



Manual of Instructions for Coding Collective Agreements in COBRA - 2023

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December 2023, Amsterdam

WageIndicator Foundation - www.wageindicator.org

WageIndicator started in 2000 to contribute to a more transparent labour market by publishing easily accessible information online. It collects, compares and shares labour market information through online and face-to-face surveys and desk research. It publishes the collected information on national websites in almost 200 countries, thereby serving as an online library for cost of living and wage information, labour law, and career advice, both for workers/employees and employers. The WageIndicator websites and related communication activities reach out to millions of people each month.

By 2023 WageIndicator has offices in Amsterdam (HQ), Bratislava, Buenos Aires, Cairo, Cape Town, Düsseldorf, Jakarta, Islamabad, Maputo, Pune, Sarajevo and Venice. The foundation has a core team of 50 people and some 100 associates - specialists in wages, labour law, industrial relations, data science, data collection, statistics - from all over the world. On a yearly basis, WageIndicator Foundation offers around 150 internships to students from different universities. FLAME University in Pune, India, plays a key role in the intern program.

Acknowledgements

The authors acknowledge gratefully funding for the WageIndicator Collective Agreements database from:

- the WageIndicator Foundation for the technology of the database
- the European Commission for funding several projects under its Social Dialogue Programs
- Mondiaal FNV for funding several projects in Africa

the Laudes Foundation for funding projects in Indonesia

This report solely reflects the opinion of the authors and does not necessarily reflect the official opinion of the funders.

Bibliographical information

Borbely, S., Ceccon, D., Dragstra, F., Medas, & G.,Tijdens, K. (2023). **Manual of Instructions for coding Collective Agreements in CO-BRA - 2023**. Amsterdam, WageIndicator Foundation.

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1. MANUAL OF INSTRUCTIONS FOR CODING COLLECTIVE AGREEMENTS IN COBRA

Introduction

The WageIndicator CBAs database manual provides for clear instructions for each and every question contained in the Codebook (see Annex1). The aim of the manual is to promote

a shared understanding of the meaning of the questions within the coders, which is translated in uniformity and consistency of the annotations within the coders along the time.

Variable	Label/Questions of the Codebook	Instructions
locale		
title		
url		
id		
human id		
created		
changed		
owner		
manual_version	Which version of the codebook has been used to code this CBA?	Please choose the latest codebook available.
cbadate_start	Is an operative start date mentioned?	Select YES/NO - try to always find a start date, either mentioned in the CBA itself or through a web search in the national registry where the CBA is stored.
cbadate_start_date	Start date	dd/mm/yyyy - day/month/year
cbadate_end	Is an operative end date mentioned?	Select YES/NO - a permanent contract means NO. If the contract has an end date, but says it becomes permanent if neither of the sides want to end it, still mark YES.
cbadate_end_date	End date	dd/mm/yyyy- day!month/year
sample	Is the CBA a sample CBA?	Select YES/NO - All "real" CBAs are marked as "no, not a sample". A sample CBA is an example of agreements which has been artificially created and does not contain signatories parties.
do_not_show_on_website	Hide this CBA on the website (in plone)?	Select YES/NO - By default the CBAs are not hidden. Choosing to hide the CBA will result in its full-text not being published on the CBAs database public website. Select YES ONLY if you are explicitly told to do so. Generally you are supposed to select NO.
additionalcba	Is this CBA an additional part of an existing CBA?	Yes if this CBA is an annex to a CBA already in the database.
additionalcba_txt	Of which CBA?	Add (copy-paste) the COBRA link to the CBA already in the database.

renewalcba	Is this CBA a renewal of an existing (but expired) CBA INCLUDED in THIS database?	Yes if it replaces an expired CBA covering the same firm/sector.
renewalcba_txt	Of which CBA?	Add the link to the CBA already in the database. If there are multiple CBAs' renewals, please put the link to the newest CBA renewal contained in the database.
framework	Is the CBA a national framework / inter-professional CBA?	Interprofessional CBA or national framework agreement: collective bargaining agreement signed by peak-level social partner organisations, covering the entire economy, the entire private sector or several sectors. It applies to ALL workers, sectors and professions in a country. This is generally well specified in the text of the agreement itself.
transnational	Is the CBA a transnational CBA?	Yes if the agreement covered workers in multiple countries.
transnatcountry	Which countries?	You can select up to five of the countries listed.
transnatcountry_0		
transnatcountry_1		
transnatcountry_2		
transnatcountry_3		
transnatcountry_4		
nace2004	What is the more detailed industry (NACE2004) covered by the CBA?	Specify the sector in more detail at higher digit levels of NACE coding.
nace2004_0		
nace2004_1		
nace2004_2		
nace2004_3		
nace2004_4		
sector1	What is the industry covered by the CBA?	You can select multiple values (the sectors covered by the CBA) using the search or dropdown option. use the search or dropdown option to find the sector covered by the CBA. Note that many countries will have an archive of CBAs where these sector codes are available.
sector1_0		
sector1_1		
sector1_2		
sector1_3		
sector1_4		
sector2	Are you able to specify the above industries in more detail?	Select YES/NO. If yes, you have to go to the next question 'What is the more detailed industry covered by the CBA?' and select the proper sector(s). You can select multiple values (the sectors covered by the CBA) using the search or dropdown option.
firmpri	Is the private or the public sector covered by the CBA?	A specific company CBA is usually in the private sector.
platform	Does the agreement contain clauses regarding platform workers?	As in workers who use apps or other online platforms to work (Uber, Deliveroo, Thuisbezorgd, Temper etc.).
cbasignsingle	Is the agreement concluded with a single employer / single company / single institution?	If it's a CBA signed by a specific company, then select YES.

multinationalcompany	Is this single employer part / partner of a multinational company (MNE)?	Might need to google that.
cba_mncompa_1	What is the name of the employer?	Select the employer from the list that drops down below. If you do not see the employer on the list, you need to ask the Wageindicator team to add the employers that are missing.
cba_mncompa_1_0		
cba_mncompa_1_1		
cba_mncompa_1_2		
cba_mncompa_1_3		
cba_mncompa_1_4		
cba_mncompa_1_txt	Other name of employer:	Fill this, if the employer - who signed the agreement - has other names too.
cba_mne_1	Which multinational company (MNE)?	Select the name of the multinational company from the list that drops down starting to type the name of the company. If you do not see the name of the MNE in the list, please ask the Wageindicator team to add it to the list.
cba_mne_1_0		
cba_mne_1_1		
cba_mne_1_2		
cba_mne_1_3		
cba_mne_1_4		
cba_mne_1_txt		
cbasignsinglesignatory	Is this single employer a signatory to the agreement?	Select YES/NO. If there is only one actor on the employer's side in the CBA, choose yes. If there are multiple employers among the signatories, choose no.
cbasignsinglesignatory_txt	Who is signatory on behalf of this single employer?	You can fill it if the CBA identifies the signatories.
cbasignmultiple	Is the agreement concluded with one or more employers' associations?	If several employers have gathered under one association and are signing this contract together under that name, say Yes, otherwise select No. Employers' association is a body of employers, usually from the same sector of the economy, associated to promote the interests of member companies by conducting negotiations with trade unions, providing advice, etc. In a sector there may be one or more associations.
cba_memempl_1	What is/are this/these associations?	Select the name from the list that drops down below. If you do not see the association on the list, you need to ask the Wageindicator team to add the ones that are missing.
cba_memempl_1_0		
cba_memempl_1_1		
cba_memempl_1_2		
cba_memempl_1_3		
cba_memempl_1_4		
cbasignmultiplesignatory	Is this association / are these associations signatory to the agreement?	Select YES/NO. If the above selected association/s signed the CBA, select Yes, otherwise select No.
cba_memempl_txt	Who is signatory on behalf of the association(s)?	It is usually the chairman/president of the board.

cbaesignmultiple-employerssignator	Is the agreement concluded with multiple employers?	If there is more than one employer, but they do not have an association together, say Yes.
cba_mncompa_2	What is the name of the employer(s)?	You can select employer(s) from the list (max 5). Select the name from the list that drops down below. If you do not see the employer on the list, you need to ask the WageIndicator team to add the ones that are missing.
cba_mncompa_2_0		
cba_mncompa_2_1		
cba_mncompa_2_2		
cba_mncompa_2_3		
cba_mncompa_2_4		
cba_mncompa_2_txt	Other name(s) of employer(s):	Fill this, if the employer - who signed the agreement - has other names too.
cba_mne_2_select		
cba_mne_2		
cba_mne_2_txt		
cbamemtrad	Is the agreement concluded with trade unions?	Usually yes, it generally says at the top where the signatories' parties are mentioned.
cba_memtrad4_1	What is the name of the Trade Union(s)?	Select the name of the Trade Union(s). There is the possibility of multiple selection. Select the names from the list that drops down below. If you do not see the Trade Union on the list, you need to ask the WageIndicator team to add the ones that are missing.
cba_memtrad4_1_0		
cba_memtrad4_1_1		
cba_memtrad4_1_2		
cba_memtrad4_1_3		
cba_memtrad4_1_4		
cba_memtrad4_1_txt	Other trade union:	Sometimes there are more than two trade union parties.
cbamempro41	Is the agreement concluded with professional associations?	Select YES/NO. A professional association is an organisation formed by individuals with similar professions, aiming to promote and support their members' career development, education, and industry-related activities, such as journalists, lawyers, architects, nurses, practitioners, etc. Answer YES only if the CBA clearly states that the agreement has been signed by the professional association.
cba_mempro41_1	What is the name of the professional association(s)?	Select the name of the association(s). There is the possibility of multiple selection. Select the name from the list that drops down below. If you do not see the association on the list, you need to ask the WageIndicator team to add the ones that are missing.
cba_mempro41_1_0		
cba_mempro41_1_1		
cba_mempro41_1_2		
cba_mempro41_1_3		
cba_mempro41_1_4		

cba_mempro41_1_txt	Other professional association(s):	Fill it if there are other professional association(s) too.
cbamemother	Is the agreement concluded with other signatories from the employees' side?	Sometimes it is just a representative of the employees, if there is no union involved.
cbaratification	Does the agreement require ratification?	Select YES/NO. If yes, the CBA includes this fact at the beginning or end of the text.
cbaratified	By whom?	You have the possibility to select among the Ministry, Court or Other.
cbaratified_txt	Other:	Select the Other if neither the ministry nor the court is responsible for ratification.
cbaactorratified	Has this actor ratified the CBA?	Select YES/NO. If you selected that the agreement requires ratification and you find explicitly in the text the name of the selected "Ministry, Court or Other", you must choose yes.
cbaratificationdate	What is ratification date?	Fill it only if the ratification date appears in the text.
casignemployees	What is the name/are the names of the signatories?	Fill it only if the names of the signatories appear in the text.
casignemployeestxt	COMMENTS	Fill it only if you have any important comment to the previous question/answer.
jobtitle_trigger	Does the CBA include job descriptions or refers to a job classification system? A job description generally includes duties, purpose, responsibilities, scope, and/or working conditions of a job along with the job's title.	Select YES/NO. (We advise that before selecting "No", select "Yes" because in this case the questionnaire raises issues that remain hidden, if "No" is selected, but which are referred to in the CBA. If you do not find any topic in the CBA that is covered by the extended "Job titles" chapter in the questionnaire, go back to the original question and select "No".)
jobtype_descriptions	Does the agreement include job descriptions?	Select YES/NO. If the CBA does not include job description or job classification system description, answer with No. A job description includes an overview, role summary, catalogue of responsibilities, and the qualifications and experience required for a particular role. It also defines the skills and/or education level required for the role. Job classification is an objective system used by employers to define the job duties, requirements and responsibility level of a position which can determine the salary range and authority for positions.
descripjobtype	For which jobs (max 5)	If you have answered Yes for the previous question and you have information in the CBA on jobs, you can select max 5 jobs from the list which drops down. If you do not find the needed job, answer with 'Other'.
descripjobtype_0		
descripjobtype_1		
descripjobtype_2		
descripjobtype_3		
descripjobtype_4		
jobclassification1	Does the agreement refer to a job classification system?	A job classification system is usually a table where different job types are classified into categories and numbers, which later then refer to levels of salaries.
jobclassification1_txt	Under which name?	Just copy the title/headline of the table where the jobs are classified
jobtype_comments_txt	COMMENTS:	Fill it only if you have any important comment to the previous question/answer.

