

# **The Structure of Earnings Survey (SES) Microdata**

Note to the researcher visiting Eurostat's SAFE Centre

Eurostat / Unit F3 – Labour market and lifelong learning

Last update: July 2021

## Introduction

An authorised researcher has the right to use via the Safe Centre at Eurostat the Structure of Earnings Survey (SES) microdata for 1995, 2002, 2006, 2010, 2014 and 2018, containing non-identifiable individual microdata. Data availability in Safe Centre depends on general data availability as well as countries' willingness to allow the access to partially anonymised microdata.

The following table provides the information on the availability of microdata for each SES wave in Safe Centre:

	BE	BG	CZ	DK	DE	EE	IE	EL	ES	FR	HR	IT	CY	LV	LT	LU	HU	MT	NL	AT	PL	PT	RO	SI	SK	FI	SE	IS	NO	CH	UK	AL	MK	RS	TR
SES 2018	x	x	x			x		x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x			x	x	x	
SES 2014	x	x				x	x		x	x		x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x		x			x		
SES 2010	x	x				x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x							
SES 2006	x	x				x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x							
SES 2002	x	x				x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x							
SES 1995							x		x	x		x				x											x								

Data not available.

Before entering the SAFE Centre the researcher:

- ✓ will receive the Eurostat Manual on the protection of confidential data with which he/ she has to be familiarised;
- ✓ signs the Commitment on statistical confidentiality;
- ✓ receive a service card and a personal access card for the SAFE Centre;
- ✓ receive the user ID and a unique password and
- ✓ will be personally briefed by the unit in charge of the SES data (Eurostat/F3).

The researcher is advised to search for more information on the Structure of Earnings Survey (SES) in the [reference metadata](#).

The definition of variables are available in the [Commission Regulation \(EC\) No 1738/2005 of 21 October 2005](#).

## Eurostat SAFE Centre

Visiting times are the standard office times from 08H00 to 19H00. Core office hours are 9H15 to 16H45. During the core hours the assistance on PC, Eurostat's software and SES definitions is guaranteed. (Procedures can run overnight. However, there is no guarantee on the success (i.e. power short cut, network update, ...).

The researcher works within a given directory of the secure server (network PCs) or stand alone PC.

The available software is Microsoft office 2003, STATA 12 (local PC installation) and UNIX SAS9.2 (secure network server) or SAS Enterprise Guide SAS 4.3 (local PC installation). The source data is stored under the researcher's directory and all the programs and the output have to be stored into the same directory.

In the SAFE Centre it is **not** possible

- to print documents;
- to copy data to CD\_ROMs, DVDs or, Zip drives, USB keys;
- to copy data to the local hard disk (in secure server environment);
- to connect recording devices to the serial, parallel and USB ports;
- to connect a laptop to the network;
- to use e-mail;
- to make Internet connections.

### **Researcher's own data and own software**

Should the researcher wish to use own data set(s), this cannot happen without Eurostat's explicit prior written consent. If the use of the researcher's own data set is necessary for the success of the whole project it is advised to contact Eurostat on that before delivering the application for the research project.

The use of the researcher's own software shall be announced in advance as it requires specific SAFE Centre arrangements (= stand-alone PC). The researcher is alone in charge of the installation and the functionality of the software. The particularity of the stand-alone PC is that if there will be another researcher coming for the stand alone PC before the work of the previous researcher is finished, Eurostat will move all the work files (data, programs, interim results,..) away from the PC as it will be fully cleaned (reset) for the new user. When the first researcher continues the work - as the PC is again empty - the software needs to be re-installed (researcher) and the work files need to be re-loaded (Eurostat). Naturally, this is not necessary when working on consecutive days or without interruption by another researcher.

### **Data set**

The data set is provided for the researcher's use in SAS format (default). It consists of separate files for each country for each year. The countries and years covered are indicated in the research contract. File format and coding of the variables for individual waves is provided in the Annexes, as follows:

- ✓ Annex 1 for the SES 2002 microdata
- ✓ Annex 2 for the SES 2006 microdata
- ✓ Annex 3 for the SES 2010 microdata
- ✓ Annex 4 for the SES 2014 microdata
- ✓ Annex 5 for the SES 2018 microdata.

Particular notes on the 1995 microdata set will be provided on demand.

### **Output validation**

*It is the responsibility of the contractor to ensure that any results of the research published or otherwise disseminated do not contain information, which may permit the identification of individual records of the data.*

The non-identification covers both primary and secondary confidentiality.

**Primary confidentiality:** it concerns tabular cell data, whose dissemination would permit attribute disclosure. The two main reasons for declaring data to be primary confidential are:

- Too few units in a cell
- Dominance of one or two units in a cell.

**Secondary confidentiality:** it concerns data which is not primary disclosed, but whose dissemination, when combined with other data permits the identification of a microdata unit or the disclosure of a unit's attribute.

Prospective results to be published or otherwise released, shall be checked by Eurostat to avoid disclosure of confidential data.

Further to the above, shall not be published any statistics (tables, graphs, textual references) on any kind of sub-population (cell),

1. which consist of less than 10 units (enterprises, local units or employees). This rule can be moderated only in particular situations with Eurostat's explicit prior written consent without going, however, in any circumstances below 4 units.
2. where one enterprise / local unit represents more than 70% of the total sub-population employment or total earnings (measured by the number of employees and the total gross earnings in the reference month).
3. where two enterprises / local units represent more than 85% of the total sub-population employment or total earnings (measured by the number of employees and the total gross earnings in reference month).

In addition, where there are primary confidential cells, the secondary confidentiality treatment is compulsory to make sure these primary confidentiality cells cannot be estimated with the help of the other cells.

Even if the confidentiality has been defined to be in the researcher's (or researcher's background institution's) responsibility, Eurostat validates all output the researcher wishes to export from the SAFE Centre. Validated data is safe to be used further outside the SAFE Centre or to be published as such.

Notice that the examples and remarks below are only an illustration and guideline for the researcher. They do not cover all the possible combinations. The above- mentioned general non-disclosure principle and the specific rules must be respected in all circumstances.

### **Cell rule - Primary confidentiality**

Primary confidentiality means that any cell of the output to be exported from the SAFE Centre needs to fulfil directly the conditions above (1 to 3).

Illustration (i)

Region	Economic activity	Occupation	Median earnings	Number of local units	Number of employees
AA1	61	21	25.2	20	120
AA1	61	22	30.5	4	25
AA1	61	23	22.2	18	55
AA1	61	24	24.4	16	210
AA1	61	25	19.1	31	482
Total AA1	61	21-26	23.1	89	892

In the Illustration (i), the occupation 22 does not fulfil the condition that the published cell shall have 10 or more units in it. This output proposal would be rejected as the number of local units in occupation 22 is only 4.

### **Cell rule - Secondary confidentiality**

Hiding the occupation 22 in the Illustration (i) would create a problem of secondary confidentiality: a reader would be able to calculate the number of the local units in the hidden cell using the total AA1 and non-hidden information. Also the hidden sensitive information, median earnings, could become easily estimated for the occupation 22, at least its range. This output proposal would be rejected even with hiding the information in the line of the occupation 22.

Illustration (i) is just one relatively simple example of the secondary confidentiality. While protecting and validating the secondary confidentiality, the data in different independent tables and different forms of presentations (graphs) and classification levels and systems shall be taken into account (some aspects to mention).

### **Dominance rule**

Alike with the rule of having at least 10 units in the published cell, the output must fulfil the dominance rules 2 and 3.

As the SES data set does not have amongst mandatory variables any precise measure on the size of the enterprise or the local unit, dominance rules are linked to the number of employees in each unit and the gross earnings they represent.

Illustration (ii)

Local unit/ Enterprise	Average gross earnings in €	Number of employees	Total gross earnings in €
1	2 333	5	11 665
2	3 535	603	2 131 605
3	2 802	10	28 020
4	2 956	12	35 472
5	1 999	6	11 994
6	2 716	10	27 160
7	2 350	9	21 150
8	2 752	20	55 040
9	2 232	6	13 392
10	1 998	10	19 980
Total 1-10	<b>3 409</b>	691	2 355 478

The whole table in the Illustration (ii) represents one cell. There, only the total average gross earnings € 3 409 was aimed to be published. However as the second local unit / enterprise represents 87% of the employees and 90% of the gross earnings, the total average gross earnings € 3 409 of this cell cannot be published. The dominance rule with two largest units of the cell works similarly. Further, the secondary confidentiality needs to be respected also in the dominance rule context.

### **Regressions and other forms of output**

Because of the secondary confidentiality the tabular data, output may become very complicated to validate. This may also be the situation when moving further from the standard tables. Linear and non-linear estimation, simulation, modelling, different types of developed analysis, particular indices and all (other) kind of econometric methods and their output may require a lot of specific knowledge to be able to validate the disclosiveness of the output. Researchers shall be able to explain the processes and show that the output is non-disclosive.

In general, regression results are non-disclosive at an exact level (some inferences may be drawn within a margin of error in particular cases). Moreover, this small risk can be reduced further in ways, which do not significantly reduce the usefulness of the results. The simplest way is non-reporting of incidental parameters, such estimated constants or the coefficients

on irrelevant dummy variables. In general a regression with  $(N-K) \rightarrow \infty$  which does not report all significant parameters is non-disclosive for all practical purposes.

For other analytical results, the disclosive nature depends on the manipulations carried out. Note that the assumption is that results are disclosive unless proved otherwise, and therefore it is in researcher's interests to show that the results are (practically) non-disclosive.

Graphs are also treated as tables (they are merely a different form of presenting the information). Quantiles are also tables, maximum or minimum values are also tables (with potentially only one unit in a cell). Detecting and protecting secondary confidentiality for the other than tabular forms of output shall be ensured.

### **Rejection of the output**

The proposed output will be automatically rejected if the rules 1-3 are not respected. Linked to that, the output may be rejected also if the output is not fully understood or the output is very long. In these cases, Eurostat cannot be sure whether the confidentiality rules are fully respected and cannot therefore validate the data for certainty. In addition, undocumented output (tables or other results alone) will not be approved.

Eurostat does not make proposals how to modify the output to get it accepted but just indicates the reason why the output has been rejected.

**Notice that the burden of proving that results are safe is onto the researcher. Further, it is in the researcher's own interest to show the output which can be validated within reasonable time.**

### **Preparing the output for validation**

The proposed output shall include all the information that is needed for the output validation even if this (extra) information will not be published / used further (frequencies etc.). For example, the two last columns in the Illustration (i) are necessary for validating the data even if they would not be published in the final report the researcher will prepare. Notice also that the two last columns would NOT be enough for Eurostat to validate the dominance rules (2-3) in the Illustration (i). Illustration (ii) includes the necessary information for validating the dominance rules in its example. It is up to the researcher to decide the type of presentation and measures in showing that all the rules have been respected.

Together with the results to be validated, all the programs to derive this output will have to be presented as all the results must be reproducible.

It should be noticed that the output validation concerns only the disclosiveness of the data. Output validation is not a quality check. Appropriateness of the assumptions or underlying theory or analysis will not be assessed nor the conclusions drawn. All this remains researcher's responsibility.

### **Output validation form and time**

The output wished to be exported from the SAFE Centre needs to be saved (together with the relater programs) under a directory which is named using the output validation date under 'output' directory. The table data shall be saved in Excel form including all the data necessary for the validation with the necessary headings, titles and metadata. If a selection of the dataset is made, the researcher should make clear what the selected population is. New, derived variables should be documented and meaningful variable names have to be used. Researcher informs Eurostat contact on the wish to export the data after which the validation process begins.

Eurostat reserves itself the right to define the time needed for validating the output data. Technical and organisational measures shall be taken by Eurostat to ensure an efficient checking without undue delays. Eurostat will make every effort to ensure that this delay does not exceed two weeks. Following the agreement between Eurostat and some Member States, namely Spain and Latvia, national data will be sent for validation also to these Member States and for these data, the validation time may be longer than two weeks. For security reasons the output to be validated for these two Member States will have to be presented also separately from the other countries' output and each other. These files will be sent directly to Spain and Latvia for validation.

Eurostat / Unit F3 will send the validated output to the researcher by email.



**Annex 1: SES 2002 file**

Regulation Code	Column Name	Data Type Numeric/ Alpha-	Length and format in SAS	Data Label	Mandatory (M) or Optional (O) variable
	COUNTRY	A	2 - \$2.0	Identification of the country	
	YEAR	N	8 – BEST12.0	Identification of the reference period	
	NACE	A	1 - \$1.0	Economic activity, NACE section level	
	KEY_E	A	8 - \$6.0	Key identifying the employee	M
	KEY_L	A	8 - \$6.0	Key identifying the local unit	M
1.1	A11	A	8 - \$3.0	Region	M
1.2	A12	A	8 - \$8.0	Size of the enterprise to which the local unit belongs	M
1.3	A13	A	8 - \$3.0	Economic activity, detail	M
1.4	A14	A	8 - \$1.0	Economic and Financial control	M
1.5	A15	A	8 - \$1.0	Collective Pay Agreement	M
1.6	A16	N	8 – BEST12.0	Total number of employees in the local unit	O
1.7	A17	A	8 - \$3.0	Principal market for the enterprise's products	O
1.8	A18	N	8 – BEST12.0	Size of the group of enterprises	O
1.9	A19	A	8 - \$3.0	Country of residence controlling the group of enterprises	O
4.1	A41	N	8 – 8.2	Grossing-up factor for local units ( to 2 decimal places)	M
2.1	B21	A	8 - \$1.0	Sex	M
(2.2 class)	B22_RNK	N	8 – BEST12.0	Age (in categories)	
2.2	B22	N	8 – BEST12.0	Age (in years)	M
2.10	B210	A	8 - \$3.0	Coverage by a government scheme designed to promote employment	O
2.11	B211	N	8 – BEST12.0	Total of career break (given in months)	O
2.3	B23	A	8 - \$3.0	Occupation	M
(2.3 class)	B23_RNK	A	8 - \$8.0	Occupation (in categories)	
2.4	B24	A	8 - \$3.0	Management position / supervisory position	O
2.5	B25	A	8 - \$2.0	Highest completed level of education and training	M
2.6	B26	N	8 – BEST12.0	Length of service in enterprise (in years)	M
(2.6 class)	B26_RNK	N	8 – BEST12.0	Length of service in enterprise (in categories)	
2.7	B27	A	8 - \$2.0	Full-time or part-time employee	M
	B271	N	8 – BEST12.0	% share of a full-timer's normal hours (to 2 decimal places)	M
2.8	B28	A	8 - \$1.0	Type of employment contract	M
2.9	B29	A	8 - \$3.0	Citizenship	O
	B30	N	8 - 8.2	Average gross hourly earnings ( to 2 decimal places)	M
3.1	B31	N	8 – BEST12.0	Total gross earnings in reference month	M
3.1.1	B311	N	8 – BEST12.0	Earnings related to overtime	M
3.1.2	B312	N	8 – BEST12.0	Special payments for shift work	M
3.2	B32	N	8 – BEST12.0	Total gross annual earnings in the reference year	M

Regulation Code	Column Name	Data Type Numeric/ Alpha-	Length and format in SAS	Data Label	Mandatory (M) or Optional (O) variable
3.2.1	B321	N	8 – BEST12.0	Number of <u>weeks</u> to which the gross annual earnings relate (to 2 dec. places)	M
3.2.2	B322	N	8 – BEST12.0	Total Annual Bonuses	M
3.2.2.1	B3221	N	8 – BEST12.0	Regular bonuses paid not at every pay period	O
3.2.2.2	B3222	N	8 – BEST12.0	Annual bonuses based on productivity	O
3.2.2.3	B3223	N	8 – BEST12.0	Annual premiums related to profit sharing	O
3.3	B33	N	8 – BEST12.0	Compulsory social contributions and taxes paid by the employer	O
3.3.1	B331	N	8 – BEST12.0	Compulsory social security contributions	O
3.3.2	B332	N	8 – BEST12.0	Taxes	O
3.4	B34	N	8 - 8.2	Number of hours paid during the representative month	M
(3.4 class)	B34_RNK	N	8 – BEST12.0	Number of hours paid during the representative month (in categories)	
3.4.1	B341	N	8 - 8.2	Number of overtime hours paid in the representative month	M
3.5	B35	N	8 – BEST12.0	Annual days of absence	M
(3.5 class)	B35_RNK	N	8 – BEST12.0	Annual days of absence (in categories)	
3.5.1	B351	N	8 – BEST12.0	Annual days of holiday leave (in full days)	M
	B3511	A	8 - \$3.0	Normal annual holiday entitlement (E) or Days of leave actually taken (T)	M
3.5.2	B352	N	8 – BEST12.0	Annual days of sick leave	O
3.5.2.1	B3521	N	8 – BEST12.0	Annual days of sick leave paid by the employer	O
3.5.2.2	B3522	N	8 – BEST12.0	Annual days of sick leave not paid by the employer	O
3.5.3	B353	N	8 – BEST12.0	Annual days of vocational training	O
3.6	B36	N	8 – BEST12.0	Annual estimation for payment in kind	O
4.2	B42	N	8 – 8.2	Grossing-up factor for employees (to 2 decimal places)	M

## CODING OF THE ALPHANUMERICAL VARIABLES IN SES 2002

### ✓ VARIABLE A11: Country/ Region

For Member States for which the NUTS 1 level corresponds to the national level, the country code is used. The list includes all SES 2002 countries and their regions independently of the partial coverage of the countries in the microdata file.

