

International Comparison Program

Information Required on Government

ICP 2011

Global Office



Operational Material

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Information Required on Government for ICP 2011

For ICP 2011 participating countries are required to complete two questionnaires and provide additional data on pay and employment indicators.

1. Questionnaire for Compensation of Government Employees (data collection form):

This questionnaire collects information on compensation of government employees in 44 typical occupations. The list of occupations is contained in the accompanying file. It covers occupations in government hospitals and clinics, and in government schools, colleges and universities. These are **individual services** provided by government. The list also includes occupations in **collective services** such as parliaments, ministries of finance, economic planning, statistical offices, and foreign affairs. Some of the occupations are common to both collective and individual services. The list also includes 6 military occupations.

You will probably find that some of the occupations in the list are not relevant in your country. For example, it is now quite common for occupations like *driver* and *cook* to be outsourced and these jobs are now carried out by a private company on contract to the government. In this case you will not be able to report compensation for government employees in these occupations. You should, however, try to complete the government compensation questionnaire for as many of the 44 occupations as possible.

You are asked to provide details of compensation of employees as defined in your national accounts. This should be broadly in line with the definitions given in the 1993 version of the SNA. Compensation of employees includes basic pay, cash allowances, income in kind and employers' social security contributions on behalf of government employees. When, as is often the case, the government does not make social security payments into a separate fund for its employees, you are asked to report the imputed contribution calculated in the same way as in your regular national accounts.

For the 2005 round of ICP you were asked to provide compensation data for employees with five years' experience in each occupation. This was not satisfactory in many cases and for ICP 2011 you are asked to supply compensation data for employees at four stages of their career – starting level, after 5 years, after 10 years, and after 20 years. This means that if you can complete questionnaires for all 44 occupations, you will return $44 \times 4 = 176$ separate questionnaires.

In order to make proper comparisons between government compensation in different countries, you are also asked to provide information on the hours worked by government employees. Questions 22 to 26 ask for information about hours worked and they include question 23 about **hours actually worked**. It is common practice in countries where government salaries are very low that employees are allowed to take time off for a second job. This might include anything from operating a kiosk or taxi service to giving tutorials and teaching in a university. It is important that you make your best estimate of the hours actually worked by deducting from the official hours time that is regularly taken off by government employees.

The information on government compensation should be taken from official government pay scales. Box 1 explains how this is done.

| Box 1 Determining the basic salary for a selected occupation using a salary scale | | | | | | | |
|---|--------|--------|--------|--------|--------|---------|---------|
| Grades and Categories | Steps | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| P4 | 88,900 | 91,400 | 93,900 | 96,400 | 98,900 | 101,400 | 103,900 |
| P3 | 76,800 | 78,800 | 80,800 | 82,800 | 84,800 | 86,800 | 89,000 |
| P2 | 66,100 | 67,900 | 69,700 | 71,500 | 73,300 | 75,100 | 76,900 |
| P1 | 53,600 | 55,000 | 56,400 | 57,800 | 59,200 | 60,600 | 62,000 |
| T4 | 47,900 | 49,500 | 51,100 | 52,700 | 54,300 | 55,900 | 57,500 |
| T3 | 41,200 | 42,600 | 44,000 | 45,400 | 46,800 | 48,200 | 49,600 |
| T2 | 35,500 | 36,700 | 37,900 | 39,100 | 40,300 | 41,500 | 42,700 |
| T1 | 31,100 | 32,100 | 33,100 | 34,100 | 35,100 | 36,100 | 37,100 |
| W4 | 34,700 | 35,700 | 36,700 | 36,800 | 36,900 | 37,000 | 37,100 |
| W3 | 31,300 | 32,300 | 33,300 | 34,300 | 35,300 | 36,300 | 37,300 |
| W2 | 28,400 | 29,200 | 30,000 | 30,800 | 31,600 | 32,400 | 33,200 |
| W1 | 25,700 | 26,500 | 27,300 | 28,100 | 28,900 | 29,700 | 30,050 |

1. Employees in public administrations are usually paid on the basis of a salary scale such as in the table shown above. The scale is divided into *grades* – P, T and W. Grades generally correspond to levels of education or skills.

2. Within grades there are *categories* (four in this example) and each category is itself divided into *steps* - 1 to 7 in this example. Each step is usually 12 months, though steps of 18 or 24 months are not uncommon.

3. The personnel recruitment office will know what is the usual entry-level for each occupation. Suppose, for example, the entry level is Step 1 of category T2 for the ICP occupation 34 - *Prison Guard*. The base pay will then be 35,500 for an entry level prison guard. For the prison guard with five years seniority, the base pay for a prison guard with five years seniority will be 40,300 (equivalent to five steps). But if each step was 18 months or 24 months, five years seniority would be equivalent to four steps and a salary of 39,100 in the case of 18 month steps and to three steps and a salary of 37,900 in the case of 24 month steps.

4. The base pay obtained from the salary scales is converted to *compensation of employees* by adding in any cash allowances, income in kind and employers' actual or imputed contributions relevant for a prison guard at this level of the pay scale.

2. Questionnaire on government expenditure:

This questionnaire asks for information on government current and capital expenditure. It covers general government with a breakdown between central/federal government on the one hand and

local/state/municipal government on the other. Note that it covers all government functions. It does not ask for information on individual and collective services separately.

The information given in this questionnaire should be based on a set of final government accounts. This may be an earlier year than that for which information on compensation of government employees has been supplied.

3. Pay & Employment Data Structure Indicators:

For data checking and validation, additional data will be collected for a tier of aggregate indicators including:

- (1) General Indicators such as GDP and population,
- (2) Government Recurrent Expenditures Indicators,
- (3) Wage bill Indicators, and
- (4) Employment Indicators.

Based on these aggregate indicators, additional ratios will be computed automatically such as wage bill ratios, compression ratios, public sector remuneration per GDP/capita, and employment ratios.