6 or Paidwork=1 or*

*Wrk\_Lstyr=1 AND Past\_Wrk =1,2,4,5 or 6 or*

*Wrk\_Income=1*

*Ask if the respondent has worked for payment or profit in the week prior to the SILC interview*

*Ask if the respondent is working for profit (i.e. any work type except unpaid family worker)*

*Ask if the respondent isn't working but worked in the last year for profit (i.e. any work type except unpaid family worker)*

*Ask if the respondent is/was an unpaid family worker and received employment income in the last year*

**<Name> Which class PRSI do (did) you pay?**

1. A	7. E
2. J	8. S
3. B	9. K
4. C	10. M
5. D	11. Doesn't pay PRSI
6. H	

**Note:** In general PRSI deductions are decided by the nature of the employment and the amount of the employee's gross reckonable earnings in a week.

People in industrial, commercial and service-type employment under a contract of

service and entrants to the Public Service (recruited from April 6 1995) with weekly reckonable earnings over a certain threshold are within Class A PRSI.

People with reckonable earnings from all employment's lower than the threshold level and employees over 66 years of age are within Class J PRSI.

Ministers of Religion employed by the Church of Ireland representative Body are within Class E PRSI.

Permanent and pensionable Civil Servants, registered doctors and dentists employed in the Civil Service and Gardai, recruited prior to April 6 1995 are within Class B PRSI. Commissioned Army Officers and members of the Army Nursing Service recruited prior to April 6 1995 are within Class C PRSI. Permanent and pensionable employees in the public service other than those mentioned in Classes B and C recruited prior to April 6 1995 are within Class D PRSI .

NCO's (Non Commissioned Officers) and enlisted personnel of the defence forces are within Class H PRSI.

People receiving income which is not subject to social insurance contributions but which is liable for the Health Contribution such as occupational Pensions, income deriving from positions of certain office holders (for example, Judiciary and State solicitors) and income of people over the age of 66 previously liable for Class S are within Class K PRSI.

People with nil contribution liability (e.g. employees under age 16, people within Class K with a Nil liability) are within Class M PRSI.

Self employed people including certain company directors, people in business on their own account and people with income from investments and rents are within Class S PRSI.

Share-fishermen/women who are already paying PRSI under class S can pay a contribution over and above what is being paid under Class S, this is Class P PRSI.

Certain PRSI Classes are divided into sub-classes e.g. Class A is divided into Classes AO, AX A1 and A2. We do not ask for the sub class of PRSI that the respondent pays, so if for example the respondent pays Class AX social insurance, please Code as Class A.

➤ **PR\_ClassE (If employer pays employer's share of PRSI)**

*Ask if PRSI\_Class=11*

*If the respondent doesn't (didn't) pay PRSI*

**<Name> does (did) your employer pay the employer's share of PRSI contributions?**

1. Yes
2. No

➤ **Wrk\_Days (Days per week worked in employee position)**

*Ask if Income\_Typ=2 or 3*

*If the respondent received employee income or both employee and self employed income in the income reference period.*

**<Name>**

**How many days per week do (did) you USUALLY work in this job??**

**❗ In the case of irregular working arrangements please estimate an average.**

Enter a numeric value between 0.5 and 7.0.

**Note:** if the person is a job sharer working one week on one week off and works 5 days during the 'on week' then key in 2.5.

➤ **Wrk\_Hrs (Hours per week worked in employee position)**

Ask if Income\_Typ=2 or 3

If the respondent received employee income or both employee and self employed income in the income reference period

**Hours worked <Name>**

**How many hours per week (excluding meal intervals) do you USUALLY work in this job?**

**❗ In the case of irregular working arrangements please estimate an average.**

Enter a numeric value between 0 and 168.

**Note:** The number of hours corresponds to the number of hours the person normally works. This covers all hours including extra hours which the person normally works, but excludes the travel time between the home and the place of work as well as the main meal breaks.

When the respondent is unable to provide a figure for usual hours, the average of the hours actually worked per week over the past four weeks is used as a measure of usual hours. Apprentices, trainees and other persons in vocational training should exclude the time spent in school or other special training centres.

➤ **Wage\_Part (Introductory question for last wage)**

*Ask if Income\_Typ=2 or 3*

*If respondent has received employee income in the last 12 months*

**<Name> Please give the following particulars of the last wage/salary payment you received which relates to your (principal) employee position.**

**❗ If the respondent is currently not working, the following questions relate to particulars of the last wage/salary payment the respondent received in the last 12 months.**

**PRESS RETURN TO CONTINUE**

Enter a text of at most 1 character.

**Note:** The information we want at this juncture is details pertaining to the respondent's last pay-cheque.

➤ **Wage\_Prđ (Period last gross wage covers)**

*Ask if Income\_Typ=2 or 3*

*If respondent has received employee income in the last 12 months*

**<Name> How long of a period did your last wage/salary payment cover?**

- 2. Week
- 3. Fortnight
- 4. Four Week Period
- 5. Month
- 6. Quarter
- 7. Other

➤ **Wage\_Txt (Wage period covers (text))**

Ask if Wage\_Prd=7

If period last wage covers was 'Other'

**<Name> Please specify how long**

Enter a text of at most 20 characters.

**Note:** You will rarely have to enter text for this variable as most wage payment periods will be covered by **Wage\_Prd** values (2-6).

➤ **Wg\_Otime (Does wage include overtime)**

Ask if Income\_Typ=2 or 3

If respondent has received employee income in the last 12 months

**<Name>**

**Did your last wage/ salary payment include an Overtime payment?**

- 1. Yes
- 2. No

➤ **Conf\_Wg\_Otime (Confirm that last wage Does Not include overtime)**

Ask if Wg\_Otime=2

If respondent has stated that the last wage/salary payment does not include an overtime payment

**<Name>**

**Please confirm that your last wage/ salary payment Does Not include Overtime?**

- 1. The last wage/salary **Does Not** include overtime
- 2. The last wage/salary **Does** include overtime

If Conf\_Wg\_Otime=2 then option to suppress error or return to Wg\_Otime

➤ **Wage\_Hrs (Hours paid overtime)**

Ask if Wg\_Otime=1

If last wage/salary payment did include overtime payment

**<Name> How many hours overtime were you paid for in your last wage/salary payment?**

Enter a numeric value between 0 and 168.

➤ **Wage\_Slip(If respondent supplied Interviewer with a wage slip)**

Ask if Income\_Typ in (2,3)

**❗ Has the <Name> supplied you with a wage slip?**

1. Yes
2. No
3. Respondent doesn't receive a wage slip from his/her employer
4. Respondent receives wage slip electronically (for example accessed through work database)

**Note:** It is very important that Interviewers get to see wage slips. The Payment of Wages Act 1991 gives all employees in Ireland a right to a pay slip, which will show the gross wage and details of all deductions. A pay slip is essentially a statement in writing from the employer to the employee that outlines the total pay before tax and all details of any deductions from pay. Obviously when an Interviewer gets to see a wage slip the income details collected from the respondent will be more correct than estimated amounts. The following page has an example of a wage slip.



						P.O. NUMBER	GROU	PERSONNEL
PAYSLIP	Mr Joe Bloggs						No.	NUMBER
				PAY AND ALLOWANCES				TOTAL TAXABLE
								2826.72
						C.O.P.	C.O.P. Y.T.D	NON TAXABLE
						1675.84	41896.15	
DEDUCTIONS				TAX CR.	TAX	SUPERANN.	S.I.	TOTAL DEDUCTIONS
				172.5	48.92	154.5	49.43	893.5
	TAX COD		PERI No.					
20/12/2008	A			3824.56	4312.5	12202.28	7052.55	1933.22
				DEDUCTIONS BALANCES				CARRIED FORWARD

Wage\_Grs

Wage\_Net

Wage\_Tax

Wage\_SI

Wage\_Pens

➤ **Wage\_Grs (Gross wage)**

Ask if *Income\_Typ*=2 or 3

If respondent has received employee income in the last 12 months

**<Name> Gross amount principal employee position.**

**What was the total gross amount you earned in your last wage/salary payment?**

Enter a number of at most 10 positions with 2 decimals.

Note: This amount will appear on a wage slip as 'Gross amount' or 'Total taxable'. The Gross amount is the amount before any deductions i.e. the amount of the wage before tax, social insurance, pension deduction or any other deduction is taken from the wage. Pay-slips should be consulted on every possible occasion; only in this way are we assured of getting the precise details. Sometimes the Gross amount on a pay check may include the cash equivalent amount of a Benefit in Kind (BIK). This may appear on the wage slip as a 'Notional amount' and since 2004 the cash equivalent value of non-cash benefits are subjected to tax and social insurance. It is important to key in the total gross amount (this amount will include the notional value of a BIK) There is a question later as to whether the gross amount keyed includes this notional value.

### **What is the difference between salary and wages?**

Salary is a fixed periodical payment paid to a person for regular work or services, whereas a wage is usually paid by the day or week for work or services which are of a more irregular nature.

#### **➤ Wage\_Usul (If the last gross wage was the Usual gross wage)**

*Ask if Wage\_Grs >0*

*If the Gross wage amount is collected*

**<Name>**

***Was this the gross amount you would usually earn in your typical wage/salary payment?***

1. Yes
2. No

#### **➤ Wage\_Usam (Usual gross wage amount)**

*Ask if Wage\_Usul =2 or*

*If Wage\_Grs = 'Don't know'*

*If the amount earned in the last wage was not the usual amount that the respondent earns  
OR if the respondent didn't know the amount earned in the last wage*

**<Name>**

***What gross amount do you usually earn in your wage/salary payment?***

Enter a number of at most 10 positions with 2 decimals.

➤ OT\_Check

**<Name> Your last wage payment included an overtime payment and you also said that you would usually earn <Wage\_Grs> in your typical wage. Is it correct that you would usually earn <Wage\_Grs> in your typical wage payment?**

1. Yes
2. No

➤ Wage\_Net (Net wage)

Ask if Income\_Typ =2 or 3

If respondent has received employee income in the last 12 months

**<Name> Net amount principal employee position  
What was the total Net amount (i.e. after deductions at source) you received in your last wage/salary payment?**

Enter a numeric value between 0.00 and 99999.99.

**Note:** Net wage is the amount of money received by the employee. The Net wage is the Gross amount (which may include the notional value of BIKs - (ALL deductions + notional value of BIKs.)

➤ N\_Wage\_Usul (If last new wage is usual net wage)

Ask if Wage\_Net>0

If the Net wage is collected

**<Name> Was this the Net amount you would usually receive in your typical wage/salary payment?**

1. Yes
2. No

➤ **N\_Wage\_Usamt (Net wage usual amount)**

Ask if N\_Wage\_Usul=2 or ask if Wage\_Net= Don't know

*If the Net amount received in the last wage was not the usual amount received or  
If the respondent didn't know the Net amount received in the last wage*

**<Name> What Net amount do you usually receive in your wage/salary payment?**

Enter a numeric value between 0.00 and 99999.99.

**Note:** If Wage\_Grs=Wage\_Net a signal asks the Interviewer to confirm that the gross amount and net amount are the same, i.e. that there were no deductions at source from the last wage.

➤ **Wage\_TaxD (If tax deduction from last wage)**

Ask if Wage\_Grs >0 AND Wage\_Grs is not equal to Wage\_Net or

Ask if Wage\_Net>0 **AND** Wage\_Grs is not equal to Wage\_Net

*If there was a value collected for either the Gross wage or Net wage AND the values collected for Gross and Net wages were not equal*

**<Name> Was there income tax deducted from your last wage/salary payment?**

1. Yes
2. No

➤ **Wage\_Tax (Income tax deducted from last wage)**

*Ask if Wage\_TaxD=1*

*If respondent had tax deducted from his/her last wage*

**<Name> How much income tax was deducted?**

Enter a numeric between 0.00 and 999999.99.

**Note:** Tax on income earned from employment in Ireland is deducted directly from salary/wages by employers. This tax is then paid by employers directly to the Revenue Commissioners who collect taxes on behalf of the Irish Government.

The 'tax year' in Ireland operates on the calendar year basis (i.e. January - December). At the start of each 'tax year', employees receive a statement from the Revenue Commissioners. This statement is called a "Notice of determination of tax credits and standard rate cut-off point". The notice shows employees the value of tax credits and standard rate cut off point.

➤ **USC\_D (If universal social charge deduction from last wage)**

*Ask if Wage\_Grs >0 AND Wage\_Grs is not equal to Wage\_Net or*

*Ask if Wage\_Net>0 **AND** Wage\_Grs is not equal to Wage\_Net*

*If there was a value collected for either the Gross wage or Net wage AND the values collected for Gross and Net wages were not equal.*

**<Name> Was there a Universal Social Charge (USC) deducted at source from your last wage/salary payment?**

1. Yes

2. No

➤ **USC1 (Was USC included in tax amount)**

*Ask if USC\_D=1 and Wage\_Tax>0*

*If Inc\_Levy amount was included in tax amount*

**<Name> Was the Universal Social Charge (USC) included in the <Wage\_Tax> that you said was deducted as tax from your last wage?**

1. Yes

2. No

➤ **USC (Universal social charge deducted from last wage)**

*Ask if Inc\_levyD=1*

*If respondent had an income levy deducted from his/her last wage*

**<Name> How much was the Universal Social Charge (USC) deduction?**

Enter a numeric between 0.00 and 999999.99.

➤ **Wage\_SID (If social insurance deduction from last wage)**

*Ask if Wage\_Grs >0 AND Wage\_Grs is not equal to Wage\_Net or*

*Ask if Wage\_Net>0 **AND** Wage\_Grs is not equal to Wage\_Net*

*If there was a value collected for either the Gross wage or Net wage AND the values collected for Gross and Net wages were not equal*

**<Name> Was there Social Insurance (PRSI) deducted from your last wage/salary payment?**

1. Yes

2. No

➤ **Wage\_SI (Social insurance deducted from last wage)**

*Ask if Wage\_SID=1*

*If respondent had social insurance deducted from his/her last wage*

**<Name> How much PRSI was deducted?**

Enter a numeric between 0.00 and 999999.99.

**Note:** Most employers and employees (over 16 years of age) in Ireland pay social insurance contributions into Ireland's national Social Insurance Fund. In general, the payment of social insurance is compulsory.

Ireland's Social Insurance Fund is made up of a current account and an investment account managed by the Minister for Social Protection and the Minister for Finance, respectively. The current account consists of monies collected from people in employment. This money is then paid back to fund social insurance benefits and entitlements. The investment account is a savings account that is managed by the Minister for Finance. The Comptroller and Auditor General has responsibility for ensuring that the accounts are kept in order and reports are made to the Houses of the Oireachtas.

The amount of social insurance one pays depends on earnings and the type of work. Social insurance contributions in Ireland are referred to as PRSI (Pay Related Social Insurance). Sometimes, people describe their PRSI record as "stamps". This term dated from before 1979 when employers would literally stamp a card each week of employment. That card was then brought to a local social welfare office in order to claim social welfare payments.

Since 1979, employers keep a record of the insurance contributions. These monies are now collected by the Revenue Commissioners who in turn make annual returns of these records to the Department of Social Protection. All records of your insurance

contributions are kept by the PRSI Records section in the Department of Social Protection.

## Social insurance benefits

There is a wide range of benefits that are available to people who have paid social insurance. Entitlement to these benefits is dependent on a number of conditions other than the social insurance requirements. The social insurance qualifying criteria vary, depending on what payment you are applying for. In general, the following will be examined:

What class/classes of social insurance you have paid.

The age when you started making social insurance contributions (this applies in the case of pensions).

How many paid and/or credited contributions you have made since entering insurable employment.

The number of contributions paid and/or credited in the relevant tax year before the benefit year in which you make the claim. The relevant tax year is the second last complete tax year before you make a claim.

A yearly average of the number of your contributions in the case of some pensions.

### ➤ **Wage\_PenD (If Pension contribution deduction from last wage)**

*Ask if Wage\_Grs >0 AND Wage\_Grs is not equal to Wage\_Net or*

*Ask if Wage\_Net >0 **AND** Wage\_Grs is not equal to Wage\_Net*

*If there was a value collected for either the Gross wage or Net wage AND the values collected for Gross and Net wages were not equal*

**<Name> Was there a Pension contribution deducted at source from your last wage/salary payment?**

1. Yes
2. No



➤ **Wage\_Pens (Pension contribution deducted from last wage)**

Ask if Wage\_PenD=1

If respondent had a pension contribution deducted from his/her last wage

**<Name> How much was deducted in total from your last wage in pension contributions?**

**❶ Included here is the respondent's basic pension contribution and (if applicable) Additional Voluntary Contributions (AVC's) and the public sector pension levy.**

Enter a numeric between 0.00 and 999999.99.

**Note:** In general, large employers in Ireland have occupational pension schemes, but many smaller employers throughout the country do not.

Each pension scheme has its own set of rules. Pension schemes nationally are generally regulated by the Pensions Board. Members of schemes have certain rights in respect of such matters as information. The contributions to approved occupational pension schemes may attract tax relief. Regulation for tax purposes is supervised by the Retirement Benefits Division of the Revenue Commissioners.

### **Occupational pensions and personal pensions**

Occupational pensions are organised by employers to provide pensions to one or more employees on retirement or to surviving dependants on the death of an employee.

A **personal pension scheme** properly known as a Retirement Annuity Contract- RAC) is an arrangement by a self-employed person or an employee, generally a person who is not a member of an occupational pension scheme, to provide a pension on retirement or to surviving dependants on death.

You may be a member of an occupational pension scheme and also arrange a personal pension. However, it may not be possible to avail of the tax benefits in respect of both. You may not contribute to an occupational pension scheme and a personal pension arrangement at the same time in relation to the same employment. However, you may make a personal pension arrangement in respect of earnings from another employment or from self-employment.

A person becoming an employee and joining an occupational pension scheme can now continue to contribute to the RAC schemes where they join an occupational pension scheme. However, tax relief will not be given to continued contributions.

From 2003 onwards, Personal Retirement Savings Accounts (PRSAs) became available. These are designed to be used instead of occupational pension schemes by employers who do not wish to sponsor such schemes. They may also be used to supplement occupational scheme benefits, as Additional Voluntary Contributions (AVCs) and as a substitute for personal pension schemes. From 15 September 2003,

employers must offer access to at least one standard PRSA to any employee who is not eligible to join an occupational pension scheme within 6 months of joining employment and must offer a PRSA for AVC purposes if there is no facility for AVCs within the scheme.

### **Kinds of occupational pensions**

Occupational pension schemes may be contributory or non-contributory, funded or unfunded, defined benefit or defined contribution.

In contributory schemes, both you and your employer pay contributions towards the scheme. In non-contributory schemes, you do not contribute but your employer does.

➤ **Wage\_PenD1 (Was public sector pension levy included in <Wage\_Pens> amount deducted)**

*Ask if Wage\_Pens>0 and Pub\_Priv=1*

*If respondent had a pension contribution deducted from his/her last wage*

**<Name> Could I check that the public sector pension levy was included in the <Wage\_Pens> pension deduction?**

1. Yes it was included
2. There was no public sector pension levy deduction from the last wage
- 3.No, it was not included in the amount keyed for pension deduction

➤ **Wage\_Pensc (How much was public sector pension levy)**

Ask if Wage\_PenD1=3

If respondent had a public sector pension levy contribution deducted from his/her last wage

**<Name> How much was the public sector pension levy deduction from your last wage?**

Enter a numeric between 0.00 and 999999.99.

➤ **Wage\_PenD2 (Additional contributions into a pension scheme)**

Ask if Wage\_Pens>0

If respondent had a pension contribution deducted from his/her last wage

**<Name> Do you make any additional contributions into a pension scheme, by additional I mean contributions in addition to the <Wage\_Pens> and the public sector pension levy you just said was deducted from your last wage. Please do not include contributions into income continuance plans?**

1. Yes
2. No

Note: The question text only makes reference to public sector pension levy if <Wage\_Pen>=3

➤ **AVC\_Con (Additional contributions (AVC) pension contribution)**

Ask if Wage\_PensD2=1

If respondent had additional pension contribution deducted from his/her last wage

**<Name> I would like to check if this additional pension contribution was deducted from your last gross wage?**

1. Yes, it was deducted from the last wage
2. No, it was not deducted from the last wage

➤ **Wage\_Pensb (Additional pension contribution)**

Ask if AVC\_Con=1

If respondent had additional pension contributions

**<Name> How much was the additional pension contribution deduction from your last wage?**

Enter a numeric between 0.00 and 999999.99.

➤ **Wage\_Pensa (Excluding pension deductions from wage, how much contribute to pension scheme)**

Ask if AVC\_Con=2

If respondent had additional pension contributions

**<Name> Excluding pension deductions from your wage, how much do you contribute to pension(s), on a monthly basis?**

Enter a numeric between 0.00 and 999999.99.

➤ **Emp\_P (If employer contributes to pension)**

If Wage\_PenD=1 and Pub\_Priv in (2,3)

If there was a pension contributions deducted at source and the respondent wasn't a public sector employee

**<Name> Does (did) your employer make contributions to your pension?**

1. Yes
2. No

➤ **Defin\_Typ (Type of pension scheme DC or DB)**

Ask if Pub\_Priv in (2,3) and Emp\_P=1

*If the employer contributes to the pension and the respondent is not public sector*

**<Name> Is the pension scheme a defined contribution scheme or a defined benefit scheme?**

1. Defined Contribution (DC)
2. Defined Benefit (DB)
3. Other

➤ **Wg\_PenD2 (If employee makes further contributions to pension (i.e. in addition to amount deducted from last wage))**

*If Wage\_Pens>0*

*If there was a pension contribution deducted at source from last wage*

**<Name> Do you make any further contributions into a pension scheme (include AVCs, contributions to private pension plans but DO NOT include contributions into income continuance plans)?**

1. Yes
2. No

➤ **Wg\_Pensa (Additional monthly pension contributions)**

Ask if Wg\_PenD2=1

*If employee makes further contributions to pension (i.e. in addition to amount deducted from last wage)*

**<Name> how much additional monthly contributions do you make into this/these schemes (i.e. in addition to the pension deduction from wage)?**

Enter a numeric value between 0 and 99999

➤ **Wage\_TUD (If trade union deduction from last wage)**

*Ask if Wage\_Grs >0 AND Wage\_Grs is not equal to Wage\_Net or*

*Ask if Wage\_Net>0 **AND** Wage\_Grs is not equal to Wage\_Net*

*If there was a value collected for either the Gross wage or Net wage AND the values collected for Gross and Net wages were not equal*

**<Name> Was there a Trade Union subscription deducted at source from your last wage/salary payment?**

1. Yes

2. No

➤ **Wage\_TU (Trade union sub deducted from last wage)**

*Ask if Wage\_TUD=1*

*If respondent had a trade union subscription deducted from his/her last wage*

**<Name> How much in trade union subscriptions was deducted?**

Enter a numeric between 0.00 and 9999.99.

➤ **Wage\_VHID (If health insurance deduction from last wage)**

*Ask if Wage\_Grs >0 AND Wage\_Grs is not equal to Wage\_Net or*

*Ask if Wage\_Net>0 **AND** Wage\_Grs is not equal to Wage\_Net*

*If there was a value collected for either the Gross wage or Net wage AND the values collected for Gross and Net wages were not equal*

**<Name> Was there a Health Insurance Payment deducted at source from your last wage/salary payment?**

1. Yes

2. No

➤ **Wage\_VHI (Health insurance deduction from last wage)**

Ask if Wage\_VHID=1

If respondent had a health insurance premium deducted from his/her last wage

**<Name> How much in health insurance was deducted?**

Enter a numeric between 0.00 and 9999.99.

➤ **Wage\_OthD (If other deductions from last wage)**

Ask if Wage\_Grs >0 AND Wage\_Grs is not equal to Wage\_Net or

Ask if Wage\_Net>0 **AND** Wage\_Grs is not equal to Wage\_Net

If there was a value collected for either the Gross wage or Net wage AND the values collected for Gross and Net wages were not equal

**<Name> Was there any other deduction(s) at source (e.g. savings, credit union payment, social club subscription etc) from your last wage/salary payment?**

1. Yes

2. No

➤ **Wage\_Oth (Other deduction from last wage)**

Ask if Wage\_OthD=1

If respondent had 'other deductions' from his/her last wage

**<Name> What was the total in Other deductions from your last wage?**

Enter a numeric value between 0.00 and 99999.99.

➤ **Wage\_Refnd (If wage/salary payment includes refund or notional amount)**

*Ask if Wage\_Grs >0 or Ask if Wage\_Net>0*

*If there was a value collected for either gross or net wage*

**<Name>Did your last wage/salary payment (i.e. the values you have just given) include(Multiple answers allowed)**

1. Cash equivalent value of a BIK (e.g. Notional value of company car)
2. Refund of a business expense
3. Allowance for motoring
4. A tax rebate
5. Wage/salary payment contained none of these items

**Note:** If the last wage/salary payment contained such a refund and the amount has already been deducted from the gross and net wage amounts keyed, please code 5.

➤ **Wage\_Reamt (Expense refund amount and/or notional value of BIK included in last wage)**

*Ask if Wage\_Refnd in (1,2,3,4)*

*If wage/salary keyed amount contained any of items 1-4 in Wage\_Refnd*

**<Name> What was the total value of this (these) item(s) included in your last wage/salary payment?**

Enter a numeric value between 0.00 and 99999.99.

**Note:** This provides for these instances where expenses incurred for business purposes are refunded by the employer or notional amounts are included in the wage details. It is important that these should be identified.



- **Wg\_ReGrs** (If refund/ notional BIK amt included in gross or net wage or both)

*Ask if Wage\_Reamt > 0*

**<Name> Regarding the amount you have just given, was this amount included in**

1. The last Gross Wage figure given? (Not included in the Net Figure)
2. The last Net Wage figure given? (Not included in the Gross figure)
3. Both the last Gross and Net Wage figures given?

- **Wg\_Tot** (Calculation to see if Net wage + Deductions = Gross wage)

*This error message is activated if the Net wage + Deductions does not equal Gross wage (after adjustments are made for Wage\_Reamt if applicable)*

**❗ Last Gross Wage does not equal Last Net Wage + Deductions from Last Gross Wage.**  
**Press RETURN to continue to error message and make required amendments**

**Note:** If the Last Gross wage- deductions does not equal the Last Net wage an error message is activated. The **Wg\_Tot** amount that appears in the error message is Last Gross Wage – (Last Net Wage + Deductions from Last Gross Wage (adjusted if there is a value keyed for **Wage\_Reamt**)).

➤ **WgTotCo (Allows interviewer to enter comment)**

Ask if Wg\_Tot=S (Suppressed)

**i** *Please comment on why it was necessary to use the suppress facility for this question (Wg\_Tot)?*

➤ **Salry\_Grs (Gross basic annual salary)**

Ask if Income\_Typ = 2 or 3 and Wrk\_Stus=1

If respondent has received employee income in the last 12 months and is currently working

**i** Only values given by the respondent should be entered  
*Details from principal employee position*

**<Name>**

**What is your CURRENT BASIC GROSS ANNUAL salary i.e. your current gross (before tax, social insurance or any other deduction) salary, excluding bonuses overtime etc.?**

Enter a number of at most 10 positions with 2 decimals.

