



International Labour Office
Bureau international du Travail
Oficina Internacional del Trabajo

Social Security Inquiry (SSI)

Getting Started



Social Protection Department
International Labour Office

Introduction

Social Security Inquiry (SSI) questionnaire has become the main comprehensive tool used to compile data on social protection coverage for children, unemployed persons, older persons, persons with disabilities, pregnant women, newborns, work-injury victims, and the poor and the vulnerable. In addition, indicators on adequacy of social protection benefits and the revenue and expenditure of the social protection schemes are being produced based on the data provided in the questionnaire. Social Protection Department has been disseminating comparable statistics on global social protection programs periodically via thematic studies as well as the [ILO Flagship World Social Protection Report](#), which is published triennially and includes information on legal and effective coverage of social protection systems, description of contributory and non-contributory programmes, indicators of adequacy of benefits, social protection expenditure and others for more than 190 countries.

This **“Getting Started”** manual is designed to help the users in the technical aspects of SSI tool and to guide through the main questionnaire features.

For additional information visit:

- ILO Flagship World Social Protection Report:
http://www.ilo.org/global/publications/books/WCMS_604882/lang--en/index.htm
- Social Protection Platform: <http://www.social-protection.org>
- SDG 1.3.1 data: <http://www.social-protection.org/gimi/gess/Wspr.action>

To **DOWNLOAD** the methodological manual and SSI questionnaire visit:

<http://www.social-protection.org/gimi/ShowTheme.action?id=10>

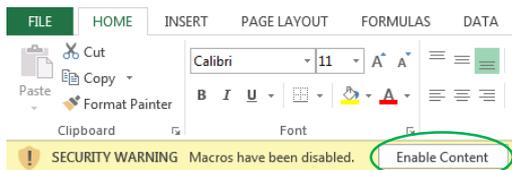
To contact Social Protection Department for more details on SSI email to: socprodata@ilo.org

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Before starting

- The file is in .xlsm format, editable using Microsoft Excel.



- Please click on **Enable Content** in case a warning on disabled macros is displayed.
- If printing is necessary, please **choose the proper scaling for your printer**. “Fit Sheet on One Page” or “Fit All Columns on One Page” will produce a better result for A3 or larger paper.
- Please read the instructions by either clicking on the button  or selecting the Instructions sheet. 
- After reading the instructions, you can go to Inventory of schemes by either using the button  or clicking on  the sheet
- Please add your contact details or check the ones pre-filled in case we need to follow up

3	Person(s) who may be contacted:	
4	Name	*****
5	Email	*****
6	The filled questionnaire should be returned to: Valeria Nesterenko (socprodata@ilo.org)	
7		

1. Filling the Inventory of Schemes

Overall information for the social protection schemes existing in the countries

- Some of the schemes in the inventory are pre-filled based on the information previously submitted to the ILO – **PLEASE CAREFULLY CHECK FOR MISSING SCHEMES OR MISSING INFORMATION**
- Type in the cell **Name of Scheme 1** to input the scheme’s name in original language, and in English in the cell below, if applicable; then type in the **Name of the institution administering the programme**

Inventory of social protection schemes		
Scheme number (please click on the scheme to provide more details on the specific scheme)	Name of the scheme in original language Name of the scheme in English, if applicable	Name of the institution administering the programme
Scheme 1	Statutory pension insurance	Ministry of Labour and Social Security
Scheme 2	Pensions for farmers	
Scheme 3	Statutory accident insurance scheme	

1.3. Mark relevant **Social Protection Functions covered** by the scheme by selecting X from the list

Social Protection Functions covered by the scheme (please select all that apply)																
Old Age	Invalidity	Survivorships	Sickness (in cash)	Maternity / Paternity	Children	Family	Access to Education	Unemployment	Employment Injury	Healthcare	Social Work Services	Public Works Programs	Housing Subsidies	Food and Nutrition	Social Assistance targeted at poverty reduction	Other support and assistance n.e.c
X	X	X														
X	X	X								X						
										X						

1.4. Select if the scheme is **Contributory, Non-contributory or Mixed;**

Contributory or non-contributory?
(select from dropdown list)

Contributory

Mixed

Non-contributory

Contributory

Non-contributory

Mixed

from the list



1.5. then provide the **Number of people paying contributions,** in case of a contributory or mixed scheme;

Number of people paying contributions into the scheme during the reporting period (if applicable)		
Total	Female	Male
23786	12310	11476
2398	1372	1026
6540	4052	2488



1.6. and **Number of beneficiaries,** for all type of schemes

Number of beneficiaries (number of people receiving benefits during the reporting period)		
Total	Female	Male
2610	1251	1362
291	151	136
246	126	120