#### Codes for EU Member States

CODE	COUNTRY	REGION, NUTS 1 level
<b>BE</b>	<b>BELGIQUE-BELGIË</b>	
BE1		RÉG. BRUXELLES-CAP.-BRUSSELS HFDST. GEWEST
BE2		VLAAMS GEWEST
BE3		RÉGION WALLONNE
<b>DK</b>	<b>DANMARK</b>	
<b>DE</b>	<b>DEUTSCHLAND</b>	
DE1		BADEN-WÜRTTEMBERG
DE2		BAYERN
DE3		BERLIN
DE4		BRANDENBURG
DE5		BREMEN
DE6		HAMBURG
DE7		HESSEN
DE8		MECKLENBURG-VORPOMMERN
DE9		NIEDERSACHSEN
DEA		NORDRHEIN-WESTFALEN
DEB		RHEINLAND-PFALZ
DEC		SAARLAND
DED		SACHSEN
DEE		SACHSEN-ANHALT
DEF		SCHLESWIG-HOLSTEIN
DEG		THÜRINGEN
<b>GR</b>	<b>ELLADA</b>	
GR1		VOREIA ELLADA
GR2		KENTRIKI ELLADA
GR3		ATTIKI
GR4		NISIA AIGAIU, KRITI
<b>ES</b>	<b>ESPAÑA</b>	
ES1		NOROESTE
ES2		NORESTE
ES3		COMUNIDAD DE MADRID
ES4		CENTRO (E)
ES5		ESTE
ES6		SUR
ES7		CANARIAS
<b>FR</b>	<b>FRANCE</b>	
FR1		ÎLE DE FRANCE
FR2		BASSIN PARISIEN

CODE	COUNTRY	REGION, NUTS 1 level
FR3		NORD – PAS-DE-CALAIS
FR4		EST
FR5		OUEST
FR6		SUD-OUEST
FR7		CENTRE-EST
FR8		MÉDITERRANÉE
FR9		DÉPARTEMENTS D'OUTRE-MER
<b>IE</b>	<b>IRELAND</b>	
<b>IT</b>	<b>ITALIA</b>	
ITC		NORD OVEST
ITD		NORD EST
ITE		CENTRO (I)
ITF		SUD
ITG		ISOLE
<b>LU</b>	<b>LUXEMBOURG</b>	
<b>NL</b>	<b>NEDERLAND</b>	
NL1		NOORD-NEDERLAND
NL2		OOST-NEDERLAND
NL3		WEST-NEDERLAND
NL4		ZUID-NEDERLAND
<b>AT</b>	<b>ÖSTERREICH</b>	
AT1		OSTÖSTERREICH
AT2		SÜDÖSTERREICH
AT3		WESTÖSTERREICH
<b>PT</b>	<b>PORTUGAL</b>	
PT1		CONTINENTE
PT2		Região Autónoma dos AÇORES
PT3		Região Autónoma da MADEIRA
<b>FI</b>	<b>SUOMI / FINLAND</b>	
FI1		MANNER-SUOMI
FI2		ÅLAND
<b>SE</b>	<b>SVERIGE</b>	
<b>UK</b>	<b>UNITED KINGDOM</b>	
UKC		NORTH EAST
UKD		NORTH WEST
UKE		YORKSHIRE AND THE HUMBER
UKF		EAST MIDLANDS
UKG		WEST MIDLANDS
UKH		EASTERN
UKI		LONDON
UKJ		SOUTH EAST
UKK		SOUTH WEST
UKL		WALES
UKM		SCOTLAND
UKN		NORTHERN IRELAND

## Codes for Non-member States

CODE	Country
IS	ICELAND
NO	NORWAY
BG	BULGARIA
CY	CYPRUS
CZ	ČESKÁ REPUBLIKA
EE	EESTI
HU	MAGYARORSZÁG
LT	LIETUVA
MT	MALTA
LV	LATVIJA
PL	POLSKA
RO	ROMÂNIA
SI	SLOVENIJA
SK	SLOVENSKÁ REPUBLIKA

### ✓ VARIABLE A12: Size of the enterprise to which the local unit belongs

E1_9	under 10 employees
E10_49	10-49 employees
E50_249	50-249 employees
E250_499	250-499 employees
E500_999	500-999 employees
E1000	1000 or more employees

### ✓ VARIABLE A13: Economic activity according to NACE Rev. 1.1

Economic activity of the local unit	Code
10 Mining of coal and lignite; extraction of peat	R10
11 Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction, excluding surveying	R11
12 Mining of uranium and thorium ores	R12
13 Mining of metal ores	R13
14 Other mining and quarrying	R14
15 Manufacture of food products and beverages	R15
16 Manufacture of tobacco products	R16
17 Manufacture of textiles	R17
18 Manufacture of wearing apparel; dressing and dyeing of fur	R18
19 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear	R19
20 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials	R20
21 Manufacture of pulp, paper and paper products	R21
22 Publishing, printing and reproduction of recorded media	R22

<b>Economic activity of the local unit</b>	<b>Code</b>
23 Manufacture of coke, refined petroleum products and nuclear fuel	R23
24 Manufacture of chemicals and chemical products	R24
25 Manufacture of rubber and plastic products	R25
26 Manufacture of other non-metallic mineral products	R26
27 Manufacture of basic metals	R27
28 Manufacture of fabricated metal products, except machinery and equipment	R28
29 Manufacture of machinery and equipment not elsewhere classified (n.e.c)	R29
30 Manufacture of office machinery and computers	R30
31 Manufacture of electrical machinery and apparatus n.e.c.	R31
32 Manufacture of radio, television and communication equipment and apparatus	R32
33 Manufacture of medical, precision and optical instruments, watches and clocks	R33
34 Manufacture of motor vehicles, trailers and semi-trailers	R34
35 Manufacture of other transport equipment	R35
36 Manufacture of furniture; manufacturing n.e.c.	R36
37 Recycling	R37
40 Electricity, gas, steam and hot water supply	R40
41 Collection, purification and distribution of water	R41
45 Construction	R45
50 Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel;	R50
51 Wholesale trade and commission trade, except of motor vehicles and motorcycles	R51
52 Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods;	R52
55 Hotels and restaurants	R55
60 Land transport; transport via pipelines	R60
61 Water transport	R61
62 Air transport	R62
63 Supporting and auxiliary transport activities; activities of travel agencies	R63
64 Post and telecommunications	R64
65 Financial intermediation, except insurance and pension funding	R65
66 Insurance and pension funding, except compulsory social security	R66
67 Activities auxiliary to financial intermediation	R67
70 Real estate activities	R70
71 Renting of machinery and equipment without operator and of personal and household goods	R71
72 Computer and related activities	R72
73 Research and development	R73
74 Other business activities	R74
75 Public administration and defense; compulsory social security	R75
80 Education	R80
85 Health and social work	R85
90 Sewage and refuse disposal, sanitation and similar activities	R90
91 Activities of membership organizations n.e.c.	R91
92 Recreational, cultural and sporting activities	R92
93 Other service activities	R93

✓ **VARIABLE A14: Economic and Financial control**

<b>A</b>	public control
<b>B</b>	private control
<b>C</b>	shared control

✓ **VARIABLE A15: Collective Pay Agreement**

<b>A</b>	national level or inter-confederal agreement
<b>B</b>	industry agreement
<b>C</b>	agreement for individual industries in individual regions
<b>D</b>	enterprise or single employer agreement
<b>E</b>	agreement applying only to workers in the local unit
<b>F</b>	any other type of agreement
<b>N</b>	no collective agreement exists

✓ **VARIABLE A17: Principal market for the enterprise's products**

<b>A</b>	local or regional market
<b>B</b>	national market
<b>C</b>	European Union market
<b>D</b>	world market

✓ **VARIABLE A19: Country of residence controlling the group of enterprises**

<b>CODE</b>	<b>COUNTRY</b>
	<b>MEMBER STATES</b>
BE	Belgium
DK	Denmark
DE	Germany
GR	Greece
ES	Spain
FR	France
IE	Ireland
IT	Italy
LU	Luxembourg
NL	Netherlands
AT	Austria
PT	Portugal
FI	Finland
SE	Sweden
UK	United Kingdom
	<b>OTHER COUNTRIES</b>
IS	Iceland
NO	Norway
BG	Bulgaria
CY	Cyprus
CZ	Czech Republic
EE	Estonia
HU	Hungary
LV	Latvia
LT	Lithuania
MT	Malta
PL	Poland
RO	Romania
SK	Slovak Republic

CODE	COUNTRY
SI	Slovenia
TR	Turkey
	<b>COUNTRIES OUTSIDE THE EEA &amp; CCs</b>
OU	For all countries of residence <u>outside</u> the EEA and the CCs

✓ **VARIABLE B21: Gender**

<b>F</b>	Female
<b>M</b>	Male

✓ **VARIABLE B22\_RNK: Age (in categories)**

<b>1</b>	0-19
<b>2</b>	20-29
<b>3</b>	30-39
<b>4</b>	40-49
<b>5</b>	50-59
<b>6</b>	60-98
<b>7</b>	99-999

✓ **VARIABLE B210: Coverage by a government scheme designed to promote employment**

<b>Y</b>	Yes, employee is covered by a government scheme designed to promote employment
<b>N</b>	No, employee is not covered by a government scheme designed to promote employment

✓ **VARIABLE B23: Occupation according to ISCO 88**

**MAJOR GROUP 1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS**

<b>11</b>	<b>Legislators and senior officials</b>
111	Legislators and senior government officials
114	Senior officials of special-interest organisations
<b>12</b>	<b>Corporate managers</b>
121	Directors and chief executives
122	Production and operations managers
123	Other specialist managers
<b>13</b>	<b>Managers of small enterprises</b>
131	Managers of small enterprises

**MAJOR GROUP 2: PROFESSIONALS**

<b>21</b>	<b>Physical, mathematical and engineering science professionals</b>
211	Physicists, chemists and related professionals
212	Mathematicians, statisticians and related professionals
213	Computing professionals
214	Architects, engineers and related professionals



<b>22</b>	<b>Life science and health professionals</b>
221	Life science professionals
222	Health professionals (except nursing)
223	Nursing and midwifery professionals
<b>23</b>	<b>Teaching professionals</b>
231	College, university and higher education teaching professionals
232	Secondary education teaching professionals
233	Primary and pre-primary education teaching professionals
234	Special education teaching professionals
235	Other teaching professionals
<b>24</b>	<b>Other professionals</b>
241	Business professionals
242	Legal professionals
243	Archivists, librarians and related information professionals
244	Social science and related professionals
245	Writers and creative or performing artists
246	Religious professionals
247	Public service administrative professionals

### MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS

<b>31</b>	<b>Physical and engineering science associate professionals</b>
311	Physical and engineering science technicians
312	Computer associate professionals
313	Optical and electronic equipment operators
314	Ship and aircraft controllers and technicians
315	Safety and quality inspectors
<b>32</b>	<b>Life science and health associate professionals</b>
321	Life science technicians and related associate professional
322	Health associate professionals (except nursing)
323	Nursing and midwifery associate professionals
<b>33</b>	<b>Teaching associate professionals</b>
331	Primary education teaching associate professionals
332	Pre-primary education teaching associate professionals
333	Special education teaching associate professionals
334	Other teaching associate professionals
<b>34</b>	<b>Other associate professionals</b>
341	Finance and sales associate professionals
342	Business services agents and trade brokers
343	Administrative associate professionals
344	Customs, tax and related government associate professionals
345	Police inspectors and detectives
346	Social work associate professionals
347	Artistic, entertainment and sports associate professionals
348	Religious associate professionals

### MAJOR GROUP 4: CLERKS

<b>41</b>	<b>Office clerks</b>
411	Secretaries and keyboard-operating clerks
412	Numerical clerks
413	Material-recording and transport clerks
414	Library, mail and related clerks
419	Other office clerks
<b>42</b>	<b>Customer services clerks</b>
421	Cashiers, tellers and related clerks

422	Client information clerks
-----	---------------------------

#### MAJOR GROUP 5: SERVICE WORKERS, SHOP AND MARKET SALES WORKERS

<b>51</b>	<b>Personal and protective services workers</b>
511	Travel attendants and related workers
512	Housekeeping and restaurant services workers
513	Personal care and related workers
514	Other personal services workers
516	Protective services workers
<b>52</b>	<b>Models, salespersons and demonstrators</b>
521	Fashion and other models
522	Shop, stall and market salespersons and demonstrators

#### MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS

<b>61</b>	<b>Skilled agricultural and fishery workers</b>
611	Market gardeners and crop growers
612	Animal producers and related workers not elsewhere classified
613	Crop and animal producers
614	Forestry and related workers
615	Fishery workers, hunters and trappers

#### MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS

<b>71</b>	<b>Extraction and building trades workers</b>
711	Miners, shotfirers, stone cutters and carvers
712	Building frame and related trades workers
713	Building finishers and related trades workers
714	Painters, building structure cleaners and related trades workers
<b>72</b>	<b>Metal, machinery and related trades workers</b>
721	Metal moulders, welders, sheet-metal workers, structural-metal preparers, and related trades workers
722	Blacksmiths, tool-makers and related trades workers
723	Machinery mechanics and fitters
724	Electrical and electronic equipment mechanics and fitters
<b>73</b>	<b>Precision, handicraft, craft printing and related trades workers</b>
731	Precision workers in metal and related materials
732	Potters, glass-makers and related trades workers
733	Handicraft workers in wood, textile, leather and related materials
734	Craft printing and related trades workers
<b>74</b>	<b>Other craft and related trades workers</b>
741	Food processing and related trades workers
742	Wood treaters, cabinet-makers and related trades workers
743	Textile, garment and related trades workers
744	Pelt, leather and shoemaking trades workers

#### MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS

<b>81</b>	<b>Stationary plant and related operators</b>
811	Mining and mineral-processing-plant operators
812	Metal-processing plant operators
813	Glass, ceramics and related plant operators
814	Wood-processing- and papermaking-plant operators
815	Chemical-processing-plant operators
816	Power-production and related plant operators
817	Industrial robot operators

<b>82</b>	<b>Machine operators and assemblers</b>
821	Metal- and mineral-products machine operators
822	Chemical-products machine operators
823	Rubber- and plastic-products machine operators
824	Wood-products machine operators
825	Printing-, binding- and paper-products machine operators
826	Textile-, fur- and leather-products machine operators
827	Food and related products machine operators
828	Assemblers
829	Other machine operators not elsewhere classified
<b>83</b>	<b>Drivers and mobile plant operators</b>
831	Locomotive engine drivers and related workers
832	Motor vehicle drivers
833	Agricultural and other mobile plant operators
834	Ships' deck crews and related workers

#### MAJOR GROUP 9: ELEMENTARY OCCUPATIONS

<b>91</b>	<b>Sales and services elementary occupations</b>
911	Street vendors and related workers
912	Shoe cleaning and other street services elementary occupations
913	Domestic and related helpers, cleaners and launderers
914	Building caretakers, window and related cleaners
915	Messengers, porters, doorkeepers and related workers related workers
916	Garbage collectors and related labourers
<b>92</b>	<b>Agricultural, fishery and related labourers</b>
921	Agricultural, fishery and related labourers
<b>93</b>	<b>Labourers in mining, construction, manufacturing and transport</b>
931	Mining and construction labourers
932	Manufacturing labourers
933	Transport labourers and freight handlers

