Report on sector review of Labour Force Survey in Jordan

Report prepared by Mr Aloïs van Bastelaer and
Mr Gaetano Ferrieri
in cooperation with the
Department of Statistics of Jordan

2014

Table of content

1 Legal and institutional basis 10
1.1 General legal and institutional frame 10
1.2 LFS legal and institutional frame 11
1.3 Staff, IT resources and budget 11
1.4 International coordination and cooperation 12
2 Survey design and method 12
2.1 Population coverage 12
2.2 Survey frequency and survey period 13
2.3 Sample design 13
2.4 Data collection 14
2.5 Questionnaire and variables 15
2.6 Data editing and coding 18
2.7 Statistical processing 18
3 Data Dissemination 20
3.1 Data, indicators and metadata 20
3.2 Relevance and accessibility 22
3.3 Comparability and coherence 23
3.4 Timeliness 24
4 Conclusions and Recommendations 25
4.1 Survey design: sample design, reference period and coverage 25
4.2 Fieldwork 25
4.3 Questionnaire and concepts 26
4.4 Data processing: data entry and editing 26
4.5 Data processing: classifications and coding 26
4.6 Estimation, accuracy and timeliness 27
4.7 Data dissemination and coherence 27
4.8 Users and users requests (relevance) 28
4.9 Institutional organisation and survey costs 28
4.10 External relations 28
5 References 29
5.1 National Documents 29
5.2 International Documents 29
Annexes 31

List of abbreviations

DOS	Department of Statistics (Jordan)
EC	European Commission
ENP	European Neighbourhood Policy (Countries)
ESS	European Statistical System
EU	European Union
EUROSTAT	Statistical Office of European Union
ICSE	International Classification of Status in Employment
ILO	International Labour Organisation
ISCO	International Standard Classification of Occupations
ISCED	International Standard Classification of Education
ISIC	International Standard Industrial Classification
LFS	Labour Force Survey (Employment and Unemployment Survey in Jordan)
NACE	Statistical Classification of Economic Activities in the European Community
NCHRD	National Centre for Human Resources Development (Jordan)
PDA	Personal Digital Assistant
SR	Sector Review
UNSD	United Nations Statistics Division

Preface

1. The Sector Review (SR) of the Labour Force Survey (LFS) in Jordan was undertaken in the framework of the Eurostat funded project *'Assessment of the statistical systems and selected statistical areas of the enlargement and ENP countries'*. ICON-INSTITUT in consortium with DevStat, under the contract (no. 14472.2013.002-2013.694) with Eurostat, was responsible for the organisation of all activities and tasks related to the SR. The SR process was initiated by Eurostat on the basis of a request made by the Department of Statistics of Jordan (DOS).
2. The review was conducted by two experts: Mr Aloïs van Bastelaer, who acted as leading expert, and the supporting expert Mr Gaetano Ferrieri.
3. The SR preparation phase started in early September 2014. The two experts analysed all relevant documents (e.g., LFS questionnaire, methodology, regulations), elaborated and finalised a preliminary self-assessment questionnaire and the agenda for the in-country mission (Annex 1). The agenda was sent for feedback to DOS prior to the in-country mission. It was agreed though recognising a high degree of flexibility because of the various engagements of the local stakeholders.
4. The self-assessment questionnaire was sent to DOS for filling prior to the in-country mission. It was partially filled mostly due to the engagement of some key DOS representatives in other institutional affairs and lack of some relevant information to be further verified with the same experts.
5. The SR mission was conducted in Amman from 26 to 29 October 2014. The two experts took some meetings with all relevant representatives of the local statistical office (DOS) in order to assess a number of institutional, methodological, organisational, relational and planning issues relating to the LFS in the country (Annex 2).
6. Focus was on some missing methodological issues (e.g., estimation for labour force, employment and unemployment aggregates) and dissemination of outputs (e.g., publication of results, type of data and metadata disseminated).
7. A number of preliminary findings and recommendations were discussed with the DOS representatives during the de-briefing day (29 October 2014). The feedback collected was integrated in the short summary report.
8. The final phase of the assignment consisted in the elaboration of this final SR report that took place in the course of the first two weeks of November 2014 and was sent for comments to DOS in the third week of the same month.
9. The cooperation with DOS was positive and fruitful during the project, making it possible to conduct a proper assessment of the LFS as implemented in Jordan.

Executive summary

10. The Sector Review (SR) of the Labour Force Survey (LFS) in Jordan was conducted in full compliance with the objectives, the scopes and the guidelines stated in the framework provided by Eurostat.

11. In this regard, the SR was based on the analysis of:

- LFS documents (e.g., LFS questionnaire, methodology, organisation) and other relevant national documents (e.g., National Statistical Strategy, Statistical Yearbooks);
- European standards, Eurostat guidelines and other international documents (e.g., ILO resolutions);
- Information collected through the self-assessment questionnaire;
- Findings from the in-country mission, including any other relevant informal information arising from discussion and verification with local stakeholders.

12. The analysis of the institutional framework, the methodology, the organisation and the questionnaire of the Labour Force Survey (named in the country: *'Employment and Unemployment Survey'*) represented the first task of the experts' analytical work. All these documents are regularly downloadable from the DOS website (*see References*).

13. The self-assessment questionnaire aimed at collecting and/or clarifying some information not directly (or partially) available through the sources consulted. The questionnaire was suitably articulated in 139 mainly closed and open questions structured in seven sections covering all relevant assessment issues, namely: Survey Design, Fieldwork, Questionnaire, Data Editing and Coding, Estimation, Output and Organisation. Most questions were formulated in strict compliance with EU regulations and guidelines (*see References*); this further helped the experts in evaluating the status of the country's statistical production vis-à-vis the *acquis*.

14. The in-country mission provided the experts with a number of additional inputs not covered by preliminary responses to the questionnaire (e.g., estimation, output) and specific elements for formulating appropriate and useful recommendations.

15. In the light of all the assessment work, the *major findings* were the following (ordered by relevant topic):

A. Design

- DOS implements a regular LFS (or *'Employment and Unemployment Survey'*) on a quarterly basis since March 2000.
- The LFS has a legal basis and it is included in a multi-annual statistical programme.
- The LFS is carried out in the middle month of each quarter (February, May, August and November).
- The target population covers only residents in private households; there is no separate, tailored sample and enumeration approach for collective or institutional households.
- The sampling frame is a master sample of the population census updated (through enumeration) before LFS.
- Household members temporarily away from home are enumerated and their characteristics are captured by proxy.
- Persons staying in Jordan for less than six months are not eligible.
- Non-Jordanians are not included in LFS because they are supposed to live in collective households (not covered by the survey).
- The sample design is a three-stage design (areas, blocks of dwellings and households). The sample is stratified by region/governorate and settlement (rural/urban).
- The overall sample fraction is 1.11% and the overall sample size is 13 360 households.
- Households are repeatedly interviewed 4 times and the time between repeated interviews is 3 and 9 months.

B. Fieldwork

- The LFS is a stand-alone survey and the participation is compulsory.
- All interviewers are civil servants belonging to the staff of DOS. The number of interviewers is 100 and the average workload per interviewer is 30 interviews per week.
- The interviewers are recruited, trained and managed at the central level (DOS).
- Training for interviewers is 5 days in length and covers all administration issues.
- LFS is publicised through a TV message.
- All interviews are face-to-face.
- Interviewing is normally independent of previous answers.
- Interviewer performances are monitored through initial accompanying by a supervisor.
- Number of maximum attempts before considering a household as absent: 3.
- Non-response, refusals and not-at-home households are not replaced.
- The records/answers from the previous interview/wave are not copied forward.
- The proxy rate is 70%.

C. Questionnaire

- Data are currently collected by computer assisted interviewing (PDA).
- Some variables are not collected, such as: country of birth, number of years of residence in Jordan, number of hours usually worked, looking for another job, status of employment in last job.
- All variables are surveyed in the full sample (with the same frequency).
- The questionnaire is not changed to collect data on ad-hoc topics.
- The reference week corresponds to 7 days prior to interview.
- The lower age limit for questions on employment and unemployment is 15 years; no upper limit is foreseen.
- Search methods to establish an own business are not explicitly mentioned.
- One of the strategic plans of DOS to improve the survey quality is the inclusion of non-Jordanians.

D. Data Editing and Coding

- There are consistency and routing checks in data entry.
- Imputation is normally not applied: *'I do not know'* is not foreseen as answer mode. In case of no feedback *'No answer'* mode is applied. Imputation is only applied to a limited number of missing data.
- No administrative data are used to fill in some variables in the questionnaire.
- Descriptions in open questions are coded by DOS staff.
- The breakdown by industrial activity is given according to 88 NACE Rev. 2 divisions.
- There is no business register as reference document for economic activities.
- The breakdown by occupation is given according to ISCO 3-digits or 130 groups (minor groups).
- The custodian of the classification by industrial activity and occupation is the labour force survey division (Mr. K. Khalaf)
- Breakdown by education is given according to ISCED 97.

E. Estimation

- Total non-response rate: 8.8% (refusals: 1.9%; absences: 1.8%; not accessible: 4.9%).
- Population totals are extrapolated from the population census through annual updating based on the data coming from the civil status department of the Ministry of Interior.
- The time lag between availability of a clean LFS dataset and the first set of tables is 2 weeks.
- The standard package for data storage is ORACLE.

- Estimates of levels of labour force, employment and unemployment (and related standard errors) are not calculated by DOS but by an external agency – National Center for Human Resources Development (NCHRD).

F. Output

- The results are published through press releases, statistical yearbooks and online datasets.
- A number of 7 000 emails are sent to institutional users.
- Time lag between the first press release and publication of final results: 2-3 weeks.
- The normal LFS advance release calendar is: the 14th day of one month after the reference quarter (in January the 15th day).
- Only structural data at the national level are disseminated.
- No micro-data are disseminated.
- Data are revised when errors are identified.
- Data from LFS are not used by National Accounts that use data from the Household Expenditure and Income Survey.
- There is an agreed procedure through which ministries can inform the Department of Statistics about their new data demands.
- Raw data (non-grossed up sample totals) on labour force, employment and unemployment levels were transmitted recently to the ILO (Beirut office).
- An on-line user satisfaction survey was taken in 2010 (under MEDSTAT III funding).