socsec_trigger	Does the agreement have clauses on social security and pensions?	Select YES/NO. Pension, disability and unemployment fund(s) are concerned. If you know that they have to pay this by law, but it is not said in the CBA, say No. (We advise that before selecting "No", select "Yes" because in this case the questionnaire raises issues that remain hidden if "No" is selected, but which may be referred to in the CBA. If you do not find any topic in the CBA that is covered by the questionnaire's extended "Social Security & Pensions" chapter, then go back to the original question and select "No".)
pensionfund	Does the employer pay contributions to a pension fund for its employees?	Select YES/NO//Not specified. If CBA contains that employer pays a contribution to a pension fund, say Yes, otherwise say No or not specified. Even if the word 'fund' is not mentioned, but it is said that the employer pays for pension, say Yes.
pensionfundtxt	Comments regarding employer contributions to pension fund :	Fill it only if you have any important comment to the previous question/answer.
disabilityfund	Does the employer pay contributions to the disability fund for its employees?	Select YES/NO. If the CBA contains explicitly that employer pays a contribution to a disability fund for its employee, say YES. Even if the word 'fund' is not mentioned, only it is said that the employer pays for disability, say YES.
disabilityfundtxt	Comments regarding employer contributions to the disability fund for its employees:	Fill it only if you have any important comment to the previous question/answer.
unemploymentfund	Does the employer pay contributions to the unemployment fund for its employees?	Select YES/NO. If a CBA contains explicitly that the employer pays a contribution to the unemployment fund for its employee, say YES. Even if the word 'fund' is not mentioned, only it is said that the employer pays for unemployment, say YES.
unemployment-fundtxt	Comments regarding employer contributions to the unemployment fund:	Fill it only if you have any important comment to the previous question/answer.
training_trigger	Does the agreement provide for training/apprenticeship?	Select YES/NO. Answer YES if CBA refers to any training or apprenticeships.
trainingprogrammes	Does the agreement refer to training programmes for the employees?	Select YES/NO. Answer YES if CBA refers to a training programme for its employees.
	Does the agreement contain clauses on training programmes related to remote work?	Select YES/NO/Not applicable. Answer YES if CBA explicitly refers to them.
	Does the agreement contain clauses on training programmes related to the introduction of green provisions at work?	Select YES/NO/Not applicable. Answer YES if CBA explicitly refers to them. Green provisions are provisions related to environmental issues, climate change and/or anything that aims at improving the working conditions by providing a greener workspace.
	Does the agreement contain clauses on training programmes for the use of advanced technologies at work?	Select YES/NO/Not applicable. Answer YES if CBA explicitly refers to them.
trainingprogrammestxt	Comments regarding training programmes for the employees:	Fill it only if you have any important comment to the previous question/answer.
apprenticeships	Does the agreement have clauses on apprenticeships?	Select YES/NO. Answer YES if CBA explicitly refers to the apprenticeships. Apprenticeship is a work-based learning where apprentices have supervised on-the-job training while earning a (certain) wage.
apprenticeshipstxt	Comments regarding apprenticeships:	Fill it only if you have any important comment to the previous question/answer.

trainingfund	Does the employer pay contributions to a training fund from which its employees can benefit?	Select YES/NO. Even if the word 'fund' is not mentioned, only if it is said that the employer pays for training, say YES.
trainingfundtxt	Comments regarding employer contributions for training funds:	Fill it only if you have any important comment to the previous question/answer.
empcontr_trigger	Does the agreement have clauses on individual employment contracts and job security?	Select YES/NO. Answer YES also if CBA refers i.e. trial period, severance pay, part-time contracts, temporary agency workers, apprenticeship contracts, minijobs, free legal assistance, etc.
contracttrial	Is a trial period agreed when commencing employment?	Select YES/NO. Answer YES if CBA refers to a trial period at the start of the employment and with NO if it does not refer to it. Trial period is a probation period. It is a fixed period of time at the beginning of the employment relationship, during which the new employee is exempt from some contractual items, for example, they can be let go without the standard notice period.
contracttrialperiod	How long is the trial period for a manual skilled worker in DAYS (including renewal)?	If your answer is YES to the previous question, tell us in DAYS the length of trial period for a manual skilled worker. Please, recalculate the weeks and months in days and select the needed number from the list which drops down. If the CBA does not include a specific length of the trial period but there is reference to the law then you can choose "The CBA explicitly refers to law" or "not specified" from the list which drops down.
contracttrialtxt	Comments trial periods:	Fill it only if you have any important comment to the previous question/answer.
contractseverancepay	Is severance pay agreed in case of ending the employment contract?	Select YES/NO. Severance pay is the compensation that a company provides to an employee when their employment ends, typically because of a layoff, downsizing or even retirement. The amount of severance pay offered is usually based on the employee's years of service and sometimes on the work experience.
contractseverancepay1	Does the pay relate to the years of service?	Select YES/NO. You must answer this question if you answered YES to the previous question.
severance	Is severance pay offered in number of days or percentage of former monthly salary?	You must answer this question if you answered YES to the previous question. You must choose between days or percentages. If no information is available in the CBA, do not select anything.
severance_perc	For a worker with 5 years of service, what percentage of monthly salary is paid as severance pay?	If you selected the "Percentage" option in the previous question and the CBA includes information on severance pay for a worker with 5 years of service, you can choose from the list which drops down the proper percentage. If there is no information about it in the CBA, you can select that the CBA "explicitly refers to the law" or if not, you can select "insufficient data" or "no provision".
severance_perc_1_tenure	For a worker with 1 year of service, what percentage of monthly salary is paid as severance pay?	If you selected the "Percentage" option in the previous question and the CBA includes information on severance pay for a worker with 1 years of service, you can choose from the list which drops down the proper percentage. If there is no information about it in the CBA, you can select that the CBA "explicitly refers to the law" or if not, you can select "insufficient data" or "no provision".

severance_number	For a worker with 5 years of service, how many days' wages are paid as severance pay?	If you selected the 'number of days' option in the previous question and the CBA includes information on severance pay for a worker with 5 years of service, you can choose from the list which drops down the proper number. If there is no information about it in the CBA, you can select that the CBA "explicitly refers to the law" or if it is not the case, you can select "insufficient data" or "no provision".
severance_number_1_tenure	For a worker with 1 year of service, how many days' wages are paid as severance pay?	If you selected the 'number of days' option in the previous question and the CBA includes information on severance pay for a worker with 1 years of service, you can choose from the list which drops down the proper number. If there is no information about it in the CBA, you can select that the CBA "explicitly refers to the law" or if it is not the case, you can select "insufficient data" or "no provision" as appropriate.
severance_dismissal_type	Severance pay is paid for:	From the drop-down list, you can choose in which case severance pay is paid based on the information in the CBA. You can select more than one case. If there is no explicit information on this in the CBA, select: "no clear provision" or "insufficient data" as appropriate.
severance_dismissal_type_0		
severance_dismissal_type_1		
severance_dismissal_type_2		
severance_dismissal_type_3		
severance_dismissal_type_4		
contractseverancepaytxt	Comments regarding severance pay in case of ending employment contract:	Fill it only if you have any important comment to the previous question/answer.
part_time_excluded	Are part-time workers explicitly excluded from any of the provisions of the CBA?	Select YES/NO. Part-time workers are normally considered to be part-timers if they work fewer than 30 hours per week. CBA should explicitly mention whether it concerns a part-time worker too or not.
tempagency	Does the agreement contain any provision about temporary agency workers?	Select YES/NO. There has to be an agency mentioned, any temporary worker is not an agency worker. Broadly speaking, temporary agency workers are workers that are not directly hired by the main company they will be eventually working for, but they are hired by an intermediary agency to work for the main company for a limited period of time.
apprentices_excluded	Are apprentices explicitly excluded from any of the provisions of the CBA?	Select YES/NO. Apprentices are people who usually work under an apprenticeship contract (this is different from training).
minijobs_excluded	Are minijobs / student jobs explicitly excluded from any of the provisions of the CBA?	A minijob / student job is a job where the employee works less than 12 hours a week. You have to answer this question if the CBA explicitly refers to it.
part_time_excludedtxt	From which provisions are they excluded?	If you answered Yes to the question "Are part-time workers explicitly excluded from any of the provisions of the CBA?" you have to fill the text-box on the base of the CBA.

tempagencytxt	Comments regarding temporary agency workers:	Fill it only if you have any important comment to the previous question/answer.
apprentices_exclud-edtxt	From which provisions are they excluded?	This question must be answered if the CBA specifically refers to agency workers and their exclusion from any provision.
minijobs_exclud-edtxt		
sicdis_trigger	Does the agreement have clauses on sickness and disability?	Select yes, if the CBA includes clauses on Sickness & Disability.. (We advise that before selecting "No", select "Yes" because in this case the questionnaire raises issues that remain hidden if "No" is selected, but which may be referred to in the CBA. If you do not find any topic in the CBA that is covered by the questionnaire's extended "Sickness & Disability" chapter, then go back to the original question and select "No".)
sicknesspay	Does the agreement provide for the maximum limit of sick leave pay?	If your answer is Yes to the previous question, you can answer Yes or No to this question. Answer Yes, if you find in the CBA explicit information on the maximum limit of sick leave pay.
maxsicknesspay	How does the agreement provide for the maximum amount/percentage of sick leave pay?	If your answer to the previous question is Yes, you can choose either "percentage of basic salary" or "maximum amount". If you are unsure or have no information, you must select "not applicable".
maxsicknesspayperc	Maximum in % of basic wage	If your answer to the previous question is 'percentage of basic salary', you have to give the maximum amount in % of basic salary (For the first 6 months of sick leave of a worker with 5 years of service).
maxsicknesspay-amount	Maximum amount	If your answer to the previous question is "maximum amount", you have to give the maximum amount (for the first 6 months of sick leave of a worker with 5 years of service)
maxsicknesspaytype	Is the maximum for all employees or for some categories only?	If you have answered the previous question, you must answer whether the maximum amount applies to all employees, only to some employees, or whether there is no information on this.
sickjobtype	For which categories? (max 5)	If you answered Yes to the previous question you must choose to which job categories this applies to.
sickjobtype_0		
sickjobtype_1		
sickjobtype_2		
sickjobtype_3		
sickjobtype_4		
sicknesspaytxt	Comments regarding sick leave pay :	Fill it only if you have any important comment to the previous question/answer.
sicknessmaxdays	Does the agreement provide for a maximum of days of paid sick leave per year?	Select YES/NO. Select Yes only if the CBA explicitly refers to it.
sicknessmaxdaysnr	Maximum paid sick days per year:	If you answered YES to the previous question and the CBA contains this information, select the appropriate number from the drop-down list. If the CBA has different numbers for different categories, select the highest number. If the CBA does not contain a number, but only refers to the legislation, select "CBA explicitly refers to the legislation". If there is no explicit information in the CBA, select "not specified".