#### MAJOR GROUP 0: ARMED FORCES

<b>01</b>	Armed forces
010	Armed forces

#### ✓ VARIABLE B23\_RNK: Occupation (in categories)

<b>0</b>	ISCO 0
<b>1</b>	ISCO 1
<b>2</b>	ISCO 2
<b>3</b>	ISCO 3
<b>4</b>	ISCO 4
<b>5</b>	ISCO 5
<b>6</b>	ISCO 6
<b>7</b>	ISCO 7
<b>8</b>	ISCO 8
<b>9</b>	ISCO 9

✓ **VARIABLE B24: Management position / supervisory position**

<b>Y</b>	Yes, the employee has some form of management function
<b>N</b>	No, otherwise

✓ **VARIABLE B25: Highest completed level of education and training**

<b>01</b>	ISCED 0 and 1
<b>02</b>	ISCED 2
<b>03</b>	ISCED 3
<b>08</b>	ISCED 4
<b>09</b>	ISCED 5B
<b>10</b>	ISCED 5A
<b>11</b>	ISCED 6

Optionally, if it is possible to distinguish the four cases **within ISCED 3**, the following codes are used instead of code 03:

<b>04</b>	Upper secondary education – general (optional)
<b>05</b>	Upper secondary education – technical (optional)
<b>06</b>	Upper secondary education (less than 3 years) – labour market oriented (optional)
<b>07</b>	Upper secondary education (3 or more years) – labour market orientated (optional)

✓ **VARIABLE B26\_RNK: Length of service in enterprise (in categories)**

<b>1</b>	Less than 1
<b>2</b>	1-5
<b>3</b>	6-9
<b>4</b>	10-14
<b>5</b>	15-19
<b>6</b>	20-29
<b>7</b>	30-39
<b>8</b>	40-99
<b>9</b>	100-9999

✓ **VARIABLE B27: Full-time or part-time employee**

<b>FT</b>	full-time employee
<b>PT</b>	part-time employee

✓ **VARIABLE B28: Type of employment contract**

<b>A</b>	indefinite duration
<b>B</b>	fixed term (except apprentice and trainee)
<b>C</b>	apprentice-trainee
<b>D</b>	Other

✓ **VARIABLE B29: Citizenship**

<b>A</b>	resident with citizenship
<b>B</b>	resident with foreign citizenship
<b>C</b>	commuter from outside

✓ **VARIABLE B34\_RNK: Number of hours paid during the representative month (in categories)**

<b>1</b>	0-99
<b>2</b>	100-109
<b>3</b>	110-119
<b>4</b>	120-129
<b>5</b>	130-139
<b>6</b>	140-149
<b>7</b>	150-159
<b>8</b>	160-169
<b>9</b>	170-179
<b>10</b>	180-189
<b>11</b>	190-199
<b>12</b>	200-9999
<b>13</b>	10000-999999

✓ **VARIABLE B35\_RNK: Annual days of absence (in categories)**

<b>1</b>	0-9
<b>2</b>	10-14
<b>3</b>	15-19
<b>4</b>	20-24
<b>5</b>	25-29
<b>6</b>	30-34
<b>7</b>	35-39
<b>8</b>	40-999
<b>9</b>	1000-99999

✓ **VARIABLE B3511: Normal annual holiday entitlement (E) or Days of leave actually taken (T)**

<b>E</b>	The employee's normal annual paid holiday <i>entitlement</i> in 2002
<b>T</b>	The number of days of paid leave actually <i>taken</i> by the employee during 2002

## Annex 2: SES 2006 file

### Content of table A, Enterprise information

Regulation (1738/2005) (SES 2006)	Column Name (1738/2005) (SES 2006)	Data Type	Data length	Data Label	Mandatory (M) or Optional (O) variable
	TABLE	A	1	Table identification (A)	M
	YEAR	N	8	Identification of the reference period (e.g.2006)	M
1.1	A11	A	3	Geographical location of the statistical unit (local unit)	M
1.2	A12	A	8	Size of the enterprise to which the local unit belongs	M
1.3	A13	A	3	Principal economic activity of the local unit	M
1.4	A14	A	1	Economic and financial control	M
1.5	A15	A	1	Collective pay agreement	M
1.6	A16	N	8	Number of employees in the local unit	O
1.7	A17	A	1	Affiliation of the local unit to a group	O
5.1	A51	N	8	Grossing-up factor for local units ( to 2 decimal places)	M
	KEY_B	A	6	Key identifying the enterprise	O
	KEY_L	A	6	Key identifying the local unit	M

### Content of table B, Employee information

Regulation (1738/2005) (SES 2006)	Column Name (1738/2005) (SES 2006)	Data Type	Data length	Data Label	Mandatory (M) or Optional (O) variable
	TABLE	A	1	Table identification (B)	M
	YEAR	N	8	Reference period (e.g. 2006)	M
	KEY_E	A	6	Key identifying the employee	M
2.1	B21	A	1	Sex	M
2.2	B22	N	8	Age (Year of Birth)	M
2.3	B23	A	3	Occupation in the reference month	M
2.4	B24	A	3	Management position / supervisory position	O
2.5	B25	A	2	Highest successfully completed level of education and training	M
2.6	B26	N	8	Length of service in enterprise (in years)	M
2.7	B27	A	2	Full-time or part-time employee	M
2.7.1	B271	N	8	% share of a full-timer's normal hours (to 2 decimal places)	M

Regulation (1738/2005) (SES 2006)	Column Name (1738/2005) (SES 2006)	Data Type	Data length	Data Label	Mandatory (M) or Optional (O) variable
2.8	B28	A	1	Type of employment contract	M
2.9	B29	A	3	Citizenship	O
3.1	B31	N	8	Number of <u>weeks</u> to which the gross annual earnings relate (to 2 decimal places)	M
3.2	B32	N	8	Number of hours paid during the reference month	M
3.2.1	B321	N	8	Number of overtime hours paid in the reference month	M
3.3	B33	N	8	Annual days of holiday leave (in full days)	M
3.4	B34	N	8	Other annual days of paid absence	O
4.1	B41	N	16	Gross annual earnings in the reference year	M
4.1.1	B411	N	16	Annual Bonuses and allowances not paid at each pay period	M
4.1.2	B412	N	8	Annual payments in kind	O
4.2	B42	N	8	Gross earnings in reference month	M
4.2.1	B421	N	8	Earnings related to overtime	M
4.2.2	B422	N	8	Special payments for shift work	M
4.2.3	B423	N	8	Compulsory social contributions and taxes paid by the employer on behalf of the employee	O
4.2.3.1	B4231	N	8	Compulsory social security contributions	O
4.2.3.2	B4232	N	8	Taxes	O
4.3	B43	N	8	Average gross hourly earnings in the reference month ( to 2 decimal places)	M
5.2	B52	N	8	Grossing-up factor for employees (to 2 decimal places)	M
	KEY_L	A	6	Identification key of the local unit the employee belongs to	M

## CODING OF THE ALPHANUMERICAL VARIABLES IN SES 2006

### ✓ VARIABLE A11: Geographical location of the statistical unit

For Member States for which the NUTS 1 level corresponds to the national level, the country code is used. The list includes all SES 2006 countries and their regions independently of the partial coverage of the countries in the microdata file.

#### Codes for EU Member States

CODE	COUNTRY	REGION, NUTS 1 LEVEL
<b>BE</b>	<b>BELGIQUE-BELGIË</b>	
BE1		RÉGION DE BRUXELLES-CAPITALE / BRUSSELS HOOFDSTEDELIJK GEWEST
BE2		VLAAMS GEWEST
BE3		RÉGION WALLONNE
<b>BG</b>	<b>BULGARIJA</b>	
BG3		SEVERNA I IZTOCHNA BULGARIA
BG4		YUGOZAPADNA I YUZHNA TSENTRALNA BULGARIA
<b>CZ</b>	<b>ČESKÁ REPUBLIKA</b>	
<b>DK</b>	<b>DANMARK</b>	
<b>DE</b>	<b>DEUTSCHLAND</b>	
DE1		BADEN-WÜRTTEMBERG
DE2		BAYERN
DE3		BERLIN
DE4		BRANDENBURG
DE5		BREMEN
DE6		HAMBURG
DE7		HESSEN
DE8		MECKLENBURG-VORPOMMERN
DE9		NIEDERSACHSEN
DEA		NORDRHEIN-WESTFALEN
DEB		RHEINLAND-PFALZ
DEC		SAARLAND
DED		SACHSEN
DEE		SACHSEN-ANHALT
DEF		SCHLESWIG-HOLSTEIN
DEG		THÜRINGEN
<b>EE</b>	<b>EESTI</b>	
<b>IE</b>	<b>ÉIRE/IRELAND</b>	
<b>EL</b>	<b>ELLÁDA</b>	
EL1		VOREIA ELLADA
EL2		KENTRIKI ELLADA
EL3		ATTIKI
EL4		NISIA AIGAIU, KRITI
<b>ES</b>	<b>ESPAÑA</b>	
ES1		NOROESTE
ES2		NORESTE
ES3		COMUNIDAD DE MADRID



CODE	COUNTRY	REGION, NUTS 1 LEVEL
ES4		CENTRO (E)
ES5		ESTE
ES6		SUR
ES7		CANARIAS
<b>FR</b>	<b>FRANCE</b>	
FR1		ÎLE DE FRANCE
FR2		BASSIN PARISIEN
FR3		NORD - PAS-DE-CALAIS
FR4		EST
FR5		OUEST
FR6		SUD-OUEST
FR7		CENTRE-EST
FR8		MÉDITERRANÉE
FR9		DÉPARTEMENTS D'OUTRE-MER
<b>IT</b>	<b>ITALIA</b>	
ITC		NORD-OVEST
ITD		NORD-EST
ITE		CENTRO (I)
ITF		SUD
ITG		ISOLE
<b>CY</b>	<b>KYPROS / KIBRIS</b>	
<b>LV</b>	<b>LATVIJA</b>	
<b>LT</b>	<b>LIETUVA</b>	
<b>LU</b>	<b>LUXEMBOURG (GRAND-DUCHÉ)</b>	
<b>HU</b>	<b>MAGYARORSZÁG</b>	
HU1		KOZEP-MAGYARORSZAG
HU2		DUNANTUL
HU3		ALFOLD ES ESZAK
<b>MT</b>	<b>MALTA</b>	
<b>NL</b>	<b>NEDERLAND</b>	
NL1		NOORD-NEDERLAND
NL2		OOST-NEDERLAND
NL3		WEST-NEDERLAND
NL4		ZUID-NEDERLAND
<b>AT</b>	<b>ÖSTERREICH</b>	
AT1		OSTÖSTERREICH
AT2		SÜDÖSTERREICH
AT3		WESTÖSTERREICH
<b>PL</b>	<b>POLSKA</b>	
PL1		CENTRALNY
PL2		POLUDNIOWY
PL3		WSCHODNI
PL4		POLNOCNO-ZACHODNI
PL5		POLUDNIOWO-ZACHODNI
PL6		POLNOCNY
<b>PT</b>	<b>PORTUGAL</b>	
PT1		CONTINENTE
PT2		REGIÃO AUTÓNOMA DOS AÇORES
PT3		REGIÃO AUTÓNOMA DA MADEIRA
<b>RO</b>	<b>ROMÂNIA</b>	
RO1		MACROREGIUNEA UNU

CODE	COUNTRY	REGION, NUTS 1 LEVEL
RO2		MACROREGIUNEA DOI
RO3		MACROREGIUNEA TREI
RO4		MACROREGIUNEA PATRU
<b>SI</b>	<b>SLOVENIJA</b>	
<b>SK</b>	<b>SLOVENSKA REPUBLIKA</b>	
<b>FI</b>	<b>SUOMI / FINLAND</b>	
FI1		MANNER-SUOMI
FI2		ÅLAND
<b>SE</b>	<b>SVERIGE</b>	
SE1		ÖSTRA SVERIGE
SE2		SÖDRA SVERIGE
SE3		NORRA SVERIGE
<b>UK</b>	<b>UNITED KINGDOM</b>	
UKC		NORTH EAST (ENGLAND)
UKD		NORTH WEST (ENGLAND)
UKE		YORKSHIRE AND THE HUMBER
UKF		EAST MIDLANDS
UKG		WEST MIDLANDS
UKH		EAST OF ENGLAND
UKI		LONDON
UKJ		SOUTH EAST (ENGLAND)
UKK		SOUTH WEST (ENGLAND)
UKL		WALES
UKM		SCOTLAND
UKN		NORTHERN IRELAND

### Codes for Non-member States

CODE	Country
IS	ICELAND
NO	NORWAY
HR	CROATIA
TR	TURKEY
CH	SWITZERLAND

### ✓ VARIABLE A12: Size of the enterprise to which the local unit belongs

E1_9	under 10 employees
E10_49	10-49 employees
E50_249	50-249 employees
E250_499	250-499 employees
E500_999	500-999 employees
E1000	1000 or more employees

✓ **VARIABLE A13: Principal economic activity of the local unit according to NACE Rev. 1.1**

<b>Economic activity of the local unit</b>	<b>Code</b>
10 Mining of coal and lignite; extraction of peat	R10
11 Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction, excluding surveying	R11
12 Mining of uranium and thorium ores	R12
13 Mining of metal ores	R13
14 Other mining and quarrying	R14
15 Manufacture of food products and beverages	R15
16 Manufacture of tobacco products	R16
17 Manufacture of textiles	R17
18 Manufacture of wearing apparel; dressing and dyeing of fur	R18
19 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear	R19
20 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials	R20
21 Manufacture of pulp, paper and paper products	R21
22 Publishing, printing and reproduction of recorded media	R22
23 Manufacture of coke, refined petroleum products and nuclear fuel	R23
24 Manufacture of chemicals and chemical products	R24
25 Manufacture of rubber and plastic products	R25
26 Manufacture of other non-metallic mineral products	R26
27 Manufacture of basic metals	R27
28 Manufacture of fabricated metal products, except machinery and equipment	R28
29 Manufacture of machinery and equipment not elsewhere classified (n.e.c)	R29
30 Manufacture of office machinery and computers	R30
31 Manufacture of electrical machinery and apparatus n.e.c.	R31
32 Manufacture of radio, television and communication equipment and apparatus	R32
33 Manufacture of medical, precision and optical instruments, watches and clocks	R33
34 Manufacture of motor vehicles, trailers and semi-trailers	R34
35 Manufacture of other transport equipment	R35
36 Manufacture of furniture; manufacturing n.e.c.	R36
37 Recycling	R37
40 Electricity, gas, steam and hot water supply	R40
41 Collection, purification and distribution of water	R41
45 Construction	R45
50 Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel	R50
51 Wholesale trade and commission trade, except of motor vehicles and motorcycles	R51
52 Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods	R52
55 Hotels and restaurants	R55
60 Land transport; transport via pipelines	R60
61 Water transport	R61
62 Air transport	R62
63 Supporting and auxiliary transport activities; activities of travel agencies	R63
64 Post and telecommunications	R64
65 Financial intermediation, except insurance and pension funding	R65
66 Insurance and pension funding, except compulsory social security	R66
67 Activities auxiliary to financial intermediation	R67
70 Real estate activities	R70
71 Renting of machinery and equipment without operator and of personal and household	R71

Economic activity of the local unit	Code
goods	
72 Computer and related activities	R72
73 Research and development	R73
74 Other business activities	R74
75 Public administration and defence; compulsory social security	R75
80 Education	R80
85 Health and social work	R85
90 Sewage and refuse disposal, sanitation and similar activities	R90
91 Activities of membership organizations n.e.c.	R91
92 Recreational, cultural and sporting activities	R92
93 Other service activities	R93

✓ **VARIABLE A14: Economic and Financial control**

<b>A</b>	public control
<b>B</b>	private control

✓ **VARIABLE A15: Collective Pay Agreement**

<b>A</b>	national level or inter-confederal agreement
<b>B</b>	industry agreement
<b>C</b>	agreement for individual industries in individual regions
<b>D</b>	enterprise or single employer agreement
<b>E</b>	agreement applying only to workers in the local unit
<b>F</b>	any other type of agreement
<b>N</b>	no collective agreement exists

