ILO/SSI – Social Security Inquiry
Getting Started

Social Protection Department

International Labour Organization

Introduction

The 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 vulnerable. In addition, indicators on adequacy of social protection benefits and the revenue and expenditure of the social protection schemes are produced based on the data provided in the questionnaire. The ILO 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, descriptions 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 users navigate the technical aspects of SSI tool and to act as a guide through the main questionnaire features.

For additional information visit:

- ILO Flagship World Social Protection Report: https://wspr.social-protection.org/
- Social Protection Platform: http://www.social-protection.org

World Social Protection Data Dashboards: http://wspdb.social-protection.org/

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

https://www.social-protection.org/gimi/WSPDB.action?id=41

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

ILO/SSI: Getting Started Guide

## Table of Contents

Setting Up

Contact the system administrator to have your account set up. You will receive an automated email from the QPSS system when your account has been created. The email will contain a temporary password you can use to log into the QPSS system.

If you do not receive an email from the ILO/SSI system, please check your spam folder. The email should come from the following email address: iloqpss@outlook.com
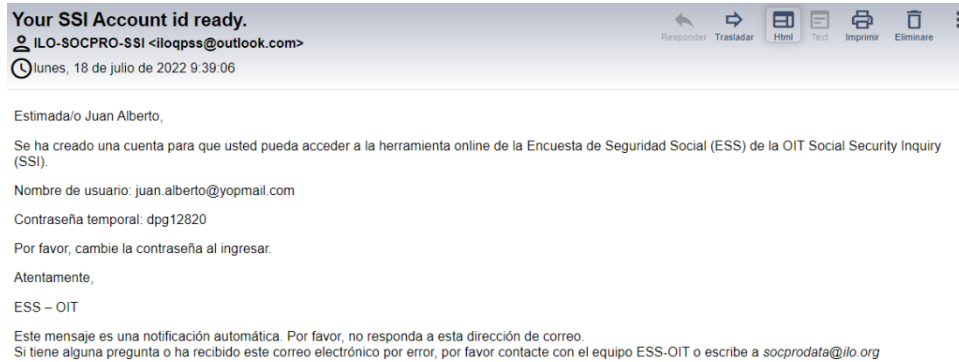
Go to qpss.ilo.org and click on the ILO/SSI Social Security Inquiry button with the light blue and dark blue triangle.

Enter your email and the temporary password included in the automated email you received from the system administrator. You will be asked to enter your existing password (the temporary one you received in an email) as well as a new password. Please note that your new password must be at least eight characters. Write down the new password for future use to avoid having login issues.
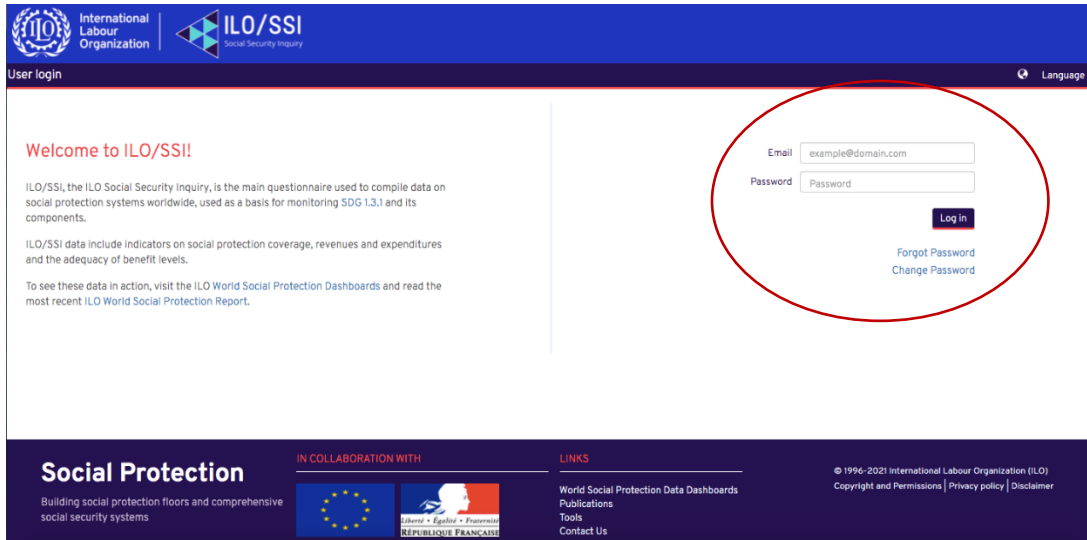
When entering the temporary password and the new password, please make sure you do not add an extra space at the end and type the password slowly to avoid typos. After establishing your new password, you will be able to log in with your new credentials.

If you forget your password, you can click on the Forget Password link to set a new one. If you'd like to change your password, click on the Change Password link and follow the prompts.

You can change the system interface language by using the Language button in the top right-hand corner. Currently the interface is available in English, French, Portuguese and Spanish.
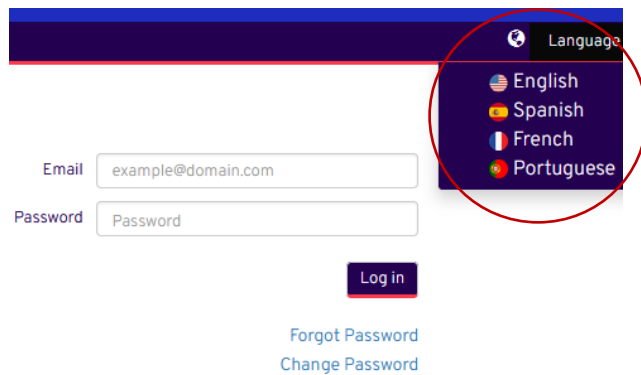
Page Roles and Functionalities

When the system administrator creates an account for you, your account will be one of four types:

- General user (GU)
- Country responsible (CR)
- Administrator
- Global administrator (GA)

General user (GU)

GUs are able to fill in a survey once they've been granted access to the platform. Only users with Global administrator profiles can create GU accounts but all other profiles can invite someone to edit a survey as GU. When created, GUs will receive an email confirming their account has been created, asking them to log in with a temporary password and later change their password for future log ins.

GUs may also be invited to fill in a survey as well, without needing to have an account on the platform. When invited, the GUs' access is share-link based so they can always access and edit a survey using the link they've been provided.

GUs will only be able to see the survey management tab and open the surveys you have been assigned to, as shown below.

Country responsible (CR)

CRs are profiles that are linked to one or several countries. Individuals with this type of account usually coordinate the data collection for the survey in a specific country.

CR will only be able to see the survey management tab and open the surveys you have been assigned to, as shown below.

Administrator

Administrators have access to the Survey management tab but not the User management tab. Therefore, while they can access all surveys, they cannot create or modify users.

To begin editing a survey, simply find the country name from the survey list, select it by clicking on it and choose open.
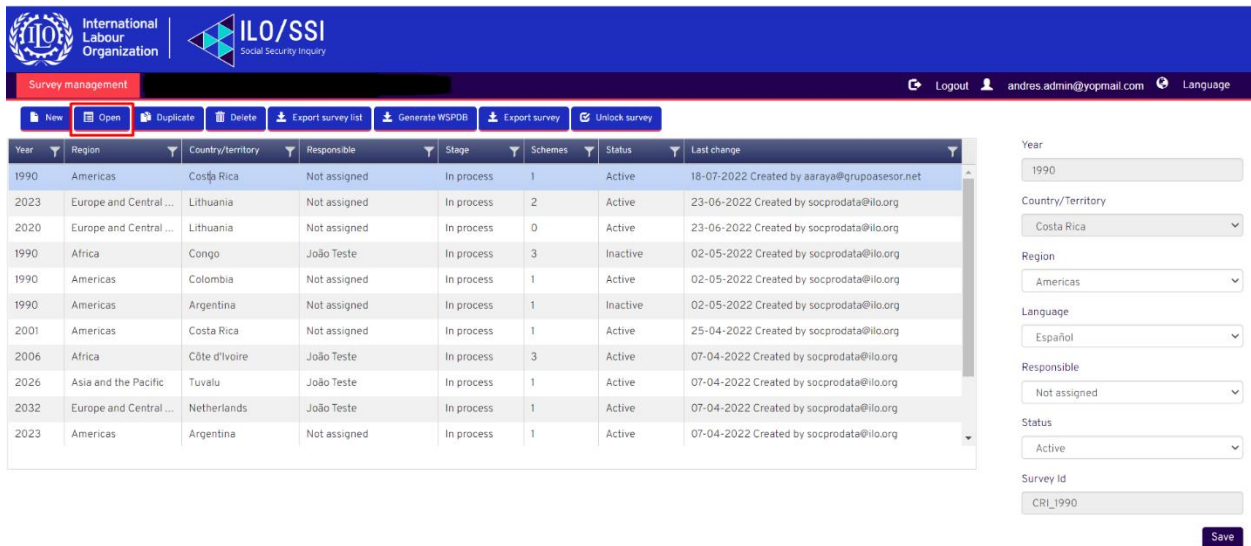
Global administrator (GA)

User management
GAs can create users with a unique email, country and role, and also have access to two interfaces: user management and survey management, as shown below.
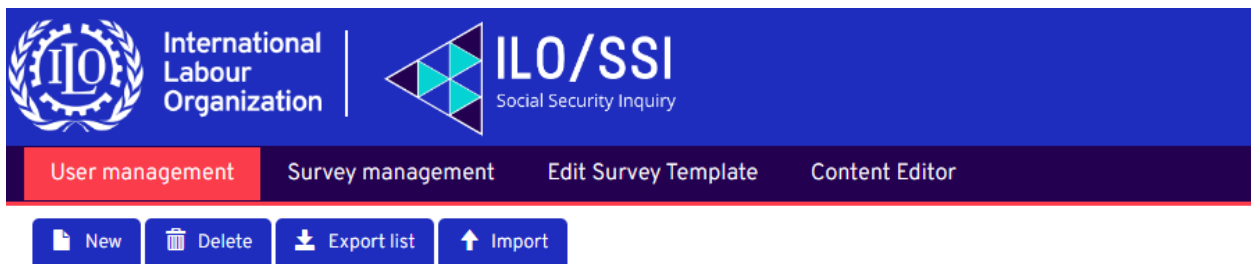
In the User management tab, the GA can create additional users. Users can be made active or inactive. A person will be notified by email when their profile has been activated.

Survey management
In the Survey management tab, the GA can look through a survey and also generate data for the World Social Protection Database.

Please note it is impossible to create two surveys for the same country for the same year. When creating a survey, the administrator can choose the language the survey will be displayed in (currently only either English, French or Spanish).

All users will also see an Export survey list button and an Export survey button. Clicking the Export survey list button will download a list of all of the surveys currently recorded in the SSI system (in .xlsx format).
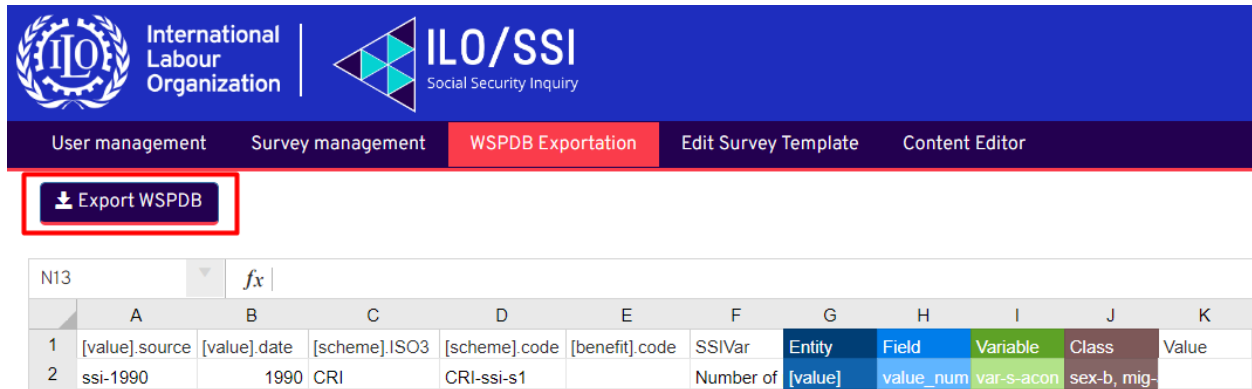
The Export survey button will prompt you to choose a country survey to download in Excel format. Before you can download the survey, you will be taken to a new page where you can visualize the data for that survey. Click the Export file button to complete the download.

The Import button will allow you to import the scheme and benefits data from the selected survey. Note that to import you must use the template that is displayed when exporting a survey using the "Export Survey" button.

Surveys can be created for both migrants and non-migrants. The change between one and the other is that in the Schemes-No Migrants spreadsheets some rows of data will not be displayed.
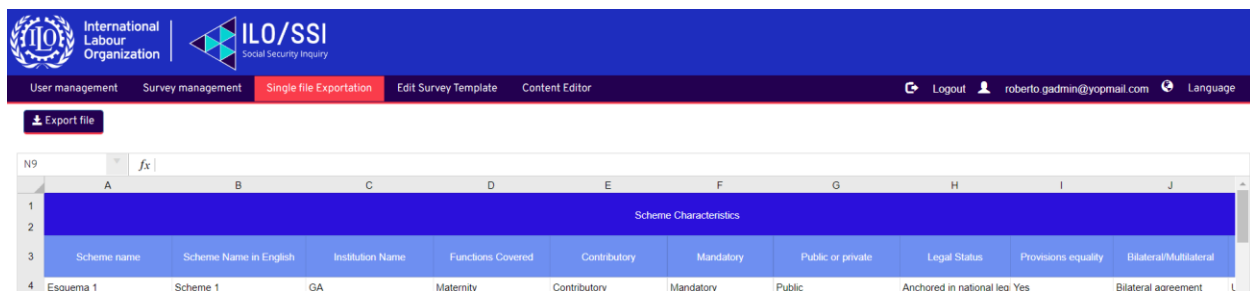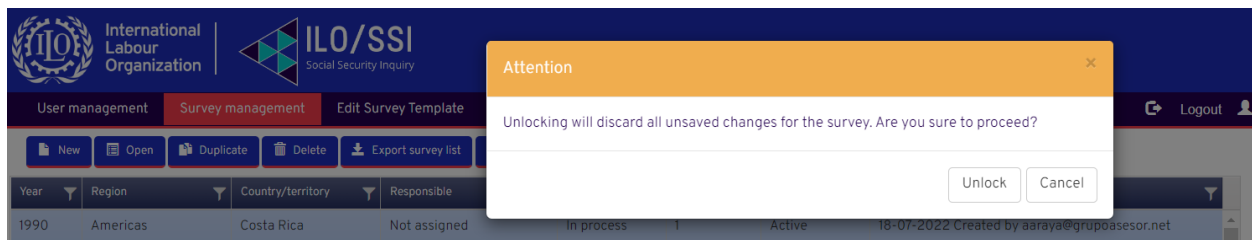
Generate WSPDB: after clicking the generate WSPDB button, the system will make you choose the country survey you want to download in Excel (.xlsx) format. Before you can download it, it will take you to a page where you can view the survey data. Click Export WSPDB to download.

Unlock survey: through this option, the GA can release the editing locks associated with a survey by other users.

Edit survey template

In the survey template tab, the GA can edit the texts, colours, fonts for the different templates used in the survey. When manipulating the templates, be careful not to add or remove rows or columns to the templates.
To edit a template, you must first choose the section you want to edit.

Then you can edit the template and finally you can click on the save button.

Content editor

In the content editor tab, the GA can edit the content displayed on the instruction pages and the login page. To modify the content of a page, you must first select the page to edit, then the system displays the content of the selected page in editing mode.

