

**Kingdom of Morocco
Prime Minister
Ministry of Economic Forecasts and Planning**

National Survey on Household Consumption and Expenditures

**Surveyor's Instructions
Form B and C**

Second Part

Department of Statistics

This part of the survey aims at recording foodstuffs and other items purchased by the household, but before filling in the forms B and C, we will first try to explain some basic concepts and some methodological elements that can help researchers understand the method to be followed to record these purchases.

1. General considerations:

1. General Considerations:

All household expenditures that meet the daily needs are considered consumption except those used in investments or capital transfer. Thus, the expenditures not to be recorded are those related to:

- A- Purchase or building of a house (including the costs of acquisition : *go-between* fees, registration fees and other expenditures);
- B- Purchase of land (including the purchase costs);
- C- Savings or bank deposits;
- D- Purchase of securities: shares, treasury bonds;
- E- Borrowings;
- F- Repayment of loans (including interest) to buy assets (repayment of loans to buy a house);
- G- Transfer of capital. It is meant here by transfer:
 - Costly donations given to some establishments such as the Ministry of Endowment, the Moroccan Red Crescent, Mosques, etc.;
 - Donations or transfer of money from a family to another (through inheritance, etc.)
 - Distraint, etc.

Therefore, we can say that all expenditures made in the framework of investment or transfer of money should be taken into consideration in this survey. Those expenditures to be recorded can be divided into to categories:

- Consumption expenditures;
- Non consumption categories.

1.1. Consumption expenditures:

The consumption expenditure is all that is spent by the household to meet its basic needs. This part dealing with expenditures is significantly important as it will give us a precise idea about the living standards of the household. The list of victuals and services related to expenditures include the following categories:

A- Foodstuff, beverage and tobacco:

This category is made up of cereals and other cereal-based products, milk, dairy produce, eggs, oils, meat, fish, vegetables and fruits, sugar and sugar-based products, tea and other aromatic plants, alcoholic and alcohol-free drinks, tobacco, cigarettes and outdoor snacks.

B- Clothing:

All expenditures covering clothes, shoes including the cost of shoe mending and needlework. In this category, there should be made a difference between the target buyers: men, women, boys or girls (2 years to 18) and children less than two years of age.

C- Accommodation:

Includes the rent and other costs related to the main and vacation home, estimative rent for houses given free of charge or occupied by their owners, repairing and maintenance costs, water and electricity charges, gas, fuel and variables costs.

D- Household appliances:

Include household furnishings, kitchenware and other cooking utensils, commodities and services for the repairing and maintenance of household appliances.

E- Prevention of diseases

Purchase of cleaning products and services for the prevention of diseases.

F- Transport and conveyance:

Purchase of individual means of transport and their operating and repairing costs, tickets, public transportation fees, communication fees (postal, phone charges, etc.)

G- Entertainment and culture

Include amusement and entertainment equipment, culture and learning mediums.

H- Other items and services

Purchase of jewelry, watches, personal effects, insurance premiums, various contributions and other costs.

1.2. Method of calculation of the consumption expenditures

There are many ways to calculate these consumption expenditures, but for practical reasons let us assume that the household carried out the consumption expenditure procedure **at the time of payment of the cost of the goods or services purchased**, which means that these goods or services are considered as consumed on payment of its price. The price of goods or services is considered as paid in the following cases:

- When it is paid in cash;
- When it is paid by bank checks or any other instrument or via bank transfers;
- When these goods are recorded in the grocer's notebook in the district or the village;
- When the payment of goods or services purchased is promised to the seller.

It is noteworthy that there are some types of goods produced and consumed by the household (self consumption) or goods that are part of the household's trade (self supply), or donations and payments in kind that do not require any expenditure. In this case, we will consider that these items are paid when they are consumed and they will be evaluated based on the market price (cf. paragraph on self consumption). When calculating the price of goods and services, one should take into consideration the purchase price and all related costs (tips, interest, taxes, etc.).

We will not take into account all money flow in the household except pocket money for children aged less than 15 and the financial aid provided for boarders in primary and secondary schools. It is preferable to record in detail pocket money expenditures when possible by the persons concerned.

1.3 **Non consumption expenditures**

This category includes all expenditures that result in a decline in the household income without benefiting directly from these expenditures. Among these, we can cite the following:

- Taxes that are not related to professional activities;
- Money transfers that are not in the form of capital transfer;

2. **Definition of concepts:**

2.1 **Purchase and consumption**

Household consumption means any final use of goods and services to meet its basic needs. Consumption may result in the end of goods definitively (instant products), in their depreciation (durable goods) or in meeting different needs such as transport,

entertainment, lodging, etc. Each kind of goods can be used for a specific period of time. Therefore, this survey needs a long time to monitor all products used by the household, which account for the idea based on considering any goods or services as used or consumed at the time of their purchase.

According to this concept, **the total household purchases during the year are equal to its annual consumption.**

The concept of purchase differs from the concept of expenditure as the latter covers the goods requiring the spending of money through purchase for example, while expenditure covers all goods procured by the family from any source (purchase, donation, salary paid in kind, etc.). Therefore, the researcher should differentiate between the concepts of "purchase" and "expenditure". In this connection, he should not at any case reduce the goods procured by the family to simple purchases and should make every effort to record all items procured whether they are consumed partly or totally or have not yet been consumed on the date of the survey.

Examples:

- A- Let us suppose that a person bought on the day of the survey 5 kg of potatoes and consumed only 3 kg, in this case we will record in the category of purchases the total quantity bought, that is 5 kg.
- B- On the day of the survey, this person stated that he received 2 kg of meat as a gift, in this case we will record 2 kg of meat.
- C- A family declared, on the day of the survey, that it procured 20 kg of flour as a salary paid in kind and that it intends to consume the entire quantity of flour, in this case we will record 20 kg of flour.

We should also differentiate between the items procured to carry out a professional activity and the goods purchased for household consumption. The latter alone should be recorded.

Examples:

- For a person who buys a large quantity of sugar to make cakes at home for sale, only the quantity used to make cakes will be recorded and not the whole quantity of sugar;
- Seeds bought by a farmer should not be recorded as one of his purchases.

2.2 Subsistence farming

There are many families in rural areas who meet some of their needs by consuming goods or services they themselves produce. Thus, subsistence farming means all items produced and consumed by the household during the period of the survey without spending money.

2.2.1 Types of Subsistence farming

- A- **Subsistence farming of foodstuffs:** is the consumption, in totality or in part, of foodstuffs intended for the household consumption (Subsistence farming of foodstuffs).

This category includes all foodstuffs produced in farms and consumed by the household without spending money. Items from hunting or fishing intended for consumption can also be included in subsistence farming.

- B- **Subsistence farming of non foodstuffs:** is the consumption of non foodstuffs produced by the family to meet its needs, such as carpets, men's traditional garments, wraps, etc.
- C- **Consumption of the "housing" service:** is the estimative rent of a house occupied by the owner or by any other person free of charge.
- D- **Consumption of other services produced by the family:** such as the works carried out by housewives at home: handmade products, etc.

2.2.2 Evaluation of subsistence farming:

A- **Foodstuffs:** The value of foodstuffs produced by the family will be fixed at the time of their consumption based on local market prices.

Thus, based on the prices of the nearest market (rural area) or nearest grocer (urban area), the supervisor will record the relevant prices related to the products consumed by the family during the period of the survey. It is necessary to take this measure in order to take into account any seasonal change in prices. Products will be recorded on a daily basis during one week.

NB. For the flour produced and consumed by the household, it should be taken into account the price or the value of the unprocessed wheat.

B- **Non foodstuff products:** These products are recorded based on their costs. The persons surveyed can help the researcher to fix these costs and determine the cost of components used to produce these goods. When calculating costs, the researcher should make sure that these goods are not recorded twice. Thus, we should calculate either:

- The components used to produce this article or commodity (quantity and value);
- The article itself (estimation of its value).

C- Services produced and consumed by the household:

The prices of these services will not be estimated due to the difficulties we may encounter except for the housing service.

2.2.3 Method of fixing weights

Solid articles:

- A- Ask the housewife to give you a dish, a pot or a receptacle to weigh out the article produced and consumed by the family;
- B- Put the dish, the pot or the receptacle in the scale of the balance, the weight obtained is called a gauge.
- C- Ask the housewife to put the estimated quantity of the article consumed by the family in the dish;
- D- Weigh out the dish that contains the article consumed by the family;
- E- We will obtain the net quantity consumed by deducting the gauge from the weight obtained in (D).

2.3 Self supplying:

Self supplying means all foodstuffs and non foodstuffs procured by the family through its professional activity, for example a tradesman who meets some of his needs by using articles from his trade.

The method of recording self supplied products is similar to the method of recording goods produced and consumed by the family. Thus, self supplied foodstuffs and non foodstuffs will be recorded when consumed and will be evaluated based on the market price.

2.4 Reference period and types of records:

2.4.1 Reference period:

Reference period means the period (in the year) during which the requisite information are recorded. It is the period of time to which it is referred when recording articles. We have determined several reference periods that differ from a category of commodities to another. For example, a period of one week was chosen as a reference period for foodstuffs consumed daily, such as fresh vegetables, because this period is sufficient to evaluate the consumption of these products. However, for other commodities such as dress, the reference period chosen is longer and is based on the frequency or the number of times these products are purchased. The more a commodity is purchased, the more its reference period diminishes. The choice of the reference number was also based on other factors such as the forgetting of products consumed, etc.

