

Arab Republic of Egypt

Central Agency for Public Mobilization and Statistics (CAPMAS)

2006 Population, Housing & Establishments Census

## Enumerator Instructions Booklet for Census Count

Translated by: Rania Salah Seddik

## Index

Page no	Subject
	Preface
A	Introduction
1	<b>First Chapter: General subjects (for enumerators)</b>
3	1. Census definition
3	2. Unit of count
4	3. Census household
4	4. Region of count
5	5. Night of count
5	6. Field stages that precedes population count operation
6	7. Style of winning public trust
8	8. How to reach the household
11	9. Guideline and general duties for enumerators
15	<b>Second Chapter: Explaining Enumerator Tasks</b>
15	First: Instructions of filling out household and residential conditions form
17	Second: how to fill out household and residential conditions form
33	Third: Possible errors of enumerator and how to correct them
35	<b>Third Chapter: Appendices</b>

## **Preface**

Population, Housing & Establishments Census is considered one of the most important national statistical projects that Central Agency for Public Mobilization and Statistics (CAPMAS) carries out. It requires strict planning of all its stages in order to implement it successfully. In order to achieve such goal, CAPMAS started to prepare and plan to carry out this census since mid 2002, 4 years before its scheduled starting time so that a detailed plan of all the stages of implementing the census can be put into place and census forms that are to be used as well as field techniques can be prepared. In addition, such time period allowed the automatic setup of the data and the careful study of all techniques used in such areas whether they were mentioned as part of international recommendations or were rather applied in censuses in other countries in addition to the lessons learned from previous censuses especially 1996 census recommendations.

As a result of all the extensive studies, some new techniques have been developed to conduct the census.

CAPMAS is keen to provide the applied scientific material, which is to be employed in carrying out the enumeration operation in the field with its multiple stages, as a comprehensive reference in this area. Hence, CAPMAS is delighted to introduce the enumerator's book that includes detailed instructions on the last field stage related to the enumerator's work. Such instructions are designed to help the enumerator in implementing the enumeration operation (Household and individuals). It is hoped that the material of this book will achieve its goals.

**General Abou Bakr El Gendy**

**Chairman, CAPMAS**

## **Introduction**

Population, Housing & Establishments Census aims at providing all the detailed data about the population count, their social, Economic and demographic characteristics as well as their housing characteristics in addition to data about the existing dwellings and its characteristics in terms of building materials, construction dates, its link to public utilities and its units composition, plus the characteristics of establishments of all sorts to make basic data available for the government to use in the planning process of various fields and when designing Economic and social development plans. The census is considered one of the most important and largest field statistical operations because of its Comprehensiveness of the full data for all dwellings, establishments, households and individuals.

This census is the thirteen in a series of modern Egyptian censuses which started for the first time in 1882 and continued to take place every 10 years, after this census, censuses of 1897, 1907, 1917, 1927, 1937, 1947, 1960, 1966, 1976, 1986, and 1996 were carried out.

Carrying out the census pass through different stages, starts from preoperational stage for all the plans of implementation as well as designing forms used and instructions to fill it and then field stage of data collection and ends with electronic setup of data, tabulating and disseminating its results.

The field stages of the census are carried out by large numbers of workers whether they are employees at CAPMAS or from all over the government entities in addition to large numbers of fresh graduates of high and intermediate degree holders as well as those who are assigned to public service

Enumerator book was prepared to provide all instructions and guidelines needed for the enumerator in order to carry out the operations of population count (households and individuals) to ensure the effectiveness of the field implementation to include the entire population.

The content of the book is divided into the following chapters:

First chapter: General subjects for the enumerator

Second chapter: Explaining tasks of the enumerator

The chapter: Appendices

**First Chapter**  
**General Subjects for the Enumerator**

# **First Chapter**

## **General Subjects for The Enumerator**

### **1. Definition of the Census**

The census is generally and simply defined as “enumerating all individuals, citizens and foreigners, who are alive on a specific date (night of enumeration, minute of enumeration) inside specific geographical borders (usually a state) with collecting data about their demographic, social and economic characteristics. These individuals may be included in households or public housings (hospital patients, hotels, prisons.... etc).