After adjusting the page content, save your changes by clicking the save button.
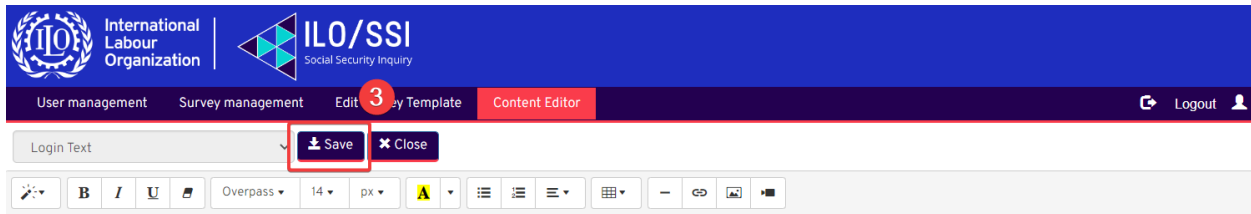
Survey Overview

When you log in to the platform, the system displays the survey management module, where you need to choose the survey, you want to complete, select the survey from the list, and then click open.
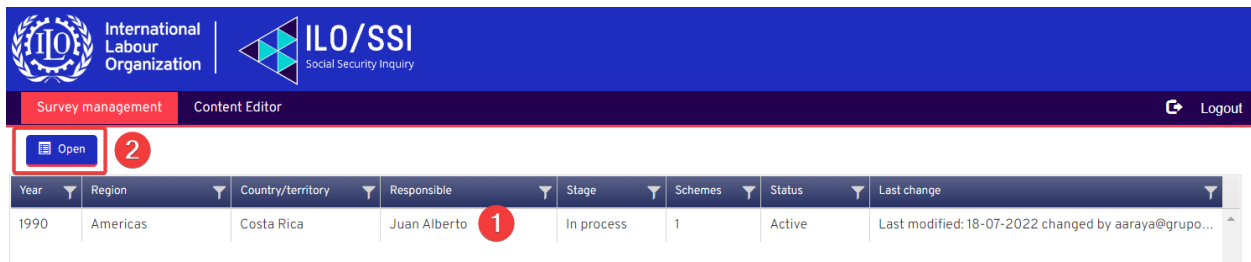
When entering a survey, the system takes you to the tab containing the Instructions, which is part of the main menu. In this tab you will find a summary of how to fill out the survey, definitions of essential words and concepts, and a chart that summarizes how the programs and benefits are categorized. You can return to these instructions at any time for further clarification by clicking on the "Instructions" tab.

Instructions

1. Please read the Technical Guide and other related documents at: https://www.social-protection.org/gimi/WSPDB.action?id=41
2. Go to the first tab "Schemes&Benefits" and press Help button to watch a short on-screen tutorial
3. To add an additional scheme, first fill-in the characteristics of the scheme, and then press "save" to register it in the Inventory of Schemes. Select the scheme in the Inventory then press "edit" to complete its information.
4. Use tabs to navigate through the tables on number of contributors, beneficiaries and expenditure.
5. In the bottom of the page, please fill-in the information about the benefits under each scheme, contained in different tabs.
6. Please do not forget to provide more information under the Menu "Additional info"
7. Submit the completed questionnaire by clicking "Submit" or "Complete"
8. After the information is completed you can download the questionnaire in excel format by clicking "Export Survey"
9. For any additional information, please contact socprodata@ilo.org

Concepts and definitions

Social protection programme/scheme (or social security programme/scheme). Distinct framework of rules to provide social protection benefits to entitled beneficiaries. Such rules would specify the geographical and personal scope of the programme (target group), entitlement conditions, the type of benefits, benefit amounts (cash transfers), periodicity and other benefit characteristics, as well as the financing (contributions, general taxation, other sources), governance and administration of the programme. Social protection programme provides protection against a single or several risks or needs, and covers a single or several specific groups of beneficiaries.

Contributory scheme. Scheme in which contributions made by protected persons directly determine entitlement to benefits (acquired rights).

Non-contributory schemes,, including non-means-tested and means-tested schemes, normally require no direct contribution from beneficiaries or their employers as a condition of en¬titlement to receive relevant benefits. They include, for example, social pensions, CCT, school feeding programs, etc.

Universal scheme/categorical scheme (applied to non-contributory) provides benefits under the single condition of residence. However, the term is also often used to describe categorical schemes that provide benefits to certain broad categories of the population without a means test or proxy means test. The most frequent forms of such schemes are those that transfer income to older persons above a certain age, to all persons with disabilities, or to children below a certain age.

Targeted / Means-tested / Social assistance scheme/programme (applied to non-contributory). A scheme that provides benefits to vulnerable groups of the population, especially households living in poverty. For instance, most of social assistance CCT schemes are means-tested. A scheme provides benefits upon proof of need and targets certain categories of persons or households whose means fall below a certain threshold, often referred to as social assistance schemes.

Conditionalities. Cash transfer programmes that provide cash to families subject to the condition that they fulfil specific behavioural requirements are referred to as conditional cash transfer programmes (CCTs). This may mean, for example, that beneficiaries must ensure their children attend school regularly, or that they utilize basic preventative nutrition and health-care services.

International Labour Migration, is a generic term used to capture the movement of international migrant workers, for-work international migrants and return migrant workers (ILO. 2018. Guidelines concerning the statistics of intentional labour migration. 20th International Conference of Labour Statisticians, Geneva).

International Migrants, include residence in a given country that have ever changed their country of residence or "All persons who are usual residents of that country and who are citizens of another country or whose place of birth is located in another country" (ILO. 2018. Guidelines concerning the statistics of intentional labour migration. 20th International Conference of Labour Statisticians, Geneva).

Diagnostic: Categorisation of schemes & benefits
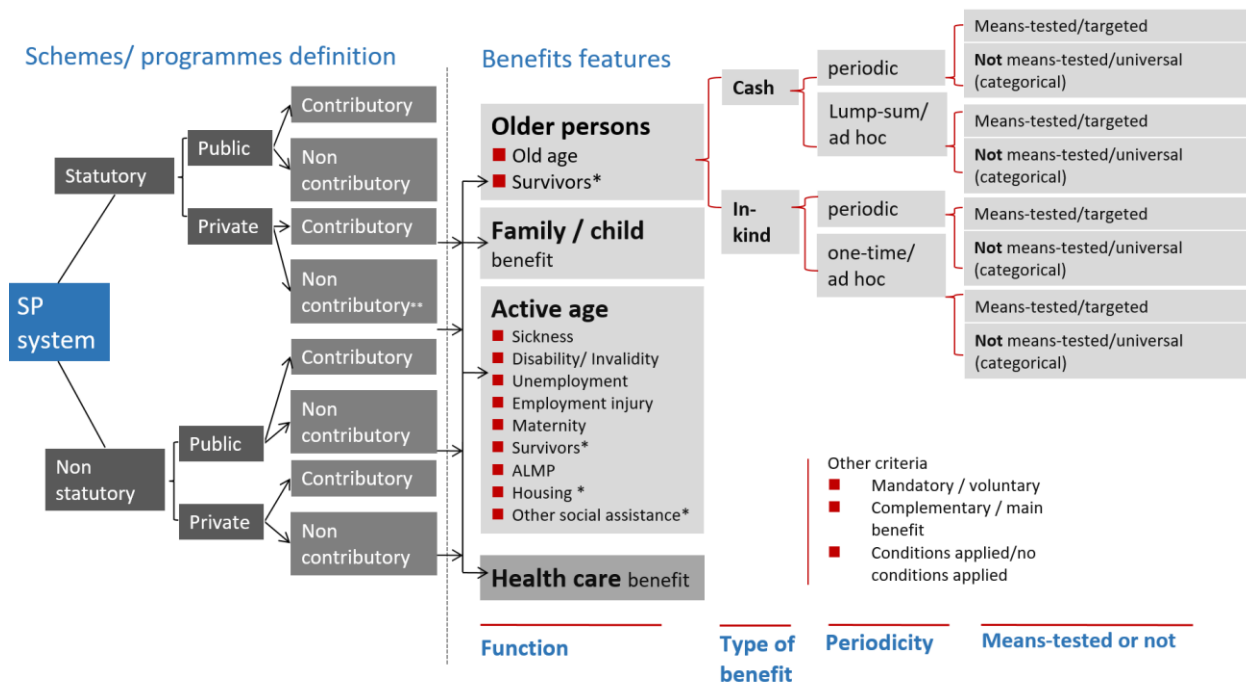
* means that this function can concern several age groups. It is allocated in the group considered as the main group concerned.

** donor-funded programmes anchored in legislation

The above image, which sits at the bottom of the Instructions tab, provides a summary of the categorisation of schemes and benefits in a country. A country's social protection system can be either statutory or non-statutory, meaning anchored in national legislation or not. A scheme can be of public or private administration and either contributory or non-contributory. Schemes and benefits can cover one or several social protection funds and the payment of the benefit can be either in cash or in kind. For any benefit, the periodicity can be regular or lump-sum/ad hoc. Finally, a benefit could be universal, means tested or benefit tested (as detailed in the Concepts and definition section of the Instructions page).

You'll notice there are two further tabs in the main menu bar: Schemes & Benefits and Additional Info.

The Schemes & Benefits tab is divided into three main parts: (a) an Inventory of Schemes on the top left-hand side, (b) a section where you can enter Scheme Information on the top right-hand side, and (c) a section below both where you can enter information on the Benefits under the scheme. Please note you will have to scroll down to view the Benefits under the scheme section.

Your email will appear in the top right-hand area of the main menu bar. Your country flag, country name and the year that corresponds to the survey will appear in the top right-hand corner of the page above the Language settings.

The Additional Info tab is used to collect extra information such as data on the Population and labour force, details on Migrants by origin/destination and sector, information on the Normative Framework for migrant workers, and Poverty Info.

International Labour Organization | ILO/SSI Social Security Inquiry

| Instructions | Schemes & Benefits | Additional info | | Logout | | Language |

Edit Save

Help

| Population and labour Force | Migrants by origin/destination and sector | Normative Framework for migrant workers | Poverty info |

I19 fx

	A	B	C	D	E	F	G	H	I
1		Age Group	Both sexes		Male		Female		
2			Total	of which non-nationals	Total	of which non-nationals	Total	of which non-nationals	
3			Population						
4		0+ (all ages)							
5		0-14							
6		15-35 (youth)							
7		15 + (working age)							
8		60+							
9		65+							
10			Labour Force						
11		15+							
12		15-35 (youth)							
13			Employed						
14		15+							
15		15-35 (youth)							
16			Unemployed						
17		15+							

Filling in the Schemes & Benefits section

The Schemes & Benefits section of the ILO/SSI consists of three main parts:

- Inventory of Schemes
- Scheme information
- Benefits under the scheme

We will discuss each section in detail below.

Inventory of Schemes

The Inventory of Schemes is a master list of all of the major schemes that exist in a country and serve to provide an overview of the social security system.

Some of the schemes in the inventory may be pre-filled based on information previously submitted to the ILO. – **PLEASE CAREFULLY CHECK FOR MISSING SCHEMES OR MISSING INFORMATION. LIKEWISE, PLEASE REMOVE OUTDATED INFORMATION ON SCHEMES THAT NO LONGER EXIST.** To remove a scheme from the Inventory of Schemes list, click on that scheme and then on the Delete button.
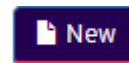
To add a new scheme, simply click the blue New button on the left.

A. An empty Inventory of Schemes

B. A filled in Inventory of Schemes

Inventory of Schemes

#	Scheme name	Administrative organization	Contributory or not
1	Statutory pension insurance	National Social Security Instit...	Contributory
2	Pension for farmers	National Social Security Instit...	Contributory
3	Statutory accident insurance s...	National Social Security Instit...	Contributory
4	Statutory accident insurance s...	Ministry of Agriculture	Contributory
5	Maternity insurance	National Social Security Instit...	Contributory
6	Unemployment Insurance sch...	National Social Security Instit...	Contributory
7	Child allowance (0-15)	Ministry of Social Affairs	Non-contributory
8	Food assistance to children at ...	Ministry of Education / WFP	Non-contributory
9	Public works programme	Ministry of Labour	Non-contributory
10	Health insurance	Ministry of Health	Contributory
11	Social pension	Ministry of Social Affairs	Non-contributory
12	Housing allowence to old age ...	Ministry of Social Affairs	Non-contributory
13	Childbirth support	Ministry of Social Affairs	Non-contributory
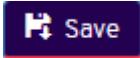
After clicking New, the Scheme Information section, located to the right of the Inventory of Schemes, will change and show a series of blank fields. Enter all of the information you have on the scheme's characteristics.

We will explain how to fill in each tab in the Scheme Information portion of the survey in detail in the next section.

Scheme Information

The survey is composed of a series of Excel-like tables where you will be asked to choose your response from a dropdown list or to input your country's data. Please note that, as when you work in Excel, you may adjust the height and width of the table's cells. However, the adjustments can only be carried out manually, by dragging and dropping the cell's edges to expand or reduce its size. In some instances, the cell size will automatically be made to fit the text but not in all instances.
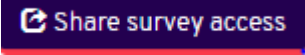
Remember to click the Save button frequently to avoid losing any of your work. When you click the Save button, you should see a green pop-up in the top right-hand corner of your screen that reads Scheme successfully registered, confirming that your information has been saved.
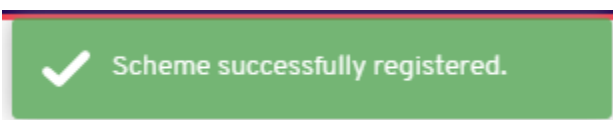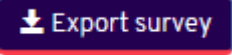
After you click Save, the information entered will be "locked" and in order to make any further changes, you will have to click the Edit button . Please note that depending on the size of your screen, the Edit and Save buttons may appear on the same line as the other buttons, or just below. You may begin editing when you see red text appear beneath the Scheme information section of the page that reads, 'Scheme locked by [Your Name]'.
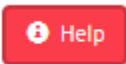
Scheme Information

Scheme locked

The Share survey access button [Share survey access] allows you to share the survey with someone else for editing. After clicking here, you'll be asked to enter the email of the person who you'd like to grant access to the survey. This person will then be able to edit the survey.

The Export survey button [Export survey] will generate an Excel version of the information entered into the survey.

The green Reviewed button [Reviewed] shows that the survey has been reviewed by ILO's SOCPRO data team.

For a quick overview of the parts of the survey, click on the red Help button [Help] and a series of pop-ups will lead you through the survey. If you require further assistance, write to use at socprodata@ilo.org.
Save and log out when you are done filling the survey or if you know will be away from your computer for an extended period of time. If you do not log out, when and come back to fill in the survey, the system may log you out and display an error message like the one below.

Server Error in '/' Application.

Runtime Error

Description: An application error occurred on the server. The current custom error settings for this application prevent the details of the application error from being viewed remotely (for security reasons). It could, however, be viewed by browsers running on the local server machine.

Details: To enable the details of this specific error message to be viewable on remote machines, please create a <customErrors> tag within a "web.config" configuration file located in the root directory of the current web application. This <customErrors> tag should then have its "mode" attribute set to "Off".

```
<!-- Web.Config Configuration File -->

<configuration>
    <system.web>
        <customErrors mode="Off"/>
    </system.web>
</configuration>
```

Notes: The current error page you are seeing can be replaced by a custom error page by modifying the "defaultRedirect" attribute of the application's <customErrors> configuration tag to point to a custom error page URL.

```
<!-- Web.Config Configuration File -->

<configuration>
    <system.web>
        <customErrors mode="RemoteOnly" defaultRedirect="mycustompage.htm"/>
    </system.web>
</configuration>
```

When this error comes up, simply go to qpss.ilo.org and click on the ILO/SSI Social Security Inquiry button to access the survey again. If you are still unable to access the platform, try using a different browser or clearing your browsing data.

We recommend you view the platform in full screen so all of the various parts of the page appear as below, or as close as possible to how it is shown in the guide.

Scheme Information

The Scheme Information section aims to capture scheme-specific information, including the scheme's characteristics (who administers it, whether it is contributory, etc.), the number of contributors, if contributory, the number of beneficiaries, and data on revenue and expenditure for the scheme.

