Report
Regional Workshop
Siavonga, Zambia
23-27 July 1990

INSTRAW

Methods of Collecting and Analyzing

Statistics on Women in the Informal Sector and their Contribution to National Product

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Report on the Regional Workshop

METHODS OF COLLECTING AND ANALYZING STATISTICS ON WOMEN IN THE INFORMAL SECTOR AND THEIR CONTRIBUTION TO NATIONAL PRODUCT

held in Siavonga, Zambia
23 - 27 July 1990

Hosted by:	The Government of Zambia
Organized by:	United Nations International Research and Training Institute for the Advancement of Women (INSTRAW) United Nations Statistical Office in cooperation with the Economic Commission for Africa
Funded by:	United Nations Development Programme (UNDP)

NOTE

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The term "country", as used in the text of this publication, also refers, as appropriate, to territories or areas.

The designations "more developed" and "less developed" regions are intended for statistical convenience and do not necessarily express a judgement about the stage reached by a particular country or area in the development process.

PREFACE

This report is issued as one of the main outputs of the Statistics Component of the United Nations Development Programme (UNDP) funded project on "Improving African Women's Role in the Informal Sector - Production and Management". It is a product of the second phase of implementation of the component's activities.

During the first phase, which spanned the third quarter of 1988 to the end of 1989, pilot studies conducted in four project countries were consolidated and the results synthesized in the production of two documents one a technical handbook and the second a compilation of relevant tables of statistics and indicators to serve as a practical guide on how to apply the methods of the handbook. In the second phase, two regional workshops in Africa - one for English-speaking countries and the other for French-speaking countries - were held to review the two documents. A report has been issued on each of the workshops.

The present report is on the first workshop, and consists of nine sections, and with the exception of the first and last sections, each section gives a summary of the main lecture on the agenda item, comments and observations on the lecture, a summary of national reports presented by participants, and general discussion on the primary documents. The first section is the introduction, which deals with the opening session of the workshop, its objectives and organization; the second through the sixth cover topics of the agenda corresponding to the main chapters of the handbook; the seventh deals with a panel discussion of issues for future work on the subject; the eighth presents the reports of the three working groups which were conducted; and the final section gives the set of recommendations adopted by the workshop. A selection of speeches made at the opening and some of the participants' papers are included in the annexes.

INSTRAW and the Statistical Office of the United Nations Secretariat, gratefully acknowledge the contribution of several individuals and agencies, and in particular, the Government of Zambia which hosted the workshop, other African governments (especially Burkina Faso, Congo and The Gambia) for their involvement at various stages of the project, UNDP office in Lusaka for administrative and logistic support, the Economic Commission for Africa (ECA) for its technical co-operation, the International Labour Office (ILO) for representation at the workshop, and the bureau of the workshop, as well as rapporteurs of the working groups. These efforts assured the successful completion of this phase of the project.

In addition to the two documents earlier mentioned, and the reports on the two regional workshops there will upon completion of the third and final phase of the project, be a number of reports from, the national case studies undertaken and four workshops to be held in the four project countries.

TABLE OF CONTENTS

		Page
	PREFACE	iii
I.	INTRODUCTION	1
II.	NATIONAL INITIATIVES IN THE DEVELOPMENT OF STATISTICS - WOMEN IN THE INFORMAL SECTOR	6
III.	DEFINITION AND MEASUREMENT OF THE INFORMAL SECTOR: REVIEW OF CONCEPTUAL AND ANALYTICAL APPROACH AND FOCUS OF THE HANDBOOK	21
IV.	SOURCES OF DATA AND TECHNIQUES FOR COMPILING AND ANALYSING STATISTICS ON FEMALE PARTICIPATION IN THE INFORMAL SECTOR	28
V.	COLLECTION AND ANALYSIS OF DATA ON INCOME, PRODUCTION AND TIME-USE IN THE INFORMAL SECTOR	41
VI.	COMPILATION OF STATISTICS ON THE RELATIVE CONTRIBUTION OF WOMEN AND MEN TO THE INFORMAL SECTOR WITHIN THE FRAMEWORK OF NATIONAL ACCOUNTS	54
VII.	FURTHER WORK AT NATIONAL AND INTERNATIONAL LEVEL	61
VIII.	RESULTS OF WORKING GROUPS DISCUSSIONS	64
IX.	RECOMMENDATIONS	81
ANNEXES		**86**
ANNEX I	INFORMATION ON WORKSHOP	87
	A. Aide Mémoire	88
	B. Work Programme	99
	C. List of Participants	103

TABLE OF CONTENTS (continued)

ANNEX II	OPENINGS SPEECHES AND REMARKS			110
	A.	Statement by Ms Mary K. Fulano		111
	B.	Statement by INSTRAW Representative . . .		114
	C.	Statement by DTCD/Statistical Office Representative		120
	D.	Remarks by Chief Administrative Officer Siavonga Sub-District		122
	E.	Vote of Thanks and Remarks by Ms Isatou Njie-Saidy		124
ANNEX III	COUNTRY REPORTS			128
	A.	Mr. Abaynesh Makonnen	- Ethiopia	129
	B.	Ms Elizabeth A. Allotey	- Ghana	137
	C.	Mr. Zebrohn M. K. Kambuto	- Malawi	147
	D.	Ms Abiola E. Odususi	- Nigeria	157
	E.	Ms Judith F. Dlamini	- Swaziland	174
	F.	Mr. Enock Kibendela	- Tanzania	183
	G.	Mr. Philip Hamakona	- Zambia	209

I. INTRODUCTION

A. Inaugural Session

The regional workshop on "Methods of collecting and analyzing statistics on women in the informal sector and their contribution to national product", was held in Siavonga, Zambia, 23rd to 27th July, 1990.

It was hosted by the Government of Zambia, through the Women in Development (WID) Department of the National Commission for Development Planning (NCDP), with the co-operation of the Central Statistics Office and the Women's Affairs Committee of the United National Independence Party (UNIP).

Attending the workshop were high level officials of national statistical services, statistics departments in the Ministry of Planning and the Ministry of Labour, research institutions and national women's machineries from the English-speaking African countries. The participants, representing their respective governments, were of diverse backgrounds and fields of specialization including national accounts; survey statistics on households, employment and establishments; and women in development (WID) issues. Eleven countries in the region were represented: Ethiopia, The Gambia, Ghana, Malawi, Nigeria, Seychelles, Sudan, Swaziland, Somalia, Tanzania and Zambia. (See Annex I.C for the complete list of participants.)

The workshop was officially opened by the Honorable Member of the Central Committee, and Chairman of the Women Affairs Sub-Committee, Ms Mary K. Fulano. In her opening speech (see Annex II.A), she underlined the importance of the theme of the workshop, which, broadly stated, was to quantify women's contribution to national development. She said that accurate statistics was a basic requirement if there is to be effective co-ordination of policy formulation for the development, as well as monitoring of its implementation. Observing that data relating to women in the informal sector was relatively scarce, she hailed the workshop to be timely and noted that being the first of its kind to be held in the region, the workshop had brought together experts from various countries and thereby provided a unique opportunity for sharing experiences in the tackling of persistent difficulties associated with measuring the informal sector and enhancing the tools for effective data collection.

She welcomed all the participants and resource persons, and charged that the task ahead was both challenging and vital, for it is only when the data are made available that the role of women in nation-building through the informal sector, can be highlighted. In concluding, she acknowledged with appreciation the contributions made by the sponsors of the workshop: INSTRAW, the United Nations Statistical Office, the Economic Commission for Africa (ECA) and, specially, UNDP; and declared the workshop opened.

In the address of UNDP delivered by Dr. Martyn Ngwenya, Senior Regional Programme Officer from UNDP-Zambia, he gave a brief orientation on the UNDP WID programme package. He informed that the package is composed of seven regional projects and had been designed in recognition of women's long-term commitment to both family and national well-being; and addresses their needs in key sectors in which they are seen to play the most dominant role such as in agriculture, informal sector, water and sanitation, as well as energy and environment, or in which they are most disadvantaged such as in the access to credit, and in the area of science and technology.

He noted that the informal sector project by itself demonstrated the multi-faceted nature of WID issues which needed to be addressed. There was need for example, for improved policy environment, training and skills development as well as credit. Above all, it was crucial to have reliable statistics to evaluate the impact of policies on their beneficiaries or targets, and therefore, important that the workshop make a thorough assessment of the methods of data collection and analyses, especially the relevant concepts, and ensure that these are in conformity with the African situation.

The workshop was also addressed by the representative from INSTRAW, Ms Marie Paul Aristy, Project Co-ordinator; Ms Birgitta Hedman of the Department of Technical Co-operation for Development (DTCD)/Statistical Office of the United Nations Secretariat; and Mr. Koffie Amelewonou of the ECA.

In her statement (see Annex II.B), the INSTRAW representative outlined developments in the Institute's efforts to capture women's activities in national statistics, and in particular on INSTRAW's catalytic role in translating recommendations emanating from the United Nations Decade for Women, into positive and effective actions. Emphasizing that the Institute's activities are mainly in research, training and information exchange, she informed that INSTRAW has, since its inception, embarked on programmes aimed at improving statistics and indicators on the situation of women. Given women's dominance in the informal sector, it is one of the main areas of focus in INSTRAW's research activities, the main thrust of this programme being to define what should be measured, how it should be measured, the complexities of the subject, and the difficulties presented by the lack of agreement on these issues. In spite of all the attempts being made to define it, the concept of informal sector has remained elusive, and the need for more reliable statistics on the informal sector amenable to discerning levels and trends of employment, absorption capacity of the sector, resources and constraints, as well as production in the sector, persists. She saw the participants' task as being basically one of testing the validity and applicability of the concepts and methods proposed in the documents which were to be revised, and wished them a successful week of deliberations.

The representative of DTCD/Statistical Office, directed attention to the call for statistics made in the Nairobi Forward-Looking

Strategies,[1] which also laid emphasis on measuring the remunerated and unremunerated contributions of women as well as of men, in all sectors of development. She noted that extra efforts were needed if the visions and goals for statistics in the *Strategies* were to be realized. She also emphasized that to ensure comparability of statistics between countries, statistical information must be based on the same concepts and classifications, and proceeded to identify a number of problems which plague statistical systems, such as the included under-utilization of existing data, data gaps, biased measures, concepts and classifications; and poor linkage between users and producers of gender-specific statistics (her speech if found in Annex II.C).

Mr. A. Amelewonou informed the workshop of the activities of the ECA in the field of informal sector. He noted that the ongoing project on "Improving African Women's role in the Informal Sector", is currently the only project aimed at promoting the development of statistical data on the informal sector, which ECA is executing, though it has during the past thirty years provided technical assistance to various countries of the African region, in the collection, processing and analysis of all types of statistical data, including those relating to the sector. He elaborated that the technical assistance provided by ECA focused on four main areas: household surveys, national accounts, demographic and social statistics, and enterprise/establishment based surveys; and that some of these activities had been carried out with funds provided by the United Nations Development Programme (UNDP) and the United Nations Fund for Population (UNFPA).

He added that the activities of ECA also included advisory services, the convening and servicing of intergovernmental working groups, substantive seminars and workshops, as well as the preparation and dissemination of technical guidelines for improving the coverage and timeliness of data. Nevertheless, the development of activities related to the informal sector, had been hampered by the lack of standard concepts and techniques for compiling reliable and comprehensive data on this sector and the lack of funding. He assured that the ECA would take all steps required to ensure the smooth implementation of the project.

In his brief remarks, the Chief Administrator of Siavonga District, Mr. Renatus J. Mwananyina, welcomed the participants to Siavonga, and expressed appreciation that the District had been chosen to host the workshop. He noted that participation in the workshop was demonstrative of the commitment to women's affairs, and recognition of the key role of women in society. He wished the participants a pleasant stay and a fruitful exchange of experiences from which would emanate positive

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[1] See the *Report of the World Conference to Review and Appraise the Achievements of the United Nations Decade for Women: Equality, Development, and Peace*, Nairobi, 15-16 July, 1985; (United Nations Publication Sale No. E.85 IV.10) Chapter I, Section A, "The Forward-Looking Strategies for the Advancement of Women".

recommendations to be implemented in the respective countries being represented (see Annex II.D).

A vote of thanks (see Annex II.E) was delivered by Ms Isatou Njie-Saidy, Executive Secretary of the Women's Bureau in The Gambia, who acknowledged the contributions of the institutions which had worked to make the workshop a reality. She noted with appreciation the UNDP's increasingly supportive approach to redressing the plight of women and the tangible contributions made towards enhancement of the status of African women through funding of this and several other projects. She thanked the Zambian government for providing the enabling environment for participants and making the complex task at hand, bearable. She also thanked the UN agencies ECA, INSTRAW, DTCD/Statistical Office and ILO for their involvement in the project, and the African governments in releasing the officers from their regular work to participate in the workshop.

She explained that the project was important to the government of The Gambia, which realizes that the triple role of Gambian women in production, reproduction, and community management has helped the country to abate economic degradation. Above all, the now widely adopted structural adjustment programme calls for increasing prominence of the informal sector as employment in the formal sector is being trimmed. Thus, she concluded, there is need for statistics to establish the crucial role of the sector in developing countries.

B. Election of Officers

The following officers were elected by consensus:

Chairperson:	Mr. Philip Hamakona	-	Zambia
Co-Chairperson:	Ms Isatou Njie-Saidy	-	The Gambia
Rapporteur:	Mr. Lawalley Cole	-	The Gambia
Co-Rapporteur:	Ms Judith F. Dlamini	-	Swaziland

C. Briefing of the organization of the workshop and adoption of work programme

Ms Grace Bediako, the Technical Adviser of INSTRAW, welcomed the participants and informed them of the objectives and organization of the workshop. She called attention to the *Aide Mémoire* (see Annex I.A), earlier circulated to participants and proceeded to present the background to the workshop. The participants were informed that the workshop was sponsored by INSTRAW and the Statistical Office of the United Nations Secretariat, in co-operation with the Economic Commission for Africa (ECA), as part of the activities of the statistics component of the UNDP funded project "Improving African Women's Role in the Informal Sector - Production and Management". The two other components of this project are policy and training, which are the responsibilities

of ECA/OAU and ILO respectively, with ECA as the executing agency for the project, and with four participating countries: Burkina Faso, Congo, The Gambia, and Zambia.

She explained that the statistics component has three envisaged outputs, with activities being carried out in three phases. During the first phase, devoted to research, national case studies were conducted to identify sources of data and assess the availability and relevance of the statistics for quantifying women's contribution to the informal sector and on the basis of these studies the two main documents for the workshop were prepared. The second phase is for the review and revision of these documents, to be achieved through comments and recommendations emanating from this workshop, and those received from national statistics offices in the African region, and statistics offices of United Nations agencies. The third is the training phase, and during this period the main activity will be the organization of national training workshops.

As regards the objectives, she said that the workshop was to review and provide clear and concise guidelines for the revision of two documents:

- *Draft handbook on Methods of Compiling and Analyzing Statistics on Women in the Informal Sector, in Industry, Trade, and Services*

- *Synthesis of Pilot Studies on Compilation of Statistics on Women in the Informal Sector in Industry, Trade and Services in Four African Countries*

The workshop was also expected to, on the basis of discussions and experiences of the participants, make recommendations on the approaches and techniques which can be used for collecting and analyzing statistics relating to women's contribution to the informal sector. A report on the proceedings of the workshop would be published, she said, and will contain the introductory lectures on the handbooks, papers presented by participants, highlights of discussions and group work, as well as recommendations from the workshop.

She briefly outlined the format of the workshop noting that the work programme is organized under six substantive headings. In general, in each session, a lecture presentation on the relevant sections or parts of the handbook is followed with general comments and discussions in plenary session, and presentation of papers by a selection of participants. There would also be working groups sessions of three groups, each meeting in three afternoon sessions. The results of the group work would be presented on the last day of the workshop, when the recommendations to be adopted are to be formulated and discussed.

She further informed that the handbook and synthesis were to be revised after the workshop and used for training on compilation of

indicators on women's contribution to the informal sector at national level in the four project countries.

D. Adoption of the Work Programme

The provisional work programme was introduced for discussion and adopted as amended by the participants (see Annex I.B).

II. NATIONAL INITIATIVES IN THE DEVELOPMENT OF STATISTICS WOMEN AND THE INFORMAL SECTOR

In this session, the first of the workshop, the participants considered the national experiences in the collection and analysis of informal sector statistics, focusing on the four project countries. The session's presentations were by the Technical Adviser who made some general observations on the data availability in these countries, and the framework for the national case studies; followed by reports presented by the consultants from The Gambia and Zambia, who conducted the national case studies in their respective countries.

A. Methodological Framework for Four Case Studies

The Technical Adviser, Ms Grace Bediako, introduced the subject with a brief account of the data gathering and statistics compilation activities carried out since the beginning of the project. She said that the main problem with the informal sector is the lack of information. The purpose of the case studies was to assess the data situation in each of the four project countries namely Burkina Faso, Congo, The Gambia and Zambia, as well as provide basic statistics for the drafting of the technical handbook and synthesis, (primary documents for this workshop). She said that the case studies had essentially been a search for data from all types of sources. First, various types of research reports and government documents had been reviewed to find out what general characteristics of the informal sector could be discerned. Secondly, the national statistical systems were investigated for a better perception of the existing potential for compiling employment and national accounts statistics concerning women in the informal sector.

Missions were organized to these countries to identify primary and secondary sources of data and available tabulations for sex-disaggregated statistics on participation and production in the non-agricultural informal sector; collect and compile available statistics on women's participation and production in the informal sector; and assess the feasibility and methods of compiling and analyzing statistics on women in the informal sector, within the framework of the System of National Accounts (SNA). The data were also to be analyzed with a view to determining gaps and recommending ways in which they could be improved

to generate more accurate statistics on the activities of women and their contribution in the informal sector.

She mentioned that the two main sources of data from which national estimates on economic activity can be derived were found to be population censuses and national (household) surveys. These sources, however, tend not to provide adequate information on the informal sector unless, the survey specifically focused on the informal sector.

Population census data, are available in all four countries for the 1970 and 1980, round of censuses. In The Gambia, the census years were 1973 and 1983, in Burkina Faso, 1975 and 1985; in Congo, 1974 and 1984, and in Zambia, 1969 and 1980. However, except in Zambia, the economic activity data, though tabulated, were not yet published in any of the other countries. In addition to providing data on population size, distribution and characteristics, the size and characteristics of female and male labour force can also be obtained. However for information on the informal sector, a proxy variable derived from classification, of the employment status in the labour force, would have to be used. Also relevant are the data on occupational and industrial distributions of the labour force.

From national household surveys on the labour force or employment, similar data and procedures may be used to obtain estimates on the size and characteristics of the informal sector, since there are no national surveys especially devoted to the informal sector in any of the project countries. But in Zambia the latest two surveys in the National Household Survey Capability Programme (NHSCP) conducted in 1986 and 1987/88 were used to enumerate the labour force, the latter also included some demographic variables. In these surveys questions were asked about the sector of activity (formal/informal) in which individuals were employed, and, in addition, some basic characteristics of their labour supply in the informal sector were also obtained. A survey was conducted in Burkina Faso in the period 1986/1987 for the primary purpose of registering the segment of the population engaged in activities of the informal sector but this exercise was confined to five towns: Ouagadougou, Bobo-Dioulasso, Banfora, Ouahigouya, and Koudougou.

Turning to the national case studies, she informed that a comprehensive approach was adopted taking into account the general lack of data on the informal sector earlier mentioned, the inaccessibility of relevant information and the need to obtain basic statistics which give some insight into the characteristics of the informal sector and of its participants.

Each country study was conducted in two parts: the first reviews the literature on the informal sector and identifies the characteristics of the informal sector as documented in research reports and other official papers such as those produced by departments in the government ministries (industry, trade and commerce, etc.); the second focuses on the use of secondary sources of data for the analysis of the level and

dimension of economic activity, size and composition of the informal sector, and women's participation and contribution in the sector.

In part one of the study, the problem of definition of the informal sector, sampling procedures and coverage of ad hoc surveys and their limitations, main findings of the studies relating to the characteristics of the informal sector and constraints faced by its participants, are dealt with. Also gaps in the statistics presented in the reports and some recommendations for improving the quality of statistical information on women in the informal sector are identified. This entails first compiling, as comprehensive a list as possible, bibliography of literature, published and unpublished reports, studies and government papers, mimeographs, etc., on the informal sector and related concepts, and on the basis of questionnaires on these documents, evaluating and analyzing the statistical content of the materials listed. This part of the study also attempts to uncover some of the potential sources of data such as administrative information collected by ministries or departments; examines the policies and functions of ministries which impact (directly or indirectly) on informal sector economic/production units or individuals; types of information collected by the ministries or departments, which may shed light on the informal sector; and compiles and analyses the information obtained.

In part two of the study the aim is to exploit, to the fullest extent, available census and national survey data collected by the central statistics office, and to present a detailed analysis, within the limits, of the available data on women's economic activity and informal sector participation. It examines the conceptual bases of current data collection procedures and suggests modifications in both concepts and methods of data collection which will improve the quality of data on economic activity in general, and on women's participation and contribution to the informal sector production in particular. A questionnaire is administered to all divisions within the national statistics office to assess the nature of the activities they carry out and their relevance to measuring women's contribution to the informal sector.

She concluded that these studies make useful recommendations for policy on the informal sector in general, and filling the gaps in the statistical systems for informal sector data. In the presentations that were to follow, the consultants from The Gambia and Zambia would briefly describe the study conducted in their respective countries giving details of their findings and recommendations.

B. Results of the case studies

1. The Gambia case study

Mr. Lawalley Cole, in his presentation, dealt with five main topics namely the method and scope of the case study; availability and sources

of data on the informal sector; estimates of the size and contribution of women in the informal sector; characteristics of the informal sector as presented in other research studies in his country; conclusions and recommendations for improving data on women's participation and contribution to the informal sector.

In his introduction, Mr. Cole recounted changes in the Gambian labour force since the country's independence in 1965. The labour force in the urban areas increased, to a considerable extent, characterized by many young people creating their own employment with a large number of them also working for small-scale family-owned enterprises typically referred to as the informal sector. On the definition of the sector, he said that in The Gambia it is that part of the economy that is characterized by small competitive individual or family-owned firms, petty retail trade and services, labour-intensive methods of doing things, low levels of living, low levels of capital formation, poor working conditions, poor health, and low levels of education.

It plays a key role in providing income opportunities for the underprivileged members of society, and, as such, contributes significantly to employment, household income, family subsistence as well as in national income and production.

He noted that women in The Gambia have always played an important role in the informal sector but that these roles have increased substantially in the last five years that the country has been recovering from an economic crisis. Women have, as a survival strategy, combined several economic and income generating activities in the informal sector: participating in non-farm activities such as trading, domestic service, etc., while at the same time being full-time farmers; or full-time entrepreneurs, part-time farmers, or part-time domestic workers. The result of these efforts is that low-income women, whether in rural or urban areas, are working extremely long hours and frequently, under not so agreeable conditions and confronted with the insidious effects of poverty. The full extent of women's contribution and the difficulties they encounter are neither known nor well documented, as sex-disaggregated data remain scanty. According to several authors, the informal sector has advantages and disadvantages, yet, in The Gambia, more comprehensive research will need to be done particularly to compile sex-disaggregated data on the informal sector, if the exact nature of intervention required is to be determined.

He explained that the present study aimed to assemble from diverse sources, research findings and statistical data on the informal sector, with special reference to women. Data were compiled from secondary sources such as statistical reports, and census publications, other research reports and government documents. In addition, two sets of questionnaires were administered, one used to interview officials from institutions dealing with issues of concern to the informal sector and its operators/participants, and the other was used in conducting the survey of literature to facilitate, as well as to provide guidelines on

some issues to be addressed in the review. The review of the literature basically took the form of analysing the statistical content of the publication. The data collection and interviewing lasted about 9 weeks: about 200 publications were reviewed in 5 libraries and documentation centres where publications on women and the informal sector would be found, and a total of 40 institutions (government and non-government) were visited for the purpose of conducting the interviews. Of these, 34 responded to the questionnaires.

On the issue of availability of data, he remarked that data on the informal sector in The Gambia is scarce, attributed primarily to the fact that, like in many African countries, the informal sector had not until recently been considered an important component of the national economy. Consequently, little is known of the form and the structure of this sector. Much of the data that is currently available in The Gambia are derived from small-scale surveys carried out for specific purposes by institutions (government and non-government). There is very scanty information on the informal sector from the 1963 and 1973 Population and Housing Census reports. There are really no adequate statistics for the informal and formal sectors of the country's economy in the 1963 and 1973 population censuses, and only to a limited extent in the 1983 census. Such data are vital for the informal sector as they show the economic characteristics of households for specific areas.

In 1980 the ILO/JASPA conducted a survey which is so far the most important study on the informal sector in The Gambia, in spite of a number of limitations such as the restricted definition of the informal sector, inadequate information on the characteristics of the sector, as a whole, and on women's participation in the sector, in particular.

With respect to estimates of the size and contribution of the informal sector, Mr. Cole mentioned that although there are no up-to-date and reliable quantitative data in The Gambia, it is speculated that about 60 per cent of the total labour force is in the informal sector, of which 50 per cent of them are women; and the contribution of the informal sector in national production and household income is quite substantial in relation to the gross domestic product. In 1980, the Central Statistics Department conducted a study of 11 types of small-scale manufacturing businesses to measure the sector's domestic product. The study, which covered the years 1977-78, showed that these businesses represented a figure higher than that of formal manufacturing, which was estimated at 8.5 million Dalasis, while the estimated gross domestic product from groundnut for that year was 34,884 million Dalasis.

The informal sector in The Gambia has been quite significant for the economy of the country in the sense that it provides employment for a significant number of migrants to urban areas. According to the 1980 ILO/JASPA sample survey report, the informal sector is the mainstay of the urban economy in The Gambia. Besides, as the modern industrial sector is very small, the informal sector alone provides hope for mitigating the hardships of unemployment. Nevertheless, the amount of

contribution from informal sector enterprises is typically underestimated and has largely gone unrecognized in The Gambia because of inadequate statistics.

It would seem that women in the informal sector in The Gambia form the largest part of the work-force. The reasons are obvious: limited opportunities in formal sector employment, relative lack of education and skills, and having to bear the brunt of domestic work and child care responsibilities which necessitate their seeking more sources of income with greater time flexibility. It is worth noting that average earnings in the informal sector where women predominate, are substantially lower than in the formal sector. In addition, large numbers of women do not receive any remuneration for their labour input in family enterprises.

Turning to the findings of the literature review, Mr. Cole observed that in The Gambia statistics on the number of women employed in the informal sector are not available. Statistics are not even adequate for formal sector wage-earning employment. There have also been problems with the definition given to the informal sector. The ILO/JASPA study, which has been a major breakthrough on the subject of the informal sector in The Gambia, concentrated its study on "establishments which engaged less than 5 paid employees and apprentices", and in the study report it is stated that "the cut-off point was adopted because in The Gambia all establishments engaging five or more paid employees are recorded in the formal sector".[2] This is the definition that many government establishments including the Central Statistics Department have adopted. It is, however, common knowledge that many informal sector establishments in the Greater Banjul area (e.g., auto repair garages) may have 8 or more apprentices. Many researchers have, in adopting the concept, referred to self-employed craftsmen like auto mechanics, radio repairers, carpenters, tailors, taxi apprentices, barbers and others such as vendors and hawkers.

In many of the studies reviewed, the focus was primarily on the labour-intensive nature of the sector, its competitiveness, and unregulated characteristics. It is further recognized that inputs used are generally locally produced, and with a tendency for reliance on skills and technology generated in the establishment or sector. Other writers add that the informal sector consists also of wage-workers and even those seemingly unemployed workers but who are in actuality earning their living within the informal sector. Many women who were engaged in household and domestic chores also do extra work to earn money and could be classified under this category. They mostly do work of high monetary value but which remains unrecognized and unremunerated.

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[2] See ILO/JASPA (1980) *Employment, Incomes, and Production in the Informal Sector in The Gambia*. Report submitted to the government of The Gambia by JASPA Technical Assistance Mission. Addis Ababa.

There are deficiencies with many of the surveys reviewed in the study. Although most of them present tabulation of data, the reliability of such data would depend, among other things, on the scope of the sample and sampling frame and on the level of accuracy of the results of the surveys. A great deal of importance has been attached to national accounts, primarily due to the fact that estimates of the GDP are indeed essential and that in terms of economic statistics national accounts calculations provide the most convenient framework for assessing the performance of the economy with respect to other statistical indicators. The general method of calculation relies on administrative statistics of external trade, public finance, the Agricultural Ministry's estimates of crop and livestock production supplemented by marketing board reports, population data, and specially collected estimates of employment and earnings in the sector that is usually designated as modern or monetized.

The GDP calculation has retained its priority status, and much effort has been devoted to its extension and improvements. Constant price calculations, and functional and economic classifications of government expenditure are made. However, even in this, details of the important transactions and interrelationships between a large proportion of the population in the informal sector have been neglected. Although sampling has been used as we see in the Household Budget Survey and the Urban Labour Force survey carried out by the Central Statistics Department, the standard of data collection is often poor and do not ensure reliability of information on such topics as the informal sector.

There has been a tendency in some of the studies on small-scale trading activities, for instance, to marginalize the role women play in the informal sector. This may perhaps be due to the methodology employed in such studies. The methodological predilection which excludes informal sector activities in which women dominate, characterizes much of the research carried out on the subject. Very few studies reviewed focused on specific industries in which women have high participation. To take one example, studies on the fishing industry have focused on wholesale and retail enterprises in fish trading, and according to their estimates 90 per cent of fish sold in local markets is dominated by informal distribution system and by women.

All the three population and housing censuses in The Gambia have focused on enumerating households. The reports present findings of the population census and demographic characteristics of the population. There are no adequate statistics for the informal or formal sectors of the country's economy in the 1963 and 1973 population censuses. It is only the last population census in 1983 that somehow focused more than previous censuses both on the formal and informal sectors. The 1983 census report gives information on fertility, mortality and migration patterns by age, sex, local government area and ethnicity. In the case of the 1983 census, the publication gives data on stock of buildings/structures by construction material, amenities that exist in these structures, and the socio-economic status of the occupants in April 1983. Informal sector activities, however, are not covered in this

report. It is said that a large amount of data from the 1983 census that deal with the informal sector activities remains unprocessed, particularly sections that deal with economic characteristics of households for certain areas.

Trade statistics reviewed furnish information on the value, quantity, origin and destination of imports and exports in The Gambia. Some of these studies have focused mainly on establishments and enterprises that import and export goods. These reports which are mainly prepared by the Central Statistics Department do not present separate statistics for the informal and formal sectors.

Other government publications, mainly from the Central Statistics Department, have reviewed wholesale and retail enterprises that are engaged in distributive trade in locally manufactured goods. In some cases the attempt was to measure the gross output from distributive trade in locally manufactured goods. Such studies have actually concentrated on the informal sector although the term is not used. Rather, the studies in a few cases have indirectly made reference to the informal sector by viewing it as enterprises engaging less than five people. This type of enterprise has been termed small-scale whereas other enterprises employing more than five people are considered medium-scale. Many of the studies on the informal sector are based on secondary data from the small-scale survey of the informal sector carried out by the ILO/JASPA mission in 1980. Also some secondary data are taken from national sample surveys of wholesale and retail traders conducted by the Central Statistics Department. In a few cases, estimates and projections of gross output from distributive trade in locally manufactured goods are presented. The methods of estimation of the gross output and its components are normally described.

Other recent studies have focused on the needs of women in the informal sector. These include their training needs, capital needs, and improvement in the environmental conditions under which they operate. In a few cases, surveys have been conducted specifically for the purpose of generating information that would determine the needs of women in the informal sector. A few of these studies have used secondary data mainly from the Central Statistics Department and other government and non-government institutions to determine the level of participation of Gambian women in the economic and social development of the country.

Other studies reviewed focused on employees, self-employed or own-account workers, as well as unpaid family workers and apprentices, and could supplement the ILO/JASPA survey conducted in 1980. Such studies examined the small-scale manufacturing sub-sector with emphasis on labour intensity, production output, and potential demand and supply in some industries, and identified problems and constraints to progress in the industry. Nevertheless, no attempts have been made to examine the small-scale industries that exist in the informal sector, the only exception being the ILO/JASPA reports which covered establishments employing less than five workers. The report also examined the importance and

proportion of informal sector employment in the Greater Banjul area, the nature of such employment, employment growth in the informal sector, sources of labour supply and sources of training. Some of the factors that affect output and productivity are also examined as well as the effect of factor combinations, skill requirements and ownership on labour productivity, efficiency of resource use and earnings on labour in the informal sector which are discussed in the ILO/JASPA report of 1980.

Since this study was conducted a decade ago, there has been no comprehensive study of the informal sector in The Gambia that would take account of all the sector's activities both the obvious and the invisible; and in particular the role that women play in the sector. Even those surveys such as the Household Budget Survey and the Urban Labour Force Survey which were conducted in the mid 1970s have never been repeated. These surveys have moreover covered specific geographical areas which may be either the urban or the rural areas.

Finally, many other studies or reviews which relate to the informal sector concentrate a great deal on the urban areas. They have in many cases presented estimates of the magnitude of the urban labour force in the country, and present data on some of the demographic and economic characteristics of the urban labour force. Employment and unemployment levels, economic activities, occupations mainly in the formal sector, and education by sex and age are highlighted.

In conclusion, Mr. Cole remarked that the lack of data on women needed to be addressed. He made several recommendations for improving data for analysis of women's participation and contribution to the informal sector, noting that both the interest in The Gambia's informal sector and the data collection have been largely male-oriented. The viewpoint of, and implications for women have largely been ignored and are only now beginning to come to light. The needs and resources of a country like The Gambia require that official statistical policies give greater emphasis to investigating the activities of the agricultural and the rural and urban informal sectors. Such an emphasis will, amongst other benefits, refine the calculation of the GDP particularly taking into account those areas for which data have always been deficient in both quantity and quality. One reason which has been given for the lack of coverage of those small-scale but widely spread activities has been that their very nature makes it difficult to collect information about them.

The data gaps on the informal sector are many and varied. There is still a long way to go to get accurate data on the situation of women particularly their operations in the informal sector. This seems to be more imperative and exacting than the current preoccupation with a few male operators in the informal sector whose chances of being incorporated into the formal economic framework remain polemical and a matter of academic discourse.

He proposed that NGOs, government and international agencies carry out more research into enterprises and businesses run by women in the informal sector to find out, for example, the sort of constraints faced by women and their relative importance; the sort of operations that women participate in and the reason for choosing those businesses as well as the ways in which they could be assisted.

The following could, for a start, form possible areas of further investigation:

- Women participating in non-farm activities;
- Women's trades both in rural and urban areas;
- Women in craft production and the role of middlemen and middlewomen in the distribution of handicraft products;
- The level of female participation in cooked food sold in urban areas;
- Women as domestic servants in private homes;
- Use of technologies for women in the informal sector.

2. Zambia Case Study: Part A

The report on Zambia was presented in two parts, the first, presented by Ms Raj Bardouille, covered the review of literature on research concerning the informal sector, and also covered the estimation of size and contribution of the informal sector in general and women in particular; significant findings of the studies reviewed and the recommendations for more adequate statistics on women in the informal sector.

The study used both secondary and primary sources of data. The secondary sources of data included published and unpublished studies, also government documents and reports; while the primary data was collected through a structured inquiry. This included interviews with various government and non-government organizations directly or indirectly involved with collecting data on the informal sector. A total of 56 studies were reviewed with a view to finding consistency in the definition of the informal sector; problems faced by informal sector operators; sex-disaggregated data; and identifying gaps in the available information on the informal sector and accurately assessing women's contribution.

In her overview of the informal sector in Zambia, Ms Bardouille noted that the sector is defined to include all such self-initiated activities, both farm and non-farm, such as petty trading, vending, petty manufacturing and repair services, both legal and illegal, performed outside the wage sector.

The general features of the informal sector in Zambia may be summed up as follows:

(i) The urban informal sector in Zambia is relatively underdeveloped in relation to the nature and level of activities as well as its linkages within the sector and with the formal sector;

(ii) This sector is dominated by retailing activities and women predominate in retailing, e.g., some 70-80 per cent of petty retailers in the urban and rural sectors are women. They sell mainly food and related items;

(iii) The manufacturing activities comprise a small proportion (20%) of the total estimated activities in this sector; and women are only marginally represented in such activities;

(iv) Even within the petty manufacturing activities, a narrow range of goods is produced and thus this sector suffers from the lack of innovation in terms of products produced and the techniques used;

(v) The petty manufacturing sector depends on imported inputs such as materials, tools, etc. and hence it has limited linkages with other sectors;

(vi) Within the informal sector, activities may be distinguished not only by gender but also by the age of the operator. Thus, the traditional petty manufacturing activities are carried out by older people while the modern manufacturing activities, such as electrical, and mechanical repairs are undertaken by younger persons, namely men;

(vii) The vast majority (90%) of informal sector operators raise working capital for their businesses through their own efforts, e.g., past savings or help from their friends and relatives. They do not have access to formal financial institutions to obtain credit;

(viii) Most informal sector operators run their businesses in the open air though some also operate from fixed locations, e.g., market place;

(ix) Informal businesses are usually one-person operated, with the average of 1.6 workers in the business;

(x) The majority of the operators are self-employed and less than 20 per cent of them employ paid workers, including apprentices. They generally rely on unpaid family labour and in particular that of female members of the family;

(xi) All such businesses or activities are generally not registered;

(xii) Generally, the operators have none up to primary level of education.

She observed that the informal sector, particularly the urban informal sector, in Zambia has grown since 1970, both in terms of employment and of activities. She attributed this to the rapid urbanization, since Zambia gained independence in 1964, and the general decline in wage employment due to the poor performance of the Zambian economy since the early 1970s.

Its growth has, however, been lateral. In other words, employment in this sector has increased on account of the establishment of a multitude of micro businesses rather than the increase in the number of persons employed per business. This is due to the nature of activities, i.e., retailing, lack of promotion and encouragement of this sector; lack of adequate capital and related business inputs; the ambivalent attitude of policy makers towards this sector, etc. The informal businesses in Zambia are small with low turnover and, thus, the low potentials to accumulate capital and expand businesses beyond the mere subsistence level.

As regards the findings of the case study, she noted that the informal sector comprises heterogeneous activities and, as such, attempts to define the sector have been descriptive, providing characteristics rather than defining it. Some of the studies reviewed in the Zambian case study have applied some kind of quantitative indicators, e.g., size of establishment, volume of investment, amount of turnover; others have used criteria such as the location of business, level of accumulation (profit), organization of the enterprise, labour force status, i.e., self-employment, unpaid family labour, etc., to delineate the sector.

The most widely used definition in the studies reviewed, is the size of the business and the volume of investment. These studies have defined informal business as that employing less than 25 persons with the working capital of less than K1.5 million at the 1990 prices. The Central Statistics Office's definition is slightly broader: using the labour force status, and the size of establishment, it is defined to include all own account workers, unpaid family members, paid employees, employers, and members of co-operatives having business or employment in the enterprise, with 5 or less employees (GRZ, CSO, Labour Force Survey, 1986).

As defined by the Central Statistics Office (CSO), it is estimated that some 1.8 million people are engaged in the informal sector and out of these between 400,000 - 500,000 are in the non-farm informal sector (CSO Labour Force Survey, 1986). This means that 77 per cent of the labour force is engaged in some kind of informal activities. Data by sex

shows that women constitute about 54 per cent of the total employed in the informal sector, and of those in the non-farm informal sector, some 58 per cent are female workers. The above shows that the majority of Zambia's population depends on the informal sector for its livelihood and furthermore a higher proportion of women than men are engaged in informal activities. It is estimated that between 30-40 per cent of the urban labour force is in the informal sector. This is considerably lower than that recorded in West African countries. However, the number engaged in the non-farm informal sector is roughly the same as that currently recorded in wage employment (approximately 400,000) in Zambia.

Data on the economic contribution of informal sector operators to Zambia's GDP are not available. The various studies reviewed here do not give any quantitative data or techniques of measuring the contribution of this sector to the national GDP. Even though some studies have noted that the sector provides a source of income, no attempt has been made to measure it, as the measurement of income is fraught with a number of problems.

The sampling procedures used and the limited coverage of the activities have constrained the wider application of the findings of these studies. Most studies reviewed in Zambia were case studies, and only two were carried out at the national level. The statistical information from the existing studies is limited as these were carried out with particular objectives in mind. The techniques used for collecting data have thus limited use in generalising the results to the country as a whole. The coverage of most studies is predetermined and hence not all activities are captured in such activity specific inquiries/surveys.

She observed that though the studies reviewed increase our understanding of the nature and role of the informal sector, existing sources of data do not provide information on certain areas, e.g. the internal heterogeneity of the informal sector, the dynamics of the informal sector, and functional linkages, with other sectors of the economy. This information is important from the point of view of:

a) Assessing the employment generation prospects; and
b) Promoting the overall growth and development of the sector based on the needs of operators and enterprises.

In order to improve our understanding of the dynamics and the development process of the informal sector, an optimal approach for data collection would require a combination of different methods and techniques as each instrument has its own specific value. As such, a combination of the following instruments could be used:

- Key informants method
- Extended household surveys
- Cross-sectoral sample surveys
- Branch specific studies

It is important to improve data collection through the use of perhaps a combination of different instruments/techniques. The data techniques need to be improved to capture, in particular, the contribution of women in the informal sector and the problems they take even in such self-initiated activities. Policy recommendations must precede our understanding of the dynamics of the informal sector in the development process and in particular women's contribution in this sector. Unless it is possible to quantify the contribution of the informal sector to the development process, it will be difficult to convince policy makers about the significant role of this sector and hence the need for improving its status by removing the obstacles it is faced with; it is worth noting that women are particularly disadvantaged in their access to various inputs and facilities required to carry out their businesses.

However, informal sector operators do not constitute an homogeneous group and, as such, the needs of different operators, eg women, youth, older operators, are different. Policies should, therefore, aim at specific target groups.

3. Zambia Case Study: Part B

The second part of the Zambia report was presented by Ms Celestine Kabalu, and was focused on the National Statistics System, specifically on the data collection activities of the Central Statistics Office, and their implication for data availability on the informal sector.

The aim of the study was two-fold, namely: to assess availability of statistics on economic activity in general and the informal sector in particular, and, secondly, to assess availability of sex disaggregated data.

To achieve the objectives of the study, two questionnaires were designed for the statistical office. One of the questionnaires solicited information from the head of the statistics office on the role of his department in data collection on the economic activity and the sector. The other was distributed to all heads of divisions at the statistics office to solicit information on the informal sector and sex-disaggregated data. The second stage was a review of the existing data from population censuses, labour force and demographic surveys and the case studies.

On the availability and sources of data on the economic activity and the informal sector, she reported that this study revealed that a substantial amount of data on the economic activity does exist from population censuses, household surveys and labour force surveys and that a lot of data also exist on the informal sector from the population censuses, labour force surveys and case studies.

The Central Statistics Office for the first time made a deliberate move to define the informal sector during the 1986 Labour Force Survey. According to that definition, the sector is said to include the following:

a) All subsistence farmers;
b) All own account workers;
c) All unpaid family workers;
d) All paid employees, employers and members of co-operatives with business or employment in the enterprise having 5 or less employees.

Although a lot of information was collected in the field during the Labour Force Survey of 1986, only a limited number of tabulations have been prepared. However, the statistics office has informed that special tabulations could be made available upon request.

Estimates of the size of the informal sector were made from both the 1980 population census data and the 1986 Labour Force Survey. The 1980 Population Census data showed that informal sector employment was 45.1 per cent while, as defined in the 1986 Labour Force Survey, the informal sector was found to be 77.2 per cent. The share of the informal sector in men's employment was found to be 65.1 per cent while that of women stood at 92.2 per cent. Excluding the subsistence farming, then the informal sector will be 49.0 per cent in the 1986 Labour Force Survey, of which 54.8 per cent were male and 45.2 per cent female.

While the size of the sector could easily be derived from the employment data, it was not easy to ascertain the contribution of the sector to economic production. On inquiries from the accounts statistics division of the statistics office, it was learnt that no imputation of non-agriculture informal sector was being made in the preparations of its data. The estimates given in the available case studies indicate that the contribution in production is small. A number of reasons are given for this state of affairs namely:

(i) The enterprises are small, therefore, mass production is not possible;

(ii) Production in most cases is not profit-oriented, thus, there is no initiative for large production;

(iii) Lack of credit facilities has made it difficult for them to get sufficient working capital to enable mass production; and

(iv) A number of participants in the sector work on part-time basis.

The situation of women is worse off in terms of contribution, due to the type of activities they are involved in. The case studies have

revealed that women in Zambia are mainly involved in low income generating activities such as petty trading and tailoring. Secondly, most female participants work on a part-time basis due to family demands on their time.

She further observed that informal sector enterprises are small with an average of about two participants. The majority of these units are one-person enterprise operated by the owner. Informal sector participants have little or no formal education and those with some training have received this informally mostly from friends and relatives, or as apprentices in informal sector enterprises.

Many of the informal sector enterprises are operated from makeshift sheds, from owner's home or in the open air, the majority of these premises lack electricity or water; and underemployment is a big problem in the informal sector leading to low production and low incomes. The causes of underemployment reported were lack of business, lack of raw materials and lack of finance.

She said that there are also some problems of measurement reflected in the low estimates of women's participation and in production levels. For example, it has been noted that if subsistence farming is removed, the female participation in the informal sector is only about 45.2 per cent as per the 1986 Labour Force Survey. This suggests an under-enumeration of women due to misclassification resulting from the problems of definition of the economically active in the first place. On the other hand, case studies understate the participation of women due to pre-selection of activities to be covered. Most of the activities selected had very little female participation since most females are in trade while the studies concentrate on manufacturing.

She, therefore, recommended that future studies take into account activities in which many women participate, and should be preceded by the construction of comprehensive frame to facilitate sampling. Further selection of activities could be done scientifically by applying higher weights to the activities in which women are mainly involved, since the informal sector universe is too large to be adequately covered.

III. DEFINITION AND MEASUREMENT OF THE INFORMAL SECTOR: REVIEW OF CONCEPTUAL AND ANALYTICAL APPROACH AND FOCUS OF THE HANDBOOK

A. Lecture Presentation

Ms Lourdes Urdaneta Ferrán, the author of the handbook, introduced Chapters I to III of the handbook for discussion. She noted that the handbook requires careful reading, and attention is to be paid to all details presented as ideas are not developed in totality. Rather, the handbook highlights a number of problems considered relevant to the subject. As such, it was to be used as a practical guide on how statistics on women's contribution to development in manufacturing, trade

and services in the informal sector, are to be produced. She explained that the handbook focuses on the quantification of women's remunerated and unremunerated work in the informal sector, with the overall objective of "making women's labour statistically visible". Agriculture, hunting, forestry and fishing, were however excluded, because they are outside the scope of the present project.

She went on to clarify the uses of the handbook and its intended users and suggested that the handbook should be useful not only for those seeking to influence policy decisions but also for those organizations that intend to use statistics to highlight the economic contribution of women. The procedures presented generate statistics and indicators which could be put to several uses to address women's concerns, and the interests of the community at large. Statistics on female labour force participation is already recognized to be more abundant, but not statistics on their participation in informal sector activities. Moreover, interest in valuating women's economic contribution in national accounts statistics is only recent, though just as important. Many government decisions and economic and social policies are inextricably linked to employment, income and production. And often the leverage that private enterprises or industries have in influencing government decisions, stems from the bargaining power they might have, which is also very much related to their relative contribution to employment on the one hand, and on the other to national product. Similarly, in the defence of women's position and the bid for equality in national development, the significance of their share in employment and national product, if accurate, would clearly illustrate the extent of their involvement in the development process.

The division into formal and informal sectors is in itself an important dimension to the analysis of economic activity and production in the labour market, but also, it allows examination of specific problems related to the nature of employment, characteristics of the individuals concerned, and, among other issues, remuneration; and makes for a better understanding of the patterns and influences of market forces.

Though now rather scarce, the requisite statistics can, in principle, be produced with the available data and without extraordinary efforts. The exercise of compiling statistics for any purpose, is in itself a useful endeavour as the results and problems encountered in the process can only signal to producers, and even users, the needed adjustments to be made in methods of data collection, coverage of topics, the extent of disaggregation as well as the types of classifications that should be used.

On the definition of the concept informal, she observed that the notion of informality was sometimes applied in reference to the characteristic of a target group, of particular interest, in formulating policies and measures aimed at certain goals like absorbing the unemployed, stimulating handicraft production, or creating income

generating opportunities. But in the context of data collection and compilation of statistics, she said that there are numerous definitions available: in the past, the notion of informality was depicted by a mixture of characteristics, relating sometimes to the production unit, the activities performed by it, and sometimes even to the employment status of its participants. With reference to the first case, production units are considered informal if they lack formal organization, do not use modern equipment, or retain their production, etc., in effect, a definition by default. The second approach asserts that it is the type of economic activity carried out by the production unit that determines whether the unit or the person so engaged belongs to the informal category. In the third approach, the individuals engaged as self-employed unpaid family workers, apprentices and the like, are defined to be in the category of informal.

Besides the notion of informality, many other terms have been put forward all based on the idea of the urban economy in developing countries being inherently dualistic: these include contrasting terms such as organized/ unorganized; traditional/modern[3]. These definitions reflect different currents in social sciences but their weakness is basically the same, for regardless of which is applied, the nature of women's work remains inaccurately depicted; nor do they allow for adequate quantification of women's participation in the production process.

In the handbook, the term "informal sector" is defined as the sum of all productive units which employ none or less than a certain number of regular salaried workers (the number to be specified by the country). These latter units are those with at least one salaried worker, referred to as "small enterprises".

Ms Ferrán clarified that the term informal is not inherent to any person, nor even to any economic activities in particular; but rather the concept of informality is related to the way the productive unit is organized. Therefore, a person employed in an enterprise which by the above definition does not belong to the informal sector, should be considered in the formal sector whether it be a family member working without pay in the enterprise of another member of the same household employing more than the specified number of salaried workers or a regular salaried worker. In the case of a person working in two positions, one formal and the other informal, classification would be based on what is considered to be the primary occupation.

While the use of the size criterion, based on the number of employees, is generally accepted an inherent difficulty lies in the

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[3] United Nations. Fourteenth International Conference of Labour Statisticians, Resolution VIII (resolution concerning the informal sector), Conference Proceedings, and *General Report*, Chapter 2, "Employment in the informal sector" (Geneva, 1987, ICLS/14/D.14).

choice of the dividing line; what should, for example, be the upper limit on the number of salaried employees for a productive unit to be considered informal? The limit should be in consonance with other realities in the respective countries. Another problem relates to those in professional categories such as lawyers, computer specialists and the like. Even when these do not employ salaried employees, the general agreement is that they are not to be considered part of the informal sector.

Regarding the main subject of the handbook which is the measurement of the contribution of women to development, she stated that there are several alternatives to addressing the issue. One is to consider the "participation in development", the other, the "contribution to the national product", or the "participation in the national income". The two key words are contribution, which suggests giving something, and participation which may be understood either as giving or receiving; be it participating in input, participating in output, or in the use of the output. Another term, she said, for participating in the input, participating in the output, or the use of the output, is, from the viewpoint of the user, expenditure.

In order to measure women's contribution it is essential to:

(i) Find adequate basic statistics;
(ii) Identify appropriate techniques for deriving these statistics;
(iii) Apply these techniques to data to obtain the estimates of that which is to be quantified.

There are two types of quantification reviewed in the handbook: one is the measurement of participation in the labour force (which is an input of labour) or participation in the outcome of their efforts, that is, in the product and income (of the nation, region or sector). The former consists of measuring the presence of women in the production process, a uni-dimensional quantification, giving a headcount of the number of women, or the time spent on work: the unit of measure being persons or hours/days worked, respectively. The latter, involves more complex procedures, aimed at measuring value added in monetary terms.

She went on to enumerate some issues affecting the measurement of women's contribution. On specific problems related to the use of ICSE classification, she noted that it is important for statistics on women to clarify the meaning and the difference between an unpaid family worker and an own-account worker, as well as between an outworker considered as employee and an outworker considered as own-account worker.

She further clarified the concept of output, stating that productive units can carry out quite different kinds of activities. The question of what is to be considered a productive activity and what is not, is at the heart of the issue of adequate measurement of women's activities. In many developing countries a large part of the population must satisfy

their needs producing by and for themselves, and the line establishing the boundary between what is a household duty and an economic activity is difficult to draw. This is of special importance for women. Where women's activities are firmly embedded in the market mechanism, there is no doubt of them being an economic activity, but there are many tasks which yield products not exchanged in the market. The claim for quantitative information on women's participation in economic life, and specifically their contribution to development and economic growth, is being voiced with increasing strength and urgency. But how to measure the activities performed outside the market mechanism is the problem that must be solved. These measurements are in the initial stages, they are rough approximations, but in time, and if pursued systematically, they will improve. Estimates in the informal sector are less accurate than similar estimates based on accounting records of formal units, but there are also different degrees of accuracy among formal units. Because of their very nature, the source of data on the informal sector (women or men) allow only rough approximations, but it has not deterred national accountants and statisticians to use them to produce estimates in many fields. Care should be taken in explaining the procedures used in their compilation.

She concluded her presentation by noting that the subject of the handbook, that is, estimation of women's contribution to gross domestic product, is of a technical nature, therefore users of the handbook should have some familiarity with statistical data. Nevertheless, for advanced practitioners the discussions may seem all too elementary, as they give step-by-step explanations of different classifications and sources. Some others, namely those not used to handling data from censuses and labour force surveys, may need to study the technical material at greater length. For users of statistics it offers a close look at what kind of data and indicators they can request from producers of statistics.

B. Some Observations by ECA Representative

In his commentary on the treatment of the concept in the handbook, Mr. Koffie Amelewonou, of the ECA Statistics Division, focused on the relevance of the "absence-of-accounting-records" criterion in the definition. He said that in a number of francophone African countries, especially those using the "OCAM General Accounting Plan" for compiling statistical data on enterprises and establishments, the concept of 'informality' is often related to the absence of accounting records, and that in the countries using these accounting systems, large enterprises and establishments are required to keep their records in accordance with the detailed version of the OCAM Plan, while the small ones are advised to comply with a simplified version of the document. Thus, by this Plan it was possible to delineate formal from informal, with the informal sector comprising all those small enterprises and establishments which did not keep their accounting records in conformity with either the detailed or simplified versions of the Plan. The informal sector is

defined in a similar way in other countries of the region where a standard accounting plan has been set up at the national level.

He, however, contended that in the above definition the concept of 'informality', in the two categories of countries mentioned, that is, those with OCAM and those with other systems of accounting, is not based on a uniform accounting framework, and this may hinder, to some extent, comparability of the data at the sub-regional and regional levels.

His second point was on the 'number of persons engaged'. He noted that in some African countries the cut-off point of five persons was used to define the informal sector; consequently, a number of household establishments, which conform in all the other characteristics of informal establishments, are categorized as formal production units for the simple reason that they operate with more than five unpaid family workers. In order to evolve a proper definition of the informal sector, the total number of paid workers would seem to be more appropriate and should, therefore, be retained.

He added that the handbook adequately deals with the measurement of women's participation in labour force. However, in addition to the procedures given with regard to the own account workers, there is need for specific guidelines on the methods to be used for the measurement of women's contribution to the gross output and value added of the informal sector for all statuses of employment. In this connection, he said that the possibility of using ratios derived from the data on own-account workers should be explored and elaborated on in the handbook. The methods of estimation used in developed countries should also be reviewed in order to determine whether they could be adapted to the African situations.

In a commentary presented by the participant from Ethiopia, it was pointed out that while the handbook indicates that the number of women in the informal sector can be obtained by summing up own-account workers, unpaid family workers, and apprentices, such an approach ought to be applied with caution, because:

a) Own-account workers are a majority in agricultural activities; therefore, employment data from population census and labour force surveys must be available separately for agricultural and non-agricultural activities, in order that the workers in the latter category could be selected for the analysis;

b) Within the non-agricultural category, the concept needs also to be further refined by excluding those professionals (doctors, lawyers, accountants) who work privately as own-account workers and who may or may not have paid employees, or may even have a number of family workers;

c) Own-account workers, unpaid family workers, and apprentices are also found in formal economic activities and, as such, there must be a way to distinguish between these and classify them accordingly.

Therefore, some guidelines should be provided in the handbook on how the categorization of individuals into formal and informal sectors may be achieved.

C. General Discussion

The participants felt that the starting point of any assessment of the informal sector should be the consideration of the status of the sector in the particular country in question. It was pointed out that in Zambia, for example, before the preparation of the Fourth National Development Plan (FNDP), the informal sector was ignored and considered as the last resort for employment or income generation. With the FNDP providing an institutional framework, initiatives were now being taken to address the issues of concern in this sector. However, unless one is able to resolve what the informal sector represents, it would be difficult to attain the objective of its measurement.

The origin of the concept was sought and it was explained that the term 'informal sector' originated in academic literature from Hart's study in Ghana[4]. The study, which identified a variety of income generating activities undertaken by the unemployed/underemployed, viewed these activities as unremunerated and left uncombed by all existing data collection machinery. They were seen as having created an 'unorganized' sector in the urban economy which comprised largely of newly arrived rural-urban migrants who could not be absorbed by the urban labour force and were, therefore, forced to seek employment from the informal income generating activities.

Some participants expressed concern that the term informal sector was seen to have a negative connotation in some countries or was associated with illegal activities such as black marketeering. This created problems in data collection as respondents were reluctant to be identified with the sector's activities. This led to a discussion on what is covered by the definition of the concept and what is really captured in data collection. Difficulties stemming from both enumerators and respondents were brought up, and it was emphasized that there was need to train enumerators and to take this problem into account in the design of questionnaires for household surveys and time-use studies.

There was the question of why there appeared to be a fixation to the term "informal" and it was wondered if another term would not better serve the purpose. Others felt it was crucial that the concept be refined to remove the stigma, that is, exclude all activities which carry negative connotations but there were also those of the opinion that little would be achieved by such an exercise. The argument was that the

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[4] Keith Hart. (1973). "Informal income opportunities and urban unemployment in Ghana", *Journal of Modern African Studies*, March, pp 61-89.

way the informal sector was viewed depended on the general economic environment and, in fact, on governments' position on the status of the sector in national policy and goals. An example was given of the situation in Ghana, in 1982, when a number of the activities considered to be within the informal sector were regarded as illegal; however, the same activities are today seen to be legitimate.

It was also felt that the definition used in the handbook was too much tailored to national accounts. It was underlined that statistics served more than national accounts, and, therefore, any attempt to define the concept should consider the various uses to which data are put. In this context, it was warned, if a definition was adopted, which could be seen to be specifically for national accounts purposes, it would be extremely difficult to find acceptance for it in Africa.

An attempt was made to define the informal sector and several definitions were given from various countries (see the group reports for some of these definitions).

Concerning the criteria to be used for measurement purposes, it was felt that some criteria were unfeasible. For example, registration was considered to be inappropriate as in several countries, some informal sector operators, such as market traders and small transport owners, are required to, and do register. Another criterion deemed to be unsatisfactory was the non-payment of taxes. The example was given of Ghana, where women traders and market retailers were required to pay a "fixed notional tax".

After a lengthy discussion, the workshop concluded that a single basic definition on the informal sector was perhaps not realistic since there were several criteria that should be taken into account, including national differences. Nevertheless, it was agreed that the issue of definition was important enough to merit in-depth discussion within the working groups, and it was also suggested that the handbook reflect the variety of definitions, underlining that, wherever data on the informal sector are presented, the specific definition used should also be stated.

IV. SOURCES OF DATA AND TECHNIQUES FOR COMPILING AND ANALYSING STATISTICS ON FEMALE PARTICIPATION IN THE INFORMAL SECTOR

A. Lecture presentation

Ms Birgitta Hedman, Technical Adviser of the United Nations Statistical Office, introduced the subject for discussion with this presentation on compiling and analysing statistics on participation in the informal sector. She began with the notion of work and how it is to be measured. Referring to the INSTRAW flyer *According to statistics, she is not working*, a statement illustrated with a photo of a woman walking with a huge bunch of firewood on her head and carrying a child on her back, she said that it was true for many countries in the world that

statistics did not tell the full story about economically active women. The definitions and measurements of work, labour force, and the economically active have, of necessity, to be scrutinized.

She illustrated, using the diagram in Figure 1, the interlinkages between the three main sectors of 'work': formal, informal, and domestic. The figure shows that the amount and type of work women and men do in the informal sector is related to the amount and type of work they do in the formal sector, as well as in the domestic sector; and the formal and the informal sectors are now covered by SNA and included in GDP.

Figure 1

Amount of work

Formal	Informal sector	Domestic sector
Women	Women	Women
Men	Men	Men

Covered by NA and GDP — Suggested for satellite account

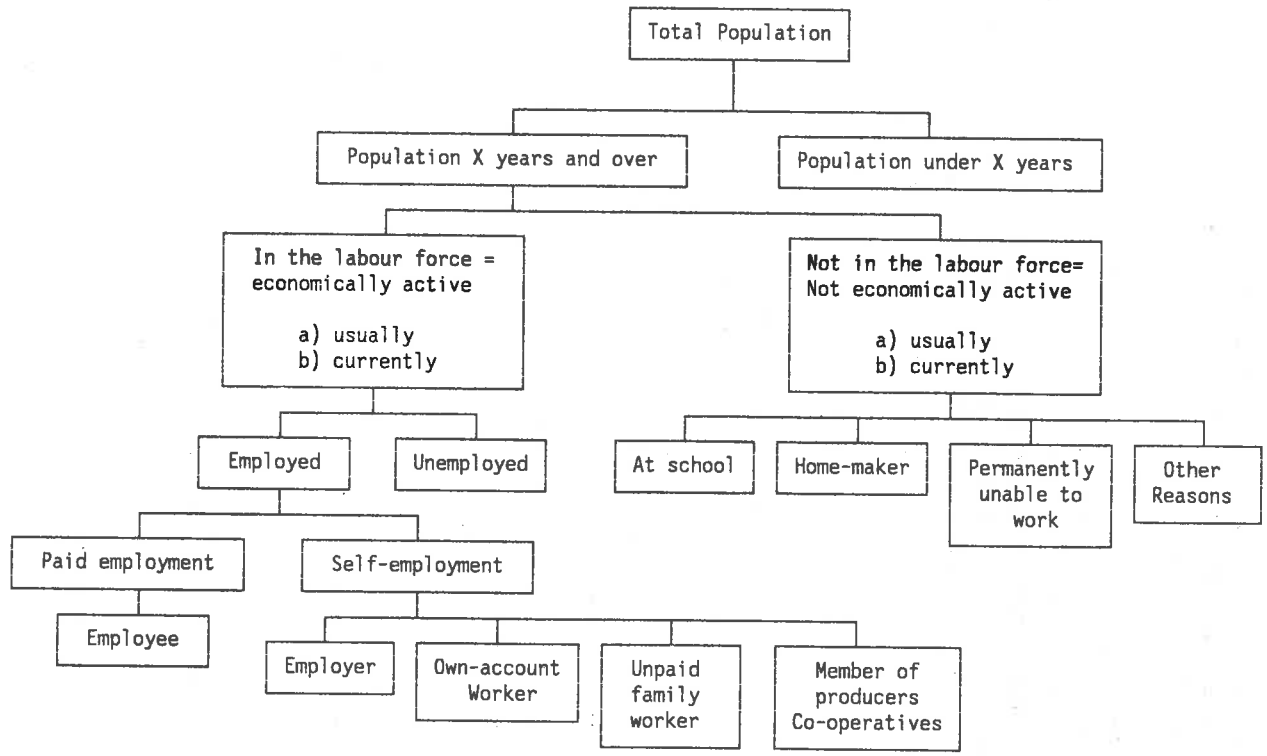
Covered by expanded GDP

Recalling the main issues covered in session 1, that is, the definition of informal sector, the focus of the handbook and the objective of measuring women's contribution to national product, she emphasized that statistics and indicators should be compiled for men as well as for women, and then went on to enumerate the economic activity variables needed to measure labour force participation and the dimensions of economic activity (see Figure 2).

Figure 2

MEASURE EVERY CELL BY SEX. ALSO IN COMBINATION WITH AGE. URBAN/RURAL AND REGION ARE IMPORTANT AS WELL.

WHAT DO WOMEN AND MEN DO?



1. Activity status
2. Status of employment (ICSC)
3. Occupation (ISCO)
4. Economic Activity
5. Time worked
6. Earnings
7. Education

For all employment status, 3, 4, 5, 6 and 7 should be measured. Cross-classifications of 3, 4, 5, 6 and 7 should also be made for each employment status. "Latest occupation" can be measured for unemployed. "Education" (7) should be measured for unemployed and not in the labour force.

She said that given the definition of informal sector and labour force, the following statistical variables have to be measured for the whole population (over a specified age): (1) activity status; (2) status of employment; (3) occupation; (4) economic activity; (5) time worked; (6) earnings; and (7) education. Figure 2 illustrates how the total population can be classified using cross-classifications between the variables. For each of the variables from 3 to 7, employment status is needed in order to identify the number of women and men to be classified in the formal and informal sector. Once identified, the next step is to put a value on the different types of work.

Turning to the data sources, she posed three questions which should be addressed: Can the information needed be found? Where? What is the quality? She noted that sources can be categorized by the way the data are collected and grouped, as follows:

(i) Censuses;

(ii) Sample surveys (randomized methods);

(iii) Reports covering special areas (research and other studies), not based on probability sample surveys;

(iv) Administrative records, covering the whole or part of the target population.

All sources have their advantages and disadvantages, and their quality are to be evaluated in terms of coverage, content, definitions, classifications, measurement methods, sampling and non-sampling errors and time-period covered. She cautioned that special care must be taken when data from different sources are combined, and as concerns measurement of labour force participation, a more detailed set of questions can result in a different classification of a person than one or two simple questions. Different age-limits also change the participation rate.

The main sources of data for measuring labour force participation are:

- Population censuses and surveys
- Household sample surveys
- Labour force surveys
- Time-use surveys

These sources give information on individuals and/or households. Though some of the data are not currently collected by sex, they could be in the future if the demand for them is expressed. She explained that though she had listed labour force surveys separately from household surveys, the former are sometimes carried out using household survey methodology.

Other sources include administrative records such as:

- Employment and unemployment records; and
- Social security records and other sources.

While they give information on individuals, they frequently omit a large part of the informal sector.

Industrial, trade and service statistics can also be used to get information on labour force participation. The following sources can give information on special categories of the labour force.

a) Industrial censuses and surveys;
b) Censuses and surveys of trade and services;
c) Retail stores surveys;
d) Surveys of artisans and handicraft activities;
e) Market stall surveys and records;
f) Records of chambers of commerce and trade associations;
g) Bureaux for medium and small business enterprises;
h) Central business accounts bureaux;
i) Special reports on specific trades and services;
j) Municipal records on hawkers and peddlers.

Clearly the coverage of some of the above sources are limited to selected branches of activity while information on ISCO, ISIC, ICSE[5], hours worked and income can be obtained for the specific groups covered by the survey or records. It was however pointed out that some of the sources, especially those on industrial and trade statistics, frequently represent enterprises mainly classified in the formal sector, but with extrapolation some of the information can be used to get a first estimate of earnings for the informal sector, though limited to the nature of coverage of the study. The sources for industrial, trade and service statistics can also be used to calculate "value added", with the following variables: production, sales, inventories, prices, labour and other costs and gross/net income of the enterprise.

B. General discussion

It was noted that measuring participation in the labour force involved obtaining the number of women engaged in economic activities, or if, possible, the number of hours of work furnished by women in these activities. Moreover, the task is not to produce one global figure showing participation in a general way, but also those details referring to where and how. A number of problems associated with labour force data were pointed out. One of these was the problem of distinguishing between

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[5] ISCO - International Standard Classification of Occupations
ISIC - International Standard Industrial Classification
ICSE - International Classification of Status in Employment

unpaid family workers and own-account workers. In a situation where members of a family, the man, his wife and children are working in a family business or shop, without any salaried employees, in other words, a typical informal production unit, experience has shown that even if women work full-time, they are usually considered unpaid family workers, while men will usually be assigned to the category of own-account workers. Thus, in practice, status in employment is more the consequence of tradition and cultural habits than a real distinction in the position of the different family members in a household production unit. This practice ultimately affects the value of women's work, since in the measurement of incomes it is often the case that the whole amount of income, considered as the operating surplus of the business, is attributed to the own-account worker, while unpaid family workers, even though they are part of the labour force, and contribute to the production, the assigned value of their incomes is zero.

Within the context of self-employment, it was noted that account was not taken of paid employees, and in order to define the informal sector, this factor should be considered. An example was drawn from the case of Zambia where the informal sector would comprise of own-account workers who may be employers with few apprentices. On measuring all types of economic activities using these different sources of data, it was observed that double counting could result in a situation where attempts are made at getting total employment in a country, because an individual could, in certain instances, be counted in both the formal and informal sectors. In labour force surveys, the questions and, therefore, the information collected, usually refer to the primary activity so the problem of double counting did not arise. The question of primary and secondary occupation was discussed. Participants noted that questions on secondary occupation were sometimes included in labour force surveys in Africa, but agreed that as interesting as these statistics may be, surveys could not collect all relevant information. Some participants expressed preference for time-use surveys as a means for obtaining data for the informal sector, and recommended that supplementary questionnaires be added to existing household survey instruments.

Attention was drawn to the main sources of demographic and labour data presented in paragraph 77 of the draft handbook: namely, population and housing censuses, demographic and social surveys, employment and unemployment reports, labour force surveys, and records of social security and other administrative files. Participants suggested that income and expenditure surveys should be added.

Reference was also made to paragraph 148, and Tables 3, 4, and 23-27 which presents categories of educational attainment as proposed in the Handbook of Social Indicators[6]. Participants pointed out that the categories used in the table should be reviewed because those indicated

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[6] See United Nations. (1989) *Handbook on Social Indicators*, (Publication Series F. 49; Sales No. E.89.XVII.6)

are not mutually exclusive nor exhaustive. An example was given of the situation in Ethiopia where people who have not been to school are literate in Amharic; and dropouts from primary school (who may be illiterate) are excluded. Attention was also drawn to the fact that the main purpose of statistics collected in a country were for use in that country, and that international standards should not take precedence over national use. Therefore, it was important that the adopted classifications suit national use.

Regarding time-use studies, it was noted that a methodology had been developed for such studies which would also take account of what is economically viable, i.e., the value of the individuals' work. Participants agreed that time-use surveys could measure individuals work particularly unpaid or domestic work and were a useful tool to capture activities fully within the informal sector.

C. National reports on availability of sex disaggregated data on the informal sector

Ms Abaynesh Makonen, reported that in Ethiopia, as in many African countries, the informal sector is known to be a significant source of survival for a majority of the urban population, specially women. Nevertheless, there are no reliable and adequate statistics to show the participation of women in this sector. She noted that there are a number of censuses and surveys conducted by the Central Statistical Authority, which could throw some light on the nature of activities in the informal sector, and also give a crude estimate of its size. These are:

1. **The Census of Economic Establishments in Addis Ababa** (1983), which covered all economic establishments with the exception of street vendors and peddlers;

2. **The Rural Labour Force Survey**, conducted by the above authority from April, 1981 to April, 1982, and from which classifications of employed persons by industrial group, age, occupational group, employment status by sex and region for agricultural and non-agricultural activities may be obtained.

3. **The Population, Labour Force, and Housing Characteristics of Seventeen Major Towns** (1978), which provide data on number of employed persons, employment status, hours worked and income earned for the selected seventeen urban centres.

4. **The 1984 Population and Housing Census**, gives information on labour force participation for urban and rural populations, with the economically active population of the urban areas classified by sex and major occupational groups.

Additional information may also be obtained from reports on *ad hoc* surveys, such as the one on Small and Cottage Industries conducted by

Handicraft and Small-Scale Industries Development Agency, which give detailed information on the number of establishments, number of persons engaged by employment status, separately for small-scale manufacturing industries and handicraft services and producers' co-operatives.

However, she pointed out that at present, the available data are inadequate to measure fully the activities of the informal sector. Hence, there is need to improve the contents of regional administrative offices and also to conduct sample surveys to cover the sector. The census of economic establishments in Addis Ababa which covered the part of the informal sector not hitherto enumerated, still did not cover traders who produce and sell in open markets. For these administrative records would be the most likely sources since all those engaged in trade and service activities are required to pay rent and renew their licenses. However, for the information collected to be useful, the forms administered by the regional offices should be modified to include variables such as sex, educational attainment of owner, capital expenditures, etc. The current form is deemed to be too limited in scope. It was also suggested that sample surveys should be conducted especially to cover the sector.

On the availability of data on the informal sector in The Gambia, Ms Amie Gaye reported that until quite recently statistics on the activities of the informal sector were virtually non-existent. The "Quarterly Employment and Earnings Surveys" carried out by the Central Statistics Department do not cover the informal sector, and while the population and housing censuses could provide some estimates, the relevant data are usually not tabulated.

In the last half decade, a number of studies have been conducted on the informal sector but another problem with these is the lack of disaggregation of data by gender. While no accurate estimates of women's participation and contribution to the informal sector are available, the importance of the informal sector as a whole in the Gambian economy is indeed well acknowledged. In the five year plan for Economic and Social Development (1986), it is estimated that out of a total labour force of 397,266 at least 66 per cent is engaged in informal sector activities, compared to 9.8 per cent in formal employment. In terms of the Gross Domestic Product (GDP) a study conducted by the Central Statistics Department, which covered 11 main types of small-scale manufacturing businesses (in Batik making, tailoring, welding, furniture making, shoe making/repair; gold and silver smithing, wood carving, black smithing, mattress making, palm oil production, and fish smoking), the informal manufacturing contributed 9.1 million Dalasis to 1977-1978 GDP compared to the 8.5 million Dalasis contribution by the formal manufacturing sector; and for 1981-1982, the contribution of small manufacturing businesses to GDP was D 14 million Dalasis.

An additional set of factors continue to affect the availability and quality of data on women in the informal sector, such as the following:

(i) The sample sizes for most of these studies are often too small for meaningful generalizations to be made. For example, there was a study on the "Identification of training needs for development of entrepreneurial, organization and management skills of women in the informal sector" in 1989 which covered a sample size of 36 individual women in the Greater Banjul area. Not only is the sample too small but also it is difficult to determine the extent to which this sample may be considered representative of women in the informal sector;

(ii) Some of the studies are also too localized often confined to specific locality;

(iii) It is difficult to obtain data on the sector's contribution to GDP because most often no records are kept by the enterprises, low level of education, and skill of the participants in the sector, or for reasons of secrecy and reluctance on the part of owners to disclose business activities;

(iv) Another setback is the fact that there is no clear demarcation between business and personal activities; as one study shows, about 85 per cent of the women observed did not separate their personal expenditures from that of their businesses.

Another report on The Gambia, presented by Ms Isatou Njie-Saidy, highlighted the inadequacies of the methods used in data collection, and the lack of consistency in the presentation of data. In this context, she reported that sex-disaggregated data are often presented on aggregates of employment; as, for example, the 1986 report of the Central Statistics Department shows women in industry (or manufacturing) account for 18 per cent of the subsector; 18 per cent in trade (wholesale/retail), restaurants and hotels; and 13 per cent of services; but there are no corresponding figures for women's share in these subsectors of the informal activities, where they are known to predominate, nor is there sufficient information to explain the specific roles played by women and the levels of their participation and contribution, particularly in national accounts.

Reviewing the methodologies applied in data collection, she pointed to a number of deficiencies which she said characterizes "omissions" and "misplacement of emphasis":

- No account is made of the unremunerated work, either of males or females;

- Time worked and payment received, most notably for female labour, are normally not specified;

- Small-scale industrial units, such as cottage/backyard industries, in which women are the dominant actors, and which support the vital tourist industry, are not enumerated;

- Macro-level statistics tend to be very general and cannot adequately explain specific phenomena, which micro-level studies aptly do. However, the latter are rarely designed to serve national planning needs, the purpose for which they are conducted being too narrowly defined to address interests beyond their immediate objectives.

She went on to identify ways of mitigating the limitations of research information on women's role in the informal sector in The Gambia, noting that in order to conduct an objective study, with particular reference to issues concerning women's role, the structure of and gender relations within the society must be understood. In the same way that the secondary status ascribed to women, have inhibited their full participation in economic activities outside the home, the traditional practices and beliefs which bar them from talking to strangers, especially males, limit the extent of their involvement in data collection and should be an important consideration in designing research studies based on interview techniques. It is also necessary that such barriers are overcome if non-response rates and accuracy of survey data are to be improved.

Given that much research activity is already being undertaken, and that in The Gambia it is indeed undisputed that useful information have been generated from such small-scale *ad hoc* studies, there is, nevertheless, an urgent need for more systematic data collection with better co-ordination and networking between the various institutions and individuals engaged in studies (by specific fields of interest).

Another constraint to adequate statistics on women is the lack of well trained manpower to collect the required information, thus, rendering official or other forms of statistics unreliable and/or tainted by recording errors. Unlike those in the formal sector, a majority of people in the informal sector have little or no education and most of them are not familiar with, nor receptive to, being interviewed. Some modification of approach is probably needed to take into account reservations that respondents often have about participating in the research study. She, however, remarked that The Gambia, like most developing countries with limited resources, has little financing to ensure the production of required statistics on the informal sector.

The report on Malawi, presented by Mr. Zebrohn Kambuto, reviews several of the definitions of the informal sector reflected in the different sources of data and surveys available in the country. He observed that, although the concept is widely used in the statistical terms, there is no clear definition of the informal sector in Malawi; and that the lack of a comprehensive definition of the informal sector, in a way, is a reflection of the general attitude towards the sector, which

is regarded as a shadow economy, difficult to capture. As several of the definitions presented demonstrate, researchers and institutions alike have tended to adopt definitions most suitable for the purpose at hand, most of these definitions have been synonymous with small-scale business.

In addition to special surveys on the informal sector, sources of data on the sector in Malawi include population censuses, labour force surveys, surveys of job vacancies and labour turnover, tracer surveys, wage distribution surveys, household expenditure surveys, national sample surveys of agriculture, (most of which are for employment data in general); as well as reports of lending agencies such as the Small Enterprises Development Organization of Malawi (SEDOM), the World Bank, and project executing agencies which provide an important source of data concerning the informal sector. The data available from the 1984 survey on informal sector manufacturing, suggests that these enterprises are dominated by self-employed entrepreneurs; 78 per cent of the units consisted of the proprietors only, and the sector employs on the average .39 workers (employees as well as unpaid family workers) in addition to the proprietors; nevertheless, based on extrapolations of these data and figures on employment generated by the SEDOM programme, it could be deduced that the informal sector, and in particular women, have a lot of employment potentials.

The paper also highlights the limitations and gaps in the available data and attributes these to the scanty employment data in Malawi, coupled with extremely scattered informal sector data resulting from the unco-ordinated individual surveys carried out on the sector. It is, however, suspected that the most sessions limitation is the vague difference between segments of the formal and informal sectors which hire labour on the same terms because of the existence of employment laws which lay down minimum wages and conditions of employment in the labour market.

Ms Laura Ahtime reported that national accounts statistics in Seychelles are to a great extent deficient, in the sense that production activities of the informal sector are almost totally excluded; even though the United Nations System of National Accounts (SNA) rules are adhered to. The primary data on which national accounts compilations are based, are derived from the Annual National Accounts Inquiry. The inquiry covers legally established enterprises in manufacturing, construction, public utilities (electricity, water, and telecommunications), transport, hotels and restaurants, car hires, banks, insurance and other business services. These make up about 45 per cent of GDP (excluding government services) with agriculture, fishing, and wholesale/retail trade making up the remainder.

As regards the data on agriculture and trade, she said that the statistics are grossly underestimated due to numerous problems, many of which confront statisticians in other developing countries as well. These include the problem of:

Fragmentation - informal sector enterprises are dispersed operate on very small-scale; (the small shop keeper is still the dominant figure in retail trade in Seychelles).

Willingness to supply information - for the small-scale farmer or merchant the government statistician is scarcely distinguishable from the tax agent.

Availability of data - many small businesses do not keep accounts in a way that would enable the provision of the information needed. Another important informal activity for which data from the National Account inquiry is lacking, is residential housing. Census data indicate that significant improvements in the quality of residential housing have been made, much of which is attributable to family labour.

In addition, there are several kinds of production activities that take place in the home and outside the tax system. Production of cottage industries involving activities carried out either to supplement income or even as a primary source of income (such as home production of clothes, backyard automobile garages, manufacturing of local brew), are not accounted; not due to any theoretical justification for their exclusion from official statistics, but rather due to the practical problems of obtaining data on these activities.

In conclusion, she remarked that the neglect of economic activity outside the official economy is another serious drawback of this statistic. The obvious effect of not taking cottage industry into account is the underestimation of total economic activity, since these kinds of economic activities, although they generate income, are not taken into account in the national accounts. If cottage industry is expanding faster than officially recognized activities, then the growth rate of GDP from one year to the next will also be underestimated (and conversely, if cottage industry is contracting relatively).

Thus, in order to compile more comprehensive national accounts statistics, an inquiry into the informal sector activities needs to be done. The results obtained, together with data from the census results, could then be used for establishing a basis for future projections of the contribution of the informal sector production to national accounts.

The report on Swaziland, presented by Ms Judith Dlamini, examined some characteristics of the urban informal sector participants, based on the results of an *ad hoc* survey conducted 1983-1984 by a private researcher. Defined to comprise relatively small production units characterised mainly by self employment, low division of labour, low capital intensity, irregularity of operation, and low incomes, the urban informal sector (UIS) is seen to be an important generator of employment and income in Swaziland. The sectors estimated employment of about 10,000 individuals exceeds that of construction, transport and communication, finance, mining, and other branches of economic activity. With regard to income generation, the UIS's share in national output of

1.6 per cent exceeds the shares for electricity and water, crop production on Swazi Nation Land, and communication. Employment in the UIS is predominantly full-time and is primarily of the self-employment category.

She reported that the proprietors are mostly female, below 54 years of age (with a mean age of 39 years), and have 2-4 children. Most have received at least primary education and informal vocational training; very few have received formal vocational training.

More than 50 per cent of the units surveyed are on residential premises as opposed to being outside of the proprietors' residences. External environment, such as the suitability of the work premises, is somewhat limiting on the productivity of the UIS, restricted by the unavailability of basic amenities.

Most of the proprietors in establishments dealing with shoes and leather, metalwork and woodwork, are males, while females dominate the sewing, knitting, tailoring, handicrafts and traditional attire, fruit and vegetable retail, and other foods. Of the 636 establishments covered by the survey, women comprise 78.5 per cent of the proprietors.

Mr. Philip Hamakona, representative from Zambia, gave a detailed outline of the data collection activities of the Central Statistics Office (CSO) of Zambia, and enumerated the types of data available from this office, which could be used to compile statistics on women in the informal sector.

Referring to the draft handbook, he concurred that although the population census data are disaggregated by sex, there are some obvious limitations with the use of these data to measure women's contribution in the economy, since the biases in the definition of concepts and methods used for enumerating economic activities tend to underestimate the level of male and female employment in the informal sector. Nevertheless, these data provide some basic indications with respect to the informal sector when relevant variables are cross-tabulated.

The most direct source of information sector is, however, from the 1986 and 1987 labour force survey, in which information was collected on individual's sector of employment (formal or informal). In these surveys the informal sector was defined to comprise all subsistence farmers, all own-account workers, all unpaid family workers, and all paid employees, employers, and members of co-operatives having businesses or employment in enterprises with 5 or less employees.

With respect to the statistics series compiled by CSO, he noted that several types of statistics are collected and compiled, such as statistics on public finance, national accounts, industrial production and transport, balance of payments and external trade (classified as economic and financial statistics); statistics on agriculture, fisheries and forestry, household consumption and prices; population and

demographic statistics, and labour and manpower statistics. However, most of these series, especially those relating to economics, are not disaggregated by sectors (formal, informal), or by sex; in some cases the statistics are confined only to the formal sector. Acknowledging that the CSO data on informal sector was limited to some extent by problems of defining the concept, he concluded that in general data collected at the level of the households tend to be easier to disaggregate by sector and by sex. Yet there is still the need to create capability in integrated household surveys on a continuous basis to meet the data requirements for measuring the informal sector, and women's contribution in particular.

V. COLLECTION AND ANALYSIS OF DATA ON INCOME, PRODUCTION AND TIME-USE IN THE INFORMAL SECTOR

A. Lecture presentation

Ms Ferrán introduced the session's topic by briefly reviewing the main issues discussed in previous sessions. She noted that the object of the draft handbook is the measurement of the contribution of women to development through informal sector activities. Given that the measurement of labour participation or input was covered in earlier discussions, the task was then to estimate women's contribution in the informal sector as a share of the value added; a difficult task, more so as it is limited to the informal sector.

She said that in order to proceed with valuing women's labour, it is necessary to identify which activities are productive and which are not. This, she observed, is a thorny question, fundamental to the adequate quantification of women's activities. It is also a question that influences the value of production in the informal sector more than it does in the formal, since the latter unambiguously distinguishes productive and non-productive activities, while in the former all kinds of activities are clustered together and it is often difficult to isolate the productive from the non-productive.

The System of National Accounts (SNA), sets guidelines for delineating economic from non-economic production. In general, all output that goes to the market is considered in the first category and output that does not go to the market is treated in accordance with some specific criteria. At present, SNA treats production for own-use by primary producers, differently from that by other producers. For non-primary producers the value of output is included as economic production only when part of it is also sold in the market. It is most relevant, therefore, for the informal sector that it be determined if an output is for market or own use.

At present, the United Nations System of National Accounts (SNA) is under revision and the concept of economic production has been extensively discussed. As this concept is of importance for the subject

of interest, women in informal sector, the following definitions which refer to the newly delineated production boundaries, need also be taken into account.

According to SNA, production is defined as the value of all goods and services produced during a certain period for sale in the market or with factors of production remunerated by the producers.

Ms Ferrán clarified that for the purpose of borderline cases, economic production includes:

- Services rendered on own-dwellings;
- Maintenance, decoration and minor repairs to dwellings made out by owners occupying their own houses;
- Construction of buildings by households and enterprises for own use;
- Production for own-consumption of: crops and livestock, storage of crops, gathering berries or other uncultivated crops, wood-cutting and collection of firewood, hunting and fishing and also other primary products such as mining salt, cutting peat, carrying of water;
- Processing of agricultural products for own use: threshing and milling; slaughtering of animals; curing hides and skins; production and preservation of meat and fish products; production of dairy products such as butter or cheese; production of beer, wine or spirits; crushing oilseeds; weaving baskets or mats; also, weaving cloth; dressmaking and tailoring; production of footwear; production of pottery, utensils or durables; making furniture or furnishings; etc.

Excluded from economic production are, in general, the use or further processing within households of goods the purchases of which form part of final consumption expenditures. This applies not only to materials purchased for do-it-yourself activities, but to other materials or equipment purchased for use in leisure or recreational activities. It also applies to foodstuffs purchased for the preparation of meals, as well as the servicing, maintenance and minor repairs to vehicles or other durable goods, and other do-it-yourself activities, carried out by members of households. Voluntary labour inputs such as improvements and construction of roads, schools and similar activities usually undertaken in rural areas, are not imputed.

In summary, therefore, the SNA includes all production of goods and does not include the production of services for own consumption, in which no income is generated, that is, household services produced by members of a household for consumption within the same household.

There are many household services with significant relevance to family welfare, which are not considered productive activities such as "cleaning, decoration and maintenance of dwellings, of durable household goods and vehicles, preparation and serving of meals, training and teaching of children, care of sick, infirm or old people, transportation of members of the household or their goods". While their importance to measuring welfare is not questioned, these are still excluded from national accounts computations.

The value of output is usually estimated at unit levels and by branches of economic activity. The value added is a concept used to avoid double counting of those outputs which are also inputs in the production of other goods. The value added is obtained by subtracting from the value of the output, the value of the goods and services from which the output was generated. The sum of the individual value added in each branch of activity gives the GDP. This procedure can be applied to obtain the value added created for a productive unit, an industry or the nation as a whole, or population subgroups. The value added by the informal sector can similarly be obtained.

The question addressed in the handbook is then whether these aggregates can be obtained for a specific group, in this case women in the informal sector.

Using the production approach, the task is to identify which goods and services were produced, their respective prices and the cost of goods and services used in the production process. This requires a combination of data from national accounts and related systems (agricultural, industrial, service and trade statistics) and average earnings from household surveys, and in some cases from population censuses. Other sources could also be used to supplement the available data or in order to verify data from these sources.

The group for which it is relatively easy to find data is the group of own-account workers, which, as the available studies have shown, represent the major part of the informal sector.

Since information on earnings from these sources are not usually presented by sex, the earnings have to be disaggregated based on an assumed ratio, often with the implicit assumption of equal productivity between males and females in each branch of activity, or within each level of aggregation.

It is essential that the national accounts estimates for the informal sector be sub-divided by kind of economic activity and wherever possible by regions. But this will depend on the availability of the requisite information.

Finally, she mentioned that in connection with the measurement of women's contribution in the informal sector there is on-going discussion on the <u>expanded domestic product,</u> to quantify the activities of the

housewife and other members of the household for own consumption, using the framework of national accounts. The "expanded domestic product", thus, basically adds to GNP or GDP the estimated value of housework. She informed that where such an estimate has been made, the value of the new aggregate is between 20 and 40 per cent higher than that of the traditional product.

B. General discussion

Participants noted that the *aide-mémoire* raised some pertinent questions related to women. Paragraphs 62, 63, 234, and 271 of the handbook were highlighted and reference was made to the expanded and traditional concepts of GDP. Discussion on paragraph 62 dwelt on problems with the measurement of women's housekeeping activities. On paragraph 63, in particular, it was discussed whether the handbook should include housekeeping activities and how these can be estimated in terms parallel to those used for the same activities when they are marketed.

It was noted that there is the possibility of using the expanded concept of GDP, but that it is outside the scope of this handbook, which refers only to what is within the production boundary. It was also pointed out that it had still not been decided, which of these housekeeping activities should be included in the expanded concept.

Participants also observed that traditional methods of estimating SNA aggregates could leave out a lot of women's activities defined to be within the production boundary in the informal sector.

Attention was drawn to the fact that the revised SNA was still being discussed and had not yet been approved by the United Nations Statistical Commission (UNSC), or did the regional commissions. It was however suggested that the workshop could make propositions within the framework of this project to include other activities. The workshop was informed that the African branch of the UNSC is now meeting to discuss the revised SNA and was cautioned that, as there is no approved revised SNA, it would be premature to come out with recommendations.

It was suggested that this meeting should decide whether it was within its terms of reference to go through the process of identifying the most salient areas of woman's activity that do not have statistical representation.

In relation to the accounts illustrated in paragraph 242 of the handbook, on industry's production account, participants discussed the need to prepare simplified production accounts for the informal sector, cognizant of the fact that "consumption of fixed capital" is not easy to identify in the case of informal units, and using instead the gross operating surplus.

It was then noted that the measurement of women's contribution to GNP and GDP is not adequately covered in the handbook. With the

production approach, the possibility of obtaining that part of GDP produced by informal sector, was generally limited, as indicated in the handbook, since GDP estimates are usually available by main industrial branches only. Participants observed in reference to paragraph 62 that the expanded national product is an aggregate of the estimated value of housework and the traditional national or domestic product. However, it was felt that the methods to quantify women's contribution needed to be elaborated in the handbook. The workshop should therefore draft recommendations on how to measure women's contribution to GNP.

However, questions were raised about the point from where such measurements would begin. It was pointed out that during the synthesizing of the studies in the pilot countries, it had not been possible to address all aspects of the phenomena, and that it was only possible to make rough approximations. This was primarily because the project countries have different statistical situations and that even within countries, availability of information changes with time; in some cases although information may be available, it is difficult to find.

It was also observed that the real situation in Africa is that most national accounts estimates are in reality "guesstimates". Many countries have no figures on industrial production in national accounts, and there is a large margin of error in the estimates made. Participants acknowledged that this should be borne in mind when aggregates are used to estimate women's informal sector contributions.

It was also underlined that although the SNA statistics are compiled by national accountants, the informal sector constitutes a difficult area for national accounts and survey statisticians, since, for instance, production from trade in the informal sector is difficult to estimate.

The question of the possibility of using ratios was raised. Such ratios would be calculated on the basis of data collected for own account workers, who are women, and could cover a number of establishments in the informal sector having both men and women.

It was finally concluded that the methods used in the handbook ought to be more carefully reviewed in order to apply them to the informal sector to obtain estimates of what has to-date been relatively unknown. It was reiterated that the workshop should come up with a clear definition of the informal sector and which would then be related to women in the sector. Participants resolved to review thoroughly the content of the handbook for serious gaps to be filled.

C. Rationale and uses of table outlines in the handbook: Lecture presentation on Chapter VI

In her presentation dealing with the uses of table outlines given in the handbook, Ms Ferrán explained that the procedures elaborated in the draft handbook represented various different scenarios of statistics

availability; the outlines given are drawn up with these scenarios in mind. Therefore, in some cases a number of the tables may not be necessary, while for other cases the list would be found to be incomplete. But these should be seen as the core of what is often used.

She said that it would be useful for the workshop, to examine closely the list of tables and identify which should be included in the handbook, which should be eliminated and which additional should ones to be introduced. She explained that it is necessary to select a set of tables that provide at the same time information for the background and contains direct information on economic participation, whether it be in terms of employment, or in terms of value added.

Since the primary aim is to examine the situation of women relative to the total or to that of men, and what prevails in the informal sector compared with other sectors, it would also be useful to select statistics which can be compiled for these groups.

Frequently data "exist", she said, but they are not easily accessed. There still may be information not extracted from the questionnaires, or on computer tapes or data sets not tabulated. And others may be compiled from unpublished sources. For a more complete analysis of the contribution of women in the informal sector there should be the capacity to obtain tables with cross-tabulations of a number of relevant variables. The classifications and groupings appearing in the tables are those from international recommendations, though it is possible to find more detailed classifications in the publications, from which the figures for the tables are to be extracted.

Because of these varying circumstances, the table outlines evolve from a simple presentation with one or two variables, to the more complex presentation including more variables. She further explained that the sequence of tables in the handbook were as follows:

Tables 1 to 4 are a very limited set of tables about background data. Tables 5 and 6 show the distribution of economically active and inactive population, own-account workers and unpaid family workers.

The next set of tables, 7 to 12, show three characteristics of the labour force by sex: branch of activity, occupation and status in employment, first in simple tables and then in cross-classification of these variables. These address questions relating to male-female differentials in employment in the informal sector (separately for own-account workers and unpaid family workers) and in schooling, and in age-specific participation rates in the informal sector. (For instance, an analysis of these data could answer the question: are certain age-groups more likely than others to work in own informal productive units or to assist in family enterprises?)

In order to obtain better precision in measuring the dimensions of labour force participation, data on time worked are essential. Such

statistics can be presented by branch of activity, by occupations, or by status in employment, but cross-classifications of these variables would enhance enormously the usefulness of such data. Statistics on time worked can be presented as in Tables 13 to 17. Tables 18 to 22 are for compiling statistics on earnings from production, which should preferably be classified in the same way as statistics on time worked. Finally, Tables 23 to 27 elicit information on the relation between non-economic factors and what might be called "economic characteristics of the labour force", while 31 to 34 show the GDP by branch of economic activity, by occupation and by sector: formal and informal.

D. Discussion on table outlines

Participants expressed the need for further classification in Table 36. It was suggested that more information would be needed for purposes of analysis. For example, it was pointed out that the relevance of the "groups" was not clear in the Zambian situation.

Attention was drawn to paragraphs 14 and 16 of the handbook which were not very clear on the degree to which the objective of the measuring of women's contribution to development was covered in the handbook. The impression given in paragraph 14, is that the measurement of the non-agricultural sector could be equated to women's contribution to GDP. The question was raised as to whether the workshop would accept such an equation and whether women's contribution to development should be measured only in GDP terms. Was it also to be assumed as is implicit in paragraph 14, that once the contribution of the whole informal sector is known, then women's contribution would be statistically visible? Participants then pointed out that measuring women's contribution in terms of their share in GDP, was very limiting, and that this was not their only form of contributing to development. It was conveyed that if agriculture is eliminated, women's contribution could not possibly considered be fully measured.

It was explained to participants that although the handbook concentrates on industry, trade and services, agriculture has not been overlooked, and that it is only as a matter of policy that the current project has concentrated on non-agricultural informal activities.

Some participants expressed that "homemaking or housekeeping" activities should have been defined in the text of the handbook, for example in paragraph 109 when the terms were first used. As it is, the definition appears much later, and only in a note to Table 7. It was then also observed that in Table 7 housekeepers have been included among the economically active population, and recommendation was made that this should be tabulated separately because it cannot be added to the total.

E. National reports on data collection and compilation of statistics in the informal sector

Ms Elizabeth Allotey reported that the term 'informal sector' is not officially used by the Ghana Statistical Service (GSS), nor are units with the characteristics in the informal sector covered by the various annual surveys produced by the GSS; partly due to difficulties of collecting data on these units, and partly because these surveys apply a cut-off point of annual turn-over which tends to exclude small business units (which dominate this sector).

The 1987 Ghana Industrial Census was however different, in that it sought to locate and collect basic data on all industrial establishments. On the other hand, the scope of the census was limited to establishments primarily engaged in mining, quarrying, manufacturing and production, and distribution of electricity and water; and covered only identifiable industrial establishments in localities with populations of 500 or more. The census therefore excluded establishments engaged in distributive trade and services, and household establishments (unless clearly identified with a signpost) which are dominated by women. Nevertheless, from these data, indications of the size of the informal sector and women's relative participation can be deduced.

Using a cross-classification of type of ownership and size of establishment, in her study the sector is defined to include all co-operatives, all production associations, and sole proprietorships and partnerships with 1-19 persons engaged (see Annex III.B for clarification on the respective definitions), which includes all own-account workers not usually covered in the annual surveys of industries.

She reported that, of the 8,644 establishments enumerated, 83 per cent are in the informal sector. In terms of employment, 35 per cent of all persons engaged in these industries are in the informal sector, of which 43 per cent are females. Only 19 per cent of the women (compared to 25 per cent of the men) in industry are of professional/managerial or technical/clerical level; 27 per cent are apprentices and 14 per cent are classified as unskilled. For men in industry, 24 per cent are apprentices and the same proportions are found in the unskilled category.

One important observation made in her report is the need to adjust United Nations Statistical Office's recommended definition of establishments in order to extend the coverage of the informal sector. Furthermore, it was found that regular mass media channels of communication, eg radio, television, newspapers, do not reach many of the participants of the informal sector; therefore, additional publicity for the survey had to be made through the use of information service vans.

Ms Abiola Odususi, reported that in Nigeria as well there is no official definition of the informal sector, mainly because the term is not used by the Federal Office of Statistics (FOS). Data are, however, collected on small-scale businesses and household enterprises.

Therefore, to the extent that these could be identified with the informal sector, statistics could be computed using the available data.

She explained that from the elaborate scheme used in the categorization of establishments in the 1989 National Census of Industries and Businesses in Nigeria, conducted by the FOS, a classification of industries into informal sector could be achieved.

The groups defined by the FOS are as follows:

Group A: Large establishments (employing 10 or more persons). Registered and keep records. Fixed and recognizable outlets. Not household owned.

Group B: Large establishments. Not registered and may not keep records. Fixed and recognizable outlets. Some are household owned.

Group C: Small establishments (employing less than 10 persons). Registered and keep records. Fixed and recognizable outlets. Some are household owned.

Group D: Small establishments. Not registered, do not keep records. Fixed and recognizable outlets. Most are household owned.

Group E: Small establishments. Not registered, do not keep records. Outlets neither fixed nor recognizable. All are household owned.

She suggested that if the informal sector is defined as comprising of small and unregistered establishments, then establishments in groups D and E (as well as the unregistered segment of B, even though these are large-scale) would constitute the informal sector. But for operational purposes, only D and E should be taken as informal. The data from this survey are now being processed.

Also as part of the national Integrated Survey of Households (NISH) of the Federal Office of Statistics, a Labour Force Sample Survey is conducted quarterly to obtain information on socio-economic activity variables such as activity and employment status, industry, occupation, length of work and incomes of employed persons. In her paper, some cross-tabulations of these variables (disaggregated also by sex) are presented for the June 1986 Labour Force Survey.

These data indicate that women account for only 15.9 per cent of the employee category and 33.8 per cent of the own-account/self-employed category. On the other hand, they constitute 50.4 per cent of the unpaid family workers. A substantial proportion (94.2 per cent) of the female unpaid family workers are in agriculture, fishing, hunting forestry branch of activity, while the female own-account workers and employers

dominate (amounting to 63.1 per cent) in trade, restaurants and hotel industry.

Mr. E. Kibendela, in his presentation, reviewed the methods used in the collection of data in previous informal studies in Tanzania, bringing out the constraints and gaps in the survey techniques.

Introducing his paper, he said that informal activities constitute a central issue in development research as well as in practical development efforts. In Tanzania, the critical importance of informal sector in supporting livelihood is unquestionable. For almost a decade, the country's economy has been experiencing a downward trend in output, with agricultural output per head stagnating, while industrial output has been declining substantially. He reflected that these adverse trends have inevitably had negative repercussions on not only foreign exchange earnings but also on employment and income generation. Since many of the government's policies were being drawn on the basis of official national accounts statistics, and the informal sector has by and large persisted without much of its transactions and activities being reflected in official data, it is long overdue that the extent of disparity between official statistics and the observed economic reality is critically examined.

He then gave a brief outline of the paper which, he stated, discusses in general terms the origin of informal sector in the country, and conceptual issues related to the sector; describing also the scope and coverage of informal sector activities in reference to various approaches of the sector's definition and with particular reference to previous surveys carried out in the country.

The issues of the measurement unit and the production boundary were also discussed. The main analytical concern with regards to the informal sector is in his view to identify and measure those activities that generate productive employment and income and, therefore, non-economic activities such as unpaid domestic services for one's own household do-it-yourself repair, etc., are to be excluded since the motive for undertaking them is different from that for economic activity. He however acknowledged the crucial importance of non-economic activities, noting that these may influence employment and income generating capabilities of other members of the household.

He further noted that two major data collection approaches namely household approach and establishment approach could be used: the former focusing on households or members' responses to survey inquiry, while in the latter responses refer to the enterprises. A third, the combined approach which seeks to overcome the drawbacks of the two basic approaches, could also be derived. Previous surveys on the sector's activities in Tanzania were based on the establishment approach. Some difficulties encountered include: absence of business records; a lack of adequate sampling frame; and inability to secure follow-up due to the itinerant nature of many businesses, or absence of permanent premises.

Changes in methodology are foreseen in the next informal sector study and labour force survey to be conducted in 1990-1991. Due to the difficulty in obtaining a feasible sampling frame on the sector's establishments, it was decided to use the household-based approach for the informal sector survey. The urban sample component will be based on the 1988 population Enumeration Areas (EAs), while the rural sample will use the national master sample of 50 villages. A multi-stage sample design will be applied with bias towards areas with high concentration of informal sector activities.

The preparations for a comprehensive Labour Force Survey for 1990/1991 are at the final stages, and the objectives of the survey are to get bench-mark measures of employment, unemployment and under-employment; and to obtain a measure of informal sector employment. The tabulation plan includes 16 tables on the informal sector. As regards the nature and experience of women in the informal sector, it was mentioned that historical and socio-economic factors largely explain women's involvement in the sector. Some data for male/female comparisons were presented, and facts on women's participation in the sector established from *ad-hoc* surveys were also elaborated.

Concluding, he acknowledged that in the absence of comprehensive data on the informal sector, data from other surveys or censuses, such as labour force surveys, population censuses, household surveys, etc., can serve in providing proxy-estimate of the sector's employment and income contribution to the economy. He recommended that in cases of lack of data the residual procedure of estimation could be used; that is:

(i) Informal Sector GDP = Total GDP
Agricultural GDP
Modern Sector GDP

(ii) Informal Sector Employment = Total Labour Force
Formal Employment
Unemployment.

Nevertheless, informal sector variables ought to be included in censuses and surveys to ensure that accurate estimates are obtained in the future.

Ms Suhair Aman made some brief remarks about the situation regarding the informal sector in her country, Sudan. In her introduction, she said that the ILO has defined the informal sector comprising several activities in manufacturing services, and the sale of products; yet, there is no general agreement on the definition of this sector nor adequate statistics about its structure, size or contribution to the national product. The ILO definition described the sector as unregistered, small-scale, and informally organized. In spite, however, of the lack of information and statistics, this sector is becoming very

a important income generating sector for both sexes in rural and urban areas.

She noted that, in recent years, the sector has expanded due to inadequate employment opportunities and low levels of salaries and wages in the modern sector. The process of expansion was also been facilitated by the trend of investments by Sudanese working abroad. As general studies reveal, the structure of this sector is diverse and heterogeneous, especially in the urban areas; it consists of very small-scale enterprises conducting economic activities in manufacturing workshops, and providing services in the fields of construction, transportation, sales, and other repair services.

She made the observation that men primarily dominate the urban informal sector as they have adequate access to capital, skills, and experience, while women are mostly found in marginal activities such as hairdressing, embroidery, and selling *kisra* (a native type of bread). In the rural areas, women's activities are considered as an extension of their family and household duties, though the type of activities differs from one region to another according to the economic activities of the population, raw materials, and availability of markets. In the rural areas of the northern region, women are engaged mainly in the production and selling of the agricultural and milk products, woolen carpets, leather products, baskets and pottery items.

In southern Sudan, many women are self-employed in agricultural handicrafts, while in the urban areas the main activity is beverage brewing. There are limited chances for women in the sector because they have little access to credit or investment or skills, despite the fact that the sector is vital to families, especially the low income households. Unfortunately, its actual contribution to national income is not known and it is therefore not very much appreciated, and not covered in national planning. Apparently, the sector has no status, there are no statistics on it, and is accorded no significance in national development programmes.

Ms Amina Ali presented an outline of a proposed informal sector survey which is to be conducted in Somalia. She reported that the Central Statistics Office of her country conducts each year an annual survey of industrial enterprises, covering only establishments which engage 5 or more persons. The results of these surveys indicate that the number of establishments change from year to year, with changes such as relocation to an unknown address or closing down, occurring predominantly among those smaller establishments with about 5 persons. She said that in the 1974 Industrial Census, information on small enterprises was obtained and their share in the economic performance of the country estimated, but there have since been no such information available. This situation has a negative effect on the estimation of national accounts aggregates previously published by the Central Statistics Department. It is expected that the proposed Informal Sector Survey will help to improve subsequent estimates.

The objectives of the survey are to: collect information on the performance of the sector in order to measure its economic impact; assess the employment potential and the social impact of the sector. The survey will cover small enterprises which generally do not keep any accounting books on their activities, such as street sellers, handicraft producers, shop keepers, small restaurants, repair services, barbers, etc., in five cities, namely: Mogadiscio, Jowhar, Merka, Kisimayo, and Baidoa.

The sampling procedure, constituting a two-stage sample - with the urban administrative subdivisions (Tabellas) as the Primary Sample Unit (PSU), and the blocks within these units as Secondary Sample Units (SSU). The primary units will be stratified according to the degree of informal sector in the Tabellas. The frame for this design is to be derived from the 1986/1987 Census of Population which will provide the list and characteristics of the Tabellas, supplemented with a list of markets compiled for each city.

It is estimated that about 5,500 questionnaires will be completed for the general survey, and 10 per cent of the respondents will be administered a detailed questionnaire. The main questionnaire is designed to collect general information on the sector and provide baseline estimates of its economic contribution to the growth of the country. The detailed questionnaire is to elicit information regarding the economic and social conditions of the sector and to deduce its impact to the economy and society.

Both questionnaires will include: identification particulars, household characteristics, education, employment, economic activity, investment, source of finance, expenditure volume of production/sale and sectoral problems.

Mr. Saasa, of Zambia, reported that prior to the drafting of the Fourth National Development Plan (FNDP) there was never any serious mention of the informal sector in connection with development policies or programmes, even though small-scale industries were supported through the Small Industries Development Organization (SIDO), Village Industries Services (VIS), Small Enterprises Promotion (SEP), and several other financial institutions. The informal sector was, on the other hand, seen as a lower stage of formal sector activity; the employer of last resort.

The nature of the government's policies towards the informal sector has changed somewhat in recent times. The FNDP recognizes the importance of the informal sector though the policies differ between segments, defined according to the type of activity being carried out. Two main types are identified: static informal sector, which refers to street vending and marketeering, and dynamic informal sector, which refers to those activities that increase the value-added of the product through elementary processing. The general position of the FNDP is that the dynamic informal sector deserves promotion and that the static must first advance to the more productive category before government support can be

forthcoming. "Liberal and permissive policies" are, nevertheless, deemed necessary in order that the static sector is not strangled.

In 1986, and also in 1987, the Central Statistics Office conducted Labour Force and Demographic Surveys which included questions on the informal sector. In February 1989 the Prices and Incomes Commission (PIC) conducted a study on the informal sector. This study showed that:

- In the informal sector, 17.6 per cent of employers use hired labour while the remaining 82.4 per cent do not;

- The sector experiences high staff turn-over; many workers stay for less than one year;

- Wage earners in the informal sector receive less than half of the wage levels of the lowest paid formal sector employees;

- Of the needed investment capital, 91 per cent is from personal savings while the remaining 9 per cent is from money lenders, including relatives and friends.

The study also found that money lenders prefer to lend to these formal sector participants in manufacturing and repair services, while those in trading and "marketeering" are generally the least preferred customers. Consequently, 98.6 per cent of the marketeers have to use their own resources for their business.

VI. COMPILATION OF STATISTICS ON THE RELATIVE CONTRIBUTION OF WOMEN AND MEN TO THE INFORMAL SECTOR WITHIN THE FRAMEWORK OF NATIONAL ACCOUNTS

A. Lecture presentation

The introductory lecture given by Ms Ferrán was based on Chapter VII of the handbook, which deals with illustrative procedures for estimating women's participation and production in the informal sector. She observed that it was easier to present the participation of women in the labour force, because labour force data have been used in the past for different purposes and there is more experience in their collection; though even in this area, statistics, especially on the informal sector may be scanty.

She explained that the illustrative examples presented in the draft handbook could quite easily be expanded to include several more cases based on actual situations and according to availability of statistics. The illustrations first give data extracted from publications or other sources, referred to as "source documents" in the handbook; and the compiled statistics with the intermediate computations are presented in the form of tables (referred to by "table numbers") in the terminology of the handbook. The examples are limited to productive units with no

regular paid employees; that is, using a more restricted definition of the informal sector.

Referring to *Source Document 1* in the handbook, which gives data on the number of establishments, number of persons engaged, value of output, cost of materials and industrial services used, and value added by kind of activity, she noted that, in accordance with the restricted definition of the informal sector used in the examples, the value added by the productive units (establishments) which do not employ any salaried workers for all industrial branches is estimated as 69,440 monetary units (of the hypothetical country). She pointed out that this sum for productive units in the informal sector is the same as the sum for all own-account workers, and would therefore be the value added (census value added) by own-account workers of both sexes. Once the total value added is obtained, the next stage is to disaggregate the figure by sex; since these are not usually readily available, they have to be derived from other sources.

Source Document 2 gives the industrial distribution of all own-account workers by sex. If it is assumed that the earnings of female own-account workers are equal to those of male own-account workers, then the total value added could be apportioned using the male-female ratios in own-account work.

Using the two source documents, a worksheet is constructed to yield estimates of value added for women and men. The procedure for obtaining these data are presented as follows:

$$VA_f = (VA_t/OAW_t) \times OAW_f \quad - \quad (1)$$

$$VA_m = (VA_t/OAW_t) \times OAW_m \quad - \quad (2)$$

where VA and OAW are "value added" and number of own-account workers, and the subscripts f, m and t refer to females, males, and both sexes, respectively. The first term on the right-hand side of the equations is the 'average value added' (that is, per worker).

These estimates are produced for each branch of activity, as well as for all branches combined. The calculations could be improved if the classification by industries were available in greater detail (two-or-three digit levels of ISIC)[7].

The estimates from the worksheet could be used to fill Table 32 shown in Chapter VI. But, in this case, a footnote should be given to the effect that, due to lack of information, the assumption is that men

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[7] United Nations. (1968) *International Standard Classification of All Economic Activities*, Series M, No. 4, Rev. 2 (Publication, Sales No. E68.XVI.8)

and women (own-account workers) have the same average earnings within each branch of activity.

The second example presented uses three source documents to derive estimates on the relative contribution of men and women in the informal sector, using data on employment distribution by branch of activity and employment status, and average earnings of own-account workers by branch of activity. Data on industrial distribution of those employed is presented by sex, while average earnings are for both sexes combined.

In order to obtain the average earnings for women, other sources of data should be examined. If for example it is known that an *ad-hoc* inquiry indicates some relationship between male and female earnings, for example, in agriculture women earned approximately three-fourths, and in manufacturing only half the average earnings of both sexes, and in trade and services equal to men's average earnings, then the average earnings of women in own-account work may be computed from the total as follows:

Average Earnings

	Women	Both sexes
Agriculture	30	40
Manufacturing	45	90
Trade	80	80
Services	60	60

These averages, multiplied by the number of female own-account workers in each major branch of activity, give their total earnings from own account activity; converted from monthly to annual, earnings give the GDP contributed by women in the informal sector (own-account workers). For the purpose of comparison, the same computations could be done for men.

The third example is an extension of the two previous examples, using the same procedures but in a situation with relatively more abundant data. The scenario depicted assumes data on employment status and occupational distribution of own-account workers are available and presented for ten earning groups, for males, females and both sexes combined (source document 8). This is the table that would typically be obtained from an exhaustive labour force or household survey.

She explained that earning groups would be represented by ranges (ie with an upper and a lower limit). From these, the average for the earning groups can be computed. The estimate of total earnings for each income class and occupation is computed using these averages and the cell frequencies, and could be done for males, females, and total.

In her concluding remarks, she pointed out that the concept used to define the income groups, determines the accuracy and limitation of the final estimates. In the example presented above, the income data have been adjusted to the concept of income used in the SNA and, therefore. the results can be compared with SNA estimates. But this is not always the case, sometimes the results of labour or household surveys are not comparable with national aggregates because they have adopted heterogeneous definitions. Even so, they may be sufficient to make comparisons between women's and men's contributions and that of the informal sector as a whole. In the worst case, they allow at least a comparison between women's and men's contribution to some sub-sector of the informal sector (eg income of street-vendors).

B. General Discussion

The workshop observed that the average earnings for all occupational groups, eg professionals, administrators etc., may not give a reasonable average, as salaries vary between subgroups. It was, therefore, important that there be a detailed income distribution that would cover earnings for each occupational group. Participants were of the opinion that a classification system based on the characteristics of occupation in Africa should be used, and requested that these be reflected in the handbook.

It was, therefore, suggested that the handbook should provide sufficient guidance on methods of adjusting income and earning estimates obtained from surveys, to obtain estimates comparable with income aggregates used in national accounts. It was also observed that in measuring GDP, the census value-added should be adjusted so that it gives the value-added in the national accounts concepts, and that, although the examples in the handbook uses census value-added, nor explanation is given as to how these are obtained.

There was a discussion on the importance of distinguishing between the formal and the informal, a suggestion was made that the examples to be included in the final draft of the handbook should depict such a distinction.

It was then pointed out that for paragraph 342 there is a need to get clear guidelines in order to estimate properly what is covered in the concept of income. Participants felt that income can be in cash and in kind. It was felt that imputation has to be made, for example, for domestic servants and for many kinds of economic activities in the rural areas. There were also questions as to how much imputation is to be included.

C. Report on ongoing research activities on the informal sector

The ILO Chief Technical Adviser for Employment and Manpower Planning in Zambia, professor O. J. Fapohunda, gave an overview of ILO's work on the informal sector.

He said that while the concept of informality as applied to economic activities was first brought to light by Keith Hart in his pioneering study in Ghana, cited earlier, the term informal sector was brought into prominence by the ILO/UNDP employment mission to Kenya, which adopted the term and tried to identify those among the urban population who belonged to the sector. The mission believed that if economic development plans were to be effective, they should focus on a specific target population. Since development policies take a long time to trickle down to the poor, to be effective, development plans should focus on the informal sector. Apart from promoting employment and more equitable income distribution, concentrating development efforts on the informal sector could lead to more efficient allocation of resources. In identifying the informal sector within an urban setting, the ILO/UNDP mission focused on the characteristics of the enterprise; thus, it was the enterprises and not the individuals in the urban centres that were classified as 'formal' or 'informal'.

The ILO group of experts who went to Kenya had felt it was almost impossible for employment in the formal sector to expand enough to reduce the relative size of the informal sector. On the contrary, they saw in the informal sector not only growth and vitality, but also a source of a new strategy of development for Kenya. For it was, after all, in its workshop that practical skills and entrepreneurial talents were being developed at low costs.

The role of the urban informal sector in providing employment opportunities to a substantial part of the urban labour force in many developing countries was later identified by the World Employment Programme (WEP) of the ILO in 1973. In 1974, WEP initiated a series of research studies to build up a body of knowledge on the informal sector useful for policy making. The studies were financed by grants from the United Nations Environment Programme (UNEP) and the Ministry of Economic Co-operation of the Republic of Germany. They were carried out through sample surveys in selected countries using as guide questionnaires prepared by the ILO, Geneva. A summary of the main findings of the case studies was edited by Sethuraman (1981)[8].

Further studies on the informal sector and on women's contribution in many developing countries gave some revelations which necessitated the focus on women as a target group for elaborating economic development

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[8] Sethuraman, S. V. (ed.) (1981) *The Urban Informal Sector in Developing Countries: Employment, Poverty, and Environment.* ILO, Geneva.

plans: These studies, undertaken in different developing countries all over the world, showed that female labour force participation rates during the past two decades have been increasing whilst employment opportunities have been decreasing. Thus, women who migrate from the rural to urban areas mostly find employment in the informal sector. The share of women employment in services and trade sectors have increased, and country studies suggested that there are more women working in the informal sector than men; and, further more, women are concentrated in low-income activities of the informal sector. In many cases, women are the bread-winners for the family, and their incomes are necessary if the family is to survive. Because of their low level of skills and education, sex discrimination, market imperfections, etc., women in the informal sector are usually underpaid, and their incomes are generally lower than that of men. ILO studies have tried to find causes of the male-female income differentials.

In many developing countries not much is being done to improve the lot of women in the informal sector: existing laws, legislations, and regulations need to be modified, and women's access to credit, skill development, and education should be increased to give a wider choice of economic activities.

Institutional and traditional forces inhibit realization of the full potential of women in the informal sector. In a number of countries, some women's organizations, institutions, and policy makers are making efforts to reverse this trend by undertaking programmes that focus on women.

The increase in the number of women in the informal sector is a result of their own effort to escape from poverty and unemployment. The ILO, particularly Job and Skills Programme for Africa (JASPA), felt there was need to identify the target groups to be assisted. Governments, organizations, etc., have to formulate policies and measures that will enable women to increase their production frontier, avail themselves of new opportunities of employment, and enjoy substantial increases in income. It is believed that efforts to achieve these objectives will be more successful if women themselves are involved; and there is also need to have a generally acceptable definition of the informal sector and to know which of women's activities should be included in the informal sector. Secondly, how are these to be measured?

He indicated that the ILO is interested in informal sector data for balanced economic planning and promotion of employment, but realizes their usefulness for national accounting and to supplement labour statistics. Therefore, ILO is interested in a universally acceptable definition that will encompass women's economic activities and which will make large-scale data collection and processing possible. The variables used by ILO researchers are similar to those of other UN agencies.

His presentation was complemented by Ms Judica A. Maketa, ILO Programme Officer, who elaborated on specific programmes and projects

undertaken by ILO. She said that the interest of ILO in this workshop is multi-dimensional. The ILO forms part of the umbrella multi-agency project to improve African women's role in the informal sector, and is concerned with the general issue of the informal sector which it considers an important alternative to formal sector employment. Through the World Employment (WEP) the ILO has sought over the years to promote employment through assistance in employment creation, employment generation, and employment planning. As part of WEP, the Southern African Office of JASPA has done a lot of research related to the issue of employment including the informal sector. In other ILO areas, especially vocational training and management and small scale enterprise development, the programme of technical assistance is giving a lot of attention to the informal sector as an alternative employment sector, and as a sector which most governments realize has to be fully recognized.

She also said that the ILO has a programme concerned with promoting women's involvement in the ILO technical assistance programme. Through this programme, special efforts are being made in the areas of research, training, and policy to ensure the visibility of women in various ILO programmes of technical assistance, since both the informal sector and women are the least documented in terms of statistical data.

Turning to the UNDP funded project, she explained that it aims at increasing the extent to which African women participate in and benefit from processes of economic and social development. It is subdivided into three components, namely: policy, development of statistical data gathering methodologies (the subject of this workshop), and training and related assistance, being implemented by ECA/OAU, INSTRAW, and ILO, respectively.

On the ILO component, she said that preliminary research was carried out in order to determine training needs in the four countries. An initial draft report for Zambia has been completed. The study in Zambia consisted of three parts:

1. An assessment of the training and related needs of women in the informal sector.

2. An assessment of institutions which can assist women in the informal sector.

3. A brief review of human resource policies which influence women's self-employment. (Here policy has been dealt with only as far as it has consequences for the provision of training and related assistance to women in the informal sector.)

The main problems identified by the study were: financial management, marketing management, and production management.

She concluded that, considering the obvious interdependence of the different components, the workshop was directly relevant and its outcome

would have bearing on the execution of the ILO component of training and related assistance for this project.

VII. FURTHER WORK AT NATIONAL AND INTERNATIONAL LEVEL

A. Panel presentations

The session was conducted by a panel of experts comprising: Mr. Koffie Amelewonou, ECA representative; Ms Marie Paul Aristy, INSTRAW representative; Mr. Kweku DeGraft-Johnson, Consultant; and Mr. O. J. Fapohunda, Chief Technical Adviser, ILO.

In the introduction of the agenda item, Mr. Amelewonou identified some actions to be taken at national, regional, and international levels as follow-up to the present workshop.

At the national level, he said, it is essential that African statistical offices, organizations dealing with women's affairs, and all institutions involved in the compilation of data on the informal sector, reflect properly the recommendations of the present workshop in their future work programmes. Efforts of African governments were, therefore, required to mobilize the human and financial resources to ensure a smooth implementation of the new activities related to the informal sector, and appropriate mechanisms for data compilation set up; bearing in mind that central statistical offices are the focal points for national initiatives in the development of statistics on women and the informal sector.

Given the fact that these should cover various areas such as national accounts, population censuses, employment, time-use, household, and establishments surveys, it is essential that an integrated approach be adopted for consistency in the data collected. A common methodological framework, focusing mainly on harmonized basic concepts and definitions, needed also to be established by African statistical offices in close consultation with the other national bodies involved in the compilation of statistical data on the informal sector.

On actions to be taken at the regional level, Mr. Amelewonou said that, broadly speaking, ECA and the ILO Regional Office should expand their activities related to the informal sector. On the part of ECA, he mentioned that the number of advisory service missions carried out under the regular budget of the United Nations on informal sector statistics should be significantly increased. In addition, there is need for a specific programme of technical assistance to African countries funded from extra-budgetary resources, under this programme, which gives special attention to the measurement of women's contribution in the informal sector. Provision should also be made for training activities at the national level as well as for direct assistance in the collection, processing, and analysis of statistics on the informal sector. He recommended that the ILO Regional Office be more closely involved in the

implementation of the project "Improving African Women's Role in the Informal Sector", as a whole, and its statistics component in particular.

Turning to further work at the international level, he suggested that INSTRAW and the UN Statistical Office, in close consultation with FAO take the necessary steps to extend the scope of the project to the agricultural sector, given the important share of African women in the production and value added of this sector. As a follow-up to the ongoing efforts, financial support from donor agencies should be sought by African countries to set up national and integrated system of statistics on the informal sector.

Mr. DeGraft-Johnson spoke about the need for further work in the agricultural sector, which he also noted was the mainstay of a majority of the populations in Africa.

However, he observed that much emphasis is placed on the GDP which, on its own, is not adequate to measure development. Other areas of development ought to be examined and indicators on the quality of life such as access to facilities, infant/child mortality, and shelter, should be compiled. Example was drawn from the situation in China where the low GDP would suggest a very low level of development, even though the level of welfare is relatively high, and the individual's basic needs are provided for. He stressed that any further work on development of indicators should take account of the quality of life.

On the question of statistical development in Africa, he remarked on how very little progress has been made over the last 40 years, adding that until there is improvement in the statistical system, proposals made at this workshop, or any other fora for that matter, will be inconsequential. He referred to a resolution on statistical development in Africa adopted by the ECA which aimed at sensitizing governments, and said that when such proposals are being made, all institutions interested in statistics such as INSTRAW, ILO, and other UN agencies should join in making governments aware of the need to improve statistics in Africa. Furthermore, support for resolutions should also be translated into action.

He underlined the necessity for increased use of data, and their analysis and application, without which, he said statistical offices would not feel bound to produce or improve statistics. It was his view that data that are not analyzed are not worth using. Thus, researchers, data analysts, and other users of data, should make the effort to provide feedback to agencies on the defects and limitations of the data they use. He then called for the creation of advisory groups to guide producers of data. The composition of such groups would vary from country to country, but should include data users as well as producers.

Noting that only four out of 51 African countries were to be trained in the use of the handbook for statistics compilation, Mr. DeGraft-Johnson wondered what would be the situation with the other countries.

It is important, he said, that the workshop is extended to these other countries. In this connection, there should be an effort to sensitize African statisticians to adopt the handbook as a basic training material and reference guide for statistics on the informal sector and on women's contribution, in particular. Furthermore, national statistical offices should be encouraged to adopt statistical development plans indicating the programme of work to be followed in the collection and analysis of data. Such plans should be reviewed by users, and gaps in them should be brought to the notice of Ministries of Economic Planning and Finance.

The next presentation was by Mr. Fapohunda who stated that emphasis should be placed on areas not covered by the handbook, endorsing earlier recommendations on the need for a handbook which could cover the agricultural informal sector. He also said that the handbook should be circulated and made available to all countries, with training programmes embarked upon.

To ensure comparability of data between countries, he suggested that a manual for enumerators should be prepared based on the handbook. He saw the handbook as generating more work for the statistical offices, and, therefore, assistance would be required from international agencies to support more training and necessary expansion.

Referring to the Nairobi Forward-looking Strategies, which he said underlines not only the need for data collection and analysis but also the need for recognition of the substantial contribution of women to development, he called on INSTRAW and other organizations to work together to ensure that attention is paid by individual countries to the compilation of vital data on women's informal sector contribution.

Ms Marie Paul Aristy, INSTRAW representative, informed of the role of INSTRAW as a catalyst for sensitization on women in development. She said that while INSTRAW was not a producer of statistics, the Institute worked with the United Nations Statistical Office and other agencies to improve techniques of analyzing statistics on the situation of women. She endorsed the need for training workshops to be held in countries other than the four project countries, and said that proposal could perhaps be presented to UNDP for consideration in its 5th cycle programmes and within the WID package. On the coverage of agriculture, she stated that INSTRAW was collaborating with FAO to review ways of improving statistics on women in agriculture. An interagency meeting on the subject was envisaged, she added.

B. General discussion

During the general discussion, participants called for the sensitization of governments on the importance of statistics. It was noted that statistics was often accorded low priority in national programming, and that this was indicative of the lack of appreciation, on the part of governments, for statistics. It was felt that statistical

offices were often forgotten until data was required for a specific purpose. The neglect of statistics was attributed to a combination of factors including the economic crises facing African countries, the non-availability of resources, and the low priority given to statistics.

An observation was made that the lack of resources was for some countries an untenable explanation for the inadequacy of data. Even when the budget is deemed sufficient for reliable data, sometimes the data are not produced. In such cases, it was argued, the misplacement of priorities was the underlying cause of limitations in data production. It was resolved that improvement of data collection and analysis should be accorded high priority in the work of national statistical offices.

Participants also spoke about the need for the identification and quantification in monetary terms of women's work, particularly in housekeeping, and recommended that research institutions should identify methods for valuing women's work. In this context, the work already undertaken in some developed countries was cited and it was thought that these could be the starting point of the search for methods and their adaptation to the African woman's situation.

On the issue of data analyses and applications, it was suggested that dissemination of information concerning data availability, methods of analysis and results of statistics compilation was essential; yet, in some instances, publications or necessary information do not get to the relevant offices, or to the intended users. There is, therefore, the need to develop effective channels of communication for the dissemination of information. In this respect, it was strongly recommended that a communications component form an integral part of all projects. The Communications Officer for UNDP/OPS gave a brief *exposé* of the UNDP's Regional Bureau for Africa's Development support communication initiative, and informed of the programme for the dissemination of the results of this project.

Finally, it was pointed out that non-technical users of statistics are sometimes baffled with statistical terms which are difficult to comprehend. Efforts should therefore be made, particularly by statisticians, to simplify some of their presentations, to make documentation more "user-friendly".

VIII. RESULTS OF WORKING GROUPS DISCUSSIONS

As explained in the introductory session dealing with the organization of the workshop, participants were divided into three groups, each group holding three sessions. The working groups met in the afternoons and had clearly defined tasks to:

(i) Prepare guidelines for a basic and workable definition of the informal sector;

(ii) Enumerate activities whose value should be imputed to derive estimates that would be useful to evaluate women's contribution to the economy, particularly in the informal sector;

(iii) Review the content of the handbook and identify gaps or additional topics to be covered;

(iv) Make recommendations for the revision and use of the handbook;

(v) Address recommendations to statistical offices in the African Region or to the conference of African planners, statisticians and demographers.

The moderators of the groups were: Mr. Kweku DeGraft-Johnson for Group 1, Ms Birgitta Hedman for Group 2, and Mr. Koffie Amelewonou for Group 3.

As indicated in the Work Programme (Annex II), the results of the groups discussions were presented in plenary session by the respective rapporteurs: Ms Viola Morgan for Group 1, Ms Lilliam Nyambe for Group 2, and Mr. Zebrohn Kambuto for Group 3.

RESULTS FROM WORKING GROUP 1

A. Guidelines for a basic and workable definition of the informal sector

1. Introduction

In most of the papers presented at this workshop, the importance of the informal sector was highlighted. While in the past emphasis was placed on the formal sector, entry into the informal sector has become the norm rather than the exception. However, exhaustive surveys on the informal sector have not been carried out by any country. There is, therefore, the need to have basic statistical data on the sector. Similarly, the concept has so far not been clearly defined. A definition is necessary not only for data collection but also for comparability among countries.

2. Criteria to be considered in reaching a workable definition

The informal sector is normally characterized by the following:

a) *Size (number of paid employees).* Most African countries use size as a criterion for identifying the informal sector. With the exception of a few countries, there is usually a cut-off point of not more than five, which includes paid employees and own-account workers.

b) *Production techniques (labour intensive/adaptive technology).* This criterion is descriptive of the informal sector in that it is based on intensive labour and the technology used is rudimentary.

c) *Ownership.* Public ownership is excluded because by their very nature they do not fall within the informal sector.

d) *Capital accumulation/investment.* After a lengthy discussion, the criterion of capital accumulation and investment were eliminated due to the problem of inaccuracy of available data, and unsatisfactory experiences of most African countries that have attempted to use this criteria.

e) *Status in employment.* The informal sector is characterized by own-account workers, unpaid family workers, apprentices and a very limited number of paid employees. Therefore, an appropriate definition should reflect this situation.

f) *Skill acquired.* While most units in the informal sector are characterized by low professional skills, it was felt that this criterion should not be used as an element in the criterion of the sector because of the difficulties of applying it at field level.

g) *Level of production.* It was felt that in some countries the idea of assisting production units is to enable them to be upgraded to the level of the formal sector and, therefore, the criterion should be taken into consideration. However, the group rejected this on the grounds that <u>size</u> (i.e., number of paid employees of the production unit) could be a good indicator of the level of production and, therefore, there was no need to include production as a separate criterion.

3. Criteria for definition

The following basic criteria were thus accepted:

(i) *Size*: the size of the production unit was agreed to be not more than 5 paid employees.

(ii) *Ownership*: it was agreed that all publicly owned production units should be excluded.

The statistical units were identified as comprising:

- Productive unit (operating unit)
- Enterprise
- Establishment

Concerning what is termed "unit", the group suggests that to make it possible for users to understand the term "productive unit", operating units should be put in parenthesis so that units providing services would be easily understood as falling into that category.

4. Some limitations on providing a definition

As with most workable definitions, units which should be excluded may have been included, and vice versa. Therefore, any guidelines on the adoption of a definition should directly address what should be done with such units. For example, some countries like Nigeria exclude services rendered by doctors, lawyers, etc., from the informal sector, although the size of such production units is usually within that prescribed for the informal sector.

B. Activities to be covered in the valuation of women's informal sector cotribution

Country representatives began by identifying activities commonly performed by women in the informal sector in their respective countries. Manufacturing, brewing, retail trade, and personal and household services were the most common activities identified. Housekeeping was not included in the Nigeria and Ethiopia experience.

COUNTRY LIST OF COMMON INFORMAL SECTOR ACTIVITIES PERFORMED BY WOMEN

	GHANA	ZAMBIA	NIGERIA	ETHIOPIA
Housekeeping	X	X		
Manufacturing	X	X	X	X
Brewing	X	X		X
Retail trade	X	X	X	X
Restaurant	X	X	X	X
Personal and House-hold services	X	X	X	

In the section below, the group discussed the activities noting if it was possible, and how to valuate women's contribution to the informal sector. Included are the following activities:

1. Housekeeping

a) Food processing and preparation
b) Cleaning
c) Child care

d) Water and fuelwood collection

As a starting point, one can impute the value of these activities by using the market value with the understanding that further work needs to be done in this area.

2. Manufacturing

Included are: weaving, food processing, brewery, spinning, pottery, and handicraft. The group agreed that valuating women's contribution in this area is possible.

3. Retail Trade

There was an agreement that the contribution of the informal sector to GDP is normally calculated in many countries, and with this parameter one can use the male/female ratios to valuate women's contribution. It was further felt that this approach, which is the same as the approach provided in the handbook, should be used with some caution.

4. Restaurants

It was pointed out that in many African countries this subsection is not sufficiently and separately addressed in national accounts and, therefore, to obtain an estimate was impossible at this stage.

The existing data do not permit imputation in the subsector, but it was found to be important enough to warrant the conduct of additional surveys that would include informal sector as a whole.

5. Personal and household services

It was observed that African countries provide GDP estimates for the major division community, social and personal services. Estimates on the category of personal and household services could be derived on the basis of population census data, on employment ratios in the minor industrial categories in this major division.

C. Review of the handbook for gaps and additional topics to be reflected

The group systematically reviewed the handbook, making both editorial comments and content analysis, and the following observations:

1. Chapter 1, paragraphs 26 to 31. "Objectives and Uses", should be put under Chapter 2, and the title should then read "Definition and measurement of the Informal Sector".

2. Where appropriate, subtitles should be used to provide easy reading.

3. Chapter 3, paragraph 51, page 18. The expenditure approach should be discussed since in most surveys of income, consumption, and expenditures in African countries it has been necessary to use expenditure as a proxy for disposable income.

4. Chapter 3, paragraph 66, page 21. There should be broadening of the approach to measure women's contribution to development. This statement requires elaboration, and the rationale for this suggestion should be explained.

5. Chapter 3, paragraph 64, page 20. Editorial: "In the informal sector arise ... planning."

6. Chapter 3 paragraph 64. The issues of "biases" are based on experiences important enough in statistical data collection that they should be dealt with in depth. As it stands, only a passing reference was made by the author.

7. Chapter 4, page 22. Title should read: "Methods of Compilation".

8. Page 25, paragraph 77. Add to list: "Income and expenditure surveys" and "Other sources".

9. Paragraph 86. Suggested title "Other Sources", and the text should be modified not to give prominence to social security sources given that they are a non-existent source of data for the informal sector in most African countries.

10. Page 27. Delete title: "Employment and unemployment reports", since those do not contain information on the informal sector.

11. Page 29 - Under Activity Status. There should be a full treatment of the concept of economic activity, which has been identified as important by all participants.

12. Page 38, paragraph 147. Propose separate tables for literacy, on one part, and school attendance/attainment, on the other.

13. Page 38, paragraph 151. To indicate that time worked can also be computed on the basis of half-days, since in informal sector participants often remember the number of half-days worked rather than the number of hours.

14. Page 43, paragraph 172. Editorial revision so that it could clearly point out that, where this has not been done, it could easily be applied.

15. Page 53, paragraph 206. A word of caution. Although information on the value of stocks is considered important it was difficult or impossible to obtain because records are not kept.

16. Page 54. A separate paragraph should be included under (b) "Household sample survey", to incorporate surveys of household economic activities.

17. Page 57, D. Reference should be made to undertaking time-use surveys in Africa as a sub-sample of labour force surveys to cut down costs.

18. Page 56. Section (c) "Labour force surveys", to be incorporated in section (b) "Household sample surveys" without changing the text. A new section (c) be introduced and should cover special surveys on the informal sector.

19. Chapter 5, paragraph 231, page 59. Should be revised to reflect the limitations of national accounts as a measure of the development of a country.

20. Footnote in page 134. Replace Education with Edition.

21. Chapter 6. It should be explained that the tables provided only a few of the ideas of the type of data required and are by no means exhaustive.

22. Page 78. Recommend that under the age group category the following breakdown be made to reflect the situation in many African countries: 0-9; 10-14; 45-54; 55-59.

23. Page 118. "Notes to the tables" should be accompanied with the tables as in the current form they are independently presented.

D. Recommendations for revision and use of the handbook

1. Target users

It was recommended that target users of the handbook include producers of statistics, planners, and researchers.

2. Scope and focus of the handbook/organization and main topics to be covered

It was recommended that:

a) A chapter on special surveys of the informal sector should be included in the handbook. This chapter should cover:

(i) Scope;
(ii) Data requirements;
(iii) Special problems involved in data collection.

b) If possible, a section on the expanded GDP, in addition to the estimated value of housekeeping activities, should be included.

3. Uses to which the handbook should be put

It was recommended for the use of researchers working with women"s groups and organizations.

4. Distribution/Circulation

It was unanimously agreed and noted that handbooks and other documents to be used by producers of statistics sometimes fail to reach the intended targets; therefore, efforts should be made to correct this problem.

The group recommended a multiple distribution channel approach including sending copies to:

a) Producers of statistics;
b) National researcher institutes;
c) National libraries using flyers to publicize the handbook.

E. Recommendations addressed to Statistical Offices in the African Region or to the Conference of African Planners, Statisticians and Demographers (APSD), based on experience gained during workshop

1. The handbook should be brought to the attention of the APSD conference and discussed when it convenes.

2. National statistical offices should, if possible, compute the contribution of women to development as a regular part of their work.

3. African research institutes should consider experimentation with the expanded GDP, and are further advised to use the handbook as a guide to improve the availability of data and provide feedback to the producers of statistics.

4. Women's organizations should make use of statistical data and provide feedback to the producers of statistics.

5. Recommendation to the United Nations:

If a comparable handbook on the compilation of statistics on women in the informal sector in agriculture in Africa is not under preparation, then this should be done to complement the handbook which has been the subject of the present workshop.

RESULTS FROM GROUP 2

A. Guidelines for a basic and workable definition of the informal sector

The group started by listing the following country definitions of the so called informal sector as used by respective national statistical offices, as well as the working definition given in the draft handbook.

1. The Gambia

Defines the informal sector as comprising establishments employing less than five persons, having no organized accounting system, or with no demarcation between personal and business expenditure.

2. Seychelles

Defines as informal any small-sized business without proper accounting system and with few employees and unorganized.

3. Tanzania

Defines the informal sector as establishments employing less than 5 persons, small-scale, self-employed with or without paid employees usually operating with low level of organization and technology, often from temporary structure such as a person's home or from no fixed location, and usually not supported by the formal financial institutions.

4. Zambia

Defines the informal sector as consisting of all subsistence farmers, all own-account workers, all unpaid family workers, and all employers and employees and members of co-operatives in the enterprises having 5 or less employees.

5. Working definition of the handbook

The informal sector is defined as the sum of all productive units which employ none or very few regular salaried workers.

Following a detailed discussion of the above definitions, the group summarized the common factors under these categories: status of employment, economic unit or size, and organization of production (level of capital, technology, etc.). The group then discussed the characteristics of the individual participants as well as the economic activities in the informal sector.

It was felt that the basic question, "why do we need a definition?" should be addressed. The group concluded that the informal sector is not

comprehensively measured in statistical terms and that possible objectives for defining the sector include the following:

a) To determine the employment status, time spent and the monetary value of production;
b) To capture all those activities not registered;
c) To enumerate the unenumerated economic activities.

The group then tried to make a distinction between the formal and the informal sector from the legal and administrative points of view. Issues concerning registration and licensing were discussed at length before. Finally, the following observations were made:

(i) Informal sector activities take place outside the legal framework since they are not registered under the business act, although some of them may be licensed;

(ii) All the unregistered economic units are in the informal sector.

However, after discussing the above factors, the group concluded that registration and licensing were not decisive factors in determining what is formal or informal, and proceeded to prepare a list of the characteristics of establishments which could be considered as being in the informal sector of a national economy. These are economic units (other than those of professionals) which:

- Employ five persons or less who may be paid or unpaid;
- Have no proper accounting records, division of labour or fixed hours of work;
- Generally operate in non-permanent structures, using simple technology;
- Have no access to credit from formal financial institutions;
- Are not adequately covered in national accounts.

On the basis of the above characteristics, the group arrived at the following definition of the informal sector which was a modification of the definition given in the draft handbook.

Definition

Informal sector is defined as the sum of all economic units operating outside the formal sector.

B. Activities to be covered in the valuation of women's informal sector contribution

Countries

1. The Gambia; 2. Seychelles; 3. Somalia; 4. Tanzania; 5. Zambia.

After listing all the informal sector activities by industrial sectors in the above countries it was concluded that, in these countries, informal sector activities are almost the same. Women are concentrated in trade and services, also manufacturing, but they are predominant in petty trading and services.

a) *Commerce and trade*

- Petty trading
- Selling food, charcoal, and related items (essential commodities like salt, vegetable oils, etc.)

b) *Manufacturing*

- Handicrafts
- Local brew

c) *Services*

- Tailoring
- Hairdressing (saloon), etc.

C. Review of the handbook for gaps and additional topics to be reflected

In general, it was felt that the sequence of the handbook, should include a general chapter which should be separated from the methodologies. Also abbreviation should be indicated in a separate page for easy reference.

The following specific comments were made regarding the revision of the handbook.

(i) Paragraph 2, page 2: the sentence reading "Quantitative information on women's participation and contribution to national product, specially through their activities in the informal sector, is insufficiently covered in the statistical compilation and analysis regularly undertaken by national statistical system." The group feels that it is not only women's participation that is not sufficiently covered, but the informal sector as a whole is not sufficiently covered;

(ii) Paragraph 4, page 2: description of unremunerated work not clear, i.e., should also be listed;

(iii) Chapter 1, paragraph 19, page 10: should provide the examples to labour legislation or other provisions mentioned in section 19. "In this connection... sector...";

(iv) Paragraph 25, page 11: example of agriculture is out of context;

(v) Chapter 2, paragraph 40, page 15: this is not always true, because the definition says that, there are few salaried workers. The paragraph, therefore, is in contradiction with the definition;

(vi) Chapter 3, paragraph 43, page 17: women's contribution to development goes beyond their participation in labour force and national account. These are necessary but not sufficient conditions.

D. Recommendations for revision of the handbook and its use

1. Goals and target users of the handbook.

Goals should be as defined in paragraph 14, the word development should be substituted by GNP/GDP as development is too wide a concept. For target users the handbook should be meant primarily for the producers of statistics, especially those who produce data on the informal sector in general and women in particular. The users of data may use the handbook as a reference.

2. Scope and focus of the handbook

The group feels that the title of the workshop is more appropriate to the handbook than the present title as contents of the handbook cover more than mere compilation of statistics.

3. Organization

There should be better rearrangement of goals, objectives, etc. The organization should be more systematic so that it would be easy for even a layman to understand.

Suggested topics to be covered:

a) Purpose of study;
a) Target group;
b) Definition of the informal sector;
d) Background information;
e) Definition of basic concepts used in the handbook.

4. Method of Presentation

Use of headings and subheadings: items should be substantively exhausted before moving to another item, i.e., paragraphs 23-31 before paragraphs 15-22. The present presentation is not clear. The use of

long winding language makes it difficult for one to grasp the meaning. There is need for more precise language and to have a clear structure.

5. Uses

In addition to what is outlined in paragraphs 19-22:

- Help in rationalizing wage levels;
- Estimating level of workers in economic activities;
- Estimating level of the labour force.

6. Distribution

a) The circle of distribution should be based on the uses identified, and particularly, should include:

- Statistical offices
- Labour departments
- Research bureau/institutions
- Planning commissions
- Women's organizations
- Labour unions/organizations
- Universities
- Supportive organizations for informal sector

b) Serious efforts should be made to:

- Market the handbook by holding national workshops in countries concerned;
- Publicizing of the handbook;
- Presentation of handbook to training workshops.

E. Recommendations to planners and statisticians in the African region and relevant organizations

a) To emphasize the role of women and their contribution to the national economy through their activities in the informal sector;

b) To urge all governments to use the handbook as the means for collecting and analyzing data related to the informal sector in general and women in particular;

c) To ensure that those directly involved in the compilation of labour statistics and national accounts are trained in the methodologies contained in the handbook;

d) Urge ILO to revise their definition of the informal sector and the occupational classification, especially in relation to housework, to better capture women's activities.

RESULTS FROM GROUP 3

A. Guidelines for a basic and workable definition of the informal sector

1. Justification

The working group considered that it is not necessary to insist on the apparent negative connotations of the informal sector such as smuggling or black marketeering, because sometimes these also characterize the formal sector. In addition, the term informal has become an international concept and it will not be reasonable to change it at this juncture. At national, regional, and international levels policy makers, planners, economic analysts, and research institutions are showing increased interest in obtaining complete and reliable data on the informal sector. It is therefore essential that statisticians endeavour to set up and develop appropriate mechanisms for collecting data on the sector.

2. Currently applied criteria for the definition of the informal sector

In order to prepare adequate guidelines for a basic and workable definition of the informal sector, the group reviewed the various criteria which have been used so far by African national statistical offices for defining this sector. After a thorough review of the conditions prevailing in the region, the working group concluded that a very limited number of criteria should be included in the basic definition to ensure the comparability of the data at regional levels. In this connection, the group noted that the less subjective and controversial criteria which could be used by African national statistical services is the total number of salaried workers. The group, therefore, worked out and agreed on the following.

3. Definition of informal sector

The informal sector in a country should consist of all those establishments employing none or very few salaried workers excluding the apprentices. In each country, the cut-off point will be determined by national statistical offices on the basis of the cut-off point of national surveys used to compile national accounts and other economic or social statistics. Firms of professionals employing workers below the cut-off point should be excluded.

The working group then agreed that the following could be regarded as the other major characteristics of the informal sector:

a) Absence of accounting records;
b) Lack of initiative for expansion;
c) Ease of entry and exit;
d) Family ownership of enterprise;

e) Small-scale of operation;
f) Recourse to an adapted and largely labour intensive technology;
g) Skills of the workers were acquired mainly outside the formal system of education and training;
h) The enterprise operates in unregulated competitive market
i) Receipts are low;
j) The equipment is rudimentary;
k) Labour productivity is low;
l) Has little access to credit, and does not often enjoy state favours;
m) Absence of fixed location.

B. Activities to be covered in the valuation of women's informal sector contribution

The working group in dealing with this theme, did not deem it necessary to list the activities which African statistical services already cover in their national accounts and other economic and social statistics. In addition to these activities, the group is of the view that the following activities should be imputed to derive useful estimates for the valuation of women's contribution to the economy as a whole and particularly to the informal sector. The group, therefore, considered the following as an appropriate list of activities for the purpose.

1. Domestic services:

   - Cooking
   - Laundry
   - Child care
   - Cleaning
   - Gardening
   - Caring for the sick

2. Water and wood fetching in the rural periurban areas.

3. Construction work done in the rural areas.

4. Petty trading.

5. Stone quarrying.

6. Food processing by own-account workers.

7. Miscellaneous personal services such as hairdressing.

8. Prostitution.

The group also noted that it may not always be possible to collect reliable information on some of the above items such as prostitution and water and wood fetching in the rural and periurban areas.

C. Review of the handbook for gaps and additional topics to be reflected

The working group noted with much appreciation that the handbook constitutes a very good starting point for improvement and development of statistics on the informal sector, and made the following suggestions.

1. The terminology used in a number of paragraphs and tables of the handbook should be revised. It is proposed, for example, that the title of Table 32 be amended to read: "Contribution of the informal sector to GDP and total employment by sex and kind of economic activity". In Table 28, "sexual status" should read "by sex"; and paragraph 16 should be amended to reflect the contents of paragraph 14.

2. The group appreciates the objectives of the handbook which is specifically to look at the non-agricultural informal sector. However, the group regrets to note that agriculture, which is the major sector in which women participate, is left out.

3. With respect to the methodological issues, the group noted that the handbook has adequately dealt with the measurements of women's contribution to the labour force. However, apart from the own-account workers, there is a need to include recommendations for the measurement of women's contribution to the gross output and value added of the informal sector.

4. With respect to the income and outlay, it seems desirable that more details are provided regarding the income and expenditure of the informal production units; these details can be derived from household and establishment surveys.

5. Definition of subsidies on page 61 should be: all grants on current account made by government to public and private establishments.

6. Chapter 5, paragraph 245, page 63: there is a need for it to be revised since it is not clear enough.

7. In order to ensure better clarity of the handbook as regards both technical and linguistic aspects, it should be edited before dissemination.

8. Since the census value added needs to be adjusted in order to obtain women's contribution to the informal sector, guidelines on the method of adjustment to be used should be provided.

9. Referencing of documents should be standardized, in particular, where the original documents are referred to. For instance, on page 60, paragraph 234, (second line from the top), "original document" has been referred to without specifications.

D. Recommendations for the revision and use of the handbook

1. Scope and focus

Given the important share of women in the value added of the agricultural sector and the limitations of statistical data available, the group strongly recommends that the project be extended to cover agricultural statistics. In addition to the activities covered in the handbook, the group recommends that the activities it has presented earlier be also included.

2. Target users

The target users of the handbook should be as follows:

a) National statistical services;

b) Statistical units of the various ministries/departments, parastatal and non-governmental organizations involved in the collection of data;

c) Planners;

d) Policy makers;

e) Subregional, regional, and international organizations interested in the development of the informal sector.

3. Organization and format

The working group recommends that the present format of the handbook be retained. However, explanations of abbreviations and symbols used should be given at the beginning of the handbook. As regards the main topics to be covered, please refer to the recommendations submitted earlier by the group.

4. Uses of the handbook

The working group recommends that the handbook be used for the following purposes:

a) Training of national statisticians, planners, researchers, national officers in charge of women's affairs and other potential users of statistics;

b) Guide for national statisticians, academic and research institutions, national officers in charge of women's affairs, planners, and other interested users;

c) Reference for policy makers, women's organizations, non-governmental organizations, subregional, regional, and international organizations and donor agencies.

5. **Distribution and circulation**

It is recommended that the handbook be circulated to the following:

a) Participants to this workshop;
b) National statistical offices;
c) All other users as identified above.

E. Recommendations addressed to statistical offices in the African Region or to the Conference of African Planners, Statisticians, and Demographers

1. The working group recommends that the Conference of African Planners, Statisticians, and Demographers (APSD), in drawing up the programme of work of the African region in the area of statistics, include informal sector statistics in the list of activities to be undertaken and pay particular attention to the measurement of women's contribution in this sector.

2. The conference of APSD should set up an *ad hoc* expert group to study the handbook and make recommendations to the national statistical offices for its use at national level.

3. The group recommends that INSTRAW requests ECA Statistics Division to present recommendations of the workshop to the Conference of African Statisticians.

IX. RECOMMENDATIONS

The workshop took note of the results of the various working groups, their proposals for revising the handbook, and actions needed as follow-up to the workshop.

Observing that measurement of women's participation and contribution in productive activity, specifically of women's informal sector activities, have not been adequately addressed in the national statistical systems in the region; and seeing that the problem lay both in the extent of coverage of the informal sector in data collection as well as in the utilization of available data, it was unanimously agreed

that an effort needs to be made to redress the situation. The workshop, therefore, made recommendations for:

(i) The revision and use of the handbook;

(ii) Follow-up activities for the project;

(iii) Increased activity at national level in the area of collection and analysis data on women's contribution to development;

(iv) Regional and international actions for the improvement of statistics on women in the informal sector.

A. Revision and use of the handbook

The workshop considered the draft handbook as the starting point in this endeavour, and recommended that:

1. The draft handbook be revised and reorganized taking into account the suggestions and comments made during the general discussions and working group sessions, all of which were deemed necessary in order that variations in national situations would be duly reflected. In particular, it was suggested that the revised draft should include:

a) A background chapter/section on the role of the informal sector in development and in particular the contribution of women in the informal sector in respective African countries.

b) A chapter on special surveys of the informal sector which would cover elements such as:

(i) Scope;
(ii) Data requirements;
(iii) Special problems involved in data collection.

c) More detailed guidelines on the methods to be used for the measurement of women's contribution to the gross output and value added of the informal sector.

d) If possible, a section on the expanded GDP, in addition to the estimated value of housekeeping activities.

e) Where applicable, tables for illustrative purposes.

2. The target users of the handbook should be:

a) National statistical services;

b) Statistical units of the various ministries/departments, parastatal and non-governmental organizations involved in the collection of data;

c) Planners;

d) Policy makers;

e) Institutions responsible for Women and Development;

f) Subregional, regional, and international organizations, including research institutions interested in the development of the informal sector.

3. The handbook should be used for the following purposes:

a) Training of the national statisticians, planners, researchers, national officers in charge of women's affairs, and other potential users of statistics;

b) Guide for national statisticians, academic and research institutions, national officers in charge of women's affairs, planners, and other interested users;

c) Reference for policy makers, women's organizations, non-governmental organizations, sub-regional, regional and international organizations, and donor agencies.

4. It was unanimously agreed that handbooks and other documents to be used by producers of statistics do not always reach the intended targets. Therefore, to ensure that the handbook serves the purpose for which it has been prepared, it was suggested that appropriate efforts should be made to address this problem.

Besides publicizing of the handbook through fliers and other communication media, multiple channels of distribution should be used to reach:

a) Producers of statistics;
b) National research and academic institutions;
c) National libraries.

B. Follow-up activities to the project

Recognizing the paucity of data on the informal sector, despite its importance in national economies, as well as the limited experience in the compilation of statistics on the informal sector, and on women's contribution in particular, it was felt that there was need for the project to be extended in scope and coverage. It was thus recommended, as a follow-up to the present project, that:

1. National workshops be conducted in all African countries other than the four project countries using the revised handbook.

2. Given the important share of women's participation in production in the agricultural sector and the limitations of the available statistical data, a comparable handbook on the compilation of statistics on women in the informal sector in agriculture in Africa be prepared as a complement to the handbook on trade, industry and services.

C. Statistical activity at national level

Taking note of the fact that the compilation of statistics proposed in the handbook and the application of procedures presented therein required both the involvement of and collaboration between both producers and users of statistics at the national level, the workshop made the following recommendations:

1. National statistical offices should, if possible, compute the contribution of women to development as a regular part of their work.

2. African research institutes should consider experimentation with the expanded GDP and advise on the use of the handbook as a guide to improving the availability of data on women in the informal sector and provide feedback to the producers of statistics.

3. Women's organizations should make use of available statistical data and provide feedback to the producers of statistics.

D. Regional and international action for the improvement of statistics on women's contributions

Acknowledging the crucial role of international bodies and regional conferences such as that of the African Planners, Statisticians and Demographers and of African Ministers of Economic Development Planning, the workshop saw the need for, and suggested that:

1. All African governments should be sensitized to the need for integrated statistics including statistics on women in support of development planning projects and programmes, and this also be brought to the attention of the Conference of African Ministers of Economic Development and Planning.

2. INSTRAW should request ECA Statistics Division to present recommendations of the workshop to the Joint Conference of African Planners, Statisticians, and Demographers.

3. The Joint Conference of African Planners, Statisticians, and Demographers set up an *ad hoc* expert group to study the handbook and make

recommendations to the national statistical offices for its use at national level.

4. The Economic Commission for Africa Statistics Division include in its work programme informal sector statistics and pay particular attention to the measurement of women's contribution in this sector. In order that this be done expeditiously, a resolution to this effect should be introduced at the next session, January 1991, of the Conference of African Ministers of Economic Development and Planning.

ANNEXES

ANNEX I

INFORMATION ON WORKSHOP

A. Aide Mémoire

B. Work Programme

C. List of Participants

ANNEX I.A

REGIONAL WORKSHOP ON METHODS OF COLLECTING AND ANALYZING STATISTICS ON WOMEN IN THE INFORMAL SECTOR AND THEIR CONTRIBUTION TO NATIONAL PRODUCT

Aide Mémoire

A. Organization

The workshop is sponsored by the International Research and Training Institute for the Advancement of Women (INSTRAW) in co-operation with the Statistical Office of the United Nations Secretariat, and is being held in Siavonga, Zambia, from 23 through 27 July 1990. It is co-sponsored by the Economic Commission for Africa, the executing agency for the UNDP funded project "Improving African Women's Role in the Informal Sector - Production and Management", from which this workshop derives. Financial support for the workshop has been provided by United Nations Development Programme (UNDP) through funds for the project.

It will be hosted by the Government of Zambia, through the Women in Development (WID), Department of the National Commission for Development Planning (NCDP) with the co-operation of the Central Statistics Office and the Women's Affairs Committee of the United National Independence Party (UNIP).

The primary objectives of the workshop are to:

1. Pool expertise and experiences in the use of available statistical data to measure women's contribution to the informal sector.

2. Familiarize participants with the sources of data pertinent to the informal sector in the region and with methods used to compile and analyze statistics on women's participation in the informal sector.

3. Collate available quantitative information for measuring women's participation and evaluating the conditions of their production and management in the informal sector.

4. Review and provide guidelines for the revision of two documents:

   - *Draft Handbook on Methods of Compiling and Analyzing Statistics on Women in the Informal Sector, in Industry, Trade and Services;*

   - *Synthesis of Pilot Studies on Compilation of Statistics on Women in the Informal Sector in Industry, Trade and Services in Four African Countries.*

5. Make recommendations of the methodology and design of the handbook for use in national level training of producers and users of statistics.

The workshop is the first of two regional workshops on this subject. The working language of the workshop will be English, and no translation or interpretation will be provided. The second workshop, which will be conducted in French, will be held in Burkina Faso from 6 through 10 August 1990, for French-speaking countries in Africa.

The workshop will be conducted primarily through participatory discussions in plenary and group sessions. Discussions are preceded with a lecture presentation on sections of the handbook relevant to the programmed topic for discussion. Lectures are also complemented with formal presentation of papers, prepared by participants, describing national experiences and practices pertaining to data collection, compilation and analysis on the informal sector.

The papers cover the following broad topics:

a) Availability of sex disaggregated data which can be used for the compilation of statistics and indicators on informal sector;

b) National experience in estimation of the contribution of the informal sector to national accounts;

c) Review of methodology applied in data collection which relate to the informal sector in the country;

d) Estimation of the level and potential for employment in the informal sector.

B. Participation

Participants are country representatives selected on the basis of nominations received from their respective governments. They are high level officials with professional experience in the area of:

- National accounts;
- National surveys (households, labour force or income and expenditure);
- Employment or establishment surveys;
- Research on women's activities and/or production within the household.

There will be about 20-25 participants to the workshop from English-speaking countries in Africa. Participants are expected to adhere to the programme of work proposed by the organizers.

It is expected of participants to be adequately prepared in order to make an effective contribution to and derive maximum benefit from the workshop. The documentation prepared should, therefore, be thoroughly reviewed and proposals on sources of data, methods of collecting data relating to the informal sector, techniques for compiling and analyzing statistics of the participation and contribution of men and women in the informal sector, be evaluated within the context of national situations, as discussed in the draft handbook.

The contribution of participants shall be in the form of presentation of a written paper on topic of their choice, written comments on the handbook, oral presentation of paper and participation in plenary and group discussions.

C. Results expected

The workshop is expected to result in:

(i) Clear and concise guidelines for the revision of the handbook and synthesis of the case studies;

(ii) Recommendations on the approach and techniques which can be used for collecting and analyzing statistics relating to women's contribution to the informal sector;

(iii) Follow-up work at national level on compilation of statistics relating to the informal sector and women;

(iv) A report on the proceedings of the workshop, including introductory lectures, papers presented by participants, highlights of discussions and group work, as well as recommendations from the workshop.

D. Programme

There are six substantive topics to be covered, in addition to the inaugural and closing sessions. The lecture presentations in the main sessions are based on two primary documents:

1. *Draft Handbook on Methods of Compiling and Analyzing Statistics on Women in the Informal Sector, in Industry, Trade and Services.*

2. *Synthesis of Pilot Studies on Compilation of Statistics on Women in the Informal Sector, Industry, Trade and Services in Four African Countries.*

Session I

National initiatives in the development of statistics on women and the informal sector

The session is introduced with a brief orientation to the aims and objectives of the workshop, and also its rationale, scope, and organization. In the lecture presentation which follows the principles on which the handbooks have been designed and drafted will be explained. In this context, national experiences in the collection and analysis of informal sector statistics are recounted. A presentation on the methodological framework for four case studies conducted under the aegis of the project, the results of the case studies in Burkina Faso, Congo, The Gambia, and Zambia, with highlights on the strengths and weaknesses of the data available will be made.

In the general discussion that follows, participants' comments will reflect their national experiences in this field identifying issues of common interest, problems and possibilities of a unified approach.

Session II

Definition and measurement of the informal sector: Review of conceptual and analytical approach and focus of the handbook

In this session reference is made to the Introductory chapter and to Chapters I through III of the handbook. The session consists of a lecture on the main issues relevant to the topic which is covered in the handbook. The discussion which ensues addresses the fundamental elements of the handbook and examines the need for a handbook for compiling statistics on (i) informal sector, (ii) women in the informal sector, and (iii) the goals, uses and target users of such a handbook. On the conceptual framework of the handbook participants will relate the handbook's definition of the informal sector, as well as related statistical concept for measuring the informal sector, to concepts prevailing in their respective countries, and propose an approach for dealing with situations of variation in concepts, especially definition of the informal sector.

Also, as part of the session, participants who have prepared papers on availability of data on sex-disaggregated data in the informal sector will present their papers.

Session III

Sources of data and techniques for compiling and analyzing statistics on female and male participation in the informal sector

The lecture presentation on this topic is drawn from Chapter IV of the handbook. It introduces the discussion of the session with a summary of the chapter on basic statistical concepts on labour force statistics/measurement of economic activity, types of statistics to be compiled and sources from which data are obtained for these compilations. Emphasis is placed on measurement of the size of employment and levels of participation of women and men in the informal sector. The relevance of the variables hours worked and time-use is also presented. The lecture will also touch on some techniques for analyzing data in fields of:

1. Estimation of size of informal sector disaggregated by sex.

2. Compilation of participation rates.

3. Characteristics of informal sector employment: occupational classification by branch of activity, status of employment classification, income classifications, and time worked.

The discussion of sources relevant to national accounts statistics are undertaken in sessions IV and V.

Supplementary information will be provided by participants who will present their research papers on "National experiences in the collection of data on the informal sector".

The results of the groups' work and general discussions will produce consolidated notes on recommendations for revision of the Introduction and Chapters I-IV of the Technical Handbook, covering:

a) Focus, target, and organization of the handbook;

b) Statistics and indicators to be compiled;

c) Adequacy of sources of data presented and other relevant sources;

d) Categories and level of disaggregation of data within industry, trade, services branches of activity;

e) Methods of compiling statistics on informal sector participation;

f) General comments and observations.

Session IV

Collection and analysis of data for measuring income, production and time-use in the informal sector

As introduction to the discussion of the topic on the agenda, the lecture will give an overview of the types, availability, gaps, and limitations of income and production data. The lecture covers sections of Chapters V and VI of the handbook and the relevant parts of the synthesis. The lecture will also review the rationale and uses of the table outlines given in Chapter VI of the handbook. However, in view of the limitations in the data on which the handbook is based, the main inputs for discussion are expected to come from participants who will comment on their national situations in respect of:

1. General sources of data on informal sector income and time-use.

2. Special surveys - presentation of data collection methods.

3. Presentation and analysis of statistics on income and time-use, with emphasis on sex-disaggregated data.

4. Interpretation and limitation of statistics.

Session V

Compilation of statistics for estimating the relative contribution of women and men to the informal sector within the framework of the national accounts

The lecture presentation will draw from Chapter VII of the handbook, as well as parts of the synthesis, and will provide an overview of statistical concepts, methods of computation, and types of statistics for national accounts compilations, specifically covering the following areas:

1. Basic concepts and sources of national accounts statistics.

2. International recommendations for production and economic activity boundaries.

3. Methods of computing national accounts.

4. Implications of new developments and revision of the SNA.

5. Approaches to estimating women's share of the national product, income and expenditure.

Supplementing the results of national case studies reported, participants will present papers on national experiences in methods of estimating national accounts and product.

The discussion of the groups will focus on:

(i) A variety of sources of data for estimation of national accounts (including both those elaborated and others not elaborated in the handbook);

(ii) Approaches and procedures for measuring women's contribution in the informal sector from national accounts statistics;

(iii) Method of presenting and analyzing statistics on women's production and contribution to the informal sector;

(iv) Recommendations for revision of the relevant sections of the handbook.

Session VI

Further work at national and international levels

Either in group discussions or plenary sessions, participants will review from their own experience major concerns and issues confronting women in informal sector production and management; identify gaps in relevant statistics needed for the analysis of the sector's contribution to employment and production/income/expenditure. It is also expected that the review of the current situation will lead to recommendations for follow-up work on collection of data, compilation and analysis of statistics on the informal sector.

In the final session of the workshop, participants will consider for adoption the report/recommendations of the workshop.

E. Administrative and financial arrangements

From the UNDP Statistics Component Project Funds, the sponsors of the workshop will provide a round-trip air ticket (economy class) between the airport of departure from the country of participants and Lusaka International Airport, arrange and cover the cost of accommodation, meals and minimal out-of-pocket expense in accordance with United Nations suggested rates for Siavonga, Zambia.

Upon the participants' acceptance of invitation to participate, UNDP Field Office in the country will be authorized to issue ticket.

Participants should be medically certified to be fit for travel, as neither UNDP nor the organizers of the workshop are responsible for

indemnity costs or expenses in case of illness, death or incapacity to work of the participants during or in connection with their stay in Ouagadougou. Participants will also bear expenses for any other insurance acquired, such as indemnity in case of loss of personal effects.

All expenses incurred in the home country in connection with the travel (acquisition or renewal of passports, medical examinations, vaccinations, etc.) as well as cost of transportation between place of residence and airport of departure, are to be borne by the participant.

The organizers will provide transportation for travel between Lusaka and Siavonga. For further details on departure date and times, contact the Women's Unit of the National Commission for Development Planning (NCDP) Tel. 250296, 251862 and ask to speak to Ms Sikota or Ms Malawo.

Guidelines for Submitted Papers and Written Comments on the Handbook

Comments on the Handbook/Synthesis

In making comments on the handbook and proposals for its revision, it is suggested that participants examine and evaluate the handbook from various perspectives.

Achievement of stated objectives

Ascertain the objective(s) or purpose of the handbook (as a whole) and for each chapter; assess if these have been fully addressed in the present formulation of the handbook; and whether the format and method of presentation of the material would be appropriate for the target users.

Are the chapters and the coverage sufficient to guide users in compiling and analyzing statistics on women's participation and contribution to the informal sector? Or, are there any gaps in the presentation of materials given the objectives of the handbook?

What are some of the main strengths and weaknesses of the handbook?

Defining additional objectives

Is there need to address additional objectives from the point of view of the participants' national characteristics?

Does the handbook adequately cover the issues most pertinent to assessing women's participation and contribution to the informal sector?

Are there any gaps in the coverage of subject matter, such as sources of data, techniques of computation, methods of compiling and analyzing statistics on women in the informal sector, tables for presentation of the statistics, etc.?

Responding to the needs of producers and users of statistics

The needs of producers and users of statistics may vary according to availability and adequacy of data on the informal sector. What are some of the most common needs and how, if at all, can these be addressed in the handbook. Wherever possible, an explanation of the assessment, relevant statistics to demonstrate the argument, and any other information which would be useful to include in the handbook should be provided.

It would also be useful to have a copy of published reports on the national surveys on the informal sector, if available. The cost of the publication will be reimbursed.

Paper presentation

The purpose of the papers is to provide adequate statistical information on the informal sector in each country represented in order to supplement the information used in the examples of the handbook. The papers will, therefore, address the issues raised in the handbook and the main topics covered in the different sessions of the workshop. Since the papers are also to be published as part of the proceeding of the workshop, they should be clearly presented with well defined sections and subsections.

Time will be allocated for the presentation of each paper. However, it is envisaged that most papers will cover a number of the workshop topics. Provided this is the case, provision shall be made in the work programme to give opportunity for the presentation of relevant sections of papers at different sessions. Participants are advised to take this into account in the organization of the paper, which might be divided to correspond to the topics on the agenda.

In the final draft of the technical handbook it is wished that the contents reflect national realities, presenting both common problems and approaches, as well as contrasts between countries. We would, therefore, suggest that, apart from the information required for the subject of their presentation, participants endeavour to address the following issues.

1. Definition of the informal sector used in the National Statistical Office and that used in the paper, if different from the National Statistics Office's definition.

2. Sources of data available concerning the informal sector in the country.

3. Types of national surveys (of households or establishments/ production unit) from which information on the informal sector can be derived, specific reference being made to Labour Force Surveys, and surveys in which specific questions are asked about the informal sector.

4. Statistics on the size of the informal sector in terms of male and female employment, and other characteristics of the sector.

5. Gaps and limitations in the available data with respect to compilation and analysis of the contribution of the informal sector in general, and of women in particular.

It is also requested that a summary of the paper should be submitted with the paper.

ISIC Major Division	Branch/type of activity "Industry"	Designation in Handbook/synthesis
1	Agriculture, hunting, forestry, and fishing	-
2	Mining and quarrying	Industry
3	Manufacturing	
4	Electricity, gas and water	
5	Construction	
6	Wholesale/retail trade, restaurants and hotels	Trade
7	Transport, storage and communications;	Services
8	Financing, insurance, real estate and business services;	
9	Community, social and personal services.	
	Activity not adequately defined; Unemployed persons not previously employed; Other unemployed.	

It should be noted that the handbook deals with the informal sector outside of agriculture. This is important especially with presentation of data. Whenever possible, cross-tabulations with industry or branch of activity as one of the variables, should be presented.

In the handbook and synthesis, the classification of branch of activity corresponds with the International Standard Industrial Classification (ISIC) of economic activities.

ANNEX I.B

REGIONAL WORKSHOP ON METHODS OF COLLECTING AND ANALYSING STATISTICS ON WOMEN IN THE INFORMAL SECTOR AND THEIR CONTRIBUTION TO NATIONAL PRODUCT

Work Programme

Monday, 23 July 1990

08:00 - 08:45 Registration of participants

09:00 - 11:00 Official opening

11:00 - 11:30 BREAK

11:30 - 12:00 Election of Officers
Briefing on the organization of the workshop
Adoption of work programme

Session I:
National initiatives in the development of statistics on women and the informal sector

12:00 - 13:00 A. Overview of availability of relevant statistics project countries: framework for the case studies

B. Results of national case studies - The Gambia and Zambia

13:00 - 15:00 LUNCH BREAK

Session II:
Definition and measurement of the informal sector: Review of conceptual and analytical approach and focus of the handbooks

Documentation: Technical Handbook I - Chapters I to III

15:00 - 18:00 A. Lecture presentation on Introduction and Part One of the Technical Handbook

B. Comments

C. General discussion

(with 30 minutes break 16:00 - 16:30)

Tuesday, 24 July 1990

Session III:
Techniques and data sources for compiling and analysing statistics on female and male Participation in the informal sector

Documentation: Technical Handbook - Chapter IV

08:00 - 10:30 A. Lecture presentation on basic statistical concepts in measurement of labour force/economic activity, types of statistics to be compiled, and sources

B. General discussion

10:30 - 11:00 BREAK

11:00 - 12:30 C. Participants' presentations on National experiences in the collection and analyses of data on the informal sector

D. Summary of issues for group discussions

12:30 - 14:00 LUNCH BREAK

14:00 - 18:30 Working Groups (with 30 minutes break 16:00 - 16:30)

Wednesday, 25 July 1990

Session IV:
Methodologies for the collection and analysis of data on income, production and time-use in the informal sector

Documentation: (1) Technical Handbook Chapters V and VI
(2) Synthesis of Case Studies

08:30 - 10:30 A. Lecture presentation on overview of types of surveys, data availability, gaps and limitations - additional information required

B. General discussion

C. Participants' presentation on national surveys on income/expenditure, production, in the sector

10:30 - 11:00 BREAK

11:00 - 12:30 D. Lecture presentation on rationale and uses of table outlines from Chapter VI of the handbook

E. General discussion

12:30 - 14:00 LUNCH BREAK

14:00 - 18:30 Working Groups (with 15 minutes break 16:00 - 16:30)

Thursday, 26 July 1990

Session V:
Compilation of statistics on the relative contribution of women and men to the informal sector within the framework of national accounts

Documentation: (1) Technical Handbook Chapter VII
(2) Synthesis of Case Studies

08:30 - 10:30 A. Presentation: Overview of statistical concepts and production boundary, types of statistics to be compiled/Approaches to measuring women's contribution in the informal sector

B. General discussion

10:30 - 11:00 BREAK

11:00 - 12:30 C. Participants' presentation on national experiences in estimation of national accounts and product

D. General discussion

12:30 - 14:00 LUNCH BREAK

14:00 - 18:30 Working Groups (with 30 minutes break 16.00 - 16.30)

Friday, 27 July 1990

08:30 - 10:00 Presentation and discussion of results of working groups

10:00 - 10:30 BREAK

Session VI:
Further work at national and international levels

A. Introduction of agenda item (panel discussion)

B. General discussion

12:30 - 16:00 LUNCH BREAK

16:00 - 18:30 **Session VII:**
Adoption of workshop report

A. Adoption of recommendations

B. Presentation of report

18:30 - 19:30 **Closing Session**

1. Remarks by the Chairman
2. Remarks by a representative of the participants
3. Vote of Thanks (by a participant)
4. Closing remarks

ANNEX I.C

LIST OF PARTICIPANTS

Name/Function or title of post	Department/Address
Ethiopia	
Ms Abaynesh Makonen Head of Industrial Statistics	Industrial Statistics Dept. Central Statistical Authority P.O. Box 1143, Addis Ababa Tel: 126796
The Gambia	
Mr. Lawalley Cole Researcher/Consultant	Women's Bureau No. 1 Marina Parade Office of the President State House, Banjul Tel: 27327
Ms Amie Gaye Assistant Statistician	Central Statistics Dept. Central Bank Building Buckle Street, Banjul Tel: 28327
Ms Isatou Njie-Saidy Executive Secretary	Women's Bureau No. 1 Marina Parade Office of the President State House, Banjul Tel: 27327, 28733, 28730
Ghana	
Ms Elizabeth A. Allotey Statistician	Ghana Statistical Service Box 1098, Accra, Ghana Tel: 021-665421 X 6343
Malawi	
Mr. Zebrohn M. K. Kambuto Labour Officer	Ministry of Labour Headquarters Private Bag 344, Capital City Lilongwe, Malawi Tel: 730 344

Nigeria

Ms Abiola E. Odususi Assistant Chief Statistician	Federal Ministry of Employment Labour and Productivity 62 Ojuelegba Road, Surulere Lagos, Nigeria

Seychelles

Ms Laura Ahtime Statistician	Management and Information Systems Division (Statistics Section) P.O. Box 206, Victoria Tel: 248-24041

Sudan

Ms Suhair O. Arman Inspector of Labour Office	Ministry of Labour and Social Security P. O. Box 357, Khartoum Tel: 81585

Swaziland

Ms Judith F. Dlamini	Ministry of Works Planning Unit P. O. Box 58, Mbabane Tel: 42321

Somalia

Ms Amina A. Ali	Ministry of National Planning Statistical Dept. P. O. Box 680 Mogadiscio

Tanzania

Mr. Enock Kibendela Economist	Ministry of Labour and Social Welfare, Culture P. O. Box 9014 Dar-es-Salaam Tel: 28178, 33362

Zambia

Ms Melian Akuffo Research Officer	Research Bureau Freedom House P. O. Box 30302 Lusaka Tel: 222011
Dr. Raj Bardouille Senior Lecturer	University of Zambia P.O. Box 32379 Lusaka Tel: 290675 (home)
Ms Irene L. Chipumbu Technician	ZNBC P. O. Box 37413 Lusaka
Ms Dorothy Chomba Camera Lady T.V.	ZNBC P. O. Box 50015 Lusaka
Mr. Philip Hamakona Assistant Director	Central Statistical Office P. O. Box 31908 Lusaka Tel: 253609
Ms Celestine L.C. Kabalu Permanent Secretary	UNIP - Economic Finance Sub-Committee Freedom House P. O. Box 30302- Lusaka Tel: 223295, 225256
Ms Amy Kabwe Secretary for Finance Economic Dev. and Planning	Women's League Freedom House P. O. Box 30302 - Lusaka Tel: 222065
Ms Mary Kaona Programme Organizer (Women's Section)	ZNBC P. O. Box 50015 Lusaka Tel: 264086 (home)
Mr. Henry M. Katawola Deputy Permanent Secretary	UNIP Freedom House P. O. Box 30302 - Lusaka Tel: 254178 (home)
Mr. Muleta Luyanga Administrative Officer	NCDP P. O. Box 50268- Lusaka Tel: 227833/9

Ms Caroline Malawo Economist	NCDP P. O. Box 50268 - Lusaka Tel: 227833/9
Dr. John Milimo Director	Rural Development Studies Bureau University of Zambia P. O. Box 32379 Lusaka Tel: 250708, 250572 (home)
Ms Josephine Bwalya Muchelemba Programme Officer	Netherlands Development Organization P. O. Box 31771 - Lusaka Tel: 221661/221219
Ms Nakatiwa G. Mulikita Research Officer	ZNBC- Research Unit P. O. Box 50015 Lusaka Tel:
Ms Hilda Mungoma Economist	NCDP P. O. Box 50268 Lusaka Tel: 227833/9
Ms Dorothy Muntemba Director	NCDP P. O. Box 50268 Lusaka Tel: 227833/9
Ms Mutinta B. Musonda Co-ordinator Women's Projects	Small Industries Dev. Org. P. O. Box 35373 Lusaka Tel: 229704/7
Ms Lillian A. Nyambe Senior Librarian (Industry)	Small Industries Dev. Org. P. O. Box 35373 Lusaka Tel: 229704/7
Ms Irene Nyoni Agricultural Economist	Prices and Incomes Commission P. O. Box 30707 Lusaka Tel: 229475/8
Dr. Oliver Saasa Director	Institute for African Studies University of Zambia P. O. Box 30900 Lusaka Tel:

Mr. Alfred Sampule Principal Economist	NCDP P. O. Box 50268 Lusaka Tel: 227833/9
Mr. Arnold M. Sikabanze Director	NCDP P. O. Box 50268 Lusaka Tel: 227833/9 251858
Ms Bernardette N. Sikanyika District Governor	UNIP - Freedom House P. O. Box 30302 Lusaka Tel: 226958/226954
Ms Dinah Dadzie Osafo Credit Specialist	UNDP Credit Support System for Women P. O. Box 31966 Lusaka Tel: 249437

UNITED NATIONS AGENCIES

ECA

Akouette K. Anelewonou Industrial Statistician	United Nations Economic Commission for Africa P. O. Box 3005 Addis Ababa, Ethiopia Tel: 517200 Ex 288

INSTRAW

Ms Grace Bediako Technical Adviser	INSTRAW P. O. Box 21747 Santo Domingo, Dominican Republic Tel: (809) 685 2111 (809) 535 2035 (home)
Ms Marie Paul Aristy Senior Social and Economic Affairs Officer Project Coordinator	INSTRAW P. O. Box 21747 Santo Domingo, Dominican Republic Tel: (809) 685 2111

Dr. Kweko DeGraft Johnson Consultant	P. O. Box 16488 Accra Airport Accra, Ghana
Ms Lourdes Urdaneta-Ferrán Consultant	Res. Jardín los Bucarer II Avenida Los Bucarer La Florida Caracas, Venezuela Tel: (528) 781 9860

UN STATISTICAL OFFICE

Ms Birgitta Hedman Technical Adviser/Statistician	UNSO - DC 2-1552 New York, New York 10016 Tel:(212) 963 7771

ILO

Prof. O. J. Fapohunda C.T.A. (Employment and Manpower Planning)	ILO Area Office P. O. Box 32181 Lusaka, Zambia Tel: 228071/2
Ms Judica A. Makhetha Programme Officer	ILO Area Office P. O. Box 32181 Lusaka, Zambia Tel: 228071/2
Dr. B. C. Morah C.T.A. (Population & Development)	Tel: 222647

UNDP

Dr. Martyn Ngwenya Senior Regional Programme Officer	UNDP P. O. Box 31966 Lusaka, Zambia
Ms Elizabeth T. Phiri National Programme Officer	UNDP P. O. Box 31966 Lusaka, Zambia

UNDP/OPS

Ms Viola Morgan Communications Officer	Un Headquarters DC-1-454 One UN Plaza New York, N. Y. 10017 Tel: 212- 906-6053

ORGANIZING COMMITTEE

Ms D. C. Muntemba Principal Economist	NCDP P. O. Box 50268 Lusaka, Zambia Tel: 227833/9
Mr. M. Luyanga Administrative Officer	NCDP P. O. Box 50268 Lusaka, Zambia Tel: 227833/9
Ms Susan M. Siyunyi Senior Economist	NCDP P. O. Box 50268 Lusaka, Zambia Tel: 227833/9
Mr. P. Monga Economist	NCDP P. O. Box 50268 Lusaka, Zambia Tel: 227833/9
Ms Caroline Malawo Economist	NCDP P. O. Box 50268 Lusaka, Zambia Tel: 227833/9
Ms Margaret Mukemu Accounts Assistant	NCDP P. O. Box 50268 Lusaka, Zambia Tel: 227833/9

ANNEX II

OPENING SPEECHES AND REMARKS

A. Statement by Ms Mary K. Fulano

B. Statement by INSTRAW Representative

C. Statement by DTCD/Statistical Office Representative

D. Remarks by Chief Administrative Officer, Siavonga Sub-District

E. Vote of Thanks and Remarks by Ms Isatou Njie-Saidy

ANNEX II.A

OPENING STATEMENT BY THE HONORABLE M. K. FULANO, MEMBER OF THE CENTRAL COMMITTEE, CHAIRMAN OF THE WOMEN'S AFFAIRS COMMITTEE

Comrade Chairman
Comrade Leaders in the Party
and its Government
Distinguished Delegates
Distinguished Invited Guests
Ladies and Gentlemen

It is a great honour and a privilege for me to have been invited to officially open this regional workshop on statistics for women in the informal sector, being held here in Siavonga.

