Social Security Inquiry (SSI)
Getting Started

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

To **DOWNLOAD** the methodological manual and SSI questionnaire visit:
http://www.social-protection.org/gimi/ShowTheme.action?id=10
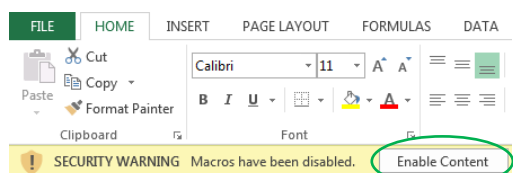
To contact Social Protection Department for more details on SSI please write to: socprodata@ilo.org

Table of Contents

Before starting

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

- Please click on **Enable Content** in the event a warning on disabled macros is displayed.

- If printing is necessary, please **choose the proper scaling for your printer**. "Fit Sheet on One Page" or "Fit All Columns on One Page" will produce a better result for A3 paper or larger.

- Please read the **Instructions** by either clicking on the button (i) or selecting the Instructions sheet.

- After reading the Instructions, you can go to **Inventory of Schemes** by either using the button **GO to Inventory of Schemes** or clicking **IONS | Inventory of Schemes** on the sheet

- Please add your contact details or check the ones pre-filled in case we need to follow up
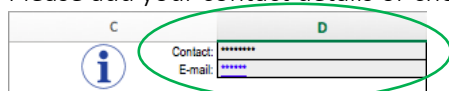
0. Filling in Country information

Overall information about the country, from population to labour agreements

0.1. Enter information to provide context on the country, including macroeconomic indicators and key rates relevant to social protection

Country context	
Country name	
GDP ($)	
GDP per capita ($)	
Disability rates	
Employment Injury rates	
Poverty rate (tbd)	
Infant mortality rate	
Dependency ratio	
Dependency ration (youth)	
Dependency ratio (old age)	
Unemployment Rate	

0.2. Enter information on the country's population, by age group, sex, and migratory status

Population	Total	of which non-nationals	Male	of which non-nationals	Female	of which non-nationals
All ages						
0-14						
15-35 (youth)						
15 + (working age)						
60+						
65+						

0.3. Enter information on the country's labour force, by age group, sex, and migratory status

Labour force	Total	of which non-nationals	Male	of which non-nationals	Female	of which non-nationals
15+						
15-35 (youth)						

0.4. Enter information on the country's employed population, by age group, sex, and migratory status

Employed	Total	of which non-nationals	Male	of which non-nationals	Female	of which non-nationals
15+						
15-35 (youth)						

0.5. Provide information on the number of emigrants by country of destination

Number of emigrants by country of destination (top 5)		
#	Country of Destination	Number
1		
2		
3		
4		
5		

0.6. Provide information on the number of immigrants by country of origin

Number of immigrants by country of origin (top 5)		
#	Country of Origin	Number
1		
2		
3		
4		
5		

0.7. Provide information on the number of migrants (non-nationals)

Migrants (non-nationals) (top 5)		
#	Sector	Number
1		
2		
3		
4		
5		

0.8. Indicate which ILO conventions and UN conventions have been ratified by the country

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

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	

0.9. Indicate whether the country has any bilateral or multilateral social security and labour agreements in place

Bilateral/Multilateral Social security and Labour Agreements						
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)
		select from the list	select from the list	select from the list	select from the list	select from the list

0.10. Please make sure to look at the notes to clear up any information marked by one or multiple asterisks (*)

1. Filling the Inventory of Schemes

Overall information for the social protection schemes existing in the countries

1.1. Some of the schemes in the inventory are pre-filled based on the information previously submitted to the ILO – PLEASE CAREFULLY CHECK FOR MISSING SCHEMES OR MISSING INFORMATION. LIKEWISE, PLEASE REMOVE OUTDATED INFORMATION ON SCHEMES THAT NO LONGER EXIST

1.2. Type in the cell **Name of Scheme 1** to input the scheme's name in the original language, and in English in the next cell, if applicable; then type in the **Name of the institution administering the programme**

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

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

1.5. Whether or not contributions to the scheme are mandatory or voluntary

Mandatory or voluntary contribution?
select from the list
Mandatory
Mandatory
Voluntary
Both

