

## 0. Prerequisites

### 0.1 Legal environment

#### 0.1.1 Responsibility for collecting, processing, and disseminating statistics

##### **Statistical Institute of Jamaica**

The Statistical Institute of Jamaica (STATIN) is created as a body corporate by the Statistics Act. Section 28 of the Interpretation Act defines the powers of a body corporate simply as having the rights as any legal person to hold property and to enter into contracts.

STATIN is granted the legal authority under the Statistics Act to take any Census, to collect, compile, analyze, abstract and publish statistical information relating to commercial, industrial, social, economic and general activities and condition of the people of Jamaica. In addition Section 7 lists twenty-one areas on which STATIN, with the approval of the Minister to collect statistical information.

The taking of a Census is subject to a direction of the Minister, and by Ministerial Order the Regulations determine the content and administrative arrangements.

#### 0.1.2 Data sharing and co-ordination among data producing agencies

The Statistics Act provides for coordination, collaboration with public agencies in the collection, compilation and publication of statistical information including statistical information derived from activities of such agencies. (administrative data)

#### 0.1.3 Confidentiality of individual reporters' data

Section 17 of the Statistics Act, mandates that STATIN shall not publish or otherwise make available to any person statistics that would enable the identification of any person or business.

To balance STATIN's extensive powers to collect information, mostly through mandatory reporting, the Statistics Act establishes the rigorous legal obligation for the Agency to keep the respondent's information in trust. The legislation makes a formal commitment to respondents that the information they provide

	<p>will never be released to anyone in a form that will identify them without their authorization. Respondents who believe that providing the Agency with information will not identify them are much more likely to answer truthfully and to cooperate with the collector.</p> <p>Much of the Agency's credibility rests on confidentiality protection as a bedrock condition of operation. Given its critical importance, this commitment to confidentiality is found not only in the law but also in the culture of STATIN.</p> <p>0.1.4 Ensuring statistical reporting</p> <p>STATIN has the authority to require an individual or establishment to supply particulars for Census or other statistical collection in accordance with the Act.</p>
0.2 Resources	<p>0.2.2</p> <p>STATIN is funded mainly from the national budget, however, where necessary STATIN seeks technical assistance from international agencies to introduce or improve systems.</p>
0.3 Relevance	<p>0.3.1 Monitoring user requirements</p> <p>Feedback is sought from various customers via the Communications and Marketing Unit as a means of improving the provision of statistical products. Targeted stakeholders' sessions are also hosted to get feedback on the work of the organization.</p>
0.4 Quality management	<p>0.4.1 Quality policy</p> <p>The Statistical Institute of Jamaica is currently developing a Quality Assurance Framework for our statistical products and processes. This is based largely on the generic National Quality Assurance Framework developed by an expert group of the United Nations Statistical Commission. The Statistical Institute of Jamaica is also in the process of adopting the Code of Good Practice in Statistics for Latin America and the Caribbean developed by the Working Group on Institutional Strengthening of the Economic Commission for Latin America and the Caribbean (ECLAC). These initiatives aim to improve the overall quality of official statistics on</p>

	<p>Jamaica.</p> <p>0.4.2 Quality monitoring</p> <p>The quality of the programme is evaluated against constraints. STATIN currently applies various quality assurance techniques to the production of official statistics to ensure that the information produced is of the highest standard. Other initiatives to improve and maintain the quality of the data produced by STATIN include continuous staff training, participation in local and international courses, meetings and workshops among others.</p>
<p><b>1. Integrity</b></p>	
<p><u>1.1 Professionalism</u></p>	<p>1.1.1 Impartiality of statistics</p> <p>Statistical Institute of Jamaica acts independently to establish the methods used in data estimation as well as the timing and content of all data releases.</p> <p>1.1.2 Selection of sources, methodology, and modes of dissemination</p> <p>Section 8 of the Statistics Act gives STATIN the authority for statistics collected under the Act to be compiled, tabulated and published in such manner as STATIN may determine.</p> <p>1.1.3 Commenting on erroneous interpretation and misuse of statistics</p> <p>STATIN has the authority to comment on erroneous interpretation and misuse of statistics.</p>
<p><u>1.2 Transparency</u></p>	<p>1.2.1 Disclosure of terms and conditions for statistical collection, processing, and dissemination</p> <p>The Statistics Act is available on the website. For more information please visit: <a href="http://www.statinja.gov.jm">http://www.statinja.gov.jm</a></p> <p>1.2.2 Internal governmental access to statistics prior to release</p> <p>Advanced copies of the publications are sent to the Minister with portfolio responsibility for STATIN, the Ministry of Finance and Planning, the Office of the Prime Minister as well as to the Bank of Jamaica and the Planning Institute of Jamaica where necessary,</p>