G. Organisation

- The team currently working on the LFS is a separate division.
- The staff working on LFS is made up of 10 statisticians with a university background and 1 administrative clerk.
- Sample design and estimation procedures are recommended by the Statistical Methodological Division.
- The main recruitment channel for LFS statisticians is the internal recruitment within DOS.
- LFS statisticians do normally participate and contribute to international meetings, seminars and workshops on LFS issues.
- Current budget for LFS: JOD 175 000. No measures are foreseen in case of budget constraints.

Based on these findings, the SR team realised that the *'Employment and Unemployment Survey'* is complying with a number of international standards, concepts and classifications, that the fieldwork meets high performance standards and that the first press release is disseminated shortly after the end of the reference quarter.

Several recommendations are proposed in order to improve and strengthen the quality of the survey and its results on the medium or long term. DOS acknowledges the validity and importance of these recommendations and will consider their implementation although the implementation of several recommendations is only possible in the long term (last column in the tables on the assessment: views of the DOS management). The key recommendations are succinctly described as follows (ordered by relevant topic):

A. Survey design

a. The *'Employment and Unemployment Survey'* is proposed to be a continuous survey instead of a survey in a single month each quarter in order to improve the quality of results by eliminating the influence of any exogenous factor; this will also reduce the interviewers' workload. This requires a consistent budget provision in the long run.
b. Non-Jordanians should be included in the LFS: a pilot survey should be carried out (after the next census) to test the possibility of a regular survey of non-nationals living in collective households.

c. The reference week is to be determined when the sample is selected.
d. The monthly (or weekly) samples should be balanced over geographical areas, viz. governorates and districts.

B. Fieldwork

e. Interviewers should be trained to read the question exactly as formulated and how to probe in a non-directive way to reduce interviewer variance in order to improve the quality of responses.
f. Non-response rates should be calculated per wave instead of for the entire quarterly sample.

C. Questionnaire

g. In the medium term, the questionnaire can be improved by inserting some additional variables (e.g., distinction temporary/permanent job; reasons for a temporary job and its duration; year and month when a person last worked; number of years of residence in Jordan; technical item on proxy response).
h. The reference week for employment should be specified as *'the week from Sunday [date] to Saturday'* instead of the seven days prior to the interview.
i. Search methods to establish an own business should be explicitly mentioned as a response category in the question on job search methods.

D. Data editing and coding

j. Edits should be recorded for the variables affected because they may indicate systematic errors in the data collection.
k. A national business register should be established which can be used for the coordinated coding of the industrial activity of the establishment where employed persons are working. It can also be used as a sampling frame for business surveys.
l. Educational attainment should be coded according to the eight levels of ISCED 2011 in order to improve the cross-national comparability. The field of education should be coded according to the eleven broad groups or twenty-nine narrow fields of the preliminary version of ISCED-Fields 2013; these codes should also be consistent across the levels of educational attainment.

E. Estimation:

m. The sample data should be reweighted to the estimated population totals at least by sex and governorate and by sex and age in order to reduce non-response bias; the results can then be disseminated as total estimates instead of raw data (response numbers) and relative distributions. Population totals could be estimated at the level of districts if sufficiently reliable data on population growth and net migration are available at the same level.
n. Totals of all relevant variables (active population, employment and unemployment) should be estimated. In addition, it would be useful to provide the standard errors of these relevant aggregates and to have them available at DOS.

F. Output:

o. Level estimates of employment and employment rates should be disseminated besides unemployment levels and rates.
p. Supplementary indicators, i.e., time-related underemployment and on non-available job seekers should be disseminated.
q. Re-organisation of access to the tables with quarterly results: the first entry should consist of the variable (or indicator) with its breakdowns and then the time span (quarter/round and year) of the data; this allows to compile time series.
r. Tables should be disseminated with more detailed breakdowns (e.g., by the combined breakdown by sex and age, by nationality and by household composition and for additional variables, viz., hours worked per week).

s. More complete metadata are needed (e.g., contact information, concepts, definitions and classifications, time series breaks, reference period, confidentiality, revision policy, estimation and quality assurance and assessment).

t. Data on employment from the *'Employment and Unemployment Survey'* should be compared and reconciled with the employment data according to national accounts. The differences should be explained on the basis of the reconciliation table.

u. Data on key labour market indicators should be transmitted annually to Eurostat for inclusion in the Eurostat pocketbook on Euro-Mediterranean statistics.

G. Users and user requests

v. An advisory committee comprising government and private users should meet biennially and it should be consulted on (new) user demands in relationship with the costs (*National Statistical Strategy 2008-2013, 5.2.2.2.b*).

H. Organisation:

w. The '*Job Creation Survey*' should be merged with the *'Employment and Unemployment Survey'* because the questions of the job creation survey are typical questions of the *'Employment and Unemployment Survey'*.

x. There is need for outlining some LFS budget items whose costs might be revised in case of extraordinary constraints.

y. The ownership of the estimation process and the *'Employment and Unemployment Survey'* micro-data files should be resumed at the level of DOS because the estimation process belongs to its core business and because DOS is the owner of the sources for the estimation.

1 Legal and institutional basis

1.1 General legal and institutional frame

16. The Jordan Department of Statistics (DOS) was founded in 1949 (DOS, *National Statistical Strategy 2008-2013*, Amman, 2007: 45).

17. The DOS organisation as well as its activities was initially governed under the **General Statistics Law No. 24 of 1950**. This law was replaced by the **Provisional Law No. 8 of 2003**.

18. The institutional place and the mandate of DOS is well described in Article 4 of the Provisional Law No. 8 of 2003:

    'The Department shall be attached to the Minister and shall be considered as the sole Governmental body authorised to collect statistical information and data from respondents.'

19. It is important to emphasize as well the clause of data confidentiality under Article 11A of the same Statistics Law:

    'All individual information and data submitted to the Department and related to any survey or census shall be considered confidential and the Department or any of the persons working therein may not, subject to responsibility, reveal to, or allow any person or public or private body to view same, totally or partly, or use same for any purpose other than the preparation of statistical tables.'

20. The DOS refers institutionally to the **Ministry of Planning**.

21. Under the current legislative framework, the country adopts its national statistical strategy. The latest strategic document, the ***'National Statistical Strategy 2008-2013'***, was adopted in 2007. Its core scope is to develop the Jordanian statistical system in order to make the produced data comparable at the international level based on the best practice in the matter (DOS, 2007: 8).

22. The current (provisional) law is under the review. The National Statistical Strategy 2008-2013 also proposed some key amendments to the current statistical law. One of the most important amendments proposed to the current law consists in re-structuring the Department of Statistics (DOS) into a **Central Statistical Office (CSO)** and referring its institutional mandate to the **Government Cabinet of Ministers** instead of the Ministry of Planning (DOS 2007: 41). This should ensure more administrative and financial independence (idem: 24). Another important (proposed) amendment to the current law is the insertion of a new section in the statistical law defining the **National Statistical System of Jordan (NSSJ)** and the related organisational and coordinating framework (DOS 2007: 42).

23. The DOS is basically organised in **12 directorates** under three coordinating levels referring to the Director General. The directorates of *'Informational Technology'*, *'Statistical Studies'* and *'Field Work'* are under the direct responsibility of the ***'Assistant General Director for Operations'***. The directorates of *'National Accounts'*, *'Population and Social Statistics'*, *'Household Surveys'*, *'Economic Statistics'*, *'Economic Surveys'* and *'Agricultural Statistics'* are under the direct responsibility of the ***'Technical Assistant to the Director General'***. The directorates of *'Public Relations and Information'*, *'Human Resources and Administrative Affairs'* and *'Financial Affairs'* respond to the ***'Administrative Assistant to the Director General'*** [1].

24. In addition to the headquarters in Amman regrouping all directorates and related divisions responsible for all institutional tasks, the DOS comprises **three regional offices (North: Irbid, South and Centre: Amman)** involved essentially in data collection activities.

[1] The organisation chart can be downloaded from the DoS website www.dos.gov.jo/dos_home_e/main/index.htm

1.2 LFS legal and institutional frame

25. The labour force survey (***'Employment and Unemployment Survey'***) operates under the current statistical law (Provisional Law No. 8 of 2003) and related institutional documents (National Statistical Strategy 2008-2013).

26. In addition to the *'Employment and Unemployment Survey'*, the DOS also implements:

    - a ***'Job Creation Survey'*** (twice a year) that aims at capturing the information on new jobs started, left and changed, and
    - an ***'Employment Survey'*** (a yearly business survey) whose aim is to provide information on employment in private and public establishments, permanent and temporary work, employees' compensation and benefits.

27. The *'Employment and Unemployment Survey'* and *'Job Creation Survey'* are implemented by the **Directorate of Household Surveys**, while the *'Employment Survey'* is implemented by the **Directorate of Economic Surveys**.

28. The LFS key objectives are to provide the basic social and demographic characteristics of the working age population, measure labour force participation, employment and unemployment rates, analyse the status in employment, ways for searching a job.

29. The ***'Labour Force Surveys Division'*** is directly responsible for the operational tasks relating to LFS. It operates under the Directorate of Households Surveys.

30. The LFS methodological guidelines for sample design and estimation procedures are defined by the ***'Statistical Methodologies Division'*** (belonging to the *'Directorate of Statistical Studies'*).

31. The *'Labour Force Surveys Division'* actively cooperates with the ***'Population Statistics Division'*** (this latter operating under the 'Directorate of Population and Social Statistics') for all data issues relating to the sampling frame and estimation.

32. The LFS dissemination aspects are defined by the *'Information and Dissemination Division'* operating under the *'Directorate of Public Relations and Information'*. The *'International Relations Division'* operating under this same directorate is responsible for all international issues, including partnerships, training programs and international cooperation.

33. The *'Employment and Unemployment Survey'* in its current design is carried out quarterly since **March 2000**. Before that date, no labour force survey was implemented in the country.

1.3 Staff, IT resources and budget

34. According to the latest official information, DOS staff at the end of 2006 amounted to 598 people of which 318 on a permanent position and 280 on a seasonal basis (DOS 2007:46).

35. The team working on the labour force survey belongs to the *'Labour Force Surveys Division'*.

36. The LFS employs **100 interviewers** internally recruited and trained by the related division within DOS. Interviewers are **civil servants** belonging to the staff of DOS. After training, interviewers are dislocated in the regions where they operate under supervision.

37. In support to the interviewers in the field, the Labour Force Surveys Division employs **10 statisticians (6 men, 4 women) with an academic background and one administrative clerk**.