1.6. then provide the **Number of people paying contributions**, in case of a contributory or mixed scheme, broken down by gender and migratory status (nationals in country, non-nationals in country and nationals abroad)

Number of people paying contributions to the scheme during the reporting period (if applicable)								
Total	*of which non-nationals*	*of which nationals living abroad*	Male	*of which non-nationals*	*of which nationals living abroad*	Female	*of which non-nationals*	*of which nationals living abroad*
23,786	2,379	1,189	12,310	1,231	616	11,476	1,148	574
2,398	240	120	1,372	137	69	1,026	103	51
6,548	654	327	4,052	405	203	2,488	249	124

1.7. then provide the **Number of beneficiaries (person who receive benefits)**, broken down by gender and migratory status (nationals in country, non-nationals in country and nationals abroad)

Number of beneficiaries (persons who receive benefits) - for healthcare, provide the total number of protected persons, including family members; - for short-term benefits (sickness, maternity, unemployment, etc), provide the number of beneficiaries at a given point in time or average over the year								
Total	*of which non-nationals*	*of which nationals living abroad*	Male	*of which non-nationals*	*of which nationals living abroad*	Female	*of which non-nationals*	*of which nationals living abroad*
2,610	209	131	1,251	100	63	1,362	109	68
291	23	15	151	12	8	136	11	7
246	20	12	126	10	6	120	10	6

1.8. Indicate whether the scheme is administrated by a public or private institution

Public or private administration?
select from the list
Public
Public
Public
Private

1.9. Indicate the schemes' **legal status** using the dropdown list

Legal Status
select from the list
Anchored in national legislation
Anchored in national legislation
Anchored in national legislation
Not anchored (charity/NGO, et
Not yet implemented

1.10. Indicate whether there are any provisions on equality of treatment between nationals and non-nationals using the dropdown list

1.11. Specify if the afficilation on non-nationals is part of a bilateral/multilateral agreement or purely national legislation using the dropdown list

1.12. Specify the **type of programme** using the options provided in the dropdown list

1.13. Fill in the **Total expenditure, Total administrative expenditure** and **Total revenue** for each scheme in the national currency

| Total **expenditure** in national currency (latest available year)			Total **administrative** expenditure in national currency (last available year)	Total **revenue** in national currency (latest available year)		
Total	expenditure on non-nationals	expenditure/payments abroad		Total	revenue from non-nationals	revenue from nationals living abroad
60,143.00	4,811.44	3,007.15	Not available	34,331.00	3,433.10	2,746.48

1.14. If fields are not applicable or data are not available, you may specify '**Not available'** or '**Not applicable'** as needed.

1.15. Be sure to include any extra information in the Notes column at the end of the table.
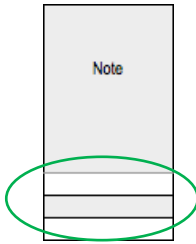
1.16. Likewise, please indicate any further information in the Notes box at the bottom of the table and any sources in the Sources box at the bottom of the document
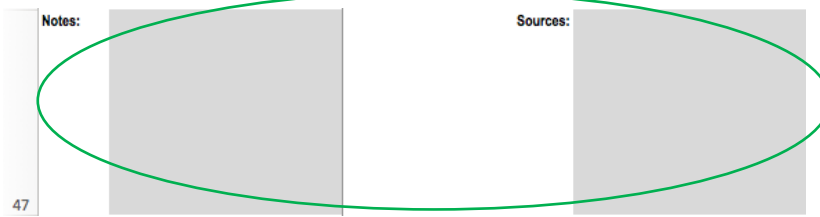
2. Filling the Scheme sheets
Detailed information about the benefits of the schemes

2.1. Note: the sheet has some automatic features and some of the fields are highlighted or hidden based on the selected options

2.2. The name of each scheme will be automatically pre-filled based on the information provided in the Inventory of Schemes, as well as the date

2.3. If the year for the data is different from the year in which you are filling the questionnaire, please erase the date shown and indicate the year that corresponds to the data

2.4. Type the **Name of the benefit** in original language and in English, if available and applicable

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

2.6. Indicate whether the function also applies to non-nationals using the dropdown menu

2.7. Select the **Population group(s) legally covered** by the benefit and specify the **age group** and **geographic area (geo area)** of the population group(s) legally covered. For multiple groups covered, please select one function and then another function(s) from the list
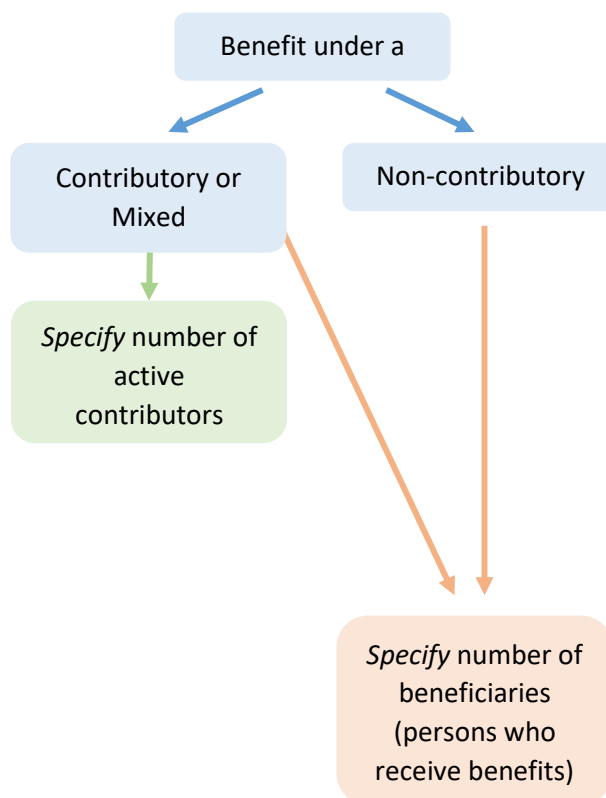

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                    ┌─────────────────────┐
                    │   Benefit under a   │
                    └─────────────────────┘
                       ↙              ↘
        ┌──────────────────┐      ┌──────────────────┐
        │  Contributory or │      │ Non-contributory │
        │      Mixed       │      │                  │
        └──────────────────┘      └──────────────────┘
                ↓
        ┌──────────────────┐
        │ Specify number of│
        │      active      │
        │   contributors   │
        └──────────────────┘

        ┌──────────────────┐
        │ Specify number of│
        │   beneficiaries  │
        │   (persons who   │
        │  receive benefits)│
        └──────────────────┘
```

2.8. Start by specifying if the benefit is **contributory, non-contributory** or **both**

2.9. For **contributory** or mixed benefits, specify the numbers of active contributors, by sex and migratory status

								Effective
In case of contributory, number of active contributors (persons)								
Total	of which non-nationals	of which nationals living abroad	Male	of which non-nationals	of which nationals living abroad	Female	of which non-nationals	of which nationals living abroad
23,704	237	1,185	12,239	122	612	11,465	115	573
82	1	4	71	1	4	11	0	1
23,704	237	1,185	12,239	122	612	11,465	115	573

2.10. For both **contributory** or mixed and **non-contributory**, fill in number of beneficiaries who receive benefits

								coverage
Number of beneficiaries (persons who receive benefits) - for healthcare, provide the total number of protected persons, including family members; -for short-term benefits (sickness, maternity, unemployment, etc), provide the number of beneficiaries at a given point in time or average over the year								
Total	of which non-nationals	of which nationals living abroad	Male	of which non-nationals	of which nationals living abroad	Female	of which non-nationals	of which nationals living abroad
1,584	127	79	736	59	37	852	68	43
373	30	19	164	13	8	209	17	10
6	0	0	5	0	0	1	0	0
647	52	32	347	28	17	300	24	15

Payment of Benefits
Detailed information about the benefit payments

2.11. Choose whether the benefit is paid **in cash** or **in kind**

2.12. Choose whether the payment is **periodic** or **lump-sum**

2.13. Indicate the **minimum** monthly amount paid

2.14. Indicate the **average** monthly amount paid

2.15. Indicate the **maximum duration** of benefit provision or age limit, for periodic or in- kind benefit
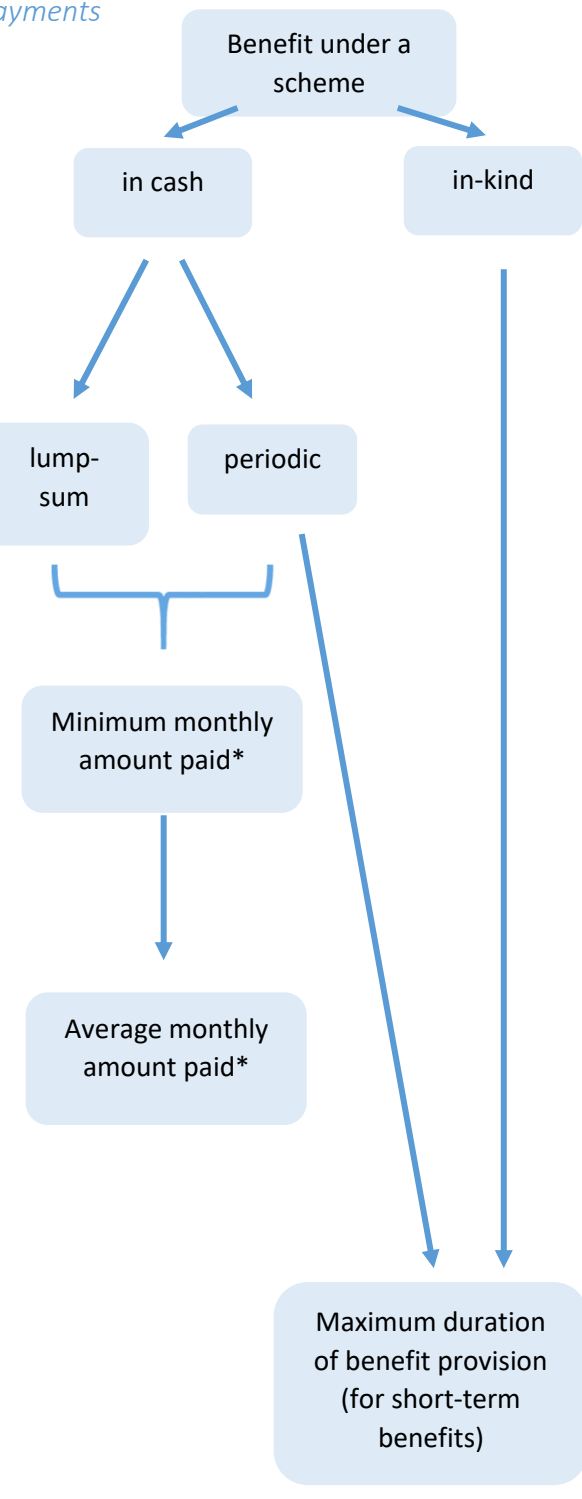
Eligibility Criteria

Conditions and requirements to receive the benefits

Benefit under a scheme

2.16. For **contributory** or mixed, fill in contributory/ employment period required to receive a benefit

Contributory/ employment period required to receive a benefit

15 years

Contributory

Non-Contributory

Contribution / employment period required

2.17. For a **non-contributory** benefit, choose whether it is universal (not means/benefit-tested) or targeted (means or benefit-tested)

Eli

Universal
(not means-tested or benefit-tested)
or targeted
(means-tested or benefit-tested)

select from the list
Universal/categorical (not means-tested)

Universal/categorical (not mea
Targeted (means-tested)
Targeted (benefit-tested)

Universal / categorical

Targeted (means-tested)

for Cash Transfer benefits

2.18. For a **cash transfer** benefit, select whether it is conditional or unconditional

Eligibility criteria

benefit-

Conditional or unconditional cash transfers

St

t-tested)

st

select from the list
Unconditional

Conditional
Unconditional

Conditional cash transfers

Unconditional cash transfers

2.19. In case of an **old age benefit**, specify the statutory pensionable age for men and women

Statutory pensionable age for old-age benefits

Male	Female
65	65

for Old Age benefits

specify Statutory pensionable age

2.20. Provide other criteria required, if necessary

Other criteria if applicable
(please specify)

Additional requirement?

Other criteria
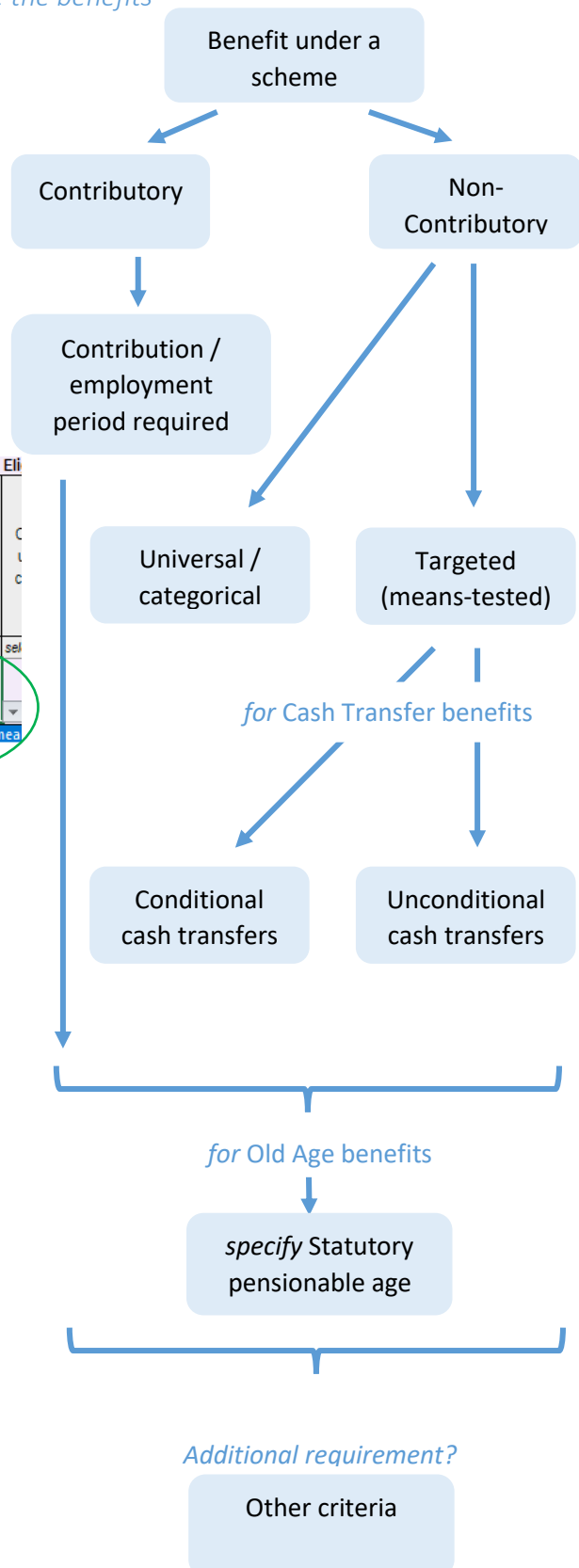
Expenditure
for each benefit under the scheme

2.21. Fill in the **Total expenditure (incl. administrative costs),** <u>in local currency</u>

Comments, Notes and Sources

2.22. In the last column, provide **comments or clarifications** for the benefit, as needed

2.23. Below the benefit table, provide **Notes**, if any.

2.24. Also, please provide the **Sources** of the information

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

2.25. Go back to Inventory of Schemes and proceed to fill in the information for other schemes if applicable. See more in the **Filling the Inventory of Schemes** section.

3. Filling Poverty Info

*Please go to the last sheet in the document, the **Poverty Info** sheet.*

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

Question 1

How many individuals/households were living in poverty according to the definition most commonly used in official sources (e.g. reports of national statistical offices, international organizations etc.)?

	Total Population		Urban		Rural	
	Headcount / Number	Share of total population (%)	Headcount / Number	Share of urban population (%)	Headcount / Number	Share of rural population (%)
Total number of people,	6.674	16.1	2.565	9.0	4.109	29.1
of which						
male	3.014	7.3	1.206	4.0	1.808	12.8
female	3.660	8.8	1.359	5.0	2.301	16.3
Households	1.971					

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

Question 2

Please provide information about the national poverty line, level of subsistence minimum, extreme poverty line, etc

	Value in local currency	Year	Method of calculation	Method and periodicity of indexation
National poverty 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				

3.3. Provide any further details in the **Notes**, and **sources** of the information in their respective cells

28	Notes:		Sources:	

4. Sending the Questionnaire

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