Please note that the system will not allow you to navigate from the first tab in the Scheme information section (Characteristics) to the subsequent tabs (Contributors, Beneficiaries, and Revenue and expenditure) until the information in first tab has been filled. Please work in order and fill in as much information as possible.

You can also click on an existing scheme from the list and edit the details for that scheme. Remember to click the Save button frequently to avoid losing any of your work, should you have internet connectivity issues or leave the computer idle for some time.

Tab 1: Characteristics
The Characteristics tab consists of 11 fields.
See below for a checklist and explanation of how to fill this section. Throughout this guide, we will use a Statutory pension insurance as our example scheme and fill in the details accordingly.

Scheme Information

1.1. Scheme name in English: Type the scheme's name in English.

Scheme name in English

Statutory pension insurance

1.2. Scheme name in original language: Type the scheme's name in the original language, if different from English.

Scheme name in original language

Scheme name in original language

1.3. Administrative organization: Type the name of the organization or institution administering the scheme.

Administrative organization

National Social Security Institution

1.4. Public or private administration: Using the dropdown menu provided, select whether the scheme has a public or private administration.

Public or private administration

-- Choose option --
-- Choose option --
Public
Private

1.5. Contributory: Using the dropdown menu provided, select if the scheme is Contributory, Non-contributory or Both.

Contributory
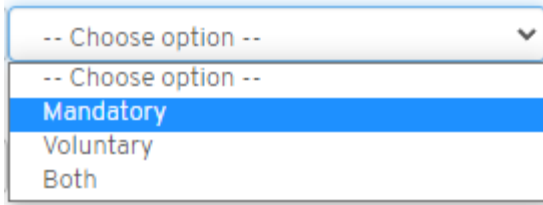
-- Choose option --
-- Choose option --
Contributory
Non-contributory
Both

1.6. Mandatory or voluntary (if contributory): If you selected Contributory or Both in step 1.5, indicate whether the contributions to the scheme are mandatory or voluntary. If you selected Non-contributory please leave this field blank.

Mandatory or voluntary (if contributory)
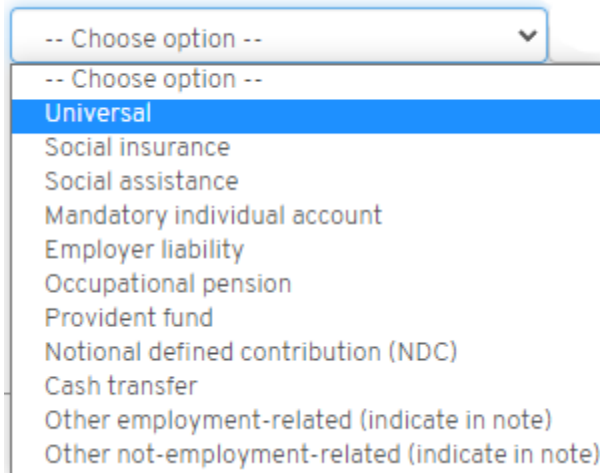
-- Choose option --
-- Choose option --
Mandatory
Voluntary
Both

1.7. Type of programme: Using the dropdown menu provided, specify the type or programme.

Type of programme

-- Choose option --
-- Choose option --
Universal
Social insurance
Social assistance
Mandatory individual account
Employer liability
Occupational pension
Provident fund
Notional defined contribution (NDC)
Cash transfer
Other employment-related (indicate in note)
Other not-employment-related (indicate in note)
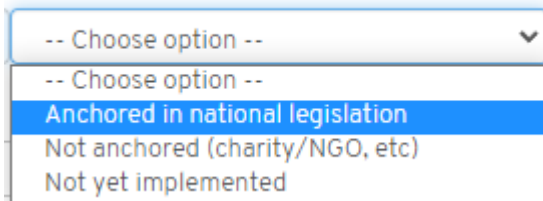
1.8. Legal status: Using the dropdown menu provided, indicate the schemes' legal status.

Legal Status
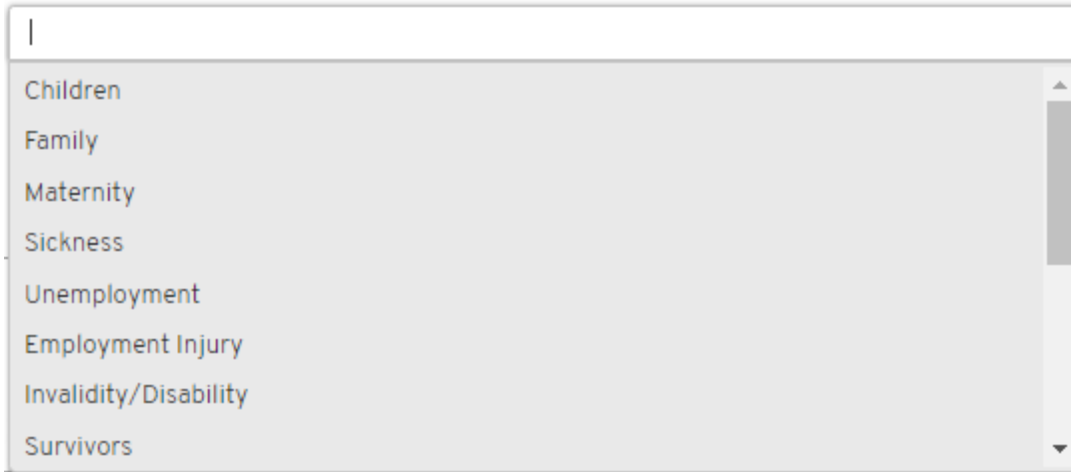
-- Choose option --
-- Choose option --
Anchored in national legislation
Not anchored (charity/NGO, etc)
Not yet implemented

1.9. Functions covered: Click in the field and select the relevant functions from the list that appears. Scroll to see the full list if the desired function is not immediately visible. Please note you can more than one function by click in the field and selecting the relevant function one at a time.
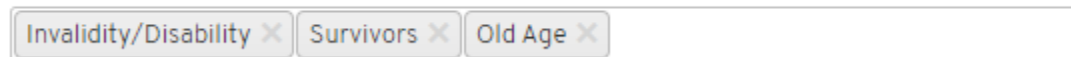
Functions covered

```
|
Children                                        ▲
Family
Maternity
Sickness
Unemployment
Employment Injury
Invalidity/Disability
Survivors                                       ▼
```

After you've selected the relevant functions, the field should look like the below. Please note you can click on the x next to the function name to remove the function from the list if you've added it by mistake.
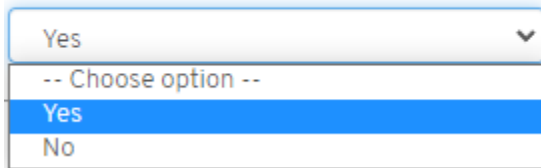
Functions covered

| Invalidity/Disability ✕ | Survivors ✕ | Old Age ✕ |

1.10. Provisions on equality of treatment between nationals and non-nationals: Using the dropdown menu provided, indicate whether there are provisions on equality of treatment between nationals and non-nationals. **In surveys-No Migrants this field will not be available.**
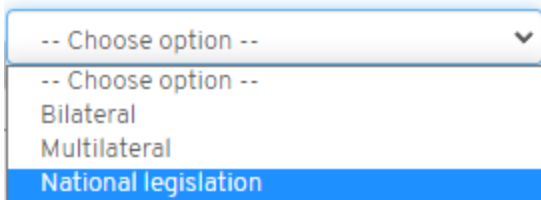
Provisions on equality of treatment between nationals and non-nationals?

```
Yes                                  ⌄
-- Choose option --
Yes
No
```

1.11. Affiliation of non-nationals is a part of: Using the dropdown menu provided, indicate whether the affiliation of non-nationals is a part of a bilateral or multilateral agreement or if it is specified in national legislation. **In surveys-No Migrants this field will not be available.**

Affiliation of non-nationals is a part of:

```
-- Choose option --                  ⌄
-- Choose option --
Bilateral
Multilateral
National legislation
```

Now would be a good time to click the Save button to save your work. If you'd like to continue entering information, click Edit and then move on to the second tab, Contributors.

Tab 2: Contributors

The Contributors tab includes a table, similar to what you would find in Excel. Although the table's functionality is a bit limited compared to Excel, you can use shortcuts to copy and paste information into the table such as Ctrl+C and Ctrl+V.

This table aims to understand the number of people paying contributions to the scheme during the period referenced. The main table asks for 9 data points and also includes a column for any notes or comments.

To the right of the table you will find two fields where you can (a) indicate the source of your data and (b) the year the data corresponds to.

See below for a checklist and explanation of how to fill this section. When filling in a cell, the cell in question will have an orange border around it and the numbers you enter will be in the top, left-hand corner. Once you press Enter on your keyboard or click on another cell, the cell will return to its normal appearance and the number will be centred in the cell.

Note: If the scheme is non-contributory, please write in the table and other fields 'No data'. Likewise, if at any point you lack the data to input into the cells, leave the cell blank and indicate 'No data' in the Notes column.

Scheme Information

| | Characteristics | Contributors | Beneficiaries | Revenue and expenditure |

| H12 | fx |

	A	B	C	D	E	F	G	H
1								
2		Contributors to the scheme during the reporting period		Number of persons who pay contribution	Notes		Source	
3			Total					
4		Both sexes	of which non-nationals				Year	
5			of which nationals living abroad					
6			Total					
7		Male	of which non-nationals					
8			of which nationals living abroad					
9			Total					
10		Female	of which non-nationals					
11			of which nationals living abroad					

2.1. Both sexes (Total): Indicate the total number of people that contributed to the scheme in the period referenced.

Contributors to the scheme during the reporting period		Number of persons who pay contribution	Notes
	Total	14021	
Both sexes	of which non-nationals		
	of which nationals living abroad		

2.2. Both sexes (Of which non-nationals): Indicate the number of non-nationals that contributed to the scheme in the same period.

Contributors to the scheme during the reporting period		Number of persons who pay contribution	Notes
	Total	14021	
Both sexes	of which non-nationals	421	
	of which nationals living abroad		

2.3. Both sexes (Of which nationals abroad): Indicate the number of nationals abroad who contributed to the scheme in the same period.

Contributors to the scheme during the reporting period		Number of persons who pay contribution	Notes
Both sexes	Total	14021	
	of which non-nationals	421	
	of which nationals living abroad	4206	

2.4. Male (Total): Indicate the total number of males that contributed to the scheme in the same period.

Contributors to the scheme during the reporting period		Number of persons who pay contribution	Notes
Both sexes	Total	14021	
	of which non-nationals	421	
	of which nationals living abroad	4206	
Male	Total	8352	
	of which non-nationals		
	of which nationals living abroad		

2.5. Male (Of which non-nationals): Indicate the number of male non-nationals that contributed to the scheme in the same period.

Contributors to the scheme during the reporting period		Number of persons who pay contribution	Notes
Both sexes	Total	14021	
	of which non-nationals	421	
	of which nationals living abroad	4206	
Male	Total	8352	
	of which non-nationals	262	
	of which nationals living abroad		

2.6. Male (Of which nationals abroad): Indicate the number of male nationals abroad who contributed to the scheme in the same period.

Contributors to the scheme during the reporting period		Number of persons who pay contribution	Notes
Both sexes	Total	14021	
	of which non-nationals	421	
	of which nationals living abroad	4206	
Male	Total	8352	
	of which non-nationals	262	
	of which nationals living abroad	2430	

2.7. Female (Total): Indicate the total number of females that contributed to the scheme in the same period.

Contributors to the scheme during the reporting period		Number of persons who pay contribution	Notes
Both sexes	Total	14021	
	of which non-nationals	421	
	of which nationals living abroad	4206	
Male	Total	8352	
	of which non-nationals	262	
	of which nationals living abroad	2430	
Female	Total	5669	
	of which non-nationals		
	of which nationals living abroad		

2.8. Female (Of which non-nationals): Indicate the number of female non-nationals that contributed to the scheme in the same period.

Contributors to the scheme during the reporting period		Number of persons who pay contribution	Notes
Both sexes	Total	14021	
	of which non-nationals	421	
	of which nationals living abroad	4206	
Male	Total	8352	
	of which non-nationals	262	
	of which nationals living abroad	2430	
Female	Total	5669	
	of which non-nationals	159	
	of which nationals living abroad		

2.9. Female (Of which nationals abroad): Indicate the number of female nationals abroad who contributed to the scheme in the same period.

Contributors to the scheme during the reporting period		Number of persons who pay contribution	Notes
Both sexes	Total	14021	
	of which non-nationals	421	
	of which nationals living abroad	4206	
Male	Total	8352	
	of which non-nationals	262	
	of which nationals living abroad	2430	
Female	Total	5669	
	of which non-nationals	159	
	of which nationals living abroad	1776	

2.10. Notes: Please include any relevant notes or comments on the data next to the specific data point. For instance, to add a comment on the data point for Men (Total), please type your comment.

2.11. Source: Type in the source name, e.g. report name, and include a link to a website where the source can be accessed, if available.

2.12. Year: Type in the year that corresponds to the data entered in the table.

Now would be a good time to click the Save button to save your work. If you want to continue entering information, click Edit again and continue to the third tab, Beneficiaries.

Tab 3: Beneficiaries

The Beneficiaries tab, like the Contributors tab, includes a table, similar to what you would find in Excel. Remember that although the table's functionality is a bit limited compared to Excel, you can use shortcuts to copy and paste information into the table, e.g. Ctrl+C and Ctrl+V.

This table aims to understand the number of people receiving benefits from the scheme during the period referenced. The main table asks for nine (9) data points and also includes a column for any notes or comments.

To the right of the table you will find two fields where you can (a) indicate the source of your data and (b) the year the data corresponds to.

Below the source and year, you'll see two notes to take into account as you are filling in the table:

- Note 1: For healthcare, provide the total number of protected persons, including family members
- Note 2: for short-term benefits (e.g. sickness, maternity, unemployment), provide the number of beneficiaries at a given point in time or the average over the year

If at any point you lack the data to input into the cells, leave the cell blank and enter 'No data' in the Notes column.

See below for a checklist and explanation of how to fill this section.

Scheme Information

		Beneficiaries of the sheme	Number of persons who receive the benefit	Notes	Source
2		**Beneficiaries of the sheme**	**Number of persons who receive the benefit**	**Notes**	Source
3		Total			
4	**Both sexes**	of which non-nationals			Year
5		of which nationals living abroad			
6		Total			*for healthcare, pr number of protecti including family m
7	**Male**	of which non-nationals			
8		of which nationals living abroad			*for short-term ber sickness, maternit
9		Total			unemployment), provide the numbe
10	**Female**	of which non-nationals			beneficiaries at a time or average ov
11		of which nationals living abroad			
12	*use shortcuts to copy and paste e.g. Ctrl+C & Ctrl+V*				

3.1. Both sexes (Total): Indicate the total number of people that received benefits from the scheme in the period referenced.

	Beneficiaries of the sheme	Number of persons who receive the benefit	Notes
	Total	2610	
Both sexes	of which non-nationals		
	of which nationals living abroad		

3.2. Both sexes (Of which non-nationals): Indicate the number of non-nationals that received benefits from the scheme in the period referenced.

	Beneficiaries of the sheme	Number of persons who receive the benefit	Notes
	Total	2610	
Both sexes	of which non-nationals	84	
	of which nationals living abroad		

3.3. Both sexes (Of which nationals abroad): Indicate the number of nationals abroad received benefits from the scheme in the period referenced.

Beneficiaries of the sheme		Number of persons who receive the benefit	Notes
Both sexes	Total	2610	
	of which non-nationals	84	
	of which nationals living abroad	841	

3.4. Male (Total): Indicate the total number of males that received benefits from the scheme in the period referenced.

Beneficiaries of the sheme		Number of persons who receive the benefit	Notes
Both sexes	Total	2610	
	of which non-nationals	84	
	of which nationals living abroad	841	
Male	Total	1251	
	of which non-nationals		
	of which nationals living abroad		

3.5. Male (Of which non-nationals): Indicate the number of male non-nationals that received benefits from the scheme in the period referenced.