sicknessmaxdaystxt	Comments regarding paid sick days :	Fill it only if you have any important comment to the previous question/answer.
disabilitypay	Does the agreement provide for pay in case of disability due to work accidents or working conditions?	Select YES/NO. Select Yes if the CBA refers explicitly for pay in case of disability due to work accidents or working conditions other than the statutory pay within the Social Security.
longtermillness	Does the agreement contain provisions regarding return to work after long-term illness, e.g. cancer treatment?	Select YES/NO. Select Yes if the CBA explicitly refers to, otherwise select No. Long-term condition means three months or more.
menstruationleave	Does the agreement provide for paid menstruation leave?	Select YES/NO. Menstruation leave is a type of leave where a woman can have the option to take paid leave from their employment during the menstrual period. This is not a common provision in most of the countries, but it is very common in some others, for instance in Indonesia.
disabilitypaytxt	Comments regarding pay in case of disability due to work accidents or working conditions:	Fill it only if you have any important comment to the previous question/answer.
medical_trigger	Does the agreement provide for health or medical assistance for employees?	Select YES/NO (This includes health insurance contribution by the employer, health and safety workplace policy and/or training, medical check-up or visits provided by the employer, funeral assistance or related benefits, Covid-related measures).
healthcareaccess	Does the agreement have clauses on access to free or subsidised medical assistance for sick employees?	Select YES/NO. Select Yes only the CBA explicitly refers to access to free or subsidised medical assistance for sick employees, otherwise select No. (Note, that the question is not about free public health care).
healthcareaccessstxt	Comments regarding availability of medical assistance	Fill it only if you have any important comment to the previous question/answer.
healthcareaccessrelatives	Is the access to medical assistance also available for the employees' relatives?	Select YES/NO. Select Yes only the CBA explicitly refers to access to medical assistance for the employees' relatives too, otherwise select No.(Note, that the question is not about free public health care).
healthcareaccessrelativetxt	Comments regarding availability of medical assistance for employees' relatives:	Fill it only if you have any important comment to the previous question/answer.
healthinsurance	Does the agreement provide for employer contribution to health insurance of the employees?	Select YES/NO. Select Yes only the CBA explicitly refers to employer contribution to health insurance, otherwise select No. (Note, that the question is not about the employer's mandatory contribution to health care).
healthinsurancetxt	Comments regarding employer contribute to health insurance of employees:	Fill it only if you have any important comment to the previous question/answer.
healthinsurancerelatives	Does the health insurance also cover the employees' relatives?	If you have answered Yes to the question "Does the agreement provide for employer contribution to health insurance of the employees?", you can answer Yes or No to this question.
healthinsurancerelativetxt	Comments regarding insurance coverage of employees' relatives:	Fill it only if you have any important comment to the previous question/answer.

healthandsafetypolicy	Does the agreement refer to a health and safety workplace policy?	If the CBA contains specific clauses on health and safety at work, answer yes, otherwise no. The term health and safety is generally used to describe health and safety at work and refers to the prevention of accidents and ill-health among workers and the people affected by their work. It is regulated by several EU directives and national laws. CBAs may contain extra regulation beyond the mandatory legislation..
healthandsafetyext	Does the agreement ONLY refer to a Health and Safety policy/document that is not included in this agreement?	If the CBA only refers to a Health and Safety policy or document, answer Yes and include the name of the document in the Comment.
protectiveclothing	Does the agreement contain clauses stating that the employer will provide protective clothing/gear/tools for employees (for example, steel capped boots or wet weather gear)?	If the collective agreement specifically refers to the provision of protective clothing/equipment/tools for workers, answer yes, otherwise no. They are also called 'Personal protective equipment'. Among others, they may include hard hats, safety glasses, earplugs, safety shoes, safety gloves, safety glasses, fall arrest equipment, high-vis clothing, respirators, face shields, etc.)
code_application	Does the agreement contain clauses stating that the relevant Occupational Safety and Health Law or Code of Practice will be adhered to?	The CBA may only refer to the application of the current Occupational Safety and Health Law or Code of Practice. Then answer yes.
healthandsafetypolicytxt	Comments regarding health and safety workplace policy:	Fill it only if you have any important comment to the previous question/answer. Provide the name of the mentioned Health and Safety policy/document.
healthandsafetytraining	Does the agreement provide for health and safety training?	It also counts for training on using health and safety equipment, for example safety goggles
healthandsafetytrainingtxt	Comments regarding providing of health and safety training:	Fill it only if you have any important comment to the previous question/answer.
hivpolicy	Does the agreement refer to a HIV/AIDS-related policy?	If the CBA explicitly refers to a HIV policy, answer yes, otherwise no.
hivpolicytxt	Comments regarding HIV related policy:	Fill it only if you have any important comment to the previous question/answer.
monitoring	Does the agreement contain clauses for monitoring one of the following?	You can select more than one item from the drop-down list. If you are not sure or there is no information, select "No clear provision" or "Insufficient data".
monitoring_0		
monitoring_1		
monitoring_2		
monitoring_3		
monitoring_4		
healthandsafetyprovisions	Does the agreement include health and safety provisions regarding the following?	You can select more than one item from the drop-down list. If you are not sure or there is no information, select "No clear provision" or "Insufficient data".
healthandsafetyprovisions_0		
healthandsafetyprovisions_1		
healthandsafetyprovisions_2		
healthandsafetyprovisions_3		

healthandsafetyprovisions_4		
funeralpay	Does the agreement provide funeral assistance or related benefits for employees or their relatives?	If the CBA explicitly refers to provision for funeral assistance or related benefits for employees or their relatives, answer yes, otherwise no. It can be called funeral costs or funeral expenses payment too. There may be certain eligibility conditions that a worker must meet in order to receive a funeral and/or burial allowance. In this case, you should also choose yes.
funeralpaytype	Does the company contribute to funeral/burial expenses with an amount of money?	If the CBA specifies the amount of the money in concern of funeral assistance, answer yes, otherwise no.
funeralpayamount	How much is the minimum contribution?	If you answered yes, enter the amount of the minimum contribution if there is a minimum, or enter the amount if there is no minimum, just a certain amount..
funeralpaytxt	Comments regarding funeral assistance or related benefits:	Fill it only if you have any important comment to the previous question/answer.
workfam_trigger	Does the agreement contain clauses on work and family arrangements (including pregnancy, maternity/paternity leave and childcare)?	If the CBA specifies the work and family arrangements, answer yes, otherwise no. (We advise that before selecting "No", select "Yes" because in this case the questionnaire raises issues that remain hidden if "No" is selected, but which may be referred to in the CBA. If you do not find any topic in the CBA that is covered by the questionnaire's extended "Work & Family Arrangements" chapter, then go back to the original question and select "No".)
paidmaternityleave	Does the agreement contain clauses on paid maternity leave?	If you know that it exists by law, but the CBA itself does not explicitly mention it, choose NO. Choose Yes if the paid maternity leave clause is explicitly mentioned in the CBA. Maternity leave is paid leave/leave from work granted by the employer to a female employee for the period before and after childbirth.
paidmaternityleaveduration	What is the total duration of maternity leave in consecutive WEEKS?	Write here the number of weeks. Please remember that 2 months = 8.5 weeks, 3 months = 13 weeks, and 6 months = 26 weeks! Write -9 (MINUS 9!) if it is not specified, write -10 (MINUS 10!) if the CBA explicitly refers to the law.
paidmaternityleaveall	Are all female employees eligible for paid maternity leave?	If the CBA explicitly states that all female employees are entitled to paid maternity leave, or if the CBA does not state any exceptions, answer yes.
paidmaternityleavepay	Does the agreement provide for the % of basic wage to be paid during maternity leave?	If the CBA provides for the payment during maternity leave in the % of the wage, answer yes, otherwise no.
paidmaternityleavepayperc	What percentage of basic wage is paid during maternity leave?	If your previous answer was yes, then select the proper number from the drop-down list or select that the CBA explicitly refers to the law.
jobsecuritymothers	Does the agreement contain clauses on job security for women wishing to return to work after maternity leave?	If the CBA explicitly includes a clause on the in-work job security for women after maternity leave, answer yes, otherwise no. Such clauses can be for example the new mothers' extra protection from redundancy.
maternitydiscrimination	Does the agreement contain clauses which prohibit (any form of) discrimination related to maternity?	If the CBA explicitly includes a clause on the protection of women after maternity leave against any form of discrimination, answer yes, otherwise no.