✓ **VARIABLE A17: Affiliation of the local unit to a group of enterprises**

<b>Y</b>	Yes
<b>N</b>	No

✓ **VARIABLE B21: Gender**

<b>F</b>	Female
<b>M</b>	Male

✓ **VARIABLE B23: Occupation in the reference month according to ISCO 88**

**MAJOR GROUP 1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS**

<b>11</b>	<b>Legislators and senior officials</b>
111	Legislators and senior government officials
114	Senior officials of special-interest organisations
<b>12</b>	<b>Corporate managers</b>
121	Directors and chief executives

122	Production and operations managers
123	Other specialist managers
<b>13</b>	<b>Managers of small enterprises</b>
131	Managers of small enterprises

## MAJOR GROUP 2: PROFESSIONALS

<b>21</b>	<b>Physical, mathematical and engineering science professionals</b>
211	Physicists, chemists and related professionals
212	Mathematicians, statisticians and related professionals
213	Computing professionals
214	Architects, engineers and related professionals
<b>22</b>	<b>Life science and health professionals</b>
221	Life science professionals
222	Health professionals (except nursing)
223	Nursing and midwifery professionals
<b>23</b>	<b>Teaching professionals</b>
231	College, university and higher education teaching professionals
232	Secondary education teaching professionals
233	Primary and pre-primary education teaching professionals
234	Special education teaching professionals
235	Other teaching professionals
<b>24</b>	<b>Other professionals</b>
241	Business professionals
242	Legal professionals
243	Archivists, librarians and related information professionals
244	Social science and related professionals
245	Writers and creative or performing artists
246	Religious professionals
247	Public service administrative professionals

## MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS

<b>31</b>	<b>Physical and engineering science associate professionals</b>
311	Physical and engineering science technicians
312	Computer associate professionals
313	Optical and electronic equipment operators
314	Ship and aircraft controllers and technicians
315	Safety and quality inspectors
<b>32</b>	<b>Life science and health associate professionals</b>
321	Life science technicians and related associate professional
322	Health associate professionals (except nursing)
323	Nursing and midwifery associate professionals
<b>33</b>	<b>Teaching associate professionals</b>
331	Primary education teaching associate professionals
332	Pre-primary education teaching associate professionals
333	Special education teaching associate professionals
334	Other teaching associate professionals
<b>34</b>	<b>Other associate professionals</b>
341	Finance and sales associate professionals
342	Business services agents and trade brokers
343	Administrative associate professionals
344	Customs, tax and related government associate professionals
345	Police inspectors and detectives
346	Social work associate professionals
347	Artistic, entertainment and sports associate professionals

348	Religious associate professionals
-----	-----------------------------------

#### MAJOR GROUP 4: CLERKS

<b>41</b>	<b>Office clerks</b>
411	Secretaries and keyboard-operating clerks
412	Numerical clerks
413	Material-recording and transport clerks
414	Library, mail and related clerks
419	Other office clerks
<b>42</b>	<b>Customer services clerks</b>
421	Cashiers, tellers and related clerks
422	Client information clerks

#### MAJOR GROUP 5: SERVICE WORKERS, SHOP AND MARKET SALES WORKERS

<b>51</b>	<b>Personal and protective services workers</b>
511	Travel attendants and related workers
512	Housekeeping and restaurant services workers
513	Personal care and related workers
514	Other personal services workers
516	Protective services workers
<b>52</b>	<b>Models, salespersons and demonstrators</b>
521	Fashion and other models
522	Shop, stall and market salespersons and demonstrators

#### MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS

<b>61</b>	<b>Skilled agricultural and fishery workers</b>
611	Market gardeners and crop growers
612	Animal producers and related workers not elsewhere classified
613	Crop and animal producers
614	Forestry and related workers
615	Fishery workers, hunters and trappers

#### MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS

<b>71</b>	<b>Extraction and building trades workers</b>
711	Miners, shotfirers, stone cutters and carvers
712	Building frame and related trades workers
713	Building finishers and related trades workers
714	Painters, building structure cleaners and related trades workers
<b>72</b>	<b>Metal, machinery and related trades workers</b>
721	Metal moulders, welders, sheet-metal workers, structural-metal preparers, and related trades workers
722	Blacksmiths, tool-makers and related trades workers
723	Machinery mechanics and fitters
724	Electrical and electronic equipment mechanics and fitters
<b>73</b>	<b>Precision, handicraft, craft printing and related trades workers</b>
731	Precision workers in metal and related materials
732	Potters, glass-makers and related trades workers
733	Handicraft workers in wood, textile, leather and related materials
734	Craft printing and related trades workers
<b>74</b>	<b>Other craft and related trades workers</b>
741	Food processing and related trades workers
742	Wood treaters, cabinet-makers and related trades workers
743	Textile, garment and related trades workers

744	Pelt, leather and shoemaking trades workers
-----	---

#### MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS

<b>81</b>	<b>Stationary plant and related operators</b>
811	Mining and mineral-processing-plant operators
812	Metal-processing plant operators
813	Glass, ceramics and related plant operators
814	Wood-processing- and papermaking-plant operators
815	Chemical-processing-plant operators
816	Power-production and related plant operators
817	Industrial robot operators
<b>82</b>	<b>Machine operators and assemblers</b>
821	Metal- and mineral-products machine operators
822	Chemical-products machine operators
823	Rubber- and plastic-products machine operators
824	Wood-products machine operators
825	Printing-, binding- and paper-products machine operators
826	Textile-, fur- and leather-products machine operators
827	Food and related products machine operators
828	Assemblers
829	Other machine operators not elsewhere classified
<b>83</b>	<b>Drivers and mobile plant operators</b>
831	Locomotive engine drivers and related workers
832	Motor vehicle drivers
833	Agricultural and other mobile plant operators
834	Ships' deck crews and related workers

#### MAJOR GROUP 9: ELEMENTARY OCCUPATIONS

<b>91</b>	<b>Sales and services elementary occupations</b>
911	Street vendors and related workers
912	Shoe cleaning and other street services elementary occupations
913	Domestic and related helpers, cleaners and launderers
914	Building caretakers, window and related cleaners
915	Messengers, porters, doorkeepers and related workers related workers
916	Garbage collectors and related labourers
<b>92</b>	<b>Agricultural, fishery and related labourers</b>
921	Agricultural, fishery and related labourers
<b>93</b>	<b>Labourers in mining, construction, manufacturing and transport</b>
931	Mining and construction labourers
932	Manufacturing labourers
933	Transport labourers and freight handlers

#### MAJOR GROUP 0: ARMED FORCES

<b>01</b>	<b>Armed forces</b>
010	Armed forces

✓ **VARIABLE B24: Managerial or supervisory position**

<b>Y</b>	Yes, the employee has some form of management function
<b>N</b>	No

✓ **VARIABLE B25: Highest successfully completed level of education and training according to ISCED 97**

<b>01</b>	ISCED 0 and 1
<b>02</b>	ISCED 2
<b>03</b>	ISCED 3 and 4
<b>04</b>	ISCED 5B
<b>05</b>	ISCED 5A
<b>06</b>	ISCED 6

✓ **VARIABLE B27: Contractual working time (full-time or part-time)**

<b>FT</b>	full-time employee
<b>PT</b>	part-time employee

✓ **VARIABLE B28: Type of employment contract**

<b>A</b>	indefinite duration
<b>B</b>	temporary/fixed duration (except apprentice)
<b>C</b>	apprentice

✓ **VARIABLE B29: Citizenship (*optional*)**

<b>A</b>	resident with citizenship
<b>B</b>	resident with foreign citizenship
<b>C</b>	commuter from another country



### Annex 3: SES 2010 file

#### Content of table A, Enterprise information

Variable number according to Reg. 1738/2005 (SES 2010)	Column/Variable name (SES 2010)	Data type format	Data length format	Variable label	Variable status: M=Mandatory; O=Optional
	TABLE	A	1	Table identification (A)	M
	YEAR	N	8	Identification of the reference period (e.g.2010)	M
1.1	A11	A	3	Geographical location of the statistical unit (local unit) - NUTS-1	M
1.2	A12	A	8	Size of the enterprise to which the local unit belongs	M
1.3	A13	A	3	Principal economic activity of the local unit (NACE Rev. 2)	M
1.4	A14	A	1	Form of economic and financial control	M
1.5	A15	A	1	Collective pay agreement	M
1.6	A16	N	8	Total number of employees in the local unit in the reference month	O
1.7	A17	A	3	Affiliation of the local unit to a group of enterprises	O
5.1	A51	N	8.2	Grossing-up factor for local units ( to 2 decimal places)	M
	KEY_B	A	6	Key identifying the enterprise	O
	KEY_L	A	6	Key identifying the local unit	M

## Content of table B, Employee information

Variable number according to Reg. 1738/2005 (SES 2010)	Column/Variable name (SES 2010)	Data type format	Data length format	Variable label	Variable status: M=Mandatory; O=Optional
	TABLE	A	1	Table identification (B)	M
	YEAR	N	8	Reference period (e.g. 2010)	M
	KEY_E	A	6	Key identifying the employee	M
2.1	B21	A	1	Sex	M
2.2	B22	N	8	Age (Year of Birth)	M
2.3	B23	A	3	Occupation in the reference month (ISCO- 08)	M
2.4	B24	A	3	Management position / supervisory position	O
2.5	B25	A	2	Highest successfully completed level of education and training (ISCED-97)	M
2.6	B26	N	8	Length of service in enterprise (in years)	M
2.7	B27	A	2	Full-time or part-time employee	M
2.7.1	B271	N	8.2	% share of a full-timer's normal hours (to 2 decimal places)	M
2.8	B28	A	1	Type of employment contract	M
2.9	B29	A	3	Citizenship	O
3.1	B31	N	8.2	Number of weeks to which the gross annual earnings relate (to 2 decimal places)	M
3.2	B32	N	8	Number of hours paid during the reference month	M
3.2.1	B321	N	8	Number of overtime hours paid in the reference month	M
3.3	B33	N	8	Annual days of holiday leave (in full days)	M
3.4	B34	N	8	Other annual days of paid absence	O
4.1	B41	N	16	Gross annual earnings in the reference year	M
4.1.1	B411	N	16	Annual Bonuses and allowances not paid at each pay period	M
4.1.2	B412	N	8	Annual payments in kind	O
4.2	B42	N	8	Gross earnings in reference month	M
4.2.1	B421	N	8	Earnings related to overtime	M
4.2.2	B422	N	8	Special payments for shift work	M
4.2.3	B423	N	8	Compulsory social contributions and taxes paid by the employer on behalf of the employee	O

<b>4.2.3.1</b>	B4231	N	8	Compulsory social security contributions	O
<b>4.2.3.2</b>	B4232	N	8	Taxes	O
<b>4.3</b>	B43	N	8.2	Average gross hourly earnings in the reference month (to 2 decimal places)	M
<b>5.2</b>	B52	N	8.2	Grossing-up factor for employees (to 2 decimal places)	M
	KEY_L	A	6	Identification key of the local unit the employee belongs to	M

## CODING OF THE ALPHANUMERICAL VARIABLES IN SES 2010

### ✓ VARIABLE A11: Geographical location of the statistical unit

For Member States for which the NUTS 1 level corresponds to the national level, the country code is used. The list includes all SES 2010 countries and their regions independently of the partial coverage of the countries in the microdata file.

### Codes for EU Member States

CODE	COUNTRY	REGION, NUTS 1 LEVEL
<b>BE</b>	<b>BELGIQUE-BELGIË</b>	
BE1		RÉGION DE BRUXELLES-CAPITALE / BRUSSELS HOOFDSTEDELIJK GEWEST
BE2		VLAAMS GEWEST
BE3		RÉGION WALLONNE
<b>BG</b>	<b>BULGARIJA</b>	
BG3		SEVERNA I IZTOCHNA BULGARIA
BG4		YUGOZAPADNA I YUZHNA TSENTRALNA BULGARIA
<b>CZ</b>	<b>ČESKÁ REPUBLIKA</b>	
<b>DK</b>	<b>DANMARK</b>	
<b>DE</b>	<b>DEUTSCHLAND</b>	
DE1		BADEN-WÜRTTEMBERG
DE2		BAYERN
DE3		BERLIN
DE4		BRANDENBURG
DE5		BREMEN
DE6		HAMBURG
DE7		HESSEN
DE8		MECKLENBURG-VORPOMMERN
DE9		NIEDERSACHSEN
DEA		NORDRHEIN-WESTFALEN
DEB		RHEINLAND-PFALZ
DEC		SAARLAND
DED		SACHSEN
DEE		SACHSEN-ANHALT
DEF		SCHLESWIG-HOLSTEIN

CODE	COUNTRY	REGION, NUTS 1 LEVEL
DEG		THÜRINGEN
EE	EESTI	
IE	ÉIRE/IRELAND	
GR	ELLÁDA	
GR1		VOREIA ELLADA
GR2		KENTRIKI ELLADA
GR3		ATTIKI
GR4		NISIA AIGAIU, KRITI
ES	ESPAÑA	
ES1		NOROESTE
ES2		NORESTE
ES3		COMUNIDAD DE MADRID
ES4		CENTRO (E)
ES5		ESTE
ES6		SUR
ES7		CANARIAS
FR	FRANCE	
FR1		ÎLE DE FRANCE
FR2		BASSIN PARISIEN
FR3		NORD - PAS-DE-CALAIS
FR4		EST
FR5		OUEST
FR6		SUD-OUEST
FR7		CENTRE-EST
FR8		MÉDITERRANÉE
FR9		DÉPARTEMENTS D'OUTRE-MER
IT	ITALIA	
ITC		NORD-OVEST
ITD		NORD-EST
ITE		CENTRO (I)
ITF		SUD
ITG		ISOLE
CY	KYPROS / KIBRIS	
LV	LATVIJA	
LT	LIETUVA	
LU	LUXEMBOURG (GRAND-DUCHÉ)	
HU	MAGYARORSZÁG	
HU1		KOZEP-MAGYARORSZAG
HU2		DUNANTUL
HU3		ALFOLD ES ESZAK
MT	MALTA	
NL	NEDERLAND	
NL1		NOORD-NEDERLAND
NL2		OOST-NEDERLAND
NL3		WEST-NEDERLAND
NL4		ZUID-NEDERLAND
AT	ÖSTERREICH	
AT1		OSTÖSTERREICH
AT2		SÜDÖSTERREICH
AT3		WESTÖSTERREICH
PL	POLSKA	

CODE	COUNTRY	REGION, NUTS 1 LEVEL
PL1		CENTRALNY
PL2		POLUDNIOWY
PL3		WSCHODNI
PL4		POLNOCNO-ZACHODNI
PL5		POLUDNIOWO-ZACHODNI
PL6		POLNOCNY
<b>PT</b>	<b>PORTUGAL</b>	
PT1		CONTINENTE
PT2		REGIÃO AUTÓNOMA DOS AÇORES
PT3		REGIÃO AUTÓNOMA DA MADEIRA
<b>RO</b>	<b>ROMÂNIA</b>	
RO1		MACROREGIUNEA UNU
RO2		MACROREGIUNEA DOI
RO3		MACROREGIUNEA TREI
RO4		MACROREGIUNEA PATRU
<b>SI</b>	<b>SLOVENIJA</b>	
<b>SK</b>	<b>SLOVENSKA REPUBLIKA</b>	
<b>FI</b>	<b>SUOMI / FINLAND</b>	
FI1		MANNER-SUOMI
FI2		ÅLAND
<b>SE</b>	<b>SVERIGE</b>	
SE1		ÖSTRA SVERIGE
SE2		SÖDRA SVERIGE
SE3		NORRA SVERIGE
<b>UK</b>	<b>UNITED KINGDOM</b>	
UKC		NORTH EAST (ENGLAND)
UKD		NORTH WEST (ENGLAND)
UKE		YORKSHIRE AND THE HUMBER
UKF		EAST MIDLANDS
UKG		WEST MIDLANDS
UKH		EAST OF ENGLAND
UKI		LONDON
UKJ		SOUTH EAST (ENGLAND)
UKK		SOUTH WEST (ENGLAND)
UKL		WALES
UKM		SCOTLAND
UKN		NORTHERN IRELAND