1.7. Select whether the scheme has a **Public or Private administration;**

Public/private administration?
(select from dropdown list)

Public

Public

Public

Public

Private

Please select from the list



1.8. then the **Legal enforcement** that applies to the scheme

Legal enforcement
(Please select option that best applies from list)

Compulsory social insurance

Compulsory social insurance

Compulsory social insurance

Voluntary social insurance

Mandatory individual accounts

Social assistance (statutory/enshrined in legislation)

Social assistance (safety nets, NGOs, charity)

1.9. Select the **unit** (Thousands, Millions or Billions) from the dropdown list

Total expenditure in <u>national currency</u> (latest available year)	Total revenue in <u>national currency</u> (latest available year)
(Select the unit from dropdown)	(Select the unit from dropdown)
(Select the unit from dropdown) Thousands Millions Billions	

1.10. Fill in the **Total expenditure** and **Total revenue** for the scheme in national currency

Total expenditure in <u>national currency</u> (latest available year)	Total revenue in <u>national currency</u> (latest available year)
Millions	Millions
60.143	34.331

1.1. If fields are not applicable or data are not available, you may specify '**Non available**' or '**Non applicable**' if needed.

2. Filling the Scheme sheets

Detailed information about the benefits of the schemes

- 2.1. The name of each scheme will be automatically pre-filled based on the information provided in the Inventory of Schemes
- 2.2. The sheet has some automatic features and some of the fields are highlighted or deleted based on the selected options
- 2.3. Fill the **Year** for which information is provided

4	Year for which information is provided	2017
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- 2.4. Type the **name of the benefit** In original language and in English, if available

5	Benefit under the scheme	Name of the benefit	(€)
6			
7		In original language	In English, if available
8	Benefit 1	Regular Old Age Pension	
9	Benefit 2		
10	Benefit 3		

- 2.5. Select the **Function covered** by the benefit
(Please disaggregate the information to be as detailed as possible, by specifying a function for every benefit paid under a scheme)

Function covered (select from dropdown list)	Pe cc sch cor or v ci gro
	(sel
<div style="border: 1px solid gray; padding: 5px;"> <p>Old Age</p> <p>Old Age</p> <p>Survivors</p> <p>Invalidity/disability</p> <p>Maternity</p> <p>Sickness</p> <p>Unemployment</p> <p>Children</p> <p>Family</p> </div>	

- 2.6. Select the **Population groups legally covered** by the benefit. For multiple groups covered, please select again other function(s) from the list

for one group

Population groups legally covered: for contributory schemes - groups that are contributing on mandatory or voluntary basis; for non-contributory schemes - groups that are entitled to receive benefits (select from dropdown list - several selections possible)	Cor cor (se droc
<div style="border: 1px solid gray; padding: 5px;"> <p>Paid employed/salaried workers</p> <p>Paid employed/salaried workers</p> <p>Self-employed</p> <p>Unemployed</p> <p>Labour force</p> <p>Working age population</p> <p>Women in reproductive age</p> <p>Persons with invalidity/disability</p> <p>Domestic workers</p> </div>	

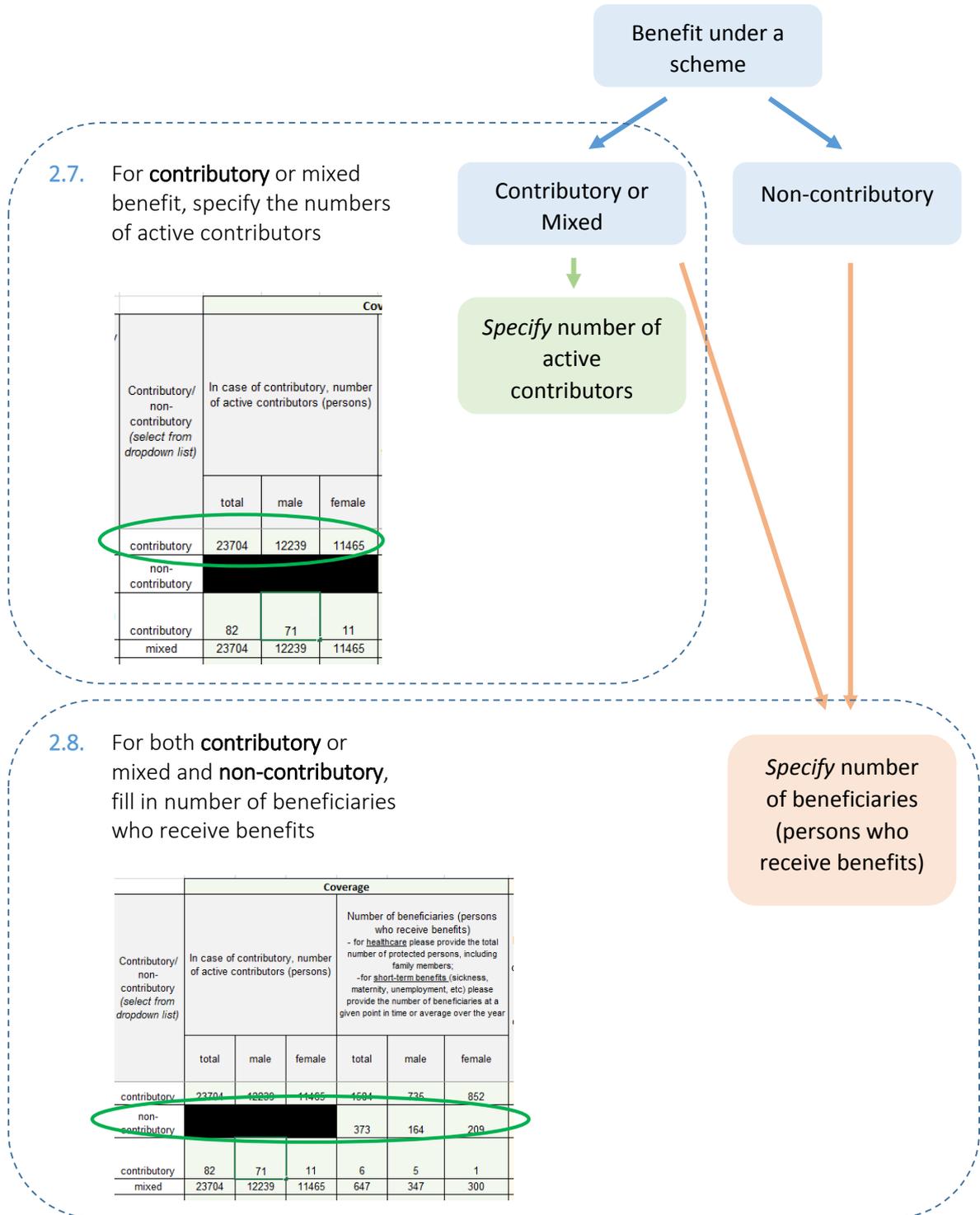
➔

for multiple groups

Population groups legally covered: for contributory schemes - groups that are contributing on mandatory or voluntary basis; for non-contributory schemes - groups that are entitled to receive benefits (select from dropdown list - several selections possible)	Cor cor (se drop
<div style="border: 1px solid gray; padding: 5px;"> <p>Paid employed/salaried workers, Self-employed</p> <p>Paid employed/salaried workers, Self-employed</p> <p>Unemployed</p> <p>Labour force</p> <p>Working age population</p> <p>Women in reproductive age</p> <p>Persons with invalidity/disability</p> <p>Domestic workers</p> </div>	

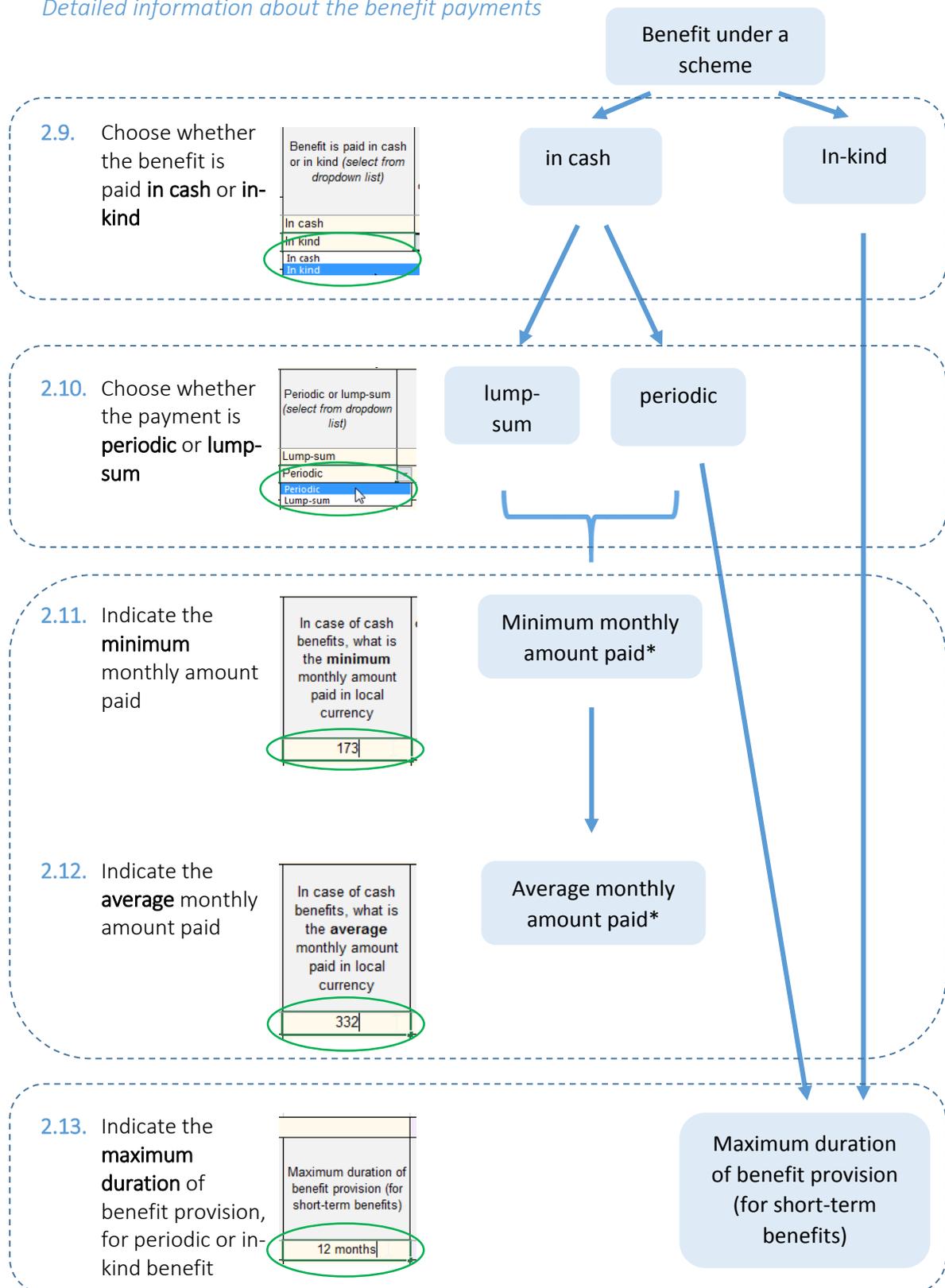
Coverage

Please specify the characteristics of each benefit under the scheme



Payment of Benefits

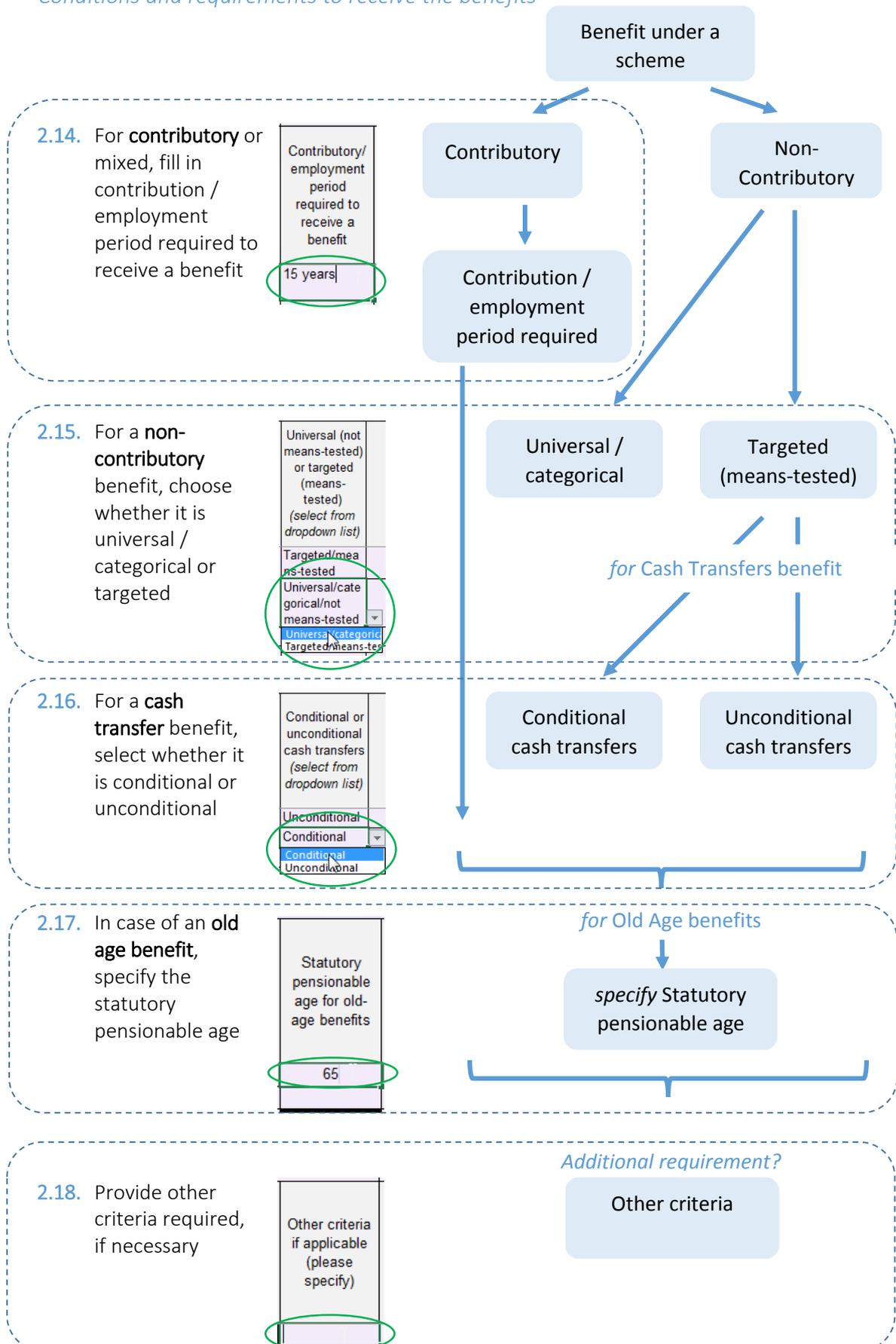
Detailed information about the benefit payments



* For lump-sum payments, please indicate the amount of one-time payment

Eligibility Criteria

Conditions and requirements to receive the benefits



Expenditure

for each benefit under the scheme

- 2.19. Fill in the **Total expenditure (incl. administrative costs), in local currency**

Expenditure
Total expenditure (incl. administrative costs) in local currency
2848.01



- 2.20. Fill in the **Administrative expenditure, in local currency**

Expenditure
Administrative expenditure in local currency
427.2

Comments, Notes and Sources

- 2.21. On this sheet, provide **comments or clarifications** for the benefit, if necessary

Provide comments or clarifications for the benefit, if necessary
Paid to adult heads of households with children

- 2.22. Below the benefit table, provide **Notes**, if any.



21	Benefit 14		
22	Benefit 15		
23			
24			
25	Notes:		
26			
27			
28			
29	Sources:		
30			
31		National Statistics on Social Security 2017	

- 2.23. Please provide the **Sources** of the information

Once you have filled in the detailed information on the benefits of a scheme, please

- 2.24. Go back to Inventory of Schemes  and proceed filling in the information for other schemes if applicable. See more at [Filling the Inventory of Schemes](#) section.

3. Filling Poverty Info

Please go to the [Poverty Info sheet](#).



- 3.1. Please provide the **number of people** (including **male** and **female**) and **households** living in poverty (**total, urban** and **rural** areas), as well as the number of people as a share of respective population (total, urban and rural areas).

1	Question 1					
2	How many individuals/households were living in poverty according to the definition most commonly used in official sources (e.g. reports of national statistical offices, international organizations etc.)?					
3		Total Population		Urban		Rural
4		headcount	Share of total population (%)	headcount	Share of urban population (%)	headcount
5	Total number of people.	6674	16.1%	2565	9%	4109
6	of which					
7	male	3014	7.3%	1206	4%	1808
8	female	3660	8.8%	1359	5%	2301
9	Households	1971				

- 3.2. Please provide information on **poverty lines** (**national, for children, adults, and old age**), **subsistence minimum** (**for children, adults, and old age**), **living minimum, extreme poverty line**, and **other indicators**, if any.

11	Question 2				
12	Please provide information about the national poverty line, level of subsistence minimum, extreme poverty line, etc				
13					
14		Value in local currency	Year	Method of calculation	Method and periodicity of indexation
15	National poverty line				
16	Poverty line for children				
17	Poverty line for adults				
18	Poverty line for old age				
19	Subsistence minimum for children				
20	Subsistence minimum for adults				
21	Subsistence minimum for old age				
22	Living minimum				
23	Extreme poverty line				
24	Other indicators, please specify				

- 3.3. Provide **notes**, if necessary, and **sources** of the information in the respective fields

26	Notes:
27	
28	
29	
30	Sources:
31	
32	

4. Sending the Questionnaire

- 4.1. For more detailed information or once finished, please send the completed questionnaire back to socprodata@ilo.org