maternityexclud- edtrigger	Are there groups of women workers (e.g. temporary workers) which are excluded from any of the above clauses?	If the CBA explicitly mentions group(s) of female workers excluded from any of the above clauses, select yes, otherwise no.
maternityexcludedtxt	Please cite the group(s) of women workers that are excluded	You have to answer this question if you answered yes to the previous question. You have to fill the text box and the excluded group(s) of the women must be named.
maternitydifferent- trigger	Are there groups of women workers which are under different arrangements from those specified in the above clauses (e.g. part-time workers entitled to fewer months of paid maternity leave than regular workers)?	An affirmative answer must be given if the CBA explicitly mentions groups of female workers who are subject to rules other than those set out in the above clauses. Answer no if there are no such groups.
maternitydifferenttxt	Please cite the group(s) of women workers	You have to answer this question if you answered YES to the previous question.
maternityotherclause	Does the CBA contain any other clause on maternity leave arrangements?	Answer yes if the CBA contains other maternity leave clauses and no if it does not.
paidmaternityleavetxt	Comments regarding paid maternity leave:	Fill it only if you have any important comment to the previous question/answer.
pregnancy	Does the agreement contain health and safety clauses related to pregnancy and/or breastfeeding?	Answer yes if the CBA contains health and safety clauses related to pregnancy and/or breastfeeding and no if it does not
riskassessment	Does the agreement contain clauses requiring the employer to carry out a workplace risk assessment on the safety and health of pregnant or nursing women and inform them accordingly?	Answer yes, if the CBA contains clauses requiring the employer to carry out a workplace risk assessment on the safety and health of pregnant or nursing women and no if it does not. Employers usually have to carry out a risk assessment to determine whether the work poses any risk to the mother or baby. If there are risks, the employer must make reasonable adjustments to eliminate them.
alternatives	Does the agreement contain clauses ensuring that alternatives to dangerous or unhealthy work are available to pregnant or breastfeeding workers (namely, elimination of risk, adaptation of working conditions, transfer to another post, paid leave with right to return to work)?	If the CBA contains clauses on alternatives to dangerous or unhealthy work for pregnant or breastfeeding women, you have to answer yes, otherwise no.
timeoff	Does the agreement contain clauses on time off for prenatal medical examinations?	If the CBA includes clauses on time off for prenatal medical examinations, answer yes, otherwise no.
screeningnonstandard	Does the CBA contain clauses against screening for pregnancy before regularising non-standard workers?	If the CBA includes clauses against screening for pregnancy before regularising non-standard workers, answer yes, otherwise no.
screeningpromotion	Does the CBA contain clauses against screening for pregnancy before promotion?	If the CBA includes clauses against screening for pregnancy before promotion, answer yes, otherwise no.
pregnancyexclud- edtrigger	Are there groups of women workers (e.g. temporary workers) which are excluded from any of the above clauses?	If there are groups of women workers which are excluded from any of the above clauses, answer yes, otherwise no.
pregnancyexcludedtxt	Please cite the group(s) of women workers that are excluded	You have to answer this question if you answered yes to the previous question. In this case, please fill the textbox.
pregnancydifferent- trigger	Are there groups of women workers which are under different arrangements from those specified in the above clauses (e.g. part-time workers)?	If there are groups of women workers which are under different arrangements from those specified in the above clauses, answer yes, otherwise no.

pregnancydifferenttxt	Please cite the group(s) of women workers	You have to answer this question if you answered YES to the previous question.
pregnancytxt	Comments regarding special health and safety provisions during pregnancy and/or breastfeeding:	Fill it only if you have any important comment to the previous question/answer.
childcare	Does the agreement contain clauses on paid leave to care for dependent relatives (children in particular)?	If the CBA contains clauses on paid leave to care for dependent relatives, answer yes, otherwise no. Leave in case of death of a relative or for circumcision of the worker's child are EXCLUDED.
childcareleave	What is the total duration of paid leave per year in case of caring for relatives (children in particular) in days?	If you answered YES to the previous question, you can select from the drop-down list the number of days of the paid leave. If the CBA does not include the exact number, you can also select four other possibilities ("It depends on the duration of hospitalisation", the "CBA explicitly refers to the law", "No provision", "Insufficient data").
childcaretxt	Comments regarding paid leave to care for dependent relatives:	Fill it only if you have any important comment to the previous question/answer.
deathrelatives	Does the agreement provide for paid leave in case of death of relatives?	If the CBA provides for paid leave in case of death of relatives, answer yes, otherwise no.
deathrelativesleave	What is the leave duration in DAYS?	If you answered YES, you can select from the drop-down list the number of days. You can also select other possibilities ("CBA explicitly refers to the law", "No provision", "Insufficient data").
deathrelativestxt	Comments regarding paid leave in case of death of relatives:	Fill it only if you have any important comment to the previous question/answer.
nursingmothers	Does the agreement contain clauses on time off (breastfeeding breaks) and/or facilities for nursing mothers?	If the CBA contains clauses on time off (breastfeeding breaks) and/or facilities for breastfeeding mothers, answer yes, otherwise no.
paidpaternityleave	Does the agreement have clauses on paid paternity leave?	If the CBA has clauses on paid paternity leave, answer yes, otherwise no. Paternity leave is a leave from work for fathers in the period following birth. It is different from parental leave which is a leave after maternal/parental leave and can be taken by either parents. The CBA usually says something like "days off for a father during the birth of a child".
paidpaternityleave-duration	What is the total duration in days of paid paternity leave at the time of delivery?	If you answered YES, you can select from the drop-down list the number of days or the "CBA explicitly refers the law" or "Not specified"
paidpaternityleavepay	Does the agreement provide for the % of basic wage to be paid during paternity leave?	If the CBA provides for the % of basic wage to be paid during paternity leave, answer yes, otherwise no.
paidpaternityleave-payperc	What percentage?	If you answered yes, you can select from the drop-down list the number of days or the "CBA explicitly refers to the law".
paidpaternityleavevetxt	Comments regarding paid paternity leave:	Fill it only if you have any important comment to the previous question/answer.
maternity_nursing_breaks_duration	What is the duration of daily breastfeeding breaks, as provided by the CBA?	If you answered yes to the question on the availability of breastfeeding time-off or facilities for nursing mothers, you can select that it is more than one hour, one hour or less than one hour. If you cannot find the exact duration, you can select the "CBA explicitly refers to the law" or "No provision" or "Insufficient data".
maternity_nursing_breaks_length	What is the duration of the entitlement to breastfeeding breaks (age of the child in MONTHS)?	Select the number from the drop-down list or select the "CBA explicitly refers to the law" or "No provision" or "Insufficient data".

breastfeeding_workingtime	Is there any clause providing that breastfeeding break has to be considered as working time and paid accordingly?	If CBA explicitly contains clause(s) providing that breastfeeding break has to be considered as working time and paid accordingly, answer yes, otherwise no.
breastfeeding_dangerouswork	Does the agreement contain clauses ensuring that pregnant or breastfeeding workers (and not ALL women) are not obliged to perform dangerous or unhealthy work?	If the CBA explicitly contains clause(s) ensuring that pregnant or breastfeeding workers (and not ALL women) are not obliged to perform dangerous or unhealthy work, answer yes, otherwise no.
nursingfacilities	Does the agreement contain clauses on employer-provided nursing facilities?	If CBA contains clauses on employer-provided nursing facilities, answer yes, otherwise no. In general it must be a private room (and not bathroom).
nursingexcludedtrigger	Are there groups of women workers (e.g. temporary workers) which are excluded from any of the above clauses?	Answer yes, if there are groups of women workers excluded from any of the above clauses, otherwise no.
nursingexcludedtxt	Please cite the group(s) of women workers that are excluded	If your answer to the previous answer was yes, please, cite the group of excluded women workers in the text-box.
nursingdifferenttrigger	Are there groups of women workers which are under different arrangements from those specified in the above clauses (e.g. part-time workers)?	If there are groups of women workers which are under different arrangements from those specified in the above clauses, answer yes, otherwise no.
nursingdifferenttxt	Please cite the group(s) of women workers	If your answer to the previous answer was yes, please, cite the concerned group(s) of women workers in the text-box.
childcareprovision	Does the agreement contain clauses on employer-provided childcare facilities?	If the CBA explicitly contains clauses on employer-provided childcare facilities, answer yes, otherwise no. By childcare facilities we mean nursery or kindergarten for children of preschool age (and not school/education tuition).
childcaresubsidy	Does the agreement contain clauses on employer-subsidised childcare facilities?	If the CBA explicitly contains clauses on employer-subsidised childcare facilities, answer yes, otherwise no. This question differs from the previous question in that while the previous referred to childcare facilities provided by the employer, this question refers to subsidised (only) facilities.
educationtuition	Does the agreement provide for a monetary tuition/subsidy for children's education?	If the CBA explicitly provides for a monetary tuition/subsidy for children's education, answer yes, otherwise no.
childcareexcludedtrigger	Are there groups of women workers (e.g. temporary workers) which are excluded from any of the above clauses?	If the CBA includes groups of women workers excluded from any of the above clauses, answer yes, otherwise no.
childcareexcludedtxt	Please cite the group(s) of women workers that are excluded	If your answer to the previous answer was yes, please cite the excluded groups of women workers, write them in the text-box.
childcaredifferenttrigger	Are there groups of women workers which are under different arrangements from those specified in the above clauses (e.g. part-time workers)?	If the CBA explicitly mentions group(s) of women workers which are under different arrangements from those specified in the above clauses, answer yes, otherwise no.
childcaredifferenttxt	Please cite the group(s) of women workers	If your answer to the previous question was yes, please fill in the text box to identify the groups of female workers covered by different measures.
childcareotherclause	Does the CBA contain any other clause on childcare facilities?	If the CBA explicitly contains any other clause on childcare facilities, answer yes, otherwise no.
childcare2txt	Comments regarding breastfeeding and/or employer-provided or subsidised childcare facilities:	Fill it only if you have any important comment to the question/answer in concern.

geneq_trigger	Does the agreement contain any clauses concerning equality and/or violence in the workplace?	If the CBA explicitly contains any clauses concerning equality and/or violence in the workplace, answer yes, otherwise no. (We advise that before selecting "No", select "Yes" because in this case the questionnaire raises issues that remain hidden if "No" is selected, but which may be referred to in the CBA. If you do not find any topic in the CBA that is covered by the questionnaire's extended "Gender Equality Issues" chapter, then go back to the original question and select "No".)
eqpay	Does the agreement contain clauses on equal pay for work of equal value?	Select yes only if the CBA explicitly refers to the equal pay for work of equal value, otherwise select no.
gender	Does the clause make a special reference to gender?	If the preceding clause specifically refers to gender (i.e. a female or male worker is entitled to equal pay for equal work compared to the opposite sex), answer yes, otherwise no.
discrimination	Does the agreement contain clauses addressing discrimination at work?	If the CBA contains clause(s) addressing discrimination at work, answer yes, otherwise no. All types of discrimination are to be considered here (it may be discrimination on the basis of age, gender, disability, religious, national, sexual orientation, pregnancy, being a parent, etc.).
eqpromotion	Does the CBA contain clauses on equal opportunities for promotion for women workers?	If the CBA contains clauses on equal opportunities for promotion for women workers, answer yes, otherwise no. Please check if the agreement clearly mentions women/gender when talking about promotion.
eqtraining	Does the CBA contain clauses on equal opportunities for training and retraining for women workers?	If the CBA contains clauses on equal opportunities for training/retraining for women workers, answer yes, otherwise no. Please check if the agreement clearly mentions women/gender when talking about promotion.
eqofficer	Does the CBA contain clauses which provide for a gender equality trade union officer at the workplace?	If the CBA contains clauses on gender equality trade union officer(s) at the workplace, answer yes, otherwise no. Please check if the agreement clearly provides for this.
sexualhar	Does the agreement contain clauses addressing sexual harassment at work?	If the CBA contains clauses on addressing sexual harassment at work, answer yes, otherwise no.
violence	Does the agreement contain clauses addressing violence at work?	If the CBA contains clauses on addressing violence at work, answer yes, otherwise no.
violenceleave	Does the agreement provide for a special leave for workers subjected to domestic or intimate partner violence?	If the CBA provides for a special leave for workers subjected to domestic or intimate partner violence, answer yes, otherwise no.
support_disabilities	Does the agreement provide for support for women workers with disabilities?	If the CBA provides support for women workers with disabilities, answer yes, otherwise no.
equalityexcludedtrigger	Are there groups of women workers (e.g. temporary workers) which are excluded from any of the above clauses?	If there groups of women workers (e.g. temporary workers) which are excluded from any of the above clauses, answer yes, otherwise no.
equalityexcludedtxt	Please cite the group(s) of women workers that are excluded	If you answered yes to the previous question, cite the group(s) of women workers that are excluded: fill the text-box.