**Note:** This question asks the current basic gross annual salary. It is not the total gross salary earned in the last 12 months. If the respondent only started working in the week prior to the interview and he/she didn't work at any other time in the income reference period and the new job's gross basic salary is €50,000 then key 50000.

➤ **SalryGrsCo (Allows interviewer to enter comment)**

➤ Ask if Salry\_Grs=S (Suppressed)

*If respondent has received employee income in the last 12 months and is currently working*

**❗ Please comment on why it was necessary to use the suppress facility for this question (Salry\_Grs)?**

➤ **CalcGAS(In this variable the current basic gross annual salary to be estimated based on the Wage periodicity [Wage\_prd] and and the Usual Gross Salary [Wage\_Grs] or [Wage\_Usamt] as applicable. Value should be calculated in the background and not visible on the lap-top)**

*This soft error message is activated if the difference between the Calculated Gross Annual Salary<CalcGAS> and Collected Gross Annual Salary<Salry\_Grs> is greater than 2%, or 'Don't Know or 'Refused' are keyed.*

**<Variable calculation>**

If Wage \_Usul=1 then calculate as follows:

*If Wage \_Prd = 2 and Wage \_Grs>0 then <CalcGAS>=Wage \_Grs\*52.18*

*If Wage \_Prd = 3 and Wage \_Grs>0 then <CalcGAS>=Wage \_Grs\*26.09*

*If Wage \_Prd = 4 and Wage \_Grs>0 then <CalcGAS>=Wage \_Grs\*13.045*

*If Wage \_Prd = 5 and Wage \_Grs>0 then <CalcGAS>=Wage \_Grs\*12*

*If Wage \_Prd = 6 and Wage \_Grs>0 then <CalcGAS>=Wage \_Grs\*4*

If Wage \_Usul=2 then calculate as follows:

*If Wage \_Prd = 2 and Wage \_Usamt>0 then <CalcGAS>=Wage \_Usamt\*52.18*

*If Wage \_Prd = 3 and Wage \_Usamt>0 then <CalcGAS>=Wage \_Usamt\*26.09*

*If Wage \_Prd = 4 and Wage \_Usamt>0 then <CalcGAS>=Wage \_Usamt\*13.045*

*If Wage \_Prd = 5 and Wage \_Usamt>0 then <CalcGAS>=Wage \_Usamt\*12*

*If Wage \_Prd = 6 and Wage \_Usamt>0 then <CalcGAS>=Wage \_Usamt\*4*

**<Applicable routing>**

If CalcGAS/Salry\_Grs is not in the range 1.02-0.98 or if CalcGAS='Don't Know or 'Refused' then create Warning:

**i** Interviewer, *there is a significant difference between the collected gross annual salary and the calculated gross annual salary. Please check that the following details have been keyed correctly.*

Salry\_Grs (and value keyed)  
Wage\_Grs (and value keyed)  
Wage\_Usamt (and value keyed)  
Wage\_Prd (and value keyed)

➤ **Occ\_Add (If received additions to basic salary e.g. bonuses)**

*Ask if Income\_Typ=2 or 3*

*If respondent has received employee income in the last 12 months*

**i** *Details from principal employee position.*

**<Name>**

***In the last 12 months did you receive any of the following cash additions to your basic wage or salary***

1. Overtime,
2. Commissions
3. Tips
4. Profit sharing bonus
5. Christmas, holiday or quarterly bonus,
6. Other addition to wage/salary
7. No cash additions to wage/salary

➤

➤ **Occ\_Amt <1,2,3,4,5,6> (Amount received in addition to basic salary)**

Ask if Occ\_Add in (1,2,3,4,5,6)

If respondent received any of the cash additions to basic salary as listed under Occ\_Add

**<Name>**

**What amount did you receive in <Occ\_Add type> (before tax and social insurance) in the last 12 months?**

Enter a number of at most 10 positions with 2 decimals.

**Note:** A profit sharing payment could be a cash amount, which is subjected to tax. It could also be in the form of shares in the company for which the employee works. If it is the form of shares then a 0 amount should be keyed for Profit sharing bonus, as we are collecting cash values in this question.

Below is a note on Approved Profit Sharing Schemes.

Approved Profit Sharing Schemes allow an employer to give an employee shares in the company up to a maximum value of 12,700 euro per year tax-free (2006 threshold level). Approved Profit Sharing Schemes are subject to certain conditions set out in

legislation and administered by the Revenue Commissioners.

Providing the scheme meets the required conditions, an employee will pay no tax on shares up to a maximum value of 12,700 euro per year. The employer must hold the shares for a period of time (called the "retention period") and the employee must not dispose of the shares before three years. If an employee disposes of shares before this time, he or she is liable to pay income tax on whichever is the lower of the following:

The market value of the shares when they were given to the employee or;  
The value of the shares at the time of sale.

➤ **BIK\_HLTH (Benefit in kind-health Insurance)**

*Ask if Income\_Typ=2 or 3, and Pub\_Priv = 2 or 3*

*If respondent has received employee income in the last 12 months and the respondent was not a public sector employee*

**<Name> In the last 12 months has your employer paid/contributed towards Health insurance on your behalf?**

- 1. Yes
- 2. No

➤ **BIK\_Hval (Value of health insurance BIK)**

*Ask if BIK\_Hlth = 1*

*If the respondent's employer paid Health Insurance in respect of the respondent during the last 12 months*

**<Name>**  
**What was your employer's contribution towards your Health insurance in the last 12 months?**

Enter a numeric value between 0.00 and 99999.99.

➤ **Co\_Car (If supplied with company car)**

Ask if *Income\_Typ=2 or 3*, and *Pub\_Priv = 2 or 3*

*If respondent has received employee income in the last 12 months and the respondent was not a public sector employee*

**<Name>**

**Are you supplied with a company car which is available for private use?**

**❗ Please do not include commercial vehicles.**

1. Yes

2. No

➤ **Car\_Months (Number of months with company car)**

Ask if *Co\_Car=1*

*If the respondent has a company car*

**<Name>**

**For how many months in the last 12 months have you had your company car?**

Enter a numeric value between 1 and 12.

➤ **Car\_Val (Company car value)**

Ask if *Co\_Car=1*

*If the respondent has a company car*

**<Name>**

**What is the list price of this car?**

Enter a numeric value between 0.00 and 99999.99.

➤ **Car\_Make (Make of company car)**

*Ask if Car\_Val ='Don't know'*

*If the respondent doesn't know the list price of the company car*

**<Name> Please state make, model and year of the car?**

Enter a text of at most 40 characters.

**Note:** A description like ' 2009 Ford Mondeo 1.8' will suffice.

➤ **Bus\_Miles (Number of business miles travelled)**

*Ask if Co\_Car=1*

*If the respondent has a company car*

**<Name>  
Approximately how many business miles do you travel each year?**

Enter a numeric value between 0 and 99999.

**Note:** The reason this question is asked is to determine the Benefit in Kind notional value of the car to the respondent. If a company car is used by a sales representative who covers a large territory and a similar car is used by an office based employee (who in effect does little business mileage) then the 'benefit' is greater to the office based employee.



➤ **BIK\_TRAV (If received travel/car allowance)**

Ask if *Income\_Typ=2 or 3, and Pub\_Priv = 2 or 3, and Co\_Car=2*

*If respondent has received employee income in the last 12 months and doesn't have a Company Car and isn't (wasn't) a public sector employee*

**<Name> Does (did) your employer give you a car allowance or an allowance for transport to and from work in the last 12 months?**

**❗ This excludes reimbursement of business travel.**

- 1. Yes
- 2. No

➤ **BIK\_TRAV\_V (Value of travel/car allowance)**

Ask if *BIK\_TRAV =1*

*If the respondent received a cash allowance for transport to & from work from his/her employer during the last 12 months*

**<Name> What was the total value of this benefit over the last 12 months?**

**❗ If the respondent received a weekly allowance of €40 and received this for 40 weeks, then the total values of the benefit over the last 12 months was €1600.**

Enter a numeric value between 0.00 and 999999.

**Note: Car allowance**

A car allowance is where an employee gets a set amount in addition to a salary each week to run a car. This is normally to take in all expenses -- insurance, tax, petrol, and maintenance. This is taxed as a 'ransom expense' because the employee does not have to produce receipts for expenditure. Therefore, it is taxed simply as a benefit-in-kind at the marginal rate of taxation through PAYE.

➤ **BIK\_PAYE (if received other BIKs)**

*Ask if Income\_Typ=2 or 3, and Pub\_Priv = 2 or 3*

*If respondent has received employee income in the last 12 months and isn't (wasn't) a public sector employee*

**<Name>**

***In the last 12 months have you received any of the following non cash benefits from your employer?***

1. Free/Subsidised life assurance
2. Free shares
3. Low interest loan
4. Free/subsidised children's school fees
5. Free/subsidised Club subscriptions
6. Free/subsidised creche
7. Free/subsidised housing costs (electricity/gas/phone/Free (reduced) rent
8. Lunch allowance/Luncheon vouchers
9. None of these non cash benefits

➤ **BIK\_Val <1,2,3,4,5,6,7,8> (Value of BIKs received from employer)**

*Ask if BIK\_PAYE in (1,2,3,4,5,6,7,8)*

*If the respondent was in receipt of any of the benefits listed under BIK\_PAYE during the last 12 months*

**<Name> What was the cash equivalent value of the <BIK\_PAYE type> that you received from your employer in the last 12 months?**

Enter a number of at the most 10 positions with 2 decimals.

There is slight modification of the question text dependent on the BIK\_PAYE item e.g.. if BIK\_PAYE =3 then question text is

**<Name> What was the value of the Low interest loan benefit over the last 12 months?**

**❶ i.e. What was the difference in the interest you paid in respect of this loan and the amount you would have had to pay if you borrowed an equivalent amount from a bank (at a non preferred rate)?**

**<Name> What is the weekly value of luncheon vouchers or lunch allowance received from your employer?**

Enter a number of at most 10 positions with 2 decimal points.

**Note: Salary\_Shr** asks if the respondent 'forgone salary' to purchase shares in the company in which he/she works. For example an employee might forgo a percentage of his/her salary and receive the forgone percentage in shares. This reduces the employees tax liability (assuming that he/she does not sell the shares before a defined time period elapses). **BIK\_PAYE** asks the respondent whether he/she received Free shares from his/her employer. An example is a case where the employee took a 'bonus payment' in the form of shares. In other words the employee didn't forego part of his/her basic salary to receive these shares.

➤ **Doc\_P60 (If respondent can supply Interviewer with a P60 certificate)**

Ask if *Income\_Typ=2 or 3*

*If respondent has received employee income in the last 12 months*

**<Name> Can you supply me with a P60 certificate or P60 details that refer to this employee position(s)?**

1. Yes
2. No

**Note: What is a P60?**

A P60 is a form issued by an employer to an employee certifying details of the employee's pay, tax and PRSI contributions for the tax year. The Form P60 must be given to each employee who is in employment at 31 December on any given year. This should be done before 15 February of the following year. This is a requirement of all employments. An example of a P60 is on page 193.

➤ **P60\_Year**

Ask if *Doc\_P60=1*. If the respondent has a P60

**<Name> Which tax year does the P60 relate to?**

Enter a numeric value between 2000 and 2020.

➤ **P60\_Pay (Total Pay amount on P60)**

Ask if Doc\_P60=1, If the respondent has a P60

**<Name> What is the total Pay amount on this P60?**

Enter a number of at most 10 positions with 2 decimals.

➤ **P60\_Tax (Total tax amount on P60)**

Ask if Doc\_P60=1. If the respondent has a P60

**<Name> What is the total tax amount on this P60?**

Enter a number of at most 10 positions with 2 decimals.

➤ **P60\_LPT (LPT amount on P60)**

Ask if Doc\_P60=1. If the respondent has a P60

**<Name> What is the Total LPT amount on this P60 (if applicable)?**

Enter a number of at most 10 positions with 2 decimals.

➤ **P60\_USC (USC amount on P60)**

*Ask if Doc\_P60=1. If the respondent has a P60*

**<Name> What is the total USC amount on this P60?**

Enter a number of at most 10 positions with 2 decimals.

➤ **P60\_EmpSI (Employee's share or PRSI on P60)**

*Ask if Doc\_P60=1*

*If the respondent has a P60*

**<Name> What is the Employee's share of pay-related social insurance on this P60?**

Enter a number of at most 10 positions with 2 decimals.

➤ **P60\_EpyrSI (Employer + Employee's PRSI on P60)**

*Ask if Doc\_P60=1*

*If the respondent has a P60*

**<Name> What is the TOTAL (employer + employee) pay-related social insurance on this P60?**

Enter a number of at most 10 positions with 2 decimals.

p60 - Windows Picture and Fax Viewer

# P60

CERTIFICATE OF PAY, TAX AND  
PAY-RELATED SOCIAL INSURANCE

## PAYE - PRSI

YEAR ENDED 31st DEC. 2005

To be given to each employee who was in your employment on 31st December, whether or not tax was deducted.

Name of Employee: \_\_\_\_\_

Address: EUSILC CORK

Personal Public Service No. (PPS No.) \_\_\_\_\_

'1' indicates that temporary basis applied } at 31st December E9 ☐

'2' indicates that emergency basis applied } at 31st December

Tax Credit € \_\_\_\_\_

F9 ☐ Enter 'X' in this box if there were 53 pay days in the year.

Standard Rate Cut Off € \_\_\_\_\_

Works No. \_\_\_\_\_

Enter 'W' in this box if week 1 / month 1 basis applied ☐

Enter 'D' in this box if employee was a director. ☐

(A) PAY.	€	(C) PRSI IN THIS EMPLOYMENT	€
1. Total pay (i.e. gross pay less any superannuation contributions allowable for income tax purposes) in above year including pay in respect of previous employment(s), if any.		1. EMPLOYEE'S PRSI.	K3
2. Pay in respect of previous employment(s) if any, in above year.		2. TOTAL (employer + employee) PRSI.	K4
3. Pay in respect of THIS employment (i.e. gross pay less superannuation contributions allowable for income tax purposes).	J6	3. Total number of weeks insurable employment.	F1 52
		4. Initial social insurance contribution class.	C2 A1
		5. Subsequent social insurance contribution class	C3
		6. Number of weeks at the class entered at line 4 above.	F3
		7. Date of commencement of employment	F4
(B) TAX.	€		
1. Total net tax deducted in above year (including tax deducted by previous employer(s), if any).			
2. Tax in respect of previous employment(s), if any.	O. C		
3. Net tax deducted (including refunded (H9) in this employment)	J7		

We certify that the particulars given above include the total amount of pay (including overtime, bonus, commission, etc.) paid to you by me/ us in the above year, the total tax deducted by me/ us less any refunds and the total pay-related social insurance contribution in respect of this employment.

Employer's Name CENTRAL STATISTICS OFFICE

Employer's Regd. No. \_\_\_\_\_

Date 21 JAN-2006

**TO THE EMPLOYEE**

**THIS IS A VALUABLE DOCUMENT**

You should retain it carefully as evidence of tax deducted.

You may also require this document for production to the Collector General if you are claiming repayment of:

(a) PRSI contributions on the amount of pay in excess of the pay ceiling for contribution purposes or

(b) the Health Contribution where income was below the relevant threshold for the year.

P60\_Year

P60\_Pay

P60\_Tax

P60\_EmpSI

P60\_EpyrSI

➤ **Salary\_Shr (Forego salary to purchase shares)**

Ask if Income\_Typ = 2 or 3

If respondent has received employee income in the last 12 months

**<Name> Did you forego salary in the last 12 months in order to purchase shares in the company, where you are (were) employed?**

1. Yes

2. No

**Note: Salary Foregone**

Some employers offer employees the opportunity to forgo salary and receive the foregone amount in shares of the company where the employee works. These schemes should be operated within parameters set down by Revenue. Below are some of the 'rules' attached to Salary foregone schemes:

- salary foregone must be optional for each participant.
- the maximum amount of salary that may be foregone is 7½% of basic salary.
- where it is intended to include a provision for a minimum amount of salary to be foregone, that minimum amount cannot exceed the lesser of £100 or 1% of basic salary.
- where varying percentages are included in a scheme the same choice must be given to all participants.

➤ **SalShr\_Amt (Amount of salary foregone to purchase shares)**

*Ask if Salary\_Shr = 1*

*If respondent relinquished an amount from his/her salary to purchase shares in company where they worked*

**<Name> How much salary did you forego in the last 12 months, in order to purchase shares in the company, where you are (were) employed?**

Enter a numeric value between 0.00 and 99999.99.

➤ **Pay\_Rise (If received pay rise)**

*Ask if Income\_Typ = 2 or 3 and Wrk\_Stus=1*

*If respondent has employee income and is working*

**<Name> Did you get a pay rise in the last 12 months?**

**❗ If the respondent changed jobs and the new job is better paid, then please key 1.**

- 1. Yes
- 2. No

➤ **Rise\_Type (If pay rise under national wage agreement)**

Ask if Pay\_Rise=1

If respondent received a pay rise

**How would you describe the increase that you received?**

1. Pay rise under national pay agreement
2. Other pay rise
3. Pay rise under the national pay agreement and an additional pay rise

**Note:** In Mid-June 2006, Sustaining Progress National Partnership Social Partnership Agreement was finalised and has been called *Toward 2016*. As part of this agreement, pay rises during the duration of the agreement will be specified (assuming the social partners can agree upon the percentages).

➤ **RiseTyp2 (If respondent can express pay rise as a % or cash amount)**

Ask if Rise\_Type in (2,3)

If respondent's pay rise was not exclusively under the national pay agreement

**<Name > could you give me the value of your pay rise as a?**

1. Percentage pay rise
2. Net increase in your usual take-home wage (i.e. the amount take home pay has increased by since the pay rise)
3. Can't express pay rise in either percentage or take home pay amounts

➤ **Rise\_Amt (Percentage pay-rise)**

Ask if RiseTyp2=1

If respondent can express pay rise as a percentage pay rise

**<Name> approximately what was the percentage pay rise?**

**❗ If the respondent received more than 1 pay rise in the last 12 months, please key the percentage of the most recent pay rise.**

Enter a numeric value between 0.00 and 99.99.



➤ **RiseAmt2 (Amount of pay-rise)**

Ask if RiseTyp2=2

If respondent can express the pay rise as an increase in take home pay

**<Name> what was the increase in your take home wage after the pay rise?**

Enter a numeric value between 0.00 and 99.99.

➤ **Rise\_Month (When pay rise received)**

Ask if Rise\_Type in (2,3)

If respondent has received a non partnership pay rise in the last 12 months

**<Name> Approximately how many months ago did you get this pay rise?**

**❗ If the only pay rise that the respondent received in the last year was within the last 2 weeks, please enter 0 or if the respondent received more than 1 pay rise in the last 12 months, please key how many months ago was the most recent pay rise?**

Enter a numeric value between 0 and 12.

➤ **Pay\_Cut (Pay cut)**

Ask if Pay\_Rise=2

If respondent didn't get a pay rise

**<Name> Did you take a reduction in your GROSS wage in the last 12 months?**

**❗ With income and pension levies many people have taken a reduction in NET pay, this question asks about a reduction in GROSS pay. If the respondent changed jobs and the new job is less well paid, then please key 1.**

1. Yes
2. No

➤ **Cut\_Amt (Percentage pay cut)**

Ask if Pay\_Cut=1

If respondent took a pay cut in the last 12 months

**<Name> approximately what was the percentage pay cut?**

**❶ If the respondent took more than 1 pay cut in the last 12 months, then key the percentage of the most recent pay cut**

Enter a numeric value between 0.00 and 99.99.

➤ **Cut\_Month (When respondent took pay cut)**

Ask if Pay\_Cut=1

If respondent took a pay cut in the last 12 months

**<Name> Approximately how many months ago did you take this pay cut?**

**❶ If the only pay cut that the respondent received in the last year was within the last 2 weeks, please enter 0 or if the respondent received more than 1 pay cut in the last 12 months, please key how many months ago was the most recent pay cut?**

Enter a numeric value between 0 and 12.

➤ **Sec\_Occup (Second job description)**

Ask if Sec\_Job = 1

If the respondent has/had a second employee position that runs/ran concurrently with his/her principal employee position during the last 12 months

**<Name>**

**What is (was) your occupation in your secondary employee position?**

Enter a text of at most 60 characters.

➤ **Sec\_w\_Part (Particulars relating to second job)**

Ask if Sec\_Job=1

*If the respondent has/had a second employee position that runs/ran concurrently with his/her principal employee position during the last 12 months*

**<Name> Secondary Job (Employee position)**

**Please give the following particulars of the usual wage/salary payment(s) you received which relates to your secondary employee position(s).**

**Press RETURN to continue.**

**Note** It is unlikely that a respondent will have more than 2 employee positions. If a respondent has more than 2 employee positions then the third and subsequent positions are probably minor and occasional by nature. The total amount earned from these minor positions can be keyed in the Occ\_Inc questions, i.e. questions that relate to income received from occasional work. If the respondent said that he/she had a secondary employee position and when you came to this question it became apparent that the position was more occasional, you could go back and re-key 2 for Sec\_Job and then key the amounts received from this (these) position(s) in the questions on occasional income.

➤ **Sec\_JDUR (Duration of second job)**

Ask if Sec\_Job=1

*If the respondent has/had a second employee position that runs/ran concurrently with his/her principal employee position during the last 12 months*

**<Name> Secondary Job (Employee position)**

**How many weeks did you work in the Secondary Job during the last 12 months?**

Enter a number between 0 and 53.

➤ **Sec\_Prd (Period wage for second job covered)**

Ask if Sec\_Job=1

*If the respondent has/had a second employee position that runs/ran concurrently with his/her principal employee position during the last 12 months*

**<Name> Secondary Job (Employee position)**  
***How long of a period did your last wage/salary cover?***

- 2. Week
- 3. Fortnight
- 4. Four week period
- 5. Month
- 6. Quarter
- 7. Other

➤ **Sec\_PrdTxt (Wage period second job (text))**

Ask if Sec\_Prd=7

*If period second wage covered was 'other'*

**<Name> Secondary Job (Employee position)**  
***Please specify how long?***

Enter a text of at most 20 characters.

➤ **Sec\_Grs (Gross wage from second job)**

*Ask if Sec\_Job=1*

*If the respondent has/had a second employee position that runs/ran concurrently with his/her principal employee position during the last 12 months*

**<Name> Secondary Job (Employee position)**

***What was the total gross amount you earned in your usual wage/salary payment(s)?***

Enter a number of at most 10 positions with 2 decimals.

➤ **Sec\_Net (Take home pay from 2<sup>nd</sup> wage/salary position)**

*Ask if Sec\_Job=1*

*If the respondent has/had a second employee position that runs/ran concurrently with his/her principal employee position during the last 12 months*

**<Name> Secondary Job (Employee Position)**

***What was the total Net amount (i.e. after deduction at source) you earned in your usual wage/ salary payment?***

Enter a number of at most 10 positions with 2 decimals.

➤ **Sec\_TaxD (If income tax deducted from 2<sup>nd</sup> wage/salary position)**

*Ask if Sec\_Grs > 0 AND Sec\_Grs is not equal to Sec\_Net or*

*Ask if Sec\_Net > 0 **AND** Sec\_Grs is not equal to Sec\_Net*

*If there was a value collected for either the Gross wage or Net wage from second job AND the values given for Gross and Net wages for second job were not equal*

**<Name> Secondary Job (Employee position)**

***Was there income tax deducted from the last wage/salary payment that you received from your second employee position?***

1. Yes

2. No

➤ **Sec\_Tax (Tax deducted from 2<sup>nd</sup> wage/salary position)**

*Ask if Sec\_TaxD=1*

*If respondent had tax deducted from his/her last wage from second job*

**<Name> Secondary Job (Employee position)**

***How much was the following deduction made at source from your last wage/salary payment?***

***Income Tax***

Enter a numeric between 0.00 and 999999.99.

➤ **Sec\_SID (If PRSI deducted from 2<sup>nd</sup> wage/salary position)**

*Ask if Sec\_Grs >0 AND Sec\_Grs is not equal to Wage\_Net or*

*Ask if Sec\_Net>0 **AND** Sec\_Grs is not equal to Sec\_Net*

*If there was a value collected for either the Gross wage or Net wage from second job AND the values given for Gross and Net wages for second job were not equal*

**<Name> Secondary Job (Employee position)**

**Was there Social Insurance (PRSI) deducted from the last wage/salary payment that you received from your second employee position?**

1. Yes

2. No

➤ **Sec\_SI (PRSI deducted from 2<sup>nd</sup> wage/salary position)**

*Ask if Sec\_SID=1*

*If respondent had Social Insurance deducted from his/her last wage from second job*

**<Name> Secondary Job (Employee position)**

**How much was the following deduction made at source from your last wage/salary payment?**

**Social insurance contribution (incl. levies)**

Enter a numeric between 0.00 and 999999.99.

➤ **Sec\_PenD (Pension contribution deducted from 2<sup>nd</sup> wage/salary position)**

*Ask if Sec\_Grs >0 AND Sec\_Grs is not equal to Wage\_Net or*

*Ask if Sec\_Net>0 **AND** Sec\_Grs is not equal to Sec\_Net*

*If there was a value collected for either the Gross wage or Net wage from second job AND the values given for Gross and Net wages for second job were not equal*

**<Name> Secondary Job (Employee position)**

***Was there a pension contribution deducted at source from the last wage/salary payment that you received from your second employee position?***

1. Yes

2. No

➤ **Sec\_Pens (Pension contribution deducted from 2<sup>nd</sup> wage/salary position)**

*Ask if Sec\_PenD=1*

*If respondent had a pension contribution deduction*

**<Name> Secondary Job (Employee position)**

***How much was the following deduction made at source from your last wage/salary payment?***

***Superannuation or pension contribution***

Enter a numeric between 0.00 and 999999.99.



➤ **Secwrk\_Hrs (Hours worked in 2<sup>nd</sup> wage/salary position)**

Ask if Sec\_Job=1

*If the respondent has/had a second employee position that runs/ran concurrently with his/her principal employee position during the last 12 months*

**<Name> Secondary Job (Employee position)**

***How many hours per week (excluding meal intervals) do (did) you usually work in all secondary job(s)?***

Enter a numeric value between 0 and 168.

➤ **Sec\_Days (Days worked in 2<sup>nd</sup> wage/salary position)**

Ask if Sec\_Job=1

*If the respondent has/had a second employee position that runs/ran concurrently with his/her principal employee position during the last 12 months*

**<Name> Secondary Job (Employee position)**

***How many days per week do (did) you usually work in all secondary job(s)?***

Enter a numeric value between 0.5 and 7.0.

**Note:** If the respondent has 3 employee positions this question asks the number of hours worked in the non-principal employee positions i.e. the second and third employee positions.

