

Supervisor's Editing Guidelines

Examination of Questionnaires – Household and Person Questionnaires

Where these instructions are not followed, use the telephone to make a call to the household to obtain the missing information if possible.

Household Questionnaire

- i) Make sure that all skip patterns are followed. Where it is obvious that a skip was intended and does not appear on the questionnaire, insert it. If this is not obvious LEAVE AS IS!!
- ii) Ensure that the check mark next to persons under the age of five years on the front page of the questionnaire was inserted and that the information on this person is included in section 10 of the housing questionnaire. Also ensure that a questionnaire was completed for the child under five years of age.
- iii) Ensure that each person indicated in the household roster has an individual questionnaire completed and that the total number of individual questionnaires equal the total number of persons listed in the household roster.
- iv) Critical items for which a response is required and a call to the household should be made include:
 - a) Section 2, Part I, item 1.6 1.6 How much rent would you charge monthly if you were to rent this accommodation?
 - b) Monthly rent paid by the householder
 - c) Expenditure on electricity, water and fixed line and cellular phone cost
 - d) Cost of Gasolene
 - e) Section 8 – Expenditure on food, last week and last month.
- v) Look at the number of vehicles operated by the household in the past three months. Ensure that, if there is more than one, that the cost of operation of each vehicle is included in the list of expenses in part 2 of section 6. At the very least there should be an entry for gasoline.

Person Questionnaire

- vi) As you go through the person questionnaire ensure that all items are complete, if not make a call to the household where possible to obtain the missing information.

- vii) Ensure all person questionnaires are in order by the person number inserted at Q1.1
- viii) Ensure that every person questionnaire contains information on age and sex. If the date is indicated on the questionnaire ensure that you calculate the person's age from it and put it in the boxes for age provided if this was not done by the enumerator/supervisor.
- ix) Q3.2 and Q3.4, develop a complete list of possible responses based on what individuals are writing in this section of the questionnaire. This list will be used to put a number to each possible response and will be used to code Q3.2 and Q3.4. This list must be developed by the office.
- x) Write the four digit occupation code next to the description provided by the respondent, if the description is not clear call the household to find out the exact description of the person's occupation and use the four digit code to code it.
- xi) Double check critical expenses in Section 9.

Coding the Diaries

Ensure that the Parish, ED, Household is included on the front page of the diary. Ensure that the number of the diary for each week and the date to which the data refers is also included on the front page of the diary.

- i) Review the memory jogger and ensure that all items included on it are also included on the daily diary of expenditure. If anything is missing include it on the appropriate page, this includes bills and supermarket tapes included in the memory joggers and not transferred into the diaries.
- ii) Ensure that on each line of the diary assigned to the spenders the quantity, description of the item and the total cost of the item based on the quantity purchased is written by the respondent.
- iii) Develop a list of frequently purchased items, their quantity and unit price, **THIS IS CRITICAL AND SHOULD BE DONE** to be used as a guide in validating the information included on the diary by the spenders.
- iv) For each line review the COICOP code list and insert a seven digit code under the ESO section of the page in the diary applicable to the COICOP code. Also move the quantity and the amount paid from where it was written by the spender to the ESO section of the questionnaire.
- v) Look at the quantity and units of the items shown and code the quantity based on the list provided at Appendix 2. Please note you should attempt to use the most convenient unit of quantity which makes the product recognizable. Example, if butter is usually purchased in two specific types of packages then ensure that the quantity code list reflects this and use the quantity code for package to code the item.

- vi) Note that the quantity box one allows a maximum value of 997 which indicates the largest possible value which can be entered. DO NOT use 998 or 999 as an entry in the Statistics Office section of the diary unless there is a COICOP code stated for the item!!
- vii) If the quantity of an item is stated in grams and this value is 1500 convert it to kilograms and insert the equivalent amount in the quantity column on the questionnaire.
- viii) If you realize that the entries made are in US dollars, the diary will need to be re-written in St Vincent dollars after the conversion is made.
- ix) If the entry groceries is written by the respondent use the broad classification 0100000 to indicated groceries as the COICOP code and insert the amount. If the amount exceeds 999 insert 997 in the boxes provided.

Once this is all done, all staples can be removed without disturbing the order of the pages of the questionnaires and their sequence and also maintaining the position of all the batch sheets.

Appendix I

*St Vincent and the Grenadines SLC/HBS 2007 -
Batch Sheet*

Parish/ED
NUMBER:

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Household Numbers _____ to _____

NO OF SHEETS _____ NO OF PAGES _____

Prepared by _____

Date _____/_____/2006

+++++++Scanner

Operator+++++++

Scanner Count _____ Sheets

DATE____/____/2006 Scanned By_____

APPENDIX II

St Vincent and the Grenadines HOUSEHOLD INCOME AND EXPENDITURE SURVEY 2007/2008

UNIT CODES

01	Number(Single /Only) each	19	Millimetre (mm)
02	Pairs	20	Metre (m)
03	Dozen	21	Bundle
04	Feet	22	Head
05	Yard	23	Heap
06	Square Feet	24	Bunch
07	Square Yards	25	Bar/Cake e.g. Soap
08	Ounce (oz)	26	Hand
09	Pounds (lb) Cheese	27	Block/Slab e.g.
10	Pint (pt)	28	Roll
11	Quart (qt)	29	Tube

12	Gallon (gal)	30	Tin
13	Fluid Ounce (fl.oz)	31	Small Tin
14	Kilograms (kg)	32	Mediun Tin
15	Grams (gms)	33	Large Tin
16	Litre (L)	34	XL Tin
17	Millilitre (ml)	35	Loaves(Single)
18	Cubic Meter/Yard	36	Pan Loaves
37	Small Pan Loaves	57	Card
38	Large Pan Loaves	58	Length e.g. Steel
39	Rolls –Hamburger etc.	59	Visits
40	Bottle	60	Boxes/Cartons/Case
41	Small Bottle	61	Small Box
42	Medium Bottle	62	Medium Box
43	Large Bottle	63	Large Box

44	XL Bottle	64	XL Box
45	XXL Bottle	65	XXL Box
46	XXXL Bottle	66	Portion
47	Tablets	67	Piece
48	Sachet	68	Shot
49	Bag/Sack	69	Cup
50	Package/Packet (pkg/pkt)	70	Tub/Container
51	Small pkg/pkt	71	Small Tub/Container
52	Medium pkg/pkt Tub/Container	72	Med.
53	Large pkg/pkt Tub/Container	73	Large
54	XL pkg/Pkt	74	XL Tub
55	XXL pkg/pkt	75	XXL Tub
56	Slice	76	CONE

77 Meal

78 Small Meal

79 Large Meal

80 Inches

81 Small tube

82 Medium tube

83 Large tube

84 Xtra Large tube

85 XXtra Large tube

86 Chicken & Chips

87 Hamburger

88 Hot dogs

89 Snacks (Bakes, dhals, saltfish and bread etc)

90 Roti

91 Sandwich

00 Non Food items e.g. Bills, Insurance, Donation, lessons etc.

98 Not Known