Beneficiaries of the sheme		Number of persons who receive the benefit	Notes
Both sexes	Total	2610	
	of which non-nationals	84	
	of which nationals living abroad	841	
Male	Total	1251	
	of which non-nationals	67	
	of which nationals living abroad		

3.6. Male (Of which nationals abroad): Indicate the number of male nationals abroad who received benefits from the scheme in the period referenced.

Beneficiaries of the sheme		Number of persons who receive the benefit	Notes
Both sexes	Total	2610	
	of which non-nationals	84	
	of which nationals living abroad	841	
Male	Total	1251	
	of which non-nationals	67	
	of which nationals living abroad	487	

3.7. Female (Total): Indicate the total number of females that received benefits from the scheme in the same period.

Beneficiaries of the sheme		Number of persons who receive the benefit	Notes
Both sexes	Total	2610	
	of which non-nationals	84	
	of which nationals living abroad	841	
Male	Total	1251	
	of which non-nationals	67	
	of which nationals living abroad	487	
Female	Total	1362	
	of which non-nationals		
	of which nationals living abroad		

3.8. Female (Of which non-nationals): Indicate the number of female non-nationals that received benefits from the scheme in the same period.

Beneficiaries of the sheme		Number of persons who receive the benefit	Notes
Both sexes	Total	2610	
	of which non-nationals	84	
	of which nationals living abroad	841	
Male	Total	1251	
	of which non-nationals	67	
	of which nationals living abroad	487	
Female	Total	1362	
	of which non-nationals	17	
	of which nationals living abroad		

3.9. Female (Of which nationals abroad): Indicate the number of female nationals abroad who received benefits from the scheme in the same period.

Beneficiaries of the sheme		Number of persons who receive the benefit	Notes
Both sexes	Total	2610	
	of which non-nationals	84	
	of which nationals living abroad	841	
Male	Total	1251	
	of which non-nationals	67	
	of which nationals living abroad	487	
Female	Total	1362	
	of which non-nationals	17	
	of which nationals living abroad	354	

3.10. Notes: Please include any relevant notes or comments on the data next to the specific data point. For instance, to add a comment on the data point for Men (Total), please type your comment in the cell for Notes that is in the same row as the data point in question.

3.11. Source: Type in the source name, e.g. report name, and include a link to a website where the source can be accessed, if available.

3.12. Year: Type in the year that corresponds to the data entered in the table.

Now would be a good time to click the Save button to save your work. If you want to continue entering information, click Edit again and continue to the fourth tab, Revenue and expenditure.

Tab 4: Revenue and expenditure

The Revenue and expenditure tab, like the Contributors and Beneficiaries tab, includes a table, similar to what you would find in Excel. Remember that although the table's functionality is a bit limited compared to Excel, you can use shortcuts to copy and paste information into the table, e.g. Ctrl+C and Ctrl+V.

This table aims to understand the total amount received and expensed in the local currency as part of the scheme during the period referenced. The main table asks for seven (7) data points and also includes a column for any notes or comments.

To the right of the table you will find two fields where you can (a) indicate the source of your data and (b) the year the data corresponds to.

See below for a checklist and explanation of how to fill this section.

Scheme Information

Expenditure

4.1. Total expenditure (Total): Indicate the total expenditure for the scheme in the period referenced.

4.2. Total expenditure (Expenditure on non-nationals): Indicate the expenditure on non-nationals from the scheme in the same period.

		Revenues and expenditure		Amount in national currency	Notes
			Total	3077672.40	
	Total expenditure		expenditure on non-nationals	40740.00	
			expenditure/ payments abroad		
			Administrative expenditure		

4.3. Total expenditure (Expenditure/payments abroad): Indicate the expenditure/payments abroad for the scheme in the same period.

		Revenues and expenditure		Amount in national currency	Notes
			Total	3077672.40	
	Total expenditure		expenditure on non-nationals	40740.00	
			expenditure/ payments abroad	408370.00	
			Administrative expenditure		

4.4. Total expenditure (Administrative expenditure): Indicate the administrative expenditure for the scheme in the same period.

		Revenues and expenditure		Amount in national currency	Notes
			Total	3077672.40	
	Total expenditure		expenditure on non-nationals	40740.00	
			expenditure/ payments abroad	408370.00	
			Administrative expenditure	279788.40	

4.5. Total revenue (Total): Indicate the total revenue for the scheme in the same period.

	Revenues and expenditure		Amount in national currency	Notes
		Total	3077672.40	
Total expenditure		expenditure on non-nationals	40740.00	
		expenditure/ payments abroad	408370.00	
		Administrative expenditure	279788.40	
		Total	4422235.98	
Total revenue		revenue from non-nationals		
		revenue from nationals living abroad		

4.6. Total revenue (Revenue from non-nationals): Indicate the total revenue from non-nationals for the scheme in the same period.

	Revenues and expenditure		Amount in national currency	Notes
		Total	3077672.40	
Total expenditure		expenditure on non-nationals	40740.00	
		expenditure/ payments abroad	408370.00	
		Administrative expenditure	279788.40	
		Total	4422235.98	
Total revenue		revenue from non-nationals		No data
		revenue from nationals living abroad		

4.7. Total revenue (Revenue from abroad): Indicate the total revenue from abroad for the scheme in the same period.

	Revenues and expenditure		Amount in national currency	Notes
		Total	3077672.40	
Total expenditure		expenditure on non-nationals	40740.00	
		expenditure/ payments abroad	408370.00	
		Administrative expenditure	279788.40	
		Total	4422235.98	
Total revenue		revenue from non-nationals		No data
		revenue from nationals living abroad		No data

4.8. Source: Type in the source name, e.g. report name, and include a link to a website where the source can be accessed, if available.

4.9. Year: Type in the year that corresponds to the data entered in the table.

After filling in the Scheme Information section, do not forget to scroll down to the third section, the Benefits under the scheme section, which we will discuss below.

Benefits under the scheme

The Benefits under the scheme section aims to capture benefit-specific information per scheme listed in the Inventory of schemes. The information listed here is specific to each benefit and gives a more complete picture of the beneficiaries and contributors (if applicable), the benefits' periodicity, any requirements that must be met to receive a benefit, etc.

As with the Scheme Information section, take care to fill in the various tabs with the information that you have. There are five (5) tabs in total:
- Characteristics
- Contributors
- Beneficiaries
- Payment of benefits and expenditure
- Eligibility criteria

Tab 1: Characteristics

	A	B	C	D	E	F	G	H	I	J
1		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Function Covered	Is the function applicable to non-nationals?	Population groups legally covered (as insured contributors or entitled beneficiaries)			Contributory / non-contributory
3					select from the list	select from the list	Population group(s) select from the list	by age group select from the list	by geo area select from the list	select from the list
4		Benefit 1								
5		Benefit 2								
6		Benefit 3								

1.1. Name of the benefit in English: Type the scheme name in English.

	A	B	C	D	E	F	G	H	I	J
1		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Function Covered	Is the function applicable to non-nationals?	Population groups legally covered (as insured contributors or entitled beneficiaries)			Contributory / non-contributory
3					select from the list	select from the list	Population group(s) select from the list	by age group select from the list	by geo area select from the list	select from the list
4		Benefit 1	Regular old age pension							
5		Benefit 2								
6		Benefit 3								

1.2. Name of the benefit in original language: Type the scheme name in the original language, if different from English.

	A	B	C	D	E	F	G	H	I	J
1		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Function Covered	Is the function applicable to non-nationals?	Population groups legally covered (as insured contributors or entitled beneficiaries)			Contributory / non-contributory
3					select from the list	select from the list	Population group(s) select from the list	by age group select from the list	by geo area select from the list	select from the list
4		Benefit 1	Regular old age pension							
5		Benefit 2								
6		Benefit 3								

1.3. Function covered: Click the relevant cell and indicate the function from the dropdown list provided. Scroll to see the full list if the desired function is not immediately visible.

You can only select one function covered per benefit.

	A	B	C	D	E	F	G	H	I	J
1		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Function Covered	Is the function applicable to non-nationals?	Population groups legally covered (as insured contributors or entitled beneficiaries)			Contributory / non-contributory
3					select from the list	select from the list	Population group(s) select from the list	by age group select from the list	by geo area select from the list	select from the list
4		Benefit 1	Regular old age pension							
5		Benefit 2								
6		Benefit 3								

1.4. Is the function applicable to non-nationals?: Click the relevant cell and select 'Yes' or 'No' from the dropdown list provided.

	B	C	D	E	F	G	H	I	J
1						Population groups legally covered (as insured contributors or entitled beneficiaries)			
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Function Covered	Is the function applicable to non-nationals?				Contributory / non-contributory
3				select from the list	select from the list	Population group(s) select from the list	by age group select from the list	by geo area select from the list	select from the list
4	Benefit 1	Regular old age pension		Old age,					
5	Benefit 2				Yes				
6	Benefit 3				No				

1.5. Population groups legally covered (Population groups): Click the relevant cell and indicate the population group legally covered by the benefit. Scroll to see the full list if the desired population group is not immediately visible.

You can only select one population group covered per benefit.

	B	C	D	E	F	G	H	I	J
1						Population groups legally covered (as insured contributors or entitled beneficiaries)			
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Function Covered	Is the function applicable to non-nationals?				Contributory / non-contributory
3				select from the list	select from the list	Population group(s) select from the list	by age group select from the list	by geo area select from the list	select from the list
4	Benefit 1	Regular old age pension		Old age,	Yes				
5	Benefit 2								
6	Benefit 3								

1.6. Population groups legally covered (by age group): Click the relevant cell and indicate the age group legally covered by the benefit.

You can select more than one age group covered per benefit.

1.7. Population groups legally covered (by geo area): Click the relevant cell and indicate the geographic area legally covered by the benefit.

You can only select one geographic area covered per benefit.

1.8. Contributory/non-contributory: Click the relevant cell and indicate whether the benefit is contributory, non-contributory or both.

You can only select one option per benefit.

Now would be a good time to click the Save button to save your work. If you want to continue entering information, click Edit again and continue to the second tab, Contributors.

Tab 2: Contributors

Note: If you do not have the request data for any of the cells in this section, please let us know by writing 'No data' in the corresponding cell.

2.1. Number of active contributors (Both sexes, Total): Enter the total number of active contributors (of both sexes).

2.2. Number of active contributors (Both sexes, of which non-nationals): Enter the number of non-nationals (of both sexes) who are active contributors.

2.3. Number of active contributors (Both sexes, of which nationals living abroad): Enter the number of nationals living abroad (of both sexes) who are active contributors.

2.4. Number of active contributors (Male, Total): Enter the total number of active contributors (male only).

	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	In case of contributory, number of active contributors (persons)								
				Both sexes			Male			Female		
				Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad
4	Benefit 1	Regular old age pension		14021	421	4026	8532					

2.5. Number of active contributors (Male, of which non-nationals): Enter the number of non-nationals (male only) who are active contributors.

	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	In case of contributory, number of active contributors (persons)								
				Both sexes			Male			Female		
				Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad
4	Benefit 1	Regular old age pension		14021	421	4026	8532	262				

2.6. Number of active contributors (Male, of which nationals living abroad): Enter the number of nationals living abroad (male only) who are active contributors.

	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	In case of contributory, number of active contributors (persons)								
				Both sexes			Male			Female		
				Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad
4	Benefit 1	Regular old age pension		14021	421	4026	8532	262	2430			

2.7. Number of active contributors (Female, Total): Enter the total number of active contributors (female only).

	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	In case of contributory, number of active contributors (persons)								
				Both sexes			Male			Female		
				Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad
4	Benefit 1	Regular old age pension		14021	421	4026	8532	262	2430	5669		

2.8. Number of active contributors (Female, of which non-nationals): Enter the number of non-nationals (female only) who are active contributors.

	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	In case of contributory, number of active contributors (persons)								
				Both sexes			Male			Female		
				Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad
4	Benefit 1	Regular old age pension		14021	421	4026	8532	262	2430	5669	159	

2.9. Number of active contributors (Female, of which nationals living abroad): Enter the number of nationals living abroad (female only) who are active contributors.

	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	In case of contributory, number of active contributors (persons)								
				Both sexes			Male			Female		
				Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad	Total	of which non-nationals	of which nationals living abroad
4	Benefit 1	Regular old age pension		14021	421	4026	8532	262	2430	5669	159	1776

Now would be a good time to click the Save button to save your work. If you want to continue entering information, click Edit again and continue to the third tab, Beneficiaries.

Tab 3: Beneficiaries

There are two important notes to take into account before beginning to fill this section:

- Note 1: For healthcare, provide the total number of protected persons, including family members
- Note 2: for short-term benefits (e.g. sickness, maternity, unemployment), provide the number of beneficiaries at a given point in time or average over the year

If you do not have the request data for any of the cells in this section, please let us know by writing 'No data' in the corresponding cell.

3.1. Number of beneficiaries, or persons who receive benefits (Both sexes, Total): Enter the total number of beneficiaries (of both sexes) for each benefit.

A beneficiary is a person who actively receives a benefit.

3.2. Number of beneficiaries (Both sexes, of which non-nationals): Enter the number of non-nationals (of both sexes) who are beneficiaries.

3.3. Number of beneficiaries (Both sexes, of which nationals living abroad): Enter the number of nationals living abroad (of both sexes) who are beneficiaries.

	A	B	C	D	T	U	V	W	X	Y	Z	AA	AB
1					Number of beneficiaries (persons who receive benefits) 1) for healthcare, provide the total number of protected persons, including family members; 2) for short-term benefits (sickness, maternity, unemployment, etc), provide the number of beneficiaries at a given point in time or average over the year								
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Both sexes			Male			Female		
3					Total	of which non-nationals	of which nationals living abroad	Total Male	of which non-nationals	of which nationals living abroad	Total Female	of which non-nationals	of which nationals living abroad
4		Benefit 1	Regular old age pension		1584	42	421						

3.4. Number of beneficiaries (Male, Total): Enter the total number of beneficiaries (male only) for each benefit.

	A	B	C	D	T	U	V	W	X	Y	Z	AA	AB
1					Number of beneficiaries (persons who receive benefits) 1) for healthcare, provide the total number of protected persons, including family members; 2) for short-term benefits (sickness, maternity, unemployment, etc), provide the number of beneficiaries at a given point in time or average over the year								
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Both sexes			Male			Female		
3					Total	of which non-nationals	of which nationals living abroad	Total Male	of which non-nationals	of which nationals living abroad	Total Female	of which non-nationals	of which nationals living abroad
4		Benefit 1	Regular old age pension		1584	42	421	735					

3.5. Number of beneficiaries (Male, of which non-nationals): Enter the number of non-nationals (male only) who are beneficiaries.

	A	B	C	D	T	U	V	W	X	Y	Z	AA	AB
1					Number of beneficiaries (persons who receive benefits) 1) for healthcare, provide the total number of protected persons, including family members; 2) for short-term benefits (sickness, maternity, unemployment, etc), provide the number of beneficiaries at a given point in time or average over the year								
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Both sexes			Male			Female		
3					Total	of which non-nationals	of which nationals living abroad	Total Male	of which non-nationals	of which nationals living abroad	Total Female	of which non-nationals	of which nationals living abroad
4		Benefit 1	Regular old age pension		1584	42	421	735					

3.6. Number of beneficiaries (Male, of which nationals living abroad): Enter the number of nationals living abroad (male only) who are beneficiaries.

	A	B	C	D	T	U	V	W	X	Y	Z	AA	AB
1					Number of beneficiaries (persons who receive benefits) 1) for healthcare, provide the total number of protected persons, including family members; 2) for short-term benefits (sickness, maternity, unemployment, etc), provide the number of beneficiaries at a given point in time or average over the year								
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Both sexes			Male			Female		
3					Total	of which non-nationals	of which nationals living abroad	Total Male	of which non-nationals	of which nationals living abroad	Total Female	of which non-nationals	of which nationals living abroad
4		Benefit 1	Regular old age pension		1584	42	421	735					

3.7. Number of beneficiaries (Female, Total): Enter the total number of beneficiaries (female only) for each benefit.

	A	B	C	D	T	U	V	W	X	Y	Z	AA	AB
1					Number of beneficiaries (persons who receive benefits) 1) for healthcare, provide the total number of protected persons, including family members; 2) for short-term benefits (sickness, maternity, unemployment, etc), provide the number of beneficiaries at a given point in time or average over the year								
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Both sexes			Male			Female		
3					Total	of which non-nationals	of which nationals living abroad	Total Male	of which non-nationals	of which nationals living abroad	Total Female	of which non-nationals	of which nationals living abroad
4		Benefit 1	Regular old age pension		1584	42	421	735			852		

3.8. Number of beneficiaries (Female, of which non-nationals): Enter the number of non-nationals (female only) who are beneficiaries.

	A	B	C	D	T	U	V	W	X	Y	Z	AA	AB
1					Number of beneficiaries (persons who receive benefits) 1) for healthcare, provide the total number of protected persons, including family members; 2) for short-term benefits (sickness, maternity, unemployment, etc), provide the number of beneficiaries at a given point in time or average over the year								
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Both sexes			Male			Female		
3					Total	of which non-nationals	of which nationals living abroad	Total Male	of which non-nationals	of which nationals living abroad	Total Female	of which non-nationals	of which nationals living abroad
4		Benefit 1	Regular old age pension		1584	42	421	735			852		

3.9. Number of beneficiaries (Female, of which nationals living abroad): Enter the number of nationals living abroad (female only) who are beneficiaries.

	A	B	C	D	T	U	V	W	X	Y	Z	AA	AB
1					Number of beneficiaries (persons who receive benefits) 1) for healthcare, provide the total number of protected persons, including family members; 2) for short-term benefits (sickness, maternity, unemployment, etc), provide the number of beneficiaries at a given point in time or average over the year								
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Both sexes			Male			Female		
3					Total	of which non-nationals	of which nationals living abroad	Total Male	of which non-nationals	of which nationals living abroad	Total Female	of which non-nationals	of which nationals living abroad
4		Benefit 1	Regular old age pension		1584	42	421	735			852		

Now would be a good time to click the Save button to save your work. If you want to continue entering information, click Edit again and continue to the fourth tab, Payment of benefits and expenditure.

Tab 4: Payment of benefits and expenditure

This tab is divided into two (2) sections: Payment of benefits and Expenditure.

Benefits under the scheme

Characteristics	Contributors	Beneficiaries	Payment of benefits and expenditure	Eligibility criteria

J9		fx										

	A	B	C	D	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1					Payment of benefits							Expenditure	
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Benefit is paid in cash or in kind	Periodic or lump-sum	For cash benefits, state the minimum monthly amount paid	For cash benefits, state the average monthly amount paid (in local currency)		Maximum duration of benefit provision (for short-term benefits) or Age limit		Total expenditure (including administrati currency	
3					select from the list	select from the list	in local currency	nationals	non-nationals	nationals	non-nationals	Total	expenditure on non-nationals	expe
4		Benefit 1											
5		Benefit 2											
6		Benefit 3											

Payment of benefits

<u>Note</u>: In the subsequent sections of the survey, wherever you are asked to enter a monetary figure, please enter the amount in the local currency.

The columns that ask for information on cash benefits (minimum monthly amount paid, average monthly amount paid) will be filled in black unless you select 'In cash' in column AG, "Benefit is paid in cash or in kind." Likewise, the columns that ask about the maximum duration of benefit provision for short-term benefits or the minimum age will be filled in black unless you select 'Periodic' in the column that asks if a benefit is "Periodic or lump-sum". Where cells are filled in black, there is no need to provide any information.

4.1. Benefit is paid in cash or in kind: For each benefit listed, use the dropdown list provided to select if the benefit is paid (a) in cash or (b) in kind.

	A	B	C	D	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1					Payment of benefits							Expenditure	
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Benefit is paid in cash or in kind	Periodic or lump-sum	For cash benefits, state the minimum monthly amount paid	For cash benefits, state the average monthly amount paid (in local currency)		Maximum duration of benefit provision (for short-term benefits) or Age limit		Total expenditure (including administrati currency	
3					select from the list	select from the list	in local currency	nationals	non-nationals	nationals	non-nationals	Total	expenditure on non-nationals	expe
4		Benefit 1	Regular old age pension										
5		Benefit 2			In cash								
6		Benefit 3			In kind								

4.2. Periodic or lump-sum: For each benefit listed, use the dropdown list provided to select if the benefit is provided (a) periodically or (b) in a lump sum.

	B	C	D	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1				Payment of benefits							Expenditure	
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Benefit is paid in cash or in kind	Periodic or lump-sum	For cash benefits, state the minimum monthly amount paid	For cash benefits, state the average monthly amount paid (in local currency)		Maximum duration of benefit provision (for short-term benefits) or Age limit		Total expenditure (including administrative currency	
3				select from the list	select from the list	in local currency	nationals	non-nationals	nationals	non-nationals	Total	expenditure on non-nationals	expe
4	Benefit 1	Regular old age pension		In cash	Lump-sum								
5	Benefit 2				Periodic								
6	Benefit 3				Lump-sum								

4.3. For cash benefits, state the minimum monthly amount paid: For each benefit listed, enter the minimum monthly amount paid.

	B	C	D	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1				Payment of benefits							Expenditure	
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Benefit is paid in cash or in kind	Periodic or lump-sum	For cash benefits, state the minimum monthly amount paid	For cash benefits, state the average monthly amount paid (in local currency)		Maximum duration of benefit provision (for short-term benefits) or Age limit		Total expenditure (including administrati currency	
3				select from the list	select from the list	in local currency	nationals	non-nationals	nationals	non-nationals	Total	expenditure on non-nationals	expe
4	Benefit 1	Regular old age pension		In cash	Periodic	579.00							

4.4. For cash benefits, state the average monthly amount paid (nationals): For each benefit listed, state the average monthly amount paid to nationals.

	B	C	D	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1				Payment of benefits							Expenditure	
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Benefit is paid in cash or in kind	Periodic or lump-sum	For cash benefits, state the minimum monthly amount paid	For cash benefits, state the average monthly amount paid (in local currency)		Maximum duration of benefit provision (for short-term benefits) or Age limit		Total expenditure (including administrati currency	
3				select from the list	select from the list	in local currency	nationals	non-nationals	nationals	non-nationals	Total	expenditure on non-nationals	expe
4	Benefit 1	Regular old age pension		In cash	Periodic	579.00	970.00						

4.5. For cash benefits, state the average monthly amount paid (non-nationals): For each benefit listed, state the average monthly amount paid to non-nationals.

	B	C	D	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1				Payment of benefits							Expenditure	
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Benefit is paid in cash or in kind	Periodic or lump-sum	For cash benefits, state the minimum monthly amount paid	For cash benefits, state the average monthly amount paid (in local currency)		Maximum duration of benefit provision (for short-term benefits) or Age limit		Total expenditure (including administrati currency	
3				select from the list	select from the list	in local currency	nationals	non-nationals	nationals	non-nationals	Total	expenditure on non-nationals	expe
4	Benefit 1	Regular old age pension		In cash	Periodic	579.00	970.00						

4.6. Maximum duration of benefit provision (for short-term benefits) or Age limit (nationals): For each benefit listed, state the maximum duration (e.g. 6 months) or age limit (e.g. 70 years) for nationals.

	B	C	D	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1				Payment of benefits							Expenditure	
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Benefit is paid in cash or in kind	Periodic or lump-sum	For cash benefits, state the minimum monthly amount paid	For cash benefits, state the average monthly amount paid (in local currency)		Maximum duration of benefit provision (for short-term benefits) or Age limit		Total expenditure (including administrati currency	
3				select from the list	select from the list	in local currency	nationals	non-nationals	nationals	non-nationals	Total	expenditure on non-nationals	expe
4	Benefit 1	Regular old age pension		In cash	Periodic	579.00	970.00						

4.7. Maximum duration of benefit provision (for short-term benefits) or Age limit (non-nationals): For each benefit listed, state the maximum duration (e.g. 6 months) or age limit (e.g. 70 years) for non-nationals.

	B	C	D	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1				Payment of benefits							Expenditure	
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Benefit is paid in cash or in kind	Periodic or lump-sum	For cash benefits, state the minimum monthly amount paid	For cash benefits, state the average monthly amount paid (in local currency)		Maximum duration of benefit provision (for short-term benefits) or Age limit		Total expenditure (including administrati currency	
3				select from the list	select from the list	in local currency	nationals	non-nationals	nationals	non-nationals	Total	expenditure on non-nationals	expe
4	Benefit 1	Regular old age pension		In cash	Periodic	579.00	970.00						

Expenditure

4.8. Expenditure (including administrative costs) in local currency (Total): For each benefit listed, enter the total expenditure amount including administrative costs.

	B	C	D	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1						Payment of benefits						Expenditure
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Benefit is paid in cash or in kind	Periodic or lump-sum	For cash benefits, state the minimum monthly amount paid	For cash benefits, state the average monthly amount paid (in local currency)		Maximum duration of benefit provision (for short-term benefits) or Age limit		Total expenditure (including administrative currency)	
3				select from the list	select from the list	in local currency	nationals	non-nationals	nationals	non-nationals	Total	expenditure on non-nationals	expe
4	Benefit 1	Regular old age pension		In cash	Periodic	579.00	970.00						

4.9. Expenditure (including administrative costs) in local currency (Expenditure on non-nationals): For each benefit listed, enter the total amount expensed on non-nationals.

	B	C	D	AD	AE	AF	AG	AH	AI	AJ	AK	AL
1						Payment of benefits					Expenditure	
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Periodic or lump-sum	For cash benefits, state the minimum monthly amount paid	For cash benefits, state the average monthly amount paid (in local currency)		Maximum duration of benefit provision (for short-term benefits) or Age limit		Total expenditure (including administrative costs) in local currency		
3				select from the list	in local currency	nationals	non-nationals	nationals	non-nationals	Total	expenditure on non-nationals	expenditure/ payments abroad
4	Benefit 1	Regular old age pension		Periodic	579.00	970.00						

4.10. Expenditure (including administrative costs) in local currency (Expenditure/payments abroad): For each benefit listed, enter the total amount expensed on persons residing abroad.

	B	C	D	AD	AE	AF	AG	AH	AI	AJ	AK	AL
1						Payment of benefits					Expenditure	
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Periodic or lump-sum	For cash benefits, state the minimum monthly amount paid	For cash benefits, state the average monthly amount paid (in local currency)		Maximum duration of benefit provision (for short-term benefits) or Age limit		Total expenditure (including administrative costs) in local currency		
3				select from the list	in local currency	nationals	non-nationals	nationals	non-nationals	Total	expenditure on non-nationals	expenditure/ payments abroad
4	Benefit 1	Regular old age pension		Periodic	579.00	970.00						

Now would be a good time to click the Save button to save your work. If you want to continue entering information, click Edit again and continue to the fifth tab, Eligibility criteria.

Tab 5: Eligibility criteria

Benefits under the scheme

Characteristics | Contributors | Beneficiaries | Payment of benefits and expenditure | Eligibility criteria

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	B	C	D	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1								Eligibility criteria					Provide comments or clarifications for the benefit (if necessary)
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Contributory/ employment period required to receive a benefit		Average contributory/ employment period		Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested)	Conditional or unconditional cash transfers	Statutory pensionable age for old-age benefits		Other criteria if applicable	
3				nationals	non-nationals	nationals	non-nationals	select from the list	select from the list	Male	Female	(please specify)	
4	Benefit 1												
5	Benefit 2												
6	Benefit 3												

5.1. Contributory/employment period required to receive a benefit (nationals): Enter the contributory/employment period required for nationals to receive a benefit (e.g. 6 months, 20 years, etc.) for the benefits listed.

	B	C	D	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1								Eligibility criteria					Provide comments or clarifications for the benefit (if necessary)
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Contributory/ employment period required to receive a benefit		Average contributory/ employment period		Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested)	Conditional or unconditional cash transfers	Statutory pensionable age for old-age benefits		Other criteria if applicable	
3				nationals	non-nationals	nationals	non-nationals	select from the list	select from the list	Male	Female	(please specify)	
4	Benefit 1	Regular old age pension		30 years									

5.2. Contributory/employment period required to receive a benefit (non-nationals): Enter the contributory/employment period required for non-nationals to receive a benefit (e.g. 6 months, 20 years, etc.) for the benefits listed.

	A	B	C	D	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1					Eligibility criteria									Provide comments or clarifications for the benefit (if necessary)
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Contributory/ employment period required to receive a benefit		Average contributory/ employment period		Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested)	Conditional or unconditional cash transfers	Statutory pensionable age for old-age benefits		Other criteria if applicable	
3					nationals	non-nationals	nationals	non-nationals	select from the list	select from the list	Male	Female	(please specify)	
4		Benefit 1	Regular old age pension		30 years				███	███				

5.3. Average contributory/employment period (nationals): Enter the average contributory/employment period required for nationals to receive a benefit (e.g. 6 months, 20 years, etc.) for the benefits listed.

	A	B	C	D	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1					Eligibility criteria									Provide comments or clarifications for the benefit (if necessary)
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Contributory/ employment period required to receive a benefit		Average contributory/ employment period		Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested)	Conditional or unconditional cash transfers	Statutory pensionable age for old-age benefits		Other criteria if applicable	
3					nationals	non-nationals	nationals	non-nationals	select from the list	select from the list	Male	Female	(please specify)	
4		Benefit 1	Regular old age pension		30 years				███	███				

5.4. Average contributory/employment period (non-nationals): Enter the average contributory/employment period required for non-nationals to receive a benefit (e.g. 6 months, 20 years, etc.) for the benefits listed.

	A	B	C	D	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1					Eligibility criteria									Provide comments or clarifications for the benefit (if necessary)
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Contributory/ employment period required to receive a benefit		Average contributory/ employment period		Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested)	Conditional or unconditional cash transfers	Statutory pensionable age for old-age benefits		Other criteria if applicable	
3					nationals	non-nationals	nationals	non-nationals	select from the list	select from the list	Male	Female	(please specify)	
4		Benefit 1	Regular old age pension		30 years				███	███				

5.5. Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested): Use the dropdown list provided to indicate whether the benefit is universal or targeted.

Note: The cells in this column will be filled in black if you indicated that the scheme is contributory. If that is the case, please do not enter any information in the cell.

	A	B	C	D	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1					Eligibility criteria									Provide comments or clarifications for the benefit (if necessary)
2		Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Contributory/ employment period required to receive a benefit		Average contributory/ employment period		Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested)	Conditional or unconditional cash transfers	Statutory pensionable age for old-age benefits		Other criteria if applicable	
3					nationals	non-nationals	nationals	non-nationals	select from the list	select from the list	Male	Female	(please specify)	
4		Benefit 1	Regular old age pension		30 years				███	███				

5.6. Conditional or unconditional cash transfers: Use the dropdown list provided to indicate whether the cash transfers are conditional or unconditional.

Note: The cells in this column will be filled in black if you indicated that the scheme is contributory. If that is the case, please do not enter any information in the cell.

	B	C	D	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1				Eligibility criteria									Provide comments or clarifications for the benefit (if necessary)
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Contributory/ employment period required to receive a benefit		Average contributory/ employment period		Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested)	Conditional or unconditional cash transfers	Statutory pensionable age for old-age benefits		Other criteria if applicable	
3				nationals	non-nationals	nationals	non-nationals	select from the list	select from the list	Male	Female	(please specify)	
4	Benefit 1	Regular old age pension		30 years									

5.7. Statutory pensionable age for old-age benefits (Male): Enter the statutory pensionable age for old-age benefits for males (e.g. if 65 years, write simply 65).

