Unclassified **PUMA/HRM(2002)14**

Organisation de Coopération et de Développement Economiques
Organisation for Economic Co-operation and Development **27-Mar-2002**

English - Or. French

PUBLIC MANAGEMENT SERVICE
PUBLIC MANAGEMENT COMMITTEE

PUMA/HRM(2002)14
Unclassified

STATISTICAL QUESTIONNAIRE ON PUBLIC SECTOR PAY AND EMPLOYMENT

The completed questionnaire should be returned to the Public Management Service by 31st May 2002.

For further information, please contact:
Sandrine DUCHESNE, Tel: +33 1 45 24 78 04; e-mail: sandrine.duchesne@oecd.org

English - Or. French

JT00123315

Document complet disponible sur OLIS dans son format d'origine
Complete document available on OLIS in its original format

OECD STATISTICAL QUESTIONNAIRE ON PUBLIC SECTOR PAY AND EMPLOYMENT

The attached questionnaire is being sent to all Member countries in the context of the Public Management Committee's work on Human Resource Management. The purpose of the questionnaire is to update the data which has been regularly collected since 1994.

This questionnaire covers so-called statistical aggregate data concerning employment, wages, compensation costs, pay levels and pay changes in the public sector in OECD countries.

In addition the questionnaire includes questions on the representation of women in the public sector, on ageing issues and on staff turnover. Please send information on definitions and sources for this series.

The completed questionnaire should be returned to Sandrine DUCHESNE at the Public Management Service by 31st May 2002.

Miss Sandrine DUCHESNE
Senior Statistician
Public Management Service
OECD
2, rue André-Pascal
75775 Paris Cedex 16
Tel: (33-1) 45 24 78 04
Fax: (33-1) 45 24 87 96
E-mail: sandrine.duchesne@oecd.org

Please insert the name and title of the person who completed the questionnaire for the further contact:

Name.....

Title .....

Ministry / Organisation.....

Address.....

.....

Country.....

Telephone.....

Fax.....

E-mail.....

1. GENERAL INFORMATION

THE OUTPUT

The replies to the questionnaire are the main sources to be used in updating the PUMA database on Public Sector Pay and Employment (PSPE). By providing empirical evidence, this database is an essential tool for the comparative analysis on pay and employment across Member countries. The outputs of this survey will be presented to Member countries before the end of the year and will be posted on PUMA's website.

Furthermore, if requested, the analysis of the update may be published by the end of 2002. Individual Member countries can consult this database by contacting Jennifer Gardner or Sandrine Duchesne :

Jennifer Gardner : Tel. (33-1) 45 24 90 76

E-mail : Jennifer.Gardner@oecd.org

Sandrine Duchesne : Tel. (33-1) 45 24 78 04

E-mail : Sandrine.Duchesne@oecd.org

COMPLETION AND IMPROVEMENT OF THE QUESTIONNAIRE

The questionnaire collects data on an annual basis. Since we started to collect statistical data on public sector pay and employment in 1994, our aim has been to gradually improve the quality, comparability and reliability of the collected data by applying more rigorously the suggested definitions and by paying more attention to the continuity of the statistical time series. To guarantee the reliability of cross-country comparisons, countries are required not to change the statistical sources used previously. However, if you believe that a source different from that used until now would be more appropriate to our needs, please send a complete time series when possible.

This year we have made a special effort to reduce the burden for the respondent, and as far as possible we have updated the questionnaire using the databank available on the web, or publications. You are very welcome to provide any information on this subject. If data is published on the web or in a periodical, please specify where, and if possible give any password needed to access the data.

⇒ We ask you, if possible, to use the same sources as those used for the previous questionnaires

⇒ Methodological information and definitions are provided where necessary.

⇒ An Excel version of the questionnaire is being sent by e-mail separately, please use it when possible.

2. METHODOLOGICAL INFORMATION

The information requested in the questionnaire is primarily intended for international comparisons. To make such comparisons, it is necessary to eliminate as much as possible the discrepancies which exist with national statistical data. Countries are urged to apply the definitions given below:

- ***Scope of the public sector***: The concept of the public sector varies among countries. As far as possible, our aim is to apply the general government definition of the System of National Accounts (SNA). However, the SNA definition does not always match national definitions of general government. Simply stated, the scope of the public sector will be measured on the basis of employees paid from public funds, either directly by government or on the basis of budget allocations from central government to services, departments or agencies. Therefore, all employees who work in institutions which are directly under the control of government or other public authorities are included in the public sector. The public sector covers all levels of government and these levels can vary from country to country. Therefore, it can include some or all federal, regional and municipal levels.