38. LFS statisticians are generally recruited through the **civil service commission.** They regularly participate and contribute to international meetings, seminars and workshops on LFS issues (e.g., ILO international conferences on labour statistics).

39. DOS is well equipped with **IT infrastructure**, including modern PC and ad-hoc software applications for data processing, tabulation and estimation (**ORACLE, EXCEL** and other packages). Besides the IT equipment at the central level, staff in the field is equipped with ad-hoc **PDA tools** for data collection and transfer to the DOS regional offices and through these ones to the central servers within DOS main office.

40. The current budget for the LFS amounts to **JOD 175 000**, estimated to be around 2.4% of the total current budget for DOS (reference year: 2014). From 2009 until 2012, the budget was 250 thousand JOD representing 3.6% of the total budget. Since 2013, when the budget was decreased, budget was reallocated from other divisions to the labour force survey division (*see recommendation x*).

1.4 International coordination and cooperation

41. According to the current National Statistical Strategy (2008-2013), the DOS is explicitly committed to ensuring an effective statistical coordination and cooperation at the international level.

42. Based on Principle 9 of the same Strategy, the DOS is committed to **adhere to international statistical standards and best practice** in order to make international data comparison possible and improve efficiency in the statistical process and quality of statistics. This should be realised through a certain degree of flexibility taking into account the current country's statistical production and needs as well as a suitable methodological and practical coordination (DOS 2007: 58).

43. Based on Principle 10 of the same document, the DOS is also committed to ensure **international statistical cooperation** in order to improve the quality of statistics. This should be realised through international meetings, training, ad-hoc support (methodological guidelines, handbooks) and technical assistance (DOS 2007: 59).

44. The assessment mission proved that DOS is actively committed to ensure the best efforts and resources to adhere to international standards and improve the quality of statistics. In particular, this is witnessed by the high international standards already adopted in the current LFS and the capacity for further improvements.

45. All these activities should continue to be supported by ad-hoc international financial and technical assistance.

2 Survey design and method

2.1 Population coverage

46. The target population of the '*Employment and Unemployment Survey*' comprises all persons of 15 years and older excluding collective or institutional households and some small groups of persons living in remote areas, usually without a fixed home address. Those collective or institutional households (e.g., workers' camps, hostels, residential case homes and hospitals) are identified in the master sample frame and then excluded from the sampling procedure. Collective households also include groups of 6 persons or more residing in conventional dwellings without family ties, who share meals with the other residents; they are covered by the survey. Due to the fact that non-Jordanians[2] are usually living in collective households, they are not covered by the survey (*see recommendation b*).

47. The target population is the usual resident population. Sampled persons who stayed in Jordan for less than 6 months and who do not intend to stay at least 6 months are excluded from the survey. In the census, the same period is applied to determine the usual residence. However this is less strict than the UN recommendation or the definition in the European Parliament and Council Regulation No 763/2008.

[2] According to the 2004 census, more than 7% of the resident population were non-Jordanians, about half of the non-Jordanians being employed; most non-Jordanians came from Iraq, Syria and Egypt (Di Bartolomeo A., T. Fakhoury and D. Perrin. Carim – Migration profile of Jordan. EUI Florence, 2010)

2.2 Survey frequency and survey period

48. The survey is carried out quarterly in the middle month plus the first week of the following month. The main reason for restricting the fieldwork to five weeks is the budget of the labour force survey division covering the wage cost of the interviewers; when the interviewers would continuously work for the *'Employment and Unemployment Survey'*, their wages would need to be covered for all months by the budget of the labour force survey division (*see recommendation a*).

49. In its current design, the *'Employment and Unemployment Survey'* is carried out since 2000. In 1982 the survey was first carried out but it covered other topics than employment or unemployment, for example immigration. Since 1993, the *'Employment and Unemployment Survey'* was carried out annually.

2.3 Sample design

50. The source for the master sample frame is the October 2004 population and housing census (the next census will be carried out in November 2015). The master sample is stratified by city size (6 cities with a population of 100 000 persons are separate strata) and 12 governorates that are further stratified by urban and rural area. So the total number of strata is 30. That master sample is a two-stage sample, the first stage consists of 40 times 167 primary sampling units (PSU). In urban areas, the PSU consist of census blocks usually comprising 60-100 dwellings, in rural areas PSU consist of localities. PSU are ordered by size and they are sampled according to the probability proportional to size, viz. the number of households according to the census count.

51. The sample of the *'Employment and Unemployment Survey'* is a sub-sample of the master sample, it comprises 1336 PSU (8 times 167 PSU). The blocks of the selected PSU are updated by the inspectors before the second sample stage, about two weeks before the data collection. Within each PSU in the second stage, a fixed number of 10 households is sampled according to a random systematic sampling method. The current sample size is 13 360 households or an overall sampling rate of 1.11% of the total population.

52. The households are repeatedly interviewed: they are interviewed in two consecutive quarters, they are not surveyed in the next two quarters and then they are re-interviewed again in two consecutive quarters. Consequently, there is a 50% common sample in two consecutive quarters as well as in the same quarter one year apart. This rotation pattern is also frequently applied in the labour force surveys in the Member States.

Table 1. Assessment of the correspondence between the 'Employment and Unemployment Survey' and the specifications in Council Regulation no 577/98 of March 9, 1998, no 1372/2007 of October 23, 2007 and no 377/2008 of April 25, 2008 concerning the survey and sample design			
Survey characteristics	Currently implemented	Considered and scheduled by DOS management for future implementation	Recommended on the basis of the sector assessment and views of the DOS management (conditional acceptance or objections)
Population coverage: 15 years and over	✓		
Supplementary coverage of collective and institutional households		✓	
Continuous survey			✓ (in the long-term and dependent on reallocation of budget)
Quarterly results	✓		
Repeated observations / interviews	✓		
Assessment of the correspondence between the 'Employment and Unemployment Survey' and the recommendations of the task force on the quality of the labour force survey, June 2009			
Balanced samples over geographical areas and reference weeks		✓	
Regular review of the efficiency of the sample			✓

design			
Full application of concept of the resident population (EP and Council Regulation no. 763/2008)			✓ (refers to period of 6 instead of 12 months)
Quarterly rotation pattern	✓ (2-[2]-2)		
Harmonisation of rotation patterns	✓		

2.4 Data collection

53. Hundred interviewers collect the data for the *'Employment and Unemployment Survey'* – but also for other household surveys. They have a permanent job and they are on the payroll of the DOS. They all are university graduates. Their average workload for the *'Employment and Unemployment Survey'* is 27 households per week now. They are trained by the central statistical office and their training takes five days. They are trained how to behave with respondents, on the nature and objectives of the survey and the confidentiality of the data they collect, on the different fieldwork documents, e.g., maps with the boundaries of the sample blocks, lists of heads of sample households, fieldwork progress forms and the questionnaire, they are trained to simplify questions when respondents do not seem to understand a question and finally, they participate in practical exercises. New interviewers are initially accompanied by a supervisor.

54. The interviewer is the intermediate between the statistician and the respondent, the statistician can rely only on the interviewer that (s)he conveys the question content to the respondent exactly as it is defined by the statistician. Only in this case the interviewer maintains control over the interview. In statistical terms: deviations by interviewers from standardised interviewing generally increases interviewer variance, hence increases measurement error. The standardised interviewing technique reduces interviewer variance. Its procedures are the following: (1) to read a question as displayed on the screen, (2) to probe inadequate answers in a non-directive way and (3) to record the answers without discretion. Instances of deviations of standardised interviewing are adding or omitting words from the question, incorrectly or incompletely reading the question and response categories and using a non-neutral or leading probe or clarification. The first two instances refer to simplifying a question that is part of the interviewer training. In contrast, interviewer training should focus on standardised interviewing (*see recommendation e*).

55. All interviews are implemented face-to-face and handheld computers (Motorola) are used for the data collection (*see Table 2*). An advance message is distributed over the TV channel announcing the next round of interviews.

56. The total non-response rate is 8.8%. Participation in the survey is compulsory. This non-response rate is relatively small compared with the non-response rate of 14.5% of the labour force survey in the Member States where participation is also compulsory. More than half of the non-response is due to vacant dwellings. Although not-at-home households are formally re-contacted three times, interviewers make more attempts to contact the household when this is convenient. The refusal rate is less than 2%. The attrition rate in the later waves (second, third and last wave) seems to be negligible (although it could not be quantified (*see recommendation f*). In general households like to participate in the survey. Non-respondents, refusals or not-at-home households are not substituted in the field.

Table 2. Assessment of the correspondence between the 'Employment and Unemployment Survey' and the recommendations of the task force on the quality of the labour force survey, June 2009 concerning the fieldwork

Recommendations of the task force	Currently implemented	Considered and scheduled by DOS management for future implementation	Recommended on the basis of the sector assessment and views of the DOS management (conditional acceptance or objections)
Compulsory participation, wherever legally feasible	✓		
Inform and reassure sample households/persons before interview	✓		

Table 2. Assessment of the correspondence between the 'Employment and Unemployment Survey' and the recommendations of the task force on the quality of the labour force survey, June 2009 concerning the fieldwork			
Dependent interviewing of select variables			✓
Scheduling the contact attempts at different times of the day	✓		
Permanent professional interviewers with minimum turnover	✓		
Training on communication skills and survey content	✓		
Regular debriefing of interviewer experiences			✓
Standardised interviewing		✓	
Monitoring interviewer performance	✓		
Maximum delay between interview and reference week		✓ (this will be relevant later in a continuous survey)	
Emphasize the confidentiality of the data collection	✓		
Mixed survey modes			✓
Tailored approach of non-nationals (translation)	✓		
Wave specific modules/ questionnaire organisation			✓
Test of changes of the survey design before applying these in the field	✓		
CAPI/CATI instead of paper-and-pencil questionnaires	✓		

57. A proxy rate of 70% is very high because the spouse is usually answering all the questions being the household member at home[3].

2.5 Questionnaire and variables

58. The questionnaire[4] includes about 40% of the variables in the EU labour force survey (*see Table 3*). Several important variables are missing, e.g., variables to identify labour market segments, to describe labour as an economic production factor or from a social perspective, a variable to determine the real unemployment duration and a background variable. When these variables are added, they would contribute significantly to the relevance of the survey (*see recommendation g*).