	B	C	D	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1				Eligibility criteria									Provide comments or clarifications for the benefit (if necessary)
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Contributory/ employment period required to receive a benefit		Average contributory/ employment period		Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested)	Conditional or unconditional cash transfers	Statutory pensionable age for old-age benefits		Other criteria if applicable	
3				nationals	non-nationals	nationals	non-nationals	select from the list	select from the list	Male	Female	(please specify)	
4	Benefit 1	Regular old age pension		30 years						65			

5.8. Statutory pensionable age for old-age benefits (Female): Enter the statutory pensionable age for old-age benefits for females.

	B	C	D	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1				Eligibility criteria									Provide comments or clarifications for the benefit (if necessary)
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Contributory/ employment period required to receive a benefit		Average contributory/ employment period		Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested)	Conditional or unconditional cash transfers	Statutory pensionable age for old-age benefits		Other criteria if applicable	
3				nationals	non-nationals	nationals	non-nationals	select from the list	select from the list	Male	Female	(please specify)	
4	Benefit 1	Regular old age pension		30 years						65	65		

5.9. Other criteria if applicable: Specify any other relevant criteria for the benefit that has not already been mentioned in the previous columns.

	B	C	D	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1				Eligibility criteria									Provide comments or clarifications for the benefit (if necessary)
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Contributory/ employment period required to receive a benefit		Average contributory/ employment period		Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested)	Conditional or unconditional cash transfers	Statutory pensionable age for old-age benefits		Other criteria if applicable	
3				nationals	non-nationals	nationals	non-nationals	select from the list	select from the list	Male	Female	(please specify)	
4	Benefit 1	Regular old age pension		30 years						65	65		

5.10. Provide comments or clarifications for the benefit (if necessary): Provide comments or clarifications for the benefits as you deem necessary.

	B	C	D	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
1				Eligibility criteria									Provide comments or clarifications for the benefit (if necessary)
2	Benefit under this scheme	Name of the benefit in English	Name of the benefit in original language	Contributory/ employment period required to receive a benefit		Average contributory/ employment period		Universal (not means-tested or benefit-tested) or targeted (means-tested or benefit-tested)	Conditional or unconditional cash transfers	Statutory pensionable age for old-age benefits		Other criteria if applicable	
3				nationals	non-nationals	nationals	non-nationals	select from the list	select from the list	Male	Female	(please specify)	
4	Benefit 1	Regular old age pension		30 years						65	65		

Congratulations! You have finished filling in all the information on the Programs and Benefits menu bar tab.

Now would be a good time to click the Save button to save your work. If you want to continue entering information, click Edit again and continue to the Additional Information tab on the menu bar.

Filling in the Additional Info section

The Additional information section of the ILO/SSI consists of four parts that ask for data on:

- Population and labour force
- Migrants by origin/destination and sector
- Normative framework for migrant workers
- Poverty Info

Below you will find checklists for each section to help you complete this part of the questionnaire.

Tab 1: Population and labour force

Population

Age Group	Both sexes		Male		Female	
	Total	of which non-nationals	Total	of which non-nationals	Total	of which non-nationals
Population						
0+ (all ages)						
0-14						
15-35 (youth)						
15 + (working age)						
60+						
65+						

1.1. Population (Both sexes): Please provide the number of individuals (Both sexes) that make up the population in your country by specifying the number of individuals in each age group.

Age Group	Both sexes	
	Total	of which non-nationals
0+ (all ages)	41531	
0-14	9178	
15-35 (youth)	9344	
15 + (working age)	28928	
60+	9992	
65+	3425	

Be sure to indicate the number of non-nationals for each category.

Age Group	Both sexes	
	Total	of which non-nationals
0+ (all ages)	41531	1246
0-14	9178	275
15-35 (youth)	9344	280
15 + (working age)	28928	868
60+	9992	300
65+	3425	103

1.2. Population (Male): Please provide the number of individuals (Male) that make up the population in your country by specifying the number of individuals in each age group.

Age Group	Both sexes		Male	
	Total	of which non-nationals	Total	of which non-nationals
			Population	
0+ (all ages)	41531	1246	20417	
0-14	9178	275	4516	
15-35 (youth)	9344	280	4597	
15 + (working age)	28928	868	14232	
60+	9992	300	4916	
65+	3425	103	1685	

Be sure to indicate the number of non-nationals for each category.

Age Group	Both sexes		Male	
	Total	of which non-nationals	Total	of which non-nationals
			Population	
0+ (all ages)	41531	1246	20417	368
0-14	9178	275	4516	81
15-35 (youth)	9344	280	4597	83
15 + (working age)	28928	868	14232	256
60+	9992	300	4916	88
65+	3425	103	1685	30

1.3. Population (Female): Please provide the number of individuals (Female) that make up the population in your country by specifying the number of individuals in each age group.

	Age Group	Both sexes		Male		Female	
		Total	of which non-nationals	Total	of which non-nationals	Total	of which non-nationals
3		Population					
4	0+ (all ages)	41531	1246	20417	368	21114	
5	0-14	9178	275	4516	81	4663	
6	15-35 (youth)	9344	280	4597	83	4747	
7	15 + (working age)	28928	868	14232	256	14695	
8	60+	9992	300	4916	88	5076	
9	65+	3425	103	1685	30	1740	

Be sure to indicate the number of non-nationals for each category.

	Age Group	Both sexes		Male		Female	
		Total	of which non-nationals	Total	of which non-nationals	Total	of which non-nationals
3		Population					
4	0+ (all ages)	41531	1246	20417	368	21114	253
5	0-14	9178	275	4516	81	4663	56
6	15-35 (youth)	9344	280	4597	83	4747	57
7	15 + (working age)	28928	868	14232	256	14695	176
8	60+	9992	300	4916	88	5076	61
9	65+	3425	103	1685	30	1740	21

Labour force

		Labour Force					
11	15+						
12	15-35 (youth)						

1.4. Labour force (Both sexes): Please provide the number of individuals (Both sexes) that make up the labour force in your country.

Indicate the number of individuals (Both sexes) that are 15+. Be sure to indicate the number of individuals (Both sexes) that are 15-35 (youth).

	Age Group	Both sexes	
		Total	of which non-nationals
0+ (all ages)	41531	1246
0-14	9178	275
15-35 (youth)	9344	280
15 + (working age)	28928	868
60+	9992	300
65+	3425	103
15+	28928	
15-35 (youth)	9344	

Indicate the number of non-nationals (Both sexes) that are 15+. Be sure to indicate the number of non-nationals (Both sexes) that are 15+.

	Age Group	Both sexes	
		Total	of which non-nationals
0+ (all ages)	41531	1246
0-14	9178	275
15-35 (youth)	9344	280
15 + (working age)	28928	868
60+	9992	300
65+	3425	103
15+	28928	868
15-35 (youth)	9344	280

1.5. Labour force (Male): Please provide the number of individuals (Male) that make up the labour force in your country.

Indicate the number of individuals (Male) that are 15+. Be sure to indicate the number of individuals (Male) that are 15-35 (youth).

Age Group	Both sexes		Male	
	Total	of which non-nationals	Total	of which non-nationals
Population				
0+ (all ages)	41531	1246	20417	368
0-14	9178	275	4516	81
15-35 (youth)	9344	280	4597	83
15 + (working age)	28928	868	14232	256
60+	9992	300	4916	88
65+	3425	103	1685	30
Labour Force				
15+	28928	868	14232	
15-35 (youth)	9344	280	4597	

Indicate the number of non-nationals (Male) that are 15+. Be sure to indicate the number of non-nationals (Male) that are 15+.

Age Group	Both sexes		Male	
	Total	of which non-nationals	Total	of which non-nationals
Population				
0+ (all ages)	41531	1246	20417	368
0-14	9178	275	4516	81
15-35 (youth)	9344	280	4597	83
15 + (working age)	28928	868	14232	256
60+	9992	300	4916	88
65+	3425	103	1685	30
Labour Force				
15+	28928	868	14232	256
15-35 (youth)	9344	280	4597	83

1.6. Labour force (Female): Please provide the number of individuals (Female) that make up the labour force in your country.

Indicate the number of individuals (Female) that are 15+. Be sure to indicate the number of individuals (Female) that are 15-35 (youth).

Age Group	Both sexes		Male		Female	
	Total	of which non-nationals	Total	of which non-nationals	Total	of which non-nationals
Population						
0+ (all ages)	41531	1246	20417	368	21114	253
0-14	9178	275	4516	81	4663	56
15-35 (youth)	9344	280	4597	83	4747	57
15 + (working age)	28928	868	14232	256	14695	176
60+	9992	300	4916	88	5076	61
65+	3425	103	1685	30	1740	21
Labour Force						
15+	28928	868	14232	256	14695	
15-35 (youth)	9344	280	4597	83	4747	

Indicate the number of non-nationals (Female) that are 15+. Be sure to indicate the number of non-nationals (Female) that are 15+.

Age Group	Both sexes		Male		Female	
	Total	of which non-nationals	Total	of which non-nationals	Total	of which non-nationals
Population						
0+ (all ages)	41531	1246	20417	368	21114	253
0-14	9178	275	4516	81	4663	56
15-35 (youth)	9344	280	4597	83	4747	57
15 + (working age)	28928	868	14232	256	14695	176
60+	9992	300	4916	88	5076	61
65+	3425	103	1685	30	1740	21
Labour Force						
15+	28928	868	14232	256	14695	176
15-35 (youth)	9344	280	4597	83	4747	57

Employed

Employed						
15+						
15-35 (youth)						

1.7. Employed (Both sexes): Please provide the number of individuals (Both sexes) that make up the employed population in your country.

Indicate the number of individuals (Both sexes) that are 15+. Be sure to indicate the number of individuals (Both sexes) that are 15-35 (youth).

	A	B	C	D
6		15-35 (youth)	9344	280
7		15 + (working age)	28928	868
8		60+	9992	300
9		65+	3425	103
10				
11		15+	28928	868
12		15-35 (youth)	9344	280
13				
14		15+	17897	
15		15-35 (youth)	5781	

Indicate the number of non-nationals (Both sexes) that are 15+. Be sure to indicate the number of non-nationals (Both sexes) that are 15+.

	A	B	C	D
6		15-35 (youth)	9344	280
7		15 + (working age)	28928	868
8		60+	9992	300
9		65+	3425	103
10				
11		15+	28928	868
12		15-35 (youth)	9344	280
13				
14		15+	17897	537
15		15-35 (youth)	5781	173

1.8. Employed (Male): Please provide the number of individuals (Male) that make up the employed population in your country.

Indicate the number of individuals (Male) that are 15+. Be sure to Indicate the number of individuals (Male) that are 15-35 (youth).

	A	B	C	D	E	F
6		15-35 (youth)	9344	280	4597	83
7		15 + (working age)	28928	868	14232	256
8		60+	9992	300	4916	88
9		65+	3425	103	1685	30
10					Labour Force	
11		15+	28928	868	14232	256
12		15-35 (youth)	9344	280	4597	83
13					Employed	
14		15+	17897	537	8805	
15		15-35 (youth)	5781	173	2844	

Indicate the number of non-nationals (Male) that are 15+. Be sure to indicate the number of non-nationals (Male) that are 15+.

	A	B	C	D	E	F
6		15-35 (youth)	9344	280	4597	83
7		15 + (working age)	28928	868	14232	256
8		60+	9992	300	4916	88
9		65+	3425	103	1685	30
10					Labour Force	
11		15+	28928	868	14232	256
12		15-35 (youth)	9344	280	4597	83
13					Employed	
14		15+	17897	537	8805	158
15		15-35 (youth)	5781	173	2844	51

1.9. Employed (Female): Please provide the number of individuals (Female) that make up the employed population in your country.

Indicate the number of individuals (Female) that are 15+. Be sure to indicate the number of individuals (Female) that are 15-35 (youth).

	A	B	C	D	E	F	G	H
6	15-35 (youth)	9344	280	4597	83	4747	57
7	15 + (working age)	28928	868	14232	256	14695	176
8	60+	9992	300	4916	88	5076	61
9	65+	3425	103	1685	30	1740	21
10	Labour Force						
11	15+	28928	868	14232	256	14695	176
12	15-35 (youth)	9344	280	4597	83	4747	57
13	Employed						
14	15+	17897	537	8805	158	9092	
15	15-35 (youth)	5781	173	2844	51	2937	

Indicate the number of non-nationals (Female) that are 15+. Be sure to indicate the number of non-nationals (Female) that are 15+.

	A	B	C	D	E	F	G	H
6	15-35 (youth)	9344	280	4597	83	4747	57
7	15 + (working age)	28928	868	14232	256	14695	176
8	60+	9992	300	4916	88	5076	61
9	65+	3425	103	1685	30	1740	21
10	Labour Force						
11	15+	28928	868	14232	256	14695	176
12	15-35 (youth)	9344	280	4597	83	4747	57
13	Employed						
14	15+	17897	537	8805	158	9092	109
15	15-35 (youth)	5781	173	2844	51	2937	35

Unemployed

	B						
16	Unemployed						
17	15+						
18	15-35 (youth)						

1.10. Unemployed (Both sexes): Please provide the number of individuals (Both sexes) that make up the unemployed population in your country.

Indicate the number of individuals (Both sexes) that are 15+. Be sure to indicate the number of individuals (Both sexes) that are 15-35 (youth).

	A	B	C	D
6		15-35 (youth)	9344	280
7		15 + (working age)	28928	868
8		60+	9992	300
9		65+	3425	103
10				
11		15+	28928	868
12		15-35 (youth)	9344	280
13				
14		15+	17897	537
15		15-35 (youth)	5781	173
16				
17		15+	1498	
18		15-35 (youth)	484	

Indicate the number of non-nationals (Both sexes) that are 15+. Be sure to indicate the number of non-nationals (Both sexes) that are 15+.

	A	B	C	D
6		15-35 (youth)	9344	280
7		15 + (working age)	28928	868
8		60+	9992	300
9		65+	3425	103
10				
11		15+	28928	868
12		15-35 (youth)	9344	280
13				
14		15+	17897	537
15		15-35 (youth)	5781	173
16				
17		15+	1498	45
18		15-35 (youth)	484	15

1.11. Unemployed (Male): Please provide the number of individuals (Male) that make up the unemployed population in your country.

Indicate the number of individuals (Male) that are 15+. Be sure to indicate the number of individuals (Male) that are 15-35 (youth).

	A	B	C	D	E	F
6		15-35 (youth)	9344	280	4597	83
7		15 + (working age)	28928	868	14232	256
8		60+	9992	300	4916	88
9		65+	3425	103	1685	30
10					Labour Force	
11		15+	28928	868	14232	256
12		15-35 (youth)	9344	280	4597	83
13					Employed	
14		15+	17897	537	8805	158
15		15-35 (youth)	5781	173	2844	51
16					Unemployed	
17		15+	1498	45	737	
18		15-35 (youth)	484	15	238	

Indicate the number of non-nationals (Male) that are 15+. Be sure to indicate the number of non-nationals (Male) that are 15+.

	A	B	C	D	E	F
6		15-35 (youth)	9344	280	4597	83
7		15 + (working age)	28928	868	14232	256
8		60+	9992	300	4916	88
9		65+	3425	103	1685	30
10					Labour Force	
11		15+	28928	868	14232	256
12		15-35 (youth)	9344	280	4597	83
13					Employed	
14		15+	17897	537	8805	158
15		15-35 (youth)	5781	173	2844	51
16					Unemployed	
17		15+	1498	45	737	13
18		15-35 (youth)	484	15	238	4

1.12. Unemployed (Female): Please provide the number of individuals (Female) that make up the unemployed population in your country.

Indicate the number of individuals (Female) that are 15+. Be sure to indicate the number of individuals (Female) that are 15-35 (youth).

	B	C	D	E	F	G	H
6	15-35 (youth)	9344	280	4597	83	4747	57
7	15 + (working age)	28928	868	14232	256	14695	176
8	60+	9992	300	4916	88	5076	61
9	65+	3425	103	1685	30	1740	21
10	Labour Force						
11	15+	28928	868	14232	256	14695	176
12	15-35 (youth)	9344	280	4597	83	4747	57
13	Employed						
14	15+	17897	537	8805	158	9092	109
15	15-35 (youth)	5781	173	2844	51	2937	35
16	Unemployed						
17	15+	1498	45	737	13	761	
18	15-35 (youth)	484	15	238	4	246	

Indicate the number of non-nationals (Female) that are 15+. Be sure to indicate the number of non-nationals (Female) that are 15+.