  - However, the following groups are excluded from our definition of the public sector:
    - public corporations, whatever the financial involvement of the State may be (e.g. state enterprises, state companies and independent commercial, market-based institutions in the local government sector, especially in the energy, water supply and transport sectors);
    - independent social security funds (institutions) and all subsidised private sector institutions; employees providing sub-contracted services.

- ***Treatment of federal governments****:* Our aim is to collect aggregate data that encompasses both federal and state administrations (plus, ideally, local governments) in order to compare a series of indicators across countries (for instance, the ratio of the public pay bill to GDP or the share of public employment in the total labour force). However, each federal country will be examined on a case-by-case basis. If the required aggregate data is not available for state administrations, data will be collected only for the federal administration.

- ***Breakdown by level of government and by functional sub-sector:*** Our goal is to collect data both by level of government and by functional sub-sector to the extent to which they are available. In the questionnaire, some examples of sub-sectors are provided (health, education, police, defence, social welfare) but could be supplemented and/or substituted according to the breakdown used in your country.

3. PUBLIC EMPLOYMENT DATA[1]

1. Trends in Public Employment

	1990	1991	1992	1993	1994	1995
1.1 Headcount (Total)						
Central or federal administration						
Regional administration (counties, provinces...)						
Local (municipalities)						
1.2 Full-time Equivalent (if available) (Total)						
Central or federal administration						
Regional administration (counties, provinces...)						
Local (municipalities)						
1.3 Part-time (Total)						
Central or federal administration						
Regional administration (counties, provinces...)						
Local (municipalities)						

	1996	1997	1998	1999	2000	2001
1.1 Headcount (Total)						
Central or federal administration						
Regional administration (counties, provinces...)						
Local (municipalities)						
1.2 Full-time Equivalent (if available) (Total)						
Central or federal administration						
Regional administration (counties, provinces...)						
Local (municipalities)						
1.3 Part-time (Total)						
Central or federal administration						
Regional administration (counties, provinces...)						
Local (municipalities)						

1. The number of public employees requested is that corresponding to the personnel expenditures (pay bill or compensation costs) provided in the Section 4. If possible, this data would be expressed in **full-time equivalents**. If employment data is available on the basis of head counts, please provide any available data. Please specify whether they are: number of employees, including full-time and part-time; number of full-time employees (i.e. excluding part-time); number of employees expressed in full-time equivalents.

2. Sectoral Employment[2]

Last year available:

Sectors	Central (or federal) administration	Regional administration (counties, provinces...)	Local (municipalities)
General administration			
Health			
Education			
Police			
Defence			
Social welfare			
Other (please specify)			

2. This breakdown is only an example, please adapt it to your country definition.

3. Ministerial/Departmental Employment (Central Administration only)

Last year available:

	Number of employees		
Names of Ministry/Department	**Headcount**	**Full-time equivalents**	**Part-time**
(e.g.) Ministry of Finance	2 050	2 020	60

4. Agency/Administration[3] Employment (Central Administration only)

Last year available:

		Number of employees		
Names of Agency / Administration	**Overseen by the Ministry (Dep.) of**	**Headcount**	**Full-time equivalents**	**Part-timer**
(e.g.) National Tax Agency	(e.g.) Finance	35 400	34 500	1 850

3. This includes government bodies that mainly deal with service delivery, regulation, or policy implementation, rather than policy formulation.

5. Employment by Age Group (numbers when available, otherwise percentages)[4]

Total public sector

	19 years and under	20 – 29 years	30 – 39 years	40 – 49 years	50 – 59 years	60 and over
1990						
1991						
1992						
1993						
1994						
1995						
1996						
1997						
1998						
1999						
2000						
2001						

Central Administration

	19 years and under	20 – 29 years	30 – 39 years	40 – 49 years	50 – 59 years	60 and over
1990						
1991						
1992						
1993						
1994						
1995						
1996						
1997						
1998						
1999						
2000						
2001						

4. If you have a different system of age groups, you may adapt this breakdown to your own system.

6. Employment Trends by Gender (numbers when available, otherwise percentages)

	Total public sector		Central administration	
	Women	Men	Women	Men
1990				
1991				
1992				
1993				
1994				
1995				
1996				
1997				
1998				
1999				
2000				
2001				

7. Number of Days Training for Public Sector Employees

For this question, please break down public sector employees by grade where possible. In each case, please indicate your definitions when you use the following terms in your civil service system:

Senior managers :

Middle managers :

Administrative staff :

If data is not available for the Total Public Sector, please provide data for a specific minister or administration and specify which one :

	Senior managers	Middle managers	Administrative staff	Average
1990				
1991				
1992				
1993				
1994				
1995				
1996				
1997				
1998				
1999				
2000				
2001				