equalitydifferenttrigger	Are there groups of women workers which are under different arrangements from those specified in the above clauses (e.g. part-time workers)?	If there are groups of women workers who are subject to different rules from those set out in the above clauses of the CBA, please answer yes, otherwise no.
equalitydifferenttxt	Please cite the group(s) of women workers	If there are groups of women workers who are subject to different rules from those set out in the above clauses of the CBA, cite them: fill the text-box.
equalitymonitoring	Does the agreement contain clauses for monitoring gender equality?	If the CBA includes clauses for monitoring gender equality, answer yes, otherwise no. 'Monitoring' means taking action about it, like meetings, surveys in the company, etc. Gender equality means that the rights, responsibilities and opportunities of individuals will not depend on whether they are male or female.
equalityotherclause	Does the CBA contain any other clause on gender equality?	If the CBA includes any other clause on gender equality, answer yes, otherwise no.
equalitytxt	Comments regarding gender equality issues:	Fill it only if you have any important comment to the question/answer in concern.
wages_trigger	Does the agreement have clauses on wages?	If the CBA includes clauses on wage, answer yes, otherwise no. Please consider that these include: wages, pay scales, minimum/lowest wage, wage increase, once-only extra payments, premiums, overtime compensation, commuting allowance, seniority allowance, free meals, meal vouchers, meal allowance. (We advise that before selecting "No", select "Yes" because in this case the questionnaire raises issues that remain hidden if "No" is selected, but which may be referred to in the CBA. If you do not find any topic in the CBA that is covered by the questionnaire's extended "Wages" chapter, then go back to the original question and select "No".)
wages_determined	According to the CBA, where are wages determined?	If you answered yes to the previous question, you must answer this question too. You can select from the box the following answers: Individual contracts - When the CBA says that the wages are agreed between the employer and employee individually; Company Level - this is usually a pay scale table; Industry/Sectoral level - it mostly concerns sectoral wage tariff system set up by sectoral level social partners; National framework agreement - it is a legally binding agreement between national level employer organisations and trade unions or employees' organisations; State or regional level - if it is set by law or other regulation; Elsewhere; Insufficient data - the CBA does not say
wages_comments_txt	COMMENTS:	Fill it only if you have any important comment to the question/answer in concern.
payscales_trigger	Are wages determined in the CBA by means of pay scales?	Yes, in one table/Yes, in more than one table/Yes, but there are only indices (no wages).
payscales_period	What is the calculation basis for the wages in the pay scales?	Hours/Days/Weeks/Two weeks/Months/Years. Sometimes it is not said which one it is, but it can be obvious that they mean a monthly salary.

skillevel_trigger	Are wages determined in the CBA by ...?	You can select on the drop-down list the answer. If there is no information about it in the CBA, select "Elsewhere" or "Insufficient data".
PAYSCALES_different	In what respect are pay scale tables different?	If you selected the answer "yes in more than in one table" in case of the question "Are wages determined in the CBA by means of tables with pay scales" you have to select one answer from the drop-down list.
PAYSCALES_different_other_txt	Pay scales are differentiated by:	To be filled in only if you selected the last option in the previous list, that is Pay-scales differentiated otherwise (please specify in the following textbox).
PAYSCALES_selected_period	What is the calculation basis for the wages in the pay scales?	You can select hours, days, weeks, two weeks, month, years. If hourly wage is provided, please select only 'Hours'.
WAGES_payscale1_selected_start	What is the lowest amount in the lowest payscale for adults?	Enter the figure in the textbox. Please consider only the last possible year.
WAGES_payscale1_selected_end	What is the highest amount in the highest payscale for adults?	Put the figure in the textbox. Please consider only the last possible year.
WAGES_payscale1_selected_year	To which year does this pay scale refer?	Write the year in the textbox.
PAYSCALES_selected_comments_txt	COMMENTS:	Fill it only if you have any important comment to the question/answer in concern.
skillwagegroups	Are wages specified in the CBA according to skill level?	If according to the CBA the wages are specified according to skill level, answer yes, otherwise no.
SKILLEVEL_selected_trigger	Are wages determined in the CBA by ...?	You can select more than one determinant from the drop-down box.
lowwage_trigger	Has the agreement clauses on the lowest wage to be paid?	Fill in whichever is the lowest of the lowest. It can be either qualified or unqualified lowest.
lowwage_government	Does the agreement provide that minimum wages set by the government have to be respected?	If the CBA explicitly says that minimum wages set by the government have to be respected, answer yes, otherwise no. Some governments used to set a (mandatory) national minimum wage.
lowwage_provision	Does the agreement set a minimum/lowest wage?	If the CBA explicitly sets a minimum /lowest wage, answer yes, otherwise no. Minimum/lowest wage set in CBA can be sectoral or company level wage depending on the of the agreement (sectoral level or company-level agreement).
lowwageperiod	What is the calculation basis for the minimum/lowest wage?	If you answered yes to the previous question, you will be able to answer this question too. You can select hours, days, weeks, two weeks, month, years as calculation base for the minimum/lowest wage.
lowwageamount	What is the minimum/lowest wage?	If you answered yes to the previous questions, write the proper number in the textbox.
lowwagetxt	Comments regarding lowest wage:	Fill it only if you have any important comment to the question/answer in concern.
strucincr_trigger	Is a structural wage increase agreed? (=an increase that increases the basic pay on a permanent basis)	If the CBA itself sets a structural wage increase, then say yes. If they say they promise to negotiate a structural increase based on inflation or average European wages etc., then answer no. Yes only if they actually say there will be a structural increase.
wageincreasetype	Is the extra payment for all or for some categories only?	If CBA sets extra payment, you can select the answer from the tex-tbox to indicate whether it is for all, some or there is insufficient data to tell it.

wageincreasetype1	For which categories? (max 5)	If you answered yes to the previous question, select the appropriate answer from the drop-down list. If no information is available, select "insufficient data".
wageincreasetype1_0		
wageincreasetype1_1		
wageincreasetype1_2		
wageincreasetype1_3		
wageincreasetype1_4		
wageincreasetxt	Comments regarding structural wage increase:	Fill it only if you have any important comment to the question/answer in concern.
wageincreasetype2	How is the extra payment given for a worker with one year of experience?	You have to select from the drop-down box the right answer. If there is no information, choose the "Insufficient data".
wageincreaseperc1	Extra payment in % for all per MONTH:	Enter the given % in figures.
wageincreaseamount1	Extra payment in amount for all per MONTH:	Enter the given amount in figures..
wageincreasedays1	Number of working days per MONTH:	Enter the given number of working days per month in the textbox. Write -9 if not specified.
wageincreaseperc1_1	Extra payment in % for jobtype 1:	
wageincreaseamount1_1	Extra payment in amount for jobtype 1:	
wageincreaseperc1_2	Extra payment in % for jobtype 2:	
wageincreaseamount1_2	Extra payment in amount for jobtype 2:	
wageincreaseperc1_3	Extra payment in % for jobtype 3:	
wageincreaseamount1_3	Extra payment in amount for jobtype 3:	
wageincreaseperc1_4	Extra payment in % for jobtype 4:	
wageincreaseamount1_4	Extra payment in amount for jobtype 4:	
wageincreaseperc1_5	Extra payment in % for jobtype 5:	
wageincreaseamount1_5	Extra payment in amount for jobtype 5:	
wageincreasefirmperformance	Is this extra payment related to the company's performance?	If there is explicit information in the CBA that the previously mentioned extra payment is related to the company's performance, answer yes, otherwise no. (Here we draw the attention that it is different from the so-called performance-related-pay, which is the way to reward individual performance of the employees on achieving goals or meeting targets.)
wageincreasedate	Is the date of the increase specified?	If you answered yes to the question about the wage increase and the CBA specifies the exact date of the increase, please answer yes, otherwise no.
wageincreasedate_date	Date of the increase:	If the answer was yes to the previous questions, put the exact date: you can select the date from the calendar.
oncerise_trigger	Is a once-only extra payment agreed?	If the CBA sets a once-only extra payment, answer yes, otherwise no. (For example bonus which is given only once and not for example every month or every year, profit share, company performance related bonus, etc.)
incidentalbonustype	Is the extra payment for all or for some categories only?	You can select from the proper answer box the correct answer. If the CBA does not include explicit information, select "Insufficient data".

incidentalbonustype1	For which categories? (max 5)	If you selected "for some" categories, you can choose the category, from the drop-down box,-max 5 categories.
incidentalbonus-type1_0		
incidentalbonus-type1_1		
incidentalbonus-type1_2		
incidentalbonus-type1_3		
incidentalbonus-type1_4		
incidentalbonustype2	How is the extra payment given for a worker with one year of experience?	You can select from the drop-down box. If there is no information, select the "insufficient data".
incidentalbonusperc1	Extra YEARLY payment in % for a worker with one year of experience:	Enter the given % in figures.
incidentalbonusamount1	Extra YEARLY payment in amount for a worker with one year of experience:	Enter the given amount in figures.
incidentalbonusdays1	Number of days (per YEAR) for a worker with one year of experience:	Enter the given number of days in figures.
extrapayfirmperformance	Is this extra payment related to the company's performance?	If the CBA explicitly says that this extra payment is directly related to the company's performance, answer yes, otherwise no.
incidentalbonusdate	Is the date of the extra payment specified?	If the CBA specifies the date of the extra payment, answer yes, otherwise no.
incidentalbonusdate_date	Date of the extra payment:	If the date is specified, give the date of payment.
oncerise2_trigger	Is there another agreed once-only extra payment?	If the CBA specifies another agreed once-only extra payment, answer yes, otherwise no.
incidentalbonustype-sec	Is the extra payment for all or for some categories only?	You can select the proper answer from the drop-down box. If there is no information, select the "insufficient data".
incidentalbonustype-1sec	For which categories? (max 5)	If you selected "for some" , you can choose the category, from the drop-down box,max 5 categories.
incidentalbonustype-1sec_0		
incidentalbonustype-1sec_1		
incidentalbonustype-1sec_2		
incidentalbonustype-1sec_3		
incidentalbonustype-1sec_4		
incidentalbonustype-2sec	How is the extra payment given for a worker with one year of experience?	You can select from the drop-down box. If there is no information, select the "insufficient data".
incidentalbonusperc1sec	Extra YEARLY payment in % for a worker with one year of experience:	Enter the given % in figures.
incidentalbonusamount1sec	Extra YEARLY payment in amount for a worker with one year of experience:	Enter the given amount in figures.
incidentalbonusdays1sec	Number of days (per YEAR) for a worker with one year of experience:	Enter the given days in figures.
extrapayfirmperformancesec	Is this extra payment related to the company's performance?	If there is explicit information in the CBA that the previously mentioned extra payment is related to the company's performance, answer yes, otherwise no.
incidentalbonusdatesec	Is the date of the extra payment specified?	If the CBA specifies the date of the extra payment, answer yes, otherwise no.