### Codes for Non-member States

CODE	Country
ISO	ICELAND
LI0	LIECHSTENSTEIN
NO0	NORWAY
CH0	SCHWEIZ / SUISSE / SVIZZERA
HR0	CROATIA
TR0	TURKEY
MK0	PORANEŠNATA JUGOSLOVENSKA REPUBLIKA MAKEDONIJA

✓ **VARIABLE A12: Size of the enterprise to which the local unit belongs**

E1_9	under 10 employees
E10_49	10-49 employees
E50_249	50-249 employees
E250_499	250-499 employees
E500_999	500-999 employees
E1000	1000 or more employees

✓ **VARIABLE A13: Principal economic activity of the local unit according to NACE Rev. 2**

Economic activity of the local unit		CODE
<b>B</b>	<b>MINING AND QUARRYING</b>	
5	Mining of coal and lignite	X05
6	Extraction of crude petroleum and natural gas	X06
7	Mining of metal ores	X07
8	Other mining and quarrying	X08
9	Mining support service activities	X09
<b>C</b>	<b>MANUFACTURING</b>	
10	Manufacture of food products	X10
11	Manufacture of beverages	X11
12	Manufacture of tobacco products	X12
13	Manufacture of textiles	X13
14	Manufacture of wearing apparel	X14
15	Manufacture of leather and related products	X15
16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials	X16
17	Manufacture of paper and paper products	X17
18	Printing and reproduction of recorded media	X18
19	Manufacture of coke and refined petroleum products	X19
20	Manufacture of chemicals and chemical products	X20
21	Manufacture of basic pharmaceutical products and pharmaceutical preparations	X21
22	Manufacture of rubber and plastic products	X22
23	Manufacture of other non-metallic mineral products	X23
24	Manufacture of basic metals	X24
25	Manufacture of fabricated metal products, except machinery and equipment	X25
26	Manufacture of computer, electronic and optical products	X26
27	Manufacture of electrical equipment	X27
28	Manufacture of machinery and equipment n.e.c.	X28
29	Manufacture of motor vehicles, trailers and semi-trailers	X29
30	Manufacture of other transport equipment	X30
31	Manufacture of furniture	X31
32	Other manufacturing	X32
33	Repair and installation of machinery and equipment	X33
<b>D</b>	<b>ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY</b>	
35	Electricity, gas, steam and air conditioning supply	X35

<b>E</b>	<b>WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES</b>	
36	Water collection, treatment and supply	X36
37	Sewerage	X37
38	Waste collection, treatment and disposal activities; materials recovery	X38
39	Remediation activities and other waste management services	X39
<b>F</b>	<b>CONSTRUCTION</b>	
41	Construction of buildings	X41
42	Civil engineering	X42
43	Specialised construction activities	X43
<b>G</b>	<b>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES</b>	
45	Wholesale and retail trade and repair of motor vehicles and motorcycles	X45
46	Wholesale trade, except of motor vehicles and motorcycles	X46
47	Retail trade, except of motor vehicles and motorcycles	X47
<b>H</b>	<b>TRANSPORTATION AND STORAGE</b>	
49	Land transport and transport via pipelines	X49
50	Water transport	X50
51	Air transport	X51
52	Warehousing and support activities for transportation	X52
53	Postal and courier activities	X53
<b>I</b>	<b>ACCOMMODATION AND FOOD SERVICE ACTIVITIES</b>	
55	Accommodation	X55
56	Food and beverage service activities	X56
<b>J</b>	<b>INFORMATION AND COMMUNICATION</b>	
58	Publishing activities	X58
59	Motion picture, video and television programme production, sound recording and music publishing activities	X59
60	Programming and broadcasting activities	X60
61	Telecommunications	X61
62	Computer programming, consultancy and related activities	X62
63	Information service activities	X63
<b>K</b>	<b>FINANCIAL AND INSURANCE ACTIVITIES</b>	
64	Financial service activities, except insurance and pension funding	X64
65	Insurance, reinsurance and pension funding, except compulsory social security	X65
66	Activities auxiliary to financial services and insurance activities	X66
<b>L</b>	<b>REAL ESTATE ACTIVITIES</b>	
68	Real estate activities	X68
<b>M</b>	<b>PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES</b>	
69	Legal and accounting activities	X69
70	Activities of head offices; management consultancy activities	X70
71	Architectural and engineering activities; technical testing and analysis	X71
72	Scientific research and development	X72
73	Advertising and market research	X73
74	Other professional, scientific and technical activities	X74
75	Veterinary activities	X75
<b>N</b>	<b>ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES</b>	

77	Rental and leasing activities	X77
78	Employment activities	X78
79	Travel agency, tour operator and other reservation service and related activities	X79
80	Security and investigation activities	X80
81	Services to buildings and landscape activities	X81
82	Office administrative, office support and other business support activities	X82
<b>O</b>	<b>PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY</b>	
84	Public administration and defence; compulsory social security	X84
<b>P</b>	<b>EDUCATION</b>	
85	Education	X85
<b>Q</b>	<b>HUMAN HEALTH AND SOCIAL WORK ACTIVITIES</b>	
86	Human health activities	X86
87	Residential care activities	X87
88	Social work activities without accommodation	X88
<b>R</b>	<b>ARTS, ENTERTAINMENT AND RECREATION</b>	
90	Creative, arts and entertainment activities	X90
91	Libraries, archives, museums and other cultural activities	X91
92	Gambling and betting activities	X92
93	Sports activities and amusement and recreation activities	X93
<b>S</b>	<b>OTHER SERVICE ACTIVITIES</b>	
94	Activities of membership organisations	X94
95	Repair of computers and personal and household goods	X95
96	Other personal service activities	X96

✓ **VARIABLE A14: Economic and Financial control**

<b>A</b>	public control
<b>B</b>	private control

✓ **VARIABLE A15: Collective Pay Agreement**

<b>A</b>	national level or inter-confederal agreement
<b>B</b>	industry agreement
<b>C</b>	agreement for individual industries in individual regions
<b>D</b>	enterprise or single employer agreement
<b>E</b>	agreement applying only to workers in the local unit
<b>F</b>	any other type of agreement
<b>N</b>	no collective agreement exists

✓ **VARIABLE A17: Affiliation of the local unit to a group of enterprises**

<b>Y</b>	Yes
<b>N</b>	No



✓ **VARIABLE B21: Gender**

<b>F</b>	Female
<b>M</b>	Male

✓ **VARIABLE B23: Occupation in the reference month according to ISCO 08**

<b>Major Group 1: Managers</b>
11 Chief executives, senior officials and legislators
111 Legislators and senior officials
112 Managing directors and chief executives
12 Administrative and commercial managers
121 Business services and administration managers
122 Sales, marketing and development managers
13 Production and specialised services managers
131 Production managers in agriculture, forestry and fisheries
132 Manufacturing, mining, construction, and distribution managers
133 Information and communications technology service managers
134 Professional services managers
14 Hospitality, retail and other services managers
141 Hotel and restaurant managers
142 Retail and wholesale trade managers
143 Other services managers
<b>Major Group 2: Professionals</b>
21 Science and engineering professionals
211 Physical and earth science professionals
212 Mathematicians, actuaries and statisticians
213 Life science professionals
214 Engineering professionals (excluding electrotechnology)
215 Electrotechnology engineers
216 Architects, planners, surveyors and designers
22 Health professionals
221 Medical doctors
222 Nursing and midwifery professionals
223 Traditional and complementary medicine professionals
224 Paramedical practitioners
225 Veterinarians
226 Other health professionals
23 Teaching professionals
231 University and higher education teachers
232 Vocational education teachers
233 Secondary education teachers

234 Primary school and early childhood teachers
235 Other teaching professionals
24 Business and administration professionals
241 Finance professionals
242 Administration professionals
243 Sales, marketing and public relations professionals
25 Information and communications technology professionals
251 Software and applications developers and analysts
252 Database and network professionals
26 Legal, social and cultural professionals
261 Legal professionals
262 Librarians, archivists and curators
263 Social and religious professionals
264 Authors, journalists and linguists
265 Creative and performing artists
<b>Major Group 3: Technicians and associate professionals</b>
31 Science and engineering associate professionals
311 Physical and engineering science technicians
312 Mining, manufacturing and construction supervisors
313 Process control technicians
314 Life science technicians and related associate professionals
315 Ship and aircraft controllers and technicians
32 Health associate professionals
321 Medical and pharmaceutical technicians
322 Nursing and midwifery associate professionals
323 Traditional and complementary medicine associate professionals
324 Veterinary technicians and assistants
325 Other health associate professionals
33 Business and administration associate professionals
331 Financial and mathematical associate professionals
332 Sales and purchasing agents and brokers
333 Business services agents
334 Administrative and specialised secretaries
335 Regulatory government associate professionals
34 Legal, social, cultural and related associate professionals
341 Legal, social and religious associate professionals
342 Sports and Fitness Workers
343 Artistic, cultural and culinary associate professionals
35 Information and communications technicians
351 Information and communications technology operations and user support technicians
352 Telecommunications and broadcasting technicians
<b>Major Groups 4: Clerical support workers</b>
41 General and keyboard clerks

411 General office clerks
412 Secretaries (general)
413 Keyboard operators
42 Customer services clerks
421 Tellers, money collectors and related clerks
422 Client information workers
43 Numerical and material recording clerks
431 Numerical clerks
432 Material-recording and transport clerks
44 Other clerical support workers
441 Other clerical support workers
<b>Major Group 5: Service and sales workers</b>
51 Personal service workers
511 Travel attendants, conductors and guides
512 Cooks
513 Waiters and bartenders
514 Hairdressers, beauticians and related workers
515 Building and housekeeping supervisors
516 Other personal services workers
52 Sales workers
521 Street and market salespersons
522 Shop salespersons
523 Cashiers and ticket clerks
524 Other sales workers
53 Personal care workers
531 Child care workers and teachers' aides
532 Personal care workers in health services
54 Protective services workers
541 Protective services workers
<b>Major Group 6: Skilled agricultural, forestry and fishery workers</b>
61 Market-oriented skilled agricultural workers
611 Market gardeners and crop growers
612 Animal producers
613 Mixed crop and animal producers
62 Market-oriented skilled forestry, fishery and hunting workers
621 Forestry and related workers
622 Fishery Workers, Hunters and Trappers
63 Subsistence farmers, fishers, hunters and gatherers
631 Subsistence crop farmers
632 Subsistence livestock farmers
633 Subsistence mixed crop and livestock farmers
634 Subsistence fishers, hunters, trappers and gatherers
<b>Major Group 7: Craft and related trades workers</b>

71 Building and related trades workers, excluding electricians
711 Building frame and related trades workers
712 Building finishers and related trades workers
713 Painters, building structure cleaners and related trades workers
72 Metal, machinery and related trades workers
721 Sheet and structural metal workers, moulders and welders, and related workers
722 Blacksmiths, toolmakers and related trades workers
723 Machinery mechanics and repairers
73 Handicraft and printing workers
731 Handicraft workers
732 Printing trades workers
74 Electrical and electronic trades workers
741 Electrical equipment installers and repairers
742 Electronics and telecommunications installers and repairers
75 Food processing, wood working, garment and other craft and related trades workers
751 Food processing and related trades workers
752 Wood treaters, cabinet-makers and related trades workers
753 Garment and related trades workers
754 Other craft and related workers
<b>Major Group 8: Plant and machine operators and assemblers</b>
81 Stationary plant and machine operators
811 Mining and mineral processing plant operators
812 Metal processing and finishing plant operators
813 Chemical and photographic products plant and machine operators
814 Rubber, plastic and paper products machine operators
815 Textile, fur and leather products machine operators
816 Food and related products machine operators
817 Wood processing and papermaking plant operators
818 Other stationary plant and machine operators
82 Assemblers
821 Assemblers
83 Drivers and mobile plant operators
831 Locomotive engine drivers and related workers
832 Car, van and motorcycle drivers
833 Heavy truck and bus drivers
834 Mobile plant operators
835 Ships' deck crews and related workers
<b>Major Group 9: Elementary occupations</b>
91 Cleaners and helpers
911 Domestic, hotel and office cleaners and helpers
912 Vehicle, window, laundry and other hand cleaning workers
92 Agricultural, forestry and fishery labourers

921 Agricultural, forestry and fishery labourers
93 Labourers in mining, construction, manufacturing and transport
931 Mining and construction labourers
932 Manufacturing labourers
933 Transport and storage labourers
94 Food preparation assistants
941 Food preparation assistants
95 Street and related sales and service workers
951 Street and related service workers
952 Street vendors (excluding food)
96 Refuse workers and other elementary workers
961 Refuse workers
962 Other Elementary Workers
<b>Major Group 0: Armed forces occupations</b>
01 Commissioned armed forces officers
011 Commissioned armed forces officers
02 Non-commissioned armed forces officers
021 Non-commissioned armed forces officers
03 Armed forces occupations, other ranks
031 Armed forces occupations, other ranks

✓ **VARIABLE B24: Managerial or supervisory position**

<b>Y</b>	Yes, the employee has some form of management function
<b>N</b>	No

✓ **VARIABLE B25: Highest successfully completed level of education and training according to ISCED 97**

<b>01</b>	ISCED 0 and 1	Pre-primary education and primary education
<b>02</b>	ISCED 2	Lower secondary education
<b>03</b>	ISCED 3 and 4	Upper secondary and Post-secondary non-tertiary education
<b>04</b>	ISCED 5B	Tertiary education with occupation orientation (first stage)
<b>05</b>	ISCED 5A	Tertiary education with academic orientation (first stage)
<b>06</b>	ISCED 6	Tertiary education (second stage)

✓ **VARIABLE B27: Contractual working time (full-time or part-time)**

<b>FT</b>	full-time employee
<b>PT</b>	part-time employee

✓ **VARIABLE B28: Type of employment contract**

<b>A</b>	indefinite duration
<b>B</b>	temporary/fixed duration (except apprentice)
<b>C</b>	apprentice

✓ **VARIABLE B29: Citizenship (*optional*)**

<b>A</b>	resident with citizenship
<b>B</b>	resident with foreign citizenship
<b>C</b>	commuter from another country

#### Annex 4: SES 2014 file

#### Content of table A, Enterprise information

Variable number according to Reg. 1738/2005 (SES 2014)	Column/Variable name (SES 2014)	Data type format	Data length format	Variable label	Variable status: M=Mandatory; O=Optional
	TABLE	A	1	Table identification (A)	M
	YEAR	N	8	Identification of the reference period (e.g.2010)	M
1.1	A11	A	3	Geographical location of the statistical unit (local unit) - NUTS-1	M
1.2	A12	A	8	Size of the enterprise to which the local unit belongs	M
1.3	A13	A	3	Principal economic activity of the local unit (NACE Rev. 2)	M
1.4	A14	A	1	Form of economic and financial control	M
1.5	A15	A	1	Collective pay agreement	M
1.6	A16	N	8	Total number of employees in the local unit in the reference month	O
1.7	A17	A	3	Affiliation of the local unit to a group of enterprises	O
5.1	A51	N	8.2	Grossing-up factor for local units ( to 2 decimal places)	M
	KEY_B	A	6	Key identifying the enterprise	O
	KEY_L	A	6	Key identifying the local unit	M

## Content of table B, Employee information

Variable number according to Reg. 1738/2005 (SES 2014)	Column/Variable name (SES 2014)	Data type format	Data length format	Variable label	Variable status: M=Mandatory; O=Optional
	TABLE	A	1	Table identification (B)	M
	YEAR	N	8	Reference period (e.g. 2010)	M
	KEY_E	A	6	Key identifying the employee	M
2.1	B21	A	1	Sex	M
2.2	B22	N	8	Age (Year of Birth)	M
2.3	B23	A	3	Occupation in the reference month (ISCO- 08)	M
2.4	B24	A	3	Management position / supervisory position	O
2.5	B25	A	2	Highest successfully completed level of education and training (ISCED-97)	M
2.6	B26	N	8	Length of service in enterprise (in years)	M
2.7	B27	A	2	Full-time or part-time employee	M
2.7.1	B271	N	8.2	% share of a full-timer's normal hours (to 2 decimal places)	M
2.8	B28	A	1	Type of employment contract	M
2.9	B29	A	3	Citizenship	O
3.1	B31	N	8.2	Number of weeks to which the gross annual earnings relate (to 2 decimal places)	M
3.2	B32	N	8	Number of hours paid during the reference month	M
3.2.1	B321	N	8	Number of overtime hours paid in the reference month	M
3.3	B33	N	8	Annual days of holiday leave (in full days)	M
3.4	B34	N	8	Other annual days of paid absence	O
4.1	B41	N	16	Gross annual earnings in the reference year	M
4.1.1	B411	N	16	Annual Bonuses and allowances not paid at each pay period	M
4.1.2	B412	N	8	Annual payments in kind	O
4.2	B42	N	8	Gross earnings in reference month	M
4.2.1	B421	N	8	Earnings related to overtime	M
4.2.2	B422	N	8	Special payments for shift work	M
4.2.3	B423	N	8	Compulsory social contributions and taxes paid by the employer on behalf of the employee	O



<b>4.2.3.1</b>	B4231	N	8	Compulsory social security contributions	O
<b>4.2.3.2</b>	B4232	N	8	Taxes	O
<b>4.3</b>	B43	N	8.2	Average gross hourly earnings in the reference month (to 2 decimal places)	M
<b>5.2</b>	B52	N	8.2	Grossing-up factor for employees (to 2 decimal places)	M
	KEY_L	A	6	Identification key of the local unit the employee belongs to	M

## CODING OF THE ALPHANUMERICAL VARIABLES IN SES 2014

### ✓ VARIABLE A11: Geographical location of the statistical unit

For Member States for which the NUTS 1 level corresponds to the national level, the country code is used. The list includes all SES 2014 countries and their regions independently of the partial coverage of the countries in the microdata file.