Table 3. Assessment of the correspondence between the 'Employment and Unemployment Survey' and the specifications in Council Regulation no 577/98 of March 9, 1998, no 1372/2007 of October 23, 2007 and no 377/2008 of April 25, 2008 concerning the variable list			
Survey characteristics	Currently implemented	Considered by DOS management for future implementation	Recommended on the basis of the sector assessment and views of the DOS management (conditional acceptance or objections)
<u>Fieldwork:</u> Interview week normally immediately follows the reference week		✓	
<u>Questionnaire:</u> Demographic background variables	✓ except country of birth and number of years of residence in Jordan		
Measurement of labour status	✓ except type of employment sought or found		
Measurement of employment characteristics	✓ except no of persons in local unit, full/part-time, temporary/		

---

[3] In 2004, the average household size was 5.4 persons

[4] It can be downloaded from the metadata on the *'Employment and Unemployment Survey'*, related materials on the DoS website http://www.dos.gov.jo/dos_home_e/main/index.htm

Table 3. Assessment of the correspondence between the 'Employment and Unemployment Survey' and the specifications in Council Regulation no 577/98 of March 9, 1998, no 1372/2007 of October 23, 2007 and no 377/2008 of April 25, 2008 concerning the variable list			
of main job	permanent, when person started working, working at home, shift work, atypical working hours		
Measurement of take-home pay	✓ (individual income from employment)		
Measurement of characteristics of second job (ICSE, ISIC and hours)		✓	
Measurement of hours usually and actually worked		✓ except hours usually worked, reason why hours actually worked different from usually worked, overtime hours	
Measurement of time-related underemployment	✓ except n of hours person would like to work in total (volume) and search for another job		
Measurement of search for employment	✓ except need for care facilities, reason why not available, willingness to work when not seeking employment, situation before job search		
Measurement of educational attainment	✓ except year when (highest level of) education completed/ achieved		
Measurement of participation in education and training	✓ except attendance at courses of lessons outside regular education and their length		
Measurement of previous work experience of person not in employment	✓ except time when person last worked, industrial activity, occupation and status in employment in last job		
Measurement of main activity status	✓		
Measurement of main activity status one year before the survey			✓
Technical items, i.e., proxy and private/ collective household		✓	

59. The reference week is the seven days before the interview. Because it depends on the interview, the number of reference weeks – the number of successful interviews – can vary over the calendar weeks. Consequently, labour market events, e.g., new employment and job losses, in a particular week are captured more or less frequently dependent on the number of observations/interviews in that calendar week. The total quarterly estimate is therefore not a true estimate of the average employment or unemployment for the survey period. A true period estimate assumes that the reference weeks are distributed uniformly over that period. The reference week should therefore be determined in the sampling process when the households are allocated to a particular reference week (*see recommendations c and h*).

60. In the first and third quarter, the '*Job Creation Survey*' is carried out with a three times as large sample size as the '*Employment and Unemployment Survey*'. The main questions concern whether a person got a new work opportunity in the past six months, whether a person left or lost her/his job in the past six months or whether (s)he changed jobs. These questions correspond to similar questions in the '*Employment and Unemployment Survey*'. Therefore, the '*Employment and Unemployment Survey*' could be merged with the '*Job Creation Survey*' (*see recommendation w*). Although the questionnaire now remains the same in the different quarters and for all waves, the merge of both surveys could result in different modules or questionnaires dependent on the quarter.

61. The questions on the labour status meet the question design principles according to Commission Regulation 1897/2000 except for the already mentioned specification of the reference week in relation to the interview date, the filter of the questions on job search dependent on the availability to work and the missing passive job search methods (*see Table 4*). The reversed sequence of the question on the availability to work before the question on job search is related to the characteristic of the labour market with missing labour demand for certain occupations, hence the unavailing job search and the relaxation of the job search condition to be considered unemployed – the availability to work is the main condition. Search methods to establish an own business are not explicit response categories in the question on job search and they are only mentioned in the interviewer manual; explicit response categories will be clearer (*see recommendation i*). For the employment and unemployment questions no upper age limit is applied in contrast to the EU operationalisation.

Table 4. Assessment of the correspondence between the labour status questions in the 'Employment and Unemployment Survey' and the Commission Regulation no 1897/2000 of September 7, 2000

Question design principles	Currently implemented	Considered by DoS management for future implementation	Recommended on the basis of the sector assessment and views of the DoS management (conditional acceptance or objections)
Questions on labour status are in general the first questions in the individual questionnaire	✓		
Questions on employment consist at least of 2 separate questions [*questions 213 and 214*]	✓		
Questions on employment and job search contain at least one cue for the identification of minor jobs	✓		
Questions on employment contain at least one cue for the identification of unpaid family workers [*question 213*]	✓		
Questions on employment clearly indicate work for pay or profit [*question 213*]	✓		
Reference period of employment is last week 'from Monday to Sunday', period of job search is past four weeks including the reference week, period of availability is two weeks following the reference week [*questions 213, 227 and 226*]		✓ reference periods refer to 7 days before the interview date instead of the reference week according to the sample selection	
All persons identified as having no job are asked the question on job search [*question 227*]			✓ (question on availability work precedes question on job search)
Question on job search refers to any effort to find a job [*question 227*]	✓		
The question on job search methods contains active and passive search methods [*question 229*]		✓ (no search methods to establish an own business)	
At least three search methods are enumerated [*question 229*]	✓		
Contact with the public employment office is finding out about job vacancies or suggesting job opportunities [*question 229*]	✓		
Persons who have already found a job to start within next 3 months and currently not employed and not searching are identified [*question 228*]	✓ (un-defined period)		

2.6 Data editing and coding

62. As computer assisted interviewing is used to collect the data, routing errors or out-of-range values are practically excluded. Some imputation may occur when the descriptions of the field of education, the economic activity of the establishment and the occupation are insufficient to assign a code although the office staff first tries to contact the household by telephone to collect additional information. That imputation is context driven, taking into account other related answers. The frequency of imputation could not be determined because no flags are available when imputation is applied to a certain variable (*see recommendation j*).

63. The industrial activity of the establishment – as well as the name and location of the establishment (*questions 219, 220 and 221*), the occupation (*question 222*) and the field of the highest level of education (*question 211*) are open questions. The three variables are coded by the office staff. The industrial activity is coded according to ISIC Rev. 4 on the level of 88 divisions. Because no business register is available, it cannot be used to retrieve the code for the industrial activity on the basis of the name of the establishment (*see recommendation k*). Occupation is coded according to ISCO-08 on the level of 130 minor groups.

64. The educational attainment is coded according to the 6 levels of ISCED 1997. ISCED 2011 is a revision of 1997 with changes mainly on level 4 and in tertiary education. ISCED 2011 is now used on a large scale. The classification by field of education is recently revised, independently from the revision of the level of education. The 2013 ISCED-F is a revision of the old classification by field according to ISCED 1997 but it is not yet widely used – this may happen in the next one or two years. The 2013 ISCED-F consists of eleven broad groups and twenty-nine narrow fields (*see recommendation l*).

65. The time needed for data editing and coding is two weeks before a clean dataset is available for statistical processing.

2.7 Statistical processing

66. The results of the *'Employment and Unemployment Survey'* are currently disseminated as (non-grossed up) sample totals, ratios and relative distributions[5] (*see recommendation y*). Population benchmarks which could be used to for non-response adjustment and to estimate population totals are extrapolations of the census results (*see recommendation m*) on the basis of data provided by the Ministry of Interior. The total population is extrapolated yearly and proportionally distributed over the breakdowns by e.g., governorate, district and age and sex (*see Statistical Yearbook*).

67. Standard errors are calculated for the participation and the unemployment rates by governorate (*see Table 5*) using the PC-CARP software module of the IMPS (Integrated Microcomputer Processing System[6]). The standard error takes into account the design effect.

Table 5. Unemployment rate and its (relative) standard error by governorate, second quarter 2013

Governorates	Unemployment rate	Standard error	Relative standard error	Unemployment-to-working age population ratio	Sampling fraction (*), %
Irbid	0.139	0.005	3.6	0.054	1.0
Ajloun	0.153	0.010	6.5	0.039	1.8
Jerash	0.134	0.007	5.2	0.075	2.2
Mafraq	0.135	0.007	5.2	0.060	1.8
Balqa	0.136	0.007	5.1	0.057	1.3
Amman	0.112	0.003	2.7	0.046	0.8

[5] The statistical estimation procedure could not be described because the statistician from the statistical methodologies division were absent, see also the missing data on the self-assessment questionnaire, questions 88-92 and 97

[6] Developed by the US Census Bureau but it is no longer supported

Table 5. Unemployment rate and its (relative) standard error by governorate, second quarter 2013					
Zarqa	0.129	0.004	3.1	0.041	1.1
Madaba	0.153	0.009	5.9	0.082	1.7
Karak	0.160	0.008	5.0	0.065	1.8
Tafiela	0.157	0.011	7.0	0.069	2.4
Ma'an	0.177	0.011	6.2	0.051	2.0
Aqaba	0.125	0.015	12.0	0.063	1.4
Jordan	0.129	0.002	1.6	0.051	1.1
(*) sampling fraction by governorate: authors' calculations					

68. The precision requirement of annual averages of the EU labour force survey refers to the relative standard error of groups of unemployed people representing 5% of the working age population. The governorates can be considered as the administrative division of Jordan on the NUTS II level although in several governorates the population is smaller than the EU lower threshold of 800 thousand persons. Although the above estimates refer to quarterly estimates, the correspondence between the results and that precision requirement can be determined by analogy to annual averages. In the different governorates, the unemployed persons represent on average 5.8% of the working age population which is relatively close to the target of 5% in the precision requirement. All relative standard errors are less than the target value of 8% except in Aqaba. Therefore, the *'Employment and Unemployment Survey'* reasonably meets the precision requirement of regional quarterly averages (*see Table 6*).