incidentalbonusdate_date_sec		
incidentalbonustxt	Comments regarding one time bonuses:	Fill it only if you have any important comment to the question/answer.
noctprem_trigger	Is a premium for evening or night work agreed?	If the CBA specifies the premium for evening or night work, answer yes, otherwise no. (An evening shift is a work period that typically spans the late afternoon and evening, meaning it likely begins at 4 p.m. and ends at 12 a.m. or 1 a.m. A night shift is a work period that normally spans from the evening to the early hours of the morning).
shiftallowancetype	How is the extra payment given for a worker with one year of experience?	If you answered yes to the previous question, you can select the answer from the drop-down box. If the CBA does not give enough information, select the "Insufficient" data.
shiftallowanceperc1	What percentage of regular hourly wage is paid as premium for evening or night work? (Please note that if hours are paid 150% of the normal wage, then you should write 150)	If the CBA says they get paid extra 25% of their normal wage, then you have to write 125 here. If there are both evening work and night work mentioned, choose night work
shiftallowanceamount1	Premium in amount per month (leave empty if it is given per hour):	Fill the text-box. Put the amount of the premium if it is given per month. Leave empty if it is given in an hour.
shiftallowanceamount2	Premium in amount per hour (leave empty if it is given per month):	Fill the text-box. Put the amount of the premium if it is given per hour. Leave empty if it is given in a month.
shiftallowancedays1	Number of working days:	If you selected that the extra payment is given in the number of days of regular wage, fill the text-box, put the appropriate number of days or if it is not specified in the CBA, write -9.
shiftallowancetype1	Does the premium apply to night work only?	From the box you can select the answers that correspond to the information in the CBA. If there is no clear information, select "Insufficient data".
shiftallowancetxt	Comments regarding evening or night work:	Fill it only if you have any important comment to the question/answer in concern.
consign_trigger	Is a payment for standby/on-call/available/consignment work agreed?	If the CBA specifies the payment for standby/on-call/available/consignment work, select yes, otherwise no. "Standby" means a period during which an employee is on call to perform work above the regular working hours.
standbyallowancetype	How is the extra payment given for a worker with one year of experience?	You can choose from the drop-down box. If there is no information write "Insufficient data".
standbyallowanceperc1	Payment in % of basic wage:	Enter the given % in figures.
standbyallowanceamount1	Payment in amount:	Enter the given amount in figures.
standbyallowancedays1	Number of working days:	Fill it if you selected the "number of days of regular wage". Write -9 if it is not specified.
standbyallowancetype1	Does the payment apply to Sundays only?	If the CBA specifically states that the payment is only for Sundays, answer yes, otherwise no.
standbyallowancetype2	Does the payment apply to all days per week equally?	If the CBA specifically states that the payment applies to all days per week equally, answer yes, otherwise no.
standbyallowancetxt	Comments regarding standby/on-call/available/consignment:	Fill it only if you have any important comment to the question/answer in concern.
annleave_trigger	Is an extra payment for the paid annual leave agreed?	If the CBA includes a separate (extra) payment for paid annual leave, answer yes, otherwise no.

annleaveallowancetype	How is the extra payment given for a worker with one year of experience?	You can choose from the drop-down box. If there is no information write "Insufficient data"
annleaveallowanceperc1	Extra payment in % of basic wage:	Enter the given % in figures.
annleaveallowanceamount1	Extra payment in amount:	Enter the given amount in figures.
annleaveallowancedays1	Number of working days:	Fill it if you selected the "number of days of regular wage". Write -9 if it is not specified.
annleaveallowancetype1	Is the extra payment for all employees or for some categories only?	You can select the proper answer from the drop-down box. If there is no information, select the "insufficient data".
annleaveallowancetype2	For which categories? (max 5)	If you selected "for some", you can choose the category, from the drop-down box, max 5 categories.
annleaveallowancetype2_0		
annleaveallowancetype2_1		
annleaveallowancetype2_2		
annleaveallowancetype2_3		
annleaveallowancetype2_4		
annleaveallowancetxt	Comments regarding extra payment:	Fill it only if you have any important comment to the question/answer in concern.
overtime_trigger	Is there compensation for overtime work?	If the CBA includes compensation for overtime work, answer yes, otherwise no.
overtimeallowancetype	How is the overtime compensation for hours above 48 hours/week agreed?	You can choose from the drop-down box. If there is no information write "Insufficient data".
overtimeallowancetype_general	How is the overtime compensation for hours above the stipulated working week agreed?	You can choose from the drop-down box. If there is no information write "Insufficient data".
overtimeallowanceperc1_general	What percentage of regular wage for hours above the stipulated working week is paid as overtime payment? (please note that if hours are paid 150% of the normal wage - which means 50% MORE than normal wage -, then you should write 150)	Enter the given % in figures in the text-box. If the extra hours are paid at 150% of the normal wage, then 150 should be written.
overtimeallowanceamount1_general	Premium in amount per hour overtime above the stipulated working week:	Enter the given amount in figures in the text-box if you selected "Amount" in the case of the question "How is the overtime compensation for hours above the stipulated working week agreed?"
overtimeallowancedays1_general	Number of working days	Fill it if you selected "the number of working days" in the case of the question "How is the overtime compensation for hours above the stipulated working week agreed?" Enter the given number of working days. Write -9 if it is not specified.
overtimeallowanceperc1	What percentage of regular wage for hours above 48 hours/week is paid as overtime payment? (please note that if hours are paid 150% of the normal wage - which means 50% MORE than normal wage -, then you should write 150)	Enter the given % in figures in the text-box. If the extra hours are paid at 150% of the normal wage, then 150 should be written.
overtimeallowanceamount1	Premium in amount per hour overtime above 48 hours/week:	Enter the given amount in figures in the text-box if you selected "Amount" in the case of the question "How is the overtime compensation for hours above 48 hours/week agreed?"

overtimeallowance-days1	Number of working days:	Fill it if you selected "the number of working days" in the case of the question "How is the overtime compensation for hours above 48 hours/week agreed?" Enter the given number of working days. Write -9 if it is not specified.
overtimeallowance-type1	Is the allowance for all employees or for some categories only?	You can select the proper answer from the drop-down box. If there is no information, select the "insufficient data".
overtimeallowance-type2	For which categories? (max 5)	In case of yes to the previous question select max 5 categories from the drop-down box.
overtimeallowance-type2_0		
overtimeallowance-type2_1		
overtimeallowance-type2_2		
overtimeallowance-type2_3		
overtimeallowance-type2_4		
overtimeallowancetxt	Comments regarding overtime work:	Fill it only if you have any important comment to the question/answer in concern.
hardship_trigger	Is a premium for hardship work agreed?	If the CBA includes a premium for hardship of work, select yes, otherwise no.
hardshipallowance-type	How is the premium given for a worker with one year of experience?	You can choose from the drop-down box. If there is no information write "Insufficient data".
hardshipallowance-perc1	Premium in % of basic wage (please note that if the total wage is 130% of the basic wage, then the premium is 30%):	Enter the given % in figures in the text-box. Here you have to enter ONLY the premium (extra-payment) not the total. So, if the wage with premium is 13% of the basic wage, enter only 30.
hardshipallowance-amount1	Premium in amount per day:	Enter the amount of the premium/day
hardshipallowance-days1	Number of working days:	Fill it if you selected "the number of working days" in the case of the question "Is a premium for hardship work agreed?" Enter the number of working days.
hardshipallowance-type1	Is the allowance for all employees or for some categories only?	You can select the proper answer from the drop-down box. If there is no information, select the "insufficient data".
hardshipallowance-type2	For which categories? (max 5)	In case of YES to the previous question select max 5 categories from the drop-down box.
hardshipallowance-type2_0		
hardshipallowance-type2_1		
hardshipallowance-type2_2		
hardshipallowance-type2_3		
hardshipallowance-type2_4		
hardshipallowancetxt	Comments regarding hardship:	Fill it only if you have any important comment to the question/answer in concern.
sunday_trigger	Is a premium for Sunday work agreed?	Answer yes also if there is an extra fee for working on public holidays! Generally working on Sunday or in public holidays pays double of the regular wage: for example, the worker receives 180 Euros instead of the regular 90 Euros per day. In this specific example the bonus is 100 percent on top of the regular wage paid in ordinary working time.

sundayallowancetype	How is the premium given for a worker with one year of experience?	You can choose from the drop-down box. If there is no information write "Insufficient data".
sundayallowanceperc1	Premium in % of basic wage (please note that if the total wage is 130% of the basic wage, then the premium is 30%):	Here you have to put the % of the premium in figures.
sundayallowanceamount1	Premium in amount per Sunday:	Give the amount.
sundayallowancedays1	Number of working days:	Give the number of working days.
sundayallowancetype1	Is the allowance for all employees or for some categories only?	You can select the proper answer from the drop-down box. If there is no information, select the "insufficient data".
sundayallowancetype2	For which categories? (max 5)	In case of yes to the previous question select max 5 categories from the drop-down box.
sundayallowancetype2_0		
sundayallowancetype2_1		
sundayallowancetype2_2		
sundayallowancetype2_3		
sundayallowancetype2_4		
sundayallowancetxt	Comments regarding Sunday work:	Fill it only if you have any important comment to the question/answer in concern.
commute_trigger	Is a commuting transport allowance agreed?	If the CBA explicitly refers to commuting transport allowance, answer yes, otherwise no.
commutingallowancetype	How is the allowance given for a worker with one year of experience?	If you chose yes to the previous question, select the appropriate answer from the text box. If the CBA only says "travel is covered", without any further explanation, say "insufficient data".
commutingallowanceperc1	Allowance in % of basic wage:	Give the percentage in figures.
commutingallowanceamount1	Allowance in amount per month:	Give the amount/month.
commutingallowancedays1	Number of working days:	Give the number of working days
commutingallowancetype1	Is the allowance for all employees or for some categories only?	You can select the proper answer from the drop-down box. If there is no information, select the "insufficient data".
commutingallowancetype2	For which categories? (max 5)	In case of yes to the previous question select max 5 categories from the drop-down box.
commutingallowancetype2_0		
commutingallowancetype2_1		
commutingallowancetype2_2		
commutingallowancetype2_3		
commutingallowancetype2_4		
commutingallowancetxt	Comments regarding seniority allowances:	Fill it only if you have any important comment to the question/answer in concern.
senior_trigger	Is a seniority allowance agreed?	If the CBA explicitly refers to commuting transport allowance, answer yes, otherwise no.

