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:

- SDG 1.3.1 data: [http://www.social-protection.org/gimi/gess/Wspr.action](http://www.social-protection.org/gimi/gess/Wspr.action)

To [DOWNLOAD](http://www.social-protection.org/gimi/ShowTheme.action?id=10) the methodological manual and SSI questionnaire visit: [http://www.social-protection.org/gimi/ShowTheme.action?id=10](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
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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 or selecting the Instructions sheet.
- After reading the Instructions, you can go to **Inventory of Schemes** by either using the button or clicking on the sheet.
- Please add your contact details or check the ones pre-filled in case we need to follow up.

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

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

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

0.4. Enter information on the country’s employed population, by age group, sex, and migratory status
0.5. Provide information on the number of emigrants by country of destination

<table>
<thead>
<tr>
<th>Country of Destination</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Country of Origin</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sector</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ILO Conventions</th>
<th>Ratified (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UN Conventions</th>
<th>Ratified (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Web link</th>
<th>Branches covered</th>
<th>Population groups covered</th>
<th>Provisions on equality of treatment</th>
<th>Provisions on payments of benefits earned</th>
<th>Provisions on maintenance of rights in the event of population transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Name of the scheme (programme) in original language</th>
<th>Name of the scheme (programme) in English, if applicable</th>
<th>Name of the institution administering the scheme (programme)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme 1</td>
<td>Old-age</td>
<td></td>
<td>Ministry of Labour and Social Security</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Social Protection Functions covered by the scheme (please select all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old-age</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>X</td>
</tr>
</tbody>
</table>

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

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)

<table>
<thead>
<tr>
<th>Total</th>
<th>of which non-nationals</th>
<th>of which nationals</th>
<th>Male</th>
<th>of which non-nationals</th>
<th>of which nationals</th>
<th>Female</th>
<th>of which non-nationals</th>
<th>of which nationals</th>
</tr>
</thead>
<tbody>
<tr>
<td>23,786</td>
<td>2,779</td>
<td>11,186</td>
<td>12,318</td>
<td>1,251</td>
<td>816</td>
<td>11,476</td>
<td>1,146</td>
<td>734</td>
</tr>
<tr>
<td>2,368</td>
<td>240</td>
<td>112</td>
<td>1,272</td>
<td>122</td>
<td>69</td>
<td>1,226</td>
<td>109</td>
<td>57</td>
</tr>
<tr>
<td>354</td>
<td>39</td>
<td>22</td>
<td>4,052</td>
<td>405</td>
<td>203</td>
<td>2,488</td>
<td>248</td>
<td>124</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Total</th>
<th>of which non-nationals</th>
<th>of which nationals</th>
<th>Male</th>
<th>of which non-nationals</th>
<th>of which nationals</th>
<th>Female</th>
<th>of which non-nationals</th>
<th>of which nationals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,613</td>
<td>259</td>
<td>121</td>
<td>1,201</td>
<td>120</td>
<td>64</td>
<td>1,362</td>
<td>109</td>
<td>68</td>
</tr>
<tr>
<td>261</td>
<td>23</td>
<td>15</td>
<td>111</td>
<td>11</td>
<td>8</td>
<td>38</td>
<td>11</td>
<td>7</td>
</tr>
<tr>
<td>2,482</td>
<td>20</td>
<td>12</td>
<td>119</td>
<td>11</td>
<td>6</td>
<td>120</td>
<td>105</td>
<td>54</td>
</tr>
</tbody>
</table>

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

1.9. Indicate the schemes’ **legal status** using the dropdown list
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 affiliation 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

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
Effective Coverage
Please specify the characteristics of each benefit under the scheme

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

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

Benefit under a scheme

- **in cash**
- **in-kind**

- **lump-sum**
- **periodic**

Minimum monthly amount paid*

Average monthly amount paid*

Maximum duration of benefit provision (for short-term benefits)
Eligibility Criteria
Conditions and requirements to receive the benefits

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

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

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

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

2.20. Provide other criteria required, if necessary
**Expenditure**
for each benefit under the scheme

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

![Expenditure table]

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.

![Comments, Notes and Sources]

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).

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.

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

4. Sending the Questionnaire

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