8. Gender by Responsibility Level (numbers when available, otherwise percentages)

Last year available:

	Senior managers		Middle managers		Administrative staff	
	Women	Men	Women	Men	Women	Men
Total public sector						
Central administration						
By sector:						
Education						
Health						
Defence						
Police						
Social Welfare						
Other (please specify)						

9. Staff Turnover trends in the Public Sector (numbers when available, otherwise percentages)[5]

Last year available:

	Total public sector		Central administration	
	Total entrants [6]	Total leavers [7]	Total entrants [6]	Total leavers [7]
19 years and under				
20-29 years				
30-39 years				
40-49 years				
50-59 years				
60 and over				
Total				

5. If you have a different system of age groups, you may adapt this breakdown to your own system.

6. Include all new persons recruited, but do not include transfers from other government services.

7. Retirement, early retirement, dismissal, resignation, privatisation, ill health, death, but not transfer to an another government sector.

10. Staff without Civil Servant Status employed by the Public Sector

	Total public sector		Central administration	
	With civil servant status	Without civil servant status [8]	With civil servant status	Without civil servant status [8]
1990				
1991				
1992				
1993				
1994				
1995				
1996				
1997				
1998				
1999				
2000				
2001				

Sources:

Question 1:

Question 2:

Question 3:

Question 4:

Question 5:

Question 6:

Question 7:

Question 8:

Question 9:

Question 10:

8. Staff hired on temporary contracts (trainees, temporary workers or equivalent), without civil-servant status.

4. PUBLIC SECTORY PAY DATA[9]

For eurozone countries, please specify the currency in which you enter data. Where possible, please use national currencies until 2001 so that exchange rates are applied uniformly for all countries.

Currency used: ……..

11. Total Compensation Costs[10]

	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Central or federal administration												
Regional admin. (counties, provinces...)												
Local (municipalities)												
Total												
If available												
General administration												
Health												
Education												
Police												
Defence												
Social welfare												
Other (please specify)												
Total												

9. Data is required in current national currency.

10. It includes all of the mandatory employers' contributions to social insurance and the voluntary contributions paid on behalf of employees. If you answered this question using total labour costs (i.e. including all voluntary costs), please indicate.

12. Wages and Salaries[11]

	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Central or federal administration												
Regional admin. (counties, provinces...)												
Local (municipalities)												
Total												
If available												
General administration												
Health												
Education												
Police												
Defence												
Social welfare												
Other (please specify)												
Total												

11. It represents overall wages and other remuneration paid in cash in a given year, before deduction of income tax, payments to various social or unemployment insurance schemes and other pension schemes paid for by employees. Contrary to total compensation costs, it excludes the mandatory employer's contributions to social insurance and the voluntary contributions paid on behalf of employees.

13. Average Earnings[12]

Please, specify the definition used in your country:

❏ per capita figure calculated by dividing the pay bill by the corresponding number of employees

❏ data coming from earning survey, or analysis of staff register

❏ including overtime wages

❏ including vacation bonus

❏ other .....

.....

	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Central or federal administration												
Regional admin. (counties, provinces...)												
Local (municipalities)												
Average												
If available												
General administration												
Health												
Education												
Police												
Defence												
Social welfare												
Other (please specify)												
Average												

12 . Gross earnings include total remuneration of all kinds of wages, pay and salaries with all the pay increments, bonuses and allowances that public sector employees have earned annually. If you have calculated gross earnings excluding some pay increments, i.e. overtime wages, vacation bonuses or "13th month pay", please indicate in the questionnaire. Average gross earnings can be obtained using two different concepts:

- average gross earnings per capita: per capita figures are calculated by dividing the pay bill by corresponding employment figures expressed in full-time equivalent;

- actual average gross earnings: this data is available when specific earning surveys -- similar to those used in the private sector -- are carried out in the government sector. This type of data enables accurate comparison.

14. Pay Distribution[13]

14.1. Total

	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
First decile												
Median												
Ninth decile												

14.2 Central (or Federal) administration

	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
First decile												
Median												
Ninth decile												

14.3 Pay Distribution for Women

	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
First decile												
Median												
Ninth decile												

14.4 Pay Distribution for Men

	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
First decile												
Median												
Ninth decile												

14.5 Share of women (percentages)

	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
First decile												
Median												
Ninth decile												

13. If there is an adequate pay survey or individual database available in your country concerning the public sector or a part of it, produce pay distribution figures using the following distribution parameters: first decile; median; ninth decile; (or first and third quartiles, if deciles are not available).

15. Please give any information in order to facilitate direct access to data, website address, publications, etc.

Sources:

Question 11:

Question 12:

Question 13:

Question 14: