Social Security Inquiry (SSI)

Getting Started
Introduction

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

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

For additional information visit:

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

To DOWNLOAD the methodological manual and SSI questionnaire visit:
http://www.social-protection.org/gimi/ShowTheme.action?id=10

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

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

- Please click on Enable Content in case a warning on disabled macros is displayed.

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

- Please read the instructions by either clicking on the button or selecting the Instructions sheet.

- After reading the instructions, you can go to Inventory of schemes by either using the button or clicking on the sheet

- Please add your contact details or check the ones pre-filled in case we need to follow up

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

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

<table>
<thead>
<tr>
<th>Scheme 1</th>
<th>Statutory pension insurance</th>
<th>Ministry of Labour and Social Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme 2</td>
<td>Pensions for farmers</td>
<td></td>
</tr>
<tr>
<td>Scheme 3</td>
<td>Statutory accident insurance scheme</td>
<td></td>
</tr>
</tbody>
</table>
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 **Mixed**;

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

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

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

1.8. then the **Legal enforcement** that applies to the scheme.
1.9. Select the **unit** (Thousands, Millions or Billions) from the dropdown list

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

1.1. If fields are not applicable or data are not available, you may specify ‘**Non available**’ or ‘**Non applicable**’ if needed.
2. **Filling the Scheme sheets**

*Detailed information about the benefits of the schemes*

2.1. The name of each scheme will be automatically pre-filled based on the information provided in the Inventory of Schemes.

2.2. The sheet has some automatic features and some of the fields are highlighted or deleted based on the selected options.

2.3. Fill the **Year** for which information is provided.

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

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

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

Please specify the characteristics of each benefit under the scheme

2.7. For **contributory** or mixed benefit, specify the numbers of active contributors

<table>
<thead>
<tr>
<th>Benefit under a scheme</th>
<th>Contributory or Mixed</th>
<th>Non-contributory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Specify number of active contributors</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Contributions</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributory</td>
<td>23704</td>
<td>12239</td>
<td>11465</td>
<td></td>
</tr>
<tr>
<td>Non-contributory</td>
<td>82</td>
<td>71</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Mixed</td>
<td>23704</td>
<td>12239</td>
<td>11465</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Contributions</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributory</td>
<td>33361</td>
<td>16695</td>
<td>16666</td>
<td></td>
</tr>
<tr>
<td>Non-contributory</td>
<td>373</td>
<td>164</td>
<td>209</td>
<td></td>
</tr>
<tr>
<td>Mixed</td>
<td>23704</td>
<td>12239</td>
<td>11465</td>
<td></td>
</tr>
</tbody>
</table>

*Specify number of beneficiaries (persons who receive benefits)*
**Payment of Benefits**

Detailed information about the benefit payments

2.9. Choose whether the benefit is paid in cash or in-kind

- **Benefit under a scheme**
  - in cash
  - In-kind

2.10. Choose whether the payment is periodic or lump-sum

- lump-sum
- periodic

2.11. Indicate the minimum monthly amount paid

- Minimum monthly amount paid*

2.12. Indicate the average monthly amount paid

- Average monthly amount paid*

2.13. Indicate the maximum duration of benefit provision, for periodic or in-kind benefit

- Maximum duration of benefit provision (for short-term benefits)

* For lump-sum payments, please indicate the amount of one-time payment
Eligibility Criteria
Conditions and requirements to receive the benefits

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

2.15. For a **non-contributory** benefit, choose whether it is universal / categorical or targeted

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

2.17. In case of an **old age benefit**, specify the statutory pensionable age

2.18. Provide other criteria required, if necessary

Benefit under a scheme

Contributory

Contribution / employment period required

Non-Contributory

Universal / categorical

Targeted (means-tested)

for Cash Transfers benefit

Conditional cash transfers

Unconditional cash transfers

for Old Age benefits

specify Statutory pensionable age

Additional requirement?

Other criteria
Expenditure
for each benefit under the scheme

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

2.20. Fill in the Administrative expenditure, in local currency

Comments, Notes and Sources

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

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

2.23. Please provide the Sources of the information

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

2.24. Go back to Inventory of Schemes and proceed filling in the information for other schemes if applicable. See more at Filling the Inventory of Schemes section.
3. Filling Poverty Info

Please go to the Poverty Info sheet.

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

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 notes, if necessary, and sources of the information in the respective fields.

4. Sending the Questionnaire

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