	<p>one day before the official press release to the general public. This access is however granted under strict embargo to prevent the unauthorized distribution of pre-release data.</p> <p>1.2.3 Attribution of statistical products</p> <p>The Statistical Institute of Jamaica is clearly identified by the STATIN logo and Corporate Image on all disseminated statistics produced and released by the Agency. Organizations or individuals using data produced by the Statistical Institute of Jamaica are required to cite the Statistical Institute of Jamaica as the data source. The dissemination of STATIN’s data is not accompanied by any ministerial commentary. The Minister does not influence what is included or excluded from these statistical reports.</p> <p>1.2.4 Any change in the methodology of the Labour Force Survey is indicated in its publication and is fully explained in the Survey Methodology Section or as an appendix.</p> <p>The LFS now uses the 2011 Jamaica Standard Occupation Classification (JSOC) instead of the 1991 JSOC and the 2005 Jamaica Industrial Classification (JIC) instead of the 1987 JIC.</p> <p>Since 2013, the method of data collection changed from pencil-and-paper personal interviewing (PAPI) to Computer Assisted Personal Interviewing (CAPI) where individual responses are recorded by Interviewers on tablet computers during the interviews.</p> <p>In 2015, four new questions were added to the questionnaire to garner information on Trade Union involvement and the marital/union status of respondents.</p>
<p><u>1.3 Ethical standards</u></p>	<p>1.3.1 Guidelines for staff behavior</p> <p>Prior to the execution of a contract of employment (Permanent Staff) or Contract employment persons are required to complete a Form of Oath pursuant to Section 9 of the Statistics Act and Declaration pursuant to Section 2 of the Official Secrets Act.</p> <p>Both statutory provisions require that employee shall not disclose or make known any matter which come to their knowledge by reason of their employment to STATIN.</p>

In the event of the breach of this provision the Act also provides for criminal prosecution.

## 2. Methodology

### 2.1 Concepts and definitions

#### 2.1.1 Concepts and definitions

Both the concept and definition of employment adopted by the Labour Force Survey (LFS) are based on those endorsed by the ILO.

**Employed persons:** Persons, 14 years of age and older, who performed any work for pay or profit during the reference week, or who had a job and were absent from work.

More specifically, employed persons are those who during the reference week:

- did any work at all at a job or business, that is, paid work in the context of an employer-employee relationship, or self-employment. It also includes unpaid family work, which is defined as unpaid work contributing directly to the operation of a farm, business or professional practice, or
- had a job but were not at work due to factors such as own illness or disability, personal or family responsibilities, vacation, labour dispute or other reasons.

Other key concepts and definitions used in the LFS are:

**Under-employment:** For persons working part-time (defined as usually working less than 35 hours per week at a main job), information is collected on the main reason for part-time work. Estimates on the number of involuntary part-time workers are available (that is, persons working part-time who want full-time work).

**Hours of work:** The LFS collects information on actual and usual hours worked at main job as well as the total for all other jobs. Full-time hours are defined as 40 or more usual hours per week at main job.

**Status in employment:** Estimates on the number of employees (private and public sectors) and the self-employed, including unpaid family workers are available (ICLS 13).

**Reference period:**

The reference period of the Labour Force Survey is a seven day period, referred to as the reference week. It is the full calendar week (from Sunday to Saturday) which contains five clear working days preceding

2.2 Scope

the starting date of the survey. In cases where the last calendar week does not contain the required number of clear working days the reference week is then changed to the previous week that meets the requirement.

2.2.1 Scope of the data

**Master sample:**

The survey uses a master sample (all possible dwellings that the sample can be selected from) which is updated every three to four years.

**Industrial Coverage:**

All industries as outlined in the Jamaica Industrial Classification (JIC 2005) are covered. The JIC is a local adaptation of the United Nations Standard Industrial Classification of all Economic Activities (ISIC Rev 3.1).

**Occupational Coverage:**

All occupations as outlined in the Jamaica Standard Occupational Classification (JSOC 2011) are covered. The JSOC is a local adaptation of the International Standard Classification of Occupations (ISCO 2008).

**Geographical Coverage:**

The data are national in scope and cover all the parishes of Jamaica. The survey is conducted in approximately 10,464 dwellings selected from 654 enumeration districts (EDs).

**Population Coverage:**

The survey covers the civilian non-institutionalized population aged 14 years and over.