The researcher should in every season be careful to take into consideration the reference periods (week, month, trimester, semester, or year) chosen for the commodities of each category separately.

It is noteworthy that if we assume that this survey will last a week, the last day will be the date of beginning of all periods of reference for each recapitulative record except for the two records related to individual expenditures as the day of questioning of every individual will be the date of beginning of the reference period and the recapitulative record of the current expenditures during the week.

For example, let us consider a commodity whose reference period is three months.

April 11	Date of first visit: July 3
Recapitulative period of three months Example of purchases: -Purchase of a new leather-made shoe for men; - Purchase of a new panties	Day 8 of the survey: July 10

2.4.2 Types of records used in the survey:

We have two types of records in this survey:

A- Daily record:

The researcher visits every day the target family to record its purchases during one week. He/she should try to get the information on the goods purchased by all members of the family during the twenty four hours prior to the date of the survey (that is since his last visit). All purchases and expenditures meeting the needs of the family (collective expenditures shared by all members of the family) or of the individual (special needs of each individual in the family) should be recorded. These purchases include the following commodities:

- **All foodstuffs:**
- **Cleaning and maintenance products:**
 - i. Soap
 - ii. Detergent
 - iii. Bleach
 - iv. Insecticide
- **Transport costs:**
 - i. Bus
 - ii. Cab
 - iii. Collective cab (within the urban or rural area)

- iv. Gasoline
- v. Guarding costs
- **Fuel:**
 - i. Wood coal (quantity less than 20 kg)
 - ii. Oil lamp (quantity less than 10 liters)
 - iii. Combustible alcohol (quantity less than 5 liters)
 - iv. Wood (quantity less than 50 kg)
 - v. Gasoline or fuel (quantity less than 10 liters)
 - vi. Carbon
 - vii. Wax
 - viii. Matchstick
- **Tobacco and cigarettes**
- **Amusement and entertainment:**
 - i. Cinema
 - ii. Stadium
 - iii. Newspapers and magazines
 - iv. Games: pinball, billiards
 - v. Gambling: Toto foot, the tote
- Transport costs and miscellaneous charges:**
 - Phone charges
 - Stamps
- **Gifts in the form of small sums**
- **Some amusement activities:**
 - Sports, cinema, theater, etc.

B- Recapitulative record:

A period of one week is not enough to give a clear idea about other commodities other than foodstuffs procured by the family. Thus, the period necessary to record these commodities will be extended until they are recorded.

Example:

For a commodity which reference period is three months, we will record the expenses made by the family during the three months prior to the day of the survey (the last day in the week of the survey).

2.5 Type of commodity in detail:

What is important here is to provide a clear description of the nature of the commodity procured by any member of the family. The researcher is required to give as much details as possible concerning this commodity in order to carry out the coding operation successfully.

Each commodity should be recorded in one line in such a way as to avoid writing down more than one commodity in the same line.

Example:

- The respondent declared that he bought meat and eggs, and if the researcher recorded thee two articles in the same line he/she will not be able to code them because:
 - A- These two commodities have two different codes, which makes difficult to implement their coding;
 - B- It is impossible to give the value or quantity of each commodity separately;
 - C- The term "meat" remains vague because you can find cow meat on the bone, boneless cow meat, sheep meat, etc.

The right answer will be as follows:

- Cow meat on the bone;
- Fresh chicken eggs.

In short, in order to define the nature of commodities, details should be provided when they are recorded.

Example:

- Round bread (soft wheat)
- Sheep meat
- Cow meat on the bone
- Lesieur oil
- Home soap

You have to record the name of the commodity as you heard it from the respondent and don't try to translate it; instead, give as much details as possible.

2.6. Methods of procurement :

We will describe the method used by the family to procure a specific commodity and we will distinguish between the following categories:

- 1. Payment in cash:** The price of the commodity is paid in cash when it is obtained.
- 2. Purchase via bank and electronic instruments:** Payment is made by a bank or an electronic card.
- 3. Payment on credit:** The commodity is obtained in return for payment on credit.
- 4. Purchase on credit via bank instruments:** The commodity is obtained in return for payment on credit by bank instruments.
Purchase on credit is often made through:
 - Notebook of purchases (kept by the grocer)
 - Promise to pay;
 - Contract of payment
- 5. Self-supply :** The family procures commodities from its own store as is the case with the grocer or the tradesman (see the concept of self supply).
- 6. Consumer salary in kind :** The household consumes commodities received as a salary in kind in return for a task carried out. In case the family sells a part of the commodity procured as a salary in kind, this commodity will not be recorded as an article consumed by the family.

Example: A worker in the National Social Welfare received a sack of 50 kg of soft wheat as a salary for his work, and he sells 20 kg of this quantity. Here, the quantity consumed and recorded is: 50 kg – 20 kg = **30 Kg**.

- 7. Donations received from a family living in Morocco:** The family that receives donations from a family living in Morocco.
- 8. Donations received from a public or a private establishment:** The family that receives donations from a public or a private establishment in Morocco.
- 9. Donations from abroad:** The family that receives donations from abroad.
- 10. Subsistence farming:** The family that consumes a commodity it produced without spending money. Here, we will take into account only the sheep to be sacrificed taken from the flock of the family.

2.7. Quantity and measurement unit:

Quantity:

The quantities of commodities consumed should be fixed through the use of the following measurement units:

Type of commodity	Measurement unit	Code
1. Weight	Kilogram	Kg
2. Size (liquid)	Liter	L
3. Length	Meter	m
4. Units	Unit	U

In order to carry out a study that covers all aspects of the population's nutrition, the researcher should make every effort to describe every food product (canned food) in kilograms or liters and avoid describing them in units except for some commodities such as eggs, garlic, etc. Therefore, he/she should use either:

- The available balance;
- or his/her personal techniques by reading the information on weight you will find in the canned food or by guessing based on the price of the product.

Examples of products: Dried milk packet, Kiri cheese, menthe, canned sardines, bottle of soft drinks, bread, etc.

The price and value of the commodity or service procured will be fixed in the Dirhams and centime. Thus, the two columns describing the unit cost and the value are divided into two subparts :

The first column on the left shows the cost of commodities in the Dirham (DH) while the second column on the right contains one box to record the price (or value) in the centime (C). In other words, we will use the method of adjustment to obtain one number in the box that marks the price in the centime. This column will contain numbers from 0 to 9.

Examples:

Total of the price declared	Value marked /DH//C/
2250 centimes	/0/0/2/2/5/
3310 centimes	/0/0/3/3/1/
2000 centimes	/0/0/2/0/0/
2415 centimes	/0/0/2/4/2/
2312 centimes	/0/0/2/3/1/
3516 centimes	/0/0/3/5/2/
4590 centimes	/0/0/4/5/9/
5205 centimes	/0/0/5/2/1/

2.8 Unit price:

The Unit price of the commodity purchased should be marked in the Dirham or the Centime. The researcher or the monitor should record the unit price of commodities procured through donation, salary in kind or bartering, either through:

- The nearest grocer to the family;
- The nearest market.
- The use of available information on these goods by consulting the forms already filled in related to other families located in the same area of the survey.

The unit price registered corresponds to the quantity of the commodity, but for articles purchased in small quantities, the value of which is usually provided to us by families, do not try to guess its price and put the symbol 0 in the relevant box. For canned food

purchased or procured, do not register the price in case you change their measurement units; instead, put the symbol 0 in the relevant box.

2.9 Value:

The value of the total quantity of the commodity procured should be registered (in the Dirhams and the Centime) if the respondent gives you only the price (or only the value). Try to guess the value (or the price) when you go home.

2.10 Place of purchase:

It is the place where suppliers and buyers of goods and services meet at a specific time. You should ask the place where the commodity was procured in order to have the necessary information on the different goods and services for which there is a demand according to time and place.

The different answers to the question of place of purchase are as follows:

- 1- Weekly market;
- 2- District market;
- 3- Wholesale market;
- 4- Poultry, meat and fish wholesale market;
- 5- Municipal or central market;
- 6- Supermarket or hypermarket;
- 7- Fairs and Exhibitions;
- 8- General food store;
- 9- Vegetables and fruits store;
- 10- Bakery, creamery or dairy store;
- 11- Butcher or poultry retailer;
- 12- Retail fish merchant;
- 13- Itinerary vendor or tradesman selling in a public passageway;
- 14- Grocer in the street or the village;
- 15- Tradesman's house;
- 16- Craft industry store;
- 17- Clothes store;
- 18- Shoes store;
- 19- Barbershop or tailor workshop, etc.;
- 20- spice trader or herbalist;
- 21- Furnishings store or articles to be used on a daily basis;
- 22- Secondhand store;
- 23- Hardware store;
- 24- Spare parts store;
- 25- Stationer's shop (small bookshop or kiosk);
- 26- Big bookshop;
- 27- Factory, workshop;
- 28- Farm, tree nursery, forest;
- 29- Coffee shop, rated restaurant;
- 30- Coffee shop, non rated restaurant;
- 31- Rated hotel;
- 32- Non rated hotel;
- 33- Public administrations;
- 34- Public and semi-public agencies;
- 35- Banks, financing establishments and insurance companies;
- 36- Vehicle transport;
- 37- Non organized transport (hackney cab, etc.);
- 38- Gas station (petrol, etc.);
- 39- Drugstore or clinic;
- 40- Hospital, community dispensary, etc.;
- 41- Bathhouse, community showers, swimming pool; etc;
- 42- Abroad;
- 43- Other places.