➤ **Sec\_s\_Grs (Total gross income from second employee position)**

*Ask if Sec\_Job=1*

*If the respondent received employment income from a second job*

**<Name> Secondary Job (Employee position)**

***What was the total gross amount earned from secondary employee position(s), including any bonuses, overtime etc. in the last 12 months?***

Enter a number of at most 10 positions with 2 decimals.

## 19.2 Non-Farming Self Employment Income Details

### ➤ Self\_Empl (Self employed profit or loss)

Ask if Income\_Typ=1 or 3

If the respondent has self employed income

#### **<Name> Self Employment Income**

***In relation to your self-employment position (non-farming), did you make a profit or loss in the most recent 12 months for which you can give a figure?***

***❗ If the respondent broke even please code as 2. i.e. a Loss and key in a value of 0 for Empl\_Loss.***

- 1. Profit
- 2. Loss

Note: Some respondents may have classified themselves as self-employed and may have set up a company and are paid as employees of the company (Schedule E). In such a case you should go back to Income\_typ and key 2 (all employee income). It may have happened that the respondent received profit sharing payments from the business. If Income\_typ =2 then questions on profit sharing are asked.

### ➤ Empl\_Loss (Loss from self employed position)

Ask if Self\_Empl=2

If the respondent made a loss or broke even

#### **<Name> How much was this loss?**

Enter a number of at most 10 positions with 2 decimals.

➤ **Empl\_Prof (Profit from self employed position)**

*Ask if Self\_Empl=1*

*If the respondent made a profit*

**<Name> How much was your total net income or profit from your business or profession before Tax and Social insurance for the most recent 12 months for which you can give a figure?**

**❗ Total net income = Net of business expenses**

Enter a number of at most 10 positions with 2 decimals.

**Note:** Pension contributions are not a business expense. Therefore contributions to individual pension plans are not be deducted from the income figure.

➤ **Refuse**

*Ask if Emp\_Prof='Refuse'*

*If the respondent refused to give a value for employment profit*

**❗ Why do you believe that the respondent refused to give income details?**

Enter a text of at most 40 characters.

**Note:** if the respondent refused to give income values the reason may be that he/she found the question too intrusive, they may not have wanted to search for documentation to support an answer, they may not believe that the answers given would be treated as confidential.

➤ **Year\_end2a (Year self employed income)**

*Ask if Empl\_Prof>0 or Empl\_Loss>0*

*If the respondent made an employment profit greater than zero Or an employment loss greater than zero*

**<Name> To which year does the self-employment income amount refer to?**

Enter a numeric value between 2000 and 2020.

**Note:** The self-employed person makes returns under 'Self Assessment Returns'. If the self-employed person has registered a company and is an employee of the company then he/she will pay tax under Schedule E (PAYE).

The self-assessed tax year is the same as that for employees i.e. the calendar year. The tax year changed in 2000, prior to that the tax year ran from April 6<sup>th</sup> to April 5<sup>th</sup>.

**Preliminary Tax**

Preliminary Tax is an estimate of Income Tax payable by a self employed individual for the year and must be paid by 31 October. Preliminary Tax includes PRSI and Health Contribution as well as Income Tax.

The amount of Preliminary Tax that must be paid to avoid interest charges is the lower of:

- 90% of the final liability for the current tax year or
- 100% of the final liability to tax for the immediately previous year or
- 105% of the final liability for the year preceding the immediately previous year. This option is only available where the Collector-General is authorised to collect tax by direct debit. The 105% rule does not apply where the tax payable for the pre-preceding year is NIL

This means that if an Interviewer is Interviewing a self employed respondent in the latter part of the year then the respondent may be in a position to give the interviewer very up to date figures relating to self employed income and tax liability

- pay Preliminary Tax for 2009 on or before 31 October 2009,
- pay the balance of tax due, if any, for 2009 on or before 31 October 2009,
- pay the balance of tax due for 2009 on or before 31 October 2010,
- file tax return for 2009 on or before 31 October 2009.

➤ **Empl\_Doc (Documentation consulted for self employed income)**  
*If Empl\_Prof >0 or If Empl\_Loss >0*  
*If there is a keyed value for self employed profit or loss*

**i** Please code the document consulted in relation to self-employment income for <Name>.

1. Notice of tax assessment
2. Annual Accounts
3. Tax returns
4. No document

**Note:** After the Revenue receives the tax return, they issue a **Notice of Assessment** which confirms the self-employed person's tax position for the year.  
 If you get to see a tax return form in the case of a respondent who is in a self employment trade or profession, then please key in the value for Net trading profit.  
 Example of a tax return form below Details for those self employed in a trade or profession will appear on page 4

## INCOME FROM A TRADE or PROFESSION

**I0 - Income from a Trade or Profession**  
 (Gross Income less than €50,000 - see note on Page 1)

Tick ☒ box(es) to indicate to whom the income in each column refers.

Description of Trade or Profession

Commencement Date

Accounting Period End Date

Gross Income

Net Trading Profit

Net Trading Loss

Please tick ☒ if you wish to **elect** to set any loss in this trade made in the year 2007 against your other income under Section 381 TCA 1997. Election to be made on or before 31/12/09.

TRADE 1/  
PROFESSION 1

Self ☐ Spouse ☐

TRADE 2/  
PROFESSION 2

Self ☐ Spouse ☐

☐

☐

➤ **Drawings**

*Ask if Income\_Typ is either 1 or 3*

*If the respondent had self employed income in the income reference period*

**<Name> Do you draw regular sums of money from the business for your own personal use?**

1. Yes
2. No

**Note:** Drawings for personal use are amounts taken by the self-employed individual for personal day to day living (not for business expense purposes). Drawings for personal use are not an allowable business expense.

➤ **Draw\_Amt (Amount taken in drawings)**

*Ask if Drawings=1*

*If the respondent made drawings from his/her business*

**<Name> How much do you usually draw out per month for personal use?**

Enter a numeric value between 0.00 and 9999.99.

➤ **Sol\_Own (Sole owner or partnership)**

*Ask if Empl\_Loss>0 or if Empl\_Prof>0*

*If the respondent's self employment profit or loss >0*

**<Name> Are you the sole owner of your business or are you in a partnership?**

1. Sole owner
2. Partnership

➤ **Part\_Shr (If partner's share was included in value)**

*Ask if Sol\_Own=2*

*If the respondent is in a business partnership*

**<Name> Has your partner's share been included in the income figures you have given?**

1. Yes
2. No

➤ **Part\_s\_Val (Respondents share of profit)**

*Ask if Part\_Shr=1*

*If the partners share of business profits were included in the values given by the respondent*

**<Name> What percent was your partner's share?**

Enter a numeric value between 0.00 and 99.99.

➤ **Part\_Hmem (If partner is a household member)**

*Ask if Part\_Shr=1*

*If the partner's share of business profits were included in the values given by the respondent*

**<Name> Is your partner a household member?**

1. Yes
2. No



➤ **Part\_Num (Name of partner (if a household member))**

Ask if Part\_Hmem=1

If the respondent's business partner is a household member

**<Name> which household member is your business partner?**

**❗ Please insert the name of this household member.**

Enter a text of at most 20 characters.

**Note:** The reason for this sequence of questions is that we do not want to double count income. A husband and wife may jointly run a shop. If both household members gave

total values (as distinct from their individual shares) then this employment income component of total household income would be double-counted.

➤ **Direct\_Fees (If received Director's fees)**

Ask if Income\_Typ=1

If all the respondent's income came from a self employed position

**<Name> Did you receive Director's fees in that period?**

1. Yes

2. No

**Note:** Directors Fees are paid to a director in respect of duties performed by him solely in his capacity as a director of the company.

➤ **Direct\_F\_Amt (Amount received in director's fees)**

*Ask if Direct\_Fees=1*

*If the respondent received director's fees*

**<Name> How much did you receive in Director's fees?**

Enter a numeric value between 1 and 999999.

➤ **Self\_Hrs (Hours worked in self employed position)**

*Ask if Income\_Typ=1 or 3*

*If the respondent has self employed income*

**<Name> How many hours per week (excluding meal intervals) did you work in self employment during the last 12 months?**

Enter a numeric value between 0 and 168.

➤ **Self\_Days (Days per week worked in self-employed position)**

*Ask if Income\_Typ=1 or 3*

*If the respondent has self employed income*

**How many days per week did you usually work in self-employment during the last 12 months?**

Enter a numeric value between 0.5 and 7.0.

➤ **Tax\_Direct (If tax paid on self employed income)**

Ask if *Empl\_Prof*>0

If the profit amount keyed for self employed income is greater than zero

**<Name> Have you paid or do you expect to pay any income tax and/or social insurance and health contributions in relation to the self-employment figure you have given?**

**❗ If the respondent has farm income, this question relates to the income tax on non-farm self employed income.**

1. Yes

2. No

**Note:** Respondents whose total self-assessed income comes from farming are not routed to this question. If the farmer has other self-assessed income (e.g. in the case of a farmer who is also a publican) then he/she is routed to this question and this question relates to the tax paid on non-farm income.

➤ **Tax\_d\_Paid (Amount of tax paid on self employed income)**

Ask if *Tax\_Direct*=1

If the respondent paid income tax on his/her self-employment income

**<Name> How much was (or how much do you expect) the Total tax and social insurance amounts for the self-employment figure you have given?**

Enter a number of at most 10 positions with 2 decimals.

➤ **Oth\_s\_Inc (If made other self employed income)**

Ask if *Income\_Typ=1* or *3*

If the respondent has self employed income

**<Name> Did you receive any other income from this business for personal use over that period (e.g. royalties, rental income from business properties or equipment that was not included in the amounts already stated)?**

- 1. Yes
- 2. No

➤ **Oth\_Incamt (Other self employed income amount)**

Ask if *Oth\_s\_Inc=1*

If the respondent received other income from the business

**<Name> What was the value of this other income (before tax and social insurance payments)?**

Enter a numeric value between 0.00 and 999999.99.

➤ **Oth\_Inctax (Tax and social insurance paid on other self-employed income)**

Ask if *Oth\_s\_Inc=1*

If the respondent received other income from the business

**<Name> How much tax and social insurance did you pay on this other income?**

**❶ If the tax and social insurance amount in relation to this income was included in a tax and social insurance figure already given (e.g. in self-employed tax details), please enter 0.**

Enter a numeric value between 0.00 and 999999.99.

## 20. Other Questions on Income

### ➤ **Occ\_Work** (If income received from occasional additional work)

Ask if *Income\_Typ*=1,2,3 or 4

If the respondent received any employment income in the past 12 months

**<Name> Income from occasional work**

**Have you at any time during the last 12 months received any other employment income e.g. income from occasional work, which has not been collected so far in the questionnaire?**

1. Yes

2. No

**Note:** This question is asked of all respondents who have said that they had employment income in the last 12 months. An example of occasional work is a farmer who does some contract machinery work, or a teacher who gives grinds. In a PAYE situation where the person has a second job the values for second job should have been collected earlier and the value for **Sec\_Job** should have been 1.

### ➤ **Occ\_Inc** (Amount received for occasional work)

Ask if *Occ\_Work*=1

If the respondent received income from 'Occasional work'

**<Name> What was the gross (i.e. before tax and social insurance) income earned from this 'Occasional work' in the last 12 months?**

Enter a numeric value between 0.00 and 99999.99.

➤ **Occ\_i\_Tax (Tax paid on income from occasional work)**

Ask if Occ\_Work=1

If the respondent received income from 'Occasional work'

**<Name> How much tax and social insurance was paid on this amount in the last 12 months?**

**❗ If the tax and social insurance amount in relation to this income was included in a tax and social insurance figure already given (e.g. in self-employed tax details), please enter 0.**

Enter a numeric value between 0.00 and 99999.99.

**Note:** If the respondent hasn't declared (to Revenue) the income made from 'Occasional work' then insert a 0 value for **Occ\_I\_Tax**.

➤ **Pen\_Cont (If respondent will receive a pension on retirement)**

Ask if Wrk\_stus=1 and Income typ =1 or Ask if Wrk\_stus=1 and Income typ =4 or

Ask if Wrk\_stus=1 and Income typ in (2,3) and Wage\_Grs= 'don't know' and

Wage\_net= 'don't know' or Ask if Wrk\_stus=1 and Income typ in (2,3) and Wage\_Grs= 'refused' and Wage\_net= 'refused' or

Ask if Wrk\_stus=1 and Income typ in (2,3) and Wage\_Grs=Wage\_Net

Ask if Wrk\_stus=1 and Income typ in (2,3) and Wage\_PenD=2

If the respondent is working and all his/her income is from self-employed or farming positions

If the respondent is an employee and the question as to whether there was a pension deduction from his/her last wage was not asked

If the respondent said that there was no pension deducted at source from his/her last wage

**<Name> When you retire, will you be personally be entitled to a pension?  
I'm referring here specifically to a pension after you retire in addition to a Social Welfare old age pension.**

**❶ If the only pension that the respondent will receive when he/she retires is a SOCIAL WELFARE pension, then please Code 2.**

1. Yes
2. No

**Note:** If an amount has been collected in respect of a pension deduction from a last wage/salary payment then the respondent isn't routed to this question

➤ **Pension\_C (Pension contributor)**

*Ask if Pen\_Cont=1*

*If the respondent will be entitled to a pension*

**<Name> In relation to the pension you will receive when you retire from your work, who makes contributions towards this pension?**

**❶ This question relates to pension contributions and NOT PRSI contributions. If the pension is a non-contributory civil service pension please key 2.**

- 1 Respondent only
2. Employer
3. Both the employer and the respondent
4. Other
5. Pension relates to a position held in a previous employment.

**Note:** Many employers have a pension scheme for their employees where both the employer and the employee contribute to the scheme. Most schemes allow for Additional Voluntary Contributions (AVCs) which are a tax efficient means of increasing a person's pension on retirement. Employers who do not have a pension scheme with AVCs have to provide access to PRSAs Personal Retirement Savings Accounts.

PRSAs were introduced by the Pensions (Amendment) Act, 2002. A PRSA is an investment vehicle used for long term retirement provision by employees, self-employed, homemakers, carers, unemployed and any other category of person.

A PRSA is a contract between an individual and an authorised PRSA provider in the form of an investment account and the PRSA benefits will be determined by the contributions paid by and on behalf of the contributor and the investment return on those contributions. Respondents with only self-employed income are routed to this question as the pension to which they will be entitled may relate to a position held in a previous job.

➤ **Pen\_ContA (Monthly contribution to pension)**

*Ask if Pen\_Cont in (1,3,4)*

*If the contributors to the pension are either (1) The respondent (2) The employer with the respondent (3) Other*

**<Name> How much is your monthly contribution towards this pension (Superannuation)?**

**❗ Included here are AVCs & PRSA contributions.**

Enter a numeric value between 0.00 and 99999.99.



➤ **Income\_Prtct (If paying into an income protection policy)**

Ask if *Wrk\_Stus=1*

If the respondent is working

**<Name> Are you paying into an insurance policy (I'm referring here specifically to a private policy and not PRSI contributions) which would protect (or partly protect) your income or mortgage repayments in the case of illness/disability or unemployment?**

**❗ Income protection policy.**

1. Yes

2. No

➤ **Prtct\_Amt (Monthly premium of protection policy)**

Ask if *Income\_Prtct = 1*

If the respondent paid into an income/mortgage protection policy

**<Name> How much is your monthly contribution towards this policy?**

Enter a numeric contribution value between 0 and 9999.

➤ **Rec\_Prt (If received payment from an income protection policy)**

Ask if *15<calc<66 and Wrk\_Lstyr=1 And Oow\_Type in (1,2,3) or*

*Ask if 15<calc<66 and Wrk\_Lstyr=1 And Notw\_Type in (2,3,4,5) or*

*Ask if 15<calc<66 and Ever\_wrk=1 And Oow\_Type in (1,2,3) or*

*Ask if 15<calc<66 and Ever\_wrk=1 And Notw\_Type in (2,3,4,5) or*

*Ask if 15<calc<66 and Unemp\_Prd=1 or*

*Ask if 15<calc<66 and Unem\_Prs=1*

*Asked if the respondent is aged over 15 and less than 66 is not working but worked in the past. Also asked if currently working but had a period in the last 12 months when he/she didn't receive employment income.*

**<Name> Have you received any money from an Income protection policy in the last 12 months?**

1. Yes
2. No

➤ **Rec\_Prtct (Amount received from income protection policy)**

*Ask if Rec\_Prt=1*

*If the respondent paid into an income/mortgage protection policy*

**<Name> How much did you receive in total during the last 12 months from such a policy?**

Enter a numeric contribution value between 0.00 and 99999.99.

➤ **Tax\_Refund (If received a tax refund)**

*Ask if Calc>17*

*If the respondent is 18 years or older*

**<Name> Have you had any income tax directly refunded to you by the Revenue Commissioners during the last 12 months?**

1. Yes
2. No

➤ **Tax\_r\_Amt (Amount received in tax refund)**

Ask if Tax\_Refund=1 or

If the respondent received a tax rebate in the past 12

**<Name> How much was refunded?**

Enter a numeric value between 0.00 and 999999.99.

➤ **Cap\_Tax (If paid capital gains tax)**

Ask if Calc>20

If the respondent is 21 years or over

**<Name> Have you paid any capital gains tax to the Revenue Commissioners during the last 12 months?**

1. Yes
2. No

**Note:** Capital Gains Tax (CGT) is chargeable on gains arising on the disposal of assets, other than that part of a gain which arose in the period prior to 6 April 1974. Any form of property including an interest in property (as, for example, a lease) is an asset for CGT purposes.

➤ **Cap\_t\_Amt (Amount paid in capital gains tax)**

Ask if Cap\_Tax=1

If the respondent paid capital gains tax

**<Name> What was the amount paid?**

Enter a numeric value between 0.00 and 999999.99.

➤ **Rent\_Incm (If received rental income)**

Ask if Calc>15

If the respondent is 16 years or over

**<Name> Did you receive any income in the last 12 months from the rental of property or non-farming land?**

**❶ If self-employed please disregard rental of business properties.**

1. Yes
2. No

**Note:** If the respondent rented out farmland then this should have been captured under **Land\_Let**. If the respondent let out property, which was part of a self-employed business enterprise, then this should have been captured under **Oth\_s\_Inc**. This variable refers to rental income received from property that was not part of the respondents business.

➤ **Rent\_i\_Amt (Amount received in rental income)**

Ask if Rent\_Incm=1

If the respondent has rental income

**<Name> How much did you receive in the last 12 months after deducting allowable expenses and mortgage interest repayments?**

Enter a numeric value between 0.00 and 999999.99.

**Note:** This variable proposes to measure income received from investment properties.

The value may be different than that declared to Revenue as mortgage interest repayments on investment properties are not always an allowable expense for Revenue.

➤ **Rent\_i\_Tax** (Tax paid on rental income)

Ask if *Rent\_Incm=1*

If the respondent has rental income

**<Name> How much tax was paid on this amount in the last 12 months?**

**❶ If the tax amount in relation to this income was included in a tax figure already given (e.g. in self-employed tax details). Please enter 0.**

Enter a numeric value between 0.00 and 9999999.99.

➤ **Per\_Allow** (If paid personal allowance, child support alimony etc)

Ask if *Calc>15*

If the respondent is 16 years or over

**<Name> in the last 12 months did you give money to somebody in another household e.g. child support or alimony payments, money to support parents/children or other relatives, money to friends, or did you pay bills for another household?**

**Please do not include donations to charitable organisations**

1. Yes

2. No

**Note:** Paying for an elderly relative in a nursing home or paying for the upkeep of a child living away from home e.g. in third level education or paying child maintenance are examples of **Per\_Allow**.

➤ **All\_Des1 (If interhousehold transfer out was regular)**

Ask if Per\_Allow=1

**<Name> was this a once-off occurrence or do you give money to somebody outside your household regularly (or regularly pay household bills for another household)?**

1. Once-off occurrence
2. Regular occurrence

➤ **All\_Des (Description of interhousehold transfer out)**

Ask if Per\_Allow=1

**<Name> Could you please indicate from the following list, the type of payment given?**

1. Cash gift
2. Child support/alimony
3. Nursing home/care fees
4. Assisting family member
5. 3<sup>rd</sup> level college support/maintenance
6. Other payment

➤ **AllDes\_Com (Description of Other payment given)**

Ask if All\_Des=6

**<Name> Could you please describe the other payment given?**

Enter a text of at most 60 characters.

➤ **Per\_a\_Amt (Amount of interhousehold transfer out)**

Ask if Per\_Allow=1

*If the respondent gave an allowance to or paid for the maintenance of somebody outside the household*

**<Name> What was the total of these payments over the last 12 months?**

Enter a numeric value between 0.00 and 999999.99.

➤ **Allow\_Rec (If received a personal allowance, child support etc)**

Ask if Calc>15

*If the respondent is 16 years or over*

**<Name> In the last 12 months did you receive money from somebody outside your household e.g. child support or alimony payments, money from parents/children or other relatives, money from friends, or did anybody pay some of your household bills?**

***Please do not include payments or supports received from employers, Government departments or charitable organisations.***

1. Yes
2. No

**Note:** An example of an **Allow\_Rec** payment is that of elderly parents who receive a monthly cash transfer from one of their children (which may be used for heating bills / groceries etc). Another example would be the case of a third level student who receives a payment (allowance) from his/her parents or a separated woman who receives child maintenance payments from her estranged husband.

➤ **AIIRDes1 (If received an interhousehold transfer regularly)**

Ask if Per\_Allow=1

**<Name> was this a once-off occurrence or do you receive money from somebody outside your household regularly (or does somebody in another household regularly pay some of your household bills)?**

1. Once-off occurrence
2. Regular occurrence

➤ **AIIR\_Des (Description of interhousehold transfer received )**

Ask if Allow\_Rec=1

**<Name>Could you please indicate from the following list, the type of payment received?**

1. Cash gift
2. Child support/alimony
3. Nursing home/care fees
4. Assisting family member
5. 3<sup>rd</sup> level college support/maintenance
6. Other payment

➤ **AIIRDes\_Com (Description of Other payment received)**

Ask if Allow\_Rec=1

**<Name>Could you please describe the other payment received?**

Enter a text of at most 60 characters.



➤ **All\_r\_Amt (Amount received in interhousehold transfer )**

Ask if Allow\_Rec=1

If the respondent received a regular allowance from somebody outside the household

**<Name> What was the total amount you received in the last 12 months?**

Enter a numeric value between 0.00 and 999999.99.

➤ **Trusts2 ( If received money from a trust or covenant)**

Ask if Calc>15

If the respondent is 16 years or over

**<Name> Have you received any payments in the last 12 months from trusts or covenants?**

1. Yes
2. No

**Note:** A Deed of Covenant is a legally binding written agreement made by an individual to pay an agreed amount to another without receiving any benefit in return. Covenants to permanently incapacitated adults are fully tax deductible. Covenants to a permanently incapacitated minor child are fully tax deductible if paid by a person other than a parent. Covenants to individuals aged 65 years or over and not incapacitated, subject to an overall limit of 5% of the covenantor's total income are also relieved.

A Trust is an arrangement whereby money or property is managed by one person (or persons, or organisations) for the benefit of another but is owned by the 'Trust'. A trust is created by a settlor, who entrusts some or all of his or her property to people of his choice (the trustees). The trustees are the legal owners of the *trust property* (or *trust corpus*), but they are obliged to hold the property for the benefit of one or more individuals or organisations (the beneficiary) usually specified by the settlor. The trustees owe a fiduciary duty to the beneficiaries, who are the "beneficial" owners of the trust property.

➤ **Trusts\_Amt (Amount received in trusts & covenants)**

*Ask if Trusts2=1*

*If the respondent received a Trust or covenant payment*

**<Name> How much did you receive (before tax)?**

Enter a numeric value between 0 and 9999999.

➤ **Trusts\_Tax (Tax paid on trusts)**

*Ask if Trusts2=1*

*If the respondent received a Trust or covenant payment*

**<Name> How much tax did you pay on this amount?**

**❗ If the tax amount in relation to this income was included in a tax figure already given (e.g. in self-employed tax details), please enter 0.**

Enter a numeric value between 0 and 9999999.

➤ **Dividend**

*Ask if Calc>15*

*If the respondent is 16 years or over*

**<Name> Have you receive any dividend payment in the last 12 months?**

**❗ Please disregard amounts under €100.**

1. Yes
2. No

**Note:** A dividend is a taxable payment declared by a company's board of directors and given to its shareholders out of the company's current or retained earnings. Dividends are usually given as cash, but they can also take the form of stock. Dividends provide an incentive to own stock in stable companies even if they are not experiencing much

growth. Companies are not required to pay dividends. The companies that offer dividends are most often companies that have progressed beyond the growth phase, and no longer benefit sufficiently by reinvesting their profits, so they usually choose to pay them out to their shareholders.

➤ **Div\_Amt (Amount received in dividends)**

*Ask if Dividend =1*

*If the respondent received a dividend payment in the last 12 months*

**<Name> How much did you receive in the last 12 months in dividends?**  
**If shares are held jointly, please give your share of the dividend received.**

**❗ The amount entered as received should be net of any Dividend Withholding Tax (DWT) liability paid on the dividend.**

Enter a numeric value between 0.00 and 99999.99.

➤ **Dep\_Acc (Deposit accounts)**

Ask if Calc>15

If the respondent is 16 years or over

**<Name> Did you receive interest from money invested in deposit/saving accounts in the last 12 months?**

**❗ Please disregard amounts under €100.**

1. Yes
2. No

➤ **Dep\_a\_Int (Interest received from deposit account investments)**

Ask if Dep\_Acc =1

If the respondent received an interest payment from an investment in a deposit account in the last 12 months

**<Name> How much interest did you receive?**

**If account is held jointly, please give your share of the interest received.**

**❗ The amount entered should be net of any Deposit Interest Retention Tax (DIRT) liability.**

Enter a numeric value between 0.00 and 99999.99.

➤ **Trusts1 (Other investments)**

Ask if Calc>15. If the respondent is 16 years or over

**<Name> Did you receive any other interest/profit payment(s) in the last 12 months, from money invested (e.g. in Unit Trusts, Unit linked policies, With profit bonds/policies)?**

**❗ Please disregard amounts under €100.**

1. Yes
2. No

➤ **Trust\_Int (If received Interest from other investments)**

*Ask if Trust1 =1*

*If the respondent received any other interest payment in the last 12 months*

**<Name> How much interest/profit did you receive?**

***If account is held jointly, please give your share of the interest received.***

Enter a numeric value between 0.00 and 999999.99.

**Note:** A with-profits policy is an insurance contract that participates in the profits of a life insurance company. The company is usually a mutual life insurance company, or had been one when it began its with-profits product line (e.g. Standard Life or Canada Life).

With-profits policies evolved over many years as a means to achieve long-term capital growth. Today they are accepted as a form of long-term collective investment whereby the investor chooses the insurance company based on factors such as: financial strength, historic returns and the terms of the contracts offered.

The premiums paid by with-profits, without-profits and non-profit policyholders are pooled within the insurance company's life fund. The company uses the pooled assets to pay out claims and other settlements. A large part of the life fund is invested in equities, bonds, property and more complex financial instruments to achieve capital growth.