The invitation to officiate at this workshop today means a lot to me because of the subject matter. Here, comrades, I am referring to the issue which has brought you all to this workshop: the issue of quantifying women's contribution to national development and, in so doing, improving their status in society.

Comrade Chairman, I have been reliably informed that this is the first regional workshop of its kind that has brought together a number of experts from English-speaking countries in Africa to look at ways and means of collecting and analysing data for measuring women's participation in, and their contribution to the informal sector.

Comrade Chairman, I must report here that the Party and its Government is appreciative of the fact that Zambia was chosen as the venue for holding this important workshop. It is a great honour to the country and on behalf of the Party and its Government, and indeed on my own behalf, I say thank you very much for this gesture of trust that the sponsors of this workshop have shown in us.

The importance of this workshop is further demonstrated by the diversity of its composition. This will give the participants the opportunity to learn from the experiences of others in the region about the sources of information relevant to the informal sector, with regard to women's participation and how best to improve the productivity of women in the sector.

Comrade Chairman, Zambia attaches great importance to the participation of women in national development. This has been amply demonstrated by the creation in 1983, of the Women's Affairs Sub-Committee of the Central Committee of the ruling United National

Independence Party (UNIP). It is the supreme organ for coordinating policy formulation for the development and participation of women in the affairs of the nation, as well as for monitoring and appraising the implementation of such policies.

To achieve these objectives, comrade Chairman, it is very important to have accurate statistics on the present level of participation of women and their contribution to national development. While information on the economy could be available, it has not been easy to obtain such data as it relates to women in the informal sector due to problems of assembling and analysing unsegregated statistical information where available or simply due to lack of data.

In this connection, we hail the timely hosting of this workshop here in Zambia, which will collate available quantitative information for measuring women's participation in the informal sector and for evaluating the conditions of their production and management in this sphere. Comrade Chairman, I am also told that this workshop will review and provide guidelines for the revision of the draft *Handbook on methods of compiling and analysing statistics on women in the informal sector, in industry, trade and services* and the *Synthesis of Pilot Studies on Compilation of Statistics on Women in the Informal Sector, Industry, Trade and Services in Four African Countries*.

To that end, comrade Chairman, and comrade participants, I have no doubt in my mind that the recommendations of this workshop on the methodology and design of the handbook for use in training of producers and users of statistics and other areas covered by the programme of the workshop, go a long way towards the improvement of the status of women and their contribution to national development. This is specially important for the benefit of the Third World countries.

Comrades, it is an undisputed fact that the informal sector plays a vital role in the economic advancement of any country the world over. Unfortunately, this sector has also been very difficult to measure due to lack of data; consequently, the efforts of this workshop to tackle the compilation of statistics and outlining the main indicators on the informal sector, are welcome indeed. The data once available will certainly highlight women's role and contribution in nation-building through their various activities within the informal sector.

Indeed, the work thrown to you, comrade participants, is not only challenging but it also affords you an opportunity to seriously consider the issues presented before you and find solutions that will enhance the tools for effective collection and analysis of statistics on women in the informal sector and their contribution to national development in your respective countries.

Comrade Chairman, allow me at this juncture, to officially welcome our distinguished resource persons, workshop participants, and others in our midst to Zambia, in general, and to Siavonga, in particular. It is

my sincere hope that you will find your short stay in the country a happy and enjoyable one. Please bear with us if you do find any inadequacies and shortcomings in the arrangements made for your stay during the workshop. Everything possible has been done to ensure that your stay is comfortable.

Comrade Chairman, allow me also to extend my heartfelt thanks to the International Research and Training Institute for the Advancement of Women (INSTRAW), the United Nations Statistical Office Secretariat, the Economic Commission for Africa (ECA), and especially the United Nations Development Programme (UNDP), and other United Nations agencies for making it possible for this workshop to take place.

Lastly, comrade Chairman, I should like to congratulate the organizers of the workshop, the Department of Women in Development of the National Commission for Development Planning and all those who, in one way or another, contributed towards the successful organization of this workshop, to enable us to be here today.

Comrade Chairman, comrades, with these few words, it is now my honour and pleasant duty to declare the first Regional Workshop on Women in the Informal Sector officially open.

May God, The Lord Almighty, guide you in your deliberations.

Thank you.

ANNEX II.B

STATEMENT BY MS MARIE PAUL ARISTY
INSTRAW REPRESENTATIVE

On behalf of the Director of INSTRAW, Dunja Pastizzi-Ferencic, it is an honour and a pleasure to welcome you to this regional workshop on methods of compiling and analysing statistics on women in the informal sector, in industry, trade and services.

A. INSTRAW, Women, and the Informal Sector

The International Research and Training Institute for the Advancement of Women (INSTRAW) is an autonomous body established to act as a catalyst, within the framework of the United Nations, to promote the full participation of women in all aspects of development through research, training, and exchange of information. With this objective, INSTRAW makes every effort to elicit the issues and fill the gaps that hinder the full recognition, participation, and integration of women in the development process.

The Institute is fully involved in the continuous efforts of translating into positive and effective action, the recommendations emanating from the United Nations Decade for Women, which brought into focus specific issues related to women and development reflected in the "Nairobi Forward-looking Strategies", and adopted at the "World Conference to Review and Appraise the Achievements of the United Nations Decade for Women: Equality, Development and Peace", held in Nairobi, Kenya, in 1985. The strategies call for timely and reliable statistics on women, emphasizing that accurate statistics have an important role to play in the elimination of stereotypes and the movement towards equality in development, (paragraph 58).

Since its inception, INSTRAW has launched a long term programme for improving statistics and indicators on the situation of women, and methods of compilation and analysis of data on issues related to women; developing methodological approaches needed to improve statistics and data on women; training on the use of available statistics for the development of relevant indicators; and the fostering of a dialogue between the users and producers of statistics which would lead to generating more and improved statistics and indicators on women. Specific projects and activities under this programme are carried out taking into account the relevant resolutions of the General Assembly, ECOSOC and its functional commissions, the decisions and recommendations of INSTRAW Board of Trustees, as well as results of numerous international conferences.

An aspect of the Institute's statistics programme is related to the methodological approaches on the valuation of women's income and production, particularly in the informal sector of the economy, and conceptual analysis for improved quality and adequacy of statistics on the economic contribution of women. This is an area that seems to be the least documented and, consequently, its significance is hardly acknowledged in current development planning. Although much has been written about the economic activities of women and the transformations incurred regarding the female labour force participation rate, the informal sector still remains a grey area, especially in so far as women are concerned.

The Forward-looking Strategies thus state: "The remunerated and, in particular, the unremunerated contributions of women to all aspects and sectors of development should be recognized, and appropriate efforts should be made to measure and reflect these contributions in national accounts and economic statistics and in the gross national product" (paragraph 120). Furthermore, the strategies urge governments "to give special attention to women in the peripheral or marginal labour markets, such as those in unstable temporary work or unregulated part-time work, as well as to the increasing number of women working in the informal economy" (paragraph 147).

The significance of the informal sector in the provision of employment, income for households and family subsistence as well as in national income and production cannot be questioned. In the past, relatively few women participated in the modern cash economy but with the increasing need for cash due to rapid economic and cultural changes, as well as the current economic crisis, the pressure for women to earn money and the demand for work is growing. The informal sector then plays an important role in providing income opportunities for the underprivileged members of society, including women, since the formal sector is unable to absorb the increase in the workforce.

In order to assess the significance of the contribution of women to the informal sector, a reliable indicator that would adequately measure or valuate women's participation in the sector is required. INSTRAW is fully aware that the majority of present analysis of growing feminization of poverty rely on data that are readily available, and on conventional economic analytical approaches. Yet, all too often, numerical data used to express women's participation and contribution lack the desirable standards of technical quality, and the relevant concepts and methods are yet to be fully understood and developed. The Institute is advocating for a change in current developmental thinking and for the introduction of new systems for data collection on women. Two of the most obvious and important questions that remain at the centre of the problem and have been the focus of investigations since 1986 by INSTRAW are: (1) what should be measured within the informal sector, and (2) how can this be measured.

B. The concept of Informal Sector

From the standpoint of economic development and fight against feminization of poverty, it is quite relevant to reflect women's statistically invisible work in the gross national product (GNP), given that all that is inside GNP has a value and is subject to economic planning and programming. If the work of women, who constitute more than half of the world population, stays outside GNP, women will continue to be the forgotten producers and forgotten providers of services.

The importance of the informal sector has long been recognized and statistics of employment in this sector, its contribution to economic growth, production, and composition of participation have been sought since the early seventies.

As the question of "what should be measured" serves as the forefront of the whole search and effort for understanding the sector, several conceptual studies and consultations have been undertaken in order to arrive at a common, widely-acceptable definition of the informal sector. During the Thirteenth International Conference of Labour Statisticians, in 1982, a resolution was adopted concerning statistics of the economically active population, employment, unemployment and underemployment, which underlined that suitable definitions and classifications should be developed in order to identify and classify the economically active population in the urban informal sector and those engaged in the rural non-agricultural activities.

Prior to this, the first attempt was by the International Labour Organization, based on studies of the phenomenon in Africa. The most classical definition is one that includes a plurality of criteria such as: ease of entry; small scale of operation; labour-intensive and adapted technology; skills acquired outside the formal school system; and unregulated competitive markets.

Another definition proposed by the Economic Commission for Latin America and the Caribbean, distinguishes the informal sector according to: location of place of work; the degree to which the activity resembles domestic work; destination of the produced good; legality and level of social acceptance of the activities; strength of links to formal sector; technical and social complexity of the activity, and stability of the activity over time.[1] These criteria were however found to be too complex and difficult to meet, which suggests its infeasibility for wide application.

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[1]/ ECLAC, "Women in the informal sector in Latin America: Methodological aspects", Santiago, Chile, 1986.

For the first time in the history of the International Conference of Labour Statisticians, at its fourteenth session in 1987, the subject of employment in the informal sector had been placed on the agenda. The discussions emphasized the need to measure employment outside the formal sector and the need to arrive at a definition which includes its component sub-categories.

The concept of informal sector remains elusive and no agreement has yet been reached on the criteria for defining which activities or production units fall under this sector.

C. Informal sector, SNA and international statistical classifications

As mentioned earlier it has been recognized that the invisibility of most women's work stems to a great extent from the inadequacy of both the concepts and classifications systems currently being used by statistical systems and SNA. In order to contribute to filling the gaps in this area, INSTRAW, in collaboration with the United Nations Statistical Office and the Economic Commission for Latin American and the Caribbean (ECLAC), undertook research, and in 1986 conducted an expert group meeting on "Measuring women's income and their participation and production in the informal sector". Drawing from the recommendations of this expert group, INSTRAW, and the United Nations Statistical Office undertook a review of the work of the current revision of SNA and related international statistical classification systems.

This work, which involved a complete analysis on how to valuate women's participation in development and in the informal sector, has provided important inputs to the complex process of revising the SNA and the international statistical classifications of occupations (ISCO), branches of economic activity (ISIC) and of the status of employment (ICSE). The results of INSTRAW's effort to make women's work in the informal sector visible in official statistics has been presented in position papers to the international expert groups responsible for the revision of SNA and the statistical classification systems. This work has been brought to the attention of the United Nations Statistical Commission, to ECOSOC and to the General Assembly, which have all endorsed the efforts of the Institute to promote statistics on women.

D. Preliminary results of case studies

INSTRAW continues to develop certain methodologies of approaching the problem of quantifying women's contribution to the informal sector and shedding some light of the situation on women and their potential in the sector. Within this framework, the statistics component of the project "Improving the Role of African Women in the Informal Sector" (which INSTRAW and the United Nations Statistical Office are implementing), aims to develop a methodology for compiling statistics and indicators on women in the informal sector, particularly in industry,

trade, and services. The case studies carried out in the four project countries Burkina Faso, Congo, The Gambia and Zambia, involved a thorough investigation of the data available in each country and the quantification of the contribution of women in the informal sector based on the available data. The synthesis of these studies illustrates the applicability of procedures proposed in the draft handbook and is a first step to estimating the value of women's participation in the informal sector.

The studies indicate that a substantial proportion of the economically active population is engaged as own-account workers and/or unpaid family workers, a great percentage of which is classified within the informal sector. Taking into consideration only the non-agricultural segment of the informal sector, a large proportion consisted of petty traders operating in both rural and urban areas; trading of food crops, mainly produced for subsistence and marketed in small quantities; as well as repairing, blacksmithing, cobbling, processing of agricultural products, etc. The seemingly higher participation of women in these activities is claimed to be due to the following reasons: inability to obtain employment in the formal sector as easily as men; the need to combine their earning role with that of wife and mother (and petty trading and the like are compatible with this); the more lucrative of informal sector businesses require greater overhead and skills, women tend to reamin in those parts of the informal sector that are cheap to run and have little overhead; the multi-role of women is an obstacle for them to take time off for training in small business management; and as most women have received only primary education they are not eligible for courses in management and have difficulties obtaining credit.

E. Implications and outcome of the workshop

The Institute hopes that the results of this project could also be relevant for structural adjustment programmes adopted by many African countries as well as for the African Priority Programme for Economic Recovery, which envisages structural transformation and development of humanpower. There is a great need for a more concerted effort at national and regional levels to generate reliable statistics on the informal sector and women as regards:

- Levels and nature of employment, including management;
- Absorption capacity of the sector;
- Resources and constraints faced within the sector;
- Production within the sector.

This regional workshop is the first of two organized to critically review the draft technical handbook and to recommend ways in which it should to be revised, if it is to be used as a tool for training users and producers of statistics on how to compile and analyse statistics on the informal sector.

The expertise and national experience present here at this workshop is, therefore, an essential and crucial input to test the validity and applicability of the concepts and methods being proposed. Its adaptation as an acceptable and reliable document for compiling statistics and indicators on women in the informal sector, would assist in the full recognition of women's work and their better integration into policy design of national development programmes and planning.

It is hoped that the successful conclusion of this pioneering project and the experience gained will serve as a sound springboard to its replication in other developing regions of the world.

The excellent response of African governments to our efforts to measure the informal sector activities would justify the request that surveys on the informal sector activities become a priority in data collection in order to design adequate development policies at national, regional, and international levels.

ANNEX II.C

STATEMENT BY BIRGITTA HEDMAN,
REPRESENTATIVE OF THE UNITED NATIONS
DEPARTMENT OF TECHNICAL CO-OPERATION FOR DEVELOPMENT
STATISTICAL OFFICE

I am very pleased to be here in Zambia to participate in the regional workshop on methods of collecting and analysing statistics on women in the informal sector and their contribution to national product.

I bring the greetings of Mr. Xie Qimei, Under-Secretary General of the Department of Technical Co-operation for Development and of Mr. William Seltzer, the Director of the United Nations Statistical Office. The Statistical Office has a long tradition in working with statistics on women in co-operation with other United Nations bodies and with regional and national organizations. This work has been fruitful in many ways, both at national and regional levels.

However, to fulfill the goals for statistics set up in the Nairobi Forward-looking Strategies, a lot of work remains to be done. Extra efforts need to be made to go from visions to realization of plans; to produce and present statistics which give a clear picture of the situation of women compared to that of men in all areas of society. Special emphasis is laid on measuring the remunerated and, in particular, the unremunerated contributions of women and men in all sectors of development and to reflect them in economic statistics, in national accounts, and in the GDP.

The basic sources of all this information must be the official national statistical systems, research reports, and other special statistical studies. To enable comparisons between countries and to aggregate data by region and internationally, the statistical information must be based on the same concepts and classifications.

The problems we have to work with today are:

- Under-utilization of existing data;
- Data gaps;
- Biased measures, concepts, and classifications;
- Poor linkage between users and producers of gender-specific statistics.

At the present time, one of the primary concerns of the United Nations Statistical Office, the United Nations Technical Co-operation for Development, and INSTRAW is the measurement of women's paid and unpaid work in the informal sector. We are working closely with a number of

United Nations organizations on this. An important step has been taken now that the draft handbook on Compilation of Statistics on Women in the Informal Sector in Industry, Trade and Services in Africa has been prepared and is being discussed here in Zambia and, later in October, in Burkina Faso. The discussions will be a basis for the finalizing of the handbook and for further work at national and international levels.

I look forward to the discussions and the resulting conclusions and recommendations of this workshop and wish you all a successful week here.

ANNEX II.D

BRIEF REMARKS BY MR. R.J. MWANANYINA, CHIEF ADMINISTRATIVE OFFICER SIAVONGA SUB-DISTRICT

Madam Chairman
Hon. Mary K. Fulano MCC, and Chairman
of the Women's Affairs Committee
of the Central Committee
Distinguished Workshop Delegates
Esteemed Invited Guests
Ladies and Gentlemen:

I am most humbled following this great honour bestowed upon Zambia, in general, and Siavonga, in particular, in hosting this first ever regional workshop focusing on women in development in the informal sector and their positive contribution to the national product.

Madam Chairman, I wish to extend my heartfelt thanks and deep appreciation to Honorable Mary K. Fulano, Member of the Central Committee for having spared her time in coming to officially open this very important regional workshop.

Madam Chairman, I wish to express my great indebtedness and profound appreciation to the distinguished workshop participants whose presence is symbolic and demonstrative of their great love and solid commitment towards the affairs of women, in general terms, throughout the world.

Madam Chairman, I wish to pay special tribute to the donor agencies who are the sponsors of this workshop as well as the organizers for their concerted efforts in making this unique workshop a resounding success.

Madam Chairman, as a biblical quotation of a powerful nature we are told that God created man in his own image and likeness and by way of interpretation man was made, therefore, out of God's love and, that being the case, man is expected naturally to share the same love with fellow mankind. In the same vein, I wish to submit that, whatever we do, should place man at the centre of everything.

Madam Chairman, since the holding of this crucial workshop is total culmination of men and women of different backgrounds and disciplines, it is, therefore, my sincere hope and prayer that positive recommendations will be made at the close of the workshop for implementation at a later stage as you go back to your great countries.

Madam Chairman, I am duty bound to appeal to all hotel managements and the local community in Siavonga to make your stay a memorable and a treasurable one.

Madam Chairman, at this juncture, may I take this rare opportunity to confer upon you the freedom of Siavonga, a friendly and fast developing tourist centre, during the course of your stay.

Madam Chairman, since the women play a key role in our society and the position they hold is of fundamental importance, it is self-explanatory, therefore, that they deserve recognition of unquestionable nature by the menfolks on the threshold to global development and advancement.

Madam Chairman, against this background, I feel indebted to submit on the role of women in the following summary:

- That the womenfolk is a great reservoir in socio-economic terms;
- That the womenfolk is the backbone of any given nation in all dimensions;
- That the womenfolk is a unique global asset in development terms;
- That the womenfolk is a source of wisdom;
- That the womenfolk is a source of inspiration;
- That the womenfolk is a ray of hope;
- That the womenfolk is a fountain of love at family level;
- That the womenfolk is a distinct bridge between nations.

Madam Chairman, on behalf of the District Governor, Mr. O. C. Phiri, who is currently on leave and has been represented by me, I wish this unique first ever regional workshop being held in Siavonga sub-District every possible success.

May God bless you all.

Madam Chairman, with glory and honour I beg to move.

Monday, 23 July, 1990.

ANNEX II.E

VOTE OF THANKS AND REMARKS BY MRS. ISATOU NJIE-SAIDY
EXECUTIVE SECRETARY, WOMEN'S BUREAU
THE GAMBIA

Madame Chairperson
Honorable Member of the Central Committee
and Chairman for Women's
Affairs Committee
Madame Fulano, Representative of
the UNDP Zambia
Distinguished Representatives of INSTRAW,
UNSO, and ECA
Chief Administrative Officer
of Siavonga Sub-District
Distinguished Guests, Organizers, Consultants,
and Fellow Participants:

I feel greatly honoured and privileged to be accorded the opportunity, on behalf of all participants, to make some opening remarks and give a vote of thanks to Madame Fulano, who, despite her heavy schedule, came here and for her kind words of encouragement.

A. The UNDP

I wish to take this opportunity, on behalf of all workshop participants, to thank the UNDP for sponsoring this crucial and timely regional pilot project aimed at improving the lot of women in the informal sector.

The UNDP and its related agencies have, since the 1970s, been increasingly supportive and sympathetic towards the course and plight of women. The UNDP has made tangible contributions towards the enhancement of the status of African women and we appreciate and acknowledge their relentless efforts in this area. We are, therefore, communicating our gratitude and appreciation to the UNDP through its representatives at this workshop for making our participation to this workshop possible.

B. The Zambian Government

We would be doing great injustice without acknowledging the major contributions of the Zambian government, through its Women in Development (WID) unit, under the purview of the National Commission for Development

Planning. Through those representing the Zambian government, we acknowledge and greatly appreciate your commendable efforts in arranging the excellent facilities at our disposal. This makes the task at hand, (i.e., statistical compilation and analysis), despite its complexities, bearable. UNDP only provided the major ingredients and you the requisite necessary and indispensable additives/elements, thus complementing UNDP's efforts and completing the course [menu]. You have enhanced UNDP's contribution by providing an enabling environment for participants, and made available the required office, production, transport, and conference facilities, and hospitable administrative and support staff. This is a great sacrifice of resources in our region.

But let me assure you that all your efforts and resources are put towards meeting a worthy cause and are, therefore, aptly utilized. This is more so, since the informal sector is one major area on which Africa's survival is largely dependent. This sector's increasing and crucial role in the resuscitation of our various economies is beyond debate.

Once again, we appreciate the Zambian groups hospitality, tolerance and beaming faces at all times which makes us very much at home in Zambia. Through Honorable Fulano, we extend our appreciation to the government of Zambia.

The Lake Kariba Inns Management and Staff

To the Lake Kariba Inns staff and management we say bravo! and a big THANK YOU for your excellent services, facilities, and human centred approach.

C. UN Related Agencies

Our deep appreciation goes to those UN related agencies that are actively participating in this pilot informal sector for African women.

We extend our appreciation to the ECA as executing agency for the project, and facilitator in the administration of the project and for their role in distributing, monitoring, and evaluating proposals.

Our deep gratitude is extended to the ILO for their involvement in the training component under this project and the ATRCW for overseeing the implementation of the policy component, and, most of all, to INSTRAW, the organizers of this invaluable and timely workshop, as implementors of the statistics component of this project in close collaboration with the United Nations Statistical Office, through Marie Paul Aristy and Grace Bediako, of INSTRAW, we extend our gratitude to INSTRAW and the Statistical Office.

D. African governments

The last, but not the least, we thank all those African governments for releasing participants, despite their heavy and pressing work schedules back home, to attend this workshop. This is a good indication of our governments commitments towards the enhancement of women the informal sector; thus, their realization of the crucial contributions of women in this sector and to development.

E. Participants

As participants proceed through this workshop, we must all realize and remember that we are compiling and analysing statistics for and on people. Therefore, let us constantly put the human factor into consideration as the central and most significant reason behind development itself. Therefore, let us put the human element into its proper perspective as we design strategies and methodologies and come up with recommendations.

The attitudes and actions of the people on whom data is collected and their responses have a major impact on the outcome and extent of accuracy of the data we come out with. For example, women's non-meaningful participation and withdrawal in answering questions in some of our cultures could be a set-back.

As we come up with our recommendations and proposed methodologies of compilation, analysis and dissemination of statistical data, we must bear in mind the technical drawbacks in trying to deal with the increasing mass of information collected and the relatively high cost of all this to our governments. Therefore, we need to explore the most economical means of acquiring relevant statistics and beware of Riro and Gigo in the process.

Let us also remember that development goes beyond GNP and GDP; therefore, the decolonisation of our minds and economic strategies are a prerequisite to meaningful development.

F. The involvement of the Women's Bureau in this project

The Gambia government and its Women's Bureau and related agencies, e.g., CSD, are greatly committed and deeply involved in this project. The Women's Bureau is particularly keen and anxious to see this project through since it is crucial to women's meaningful participation and integration into development. It also provides the yardstick for measuring women's crucial contributions and role in the development process. The project should, hopefully, address the significant role that women play in the informal sector and their contribution to GDP and GNP.

The project is important to our government and to the bureau since it addresses the statistical gap, thus providing useful data for planning. The government realizes the fact that the triple roles of Gambian women in the areas of production, reproduction, and community management are crucial roles towards the elasticity and expansion of women's contributions towards the resuscitation of the economy, thus, salvaging us from continued economic degradation.

As it moves from an ERP and a structural adjustment programme to a programme for sustained development (PSD), The Gambia realizes the significant role of women in the productive and so-called non-economic, non-productive sectors, all of which have a major impact on our country's development process.

During this crucial stage of our development, the informal sector must be adequately prepared to step in, as the formal sector's activities are being trimmed down, thereby providing a better and more suitable alternative. Hence, there is need for statistics to establish our general impressions on the crucial role of this sector in development.

Ladies and gentlemen, without taking much more of your time, I thank you all for your contribution and participation towards a worthy and timely cause.

Thank you.

ANNEX III

COUNTRY REPORTS

A.	Ms Abaynesh Makonnen	-	Ethiopia
B.	Ms Elizabeth A. Allotey	-	Ghana
C.	Mr. Zebrohn M. K. Kambuto	-	Malawi
D.	Ms Fabiola E. Odususi	-	Nigeria
E.	Ms Judith Dlamini	-	Swaziland
F.	Mr. Enock Kibendela	-	Tanzania
G.	Mr. Philip Hamakona	-	Zambia

ANNEX III.A

AVAILABILITY OF SEX DISAGGREGATED STATISTICS AND INDICATORS ON THE INFORMAL SECTOR IN ETHIOPIA

By: Abaynesh Makonnen
Central Statistical Authority
Addis Ababa

I. Introduction

As in most African countries, in Ethiopia the informal sector plays an important role in the economic life of the urban population. A large segment of the urban population who could not be employed in the modern sector are found engaged in small-scale traditional manufacturing, trade and services, for example, as petty traders in small shops, street vendors or traders in the open market, traditionally called "Gullet", where the proportion of women is considered to be very high. Although this sector is not distinctly and adequately covered by national statistical surveys, some information is available from censuses and surveys conducted by the Central Statistical Authority and others.

At present there is no statistical definition of the sector, however, for the purpose of the present paper, the following definition used by Sethuraman (1976) which states that an enterprise to be considered as part of the informal sector must meet at least one or several of the following conditions:

1. Must not employ more than 10 persons;

2. Must not comply with legal and administrative provisions;

3. Must employ workers belonging to the family of the head of businesses;

4. Must not have fixed working hours or days;

5. Must not obtain loans from official financing institutions;

6. Most of the workers must have been to school for less than 6 years;

7. Must not use mechanical or electrical power;

8. Must be of an itinerant nature or occupy semi-permanent or temporary premises.

II. Main sources of statistical information

The Central Statistical Authority is responsible for the collection, analysis and dissemination of statistical data which illustrate the socio-economic condition of the country. The Authority conducts surveys and censuses to satisfy the needs of researchers and planners for formulating socio-economic policies and plans and for taking measures on various economic and social problems facing the country. Accordingly, the Authority within the limits of its financial and manpower resources undertakes censuses and surveys to collect primary and secondary data from individuals, households, mass organizations, ministries, and government agencies; the latter mostly have account books and records. Apart from the Population and Housing Census of 1984, the Rural Integrated Survey Programme is the main data collection activity which the Authority has conducted since 1980. Primary and secondary data on economic statistics are also collected annually from administrative records of different public and private organizations.

1. Census of Economic Establishments in Addis Ababa

Among several census and surveys conducted by the Authority, the Census of Economic Establishments conducted in 1983, partially covered activities of the informal sector (see Table 2). The main objectives of the census were to obtain the number and distribution of the economic establishments located in Addis Ababa, to issue policy in order to control illegal trade and to prepare a directory of all economic establishments in the city. The census covered all economic establishments located in Addis Ababa with the exception of those engaged in selling and producing in the open markets, hawkers and peddlers. The information was collected by interviewing owners of establishments. The questionnaire used included information on name, legal form, capital, type of licence, kind of establishment, number of persons engaged and income. The result of the census was published in two volumes. In the first volume, among the tables presented, are persons engaged classified by economic activity, ownership, type of occupation and sex, from which table it is observed that small-scale production units like those in traditional drinks making and weaving, which are entirely part of the informal sector, dominated activities of manufacturing and trade; and the making and selling of traditional drinks like "tella", "tej", and "katikala", are activities dominated by women. Further in the same volume, establishments are classified by ownership of economic activities and size, that is, number of persons engaged. From this it can be observed that establishments with only one person engaged accounted for about 49.7 per cent of the total.

2. Rural Labour Force Survey

The Rural Labour Force Survey was conducted from April 1981 to April 1982 as part of the Rural Integrated Household Survey Programme. The households in the sample were those that had at least one agricultural holder, and, as a result, the proportion of persons engaged in non-

agricultural activities was very small. The survey was intended to show the economic activity status of all persons above the age of ten, giving information on some population characteristics, economic activity status; economic activity rates and its relationship with some social and demographic variables. All available information was classified by sex. From this survey tables with percentage distribution of employed persons by industrial group: age and sex; percentage distribution of employed persons by occupational group and sex and percentage distribution of employment status by sex and regions are available separately for Agricultural and non-agricultural activities. The non-agricultural activities represent mostly the informal sector.

3. Population, Labour Force and Housing Characteristics of Seventeen Major Towns

Besides the Rural Labour Force Survey some information on labour force for the urban areas is available from the 1976 Addis Ababa Manpower and Housing Sample Survey, the 1978 Addis Ababa Demographic Survey, and the 1978 Manpower and Housing Survey in Seventeen Major Towns. Data on employment collected from the selected urban centres are tabulated by different employment characteristics, i.e., by age group, marital status, employment status, occupational and industrial group, highest grade completed, total and average income; and all data are presented by sex.

The main objectives of the survey were to determine the sectoral and occupational distribution of total urban employment and urban unemployment. The information collected can be summed up as follows:

a) *For employed members*: employment status, industry, number of hours worked last week, and income earned last month;

b) *For unemployed members*: duration of unemployment whether previously employed or not, action taken to find a job, and means of earning livelihood at present;

c) *For those now unemployed but previously employed*: previous occupation, employment status, and industry.

Population, manpower, and housing sample surveys have been conducted for Addis Ababa several times. For the rest of the urban centers, the above mentioned survey is the only source of information on manpower. Although the coverage is limited to a certain proportion of the urban population, the data on the characteristics of employed population presented in the publication can be used to get a crude estimate of the female population engaged in the informal sector.

4. Report of Small Scale and Cottage Industries

Some relevant statistical information was collected through *ad hoc* surveys conducted by the Handicraft and Small Scale Industries Development Agency which is responsible for the development of small

scale and cottage industries. The survey coverage, which now extends to all administrative regions, was limited initially to some selected urban centers. The objectives of the survey were to obtain information on the activities of cottage and small scale industries and to determine their contribution to the national economy as a whole, and to the industrial sector in particular. The information collected included persons engaged by sex, wages and salaries paid, value of production, intermediate input, capacity, fixed capital assets, investment, etc. The total number of persons engaged is also classified here by employment status, separately for proprietors, production workers, administrative, technical and office workers, family workers and apprentices. All data given here are disaggregated by sex. The total number of establishments covered was about 7,706 with total number of persons engaged of 44,399 of which 22 per cent were females.

The same agency has conducted a separate survey on Handicraft and Cottage Industries of producers and service co-operatives, defined as follows:

Handicraft Service Co-operative: a co-operative formed by individual artisans where means of production is collectively owned and where members get benefit according to the services they render and the work they contribute. Main data collected were number of co-operatives, number of workers by sex, educational level of members of co-operatives, value of sales, production and intermediate input.

Members of co-operatives are further classified by their occupation, i.e., whether they are administrative executive committee members, direct producers, and non-direct producers, all classified separately for males and females. However, data on educational attainment of members and income is not given by sex.

5. ***Population and Housing Census of 1984***

Data on labour force participation were among the information collected in the 1984 Population and Housing Census for all persons aged ten years and over, using the current status approach for urban areas and usual status approach for rural areas. The economically active population is divided into two components, the employed and the unemployed, and presents separately males and females, in both rural and urban areas, for all regions. Population characteristics and population dynamics are, besides economic activity, some of the major topics dealt with in the census reports. All these data are disaggregated by sex. The economically active population of urban centers are further classified by major occupational groups and sex. However, from these it may not be possible to identify those engaged in the informal sector, though the tables presented provide valuable information in female participation in different occupational groups by region.

6. *Regional Administrative Offices' records*

The Regional Administrative Offices (municipalities), among other things, are responsible for issuing licenses for traders that are engaged in selling in the open markets. From these offices, data on name, address and type of assets can be obtained. The Addis Ababa Region Administrative Office is planning to undertake a study on traders that are owners of small shops located on the street sides of big market places. The questionnaire to be used for this purpose includes several variables like name, address, sex, age, marital status, educational attainment, size of household, type of activity, amount of rent, whether they have license or not, and total income of the household.

III. Data Gaps

All the above mentioned surveys and censuses included some crude but important and relevant information on the activities of the informal sector. However, from the outputs one cannot confidently determine the size and contribution of the informal sector to the national economy. The census of economic establishment, which is geographically confined to Addis Ababa, only covered that part of the informal sector which up to now has not been covered by any other survey. However, the survey leaves out those traders who are engaged in selling and producing in the open market and who are predominantly females.

Results of population censuses and manpower surveys included relevant data on population characteristics and employment status of respondents, but, from this, it is also difficult to derive that part of the population which is engaged in the informal sector. Such censuses and surveys could only be useful combined with special survey which deals distinctly with the sector.

Most of the informal sector's activities are found in retail trade, manufacturing and service industries. As far as manufacturing is concerned, the data available from the survey of handicraft and cottage industries more or less cover a considerable part of the informal sector (see Table 3). Trade and services falling under the informal sector are poorly covered. For various reasons, the proportion of women engaged in the formal sector is relatively low. In general, they earn their living in informal sector business as petty traders and producers of some food items, traditional and household durable goods.

In order to obtain basic information on these activities, it is necessary to improve the administrative records of some government offices such as municipalities. Those that are engaged in activities of trade and services are required annually to pay rent and renew their licenses and during this time they are required to complete a form which provides very limited information. In addition to name and address, it is possible to include in the questionnaire form, sex, educational attainment of owner, capital expenditure, sources of inputs, income and access to credit.

Table 1

PERSONS ENGAGED BY KIND OF ESTABLISHMENT
ADDIS ABABA, NOVEMBER 1983

Kind of establishments	No. of Establ.	PERSONS ENGAGED: Working proprietors, active partners and family workers			Administrative, technical and office workers			Production workers			Total persons engaged
		Male	Female	Total	Male	Female	Total	Male	Female	Total	
Agriculture	704	665	746	1,411	257	78	335	2,200	1,049	3,249	4,995
Mining & quarrying	4	5	-	5	43	-	43	242	3	245	293
Manufacturing	7,182	9,331	1,426	10,757	12,796	6,797	19,593	11,940	10,199	22,139	52,489
Electricity, gas & water	6	-	2	2	1,198	94	1,292	187	14	201	1,495
Construction	28	93	5	98	2,075	605	2,680	228	16	244	3,022
Export and import trade	279	372	153	525	4,228	1,393	5,621	1,261	1,839	3,100	9,246
Wholesale & retail trade and restaurant hotels 'tej', 'tella' and 'katikala'	33,535	50,906	4,224	55,130	20,147	21,304	41,451	21,803	5,808	27,611	124,192
Transport & related services	99	286	97	383	807	192	999	5,329	262	5,591	6,973
Bank insurance and business services	279	800	312	1,112	1,018	595	1,613	192	104	296	3,021
Community, social, personal and household services	4,368	12,833	3,752	16,585	13,447	8,638	22,085	5,563	7,390	12,953	51,623
TOTAL	46,484	75,291	10,717	86,008	56,016	39,696	95,712	48,945	26,684	75,629	257,349

Source: Census of Economic Establishment in Addis Ababa, November 1983 (Hidar 1976), Volume I (P-185), C.S.A.

Table 2

PERSONS ENGAGED IN MANUFACTURING AND TRADE IN ADDIS ABABA, NOVEMBER 1983

Kind of establishments	No. of Establ.	PERSONS ENGAGED: Working proprietors, active partners and family workers			Administrative, technical and office workers			Production workers			Total persons engaged
		Male	Female	Total	Male	Female	Total	Male	Female	Total	
Manufacturing	6,042	7,812	9,404	17,216	217	138	355	416	274	690	18,261
Beverage	24	10	29	39	-	1	1	-	2	2	42
'tella'	13	7	12	19	-	-	-	-	-	-	19
'tej'	2	2	1	3	-	-	-	-	2	2	5
'katikala'	9	1	16	17	-	1	1	-	-	-	18
Textile	6,018	7,802	9,375	17,177	217	137	354	416	272	688	18,219
Spinning	5,026	6,952	447	7,399	144	48	192	265	116	381	7,972
Knitting mills	992	850	8,928	9,778	73	89	162	151	156	307	10,247
Trade	15,850	15,421	26,759	42,180	1,704	396	2,100	3,965	515	4,480	48,760
Food	3,726	9,778	4,820	14,598	247	93	340	2,273	95	2,368	17,306
Fruits & vegetables	283	313	979	1,292	20	3	23	16	7	23	1,338
Paper & spices	176	181	113	294	6	-	6	6	-	6	306
Cereals	418	453	2,171	2,624	14	1	15	29	4	33	2,672
Textile Yarn & Thread	526	592	209	801	29	2	31	30	6	36	868
'tella'	9,014	2,100	9,762	11,862	18	110	128	7	126	133	12,123
'tej'	1,186	1,907	8,056	9,963	1,367	177	1,544	1,601	264	1,865	13,372
'katikala'	521	97	649	746	3	10	13	3	13	16	775
Total	21,892	23,233	36,163	59,396	1,921	534	2,455	4,381	789	5,170	67,021

Source: Census of Economic Establishments in Addis Ababa, November 1983 (Hidar 1976); Volume I, C.S.A. (Compiled from table 5.1, pp 188-199.)

Note: The above table is compiled from table 1, and the establishments presented here are considered to be entirely in the informal sector.

Table 3

MEMBERSHIP OF HANDICRAFT PRODUCERS CO-OPERATIVE MEMBERS
BY SEX AND ENGAGEMENT (SUMMARY) - PRODUCERS

Type of Craft	No. of Co-ops	NUMBER OF MEMBERS BY SEX AND ENGAGEMENT											
		Administrative executive committee members			Direct Producers			Non-direct Producers			Grand Total		
		Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
Weaving	8	19	-	19	501	32	533	5	-	5	525	23	557
Tailoring	109	399	10	409	4,016	117	4,133	292	7	299	4,707	134	4,841
Metal	5	18	-	18	185	-	185	12	-	12	215	-	215
Wood works	11	29	-	29	128	3	131	2	1	3	159	4	163
Carpet making	7	14	2	16	168	232	400	6	1	7	188	235	423
Embroidery	2	-	-	-	46	32	78	-	1	1	46	33	79
Gold & Silver Smithing	3	-	-	-	50	1	51	-	-	-	50	1	51
Garage works	6	8	-	8	107	-	107	-	-	-	115	-	115
Candy manufacturing	2	2	9	11	3	26	9	-	-	-	5	35	40
Shoe making	1	3	-	3	3	2	5	-	1	1	6	3	9
Taxidermy	1	5	2	7	9	1	10	1	-	1	15	3	18
Textile	2	-	-	-	35	96	131	3	2	5	38	98	136
TOTAL	157	497	23	520	5,251	542	5,793	321	13	334	6,069	578	6,647

Source: Report on survey of Handicraft Co-operatives 1975, E.C. (1982-1983, G.C.); p. 13 - Handicraft and Small-Scale Industries Development Agency.

ANNEX III.B

COVERAGE OF THE INFORMAL SECTOR IN 1987 GHANA NATIONAL INDUSTRIAL CENSUS

By: Elizabeth A. Allotey
Ghana Statistical Service
Accra

I. OVERVIEW OF SOURCES OF INFORMAL SECTOR DATA

In Ghana, the term informal sector is not officially defined. It is, however, recognized that there is a sector consisting of a large number of operating units whose activities together generate a good proportion of the goods and services in the economy. It is not easy to measure their contribution to gross domestic product or employment because of the manner and arrangement under which they operate. They, however, have definite characteristics, irrespective of the kind of economic activity they are in.