2.11 Reasons for choosing the place of purchase

This question aims at determining the main reason for choosing the place of purchase.

Answers given are as follows:

1. Less expensive
2. Better quality
3. The buyer gives credit to customers
4. Proximity
5. Practical (provides all needs at the same time)
6. Good reception, family or relatives
7. By coincidence
8. By Necessity (no choice)
9. Does not exist in the area
10. Does not exist in other areas
11. On friends' advice
12. Other reasons (to be specified)

3- Method used to fill in Form 'B'

In Form 'B', we record all food purchases consumed by the household. This form provides basic information that will enable us to determine the dietetic habits of the population, and comprises the following parts:

Section 1: Record of annual supplies

Section 2: Record of commodities procured in large quantities

Section 3: Weekly recapitulative record

Section 4: Daily record of current commodities

Part 1 : First day

Part 2 : Second day

Part 3 : Third day

Part 4 : Fourth day

Part 5 : Fifth day

Part 6 : Sixth day

Part 7 : Seventh day

Section 5: Individual expenditures

Part 1 : Weekly individual expenditures

Part 2 : Monthly individual expenditures

Section 6: Nutrition

Part 1: Components of the diet unit and sharing of meals

Part 2: Information on weaning for babies aged less than 2 (children of the household surveyed)

Part 3: Information on the diet of children less than 2 (children of the household surveyed)

Before analyzing these Sections, it is worth mentioning that the recording of the food consumption will cover all commodities purchased and consumed by the target families. The weight method will be applied only for articles produced and consumed by the family, goods received as a salary in kind or purchased from savings not covered by this survey.

Through these Sections, we can:

- Study the portions of food received by the population in order to know whether the average food portion is balanced in terms of proteins, glucides, vitamins, etc.;
- Study the distribution of food needs and supplies in relation with a number of variables in order to measure the undernourishment of some categories of the population;
- Compare the average consumption levels of every commodity and the contribution of food portions according to the geographic, demographic and socio-economic criteria of the household;
- Analyze the nature of demand with regard to some commodities and its effects in the future.

Therefore, this form will help us:

- Record all goods procured by the household;
- Record non food commodities for ongoing consumption: maintenance products, fuel, individual expenditures of the household members;

In order to fill in the different tables of the 'food expenditure' form, you are requested to follow this method:

- Ask the question on the top of the table;
 - Read every item in the list of commodities, and if the family states that one of these items was purchased, underline it.
- If the family purchased several times the same item, the latter should be recorded each time in a separate line.

3.1. Method of recording commodities purchased in large quantities

The commodities are arranged in categories according to the reference period (two months or a year).

For each reference period, we should ask the target family if the quantity of the commodity purchased once is more than or equals the weight indicated in the form for the specific commodity during this period.

If the answer is 'yes', we record each commodity purchased in a line.

Example:

If the family states that it purchased three times a commodity the quantity of which exceeds or equals the level indicated, it should be recorded in a separate line.

For commodities specified in Section 1 and 2, the researcher should be careful not to record twice the same item. Therefore, we should record in Section 1 only commodities that exceeds or equals the quantity indicated for this Section. On the contrary, Section 2 is reserved for commodities the quantity of which exceeds or equals the level indicated in this Section but is less than the limit indicated in Section 1.

Example:

During the last two months, did you buy once a quantity of flour that exceeds or equals 50 Kg?

If the answer is 'yes', ask the target family about the number of times it purchased the flour and record the relevant information on each commodity purchased separately.

If the family purchased many times a commodity the quantity of which is less than the limit specified, these commodities will not be recorded in the relevant Section even if the total of quantities purchased exceeds the limit specified in this Section.

Example:

If the householder said that he bought twice hard wheat flour during the last two months, 25 kg in the first time and 40 kg in the second time, these two purchases will not be recorded in Section 2 though the total quantity purchased is 65 kg (40 +25) which exceeds 50 kg (limit indicated for flour).

For a commodity to be recorded in this Section, the total quantity should be purchased once and should be equal to or more than the limit indicated.

For each reference period and commodity we should have the following information:

Method of procurement : Tick off the box by using the appropriate symbol corresponding to the method stated by the family (see the symbol list).

Example: Payment in cash : /0/

- **Quantity:** Find the quantity of the commodity purchased and the measurement unit used.

For the symbol boxes, three boxes will be used for the numeral fraction of the unit stated (N.F.)

- **Value:** Record the value of the total quantity of commodity purchased by the family.

- **Observation:** The monitoring of the commodities purchased in large quantities will be carried out through the recapitulation of goods bought during the two months or the year preceding the date of the survey (last week of the survey).

Therefore, the commodities purchased in large quantities after filling Section 1, during the week of the survey, will be taken into account and recorded in the relevant table.

- **Place of purchase:** Specify the place of purchase of the commodity.

- **Main reason for choosing the place of purchase:** Specify the main reason for choosing the place of purchase.

If the target family states many reasons, choose only the main one.

Example:

Did you buy unprocessed cereals such as hard wheat, tender wheat, corn, rice, black wheat or any other similar cereals?

If 'yes', underline the commodity purchased; if 'no', move on to the following category.

Example of an unsuitable method of asking questions:

Did you buy unprocessed cereals such as hard wheat?

This question may mislead the question person because he/she will think that we are concerned with commodities related to hard wheat only.

3.2. Record of commodities purchased in large quantities (Section 1 &2):

3.2.1 Purpose of the record:

This record will be filled in during the first day of the week of the survey reserved for Form 'B', and the purpose is to record the commodities purchased in large quantities for storage. These commodities are often purchased to be consumed for a long period. For example, the civil servant who buys at the end of every month (when he receives his salary) the food supplies, the rural family that buys wheat or barley after the end of the harvest season to meet their annual consumption needs (sustenance), or the family that buys commodities in large quantities for its ongoing consumption (for instance, 50 kg sack of flour).

This record is not reserved for subsistence farming as the latter will be monitored on a daily basis.

3.2.2. Method of filling in Sections 1 & 2:

A- Recapitulative record for a year 'annual sustenance' (Section 1)

The purpose from this record is to show the commodities that are edible for a long period. These are mainly unprocessed cereals, leguminosae and olive oil, which are purchased in the harvest period. It is worth mentioning that this record does not cover subsistence farming products except the mutton to be slaughtered in the sacrifice feast that is considered a subsistence farming product and can be recorded in this Section.

B- Recapitulative record for two months (Section 2)

The purpose from this record is to evaluate the household commodities consumed during a period from one to three months.

Example:

When asked about its purchases during the last two months (Section 2), a family said it bought in cash 2 kg of cooking butter at 30 Dirhams 20 days ago and received 20.5 liters of olive oil as a gift 40 days ago. We were informed by the grocer that the price of one liter of olive oil is 30 Dirhams.

These information will be recorded in boxes as follows:

A- Type of commodity: Cooking butter

Method of procurement	: /0/
Quantity	: /0-2/ /0-0-0/ /1/
Value	: /0-0-3-0-0/
Place of purchase	: /1-4/
Main reason for choosing the place of purchase	: /0-4/

B- Type of commodity: Olive oil

Method of procurement	: /6/
Quantity	: /2-0/ /5-0-0/ /2/
Value	: /0-6-1-5-0-0/
Place of purchase	: /0-0/
Main reason for choosing the place of purchase	: /0-0/

Remark:

Once the information on the quantity and the value of commodities are put in the appropriate boxes, the researcher can tick off empty boxes using the symbol '0' as the supervision team are entrusted with this task.

3.3 Recapitulative record for one week of ongoing expenditures (Section 3):

The purpose from this record is to evaluate the ongoing consumption of commodities particularly foodstuffs:

1. That are purchased in large quantities to meet the needs of the household for one or two weeks;
2. That are relatively expensive and a period of one week is not sufficient to evaluate the commodities purchased by the family;
3. or that are rarely consumed by the public particularly by some household categories (in rural areas, low-income families, etc.)

This Section covers foodstuffs on the one hand and non food products on the other hand widely consumed such as cleaning and maintenance products, etc.

In case the target family did not give information on some products consumed regularly (such as meat, milk, etc.), we will try to evaluate their consumption based on the purchases of the previous week one or two days before the date of filling in this Section.

Example:

If the target family states that it buys milk every day, but it cannot give information on the total quantity purchased during the previous week of the survey. In this case, we will ask about the quantity purchased during the previous day or two days of the survey, and generalize it on the whole week as follows:

The family purchased two liters of milk two days before the day of the survey. Based on the ternary method, the weekly quantity will be evaluated as follows: $(2 \text{ L} \times 7)/2 = 7 \text{ L/week}$.

Considering that:

2 Liters → 2 (days)

x Liter → 7 (days)

Thus: $x = (2 \times 7) / 2$
 $= 7 \text{ Liters/week}$

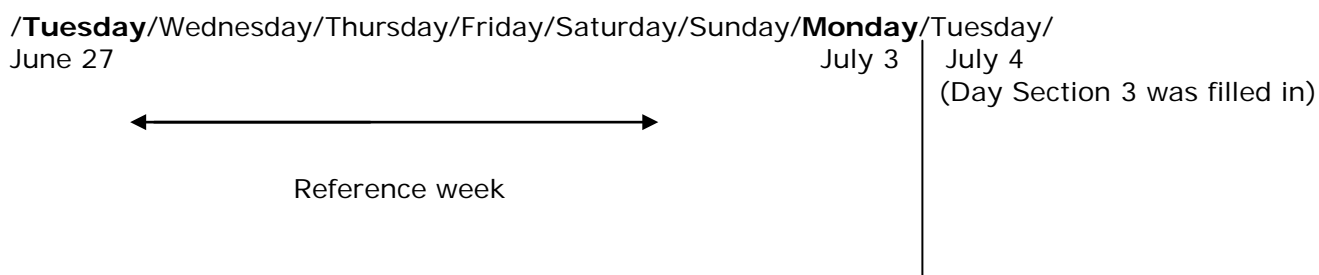
In short, if the target family is unable to provide information on the reference week, the reference period can be shortened to 4, 3 or 2 days so that the respondent family can give the required information, and we can then deduce the weekly consumption by using the ternary method particularly for commodities purchased regularly such as: bread, milk, vegetables, goods purchased in small quantities, etc.

3.3.2 Instructions for filling in Section 3:

This record will be filled in the second day of the survey and contains information on the pervious week prior to the day Section 3 was filled in.

Example:

If Section 3 is filled in on Tuesday the 4th of July, the researcher will record all commodities purchased (as indicated in the form) during the seven days prior to the day Section 3 was filled in, that is commodities purchased during the period from Tuesday the 27th of June to Monday the 3rd of July.



It is noteworthy that the list of commodities is not exhaustive and is only illustrative. Therefore, the researcher should record the rest of commodities belonging to the same category recorded in Section 3. The quantities recorded in this Section should be less than the minimum limit indicated in Section 2.

Question 2: Type of commodity

Specify in detail the commodity purchased by the household and avoid translating the statements of the respondents which should be recorded as they are made.

Question 4: Method of procurement

It means the way a commodity was procured.

Question 5: Quantity

The quantity and measurement unit of the commodity should be recorded.

Example:

A- 2.5 Kg of lump sugar	/0-2-5-0-0/ /1/
B-3 Liters of oil (Lousra)	/0-3-0-0-0/ /2/
C- 3 bars of soap	/0-3-0-0-0/ /4/

Question 6: Unit price

The price of the unit of the commodity should be recorded.

Example:

	DH Centimes
12.25 Dirhams/Kilogram	/0-0-1-2 3/

Question 7: Value

The total value of the quantity should be recorded.

Example:

2 Kg of cow meat was purchased from the butcher at a price of 110 Dirhams.
The value should be recorded as follows: /0-1-1-0-0/

Question 8 : Purchase place /1-1/

Question 9 : The main reason for choosing this place /0-4/

If the respondent declares only the price or the value of the purchased product, the surveyor must proceed to form-filling subsequent to the field work. There is no need for inquiring about the price of little value items; you just put "0" in the column corresponding to the price.

3.3.3. Some applications to fill section 3:

Example 1:

A household declares having bought, last week, in cash, 3 kg of mutton all at one time from the butcher of the neighbourhood at the price of DH 50 a kilo.

We note these information in section 3 as follows:

Kind of item: Mutton.
Code: Nothing should be recorded during the interview.
Purchase method: /0/.
Quantity: /0-3-0-0-0-1/.
Unit price: /0-0-5-0-0/.
Value: /0-1-5-0-0/.
Purchase place: /1-1/.
Main reason for choosing this place: /0-4/.

Example 2:

A household declares having received all at once two live chickens. The surveyor must resort to his/ her skills to deduce their weight. If we presume that their weight is 3, 250 Kg, and if the survey carried out on the market assesses the price of live chicken at 17 DH a kilo, these information are noted as follows

Kind of item: live chicken.

Code: Nothing should be recorded during the interview.

Purchase method: 6.

Quantity: /0- 3- 2-5-0-1/.

Unit price: /0-0-1-7- 0/.

Value: /0-0-5-5-3/.

3.4. The daily record of current food purchase (section 4):

This section aims at recording all the food items consumed on a daily basis, and which are purchased by the household or one of its members during the week the survey is carried out. To fill this section, we basically rely on the record of the items consumed in the daily meals (table 1).

3.4.1. Method of filling the record of items consumed in the daily meals (table 1, section 4):

The objective of this record is to list the items purchased and consumed in the daily meals (breakfast, lunch, snack, dinner, and other meals). In other words, this record concerns basically the items consumed in all meals.

- Everyday, the surveyor is required to record all the items consumed in the different meals in the rubric consecrated to the "kind of item".
- For every meal, if the item is consumed, put the code 1; otherwise, put the code 0 in the rubric devoted to the "meal kind".

The quantities of items consumed in the meals of the day, and which are taken from the stock or which were not recorded in any section due to the observation method, should be noted in rubric 10 of table 1 (section 4). This concerns the following items:

- Items purchased during the week of the survey.
- Items included in the weekly retrospective record.
- Items taken from the yearly stock.
- Items taken in great quantities from the stock of acquisitions.
- Items purchased outside the reference period.
- Items purchased inside the reference period, but in a quantity less than the minimum.
- Items which were not purchased all at once.

As for the items consumed in the meals of the day, and which were purchased the day before, for the household's own consumption and its own provision, as a gift, taken from the salary in kind or purchased but not consumed on the same day, they are included in the record of current items (table 2, section 4).

3.4.2. Instructions for filling table 2 of section 4: current food purchase record:

To fill the daily record of current food items, we should rely on:

- Record of items consumed in the daily meals (table 1, section 4).
- Diary of daily purchased items, put at the disposal of the household.

This diary will be put at the disposal of some household having a member with an average educational level, and who proves ready to regularly fill the diary. Anyway, the surveyor should never rely on this diary for the following reasons:

- Household usually record only the items purchased and ignore those they acquire for their own consumption, or those which they receive as gifts or as salaries in kind (purchase method other than buying).
- The likelihood to ignore recording some items.

Therefore, the surveyor should optimise his/her skills to record all the purchased items of the household, and that on the basis of the items consumed in the different meals (table 1, section 4). The clarification of the purchased item requires the surveyor to elucidate, in detail, its status at the time of purchase.

Example:

Let us assume that the housewife uses wheat semolina to prepare couscous.

To weigh the item, we will, for instance, use a tray whose tare weight is 500g. We will weigh the semolina used for the household's own consumption. If the total weight is 1300g, then we calculate the weight of the semolina consumed as follows:

- First weight: tray = 500g.
- Second weight: empty tray + semolina = 1300g.

To deduce the weight of the semolina consumed for the own consumption of the household = Second weight – First weight.

$$1300\text{g} - 500\text{g} = 800\text{g}.$$

Therefore, the quantity of semolina will be recorded as follows: /0-0-8-0-0-1/.

For liquids (milk, etc), we will inquire about the estimative size of what all the members of the household consumed (while using water as a reference item for measurement). We empty the declared amount into a utensil having measuring grades to deduce the quantity in litres of the items drunk or consumed. The surveyor can determine the weight of the liquid item in kilograms by using a weighing device.

The controller will be in charge of assessing the price either by:

- Inquiring about the price applied at the village grocer.
- Inquiring about the price in the market.
- Using the price declared by a respondent household from the same rural commune and which had already purchased the item in question.

Example:

Let us take, for example, hard wheat semolina (0.8kg). If the interview of the grocer reveals the price to be 7 DH a kilo:

We record /0-0-0-7-0/.

We calculate the value by multiplying the quantity destined to the own consumption of the household by the unit price.

For the example above, the value will be:

$$7.0 \times 0.8 = 5.60 \text{ DH}$$

We therefore record: /0-0-0-5-6/.

Instructions for filling table 1 devoted to the items consumed in the daily meals (section 4):

This record aims at controlling and checking all the items integrated into the daily meals (breakfast, lunch, snack and dinner). It is therefore a detailed description of all the items consumed in the daily meals taken in the course of the week of the survey. It is formulated as follows:

1. Deduce the items consumed in the daily meals on the basis of a detailed description of the dishes mentioned in the previous table.

Meal	Dish number	Description of the dish
Breakfast	1	Coffee with milk
	2	Bread and butter
Lunch	1	Couscous, meat, vegetables
	2	Apples and oranges
	3	
Dinner	1	Chicken with chips
	2	Tea with mint
	3	
Snack	1	Bread, cheese, honey
	2	Coffee with milk
Other meals	1	Tea and cakes
	2	

The description of the dishes above will make it possible to determine all the items consumed in all the meals.

2. Afterwards, note down all items consumed in the first rubric "type of item" of table 1 (items consumed in the daily meals). This concerns the meticulous recording of the kind of the item consumed, without forgetting to mention the items purchased and not consumed on the same day, in tables 1 and 2 of section 4.
3. For each meal, if an item is consumed, we put the code 1; otherwise, we put the code 0, in the rubrics from 4 to 8.

Question C: this question is posed to the respondent, and it aims at knowing whether the household has purchased cleaning, maintenance and energy products for current use, since the last visit of the surveyor.

If the respondent answers in the affirmative, note down the item in table 2, and put a mark in the corresponding column.