The insurance company aims to distribute part of their profit to the with-profits policy holders in the form of a bonus. The bonus rate is determined by complex actuarial calculations with reference to the return on the underlying assets, the level of bonuses declared in previous years and other actuarial assumptions (especially future liabilities and anticipated investment returns).

**Unit trust** The category of investment known as a mutual fund in the US is called a unit trust in other parts of the world. A form of pooled savings where a number of investors buy units in a trust that are managed by professional investment managers.

## 21. Occupational and Private Pension Details

### ➤ Ret\_Pension (If in receipt of an occupational pension)

*Ask if Calc >39 or Ask if Currmar in (1,2)*

*If the respondent is 40 years or over or if the respondent is/was widowed*

**<Name> Are you receiving a retirement pension from a former employment (or (if applicable) from a deceased spouse's former employment)?**

**❗ PLEASE DO NOT INCLUDE STATE OLD AGE PENSIONS (e.g. contributory or non-contributory old age pensions).**

- 1. Yes
- 2. No

**Note:** Certain respondents will be in receipt of occupational pensions even though they are still working. Others may be in receipt of such a pension even if they never worked (pension from a deceased relative).

### ➤ Former\_Pen (If respondent will receive a pension from former employment)

*Ask if Wrk\_Stus in (2, 3) and 66 >Calc >40 and Wrk\_Istyr =1 and Ret\_Pension = 2*

*Ask if Wrk\_Stus in (2, 3) and 66 >Calc >40 and Ever\_wrk =1 and Ret\_Pension = 2*

*If the respondent is not working (but worked in the past) and is over 40 years and under 66 yrs and is not currently in receipt of a pension from a former employment*

**<Name> Will you receive a retirement pension from your former employment?**

- 1. Yes
- 2. No

➤ **How\_Many (Number of retirement pensions)**

*Ask if Ret\_Pension=1*

*If the respondent is receiving an employment pension*

**<Name> How many non social welfare retirement pensions are you receiving?**

Enter a numeric value between 1 and 10.

➤ **Int\_Pens**

*Ask if How\_Many>1*

*If the respondent has more than 1 employment pension*

**<Name> The next question relates to the retirement pension with the greatest value**

**Press Return to continue**

➤ **WhoPens (If pension is from the respondents or from a deceased relatives employment)**

*Ask if Ret\_Pension=1*

*If the respondent is receiving an employment pension*

**<Name> Does this pension relate to an employment position held by yourself or by a deceased relative?**

1. Pension relates to position held by the respondent
2. Pension relates to position held by a deceased relative of the respondent

➤ **State\_Pen** (If pension was from a public or private sector employment)

Ask if *Ret\_Pension* =1

If the respondent is receiving an employment pension

**<Name> Does this pension relate to a position held in the**

1. Public sector?
2. Private sector?
3. Semi-state sector?
4. UK/Foreign
3. Other?

➤ **StPen\_Com** (Comment field if occupational pension relates to “other” sector)

Ask if *State\_Pen*=5

If the respondent is receiving an employment pension from other sector

**<Name> Could you please describe the type of pension/sector that this pension relates to?**

➤ **Ret\_Yrs** (Years making pension contributions)

Ask if *Ret\_Pension* = 1

If the respondent is receiving an employment pension

**<Name> In relation to the retirement pension you are receiving, for how many years were contributions made into the pension scheme?**

**❶ If the pension is from a position held in the public sector, please key the number of years that the pension holder was employed in the public sector.**

Enter a numeric value between 0 and 80.

➤ **Ret\_Occ** (Past job from which the respondent is receiving a pension)

Ask if *Ret\_Pension* = 1

If respondent is receiving an employment pension

**<Name> From what job are you receiving the retirement pension?**



Enter a text of at most 60 characters.

**Note:** This question is asked because the occupation from which the respondent is receiving the pension may be different from the occupation given by the respondent in response to the variable **Occup**. We need a description of the job so as to impute an amount in the cases where the pension amount is missing and in order to check collected values when the pension amount is keyed.

➤ **WeekPens (Number of weeks pension payments covered in the last year)**

Ask if *Ret\_Pension=1* and *Calc<66*

*If the respondent is receiving an employment pension and is under 66*

**<Name> How many weeks during the last 12 months did your pension payments cover?**

**❗ e.g. If the respondent received 26 payments each covering a 2 week period then the payments covered 52 weeks.**

Enter a numeric value between 0 and 52.

➤ **Ret\_Period (Period which last pension payment covered)**

Ask if *Ret\_Pension = 1*, if respondent is receiving an employment pension

**<Name> How long a period did your last pension payment cover?**

- 2. Week
- 3. Fortnight
- 4. Four Week Period
- 5. Month
- 6. Quarter
- 7. Other

➤ **GrsPenAm (Gross pension payment)**

Ask if *Ret\_Pension = 1*

*If respondent is receiving an employment pension*

**<Name> What was the gross amount (in Euros) of this pension payment i.e. before any tax or other deductions (if applicable)?**

Enter a numeric value between 0.00 and 99999.99.

- **CalcGAP**(In this variable the gross annual pension to be estimated based on the periodicity of the pension payment and the regular gross pension received. Value should be calculated in the background and not visible on the lap-top)

*This soft error message is activated if the difference between the Calculated Gross Annual Pension<CalcGAP> and Collected Gross Annual Pension received <State\_Val> if State\_Pen=1, <Ppen\_Val> if State\_Pen=2, <Oth\_e\_Val>= if State\_Pen=3 is greater than 2%, or 'Don't Know' or 'Refused' are keyed.*

#### **<Variable calculation>**

If State\_Pen=1,2, 3, 4 or 5 then calculate as follows:

*If Ret\_Period = 2 and WeekPens>51 then <CalcGAP>=GrsPenAm\*52.18*

*If Ret\_Period = 3 and WeekPens>51 then <CalcGAP>=GrsPenAm\*26.09*

*If Ret\_Period = 4 and WeekPens>51 then <CalcGAP>=GrsPenAm\*13.045*

*If Ret\_Period = 5 and WeekPens>51 then <CalcGAP>=GrsPenAm\*12*

*If Ret\_Period = 6 and WeekPens>51 then <CalcGAP>=GrsPenAm\*4*

*"If WeekPens<52 then <CalcGAP>=GrsPenAm\*WeekPens", ie where the weeks received pension is less than 52 weeks. The estimate of gross pension received in the last 12 months will be as follows*

*If Ret\_Period = 2 and WeekPens<52 then <CalcGAP>=((GrsPenAm\*52.18)/52)\*WeekPens*

*If Ret\_Period = 3 and WeekPens<52 then <CalcGAP>=((GrsPenAm\*26.09)/52)\*WeekPens*

*If Ret\_Period = 4 and WeekPens<52 then <CalcGAP>=((GrsPenAm\*13.045)/52)\*WeekPens*

*If Ret\_Period = 5 and WeekPens<52 then <CalcGAP>=((GrsPenAm\*12)/52)\*WeekPens*

*If Ret\_Period = 6 and WeekPens<52 then <CalcGAP>=((GrsPenAm\*4)/52)\*WeekPens*

If State\_Pen=1,2, 3, 4 or 5 and Calc>65 then calculate as follows:

*If Ret\_Period = 2 then <CalcGAP>=GrsPenAm\*52.18*

*If Ret\_Period = 3 then <CalcGAP>=GrsPenAm\*26.09*

*If Ret\_Period = 4 then <CalcGAP>=GrsPenAm\*13.045*

*If Ret\_Period = 5 then <CalcGAP>=GrsPenAm\*12*

*If Ret\_Period = 6 then <CalcGAP>=GrsPenAm\*4*

#### **<Applicable routing>**

if State\_Pen=1 then

If CalcGAP/State\_Val is not in the range 1.02-0.98 or if CalcGAP='Don't Know' or 'Refused' then create Warning

if State\_Pen=2 then

If CalcGAP/Ppen\_Val is not in the range 1.02-0.98 or if CalcGAP='Don't Know' or 'Refused' then create Warni

if State\_Pen=3, 4 or 5 then

If CalcGAP/Oth\_e\_Val is not in the range 1.02-0.98 or if CalcGAP='Don't Know' or 'Refused'  
then create Warning

**❗ Interviewer, there is a significant difference between the calculated gross annual pension and the collected gross annual pension received. Please check that the following details have been keyed correctly as applicable.**

Ret\_Period (Giving value entered)  
Week\_Pens (Giving value entered)  
GrsPenAm (Giving value entered)  
State\_Val (Giving value entered)  
Ppen\_Val (Giving value entered)  
Oth\_e\_Val (Giving value entered)

➤ **NetPen\_Amt (Pension payment after tax)**

Ask if Ret\_Pension = 1

If respondent is receiving an employment pension

**<Name> What was the amount (in Euros) of this pension payment after deducting tax (if applicable)?**

Enter a numeric value between 0.00 and 99999.99.

➤ **State\_Val (Gross amount of pension from public sector employment)**

Ask if State\_Pen=1, If pension comes from a position once held in the public sector

**<Name> What was the Gross (before tax) Annual amount (in Euros) of this Pension from public sector employment in the last 12 months?**

**❗ Please consult a P60 (if available) as the total gross amount should be specified on the P60.**

Enter a numeric value between 0.00 and 99999.99.

➤

➤ **StateValCo (Allows interviewer to enter comment)**

*Ask if State\_Val=S (Suppressed)*

**ⓘ Please comment on why it was necessary to use the suppress facility for this question (State\_Val)?**

➤ **Ppen\_Val (Gross amount of pension from private sector employment)**

*Ask if State\_Pen=2*

*If pension comes from a position once held in the private sector*

**<Name> What was the Gross (before tax) Annual amount (in Euros) of this Pension from private sector employment in the last 12 months?**

**ⓘ Please consult a P60 (if available) as the total gross amount should be specified on the P60.**

Enter a numeric value between 0.00 and 99999.99.

➤ **PpenValCo (Allows interviewer to enter comment)**

➤ Ask if Ppen\_Val=S (Suppressed)

**ⓘ Please comment on why it was necessary to use the suppress facility for this question (Ppen\_Val)?**

➤ **Oth\_e\_Val ((Gross amount of pension from other employment)**

Ask if State\_Pen=3, 4, 5, DK or RF

If pension comes from a position once held in other employment

**<Name> What was the Gross (before tax) Annual Amount (in Euros) of this employment pension in the last 12 months?**

Enter a number of at most 10 positions with 2 decimals.



➤ **OtheValCo (Allows interviewer to enter comment)**

Ask if Oth\_e\_Val=S (Suppressed)

If pension comes from a position once held in other employment

**❗ Please comment on why it was necessary to use the suppress facility for this question (Oth\_e\_Val)?**

➤ **Pension\_Tax (Tax paid on retirement pension)**

Ask if State\_Val>0 or Ask if Oth\_e\_Val>0 or Ask if Ppen\_Val>0 or

If the value for any of the categories of retirement pension >0

**<Name> What was the total tax paid (in Euros) on this retirement pension in the last 12 months?**

**❗ Please consult a P60 if the respondent has one available.**

Enter a numeric value between 0.00 and 99999.

➤ **WhoPensA (If second pension relates to a position held by the respondent orlf or by a deceased relative)**

Ask if How\_Many>1

If the respondent has more than 1 employment pensions

**<Name> Does the second pension relate to an employment position held by yourself or by a deceased relative?**

1. Pension relates to position held by the respondent
2. Pension relates to a position held by a deceased relative of the respondent

➤ **Pen\_OthD (Other deductions from pension)**

Ask if State\_Val>0 or Ask if Oth\_e\_Val>0 or Ask if Ppen\_Val>0

**<Name> Was there any other deduction(s) at source from this retirement pension payment in the last 12 months?**

1. Yes
2. No

➤ **Pen\_ODAmt (Amount of other deduction from pension)**

Ask if Pen\_OthD=1

**<Name> What was the total amount of other deductions from this retirement pension payment in the last 12 months?**

Enter a numeric value between 0.00 and 99999.99

➤ **RetYrsA (Years contributing to the 2<sup>nd</sup> retirement pension)**

Ask if How\_Many>1

If the respondent has more than 1 employment pensions

**<Name> In relation to the second retirement pension you are receiving, how many years were contributions made into the pension scheme?**

**i** *If the pension is from a position held in the public sector, please key the number of years that the pension holder was employed in the public sector.*

Enter a numeric value between 0 and 80.

➤ **Ret\_OccA (2<sup>nd</sup> Retirement pension job)**

*Ask if How\_Many>1*

*If the respondent has more than 1 employment pensions*

**<Name> From what job are you receiving the second retirement pension?**

Enter a text of at most 60 characters.

➤ **WkPensA (Number of weeks 2<sup>nd</sup> pension payments covered in the last year)**

*Ask if How\_Many>1 and Calc<66*

**<Name> How many weeks during the last 12 months did your pension payments cover?**

**i** *If the respondent received 26 payments covering a 2 week period then the payments covered 52 weeks*

Enter a numeric value between 0 and 52.

➤ **RetPrdA (Period which last pension payment for second retirement pension covered)**

*Ask if How\_Many>1*

*If respondent is receiving more than one employment pension*

**<Name> How long of a period did your last pension payment cover from your second retirement pension?**

- 2. Week
- 3. Fortnight
- 4. Four Week Period
- 5. Month
- 6. Quarter
- 7. Other

➤ **NetPen\_A (Second pension payment after tax)**

*Ask if How\_Many>1*

*If respondent is receiving more than one employment pension*

**<Name> What was the amount of this second pension payment (in Euros) after deducting tax (if applicable)?**

Enter a numeric value between 0.00 and 99999.99.



➤ **Sec\_PenA (Gross amount of 2<sup>nd</sup> Pension)**

*Ask if How\_Many>1*

*If respondent is receiving more than one employment pension*

**<Name> What was the GROSS (before tax) Annual amount (In Euros) of this second retirement pension in the last 12 months?**

Enter a numeric value between 0 and 999999.

➤ **PensTaxA (Tax paid on second retirement pension)**

*Ask if How\_Many>1*

*If respondent is receiving more than one employment pension*

**<Name> What was the total tax paid (in Euros) on this second retirement pension in the last 12 months?**

Enter a numeric value between 0.00 and 99999.

**Note:** Up until 2008 there were questions in the questionnaire relating to the values of third and fourth pensions. In 2008 there were only 3 respondents with more than 2 occupational pensions, we therefore took the decision to remove these questions from future questionnaires. This position will be reviewed especially with reference to the variable **How\_Many**.

➤ **Priv\_Pen** (If respondent is in receipt of money from a Private pension)

Ask if Calc>15

If the respondent is 16 years or over

**<Name> Income from private pension scheme**

**Have you received any income in the last 12 months from a private pension scheme? By this I mean a pension scheme fully organised and paid for by yourself or by a deceased spouse or relative.**

**Please do not include payments from private insurance policies that cover out of work periods due to illness and also exclude capital accumulating life assurance schemes that pay a lump sum on maturity.**

1. Yes

2. No

➤ **PriP\_prd** (Period private pension payment covers)

Ask if Priv-Pen=1

Ask if respondent received any income from a private pension scheme in last 12 months

**<Name> How long of a period did your last private pension scheme cover?**

2. Week

3. Fortnight

4. Four Week Period

5. Month

6. Quarter

7. Year

8. Other

➤ **Net\_Ppen** (Amount received in private pension payment)

Ask if Priv-Pen=1

Ask if respondent received any income from a private pension scheme in last 12 months

**<Name> What was the amount of this private pension payment (in Euros) after deducting tax (if applicable)?**

Enter a numeric value between 0.00 and 9999999.99.

➤ **Priv\_p\_Amt (Annual gross amount of private pensions)**

*Ask if Priv\_Pen =1*

*If the respondent received money from a private pension*

**<Name> What was the Gross (before tax) Annual amount (in Euros) of this private pension in the last 12 months?**

Enter a numeric value between 0.00 and 9999999.99.

➤ **Priv\_p\_Tax (Tax paid on private pension)**

*Ask if Priv\_Pen =1*

*If the respondent received money from a private pension*

**<Name> How much tax was paid (in Euros) on this amount in the last 12 months?**

**❗ If the tax amount in relation to this income was included in a tax figure already given (e.g. in self-employed tax details), please enter 0.**

Enter a numeric value between 0.00 and 9999999.99.

## 22. Other Questions on Income (e.g. redundancy lump sums etc.)

### ➤ Trade\_Un (Trade union payment)

Ask if Calc>15 and Wrk\_1styr=1 and Past\_Wrk=1 or

Ask if Calc >15 and Unem\_prd=1 and Wrk\_type=1 or

Ask if Chnge\_job=1

*If the respondent has changed jobs in the last 12 months, or if the respondent is currently not working but has worked as an employee at some stage during the last 12 months, or if the respondent works as an employee but had a period during the last 12 months when he/she didn't receive a salary/ wage*

**<Name> Have you at any time during the last 12 months received a trade union sick or strike payment?**

1. Yes

2. No

### ➤ Trade\_Val (Amount received in trade union payment)

Ask if Trade\_Un=1

*If the respondent received a trade union payment*

**<Name> What was the amount you received in the last 12 months from your trade union?**

Enter a numeric value between 0.00 and 99999.99.

➤ **Ret\_Grat (Retirement gratuity)**

*Ask if Calc>15 and Wrk\_Istyr=1 and Past\_Wrk=1 or*

*Ask if Calc >15 and Unem\_prd=1 and Wrk\_type=1 or*

*Ask if chnge\_job=1*

*If the respondent has changed jobs in the last 12 months, or if the respondent is currently not working but has worked as an employee at some stage during the last 12 months, or if the respondent works as an employee but had a period during the last 12 months when he/she didn't receive a salary/ wage*

**<Name> Have you received a retirement gratuity payment in the last 12 months?**

1. Yes

2. No

➤ **Ret\_g\_Amt (Amount received in retirement gratuity)**

*Ask if Ret\_Grat=1*

*If the respondent received a retirement gratuity*

**<Name> How much did you receive?**

Enter a numeric value between 0.00 and 99999999.99.

➤ **Years\_w\_Em (For those who received a retirement gratuity - the number of years with employer)**

*Ask if Ret\_Grat=1*

*If the respondent received a retirement gratuity*

**<Name> How many years did you work with that employer?**

Enter a numeric value between 0 and 65.

➤ **Redundancy**

Ask if Wrk\_Lstyr=1 or

Ask if Chnge\_job=1

If the respondent worked in the last year (but is not currently working) or if the respondent has changed job

**<Name> Have you received a redundancy payment in the last 12 months?**

1. Yes

2. No

➤ **Time\_w\_Emp (For those who received a redundancy payment - the number of years with employer)**

Ask if Redundancy=1

If the respondent received a redundancy payment

**<Name> How many years did you work with that employer?**

Enter a numeric value between 0 and 65.

➤ **Redund\_Amt (Redundancy amount)**

Ask if Redundancy=1

If the respondent received a redundancy payment

**<Name> How much did you receive (before tax)?**

Enter a numeric value between 0 and 9999999.

➤ **Redund\_Tax (Tax paid on redundancy)**

*Ask if Redundancy=1*

*If the respondent received a redundancy payment*

**<Name> How much tax did you pay on this amount?**

**❗ If the tax amount in relation to this income was included in a tax figure already given (e.g. in self-employed tax details), please enter 0.**

Enter a numeric value between 0.00 and 999999.99.

## 23.PPS No. and Social Welfare Questions

### ➤ Free\_Travel

Ask if CALC is > 65

If the respondent is over 65

**<Name> Have you free travel?**

- 1. Yes
- 2. No

### ➤ Travel\_Val (Value of free travel)

Ask if Free\_Travel=1

If the respondent has free travel

**<Name> Approximately how much have you saved over the last 4 weeks by using your free travel pass?**

Enter a numeric value between 0.00 and 9999.99.

**Note:** Free travel is available to people who are aged 66 or over and to certain incapacitated people aged under 66. It allows them to use public transport free of charge and entitles the spouse/partner of such a person to travel free of charge.



- **PPS\_SW (If respondent will supply Interviewer with Personal Public Services Number)**

*Ask if Calc>15, if respondent is 16 years or over*

**<Name> PPS No and Social Welfare payments.**

***If you will give me your Personal Public Service Number (PPS No) questions relating to payments you may have received from the Department of Social Protection (e.g. child benefit, unemployment payments, payments relating to old age) will be avoided as we will be able to get details of social welfare payments from the Department.***

1. Yes
2. No

**Note:** Part IV of the Statistics Act empowers the CSO to access records from public authorities. See extract from the relevant part of the Statistics Act below.

**PART IV USE OF RECORDS OF PUBLIC AUTHORITIES FOR STATISTICAL PURPOSES.**

For the purpose of assisting the Office in the exercise of its functions under this Act, the Director General may by delivery of a notice request any public authority to (a) allow officers of statistics at all reasonable times to have access to, inspect and take copies of or extracts from any records in its charge, and (b) provide the Office, if any such officer so requires, with copies of extracts from any such record, and the public authority shall, subject to subsection (2) of this section, comply with any such request free of charge. Subsection (1) of this section (a) shall not apply to records pertaining to a Court, the Garda Siochana, the Prison Administration or the Ombudsman or any of his officers; (b) shall apply to medical records which are not publicly available only with the agreement of the Minister for Health.

➤ **PPS\_No\_1 (Respondents PPS No)**

*Ask if PPS\_SW=1, if the respondent agrees to give the PPS\_No*

**i** **Please enter the PPS Number for <Name>.**

**Note:** The first 7 characters in a PPS No are a 7-digit number. These numbers are allocated sequentially and have no internal meaning. Character 8 is a Modulus 23 check character in the range A-W. The check character is calculated based on the contents of the first 7 digits of the number. The calculation can be performed when the number is input to validate that the number has been correctly entered. This means that if the respondent gives you an invalid PPS No a hard warning will let you know that the PPS number entered is invalid. If a valid PPS No is inserted then most questions relating to payments from The Department of Social Protection will be skipped.

➤ **Jobseek (Unemployment supports)**

*Ask if PPS\_SW = 2 and Calc<66*

*If respondent is under 66 and if the PPS No was not collected*

**<Name> have you received any payments from the Department of Social Protection at any time during the last 12 months under any of the following schemes?**

1. Part-Time Job Incentive (PTJI)
2. Jobseeker's Benefit (JB)
3. Jobseeker's Allowance (JA)
4. Back to Work Allowance (BTWA)
5. Back to Work Enterprise Allowance
6. Back to Education Allowance (BTEA)
7. Family Income Supplement
8. JobBridge Allowance
9. Received no payment(s) under any of these schemes

**Note: Description of Scheme**

The Part-Time Job Incentive Scheme is a scheme which allows persons who are long-term unemployed to take up part-time employment for up to 24 hours per week and receive a special weekly income supplement called the Part-Time Job Allowance. Participants in this scheme are expected however to continue to make efforts to find full-time work.

- **Job\_Cur [1,2,3,4,5,6,7,8] (If currently in receipt of a payment under the unemployment support scheme)**

*Ask if Jobseek in (1,2,3,4,5,6,7)*

*If respondent is currently in receipt of a payment under any of the <Jobseek> categories*

**<Name> are you currently in receipt of a payment under the <jobseek> scheme?**

- 1 Yes  
2 No

- **Job\_Wk [1,2,3,4,5,6,7,8] (Number of weeks in receipt of a payment under the unemployment support scheme)**

*Ask if Jobseek in (1,2,3,4,5,6,7)*

*If respondent is currently in receipt of a payment under any of the <Jobseek> categories*

**<Name> for how many weeks during the last 12 months did you receive a payment under the <jobseek> scheme?**

Enter a numeric value between 1 and 52.

➤ **Job\_Amt [1,2,3,4,5,6,7,8] (Weekly amount received from unemployment support scheme)**

*Ask if Jobseek in (1,2,3,4,5,6,7)*

*If respondent is currently in receipt of a payment under any of the <Jobseek> categories*

**<Name> what was the weekly amount that you received under the <jobseek> scheme?**

Enter a numeric value between 0.00 and 999.99.

**Note: Unemployment Benefit.** To qualify for unemployment benefit the respondent must have at least 39 weeks PRSI paid since he/she first started work and 39 weeks PRSI paid in the relevant tax year. To qualify for unemployment assistance the respondent has to satisfy a means test, this may entail an interview with a social welfare inspector.

**Note: Back to Work schemes.** There are 2 types of Back to Work schemes, 1 for employees and the other to encourage unemployed people to become self-employed. Under these schemes an individual can keep a certain percentage of their social welfare payments over a given period (3 –4 years) and they can also keep secondary benefits (provided their household income remains under a specified amount). Secondary benefits include Fuel allowances and the Medical card.

**Note: Back to Education Allowance scheme.** An unemployed person, a single parent or somebody with a disability, may be able to pursue approved second-or third-level education courses through the Back to Education Allowance scheme. Participants in the scheme receive a standard rate of payment that is not means tested. The allowance is payable for the duration of the course.

Respondents who are have never left full time education are not routed to this question ( i.e. if Left\_Ed =1, then this question is not asked). To qualify for BTEA a respondent must be in receipt of Unemployment benefit or assistance or a One-Parent family Payment or Blind Person's pension or Disability Allowance for at least 6 months.

There is also a question on Back to Education allowance earlier in the questionnaire in the Ed\_Grant question. Edit checks on interviewed households ensure that if a value is collected in both parts of the questionnaire it isn't included twice in the final data set.

➤ **Illness\_B (Illness supports)**

Ask if PPS\_SW = 2

If the PPS No was not collected

**<Name> have you received any payments from the Department of Social Protection at any time during the last 12 months under any of the following schemes?**

1. Illness Benefit (formerly known as Disability Benefit)
2. Disability Allowance
3. Blind Person's Pension
4. Invalidity Pension
5. Injury Benefit
6. Disablement Benefit
7. Dependent Parents pension
8. Received no payment(s) under any of these schemes

➤ **Ill\_Cur [1,2,3,4,5,6,7,8] (If currently in receipt of a payment under the illness support scheme)**

Ask if Illness\_B in (1,2,3,4,5,6,7,8)

If respondent is currently in receipt of a payment under any of the <Illness\_B> categories

**<Name> are you currently in receipt of a payment under the <Illness\_B> scheme?**

1. Yes
2. No

➤ **Ill\_Wk [1,2,3,4,5,6,7,8] (Number of weeks in receipt of a payment under the illness support scheme)**

Ask if Illness\_B in (1,2,3,4,5,6,7,8)

If respondent is currently in receipt of a payment under any of the <Illness\_B> categories

**<Name> For how many weeks during the last 12 months did you receive a payment under the <Illness\_B> scheme?**

Enter a numeric value between 1 and 52.

➤ **Ill\_Amt [1,2,3,4,5,6,7,8] (Weekly amount received from illness support scheme)**

Ask if Illness\_B in (1,2,3,4,5,6,7,8)

If respondent is currently in receipt of a payment under any of the <Illness\_B> categories

**<Name> What was the weekly amount that you received under the <Illness\_B> scheme?**

Enter a numeric value between 0.00 and 999.99.