NUTS-1 CODE	COUNTRY LABEL	NUTS-1 LEVEL REGION LABEL
<b>BE</b>	<b>BELGIQUE-BELGIË</b>	
BE1		RÉGION DE BRUXELLES-CAPITALE / BRUSSELS HOOFDSTEDELIJK GEWEST
BE2		VLAAMS GEWEST
BE3		RÉGION WALLONNE
<b>BG</b>	<b>BULGARIA</b>	
BG3		SEVERNA I IZTOCHNA BULGARIA
BG4		YUGOZAPADNA I YUZHNA TSENTRALNA BULGARIA
<b>CZ</b>	<b>ČESKÁ REPUBLIKA</b>	
CZ0		ČESKÁ REPUBLIKA
<b>DK</b>	<b>DANMARK</b>	
DK		DANMARK
<b>DE</b>	<b>DEUTSCHLAND</b>	
DE1		BADEN-WÜRTTEMBERG
DE2		BAYERN
DE3		BERLIN
DE4		BRANDENBURG
DE5		BREMEN
DE6		HAMBURG
DE7		HESEN
DE8		MECKLENBURG-VORPOMMERN
DE9		NIEDERSACHSEN
DEA		NORDRHEIN-WESTFALEN
DEB		RHEINLAND-PFALZ
DEC		SAARLAND
DED		SACHSEN
DEE		SACHSEN-ANHALT
DEF		SCHLESWIG-HOLSTEIN

<b>NUTS-1 CODE</b>	<b>COUNTRY LABEL</b>	<b>NUTS-1 LEVEL REGION LABEL</b>
DEG		THÜRINGEN
<b>EE</b>	<b>EESTI</b>	
EE0		EESTI
<b>IE</b>	<b>ÉIRE/IRELAND</b>	
IE0		IRELAND
<b>EL</b>	<b>ELLÁDA</b>	
EL3		ATTIKI
EL4		NISIA AIGAIU, KRITI
EL5		VOREIA ELLADA
EL6		KENTRIKI ELLADA
<b>ES</b>	<b>ESPAÑA</b>	
ES1		NOROESTE
ES2		NORESTE
ES3		COMUNIDAD DE MADRID
ES4		CENTRO (E)
ES5		ESTE
ES6		SUR
ES7		CANARIAS
<b>FR</b>	<b>FRANCE</b>	
FR1		ÎLE DE FRANCE
FR2		BASSIN PARISIEN
FR3		NORD - PAS-DE-CALAIS
FR4		EST
FR5		OUEST
FR6		SUD-OUEST
FR7		CENTRE-EST
FR8		MÉDITERRANÉE
FRA		DÉPARTEMENTS D'OUTRE-MER
<b>HR</b>	<b>HRVATSKA / CROATIA</b>	
HR0		HRVATSKA / CROATIA
<b>IT</b>	<b>ITALIA</b>	
ITC		NORD-OVEST
ITF		SUD
ITG		ISOLE
ITH		NORD-EST
ITI		CENTRO (IT)
<b>CY</b>	<b>KYPROS / KIBRIS</b>	
CY0		KYPROS
<b>LV</b>	<b>LATVIJA</b>	
LV0		LATVIJA
<b>LT</b>	<b>LIETUVA</b>	
LT0		LIETUVA
<b>LU</b>	<b>LUXEMBOURG (GRAND-DUCHÉ)</b>	
LU0		LUXEMBOURG
<b>HU</b>	<b>MAGYARORSZÁG</b>	
HU1		KOZEP-MAGYARORSZAG
HU2		DUNANTUL
HU3		ALFOLD ES ESZAK

<b>NUTS-1 CODE</b>	<b>COUNTRY LABEL</b>	<b>NUTS-1 LEVEL REGION LABEL</b>
<b>MT</b>	<b>MALTA</b>	
MT0		MALTA
<b>NL</b>	<b>NEDERLAND</b>	
NL1		NOORD-NEDERLAND
NL2		OOST-NEDERLAND
NL3		WEST-NEDERLAND
NL4		ZUID-NEDERLAND
<b>AT</b>	<b>ÖSTERREICH</b>	
AT1		OSTÖSTERREICH
AT2		SÜDÖSTERREICH
AT3		WESTÖSTERREICH
<b>PL</b>	<b>POLSKA</b>	
PL1		CENTRALNY
PL2		POLUDNIOWY
PL3		WSCHODNI
PL4		POLNOCNO-ZACHODNI
PL5		POLUDNIOWO-ZACHODNI
PL6		POLNOCNY
<b>PT</b>	<b>PORTUGAL</b>	
PT1		CONTINENTE
PT2		REGIÃO AUTÓNOMA DOS AÇORES
PT3		REGIÃO AUTÓNOMA DA MADEIRA
<b>RO</b>	<b>ROMÂNIA</b>	
RO1		MACROREGIUNEA UNU
RO2		MACROREGIUNEA DOI
RO3		MACROREGIUNEA TREI
RO4		MACROREGIUNEA PATRU
<b>SI</b>	<b>SLOVENIJA</b>	
SI0		SLOVENIJA
<b>SK</b>	<b>SLOVENSKA REPUBLIKA</b>	
SK0		SLOVENSKA REPUBLIKA
<b>FI</b>	<b>SUOMI / FINLAND</b>	
FI1		MANNER-SUOMI
FI2		ÅLAND
<b>SE</b>	<b>SVERIGE</b>	
SE1		ÖSTRA SVERIGE
SE2		SÖDRA SVERIGE
SE3		NORRA SVERIGE
<b>UK</b>	<b>UNITED KINGDOM</b>	
UKC		NORTH EAST (ENGLAND)
UKD		NORTH WEST (ENGLAND)
UKE		YORKSHIRE AND THE HUMBER
UKF		EAST MIDLANDS (ENGLAND)
UKG		WEST MIDLANDS (ENGLAND)
UKH		EAST OF ENGLAND
UKI		LONDON
UKJ		SOUTH EAST (ENGLAND)
UKK		SOUTH WEST (ENGLAND)
UKL		WALES

NUTS-1 CODE	COUNTRY LABEL	NUTS-1 LEVEL REGION LABEL
UKM		SCOTLAND
UKN		NORTHERN IRELAND
<b>IS</b>	<b>ISLAND</b>	
ISO		ISLAND
<b>LI</b>	<b>LIECHTENSTEIN</b>	
LIO		LIECHTENSTEIN
<b>NO</b>	<b>NORGE</b>	
NOO		NORGE
<b>CH</b>	<b>SCHWEIZ / SUISSE / SVIZZERA</b>	
CHO		SCHWEIZ / SUISSE / SVIZZERA
<b>MK</b>	<b>PORANESNATA JUGOSLOVENSKA REPUBLIKA MAKEDONIJA</b>	
MKO		PORANESNATA JUGOSLOVENSKA REPUBLIKA MAKEDONIJA
<b>TR</b>	<b>TÜRKIYE</b>	
TRO		TÜRKIYE
<b>ME</b>	<b>MONTENEGRO</b>	
ME0		MONTENEGRO
<b>RS</b>	<b>SERBIA</b>	
RS0		SERBIA

✓ **VARIABLE A12: Size of the enterprise to which the local unit belongs**

E1_9	under 10 employees
E10_49	10-49 employees
E50_249	50-249 employees
E250_499	250-499 employees
E500_999	500-999 employees
E1000	1000 or more employees

✓ **VARIABLE A13: Principal economic activity of the local unit according to NACE Rev. 2**

Economic activity of the local unit		CODE
<b>B</b>	<b>MINING AND QUARRYING</b>	
5	Mining of coal and lignite	X05
6	Extraction of crude petroleum and natural gas	X06
7	Mining of metal ores	X07
8	Other mining and quarrying	X08
9	Mining support service activities	X09
<b>C</b>	<b>MANUFACTURING</b>	
10	Manufacture of food products	X10
11	Manufacture of beverages	X11

12	Manufacture of tobacco products	X12
13	Manufacture of textiles	X13
14	Manufacture of wearing apparel	X14
15	Manufacture of leather and related products	X15
16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials	X16
17	Manufacture of paper and paper products	X17
18	Printing and reproduction of recorded media	X18
19	Manufacture of coke and refined petroleum products	X19
20	Manufacture of chemicals and chemical products	X20
21	Manufacture of basic pharmaceutical products and pharmaceutical preparations	X21
22	Manufacture of rubber and plastic products	X22
23	Manufacture of other non-metallic mineral products	X23
24	Manufacture of basic metals	X24
25	Manufacture of fabricated metal products, except machinery and equipment	X25
26	Manufacture of computer, electronic and optical products	X26
27	Manufacture of electrical equipment	X27
28	Manufacture of machinery and equipment n.e.c.	X28
29	Manufacture of motor vehicles, trailers and semi-trailers	X29
30	Manufacture of other transport equipment	X30
31	Manufacture of furniture	X31
32	Other manufacturing	X32
33	Repair and installation of machinery and equipment	X33
<b>D</b>	<b>ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY</b>	
35	Electricity, gas, steam and air conditioning supply	X35
<b>E</b>	<b>WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES</b>	
36	Water collection, treatment and supply	X36
37	Sewerage	X37
38	Waste collection, treatment and disposal activities; materials recovery	X38
39	Remediation activities and other waste management services	X39
<b>F</b>	<b>CONSTRUCTION</b>	
41	Construction of buildings	X41
42	Civil engineering	X42
43	Specialised construction activities	X43
<b>G</b>	<b>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES</b>	
45	Wholesale and retail trade and repair of motor vehicles and motorcycles	X45
46	Wholesale trade, except of motor vehicles and motorcycles	X46
47	Retail trade, except of motor vehicles and motorcycles	X47
<b>H</b>	<b>TRANSPORTATION AND STORAGE</b>	
49	Land transport and transport via pipelines	X49
50	Water transport	X50
51	Air transport	X51
52	Warehousing and support activities for transportation	X52
53	Postal and courier activities	X53
<b>I</b>	<b>ACCOMMODATION AND FOOD SERVICE ACTIVITIES</b>	
55	Accommodation	X55
56	Food and beverage service activities	X56

<b>J</b>	<b>INFORMATION AND COMMUNICATION</b>	
58	Publishing activities	X58
59	Motion picture, video and television programme production, sound recording and music publishing activities	X59
60	Programming and broadcasting activities	X60
61	Telecommunications	X61
62	Computer programming, consultancy and related activities	X62
63	Information service activities	X63
<b>K</b>	<b>FINANCIAL AND INSURANCE ACTIVITIES</b>	
64	Financial service activities, except insurance and pension funding	X64
65	Insurance, reinsurance and pension funding, except compulsory social security	X65
66	Activities auxiliary to financial services and insurance activities	X66
<b>L</b>	<b>REAL ESTATE ACTIVITIES</b>	
68	Real estate activities	X68
<b>M</b>	<b>PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES</b>	
69	Legal and accounting activities	X69
70	Activities of head offices; management consultancy activities	X70
71	Architectural and engineering activities; technical testing and analysis	X71
72	Scientific research and development	X72
73	Advertising and market research	X73
74	Other professional, scientific and technical activities	X74
75	Veterinary activities	X75
<b>N</b>	<b>ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES</b>	
77	Rental and leasing activities	X77
78	Employment activities	X78
79	Travel agency, tour operator and other reservation service and related activities	X79
80	Security and investigation activities	X80
81	Services to buildings and landscape activities	X81
82	Office administrative, office support and other business support activities	X82
<b>O</b>	<b>PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY</b>	
84	Public administration and defence; compulsory social security	X84
<b>P</b>	<b>EDUCATION</b>	
85	Education	X85
<b>Q</b>	<b>HUMAN HEALTH AND SOCIAL WORK ACTIVITIES</b>	
86	Human health activities	X86
87	Residential care activities	X87
88	Social work activities without accommodation	X88
<b>R</b>	<b>ARTS, ENTERTAINMENT AND RECREATION</b>	
90	Creative, arts and entertainment activities	X90
91	Libraries, archives, museums and other cultural activities	X91
92	Gambling and betting activities	X92
93	Sports activities and amusement and recreation activities	X93
<b>S</b>	<b>OTHER SERVICE ACTIVITIES</b>	
94	Activities of membership organisations	X94
95	Repair of computers and personal and household goods	X95
96	Other personal service activities	X96

✓ **VARIABLE A14: Economic and Financial control**

<b>A</b>	public control
<b>B</b>	private control

✓ **VARIABLE A15: Collective Pay Agreement**

<b>A</b>	national level or inter-confederal agreement
<b>B</b>	industry agreement
<b>C</b>	agreement for individual industries in individual regions
<b>D</b>	enterprise or single employer agreement
<b>E</b>	agreement applying only to workers in the local unit
<b>F</b>	any other type of agreement
<b>N</b>	no collective agreement exists

✓ **VARIABLE A17: Affiliation of the local unit to a group of enterprises (*optional*)**

<b>Y</b>	Yes
<b>N</b>	No

✓ **VARIABLE B21: Gender**

<b>F</b>	Female
<b>M</b>	Male

✓ **VARIABLE B23: Occupation in the reference month according to ISCO 08**

<b>Major Group 1: Managers</b>
11 Chief executives, senior officials and legislators
111 Legislators and senior officials
112 Managing directors and chief executives
12 Administrative and commercial managers
121 Business services and administration managers
122 Sales, marketing and development managers
13 Production and specialised services managers
131 Production managers in agriculture, forestry and fisheries
132 Manufacturing, mining, construction, and distribution managers
133 Information and communications technology service managers
134 Professional services managers
14 Hospitality, retail and other services managers
141 Hotel and restaurant managers
142 Retail and wholesale trade managers
143 Other services managers

<b>Major Group 2: Professionals</b>
21 Science and engineering professionals
211 Physical and earth science professionals
212 Mathematicians, actuaries and statisticians
213 Life science professionals
214 Engineering professionals (excluding electrotechnology)
215 Electrotechnology engineers
216 Architects, planners, surveyors and designers
22 Health professionals
221 Medical doctors
222 Nursing and midwifery professionals
223 Traditional and complementary medicine professionals
224 Paramedical practitioners
225 Veterinarians
226 Other health professionals
23 Teaching professionals
231 University and higher education teachers
232 Vocational education teachers
233 Secondary education teachers
234 Primary school and early childhood teachers
235 Other teaching professionals
24 Business and administration professionals
241 Finance professionals
242 Administration professionals
243 Sales, marketing and public relations professionals
25 Information and communications technology professionals
251 Software and applications developers and analysts
252 Database and network professionals
26 Legal, social and cultural professionals
261 Legal professionals
262 Librarians, archivists and curators
263 Social and religious professionals
264 Authors, journalists and linguists
265 Creative and performing artists
<b>Major Group 3: Technicians and associate professionals</b>
31 Science and engineering associate professionals
311 Physical and engineering science technicians
312 Mining, manufacturing and construction supervisors
313 Process control technicians
314 Life science technicians and related associate professionals
315 Ship and aircraft controllers and technicians
32 Health associate professionals
321 Medical and pharmaceutical technicians
322 Nursing and midwifery associate professionals



