

THE QUESTIONS IN THE QUESTIONNAIRE: MORE INFORMATION

ACCOMODATION

1 Type of housing

Question 1.1 Indicate the type of housing

FORM 1 Residence

Room (or a set of rooms) permanently designated for housing, which is:

- surrounded by walls and covered by a roof;
- equipped with at least one independent entrance from the outside or with shared exit spaces (like a road, courtyard, stairway, landing, stoop, terrace, etc.) or an entrance that does not include passing through other housing;
- located in a building (or which is itself a building).

A household that occupies a residence inside a diplomatic or consular office should select **Other type of dwelling**.

FORM 2 Other type of housing

A dwelling that does not have the features of housing because it is mobile, semi-permanent or improvised, occupied by one or more persons as a habitual or temporary lodging (for example, a trailer/caravan, tent, camper, barracks, cabin, cave, garage, cellar, stable, etc.).

FORM 3 Group residential facility

Facility used to house groups of people and/or one or more households. This category includes hotels,

hospitals, rest homes for the elderly, reception centres and institutions of various kinds (religious, nursing, assistance, educational, etc.).

For example, a household that habitually lives in a residence or in hotel rooms, or households that have established their home in rooms inside a group residential facility (like the household of a custodian in a hospital who lives in the facility) falls into this category.

Question 1.3 The housing is occupied by

FORM 2 Multiple households cohabiting

Only in the absence of bonds of kinship or affection does coexistence in the same dwelling mean identification as multiple households cohabiting.

Question 1.4 Indicate the total number of members of all families living together

Indicate the total members of all households cohabiting in the dwelling. The total must include the members of the household that is filling out the questionnaire.

Question 1.5 To what extent does your family occupy the accommodation?

Select 'Ownership (total or partial)', when the dwelling is: owned exclusively or jointly by at least one of the persons living there.

Select 'Rent' or 'Other capacity (free, performance of a service, etc.)' when the dwelling is not owned by any of

the people living there but is rented or occupied in another capacity.

Select “Beneficial interest or redemption by purchase” in those instances where you live in the accommodation by right of beneficial interest (e.g. only the bare ownership has been sold) or by enjoyment of other real right (e.g. of use, of residence) or in the instances where the accommodation is subject to redemption by purchase.

Question 1.6 Was the housing rented already furnished?

The housing should be considered ‘furnished’ when it contains the furniture necessary for its use.

2 Features of the residence

Question 2.1 Who is the owner of the residence?

If the property is shared by various parties (private parties, companies, etc.), indicate the owner who holds the largest share of the property. If there is bare ownership, refer to the owner of the legal title.

Question 2.2 What is the surface area of the residence?

If the residence has multiple levels or includes rooms with separate entrances, add up the surface area of all parts.

The useful floor area is the area of the floor net of the walls.

Question 2.3 How many rooms are in the residence?

You should **NOT include** in your total:

- rooms without windows unless they have a domestic function (for example, a bedroom).

The following should be **included** in the total:

- rooms with a kitchenette intended for multiple activities;
- rooms with independent entrances, but that are functionally joined with the residence and are used by the household.

A large room separated into multiple parts with different functions, or separated into two or more rooms by arches or by dividing furniture, should be counted as multiple rooms and not as a single room.

3 Climate control system (heating, air conditioning)

Question 3.1 Indicate the heating system for the residence

FORM 1 Centralised system used by multiple residences

A system to heat all the residences in the building and located outside of a single residence, for example in the building’s service rooms (cellars, basements, attics, etc.), whose use can be independently controlled.

A system connected to a city district heating network should be considered centralised.

FORM 2 Independent system for the exclusive use of the residence

System to heat a single residence and normally located inside it or next to it (e.g., heater in an interior room or on a balcony/terrace, solar panels, etc.), whose use is independently controlled.

FORM 3 Individual fixed appliances

Appliances not connected to an independent, centralised or fixed system that is not portable: examples include fireplaces, individual installed radiators, heat pumps, electric hobs and stoves.

Question 3.3 Does the residence have an installed air conditioning system?

This means a fixed system like a split system, a fixed monoblock unit, panels radiating to flooring/walls/ceiling, etc.

You should **NOT include** portable air conditioners.

4 Building features

Question 4.1 What type of building is your housing in?

FORM 1 Residential (building used for housing or primarily for housing)

Building designed and built for housing (for example, single-family homes, detached homes, semi-detached homes, apartment buildings in residential complexes, etc.), even if it includes offices, service agencies and commercial businesses.

FORM 2 Non-residential (building NOT used for housing or primarily for NON-housing use)

Building designed and built exclusively or primarily for non-housing purposes (for example, a school, a factory or the like that may have a custodial dwelling in it).

Question 4.2 When was the building constructed?

If the structure was totally reconstructed at some point, you should indicate the time it was reconstructed. Total reconstruction means a change to the support structure of the building.

Question 4.3 How many interiors are there in the building?

This means all the property units in the building with access from shared parts (stairs, courtyards or grounds).

Question 4.4 On which floor of the building is your residence?

FORM 1 Floor -1 or lower (terraced or underground)

This is the level entirely or partially below street level.

Question 4.5 Indicate the number of aboveground floors in the building

Report the number of levels that are entirely or partially above street level. The ground level should be counted as the first floor. For example, a building with a ground level and three levels above that should be considered to have four floors. A house with a ground level should be considered to have 1 floor.