**Note:** Illness Benefit is a payment made by the Department of Social Protection to those in Ireland who are aged under 66 and incapable of work because of illness and **have enough social insurance contributions**. In general in Ireland, there is no existing employment legislation on the issue of sick pay or sick leave. This means that if a person is on sick leave from employment (either with a medical certificate or not) then he/she is **not automatically entitled** to pay from employment. Instead, it is at the discretion of the employer to decide his/her own policy on sick pay and sick leave, subject to employment contract or terms of employment

**If a person is not entitled to pay for sick leave**

If there is no entitlement in a person's terms and conditions of employment to pay during sick leave, he/she may apply for Illness Benefit if he/she have enough social insurance contributions

### **If a person is entitled to pay for sick leave**

Where there is an entitlement in a contract of employment to sick pay, the employer will probably require the employee to sign over any Illness Benefit payment from the Department of Social Protection to the employer for as long as the sick pay continues.

**Note:** Disability Allowance is a weekly allowance paid to people with a disability in Ireland that are aged 16 or over and under age 66. The disability must be expected to last for at least one year and the allowance is subject to both medical suitability and a means test.

**Note:** Blind Person's Pension is payable to blind people and those with low vision. The person is required to undergo an eye test. This pension is means tested.

**Note:** Invalidity Pension is a social insurance payment made to people in Ireland who have been incapable of work and receiving Illness Benefit for at least twelve months before the date of their claim. (This applies to those who will continue to be incapable of work for at least a further twelve months). It may be possible to go onto Invalidity Pension after a shorter period if the illness or disability is of such a nature that the person is unlikely to be able to work for the rest of his/her life. At age 65, the rate of payment increases to the same rate as Retirement Pension. Invalidity Pension is taxable. Somebody who is in receipt of Invalidity Pension is also entitled to a Free Travel Pass and may also be entitled to the Household Benefits Package (i.e. The Electricity Allowance, The Natural Gas Allowance, The Electricity (Group Account)

Allowance, The Bottled Gas Refill Allowance, The Telephone Allowance The Free Television Licence).

### **Rules**

A person must have at least 260 (i.e. 5 years) paid contributions since entering insurance and at least 48 contributions paid or credited in the last complete tax year before the date of the claim. The person may be allowed to do rehabilitative type work (max. 20 hours per week) and retain the Invalidity Pension.

**Note:** Injury Benefit is one of the benefits available under the Occupational Injuries Scheme. It is a weekly payment made if somebody is unfit for work due to an accident at work or because he/she contracted a disease due to the type of work they do. An occupational disease is a disease that one contracts in the course of his/her work, for example, from contact with physical or chemical agents. Diseases from an occupation are generally contracted over time but may occasionally develop from a once-off accident at work.

**Note:** Disablement Benefit is a payment under the Occupational Injuries Scheme which is payable to an insured person who suffers a loss of physical or mental faculty as a result of an occupational accident or a prescribed occupational disease. Disablement Benefit may be paid as a once off gratuity or in the form of a Disablement Pension.

**Note:** Constant Attendance Allowance is paid weekly if a respondent is so seriously disabled as to need someone to help him/her at home, this is paid as a supplement .

**Note:** If a person was wholly or mainly dependent on his/her child for financial support, he/she may be entitled to a Dependent Parent's Pension if the child died a work-related death or died while receiving Disablement Pension. This pension may be significantly reduced if the deceased child was married.

The recipient of a Dependent Parents Pension may also be entitled to a Bereavement Grant and may also be entitled to a Fuel Allowance, Free Travel, the Household Benefits Package (see under **Amt\_III\_IP** for a description of this package) and a Medical Card.

➤ **Med\_Carea (Medical Care)**

*Ask if PPS\_SW = 2 and Calc<66*

*If respondent is under 66 and if the PPS No was not collected*

**<Name> Have you received a Medical Care payment from the Department of Social Protection at any time during the last 12 months?**

1. Yes
2. No



➤ **Med\_Careval (Amount received in Medical Care)**

*Ask if Med\_Care=1*

*If the respondent received a Medical care payment*

**<Name> What was the amount of the Medical Care payment(s) you received during the last 12 months?**

Enter a numeric value between 0.00 and 9999.99.

**Note:** If the respondent was injured at work or contracted an occupational disease, he/she can claim for the cost of certain expenses which are not paid by the Health Service Executive (HSE).

➤ **Parent\_B (Family supports)**

*Ask if PPS\_SW = 2*

*If the PPS No was not collected*

**<Name> have you received any payments from the Department of Social Protection at any time during the last 12 months under any of the following schemes?**

1. One-Parent Family Payment (OFP)
2. Maternity Benefit
3. Adoptive Benefit
4. Guardian's Payment (Contributory)
5. Guardian's Payment (Non-contributory)
6. Deserted Wife's Allowance
7. Deserted Wife's Benefit
8. Health and Safety Benefit
9. Received no payment(s) under any of these schemes

- **Par\_Cur [1,2,3,4,5,6,7,8] (If currently in receipt of a payment under the family support scheme)**

*Ask if Parent\_B in (1,2,3,4,5,6,7,8)*

*If respondent is currently in receipt of a payment under any of the <Parent\_B> categories*

**<Name> are you currently in receipt of a payment under the <Parent\_B> scheme?**

1. Yes

2. No

.

- **Par\_Wk [1,2,3,4,5,6,7,8] (Number of weeks in receipt of a payment under the family support scheme)**

*Ask if Parent\_B in (1,2,3,4,5,6,7,8)*

*If respondent is currently in receipt of a payment under any of the <Parent\_B> categories*

**<Name> for how many weeks during the last 12 months did you receive a payment under the <Parent\_B> scheme?**

Enter a numeric value between 1 and 52.

- **Par\_Amt [1,2,3,4,5,6,7,8] (Weekly amount received from family support scheme)**

*Ask if Parent\_B in (1,2,3,4,5,6,7,8)*

*If respondent is currently in receipt of a payment under any of the <Parent\_B> categories*

**<Name> What was the weekly amount that you received under the <Parent\_B> scheme?**

Enter a numeric value between 0.00 and 999.99.

**Note:** Maternity Benefit is a payment to employee or self-employed women that satisfy certain PRSI conditions.

**Note:** Adoptive benefit is a payment for an adopting mother or a single male who adopts a child. It is available to both employees and the self-employed that satisfy certain PRSI conditions.

**Note:** Health and Safety Benefit is a payment for employed women if they are pregnant, have recently had a baby or are breastfeeding and cannot continue at their employment because of a risk to their health and safety.

**Note:** One-Parent Family Payment is a payment for men and women who are bringing up a child without the support of a partner.

A person may apply for this payment if:

He/she is unmarried, widowed, a prisoner's spouse, separated or divorced, or if his/her marriage has been annulled and is no longer living with his/her spouse

**Note:** The Department of Social Protection make no new Deserted Wife's Benefit/Allowance payments. These payments are now made under the One-Parent Family Payment. Deserted Wife's Allowances/Benefits that have been made long term continue to be made under these schemes.

➤ **FIS (Family Income Supplement)**

Ask if Wrk\_Stus=1 AND No\_Pers >1 AND Under 23=1 AND PPS\_SW=2

Or Ask if Wrk\_Lstyr=1 AND No\_Pers>1 AND Under 23=1 AND PPS\_SW=2

If the respondent is working, there is more than 1 household member at least one of which is Under 23 and the respondent didn't give his/her PPS No

If the respondent is not working but worked in the last year, there is more than 1 household member at least one of which is Under 23 and the respondent didn't give his/her PPS No

**<Name> Have you received Family Income Supplement at any time during the last 12 months?**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **Fis\_Weeks (Weeks in receipt of Family Income Supplement)**

Ask if Fis in (1,2)

If the respondent received FIS

**<Name> For how many weeks during the last 12 months did you receive Family Income Supplement?**

Enter a numeric value between 0 and 52.

➤ **Fis\_Amt (Weekly value of Family Income Supplement)**

*Ask if Fis in (1,2)*

*If the respondent received FIS*

**<Name> What was the weekly amount of Family Income Supplement you received during the last 12 months?**

Enter a numeric value between 0.00 and 999.99.

**Note:** Family Income Supplement (FIS) is a weekly tax-free payment for families, including one-parent families, at work on low pay.

To qualify one needs to meet all the following conditions:

an employee in paid full-time employment which is expected to last for 3 months,

work at least 19 hours every week, or 38 hours every fortnight,

have at least one qualified child who normally lives with the person and/or is supported by him/her. A qualified child is any child under age 18 or aged 18 to 22 if in full-time education,

average weekly family income is below an amount specified for the family size.

➤ **Carers (Carer's Allowance/Benefit)**

*Ask if Calc>17 AND PPS\_SW=2*

*If the respondent is 18 years or over and didn't give his/her PPS No*

**<Name> Have you received Carer's Benefit or Carer's Allowance at any time during the last 12 months?**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **Carers\_Alwks (Weeks in receipt of Carers Allowance)**

*Ask if Carers in (1,2)*

*If the respondent received either a Carer's Benefit or Carer's Allowance*

**<Name> For how many weeks during the last 12 months did you receive Carer's Allowance?**

Enter a numeric value between 0 and 52.

➤ **Carers\_Alamt (Weekly value of Carers Allowance)**

*Ask if Carers\_Alwks > 0*

*If the respondent received a Carer's Allowance (i.e. the number of week in receipt of a carer's allowance was > 0)*

**<Name> What was the weekly amount of the Carer's Allowance you received during the last 12 months?**

Enter a numeric value between 0.00 and 999.99.

➤ **Carers\_Bewks (Weeks in receipt of Carers Benefit)**

*Ask if Carers in (1,2) and Carers\_Alwks < 52*

*If the respondent received either a Carer's Benefit or Carer's Allowance and received Carers Allowance for less than 52 weeks*

**<Name> For how many weeks during the last 12 months did you receive Carer's Benefit?**

Enter a numeric value between 0 and 52.

➤ **Carers\_Beamt (Weekly value of Carers Benefit)**

*Ask if Carers\_Bewks>0*

*If the respondent received a Carer's Benefit*

**<Name> What was the weekly amount of the Carer's Benefit you received during the last 12 months?**

Enter a numeric value between 0.00 and 999.99.

**Note:** Carer's Allowance is a means-tested payment for carers on low incomes who live with and look after certain people who need full-time care and attention. To qualify the person must be over 17 years and care for the person on a full-time basis.

Carer's Benefit was introduced in 2000, it is an insurance related i.e. not means tested scheme in that the Carer must satisfy certain PRSI conditions. Carer's Benefit is available for a maximum of 15 months.

➤ **Pre\_Retire (Pre-Retirement Allowance)**

*Ask if Calc>54 and <67 and PPS\_SW=2*

*If the respondent is aged under 67 and over 54*

**<Name> Have you received a Pre-Retirement Allowance at any time during the last 12 months?**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **Pre\_Retwks (Weeks in receipt of Pre-Retirement Allowance)**

*Ask if Pre\_Retire in (1,2)*

*If the respondent received a Pre-Retirement Allowance*

**<Name> For how many weeks during the last 12 months did you receive a Pre-Retirement Allowance?**

Enter a numeric value between 0 and 52.

➤ **Pre\_Retamt (Weekly value of Pre-Retirement Allowance)**

*Ask if Pre\_Retire in (1,2)*

*If the respondent received a Pre-Retirement Allowance*

**<Name> What was the weekly amount of Pre-Retirement Allowance you received during the last 12 months?**

Enter a numeric value between 0.00 and 999.99.

**Note:** The Pre-Retirement Allowance (PRETA) is available to people in Ireland aged 55 and over who have left the labour force. It is means tested and recipients no longer have to sign on as they do not need to be available for work.

The Social Welfare Reform and Pensions Bill 2006 abolished the Pre-Retirement Allowance and from the 4th July 2008 Pre Retirement Allowance is abolished for new customers but existing recipients are not affected and continue to receive it.



➤ **State\_Ret (State Pension (transition))**

*Ask if Calc=65 or =66 and PPS\_SW=2*

*If the respondent is aged 65 or 66 and didn't give his/her PPS No*

**<Name> Have you received a State Pension (transition) from the Department of Social Protection at any time during the last 12 months?**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **State\_Retwk (Weeks in receipt of State Pension (transition))**

*Ask if State\_Ret in (1,2)*

*If the respondent received a Retirement Pension (Social Welfare)*

**<Name> For how many weeks during the last 12 months did you receive the State Pension (transition)?**

Enter a numeric value between 0 and 52.

➤ **State\_Wkamt (Weekly value of State Pension (transition))**

*Ask if State\_Ret in (1,2)*

*If the respondent received a Retirement Pension (Social Welfare)*

**<Name> What was the weekly amount of the State Pension (transition) you received during the last 12 months?**

Enter a numeric value between 0.00 and 999.99.

**Note:** State Pension (transition), formerly known as Retirement Pension, is payable to people in Ireland aged 65 who have retired from work and who have enough social insurance contributions. It is not means tested. In general, the recipient must have been an employee and paid full-rate social insurance contributions, but a small number of self-employed people also qualify.

At age 66, the recipient may transfer to the State Pension (contributory). Whether he/she transfers or not, the retirement condition ends at 66. In effect, the recipient may not be employed or self-employed while receiving a State Pension (transition) before the age of 66, but, after that, he/she may earn an income from any source. One should apply for State pension (transition) 4 months before reaching the age of 65.

## Rules

Must be aged 65, be retired and have enough social insurance contributions.

### ➤ **Old\_Agepen (State Pension (Contributory or Non-Contributory))**

*Ask if Calc>65 and PPS\_SW=2*

*If the respondent is aged over 65 and didn't give his/her PPS No*

**<Name> Have you received a State Pension (Contributory or Non-Contributory) from the Department of Social Protection at any time during the last 12 months?**

**❶ These were known as Old Age Contributory and Old Age Non-Contributory pensions.**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **Con\_Pen (State Pension (Contributory))**

*Ask if Old\_Agepen in (1,2)*

*If the respondent received an Old Age Pension*

**<Name> Did you receive a State Pension (Contributory) in the last 12 months?**

**❶ This was known as a Contributory Old Age Pension.**

1. Yes

2. No

➤ **Old\_Conwks (Weeks in receipt of State Pension (Contributory))**

*Ask if Con\_Pen=1*

*If the respondent received a Contributory Old Age Pension*

**<Name> For how many weeks during the last 12 months did you receive the Old Age Contributory Pension/ State Pension (Contributory)?**

Enter a numeric value between 0 and 52.

➤ **Old\_Conamt (Weekly value of State Pension (Contributory))**

*Ask if Con\_Pen=1*

*If the respondent received a Contributory Old Age Pension*

**<Name> What was the weekly amount of Contributory Old Age Pension/ State Pension (Contributory) received during the last 12 months?**

Enter a numeric value between 0.00 and 999.99.

➤ **Noncon\_Pen (State pension (Non-Contributory))**

Ask if Con\_Pen=2

If the respondent received an Old Age Pension but didn't receive a Contributory Pension

**<Name> Did you receive a State Pension (Non-Contributory) in the last 12 months?**

**❗ This was known as a Non-Contributory Old Age Pension.**

1. Yes

2. No

➤ **Old\_Nconwks (Weeks in receipt of State Pension (Non-Contributory))**

Ask if Noncon\_Pen=1

If the respondent received a Non-contributory Old Age Pension

**<Name> For how many weeks during the last 12 months did you receive the Non-Contributory Old Age Pension?**

Enter a numeric value between 0 and 52.

➤ **Old\_Nconamt (Weekly value of State Pension (Non-Contributory))**

Ask if Noncon\_Pen=1

If the respondent received a Non-Contributory Old Age Pension

**<Name> What was the weekly amount of the Non-Contributory Old Age State Pension Non-Contributory during the last 12 months?**

Enter a numeric value between 0.00 and 999.99.

**Note:** Old Age Contributory Pension (State Pension Contributory) is a social insurance payment made to people age 66 or over who satisfy certain conditions. The pension is not means tested. To qualify an individual should have started paying social insurance contributions (at full or modified rate) before reaching 56. People living alone or over 80 receive additional allowances.

➤ **Widow\_Pen (Widow/Widower's pension)**

*Ask if Currmar=1 and PPS\_SW=2*

*If the respondent is a widow or widower and didn't give his/her PPS No*

**<Name> Have you received a Widow or Widower's (Survivor's) pension at any time during the last 12 months?**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **Widow\_Con (Widow's/ Widower's Contributory Pension)**

*Ask if Widow\_Pen in (1,2)*

*If the respondent received a Widow/Widower Pension*

**<Name> Did you receive a Widow's or Widower's (Survivor's) Contributory pension?**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **Widow\_Cwks (Weeks in receipt of Widows Contributory Pension)**

Ask if Widow\_Con=1

If the respondent received a Widow/Widower Contributory Pension

**<Name> For how many weeks during the last 12 months did you receive the Widow's or Widower's (Survivor's) Contributory Pension?**

Enter a numeric value between 0 and 52.

➤ **Widow\_Camt (Weekly value of Widows Contributory Pension)**

Ask if Widow\_Con=1

If the respondent received a Widow/Widower Contributory Pension

**<Name> What was the weekly amount of Widow's or Widower's (Survivor's) Contributory Pension you received during the last 12 months?**

Enter a numeric value between 0.00 and 999.99.

➤ **Widow\_Nonc (Widow/Widower's Non-Contributory Pension)**

Ask if Widow\_Con=2

If the respondent received a Widow/Widower Pension but not a contributory one

**<Name> Did you receive a Widow's or Widower's Non-contributory pension?**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **Widow\_Nwks (Weeks in receipt of Widow's Non-Contributory Pension)**

Ask if *Widow\_Nonc=1*

*If the respondent received a Widow/Widower Non-Contributory Pension*

**<Name> For how many weeks during the last 12 months did you receive the Widow's or Widower's Non-Contributory Pension?**

Enter a numeric value between 0 and 52.

➤ **Widow\_Namt (Weekly value of Widow's Non Contributory Pension)**

Ask if *Widow\_Nonc=1*

*If the respondent received a Widow/Widower Non-Contributory Pension*

**<Name> What was the weekly amount of the Widow's or Widower's Non-Contributory Pension you received during the last 12 months?**

Enter a numeric value between 0.00 and 999.99.

**Note:** A Contributory Widow's/Widower's Pension (CWP) may be payable if either the deceased person or the spouse has enough PRSI contributions. In order to qualify a person must, of course, be a widow or widower and must not be living with another person as man and wife. If divorced and if the person would have been entitled to a CWP had he/she remained married, then the person retains an entitlement to the CWP. The pension is payable regardless of other income.

**Rules**

A person automatically qualifies for a Widow's/Widower's Pension if his/her late spouse was receiving either a Retirement Pension or Old Age Contributory Pension, which included an increase for a dependent spouse (or would have included such an increase but for the fact that the spouse was in receipt of Old Age Non Contributory Pension, Blind Pension or Carer's Allowance).

➤ **WP\_Grant (Widowed Parent Grant)**

Ask if *Under\_23 = 1* and *CurrMarr = 1*.

*If respondent is currently widowed and there is a person usually resident in the household under 23 years of age.*

**<Name> Did you receive a Widowed Parent Grant during the last 12 months?**

1. Yes

2. No

**Note:** The Widowed Person's Bereavement Grant is a once-off payment to widows or widowers with dependant children whose spouse died after 1st December 1999. This grant is payable in addition to the Bereavement Grant for insured people.

➤ **Child\_Ben (Child Benefit)**

Ask if *Calc > 15 AND No\_Pers > 1 AND Under\_23 = 1* or 'Don't know' AND *PPS\_SW = 2*

*If respondent is 16 years or over, there is more than 1 household member at least one of which is under 23 and the respondent didn't give his/her PPS No*

**<Name> Child Benefit payments**

***Have you received Child Benefit payments (formerly Children's Allowance) at any time during the last 12 months?***

***Child Benefit is normally paid to the child's mother or step mother, if the child does not live with the mother or stepmother then Child Benefit may be paid to the child's father or stepfather. Be careful, not to double count Child Benefit.***

1. Yes

2. No



➤ **Child\_Bno (Number of qualifying children for Child Benefit)**

*Ask if Child\_Ben=1*

*If the respondent received Child Benefit*

**<Name> For how many children did you receive this payment?**

Enter a numeric value between 1 and 20.

➤ **Child\_Bmth (If Child Benefit payments were received for each of last 12 months for all qualifying children)**

*Ask if Child\_Ben=1*

*If the respondent received Child Benefit*

**<Name> Did you receive Child Benefit payment for the child (children) for every month during the last 12 months?**

1. Yes
2. No

**Note:** Child benefit is paid for each qualified child. There are no PRSI conditions or means test. Child Benefit can be received in respect of children aged 16,17 or 18 in full-time education or physically or mentally disabled

➤ **Back\_School (Back to School Clothing and Footwear Allowance)**

*Ask if Calc>15 AND Under\_23=1 AND No\_Pers >1AND PPS\_SW=2*

*If the respondent is over 15, there is a household member(s) under 23 AND the respondent didn't give his/her PPS No*

**<Name> Have you received a Back to School Clothing and Footwear Allowance in the last 12 months?**

**❗ Be careful not to double count Back to School Clothing and Footwear allowance**

1. Yes

2. No

➤ **Two\_Eleven (Children in 2-11 year age bracket receiving Back to School Clothing and Footwear Allowance)**

*Ask if Back\_School =1*

*If respondent received a Back to School Allowance*

**<Name> For how many children in the 2-11 year age group did you receive the allowance?**

Enter a numeric value between 0 and 9.

➤ **Twelve\_Two (Children in 12-22 year age bracket receiving Back to School Clothing and Footwear Allowance)**

*Ask if Back\_School =1*

*If respondent received a Back to School Allowance*

**<Name> For how many children in the 12-22 year age group did you receive the allowance?**

Enter a numeric value between 0 and 9.

**Note:** This allowance helps towards the cost of children's school uniforms and footwear. There are 2 rates of payments, one for children aged 2 to 11 and the other for children aged 12 to 22. This is why the questions are asked in the format above.

➤ **Swaa (Supplementary Welfare Allowance)**

*Ask if Wrk\_Stus=1 or 2 AND PPS\_SW=2*

*Or Ask if Notw\_Type =1,2,4 or 5 AND PPS\_SW=2*

*If the respondent is working or unemployed and didn't give his/her PPS No*

*If the respondent is 'Not working' (excluding those in full-time education) and didn't give his/her PPS No*

**<Name> Have you received Supplementary Welfare Allowance (through your Community Welfare Officer) at any time during the last 12 months?**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **Swa\_Weeks (Weeks in receipt of SWA)**

*Ask if Swa in (1,2), if the respondent received SWA*

**<Name> For how many weeks during the last 12 months did you receive Supplementary Welfare Allowance?**

Enter a numeric value between 0 and 52.

➤ **Swa\_Amt (Weekly value of SWA)**

*Ask if Swa in (1,2)*

*If the respondent received SWA*

**<Name> What was the weekly amount of Supplementary Welfare Allowance you received during the last 12 months?**

Enter a numeric value between 0.00 and 999.99.

**Note:** Supplementary Welfare Allowance provides a basic weekly allowance as a right to eligible people who have little or no income. People with low incomes may also qualify for a weekly supplement under the Scheme to meet certain special needs. In addition, payments can also be made in respect of urgent or exceptional needs.

➤ **Spec\_Diet (Special diet/heating supplement)**

Ask if Calc>15 AND PPS\_SW=2

If the respondent is 16 years or over and didn't give his/her PPS No

**<Name> Have you received supplements for special heating or dietary needs at any time during the last 12 months?**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **Spec\_Damt (Value of special diet/heating supplement)**

Ask if Spec\_Diet in (1,2)

If the respondent receives a special diet or heating supplement

**<Name> What was the total value of these supplements you received during the last 12 months?**

Enter a numeric value between 0.00 and 9999.99.

➤ **Rent\_Supp (Rent Supplement)**

Ask if Calc>15 AND PPS\_SW=2

If respondent is 16 years or over and didn't give his/her PPS No

**Rent Allowance.**

**<Name> Did you receive any allowance, subsidy or other payment for renting costs at any time during the last 12 months, for example, Rent Supplement under the Supplementary Welfare Allowance scheme obtained from the Community Welfare Officer?**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **Rent\_Sup\_M (Months in receipt of Rent Supplement)**

*Ask if Rent\_Supp in (1,2)*

*If the respondent received Rent Supplement*

**<Name> For how many months did you receive this allowance?**

Enter a numeric value between 0 and 12.

➤ **Rent\_Sup\_A (Monthly value of Rent Supplement)**

*Ask if Rent\_Supp in (1,2)*

*If the respondent received Rent Supplement*

**<Name> How much did you receive per month?**

Enter a numeric value between 0 and 1500.

**Note:** Respondents living in private rented accommodation in Ireland and receiving a social welfare or Health Services Executive (HSE) payment, may qualify for a rent supplement from their local Health Services Executive (HSE) Area.

Rent Supplement is paid to people living in private residential accommodation who cannot provide for the cost of their accommodation from their own resources. Prior to 1 February 2005 there was a requirement that applicants had to be renting for six months in the preceding twelve months to qualify for Rent Supplement. This requirement has been discontinued. From 1 February 2005 applicants must currently be renting accommodation, they must have been able to afford the rent from their own resources when they started to rent and should have had a reasonable expectation that they would continue to be able to afford the rent into the future. This provision does not apply to all applicants. The amount of rent supplement is calculated by the HSE's Community Welfare Officer and will generally ensure that income after paying rent does not fall below a minimum level.

➤ **Ber\_Grant (Bereavement Grant)**

*Ask if Calc>15 AND PPS\_SW=2*

*If the respondent is 16 years or over and didn't give his/her PPS No*

**<Name> Have you received a bereavement grant in the last 12 months?**

1. Yes
2. No

**Note:** Bereavement Grant is based on PRSI contribution. If the person hasn't adequate insurance payments then there is a grant available from the Department of Health called the 'Grant for burial expenses' this is under the Supplementary Welfare Allowance scheme. There is a supplementary note available in the blaise help facility.

➤ **Other\_Sch (Other payment scheme (not already specified))**

*Ask if Calc>15 AND PPS\_SW=2*

*Ask if Calc>15 AND PPS\_SW=2*

*If the respondent is 16 years or over and didn't give his/her PPS No*

**<Name> Have you received payment from a Health Service Executive (HSE), FAS or from the Department of Social Protection which has not already been mentioned?**

1. Yes and currently in receipt of the payment
2. Yes but not currently in receipt of the payment
3. No

➤ **Other\_Styp (Description of social welfare scheme under which additional payments were received)**

*Ask if Other\_Sch =in (1,2)*

*If the respondent received another payment*

**<Name> Could you please describe the payment?**

Enter a text of at most 40 characters.

**Note:** There are some DSP and Health Service Executive (HSE) administered schemes that have not been mentioned in the previous questions. If a respondent has received money from one of these schemes, please record details of the scheme in this text box. The value of this/these schemes will be recorded in the next question

➤ **Other\_Samt (Total amount received in other social welfare schemes)**

*Ask if Other\_Sch in (1,2)*

*If the respondent received another payment*

**<Name> What was the total payment you received from this scheme (these schemes) during the last 12 months?**

Enter a numeric value between 0.00 and 99999.99.