323 Traditional and complementary medicine associate professionals
324 Veterinary technicians and assistants
325 Other health associate professionals
33 Business and administration associate professionals
331 Financial and mathematical associate professionals
332 Sales and purchasing agents and brokers
333 Business services agents
334 Administrative and specialised secretaries
335 Regulatory government associate professionals
34 Legal, social, cultural and related associate professionals
341 Legal, social and religious associate professionals
342 Sports and Fitness Workers
343 Artistic, cultural and culinary associate professionals
35 Information and communications technicians
351 Information and communications technology operations and user support technicians
352 Telecommunications and broadcasting technicians
<b>Major Groups 4: Clerical support workers</b>
41 General and keyboard clerks
411 General office clerks
412 Secretaries (general)
413 Keyboard operators
42 Customer services clerks
421 Tellers, money collectors and related clerks
422 Client information workers
43 Numerical and material recording clerks
431 Numerical clerks
432 Material-recording and transport clerks
44 Other clerical support workers
441 Other clerical support workers
<b>Major Group 5: Service and sales workers</b>
51 Personal service workers
511 Travel attendants, conductors and guides
512 Cooks
513 Waiters and bartenders
514 Hairdressers, beauticians and related workers
515 Building and housekeeping supervisors
516 Other personal services workers
52 Sales workers
521 Street and market salespersons
522 Shop salespersons
523 Cashiers and ticket clerks
524 Other sales workers
53 Personal care workers

531 Child care workers and teachers' aides
532 Personal care workers in health services
54 Protective services workers
541 Protective services workers
<b>Major Group 6: Skilled agricultural, forestry and fishery workers</b>
61 Market-oriented skilled agricultural workers
611 Market gardeners and crop growers
612 Animal producers
613 Mixed crop and animal producers
62 Market-oriented skilled forestry, fishery and hunting workers
621 Forestry and related workers
622 Fishery Workers, Hunters and Trappers
63 Subsistence farmers, fishers, hunters and gatherers
631 Subsistence crop farmers
632 Subsistence livestock farmers
633 Subsistence mixed crop and livestock farmers
634 Subsistence fishers, hunters, trappers and gatherers
<b>Major Group 7: Craft and related trades workers</b>
71 Building and related trades workers, excluding electricians
711 Building frame and related trades workers
712 Building finishers and related trades workers
713 Painters, building structure cleaners and related trades workers
72 Metal, machinery and related trades workers
721 Sheet and structural metal workers, moulders and welders, and related workers
722 Blacksmiths, toolmakers and related trades workers
723 Machinery mechanics and repairers
73 Handicraft and printing workers
731 Handicraft workers
732 Printing trades workers
74 Electrical and electronic trades workers
741 Electrical equipment installers and repairers
742 Electronics and telecommunications installers and repairers
75 Food processing, wood working, garment and other craft and related trades workers
751 Food processing and related trades workers
752 Wood treaters, cabinet-makers and related trades workers
753 Garment and related trades workers
754 Other craft and related workers
<b>Major Group 8: Plant and machine operators and assemblers</b>
81 Stationary plant and machine operators
811 Mining and mineral processing plant operators
812 Metal processing and finishing plant operators
813 Chemical and photographic products plant and machine operators

814 Rubber, plastic and paper products machine operators
815 Textile, fur and leather products machine operators
816 Food and related products machine operators
817 Wood processing and papermaking plant operators
818 Other stationary plant and machine operators
82 Assemblers
821 Assemblers
83 Drivers and mobile plant operators
831 Locomotive engine drivers and related workers
832 Car, van and motorcycle drivers
833 Heavy truck and bus drivers
834 Mobile plant operators
835 Ships' deck crews and related workers
<b>Major Group 9: Elementary occupations</b>
91 Cleaners and helpers
911 Domestic, hotel and office cleaners and helpers
912 Vehicle, window, laundry and other hand cleaning workers
92 Agricultural, forestry and fishery labourers
921 Agricultural, forestry and fishery labourers
93 Labourers in mining, construction, manufacturing and transport
931 Mining and construction labourers
932 Manufacturing labourers
933 Transport and storage labourers
94 Food preparation assistants
941 Food preparation assistants
95 Street and related sales and service workers
951 Street and related service workers
952 Street vendors (excluding food)
96 Refuse workers and other elementary workers
961 Refuse workers
962 Other Elementary Workers
<b>Major Group 0: Armed forces occupations</b>
01 Commissioned armed forces officers
011 Commissioned armed forces officers
02 Non-commissioned armed forces officers
021 Non-commissioned armed forces officers
03 Armed forces occupations, other ranks
031 Armed forces occupations, other ranks

✓ **VARIABLE B24: Managerial or supervisory position**

<b>Y</b>	Yes, the employee has some form of management function
<b>N</b>	No

✓ **VARIABLE B25: Highest successfully completed level of education and training according to ISCED 2011**

ONLY the (4) main group codes (G1 – G4) are available as follows:

<b>G1</b>	Group 1: Basic education	
		0 Less than primary
		1 Primary
		2 Lower secondary
<b>G2</b>	Group 2: Secondary education	
		3 Upper secondary
		4 Post-secondary (non-tertiary)
<b>G3</b>	Group 3: Tertiary education (up to 4 years)	
		5 Short-cycle tertiary
		6 Bachelor or equivalent
<b>G4</b>	Group 4: Tertiary education (more than 4 years)	
		7 Master or equivalent
		8 Doctoral or equivalent

✓ **VARIABLE B27: Contractual working time (full-time or part-time)**

<b>FT</b>	full-time employee
<b>PT</b>	part-time employee

✓ **VARIABLE B28: Type of employment contract**

<b>A</b>	indefinite duration
<b>B</b>	temporary/fixed duration (except apprentice)
<b>C</b>	apprentice

✓ **VARIABLE B29: Citizenship (*optional*)**

<b>A</b>	resident with citizenship
<b>B</b>	resident with foreign citizenship
<b>C</b>	non-resident (commuter from another country) with national citizenship
<b>D</b>	non-resident (commuter from another country) with foreign citizenship

**Content of table A, Enterprise information**

Variable number according to Reg. 1738/2005 (SES 2014)	Column/Variable name (SES 2014)	Data type format	Data length format	Variable label	Variable status: M=Mandatory; O=Optional
	TABLE	A	1	Table identification (A)	M
	YEAR	N	8	Identification of the reference period (e.g.2010)	M
1.1	A11	A	3	Geographical location of the statistical unit (local unit) - NUTS-1	M
1.2	A12	A	8	Size of the enterprise to which the local unit belongs	M
1.3	A13	A	3	Principal economic activity of the local unit (NACE Rev. 2)	M
1.4	A14	A	1	Form of economic and financial control	M
1.5	A15	A	1	Collective pay agreement	M
1.6	A16	N	8	Total number of employees in the local unit in the reference month	O
1.7	A17	A	3	Affiliation of the local unit to a group of enterprises	O
5.1	A51	N	8.2	Grossing-up factor for local units ( to 2 decimal places)	M
	KEY_B	A	6	Key identifying the enterprise	O
	KEY_L	A	6	Key identifying the local unit	M

## Content of table B, Employee information

Variable number according to Reg. 1738/2005 (SES 2014)	Column/Variable name (SES 2014)	Data type format	Data length format	Variable label	Variable status: M=Mandatory; O=Optional
	TABLE	A	1	Table identification (B)	M
	YEAR	N	8	Reference period (e.g. 2010)	M
	KEY_E	A	6	Key identifying the employee	M
2.1	B21	A	1	Sex	M
2.2	B22	N	8	Age (Year of Birth)	M
2.3	B23	A	3	Occupation in the reference month (ISCO- 08)	M
2.4	B24	A	3	Management position / supervisory position	O
2.5	B25	A	2	Highest successfully completed level of education and training (ISCED-97)	M
2.6	B26	N	8	Length of service in enterprise (in years)	M
2.7	B27	A	2	Full-time or part-time employee	M
2.7.1	B271	N	8.2	% share of a full-timer's normal hours (to 2 decimal places)	M
2.8	B28	A	1	Type of employment contract	M
2.9	B29	A	3	Citizenship	O
3.1	B31	N	8.2	Number of weeks to which the gross annual earnings relate (to 2 decimal places)	M
3.2	B32	N	8	Number of hours paid during the reference month	M
3.2.1	B321	N	8	Number of overtime hours paid in the reference month	M
3.3	B33	N	8	Annual days of holiday leave (in full days)	M
3.4	B34	N	8	Other annual days of paid absence	O
4.1	B41	N	16	Gross annual earnings in the reference year	M
4.1.1	B411	N	16	Annual Bonuses and allowances not paid at each pay period	M
4.1.2	B412	N	8	Annual payments in kind	O
4.2	B42	N	8	Gross earnings in reference month	M
4.2.1	B421	N	8	Earnings related to overtime	M
4.2.2	B422	N	8	Special payments for shift work	M
4.2.3	B423	N	8	Compulsory social contributions and taxes paid by the employer on behalf of the employee	O

4.2.3.1	B4231	N	8	Compulsory social security contributions	O
4.2.3.2	B4232	N	8	Taxes	O
4.3	B43	N	8.2	Average gross hourly earnings in the reference month (to 2 decimal places)	M
5.2	B52	N	8.2	Grossing-up factor for employees (to 2 decimal places)	M
	KEY_L	A	6	Identification key of the local unit the employee belongs to	M

## CODING OF THE ALPHANUMERICAL VARIABLES IN SES 2018

### ✓ VARIABLE A11: Geographical location of the statistical unit

For Member States for which the NUTS 1 level corresponds to the national level, the country code is used. The list includes all SES 2018 countries and their regions independently of the partial coverage of the countries in the microdata file.

NUTS-1 CODE	COUNTRY LABEL	NUTS-1 LEVEL REGION LABEL
<b>BE</b>	<b>BELGIQUE-BELGIË</b>	
BE1		RÉGION DE BRUXELLES-CAPITALE / BRUSSELS HOOFDSTEDELIJK GEWEST
BE2		VLAAMS GEWEST
BE3		RÉGION WALLONNE
<b>BG</b>	<b>BULGARIA</b>	
BG3		SEVERNA I YUGOIZTOCHNA BULGARIA
BG4		YUGOZAPADNA I YUZHNA TSENTRALNA BULGARIA
<b>CZ</b>	<b>ČESKÁ REPUBLIKA</b>	
CZ0		ČESKÁ REPUBLIKA
<b>DK</b>	<b>DANMARK</b>	
DK0		DANMARK
<b>DE</b>	<b>DEUTSCHLAND</b>	
DE1		BADEN-WÜRTTEMBERG
DE2		BAYERN
DE3		BERLIN
DE4		BRANDENBURG
DE5		BREMEN
DE6		HAMBURG
DE7		HESEN
DE8		MECKLENBURG-VORPOMMERN
DE9		NIEDERSACHSEN
DEA		NORDRHEIN-WESTFALEN
DEB		RHEINLAND-PFALZ
DEC		SAARLAND
DED		SACHSEN
DEE		SACHSEN-ANHALT
DEF		SCHLESWIG-HOLSTEIN

<b>NUTS-1 CODE</b>	<b>COUNTRY LABEL</b>	<b>NUTS-1 LEVEL REGION LABEL</b>
DEG		THÜRINGEN
<b>EE</b>	<b>EESTI</b>	
EE0		EESTI
<b>IE</b>	<b>ÉIRE/IRELAND</b>	
IE0		IRELAND
<b>EL</b>	<b>ELLÁDA</b>	
EL3		ATTIKI
EL4		NISIA AIGAIU, KRITI
EL5		VOREIA ELLADA
EL6		KENTRIKI ELLADA
<b>ES</b>	<b>ESPAÑA</b>	
ES1		NOROESTE
ES2		NORESTE
ES3		COMUNIDAD DE MADRID
ES4		CENTRO (ES)
ES5		ESTE
ES6		SUR
ES7		CANARIAS
<b>FR</b>	<b>FRANCE</b>	
FR1		ÎLE-DE-FRANCE
FRB		CENTRE-VAL DE LOIRE
FRC		BOURGOGNE- FRANCHE-COMTÉ
FRD		NORMANDIE
FRE		NORD-PAS-DE- CALAIS-PICARDIE
FRF		ALSACE- CHAMPAGNE-ARDENNE- LORRAINE
FRG		PAYS-DE-LA-LOIRE
FRH		BRETAGNE
FRI		AQUITAINE- LIMOUSIN- POITOU-CHARENTES
FRJ		<b>LANGUEDOC-ROUSSILLON- MIDI-PYRÉNÉES</b>
<b>FRK</b>		<b>AUVERGNE- RHÔNE-ALPES</b>
<b>FRL</b>		<b>PROVENCE-ALPES-CÔTE D'AZUR</b>
<b>FRM</b>		<b>CORSE</b>
<b>FRY</b>		<b>RUP FR — RÉGIONS ULTRAPÉRIPHÉRIQUES FRANÇAISES</b>
<b>HR</b>	<b>HRVATSKA</b>	
HRO		HRVATSKA
<b>IT</b>	<b>ITALIA</b>	
ITC		NORD-OVEST
ITF		SUD
ITG		ISOLE
ITH		NORD-EST
ITI		CENTRO (IT)
<b>CY</b>	<b>KYPROS / KIBRIS</b>	
CY0		KYPROS
<b>LV</b>	<b>LATVIJA</b>	
LV0		LATVIJA
<b>LT</b>	<b>LIETUVA</b>	
LTO		LIETUVA
<b>LU</b>	<b>LUXEMBOURG</b>	
LU0		LUXEMBOURG
<b>HU</b>	<b>MAGYARORSZÁG</b>	



<b>NUTS-1 CODE</b>	<b>COUNTRY LABEL</b>	<b>NUTS-1 LEVEL REGION LABEL</b>
HU1		KÖZÉP-MAGYARORSZÁG
HU2		DUNÁNTÚL
HU3		ALFÖLD ÉS ÉSZAK
<b>MT</b>	<b>MALTA</b>	
MT0		MALTA
<b>NL</b>	<b>NEDERLAND</b>	
NL1		NOORD-NEDERLAND
NL2		OOST-NEDERLAND
NL3		WEST-NEDERLAND
NL4		ZUID-NEDERLAND
<b>AT</b>	<b>ÖSTERREICH</b>	
AT1		OSTÖSTERREICH
AT2		SÜDÖSTERREICH
AT3		WESTÖSTERREICH
<b>PL</b>	<b>POLSKA</b>	
PL2		MAKROREGION POŁUDNIOWY
PL4		MAKROREGION PÓŁNOCNO-ZACHODNI
PL5		MAKROREGION POŁUDNIOWO-ZACHODNI
PL6		MAKROREGION PÓŁNOCNY
PL7		MAKROREGION CENTRALNY
PL8		MAKROREGION WSCHODNI
<b>PL9</b>		<b>MAKROREGION WOJEWÓDZTWO MAZOWIECKIE</b>
<b>PT</b>	<b>PORTUGAL</b>	
PT1		CONTINENTE
PT2		REGIÃO AUTÓNOMA DOS AÇORES
PT3		REGIÃO AUTÓNOMA DA MADEIRA
<b>RO</b>	<b>ROMÂNIA</b>	
RO1		MACROREGIUNEA UNU
RO2		MACROREGIUNEA DOI
RO3		MACROREGIUNEA TREI
RO4		MACROREGIUNEA PATRU
<b>SI</b>	<b>SLOVENIJA</b>	
SI0		SLOVENIJA
<b>SK</b>	<b>SLOVENSKO</b>	
SK0		SLOVENSKO
<b>FI</b>	<b>SUOMI / FINLAND</b>	
FI1		MANNER-SUOMI
FI2		ÅLAND
<b>SE</b>	<b>SVERIGE</b>	
SE1		ÖSTRA SVERIGE
SE2		SÖDRA SVERIGE
SE3		NORRA SVERIGE
<b>UK</b>	<b>UNITED KINGDOM</b>	
UKC		NORTH EAST (ENGLAND)
UKD		NORTH WEST (ENGLAND)
UKE		YORKSHIRE AND THE HUMBER
UKF		EAST MIDLANDS (ENGLAND)
UKG		WEST MIDLANDS (ENGLAND)
UKH		EAST OF ENGLAND
UKI		LONDON