**Topical Coverage:**

- The data are tabulated by several categories such as sex, age group, training and education

2.2.1.2

Exceptions to Coverage

	<p><b>Population coverage:</b></p> <p>The Labour Force Survey's population coverage excludes foreign diplomatic corps, foreign military personnel and those who accompany them, persons living in institutions such as hospitals, homes for the aged, prisons, military barracks and persons living on cays.</p> <p>Students who are at secondary school full time and are less than 18 years old are also excluded from being measured in the labour force.</p>
<p><u>2.3</u> <u>Classification/sectorization</u></p>	<p><b>Industry:</b></p> <p>Industry information for employed persons is collected for all industries and all estimates are coded using the Jamaica Industrial Classification (JIC 2005) which is a local adaptation of the United Nations Standard Industrial Classification of all Economic Activities (ISIC Rev 3.1).</p> <p><b>Occupation:</b></p> <p>Occupation information for employed persons and all estimates are coded using the Jamaica Standard Occupational Classification (JSOC 2011) which is based on the International Standard Classification of Occupations (ISCO 2008).</p>
<p><b>3. Accuracy and reliability</b></p>	
<p><u>3.1 Source data</u></p>	<p>Data on employment are compiled from the quarterly household Labour Force Survey and represents the Jamaican non-institutional population 14 years and older.</p> <p><b>Survey design:</b></p> <p>The sample for the Labour Force Survey is based on a stratified two-stage design with probability proportional to size (PPS). Sampling of primary sampling units (PSUs) occurs in the first stage, and sampling of dwelling units with systematic sampling occurs in the second stage.</p> <p><b>Sample size:</b></p> <p>The sample size for the LFS is approximately 10,464 dwelling units from 654 Primary Sampling Units, namely: enumeration districts (EDs).</p>
<p><u>3.1.2</u></p>	<p>The LFS produces a number of key labour market measures that generally conform to the International Labour Organization (ILO) concepts and definitions (ICLS 13).</p>
<p><u>3.1.3</u></p>	<p>The results from the LFS are made available to the public approximately four months after the survey's reference week.</p>
<p><u>3.2 Assessment of source data</u></p>	<p>3.2.1 Source data assessment</p>

	<p><b>Sampling errors:</b></p> <p>Sampling errors are reduced by the selection of a fairly large sample and by using an efficient sample design and estimation strategies, such as stratification and ratio estimation.</p> <p><b>Non-sampling errors:</b></p> <p>These are reduced by the proper training of the data collection staff, proper data editing, close monitoring of the field staff and the establishment of other quality control procedures.</p> <p><b>Response errors:</b></p> <p>Non-response errors occur when the survey fails to get a response to one, or possibly all, of the questions. There are usually two types of non-response, item non-response and unit non-response. Imputation is not usually done to compensate for either item or unit non-response.</p>
<p><u>3.3 Statistical techniques</u></p>	<p>3.3.1 Source data statistical techniques</p> <p><b>Weighting:</b></p> <p>The weighting process involves the following steps:</p> <ul style="list-style-type: none"> <li>• Each record is weighted to correspond to the inverse of the probability of selection.</li> <li>• Adjustments are made to this weight to account for non-response.</li> <li>• The final weight is adjusted so that the totals will match with the population estimates for the various age groups, sex and parish of residence.</li> <li>• The 2011 Population and Housing Census data were used as a basis for the weighting. The weights were constructed so that the responses from the sampled households could be expanded to represent the entire civilian population of the country.</li> </ul> <p><b>Sample size and design:</b></p> <p>The quarterly LFS sample size consists of approximately 10,464 dwellings and 654 PSUs. If there are more than one household in a dwelling, each household is included. All civilian household members 14 years and older who are usual residents in the household are eligible for the survey.</p> <p>3.3.2 Other statistical procedures</p>

	<p><b>Seasonal adjustment:</b></p> <p>Estimates are not seasonally adjusted.</p> <p><b>Treatment of missing values:</b></p> <p>No imputation is made for missing values.</p> <p><b>Selection of replacement units:</b></p> <p>No replacement of dwellings is made.</p>
<p><u>3.4 Data validation</u></p>	<p>3.4.1 Validation of Intermediate Results</p> <ul style="list-style-type: none"> <li>• Random checks are conducted by supervisors on households that were canvassed by the interviewers.</li> <li>• Survey results are validated against information from previous quarters.</li> <li>• Statistical discrepancies are assessed by monitoring the response rate.</li> </ul> <p>3.4.3 Assessment of discrepancies and other problems in statistical outputs</p> <p>Response rates and the standard errors of key variables are used as potential indicators of discrepancies in intermediate data. Other consistency checks are carried out to make corrections of any statistical discrepancies.</p>
<p><u>3.5 Revision Studies</u></p>	<p>3.5.1 Revision Studies and Analyses</p> <p><b>Revision Policy:</b></p> <p>All LFS data are revised after new population estimates become available following the most recent population census data. For this, all LFS data back to the previous census are re-weighted using the new population estimates.</p> <p>The existing LFS questionnaire was revised in 2009. Changes to the questionnaire included the addition of a number of questions to bridge the then current data gap.</p> <p>The questionnaire, which is now administered using tablet computers (CAPI), consist of a number of automated edit checks for logical inconsistencies.</p>

<b>4. Serviceability</b>	
<u>4.1 Periodicity and timeliness</u>	<p><b>4.1.1 Periodicity</b></p> <p>The findings from the survey are released quarterly, four months after the start of data collection</p> <p><b>4.1.2 Timeliness</b></p> <p>The results are published approximately four months after the reference period. Publication of results is given for calendar quarters.</p>
<u>4.2 Consistency</u>	<p><b>4.2.1 Internal consistency</b></p> <p>Data are edited before further analysis and subsequent internal dissemination. Disaggregation is done by age, sex and other labour force characteristics to permit the statistical testing of the data</p> <p><b>4.2.2 Temporal consistency</b></p> <p>Since data are collected quarterly, the data are compared across all the quarters and quarter-to-quarter changes and year-on-year changes are provided.</p> <p><b>4.2.3 Intersectoral and cross-domain consistency</b></p> <p>The Labour Force Survey is used to provide demographic data on education, training, income etc. in addition to the quarterly labour market estimates. All other indicators disseminated by STATIN which can affect the labour market are closely monitored.</p>
<u>4.3 Revision</u>	<p><b>4.3.1 Revision schedule</b></p> <p>The data are preliminary when first released. Revised data for the year preceding the reporting year are released annually.</p> <p>These revised data are subject to revision each year when the sample-based estimates are realigned to reflect the most recent population estimates. The revisions are usually highlighted in the most recent release and revised data set.</p>
<b>5. Accessibility</b>	
<u>5.1 Data</u>	<p><b>5.1.1 Statistical presentation</b></p> <p>Data are disseminated in tables with supporting text about the number of unemployed persons disaggregated by age, sex and other</p>

demographic variables.

The data are obtained from the quarterly Jamaica Labour Force Survey which represents the Jamaican non-institutional population 14 years old and older. The LFS provides a number of key labour market indicators that generally conform to the ILO concepts and definitions.

The data are presented in a non-seasonally adjusted format.

#### 5.1.2

The release of the findings from each of the quarterly survey is made available to the media and the public free of charge as well as from the STATIN website and from the STATIN Library.

#### 5.1.2.4

The *Labour Force* bulletin is published quarterly and is available at STATIN's Library.

#### 5.1.2.5

An annual Labour Force report (detailed tabulation) is published and is available at STATIN's Library.

#### 5.1.2.6

The quarterly *Labour Force* bulletin and annual Labour Force report (detailed tabulation) are available on STATIN's website:

[www.statinja.gov.jm](http://www.statinja.gov.jm)

#### 5.1.2.7

Each quarter, a press release is disseminated to media houses electronically by the Communications and Marketing Unit.

Also, specific tabulations of data can be made available in many formats upon request, for a nominal fee.

### **5.1.3 Advance Release Calendar**

	<p>STATIN uses an advance release calendar (ARC) which it publishes on its website. Where there may be a delay in publication of data, data users are notified with an explanation and the new release date is stated.</p> <p><b>5.1.4 Simultaneous release</b>  Prior internal governmental access to official statistics is granted no more than 24 hours before the release date and is granted for information purposes only. Early access is granted to ministers with responsibility for these statistics who may need to take appropriate action upon release of the official figures and to MDAs that require STATIN’s output as input for their work programme. The Office of the Director General disseminates LFS data for purposes of prior internal governmental access to select stakeholders as aforementioned.</p>
<p><u>5.2 Metadata</u></p>	<p>5.2.1 The annual Labour Force report (detailed tabulation) publish detailed information on the survey, such as sampling method, concepts and definitions of the survey and a copy of the survey questionnaire.</p> <p><b>5.2.2 Disseminated level of detail</b></p> <p>The annual Labour Force report publishes quarter to quarter data on unemployment by a number of characteristics including, age group, sex, educational attainment, highest examination passed and other selected characteristics.</p>
<p><u>5.3 Assistance to Users</u></p>	<p><b>5.3.1 Dissemination to Users on Contact Point</b>  Subject matter specialists are available to assist users</p> <p><b>5.3.2 Availability of Document and Service catalogs</b></p> <p>Availability of publications can be accessed through STATIN’s website: <a href="https://www.statinja.gov.jm">https://www.statinja.gov.jm</a></p>