➤ **Foreign\_SW** (If received a social welfare payment from another country)

*Ask if Calc>15 If the respondent is 16 years or over*

**<Name>** *Have you received a social welfare payment from another country in the last 12 months?*

1. Yes
2. No

➤ **Foreign\_Type** (Currency of social welfare payment received from another country)

*Ask if Foreign\_SW=1 If the respondent received a foreign social welfare payment*

**<Name>** *Could you please indicate from the following list the currency in which it is/ was received?*

1. Pound Sterling
2. U.S. Dollar
3. Euro
4. Canadian Dollar
5. Australian Dollar
6. Other denomination

Coding of answer type to comply with ISO standards

➤ **ForTy\_Oth** (Description of Other Foreign Pension received)

*Ask if Foreign\_Type=6*

**<Name>** *Could you please describe the payment and the currency in which it is/was received?*

1. Yes
2. No

➤ **ForSW\_Per (Period foreign social welfare payment covered)**

Ask if Foreign\_SW=1

If the respondent received a foreign social welfare payment

**<Name> How long a period did your last payment cover?**

- 2. Week
- 3. Fortnight
- 4. Four Week period
- 5. Month
- 6. Quarter
- 7. Year
- 8. Other

➤ **NetFW\_Amt (Amount received in foreign social welfare payment)**

Ask if Foreign\_SW=1

If the respondent received a foreign social welfare payment

**<Name> What was the amount of this last payment (in the currency in which it was received)?**

Enter a numeric value between 0.00 and 99999.

➤ **Foreign\_W (Number of weeks in the last year payments from foreign social welfare scheme covered)**

Ask if Foreign\_SW=1

If the respondent received a foreign social welfare payment

**<Name> How many weeks during the last 12 months did these payments cover?**

**❗ e.g. If the respondent received 26 payments each covering a 2 week period then the payments covered 52 weeks.**

Enter a numeric value between 0 and 52.

➤ **CalcGFSW (Calculated gross foreign social welfare payment)**

If Foreign\_SW=1 then calculate as follows

If ForSWPer = 2 then  $\text{<CalcGFSW>} = ((\text{NetFwAmt} * 52.18 / 52) * \text{Foreign\_W})$

*If ForSWPer = 3 then <CalcGFSW>=((NetFwAmt\*26.09/52)\*Foreign\_W*  
*If ForSWPer = 4 then <CalcGFSW>=((NetFwAmt\*13.045/52)\*Foreign\_W*  
*If ForSWPer = 5 then <CalcGFSW>=((NetFwAmt\*12/52)\*Foreign\_W*  
*If ForSWPer = 6 then <CalcGFSW>=((NetFwAmt\*4/52)\*Foreign\_W*  
*If ForSWPer = 7 then <CalcGFSW>=((NetFwAmt\*1/52)\*Foreign\_W*

In this variable the gross annual foreign social welfare pension received in the last 12 months to be estimated based on the periodicity of the pension payment and the regular gross pension received. Value should be calculated in the background and visible on the lap-top.

## 24. Personal Deprivation Questions

### ➤ SVDP (If received donation(s) from charitable organisations)

Ask if Calc > 15

If the respondent is 16 years or over

**Have you received a payment from a charitable organisation at any time during the last 12 months?**

- 1. Yes
- 2. No

### ➤ SVDP\_Type (Description of type of payment from charitable organisation)

Ask if SVDP = 1

If the respondent received a payment from a charitable organisation

**<Name> Could you please describe the payment?**

Enter a text of at most 40 characters.

### ➤ SVDP\_Amt (Amount received from charitable organisation)

Ask if SVDP = 1

If the respondent received a payment from a charitable organisation

**<Name> What was the total payment you received from charitable organisations in the last 12 months?**

Enter a numeric value between 0.00 and 99999.99.

➤ **Per\_Sav (Savings)**

Ask if Calc>15

If the respondent is 16 years or over

**<Name> Can you save some of your income regularly?**

**❶ Income includes social welfare income or inter household transfer of money in addition to employment income.**

1. Yes
2. No

➤ **Repay\_Burd (Debt repayment burden)**

Ask if Calc>15

If the respondent is 16 years or over

**<Name>**

**Do you make repayments of debts from hire purchases or loans other than mortgages or loans connected with the house and if so how much of a financial burden is the repayment(s)?**

**❶ If the respondent had no loans over the last 12 months PLEASE CODE 4.**

1. Repayment is a heavy burden
2. Repayment is somewhat of a burden
3. Repayment is not a burden at all
4. Not applicable (No loans)

➤ **Hunger**

Ask if Calc>15

If the respondent is 16 years or over

**<Name> During the last fortnight was there ever a day (i.e. from getting up to going to bed) when you did not have a substantial meal due to lack of money?**

1. Yes
2. No

➤ **Cold**

Ask if Calc>15

If the respondent is 16 years or over

**<Name> Have you ever had to go without heating during the last 12 months through lack of money? (I mean have you had to go without a fire on a cold day, or go to bed to keep warm or light the fire late because of lack of coal/fuel?)**

1. Yes
2. No

➤ **Soc\_Life (Social life)**

Ask if Calc>15

If the respondent is 16 years or over

**<Name> Did you have a morning, afternoon or evening out in the last fortnight, for your entertainment (something that cost money)?**

1. Yes
2. No

➤ **No\_Soclif (Reason for no entertainment in the last 2 weeks)**

Ask if Soc\_Life=2

If the respondent didn't have a social outing in the last fortnight

**<Name> For what main reason haven't you had a morning, afternoon or evening out in the last fortnight?**

1. Didn't want to
2. Full social life in other ways
3. Couldn't afford to
4. Couldn't leave the children
5. Illness
6. Other

➤ **No\_Soctxt (Reason for no entertainment in the last 2 weeks (text))**

Ask if No\_Soclife=6

If the reason for no social life is 'Other'

**Please specify the reason.**

Enter a text of at most 40 characters

➤ **UseTran (Use public transport)**

Ask if Calc>15.

If the respondent is 16 years or over.

**Do you regularly use public transport?**

**❗ Public transport includes any form of transportation that charges set fares, runs fixed routes, and is available to the public, such as buses, subways, boats, trains, etc.**

1. Yes
2. No – ticket too expensive
3. No – station is too far
4. No – access is too difficult
5. No – we use private transport
6. No – other reason(s)

➤ **Mobile (Mobile phone)**

Ask if Calc>15

If the respondent is 16 years or over

**<Name> Do you own a mobile phone?**

1. Yes
2. No

➤ **Mob\_Afrd (Ability to afford mobile phone)**

Ask if Mobile=2

If the respondent doesn't own a mobile phone

**<Name> Would you like to have a mobile phone but you cannot afford it?**

1. Yes
2. No

➤ **Spend\_Mon (Spend small amount of money**

Ask if Calc>15 and Dir=1

**Does the household replace any worn out furniture?  
(If no, is it because the household can not afford to or is there another reason)**

**❶ To spend a small amount of money on yourself means to freely spend money,  
e.g. to go to the movies, to buy a gift for a friend, to go to the hairdresser, etc.**

**The "Yes" answer means that the person can afford to spend money without  
having to consult anyone.**

1. Yes
2. No because cannot afford
3. No other reason



## 25. Health Questions

### ➤ Priv\_Care (If respondent has private health insurance)

Ask if Calc>15. If the respondent is 16 years or over

**<Name> I am now going to ask you some health related questions**

**Have you private medical insurance either in your own name or through another family member?**

1. Yes, in own name
2. Yes, as a family member
3. No

### ➤ Priv\_Type (Health insurance)

Ask if Priv\_Care =1 or 2. If respondent has medical health insurance

**<Name> Which medical insurer provides your medical insurance cover?**

1. VHI Healthcare
2. Aviva Health
3. Laya Healthcare
4. GloHealth
5. Other

### ➤ PrivIns\_Am (Cost of Health insurance)

Ask if Priv\_Care =1 or 2. If respondent has medical health insurance

**<Name>What was the total amount that you paid for this medical insurance cover in the last 12 months?**

Enter a numeric value between 0.00 and 99999.99.

Note: Interviewer, please note that the amount to be keyed here is the amount of money/or contribution that the respondent paid towards the cost of (Personal or Household) private medical insurance cover in the last 12 months. For example, if the respondent paid the total cost relating to all family members then key this amount. Alternatively, if the respondent did not make any contribution towards the total cost of medical insurance cover (either in their own name or as a family member) then key 0.

➤ **Med\_Card (If respondent has Medical card or GP visit card)**

*Ask if Calc>15*

*If respondent is 16 years or over*

**<Name> Are you covered by a medical card?**

1. Yes, Medical card
2. Yes, GP visit card
3. No

**Note:** This question is asked even of those covered by private medical insurance. In the Health module (QNHS) approximately 5% of those with medical cards also had private insurance. The Over 70s are entitled to medical cards.

Certain people in Ireland who do not qualify for a medical card may apply for a GP (family doctor) Visit Card. GP Visit Cards allow individuals and families who qualify, to visit their family doctor for free. The GP Visit Card was announced in 2005 as a new initiative to assist those who did not qualify for a medical card on income grounds but for whom the cost of visiting a GP was often prohibitively high.

➤ **Free\_GP (Free GP visits)**

*Ask if GP\_visit >1 and Med\_card in (1,2)*

*If the respondent has a medical card or GP visit card*

**<Name> How many free GP visits have you had in the last 4 weeks?**

Enter a numeric value between 0 and 99.

➤ **Free\_Meds (Free medicines)**

Ask if *Med\_Card=1*

If the respondent has a medical card

**<Name> How many Medical Card Prescriptions have you had filled in the last 4 weeks?**

**❶** The prescription charge is €2.50 for each item that is dispensed under the Medical Card Scheme, up to a monthly limit of €25 per person or family.

Enter a numeric value between 0 and 99.

➤ **DOA\_Treat (If respondent received dental, ophthalmic or aural treatment)**

Ask if *Calc>15*

If the respondent is 16 years or over

**<Name> Have you had free or subsidised dental, ophthalmic or aural treatment over the last 12 months?**

1. Yes
2. No

➤ **DOA\_Type (Dental, Ophthalmic or Aural treatment scheme)**

Ask if *DOA\_Treat=1*

If the respondent received free (subsidised) Dental, Ophthalmic & Aural treatment

**<Name> Was the treatment under the social insurance treatment benefit scheme, medical card or another scheme?**

1. Treatment under social insurance treatment benefit
2. Medical card holder
3. Other

**Note:** To qualify for dental, ophthalmic (optical benefit & contact lenses) and Aural (hearing Aids) under the social insurance benefit scheme the insured person must satisfy certain PRSI contribution conditions.

➤ **Hosp\_Stay (Hospital stay)**

*Ask if Calc>15*

*If the respondent is 16 years or over*

**<Name> Have you had to spend a night in a hospital as an inpatient over the last 12 months?**

1. Yes

2. No

➤ **State\_Hosp (Days in-patient in public hospital)**

*Ask if Hosp\_Stay=1*

*If the respondent had a hospital stay in the last 12 months*

**<Name> Could you please tell me whether you were an inpatient in a state funded hospital and the Number of nights spent in a state funded hospital?**



***If the respondent didn't spend any nights in a state funded hospital (public) please key 0.***

Enter a numeric value between 0 and 365.

➤ **Priv\_Hosp (Days in-patient in private hospital)**

*Ask if Hosp\_Stay=1*

*If the respondent had a hospital stay in the last 12 months*

**<Name> Could you please tell me whether you were an inpatient in a private hospital and the number of Nights spent in a private hospital?**

**❶ If the respondent didn't spend any nights in a private hospital) please key 0.**

Enter a numeric value between 0 and 365.

**Note:** If the respondent hasn't spent any night in a state funded PUBLIC hospital then insert 0 (likewise for a private hospital if he/she wasn't an inpatient in a private hospital). If the respondent was a private patient in a public hospital, then the number of nights spent in hospital should be coded to **State\_Hosp** i.e. State funded (Public) hospital. State funded (i.e. Health Service Executive (HSE) and Voluntary) and private hospitals are separately distinguished. The latter are few in number and readily known. Note that the Mater and St. Vincent's hospitals in Dublin (State funded) have private hospitals attached. These private hospitals are coded to the 'private' category.

➤ **Hlth\_stus (Health status)**

*Ask if Calc>15*

*If the respondent is 16 years or over*

**<Name> How is your health in general?**

1. Very Good
2. Good
3. Fair
4. Bad
5. Very Bad

➤ **Smoke**

Ask if *Calc*>15

If the respondent is 16 years or over

**<Name> Do you smoke?**

1. Yes
2. No

➤ **Chron\_ill2 (Type of chronic illness**

Ask if *Calc*>15

**<Name> Do you suffer from any of the following long-standing conditions (health problems)?**

**❗ This should be treated as a multiple-choice question.**

1. Blindness, or a serious vision impairment.
2. Deafness, or a serious hearing impairment.
3. A difficulty with basic physical activities such as walking, climbing stairs, reaching lifting or carrying.
4. An intellectual disability.
5. A difficulty with learning, remembering or concentrating.
6. A psychological or emotional condition.
7. A difficulty with pain, breathing or any other chronic illness or condition.
8. None of the above.

Numeric 1-8

➤ **Chron\_ill (Chronic illness)**

Ask if *Calc*>15 and *chron\_ill2* = 8

**<Name> Do you suffer from any other long-standing (chronic) illness or condition (health problem)?**

**❗ Problems that are seasonal or recurring should be included.**

1. Yes
2. No

➤ **III\_Type2 (Type of chronic illness (text))**

*Ask if Calc>15 and Chron\_ill2=7*

*If respondent is 16 years or over and suffers from an other chronic (long-standing) illness or condition*

**<Name> Please describe the nature of your illness?**

Enter a text of at most 60 characters.

➤ **Chron\_ill3 (Difficulty doing the following activities due to chronic illness**

➤ Ask if chron\_ill2 = 1 – 7

**<Name> Do you have difficulty in doing any of the following activities?**

**i** This should be treated as a multiple-choice question.

1. Dressing, bathing or getting around inside the home.
2. Going outside the home alone to shop or visit a doctor's surgery.
3. Working at a job or business or attending school or college.
4. Participating in other activities, for example leisure or using transport.
5. None of the above.

Numeric 1-5

➤ **III\_Type3 (Type of difficulty participating in other activities (text))**

*Ask if Calc>15 and Chron\_ill3=4*

*If respondent is 16 years or over and has difficulty participating in other activities*

**<Name> Please describe the nature of your difficulty?**

Enter a text of at most 60 characters.

➤ **Lim\_Act (Limited activity)**

*Ask if Calc>15*

*If the respondent is 16 years or over*

**<Name> For at least the last 6 months have you been limited in activities people usually do, because of a health problem? (If limited, specify whether strongly limited or limited).**

1. Yes, strongly limited
2. Yes, limited
3. Not limited

**Note:** If the respondent has recently become limited because of a health problem and expects the limitation to persist for 6 months then code either 1 or 2.

➤ **Dent\_Cnslt (If unmet need for Dental consultation)**

*Ask if Calc>15*

*If the respondent is 16 years or over*

**<Name> Was there any time during the last 12 months when you personally, really needed a dental examination or treatment but you did not receive it?**

1. Yes
2. No

➤ **No\_d\_Cnslt (Reason for not consulting a dentist)**

*Ask if Dent\_Cnslt=1*

*If the respondent needed a dental consult*

**<Name> What was the main reason for not consulting a dentist?**

1. Could not afford to (too expensive)
2. Waiting list
3. Could not take time off work (or could not take time off from caring for children or others)
4. Too far to travel or no means of transport
5. Fear of dentist/examination/treatment
6. Wanted to wait and see if problem got better on it's own
7. Didn't know any good dentist



8. Other reason

➤ **Med\_Cnslt (If unmet need for Medical consultation)**

*Ask if Calc>15*

*If the respondent is 16 years or over*

**<Name> Was there any time during the last 12 months when you personally, really needed a medical examination or treatment for a health problem but you did not receive it?**

1. Yes
2. No

➤ **No\_Med\_C (Reason for not consulting a doctor)**

*Ask if Med\_Cnslt=1*

*If the respondent needed a medical consult*

**<Name> What was the main reason for not consulting a medical specialist?**

1. Could not afford to (too expensive)
2. Waiting list
3. Could not take time off work (or could not take time off from caring for children or others)
4. Too far to travel or no means of transport
5. Fear of doctor/hospitals/examination/treatment
6. Wanted to wait and see if problem got better on its own
7. Didn't know any good doctor or specialist
8. Other reason

➤ P\_Commnt (Comment box)

**❗** *Please insert (if relevant) comments regarding this completed personal interview for <Name>  
Press RETURN to continue if there are no relevant comments.*

Enter a text of at most 80 characters.

*From S213 there is now a facility to allow interviewers to enter relevant notes on any variable. (Ctrl+M opens up a text field ).*

➤ LASTQ\_PD (End personal questionnaire)

*<Name> Thank you for taking part in the SILC survey*

**❗** *Please press L to end interview.*

Enter a text of at most 1 character.

## 26. Household Questionnaire

- **Wh\_Ans\_HS** (Will somebody answer the housing questions)

*Will somebody answer the housing questions now?*

- 1. Yes
- 2. No

- **No\_Ans\_H** (Person number of household member answering household questionnaire)

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

*Please enter the line number of the person who is answering the housing questions.*

 ***The person who answers these questions should be the Head of Household.***

The Names of the household members are listed here (assuming personal questionnaires are complete)

Enter a numeric value between 1 and 20.

**Note:** If you have skipped a person's personal interview then the line option for this person will not appear on the screen. If you key the line number of the skipped household member for the variable **No\_Ans\_H** then the following error message is activated.

***This person has not answered age and may be less than 16 years of age.***

This is because in the case of a skipped person the age questions have not yet been asked. If an interviewer is happy that the respondent is 16 years or over then the interviewer can suppress the error check.

Given that the household-level response is going to be attributed to all household members, it is essential that the information be collected from someone who can, in some sense, 'speak for' the household.

For instance, if the 'selected respondent' is the 16-year old son or daughter, this person is highly unlikely to be able to provide good quality information on such issues as the mortgage or rent payments, housing costs etc.

The household respondent will be chosen according to the following priorities:

Priority (1): the person responsible for the accommodation;

Priority (2): a household member aged 16 and over whom is the best placed to give the information.

➤ **Dwelling (Type of dwelling)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Is this dwelling unit a***

1. Detached House?
2. Semi-detached house?
3. Terraced house?
4. Apartment/Flat/Bedsitter?
5. Mobile Home/Caravan/Temporary Building?
6. Houseboat?
7. Other?

➤ **Apart\_Type (Type of apartment)**

*Ask if Dwelling=4*

*If dwelling type is an Apartment/Bedsitter?*

**Is this dwelling an**

1. Apartment or flat in a building with less than 10 dwellings?
2. Apartment or flat in a building with 10 dwellings or more?
3. Bedsitter in a building with less than 10 dwellings?
4. Bedsitter in a building with 10 dwellings or more?

**Note:** House means that no internal space or maintenance and other services are normally shared with other dwellings. Sharing of a garden or other exterior areas is not precluded.

- Detached means the dwelling has no common walls with another.
- Semi-detached refers to two dwellings sharing at least one wall, and 'terraced' refers to a row of (more than two) joined-up dwellings.
- Apartments or flats in a building normally share some internal space or maintenance and other services with other units in the building.
- Other kind of dwelling includes accommodations that are situated in buildings that are for use other than housing (schools, ...)

➤ **Rooms (Numer of rooms in dwelling)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

**How many rooms in the dwelling unit?**

**The following should not be counted as rooms: kitchenette, scullery/utility room, bathroom, toilet, garage, consulting rooms, office, shop.**

Enter a numeric value between 0 and 99.

**Note:** A room is defined as a space of a housing unit of at least 4 square meters such as normal bedrooms, dining rooms, living rooms and habitable cellars and attics with a height over 2 meters and accessible from inside the unit.

- Kitchens are not counted unless the cooking facilities are in a room used for other purposes; only exclude it if the space is used only for cooking. Thus for example, kitchen-cum-dining room is one room in the count of rooms.
- The following space of a housing unit does not count as rooms: bathrooms, toilets, corridors, utility rooms and lobbies. Verandas, lounges and conservatories do count only if they are used all year round.
- A room used solely for business use is excluded, but is included if shared between private and business use.
- If the dwelling is shared by more than 1 household all rooms are counted for the owner/tenant except those exclusively used by the other households.

➤ **Bedrooms (Number of bedrooms in dwelling)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***How many bedrooms in the dwelling?***

Enter a numeric value between 0 and 20



➤ **Dwel\_Size (If respondent can estimate the size of the dwelling)**

*Ask if Wh\_Ans\_HS=1*

**Could you give me the approximate size of your dwelling in**

1. Square feet
2. Square metres
3. Unable to estimate the size of the dwelling

➤ **Dwel\_Meas (Size of the dwelling)**

*Ask if Dwel\_Size in (1,2)*

**What is the approximate size of your dwelling?**

**❗** *The dwelling size refers to the useful floor space. Useful floor space is defined as the floor space measured inside the outer walls excluding non-habitable cellars and attics, and in multi-dwelling buildings, all common spaces.*

Enter a numeric value between 0 and 10000

➤ **Const (Year dwelling was constructed)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***In what year was the dwelling constructed?***

0. Don't know
1. Before 1919
2. 1919-1940
3. 1941-1960
4. 1961-1970
5. 1971-1980
6. 1981-1985
7. 1986-1990
8. 1991-1995
9. 1996-2000
10. 2001-2005
11. 2006-2010
12. 2011 or later

➤ **Own\_Rent (If dwelling is owned or rented)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Do you (or a member of the household) own or rent the dwelling?***

1. Own
2. Rent

**Note:** The owner of the accommodation should be a member of the household. If for instance the accommodation is provided by a relative (such as by parents to their children) who is not a member of the household, then Rent should be keyed i.e. 2. A person is owner if he possesses a title deed independently if the house is fully paid or not.



➤ **Own\_Dwel (If owned outright or with a mortgage)**

Ask if Own\_Rent=1

If the respondent owns the dwelling

**Is your dwelling**

1. Owned outright?
2. Owned with a mortgage (including joint owner rental with the local authority)?
3. Owned under the tenant purchase scheme?

**Note:** This question relates to formal mortgage arrangements (i.e. loan) used to purchase the accommodation occupied by the household. A formal arrangement means that there is a legal contract and fixed repayments at regular intervals.

If the accommodation was purchased with a loan from a relative (e.g. father) or from a Bank the arrangement would be regarded as a mortgage only if there are regular "contractual type" fixed repayments. If there are no regular fixed repayments (e.g. loan repaid at Head of household's convenience) the arrangement is treated as a "personal loan" (not a mortgage) and the accommodation should be treated as "owned outright". The organisation financing a house mortgage always retains the property title and lease for safekeeping; this is sufficient confirmation of the existence of a true "mortgage". If a loan or mortgage is not for home purchase (i.e. if it is for home improvement or some other purpose) it becomes in effect a "personal loan".

➤ **Per\_Own1 (Person 1 that owns the dwelling)**

Ask if Own\_Rent=1 and No\_Pers>1

If the respondent owns the dwelling and there is more than 1 household member

**Could you please tell me which household member(s) owns the dwelling?**

**❶ Please insert the person number. If jointly owned, please insert the person number of the eldest joint owner**

The Names of the household members are listed here (assuming personal questionnaires are complete)

Enter a numeric value between 1 and 20.

**Note:** There is no age cut-off for this variable, e.g. if a household member is 2 months old, then the line on which this person appears is an option for this variable.

➤ **Per\_Own2 (Person 2 that owns the dwelling)**

*Ask if Own\_Rent=1 and No\_Pers>1*

*If the respondent owns the dwelling and there is more than 1 household member*

**i** ***If a number of household members jointly own the dwelling please insert the person number of the second eldest joint owner.  
If the dwelling is not jointly owned with another household member PRESS RETURN TO CONTINUE.***

The Names of the household members are listed here (assuming personal questionnaires are complete)

Enter a numeric value between 1 and 20.

**Note:** If this question is not relevant e.g. a single parent with an infant child then PRESS RETURN TO CONTINUE.

➤ **FTB\_Morg (If first time buyers)**

*Ask if Own\_Dwel in (2,3)*

*If the respondent owns the dwelling with a mortgage*

***Are <Per\_Own1> and <Per\_Own2> first time buyers?***

1 Yes

2 No

➤ **Time\_Own (Length of time dwelling is owned)**

*Ask if Own\_Rent=1*

*If the respondent owns the dwelling*

***How long (in years) has <Name>(s) owned the dwelling?***

Enter a numeric value between 0 and 99.

**Note:** if less than 6 months please code as 0. If dwelling jointly owned the name of the other person will also appear in question.

➤ **Morg\_Agency (Mortgage lender)**

*Ask if Own\_Dwel=2 or 3*

*If the dwelling is owned with a mortgage or under a tenant purchase scheme*

***From whom did you get the loan or mortgage to purchase this dwelling?***

1. Building Society
2. Local Authority
3. Insurance company
4. Bank
5. Housing Finance Agency
6. Other

**Note:** Building Societies are the most common ("interest and principal" arrangement) and Insurance Companies and Banks are also involved. Local Authority and Housing Finance Agency loans can be availed of by low income households. The residual category covers all other sources. For example, a house loan from an employer would be coded here as long as it is not a Building Society, Insurance Co. or Bank. Private

loans would also be coded here as long as there was a definite agreed repayment arrangement.

➤ **Morg\_in\_Am (Mortgage interest amount)**

*Ask if Own\_Dwel=2 or 3*

*If the dwelling is owned with a mortgage or under a tenant purchase scheme*

***Do you know the amount of interest you paid on your mortgage in the last 12 months?***

***If yes specify that amount.***

Enter a numeric value between 0 and 999999.

**Note:** The lending institution issues an annual 'Certificate of Interest' This states explicitly the amount of mortgage interest paid over a 12 month period.

➤ **Morg\_Type (Type of mortgage)**

Ask if Own\_Dwel=2 or 3

If the dwelling is owned with a mortgage or under a tenant purchase scheme

**Is your mortgage?**

**❶ The repayment/annuity mortgage is the most common one. Each month the borrower repays both monthly interest and a portion of the loan amount. Repayments in the early years of the mortgage are mainly comprised of interest. The balance of the mortgage loan owed decreases as the period progresses, until the loan is fully paid at the end of the mortgage term.**

1. An Annuity mortgage
2. An Endowment mortgage
3. An Interest only mortgage
4. A tracker mortgage

**Note:** ANNUITY MORTGAGES This is the usual type of mortgage arrangement. The money borrowed for the purchase of the house is repaid over an agreed number of years; interest being paid on the amount outstanding at any particular time. Usually the payments in any one year consist partly of repayments of the original loan (i.e. the principal) and partly of interest. The same total amount is normally paid each year (assuming interest rates remain constant), and as time goes on the interest part becomes smaller and the principal repayments get larger as more and more of the original amount borrowed is repaid.

