

**COMMISSION REGULATION (EC) No 247/2003**  
**of 10 February 2003**  
**adopting the specification of the 2004 ad hoc module on work organisation and working time**  
**arrangements provided by Council Regulation (EC) No 577/98**

THE COMMISSION OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Community,

Having regard to Council Regulation (EC) No 577/98 of 9 March 1998 on the organisation of a labour force sample survey in the Community <sup>(1)</sup>, as last amended by Commission Regulation (EC) No 2104/2002 <sup>(2)</sup>, and in particular Article 4(2) thereof,

Whereas:

- (1) Commission Regulation (EC) No 246/2003 <sup>(3)</sup> adopting the programme of ad hoc modules, covering the years 2004 to 2006, to the labour force sample survey includes an ad hoc module on work organisation and working time arrangements.
- (2) In accordance with Article 4(2) of Regulation (EC) No 577/98 the detailed list of information to be collected in an ad hoc module shall be drawn at least 12 months before the beginning of the reference period for that module.

(3) In order to evaluate adequately progress under the pillars of the employment policy guidelines and in particular under the third pillar on encouraging adaptability of businesses and their employees, including with regard to quality in work, comparable structural statistics are needed by the Member States and the Commission <sup>(4)</sup>.

(4) The measures provided for in this Regulation are in accordance with the opinion of the Statistical Programme Committee,

HAS ADOPTED THIS REGULATION:

*Article 1*

The detailed list of information to be collected in 2004 by the ad hoc module, as laid down in the Annex, is hereby adopted.

*Article 2*

This Regulation shall enter into force on the seventh day following that of its publication in the *Official Journal of the European Union*.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

Done at Brussels, 10 February 2003.

*For the Commission*  
Pedro SOLBES MIRA  
*Member of the Commission*

<sup>(1)</sup> OJ L 77, 14.3.1998, p. 3.

<sup>(2)</sup> OJ L 324, 29.11.2002, p. 14.

<sup>(3)</sup> See page 3 of this Official Journal.

<sup>(4)</sup> OJ L 60, 1.3.2002, p. 60.

## ANNEX

## LABOUR FORCE SURVEY

## Specification of the 2004 ad hoc module on work organisation and working time arrangements

1. Member States and regions concerned: all.
2. The data are collected only for the main job.
3. The variables will be coded as follows:

Column	Code	Description	Filter, remarks
209		<i>Control over own work methods and schedule (optional for Germany)</i>	C26 = 1,2
	1	Person can determine how to do the work	
	2	Person can determine when to do the work	
	3	Person can determine when and how to do the work	
	0	Person can not determine how or when to do the work	
	9	Not applicable	
	Blank	No answer	
210		<i>Work for single customer (optional for Germany)</i>	C26 = 2 or C26 = 1 and C34_35 < 10
	1	Works regularly for just one client or customer	
	0	Works regularly for one client or customer	
	9	Not applicable	
	Blank	No answer	
211_212		<i>Overtime hours in reference week</i>	C26 = 3
	...	Number of overtime hours	
	99	Not applicable	
	Blank	No answer	
213_214		<i>Paid overtime hours in the reference week</i>	C213_214 ≤ C211_212;  C213_214 = 00 if C211_212 = 00
	00	No paid overtime or no overtime	
	...	Number of paid overtime hours	
	99	Not applicable	
	Blank	No answer	
215		<i>Shift work patterns</i>	C204 = 1
	1	Continuous shift work, usually four-shift system	
	2	Semi-continuous shift work, usually three-shift system	
	3	Two-shift system: double day-shift	
	4	Sometimes night, sometimes day-shift	
	6	Other type of shift	
	9	Not applicable	
	Blank	No answer	

Column	Code	Description	Filter, remarks
216		<i>Variable working hours</i>	C26 = 3
	1	Fixed start and end of a working day	
	2	Staggered working hours, banded start/end	
	3	Working time banking with possibility only to take hours off	
	4	Working time banking with possibility to take full days off (besides taking hours off)	
	5	Start and end of working day varying by individual agreement	
	6	Determines own work schedule (no formal boundaries)	
	7	Other	
	9	Not applicable	
	Blank	No answer	
217		<i>Annualised working hours (optional for Germany)</i>	C26=3 and C216 ≠ 6
	1	Person has an annualised hours contract	
	0	Person has not an annualised hours contract	
	9	Not applicable	
	Blank	No answer	
218		<i>On-call work (optional for Germany and Portugal)</i>	C26 = 3 and C204 ≠ 1
	1	Person reports to work only when called	
	0	Other	
	9	Not applicable	
	Blank	No answer	
219		<i>Working time pattern of part-timers compared with full-time</i>	C46 = 2-8
	1	Less hours per day	
	2	Half a day less per week	
	3	Less days per week	
	4	Less hours per day and less days per week	
	5	One week in two	
	6	Other	
	9	Not applicable	
	Blank	No answer	

Column	Code	Description	Filter, remarks
220		<i>Possibility to work variable hours in the reference week (optional for Germany, Italy, Finland, Sweden and United Kingdom)</i>	C24 = 1 and C26 = 3 and C58 ≠ 1 and C216 = 1-4
	1	[C216 = 3, 4] person has reduced her/his credit hours	
	2	[C216 ≠ 3,4] person has taken a few hours off (without the need to take holidays)	
	3	[C216 ≠ 4] person has taken half a day, one or more days off	
	4	Person has reduced her/his credit hours balance or has taken a few hours off and has also taken half a day, one or more days off (on different days of the week)	
	5	[C216 = 3, 4] person wanted to take credit hours but could not do so (and has not taken holidays)	
	6	[C216 ≠ 3, 4] person wanted to take a few hours, half a day, one or more days off but could not do so	
	7	Other (hours actually worked ≥ contractual, lay-off etc.)	
	9	Not applicable	
	Blank	No answer	
221		<i>Convenience of working time arrangements for personal life situation (optional for Germany)</i>	C204 = 1 or C218 = 1
	1	Shift work is convenient for personal life situation	
	2	On-call work is convenient for personal life situation	
	0	Shift work or on-call work is not convenient for personal life situation	
	9	Not applicable	
	Blank	No answer	
222		<i>Convenience of working time arrangements for personal life situation (optional for Germany)</i>	C205, C206, C207, C208 = 1,2 and C204 = 3,9 and C218 = 0,9
	1	Work in the evening, at night or during weekend is convenient for personal life situation	
	3	Work in the evening, at night or during weekend is not convenient for personal life situation	
	9	Not applicable	
	Blank	No answer	
			Coding refers to Commission Regulation (EC) No 1575/2000 (OJ L 181, 20.7.2000, p. 16)

4. The variables on shift work, evening work, Saturday and Sunday work which appear as columns 204 to 208 in the Annex to the Commission Regulation (EC) No 1575/2000 concerning the codification to be used for data transmission from 2001 onwards must be surveyed in 2004 for the same reference period as the ad hoc module referred to in Article 1 of the present Regulation.

5. The variable on shift work is to be coded as follows:

204		<i>Shift work</i>	C26 = 3
	1	Person works shifts	
	3	Person does no work shifts	
	9	Not applicable	
	Blank	No answer	