- They are units of self-employed persons using family workers or apprentices, and with none or very few employees;

- They do not generally maintain proper accounting records.

Due to difficulties in collecting data from the informal sector, the Ghana Statistical Service (GSS) does not include the units in its various annual surveys. With the annual distributive trade survey, the criterion used is defined by the annual turnover, and the cut-off point is reviewed from time to time to take account of the upward trend of the general price level; but it is such that it excludes all the small trading units. The annual employment survey collects data only on the formal sector of the economy.

Activities of the informal sector have, however, been covered in censuses and special surveys. Population census data provide information on the socio-economic characteristics of the entire population. Statistics on households, kind of economic activity, status of employment, occupation and school attendance are disaggregated by sex in the publications on the census results. Analysis of the various cross-classifications provide useful information on women in the informal sector.

The on-going Ghana Living Standard Survey is a household survey and is planned to provide data on continuous basis. The first report published in August 1989 provides data on a number of subjects, among

which are demographic characteristics, housing, employment and expenditure. The demographic data are all disaggregated by sex and so are some of the tables on employment. The survey provides data on employment status and labour force participation by gender. The 1987 industrial census provides information on the informal sector in industry. The background and methodology of the census and some results are discussed in this paper.

II. THE 1987 GHANA INDUSTRIAL CENSUS

A. Method of the census

The annual industrial statistics survey covers only large establishments, and the 1987 Industrial Census offered an opportunity to survey all industrial establishments in the country. The scope of the census included establishments primarily engaged in mining and quarrying, manufacturing and production and distribution of electricity and water. Since there had not been an industrial census for 25 years, one of the main reasons for the census was the need to identify the industries in existence.

The census was conducted in two phases. The objective of the first phase of the census was to locate and collect basic data on all industrial establishments, describe the activities and structure of the industry, and provide the background information for phase 2.

Field work for phase 1 was conducted in November - December 1987, and enumeration was by field canvassing. The questionnaire was simple and pre-coded and collected information on name, address, and physical location, industrial activity, type of ownership, nationality of ownership, persons engaged, and levels of skill of persons engaged by sex and type of machinery used.

The census included all recognizable industrial establishments in Ghana. Household industries were excluded as this would have required a house to house canvassing which was beyond the resources available for the census. However, where a sign post indicated an establishment was located in a house, it was treated as "recognizable establishment" and included.

With the exception of the suburbs of Accra - Tema, Kumasi and Sekondi-Takoradi enumeration was limited to settlements of 500 population or more, as most industrial establishments are located in settlements larger than this lower limit. Enumerators were, however, instructed to inquire in each settlement in the sample of the existence of any establishments in surrounding areas.

The two indicators analysed under phase one were the number of establishments and persons engaged, and the principal classifications used were: industry, geographical location, and size of establishment

in terms of persons engaged. These were cross-classified with type of ownership, nationality of ownership, form of organization, sex, and level of skill of persons engaged. Industry classifications was, according to the International Standard Industrial Classification of All Economic Activities (ISIC), at the industry group level. Geographical classification was at district and regional levels.

The results of phase 1 provided the background information for phase 2 of the census, which comprised two surveys; a complete enumeration of industrial establishments engaging 10 or more persons conducted by the Ghana Statistical Service and a sample survey of the small-scale units engaging 1 - 9 persons, conducted by the National Board for Small-Scale Industries.

Items of data collected included employment and earnings, stocks, fixed assets, input costs, output and sales. Tables to be published include principal indicators of industrial activity classified by ISIC at industry group level and cross-classified by type of ownership and form of organization. Establishments are classified by employment size class and industry. Employment and earnings, cost of materials and non-industrial services, value of output and value added (both census value added, and value added as national account approximation) are classified by ISIC at 4-digit level.

This phase of the census classifies persons engaged as employees (made up of operatives and other employees) and unpaid workers (made up of proprietors, unpaid family workers and apprentices). Contribution of the informal sector in industry can thus be estimated using information on type of ownership, establishment by employment size class, and data on unpaid workers.

Data on employment and earnings are not gender specific. But phase 2 data can be linked to phase 1 results to estimate the contribution of women in the informal sector to value added in industry.

1. Statistical Unit and Classifications

The statistical unit adopted for the census was the establishment as recommended by the United Nations Statistical Office, and defined as "a single economic unit engaged in a single kind of activity under a single ownership at a single location". As defined above, the concept of establishment was not easy to apply generally in the field. In Ghana, the problem is not only that of an establishment being a part of an enterprise, but also the manner in which some small producers operate. After preliminary field visits it became necessary to modify the definition and to develop special procedures in respect to small producers.

2. Type of ownership and treatment of small-scale self-employed units

a) *Ownership*

In Ghana, the typical forms of industry ownership are state-owned, joint-state-private, private limited, public limited, partnership, sole proprietorship, and co-operatives. The type of ownership gives a good indication as to whether an establishment is in the formal or informal sector. All establishments are in the formal or informal sector; establishments with the first four types of ownership are in the formal sector. Establishments with partnership or sole proprietorship type of ownership could either be in the formal or informal sector, and it is the size of the establishment which indicates whether it is in the formal or informal sector.

There are two types of co-operatives in Ghana. Under one kind, producers form a co-operative so as to obtain their raw materials in bulk, but each member sells her/his product separately. Examples of this kind are bakers and weaver co-operatives. Under the other kind, members procure their raw materials separately but market their products in bulk such as the distillers' co-operatives. All co-operatives have to register with the Registrar of Co-operatives. It is their manner of operation which makes all co-operatives to be classified under the informal sector.

b) *Associations*

Many small-scale producing units in Ghana group themselves in a single location and engage in a single economic activity. Examples are those engaged in manufacturing of footwear, fish smoking, rattan and cane wares, manufacture of local aluminum pots, dressmaking and tailoring, edible oils and other food processing activities. These groups are not co-operatives. Members buy their raw materials and sell their products separately. They are loose associations, and individual producers may easily leave or join. It is not easy to trace individuals but one can always locate the group. The problem of enumerating these small units in any survey is that they view any inquiry into their activities with much suspicion, especially over the past few years as the Internal Revenue Service has been expanding the tax net. It is quite difficult to get an individual to respond to survey questions. From pre-tests and earlier field visits, it was realised that any attempt to interview individual units would have created major field difficulties.

To overcome the problem, another box called "associations or groups" was added to the types of ownership mentioned above and treating each such group as an establishment. In all cases the groups have their leaders.

c) *Problems of enumeration*

The census was publicized on the national radio, television and in the newspapers. Census pamphlets were also issued, explaining the objective of the census, who was conducting the census, and how it was to be taken. It was realised that the publicity was pitched at too high a level. Almost all the large-scale establishments had heard of the census. Most of the small-scale producers, however, neither watch television, read the newspapers nor listen to the radio and were not aware of the census.

To solve the problem, the enumeration period was extended and Information Service Department vans had to be used to provide additional publicity. Census supervisors first went around and talked to the leaders of the various groups and explained parts of the census brochure to them in the language they could understand. It was easier to win the confidence of the leaders than the individual members. On his visit, the enumerator asked for the leader of the group and interviewed her/him. How the interview was to be conducted was taken up in various demonstrations during training. One questionnaire was completed for each group; and for the question on the level of skill, all owners of the units constituting the group were enumerated under professional/managerial class.

B. CENSUS RESULTS

1. Estimation of the coverage of the informal sector

In estimating the coverage of the informal sector covered by the census, type of ownership and size class of establishment are used. The sector is defined to include all co-operatives, all associations and sole proprietorships and partnership with 1 -19 persons engaged. This definition includes in the formal sector all own-account units not covered in the annual surveys of industries. The definition may not give exact estimate of the informal sector in industry but it does give a fairly good approximation of the size of the sector.

2. Establishments in the formal and informal sectors

Table 1 shows the estimated number of establishments in the formal and informal sectors in industry. About 83 per cent of the total number of establishments enumerated are in the informal sector. The percentage would probably have been higher if the associations and groups were disaggregated by their individual operating units. All establishments producing and distributing electricity and water are in the formal sector. The number of mining and quarrying establishments enumerated under the informal sector is small, because at the time of fieldwork (but not anymore), small-scale or individual mining of gold and diamond was illegal and all own-account units were, therefore, operating underground and could not be interviewed. The large number of establishments enumerated under the informal sector are mainly in manufacturing.

Table 1

ESTABLISHMENTS IN THE FORMAL AND INFORMAL SECTORS
BY MAJOR DIVISION OF INDUSTRY

Major division of industry	Total No.	Formal No.	Formal %	Informal No.	Informal %
All industries	8,644	1,431	17	7,213	83
Mining & Quarrying	108	59	55	49	45
Manufacturing	8,351	1,187	14	7,164	86
Electricity & Water	185	185	100	-	-

3. Persons engaged in formal and informal sectors

About 35 per cent of persons engaged in industry are in the informal sector as shown in Table 2. In manufacturing, the percentage of persons engaged is about 41 showing the employment potential in the sector. As earlier indicated, the census was basically on establishment inquiry and there was no house to house canvassing; the data presented, therefore, exclude household industries. The percentage of persons engaged in the informal sector of industry would be higher if household industries are taken into account. The major activities enumerated under the informal sector are food and beverage, wearing apparel, and metal fabrication industries.

Table 2

PERSONS ENGAGED IN THE FORMAL AND INFORMAL SECTORS
BY MAJOR DIVISION OF INDUSTRY

Major division of industry	Total No.	Formal No.	Formal %	Informal No.	Informal %
All industry	197,157	128,523	65	68,634	35
Mining & Quarrying	29,226	25,214	86	4,012	14
Manufacturing	157,084	92,462	59	64,622	41
Electricity & Water	10,847	10,847	100	-	-

4. Sex distribution

Table 3 shows that about 21 per cent of persons engaged in industry are women. The industry group level of classification shows female

participation to be high in such activities as salt production, fish preservation, manufacture of bakery products, oil extraction, manufacture of wearing apparel, and brewing of malt liquor. In these industries female/male ratio is relatively high. In salt production the ratio for female/male is 0.9 with most of the women being unskilled. In fish preservation female/male ratio is 1.3. Women's main activity in the industry group is smoking of fish and the men's, freezing. In fats and oil industry the ratio is 0.5. Most of the women in this industry group are in co-operatives and associations with either small hand-operated machines or sometimes no machines. The men are mostly employed in the large oil mills and are on regular salaries. The bakery products industry is dominated by women co-operatives.

Table 3

PERSONS ENGAGED IN INDUSTRY BY SEX AND MAJOR DIVISION OF INDUSTRY

Major division of industry	Total	Female		Male	
	No.	No.	%	No.	%
All industry	197,157	41,681	21	155,476	79
Mining & quarrying	29,226	3,037	10	26,189	90
Manufacturing	157,084	37,768	24	119,316	76
Electricity & water	10,847	876	8	9,971	92

In one region it was found that there were more women engaged in industry than men. This is accounted for by many small-scale malt brewing and fat extraction industries in the region, and these are activities dominated by women. There are two other regions where the ratio of female to men was almost one. In these two regions the leading activities are baking and weaving. A major source of employment for women in Ghana is the wearing apparel industry where female/male ratio is 15. Many girls after middle school education go into dressmaking apprenticeship. A significant observation is that in almost all cases where the female/male ratio is high the women are found to be own-account small-scale producers and were mostly enumerated under either co-operatives or association types of ownership, and fall under the informal sector.

5. Level of skill and sex distribution

An aspect of interest was to know the level of training or skill of the persons engaged in industry. Table 4 shows the five categories identified. These included the professional and managerial group which

cover all persons who direct, plan, organize or co-ordinate the activities of establishments: that is, managers, accountants, engineers as well as proprietors, and owners of all the small productive units.

Table 4

PERSONS ENGAGED BY SEX, AND MAJOR DIVISION AND LEVEL OF SKILL

Major division of industry	Total No.	Total %	Female No.	Female %	Male No.	Male %	Female/Male
All industry	197,157	100.0	41,681	100.0	155,476	100.0	0.3
Prof. & managers	18,258	9.2	3,415	8.2	14,843	9.5	0.2
Tech.& clerical	29,236	14.8	4,639	11.1	24,597	15.8	0.2
Skilled	78,678	39.9	16,707	40.1	61,971	39.9	0.3
Apprent./learners	27,633	14.0	11,119	26.7	16,514	24.2	0.7
Unskilled	43,352	22.0	5,801	13.9	37,551	24.2	0.2
Mining & quarrying	29,226	14.8	3,037	7.3	26,189	16.8	0.1
Prof./managers	1,810	0.9	91	0.2	1,719	1.1	0.1
Tech. & clerical	3,071	1.6	487	1.2	2,584	1.7	0.2
Skilled	7,671	3.9	423	1.0	7,248	4.7	0.1
Apprent/learners	591	0.3	-	-	591	0.3	-
Unskilled	16,083	8.2	2,036	4.9	14,047	9.0	0.1
Manufacture	157,084	79.7	37,768	90.6	119,316	76.7	0.3
Prof./managers	15,612	7.9	3,213	7.7	12,399	7.9	0.3
Tech. & clerical	21,638	10.9	3,470	8.3	18,168	11.6	0.2
Skilled	67,971	34.5	16,215	38.9	51,756	33.3	0.3
Apprent/learners	26,770	13.6	1,119	26.7	15,651	10.1	0.7
Unskilled	25,093	12.7	3,751	9.0	21,342	13.7	0.2
Electricity & water	10,847	5.5	876	2.1	9,971	6.4	0.1
Prof./managers	836	0.4	111	0.3	725	0.5	0.2
Tech. & clerical	4,527	2.3	682	1.6	3,845	2.5	0.2
Skilled	3,036	1.5	69	0.2	2,967	1.9	..
Apprent/learners	272	0.1	-	-	272	0.2	..
Unskilled	2,176	1.1	14	..	2,162	1.4	..

\- Not applicable
.. Less than 0.1

Enumerated under technical and clerical groups are workers who perform intermediate executive tasks as typists, junior administrative and accounts clerks, salesmen, laboratory and research assistants; skilled workers are tradesmen, craftsmen, and artisans who have been trained in a school or under apprenticeship like machine operators, mechanics, and electricians. Apprentices or learners are workers who are on job training. Unskilled workers perform manual tasks which require physical effort but no training or experience.

The classification does not conform exactly with that of the International Standard Classification of Occupations but is nevertheless

useful for estimation of the level of remuneration for the various groups.

As shown in Table 3, about 21 per cent of persons engaged in industry are women; 30 per cent of the number are in the manufacture of wearing apparel. The large number of female apprentices recorded are in this industry group. The relatively high percentage of skilled females in manufacturing is explained by the large number of bakers and qualified dressmakers enumerated. Owners of small-scale operating units are classified under professional and managerial group.

Table 5

PERSONS ENGAGED IN FORMAL AND INFORMAL SECTORS
BY SEX AND MAJOR DIVISION OF INDUSTRY

Major division of industry	Total			Formal			Informal		
	Female	Male	Female/Male	Female	Male	Female/Male	Female	Male	Female/Male
All industries	41,681	155,476	0.3	12,440	116,083	0.1	29,241	39,393	0.7
Mining & quarrying	3,037	26,189	0.1	972	24,242	..	2,065	1,947	1.1
Manufacturing	37,768	119,316	0.3	10,592	81,870	0.1	27,176	37,446	0.7
Electricity & water	876	9,971	0.1	876	9,971	0.1	-	-	-

.. Less than 0.1

Table 5 shows the relative participation of both women and men in the informal sector in industry as compared to the formal sector. The overall female/male ratio of participation in industry is 0.3. When the data are disaggregated to formal and informal sectors, the female/male ratio goes down to 0.1 for the formal sector but goes up to 0.7 for the informal sector, showing the relatively high participation rate of women in the informal sector.

In mining and quarrying, women's participation is insignificant in the formal sector. (The female/male ratio being less than 0.1.) But in the informal sector there are more women than men as indicated by a ratio of 1.1. This is explained by the large number of women engaged in salt production. In manufacturing, female/male participation is lower in the formal sector (0.1) compared with the overall rate of 0.3, but higher in the informal sector (0.7).

Many manufacturing activities take place in households and are mainly operated by women. These were excluded from the census. The ratio for female participation in informal sector of manufacturing would have presumably been much higher if household industries had been taken into account.

Summary

In Ghana it is recognized that the informal sector contributed significantly to provision of employment and production of goods and services in the country. It is also recognized that the sector provides a potential market for female labour force in the country. The sector, however, remains not clearly defined, and collection and compilation of data on the sector have not been regular. Until now no special effort has been made to disaggregate all population specific data by sex.

Despite this, there are various sources of data which can be analysed to provide estimates on women's participation in the informal sector. For example, although the design of the 1987 Industrial Census did not specifically set out to produce statistics on women in the informal sector, analysis of results yields useful information for this purpose.

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ANNEX III.C

ESTIMATION OF THE LEVEL AND POTENTIAL FOR EMPLOYMENT IN THE INFORMAL SECTOR IN MALAWI

By: Zebrohn M.K. Kambuto*
Ministry of Labour Headquarters
Lilongwe

SUMMARY

There is no clear definition of the informal sector in Malawi and yet the concept is most widely used in the statistical terms. Nobody has come up with a telling definition of the concept and the National Statistical Office in Malawi has not yet offered a comprehensive definition of the informal sector for use as a model in national statistics. The lack of proper definition of the informal sector seems to reflect the government's attitude towards the sector, which is regarded as a shadow economy difficult to capture. Several definitions in this paper have been put forward to demonstrate that the non-availability of proper definition of the informal sector in Malawi depends on the purpose at the hand of the person doing the definition.

Sources of data on the informal sector in Malawi include population census, labour force surveys, survey of job vacancies and labour turnover, tracer surveys, wage distribution surveys, household expenditure surveys, national sample survey of agriculture, survey of the informal sector, etc. Reports of lending agencies such as the Small Enterprises Development Organization of Malawi (SEDOM), the World Bank, and project executing agencies provide an important source of data concerning the informal sector. Government ministries and departments also provide a useful input in collecting and compiling data on the sector.

There are five statistical tables in the paper which attempt to depict the size of the informal sector *vis-a-vis* other sectors of the economy, spatial distribution of workers in the sector, gender of employees by type of business in the informal sector, etc.

Gaps and limitations in the available data are also reflected in this paper. These emanate from the scanty employment data in Malawi

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* The author is indebted to Mr. M. W. Ghazama, the Senior Labour Officer (Employment), who kindly allowed the use of relevant facts and data from his Master of Arts Thesis. Indeed, he deserves a million thanks.

coupled by extremely scattered informal sector data due to the unco-ordinated individual surveys carried out on the sector. Probably, the most difficult limitation is the vague difference between formal and informal sectors which hire labour on the same terms because of theexistence of employment laws which lay down minimum wages and conditions of employment in the labour market.

A. Malawi and its people

1. Physical features[1]

Malawi is a small country occupying the Southern part of East African Rift Valley lying between 9 degrees and 17 degrees South of the Equator. It has an area of 119,140 square kilometres of which 20 per cent is water. It is landlocked, with borders formed by Mozambique in the South and East, Zambia to the West, and Tanzania to the East and North. Topography is immensely varied, from the Rift Valley floor, almost at sea level, to mountains rising to 3,000 metres. Tied in with this are wide ranges in climate, vegetation and economic activity.

The country is divided administratively into three regions. The Southern Region is hilly and relatively densely populated and contains a high proportion of the modern sector commercial and industrial activity with its supporting infrastructure. It contains the commercial centre of Blantyre, the old administrative capital Zomba, and the Shire River which runs down from the Southern end of Lake Malombe towards the Zambezi. The Central region is a fertile, well populated plain with the new administrative capital, Lilongwe, at its centre. The Northern Region is mountainous, relatively infertile, and sparsely populated. There are three seasons, a cool dry period from mid-April to mid-August, a hot period during which relatively little humidity builds up between August and mid-November, and a period of tropical rains between November and April. Within this broad pattern, many areas have micro-climates, with annual levels of rainfall varying from 800 mm (32 inches) to 2,500 mm (100 inches).

a) The people[2]

Currently, there are about 7.90 million people in Malawi and about 51 per cent of these are women. The annual population growth rate is 3.7 per cent. The real annual population growth rate for Malawians is at 3.2

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[1] DEVPOL, 1987 - 1996, p. 1.

[2] This information was extracted from various papers which were presented at the National Seminar on Population and Development in Malawi, 5-9th June, 1989, Chancellor College, Zomba, Malawi, and unpublished tabulations from the National Statistical Office.

per cent while the 0.5 per cent is attributed to immigration of Mozambicans displaced by war in their country. The population under the age of 15 and over 64 form 50.2 per cent of the total population (dependent population), with 46 per cent of the entire population aged under 15 years. The 1987 census results indicate that 11 per cent of the total population live in urban areas and 89 per cent in the rural areas.

b) The economy[3]

In 1986, Malawi's Gross Domestic Product (GDP) was estimated to be K2,621 million or K347 per head (US$155). Economic activity is dominated by agriculture which employs 85 per cent of the population and contributes 37 per cent of GDP. Mining and tourism remain relatively minor industries although both have significant potential. The service sector is dominated by transport and distribution and, predominantly, government owned, generating 13 per cent of total GDP. Tobacco accounts for broadly half of the export earnings, tea 20 per cent and sugar and groundnuts most of the balance. Management of the economy, is undertaken by the government through its own budget, a number of statutory controls and through parastatal organizations such as the Reserve Bank of Malawi.

2. Availability of informal sector employment data in Malawi

Employment data in Malawi is scanty and the informal sector employment data is no exception. The informal sector employment data available is extremely scattered due to unco-ordinated individual survey activities which are the main sources of data on the sector. Furthermore, the problem has been compounded by the lack of consensus of the proper definition of the informal sector activities in Malawi. Some of the activities or enterprises which have been classified under small-scale industry are those of an operation employing less than ten persons with total assets of less than K100,000 (prior to 1985 the figure was K30,000); and operates in simple workshops or in the open air (Kabalu, 1984). The 1983 survey defined a small scale industry as an enterprise engaged in manufacturing, processing, assembly or repair and assets up to K25,000 (Ettema, 1984; p. 489).

The 1985 survey concentrated on small scale production activities such as: garages, metal fabricating, tinsmithing, and wood working. As the survey was conducted under ILO auspices, the enterprises fell under the informal category as defined by the ILO.[4]

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[3] DEVPOL, Op. Cit., pp. 2-3.

[4] According to the ILO, informal activities are characterised by ease entry, reliance on indigenous resources, family ownership of enterprises, small scale operation, labour intensive mode of production, adapted technology, skills acquired outside the formal school system and unregulated and competitive markets.

The 1986 survey defined a small scale enterprise as any business engaged in manufacturing, processing, assembling, providing services, repairing or trading owned and operated by Malawian private citizens (Government of Malawi and USAID, 1987, p. 35).

The foregoing definitions show that there is no universally accepted conceptual framework as regards the informal sector enterprises, and it would be very difficult to separate informal sector enterprises from the small-scale enterprises because these are often considered synonymous.

Perhaps, the most important aspect of these definitions is the vague difference between formal and informal sectors caused by the fact that some informal activities hire labour on cash wage on the same terms that formal enterprise do, due to the existence of statutory minimum wages and conditions of employment laid down by government in the employment laws.

In this paper, therefore, data on both small-scale and informal sectors are used since, at present, the two are not separable in the case of Malawi.

3. Methods of collecting employment and informal sector employment data in Malawi

Employment data in Malawi is collected through various methods such as Population Census, Labour Force Surveys, Survey of Job Vacancies and Labour Turnover, Labour Statistics, Skill Survey (Temporary Employment Permits), Tracer Surveys, Wage Distribution Survey, Household Expenditure Survey, Skill Profile Survey, National Sample Survey of Agriculture, Survey of the Informal Sector, Employment Assessment Survey, etc. Employment data is also gathered through reports of the lending agencies such as the Small Enterprise Development Organization of Malawi (SEDOM), the World Bank, the Rural Enterprises and Agro-business Development Institutions (READI) Project, etc. Government ministries and departments also take part in the collection and compilation of employment statistics.

It is through these various ways that the informal sector employment data is also gathered.

4. Estimation of the level and potential for employment in the informal sector in Malawi

The 1986 survey of employment in small and medium scale enterprises revealed that most of the employees are in the rural areas (about 78 per cent), whereas only about 22 per cent are in urban-based enterprises, as shown in Table 1.

Although the 1987 Population Census indicated that 51 per cent of the total population in Malawi is comprised of women, the 1986 survey of employment in the small-and-medium-scale enterprises indicated that labour force participation in small scale enterprises is dominated by men

(see Table 2 below). The only field in which women's participation almost equals that of men is the non-production enterprises such as hotels, restaurants, and bars.

Table 1

RURAL-URBAN DISTRIBUTION OF WORKERS (%)

Region	Urban	Rural
NORTH	13	87
CENTRE	15	85
SOUTH	29	71

Source: Government of Malawi and USAID. (1987) New directions for promoting small and medium scale enterprises in Malawi: constraints and prospects for growth, p. 64.

Table 2

GENDER OF EMPLOYEES BY TYPE OF BUSINESS

Type of business	Male	Female
Food processing	82	18
Clothing, leather products	76	24
Wood furniture and products	97	3
Other manufacturing	84	16
Trade	87	13
Hotels, restaurants, bars	52	48
Repairs, services	93	7
All other	91	9

Source: Government of Malawi and USAID. (1987) New directions for promoting small and medium scale enterprises in Malawi: constraints and prospects for growth, p. 64.

The 1984 survey, confined to informal sector manufacturing, indicated that 78 per cent of the enterprises consisted only of the self-employed entrepreneur and that each enterprise employed, on average, 0.39 additional workers including unpaid relatives and apprentices. Applying these proportions to small scale enterprises in the 1977 census, figures of overall estimates of 108,129 enterprises and 150,000 persons were obtained. This was equivalent to 6.7 per cent of the economically active population in 1977, excluding the unemployed, and 29 per cent of those employed and self-employed, excluding subsistence farmers. It can thus be concluded that the informal sector has great potential in providing employment although the activity has involved constant numbers of employed per unit, no more than 0.38 additional workers on average (see Table 3).

Table 3

PERCENTAGES OF SELF-EMPLOYED, AVERAGE NUMBER OF EMPLOYEES AND MEDIAN MONTHLY WAGE PAID

Business	% of Self-employed	Employees per business	Monthly wages (K)	Monthly wages without apprentices
Basket makers	98	0.04	-	-
Mat makers	98	0.02	-	-
Potters	100	0.00	-	-
Beer brewers	96	0.05	-	-
Blacksmiths	67	0.40	-	-
Tailors	79	0.32	18	21
Tinsmiths	61	0.72	2	17
Bakers	68	0.48	-	9
Bicycle repairers	82	0.18	-	-
Watch repairers	93	0.08	-	-
Radio repairers	83	0.23	16	19
Shoe repairers	89	0.13	5	20
Maize millers	11	1.34	14	15
Carpenters	47	1.04	24	30
Builders	75	0.29	22	40
Brick makers	38	2.38	23	23
Garages	13	2.81	25	31
Welders	0	3.00	25	27
Miscellaneous	74	0.62	20	24
TOTAL	78	0.38	16	21

Source: Ettema, W. (1984) Small-scale industry in Malawi.

The 1984 survey then deduced that 78 per cent of units consisted only of the proprietor, and only 22 out of 1,816 businesses employed 5 or more persons.

The 1986 survey, on assumption of increasing investments in the small-scale sector, projected that by 1990 the sector will generate 29,000 jobs (see Table 4).

Table 4

PROJECTED EMPLOYMENT GENERATION BY SMALL SCALE INVESTMENT
1986 - 1991

	1986	1987	1988	1989	1990	1991
Projected Small Scale Investment (Million K)	13	16	19	23	29	35
Capital cost/ job (K)	2,900	3,100	3,320	3,550	3,800	4,070
Estimated number of new jobs	4,480	5,160	5,720	6,480	7,630	8,600

Source:Government of Malawi and USAID. (1987) New directions for promoting small and medium scale enterprises in Malawi: Constraints and prospects for growth, P. 64.

The 1985 informal sector survey, which covered 186 enterprises in Lilongwe, estimated that these enterprises could generate 744 new jobs at the rate of 3.9 jobs per establishment if given adequate support. It is important also to note that the informal sector "was thought of as a shadow economy and the state deliberately overlooked it thinking that it would disappear with the rapid pace of economic development and modernisation" (Chazama, M. W. 1987; p. 2). However, this line of thinking seems to have lost ground especially when statistics have shown that the average annual growth rates of formal sector employment have declined rather than increase over the years: showing a rate of 7 per cent between 1966 and 1977, and only 3.61 per cent between 1977 and 1987 (see Table 5).

Table 5

POPULATION, LABOUR FORCE, AND EMPLOYMENT IN MALAWI
(In thousands)

				Average annual growth rate(%)	Average annual growth rate(%)
	1966	1977	1987	1966-1977	1977-1987
Total population	4,039.6	5,547.5	7,982.6	2.88	3.64
Urban	203.3	470.6	878.1	7.63	6.24
Rural	3,836.3	5,076.8	7,104.5	2.55	3.36
	1968	1977	1986	1968-1977	1977-1986
Labour force[a]	1,775.5	2,288.3	3,171.7	2.82	3.63
Formal sector employment[b]	164.6	309.0	427.8	7.00	3.61
	1968	1977	1986	1968-1977	1977-1986
Agriculture/forestry and fishing	44.2	155.1	185.1	13.95	1.96
Industry[c]	34.5	59.8	101.8	6.11	5.91
Services[d]	55.9	94.1	140.9	5.79	4.48
Unallocated	30.0	0.0	..	..	..
Informal sector employment [e]	44.9	84.3	116.7	..	..
Small holder agriculture and residual	1,566.6	1,848.4	2,435.4	1.84	3.06
Unemployed	..	46.6	191.6	..	15.71

Source: Data obtained from various publications of the National Statistical Office as well as published and unpublished documents of the World Bank. Employment Aspects of Economic Development in Malawi, May 8, 1981, in a paper titled "Family composition and wage employment in small scale economic activities in Malawi", by Santiago, C.E. and Tyson, J., presented at the National Seminar of Population and Development in Malawi, 5-9th June, 1989, Chancellor College, Zomba.

(a) Labour force estimate for population ten years of age and older. Estimated by applying 1977 ratio of labour force ten years of age and older total population, all ages, to population census estimates.

(b) Formal sector figures are primarily from National Statistics Office, Reported Employment, and Earnings. The unallocated are based on an estimate of 30,000 employees working in small establishments (those with less than 20 employees) not covered in figures for 1968.

(c) Includes mining and quarrying, manufacturing, electricity and water, and building and construction.

(d) Includes wholesale and retail trade, hotels and restaurants, transport, storage and communications, financing, insurance, and business services and community; social and personal services.

(e) Figures based on an assumption of constant 1977 ratio of formal to informal sector employment. Excludes self-employed in agriculture, forestry, and fishing.

Although labour force participation of women has been lower than that of men in the informal sector, according to the 1986 survey, it would seem employment prospects for women are brighter when the findings of the 1986 survey are compared with the Small Enterprise Development of Malawi (SEDOM) figure. In the 1986 survey, "out of 3,000 employees only 570 were women representing 19 per cent of the sample. Whilst from the employment generated by SEDOM up to February 1987, there were 6,322 jobs, 2,244 of which were held by women representing 35 per cent of the total".[5]

5. Conclusion

The estimation of the level and potential for employment in the informal sector in Malawi signals that although employment data for this shadow economy is scanty and that there is no universally agreed upon conceptual framework for testing the variables in the sector, the sector has a significant potential in offering employment to the country's rapidly growing population, but if, and only if, the constraints facing the sector can be removed and all the necessary and adequate support can be given to it. It is also important to note that although labour force participation in the sector as of now is dominated by men, women's employment prospects in this sector are high and bright; of course, with the support of positive discrimination in favour of women combined with the efforts of the women themselves.

[5] Data provided by the Small Enterprises Development Organization in Malawi (SEDOM).

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ANNEX III.D

DATA COLLECTION ON THE INFORMAL SECTOR IN NIGERIA WITH EMPHASIS ON WOMEN'S CONTRIBUTION TO THE ECONOMY

By: Abiola E. Odususi
(Planning, Research and Statistics Department)
Federal Ministry of Employment, Labour and Productivity, Lagos

I. INTRODUCTION

The informal sector has generally been defined as embracing all economic activities which are not strictly subject to government rules of contracts, licenses, taxation, labour inspection, etc. Informal sector activities are very predominant in African economies, but adequate attention has not as yet been paid to it by the statistical systems. This lack of attention is however not unrelated with the way the informal sector is manifested. The diversity of the methods used to study it and the results obtained so far do not give a very clear picture of the subject.

The small-scale enterprises, called the informal sector, is potentially a very important sector as far as job creation and employment is concerned. The operators of these enterprises hardly keep records, which adds to the difficulty in collecting information about their operations.

The Nigerian cultural patterns and the different religious practices have a marked effect on the sector. For, some women produce their wares at home and sell at home, where as some produce at home and take to designated places, apart from market places, to sell; still others buy goods from wholesalers and either sell at home, in the market or go street hawking: there are a multiplicity of scenarios. More women participate in the business of buying and selling (petty trading) than men in the country, except in areas where women are kept in purdah, in the Islamic way of life.

Though, relatively unorganized, the operators of the sector are now in the process of forming various associations. There are associations of market women under whose umbrella, other sub-groups like vegetable sellers, meat sellers, gari sellers, motor spare parts dealers, motor

mechanics, and butchers, etc., can now be invariably reached through their leaders.

II. DEFINITION OF THE INFORMAL SECTOR

Many definitions for the term "informal sector" have been put forward. In fact, it has been observed that the concept of informal sector is commonly applied in many countries but the definition of the term still remains vague. One of the definitions put forward by the ILO, and the most cited, is the one based on the differences between the informal and the formal sectors such as:

	Informal Sector	Formal Sector
a)	Ease of entry	Difficult entry
b)	Family ownership	Corporate ownership
c)	Small scale operation	Large scale operation
d)	Skill acquired outside the formal school system	Skill acquired in the formal school system
e)	Reliance on local resources	Reliance on foreign resources
f)	Unregulated competitive markets through unions and government action	Protected labour markets
g)	Labour intensive adopted technology	Capital intensive imported technology
h)	Non-taxed, except through licensing	Taxed
i)	Unprotected by government policy	Protected by various policies such as tariffs, low interest loans, etc.

More of the differences between the formal and informal sector can be imagined, and this may lead one to say that it is impossible to conceptualize the informal without the formal; and the informal sector can thus again be defined as a reserve of manpower from which the formal sector draws the labour force it needs and into which it returns the

labour force it can no longer use. The informal sector may supply direct labour services to households with incomes from the formal sector and may be engaged in the repair and servicing of modern sector products. One of the virtues of the informal sector is its ability to recycle waste materials into productive use.

III. METHODS USED IN COLLECTING DATA ON THE INFORMAL SECTOR OF THE ECONOMY

At the Federal Office of Statistics of Nigeria, the term 'informal sector' is not used at all. Data are, however, collected on what is called small-scale businesses and household enterprises. There are unregulated economic activities largely undertaken by self-employed persons in open markets, in market stalls, at home, on street pavements, on streets (hawking), etc., and these, in essence, make up what is termed the informal sector, in the Nigerian situation.

In other words, the informal sector may be defined as small-scale enterprises engaged in the production and distribution of goods and services with the primary consequence of generating employment and incomes to their participants, notwithstanding the constraints on capital, both physical and human, and skill.

The Federal Office of Statistics has not studied the sector in its entirety except by asking few questions or attaching schedules to elicit information on it in some surveys.

A. Population censuses and surveys

During the conduct of population censuses and surveys, questions are usually asked on the employment status of all members of the household. Responses to these questions help to identify the employed and unemployed, and to determine whether or not an individual is in the formal sector. The data obtained could then be sex disaggregated and used to estimate female participation in the informal sector. However, Nigeria does not have an authentic population census data that could be used for this purpose.

B. Industrial censuses and surveys

The Federal Office of Statistics conducted a National Census of Industries and Businesses in Nigeria in 1989. The establishments were categorized into groups:

Group A: Large establishments (employing 10 or more persons). Registered and keep records. Fixed and recognizable outlets. Not household owned.

Group B: Large establishments. Not registered and may not keep records. Fixed and recognizable outlets. Some are household owned.

Group C: Small establishments (employing less than 10). Registered and keep records. Fixed and recognizable outlets. Some are household owned.

Group D: Small establishments. Not registered, do not keep records. Fixed and recognizable outlets. Most are household owned.

Group E: Small establishments. Not registered, do not keep records. Outlets neither fixed nor recognizable. All are household owned.

Groups A, B, C, and D all have fixed and recognizable outlets, hence these establishments were covered using available list of establishments. Groups A and B were covered on 100 per cent basis since lists of such establishments are available and the establishments were not many compared with others (about 50,000 anticipated).

For groups C and D, the establishments were many (over 1 million anticipated) and lists were not readily available so a sample of Enumeration Areas (EAs) were taken, establishments within these areas were listed, and a sample of the establishments selected for study (see Annex 1).

Establishments in group E were covered through household sample survey. A separate module for household enterprises was attached to the regular integrated programme of household survey (see Annex 2).

According to the above categorization:

The formal sector consists primarily of establishments in categories A, B, and C, excluding part of B that is unregistered, and does not keep records. For operational purposes, the formal sector may be taken as groups A, B, and C.

The informal sector encompasses not only categories D and E but also the unregistered part of B (as indicated above). But for operational purposes, groups D and E should be taken as the informal sector.

Household enterprises were, for purposes of the survey, defined as those being operated by household members on own-account basis. Therefore, this definition includes all establishments in group E as well as in the household owned establishments in B, C, and D. From the point of view of household statistics, this comprehensive coverage is necessary. However, for the Census of Industries and Businesses, the coverage of groups B, C, and D constitutes a duplication. For the elimination of this overlap, a question on the type of outlet used by the establishment was

included in the questionnaire. For the census, therefore, all establishments with fixed recognizable outlet would be eliminated.

C. Data collection problems

Memory lapse: since the establishments do not keep records and because of envisaged memory lapse, data had to be collected on current basis. The formal sector was being covered on retrospective basis so it meant the survey period had to be arranged such that the 1988 survey of the informal sector was combined with the 1989 formal sector survey. Secondly, each establishment in the informal sector had to supply data for one month only. Therefore, to provide year round data, the sampled enumeration areas were randomly distributed across the twelve months of the survey year. Thirdly, even after limiting the reference period for each establishment to one month, it was necessary to design a Diary in which receipts and purchases were recorded daily, and have the summaries from the diaries transferred at the end of the month to the questionnaires. Field enumerators were to complete the Diary for establishments that could not do so by themselves.

Editing: despite the use of the Diary, the information furnished by many establishments was not acceptable; stock data (at beginning and end of survey) which would have helped were, for example, not collected. So it was not easy making imputations. Also the diaries were not firmly attached to the questionnaires in many cases, so when they were separated, subsequent linkages of the questionnaires with the diaries were difficult.

Coding: the ISIC was found to be inadequate for some economic activities, particularly in the area of food processing in which many household members were involved. Similar problems were observed with the coding of occupation with the use of ISCO, e.g., coding of "begging". The processing of data is still in progress.

D. Labour force surveys

The Labour Force Sample Survey conducted quarterly is organized within the framework of the National Integrated Survey of Households (NISH) of the Federal Office of Statistics. The survey collects information on:

a) The socio-economic characteristics of household members;

b) Activity and employment status of the population;

c) Industry and occupation of employed persons;

d) Length of work of employed persons;

e) Income by employment status.

The data are sex disaggregated.

E. Household sample surveys

It was under this that the Household Enterprises Survey, earlier discussed, was carried out.

F. Demographic and social surveys

Many of these types of survey are conducted, from time to time, by interested organizations. One of such surveys was conducted by the Federal Co-operative Department of the Federal Ministry of Employment, Labour and Productivity between December 1988 and January 1989.

The title of the survey was "A Survey on Women in Co-operative - Problems and Prospects", and was aimed at determining the extent of women involvement in co-operative activities and also to bring into focus the potentials of women in the use of management techniques. The whole country was divided into four zones, with a zone consisting of at least five states. In each zone, all the states were covered by interviewing women through social clubs and market associations in a number of the states local government areas.

The survey result showed that:

- About 60 per cent of those interviewed had between primary and secondary education while about 22 per cent of them did not have formal education also about 39 per cent of those interviewed were in the age group 15-17;

- Women in co-operatives are facing a lot of problems of which are:

  (i) Lack of funds to purchase fertilizer and other farm inputs;

  (ii) Lack of co-operative education;

  (iii) Lack of good roads in many rural areas which affect transportation of their goods to the urban markets;

  (iv) High cost of consumer goods which has killed many co-operative consumer societies.

The survey has also shown that the future of women in co-operatives looks bright because some of the new programmes of the government such as

Better Life for Rural Women has awakened women and they are responding to their call to participate fully in the economic development of the nation. These organizations are advising women to organize themselves into co-operative societies. Some of these societies are engaged in production of knitted items, weaving materials, tie and dye, sewing, farm produce and food processing.

It has also been observed that with the current level of female participation in co-operatives in Nigeria, there is bound to be improvement in the level of income of both urban and rural women.

G. Research activities by individuals and organizations

There has been a lot of research activities done by university lectures and individuals in the area of informal sector of the economy of the country. These research studies on the employment potential of the informal sector, based on sample surveys, had been done in Lagos, Kano, Onitsha and some other cities. Some other studies on the informal sector are now going on.

IV. DATA FROM SURVEYS

Tables 2 and 3 confirm the observation made in the text that more women participate in business and selling in Nigeria.

Table 1

TOTAL AND ECONOMICALLY ACTIVE POPULATION BY SEX AND AGE GROUP
JUNE 1986 LABOUR FORCE SURVEY

	Total population			Economically Active		
Age group	Female	Male	Total	Female	Male	Total
0 - 9	15,643,100	16,866,600	32,509,700			
10 - 14	5,945,700	7,094,400	13,040,100	118,900	312,200	431,000
15 - 19	4,373,600	4,731,200	9,104,800	638,500	1,291,600	1,930,100
20 - 24	3,844,700	2,652,900	6,497,600	991,900	1,615,600	2,607,500
25 - 44	13,674,300	10,706,500	24,380,800	5,236,700	10,142,200	15,378,900
45 - 54	2,963,100	4,131,700	7,094,800	1,635,100	4,043,100	5,678,200
55 - +	2,532,000	3,777,000	6,309,000	1,028,700	2,919,800	3,948,500
Total	48,976,500	49,960,300	98,936,800	9,649,800	20,324,500	29,974,300

Table 2

INDUSTRIAL, OCCUPATIONAL, AND EMPLOYMENT STATUS CLASSIFICATION OF EMPLOYED POPULATION BY SEX

	Female	Male	Total	Share of Female
Total	9,128,800	19,406,200	28,535,000	32.0
Branch of Activity:				
Agriculture, hunting, forestry and fishing	3,431,900	9,937,500	13,369,400	25.7
Mining and quarrying	8,200	22,600	30,800	26.6
Manufacturing	306,400	927,300	1,233,700	24.8
Electricity, gas & water	13,000	84,900	97,900	13.3
Construction	4,300	491,500	495,800	0.9
Wholesale & retail trade restaurants & hotels	4,284,300	2,709,700	6,994,000	61.3
Transport, storage and communication	19,200	1,070,600	1,089,800	1.8
Financing, insurance, real estate & business services	3,400	101,100	104,500	3.3
Community, social and personal services	879,900	3,415,000	4,294,900	20.5
Activities not adequately defined	178,200	646,000	824,200	21.6
Occupation:				
Professional	399,200	1,282,300	1,681,500	23.7
Administrative	7,500	103,200	110,700	6.8
Clerical	256,100	887,600	1,143,700	22.4
Sales	4,230,500	2,724,100	6,954,600	60.8
Service	154,400	818,700	973,100	15.9
Agriculture	3,399,700	9,835,800	13,235,500	25.7
Production	508,900	3,289,000	3,797,900	13.4
Others	172,500	465,500	638,000	27.0
Employment & status:				
Own account worker & employer	6,618,400	12,963,400	19,581,800	33.8
Employee	858,100	4,529,400	5,387,500	15.9
Apprent. & member co-operative	146,000	430,800	576,800	25.3
Unpaid family worker	1,506,300	1,482,600	2,988,900	50.4

Table 3

EMPLOYED BY STATUS, ECONOMIC ACTIVITY AND SEX

Economic activity		Status			
		Own account worker and employer	Employee	Unpaid family worker	Member of cooperative and Apprent.
Agriculture, hunting, forestry and fishing	F	1,948,200	56,600	1,418,900	8,200
	M	8,212,900	271,800	1,395,100	57,700
Mining and quarrying	F	4,400	-	3,800	-
	M	-	18,100	4,500	-
Manufacturing	F	238,800	11,100	19,600	36,900
	M	653,300	212,900	7,400	53,700
Electricity, gas & water	F	13,000	-	-	-
	M	37,300	36,200	-	11,400
Construction	F	4,300	-	-	-
	M	226,700	249,100	-	15,700
Wholesale & retail trade, restaurants and hotels	F	4,178,400	41,200	52,700	12,000
	M	2,435,500	163,100	34,100	77,000
Transport, storage and communication	F	4,300	11,200	-	3,700
	M	462,100	566,200	-	42,300
Financing, insurance real estate and business services	F	-	3,400	-	-
	M	28,600	72,500	-	-
Community, social and personal services	F	164,800	689,100	7,500	18,500
	M	762,400	2,595,300	7,400	49,900
Activities not adequately defined	F	62,200	45,500	3,800	66,700
	M	144,600	344,200	34,100	123,100
Total		19,581,800	5,387,500	2,988,900	576,800

Table 4

EMPLOYED BY OCCUPATION, STATUS AND SEX

Occupation		Own account worker and employer	Employee	Unpaid family worker	Member of cooperative and Apprent.
Professional	F	26,600	353,800	15,100	3,700
	M	268,300	967,900	3,800	42,300
Administrative	F	-	7,500	-	-
	M	14,900	88,300	-	-
Clerical	F	3,900	248,400	3,800	-
	M	42,400	837,500	-	7,700
Sales	F	4,135,500	37,700	45,300	12,000
	M	2,416,500	196,300	30,700	80,800
Service	F	83,100	63,900	-	7,400
	M	123,400	695,300	-	-
Agricultural	F	1,945,600	30,100	1,415,800	8,200
	M	8,191,500	211,500	1,382,700	50,100
Production	F	355,500	75,300	26,300	51,800
	M	1,748,400	1,325,300	61,500	153,800
Workers not classified	F	68,200	41,400	-	62,900
	M	158,000	207,500	3,900	96,100
Total		19,581,800	5,387,500	2,988,900	576,800

Table 5

EMPLOYED PERSONS BY INDUSTRY, OCCUPATION AND SEX

Industry		Professional	Administrative	Clerical	Sales	Service	Agriculture	Workers Production	Not Classified
Agriculture, hunting, forestry and fishing	F	3,800	-	11,300	-	7,500	3,384,800	22,700	-
	M	34,600	3,800	11,600	3,800	7,700	9,762,000	103,600	7,700
Mining and quarrying	F	-	-	-	-	-	3,700	3,800	-
	M	3,900	-	15,400	-	-	7,900	-	-
Manufacturing	F	7,500	-	-	-	3,800	-	294,000	-
	M	46,000	3,800	3,800	11,400	42,300	11,800	806,800	7,700
Electricity, gas and water	F	3,800	-	-	3,800	-	3,700	-	-
	M	7,700	3,800	3,800	15,300	-	-	53,900	-
Construction	F	-	-	-	-	-	7,500	-	-
	M	11,300	7,600	11,500	3,800	19,200	3,900	296,000	38,400
Wholesale & retail trade, restaurants and hotels	F	18,800	-	-	4,215,300	30,100	-	18,800	-
	M	11,500	-	-	2,593,600	46,100	11,800	42,400	3,900
Transport, storage and communication	F	3,800	-	7,500	-	-	-	11,300	-
	M	38,300	-	30,700	-	7,700	-	975,900	11,500
Financing, insurance real estate and business services	F	-	-	3,800	-	-	-	-	-
	M	30,800	7,700	7,700	27,000	-	-	7,600	15,400
Community, social and personal services	F	354,000	7,500	233,500	11,400	113,000	-	139,500	18,800
	M	948,300	76,500	803,100	69,200	695,700	34,400	683,800	107,700
Activities not adequately defined	F	7,500	-	-	-	-	-	18,800	153,700
	M	49,900	-	-	-	-	4,000	319,000	273,200
Total	F	399,200	7,500	256,100	4,230,500	154,400	3,399,700	508,900	172,500
	M	1,282,300	103,200	887,600	2,724,100	818,700	9,835,800	3,289,000	465,500

SUMMARY

The contribution of informal sector of the Nigerian economy will improve in the next few years due to the efforts being put up by the government in the elevation of womanhood and promotion of rural development. These efforts will also help in the data collection process of the sector since the rural dwellers, in general, and the women, in particular, are being mobilized to form themselves into groups in order to benefit from government projects. Identifiable groups will make data collection easy and scientific.

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National Census of Industries And Businesses - 1988/89

(Medium & Small Scale Businesses)

FEDERAL OFFICE OF STATISTICS

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NOTICE: This census is being taken under the authority of the 1957 Statistics Act, and the Statistics Act (Amendment) Decree 1979. The same Act, requires that the information supplied by you be treated with utmost confidence and used only for statistical purposes. No data will be published for which there is the risk of the disclosure of any individual establishment's figures by deduction. The Federal Office of Statistics is not involved in taxation, regulation or investigation.
Failure to comply is an offence under the Statistics Act.

SECTION 1: DESCRIPTION OF ESTABLISHMENT

0101 Name of Establishment.

0102 Address of Physical Location:

1. Street & Number:
2. Town: 3. Local Govt Area:
4. State: 5. Telephone:

0103 Mailing Address:

1. Street & Number
2. Town: 3. Local Govt Area:
4. State: 5. Telephone:

0104 Type of Economic Organisation:

Is this establishment one of many business owned/controlled by one Company?

1. /__/ Yes. 2. /__/ No.
If 'YES' continue below, otherwise go to ITEM 0107.

0105 Name of Headquarters/Owning Company:

0106 Address of Physical Location:

1. Street & Number:
2. Town: 3. Local Govt Area:
4. State: 5. Telephone:

0107 Type of Legal Organisation:
(Tick one box (x), as appropriate)

1. /__/ Sole Proprietor
2. /__/ Partnership
3. /__/ Public Limited Company
4. /__/ Private Limited Company
5. /__/ Co-operative
6. /__/ Statutory Corporation (Parastatal)
7. /__/ Others: (Specify)

0108 Kind of Business Activity in the Reference Period:
Describe the major activity of this establishment during the period

_____ /__/__/__/__/ (leave blank)

0109 List the Principal Products made or services rendered by this establishment in descending order of importance.
(If manufacturing indicate the possible output (i.e. installed capacity) and actual output).

		Unit	Installed Capacity Possible Output	Actual Output
0110				
0111				
0112				
0113				

SECTION 2: EMPLOYMENT AND EARNINGS

0210 Persons engaged:

		Total			Nigerian			Non-Nigerian		
		T	M	F	T	M	F	T	M	F
0211	Working proprietors									
0212	Unpaid Family Workers									
0213	Apprentices									
0214	Paid Employees									
0215	Total									

0220 Compensation of Workers:

0221	Total Wages & Salaries	N _____
0222	Supplementary Benefits (contributions to NPF, Pensions, etc.)	N _____
0223	Total (1 & 2)	N _____

SECTION 3: STOCKS

0300 Stocks Held:

		N	
		Beginning Year	End Year
0301	Goods for Resale		
0302	All Others		

SECTION 4: CAPITAL FORMATION

0400 Capital Expenditures:

		N	
		Acquisitions	Disposals
0401	New buildings and other construction work of capital nature		
0402	Land & existing buildings		
0403	Vehicles		
0404	Plant machinery and other capital equipment		

SECTION 5: PURCHASES

0500 Purchases:

		N
0501	Cost of Goods for Resale	
0502	Cost of all other Goods (except electricity)	
0503	Cost of electricity and Fuels Purchased	
0504	All Other Costs	

SECTION 6: TURNOVER/PRODUCTION

0600 Turnover (Receipts) N

0601 Sources of Receipts

- Manufacturing
- Trading
- Catering
- Rental and leasing of equipment and machine
- Sale of Farm Produce
- Receipts from professional services
- Others:
  (specify)

SECTION 7: PAID-UP CAPITAL

0700 Paid-up Capital and Equity Holding:
(Please complete this section only if you are the Headquarters of your company)

0710	Total Equity Holding	N
0720	Total Paid-up Capital of which?	N
0721	Private Nigerian	N
0722	Private Non-Nigerian	N
0723	Federal Government	N
0724	State Government	N
0725	Others (specify)	N

SECTION 8: OPERATION DURING THE YEAR

0800 Operation During the Reference Period:

0801 How many months was this establishment in operation in the period?

☐☐ Months

0802 If less than twelve months, please indicate which of the following accounted for the longest period.

1. ☐ New business
2. ☐ Seasonal Break
3. ☐ Legal Closure
4. ☐ Change of Owner
5. ☐ Industrial Activity no longer in existence
6. ☐ Shortage of Input
7. ☐ Others (Specify)

SECTION 9: PROBLEMS FACING INDUSTRY

0900 Please rank the following according to how seriously they affected your business in the refenrence period. The most serious problem should be scored "1", while the next most serious should be scored "2" and so. Any listed problem which has not affected your business at all should be score "0"

0901 /__/Power Supply

0902 /__/Water Supply

0903 /__/Access Road

0904 /__/Skilled Manpower

0905 /__/Labour Cost

0906 /__/Spare Parts

0907 /__/Raw Materials

0908 /__/Funding

0909 /__/Low Sales

0910 /__/Others: (Specify)

SECTION 10: ENERGY SOURCES

1000 Of the total energy required by your business, what proportion comes from each of the following sources?

1001 /_____/ NEPA

1002 /_____/ Generator

1003 /_____/ Others (Specify):

SECTION 11: WATER SOURCES

1100 If your business uses water for industrial purposes, tick the appropriate source of water for your business:

1. /__/Public Water Supply
2. /__/Borehole
3. /__/Water Tanker
4. /__/Others (Specify):

SECTION 12: INDUSTRIAL WASTE DISPOSAL

1200 Which of the following do you use mainly for disposal of industrial waste?

1. /__/Incineration
2. /__/Local Refuse Dumping Areas
3. /__/Into Waterways/rivers, sea
4. /__/Chemical Treatment/ Conversion
5. /__/Others (Specify):

SECTION 13: GENERAL

1301 Period (see note):

Period covered by return from / to

	Day	Month	Year
from			
to			

1302 No. of establishments covered by this report.

1303 When did this establishment start operating?

1304 Contact Person:

Name: _____ Signature: _____

Designation: _____ Date: _____

****

For Small Scale Establishments Only

EA. Name _____ RIC No. _____ Name of Enumerator: _____

L.G.A. _____ State _____ Name of Supervisor: _____

Month of Survey: _____ Date Completed: _____

Annexe 2

NATIONAL INTEGRATED SURVEY OF HOUSEHOLD/NATIONAL CENSUS OF INDUSTRIES AND BUSINESS
SURVEY OF HOUSEHOLD ENTERPRISES

State: _____ LGA: _____ EA Name: _____ RIC Code: _____ MS No: _____ Month: _____

Name	Relationship to Head	Sex		Age (Years)	Education	For Persons Aged 15 Years and Over																			
						Occupation	Economic Activity	EAC Code	Is Business Run on Own Accounts		Location				Other Persons Engaged			Monthly Wages for Employees (₦)	Materials Purchased for Business (₦ Month) (Consumables)	Capital Expenditure in last 12 Months (₦)	Total Business Receipts in Month (₦)	Working Capital (₦)	Major source of Fund	Year business Started	Major Problems
											Fixed Outlet		No Fixed Outlet												
		M	F						Yes	No	In Dwelling	Outside Dwelling	In Dwelling	Outside Dwelling	Unpaid Family Workers	Other Unpaid Workers	Paid Workers								
(1)	(2)	(3)		(4)	(5)	(6)	(7)	(8)	(9)		(10)				(11)			(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											
		1	2						1	2	1	2	3	4											

1. No Schooling
2. Pry Uncompleted
3. Pry Completed
4. Secondary Uncompleted
5. Sec. Completed
6. Post-Sec. Uncompleted
7. Post-Sec. Completed

	Name	Sign	Date
Enumerator			
Supervisor			
AFO			

1. Own Saving
2. Family or Friend
3. Cooperative Society
4. Bank
5. Others

1. Fund
2. Raw Material
3. Low Sales
4. Others

ANNEX III.E

AVAILABILITY OF SEX DISAGGREGATED DATA ON THE INFORMAL SECTOR IN SWAZILAND

By: Ms Judith Dlamini
Ministry of Works,
Planning Unit, Mbabane

I. INTRODUCTION

The Central Statistical Office has not conducted any labour force survey so far but one is scheduled for 1992. A survey on the Urban Informal Sector (UIS) was, however, conducted by Dr. M. S. Matsebula in 1983-1984, supplemented subsequently with data collected during a survey in May-June 1986.

A definition was formulated for this survey as follows: "The urban informal sector can be construed as that part of the urban economy which comprises relatively small production units operated on an informal basis. These units are characterized mainly by self-employment (at times assisted by unpaid family labour or very few hired workers and apprentices), low division of labour, low capital intensity, irregularity of operation and low incomes. The activities typically include retail trade (for example in fruits, vegetables and handicrafts) household and personal services (for example haircuts and repair of utensils, watches and radios), and manufacturing (for example food preparation at market places, sewing, welding, and carpentry).

The definition, as we may see, is not tight or precise but it is sufficiently clear to indicate the extent or coverage of the sector.

This paper will be based mainly on the above described survey and project papers by Dr. M. S. Matsebula. Figures or tables used in this paper are extracted from his project papers No. 6.

The tables show, at a glance, a picture of the urban informal sector, personal attributes of the proprietors, and lastly the environment within which its activities are conducted.

II. SIZE OF THE URBAN INFORMAL SECTOR

Table 1 shows the types of activities in the sample as well as a distinction between the household business units (residential premises and market business units (outside residential premises).

Activities 1, 3, 6, 7, and 8 are conducted mostly inside residential premises and the rest are outside residential premises.

Table 1

BUSINESS UNITS AND THE COMPOSITION OF THE SAMPLE

Activity code	Description	households/ business units	Market business units
1	Sewing, knitting and tailoring	162	49
2	Handicrafts and traditional attire	43	133
3	Fruit and vegetable retail	35	13
4	All other food	36	56
5	Shoes and leathers	14	16
6	Metal work	18	10
7	Wood work	23	3
8	Other	17	8
All activities		348	288

Table 2

AGGREGATES FOR VARIOUS DIMENSIONS OF THE URBAN INFORMAL SECTOR

Index		Total	HHS (%)
1.	Gross output	20,082	62.9
2.	Number of workers	9,016	67.1
3.	Number of family workers	8,012	68.1
4.	Number of non-family workers	1,004	58.8
5.	Man-hours	16,127	60.7
6.	Man-hours by family workers	14,262	61.5
7.	Man-hours by non-family workers	1,865	55.1
8.	Labour cost	4,514	72.9
9.	Family labour cost	4,025	74.1
10.	Non-family labour cost	489	62.8
11.	Man-hours allocated to formal sector	2,047	90.3
12.	Gross income from formal sector	1,660	89.3
13.	Capital	2,268	65.0
14.	Capital cost	453	65.0
15.	Purchases of machinery and equipment	460	77.3
16.	Cost of intermediate inputs	8,896	57.1
17.	Value added	11,186	67.6
18.	Economic profit	6,219	63.9
19.	Operating profit	6,672	64.0

NOTES: (a) Figures pertain to the period June 1983 through May 1984. They are, therefore, annual aggregates. The only exception is index (13) which is a stock.
(b) HHS = contribution by Household Business Units relative to the total.
(c) Figures for indices (1), (8)-(10), and (12)-(19) are in thousands of Emalangeni.
(d) Figures for Indices (5)-(7) and (11) are in thousands.

Table 2 shows the aggregate data of the urban informal sector. It describes the absolute size of the sector from different perspectives. The figures show that the contribution of household business units is substantial, while the UIS also contributes a significant amount to the economy as a whole.

Table 3 shows the size of the UIS relative to the national economy in terms of the shares or contributions of the UIS in the national aggregates. The employment percentage, which is 9.9 per cent, is higher than the gross output share about five times in percentage, profits. This means that the labour-intensity in the UIS production is higher than in the rest of the economy. This is quite good from the viewpoint of employment generation because otherwise national unemployment rate would have been higher.

Table 3

SIZE OF UIS RELATIVE TO NATIONAL ECONOMY

Index		UIS National Economy	proportion %
1.	Gross output	1,219,693	1.6
2.	Intermediate consumption	695,495	1.3
3.	Value added	587,100	1.9
4.	Compensation of employees	299,889	1.5
5.	Operating surplus	177,628	3.8
6.	Employment	90,689	9.9

NOTES:
(a) UIS Proportion = urban informal sector as a proportion of the national economy.
(b) National economy figures for indices (1)-(5) are in thousands of Emalangeni.
(c) Corresponding figures for the UIS can be found in Table 2.
(d) National Economy figures for Indices (1)-(5) come from Swaziland's National Accounts 1978-1984, Central Statistical Office, Mbabane.
(e) National economy figure for Index (6) comes from Swaziland's Employment and Wages 1984, Central Statistical Office, Mbabane.

III. ATTRIBUTES OF PROPRIETORS

Table 4 summarizes the sex disaggregation of proprietors. We observe that the UIS is dominated by female proprietors. The total percentage being 78.5 for female and 21.5 for male proprietors. From an individual viewpoint, activities 1-4 are dominated by female and 5-8 by male proprietors, due to the fact that the four most popular activities have

been traditionally easy for women because the skills have been acquired in their performance of household chores when growing up.

Secondly, the informal sector has more flexible conditions than the formal sector. A woman can attend to her own domestic matters at any time she wishes. Such flexibility is generally not available in the formal sector. Lack of job opportunities as well as the low level of education leaves the women with no option, after all, but to join the informal sector.

Table 4

DISTRIBUTION OF PROPRIETORS BY SEX

Activity code	Male %	Female %	Total %
1	5.7	94.3	100.0
2	17.1	82.9	100.0
3	9.5	90.5	100.0
4	9.8	90.2	100.0
5	76.7	23.3	100.0
6	100.0	0.0	100.0
7	92.3	7.7	100.0
8	56.0	44.0	100.0
All	21.5	78.5	100.0

NOTE: For definition of activity codes, see Table 1 in section II.

Lastly, men are traditionally bread-winners in the family, thus would prefer a constant income which tends to be higher in the formal than in the informal sector. Men would, therefore, opt for formal employment.

The age distribution of the proprietors is summarized in Table 5. It is observed from this table that proprietors tend to be young. The mean age being 39 years. Proprietors exceeding 54 years are only 12 per cent. Activities 1 and 6 are dominated by proprietors below 35 years of age. Activities 2, 3, 4, 7, and 8 are dominated by proprietors of 35-54 years of age.

The demographic structure of Swaziland is quite young, therefore, this explains the above situation.

Table 5

DISTRIBUTION OF PROPRIETORS BY AGE

Activity code	Age-group (years) < 35 %	35-54 %	> 54 %	Mean age (years)	Standard deviation
1	55.0	38.9	6.1	35	11
2	39.5	47.4	13.1	38	14
3	33.8	51.4	14.8	41	12
4	25.0	65.2	9.8	42	11
5	36.7	36.7	26.6	43	17
6	53.6	32.1	14.3	37	13
7	30.8	42.3	26.9	44	14
8	28.0	56.0	16.0	43	16
All	40.9	47.0	12.1	39	13

NOTE: For definition of activity codes, see Table 1 in section II.

Table 6

DISTRIBUTION OF PROPRIETORS BY AGE

Activity code	Number of children < 35 %	35-54 %	> 54 %	Mean %	Standard deviation %
1	22.7	66.8	10.5	2.6	1.4
2	21.1	55.3	23.6	3.0	1.7
3	17.6	51.4	31.0	3.4	1.5
4	10.9	62.0	27.1	3.5	1.4
5	33.3	53.3	13.4	2.5	1.8
6	28.6	53.6	17.8	2.8	1.7
7	19.2	65.4	15.4	3.1	1.4
8	16.0	68.0	16.0	3.2	1.5
All	20.0	59.9	20.1	3.0	1.5

NOTE: For definition of activity codes, see Table 1 in section II.

Number of children or dependents is the third attribute to be examined. The situation is summarized in Table 6. The mean number of children in the proprietors household is three. It was further observed that the majority of proprietors have about 2-4 children. Dr. Matsebula formulated a simple hypothesis on the influence of dependents. Dependents create that need for parents to seek higher income than would have been otherwise (i.e., to feed, clothe, house and educate them, etc.). If then

the source of income is not available from the formal sector, the last resort would be the informal sector. In terms of his hypothesis, proprietors in the UIS are expected to have on average a higher number of children than parents outside this particular sector.

A partial test for the hypothesis was made from a comparison of the average number of children in the proprietors covered in a survey (essentially low-income households). The mean number of children in the proprietors household is given in Table 6, last row. The mean number of children for the other group was 2.7; 42 per cent of the households had children less than 2; 35.6 per cent had children in the range of 2-4; and 22.0 per cent had more than 4 children.

The fourth attribute which is an important factor is namely formal academic training (see Table 7). Most of the proprietors have at least primary education in all the activities. Few, went up to secondary education, i.e., 28 per cent.

Table 7

DISTRIBUTION OF PROPRIETORS BY FORMAL ACADEMIC TRAINING

Activity code	No education %	Primary education %	Secondary education %
1	9.5	50.7	39.8
2	32.9	52.6	14.5
3	29.1	51.4	19.5
4	25.0	53.3	21.7
5	20.0	50.0	30.0
6	21.4	53.6	25.0
7	30.8	26.9	42.3
8	24.0	48.0	28.0
All	21.5	50.5	28.0

NOTE: For definition of activity codes, see Table 1 in section II.

Formal vocational training is the fifth attribute to be discussed. In Table 8 we observe quite a high percentage of proprietors who had no formal vocational training. This is true in almost all the activities. It is interesting to note that the few proprietors with formal vocational training are in the occupations related to their field of training. We find further that, for the few who received the formal training, the mean period of training was less than 24 months. There was also high activities. However, on the whole, the training periods lie mostly within the range of 12-24 months.

Table 8

DISTRIBUTION OF PROPRIETORS BY FORMAL VOCATIONAL TRAINING

Activity code	Training code 0 %	1 %	2 %	3 %	4 %
1	87.7	6.6	0.0	0.5	5.2
2	97.4	0.0	0.0	0.0	2.6
3	96.6	1.3	0.7	0.7	0.7
4	94.6	0.0	1.1	0.0	4.3
5	83.3	3.3	3.3	3.3	6.8
6	82.1	0.0	17.9	0.0	0.0
7	76.9	0.0	0.0	23.1	0.0
8	80.0	0.0	4.0	8.0	8.0
All	90.7	2.7	1.4	1.7	3.5

NOTE: For definition of activity codes, see Table 1 in section II.

Definition of Training Codes:
0 = None
1 = Home economics (sewing, knitting, handicrafts, food, etc.)
2 = Vehicles, machines, and electronics
3 = Wood work and construction
4 = Teaching, nursing, commercial studies, and secretarial training.

Table 9

DISTRIBUTION OF BUSINESS UNITS BY TYPE OF PREMISES

Activity code	Premises code 1 %	2 %	3 %	4 %	5 %
1	69.7	15.2	2.4	9.0	3.7
2	52.6	11.8	2.6	33.0	0.0
3	16.9	61.5	4.1	13.5	4.0
4	30.4	47.8	3.3	16.3	2.2
5	36.7	40.0	10.0	13.3	0.0
6	46.4	28.6	3.6	10.7	10.7
7	57.7	7.7	3.8	3.8	27.0
8	52.0	16.0	4.0	24.0	4.0
All	45.9	31.8	3.5	14.6	4.2

NOTE: For definition of activity codes, see Table 1 in section II.

Definition of Premises Code
1 = Residential premises
2 = Inside market shelter and non-residential building
3 = Makeshift shelter
4 = Open non-residential space
5 = Moves around

IV. PRODUCTION ENVIRONMENT

A proportion of business units operating in open non-residential space is highest among the three different ones (Table 9). Such environment is somewhat limiting on the productivity of the UIS. For example, operations can be disrupted by adverse weather conditions. Furthermore, the suitability of work premises can also be restricted by the unavailability of basic amenities. It is thus evident that provision of suitable premises as well as improvement in existing ones can exert a positive influence on the production level in the UIS.

Sources of funds is the last area of importance to be discussed (Table 10); almost two-thirds of the business units obtain capital funds from their own sources which are limited because of low incomes. The second source of fund is mainly from loans from family, relatives and friends. The rest of the sources may appear insignificant but we must also bear in mind that most of the proprietors are uneducated, and with proper training such sources could be utilized more efficiently.

Table 10

DISTRIBUTION OF BUSINESS UNITS BY SOURCES OF FUNDS

Activity code	Own funds 1 %	Family, relatives and friends 2 %	Bank 3 %	Supplier credit 4 %	Joint work-groups 5 %
1	63.5	35.1	0.5	0.0	0.9
2	68.4	31.6	0.0	0.0	0.0
3	58.8	39.0	0.0	2.2	0.0
4	62.0	34.8	1.1	1.1	1.0
5	73.3	23.3	3.4	0.0	0.0
6	60.7	34.8	0.0	0.0	0.0
7	76.9	19.2	3.9	0.0	0.0
8	56.0	36.0	8.0	0.0	0.0
All	63.4	34.6	0.9	0.6	0.5

Note: For definition of activity codes in this table, see Table 1, in Section II.

Production constraints observed are as follows:

- Inadequate demand
- Inadequate funds
- Non-financial constraints
- Operating at or near their point of equilibrium

They are summarized in Table 11.

Table 11

DISTRIBUTION OF BUSINESS UNITS BY CONSTRAINTS ON PRODUCTION

Activity Code	Constraint code 1 %	2 %	3 %	4 %	5 %
1	5.7	20.9	14.2	31.8	27.4
2	3.9	5.3	5.3	47.4	38.1
3	4.7	26.4	13.5	47.3	8.1
4	2.2	17.4	10.9	55.4	14.1
5	0.0	16.7	13.3	56.7	13.3
6	7.1	14.3	10.7	42.9	25.0
7	3.8	11.5	30.8	23.1	30.8
8	4.0	12.0	16.0	40.0	28.0
All	4.4	18.6	13.1	42.3	21.6

Note: see Table 1 for the definition of the activity codes.

Definition of Constraint Codes

1 = Satisfied with current level of activity
2 = Inadequate funds directly indicated
3 = Inadequate funds indirectly indicated (credit sales, bad debts, inadequate transportation, inadequate equipment, inadequate raw materials, inadequate inputs, etc.)
4 = Inadequate demand
5 = Non-financial constraints (regulations, permits, inadequate work-premises, sickness, old age, family obligations, etc.)

The first constraint named above, "inadequate demand", is due to the high degree of competition. Therefore, each business unit is faced with a small portion of market demand. The second constraint is the most important. We did earlier observe that operations depend a lot on capital funds generated from the proprietors low income.

Thus, funding the business is always a constraint. The last two may seem insignificant but they do contribute in the limitations of production.

ANNEX III.F

REVIEW OF SURVEY METHODOLOGIES APPLIED TO DATA COLLECTION ON THE INFORMAL SECTOR IN TANZANIA

By: E. Kibendela,
Ministry of Labour,
Culture, and Social Welfare
Dar-es-Salaam

I. INTRODUCTION: ORIGIN AND BACKGROUND OF THE INFORMAL SECTOR IN TANZANIA

The informal sector, or as it was called a "second economy" for almost a decade, is increasingly gaining momentum and importance as a source of employment and income in Tanzania for those who cannot find wage employment in the formal sector. And as a result of failing real wage, the sector provides a supplementary revenue to the majority of employees in the formal sector.

Generally, the origin of this segment of the economy is associated with the changing socio-economic situation in the country. In urban areas the origin is said to be a factor of the following components:

(i) Economic crisis of the 1970s;
(ii) Migration (rural-urban drift) of the labour force;
(iii) Declining of the real wages;
(iv) Low level of formal sector to absorb the available labour force.

In rural areas the factors said to have contributed to the emergence of the sector are:

- Complementary of the agricultural income;
- Seasonal nature of agriculture;
- Changing of consumption patterns.

All these factors can be discussed together in relation to the ailing economy as a result of which the expansion of modern sectors, in terms of employment opportunities, has lagged behind the labour force in Tanzania. This situation is also aggravated by movement of people of working age from rural to urban areas. Currently, the labour force participation rate is estimated as 48 per cent according to the 1978 population census. Between 1984 and 1987, about 22,000 wage jobs were created per annum. In contrast, between 1986 and 1987, only 7,292 wage-employment jobs were created compared to the 200,000 persons seeking employment in the country. From the year 1984, in particular, the expansion of employment in the formal sector on one hand stagnated, while the growth of the labour force continued at a rate above 3 per cent. On the other hand, as inflation,

which was said to be at a rate of 28 per cent, continues to erode the real value of farmer's incomes and wage earner's salaries.

With these variables in mind the, ILO/JASPA study in 1985 concluded that the formal sector in Tanzania is unable to generate enough wage employment to absorb the abundant labour force in urban centres growing at a rate of 5 to 6 per cent annually. The fact that formal real income can no longer support livelihood of the formal sector participants, has prompted the search of a 'side' income in the informal sector to fill the gap (see Table 1). At the same time, new entrants to labour force and a good proportion of migrants (urbanites) are forced to find some means of livelihood directly outside the formal employment structure. Activities such as handicrafts, small-scale trade and other services absorb the masses of working poor whose productivity is said to be lower than in the modern urban sector. They are engaged, for short and long hours, in the low productivity job at wages and income levels far below. What may be considered necessary to provide them and their dependents with a minimum standard of a decent living.

Table 1

MINIMUM HOUSEHOLD FOOD EXPENDITURE CONSUMED PAR DAS IN DAR-ES-SALAAM IN TANZANIAN SHILLINGS (T.SHS) (1977/1988)

	Low income Manzese			High income Msasani/Oysterbay		
H'hold size	No. of Resp.	1977/78	1987/88	No. of Resp.	1977/78	1987/88
1	11	33.75	88.75	1	80.00	-
2	12	34.40	120.55	18	108.30	200.00
3	20	45.90	145.90	36	136.00	312.00
4	58	50.80	161.70	57	168.42	386.15
5	62	48.90	218.75	65	196.92	398.15
6	32	75.60	249.40	40	238.75	428.00
7	6	100.00	461.10	15	242.85	452.00
8	11	64.45	292.30	9	255.55	558.00
9	3	100.00	430.00	5	290.00	600.00
10	10	99.00	353.03	4	325.00	-

Source: Msambichala, L. A. and Maro, W. 1988, in Tibaijuka, p. 36.

The above table shows how unsatisfactory the minimum wage is to support even one person household with food. In 1987/1988 the expenditure was T.SHS.88.75 per day while the wage or salary per day was T.SHS.42. This indicates that the salary can cover only 48 per cent of the food requirement. A household of 6 persons can only meet 14 per cent of the food requirement. In the higher income group, the earnings are 267 per day, i.e., 8,000 per month. A family with 2 persons can only meet 95 per

cent of the minimum food requirement and a six people household can support only 62 per cent. But food is not the only requirement of a household; clothing, shelters, utilities, etc., are other necessities which should also be taken into account. The figures imply that a household in Dar-es-Salaam, whether of the low or high income category, cannot live on a basic income.

The following table shows absolutely insignificant increases in formal sector employment opportunities since 1980.

Table 2

TOTAL FORMAL SECTOR EMPLOYMENT

Year	Total employment
1980	603,193
1981	621,828
1982	653,541
1983	686,871
1984	633,380
1985	662,080
1986	692,787
1987	700,037
1988	703,684

Source: Labour Market Information Data Bank (LSU), Labour Department.

II. CONCEPTUALIZATION OF THE INFORMAL SECTOR

A. Definition

Many attempts have been made to define the term "informal" but the concept has remained elusive (Sethuraman, 1979). There is no clear cut boundary for identifying activities in the sector, due to the co-existence or overlapping of activities between the modern (formal) and the so called unorganized or informal sector. In many instances, therefore, and as a result of lack of precise definition of the sector, an arbitrary listing of activities easily seen on the streets of urban centres is adopted, though unsatisfactorily. A more consistent definition from several studies has been advanced by Sethuraman as follows: "it consists of small-scale units engaged in production and distribution of goods and services with the primary objective of generating employment and income to the participants, notwithstanding the constraints on capital, both physical and human, and skill" (Sethuraman, 1981; cited in Baldwin, 1983, p. 10).

In general, the conceptualization of the informal sector varies widely. No universally accepted definition of it exists since the

assumptions introduced with respect to its characterization have tended to be diverse. However, Reczynki distinguishes three broad approaches to defining the sector based on the following segmentation.

a) Labour market approach;
b) The working poor;
c) Micro-enterprises (Reczynki, 1977; cited in Portes, 1983, pp. 153-159).

The labour market segmentation refers to low requirements of human and physical capital in, (e.g., unpaid family labour, apprentices), while the working poor approach characterizes the status of the sector's participants, consisting mostly of urban households or individuals with low income, as predominantly below the minimum wage. However, this approach may conflict with nature of workers in formal casual work. The last one attempts to define the informal sector in terms of particular features of the enterprise or in relation to the productive unit itself (e.g., size of employment, capital, technology, etc.). These are small scale undertakings.

B. Scope and Coverage

As can be noted from the above attempts, informal sector definition takes distinct forms of approach, the first being the *visual aspect* of informal sector (feature) such as:

- Small-scale, in terms of labour, capital and output;
- Self-employed;
- Absence of clear out division of labour.

The second is classified as *identifiable aspect* of the informal sector:

- Generally low level of formal education of participants;
- Training - normally is through apprenticeship;
- Tendency to operate outside the official regulations especially at the initial stage.

In its broader, sense the informal sector covers all economic activities which are not formal. Rural non-agricultural activities are usually included in the scope and coverage of the sector. Specialized personal and financial services, e.g., private doctors, lawyers, insurance agents and similar activities are also excluded.

Most surveys in the recent studies in the country aimed at those industries or activities of major policy interests such as:

- Manufacturing/production;
- Trade - retail, wholesale;
- Repair services.

Agriculture has been excluded in the previous surveys. However, it is now being discussed as to whether or not to include urban farm activities in such studies. The evidence is that a greater proportion of urban dwellers participate in farm related work as a secondary activity, e.g., keeping pigs, cows, poultry, and gardening for sale.

In the preparation for the National Informal Sector Study, currently at the initial stages, the working definition for the sector to be used, which was unanimously agreed upon during the November 1989 informal sector workshop, is as follows: "The informal sector is constituted of urban and rural, non-farm, small-scale, self-employed activities, with or without hired labour. Typically they operate with low level of organization, low capital, low technology and often on temporary premises. They usually are not supported by formal financing institutions, and are not usually measured in official government statistics" (Tanzania, 1989).

C. Measurement unit

"The Fourteenth International Conference of Labour Statisticians agreed with unanimity that the most appropriate unit for measurement of the informal sector is the *economic unit*, i.e., the entity in which economic activity is carried" (Hussmans and Mehran, 1988). This point of view has analytically been supported with evidence from various informal sector surveys in that they seek to identify activities which generate productive employment and income for participants in the sector. It is also supported by policy action such as training, technology, access to market credit, and has no relevance to the non-economic activities like domestic services for one's own household, which are performed with a different motive from that of economic activity (i.e., involving entrepreneurship and profit making) and moreover are unpaid. But when there is a monetary transaction for such services, laundry, cooking or child-care, by someone outside the recipients family, these are counted as economic activities. People performing similar tasks for members of their own family are usually not counted.

According to the production boundary of the UN System of National Accounts (SNA), economic activities are classified to include all market, and certain types of non-market production distribution of goods and services.

It is commonly acknowledged that, non-economic activities, though falling outside the production boundary of an economic unit, provide an appreciable contribution to the welfare and development of a given society. However, measuring it within the informal sector framework would affect the estimates of female labour force participation.

The issue of domestic service and women's participation is often perceived with mixed reaction, and continues to be debated. It is perhaps time for researchers to adopt the dynamic three-sector categorization, of formal-informal-domestic instead of the formal-informal dichotomy. This

is an important consideration given the growing labour specialization, but, before adopting this view, further discussion and analysis is needed among the informal sector researchers. The position of this paper is that non-economic activities should not be mixed with the concept of informal sector and, therefore, if a need emanates, the study should be carried out separately. Critical observation of this is necessary, otherwise, it would mislead the measurement objective and probably dilute the concept and interpretation of the result may be confusing.

The measurement unit in the study on informal sector is an economic unit which taken in a broader sense encompasses all units producing goods or services, whether carried out outside, in an open space, or on household premises. Thus, the economic unit may be a manufacturing firm, a shop, or repair workshop, handicraft workshop, a farm, a household enterprise, etc. The unit may have one or more workers, e.g., individuals working alone like shoe-shine boys, street sellers, or some form of organization of family members, etc.

A person is to be considered as employed in informal sector depending on the characteristics of the economic unit in which he/she is working and not on the basis of his/her personal or occupational type.

The basic reason for taking an economic unit as a measurement unit in the informal sector study is that informality, essentially, should refer to the functioning of the producing unit rather than to the features or characteristics of the individual workers or the work; and, as earlier mentioned, the policy interventions sought are aimed at the economic unit rather than any individuals per se.

III. DATA COLLECTION METHODOLOGIES

A. Informal sector questionnaire components (1985 survey)

The questionnaire used in the recent informal sector surveys have normally embodied the following components:

a) Location of establishments, address, initial year of operation; type and sector of activities, breakdown of activities between major and secondary occupation;

b) Physical characteristics of the enterprises, type of ownership of place of work, infrastructural facilities, hours worked;

c) Inventory fixed capital; source of capital and year of purchase, importance of borrowed capital, type of source of external services, types of sources of input supply, cost of various services;

d) Information on type of goods and services produced, quantity and prices, method of sales, estimates of intermediate consumption and daily and monthly turnover;

e) Customers of enterprises; relations with the formal sector firms, and their importance in turnover of enterprises;

f) Management of enterprises; existence and types of accounting structure; relations with financial institutions, methods of determination of selling prices;

g) Opinion on the constraints faced by the enterprises, nature and assistance required from government;

h) Institutional environment of the activities application to groups, co-operative, and other groups;

i) Information on the income and mode of payment of the workforce including the owner, socio-demographic characteristics of the workforce. Sex, age, origin, level of education, mode of training and living, training needs current status and prospects in the activities.

The past experience of informal sector data collection in the country was based on interview method. The data were collected using questionnaires and interviews and, to a lesser extent, observation. The questionnaires used were both open-ended and pre-coded. Most questions related to the enterprises with some questions addressed to the entrepreneur or the head of the enterprise. Very limited information was collected from the other workers (employees, unpaid family workers, and apprentices).

Ten topics were covered in both surveys (1985 and 1989 Dar-es-Salaam Informal Sector SurveSy):

(i) Identification particulars
(ii) Particulars about the activity or business
(iii) Particulars of owner of business
(iv) Labour
(v) capital
(vi) Production/sales
(vii) Cost
(viii) Problem of business operations
(ix) Financing organizations
(x) Other issues

The source of data was from field in the urban area. The rural sector was left untouched. During the past studies and more so the 1985 and 1989 Dar-es-Salaam Informal Sector Surveys, the major source of the primary data were entrepreneurs of the following activity categories:

a) Training
b) Agriculture and natural resources
c) Catering and culture
d) Transport

B. Sampling methodologies

There are two major data collection instruments used in the informal sector surveys: the household and the establishment based approaches which differ in respect to unit of measurement, coverage, scope, and, in some cases, the method of data collection.

The household approach is directed to individual households or members of the household and not to the enterprise. In the absence of a sampling frame of households, the technique used for setting an unbiased representative sample is area sampling of household, and to collect information on the informal activities engaged by the members of the households. Here self-employed in household enterprises are identified using the working definition. A filtration process is applied by asking specific questions in those households which are classified as being within the informal sector. The data obtained from this area sample are then weighted. This helps to obtain sample that represents the concentration of activities proportionately.

The practicability of this method is constrained by the fact that it offers no guarantee that a reasonable selection of the sector's activities will be covered as it is limited to household enterprise, though this, of course, also depends on the definition which is used. Household surveys, when appropriately designed, can cover all branches of economic activities and all populations, excluding institutional population such as armed forces, etc.

An additional drawback is that the information collected is limited in scope and reliability in the sense that the reporting unit here is a household or an individual is not necessarily the same as the measurement unit. The problem in this case occurs if an employee or worker is asked to give information on the characteristics of the enterprises he or she is working for, e.g., type of ownership, initial outlay, etc., of which many workers have very vague ideas. The problem could be even acute if the person interviewed is merely an informant, and does not work in the said establishment.

1. Establishment approach

This is an enterprise based survey. First, a list of enterprises is compiled either from the traditional sources, such as the licensing authority's register of establishment or surveys conducted by the central statistics office or other sources. But experience on the informal sector enterprise shows that only few of them are covered by these sources, since oftentimes many of the informal enterprises are by definition and by

nature unlicensed. Similarly, surveys conducted by the central statistical office to obtain an up-to-date register of establishment have been limited to units with 5 or more paid employees. This means that most of the informal units with less than 5 employees will not be covered. Because of the inherent weakness in using traditional source of information to obtain an informal sector sampling frame, a field listing of all units thought to fall within the informal sector is often a prerequisite to this method, which also relies heavily on the interviewers knowledge and experience to identify an enterprise as being in the informal sector. Clearly, by this method a reasonable frame can be constructed primarily from the easily identifiable enterprises, e.g., workshops, restaurants, shops, etc. Mobile activities such as street selling, building repairs, etc., are difficult to locate and thus a major drawback in the approach.

In countries where comprehensive local administrative and structured systems exist, the listing of businesses could be achieved through the inquiries of ward committee members, or secretaries, or "ten cell" leaders; on the assumption that the knowledge of these key people in the area is better than interviewers. Once the sample frame is established, stratified sampling techniques are applied to ensure fair representation.

One advantage with the establishment approach is that the enterprise is both the measurement unit and the reporting unit. This makes establishment survey particularly suitable for obtaining detailed, precise and reliable information on the characteristics of economic units needed for compilation of statistics in the informal sector (Hussmans and Mehran, 1988, p. 31).

The two approaches to measuring informal sector activities are commonly used; however, selection of which approach to apply, depends upon the definition, scope and coverage of the study since each approach has its own advantages and disadvantages.

2. Combined approach

An attempt has been made to arrive at a method that is likely to reduce the weakness inherent in the two approaches. This is a modified combined approach and can be applied in two folds.

(i) Conducting the two surveys consecutively, one on economic units (as follow-up to the household survey); and
(ii) Adding a survey on economic units to a household survey.

The former entails at first place to establish a name and location of economic units as a sample frame identified through a household survey. This approach has a double burden in terms of resources as it involves two separate survey operations and secondly a time-lag between the two survey periods may affect the results, especially considering the potentiality of the sector to create new informal sector units.

Table 3

CLASSIFICATION OF INFORMAL SECTOR ACTIVITIES BY INDUSTRIAL CATEGORY

Industry category	Coverage	Number enterprises covered	Percentage
Word processing	-	104	12.2
Food processing	Milling, maize, bakery	25	2.9
Textile/leather products	tailoring, knitting shoe making	258	30.2
Handicrafts	Carvings - wood/ ivory, mat and basket making	10	1.2
Manufacturing of basic metal goods	Blacksmithing/tin-smithing metal fabricating	30	3.5
Services	Welding & related activities; car, radio bicycle, & watch repairs, hair cutting, laundry, firewood & charcoal selling, shoe-shine, grocery hawking & butchery	409	47.8
TOTAL		836	100.0

Source: Analysis of Informal Sector, Dar-es-Salaam Informal Sector Study, 1985.

The latter method which combines the approaches simultaneously is done by first identifying the economic status of household members in the household questionnaire and then followed by addressing an additional questionnaire on the characteristics of enterprises to all members of the household who have been identified as employer or own-account workers in the informal sector.

C. Applied methodologies to previous surveys

The two recent informal sector surveys of Tanzania (1985 and 1989) were establishment-based and used similar sampling methodologies. The samples covered one area of the city of Dar-es-Salaam. One of the setbacks in the 1985 ILO/JASPA sponsored study in Dar-es-Salaam, was unavailability of a list of the universe to be sampled; therefore, preliminary listing of all the informal sector activities had to be undertaken. Twenty nine administrative wards were covered, and 6,520 enterprises listed in this exercise; 885 enterprises out of the list were selected or sampled.

Table 3 summarizes the sampled enterprises by type of informal activities.

III. Data collection constraints and gaps

A. Data constraints

Five sources of constraints were observed during the past informal sector studies in the country. These constraints were snags for a reliable data collection exercise. These are:

(i) *Lack of business records*

Most informal sector operators do not keep business records, the reason being that most entrepreneurs of the sector have limited and elementary knowledge of keeping records; or fear that if there are business records then income tax inspectors would be more likely to exercise their authority.