NUTS-1 CODE	COUNTRY LABEL	NUTS-1 LEVEL REGION LABEL
UKJ		SOUTH EAST (ENGLAND)
UKK		SOUTH WEST (ENGLAND)
UKL		WALES
UKM		SCOTLAND
UKN		NORTHERN IRELAND
<b>IS</b>	<b>ÍSLAND</b>	
ISO		ÍSLAND
<b>LI</b>	<b>LIECHTENSTEIN</b>	
LIO		LIECHTENSTEIN
<b>NO</b>	<b>NORGE</b>	
NOO		NORGE
<b>CH</b>	<b>SCHWEIZ / SUISSE / SVIZZERA</b>	
CHO		SCHWEIZ / SUISSE / SVIZZERA
<b>MK</b>	<b>PORANEŠNA JUGOSLOVENSKA REPUBLIKA MAKEDONIJA</b>	
MK0		PORANEŠNA JUGOSLOVENSKA REPUBLIKA MAKEDONIJA
<b>TR</b>	<b>TÜRKİYE</b>	
TR1		İSTANBUL
<b>TR2</b>		<b>BATI MARMARA</b>
<b>TR3</b>		<b>EGE</b>
<b>TR4</b>		<b>DOĞU MARMARA</b>
<b>TR5</b>		<b>BATI ANADOLU</b>
<b>TR6</b>		<b>AKDENİZ</b>
<b>TR7</b>		<b>ORTA ANADOLU</b>
<b>TR8</b>		<b>BATI KARADENİZ</b>
<b>TR9</b>		<b>DOĞU KARADENİZ</b>
<b>TRA</b>		<b>KUZEYDOĞU ANADOLU</b>
<b>TRB</b>		<b>ORTADOĞU ANADOLU</b>
<b>TRC</b>		<b>GÜNEYDOĞU ANADOLU</b>
<b>ME</b>	<b>CRNA GORA</b>	
ME0		CRNA GORA
<b>RS</b>	<b>REPUBLIKA SRBIJA</b>	
RS0		REPUBLIKA SRBIJA

✓ **VARIABLE A12: Size of the enterprise to which the local unit belongs**

E1_9	under 10 employees
E10_49	10-49 employees
E50_249	50-249 employees
E250_499	250-499 employees
E500_999	500-999 employees
E1000	1000 or more employees

✓ **VARIABLE A13: Principal economic activity of the local unit according to NACE Rev. 2**

<b>Economic activity of the local unit</b>		<b>CODE</b>
<b>B</b>	<b>MINING AND QUARRYING</b>	
5	Mining of coal and lignite	X05
6	Extraction of crude petroleum and natural gas	X06
7	Mining of metal ores	X07
8	Other mining and quarrying	X08
9	Mining support service activities	X09
<b>C</b>	<b>MANUFACTURING</b>	
10	Manufacture of food products	X10
11	Manufacture of beverages	X11
12	Manufacture of tobacco products	X12
13	Manufacture of textiles	X13
14	Manufacture of wearing apparel	X14
15	Manufacture of leather and related products	X15
16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials	X16
17	Manufacture of paper and paper products	X17
18	Printing and reproduction of recorded media	X18
19	Manufacture of coke and refined petroleum products	X19
20	Manufacture of chemicals and chemical products	X20
21	Manufacture of basic pharmaceutical products and pharmaceutical preparations	X21
22	Manufacture of rubber and plastic products	X22
23	Manufacture of other non-metallic mineral products	X23
24	Manufacture of basic metals	X24
25	Manufacture of fabricated metal products, except machinery and equipment	X25
26	Manufacture of computer, electronic and optical products	X26
27	Manufacture of electrical equipment	X27
28	Manufacture of machinery and equipment n.e.c.	X28
29	Manufacture of motor vehicles, trailers and semi-trailers	X29
30	Manufacture of other transport equipment	X30
31	Manufacture of furniture	X31
32	Other manufacturing	X32
33	Repair and installation of machinery and equipment	X33
<b>D</b>	<b>ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY</b>	
35	Electricity, gas, steam and air conditioning supply	X35
<b>E</b>	<b>WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES</b>	
36	Water collection, treatment and supply	X36
37	Sewerage	X37
38	Waste collection, treatment and disposal activities; materials recovery	X38
39	Remediation activities and other waste management services	X39
<b>F</b>	<b>CONSTRUCTION</b>	
41	Construction of buildings	X41
42	Civil engineering	X42
43	Specialised construction activities	X43
<b>G</b>	<b>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES</b>	
45	Wholesale and retail trade and repair of motor vehicles and motorcycles	X45

46	Wholesale trade, except of motor vehicles and motorcycles	X46
47	Retail trade, except of motor vehicles and motorcycles	X47
<b>H</b>	<b>TRANSPORTATION AND STORAGE</b>	
49	Land transport and transport via pipelines	X49
50	Water transport	X50
51	Air transport	X51
52	Warehousing and support activities for transportation	X52
53	Postal and courier activities	X53
<b>I</b>	<b>ACCOMMODATION AND FOOD SERVICE ACTIVITIES</b>	
55	Accommodation	X55
56	Food and beverage service activities	X56
<b>J</b>	<b>INFORMATION AND COMMUNICATION</b>	
58	Publishing activities	X58
59	Motion picture, video and television programme production, sound recording and music publishing activities	X59
60	Programming and broadcasting activities	X60
61	Telecommunications	X61
62	Computer programming, consultancy and related activities	X62
63	Information service activities	X63
<b>K</b>	<b>FINANCIAL AND INSURANCE ACTIVITIES</b>	
64	Financial service activities, except insurance and pension funding	X64
65	Insurance, reinsurance and pension funding, except compulsory social security	X65
66	Activities auxiliary to financial services and insurance activities	X66
<b>L</b>	<b>REAL ESTATE ACTIVITIES</b>	
68	Real estate activities	X68
<b>M</b>	<b>PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES</b>	
69	Legal and accounting activities	X69
70	Activities of head offices; management consultancy activities	X70
71	Architectural and engineering activities; technical testing and analysis	X71
72	Scientific research and development	X72
73	Advertising and market research	X73
74	Other professional, scientific and technical activities	X74
75	Veterinary activities	X75
<b>N</b>	<b>ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES</b>	
77	Rental and leasing activities	X77
78	Employment activities	X78
79	Travel agency, tour operator and other reservation service and related activities	X79
80	Security and investigation activities	X80
81	Services to buildings and landscape activities	X81
82	Office administrative, office support and other business support activities	X82
<b>O</b>	<b>PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY</b>	
84	Public administration and defence; compulsory social security	X84
<b>P</b>	<b>EDUCATION</b>	
85	Education	X85
<b>Q</b>	<b>HUMAN HEALTH AND SOCIAL WORK ACTIVITIES</b>	
86	Human health activities	X86

87	Residential care activities	X87
88	Social work activities without accommodation	X88
<b>R</b>	<b>ARTS, ENTERTAINMENT AND RECREATION</b>	
90	Creative, arts and entertainment activities	X90
91	Libraries, archives, museums and other cultural activities	X91
92	Gambling and betting activities	X92
93	Sports activities and amusement and recreation activities	X93
<b>S</b>	<b>OTHER SERVICE ACTIVITIES</b>	
94	Activities of membership organisations	X94
95	Repair of computers and personal and household goods	X95
96	Other personal service activities	X96

✓ **VARIABLE A14: Economic and Financial control**

<b>A</b>	public control
<b>B</b>	private control

✓ **VARIABLE A15: Collective Pay Agreement**

<b>A</b>	national level or inter-confederal agreement
<b>B</b>	industry agreement
<b>C</b>	agreement for individual industries in individual regions
<b>D</b>	enterprise or single employer agreement
<b>E</b>	agreement applying only to workers in the local unit
<b>F</b>	any other type of agreement
<b>N</b>	no collective agreement exists

✓ **VARIABLE A17: Affiliation of the local unit to a group of enterprises (*optional*)**

<b>Y</b>	Yes
<b>N</b>	No

✓ **VARIABLE B21: Gender**

<b>F</b>	Female
<b>M</b>	Male

✓ **VARIABLE B23: Occupation in the reference month according to ISCO 08**

<b>Major Group 1: Managers</b>	
11	Chief executives, senior officials and legislators
111	Legislators and senior officials
112	Managing directors and chief executives
12	Administrative and commercial managers

121 Business services and administration managers
122 Sales, marketing and development managers
13 Production and specialised services managers
131 Production managers in agriculture, forestry and fisheries
132 Manufacturing, mining, construction, and distribution managers
133 Information and communications technology service managers
134 Professional services managers
14 Hospitality, retail and other services managers
141 Hotel and restaurant managers
142 Retail and wholesale trade managers
143 Other services managers
<b>Major Group 2: Professionals</b>
21 Science and engineering professionals
211 Physical and earth science professionals
212 Mathematicians, actuaries and statisticians
213 Life science professionals
214 Engineering professionals (excluding electrotechnology)
215 Electrotechnology engineers
216 Architects, planners, surveyors and designers
22 Health professionals
221 Medical doctors
222 Nursing and midwifery professionals
223 Traditional and complementary medicine professionals
224 Paramedical practitioners
225 Veterinarians
226 Other health professionals
23 Teaching professionals
231 University and higher education teachers
232 Vocational education teachers
233 Secondary education teachers
234 Primary school and early childhood teachers
235 Other teaching professionals
24 Business and administration professionals
241 Finance professionals
242 Administration professionals
243 Sales, marketing and public relations professionals
25 Information and communications technology professionals
251 Software and applications developers and analysts
252 Database and network professionals
26 Legal, social and cultural professionals
261 Legal professionals
262 Librarians, archivists and curators
263 Social and religious professionals
264 Authors, journalists and linguists

265 Creative and performing artists
<b>Major Group 3: Technicians and associate professionals</b>
31 Science and engineering associate professionals
311 Physical and engineering science technicians
312 Mining, manufacturing and construction supervisors
313 Process control technicians
314 Life science technicians and related associate professionals
315 Ship and aircraft controllers and technicians
32 Health associate professionals
321 Medical and pharmaceutical technicians
322 Nursing and midwifery associate professionals
323 Traditional and complementary medicine associate professionals
324 Veterinary technicians and assistants
325 Other health associate professionals
33 Business and administration associate professionals
331 Financial and mathematical associate professionals
332 Sales and purchasing agents and brokers
333 Business services agents
334 Administrative and specialised secretaries
335 Regulatory government associate professionals
34 Legal, social, cultural and related associate professionals
341 Legal, social and religious associate professionals
342 Sports and Fitness Workers
343 Artistic, cultural and culinary associate professionals
35 Information and communications technicians
351 Information and communications technology operations and user support technicians
352 Telecommunications and broadcasting technicians
<b>Major Groups 4: Clerical support workers</b>
41 General and keyboard clerks
411 General office clerks
412 Secretaries (general)
413 Keyboard operators
42 Customer services clerks
421 Tellers, money collectors and related clerks
422 Client information workers
43 Numerical and material recording clerks
431 Numerical clerks
432 Material-recording and transport clerks
44 Other clerical support workers
441 Other clerical support workers
<b>Major Group 5: Service and sales workers</b>
51 Personal service workers

511 Travel attendants, conductors and guides
512 Cooks
513 Waiters and bartenders
514 Hairdressers, beauticians and related workers
515 Building and housekeeping supervisors
516 Other personal services workers
52 Sales workers
521 Street and market salespersons
522 Shop salespersons
523 Cashiers and ticket clerks
524 Other sales workers
53 Personal care workers
531 Child care workers and teachers' aides
532 Personal care workers in health services
54 Protective services workers
541 Protective services workers
<b>Major Group 6: Skilled agricultural, forestry and fishery workers</b>
61 Market-oriented skilled agricultural workers
611 Market gardeners and crop growers
612 Animal producers
613 Mixed crop and animal producers
62 Market-oriented skilled forestry, fishery and hunting workers
621 Forestry and related workers
622 Fishery Workers, Hunters and Trappers
63 Subsistence farmers, fishers, hunters and gatherers
631 Subsistence crop farmers
632 Subsistence livestock farmers
633 Subsistence mixed crop and livestock farmers
634 Subsistence fishers, hunters, trappers and gatherers
<b>Major Group 7: Craft and related trades workers</b>
71 Building and related trades workers, excluding electricians
711 Building frame and related trades workers
712 Building finishers and related trades workers
713 Painters, building structure cleaners and related trades workers
72 Metal, machinery and related trades workers
721 Sheet and structural metal workers, moulders and welders, and related workers
722 Blacksmiths, toolmakers and related trades workers
723 Machinery mechanics and repairers
73 Handicraft and printing workers
731 Handicraft workers
732 Printing trades workers
74 Electrical and electronic trades workers
741 Electrical equipment installers and repairers



742 Electronics and telecommunications installers and repairers
75 Food processing, wood working, garment and other craft and related trades workers
751 Food processing and related trades workers
752 Wood treaters, cabinet-makers and related trades workers
753 Garment and related trades workers
754 Other craft and related workers
<b>Major Group 8: Plant and machine operators and assemblers</b>
81 Stationary plant and machine operators
811 Mining and mineral processing plant operators
812 Metal processing and finishing plant operators
813 Chemical and photographic products plant and machine operators
814 Rubber, plastic and paper products machine operators
815 Textile, fur and leather products machine operators
816 Food and related products machine operators
817 Wood processing and papermaking plant operators
818 Other stationary plant and machine operators
82 Assemblers
821 Assemblers
83 Drivers and mobile plant operators
831 Locomotive engine drivers and related workers
832 Car, van and motorcycle drivers
833 Heavy truck and bus drivers
834 Mobile plant operators
835 Ships' deck crews and related workers
<b>Major Group 9: Elementary occupations</b>
91 Cleaners and helpers
911 Domestic, hotel and office cleaners and helpers
912 Vehicle, window, laundry and other hand cleaning workers
92 Agricultural, forestry and fishery labourers
921 Agricultural, forestry and fishery labourers
93 Labourers in mining, construction, manufacturing and transport
931 Mining and construction labourers
932 Manufacturing labourers
933 Transport and storage labourers
94 Food preparation assistants
941 Food preparation assistants
95 Street and related sales and service workers
951 Street and related service workers
952 Street vendors (excluding food)
96 Refuse workers and other elementary workers
961 Refuse workers
962 Other Elementary Workers
<b>Major Group 0: Armed forces occupations</b>

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

✓ **VARIABLE B24: Managerial or supervisory position**

<b>Y</b>	Yes, the employee has some form of management function
<b>N</b>	No

✓ **VARIABLE B25: Highest successfully completed level of education and training according to ISCED 2011**

ONLY the (4) main group codes (G1 – G4) are available as follows:

<b>G1</b>	Group 1: Basic education
	0 Less than primary
	1 Primary
	2 Lower secondary
<b>G2</b>	Group 2: Secondary education
	3 Upper secondary
	4 Post-secondary (non-tertiary)
<b>G3</b>	Group 3: Tertiary education (up to 4 years)
	5 Short-cycle tertiary
	6 Bachelor or equivalent
<b>G4</b>	Group 4: Tertiary education (more than 4 years)
	7 Master or equivalent
	8 Doctoral or equivalent

✓ **VARIABLE B27: Contractual working time (full-time or part-time)**

<b>FT</b>	full-time employee
<b>PT</b>	part-time employee

✓ **VARIABLE B28: Type of employment contract**

<b>A</b>	indefinite duration
<b>B</b>	temporary/fixed duration (except apprentice)
<b>C</b>	apprentice

✓ **VARIABLE B29: Citizenship (*optional*)**

<b>A</b>	resident with citizenship
<b>B</b>	resident with foreign citizenship
<b>C</b>	non-resident (commuter from another country) with national citizenship
<b>D</b>	non-resident (commuter from another country) with foreign citizenship