longserviceallowance-type	How is the allowance given?	If you chose yes to the previous question, select the appropriate answer from the text box. If there is no more information in the CBA, write "Insufficient data".
longserviceallowance-perc1	Allowance in % of basic wage:	Indicate in figures what percentage of the basic salary will be the seniority allowance, if this is included in the CBA.
longserviceallowance-amount1	Allowance in amount per month:	Give the amount/month in figures.
longserviceallowance-days1	Number of working days:	Give the number of working days provided in the CBA on the seniority allowance.
longserviceallowance-type1	Is a certain number of years of service required to get this allowance?	If the CBA mentions the number of years of service required for seniority allowance, answer yes, otherwise no.
longserviceallowance-type2	How many years of service are required for this allowance?	If you answered yes to the previous question, give the number of years
longserviceallowance-txt	Comments regarding seniority allowances:	Fill it only if you have any important comment to the question/answer in concern.
mealvouchers	Are meals and/or meal vouchers and/or meals at a discounted price agreed?	Check if the employer provides meals for free, meal vouchers or meals at a discounted price.
mealall_trigger	Are meal allowances/meal vouchers agreed?	Check if the agreement provides for allowances (monetary contribution) or meal vouchers.
mealvouchersamount	What is the minimum amount of the allowance for one meal?	If the allowance is paid per month and you want to calculate it per day you should divide the monthly allowance with the number of working days per month, which is generally 22 days
mealvoucherstype1	Is the allowance for all employees or for some categories only?	Check if the allowance is provided for all the employees or for some categories only.
mealvoucherstype2	For which categories? (max 5)	Select max 5 categories from the drop-down box
mealvoucherstype2_0		
mealvoucherstype2_1		
mealvoucherstype2_2		
mealvoucherstype2_3		
mealvoucherstype2_4		
mealvoucherstxt	Comments regarding meal vouchers or allowances:	Fill it only if you have any important comment to the question/answer in concern.
legalassistancetxt	Comments regarding free legal assistance:	Fill it only if you have any important comment to the question/answer in concern.
legalassistance_trigger	Does the company provide the worker with free legal assistance?	If the CBA states explicitly that the company provides the worker with free legal assistance, answer yes, otherwise no.
workhours_trigger	Does the agreement have clauses on standard working hours, schedules, holidays and days of leave?	If the CBA includes clauses on standard working time, answer yes, otherwise no. Please consider that these may include standard working hours, schedules, holidays, days of leave, etc. (We advise that before selecting "No", select "Yes" because in this case the questionnaire raises issues that remain hidden if "No" is selected, but which may be referred to in the CBA. If you do not find any topic in the CBA that is covered by the questionnaire's extended "Working hours" chapter, then go back to the original question and select "No".)

hourspday_select	Are working hours per day agreed?	If working hours in the CBA are agreed in hours, answer yes, otherwise no. Take the standard working hours, not the maximum working hours. If they are different per job position or per task, try to choose what you consider to be the most relevant (in terms of workforce involved) for the CBA.
hourspweek_select	Are working hours per week agreed?	If working hours in the CBA are agreed per week, answer yes, otherwise no. Take the standard working hours, not the maximum working hours! If they are different per job position or per task, try to choose what you consider to be the most relevant (in terms of workforce involved) for the CBA.
hourspmonth_select	Are working hours per month agreed?	If working hours in the CBA are agreed per month, answer yes, otherwise no. Take the standard working hours, not the maximum working hours! If they are different per job position or per task, try to choose what you consider to be the most relevant (in terms of workforce involved) for the CBA.
hourspyear_select	Are working hours per year agreed?	If working hours in the CBA are agreed per year, answer yes, otherwise no. Take the standard working hours, not the maximum working hours! If they are different per job position or per task, try to choose what you consider to be the most relevant (in terms of workforce involved) for the CBA.
dayspweek_select	Are working days per week agreed?	If working days in the CBA are agreed per week, answer yes, otherwise no. Take the standard working days! If they are different per job position or per task, try to choose what you consider to be the most relevant (in terms of workforce involved) for the CBA.
hourspday	How many working hours per day are agreed? (1 - 12)	If working hours per day are agreed in the CBA, write in the box the adequate number from 1 to 12. If they are different per job position or per task, try to choose what you consider to be the most relevant (in terms of workforce involved) for the CBA.
hourspweek	How many working hours per week are agreed? (1 - 60)	If working hours per week are agreed in the CBA, write in the box the adequate number from 1 to 60. If they are different per job position or per task, try to choose what you consider to be the most relevant (in terms of workforce involved) for the CBA.
hourspmonth	How many working hours per month are agreed? (1 - 258)	If working hours per month are agreed in the CBA, write in the box the adequate number from 1 to 258. If they are different per job position or per task, try to choose what you consider to be the most relevant (in terms of workforce involved) for the CBA.
hourspyear	How many working hours per year are agreed? (1 - 3096)	If working hours per year are agreed in the CBA, write in the box the adequate number from 1 to 3096. If they are different per job position or per task, try to choose what you consider to be the most relevant (in terms of workforce involved) for the CBA.
dayspweek	How many working days per week are agreed? (1 - 7)	If working days per week are agreed in the CBA, write in the box the adequate number from 1 to 7. If they are different per job position or per task, try to choose what you consider to be the most relevant (in terms of workforce involved) for the CBA.
hourstxt	Comments regarding working hours:	Fill it only if you have any important comment to the question/answer in concern.

maxhours_trigger	Are maximum overtime hours agreed?	If maximum overtime is agreed in the CBA, answer yes, otherwise no. Overtime refers to any hours worked by an employee that exceed their normally scheduled working hours.
hoursovertimemax	What is the maximum overtime hours ABOVE the agreed hours per week? (1 - 60)	Sometimes it is said only per day or per year even. This makes the question quite useless, often. If the CBA does not tell exactly this information, just mark "No clear provision". If this is given in hours per day/month/year, please calculate it in hours per week. Please write -10 (MINUS 10!) if the CBA explicitly refers to the law.
hoursovertimemaxtxt	Comments regarding maximum overtime hours above the agreed hours per week:	Fill it only if you have any important comment to the question/answer in concern.
paidleav_trigger	Has the agreement clauses on paid annual leave?	If the agreement has clauses on paid annual leave, answer yes, otherwise no.
holidaysdays	How many days for paid annual leave are agreed for a worker with one year of service? (1 - 100)	Write the proper figure in the text-box. If it is specific per job position, try to choose what you consider to be the most relevant (in terms of workforce involved) for the CBA. Take care to write in the amount of days without the week-ends. For example, 28 weekdays would be 20 days. Please write -9 (MINUS 9!) for Insufficient data and -10 (MINUS 10!) if the CBA explicitly refers to the law.
holidaysweeks	How many weeks for paid annual leave are agreed for a worker with one year of service? (1 - 20)	Write the proper figure in the text-box.. Here write full weeks: including weekends (in the example above this would be 2 weeks). Please write -9 (MINUS 9!) for Insufficient data and -10 (MINUS 10!) if the CBA explicitly refers to the law.
bankholidays1	Is paid leave agreed for specific bank holidays?	You can select the answers YES, NO or YES, but only those stated in law. In the different countries there are different bank holidays. Answer with yes, if the CBA explicitly mentions them, otherwise no.
bankholidays2	For which bank holidays?	If you answered yes, you can select from the drop-down list. Bank holidays are in English, please find the corresponding translation from the national language. Select only those specifically mentioned in the CBA.
bankholidays2_0		
bankholidays2_1		
bankholidays2_2		
bankholidays2_3		
bankholidays2_4		
holidaysfixed	Are fixed periods for paid annual leave agreed due to holiday breaks applied to the whole company?	If fixed periods for paid annual leave agreed due to holiday breaks are applied to the whole company, answer yes, otherwise no.
holidaysfixeddays	How many days of the paid annual leave are fixed due to holiday breaks applied to the whole company? (1 - 100)	If you answered yes to the previous question, write in the box the number. Please consider only the lowest number of fixed days.
holidaystxt	Comments regarding paid annual leave:	Fill it only if you have any important comment to the question/answer in concern.
schedule_trigger	Does the agreement have clauses on schedules and rest periods?	If the CBA has clauses on schedules and rest periods, answer yes, otherwise no. They may be workday breaks, daily rest and weekly rest.

schedulesrestpw	Are employees entitled to weekly rest periods of at least one day per week?	If the CBA explicitly mentions the weekly rest, answer yes, otherwise no. Weekly rest refers to a minimum break of 24 consecutive hours (1 day) from work within a seven day period.
schedulestxt	Comments regarding rest periods:	Fill it only if you have any important comment to the question/answer in concern.
sundaywork_trigger	Does the agreement provide for a maximum number of Sundays / bank holidays that can be worked in a year?	If CBA provides for a maximum number of Sundays / bank holidays that can be worked in a year, answer yes, otherwise no.
sundays_year	How many Sundays / bank holidays can be worked in a year, maximum?	If you answered yes to the previous question, select the appropriate number from the drop-down box. If there is no exact information, you can select "Insufficient data" or "No provision" or "The CBA explicitly refers to the law".
consecutivesundays_trigger	If CBA provides for a maximum number of Sundays	If CBA provides for a maximum number of Sundays answer yes, otherwise no.
consecutivesundays	How many consecutive Sundays are specified?	If you answered yes to the previous question,, select the proper number from the drop-down box. If there is no exact information, you can select "Insufficient data" or "No provision" or "The CBA explicitly refers to the law".
consecutivesundays_exceptions	Are there any exceptions (e.g. Christmas, sales, etc.)?	If CBA includes exceptions in concern of work on consecutive Sundays, answer yes, otherwise no.
sundaystxt	Comments regarding work on Sundays:	Fill it only if you have any important comment to the question/answer in concern.
tradeunleav_trigger	Does the agreement provide for paid leave for trade union activities?	Even if it is only for the representative (can be one person), say Yes.
tradeunleavdays	What is the leave duration for trade union activities in working days? (1 - 100)	It can be per week or month or year, that depends on how it is calculated by the CBA itself. That can vary a lot between CBAs and countries. Just write the number as specified by the CBA, if you can. Please write -10 (MINUS 10!) if the CBA explicitly refers to the law.
tradeunleavtxt	Comments regarding paid leave for trade union activities:	Fill it only if you have any important comment to the question/answer in concern.
administrative_trigger	Does the agreement provide for paid leave to attend court or for administrative duties?	If CBA provides for paid leave to attend court or for administrative duties, answer yes, otherwise no.
administrativedays	What is the leave duration to attend court or for administrative duties on working days? (1 - 100)	You can write the number of hours (min1 - max 100).Leave empty if the duration is not provided. Please write -10 (MINUS 10!) if the CBA explicitly refers to the law.
administrativetxt	Comments regarding paid leave for administrative duties:	Fill it only if you have any important comment to the question/answer in concern.
flexwork_trigger	Does the agreement have clauses on flexible work arrangements?	If the CBA explicitly includes clauses on flexible work arrangements, answer yes, otherwise no. Flexible working is an arrangement where employees can choose their own working hours and patterns.
flexible_work_options	Which option is provided?	If answered yes to the previous question, select from the drop-down box the explicitly mentioned flexible work arrangement in the CBA. You can select more than one. Note: Remote work includes telework, homework and work from home, permanently or occasionally.
flexible_work_options_0		