(ii) *Lack of permanent business premises*

Most activities take place in semi-permanent premises or open or makeshift business premises. Because of this constraint some operate only for few hours a day and some premises are used by more than one business operation. This situation makes the follow up of activities practically difficult.

(iii) *Lack of sampling frame*

In general, the size of the population from which the sample is to be obtained is not known or there is inadequate information, hence a two-phase survey method has to be adopted. The first consists of pilot census of all informal activities in the sampling area. This baseline information is then used as a basis for stratifying the sample in the second phase (Bagachwa 1981).

(iv) *Suspicious attitudes*

Due to harassment by the state authorities, informal sector operators always fear, and are reserved in releasing information regarding their activities particularly as regards income data.

(v) Absence of national policy on informal sector activities and development

As long as the government remains mute without attention and recognition of the significant contribution of this sector of the economy, particularly in times of economic crisis, the sector has been sustained without government support and guidance. As such, there are not enough data available except for the few *ad-hoc* conducted in Dar-es-Salaam.

B. Data gaps

The available data from previous informal sector surveys in the country provides a doubtful applicability and deficiency due to the following aspects.

(a) All the surveys were confined to only two urban centres, Dar-es-Salaam and Arusha, and, therefore, cannot be treated as typical national samples of the urban economy. In addition, the studies excluded the rural areas which also have informal sector activities. These two gaps confirm the insufficiency of information for the estimation of the overall size of the informal sector in the country;

(b) The studies overlooked the relationship which exists between the state and the informal sector;

(c) The role of women in the informal sector was not given due consideration.

IV. FUTURE AND CURRENT PLAN FOR COLLECTION OF INFORMAL SECTOR DATA

A. Informal sector study (1990-1991)

This is a nation-wide study currently in preparation. A selected informal sector technical committee has finalised the framework programme for the study and preliminary work has begun. It is proposed to use a household based approach implying that the measurement unit for the study will be the household rather than the informal sector establishment itself. The reason for this approach being that the sample frame for informal sector establishments is difficult to obtain. As opposed to previous surveys, the study is a national coverage which will cover both *urban and rural areas. The urban sampling is based on the 1988 population census enumeration areas (EAs) while the rural, will be based on National Master Sample (NMS) designed by the Central Bureau of Statistics.

A multistage sample design will be applied in the selection of sampling units. In the urban sample, the first stage sampling involves the selection of 13 urban locations. Though fewer compared to the national urban locations, it is assumed that the use of few urban locations will not introduce additional sampling effects to the outcome.

The rural sample will be drawn from the frame of the NMS which has, so far, 50 villages. The following is a summary of the first stage urban location selection:

TOTAL URBAN LOCATIONS			SELECTED URBAN LOCATIONS
(a)	1	Dar-es-Salaam City	1
(b)	9	Municipalities	3
	10	Regional headquarters	3
	58	District headquarters	3
	12	The remaining urban locations	3
	90		13

This sample selection is based on a stratified sample design. It is planned that the result of the sample selection will be as follows:

EAs	Census sample	ISS sample
Dar-es-Salaam	154	50
Municipalities	152	40
Region Hqs.} Others }	236	30
	542	120

The next stage is to select 120 EAs out of the total of 542 in the selected urban areas, but with high probabilities of selection assigned to areas of high concentration of informal sector activities, to avoid over-representation of households with non-informal activities. This is to be achieved by grouping the sample of EAs according to the degree of informal sector activities: a rough indication of the existence and concentration of informal sector activities will be obtained from ward secretaries and "ten cell" leaders using form ISS 1 and appendix 3. The definition and the list of characteristics of the sector, as required by this study, has to be provided and will be shown to the ten cells leaders for easy reference and identification of informal sector activity in the area. Note that the main focus is the operators of the informal sector activities living in the EA and not the enterprises or establishment in the area. Thus in the preliminary listing exercise which has started in Dar-es-Salaam city, the total of informal sector operators/households in an EA will be established, following which, the required sample of EAs in the selected areas will be determined using differential weighing methods.

An example of calculation procedure is provided below:

e.g, <u>Dar-es-Salaam EAs</u>

% of Es with IS	No	Sample
< 5	40	5
5 - 19	60	15
7 - 20	54	30
	154	50

However, this is subject to revision, as the boundaries of the percentage groups above have to be set when the respective weights are calculated.

The second stage of the sample design is to screen every household in all of the selected urban and rural units. At this stage what is required is direct contact with the head of household in the selected units. The head of household will be asked whether he or she or any other member of his/her household engages in any of the informal sector activities. A list of activities will be provided. For households with more than one activity it may be necessary later to decide on the criterion for deciding on the <u>main activity</u>, and may entail the choice on whether to use income, capital or time spent.

The listing sheet for the household informal activities works like this below:

Region ..... District ..... E.A. .....

10 cells leader	Household head	Informal sector Activities 1 2 3
.....	.....	....
.....	.....	.....
.....	.....	

It is suggested that each household be given a chance of selection to avoid ambiguities; and that activities such as manufacturing/repairs/construction be automatically designated as the main activities when they occur to be done together with other service activities. The reason for the latter proposal is that these activities are, to a great extent, of a particular policy interest. Nevertheless, experience indicates that retail business/services dominate the sector, and, therefore, it would be sufficient to have a representative sample to cover all these different activities. See the sample selection procedure of activities below:

Activity	E.A. No. ..... No. of H'holds	Sample
Manufacturing/repair	10	10
Transport	5	5
Construction	5	5
Retail/services	30	10
NIL	30	-
TOTAL	80	30

All with less than 10 informal sector operators would be selected.

As noted above, each household will be given only one chance of selection, this method is likely to pose a problem when it happens that an activity is undertaken by partnership or co-operative arrangement which would lead to double or more selection chances. The weights need, therefore, later to be adjusted or some of the activities discarded. The former seems preferable.

The last and final stage is the administering of the detailed survey questionnaire to each of the selected households.

NOTE: Our measurement unit in this study is the household and, therefore, we have selected here the household and not the activity. Activity was used for the strata and the weights will be based on the strata.

As mentioned earlier, this is a proposed multi-stage sample design for the study, but it is not yet put into practical use except for the preliminary listing of activities in Dar-es-Salaam. The design is a bit complex and may require further study and probably revision. Any useful reaction from the workshop participants towards the sample design and procedure will be highly appreciated.

B. Labour force survey (1990-1991)

The 1990/1991 National Labour Force Survey, which is at the final stages of preparation, will be the first comprehensive exercise for over twenty years in the country. The main objective of the survey is to collect detailed information on the economic activities of the population, which will give benchmark measures on employment, unemployment, and underemployment. Concurrently, it is proposed to measure informal sector employment. A suitable definition has been worked out and will broadly cover small-scale, self-employed conducted activities with or without paid employees, typically operating with a low level of organization and technology, and often from temporary structure, a person's home or from no fixed location.

The measurement unit in the LFS will also be the household and, therefore, information will be from persons working in the informal sector and not on the enterprise itself. This approach has its own limitation as the sample selection has been done without bias towards geographic areas of informal sector activities. However, it is expected that the survey will give good estimate of the total number of persons employed in the informal sector. A limited classification of the characteristics will also be possible and, therefore, the resulting data, earlier outlined, will show the sex, age, industry, occupation, educational level, status in employment, training, income, hours worked etc., in the informal sector. These variables can further be analysed in relation to those persons in formal sector, traditional agriculture, unemployment or not in the LFS. These data will obviously be extremely significant to the development planning and policy making processes in the country.

It should, however, be noted that the judgement of whether an activity is informal is made by the process of elimination, first identifying what is formal and the remainder then is informal. An extract of a sample page of a questionnaire is given on Appendix 2 for easy reference. As can be observed from this page, there are two separate sections with similar questions: one for recording main activity and the other for secondary or other activity. Questions 17 and 26 record the occupation of the individual, and the elimination procedure starts with questions 18 and 27.

a) *Traditional agriculture*

In order to be in informal sector employment the person should not be working in agriculture; see questions 18 and 27.

b) *Sector*

Also persons working for government, parastatal, CCM, and co-operative will be excluded from informal employment. This is done in questions 21 and 30.

c) *Size of establishment (private)*

It is assumed that the number of persons working for the establishment where the individual is employed is known both to the self-employed and the employees, especially if the set size limit is small. In the LFS Questionnaire a size limit of ten working people is used.

d) *Location and interviewer evaluation*

In most cases, location 1 to 5 in questions 23 and 32 will be taken as informal sector activities. In the others the judgement is left to the interviewer based on guidelines on the general characteristics of informal sector which will be provided to enable him or her make the appropriate evaluation.

It is expected that by this approach we will arrive at a reasonable estimate of informal sector activities and employment.

C. Informal sector tabulation plan from LFS survey

(i) Persons employed in the informal sector in main activity by industry, sex, and occupation;

(ii) Persons employed in the informal sector in secondary activity by industry, sex, and occupation;

(iii) Persons employed in the informal sector in main activity by age, sex, and highest schooling;

(iv) Persons employed in the informal sector in secondary activity by age, sex, and highest schooling;

(v) Persons employed in the informal sector in main activity by industry, sex, and status of employment;

(vi) Persons employed in the informal sector in secondary activity by industry, sex, and status of employment;

(vii) Persons employed in the informal sector in main activity by type of training, sex, and occupation;

(viii) Persons employed in the informal sector in secondary activity of type of training, sex, and occupation;

(ix) Employed persons with a secondary activity; modified sector* of main employment, by sex and by modified sector of secondary employment;

(x) Persons currently underemployed, by status in employment, by sex, and by modified sector of employment;

(xi) Persons currently underemployed by modified sector of employment, sex, and type of additional work sought;

(xii) Persons currently underemployed by hours actually worked, sex, and modified sector;

(xiii) Currently employed population, distributed according to number of hours worked in main and secondary activities, by modified sector of employment;

(xiv) Distribution of persons engaged in paid employment and average monthly paid income, by modified sector of paid employment, and by sex;

(xv) Distribution of self-employed persons and average self employed income by modified sector, and by sex;

(xvi) Distribution of persons in paid employment as main activity, and average paid earnings, other earnings and total earnings by modified sector.

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*) Modified sector of employment classified as:

Government
Parastatal
Private - Agriculture
Informal
Other

V. NATURE AND EXPERIENCE OF WOMEN INFORMAL SECTOR ACTIVITIES IN TANZANIA

Women's participation in informal sector activities in Tanzania can, on a wide scale, be viewed from both historical and socio-economic perspectives. The role and position occupied by women in the labour markets have, among other factors, been determined by culture, traditions, and colonialism.

In the traditional society, women took part in subsistence agriculture but at the same time spent a lot of time in the household duties. In this period, education, basically informal, aimed at socializing both boys and girls, and teaching them what was their role and status in the household and community. During colonialism, most of the traditional values and customs were preserved and, therefore, sexist values remained. Gender discrimination which existed during pre-colonialism was perpetuated through the colonial administrative machinery. Emphasis was on boys more than girls and with the introduction of formal educational system and wage employment, inequality was reinforced, for example through employment opportunities, types of jobs and decision-making power were assigned on the basis of unequal education.

This summarizes the fact that large groups of women have been, so to speak, victims of history in terms of education, skill and, therefore, employment, making them a vulnerable group to unemployment and under-employment. Not surprisingly, women constituted only 6 per cent of all wage/salary employment in 1966. The ratio though doubled by the year 1972, and according to the 1980 manpower survey was 20.1 per cent of the higher and middle level manpower. In relative terms, however, their share in paid employment is still low.

Table 4 shows the work force by employment status as computed from population census Volume IV.

Another inhibiting factor against women's participation in formal employment is the employers' attitude. Women are more expensive to employ due to the additional cost of maternity leaves, absenteeism due to sickness of children, in-laws, brothers, sisters, etc. This attitude prevails amongst employers. This has, in a way, rendered female participation in the labour force, particularly the formal sector, to be very low and to women's disadvantage.

More serious is the effect of the economic crisis which was evident from early 70's. The downward trend in the growth of the economy resulted in the inability of the labour market to effectively utilise the abundant labour: in 1976, for example, the government was forced to lay off 20 per cent of public service employees, and more recently, in 1985. The 1986-1987 budget speech, by the Ministry of Finance and Planning, indicated that capacity utilization of investment had fallen as low as 20 - 30 percent (*Daily News*, June 1986).

Table 4

POPULATION AGED 5 + IN THE WORKFORCE BY EMPLOYMENT STATUS AND SEX, 1978

Status employ-ment	Males			Females			Share of both sexes			Females in total employ-ment %
	Total	Urban	Rural	Total	Urban	Rural	Total	Urban	Rural	
Permanent	13.9	53.7	6.1	2.6	17.0	1.1	8.1	40.0	3.4	16.5
Temporary	5.4	12.9	3.9	1 0	5.3	0.6	3.1	10.1	2.1	16.5
Casual	1.9	3.5	1.6	0 3	1.7	0.2	1.1	2.8	0.9	14.0
Own Account	73.7	27.8	82.8	62 4	55.0	63.1	67.9	38.0	72.3	47.3
Family	5.0	2.1	5.6	33 5	20.9	34.8	19.7	9.1	21.2	87.5
Not Stated	0.1	0.1	0.1	0 1	0.1	0.1	0.1	0.1	0.1	
TOTAL NUMBER	3,809,139	638,007	3,181,132	4,046,086	374,685	3,661,383	7,845,207	100,202	684,215	51.6

Source: Computed from the 1978 Population Census of Tanz nia, Vol. IV.

It was, however, interesting to note that the criterion for the 1985 retrenchment was based on first in last out. As such, (no data to substantiate) since women entered the work force later than men, they were affected more by this retrenchment than men. Furthermore, the effect of economic crisis was more pronounced in industries and factories due to lack of raw materials, spare parts, leading to the closing down of many factories or reduction of shifts as a result of declining production capacity which was said to be 40 per cent in most industries. In this grim situation, and with women clustered in the labour-intensive industries, particularly in the semi-skilled and unskilled jobs, they are prone to redundancy. Their contribution and ultimately productivity is, therefore, inhibited.

From the preceding discussion, it is clear as to where and why the participants, particularly women, of the informal sector, come from. It could, therefore, simply be acknowledged that the inability of the formal sector to absorb excess labour, has led to the emergence of employment in the informal sector: various studies show that 20 to 60 per cent of the urban labour force is engaged in informal activities.

Basically, women enter the sector in order to supplement family incomes. Estimates available show that about 50 per cent of the sector's participants are women, and they are involved in activities such as beer brewing, food kiosks, horticulture, sewing, doughnuts preparation, handicrafts, frying of fish, ice cream making, dyeing, selling (milk, eggs, charcoal, etc.) and as bar maids and house-girls.

Records from the office in Dar-es-Salaam that deals with small-scale activities and issues permits and licenses, reveals that in 1987, 853 women registered their activities in informal sector. In 1988 and 1989, 440 and 597 women were registered, these figures are for Dar-es-Salaam city only.

A study by Liganga further identifies the profile of women in the informal sector as follows:

Age group	I	-	< 15	-	28%
	II	-	15 - 45	-	55%
	III	-	> 45	-	17%

Education:

Group	I	-	Primary education mostly.
Group	II	-	Minimum level of primary education and few up to the university.
Group	III	-	Merely literate.

Skills: Skill acquisition through experience, in most cases, family labour source/size of capital: normally very low capital and mostly derived from family members - husbands or grown up children - and in some cases, credit societies or institutions and/or capital from other business.

VI. METHOD OF ESTIMATION AND ANALYSIS

One of the major objectives in obtaining data from informal sector activities is to ascertain the contribution of its participants in relation to employment and production in the national economy. Since the existing data on the levels of production, employment, etc., in the informal sector are practically inadequate, crude and unrepresentative of the country as a whole, alternative means have been sought by using data from censuses and surveys such as:

- Population Censuses
- Demographic and Social Surveys
- Labour Force Surveys
- Household Surveys
- Industrial Surveys

For further illustration, attempts have been made by ILO/JASPA to estimate the volume of the informal sector production based on a simple derivative methodology. The following procedure (taken from JASPA, Estimation report), is adopted in observation of what could be informal sector GDP.

First, value added per enterprise for the industrial sectors, industry, commerce, service and transport are obtained through the sectoral surveys. Second, from the macro surveys, the average size of enterprise is also available. At this level, therefore, one is able to derive the GDP for each of the four industrial categories; and the summation of which constitutes GDP of the informal sector.

Data on informal sector employment can be derived according to the following steps. One, the urban labour force is divided into three components, i.e., namely, modern sector, the informal sector and unemployed. If the data on modern sector employment and urban unemployment data are available, then the residual of the labour force is treated as constituting the informal sector employment. These figures are then distributed into various industrial categories such as trade, industry, services and transport. Note that the applicability of this method depends on the availability of the following data: labour force and its breakdown between urban and rural; size of modern sector employment; and number of unemployment in the urban areas, and for projection purposes, a projected growth rate of the said variables.

The above relationship can be derived as follows:

$$X = Y + Z + U - 1$$

Where X is total urban labour force
Y is modern sector employment
U is the level of unemployment in the urban areas
Z is the urban informal sector and
X, Y, Z and U> 0

From (1)

$$Z = X - Y - U$$

Assuming a given period (t) where there is a requirement for informal sector employment (2), additional employment in the urban informal sector will be:

$$\frac{dz}{dt} = \frac{dx}{dt} - \frac{dy}{dt} - \frac{du}{dt}$$

These are respective changes of Z, X, and U, while growth rate in period (t) is denoted by (dt).

This approach is based on the following assumption:

(i) Modern sector employment is essentially an urban phenomenon;
(ii) Availability of unemployment figures; and
(iii) Disaggregation of the labour force by rural and urban residence.

The difficulty associated with this approach is that, sometimes it is not possible to get figures on the classification of labour force into the various skills and occupations. However, this method is easier and desirable in that, data can be derived from labour and industrial census.

This residual methodology can be applied under the following assumption.

(i) Informal sector is taken into account in the overall GDP;
(ii) Informal sector is considered a part of the non-agricultural GDP.

Therefore, the informal sector GDP is derived as follows:

a) **Total GDP = Modern sector GDP + informal sector GDP + Agricultural GDP.**

b) **Informal Sector GDP = Total GDP - Agricultural GDP - Modern sector GDP.**

Provided there is the growth rate of total agricultural and modern sector GDP the derivations give the growth rates of informal GDP in a given period also.

VII. CONCLUDING REMARKS

This paper has sought to review and highlight the survey methodologies applied in the previous informal sector surveys in the country. Indeed, the nature and extent of participation in the informal activities by Tanzanians is widespread and includes both those with formal employment as well as those engaged full-time in the sector.

In general, its very nature of being small, registered, or unregistered, makes data collection exercise difficult. There are definitional and sampling difficulties. The paper also discussed the role and contribution of women in the informal sector; but one of the setbacks with women's activities in the sector is that, most are not covered due to international recommendations and definition of the economic unit. However, separate and in-depth studies could possibly be undertaken to explore more aspects on the role and contribution of women to the national product and development.

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MAIN (ONLY) ECONOMIC ACTIVITY

The following set of questions refer to the economic activity on which you spend most of your time if you have more than one activity.

17. What sort of work do you do? What are your main tasks or duties? Q17 TASCO

.....

INT: Describe activity fully in at least 2 words

18. (a) Is this work:- 18(a)

As a paid employee..... 1.}
Self employed (non-agric.) } GO
with employees..... 2.} TO
without employees..... 3.} Q19.
Unpaid family helper (non-agric.) ..... 4.}
On your own or family farm or shamba..... 5. Continue.

(b) Is your main activity on the farm or shamba

Crop growing ..... 1.}
Livestock..... 2.} Continue.
Fishing..... 3. GO TO Q25.

(c) What is your major crop/livestock or Animal

..... GO TO Q25.

19. What is the name and location of the place (establishment) where you work? Q18/20 ISIC

.....

20. Describe the kind of economic activity at this place of work?

.....

21. Is this enterprise Q21

Government..... 1. } GO
Parastatal..... 2. } TO
CCM and Allied..... 3. } Q25.
Co-operative..... 4.}
Other(private etc.)..... 5. Continue.

22. How many people are there working for this company/business at all locations Q22

	No.		
Employers/Own Business	.....		E
Apprentices (paid or unpaid)	.....		A
Paid employees (other)	.....	OR *Tick if 10 or more & GO TO Q25.*	P
Unpaid family workers (other)	.....		U
TOTAL			T

23. Is this enterprise located: Q23

In a temporary structure.....1. } GO
On the footpath/in the street..... 2. } TO
No fixed location (sales/service only)..... 3. } Q25.
At a market ..... 4.
In your own or someone's home..... 5.
In a permanent building ..... 6.
Other, describe .....
..... 7.

24. *INTERVIEWER: Evaluate:- Formal Sector..... 1.* Q24
Informal Sector..... 2.

Why?.....

OTHER ECONOMIC ACTIVITY

25. Did you have any other economic activity in the last week? YES ... 1. Q25
NO ... 2. GO TO Q34.

INT: Record major other activity if more than one.

26. What sort of work or activity is this? What are your main tasks or duties? Q26 TASCO

.....

INT: Describe activity fully in at least 2 words.

27 (a) Is this work:- 27(a)

As a paid employee..... 1.}
Self employed (non-agric.) } GO
with employees..... 2.} TO
without employees..... 3.} Q28.
Unpaid family helper (non-agric.)..... 4. }
On your own or family farm or shamba ..... 5. Continue.

(b) Is your main activity onthe farm or shamba

Crop growing.....1. }
Livestock..... 2. } Continue.
Fishing..... 3. GO TO Q34.

(c) What is your major crop/livestock or Animal

..... GO TO Q34.

28. What is the name and location of the place (establishment) where you do this work? Q27/29 ISIC -

.....

29. Describe the kind of economic activity at this place of work

.....

30. Is this enterprise Q30

Government..... 1. } GO
Parastatal..... 2. }TO
CCM and Allied.....3. } Q34.
Co-opeatives ..... 4. }
Other (private etc.)..... 5. Continue.

31. How many people are there working for this company/business at all locations? Q31

	No.		
Employers/Own Business	.....		E
Apprentices (paid or unpaid)	.....		A
Paid employees (other)	.....	OR *Tick if10 or more & GO TO Q34.*	P
Unpaid family workers (other)	.....		U
TOTAL			T

32. Is this enterprise located: Q32

In a temporary structure.....1. } GO
On the footpath/in the street..... 2. } TO
No fixed location (sales/service only)..... 3. } Q34
At a market ..... 4.
In your own or someone's home..... 5.
In a permanent building .....6.
Other, describe.....
.....7.

33. *INTERVIEWER: Evaluate:- Formal Sector 1.* Q33
Informal Sector .....2.

Why?.....

ANNEX III.G

AVAILABILITY OF SEX DISAGGREGATED DATA WHICH CAN BE USED FOR THE COMPILATION OF STATISTICS AND INDICATORS ON INFORMAL SECTOR IN ZAMBIA

By: P. Hamakona
Assistant Director
Central Statistical Office
Lusaka

I. INTRODUCTION

The statistical services in Zambia are largely provided by the Central Statistical Office (CSO) and by other Ministries/Departments which run statistical units. Together with the CSO, these form the Unified Statistical Service Unit (USSU). The Ministries/Departments which run statistical units include agriculture, health, general education; youth and sports; mines; and labour and social services. The USSU comes under the umbrella of the Department of the Census and Statistics which is headed by the Director of Census and Statistics who makes recommendations for appointment and promotion of personnel to any vacant post within the USSU.

The Central Statistical Office (CSO) of Zambia was established in 1964. Its functions, as provided for under the Census and Statistics Act, Chapter 425 of the Laws of Zambia, include collection of statistical data through the censuses and surveys in Zambia on any subject. The functions of CSO have expanded over the years to meet the ever increasing demand for statistical data by various users.

The CSO is divided functionally into eight specialist divisions by subjects, namely, national accounts, agriculture, population and demography, balance of payments and external trade, labour, consumption and prices, public finance, and industrial production statistics. In addition, there are nine provincial statistical offices for data collection, a field surveys unit, data processing unit and printing unit.

The CSO has expanded over the years and now employs over 400 professional and sub-professional staff and has developed several time series concerning national accounts, balance of payments, external trade, employment and earnings, construction output and building materials price index, index of industrial production, mineral production, agriculture, fisheries, population and demography, public finance, consumer prices and consumer price indexes.

These time series are essential for the formulation, implementation, evaluation of development plans normally established through a system of

socio-economic indicators which bring to light the areas of concern within the context of planning and implementation of development goals and objectives.

II. Data Requirements

The Central Statistical Office acknowledges the fact that for data to be useful they have to be:

a) User oriented, to which effect, discussions are normally held with major actual and potential users of the data to identify the statistics needed, before instruments (including questionnaires) are formulated;

b) Comparable with other data collected by other institutions which require that statistics be collected by all concerned in a co-ordinated and integrated manner with respect to concepts, definitions and methods. In many African countries including Zambia, an integrated system of household surveys has been put in place for this purpose;

c) Maintained in continuous series and stored in a systematic and readily retrievable manner.

In addition, there is need for safeguarding the confidentiality of individual returns to ensure that data is not distorted or traced to their sources. In Zambia, this is provided for in the Statistical Act, Chapter 425 of the Laws of Zambia.

However, it has not always been easy for CSO to meet their requirements especially the co-ordination of data collection with other institutions some of which tend to embark on data collection without consultation with CSO. The lack of co-ordination has resulted in collection of incomparable data, duplication of efforts and, hence, less than cost effective manner use of resources.

Secondly, the maintenance of up-to-date series has been made difficult by lack of adequate facilities for data processing and storage. Until recently CSO had only nine micro-computers which were inadequate for processing of data collected in large surveys. Printing has been a major constraint to the storage of data in an easily accessible form since CSO has to share with other government departments the scarce resources at the Government Printing Department.

III. PAST AND ONGOING PROGRAMMES OF THE CENTRAL STATISTICAL OFFICE

In its attempt to meet the national demand for various statistical data, the Central Statistical Office has been conducting various surveys and accordingly its programmes have been varied since its inception.

A. Censuses and Surveys

1. Censuses

Following the independence of 1964, censuses of population were conducted in 1969 and 1980, with an enumeration in 1974 on sample basis. An agricultural sample survey was carried out in 1970-1971 as part of the World Agriculture Census Programme. This was to have been followed in 1982-1983 by an agricultural census, but due to lack of funds was postponed and is now being planned for 1991-1992.

Currently CSO is preparing to conduct a census of population and housing in August 1990, ten years after the last one, in accordance with the international requirements that censuses of population be conducted either after every five years or decennially. The 1990 Census of Population and Housing will seek to collect data relating to size and distribution of the population, sex, age, marital status, migration, ethnicity, education, economic activity, fertility of females aged 12 years and above, and housing characteristics.

A supplementary questionnaire on agriculture will be canvassed together with the population questionnaire during the 1990 census. This supplement is intended to gather basic information on agricultural activities in the country. The information will be used to set up a frame for the agricultural sample survey planned for the 1991-1992 agricultural year.

The data collected through the censuses, as indicated in the introduction of the draft handbook, although it can be disaggregated by gender, has some obvious limitations in its use to evaluate the contribution of women to the economy, due to some biases in the definition of concepts and methods used for enumerating the economic activities of women and men in the informal sector. For example, definition of work in a census might lead to distortions in the data relating to the number of working women for it does not include housewives exclusively engaged in home duties. However, such data assists in providing some basic information on the informal sector which could be useful when cross tabulated with other variables.

2. Economic Surveys

A number of periodic enquiries of economic activities of establishments have been carried out by means of mailed questionnaires. Examples of these surveys are:

- An annual census of the services sector (i.e., wholesale, retail and related service trade);

- An annual census of industrial production;

- A quarterly enquiry of output of the construction sector;

- A monthly enquiry of selected establishments in mining, manufacturing, and electricity sectors to obtain production trends;

- Annual census of commercial farms (data on farm area, production and sales, inputs and capital formation);

- A monthly enquiry among selected establishments and market outlets;

- An annual balance of payments enquiry to establish foreign economic transactions of parastatal and private enterprises; and

- Several other ad hoc surveys of establishments are conducted.

As can be seen, the method of collecting these data cannot permit gathering of information from the informal sector due to general lack of mailing addresses in the sector. Apart from the information on employment, the data collected in the economic surveys cannot be disaggregated by gender since it only concerned production and sales values.

3. Household surveys

The CSO has carried out a number of subject-specific and other household surveys generally on ad hoc basis and usually with no immediate plans for their repeat. However, two of such household surveys have been conducted on a non ad hoc basis by CSO. These are the Annual Agricultural and pastoral surveys and the Household Budget Surveys. In 1981 to 1983, the CSO conducted a longitudinal household budget survey on a panel of 100 households in three cities in order to monitor the earnings and spending patterns of households, in particular, how these are being affected by inflation on a monthly basis. This survey was preceded by two household budget surveys in 1974-1975, and 1975-1976.

Currently, the CSO conducts annually crop forecasting, aimed at providing the authorities advance information on impending national food situation, and post harvest surveys to confirm or correct what was predicted in the forecast survey.

With the assistance of USAID, a comprehensive agricultural survey was conducted in 1986. The survey was conducted in two phases: the first was aimed at gathering information relating to agricultural inputs namely, water supply, use of irrigation, use of pesticides, and purchase and use of seeds and seedlings/cuttings and use of fertilizer and farm land; and the second for gathering data on crop production and sales, livestock inventory and sales, farm machinery and equipment owned, farm building and other structures, current operating expenses and marketing, farm loans,

farm gate prices and other farm problems. The data collected in these surveys are still being processed.

In addition, labour force surveys were conducted in 1986 and 1987 to collect information on economic activity of individuals, employment, under-employment and unemployment by various demographic and other social characteristics.

The data collected through the household surveys can usually be disaggregated by gender. But due to distortions in such data, which may arise due to variation in the definition of concepts, such as the household or the head of the household, these distortions inhibit the comparability of the data and requires that such data be used with a lot of care for they are prone to misinterpretation.

4. Labour Force Survey

From the two labour force survey, data for 1986 survey is available in manuscript form while data for the 1987 survey is still being processed.

The main objectives of the Labour Force Survey were to:

(i) Assess the current economic activity of the population and the size and composition of the labour force;

(ii) Evaluate the kind of jobs which must be provided if unemployment and underemployment are to be minimized;

(iii) Assess the participation of different categories of the population like women and youths in the labour force;

(iv) Assess unemployment and underemployment; and

(v) Assess the characteristics of employment and underemployment in the informal sector;

To this effect the survey was designed to provide data on:

- Age, sex, marital status, education attainment of the population;
- Dimension of the country's labour force;
- Employed labour force classified by industry, occupation, sector, hours worked, earnings and level of education;
- Unemployed labour force by level of education, previous experience, duration of unemployment;
- Employment in informal sector; and

- Internal migration of population aged 12 years and above.

The 1987 Labour Force Survey had a demographic component which gathered data on fertility and marital history in addition to the information listed above.

The advantage of such a subject specific survey over the census is that it addresses the subject matter under study in such details as cannot be derived from a census.

The data collected in the survey can be disaggregated by gender as well as by sector (formal and informal). The definition of the informal sector in the survey was given as:

- All subsistence farmers;
- All own account workers;
- All unpaid family workers;
- All paid employees, employers and members of co-operatives having business or employment in the enterprises with 5 or less employees.

The definition of informal sector obviously shows a divergence from the definition given in the draft handbook which excludes agriculture. Further details of definitions of concepts used in the Labour Force Survey can be obtained from Central Statistical Office. In the labour force survey, housewives engaged in home duties have been excluded from the "usually economically active population" and is, therefore, at variance with the draft handbook on the way this aspect of work is to be treated.

It must be mentioned that we are in agreement with the draft handbook assertion that "the degree of accuracy of estimates in informal sector of the economy depends mostly on the sources used for estimating".

A list of tables produced from the Labour Force Survey data are given in the Appendix.

B. Building enduring capability for census and survey taking

In an attempt to meet data requirements of the country, the CSO has embarked on the implementation of an integrated programme of household surveys under the auspices of the United Nations National Household survey capability programme (NHSCP) the first part of which was scheduled to span the period 1983-1988, and the next part to span the period 1989 to 1993.

The programme is expected to provide, in conjunction with censuses and other sources, a continuing flow of co-ordinated and integrated data needed for the formulation, implementation and monitoring of National Development Plans and enable the CSO to build a sustainable national capability for conducting household surveys on a regular and continuing

basis and contribute towards achieving self-sufficiency in national statistics.

The first part of the NHSCP was developed around agricultural households, with annual agricultural surveys as its core. Under the programme, the CSO carried out the labour force surveys in 1986 and 1987, a demographic survey in 1987 in addition to the agricultural surveys mentioned above. However, the Household Budget Survey (HBS) which, as part of the programme of the first phase of the NHSCP, was postponed due to lack of funds. It is now recommended that the HBS should be given a high priority in the current household survey programme, and will, therefore, be conducted in 1991-1992, after the population census in 1990.

C. Current Data Series at CSO

The Central Statistical Office is collecting and compiling the following official statistics:

1. Economic and Financial Statistics

The economic and financial statistics compiled by Central Statistical Office comprises:

a) *Public Finance Statistics*: these refer to both local and central governments, and public corporation, financial statistics, monetary and banking statistics and investment intention statistics. The public finance statistics give an idea of the revenue and expenditure of the public sector, namely central and local governments and Parastatal, including financial institutions.

b) *National Accounts Statistics*: comprise gross national product and national income. These statistics give an idea of the economic growth or decline through quantitative analysis of the performances of various sectors of the economy at macro, household and per capita levels. No attempt has so far been made to include the informal sector contribution to GDP or GNP.

c) *Industrial Production and Transport Statistics*: relate to mining and quarrying, manufacturing, electricity and water, construction, indices of production and registration of motor vehicles. These statistics are essential indicators of the performances of various industries involved in manufacturing, construction, mining, transport, etc. Again the informal sector has not been adequately taken account of in these statistics.

d) *Balance of Payments and External Trade Statistics*; these statistics relate to import and export of goods and services and any other economic transactions and transfers between Zambia and the rest of the world. The balance of payment and external trade statistics give an

indication of how the national economy as a whole is performing vis-a-vis the rest of the world.

2. Agriculture, Prices and Household Consumption Statistics

These statistics comprise the following specific areas:

a) *Agriculture, Fisheries and Forestry Statistics*: which relate to both commercial and non-commercial farmers and are important indicators of the national food production and security. These statistics could be presented separately for males and females, but attempts in this direction have been minimal. The data on current agricultural statistics are compiled in the statistical unit of the Ministry of Agriculture and Co-operatives.

b) *Household Consumption and Price Statistics*: these statistics relate to household expenditures, retail and wholesale prices and price indices.

Household consumption and prices statistics indicate the consumption patterns of the household and price movements of various commodities. The statistics on the price movements and expenditure patterns of households are useful for compilation of the inflation rates in the nation. However, disaggregation of these statistics by gender or into formal and informal sector has not been attempted.

3. Population, labour and other social statistics

These refer to the following specific statistics:

a) Population and demography statistics: which refer to the size and other demographic characteristics of a population, migration and vital statistics.

These statistics are useful in various ways, e.g., information on age structure assists in planning for schools, jobs, food production, etc., and information on population distribution is an indicator to the government to be able to place facilities where they are needed most and easily accessible to people.

b) *Labour and Manpower Statistics*: which refer to labour, manpower, employment and earnings through employment. These statistics are useful for monitoring job creation and quality. However, the method of collection tends to restrict these statistics to formal sector.

Current statistics on education and health are compiled in statistical units of respective ministries and these statistics are respectively useful for monitoring availability of places in schools and higher institutions of learning, for example, and monitoring the availability of health facilities for the population.

The publication of various statistical series compiled by the Central Statistical Office can be purchased at nominal prices by individuals and private organizations and are provided on complementary basis to government Ministries and some parastatals. The unpublished data can also be obtained from the same office on request.

Most of the current statistics indicated above, especially those relating to economics, are generally obtained from formal sector and some of them, by their very nature, cannot be disaggregated by gender.

CONCLUSION

From the foregoing, it can be seen that data collected at household level tend to be easier to disaggregate by sector (formal or informal) and by gender. However, there is still need to create capability for conducting integrated household surveys on a continuous basis in order to meet the requirement for data on informal sector.

The little data that has been collected by CSO on the informal sector which can be disaggregated by gender, still has its limitations in terms of definition of concepts to allow for the adequate inclusion of data items necessary to meet the requirements for evaluating the informal sector and measurements of the contribution of women in the informal sector to the economy.

APPENDIX

LIST OF STATISTICAL TABLES FROM THE 1986 LABOUR FORCE SURVEY

PART 1. POPULATION

1.1	Main indicators	29
1.2	Population by age group, sex and rural/urban	30
1.3	Population by province, sex and rural/urban	30
1.4	Population by relationship to head of household, sex and rural/urban	31
1.5	Population by age group, sex and relationship to head of household	32
1.6	Population aged 5 years and above by sex, age group, whether attending school or not and rural/urban	33
1.7	Population aged 5 years and above by sex, whether attending school or not, province and rural/urban	34

PART 2. LABOUR FORCE

2.1	Population (aged 12 years and above) by current economic activity, age group, sex and rural/urban	
2.2	Population (aged 12 years and above) by current economic activity, province, sex and rural/urban	36
2.3	Current labour force participation rates by age group, sex and rural/urban	37
2.4	Current labour force participation rates by province, sex and rural/urban	37
2.5	Currently economically active population (aged 12 years and above) by relationship to head of household, sex and rural/urban	38
2.6	Currently economically active population (aged 12 years and above) by relationship to head of household, age group and sex	39
2.7	Currently economically active population (aged 12 years and above) by marital status, sex and rural/urban	40
2.8	Currently economically active population (aged 12 years and above) by marital status, age group and sex	41
2.9	Currently economically inactive population (aged 12 years and above) by marital status, sex and rural/urban	42
2.10	Currently economically inactive population (aged 12 years and above) by marital status, age group and sex	43
2.11	Usually economically active population (aged 12 years and above) by age group, sex and rural/urban	44
2.12	Usually economically active population (aged 12 years and above) by province, sex and rural/urban	45
2.13	Usual labour force participation rates by age group, sex and rural/urban	46
2.14	Usual labour force participation rates by province, sex and rural/urban	46

PART 3. EMPLOYED LABOUR FORCE

3.1	Currently employed labour force by age group, sex and rural/urban	47
3.2	Currently employed labour force by province, sex and rural/urban	48
3.3	Currently employed labour force by relationship to head of household, sex and rural/urban	49
3.4	Currently employed labour force by relationship to head of household, age group and sex	50
3.5	Currently employed labour force by marital status, sex and rural/urban	51
3.6	Currently employed labour force by marital status, age group and sex	52
3.7	Currently employed labour force by occupation, sex and rural/urban	53
3.8	Currently employed labour force by industry, sex and rural/urban	54
3.9	Currently employed labour force by employment status, sex and rural/urban	55
3.10	Currently employed labour force by sector, province and sex	56
3.11	Currently employed labour force by age group, sex and education	57
3.12	Currently employed labour force by occupation, sex and education	58
3.13	Currently employed labour force by industry, sex and education	59
3.14	Currently employed labour force by employment status, sex and education	60
3.15	Currently employed labour force by field of training and sex	61
3.16	Usually employed labour force by occupation, sex and rural/urban	61
3.17	Usually employed labour force by industry, sex and rural/urban	62
3.18	Currently paid employees by nationality, occupation and sex	62
3.19	Currently paid employees by nationality, industry and sex	62
3.20	Currently paid employees by nationality, sector and sex	63

PART 4. HOURS OF WORK

4.1	Average weekly hours of work during survey week by occupation, sex and rural/urban	64
4.2	Average weekly hours of work during survey week by industry, sex and rural/urban	64
4.3	Average weekly hours of work during survey week by	

sex and employment status 64
4.4 Average weekly hours of work during survey week by sector, sex and rural/urban 65
4.5 Average weekly hours of work during survey week by education, sex and rural/urban 65
4.6 Currently employed labour force by number of hours of work during survey week, sex and rural/urban 65
4.7 Currently employed labour force by number of hours of work during survey week, occupation and sex 66
4.8 Currently employed labour force by number of hours of work during survey week, industry and sex 67
4.9 Currently employed labour force by number of hours of work during survey week, employment status and sex 68
4.10 Currently employed labour force by number of hours of work during survey week, sector and sex 69
4.11 Currently employed labour force by number of hours of work during survey week by education and sex 70

PART 5. EARNINGS

5.1 Average monthly earnings (in Kwacha) of Zambia paid employees by occupation, sex and rural/urban 71
5.2 Average monthly earnings (in Kwacha) of Zambia paid employees by industry, sex and rural/urban 72
5.3 Average monthly earnings (in Kwacha) of Zambia paid employees by sector, sex and rural/urban 73
5.4 Average monthly earnings of Zambian paid employees by education, sex and rural/urban 73
5.5 Number of Zambian paid employees by occupation, monthly earnings groups and rural/urban 74
5.6 Number of Zambian paid employees by industry, monthly earnings groups and rural/urban 75
5.7 Number of Zambian paid employees by sector, monthly earnings groups and rural/urban 76
5.8 Number of Zambian paid employees by education, monthly earnings groups and rural/urban 77
5.9 Average monthly profit of Zambian employers, own account workers and members of co-operatives by sex, and rural/urban 78

PART 6. UNEMPLOYED LABOUR FORCE

6.1 Currently unemployed labour force by age group, sex and rural/urban 79
6.2 Currently unemployed labour force by province, sex and rural/urban 80
6.3 Currently unemployment rates by age group, sex and rural/urban 81
6.4 Currently unemployment rates by province, sex and rural/urban 81
6.5 Currently unemployed labour force by sex, education

and rural/urban 81
6.6 Currently unemployed labour force by relationship to head of household, sex and rural/urban 82

6.7 Currently unemployed labour force by relationship to head of household, age group and sex 83
6.8 Currently unemployed labour force by marital status, sex and rural/urban 84
6.9 Currently unemployed labour force by marital status age group and sex 85
6.10 Currently unemployed labour force looking for work by age group, sex and education 86
6.11 Currently unemployed labour force looking for work by field of training and sex 87
6.12 Currently unemployed labour force who have worked previously by duration of unemployment, sex and rural/urban 88
6.13 Currently unemployment labour force who have worked previously by occupation, sex and rural/urban 89
6.14 Currently unemployed labour force who have worked previously by industry, sex and rural/urban 90
6.15 Currently unemployed labour force who have worked previously by employment status, sex and rural/urban 91
6.16 Currently unemployed labour force who have worked previously by formal/informal, sex and rural/urban 92
6.17 Currently unemployed labour force who have worked previously by reason for leaving previous job, sex and rural/urban 93

PART 7. UNDEREMPLOYMENT

7.1 Currently fully employed and visibly underemployed labour force by age group, sex and rural/urban 94
7.2 Currently fully employed and visibly underemployed labour force by occupation, sex and rural/urban 95
7.3 Currently fully employed and visibly underemployed labour force by industry, sex and rural/urban 95
7.4 Currently fully employed and visibly underemployed labour force by employment status, sex and rural/urban 95
7.5 Currently visibly underemployed labour force by education, sex and rural/urban 96
7.6 Currently visibly underemployed labour force by hours of work, sex and rural/urban 96
7.7 Currently visibly underemployed labour force by reasons for not working more hours of work, sex and rural/urban 96

PART 8. EMPLOYMENT IN THE INFORMAL SECTOR

8.1 Currently employed labour force by formal/informal sector, sex, age group and rural/urban 97
8.2 Currently employed labour force by formal/informal sector, sex, province and rural/urban 98

8.3 Currently employed labour force in the informal sector by occupation, sex and rural/urban 99
8.4 Currently employed labour force in the informal sector by industry, sex and rural/urban 100
8.5 Currently employed labour force in the informal sector by employment status, sex and rural/urban 101
8.6 Currently employed labour force in the informal sector by sex, occupation and employment status 102
8.7 Currently employed labour force in the informal sector by sex, industry and employment status 103
8.8 Currently employed labour force in the informal sector by sex, and education 104
8.9 Currently employed labour force in the informal sector by sex, location of business and rural/urban 105
8.10 Currently employed labour force in the informal sector by occupation, sex and location of business 106
8.11 Currently employed labour force in the informal sector by industry, sex and location of business 107
8.12 Currently employed labour force in the informal sector by sex, employment status and location of business 108

PART 9. MIGRATION

9.1 Zambian population (aged 12 years and above) by age, migration status and sex 109
9.2 Zambian population (aged 12 years and above) by migration status, province, sex and rural/urban 110
9.3 Zambian migrated population (aged 12 years and above) by reason for movement, sex and rural/urban 111

INSTRAW
United Nations International Research and Training Institute for the Advancement of Women

P.O. Box 21747
Santo Domingo, Dominican Republic
Telephone (809) 685-2111
Facsimile (809) 685-2117
Telex (326) 4280 WRA SD

Printed in Santo Domingo, Dominican Republic
English-1991-500-INSTRAW/SER.A/29