	B	C	D	E	F	G	H
6	15-35 (youth)	9344	280	4597	83	4747	57
7	15 + (working age)	28928	868	14232	256	14695	176
8	60+	9992	300	4916	88	5076	61
9	65+	3425	103	1685	30	1740	21
10	Labour Force						
11	15+	28928	868	14232	256	14695	176
12	15-35 (youth)	9344	280	4597	83	4747	57
13	Employed						
14	15+	17897	537	8805	158	9092	109
15	15-35 (youth)	5781	173	2844	51	2937	35
16	Unemployed						
17	15+	1498	45	737	13	761	9
18	15-35 (youth)	484	15	238	4	246	3

Now would be a good time to click the Save button to save your work. If you want to continue entering information, click Edit again and continue to the second tab, Migrants by origin/destination and sector.

Tab 2: Migrants by origin/destination and sector

In this section, you will be asked to provide information on the emigrant population in your country as well as on the immigrant population and the top five sectors employing migrants.

Important: In Surveys-No Migrants this tab will not be available.

Population and labour Force	Migrants by origin/destination and sector	Normative Framework for migrant workers	Poverty info

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#	Emigrants by destination		Immigrants by origin (top 5)		Number of migrants by economic sector (top 5)	
	Country of Destination	Number of persons	Country of Origin	Number of persons	Sector	Number of persons
1						
2						
3						
4						
5						

* use shortcuts to copy and paste e.g. Ctrl+C & Ctrl+V

2.1. Emigrants by destination: Please provide information on the emigrant population by entering the top five countries of destination and the corresponding number of persons per group.

#	Emigrants by destination		Immigrants by origin (top 5)		Number of migrants by economic sector (top 5)	
	Country of Destination	Number of persons	Country of Origin	Number of persons	Sector	Number of persons
1	USA					
2	Italy					
3	Australia					
4	South Africa					
5	Brazil					

	#	Emigrants by destination		Immigrants by origin (top 5)		Number of migrants by economic sector (top 5)	
		Country of Destination	Number of persons	Country of Origin	Number of persons	Sector	Number of persons
1	USA	3351					
2	Italy	997					
3	Australia	872					
4	South Africa	561					
5	Brazil	249					

2.2. Immigrants by origin (top 5): Please provide information on the immigrant population by entering the top five countries of origin and the corresponding number of persons per group.

	#	Emigrants by destination		Immigrants by origin (top 5)		Number of migrants by economic sector (top 5)	
		Country of Destination	Number of persons	Country of Origin	Number of persons	Sector	Number of persons
1	USA	3351	South Amrosea				
2	Italy	997	Tiji				
3	Australia	872	Randall Islands				
4	South Africa	561	India				
5	Brazil	249	Viet Nam				

	#	Emigrants by destination		Immigrants by origin (top 5)		Number of migrants by economic sector (top 5)	
		Country of Destination	Number of persons	Country of Origin	Number of persons	Sector	Number of persons
1	USA	3351	South Amrosea	473			
2	Italy	997	Tiji	361			
3	Australia	872	Randall Islands	274			
4	South Africa	561	India	75			
5	Brazil	249	Viet Nam	62			

2.3. Number of migrants by economic sector (top 5): Please provide information on the number of migrants per economic sector, indicating the top five sectors where the largest migrant populations are employed and the corresponding number of persons per group.

#	Emigrants by destination		Immigrants by origin (top 5)		Number of migrants by economic sector (top 5)	
	Country of Destination	Number of persons	Country of Origin	Number of persons	Sector	Number of persons
1	USA	3351	South Amrosea	473	Textiles	
2	Italy	997	Tiji	361	Mining	
3	Australia	872	Randall Islands	274	Agriculture	
4	South Africa	561	India	75	Commercial	
5	Brazil	249	Viet Nam	62	Domestic services	

#	Emigrants by destination		Immigrants by origin (top 5)		Number of migrants by economic sector (top 5)	
	Country of Destination	Number of persons	Country of Origin	Number of persons	Sector	Number of persons
1	USA	3351	South Amrosea	473	Textiles	953
2	Italy	997	Tiji	361	Mining	82
3	Australia	872	Randall Islands	274	Agriculture	61
4	South Africa	561	India	75	Commercial	45
5	Brazil	249	Viet Nam	62	Domestic services	15

Now would be a good time to click the Save button to save your work. If you want to continue entering information, click Edit again and continue to the third tab, Normative framework for migrant workers.

Tab 3: Normative framework for migrant workers

This section seeks information on ratifications of ILO and other relevant UN Conventions and international standards. It also seeks information on any relevant bilateral/multilateral social security and other labour agreements.

| | Population and labour Force | Migrants by origin/destination and sector | Normative Framework for migrant workers | Poverty info |

	A	B	C	D	E	F
1						
2			*Ratification of ILO and UN Conventions/International Standards*			
3			**ILO Conventions**			**Ratified (Yes/No)**
4		Convention on Social Security, 1952 (No. 102)				
5		Equality of Treatment (Social Security) Convention, 1962 (No. 118)				
6		Maintenance of Social Security Rights Convention, 1982 (No. 157)				
7		Migration for Employment Convention (Revised), 1949 (No. 97)				
8		Employement Injury Benefits, 1964 (No.121)				
9		Invalidity, Old-Age and Survivors' Benefits, 1967 (No.128)				
10		Medical Care and Sickness Benefits, 1969 (No.130)				
11		Migrant Workers (supplementary Provisions) Convention, 1975 (No. 143)				
12		Employment Promotion and Protection against umemployment Convention, 1988 (No. 168)				
13		Maternity protection Convention, 2000 (No. 183)				
14		Domestic Workers Convention, 2011 (No. 189)				
15		Convention related to the status of Refugees (1967)				
16		Forced Labour Convention, 1930 (No. 29),				
17			**UN Conventions**			**Ratified (Yes/No)**
18		International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (1990)				
19		International Convention on the Elimination of all forms of Racial Discrimination, 1963				

Ratification of ILO and UN Conventions/International Standards – ILO Conventions

| | Population and labour Force | Migrants by origin/destination and sector | Normative Framework for migrant workers | Poverty info |

	A	B	C	D	E	F
1						
2			*Ratification of ILO and UN Conventions/International Standards*			
3			**ILO Conventions**			**Ratified (Yes/No)**
4		Convention on Social Security, 1952 (No. 102)				
5		Equality of Treatment (Social Security) Convention, 1962 (No. 118)				
6		Maintenance of Social Security Rights Convention, 1982 (No. 157)				
7		Migration for Employment Convention (Revised), 1949 (No. 97)				
8		Employement Injury Benefits, 1964 (No.121)				
9		Invalidity, Old-Age and Survivors' Benefits, 1967 (No.128)				
10		Medical Care and Sickness Benefits, 1969 (No.130)				
11		Migrant Workers (supplementary Provisions) Convention, 1975 (No. 143)				
12		Employment Promotion and Protection against umemployment Convention, 1988 (No. 168)				
13		Maternity protection Convention, 2000 (No. 183)				
14		Domestic Workers Convention, 2011 (No. 189)				
15		Convention related to the status of Refugees (1967)				
16		Forced Labour Convention, 1930 (No. 29),				

Please indicate which ILO conventions have been ratified in your country by entering yes or no in the right-hand column.

3.1. Convention on Social Security, 1952 (No. 102): Select 'Yes' or 'No' from the dropdown list provided. To access the dropdown menu, click on the cell, then click on the small grey square with an arrow to the right of the cell.

	A	B	C	D	E	F	
1							
2		Ratification of ILO and UN Conventions/International Standards					
3		ILO Conventions				Ratified (Yes/No)	
4		Convention on Social Security, 1952 (No. 102)					
5		Equality of Treatment (Social Security) Convention, 1962 (No. 118)					Yes
6		Maintenance of Social Security Rights Convention, 1982 (No. 157)					No

3.2. Equality of Treatment (Social Security) Convention, 1962 (No. 118): Select 'Yes' or 'No' from the dropdown list provided.

3.3. Maintenance of Social Security Rights Convention, 1982 (No. 157): Select 'Yes' or 'No' from the dropdown list provided.

3.4. Migration for Employment Convention (Revised), 1949 (No. 97): Select 'Yes' or 'No' from the dropdown list provided.

3.5. Employment Injury Benefits, 1964 (No. 121): Select 'Yes' or 'No' from the dropdown list provided.

3.6. Invalidity, Old-Age and Survivors' Benefits, 1967 (No. 128): Select 'Yes' or 'No' from the dropdown list provided.

3.7. Medical Care and Sickness Benefits, 1969 (No. 130): Select 'Yes' or 'No' from the dropdown list provided.

3.8. Migrant Workers (supplementary Provisions) Convention, 1975 (No. 143): Select 'Yes' or 'No' from the dropdown list provided.

3.9. Employment Promotion and Protection against unemployment Convention, 1988 (No. 168): Select 'Yes' or 'No' from the dropdown list provided.

3.10. Maternity protection Convention, 2000 (No. 183): Select 'Yes' or 'No' from the dropdown list provided.

3.11. Domestic Workers Convention, 2011 (No. 189): Select 'Yes' or 'No' from the dropdown list provided.

3.12. Convention related to the status of Refugees (1967): Select 'Yes' or 'No' from the dropdown list provided.

3.13. Forced Labour Convention, 1930 (No. 29): Select 'Yes' or 'No' from the dropdown list provided.

	ILO Conventions	Ratified (Yes/No)
	Ratification of ILO and UN Conventions/International Standards	
	ILO Conventions	**Ratified (Yes/No)**
Convention on Social Security, 1952 (No. 102)		No
Equality of Treatment (Social Security) Convention, 1962 (No. 118)		No
Maintenance of Social Security Rights Convention, 1982 (No. 157)		No
Migration for Employment Convention (Revised), 1949 (No. 97)		No
Employement Injury Benefits, 1964 (No.121)		No
Invalidity, Old-Age and Survivors' Benefits, 1967 (No.128)		No
Medical Care and Sickness Benefits, 1969 (No.130)		No
Migrant Workers (supplementary Provisions) Convention, 1975 (No. 143)		No
Employment Promotion and Protection against umemployment Convention, 1988 (No. 168)		No
Maternity protection Convention, 2000 (No. 183)		No
Domestic Workers Convention, 2011 (No. 189)		No
Convention related to the status of Refugees (1967)		No
Forced Labour Convention, 1930 (No. 29),		No

Ratification of ILO and UN Conventions/International Standards – UN Conventions

Please indicate which UN conventions have been ratified in your country by entering yes or no in the right-hand column.

	Population and labour Force	Migrants by origin/destination and sector	Normative Framework for migrant workers	Poverty info

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	UN Conventions	Ratified (Yes/No)
International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (1990)		
International Convention on the Elimination of all forms of Racial Discrimination, 1963		
International Covenant on Economic Social and Cultural Rights, 1966		
Convention on the Elimination of All Forms of Discrimination against Women, 1979		
Convention on the Rights of the child, 1989		

3.14. International Convention on the Protection of the Rights of All Migrants Workers and Members of Their Families (1990): Select 'Yes' or 'No' from the dropdown menu. To access the dropdown list provided, click on the cell, then click on the small grey square with an arrow to the right of the cell.

	UN Conventions	Ratified (Yes/No)	
International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (1990)			
International Convention on the Elimination of all forms of Racial Discrimination, 1963			Yes
International Covenant on Economic Social and Cultural Rights, 1966			No
Convention on the Elimination of All Forms of Discrimination against Women, 1979			
Convention on the Rights of the child, 1989			

3.15. International Convention on the Elimination of all forms of Racial Discrimination, 1963: Select 'Yes' or 'No' from the dropdown list provided.

3.16. International Covenant on Economic Social and Cultural Rights, 1966: Select 'Yes' or 'No' from the dropdown list provided.

3.17. Convention on the Elimination of All Forms of Discrimination against Women, 1979: Select 'Yes' or 'No' from the dropdown list provided.

3.18. Convention on the Rights of the Child, 1989: Select 'Yes' or 'No' from the dropdown list provided.

	UN Conventions	Ratified (Yes/No)
17	UN Conventions	Ratified (Yes/No)
18	International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (1990)	Yes
19	International Convention on the Elimination of all forms of Racial Discrimination, 1963	Yes
20	International Covenant on Economic Social and Cultural Rights, 1966	Yes
21	Convention on the Elimination of All Forms of Discrimination against Women, 1979	Yes
22	Convention on the Rights of the child, 1989	Yes

Bilateral/Multilateral Social security and Labour Agreements

Please indicate any bilateral or multilateral agreements on social security or labour that may be in force in your country.

3.19. Name: Enter the name of the agreement.

The height of the cell will adjust to the fit the text you type after you press Enter, as shown below.

3.20. Web link: Enter the web link that corresponds to the website where one can find more information on the agreement and other details. If no information can be found online, please send a copy of the agreement to socprodata@ilo.org.

The link text will fit itself into the cell after you click Enter, as shown below.

3.21. Branches covered: Using the dropdown list provided, indicate the branches covered by the agreement.

You may add multiple functions by repeating the process above: click on the arrow to reveal the dropdown list, click on the function desired and then click OK to register your choice. The table will resemble the one below when you've chosen more than one function.

3.22. Population groups covered: Using the dropdown list provided, indicate the population groups covered by the agreement.

As with the Branches covered column, here you can also select multiple Population groups covered by repeating the same process to add a population group: click on the arrow to reveal the dropdown list, click on the population group desired and then click OK to register your choice.

3.23. Provisions on equality of treatment: Using the dropdown list provided, indicate whether there are provisions on equality of treatment in the agreement.

3.24. Provisions on payments of benefits abroad: Using the dropdown list provided, indicate whether there are provisions on payments of benefits abroad in the agreement.

	Name	Web link	Branches covered	Population groups covered	Provisions on equality of treatment	Provisions on payments of benefits abroad	Provisions on maintenance of rights in the course of acquisition (totalization)
24	Bilateral/Multilateral Social security and Labour Agreements						
25							
26			select from the list	select from the list	select from the list	select from the list	select from the list
27	Amrosea-North Amrosea Social Security Agreement	www.amrosea.gov/amrosea-north-amrosea-social-security-agreement	Survivors, Invalidity/disability, Old age,	Migrant workers,	Yes		
28							Yes
29							No
30							

3.25. Provisions on maintenance of rights in the course of acquisition (totalization): Using the dropdown list provided, indicate whether there are provisions on maintenance of rights in the course of acquisition (totalization) in the agreement.

	Name	Web link	Branches covered	Population groups covered	Provisions on equality of treatment	Provisions on payments of benefits abroad	Provisions on maintenance of rights in the course of aqcuisition (totalization)
24	Bilateral/Multilateral Social security and Labour Agreements						
25							
26			select from the list	select from the list	select from the list	select from the list	select from the list
27	Amrosea-North Amrosea Social Security Agreement	www.amrosea.gov/amrosea-north-amrosea-social-security-agreement	Survivors, Invalidity/disability, Old age,	Migrant workers,	Yes	Yes	
28							Yes
29							No
30							

Once you've filled in information on the existing bilateral/multilateral social security and labour agreements in your country, your table should resemble the table below.

	Name	Web link	Branches covered	Population groups covered	Provisions on equality of treatment	Provisions on payments of benefits abroad	Provisions on maintenance of rights in the course of aqcuisition (totalization)
24	Bilateral/Multilateral Social security and Labour Agreements						
25							
26			select from the list	select from the list	select from the list	select from the list	select from the list
27	Amrosea-North Amrosea Social Security Agreement	www.amrosea.gov/amrosea-north-amrosea-social-security-agreement	Survivors, Invalidity/disability, Old age,	Migrant workers,	Yes	Yes	No
28	Northern Horn Regional Social Security Agreement	www.amrosea.gov/northern-horn-regional-social-security-agreement	Survivors, Invalidity/disability, Old age,	Migrant workers,	Yes	No	No
29	Labour code	www.amrosea.gov/labour-code	Unemployment, Employment injury,	All residents,	Yes	No	No
30	Law of totalization of benefits for non-nationals in Amrosea's mining sector	www.amrosea.gov/law-of-totalization-of-benefits-amrosea-mining-sector	Survivors, Invalidity/disability, Old age,	Migrant workers,	Yes	No	Yes

Now would be a good time to click the Save button to save your work. If you want to continue entering information, click Edit again and continue to the fourth tab, Poverty Info.