Question 1: Type of item: Everyday, the surveyor is required to record all the items integrated in the daily meals.

Questions from 4 to 8: For every meal, put the code 1 if the item is consumed; otherwise, put the code 0, in the rubric dedicated to the "type of meal".

Question 9: Source of the purchased item: the surveyor should determine the source of the purchased item.

The categories of answers for this question are:

- 01- Item bought since the day before and consumed.
 - 02- Item destined to the own consumption of the household.
 - 03- Item destined to the own provision of the household.
 - 04- Item received.
 - 05- Item taken from the salary in kind.
 - 06- Item purchased but not consumed on the same day.
- If the source of the item is one of the abovementioned categories, then it must be included in the record of current acquisitions (table 2, section 4).
- 07- Item purchased during the week of the survey.
 - 08- Item noted in the weekly retrospective record.
 - 09- Item taken from the yearly provision stock.

- 10- Item taken in great quantities from the stock of acquisitions.
- 11- Item purchased outside the reference period.
- 12- Item purchased inside the reference period, but in quantities less than the minimum.
- 13- Item not purchased all at once.
- 14- Another source, to be mentioned.

N.B:

- Table 1 of section 4 devoted to the record of meals will serve as a basis for the control of the acquisitions and the household's own consumption at the same time.
- The daily record of current food acquisitions also includes all the items purchased and not consumed on the same day for some reason.

3.5. the weekly record of individual purchases by the members of the household (part 1, section 5):

The aim of this part is to get the spending of the household's members aged 15 and over, during the week of the survey, and which have an individual characteristic, to the exception of money spent in the framework of professional activities.

The ultimate goal is to record the spending of the household's members outdoors, and which the household's chief usually ignores. This part of the form is devoted to the household's members aged 15 and over. To better fill the form, we recommend that interviews be carried out in isolation and on one-day-one-member basis. This being the case, the surveyor should make sure that the individuals concerned will be present during the week of the survey. A rubric will be devoted to every member interviewed on his/her individual spending integrated in the list while recording his/her ordinal number. The week will constitute the reference period of these individual spending. Following are the spending to be recorded in this part:

- Food and drinks consumed outdoors.
- Tobacco, cigarettes, cigarettes papers, etc.
- Entertainment activities: Flipper, pool, etc.
- Communication : telephone, telex, fax, etc.
- Cinema, theatre.
- Gambling : betting, Totofoot, Loto.
- Newspapers and magazines, etc.
- Expenses of private car: benzene, fuel, guarding, etc.
- Expenses of steam-bath and shower.
- Small financial donations.

The surveyor should do his best to avoid repetition in sections 4 and 5.

Following are some instructions for filling the individual spending.

Question 2: Ordinal number of the interviewed individual: note down the ordinal number of the interviewed individual.

Question 3: Type of spending (type of item or service purchased): note down accurately the type of the individual spending involved. These spending might aim at:

- Satiating the personal desires.
- Meeting the needs of another individual, be he/she a member of the household or not.

Question 4: the code: Do not note down here anything because the coding will be done later.

Question5: purchase method: note down the purchase method of the item or service by the interviewed individual.

Question 6: quantity: Note down the quantity of the item acquired.

Question7: unit price: (DH or Cent.): note down the unit price of the item acquired.

Question 8: value: (DH or Cent.): note down the total value of the item.

Question 9: purchase place: note down the purchase place of the item.

Question 10: the main reason for choosing this place: note down the main reason for choosing this place.

3.6.The monthly record of the individual acquisitions (part 2, section 5):

This record concerns all the household members aged 15 and over. They should be interviewed on one-member-one-day basis. A rubric will be devoted to each interviewed individual on whether or not he/ she spent the expenses included in the list while noting his/her ordinal number. At the level of this table, we will notice the following:

1. Cleaning and hygiene items and services: in this category, we record the following personal items:
 - Services of the hairdresser's.
 - Cleaning products.
 - Cosmetics.
 - Tools, drawing papers, etc.

Generally speaking, the spendings related to the abovementioned items have a personal characteristic. Therefore, the surveyor is required to ask every member of the household (aged 15 and over) in isolation, so that expenses for such acquisitions be revealed.

It is better to interview each individual in isolation from the other members of the household. The respondents can also be interviewed on a one-member-one-day basis. The ordinal numbers of the individuals concerned by these questions are noted on the lines devoted to this end. At the level of each "subcategory", we retrospectively ask – for one month – about the spendings of the individual interviewed.

Example:

Let us assume that we are interviewing a member of the household having the ordinal number 05 on his/ her spendings related to cleaning products. The interview should proceed in this way:

Did you buy, in the course of the last month, cleaning products (such as toothpaste, shampoo, soap, shaving foam, perfume, ghassoul, henna, or other similar items) to meet your personal needs or those of a member of your household or the needs of another household? Before moving on to the other category, read out the list of items for the respondent and give him/her enough time to answer either by "yes" or "no".

After having taken stock of the acquired items in each category, collect the required data for each item.

- B: Spendings on the maintenance of clothes.
- C: Transportation by vehicles.
- D: Railway transportation.
- E: Books other than textbooks.
- F: Cleaning products.
- G: Entertainment.

H: Big taxi for long distances (between cities or between rural communes).

I: Spendings related to private transportation.

To determine the acquisitions related to the category other than category (A) you should:

- Take your time when you review the items and services indicated in the part, while asking the respondent about whether he/she had acquired something of it during the month prior to the date of the survey.
- Underline the acquired items, and put the mark (x) in the column corresponding to "yes".
- Put the mark (x) in the "no" column if the respondent did not acquire any of the items listed in the category.
- Ask the following questions for each acquired item:

Question2: Ordinal number: note down the ordinal number of the interviewed individual aged 15 and over.

Question 3: exact type of spending: note down meticulously the type of the expense or the item acquired.

Question 4: Code: do not note down anything in this rubric during the interview.

Question 5: Purchase method: specify the purchase method of the declared item.

Example:

- Buying a book in cash / 0 /.
- A book received as a gift from a household living in Morocco / 6 /.

Question 5: Quantity: specify the quantity of the item acquired while specifying the measuring unit. For the services, indicate the number of times of acquisition if possible.

Example: 1 males hairdresser / 0 - 1 - 4/.

Question 6: Unit price: specify the unit price for the acquired item.

Question 7: Value: note down the global value of the item.

Question 8: Place of purchase: specify the place of purchase of the item in question.

Question 9: the main reason for choosing the purchase place: ask the respondent about the main reason for choosing this place.

N.B:

Do not omit to note down, in this part, the goods acquired by the individual in question during the last month and from which he/she no longer benefits for a reason or another (loss, deterioration, theft, etc.).

3.7. Section 6: Nutrition:

3.7.1. Goals of this section:

In the light of the data of this part of the form, we will be able to:

- Study the distribution of the food needs and of the food availability in relation to a series of justified variables (size of the household, profession, level of income,

educational level, etc.) and that in order to measure the food shortage observed among some categories of the inhabitants.

- Compare the levels of consumption of each item, and the components of the meal according to the social and economic categories.
- Look for cause-and-effect relations between the height, weight and age of the consumers and the structure of their nutritional consumption.
- Examine the nutritional value of the items consumed by the Household.
- Study nutrition during the weaning period.

3.7.2. Concept of the nutritional unit (or consumption unit):

We can define the nutritional unit as being a group of individuals who share a common food stock. The household usually constitutes the nutritional unit. To accurately evaluate the level of nutrition of the respondent household, we will take into consideration the visitors who have at least one meal with the household during the week of the survey even if they are not members of it. However, any member of the household who does not have any meal at home during the week of the survey will not be included in this list (e.g. a student living in a boarding school and who is absent during the week of the survey). To put it in a nutshell, any individual, be he/she member of the household or not, will be considered a component of the nutritional unit if he/she takes part in the consumption of at least one meal with the household during the week of the survey.

Part1: Composition of the nutritional unit and meals partaking:

The objective of this part is two-fold:

First: to have a thorough knowledge about some important variables to evaluate the needs of the people.

Second: to limit the individuals taking the main meals for each day in order to better measure the daily meal while taking into consideration meals partaking during the week of the survey.

a- Composition of the nutritional unit:

Question 1: the ordinal number:

We start of course by registering the members of the household belonging to the nutritional unit. Each member will bear the same ordinal number allocated to him/her in the form A (section 01: the demographic and social characteristics of the household's members). Afterwards, whenever a visitor takes a meal with the household, we list him/her and give him/her the number that comes right after the number specifying the size of the household; that is, if the size of the respondent household is "h", then the first visitor to be listed in the nutritional unit will have the ordinal number (h+1). The second visitor will have the ordinal number (h+2), and so on and so forth.

Question2: name and surname:

In this rubric, the surveyor should write the name and surname of all the members of the respondent household.

Question 3: Status of presence:

The status of presence enables us to distinguish between the household members who are present during the week of the survey (I.P), and visitors (V). The word "visitor" refers to any individual who is not a member of the household (see section 01 of form A), who visits the household for a period of no more than six months. The visitors listed here are those who consume at least one meal with the household during the week of the

survey (breakfast, lunch or dinner). As for those who partake snacks or tea or coffee with the household, they are not taken into consideration. We therefore write: "I.P" for the present members, and we put the code 1 in the codes column. As for visitors, we write "V" and put the code 2.

Question 4: Sex:

- Males will have the code 1.
- Females will have the code 2.