Table 6. Assessment of the correspondence between the 'Employment and Unemployment Survey' and the specifications in Council Regulation No 577/98 of March 9, 1998, No 1372/2007 of October 23, 2007 and No 377/2008 of April 25, 2008 concerning the statistical estimation			
Survey characteristics	Currently implemented	Considered by DoS management for future implementation	Recommended on the basis of the sector assessment and views of the DoS management (conditional acceptance or objections)
Relative standard error of the annual average of unemployed persons representing 5% of working age population at a regional level ≤ 8%	✓		
Relative standard error of the net quarterly change of unemployed persons representing 5% of working age population ≤ 3%	(estimates are not available)		
Imputation rate (of missing data)		✓	
Post-stratification by sex, age (5-year classes) and region			✓ (in the long-term)
Assessment of the correspondence between the 'Employment and Unemployment Survey' and the recommendations of the task force on the quality of the labour force survey, June 2009			
Separate treatment of collective and private household, for example, when weighting	✓		
Single weight for all household members			✓
Optimal weighting schemes to reduce non-response bias			✓ (in the long-term)
Regular collection of information on non-respondents			✓ (non-response is less than 4%)

3 Data Dissemination

3.1 Data, indicators and metadata

69. LFS data are published by DOS through various tools such as quarterly press releases, statistical yearbooks, online tables, online databases and metadata. No micro-data are disseminated.

70. The network of interested customers of the *'Employment and Unemployment Survey'* comprises about 7 000 customers who regularly receive information on LFS data releases by email.

71. Only structural data at the national level are disseminated.

72. Data are published on the website in various formats:

    1. **Press release** for each quarter and year ((link on the main horizontal bar on the webpage: http://www.dos.gov.jo/dos_home_e/main/index.htm)
    2. **Electronic format** per each quarter and on a yearly basis from 2007 up to now (link on the main vertical bar on the webpage, under Surveys > Employment and Unemployment: http://www.dos.gov.jo/dos_home_e/main/index.htm)
    3. **Statistical Yearbook**, published on a yearly basis and also downloadable from the website (link on the main vertical bar on the webpage: http://www.dos.gov.jo/dos_home_e/main/index.htm)

73. A **yearly report** dedicated to the *'Employment and Unemployment Survey'* is also published in hard copy and available in the library.

74. LFS data from DOS **are published in percentages instead of absolute values referring to population totals**. The absolute values reported for totals refer to the counts in the sample and not to total estimations although the top-ranking questions of users are usually the following *'how many employed persons are there in Jordan?'* or *'how many unemployed persons are there in Jordan'* (*see recommendation n*).

75. DOS regularly publishes on the website all LFS data per round and year. The latest available information refers to the second round 2014 (the third round 2014 should be published soon). Data are provided by 10 groups referring to LFS macro-indicators (e.g., Total Population, Working Age Population, Employment, Unemployment, Not Economically Active Population) and detailed within each group by main characteristics such as sex, age group, settlement (urban/rural), and governorate. Data are not provided by districts (*see Table 7*). All tables show a breakdown by sex and the tables for the different labour force categories show a breakdown by sex and age but when an additional breakdown is shown besides by sex e.g., by education or industrial activity, no complete breakdown by sex and age is shown except in the tables on the Jordanian population. The complete breakdown by sex and age however is essential for the understanding of the other labour force characteristics, sex and age groups have very different characteristics (*see recommendation r*).

Table 7 – List of tables of the 'Employment and Unemployment Survey' in Jordan (data for all tables are provided in percentage distributions)
Group 1. Jordanian Population
1.1: Jordanian Population by Urban-Rural, Sex and Age Group.
1.2: Jordanian Population by Governorate, Sex and Age Group.
Group 2. Jordanian Population Age 15+ Years
2.1: Jordanian Population Age 15+ Years by Educational Level, Sex and Broad Age Groups.
2.2: Jordanian Population Age 15+ Years by Marital Status, Sex & Broad Age Groups.
2.3: Jordanian Population Age 15+ Years by Activity Status, Urban-Rural, Governorate & Sex.
2.4: Jordanian Population Age 15+ Years by Activity Status, Sex and Broad Age Groups.
2.5: Jordanian Population Age 15+ Years by Activity Status, Sex and Educational Level.
2.6: Jordanian Population Age 15+ Years by Activity Status, Sex & Marital Status.
Group 3. Jordanian Population 15-24 Years
3.1: Jordanian Population Age 15-24 Years by Activity Status and Educational Enrolment Status.
Group 4. Jordanian Population With Higher Education
4.1: Jordanian Population Age 15+ Years With Intermediate Diploma and Above by Educational Level, Sex and

Table 7 – List of tables of the 'Employment and Unemployment Survey' in Jordan (data for all tables are provided in percentage distributions)
Educational Specialisation.
Group 5. Jordanian Employed Persons
5.1: Jordanian Employed Persons Age 15+ Years by Sex and Broad Age Groups.
5.2: Jordanian Employed Persons Age 15+ Years by Sex, Major Age Group and Educational Level.
5.3: Jordanian Employed Persons Age 15+ Years by Place of Residence, Place of Work and Sex.
5.4: Jordanian Employed Persons Age 15+ Years by Sex and Governorate.
5.5: Jordanian Employed Persons Age 15+ Years by Sex and Main Current Economic Activity (by Columns).
5.6: Jordanian Employed Persons Age 15+ Years by Sex and Main Current Economic Activity (By Rows).
5.7: Jordanian Employed Persons Age 15+ Years by Sex and Current Employment Group (by Columns).
5.8: Jordanian Employed Persons Age 15+ Years by Sex and Current Employment Group (by Rows).
5.9: Jordanian Employed Persons Age 15+ Years by Sex and Current Employment Status (by Columns).
5.10: Jordanian Employed Persons Age 15+ Years by Sex and Current Employment Status (by Rows).
5.11: Jordanian Employed Persons Age 15+ Years by Actual Weekly Hours of Work and Sex.
Group 6. Jordanian Employed Persons Absent From Work
6.1: Jordanian Employed Persons Age 15+ Years Absent from Work by Sex & Reason For Absence.
Group 7. Jordanian Employed Persons With Income from Employment
7.1: Jordanian Employed Persons Age 15+ Years by Monthly Earning Categories From Work (JD), Sex and Major Age Groups.
7.2: Jordanian Employed Persons Age 15+ Years by Monthly Earning Categories From Work (JD), and Governorate.
7.3: Jordanian Employed Persons Age 15+ Years by Monthly Earning Categories From Work (JD), Sex and Actual Weekly Hours of Work.
7.4: Jordanian Employed Persons Age 15+ Years by Monthly Earning Categories From Work (JD), Sex and Employment Status.
7.5: Jordanian Employed Persons Age 15+ Years by Monthly Earning Categories From Work (JD), Sex and Educational Level.
Group 8. Jordanian Employed Persons Wanting Another or Additional Work
8.1: Jordanian Employed Persons Age 15+ Years Wanting Another Or Additional Work by Sex & Major Age Groups.
8.2: Jordanian Employed Persons Age 15+ Years Wanting Another Or Additional Work by Sex & Reason.
Group 9. Jordanian Unemployed Persons
9.1: Jordanian Unemployed Persons Age 15+ Years by Sex and Major Age Groups.
9.2: Jordanian Unemployed Persons Age 15+ Years by Sex and Governorate.
9.3: Jordanian Unemployed Persons Age 15+ Years by Sex and Educational Level.
9.4: Jordanian Unemployed Persons Age 15+ Years by Sex and Marital Status.
9.5: Jordanian Unemployed Persons Age 15+ Years by Sex and Ever Work Status.
9.6: Jordanian Unemployed Persons Age 15+ Years by Sex and Duration of Unemployment in Months.
9.7: Jordanian Unemployed Persons Age 15+ Years by Sex and Method Of Seeking Work.
Group 10. Not-Economically Active Jordanian Population Age 15+Years
10.1: Not Economically Active Jordanian Population Age 15+ Years by Category, Sex and Broad Age Groups.
10.2: Not Economically Active Jordanian Population Age 15+ Years by Category, Sex & Governorate.
10.3: Not Economically Active Jordanian Population Age 15+ Years by Category, Sex & Educational Level.
10.4: Not Economically Active Jordanian Population Age 15+ Years Available for Work & Not Seeking Work by Sex & Reason for Not Seeking Work.
10.5: Not Economically Active Jordanian Population Age 15+ Years Available for Work & Not Seeking Work by Broad Age Groups, Sex & main Reason for Not Seeking Work.
Source: DOS, Employment and Unemployment Survey, Second Round 2014 (original items in Italics; parts in normal text are simple specifications provided by the experts) http://www.dos.gov.jo/owa-user/owa/emp_unemp.list_tables

76. Another interesting and useful way to search, view and download LFS data (and not only this kind of data) is the **online database JORINFO 1.0**, accessible through the same vertical bar in the main page (http://jorinfo.dos.gov.jo/jordaninfo7.0/libraries/aspx/home.aspx). Data search is very easy (it is sufficient to introduce an item, e.g. unemployment rate; the second one being optional, e.g. sex) and data are quickly displayed in numbers and graph format. Time series of annual data are available since 2000.

77. In addition to that, DOS also publishes a broad **metadata section** by providing useful information on LFS study description (with all technical information: sampling, data collection, data processing etc.), dictionary and related material (questionnaire and methodology). This information is regularly updated and easily downloadable from the DOS website (link on the main vertical bar on the webpage: http://193.188.68.46/Dos-Metadata-en-v4/index.php/catalog/36).

78. The **estimates for the main aggregates (labour force, employment and unemployment)** are done and published by the **NCHRD** (http://www.nchrd.gov.jo/nchrd/Humanresources/HRIndicators/tabid/98/language/en-US/Default.aspx). NCHRD uses the LFS data from DOS and produces estimations within the project platform **AL MANAR** (http://www.almanar.jo/almanaren/HumanResourceInformation/Indicators/tabid/124/language/en-US/Default.aspx). These estimations are provided in format of time series (available from 2000) for the main aggregates (labour force, employment and unemployment) according to the most important breakdowns (sex, age, marital status, educational level, settlement, and governorate). The latest data refer to 2010-2013. Data are easily downloadable from the project website (*see above*).

79. In summary, apart from the unavailability of direct DOS estimations for totals (e.g., employment, unemployment) – that seem to be done in cooperation with NCHRD, micro-data and complementary indicators of unemployment according to ILO and Eurostat (e.g. time-related underemployment and non-available job seekers; *see recommendation p*), the LFS statistical production is detailed and updated.

3.2 Relevance and accessibility

80. The '*Employment and Unemployment Survey*' provides a number of LFS indicators, e.g. activity rates, unemployment rates and breakdowns of employment by status in employment, industrial activity and occupation, normally used to describe the labour market situation in the country.

81. The short-term headline indicator for unemployment is the unemployment rate from the LFS. The key indicator for most requests is the unemployment rate.