Question 4.6 Is there an elevator in the building?

Count elevators, whether internal or external, that serve the floors of the building.

Question 4.7 Is the lift suitable for transporting people with reduced mobility?

The lift must have automatic doors and a booth that is such as to allow access even to people on wheelchair or with walkers.

5

Cars and car parking

Question 5.1 Does your household have cars available?

Available means not only ownership of a car but also any other possibility of exclusive use of a car by a household member (long-term rental, user, assignee, etc.).

Question 5.2 Does your household have one or more private parking spaces available?

Available means that use of the parking space is personal and guaranteed (at any time) because it is owned, rented, free, etc.

Question 5.2.1 It is a (multiple answers are allowed):

FORM 1 Private garage

An enclosed area used for storage of one or more automobiles and used for this purpose.

FORM 2 Covered parking space

Located in an enclosed area intended for the storage of multiple automobiles and used for this purpose: for example, condominium garages located underneath the building or garages located in structures built for that purpose.

FORM 3 Reserved outdoor parking space

Located outdoors: for example, in a courtyard, underneath a floor on pilotis in a building, on the exposed upper level of a building constructed for parking, and the like.

INDIVIDUAL SURVEY

1

Personal data, marital status and marriage

Question 1.1 Relationship of kinship/cohabitation with [FIRST NAME LAST NAME]

- Children should be classified as such if recognised by the contact person and/or by their spouse/civil partner/cohabiting partner.
- Relatives only of the spouse/civil partner/cohabiting partner of the contact person should select the item with the corresponding kinship relationship, even if the spouse/civil partner/cohabiting partner of the reference person is deceased or does not habitually live in the accommodation).
- Relatives of the reference person and/or of the spouse/ civil partner/cohabiting partner that are not listed among the answers (uncle of the reference person or of the spouse/ civil partner/cohabiting partner, cousin of the reference person or of the spouse/ civil partner/cohabiting partner, etc.) should select 'Other relative of the reference person and/or of the spouse/civil partner/cohabiting partner of the reference person'.
- People who habitually live in this dwelling and do not have bonds of kinship with the reference person or with their spouse/civil partner/cohabiting partner should select 'Other person without being a member of a couple, a relative, or extended family', such as the household's service staff (domestics, household assistants) who habitually lives in the accommodation.

FORM 4 Cohabiting partner partner of [NOME COGNOME] (consensual union)

Is the person who lives as a couple with the household's reference person, whether it is an opposite-sex couple or same-sex couple (not in a civil union under Law no. 76 of 20 May 2016, art. 1 subsections 1-35).

FORM 5 Son/daughter daughter of [FIRST NAME LAST NAME] and of the spouse/civil partner/cohabiting partner

Children must be classified in this way ("Son/daughter of [FIRST NAME LAST NAME] and of the spouse/civil partner/cohabiting partner") if both parents habitually live in the accommodation.

Question 1.2 Was the cohabitation registered in the municipality pursuant to Law no. 76 of 20 May 2016, art. 1 subsections 36-65, which regulate cohabitations outside marriage?

According to Law no. 76 of 20 May 2016 (article 1, subsections 36 and 37), 'de facto cohabitants' means two adult persons bonded together in a permanent couple relationship of affection and mutual moral and material assistance, not related by kinship, extended family, marriage or a civil union. For confirmation of permanent cohabitation, and thus for recording, please refer to the registry statement indicated in article 4 and in letter b) of subsection 1 of article 13 of the regulation indicated by Presidential Decree no. 223 of 30 May 1989.

Question 1.6 Marital status

FORM 2 Married

This includes married persons living apart from their spouses due to circumstances or necessity.

FORM 3 De facto separated

Married persons who are experiencing a state of marital crisis, whether living separately or sharing the same dwelling.

FORM 5 Divorced

Persons previously married who obtained annulment or termination of the civil effects of marriage under Law no. 898 of 1 December 1970).

FORM 7 In a civil partnership

Persons who formed a civil partnership under Law no. 76 of 20 May 2016 art. 1 subsections 1-35, which regulates civil partnerships between same-sex persons.

FORM 9 Formerly in a civil partnership due to the dissolution of the partnership (equivalent to divorce)

Persons formerly in a civil partnership who have obtained the dissolution of the union under Law no. 76 of 20 May 2016 art. 1 subsections 1-35, which regulates civil partnerships between same-sex persons.

Question 1.7 Year of the marriage or civil partnership

If there have been multiple marriages or civil partnership, indicate the year of the most recent one.

Question 2.1 What is your citizenship?

FORM 2 Foreigner

Foreign persons with multiple citizenships (except for Italian citizenship) should specify a single foreign state of citizenship, in the following order: a) countries belonging to the European Union, b) other countries. If there are multiple citizenships in group a) or in group b), only one foreign state of your choice should be specified.

Minors born in Italy to parents of foreign nationality cannot be considered Italian citizens, except where the Italian State, in accordance with Law No. 91 of 5 February 1992, Art. 1 subsection 1, letter B, expressly acknowledges Italian nationality in their favour.

FORM 3 Stateless

Stateless persons include those whose citizenship has not been clarified following a dissolution, separation or unification of states.

Question 2.2 Have you had Italian citizenship since birth?

Select 'Yes' if you have been an Italian citizen since birth, even if you were born abroad.

Select 'No'

- if you became an Italian citizen following a special application and the consequent awarding of citizenship by the authority with jurisdiction;
- if you became an Italian citizen following marriage or civil union or regular or extraordinary naturalisation, were born in Italy and have maintained uninterrupted legal residence in Italy until age 18;
- if you became an Italian citizen by 'automatic' assignment of citizenship, for example:
 - a) a minor child who became an Italian citizen due to adoption by an Italian citizen or due to recognition of maternity or paternity (or legal declaration of lineage) by the Italian parent;
 - b) a minor child living with someone who became an Italian citizen.

Question 3.1 Have you ever habitually lived abroad?

Habitually living means permanent presence in a place with the intention to remain there, establishing residency there, regardless of the country of birth, citizenship or other movements from the habitual residence in Italy.

Select 'Yes' if you lived abroad for at least 12 consecutive months (for family, study, work or other reason).

Also select 'Yes' if you were born abroad and moved to Italy before turning one year old.

Question 3.2 Indicate the month and year of the latest relocation to Italy.

If you habitually lived abroad, you should indicate the month and year of your last permanent move to Italy.

Moving implies a change of habitual residence and not a simple visit in Italy.

Question 4.2 What is the most advanced educational certificate you have earned out of those listed?

The certifications listed are those awarded by the Italian educational system.

- Children 9 years and older who attend primary school should select 'No educational certificate, but I know how to read and write'.
- People (especially **foreign citizens**) who obtained their most advanced educational certificate **abroad** should select the corresponding certificate in Italy.
- Foreign citizens who have not obtained any educational certificates should choose either 'No educational certificate and I do not know how to read or write' or 'No educational certificate, but I know how to read and write' **with respect to their native language**.

FORM 3 Primary school certificate/Final evaluation certificate

This includes those who have a certificate issued after a public school course equivalent to a primary school certificate.

FORM 4 Secondary school certificate (as of 2007, called the 'Advanced secondary education diploma') or vocational training (obtained no later than 1965)

This also includes people who:

- obtained basic/intermediate achievement in a musical conservatory or a National Academy of Dance (two or three years), corresponding to intermediate certificates awarded at musical conservatories and the National Academy of Dance before the 1999 reform (Law no. 508/99);
- have a final diploma from a musical conservatory or dance academy but not a diploma from an upper secondary school.

FORM 5 Professional qualification diploma from a two- to three-year upper secondary school (higher level) that does not allow enrolment at the University

Certificate awarded at a professional institute or graduate school or art institute, at the end of a cycle of upper secondary school studies lasting less than 4 years (two- or three-year course) that does not allow enrolment in a university course of studies.

FORM 6 leFP certificate of three-year professional qualification (worker)/Professional leFP technical diploma (four years) (since 2005)

Certificate awarded at the end of three-year or four-year courses of education and training (leFP). leFPs (reform of second-level upper secondary school studies in the 2010-2011 school year) are professional education and training courses run by regional systems. They issue three-year certificates or four-year diplomas. To access them, one must have obtained a 'secondary school certificate/first-level diploma of secondary education'.

These courses completely replace three-year second-level secondary school courses that issued a professional certification diploma, which have not been active since the 2010-2011 school year.

FORM 7 European Baccalaureate/Four- to five-year upper secondary education diploma (advanced) that permits enrolment at the university

Certificate awarded by a secondary school, professional institute, graduate school, art institute, technical institute or graduate institute, at the end of a cycle of advanced secondary studies lasting 4 or 5 years (also called a European Baccalaureate), which permits enrolment in a university course of studies. THIS also includes a diploma awarded after attending an additional year (for example, after the fifth year of study at a graduate institute) or a second cycle of secondary studies (for example, after the fourth or fifth year of attending a professional institute).

FORM 8 IFTS advanced technical specialisation certificate (since 2000)

Certificate awarded at the end of advanced education and training courses (IFTS), that is, regional courses at a post-secondary level generally lasting one year. These may be taken after obtaining a European Baccalaureate/second-level secondary school diploma (four or five years) or a technical diploma awarded upon the completion of four-year professional training courses (four-year leFP). In rare cases, they may be taken by those who do not have a four- or five-year diploma after skills testing.

FORM 9 ITS advanced technical diploma (two-year or three-years courses) (since 2013)

Certificate issued by Upper Technical Institutes (ITS). ITS courses have been offered since 2011 and generally last 2 years (extending to 3 years). These may be taken after obtaining a European Baccalaureate or second-level secondary school diploma (5 years).

FORM 10 Diploma from Academy of Fine Arts, Dance, Dramatic Arts, ISIA, etc., or Conservatory (old system)

These courses were offered before the institution of Higher Education in Art, Music and Dance (AFAM) courses and include:

- final diploma awarded at an Academy of Fine Arts, National Academy of Dramatic Arts, National Academy of Dance, Conservatory of Music, Higher Institute for Artistic Industries (ISIA) - courses from the old system, before the reform of the AFAM sector (Law no. 508/99).

Those who did not obtain an advanced secondary education diploma should select 'Secondary school certificate (as of 2007, called the "Advanced secondary education diploma") or vocational training (obtained no later than 1965)'.

Those who also attended a supplementary post-graduate course should select 'Academic diploma in Higher Education in Art, Music and Dance (AFAM), first level'.