Question 5: Age:

We fully write the age of each individual; that is, his age at the last birthday.

Example:

If the age of the individual is 17 years and 7 months, we put 17. For children under the age of one year, we put 0 0. For individuals aged 98 years, we put 9 8.

Question 6: A pregnant woman or nursing mother:

This question is put only to women. The objective behind it being to know the nursing mothers and the pregnant women among those who form the nutritional unit. To ask this question, we can first ask the respondent if there is a baby at home or ask the question directly: is there in your household any nursing mother?

For the pregnant women, we ask the respondent for example:

- Are you expecting a new baby? ...who is his mother? ...
- Are there any other pregnant women in your household?

Put the code 1: if the woman is a nursing mother.

2: if the woman is pregnant.

3: if the woman is neither pregnant nor a nursing mother.

Question 7: Weight:

The weighing operation will be conducted by using scales for adults and children over the age of 2 years; and by babies' scales for children under the age of 2 years. The weight will be read by 500g approximately; that means that the column to the right of the rubric 7 consecrated to noting the weight will accommodate either number 0 or number 5.

Examples:

- 40.8 Kg → 41.0 Kg
- 71.4 Kg → 71.0 Kg
- 52.5 Kg → 52.5 Kg.

Question 8: Height:

The height will be measured by a height-measuring device. Adults and children aged 2 years and over will be measured in a standing position; whereas children under the age of 2 years will be measured while they are stretched. The height will be expressed in centimetres.

Observations:

1. Weight and height are specified only for members of the household, belonging to the nutritional unit.

2. Measuring the weight and height will be entrusted to the controller.
3. The method of using the tools for measuring is indicated in the annex devoted to the instructions related to anthropometric measurements.

b- Meals partaking:

This table is but the second part of the table "composition of the nutritional unit". The objective of this part is to specify, for each meal taken during the week of the survey, the individuals (members of the nutritional unit) who took part in the consumption of this meal. Thus, you are required to follow the instructions on the top of the table "meals partaking" meticulously.

Thus, the rubric 9, for instance, concerns the first day of the week of the survey. The first part of the rubric concerns the first meal of the first day; that is, breakfast. For example, if the individual bearing the ordinal number 05 has breakfast in the first day with the household, we put the code 1 in the column intersecting with the first part of the rubric 9 and the line starting with the ordinal number 05. We use code 2 if this individual eats outdoors. In case an individual did not eat a meal either at home or outdoors (for any given reason), we put code 3. This operation applies to each meal and to each day of the week of the survey.

Therefore, this operation should be explained to the household since the first day in order that they give you the required information.

Whenever a visitor has a meal with the household, he must be added to the list of "composition of the nutritional unit" and in the meantime the code 1 should be put in the column corresponding to this meal. For visitors who do not partake the meal, we put the code 4.

The children under the age of 2 years are recorded with the members of the nutritional unit. But if the age is under 1 year, the line devoted to meals partaking will remain empty. The children between 1 and 2 years are considered as having partaken the meals:

- In breakfast: if they had something (prepared for them or with the family) before 11 a.m.
- In lunch: between 11 a.m. and 4 p.m.
- In dinner: after 4 p.m.

Part 2: Nursing and weaning children under the age of 24 months:

The objective of this part is to describe the weaning stage for children under the age of 24 months. This stage starts on the first day when the child starts eating food other than his mother's milk, and ends on the day when he stops sucking his mother's milk.

This part includes nine rubrics that must be filled upon the interviewing of the mother of the child, to get reliable information.

After having noted the ordinal number of the child as well as his name and surname, his age should be noted down fully in months.

Question 4: note down the ordinal number of the child's mother.

Question 5: we aim through this question at knowing whether the mother breastfeeds her child, and if she gives him, in parallel, other food. If such is the case, we move head to the following part. But if the respondent woman (mother of the child) nursed him but weaned him, we move to question 7. In case the mother has never breastfed her baby, we move on to question 9.

Question 6: this aims at knowing whether or not the woman who is still breastfeeding her baby breastfed him during the 24 hours prior to the interview. Whatever the answer, we move head to the next child.

Question 7: We aim at knowing the number of months of nursing for children who already benefited from their mothers' milk.

Question 8: We aim to know whether weaning was done gradually or abruptly.

Question9: the aim being to enquire about the reasons of weaning or the non profiting of the child from his mother's milk.

Part 3: Nutrition system for children under the age of 24 months:

This part aims at gathering information on the nutrition system for children under the age of 24 months. Thus, after noting the ordinal number of the child and his name and surname, we move head to:

Question 3: aims at knowing whether the mother used the feeding-bottle during the previous 24 hours, to feed her child either by milk or other food.

Question 4: we aim through this question, which includes ten cases of nutrition types, at knowing the nutritional system of the child. Each partial rubric concerns a nutritional item and should be answered either by "yes" or "no".

The National Survey on Household Consumption and Expenditures aims at estimating household purchases during one year in order to take into consideration the seasonal changes that might influence these expenditures. Therefore, if the household is asked to provide a retrospective declaration of its acquisitions during the year, this is conducive to:

- Omitting some acquisitions, particularly those done many times in the year (memory effect). A case in point is the expenditures on electricity, periodical expenses, etc.
- Gathering inexact data on the acquisitions that are within the limits of the reference period.

On the other hand, choosing the year as a reference period is not enough to estimate some acquisitions of an exceptional nature such as buying a car. All these considerations led to the use of the retrospective record. According to the criterion of recording the expenditures at the time of acquisition, we will not record but the expenses that were spent to acquire goods and services during the reference period.

The spending on goods included in the form "C" are recorded retrospectively. It includes the following sections:

Section 1: Record of periodical purchases.

Section 2: Retrospective record of purchases during a month.

Section 3: Retrospective record of purchases during two months.

Section 4: Retrospective record of purchases during three months.

Section 5: Retrospective record of purchases during 12 months.

Section 6: Record of the equipments that the household has.

Section 7: Record of the household's sales.

1. Record of periodical purchases:

This section should contain the purchases which have the same period of time and which have a periodical character.

Example:

- a- A household paying the rent on a monthly basis.
- b- A household paying the fees of schooling for a child who studies at a private school.
- c- A household paying the subscription fees to a semestral magazine.

1.1. The periodical spendings on schooling, culture and other entertainment activities:

- Spendings on schooling:

For the latter, we have to specify that it concerns the preliminary education (kindergarten, Quranic school), primary school (private or public), secondary education (private or public), higher education or vocational training or similar expenses.

A distinction should be made between the following types of expenses:

- **Subscription fees:** include the amounts of money given by students at the start of every school or academic year at the time of their subscription at the school, at high school or at the university. It is worth noting that we will record the expenses during the last 12 months.
- **Schooling spendings:** mean all the money required to follow courses in private schools. We must clarify whether the question concerns preliminary education or primary school or high school or higher education or vocational training. The

household will be asked to declare the last amount of money it paid in the last month. If, for instance, a household declares that it paid the sum of 3000 DH as fees of schooling for three months, only 1/6 of the sum will be recorded.

- **Fees of school entry:** this concerns the buying of school furniture (rules, pens, papers, copybooks, etc.) and school books on the occasion of the school or academic entry. As for the furniture and books bought during the whole year, they are recorded in section 5 (part 2) of form B. Thus, the household will be required to declare the expenses resulting from the last school entry.
- **Transportation expenses:** here, we record all the fees of subscription to transportation (public bus card, school bus, etc.) and related to the last month previous to the date of the survey.
- **Internal and semi-internal expenses:** this paragraph includes all the spendings by the household on food and housing in an institution for one or a group of its members. Therefore, we record the internal and semi-internal expenses paid by the household in the course of the last three months.

As for the weekly fees of the “household of students” resulting from food taken in the university campuses, they are recorded in the section devoted to the weekly individual expenditures. They are considered as meals taken outdoors. The internal and semi-internal fees are observed for a period of three months.

- **Other education-related spendings:**

At the level of this paragraph, we record the following:

- Fees of private courses: this concerns the recording of the fees of private courses such as the courses of typewriting, courses of the English language, computer science courses, etc).

The surveyor must conduct the required calculations to deduce the fees of the private courses during the last 12 months.

- Fees of distance learning during the last 12 months.
- Fees of learning manual craftsmanship: the household will be required to declare the fees which it paid for one of its members to learn a craftsmanship during the last three months.
- Fees of informal education during the last 12 months.
- Fees of the courses of the obliteration of illiteracy (12 months): all the expenditures relative to following the courses of the obliteration of illiteracy during the last 12 months will be recorded.
- Other education-related expenses: include all the expenses relative to education, to specify its type and give its reference period.

N.B: Concerning learning with sewing, the fees are recorded for each member of the household.

- **Koranic school fees:**

We concentrate on recording the monetary expenses or spending in kind for studies in a Koranic school during the last month.

1.2. Rent expenses:

Before we go into the details of the way of filling, it is better to explain some basic concepts.

- **Rent:** rent is usually paid on a monthly basis. This is why the month is chosen as a reference period. In case we notice during the survey that the household pays rent every three months or every six months, it will suffice to deduce the monthly

sum through a simple calculation. To put it in few words, the rent should be specified on the basis of the last receipt of rent.

- **Actual rent:** is the sum of money paid by the household to rent the house where it lives at the time of the survey.