82. Although the employment rate is a key indicator of economic growth and labour supply and is considered a short-term headline indicator for employment, the employment rate itself seems to be missing in key publications (*see recommendation o*).

83. Normally, the main institutional user of LFS data is the **Ministry of Labour**. The **Ministry of Planning** and the **Central Bank** represent some other common and recurrent users of LFS data.

84. There is an agreed procedure how other ministries can inform the DOS about their new demands but this process does not really take place (*see recommendation v*).

85. An online **user satisfaction survey** was taken in 2010 (under **MEDSTAT III** funding).

86. All data requests, including those which could not be answered, are recorded systematically to determine whether more detailed or additional breakdowns are needed besides the datasets most frequently requested (*National Statistical Strategy 2008 -2013, 5.2.2.2.a and 5.3.2.b*).

87. **Metadata** are detailed and comprise a broad number of information such as: sample design, data collection, data processing, material, last update, description of the dataset, concepts and definitions, population, geographical and sector coverage, time coverage, measurement unit, producer, access policy, page views and number of downloads. Because the metadata refer to a single round or a particular quarter, metadata on the repeated occurrence of the survey are not mentioned, e.g. on breaks in time series or the revision policy. Other missing metadata concern the statistical estimation process and the quality assurance (*see recommendation s*, see also 16th ICLS '*Guidelines concerning dissemination*'). This description of the quality of the '*Employment and Unemployment Survey*' data is necessary because users are not in a position to detect errors by analysing the data alone.

Table 8. Assessment of the correspondence between the 'Employment and Unemployment Survey' and the recommendations of the task force on the quality of the labour force survey, June 2009 concerning relevance and accessibility			
Survey characteristics	Currently implemented	Considered by DoS management for future implementation	Recommended on the basis of the sector assessment and views of the DoS management (conditional acceptance or objections)
Production and dissemination of time series of headline short-term employment and unemployment indicators		✓ (a pilot project of quarterly indicators with a new layout of the website)	
Supplementary indicators of employment and unemployment, i.e., time-related underemployment, job seekers not available and persons available to work but not seeking		✓ (only 1 indicator is published: available persons but not seeking)	
Information on new user demands			✓ (in the long-term)
Published results (number of tables compared with EU dissemination; transmission of data on international request)		✓	
Metadata, ratio of available on applicable metadata	6/15		✓ in cooperation with the electronic dissemination division

3.3 Comparability and coherence

88. LFS time series are disseminated for most variables from 2007 up to the last round.

89. Data are comparable over time except for the (unavoidable) break in time series due to the introduction of the revised classification by economic activity and occupation in 2010. Data are regularly revised when errors are identified.

90. It is appropriate that raw data (non-grossed up sample totals) on labour force, employment and unemployment are estimated and provided directly by DOS and not through another agency or platform. A number of international agencies (e.g., ILO, EUROSTAT) require data in the format of absolute levels (estimates) and not only relative values or distributions (*see recommendation u*). Raw data on labour force, employment and unemployment were transmitted recently to the ILO (Beirut office).

91. In National Accounts data from the *'Household Expenditure and Income Survey'* are used as estimates of labour input instead of the *'Employment and Unemployment Survey'*, presumably because of the consistency of the employment and the income data from a single source. A comparison of the data from the *'Employment and Unemployment Survey'* with National Accounts can help to evaluate the accuracy of the results of both surveys. Furthermore, their reconciliation can help to identify possible non-observation and measurement errors and indicate future steps for improvement (*see Table 9*). At the moment, there are no contacts between statisticians from the labour force survey division and the national accounts division (*see recommendation t*).

Table 9. Assessment of the correspondence between the 'Employment and Unemployment Survey' and the recommendations of the task force on the quality of the labour force survey, June 2009 concerning comparability and coherence			
Survey characteristics	Currently implemented	Considered by DoS management for future implementation	Recommended on the basis of the sector assessment and views of the DoS management (conditional acceptance or objections)
[Cross-national comparability: review of the principles for the formulation of the questions on the labour status, viz., Commission	does not apply		

Table 9. Assessment of the correspondence between the 'Employment and Unemployment Survey' and the recommendations of the task force on the quality of the labour force survey, June 2009 concerning comparability and coherence			
Reg. 1897/2000]			
Comparability over time: identification and description of survey design changes and time series breaks		✓	
To limit number of time series breaks; length of time series	✓ quarterly series of activity %, E% and U% since 2007 (but only available as annual data) except by ISIC and ISCO since 2010		
Coherence: explanation of differences between employment estimates from LFS and National Accounts			✓ (in the long-term)
Reconciliation table between employment estimates from LFS and National Accounts			✓ (in the long-term)
Communication between statisticians from LFS and National Accounts			✓ (in the long-term)

3.4 Timeliness

92. The total duration between the release of the first results and the end of the data collection is quite short. The normal LFS advance release calendar is the 14th day of one month after the reference quarter (in January the 15th day). It should be reminded that the last reference week of the survey is not the last week of the reference quarter but, the first week after the middle month of a quarter. The time lag for editing and coding of the data is two weeks, the same time lag is needed for the statistical estimation process – excluding time needed for the re-weighting of the sample data, sample data are not re-weighted by population benchmarks. There remains then one week for the analysis of the results and the draft of the press release.

93. The time lag between press release and publication of final results is 2-3 weeks.

94. In summary, timeliness is ensured by DOS in compliance with the best international practice (*see Table 10*).

Table 10. Assessment of the correspondence between the 'Employment and Unemployment Survey' and the specifications in Council Regulation no 577/98 of March 9, 1998, no 1372/2007 of October 23, 2007 and no 377/2008 of April 25, 2008 concerning the timeliness			
Survey characteristics	Currently implemented	Considered by DoS management for future implementation	Recommended on the basis of the sector assessment and views of the DoS management (conditional acceptance or objections)
First data release within 12 weeks	✓		
Assessment of the correspondence between the 'Employment and Unemployment Survey' and the recommendations of the task force on the quality of the labour force survey, June 2009			
More timely LFS results in relationship with their relevance for short-term analysis	✓		
Advance release calendar	✓		
[Exchange of data control and validation programs between Eurostat and Member States]	does not apply		

4 Conclusions and Recommendations

95. Implementation of the recommendations below in the medium or long term will improve and strengthen the quality of the survey and the use of the survey results.

4.1 Survey design: sample design, reference period and coverage

a. The *'Employment and Unemployment Survey'* should be a continuous survey instead of a survey in a single month each quarter. In a continuous survey the reference weeks are homogeneously distributed within a time interval. The sum of all the responses in a continuous survey is (mathematically) a true estimate of, for example, total employment or labour input per quarter. There is no (exogenous) effect of special periods of not being at work, for example holidays, or special events occurring in the other, non-surveyed weeks or months. Moreover, the interview load can be more distributed over the interviewers (an average of 10 interviews instead of 26 interviews per week) – the weekly workload per interviewer decreases given a constant sample size[7].

   Feedback of DOS: the fieldwork is concentrated in a few weeks per quarter because the payments of the interviewers from the budget for the *'Employment and Unemployment Survey'* are then limited to a few weeks per quarter.

   Our view: the change to a continuous survey seems to have repercussions on the total distribution of the fieldwork of all household surveys and may require a new key for the allocation of the fieldwork budget for the different household surveys.

   Agreement: this requires a consistent budget provision in the long run.

b. Collective households/dwellings are identified as a sub-sample but they are not surveyed. Taking into account the significant proportion (11%) of non-Jordanians among insured workers, a pilot survey should be carried out after the census in November 2015 (in the medium run) to test the possibility of a regular survey of non-nationals living in collective households. The sub-sample of collective households should then be subject to an additional sampling stage to reduce the cluster effect. The results of the pilot survey should be compared with external data sources, e.g. on work permits or social security data and the effect of their coverage on the current labour participation estimates should be assessed carefully. The coverage on non-Jordanians in collective households would yield a more complete description of the labour market. Technical assistance may be required.

c. The reference week is determined when the sample is selected [It is not strictly related with the interview date] (*see recommendation h*).

d. The monthly (or weekly) samples should be balanced over geographical areas, viz. governorates (12) and districts (51).

4.2 Fieldwork

e. Interviewers should be trained to read the question exactly as formulated and to probe answers in a non-directive way to reduce interviewer variance. This improves the quality of responses.

f. Non-response rates should be calculated per wave[8] instead of for the entire quarterly sample.

[7] When the *'Job Creation Survey'* with a much larger sample will be merged with the *'Employment and Unemployment Survey'*, the total weekly workload can still be dealt with by an interviewer in the case of a continuous survey, but this would be practically impossible when the survey period is restricted to a few weeks.

[8] Wave = a subsample of the households which are repeatedly interviewed for the first, second, third or last time, each quarterly sample consists of four subsamples or waves dependent on the number of times that they are re-interviewed

4.3 Questionnaire and concepts

g. The following additional variables should be captured by the questionnaire:

1) the distinction temporary/permanent job, the reasons for a temporary job and its duration because it identifies different labour market segments, the characteristics of the second job should also be captured because the status in employment and the industrial activity of the second job similarly identify different labour market segments;
2) the number of persons working in the local unit and the number of hours usually worked per week in relationship to the employment contract or typical work situation to describe labour as an economic production factor [9];
3) the distinction full-time/part-time job and the reason for part-time work, supervisory responsibilities, the number of hours somebody would like to work in total (after question 218) in relationship with a volume estimate of time-related underemployment, working at home, the atypical working hours and the reasons why a person is not available to work because these characteristics are relevant to describe labour from a social perspective;
4) the year and month when a person last worked because this determines the real unemployment duration besides the job search duration (*question 231*);
5) the number of years of residence in Jordan as an additional background variable and
6) finally, the technical item on proxy response because it describes response quality.

A test survey of these additional variables should be carried out to determine the appropriate formulation of these questions before they are included in the regular survey questionnaire. This should be feasible in the medium run

h. The reference week for employment should be specified as *'the week from Sunday [date] to Saturday'* instead of the seven days prior to the interview; the reference week is determined at the time of the sample selection and remains the same week independently from the interview date. Similarly, the reference period for job search and availability to work (*questions 227 and 226*) should refer to the four weeks prior to resp. three weeks following and including the reference week.

i. Search methods to establish an own business should be explicitly mentioned as a response category in the question on job search methods (*question 229*) instead of being mentioned only in the interviewer manual[10].