- diploma awarded at the School for Interpreters and Translators before Law no. 697/86. Those who obtained a certificate after reform (Law no. 697/86), with a certificate issued by the College for Linguistic Mediators should select 'Two- to three-year university diploma from the old system (including speciality schools or junior colleges)'.

FORM 11 Two- to three-year university diploma from the old system (including speciality schools or junior colleges)

Certificate issued at the end of a university diploma course and by speciality schools. This is obtained after a course of studies lasting no less than 2 years and no more than 3 (statistical diploma, elementary school supervision diploma, ISEF diploma from the old system, palaeography or musical philology diploma, etc.). This includes certificates issued by the College for Linguistic Mediators after the reform (Law no. 697/86).

FORM 12 Academic diploma in Higher Education in Art, Music and Dance (AFAM), first level

These are courses offered after reform of the AFAM sector (Law no. 508/99), which can be taken after obtaining a diploma from an upper secondary school or another educational certificate earned abroad that is deemed suitable. This includes the academic diploma awarded at the Academy of Fine Arts, the National Academy of Dramatic Arts, the National Academy of Dance, the Conservatory of Music and the Higher Institute for Artistic Industries (ISIA) under the new system.

These are diplomas awarded at the end of a three-year course of studies.

FORM 13 Three-year degree (first level) in the new system

After higher education reform, there are two consecutive cycles: Bachelor's degree and Speciality/Master's degree. It takes 3 years to obtain a first-level three-year degree.

FORM 14 Academic diploma in Higher Education in Art, Music and Dance (AFAM), second level

This refers to courses offered after reform of the AFAM sector (Law no. 508/99), which can usually be accessed with a first-level academic diploma or with a diploma from the old system, or with another educational certificate earned abroad that is deemed suitable. Upon completion, one earns a second-level academic diploma. This includes the academic diploma awarded at the Academy of Fine Arts, the National Academy of Dramatic Arts, the National Academy of Dance, the Conservatory of Music and the Higher Institute for Artistic Industries (ISIA) under the new system.

These are diplomas awarded at the end of a two-year course of studies.

FORM 15 Two-year speciality/master's degree (second level) in the new system

Certificate awarded at the end of a two-year course of university studies. These can be accessed if you have a first-level three-year degree under the new system, a three-year university diploma, or a first-level academic diploma.

FORM 16 Four- to six-year degree in the old system, single-cycle speciality/master's degree in the new system

- University-level degree from the old system: educational certificate awarded after a university course of studies lasting no less than 4 years and no more than 6. To take these courses, one must have an advanced secondary school diploma (four- to five-year course).
- Speciality/Master's Decree, single cycle: educational certificate awarded after a university course of studies lasting no less than 5 years and no more than 6. To take these courses, one must have an advanced secondary school diploma (four- to five-year course).

FORM 17 PhD/AFAM academic research training diploma

Certificate awarded after a Bachelor's degree or AFAM diploma (Bachelor's degree in the old system, single-cycle speciality or master's degree under the new system, second-level two-year speciality degree under the new system and a second-level AFAM diploma) at the end of a course of studies and personal research of no less than 3 years.

This does not include those who earned other AFAM post-graduate or post-diploma educational certificates.

Question 4.8 Which course are you enrolled in?

FORM 1 Primary school (elementary school)

This is the first level of basic education, lasting five years.

FORM 2 Secondary school, first-level (middle school)

This is the second level of basic education, lasting three years, and is the conclusion of the first educational cycle. This also includes those who enrolled in a pre-academic conservatory or academy of dance course. If you are taking academic courses at the same time, you should indicate the academic course and not the pre-academic course.

FORM 3 leFP three- or four-year course of professional education and training

This includes professional education and training courses (leFP) lasting three or four years, which completely replace the three-year second-level secondary school courses that issued a professional qualification diploma that have not been offered since the 2010-2011 school year after reform of second-level secondary school education.

FORM 4 Secondary school, second-level

This includes the cycle of advanced secondary education lasting 5 years, at the end of which one earns a European Baccalaureate that allows enrolment in a university course of studies. Admission to these courses requires a secondary school certificate (or a certificate of vocational training).

FORM 5 IFTS advanced technical education and training course

This includes regional post-secondary courses that generally last 1 year. These are normally accessed after obtaining a second-level secondary school diploma (5 years) or a professional technical diploma awarded upon the completion of four-year courses of professional training (four-year IeFPs). They issue an advanced technical specialisation certificate.

FORM 6 ITS advanced technical course

This includes advanced technical courses (ITS) lasting two years (rarely can be extended to three years).

FORM 7 First-level degree course or first-level master's

University course of study lasting 3 years (first level), at the completion of which one obtains a university diploma or three-year degree under the new university system.

It also includes university courses of study lasting two or three years at the completion of which one obtains a university diploma or three-year degree (under the old system, which is no longer in effect) and courses at a speciality school or a junior college. Finally, it includes post-graduate speciality courses, professional development or first-level master's courses.

FORM 8 Academic course in Higher Education in Art, Music and Dance (AFAM), first level; post-academic diploma speciality course (including first-level master's)

This includes academic courses in Higher Education in Art, Music and Dance (AFAM), first level; academic courses in the old system and post-graduate AFAM speciality courses, development or first-level master's courses.

FORM 10 Two-year speciality/master's degree course

University course of studies lasting 2 years (second level), at the end of which one obtains a speciality university diploma. Access is only allowed after obtaining a first-level three-year bachelor's degree.