Observation: rent does not usually create any problem, in the sense that it suffices to record it from the last receipt of rent. However, the surveyor must pay attention to sublease.

Example: A household pays 500 DH to the landlord as rent of the house where it lives. Let us assume that another household "X" rents a part of this house from the first household for 200 DH. In this case, the actual rent the household pays is: $500 - 200 = 300$ DH, and not 500 DH.

- **Estimative rent:** is the sum of money estimated for household living in their houses (main or secondary residences) as: owners; in the process of becoming the owners, or living in the house for free.

The evaluation of rent of these houses is entrusted to controllers. They must take into consideration the rent of a similar house existing in the same neighbourhood (the most similar in terms of surface built, the number of rooms, the facilities, etc) and that through using the form devoted to the estimative rent.

1.3. Housing fees:

These are periodical fees resulting from your occupying a house. Among these fees are:

- Water fees: we record the sum of the receipt that was paid during the last month.
- Electricity fees: receipt of the last month paid.
- Telephone fees: value of the last receipt.
- Doorkeeper fees: guarding, elevator, refunding the expenses spent during the month prior to the date of the survey.
- House services: the wages of persons working for the respondent household, like the maid, the villa watchman, cook, etc.

To avoid "repetition", we will content ourselves with monetary salaries. The donations in kind will be recorded as gifts if we can assess their values.

- Building tax: we record the tax value for the last 12 months. The assessment of the urban tax is based on the total value of properties rent; that is, the amount earned by the landlord if his house is rented. We will only record the house tax for the house occupied by the owner.

If the building owner occupies only a part of his house (e.g. the first floor) we record the part of building tax which is estimated in proportion with the part occupied by the property owner.

- Town tax (collection of household waste): record the amount paid by the household during the last 12 months.

N.B.

- If the rent is inclusive of all the expenses or some of them, note down "rent inclusive of expenses", and mention its amount; do not omit to record the expenses if only a part is included in the rent.
- As regards rent and expenses, specify whether they relate to the main or secondary residences.

Example: electricity expenses for the main residence, building tax for secondary residences.

1.4- Periodical spending on private transportation means

Here, we record non professional purposes expenses. You are required to record only spending on private transportation means used for non professional ends.

Example: if a household declares having paid an insurance amount of DH 3.000 on a car which is used for both professional and non professional purposes, we ask the respondent to provide the amount allocated for personal use. Suppose he declares the ratio of 75 % of the 3.000 DH amount; that is, 2.250 DH.

The same procedure is used for all the spending relating to conveyances owned by the household, and which are used for both professional and non professional purposes.

It is worth mentioning that the word "transportation means" is a generic term encompassing cars, bicycles, motorcycles, entertainment sailboats, etc. You are consequently required to record all the expenses on transportation means having personal dimension. They include, inter alia:

- Insurance: we record the amount paid in the past 12 months prior to the date of the survey.
- Private tax: that is the tax imposed on tourist cars. You should record the tax amount paid in the past 12 months preceding the date of the survey.
- Garage: note down the garage expenses preceding the date of the survey. If the household pays the garage spending on a three-month basis, note down the third of that amount.
- Car examination: note down the car examination expenses for the last 12 months.

1.5- Cash expenses on religious feasts

These are all the exceptional expenses spent in such religious occasions as the Minor Feast (the Feast of Breaking the Ramadan Fast), Ashura (a voluntary fast day on the tenth of Muharram), etc.

What is sought here is to record the cash expenses related to such occasions. We will record the different expenses for the last 12 months preceding the survey, to the exception of expenses relating to the Fatra (obligatory donation required at the end of Ramadan) and the Zakat (alms tax). These will be recorded in Section 10 devoted to money transfers.

The examples cited above concern only Muslim household. As for non Muslim household, you are to mention their expenses, of religious nature, giving their reference period.

The surveyor has to conduct the necessary mathematical operations so as to calculate the expenses spent during the last 12 months.

1.6- Contribution and subscription

These are contributions periodically paid by one of the household's members in the form of subscription to the activities of a sport club, a cultural association, or a trade union, or as subscription to a political party or a magazine. With the help of the respondent, the surveyor should define the reference period, which is appropriate for covering the paid expense in question.

Example: regarding the annual subscription to a magazine, we take 12 months as reference period.

The surveyor is required to ask the household whether one of their members pays periodical expenses not mentioned in what he recorded. If the answer is in the affirmative, note down the nature of these expenses together with their reference periods.

1.7- How to fill the section:

Periodical Expenses Record: Section 1

This section is filled as follows:

- a- Let the household have a look at the list of expenses mentioned in section 1.
- b- Underline the expenses spent, in each paragraph.
- c- If there is at least one expense of the respondent household in this paragraph, cross "Yes". Otherwise, cross "No".

We ask you to collect the following data for each expense underlined:

Question 2: Type of item

Specify the type of item. For instance:

- An actual rent of the main residence, inclusive of charges;
- An actual rent of the secondary residence exclusive of charges;
- Electricity for the secondary residence.

Do not record the building expenses for the buildings used for professional purposes, and usual expenses related to private transportation means.

Question3:

Do not note down anything.

Question 4: The purchase method–note down the purchase method for each recorded item (see the codes card).

Question 5: Periodicity of purchase

This question focuses on the periodical nature of purchasing items and services introduced in this section. The household may acquire these items and services once a month or once each two months or once a year, etc.

By way of example, water and electricity bill is paid once a month. The town tax is paid once each year, etc.

Therefore, it is required that the surveyor record the periodicity of payment shown at the bottom of the table, and which is appropriate for each item or service included in the list of this section. As for items and services not included in the list, the surveyor should, with the help of the respondent, define the periodicity of their payment.

- Example:**
- 7 for annual spending
 - 5 for quarterly spending
 - 4 for every two months spending
 - 3 for monthly spending
 - 2 for fortnight's spending
 - 1 for weekly spending

Question 6: Payment period

Here we note down the actual period in the year in which a given service is consumed in return for a payment.

Example: - the payment duration for schooling expenses is defined in 9 months and not one year.

- For a new household renting a house for the first time for less than one year, the payment duration equals the months in which the household has been formed.

Question 7: Total value in centimes

Specify the total value of expenses in centimes.

Example: payment of electricity at DH 50.50

We note down: /0-0-0-5-0-5/

Question 8: Purchase place

Note down the purchase place of the item (see the codes card).

Question 9: Main reason for choosing this place

Here, we seek to know why the respondent chose this place to purchase the item in question (see the codes card).

2. A monthly retrospective record: Section 2

Here, we establish whether a member of the household has purchased during the last month, and prior to the last day of the week in which the survey is conducted, the acquisitions classified in the following categories:

- Cloth trade tools: we record in this category the elements related to cloth trade tools: thread, cotton thread, button, needle, ringlet, etc.
- Shoe reparation and material: items for shoe maintenance and accessories (polish, etc).
- Smaller house items: this category is composed of four main elements, namely:
 - small items for electricity: lamp, candles (box), larger wick, other similar items to be specified;
 - Items for kindling fire: gas lighter, oven, etc.
 - Small items for manual works: pincers, screwdriver, nail, etc.
 - Other house tools: tin opener, corkscrew, etc.
- Non periodical house services.
- Energy expenses: butane (gas) (specify the size of the bottle), expenses for getting electricity other than expenses due for the Agency (National Electricity Office), expenses for acquiring solar energy, lighting fuel, gas oil, and fuel serving the house needs (in a quantity which equals or exceeds 10 liters), combustible alcohol (5 liters or more), other energy expenses (small battery, battery charging, carbon, etc)

To define the acquisitions related to the abovementioned categories, you should:

- be careful to list the goods and services mentioned in the section, and ask the respondent about whether the household has purchased any of them in the month prior to the date of the survey;
- not omit to record the items purchased during the same reference period, and from which the household no longer benefits for some particular reason (theft, loss, etc.)
- record the items purchased in the same reference period (one month), and which were sold, in Section 7.
- Underline the product or service and mark (X) in the column "Yes" if the household has purchased the product or service in question;
- Cross (X) in the column "No" if the household has not purchased the product or service in question;
- Ask the following questions for each purchased product or service:

Question 1: Line number

The lines will be enumerated from 01 to the last acquired product or service.

Question 2: Type of item or service

Note down exactly the type of items or services acquired.

Example: lighting fuel, shoe reparation, candles box.

Question 3: Code

Coding will be conducted using the analytical inventory for goods and services (do not note down anything in this column during the interview).

Question 4: Purchase method

Specify how the declared product or service is purchased.

Example: purchasing lighting fuel in cash 0
Shoe reparation on credit 2

Question 5: Quantity

Specify the quantity of the acquired product, and specify the units number, as well as the measuring unit used for that quantity.

Question 6: Unit price

Record the unit price in dirham or centime.

Example: a household bought 15 liters of lighting fuel at DH 60. The unit price is then /0-0-4-0/

Question 7: Value

Give the total value: total value = units number x unit price.

Question 8: Purchase place

Note down the purchase place of the acquired item or service.

Question 9: Main reason for choosing this place.

Note down the main reason for choosing the place of purchased declared in question 8.