4.4 Data processing: data entry and editing

j. When the responses are verified and edited, the proportion of these edits or imputations should be recorded for the variables affected because they may indicate systematic errors in the data collection; steps must be taken to solve the causes of these errors and to avoid these errors in the future.

4.5 Data processing: classifications and coding

k. In cooperation with other national institutions or bodies, a national business register (*National Statistical Strategy 2008 -2013, 5.1.2.a and 5.2.1.7.b*) should be established which can be used for the coordinated coding of the industrial activity of the establishment where employed persons are working. It can also be used as a sampling frame for business surveys. This is a long term recommendation.

---

[9] See presentation of the *'Conceptual and Operational Framework of the Labour Force Survey'* by A. Van Bastelaer and G. Ferrieri on October 29, 2014

[10] A large scale test survey should be considered comparing the current question 229 with the question with the additional explicit response category to determine the effect of the adapted question on the number of unemployed persons and to describe the possible time series break

l. Educational attainment (*question 210*) should be coded according to the eight levels of ISCED 2011 in order to improve the cross-national comparability. The field of education (*question 211*) should be coded according to the eleven broad groups or twenty-nine narrow fields of the preliminary version of ISCED-Fields 2013; these codes should also be consistent across the levels of educational attainment. Alternatively, because this classification is not commonly applied yet, the fields of education could be coded according to the nine broad groups of the old classification ISCED '97 but this would later introduce a time series break. This should be feasible in the long run.

4.6 Estimation, accuracy and timeliness

m. The sample data should be reweighted to the estimated population totals at least by sex and governorate and by sex and age (*see Statistical Yearbook, tables 2.2 and 2.5*); this reduces non-response bias, the results can then be disseminated as total estimates instead of raw data (response numbers) and relative distributions. Accuracy would be improved when population totals could be estimated at the level of districts if sufficiently reliable data on population growth and net migration are available at the level of districts. This should be feasible in the long run.

n. Totals for all relevant variables (active population, employment and unemployment) should be estimated. Although this task is currently not performed by the DOS but by the NCHRD, there is need to coordinate efforts in this direction in order to satisfy the needs arising from international standards and practices. In addition, it would be useful to provide the standard errors of these relevant aggregates and to have these available at DOS. This specific information is not intended for wide public dissemination in the first place but for ad hoc technical use when requested by qualified professionals and partners.

4.7 Data dissemination and coherence

o. Level estimates of employment and employment rates should be disseminated besides unemployment levels and rates because employment is a key indicator of economic growth and labour supply.

p. Supplementary indicators of labour market performance, i.e., time-related underemployment and non-available job seekers should be disseminated to better describe the unmet labour supply besides the current table on persons available to work who are not seeking work (*see 19th ICLS, Resolution I, art. 73*).

q. The access to the tables with the quarterly results should be re-organised such that the first entry consists of the variable (or indicator) with its breakdowns and then the time span (quarter/round and year) of the data, this allows to compile time series. Users are interested in trends of particular variables more than in the overview of all tables for a specific quarter. An example is *'Jordaninfo 7.0'* although this is limited to annual results.

   Feedback of DOS: the results of the *'Employment and Unemployment Survey'* are one of the pilot data sets of the current redesign of the website.

r. Tables should be disseminated with more detailed breakdowns, e.g., by nationality, by the combined breakdown by sex and age and by household composition and for additional variables, viz. hours worked per week (*National Statistical Strategy 2008-2013, annex 5, B3*).

   Corollary: not only data on non-Jordanians in the labour force are needed but also in related data dissemination; DOS recognises this as a priority and strengthened efforts are needed in this direction.

   Feedback by DOS: this more detailed data dissemination could take place after the future coverage of non-Jordanians.

s. More complete metadata are needed. The following metadata should be added: contact information, classifications, time series breaks (e.g. by industrial activity and occupation), the reference period, confidentiality, revision policy, statistical estimation and the quality assurance and assessment.

Some of these metadata are missing now because the metadata describe a single survey occurrence instead of a series of same *‘Employment and Unemployment Surveys’*.

Feedback by DOS: this activity requires cooperation with the electronic dissemination division.

t. Data on employment from the *‘Employment and Unemployment Survey’* should be compared and reconciled with the employment data according to national accounts. The differences should be explained on the basis of the reconciliation table. It could then be decided to use estimates from the *‘Employment and Unemployment Survey’* on the basis of a larger sample as a source for employment in national accounts instead of the data from the *‘Household Income and Expenditure Survey’*. This should be feasible in the long run.

u. Data on key labour market indicators should be transmitted annually to Eurostat for inclusion in the Eurostat pocketbook on Euro-Mediterranean statistics.

4.8 Users and users requests (relevance)

v. An advisory committee comprising government and private users should meet biennially and should be consulted on (new) user demands in relationship with the costs (*National Statistical Strategy 2008-2013, 5.2.2.2.b*).

4.9 Institutional organisation and survey costs

w. The ‘*Job Creation Survey*’ (twice a year, a larger sample size) should be merged with the *‘Employment and Unemployment Survey’* because the questions of the job creation survey are typical questions of the *‘Employment and Unemployment Survey’*, viz. month/year when person started to work in current job and month/year when person left or lost last job. The results of the merged surveys will yield an estimate of net employment growth. However, it should be carefully considered whether the data concern a new job or a new employer (there is no difference for separations). Technical assistance is required. This should be feasible in the long run (technical experts are needed).

x. The budget for the *‘Employment and Unemployment Survey’* is understood to be sufficiently detailed and justified in both allocation and expenditure terms (incl. reallocation of funds) to address constraints in the case of budget revision affecting other divisions. Anyway, it is recommended to outline some budget items whose costs might be revised in case of extraordinary constraints.

4.10 External relations

y. The Department of Statistics should resume the ownership of the estimation process and the *‘Employment and Unemployment Survey’* micro-data files because the estimation process belongs to the core business of the DOS and it is the owner of the sources for the estimation, viz. the sample frame and population benchmarks

5 References

5.1 National Documents

1. AL MANAR – Your Path for Tomorrow. *Human Resources Information > Indicators*. http://www.almanar.jo/almanaren/HumanResourceInformation/Indicators/tabid/124/language/en-US/Default.aspx (Last access: October 2014)
2. Department of Statistics – The Hashemite Kingdom of Jordan. *Jordan Statistical Yearbook 2013*, September 2014 http://www.dos.gov.jo/dos_home_a/main/yearbook_2013.pdf (Last access: October 2014)
3. Department of Statistics – The Hashemite Kingdom of Jordan. *Jordan in Figures 2013*, Issue 16, June 2014 http://www.dos.gov.jo/dos_home_e/main/index.htm (Last access: October 2014)
4. Department of Statistics – The Hashemite Kingdom of Jordan. *Jordan Employment and Unemployment Survey 2013, Round 4* http://193.188.68.46/Dos-Metadata-en-v4/index.php/catalog/36 (Last access: October 2014)
5. Department of Statistics – The Hashemite Kingdom of Jordan. *Tables of the Job Creation Survey – Second Half 2013* http://www.dos.gov.jo/owa-user/owa/jobs.list_tables_jobs (Last access: October 2014)
6. Department of Statistics – The Hashemite Kingdom of Jordan. *Jordan Households Expenditure and Income Survey 2008* http://193.188.68.46/Dos-Metadata-en-v4/index.php/catalog/33 (Last access: October 2014)
7. Department of Statistics – The Hashemite Kingdom of Jordan. *National Statistical Strategy 2008-2013*, July 2007 http://www.dos.gov.jo/dos_home_e/main/linked-pdf/JordanStrategyDraft.pdf (Last access: September 2014)
8. Department of Statistics – The Hashemite Kingdom of Jordan. *JORINFO 1.0 (*previously *JORDAN INFO 7.0)* http://jorinfo.dos.gov.jo/jordaninfo7.0/libraries/aspx/Home.aspx (Last access: October 2014)
9. Department of Statistics – The Hashemite Kingdom of Jordan. *Organisational Chart* http://www.dos.gov.jo/dos_home_e/main/linked-pdf/chart_09.pdf (Last access: September 2014)
10. Department of Statistics – The Hashemite Kingdom of Jordan. *Historical Background* http://www.dos.gov.jo/dos_home_e/main/linked-pdf/histo_e.pdf (Last access: September 2014)
11. National Center for Human Resources Development (NCHRD) – The Hashemite Kingdom of Jordan. *HR Indicators* http://www.nchrd.gov.jo/nchrd/Humanresources/HRIndicators/tabid/98/language/en-US/Default.aspx (Last access: October 2014)

5.2 International Documents

12. Di Bartolomeo A., T. Fakhoury and D. Perrin. Carim – *Migration profile of Jordan*, EUI Florence, 2010
13. EUR-Lex - Access to European Union Law. Commission Regulation (EC) No 1897/2000 of 7 September 2000 implementing Council Regulation (EC) No 577/98 on the organisation of a labour force sample survey in the Community concerning the operational definition of unemployment http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32000R1897&rid=3 (Last access: September 2014)
14. EUR-Lex - Access to European Union Law. Commission Regulation (EC) No 377/2008 of 25 April 2008 implementing Council Regulation (EC) No 577/98 on the organisation of a labour force sample survey in the Community as regards the codification to be used for data transmission from 2009 onwards, the use of a sub-sample for the collection of data on structural variables and the definition of the reference quarters (Text with EEA relevance) http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32008R0377&rid=4 (Last access: September 2014)

15. EUR-Lex - Access to European Union Law. Regulation (EC) No 1372/2007 of the European Parliament and of the Council of 23 October 2007 amending Council Regulation (EC) No 577/98 on the organisation of a labour force sample survey in the Community (Text with EEA relevance) http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32007R1372&rid=1 (Last access: September 2014)

16. EUR-Lex – Access to European Union Law. Commission Regulation (EC) No 1897/2000 of 7 September 2000 implementing Council Regulation (EC) No 577/98 on the organisation of a labour force sample survey in the Community concerning the operational definition of unemployment**.** http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32000R1897&rid=3 (Last access: September 2014)

17. EUR-Lex - Access to European Union Law. *Council Regulation (EC) No 577/98 of 9 March 1998 on the organisation of a labour force sample survey in the Community* http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:31998R0577&rid=6 (Last access: September 2014)

18. EUROSTAT. *ESS Guidelines for the Implementation of the ESS Quality and Performance Indicators (QPI)*, 2014 Edition http://epp.eurostat.ec.europa.eu/portal/page/portal/quality/documents/ESS_Quality_and_performance_Indicators_2014.pdf (Last access: September 2014)