FORM 11 Four- to six-year, single-cycle speciality/master's degree course; second-level master's; post-graduate university speciality course

University course of studies lasting at least 4 years, at the end of which one obtains a bachelor's degree. This

includes courses to obtain a bachelor's degree under the old university system as well as speciality degree courses taken under the new system. To access these courses, one must have an advanced secondary school diploma (four- or five-year course).

It also includes post-graduate speciality courses, professional development or second-level master's courses.

FORM 12 PhD or academic diploma course with training in research

This includes university courses for a PhD and courses to obtain AFAM academic research training diplomas.

Question 4.9 In the reference week, did you attend a professional training/continuing education course (free or paid)?

Professional training courses (freed or paid) can be held/financed by various parties (companies, public or private entities) and cover various activities like languages, computers, hair cutting, baking, etc.

5

Economic activity status

Question 5.1 In the reference week, did you perform at least one hour of work?

Work means any activity done in order to obtain compensation, wages, salary, profit, etc. This should not include hours spent on domestic chores, minor maintenance or household repairs, hobbies or the like.

FORM 1 Yes

This includes:

- those who, during the reference week, performed one or more hours of paid work as an employee or freelancer, performing a habitual, occasional or seasonal activity, regardless of the continuity or existence of a regular work contract. This should include any type of income: compensation, wages, profit, payments in kind, food, housing or other, even if it has not yet been received or if it was collected during a week other than the one in which the work was done;
- people in vocational training, apprenticeship or internship if:
 - they receive a remuneration in money or in kind (excluding any documented reimbursement of expenses, such as train tickets);
 - the vocational training activity is regulated by a contract or by a formal agreement between

employer and apprentice, for a period of time between 6 months and 6 years, which defines the characteristics of the activity and the alternation of periods of theoretical instruction and practical training and those of work properly so-called;

- successful completion of the program leads to the achievement of a formal qualification or a certification.
- self-employed workers who:
 - have worked in their own company or professional office in order to earn a profit, even if they have not (yet) accomplished such goal;
 - have managed their own company or professional office even without making sales or without performing services or producing goods (e.g. for maintenance, repair or reorganisation activities or for participation in conferences);
 - are about to start a company, a commercial farm or a professional office, and have purchased movable or immovable assets, installed equipment or ordered supplies in preparation for commencement of the new activity.
- specialised physicians, or those who are enrolled in medical speciality schools;
- those who, during the reference week performed one or more hours of work helping a household member or relative in their independent business, company or enterprise, without having a work relationship governed by a contract, even without being paid. **Family helpers** must be part of the family of the owner of the business or commercial farm, even where they do not live together (e.g. a son who works at his parents' business or commercial farm; the wife who assists her spouse in his activity).

FORM 2 No

This includes:

- those who during the reference week, performed hours of unpaid work at organisations, institutions, associations or the like as a supporter doing volunteer work for them;
- those who attended courses for a PhD, even if compensated with a scholarship – if this was the only activity performed during the week in question;
- those who received a scholarship by performing an exclusively educational activity;

- those who during the reference week worked hours in order to receive citizenship income in case they are the only hours worked;
- seasonal workers who did not perform any hours of work during the week in question.

Question 5.2.1 What is the main reason why you did not work in that week?

Absence from one's job in the reference week might be caused by various reasons. Besides the most obvious ones (holidays, illness), the grounds of absence might be:

- **Flexible hour schemes:** they include vertical part time, leave to set-off overtime, work shifts, etc.
- **Compulsory maternity leave or paternity leave:** it corresponds to the compulsory leave period laid down by the law to ensure to mothers, before and after childbirth, a sufficient period of treatment and rest (five months altogether).
- **Parental leave:** optional absence until the twelfth year of the child. It can be taken by the mother or by the father who stays away from work to look after a child at a young age.
- **Unemployment Fund Wages:** it includes those who are temporarily laid off from work and receive the ordinary or extraordinary unemployment fund wages.
- **Reduced activity/lack of work, excluding unemployment fund:** it includes reduced activity or lack of work caused by the pandemic (COVID-19).
- **Other reasons:** e.g. assistance under Law 104, reduced business activity, etc.

The employee on parental leave must answer "Remunerated parental leave (even with contributions only), i.e. optional absence until the twelfth year of the child" even where he receives no remuneration but the employer nonetheless pays contributions.

Question 5.7 Have you ever performed paid work in the past? Consider it to be unpaid work only if performed at a household member's company.

You should select 'Yes' if, while you are not currently working but are looking for a job, you performed paid work in the past, or even unpaid work if it was done as a household assistant.

Question 5.8 What kind of work do you do?

FORM 1 Work as an employee

Work done with or without a contract for a public or private employer, receiving compensation in the form of wages, salary, expense reimbursement, payment in kind, food, housing, etc.

This also includes:

- trainees, apprentices and interns if **paid** (*paid internship, scholarship, research assignments*), that is, those who alternate training, practice and work in their activities;
- workers hired by temporary staffing agencies;
- those who work at home **as a subordinate on commission** for one or more companies;
- priests and ministers of any religion;
- domestic collaborators (maids or domestic workers, drivers and gardeners);
- **family helpers remunerated** even in the absence of a formal contract. If, on the other hand, the family helper **receives no remuneration**, you must then select "Family helper".

FORM 2 Coordinated, continuing collaboration (with or without a schedule)

The features of this kind of contract are the independence of the worker, organisational coordination done by the customer, the primarily personal nature of the services, etc.