3- A retrospective record for 2 months: Section 3

To check if one of the members of the household has acquired during the two months prior to the recording day the goods classified into the following categories:

- a- House furniture: towels, tablecloth, cloth, etc.
- b- Utensils and other kitchen materials: coffeepot, kettle, metal tray, glass cup, knife, spoon, sieve for preparing couscous, basket, etc.
- c- Small cleaning tools: broom, brush, clothes peg, rope, etc.
- d- Medical care: doctors' fees, analyses and radioactive treatment, medicines, traditional treatment, etc.
- e- Vehicles maintenance and reparation: reparation of spare parts, brake reparation, etc.
- f- Entertainment tools: cards, domino, chess, etc.
- g- Tape, disc and similar tools, etc.
- h- Reparation of entertainment devices
- i- Other entertainment services: development of films and picture-making, etc.
- j- Other personal items: pocket-book, purse, suitcase, umbrella, stick, etc.
- k- Purchase of jewelry (to the exception of golden and silver jewelers).

The same method as in section 1 will be applied here. For example, with regard to "personal items" we put the following question to the respondent:

Has your household acquired during the past two months, in the period between --- and ----, any personal items such as pocket-book, a purse, a lap, a suitcase, an umbrella, or a stick, etc.?

To give the respondent enough time to answer, read out the list of items slowly. Whenever the answer is in the affirmative, underline the acquired item. A mark (X) is put in the column "yes" if the respondent has acquired at least one item from the category in question; otherwise, the mark is to be put in the column "No". For items which were underlined, you are required to collect the following data:

Question 2: Type of item

Note down the type of items, giving as much details as possible.

Question 4: Purchase method

Note down the purchase method.

Question 6: Quantity

Note down the acquired quantity of the item in question, and give the units number and the measuring unit.

Question 7: Unit price

The unit price is to be given in centimes.

Question 8: Total value

Note down the value of the acquired quantity in centimes.

Question 9: Purchase place

Note down the purchase place of the item.

Question 10: Main reason for choosing this place.

Note down the main reason for choosing this place.

N.B.

Do not omit to mention the acquired items from which the household no longer benefits for some particular reason (deterioration, theft, loss, etc.). The items purchased during the same reference period (2 months), and which were sold, will also be recorded in Section 7.

4- A retrospective record for 3 months: Section 4

Here, we seek to identify all the acquisitions with regard to clothes and shoes during the last three weeks preceding the date of the survey. For each item, the type of items purchased should be accurately described; that is, whether it is traditional or modern, for men or for women, for boys or for girls? This table includes the following acquisitions pertaining to the following categories: outer clothes, headgear, fabrics, weaving, sewing cost, babies' clothes, shoes.

As we did in the previous table, this table is to be filled as follows:

Question 2: Type of item

Note down the type of items purchased, giving as much details as possible to facilitate the mission of the coding team.

Question 3: Code

It is the code of the acquired item using an inventory designed for this purpose.

Question 4: Purchase method

Note down the purchase method.

Question 5: Status when acquired

Note down the status of the item when purchased: code 1 if it is new, and 2 if it is second-hand.

Question 6: Quantity

Note down the acquired quantity of the item in question, and give the acquired units number.

Question 7: Unit price

The unit price is to be given in centimes.

Question 8: Value

Note down the value of the acquired item in centimes.

Question 9: Purchase place

Note down the purchase place of the item.

Question 10: Main reason for choosing this place.

Note down the main reason for choosing this place

5- A retrospective record for 12 months: Section 5

Here, we establish whether a member of the household has acquired, during the last 12 months before the last day of the week in which the survey is conducted, the goods or services which are classified into the following categories:

- Furniture: this section includes all furniture including covers, mats, etc. made differently, which the household has acquired during the last 12 months. In this category we include expenses of the house furniture production and reparation.

- Sport, fishing, hunting, and camping material: this category encompasses all the materials acquired for exercising sport activities, or for the sake of entertainment, such as buying a racket or a tent or a fishing cane, etc. As for other acquisitions related to sportswear, they are recorded in Section 4 designed for the retrospective record for 3 months.

- acquiring antiques and masterpieces: these include paints and similar material.
- purchasing pets
- Medical treatment: this category includes only medical expenses which are not current such as those related to hospital admission, childbirth, glasses, orthodontic treatment, etc.

- Exceptional expenses: this category mainly includes expenses resulting from exceptional events raising during the last 12 months prior to the survey, like marriage, childbirth, etc. the expenses which have not been recorded before are to be recorded (further clarifications available on the following page).

- Transportation: this includes irregular transport expenses, such as traveling by plane or ship, etc.

- Driving license expenses (driving school)

- non professional activity tax: these include payment of a fine, etc.

- Renting cars or other vehicles

- Holidays expenses

- Acquisition and reparation of jewels and watches: acquiring jewels and watches, reparation of jewels, acquisition and reparation of watches, acquisition and reparation of similar devices

- Acquisition of animals for domestic purposes: horse, donkey, etc.

- house appliances: (not included in Section 6), sewing machine, baker, brazier, lamp, mill, flatiron, larger devices for manual works, larger devices for gardening, musical instruments, movie-projecting devices, etc.

- Acquisition of computer accessories: printer, photocopier, computer discs, etc...

- Reparation of house appliances

- Reparation and accessories of the permanent entertainment products

- House maintenance and reparation (expenses which equal or exceed 500 DH)

- Expenses for subscription to water, electricity, or telephone.

- Expenses of acquiring solar energy

- Acquisition of spare parts: car accessories, batteries, rubber, internal rubber, etc.

In recording the required data for each acquired item, follow the same filling instructions given in the last section.

Instructions for filling form 7 regarding the division of exceptional acquisitions and expenses

The surveyor will record exceptional expenses (marriage, "baptism", death, etc) in the form "C", Section 5, to insert these expenses in the form 7. These exceptional expenses concern different items should we refer to the inventory used in the survey. In order to redress results during the analysis stage, if need be, we ask the surveyor to fill the form of exceptional expenses of the surveyed household. With regard to these expenses, two cases may be underlined:

- a- The household can provide a detailed distribution of the components of these exceptional expenses. In this case, we ask the surveyor to fill the form, and give the type of items, quantities, and values related to them.
- b- The household cannot provide such distribution, in which case we ask you to fill the form and give the following for each category of the inventory of goods and services (food, clothes, housing, etc):
 - either the total value, or
 - the percentage of total expenses devoted to this category.
- c- the total amount of exceptional expenses will be recorded in Section 5 of form C

6- Permanent goods owned by the household: Section 6

In this section, we record some materials owned by the household and used in making food or heating or maintenance or entertainment, etc. This section concerns some electrical and non electrical instruments which are still useful at the time of the survey, or which can still be re-used. Section 6 includes the list of permanent items which should be taken care of. For each machine, put the following question to the respondent:

"do you have?"

If the question is in the negative, put the mark (X) in the column "No". Ask the same question for the other goods. In this section, we are only concerned with acquisitions of the main residence. If the answer is in the affirmative, we ask you are to fill the section following these instructions:

Question 2: Type of item owned by the household

Note down the type of the item owned. Each item is allocated line. If the household owns 2 color televisions, we put each in a separate line.

Special cases:

- For permanent items not yet received by the household, we record them if the household has already ordered them, and expects their receipt.
- Devices used for professional purposes are disregarded.

Question 3: Ordinal number

Note down the ordinal number of the acquired item (code) mentioned in the opposite page.

Example: refrigerator /0/3/

Question 4: Code

Note down the item code using the inventory of goods and services.

Question 5: Purchase date

For each owned item, mention the month and year of purchasing.

Example: June 1981 /0/6/ /8/1/
 December 1975 1/2/ /7/5/

If the respondent cannot remember the purchase month, note down the code 00 in the corresponding columns.

Example: Purchase of a black and white TV in 1970.
 /0/0/ /7/0/

Regarding the items acquired during the last 24 months prior to the recording date, you are required to collect the following data:

Question 6: Purchase method

Specify the purchase method of the possessed item.

Example: purchasing a color television on credit

Question 7: Status of the item at the date of purchase

Specify the status of the item at the date of purchase.

Question 8: Price in centimes

Specify the purchase cash price of the acquired item at the date of purchase. The price of items acquired on credit will also be recorded as cash. For the items acquired on credit, you are required to collect the following data:

Question 9: Total value

We record the total amount; that is, the purchase cash price, interests and the different administrative costs.

Question 10: Paid amount during the last 12 months

We record the amount paid during the last 12 months prior to the date of the survey.

Question 11: Purchase place

Specify the purchase place of the item.

Example: For a color television purchased by from a supermarket selling household appliances, the code of the purchase place is /2/1/ (see code card).

Question 12: Main reason for choosing this place.

Note down the main reason for choosing the place of purchase.

7- Household sales: Section 7

This section is meant to enable the surveyor to estimate the actual final consumption. The sales will be recorded in conformity with the notes related to acquisition. The items recorded in this section will be allocated reference periods relative to purchases.

Therefore, when we proceed to recording the acquisitions relating to outer clothes for men, we ask the respondent household about the sales of these clothes during the last 3 months prior to the time of the survey.

If the answer is in the affirmative for a category of given items, specify the following data:

Question 2: Type of item

Note down the type of items.

Question 3: Code

Coding of the items sold will be conducted using the analytical inventory of goods and services.

Question 4: Reference period

Note down the reference period corresponding to each sold item.

Question 5: Purchasing method

Note down the purchasing method of the sold item.

Question 6: Total value

Note down the selling value of the relevant item.