19. EUROSTAT. *Pocketbook on Euro-Mediterranean Statistics, 2013 Edition.* http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-01-13-542/EN/KS-01-13-542-EN.PDF (Last access: September 2014)

20. EUROSTAT. *Task force on the quality of the labour force survey. Final Report*, June 2009 http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-RA-09-020/EN/KS-RA-09-020-EN.PDF (Last access: September 2014)

21. ICON-INSTITUT – DEVSTAT. *General Framework for Conducting Sector Reviews in the Course of the 'Assessment of the Statistical Systems and Selected Statistical Areas of the Enlargement and ENP Countries'* Project, Contract No 14472.2013.002-2013.694, July 2014 (Word Document)

22. International Labour Organisation (ILO). INFORM – Bureau of Library and Information Services – Country: Jordan http://www.ilo.org/dyn/lfsurvey/lfsurvey.list?p_lang=en&p_country=JO (Last access: October 2014)

23. International Labour Organisation (ILO) *Jordan* http://www.ilo.org/beirut/countries/jordan/lang--en/index.htm (Last access: September 2014)

24. International Labour Organisation (ILO). *Resolution concerning statistics of work, employment and underemployment* 19th International Conference of Labour Statisticians (ICLS), Geneva, 2-11 October 2013 http://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---migrant/documents/meetingdocument/wcms_225495.pdf (Last access: September 2014)

25. International Labour Organisation (ILO). *Relevant Resolutions and Guidelines adopted by the International Conference of Labour Statisticians (ICLS).* 19th International Conference of Labour Statisticians (ICLS), Geneva, 2-11 October 2013 http://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---migrant/documents/meetingdocument/wcms_225495.pdf (Last access: September 2014)

26. United Nations Statistics Division (UNSD).*Country Profile of Jordan* https://unstats.un.org/unsd/dnss/docViewer.aspx?docID=603#start (Last access: September 2014)

Annexes

Annex 1: Agenda

AGENDA

Department of Statistics of Jordan

Sector Review – Labour Force Survey Statistics

26-29 October, 2014

Final version

International Review Team

Experts: Aloïs van BASTELAER, PhD and
Gaetano FERRIERI, PhD

Day 1, 26 October 2014		
09:30 – 10:00	Opening and welcome, introduction to the review and the review team	DoS (Labour Force Survey Division) Aloïs Van Bastelaer & Gaetano Ferrieri
10:00 – 10:45	**Introductory meeting with the representatives of the Department of Statistics (hereafter: DoS). Discussions on the general institutional framework related to the labour force survey statistics (LFS)** General discussions on the institutional framework related to the labour force statistical sector: general rules; DoS internal organisation, roles and functions; human resources; relations with other national stakeholders and data sources (actors in the national statistical system); multiannual statistical programs; dissemination / publication issues and policies; relations with external stakeholders (e.g., ILO, EU). Provision of related official documents / material	DoS: Directorate of Household Surveys _ Labour Force Survey Division + other relevant divisions (e.g., Directorate of Public Relations & Information; Directorate of HR and Administrative Affairs; Directorate of Information Technology) Aloïs Van Bastelaer & Gaetano Ferrieri
10:45 – 11:00	*Coffee break*	
11:00 – 12:00	**LFS Conception** Discussions with the responsible division on methodological aspects relating to conception of the national survey(s) equivalent to the labour force survey with reference to the information in the assessment questionnaire. This includes: Survey design, Frequency Coverage, Sampling Frame and Sample Design	DoS: Labour Force Survey Division, Statistical Methodologies Division
12:15 – 12.30	Preliminary conclusions and recommendations	Aloïs Van Bastelaer & Gaetano Ferrieri
12:30 – 14:00	*Lunch break*	
14:00 – 15:00	**LFS Implementation** Discussions on methodological aspects relating to implementation of the national survey(s) equivalent to the labour force survey with reference to the information in the assessment questionnaire. This includes: Field work, Data collection methods, Non-responses, Substitution and Proxy Rates	DoS: Labour Force Survey Division + other relevant directorates (e.g., Household Surveys Divisions)
15:00 – 15:15	Preliminary conclusions and recommendations	Aloïs Van Bastelaer & Gaetano Ferrieri
15:15 – 15:30	*Coffee break*	
15:30 – 16:30	**Relations between DoS and other national sources and institutions** Discussions on the survey questionnaire, its content and testing and on the interaction (based on rules and praxis) between DoS and other data sources and institutions in the national statistical system related to the domain with reference to the information in the assessment questionnaire. Focus will be on the	DoS: Labour Force Survey Division, + other relevant directorates (e.g., Statistical Methodologies Division)

Day 1, 26 October 2014		
	use of administrative data, data from other ad-hoc surveys and censuses	
16:30 – 16:45	Preliminary conclusions and recommendations	Aloïs Van Bastelaer & Gaetano Ferrieri

Day 2, 27 October 2014		
09:15 – 10:15	**Data processing: entry, editing and coding** Discussions with the responsible division on data processing (entry, editing and coding): consistency and routing checks, imputation rate, imputations methods, related calculations, coding procedures, software applications used for data entry, editing and coding with reference to the information in the assessment questionnaire.	DoS: Labour Force Survey Division
10:15 – 10:30	Preliminary conclusions and recommendations	Aloïs Van Bastelaer & Gaetano Ferrieri
10:30 – 10:45	*Coffee break*	
10:45 – 11:45	**Compliance with European and international standards** Discussions with the responsible division on compliance with European and international standards: classifications used (ISCO, NACE etc.), definition of variables, norms/standards (coverage, reference period, frequency), main issues arising from alignment to international classifications/definitions/standards with reference to the information in the assessment questionnaire.	DoS: Labour Force Survey Division + other relevant directorates (e.g., Directorate of Public Relations & Information; Directorate of Statistical Studies; Directorate of Information Technology)
11:45 – 12:00	Preliminary conclusions and recommendations	Aloïs Van Bastelaer & Gaetano Ferrieri
12:00 – 13:15	*Lunch break*	
13:15 – 14.15	**Data estimation and quality** Discussions with the responsible division on data estimation (non-response rates, weighting procedures, software packages used, level estimates for main variables, standard errors and non-sampling errors) and quality (timeliness and accuracy) with reference to the information in the assessment questionnaire.	DoS: Labour Force Survey Division, Statistical Methodologies Division
14:15 – 14:30	Preliminary conclusions and recommendations	Aloïs Van Bastelaer & Gaetano Ferrieri
14:30 – 14:45	*Coffee break*	
14:45 – 15:30	**Data dissemination** Discussions with the responsible division on dissemination issues and policies: micro-datasets, bulletins, publications, calendar release, type of tables produced, data accessibility, data revision, metadata available, data transmission to external institutions / agencies and data quality (coherence) with	DoS: Labour Force Survey Division + other relevant directorates (e.g., Directorate of Public Relations & Information)

Day 2, 27 October 2014		
	reference to the information in the assessment questionnaire.	
15:30 – 15:45	Preliminary conclusions and recommendations	Aloïs Van Bastelaer & Gaetano Ferrieri
15:45 – 17:45	Review Work	Aloïs Van Bastelaer & Gaetano Ferrieri
	Review Team will meet separately for preparing conclusions and recommendations of the first two days	

Day 3, 28 October 2014		
09:15 – 10:00	**Management of users' requests**	DoS: Labour Force Survey Division
	Discussions with the responsible division on procedures adopted to manage users' requests: main users, tools for satisfying specific users' needs, time needed, tools for measuring users' satisfaction with data; major constraints and quality (relevance) with reference to the information in the assessment questionnaire	
10:00 – 10:15	Preliminary conclusions and recommendations	Aloïs Van Bastelaer & Gaetano Ferrieri
10:15 – 10:30	*Coffee break*	
10:30 – 11:30	**Organisational Frame of LFS**	DoS: Labour Force Survey Division + other relevant directorates (e.g., International Relations Division
	Discussions with the responsible division on the organisation of LFS. Focus will be on number and type of staff (management / research / administrative), type of employment (permanent/temporary), recruitment channels, international training and qualifications, participation to international initiatives and training / updating programs, interaction with academy / research institutions with reference to the information in the assessment questionnaire.	
11:30 – 11:45	Preliminary conclusions and recommendations	Aloïs Van Bastelaer & Gaetano Ferrieri
11:45 – 13:15	*Lunch break*	
13:15 – 14.15	**Relations with international organisations**	DoS: Labour Force Survey Division
	Discussions with the responsible division on interactions between the same division and international organisations such as ILO, UNECE and EUROSTAT. Focus will be given to projects, partnerships and programs relating to LFS; participation and contributions to international meetings; main issues arising from such events and suggestions for changes in LFS with reference to the information in the assessment questionnaire.	
14:15 – 14:30	Preliminary conclusions and recommendations	Aloïs Van Bastelaer & Gaetano Ferrieri
14:30 – 14:45	*Coffee break*	
14:45 – 17:00	Review Work	Aloïs Van Bastelaer & Gaetano Ferrieri
	Review team will meet separately for preparing overall conclusions and recommendations	

Day 4, 29 October 2014		
09:15 – 09:45	**Debriefing and Following Steps** Introduction of the conceptual framework of the labour force	Aloïs Van Bastelaer
09:45 – 10:15	Discussions on main conclusions and recommendations on the labour force survey design and process (sample design, fieldwork, questionnaire, data processing, estimation and output)	Aloïs Van Bastelaer & Gaetano Ferrieri
10:15 – 10:30	*Coffee break*	
10:30 – 11:30	Views of the management on the recommendations	DoS: Directorate of household surveys
11:30 – 11:45	Closing of the meeting Thanks and Greetings Wishes for Friday's Prayers	DoS Aloïs Van Bastelaer & Gaetano Ferrieri
	Administrative rounding off: afterwards, the review Team will meet separately for collecting the list of participants (by day and topic), discussing and defining the next assessment steps, including the contents of the forthcoming summary report of findings. All collected material (institutional documents, reports, metadata, additional notes, etc.) will be ordered for following further in-depth analysis	

Annex 2. List of participants at the review meetings of the *'Employment and Unemployment Survey'* [LFS]: Department of Statistics, Amman, 26-29 October 2014

Annex 3. Self-assessment questionnaire (SAQ)