ENDOWMENT MORTGAGES In this arrangement an endowment policy is taken out with an Insurance Company either before or at the same time as the mortgage, and it is arranged that when this policy matures after a specified number of years it will cancel out (i.e. pay off) the original sum (i.e. the principal) borrowed under the mortgage. The full principal remains outstanding until the policy matures and interest is paid on the full amount until then. Effectively, the mortgage repayments consist of interest and the endowment policy premiums.

INTEREST ONLY MORTGAGES This option was only introduced to the questionnaire in Quarter 3, 2006. The reason for this is that interviewers reported that an increasing number of respondents answered 'Interest only mortgage' when asked about the type of their mortgage. An endowment mortgage is an interest only mortgage but in addition to endowment policies there are other types of interest only mortgages e.g. policies where the borrowed principal is repaid by a matured pension. This is where you only repay the interest on your mortgage each month, so you'll need some sort of investment plan to pay off the capital, e.g. a pension, an endowment policy, an ISA or other long term investment plan. When your investment matures, you cash in the plan and use it to pay off your

mortgage loan. You are responsible for the repayment of the capital when the mortgage reaches the end of the term.

**TRACKER MORTGAGES** This is a mortgage where the rate is determined by a fixed margin above the ECB therefore it literally 'tracks' the European Central Bank rates.

➤ **Fix\_Var (Fixed or variable mortgage)**

Ask if Own\_Dwel=2 or 3 and Morg\_Type=1,2 or 3

If the dwelling is owned with a mortgage or under a tenant purchase scheme

**Is your mortgage rate fixed?**

- 1. Yes
- 2. No

➤ **M\_i\_Rate (Mortgage interest rate)**

Ask if Fix\_Var=1

If mortgage is fixed

**What rate is your mortgage fixed at?**

Enter a numeric value between 0.00 and 15.00.

➤ **Morg\_Mthly (Monthly mortgage payment)**

Ask if Own\_Dwel =2 or 3

If the dwelling is owned with a mortgage or under a tenant purchase scheme

**How much is your present monthly mortgage repayment before mortgage interest relief?**

Enter a numeric value between 0 and 99999.

**Note:** Again this should be available on a bank statement, as most mortgages will be paid by direct debit. TRS (Tax relief at source) is credited to accounts on instruction of the

Revenue Commissioners.

➤ **Morg\_Yr (Year mortgage was taken out)**

Ask if Own\_Dwel=2 or 3

*If the dwelling is owned with a mortgage or under a tenant purchase scheme*

***In what year was your mortgage taken out?***

Enter a numeric value between 1960 and 2020.

➤ **Loan\_Term (Term of mortgage)**

Ask if Own\_Dwel=2 or 3

*If the dwelling is owned with a mortgage or under a tenant purchase scheme*

***What is the term of your mortgage (in years)?***

Enter a numeric value between 0 and 40.

➤ **Orig\_Morg (Original mortgage)**

Ask if Own\_Dwel=2 or 3

*If the dwelling is owned with a mortgage or under a tenant purchase scheme*

***What was the original amount of the mortgage?***

Enter a numeric value between 0 and 9999999.

**Note:** In some cases a person may re-mortgage a property in order to obtain money for housing purposes (e.g. repairs, renovations, maintenance etc.) or for non-housing purposes. What we are looking for is the Original amount of the mortgage.

➤ **Morg\_Curr (If original mortgage amount is in Euro or pounds)**

Ask if Orig\_Morg >0 and If Morg\_Yr<2002

If the Original Mortgage >0 and if the mortgage was taken out before 2002

**The amount you have just given, is this amount in Euro or Pounds?**

1. Euro
2. Pounds

➤ **C\_Morg (If original mortgage was topped up)**

Ask if Own\_Dwel=2 or 3

If the dwelling is owned with a mortgage or under a tenant purchase scheme

**Have you re-mortgaged or topped-up your mortgage?**

1. Yes
2. No

➤ **CurrMorg (Original mortgage + topped up amount)**

Ask if C\_Morg=1

If re-mortgaged or topped up

**What was the total amount borrowed when you re-mortgaged? (i.e the outstanding amount of the original mortgage+ top-up amount)**

**Interviewer: Please ensure that the value keyed is in Euro.**

Enter a numeric value between 0 and 9999999

➤ **Out\_Princ (Outstanding principal)**

Ask if Own\_Dwel=2 or 3

If the dwelling is owned with a mortgage or under a tenant purchase scheme

**How much of the principal amount remains outstanding?**

**❗ If the respondent re-mortgaged, then this question asks the amount of the original mortgage that is outstanding.**

**Please ensure that the value given for this variable is in €.**

Enter a numeric value between 0 and 99999999.

➤ **Morg\_chan (Did household renegotiate mortgage)**

Ask if Wh\_Ans\_HS=1 and Own\_Dwel=2 or 3 (owned with a mortgage)

If the dwelling is owned with a mortgage or under a tenant purchase scheme

**In the last 12 months, did the household try to renegotiate the terms of its mortgage with the financial institution, due to financial difficulties?**

1. Yes

2. No



➤ **Renegotiate (Did household renegotiate mortgage)**

Ask if Wh\_Ans\_HS=1 and Morg\_chan=1

***What form of modification, if any, was offered by the mortgage provider?***

1. Household was not offered any modification by the lender
2. Interest only for a specified period
3. Interest and part of normal capital element for a specified period
4. Deferring payment of all or part of the instalment repayment for a period
5. Extending mortgage term
6. Changing the type of mortgage
7. Capitalising on arrears and interest where insufficient capacity to pay in the short-term
8. Lender does not believe the mortgage is long-term sustainable – suggested foreclosure
9. Other form of modification (specify in household comment if necessary)
10. Awaiting a decision

➤ **Morg\_Supp (If received Mortgage interest supplement)**

Ask if Own\_Dwel=2 or 3

*If the dwelling is owned with a mortgage or under a tenant purchase scheme*

***Did you or anybody in your household receive a mortgage interest supplement, under the Supplementary Welfare Allowance Scheme at any time in the last 12 months or any other regular payment for housing costs from the Community Welfare Officer?***

1. Yes
2. No

**Note:** The purpose of mortgage interest supplement is to provide short-term income support to eligible people who are unable to meet their mortgage interest repayments in respect of a house which is their sole place of residence. The supplement assists with the interest portion of the mortgage repayments only. The capital element of the repayment is not taken into account in calculating the amount of supplement payable as it is not considered appropriate that the Exchequer should repay part of the initial loan and thereby provide assistance towards the accumulation of a capital asset on the part of the individual concerned.

A person may be entitled to a supplement towards the amount of mortgage interest payable by him or her in respect of his or her residence provided that:

- he or she is habitually resident in the State (effective 1 May 2004);
- the loan agreement was entered into at a time when, in the opinion of the Health Service Executive, the person was in a position to meet the repayments;
- the residence in respect of which the loan is payable, is not offered for sale.

➤ **Morg\_s\_Amt (Amount received in mortgage interest supplements)**

*Ask if Morg\_Supp=1*

*If the household received a mortgage interest supplement*

**What was the monthly amount received?**

Enter a numeric value between 0 and 9999.

➤ **Morg\_s\_Mth (Months in receipt of mortgage interest supplement)**

*Ask if Morg\_Supp=1*

*If the household received a mortgage interest supplement*

**For how many months did you receive the payment in the 12 months?**

Enter a numeric value between 1 and 12.

➤ **Morg\_s\_crt (If currently in receipt of mortgage interest supplement)**

*Ask if Morg\_Supp=1*

*If the household received a mortgage interest supplement*

***Are you currently receiving this payment?***

1. Yes
2. No

➤ **PrivLlord (Private Landlord)**

*Ask if own\_rent = 2*

***Do you rent from a private Landlord?***

1. Yes
2. No

**❗** *Trying to find out if the landlord is private or Local Authority.*

➤ **Rent\_Dwel, (Type of rent paid)**

*Ask if Own\_Rent =2*

*If the dwelling is rented*

***When you consider the amount you pay in rent would you consider that your dwelling is rented?***

**❗** *If rent free Code as 4.*

1. At market price?
2. At a price lower than the market price?
3. From the Local Authority?
4. Rent free (i.e. the landlord receives no rent)?

➤ **Free\_Utility (If rent free does household pay for utilities)**

*Ask if Rent\_Dwel=4*

*If the dwelling was rent free*

***Do you have to pay for electricity/gas and heating?***

- 1. Yes
- 2. No

➤ **Ten\_Rent (Total rent paid in last 12 months)**

*Ask if Rent\_Dwel=1,2 or 3*

*If the dwelling is rented at market price, at an amount lower than market price or from a local authority*

***How much has the household paid in rent (before rent allowances if applicable) in the last 12 months?***

Enter a numeric value between 0 and 99999.

➤ **Loc\_Rent (Local authority rent)**

*Ask if Rent\_Dwel=3*

*If the respondent rents from a local authority*

***How much rent do you pay weekly to the local authority?***

Enter a numeric value between 0 and 999.99.

➤ **Monthly\_Ren (Monthly Rent amount)**

*Ask if Rent\_Dwel=1 or 2*

*If the dwelling is rented at market price, at an amount lower than market price*

***What was the amount your household paid in rent in the last month?***

Enter a numeric value between 0.00 and 9999.99.

➤ **Rent\_Char (If Charges for utility bills are included in rent)**

*Ask if Rent\_Dwel=1,2 or 3*

*If the dwelling is rented at market price, at an amount lower than market price or from a local authority*

***Does the rent include known charges to cover any of the following services, electricity, gas, oil/solid fuel or heating/hot water?***

1. Yes

2. No

➤ **Amt\_Elec (If rent covers electricity costs)**

*Ask if Rent\_Char=1*

*If rent includes known charges*

***Does your rent cover your electricity costs?***

1. Yes

2. No

➤ **Amt\_Gas (If rent covers gas costs)**

*Ask if Rent\_Char=1*

*If rent includes known charges*

***Does your rent cover your gas costs?***

1. Yes
2. No
3. Not applicable for the household

➤ **Amt\_Oil (If rent covers oil costs)**

*Ask if Rent\_Char=1*

*If rent includes known charges*

***Does your rent cover your oil costs?***

1. Yes
2. No
3. Not applicable for the household

➤ **Per\_Rent1 (Person 1 who rents the dwelling)**

*Ask if Own\_Rent =2*

*If the dwelling is rented*

***Could you please tell me which household member(s) rents the dwelling?***

***❶ Please insert the person number. If jointly rented, please insert the person number of the eldest renter.***

The Names of the household members are listed here (assuming personal questionnaires are complete)

Enter a numeric value between 1 and 20.

➤ **Per\_Rent2 (Person 2 who rents the dwelling)**

*Ask if Own\_Rent =2*

*If the dwelling is rented*

**i** *If a number of household members jointly rent the dwelling please insert the person number of the second eldest joint renter. If the dwelling is not jointly rented with another household member PRESS RETURN TO CONTINUE.*

The Names of the household members are listed here (assuming personal questionnaires are complete)

Enter a numeric value between 1 and 20.

➤ **Time\_Rent (Time rented)**

*Ask if Own\_Rent =2*

*If the dwelling is rented*

***How long (in years) has <Name>(s) rented the dwelling at the rental rate currently paid?***

Enter a numeric value between 1 and 20.

➤ **Input\_Rent (Estimated rent household would pay for equivalent dwelling)**

*Ask if Own\_Rent=1*

*Or Ask if Rent\_Dwel=2,3,or 4*

*If the dwelling is owned by a family member*

*If the dwelling is rented from a local authority, is rented at a rate under the market rate or is rented rent free*

***How much do you think you would pay as monthly rent (net of charges for heating, electricity etc.) if you rented a similar dwelling?***

Enter a numeric value between 0 and 9999.

➤ **Apt\_Charge (Service charge for flat/apartment)**

*Ask if Dwelling = 4 and Own\_Rent=1*

*If the household own the Apartment*

***How much is the annual service charge for your flat/apartment?***

Enter a numeric value between 0 and 10000.

**Note:** Apartment owners are usually obliged to pay an annual service charge for the upkeep of common areas in their development. These charges are sometimes referred to as Management charges and include an amount for structural insurance and refuse collection charges.

➤ **Chrg\_LocAu (If paid local authority charge)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Did you make payments to cover any of the following in the last 12 months?  
Local Authority charges, Private refuse collection charges or DOMESTIC Water Charges?***

***❗ In the case of Apartment owners, if these charges are included in the Annual Service Charge, please key 2.***

- 1. Yes
- 2. No

**Note:** Water charges are imposed by local authorities around Ireland. Commercial water charges are levied on all businesses in the country and must be paid to the local authority. Domestic water charges were abolished in 1997, but if you are a member of a group water scheme, you may still have to pay a certain amount for your domestic water. Water charges are used specifically to maintain and improve the water and waste water systems.

Most local authorities provide domestic refuse collections and householders availing of this service are charged. The cost of “tags” should be included and most households will have an idea of their total local authority or private refuse collection charges as there is tax relief on domestic service charges.



➤ **Amt\_LocAu (Local authority charge paid in year)**

Ask if Chrg\_LocAu=1

If the household paid Local Authority charges, private refuse collection charges or Water scheme charges

**How much did you pay in Local Authority charges (including the cost of “Tags”), private refuse collection charges and Water scheme charges in the last 12 months?**

Enter a numeric value between 0 and 9999.

**Note:** The Pay-Per-Use System of charging for refuse collection has come into operation in many local authority areas. It requires participants to attach a bin tag to their bin when leaving it out for collection. The household pays for the tags.

➤ **Chrg\_GdRnt (Ground rent)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Did you pay any ground rent in the last 12 months?**

1. Yes
2. No

➤ **Amt\_GdRnt (Ground rent amount paid)**

Ask if Chrg\_GdRnt=1

If the household paid Ground rent

**How much did you pay in Ground rent charges in the last 12 months?**

Enter a numeric value between 0 and 9999.

**Note:** There are different types of ownership of property in Ireland. Owning the leasehold interest in a property means that you own just the building and not the land it is on and that your ownership is for a fixed number of years. If you own a leasehold property, you must pay a ground rent to your landlord because he or she owns the ground it is built on. The amount of ground rent paid varies. Often this landlord will be your local authority, for instance, in Dublin; it may be Dublin City Council. Owning the freehold interest in a property means that you own the land and buildings (if any) outright. There is no period of years attached to the ownership. Ground rent does not affect freehold property.

➤ **Hse\_ReV (If spent money on major housing repairs)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***During the past 12 months did your household spend money on major home improvements such as door or window replacement, extensions, major plumbing or electrical work?***

1 Yes

2 No

➤ **Hse\_ReVa (Amount spent on major housing improvements)**

*Ask if Hse\_ReVa=1*

*If money spent on home improvements*

***How much did you spend in total on these major home improvements in the last 12 months?***

Enter a numeric value between 0 and 999999

➤ **Door\_Win (Amount spent on doors/windows)**

*Ask if Hse\_ReVa=1*

*If money spent on home improvements*

***How much did you spend on door or window replacement (including double glazing, building porch/conservatory etc.) or on internal or external wall and roof insulation in the last 12 months?***

Enter a numeric value between 0 and 999999

➤ **Extens (Amount spent on extensions)**

*Ask if Hse\_ReVa=1*

*If money spent on home improvements*

***How much did you spend in total on extensions, conversions (including new bedrooms, kitchens, bathrooms, toilets, garage, walls, patios, drives, garden sheds, attic conversions etc.) in the last 12 months?***

Enter a numeric value between 0 and 999999

➤ **Maj\_Plum (Amount spent on plumbing)**

*Ask if Hse\_ReVa=1*

*If money spent on home improvements*

***How much did you spend on Major Plumbing/Heating/Electrical work (including central heating installation, new chimney, re-wiring, re-plumbing, new shower, toilet, burglar alarm etc.) in the last 12 months?***

Enter a numeric value between 0 and 999999

➤ **Chrg\_SrMnt (If spent money on regular dwelling maintenance )**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Apart from these major items, has your household spent any money on (minor) home repairs, up-keep of the dwelling in normal decorative order or dwelling maintenance in the last 2 months?***

**①** ***Included here is the cost of up-keeping the dwelling in normal decorative order and repairs .e.g. costs associated with servicing a boiler and painting the dwelling.***

- 1. Yes
- 2. No

**Note:** Only the regular maintenance and repairs should be included. Eurostat describes it as 'regular maintenance or repairs of the dwelling are distinguished by two features: first, they are activities that have to be undertaken regularly in order to maintain the dwelling in good working order; second, they do not change the dwelling's performance, capacity or expected service life.' Therefore the costs to be considered here include, service of boilers, painting and any preventive maintenance activities.

➤ **Amt\_SrMnt (Total amount spent on dwelling maintenance)**

*Ask if Chrg\_SrMnt=1*

*If household spent money on maintenance & repair*

***How much did you pay in regular maintenance and repair charges in the last two months?***

*Enter a numeric value between 0 and 9999.*

➤ **Decor (Amount spent on decorating)**

Ask if Chrg\_SrMnt=1

If household spent money on maintenance & repair

**About how much did you spend on up-keeping the dwelling in normal decorative order (e.g. painting wallpapering etc.) in the last two months?**

Enter a numeric value between 0 and 999999.

➤ **Min\_Plum (Amount spent on minor plumbing)**

Ask if Chrg\_SrMnt=1

If household spent money on maintenance & repair

**About how much did you spend on minor plumbing, electrical, heating repairs (including, new taps, sockets, light fittings, gutters, pipes, radiators, servicing of central heating etc.) in the last two months?**

Enter a numeric value between 0 and 999999.

➤ **Ktch\_Fit (Amount spent on shelve, kitchen fittings)**

Ask if Chrg\_SrMnt=1

If household spent money on maintenance & repair

**About how much did you spend on replacement of kitchen fittings, shelves, cupboards, built-in wardrobes etc.) in the last two months?**

Enter a numeric value between 0 and 999999.

➤ **Str\_Rep (Amount spent on minor structural repairs)**

*Ask if Chrg\_SrMnt=1*

*If household spent money on maintenance & repair*

**About how much did you spend on minor repairs to the structure, (incl. Rebuilding walls/fences, repairing roofs, plasterwork, windows, doors, floors, re-laying tarmac, (re-) insulating etc.) in the last two months?**

*Enter a numeric value between 0 and 999999.*

➤ **Hse\_Ins (If paidHouse insurance)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

**Do you have the structure and/or the contents of this dwelling insured?**

1. Yes
2. No

➤ **Typ\_Ins (Type of house insurance paid)**

*Ask if Hse\_Ins=1*

*If household have structure and/or contents insurance*

**What type of insurance policy (policies) do you have covering your dwelling/contents?**

1. Policy which covers the dwelling structure (separately)
2. Policy which covers contents (separately)
3. Policy which covers both structure and contents
4. Separate policies covering structure and contents separately

➤ **Struct\_pre (Structural insurance premium)**

*Ask if Typ\_Ins=1 or Typ\_Ins=4*

*If the household pays structural insurance*

***How much is your annual structural insurance premium?***

Enter a numeric value between 0 and 9999.

➤ **Cntent\_Pre (Content insurance premium)**

*Ask if Typ\_Ins=2 or Typ\_Ins=4*

*If the household pays content insurance*

***How much is your annual contents insurance premium?***

Enter a numeric value between 0 and 9999.

➤ **Joint\_Pre (Content & structural insurance premium)**

*Ask if Typ\_Ins=3*

*If the household's insurance covers both structure and contents*

***How much is the annual insurance premium in respect of this policy?***

Enter a numeric value between 0 and 9999.

**Note:** The household member may pay for insurance by direct debit and particulars relating to payment will be available on a bank statement. If the respondent is renting then it is unlikely that he/she is paying structural insurance, except in the case of a TV aerial, where the landlord may demand structural insurance to insure the roof against damage caused by a falling aerial.

➤ **Ins\_hc\_Val (Insured value of house & contents)**

Ask if Typ\_Ins=3

*If the household's insurance covers both structure and contents*

***What is the insured value of the dwelling and contents?***

Enter a numeric value between 0 and 9999999.

➤ **Ins\_h\_Valu (Insured value of house)**

Ask if Typ\_Ins=3

*If the household's insurance covers both structure and contents*

***What is the insured value of the dwelling?***

Enter a numeric value between 0 and 9999999.

➤ **Dwel\_Val (Value of dwelling)**

Ask if Wh\_Ans\_HS=1

*If somebody will answer the household questionnaire*

***What would you say is the market value of the dwelling occupied by your household?***

Enter a numeric value between 0 and 9999999.



➤ **Rent\_Arr (If in rent or mortgage arrears)**

Ask if *Rent\_Dwel* =1, 2 or 3 or Ask if *Own\_Dwel* =2 or 3

*If the dwelling is rented (not rent free) or is owned with a mortgage or through a tenant purchase scheme*

***In the last 12 months, did it happen that the household was unable to pay rent or to make a mortgage repayment for the main dwelling on time, due to financial difficulties?***

1. Yes, once
2. Yes, twice or more
3. No

➤ **Util\_Arr (Utility Arrears)**

Ask if *Wh\_Ans\_HS*=1

*If somebody will answer the household questionnaire*

***In the last 12 months, did it happen that the household was unable to pay utility bills (heating, electricity, gas, refuse collection) for the main dwelling on time, due to financial difficulties?***

***Telephone bills should NOT be considered as utility bills.***

1. Yes, once
2. Yes, twice or more
3. No
4. Not applicable as the household doesn't have utility bills

➤ **HP\_HH (Hire purchase and other loan arrears)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Excluding mortgages does any household member have any loans or does any household member have to pay hire purchase instalments ?**

1. Yes
2. No

➤ **HP\_Arr (Hire purchase and other loan arrears)**

Ask if HP\_HH=1

If somebody will answer the household questionnaire

**In the last 12 months, did it happen that the household was unable to pay hire purchase instalments or other loan payments (besides mortgage repayments) on time, due to financial difficulties?**

1. Yes, once
2. Yes, twice or more
3. No
3. Not applicable as the household has no loan or hire purchase repayments

**Note:** This question asks whether the household has been in arrears at any time in the last 12 months that is, unable to pay as scheduled repayments for hire purchase or other non-housing loans. (i.e. the household should exclude mortgage repayments as a question on arrears on mortgage arrears has already been asked)  
Other loans for decoration, maintenance, refurbishment etc. and problems on repayments of credit cards are included. The presence of a bank overdraft does not count as arrears for the purpose of this item.

➤ **Oth\_Bills (Inability to pay bills)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

***In the last twelve months, did it happen that the household was unable to pay any other bills (education, health, ...) on time, due to financial difficulties?***

1. Yes, once
2. Yes, twice or more
3. No

➤ **Bank\_Acc (If household has bank current account)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

***Do you or does anyone else in your household have a bank current account?***

***① The services offered by these accounts include ATM/debit cards, withdrawals and lodgements and bill payment facilities such as standing order.***

1. Yes
2. No

**Note:** Bank current account: These offer day-to-day money management facilities such as various flexible payment methods to allow customers to distribute money directly to others. Standard services offered by current accounts include a chequebook, the facility to arrange standing orders, direct debits and payment via a debit card. A savings account is not a current account where no such facilities are available.

Standing orders are customers' instructions to their bank to pay a set amount, to a named beneficiary, at regular intervals (say on the 1st of the month) – either for a specific period of time or until cancelled. A standing order requires the customer's bank to *send* the money. Typically, a standing order might be used to pay a fixed amount to a savings account.

Direct debits are customers' authority for beneficiaries to claim payments (variable in amount and frequency) from the customers' accounts and customers' instructions to their bank to allow the taking of those payments. A direct debit requires the beneficiary to *claim* the money). A direct debit is more likely to be used to make payments that can vary from time to time e.g. mortgage.

➤ **Bank\_MoM (Bank management of money)**

*Ask if Bank\_Acc=1*

***Is this account used for day-to-day management of money?***

- 1. Yes
- 2. No

➤ **Oth\_Bank(Other bank account type)**

*Ask if Wh\_Ans\_HS=1*

***Do you or does anyone else in your household have any other type of account with a Bank, Building Society, Credit Union or the Post Office?***

- 1. Yes
- 2. No

➤ **Oth\_MoM (Other bank management of money)**

*Ask if Oth\_Bank=1*

***Is this account used for day-to-day management of money?***

- 1. Yes
- 2. No

➤ **Debt**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Has the household had to go into debt within the last 12 months to meet ordinary living expenses such as mortgage repayments, rent, food, Christmas or back-to-school expenses?***

- 1. Yes
- 2. No

➤ **HHFin\_Adv**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

***In relation to personal or household finances/budgeting, have you or any other household member received advice from any of the following in the last 12 months?***

1. A friend or relative
2. A professional organisation (for example financial/investment advisors, accountants, brokers etc)
3. Other organisation (for example MABS, Credit Union(s))
4. Did not seek/receive advice

➤ **HHFA\_Com**

Ask if HHFin\_Adv=3

***From what organisation did you receive advice?***

1.

*Enter a text of at most 80 characters.*

➤ **Free\_Elec (Free electricity)**

*Ask if Wh\_Ans\_HS=1*

***Has any household member received a Free Electricity Allowance (including cash electricity allowance) at any time during the last 12 months?***

- 1. Yes
- 2. No

**Note:** Free electricity allowance is payable to people getting certain social welfare payments, other qualifying payments (e.g. Health Service Executive (HSE) payments) or who are aged 66 or over and satisfy a means test.

➤ **Free\_Gas**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Has any household member received a Natural Gas allowance (including cash gas allowance) at any time during the last 12 months?***

- 1. Yes
- 2. No

**Note:** The Natural Gas Allowance is an alternative to the Free Electricity Allowance for people whose homes are connected to a natural gas supply.

➤ **Fuel\_All (Fuel allowance)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Has any household member received a Fuel Allowance at any time during the last 12 months?***

1. Yes

2. No

**Note:** Only one fuel allowance is payable to any one household and this is the reason that this question appears on the household questionnaire and not on the personal questionnaire. There are certain conditions for qualification including age and receipt of payments from the Health Service Executive (HSE) or the DSP.

➤ **Smokeless (Smokeless fuel allowance)**

*Ask if Wh\_Ans\_HS=1 and Fuel\_All = 1*

*If somebody will answer the household questionnaire*

***Has any household member received a smokeless fuel allowance in the last 12 months?***

1. Yes

2. No

**Note:** This allowance helps low income households meet the extra costs of using smokeless or low smoke fuels in areas where the sale of bituminous fuel is banned. Therefore this question is relevant in urban areas where this ban is in place.

➤ **Heating (Type of heating)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Is your dwelling heated by?**

1. Central Heating
2. Other fixed heating (e.g. Stoves, fireplace(s))
3. Portable heating (e.g. Superser heater(s) or similar)
4. No heating at all

➤ **Amen\_RnWt (Amenities – if Household has running water)**

Ask if Wh\_Ans\_Hs=1

**Does the dwelling have any or all of the following?**

Running water (piped)?