Tab 4: Poverty info

The Poverty info tab aims to collect disaggregated information on individuals/households living in poverty as well as various poverty indicators in two tables.

Individuals / households living in poverty according to the definition most commonly used in official sources

4.1. Total population (Both sexes): Indicate the Total population, the headcount or number of people.

Enter the total population as a share of the total population / households, as a per cent (e.g. enter 10% or 20%).

4.2. Urban population (Both sexes): Indicate the Urban population (Both sexes), the headcount or number of people.

Enter the urban population as a share of the total population / households, as a per cent.

Individuals / Households	Total Population		Urban		Rural	
	Headcount / Number	Share of total population / households (%)	Headcount / Number	Share of urban population / households (%)	Headcount / Number	Share of rural population / households (%)
Both sexes	6645	16%	4386	16%		
Male						
Female						
Number of Households						

Individuals / households living in poverty according to the definition most commonly used in official sources

4.3. Rural population (Both sexes): Indicate the Rural population (Both sexes), the headcount or number of people.

Enter the rural population as a share of the total population / households, as a per cent.

Individuals / Households	Total Population		Urban		Rural	
	Headcount / Number	Share of total population / households (%)	Headcount / Number	Share of urban population / households (%)	Headcount / Number	Share of rural population / households (%)
Both sexes	6645	16%	4386	16%	2259	16%
Male						
Female						
Number of Households						

4.4. Total population (Male): Indicate the Total population (Male), the headcount or number of people.

Enter the total population as a share of the total population / households, as a per cent.

Individuals / Households	Total Population		Urban		Rural	
	Headcount / Number	Share of total population / households (%)	Headcount / Number	Share of urban population / households (%)	Headcount / Number	Share of rural population / households (%)
Both sexes	6645	16%	4386	16%	2259	16%
Male	3267	8%				
Female						
Number of Households						

4.5. Urban population (Male): Indicate the Urban population (Male), the headcount or number of people.

Enter the urban population as a share of the total population / households, as a per cent.

Individuals / Households	Total Population		Urban		Rural	
	Headcount / Number	Share of total population / households (%)	Headcount / Number	Share of urban population / households (%)	Headcount / Number	Share of rural population / households (%)
Both sexes	6645	16%	4386	16%	2259	16%
Male	3267	8%	2061	8%		
Female						
Number of Households						

4.6. Rural population (Male): Indicate the Rural population (Male), the headcount or number of people.

Enter the rural population as a share of the total population / households, as a per cent.

Individuals / Households	Individuals / households living in poverty according to the definition most commonly used in official sources						
	Total Population		Urban		Rural		
	Headcount / Number	Share of total population / households (%)	Headcount / Number	Share of urban population / households (%)	Headcount / Number	Share of rural population / households (%)	
Both sexes	6645	16%	4386	16%	2259	16%	
Male	3267	8%	2061	8%	971	7%	
Female							
Number of Households							

4.7. Total population (Female): Indicate the Total population (Female), the headcount or number of people.

Enter the total population as a share of the total population / households, as a per cent.

Individuals / Households	Individuals / households living in poverty according to the definition most commonly used in official sources						
	Total Population		Urban		Rural		
	Headcount / Number	Share of total population / households (%)	Headcount / Number	Share of urban population / households (%)	Headcount / Number	Share of rural population / households (%)	
Both sexes	6645	16%	4386	16%	2259	16%	
Male	3267	8%	2061	8%	971	7.00%	
Female	3378	8%					
Number of Households							

4.8. Urban population (Female): Indicate the Urban population (Female), the headcount or number of people.

Enter the urban population as a share of the total population / households, as a per cent.

Individuals / Households	Individuals / households living in poverty according to the definition most commonly used in official sources						
	Total Population		Urban		Rural		
	Headcount / Number	Share of total population / households (%)	Headcount / Number	Share of urban population / households (%)	Headcount / Number	Share of rural population / households (%)	
Both sexes	6645	16%	4386	16%	2259	16%	
Male	3267	8%	2061	8%	971	7.00%	
Female	3378	8%	2324	8%			
Number of Households							

4.9. Rural population (Female): Indicate the Rural population (Female), the headcount or number of people.

Enter the rural population as a share of the total population / households, as a per cent.

Individuals / Households	Individuals / households living in poverty according to the definition most commonly used in official sources						
	Total Population		Urban		Rural		
	Headcount / Number	Share of total population / households (%)	Headcount / Number	Share of urban population / households (%)	Headcount / Number	Share of rural population / households (%)	
Both sexes	6645	16%	4386	16%	2259	16%	
Male	3267	8%	2061	8%	971	7.00%	
Female	3378	8%	2324	8%	1288	9%	
Number of Households							

4.10. Total population (Number of households): Indicate the Total population (Number of households), the headcount or number of people.

Enter the total population as a share of the total population / households, as a per cent.

	Individuals / Households	Total Population		Urban		Rural	
		Headcount / Number	Share of total population / households (%)	Headcount / Number	Share of urban population / households (%)	Headcount / Number	Share of rural population / households (%)
5	Both sexes	6645	16%	4386	16%	2259	16%
6	Male	3267	8%	2061	8%	971	7.00%
7	Female	3378	8%	2324	8%	1288	9%
8	Number of Households	1796	16%				

Individuals / households living in poverty according to the definition most commonly used in official sources

4.11. Urban population (Number of households): Indicate the Urban population (Number of households), the headcount or number of people.

Enter the urban population as a share of the total population / households, as a per cent.

	Individuals / Households	Total Population		Urban		Rural	
		Headcount / Number	Share of total population / households (%)	Headcount / Number	Share of urban population / households (%)	Headcount / Number	Share of rural population / households (%)
5	Both sexes	6645	16%	4386	16%	2259	16%
6	Male	3267	8%	2061	8%	971	7.00%
7	Female	3378	8%	2324	8%	1288	9%
8	Number of Households	1796	16%	7408	66%		

Individuals / households living in poverty according to the definition most commonly used in official sources

4.12. Rural population (Number of households): Indicate the Rural population (Number of households), the headcount or number of people.

Enter the rural population as a share of the total population / households, as a per cent.

	Individuals / Households	Total Population		Urban		Rural	
		Headcount / Number	Share of total population / households (%)	Headcount / Number	Share of urban population / households (%)	Headcount / Number	Share of rural population / households (%)
5	Both sexes	6645	16%	4386	16%	2259	16%
6	Male	3267	8%	2061	8%	971	7.00%
7	Female	3378	8%	2324	8%	1288	9%
8	Number of Households	1796	16%	7408	66%	3816	37%

Individuals / households living in poverty according to the definition most commonly used in official sources

Information about the national poverty line, level of subsistence minimum, extreme poverty line, etc.

| Population and labour Force | Migrants by origin/destination and sector | Normative Framework for migrant workers | Poverty info |

| I24 | fx | |

	A	B	C	D	E	F
10						
11						
12		Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
13	Indicator	Value in local currency	Year	Method of calculation	Method of calculation	
14	National poverty line					
15	Poverty line for children					
16	Poverty line for adults					
17	Poverty line for old age					
18	Subsistence minimum for children					
19	Subsistence minimum for adults					
20	Subsistence minimum for old age					
21	Living minimum					
22	Extreme poverty line					
23	Other indicators, please specify					
24	* use shortcuts to copy and paste e.g. Ctrl+C & Ctrl+V					

4.13. National poverty line: Indicate the value that corresponds to the national poverty line, in the local currency.

	A	B	C	D	E	F
10						
11						
12		Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
13	Indicator	Value in local currency	Year	Method of calculation	Method of calculation	
14	National poverty line	375.00				
15	Poverty line for children					
16	Poverty line for adults					
17	Poverty line for old age					
18	Subsistence minimum for children					
19	Subsistence minimum for adults					
20	Subsistence minimum for old age					
21	Living minimum					
22	Extreme poverty line					
23	Other indicators, please specify					

Specify the year in which the national poverty line was defined.

	Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
Indicator	**Value in local currency**	**Year**	**Method of calculation**	**Method of calculation**	
National poverty line	375.00	2021			
Poverty line for children					
Poverty line for adults					
Poverty line for old age					
Subsistence minimum for children					
Subsistence minimum for adults					
Subsistence minimum for old age					
Living minimum					
Extreme poverty line					
Other indicators, please specify					

Indicate the method used to calculate the national poverty line.

	Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
Indicator	**Value in local currency**	**Year**	**Method of calculation**	**Method of calculation**	
National poverty line	375.00	2021	Absolute povery line		
Poverty line for children					
Poverty line for adults					
Poverty line for old age					
Subsistence minimum for children					
Subsistence minimum for adults					
Subsistence minimum for old age					
Living minimum					
Extreme poverty line					
Other indicators, please specify					

Specify the method and periodicity of indexation used to calculate the national poverty line.

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	Indicator	Value in local currency	Year	Method of calculation	Method of calculation
	Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
14	National poverty line	375.00	2021	Absolute povery line	Annually
15	Poverty line for children				
16	Poverty line for adults				
17	Poverty line for old age				
18	Subsistence minimum for children				
19	Subsistence minimum for adults				
20	Subsistence minimum for old age				
21	Living minimum				
22	Extreme poverty line				
23	Other indicators, please specify				

4.14. Poverty line for children: Indicate the value that corresponds to the national poverty line for children, in the local currency.

Specify the year in which the national poverty line for children was defined.

Indicate the method used to calculate the national poverty line for children.

Specify the method and periodicity of indexation used to calculate the national poverty line for children.

4.15. Poverty line for adults: Indicate the value that corresponds to the national poverty line for adults, in the local currency.

Specify the year in which the national poverty line for adults was defined.

Indicate the method used to calculate the national poverty line for adults.

Specify the method and periodicity of indexation used to calculate the national poverty line for adults.

4.16. Poverty line for old age: Indicate the value that corresponds to the national poverty line for old age, in the local currency.

Specify the year in which the national poverty line for old age was defined.

Indicate the method used to calculate the national poverty line for old age.

Specify the method and periodicity of indexation used to calculate the national poverty line for old age.

4.17. Subsistence minimum for children: Indicate the value that corresponds to the subsistence minimum for children, in the local currency.

Specify the year in which the subsistence minimum for children was defined.

Indicate the method used to calculate the subsistence minimum for children.

Specify the method and periodicity of indexation used to calculate the subsistence minimum for children.

4.18. Subsistence minimum for adults: Indicate the value that corresponds to the subsistence minimum for adults, in the local currency.

Specify the year in which the subsistence minimum for adults was defined.

Indicate the method used to calculate the subsistence minimum for adults.

Specify the method and periodicity of indexation used to calculate the subsistence minimum for adults.

4.19. Subsistence minimum for old age: Indicate the value that corresponds to the subsistence minimum for old age, in the local currency.

Specify the year in which the subsistence minimum for old age was defined.

Indicate the method used to calculate the subsistence minimum for old age.

Specify the method and periodicity of indexation used to calculate the subsistence minimum for old age.

4.20. Living minimum: Indicate the value that corresponds to the living minimum, in the local currency.

Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
Indicator	Value in local currency	Year	Method of calculation	Method of calculation
National poverty line	375.00	2021	Absolute povery line	Annually
Poverty line for children				
Poverty line for adults				
Poverty line for old age				
Subsistence minimum for children				
Subsistence minimum for adults				
Subsistence minimum for old age				
Living minimum	975.00			
Extreme poverty line				
Other indicators, please specify				

Specify the year in which the living minimum was defined.

Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
Indicator	Value in local currency	Year	Method of calculation	Method of calculation
National poverty line	375.00	2021	Absolute povery line	Annually
Poverty line for children				
Poverty line for adults				
Poverty line for old age				
Subsistence minimum for children				
Subsistence minimum for adults				
Subsistence minimum for old age				
Living minimum	975.00	2021		
Extreme poverty line				
Other indicators, please specify				

Indicate the method used to calculate the living minimum.

	Indicator	Value in local currency	Year	Method of calculation	Method of calculation
12	Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
14	National poverty line	375.00	2021	Absolute povery line	Annually
15	Poverty line for children				
16	Poverty line for adults				
17	Poverty line for old age				
18	Subsistence minimum for children				
19	Subsistence minimum for adults				
20	Subsistence minimum for old age				
21	Living minimum	975.00	2021	Food basket	
22	Extreme poverty line				
23	Other indicators, please specify				

Specify the method and periodicity of indexation used to calculate the living minimum.

	Indicator	Value in local currency	Year	Method of calculation	Method of calculation
12	Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
14	National poverty line	375.00	2021	Absolute povery line	Annually
15	Poverty line for children				
16	Poverty line for adults				
17	Poverty line for old age				
18	Subsistence minimum for children				
19	Subsistence minimum for adults				
20	Subsistence minimum for old age				
21	Living minimum	975.00	2021	Food basket	Annually according to inflation
22	Extreme poverty line				
23	Other indicators, please specify				

4.21. Extreme poverty line: Indicate the value that corresponds to the extreme poverty line, in the local currency.

Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
Indicator	Value in local currency	Year	Method of calculation	Method of calculation
National poverty line	375.00	2021	Absolute povery line	Annually
Poverty line for children				
Poverty line for adults				
Poverty line for old age				
Subsistence minimum for children				
Subsistence minimum for adults				
Subsistence minimum for old age				
Living minimum	975.00	2021	Food basket	Annually according to inflation
Extreme poverty line	187.50			
Other indicators, please specify				

Specify the year in which the extreme poverty line was defined.

Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
Indicator	Value in local currency	Year	Method of calculation	Method of calculation
National poverty line	375.00	2021	Absolute povery line	Annually
Poverty line for children				
Poverty line for adults				
Poverty line for old age				
Subsistence minimum for children				
Subsistence minimum for adults				
Subsistence minimum for old age				
Living minimum	975.00	2021	Food basket	Annually according to inflation
Extreme poverty line	187.50	2021		
Other indicators, please specify				

Indicate the method used to calculate the extreme poverty line.

	Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
Indicator	Value in local currency	Year	Method of calculation	Method of calculation
National poverty line	375.00	2021	Absolute povery line	Annually
Poverty line for children				
Poverty line for adults				
Poverty line for old age				
Subsistence minimum for children				
Subsistence minimum for adults				
Subsistence minimum for old age				
Living minimum	975.00	2021	Food basket	Annually according to inflation
Extreme poverty line	187.50	2021	Absolute extreme poverty line	
Other indicators, please specify				

Specify the method and periodicity of indexation used to calculate the extreme poverty line.

	Information about the national poverty line, level of subsistence minimun, extreme poverty line, etc				
Indicator	Value in local currency	Year	Method of calculation	Method of calculation
National poverty line	375.00	2021	Absolute povery line	Annually
Poverty line for children				
Poverty line for adults				
Poverty line for old age				
Subsistence minimum for children				
Subsistence minimum for adults				
Subsistence minimum for old age				
Living minimum	975.00	2021	Food basket	Annually according to inflation
Extreme poverty line	187.50	2021	Absolute extreme poverty line	Annually
Other indicators, please specify				

4.22. Other indicators, please specify: If there are any other relevant poverty indicators that you use in your country, please indicate them here.

Completing the Questionnaire

Once you have filled in all of the data requested, please remember to press 'Save' and kindly send an email to socprodata@ilo.org.

The system administrator will check that all of the information has been filled in correctly. If details are missing or unclear, you will be asked to provide further data or clarification via email.

Once all of the relevant information is received and validated, the system administrator will send a final notification that your survey has been completed.