FORM 3 Performance of occasional work

This is a type of work not done as a subordinate for merely occasional jobs in which the worker performs work or provides a service in total organisational and operational independence. Occasional jobs mean work relationships lasting, in total, not more than thirty days with the same customer during one calendar year; the total annual pay that the provider receives from the customer must not exceed 5,000 euros. An occasional worker performs activities after payment of a fee subject to a withholding tax of 20%. If the annual payment limit of 5,000 euros is exceeded, regardless of the number of purchasers of the occasional services, the worker is required to register for separate INPS management and the payment of the related contributions.

FORM 4 Entrepreneur

A person who runs a company independently (farming, industrial, business, services, etc.) that has employees. The entrepreneur therefore has at least one employee and the entrepreneur's main job is that of **organising and managing** the company's activities. If, in addition to

organising and managing activities, the entrepreneur is directly involved in the production process and this is the primary job function, then it is more accurate to select 'Self-employed'. An example would be blacksmiths who have their own shop in which an employee also works, whose main activity is that of blacksmithing rather than managing the shop.

FORM 5 Freelancer

Someone practising a profession or liberal art independently (notary, attorney, dentist, building engineer, etc.) in which the work or intellectual effort predominates. In this context, the freelancer may or may not be registered with a professional registry.

FORM 6 Self-employed

Someone who manages a farm, a small industrial or commercial company, an artisan workshop, a shop or a public practice, participating in it with his or her own manual labour. This category also includes direct farmers, sharecroppers and the like, those who work at home directly for customers and not on commission for a company. A self-employed person may or may not have employees. What distinguishes a self-employed person from an entrepreneur is being directly involved in the production process, with this aspect being the primary one rather than management. Therefore, if the worker has employees and the organisation and management of the business is the primary activity, then it is more accurate to select 'Entrepreneur'.

FORM 7 Partner in a cooperative

This is an active member of a cooperative producing goods and/or performing services, regardless of the type of activity the cooperative is involved with, that is, someone who does not receive compensation governed by work contracts for the work performed but rather gets payment in proportion to the performance of services and/or a share of the company's revenues.

FORM 8 Household assistant

This person works with a household member and performs an activity independently, without having a work relationship governed by a contract and **without any form of remuneration** (for example, a wife who helps her shopkeeper husband, a son who helps his farmer father, etc.).

If, on the other hand, the family helper **receives a remuneration**, you must then select "An employee job".

Question 5.9 Is your job

FORM 1 Temporary

This type of work relationship dissolves when certain objective, predetermined conditions are met (for

example, the expiration of a set time, the completion of a task, the achievement of a goal, or the return of an employee who was being temporarily replaced).

FORM 2 Permanent

In this type of work relationship, there is no expiration or predetermined deadline.

Question 5.11 Is your job

FORM 2 Part time

This refers to a work relationship that anticipates a number of work hours lower than that normally in effect for the other workers in the same category.

This may be:

1. **horizontal:** when the work is performed every day but with reduced hours;
2. **vertical:** when the work performed is concentrated only on certain days of the week or on certain weeks or certain months of the year;
3. **mixed:** when the work performed is both *horizontal* and *vertical*.

And independent worker can also do a job part time (for example, a shopkeeper who does business in his/her shop only in the morning, or works part-time during the afternoon).

Question 5.13 Which sector of economic activity describes the establishment, agency, company, etc., where you work or that you own?

To identify the sector, consider the:

- type of activity (manufacturing, installation, repairs, retail sales, etc.);
- goods or services in question in that activity (shoes, vehicles, parts or accessories, computers, cleaning, etc.).

For example:

- building furniture;
- retail sales of clothing.

If the office or company performs multiple activities, consider the primary one, that is, the one that generates the most profit or added value, applying criteria of prevalence:

- A) Production, understood as manufacturing, alteration and processing, predominates over any other activity.
- B) Farming predominates over harvesting and sales; wholesale trade predominates over retail sales; general sales predominates over other non-

production activities (installation, repairs, maintenance).

If the activity is performed in an office other than the company's main office, consider the economic activity of the company that pays for the work to be done, and not the company where one physically works (employees of a security firm that won a contract at a bank should consider the economic activity of their own company and NOT the economic activity of the place where the work is done).

FORM 1 Agriculture, forestry, hunting and fishing

Cultivation of permanent and non-permanent agricultural crops, growing plants, raising animals including in a form associated with farming, hunting and capturing animals; forestry and the use of forest areas; fishing and aquaculture.

FORM 2 Extractive activities from quarries or mines and services in support of extraction

Extraction of minerals that are present in nature in a solid, liquid or gaseous state. The extraction may be done by using underground or open-air mines, wells, marine extraction, etc. This includes speciality services in support of the extraction (surveying services in which samples are collected, drilling, building a foundation for petroleum and gas wells, washing, flushing and cleaning wells, draining and pumping out mines, etc.).

FORM 3 Manufacturing and repair activities, maintenance and installation of machinery and equipment

Physical or chemical alteration of materials, substances or parts of new products or the substantial alteration, restoration or rebuilding of products.