flexible_work_options_1		
flexible_work_options_2		
flexible_work_options_3		
flexible_work_options_4		
flexworktxt	Comments regarding flexible work arrangements:	Fill it only if you have any important comment to the question/answer in concern.
direct_participation_trigger	Does the agreement provide clauses on workers' direct participation?	Answer yes, if the CBA mentions explicitly, for example, clauses about the institution of a bilateral commission or a works council. Direct participation means participation in the decision-making process concerning the organisation, employees and the terms and conditions of their functioning in the life of the organisation. Trade unions however are interest representation organisations. Trade unions are collective bargaining parties and negotiate collective agreements. Works councils represent the employees of a company in the decision-making process.
direct_participation_hrs	Are workers allowed to spend working hours on direct participation?	If you answered yes to the previous question, you must also answer the question whether workers are allowed to spend working hours on direct participation. If the CBA explicitly includes it, select Yes. If not, select no or Not applicable.
direct_participation_comments	Comments regarding workers' direct participation:	Fill it only if you have any important comment to the question/answer in concern.
strikes_trigger	Does the agreement make any reference to conflicts and/or strikes?	If the CBA makes any reference to conflicts and/or strikes, answer yes, otherwise no.
strikes_comments	Comments regarding conflicts and/or strikes:	Fill it only if you have any important comment to the question/answer in concern.
green_trigger	Does the agreement contain green clauses?	If the CBA includes green clauses, answer yes, otherwise no. Green clauses contain provisions related to environmental issues, climate change and/or anything that aims at improving the working conditions by providing a greener workspace.
green_comments	Comments regarding green clauses:	Fill it only if you have any important comment to the question/answer in concern.
newtech_trigger	Does the agreement make any reference to the introduction of advanced technologies (including Artificial Intelligence and Algorithmic Management) at work? * By AI (Artificial Intelligence) we refer broadly to any machine-based system that can make predictions, recommendations, or decisions with only limited human input/ oversight. By AM (Algorithmic Management) we refer to the delegation of managerial functions to algorithmic and automated systems.	If the CBA includes explicitly reference to the advanced technologies at work, answer yes otherwise no.
newtech_iam	Does the agreement specifically refer to the introduction of Artificial Intelligence (AI) and/or Algorithmic Management (AM) at work?	If the CBA specifically refers to the introduction of Artificial Intelligence (AI) and/or Algorithmic Management (AM) at work, answer yes, otherwise no.

newtech_topics	<p>In which of the following topics is AI / AM mentioned?</p> <p>You can select more than one option. Please be as accurate as you can.</p> <p>11 'Impact of AI/AM systems on working time and the right to disconnect' 22 'Training for employees and/or management on new AI tools (including the risks related to AI usage)' 33 'Use of AI/AM in recruitment process, work organisation and worker 's assessment' 44 'Employee/trade union involvement in data protection' 66' Employee/trade union involvement when new technologies are introduced' 77 'Respecting the relevant privacy/data protection legislation' 88 'AI/AM tools used for monitoring and worker surveillance (e.g., software/ devices to track physical or digital worker activity)' 55 'Other topics' -9 'Not specified'</p>	<p>If you answered YES, please select the proper options from the drop-down list. If you are not sure about the meaning of the options, please do a short google search to make sure you have a proper understanding of each option.</p>
newtech_comments	Comments regarding new technologies:	Fill it only if you have any important comment to the question/answer in concern.
covercountry	Does the agreement cover the whole country?	Sometimes the CBA covers only a region. Please say no only if the agreement specifically covers certain areas of the country.
coverregion	Which regions does the agreement cover?	If you answered no, then in the drop-down box you can select multiple values, max 5 regions. If the CBA covers smaller areas within a region, it is useful to check the map to see which region it belongs to.
coverregion_0		
coverregion_1		
coverregion_2		
coverregion_3		
coverregion_4		
covercountryregion_comments	Comments regarding coverage of country and regions:	Fill it only if you have any important comment to the question/answer in concern.
coverunion_trigger	Does the agreement cover trade union members only?	You can answer with yes or no. In several countries the CBA covers only trade union members and in others all employees. There is not always an explicit reference to this within the CBA. In this case you should answer "Insufficient data" or search for the practice of the given country.
coverunionsign	Does the agreement apply to members of the signatory trade unions only?	Select yes only if the agreement explicitly mentions that only the members of the signatory trade union(s) are covered by the agreement. If you are uncertain, you can select the answer "insufficient data".
cover_memtrad4_other	To what other trade unions does the agreement apply?	If the answer to the previous question is no, then you can select from the drop-down box the union. You can select multiple values (max 10). If the name is not in the list, please ask the Wage-Indicator team to add it.
cover_memtrad4_other_0		
cover_memtrad4_other_1		
cover_memtrad4_other_2		

cover_memtrad4_oth-er_3		
cover_memtrad4_oth-er_4		
coverunion_comments	Comments regarding coverage of trade unions:	Fill it only if you have any important comment to the question/answer in concern.
coveroccup1	Does the agreement explicitly INCLUDE specific occupations for coverage?	If the CBA covers explicitly some specific occupations, answer yes, otherwise no. Some CBAs explicitly include or exclude some occupations from the CBA. If the answer is no, you do not need to specify all the occupations covered as it is agreed that all the occupations are covered by the agreement, unless not specified otherwise.
coveroccup2	Which occupations? (max 5)	If your answer is yes to the previous question, select from the drop-down box the specific occupation covered by the CBA. If you do not find it in the list, select "other".
coveroccup2_0		
coveroccup2_1		
coveroccup2_2		
coveroccup2_3		
coveroccup2_4		
coveroccup3	Does the agreement explicitly EXCLUDE specific occupations for coverage?	If the CBA excludes from the coverage explicitly some specific occupations, answer yes, otherwise no. Some CBAs explicitly exclude some occupations from the CBA. It happens for example that Managers or workers with a managerial position are excluded from the CBA provisions. It must be stated clearly.
coveroccup4	Which occupations? (max 5)	If your answer to the previous answer is yes, select from the drop-down box the specific occupation excluded from the CBA. If you do not find it in the list, select "other".
coveroccup4_0		
coveroccup4_1		
coveroccup4_2		
coveroccup4_3		
coveroccup4_4		
coveroccup_comments	Comments regarding coverage of occupations:	Fill it only if you have any important comment to the question/answer in concern.
coverage_date_cba	Which year does the coverage refer to?	You can pick a year from the drop-down box. If the CBA does not include this information, select "Insufficient data" or "No clear provision".
coverage_date_other	Which year does the coverage refer to?	
coveragegroup1	Does the agreement explicitly INCLUDE specific age groups for coverage?	If the CBA explicitly includes specific age groups for coverage, select yes, otherwise no.
coveragegroup2	Which age groups?	If you answered YES, select from the drop-down box the age group(s).
coveragegroup2_0		
coveragegroup2_1		
coveragegroup2_2		
coveragegroup2_3		
coveragegroup2_4		

coveragegroup3	Does the agreement explicitly EXCLUDE specific age groups for coverage?	If the CBA explicitly excludes specific age groups for coverage, select yes, otherwise no.
coveragegroup4	Which age groups?	If you answered yes to the previous question,, select from the drop-down box the age group(s)
coveragegroup4_0		
coveragegroup4_1		
coveragegroup4_2		
coveragegroup4_3		
coveragegroup4_4		
coveragegroup_comments	Comments regarding coverage of age groups:	Fill it only if you have any important comment to the question/answer in concern.
coveremplnum_trigger	Does the agreement notify how many employees are covered?	If the CBA includes the number of covered employees, answer yes, otherwise no.
coveremplnumtype	Do you know an exact number, an educated guess or a range?	You can select from the three possibilities. Coverage is rarely mentioned in the text of the CBA itself, please do a google search to find the answer.
coveremplnum_exact	Please fill in an exact number	If you selected previously the exact number, write it in the box
coveremplnum_guess	Please fill in your educated guess (number)	If you selected previously the educated guess, write it in the box
coveremplnum1	Lower range	If you selected previously range, then write in the box
coveremplnum2	Upper range	If you selected previously range, then write in the box
coveremplnum3	Does the agreement notify how many of these employees are female?	If the CBA notifies explicitly how many employees are female, answer yes, otherwise no.
coveremplnum3type	Do you know an exact number, an educated guess or a range?	You can select from the three possibilities: exact number,educated guess or a range.
coveremplnum_female_exact	Please fill in an exact number	If you selected previously the exact number, write it in the box
coveremplnum_female_guess	Please fill in your educated guess (number)	If you selected previously the educated guess, write it in the box
coveremplnum4	Lower range	If you selected previously range, then write in the box
coveremplnum5	Upper range	If you selected previously range, then write in the box
coveremplnumoth	Do you know from other sources how many employees are covered?	If you know from other sources how many employees are covered by the CBA, answer yes, otherwise no.
coveremplnumoth-type	Do you know an exact number, an educated guess or a range?	If you found the number on some business register website, it is an educated guess, not an exact number. If it's from the CBA database, it is an exact number.
coveremplnum_oth_exact	Please fill in an exact number	If you selected previously the exact number, write it in the box
coveremplnum_oth_guess	Please fill in your educated guess (number)	If you selected previously the educated guess, write it in the box
coveremplnumoth1	Lower range	If you selected previously range, then write in the box
coveremplnumoth2	Upper range	If you selected previously range, then write in the box
coveremplnumoth3	Do you, from these other sources, know how many of these employees are female?	If you know from other sources how many covered employees are women, answer yes, otherwise no.
coveremplnumoth-3type	Do you know an exact number, an educated guess or a range?	You can select from the three possibility

coveremplnum_oth- er_female_exact	Please fill in an exact number	If you selected previously the exact number, write it in the box
coveremplnum_oth- er_female_guess	Please fill in your educated guess (number)	If you selected previously the educated guess, write it in the box
coveremplnumoth4	Lower range	If you selected previously range, then write in the box
coveremplnumoth5	Upper range	If you selected previously range, then write in the box
coveremplnum_com- ments	Comments regarding number of cov- ered employees:	Fill it only if you have any important comment to the question/answer in concern.
name	Agreement Title	
override_title	Override Title (as shown on webpag- es)	
locale	Locale (language) of the Agreement	
text	CBA Full Text (HTML)	
mealvouch- ersamount_txt		
country	Country	
wagecur	Currency	

ANNEX 1 Codebook

Codebook WageIndicator Collective Agreements Database - Version 6 - 2023

The WIF CBAs database coding scheme has been conceived as an international tool in continuous evolution, updated to incorporate the most recent changes in the labour world, such as COVID-19 clauses, remote work and AI/AM (Artificial Intelligence and Algorithmic Management clauses). In a few cases CBAs already in

the database have been coded backward. The CBA dataset allows to identify which coding scheme is used for the CBA.

The full version of the latest codebook (2023) is available here: [Codebook Ceccon and Medas, 2023](#).