1. Yes
2. No

➤ **Amen\_HtWt (Amenities – if Household has hot water)**

Ask if Wh\_Ans\_Hs=1

Hot water (piped)?

1. Yes
2. No

➤ **Amen\_BtSh (Amenities – if Household has bath or shower)**

Ask if Wh\_Ans\_Hs=1



Bath or shower?

1. Yes, for sole use of the household
2. Yes, shared
3. No

➤ **Amen\_Tlet (Amenities – if Household has toilet (internal))**

*Ask if Wh\_Ans\_Hs=1*

Toilet (internal)?

1. Yes, for sole use of the household
2. Yes, shared
3. No

➤ **Amen\_DbGI (Amenities – if Household has double/triple glazing)**

*Ask if Wh\_Ans\_Hs=1*

Double/Triple glazing?

1. Yes
2. No

➤ **Amen\_BgAI (Amenities – if Household has burglar alarm)**

*Ask if Wh\_Ans\_Hs=1*

Burglar alarm?

1. Yes
2. No

➤ **Amen\_SmAl (Amenities – if Household has smoke alarm)**

*Ask if Wh\_Ans\_Hs=1*

Smoke alarm?
1. Yes 2. No

➤ **Amen\_PtDr (Amenities – if Household has patio doors)**

*Ask if Wh\_Ans\_Hs=1*

Patio doors?
1. Yes 2. No

➤ **Air\_Con (Amenities – if Household has air conditioning)**

*Ask if Wh\_Ans\_Hs=1*

Air conditioning?
1. Yes 2. No

➤ **Amen\_Garg (Amenities – if Household has a garage)**

*Ask if Wh\_Ans\_Hs=1*

*If the dwelling contains a garage*

Garage?
1. Yes 2. No

➤ **Gar\_ow\_Rt (Garage owned or rented)**

Ask if Amen\_Garg=1

*If garage is owned or rented*

***Is the garage owned or rented?***

1. Owned
2. Rented

➤ **HholdPossess (Does the household possess any of the following)**  
*Ask if Wh\_Ans\_Hs=1*

***I am going to ask you questions about whether or not the household possesses certain items. It does not matter whether the item is owned or rented. If the household does not have an item, could you please tell me whether the household:***

***(1) would like to have it but cannot afford it? ,or  
(2) does not have it for other reasons?***

1. Telephone (fixed line(not a mobile))
2. Colour TV
3. Satellite dish
4. DVD player
5. Video recorder
6. Stereo
7. CD Player
8. Camcorder/Palmcorder
9. Computer
10. Washing Machine
11. Clothers drier
12. Dish washer
13. Vacuum cleaner
14. Fridge
15. Fridge with separate freezer section
16. Deep Freeze
17. Microwave
18. Deep fat fryer
19. Liquidiser
20. Food processor

Numeric 1 to 20. Multichoice Format

➤ **HhldpossessReason**

Ask if Wh\_Ans\_Hs=1 and if <Hhldpossess><1,2,3,4,5.....20>=<> then ask reason why, i.e.:

**What is the reason the household does not possess <HholdPossess>?.**

1. Doesn't possess because cannot afford
2. Doesn't possess other reason

➤ **Cars**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Does your household have a car or van for private use?**

❶ **Company cars or vans that are not available for private use are not included.**

1. Yes
2. No

➤ **HowMCars (Number of cars in household)**

Ask if Cars=1

If somebody in household has a car/van for private use

**How many such cars/vans does your household have?**

1. 1
2. 2
3. 3
4. 4
5. 5
6. 6
7. 7
8. 8
9. 9

➤ **WhyNoCars (Why the household has no cars)**

*Ask if Cars=2*

*If no cars/vans in household*

**Does your household have a car or van for private use? ⓘ Company cars or vans that are not available for private use are not included.**

1. Cannot afford one
2. Other reason

➤ **Damp\_Walls**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

**Do you have any of the following problems with your dwelling/accommodation**  
**-a leaking roof?**  
**-damp walls/floors/foundations**  
**-rot in window frames or floor?**

1. Yes
2. No

➤ **Dark\_Rooms**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

**Is your dwelling too dark, meaning is there not enough day-light coming through the windows?**

1. Yes
2. No

➤ **Noise**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

***Is noise from neighbours or noise from the street (traffic, business, factories etc) a problem for your household?***

- 1. Yes
- 2. No

➤ **Pollution**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

***Is pollution, grime or other environmental problems in the area caused by traffic or industry a problem for your household?***

- 1. Yes
- 2. No

➤ **Crime**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

***Is crime, violence or vandalism in the area a problem for your household?***

- 1. Yes
- 2. No

➤ **AcsShop (Ability to get to shop)**

Ask if Wh\_Ans\_HS=1

*If somebody will answer the household questionnaire*

**Which of the following best describes your household's ability to access (get to) a shop that sells groceries?**

1. With great difficulty.
2. With some difficulty.
3. Easily.
4. Very easily.

➤ **AcsBank (Ability to get to bank)**

Ask if Wh\_Ans\_HS=1

*If somebody will answer the household questionnaire*

**Which of the following best describes your household's ability to access (get to) a bank where you can withdraw cash and pay bills?**

1. With great difficulty.
2. With some difficulty.
3. Easily.
4. Very easily.

➤ **AcsPost (Ability to get to post office)**

Ask if Wh\_Ans\_HS=1

*If somebody will answer the household questionnaire*



**Which of the following best describes your household's ability to access (get to) a post office where you can post ordinary and parcel post?**

1. With great difficulty.
2. With some difficulty.
3. Easily.
4. Very easily.

➤ **AcsBus (Ability to get to public transport)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

**Which of the following best describes your household's ability to access (get to) public transport?**

1. With great difficulty.
2. With some difficulty.
3. Easily.
4. Very easily.

➤ **AcsDoc (Ability to get to GP)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

**Which of the following best describes your household's ability to access (get to) primary health care services?**

**❶ Primary health care services refers to a General Practitioner (GP), a primary health centre, a casualty department or similar, where first-aid treatment could be received.**

1. With great difficulty.
2. With some difficulty.
3. Easily.
4. Very easily.

➤ **Ann\_Hol (Annual holiday)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Can your whole household afford to go for a week's holiday, away from home (each year), including stays in second dwelling or with friends/relatives?**

**❗ Please ensure that all persons in the household (including children aged one year or more and below 16) are also considered for the purpose of this question.**

1. Yes
2. No

➤ **Newspaper**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Does your household buy a daily newspaper?  
(If no, is it because the household can not afford to or is there another reason)**

1. Yes
2. No because cannot afford
3. No other reason

➤ **InterNt (If household has internet access)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Does your household have access to an internet connection (for personal use at home)?**

**(If no is it because the household cannot afford to or is there another reason)**

**❶ The internet access can be via smartphone (e.g. BlackBerry/iPhone), other wireless hand held device (tablet, etc...) video games console, laptop, desktop computer, TV etc.**

**Example of internet activities for personal use: social networking, sending/receiving emails, using services related to travel and accommodation, creating web pages, blogs, Internet banking, reading or downloading online music, video, news etc, looking for information, telephoning or making video calls, buying/selling goods or services, taking part in online consultations or voting on civic or political issues etc.**

**The household is considered to have internet connection.....if all the needs ....are fully fulfilled by this connection.**

1. Yes
2. No because cannot afford
3. No other reason

➤ **Meat\_Meal (Meal with meat)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Does your household eat meals with meat, chicken, fish (or vegetarian equivalent) every second day?**

**(If no is it because the household can not afford to or is there another reason)**

**❶ Please ensure that all persons in the household (including children aged one year or more and below 16) are also considered for the purpose of this question.**

1. Yes
2. No because cannot afford
3. No other reason

➤ **FrVeg\_Meal (Meal with fruit and Veg**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Does your household eat fresh fruit and/or vegetables at least once a dayday?  
(If no is it because the household can not afford to or is there another reason)***

**❶** ***Please ensure that all persons in the household (including children aged one year or more and below 16) are also considered for the purpose of this question.***

1. Yes
2. No because cannot afford
3. No other reason

➤ **Joint (Joint of meat)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Does your household have a roast joint (or its equivalent) once a week? (If no, is it because the household can not afford to or is there another reason)***

1. Yes
2. No because cannot afford
3. No other reason

➤ **Clothes**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Do household members buy new rather than second-hand clothes?  
(If no, is it because the household can not afford to or is there another reason)***

**❶** ***The focus is on the replacement of the worn out clothes by some new clothes (such as a suit, winter coat, pullover, etc.). The question refers to worn out clothes, not to old fashioned ones.***

***Children aged one year or more and below 16 should also be considered for the purposes of this question.***

1. Yes
2. No because cannot afford
3. No other reason

➤ **Coat (Overcoat)**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Does each household member possess a warm waterproof coat?  
(If no, is it because the household can not afford to or is there another reason)***

1. Yes
2. No because cannot afford
3. No other reason

➤ **Shoes**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Does each household member possess two pairs of strong shoes?  
(If no is it because the household can not afford to or is there another reason)***

***❶ The concept of shoes has to be understood in a broad sense. It could include boots, sandals, etc.***

***Children aged one year or more and below 16 should also be considered for the purposes of this question.***

1. Yes
2. No because cannot afford
3. No other reason

➤ **Furniture (Ability to replace worn out furniture)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Does the household replace any worn out furniture?  
(If no, is it because the household can not afford to or is there another reason)**

**① The term “furniture” corresponds to the objects such as tables, chairs, beds, desks, dressers, cupboards, etc. kept in the dwelling to make it suitable or comfortable for living or working in. Second-hand furniture can be taken into account.**

1. Yes
2. No because cannot afford
3. No other reason

➤ **Warm\_Hse (Warm house)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Does the household keep the home adequately warm? (If no, is it because the household can not afford to or is there another reason)**

1. Yes
2. No because cannot afford
3. No other reason

➤ **Fam\_meal (Family socialising)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Does the household have (get-together with) family and/or friends (relatives) for a drink or a meal once a month?**

**(If no, is it because the household can not afford to or is there another reason)**

**❶ To get together for a drink/meal: To get together for a drink/meal means spending time eating and/or drinking with friends and/or family (relatives) at home or elsewhere (restaurant, pub, etc.).**

**The “No – cannot afford it” answer for getting together for a drink/meal refers to financial exclusion/deprivation.**

**The “No – other reason” answer refers to another type of exclusion, namely social exclusion.**

1. Yes
2. No because cannot afford
3. No other reason

➤ **Fam\_Pres (Family presents)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Does the household buy presents for family or friends at least once a year?**  
**(If no, is it because the household can not afford to or is there another reason)**

1. Yes
2. No because cannot afford
3. No other reason

➤ **Hobbies**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Do the household members have hobbies or leisure activities (that they regularly**

***participate in)?***

***(If no, is it because the household can not afford to or is there another reason)***

**❶** ***The term “regularly” is linked to the considered activity(ies) and is to be self-defined by the respondent. However, a yes answer should imply that leisure activities (all together) are done several times per year.***

***The considered activity(ies) such as sport, cinema, concert, etc should occur outside home. This (these) would cost some money for entrance and/or travel costs (e.g. swimming), for purchase costs (e.g. riding a bicycle) or for participating costs in an organised event (e.g. football club fees). The formal organisation of activities is not an important element.***

1. Yes
2. No because cannot afford
3. No other reason

➤ **Kid\_Leis**

*Ask if Wh\_Ans\_HS=1 and Under\_16=1 and Hobbies=2 or 3*

*If somebody will answer the household questionnaire*

***Does/Do the child(ren) in the household participate in a regular leisure activity (swimming, playing an instrument, youth organisations, etc.)?***

***(If no, is it because the household can not afford to or is there another reason)***

**❶** ***Even if only one child does not take part in a regular leisure activity, the entire group of children in the household are assumed not to have done so either. Even if only one child does not take part in regular leisure activities because the household cannot afford it, then the answer category should be “No- cannot afford it”.***

1. Yes
2. No because cannot afford
3. No other reason



➤ **Unex\_Exp (Ability to afford unexpected expenses)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Can your household afford an unexpected expense of €1,000 without borrowing?**

**❗ If the payment was made on credit then the account should be debited within 1 month.**

1. Yes
2. No

➤ **DealUnexp (How to deal with unexpected expenses)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**How do you deal with unexpected expenditure?**

1. Cut back on other expenditure
2. Use savings
3. Borrow from family, friends, moneylenders, banks, others

➤ **Sec\_Home (If has second home/holiday home/rented residential property)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Do you (or any member of the household) own a second home/holiday home?**

**❗ Please include any holiday homes or rented residential properties in Ireland or abroad.**

1. Yes
2. No

➤ **No\_SecH (No. of additional properties)**

Ask if Sec\_Home=1

If member of household owns a second property

***Excluding this dwelling, how many residential properties do you (or other household members) own?***

1. 1  
2. 2  
3. 3  
4. 4  
5. 5  
6. 6  
7. 7  
8. 8  
9. 9  
10. 10

➤ **Whr\_Hme1 (Where 1<sup>st</sup> additional property)**

*Ask if No\_SecH=1 or more*

*If member of household owns 1 or more other properties*

***Where is the first additional residential property?***

1. Republic of Ireland
2. Northern Ireland
3. Africa (North)
4. Africa (Other)
5. Africa (West)
6. Australia and Oceania
7. Austria
8. Belgium
9. Bulgaria
10. Canada
11. Central & South America
12. China
13. Cyprus
14. Czech Republic
15. Denmark
16. Estonia
17. Finland
18. France
19. Germany
20. Greece
21. Holland
22. Hungary
23. Iceland
24. India
25. Italy
26. Latvia
27. Lithuania
28. Luxembourg
29. Malta
30. Middle East and Near East
31. Norway
32. Other
33. Other Asia
34. Other European
35. Pakistan
36. Poland
37. Portugal
38. Romania
39. Slovak Republic
40. Slovenia
41. Spain
42. Sweden
43. Switzerland
44. Turkey
45. United Kingdom
46. United States

➤ **Whr\_Hme2 (Where 2<sup>nd</sup> additional property)**

*Ask if No\_SecH=2 or more*

*If member of household owns 2 or more other properties*

***Where is the second additional residential property?***

Same values as Whr\_Hme1 see above.

➤ **Whr\_Hme3 (Where 3<sup>rd</sup> additional property)**

*Ask if No\_SecH=3 or more*

*If member of household owns 3 or more other properties*

***Where is the third additional residential property?***

Same values as Whr\_Hme1 see above.

➤ **SecH\_Des (Locations of other additional properties)**

*Ask if No\_SecH=4 or more*

*If member of household owns 4 or more other properties*

***Please describe the location(s) of the additional residential properties?***

*Enter a text of at most 80 characters.*

➤ **Hous\_Cost (Burden of housing costs)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

***When you think of your household's total housing costs including payments on mortgage or rent, insurance and service charges (refuse removal, regular maintenance and repairs etc).***

***Would you say they are***

1. A heavy burden
2. Somewhat of a burden
3. No burden at all

➤ **Ends\_Meet (Ability to make ends meet)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

***A household may have different sources of income and more than one household member may contribute to it.***

***Concerning your household's total monthly or weekly income, with which degree of ease or difficulty is the household able to make ends meet?***

1. With great difficulty
2. With difficulty
3. With some difficulty
4. Fairly easily
5. Easily
6. Very easily

➤ **\_Endsmeet (Lowest monthly income to make ends meet)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

***In your opinion what is the very lowest net monthly income your household would need to make ends meet? Please enter amount in Euro.***

Enter a numeric value between 0.00 and 999999.9

➤ **ModIntro (Introduction to Material Deprivation questions)**

Ask if Wh\_Ans\_HS=1 and Under\_16=1

Introduction to Material Deprivation questions relating to children in the household

***Could you tell me whether the child/all the children (aged between 1 and 15) in your household have or do the following.***

***ⓘ Press 1 to continue***

Note: In the following sequence of questions relating to kids, if No\_U16>1 then the question will start with "Do the children..... If No\_U16=1 then question text will start with "Does the child.....

➤ **Kid\_Book (Kids have suitable books at home)**

Ask if Wh\_Ans\_HS=1 and Under\_16=1

Suitable books at home

***Does/Do the child(ren) (aged between 1 and 15) have books at home suitable for their age?.***

***(If no is it because the household cannot afford to or is there another reason)***

***ⓘ Even if only one child does not have such books, the entire group of children in the household are assumed not to have them. Even if only one child does not have such books because the household cannot afford it, then the answer category should be "No, because the household cannot afford it".***

***The definition of books also includes e-books, audio books etc.***

***Suitable book: "Books suitable for the age" means that the books are adapted to the age and the level of knowledge of the child. School books are not to be taken into account.***

1. Yes
2. No because cannot afford
3. No other reason



➤ **Kid\_Oequ (Kids have outdoor leisure equipment**

*Ask if Wh\_Ans\_HS=1 and Under\_16=1*

*Suitable books at home*

***Does/Do the child(ren) (aged between 1 and 15) have outdoor leisure equipment (bicycle, roller skates, racket etc.)?.***

***(If no is it because the household cannot afford to or is there another reason)***

***❗ Even if only one child does not have such leisure equipment, the entire group of children in the household are assumed not to have them. Even if only one child does not have the equipment because the household cannot afford it, then the answer category should be "No, because the household cannot afford it".***

1. Yes
2. No because cannot afford
3. No other reason



➤ **Kid\_lequ (Kids have indoor games)**

Ask if Wh\_Ans\_HS=1 and Under\_16=1

Indoor games

***Does/Do the child(ren) (aged between 1 and 15) have indoor games (educational baby toys, building blocks, board games, computer games etc.)?***

***(If no is it because the household cannot afford to or is there another reason)***

**❶** ***Even if only one child does not have such indoor games, the entire group of children in the household are assumed not to have them. Even if only one child does not have these games because the household cannot afford it, then the answer category should be “No, because the household cannot afford it”.***

1. Yes
2. No because cannot afford
3. No other reason



➤ **Kid\_Party (Celebrations on special occasions)**

Ask if Wh\_Ans\_HS=1 and Under\_16=1

Celebrations on special occasions

***Does/Do the child(ren) (aged between 1 and 15) have celebrations on special occasions (for example birthdays, religious events such as confirmation, communion etc.)?***

***(If no is it because the household cannot afford to or is there another reason)***

**❶** ***Even if only one child does not have celebrations on special occasions, the entire group of children in the household are assumed not to have them. Even if only one child does not have celebrations on special occasions because the household cannot afford it, then the answer category should be “No, because the household cannot afford it”.***

1. Yes
2. No because cannot afford
3. No other reason

➤ **Kid\_Play (Invite friends round to play and eat)**

Ask if Wh\_Ans\_HS=1 and Under\_16=1



*Invite friends round to play and eat*

***Does/Do the child(ren) (aged between 1 and 15) invite friends round to play and eat from time to time?***

***(If no is it because the household cannot afford to or is there another reason)***

***❶ Even if only one child does not have friends round, the entire group of children in the household are assumed not to do so either. Even if only one child does not have friends over because the household cannot afford it, then the answer category should be “No, because the household cannot afford it”.***

***Invite round to play and eat: Invitations mostly take place at home but external activities are to be considered as well.***

1. Yes
2. No because cannot afford
3. No other reason

➤ **Kid\_Trip (Participate in school trips and school events)**

*Ask if Wh\_Ans\_HS=1 and Under\_16=1*

*Participate in school trips and school events*

***Does/Do the child(ren) (aged between 1 and 15) attending school participate in school trips and school events that cost money?***

***(If no is it because the household cannot afford to or is there another reason)***

***❶ Even if only one child does not participate in school trips and events, the entire group of children in the household are assumed not to do so either. Even if only one child does not take part in such trips/events because the household cannot afford it, then the answer category should be “No, because the household cannot afford it”.***

1. Yes
2. No because cannot afford
3. No other reason

➤ **Kid\_Study (Suitable place to study or do homework)**

*Ask if Wh\_Ans\_HS=1 and Under\_16=1*

*Suitable place to study or do homework*

***Does/Do the child(ren) (aged between 1 and 15) attending school have a suitable place to study or do homework?***

*(If no is it because the household cannot afford to or is there another reason)*

**①** *Even if only one child does not have a suitable place to study/do homework, the entire group of children in the household are assumed not to do so either.*

*If the interview occurs during school holidays, please refer to the school period.*

*A suitable place to study or do homework means a silent place with enough room and light. The place is to be at home and not in a library for example.*

1. Yes
2. No because cannot afford
3. No other reason

➤ **Former\_HH (If former household members)**

*Ask if longitudinal household*

*Did anybody, who did NOT live in this household on <Date of last year's interview> and who doesn't currently live in this household, live in this household for a period in excess of 3 months in the interim period?*

1. Yes
2. No

➤ **Former\_Me (How many former household members)**

*Ask if Former\_HH=1*

*If there was a former household member*

***How many such former household members resided in the household  
Enter number of persons?***

Enter a numeric value between 1 and 6.

➤ **Name\_FHM**

*Ask if Former\_Me>0*

*If there was a former household member*

***Please identify the person by keying in their first name.***

Enter a text of at most 14 character.

➤ **Surname\_FHM**

*Ask if Former\_Me>0*

*If there was a former household member*

***Please enter <Name> surname.***

Enter a text of at most 21 character.

➤ **Sex\_FHM**

*Ask if Former\_Me>0*

*If there was a former household member*

**Please enter the gender of <Name\_FHM>.**

- 1. Male
- 2. Female

➤ **Days\_FHM (Day of birth)**

*Ask if Former\_Me>0*

*If there was a former household member*

**Please enter (Name\_FHM)'s day of birth (DD-MM-YYYY)**

Enter a numeric value between 1 and 31.

➤ **Mth\_FHM (Month of birth)**

*Ask if Former\_Me>0*

*If there was a former household member*

**Please enter (Name\_FHM)'s month of birth (DD-MM-YYYY)**

Enter a numeric value between 1 and 12.

➤ **Yea\_FHM (Year of birth)**

*Ask if Former\_Me>0*

*If there was a former household member*

**Please enter (Name\_FHM)'s year of birth (DD-MM-YYYY)**

Enter a numeric value between 1890 and 9999.

➤ **Activity\_FHM (Former member's occupational status)**

*Ask if Former\_Me>0*

*If there was a former household member*

**Before <Name\_FHM> moved out of your household, which of the following best describes <Name\_FHM's> activity?**

1. At Work
2. Unemployed
3. Retired
4. Other (e.g. student, home care)

➤ **FHM\_R[1], FHM\_R[2], etc. (Relationship to other household members)**

**What is <Name\_FHM> > relationship to <name of person on line 1>?**

**What is <Name\_FHM> relationship to <name of person on line 2>? etc.**

1. Husband/Wife
2. Cohabiting Partner
3. Son/Daughter (own or of spouse/partner or adopted/foster)
4. Mother/Father (includes step/adopted/foster)
5. Brother/Sister (includes step/adopted/foster)
6. Grandchild (includes step/adopted/foster)
7. Grandparent (includes step/adopted/foster)
8. Son-in-law/Daughter-in-law
9. Mother-in-law/Father-in-law
10. Other relative
11. No relation

➤ **LastQ\_HS**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Thank you for answering the household questions for the SILC survey.**

**❗ Please press L to end interview.**

Enter a text of at most 1 character.

➤ **PerOutSt 1,2,3,4.....20**

Ask if Skip=1 or Skip=Refused or Skip=" " or LastQ\_PD=" "

If a personal questionnaire has been skipped or is incomplete

**For the person on Line <PersNo> <Name> you have indicated that he/she is a member of the household, i.e. the value that you keyed for Hist=1...Household member.. present....,**

**but his/her Personal interview has not been fully completed (if LastQ\_PD=" ")  
but his/her Skip question has been left empty (if Skip=" ")  
and you have indicated that he/she should be Skipped (if Skip=1)  
and you have indicated that he/she has refused at the Skip (if Skip=Refused)**

**❗ Please ensure that a Personal interview is completed for ALL members of the household.**

**Press 1 to continue now.**

1. Yes, I want to finish this Personal interview now.
2. No, I will finish this Personal interview later.

Enter a text of at most 1 character.

If answer=1, then Warning: Suppress, Close or Goto option available. If Goto option selected then proceed to <skip>, if suppress selected then save form popup activates.

If answer=2, then save form popup activates.

➤ **HsOutSt**

Ask if Wh\_Ans\_H=" " or if Wh\_Ans\_H=2 or if Wh\_Ans\_H="Refused" or LastQ\_HS=" "  
If a Household questionnaire has not been started has been skipped or is incomplete

***The Housing Questionnaire has been started but is not finished (if LastQ\_HS=" ")***

***The initial question in the Housing questionnaire has been left blank  
(if Wh\_Ans\_H=" ")***

***You have indicated that the Housing questionnaire should not be answered now (if  
Wh\_Ans\_H=2)***

***You have indicated that the Housing questionnaire has been Refused (if  
Wh\_Ans\_H="Refused")***

***ⓘ Please ensure that the Housing Questionnaire is completed by the Head of  
the household.***

***Press 1 to continue now.***

1. Yes, I want to start the Housing questionnaire now.
2. No, I will start the Housing questionnaire later.

Enter a text of at most 1 character.

If answer=1, then Warning: Suppress, Close or Goto option available. If Goto option selected then proceed to <Wh\_Ans\_H>, if suppress selected then save form popup activates.

If answer=2, then save form popup activates.

➤ **Participate**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

***Certain households will be interviewed, on an annual basis, as part of SILC for up  
to 4 years. Can your household be included in SILC next year?***

1. Yes
2. No

➤ **HH\_Cmntbx (Household comment box)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Please insert (if relevant) comments regarding this household. Press RETURN to continue if there are no relevant comments.**



**Press INSERT to change/read an already completed comment.**

Press INSERT to insert a text.

➤ **Contnam (Contact Name)**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Can I ask you for a contact name and telephone number for this household?  
This is to allow me to arrange an interview at a suitable time next year (if your household is selected to take part in SILC in 2015) and to allow for random quality and customer service checks by the CSO.**

**Note: As with all the information on this questionnaire, this data is strictly confidential and will never be divulged to a third party.**

Enter a text of at most 35 characters.

➤ **MBPhone**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Please enter Contact Mobile Phone Number.**

Enter a text of at most 30 characters.



➤ **HMPHONE**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Please enter Contact Home Phone Number.**

Enter a text of at most 30 characters.

➤ **Address\_1**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Please enter the first line of the address.**

Enter a text of at most 30 characters.

➤ **Address\_2**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Please enter the second line of the address.**

Enter a text of at most 30 characters.

➤ **Address\_3**

Ask if Wh\_Ans\_HS=1

If somebody will answer the household questionnaire

**Please enter the third line of the address.**

Enter a text of at most 20 characters.

➤ **Address\_4**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Please enter the fourth line of the address.***

Enter a text of at most 20 characters.

➤ **Address\_5**

*Ask if Wh\_Ans\_HS=1*

*If somebody will answer the household questionnaire*

***Please enter the fifth line of the address.***

Enter a text of at most 20 characters.

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