Processing, production and storage of all food products; tobacco and textile fibre industry; packaging and making articles of clothing, furs, skins or leather; shoemaking; woodworking and furniture building; manufacture of: articles in straw and woven materials; paper, cardboard and related articles; coke and by-products of petroleum refinery; chemical and pharmaceutical products; paints, varnishes and enamels; articles in rubber and plastic materials; products in glass, porcelain and ceramics; construction products; metal products; computers and electronic, optical and electrical products; means of transport; jewellery; musical instruments; sports equipment; toys; medical tools and supplies. This also including the printing of newspapers, books, periodicals, business forms and other materials, including support activities such as binding, the preparation of plates and electronic processing of text and images, and the repair, maintenance and installation of machinery and equipment.

This does not include repairs to motor vehicles and motorcycles, which fall under 'Wholesale and retail trade and motor vehicle and motorcycle repairs'; it also does not include repairs of computers and communications equipment or other goods for personal or household use, which fall under 'Other service activities; repairs of goods for personal or household use'.

FORM 4 Supplying electricity, gas, steam and conditioned air

Production, transmission and distribution of electricity, natural gas, steam, hot water and conditioned air using a permanent infrastructure (network) with lines, ducts or pipes. This does not include the separate management of gas pipelines, which generally cover long distances and connect production companies with gas distributors or urban centres (gas pipelines fall under 'Transportation (of passengers or merchandise through pipelines, by road, by water or by air), warehousing, postal services and courier services'. It also does not include water and sewer service companies (which fall under 'Supplying water, managing sewage systems, waste management and sanitation activities').

FORM 5 Supplying water, sewerage, waste management and remediation activities

Collection, treatment and supplying water; sewerage; collection and purification of waste water; collection, treatment and disposal of solid and non-solid waste, both hazardous and non-hazardous; recovery and preparation for recycling of scrap metal, plastic materials, solid urban waste, industrial waste and biomass; remediation activities (decontamination) of buildings and sites, of land, of surface waters and groundwater.

FORM 6 Building construction, public works and installation of services in buildings

Construction of buildings, roads, railways, undergrounds and airport runways; construction of bridges and tunnels, waterworks and public utility work involving electricity and telecommunications; demolition and preparation of construction sites; installation of electric or water systems; installation of windows, flooring, etc.

FORM 7 Wholesale and retail trade and motor vehicle and motorcycle repairs

Wholesale and retail trade in all kinds of goods. This includes repairs as well as sales of motor vehicles and motorcycles. It does not include supplying foods and beverages for immediate consumption or the sale of take-away foods (restaurants, bars, pizza parlours, pubs, etc.), which fall under 'Lodging and restaurant services for immediate consumption'.

FORM 8 Transportation (of passengers or merchandise through pipelines, by road, by water or by air), warehousing, postal services and courier services

Transportation of passengers or merchandise, whether on a regular basis or not, by railway, using pipelines, by road, by water or by air, and ancillary activities like terminal services, management of car parks and garages, movement of goods (freight logistics centres) and warehousing of merchandise, etc., rentals of means of transport with drivers. This also includes postal services and courier services.

FORM 9 Lodging and restaurant services for immediate consumption

Hospitality and lodging for brief periods for visitors and travellers (hotels, inns, tourist villages, hostels, campsites, etc.); catering services that provide meals or beverages for immediate consumption, regardless of the type of facility offering them: traditional, self-service or take-away restaurants, permanent or temporary kiosks with or without seating (ice-cream parlours, bakeries, cafeterias and catering, bars, pubs, beer halls, coffeeshops, etc.).

FORM 10 Information and communications services

Publishing activities, including software publishing, film and video production, television and radio production, musical and sound recordings, telecommunications (landlines, mobile and satellite), computer consulting and all information and computer services (portals for web searches, data processing and hosting, database management, etc.) and activities of news agencies and information agencies consisting in providing information, images and special services for communications tools.

FORM 11 Financial and insurance activities

Financial brokerages, including insurance, re-insurance and pension funds (excluding mandatory social insurance), activities ancillary to financial brokerages (promoters, brokers and agents for financial products, post office banking, money transfer services, etc.).

FORM 12 Real estate

Activities by leaseholders, agents and/or brokers who work in one or more of the following sectors: sales and purchases of properties, property rentals, provision of other property services such as property assessment or real estate agents for third parties. The activities in this category could be performed on one's own properties or rented properties or for third parties.

FORM 13 Professional, scientific and technical activities

Speciality professional, scientific and technical activities that require a high level of preparation and make speciality knowledge and skills available to customers.

These includes law offices and consultants, tax preparation and accounting audits, corporate management and management consulting, technical firms (architecture, engineering, drafting, building inspections, investigations and mapping and activities related to physical, chemical or other testing); research and development in the field of natural sciences, engineering, human and humanistic sciences, advertising (creation of advertising campaigns), market research and opinion surveys, specialised design (graphic or technical designers, etc.), photography (photography services, photojournalism, aerial imaging via photography, etc.), translation and interpretation, agriculture consulting. This category also includes activities performed by veterinarians in veterinary clinics or at farms, kennels, animal shelters, surgeries, etc. (including field hospital services for animals).

FORM 14 Rentals, travel agencies, corporate support services

Rentals and operational leasing of non-financial intangible goods and a broad array of material goods such as motor vehicles without drivers or operators, maritime and air means of transport, office furnishings and equipment (furniture, computers, photocopiers, etc.), sports and recreational equipment, video cassettes and disks, farm equipment and construction and civil engineering equipment. This includes searches, selection and placement of personnel, travel agencies and tour operators, investigation services and private security and services related to security systems (for example, satellite remote monitoring of means of transport), cleaning and disinfection (of buildings, industrial machinery, tankers for sea or roadway transport), landscape care and maintenance (including parks, gardens, flower beds in buildings and public and private residences), incoming and outgoing call centres, helplines, organisation of conventions and exhibits, as well as a series of support activities for companies (e.g., credit recovery agencies, requests for certificates and administrative paperwork, etc.).

FORM 15 Central and local public administration, defence and mandatory pension insurance

Governmental activities normally performed by public administrations. This includes general activities for the public administration (for example, executive, legislative, financial, etc., administration at all levels of government), foreign affairs, defence, public order and safety, justice, firefighting and civil protection, mandatory social insurance (INPS, INAIL, etc.).

FORM 16 Public and private education and training

Both public and private education at any level and for any profession. This activity may be performed by oral and written lessons or lessons by radio, television,

internet or correspondence. This includes education provided by various institutions that are part of the national educational system at all levels, as well as adult education, programmes against illiteracy, etc. It also includes military schools and academies and schools within penal institutions. This category also includes training given for mainly sporting or recreational purposes (instruction in tennis, swimming, acting, dance, etc.) and driving schools (driver education, piloting and sailing schools). This does NOT include public or private nurseries, which fall under 'Health and residential and non-residential social assistance'.

FORM 17 Health and residential and non-residential social assistance

Provision of health services and social assistance (residential and non-residential for the elderly and disabled and assistance facilities for persons with mental illnesses or who abuse substances). This includes medical visits and treatments provided by general practitioners, specialists, dentists, etc. These activities may take place in private offices, in medical practices where groups of doctors work and in hospital clinics that perform outpatient services at companies, schools, rest homes, trade associations and homes for those with illnesses.

FORM 18 Arts, sports, entertainment and amusement

This includes a broad array of activities intended to satisfy various cultural, entertainment and amusement interests for the public, including live performances, management of museums, libraries, historical monuments, nature preserves, zoological gardens, gaming and gambling facilities (casinos, bingo halls, game halls, etc.), sports and recreational activities (sports facilities, sports clubs, gymnasiums, hunting and fishing preserves, toy libraries, bathing establishments, etc.). It also includes the activities of individual artists.

FORM 19 Other service activities; repairs of goods for personal or household use

Activities by membership organisations (for employers and business people, for unions of employee workers, for political parties and religious organisations); repairs of goods for personal and household user; personal services (laundries, dry cleaners, hairdressers and beauty treatments, etc.). This includes computer repairs and industrial laundering.

FORM 20 Household and household activities like employers of domestic staff

Household and sharing living activities (including condominiums) as employers of domestic staff such as domestic assistants, cooks, maids, butlers, launderers, gardeners, door attendants, guards, baby sitters, etc.

FORM 21 Extraterritorial organisations and agencies

International organisations such as the United Nations and their specialised agencies, the EU, the OECD, IMF, World Bank, etc.

Question 5.15 In the reference week, were you:

FORM 1 The recipient of one or more pensions due to previous work activities or the recipient of investment income

- **Recipient of one or more pensions due to previous work activities:** someone who receives one or more retirement/old-age or disability pensions. These payments are made because of the work activities performed by protected persons upon reaching set age limits, benefit contribution totals and in the presence of a reduced ability to work. This category also includes compensatory pensions consisting of earnings due to workplace injuries or work-related illnesses. These pensions compensate a person due to disability, depending on the degree, or for death (in which case the payments are made to the survivors) following an event that occurred during the performance of a work activity. Disability pensions are provided only when there has been a minimum period of contribution payments.
- **Recipient of investment income:** someone who receives an income, revenue or earnings due to properties, investments, interest, rentals, *royalties*, etc.

FORM 4 Other

A person who does not fall into any of the above categories (for example, retired for reasons other than work activity, owner of a social pension or of a civil disability pension, etc.).

6

School or workplace

Question 6.1 Do you normally travel to the place where you usually study or work?

- Also select 'Yes, to reach my school' for children who attend nursery school, kindergarten, etc.

- Any **student workers** should select 'Yes, to reach my workplace'.
- Workers who work partially from their own dwellings and partially at a workplace (teleworking, *smart working*, *part time* and horizontal) can select 'Yes, to reach my workplace' or 'No, because I work at home' based on the place (residence or worksite) where they spend the majority of their time (on work days).
- Farm labourers who work at various farms and thus do not have a fixed workplace should select 'I do not have a fixed workplace'.
- Select 'No, because I do not study, do not work and do not attend professional training courses' even if you take your children to school each day but then do not go to a workplace or a school.

Question 6.3 Where is your usual school or workplace?

- When the employee of a contractor is providing maintenance service at an establishment, consider the place where the establishment is located and not that of the firm employing that person.
- For those who do consulting work in an office or company other than the one employing them or that they own, consider the place where the consulting is done.
- Student workers must indicate their workplace.
- Those who work on means of transport (drivers, train conductors, tram conductors, pilots, sailors, etc.) should indicate the place where they report for work (car park, station, depot, airport, port, etc.).
- Someone who attends two schools or has two regular jobs should consider their primary school or activity.

Question 6.4 Which housing do you depart from when going to your usual school or workplace?

FORM 1 From this housing

The housing unit where the letter from the president of ISTAT was sent.