The census data is disseminated upon a scheduled plan that highlights different relations of population characteristics and else on different geographical levels.

This census shares with some other previous Egyptian censuses that it is not only a population census but also includes at the same time a full enumeration of dwelling, residential units, establishments and data about the housing characteristics.

In this census, style of enumerating the residents where they really are at the night of enumeration will be carried out. This style is called, the style of actual enumeration. Enumeration forms include detailed data about individuals' characteristics like age, gender, educational status, marital status, type of work as well as many data about the household housing characteristics.

Since the human is a primary element of production elements ,The census provides data of population size and characteristics of individuals in terms of gender, age and according to geographical distributions as well as marital, employment and educational status....etc which helps in:

- Studying the gender, age, martial and occupational structure of the population on different levels of administrative divisions.
- Studying population growth and understanding periodical changes in their size and characteristics.
- Studying population mobility across the country.
- Providing data needed for the government to be the basis of designing economic and social policies and designing population policies
- Providing data needed for population related studies.
- Providing a sampling frame for households.

### **2. Enumeration Unit:**

The "household" is considered the unit of enumeration for the people who live in households while the "individual" is the unit of enumeration for public housing residents.

### **3. Census Household:**

The household is defined in this census according to the actual enumeration style as (an individual or group of Egyptian or foreign individuals, connected with or without blood relationship, sharing the residence and food and spending night of enumeration together).

And according to this definition, the following are included among household members:

- a) The original household members residing at the residence at the enumeration night (civilians and military)
- b) Original household members that are absent on the night of the enumeration temporarily and it is difficult to enumerate them somewhere else like:
  - Who works in night shifts, night shifts factories workers, fishermen and others who spent night of enumeration at work
  - Who are absent from their families because of domestic travel and spending the night of enumeration on the road.
- c) All types and levels of the armed forces members (worker, soldier.... Etc) who are absent on the night of enumeration and are residing inside the country.
- d) Servants and alike residing with the household.
- e) Visitors who spend the night of the enumeration with the household( except visitors of the armed forces who are always enumerated among their household members)
- f) Egyptians working at Egyptian or non Egyptian means of transportation (planes, ships.....etc) who are residing on the night of the enumeration in or outside territorial the borders, as long as they don't have any other residence outside the country.

The following are not included among family members:

Members of the household who are temporarily or permanently absent, so they are enumerated as residents of public housing, visitors of other families or living abroad.

- The man who is married to more than one spouse who has more than one place of residence is enumerated at the place he is residing at on the night of enumeration.

The operations of population enumeration is preceded by consecutive field stages which take several months that aim to the complete listing of administrative units' components in the Republic governorates.

### **4. Enumeration Area:**

Every enumerator is assigned a specific no of households and public housings (if available) located in a group of dwelling by specific roads in the cities or inside specific blocks in the villages or the newly urbanized communities. This size of work is called enumeration area.

It is the supervisor responsibility to introduce each enumerator with his/her work location in writing and in the field, the list of the households and public housing the enumerator is going to collect its data is included in his/her reporting registers, the enumerator will update this list in his/her own preliminary results register after finishing the field enumeration operations.

The enumerator has to keep records of any difference between the updated list and the original list that was given to him/her by the supervisor.

## **5. Enumeration night 20/21 November 2006:**

Night of 20/21 November 2006 was chosen to be (point zero) a basis where all data collected of households and individuals can be based upon it according to the definition of census household.

Enumeration period is extended for 15 days following this night starting from 21 of November 2006 which doesn't require any sort of complementary count after completing the census.

The enumerator has to know and be given the following report:

- Exact definition of Census households.
- Data collected of household on the enumeration night (20/21 November 2006) regardless of the enumerator visit date to the household or the public housing.

## **6. Field Stages that precedes population enumeration operations**

The following lists different stages and who is responsible of implementation

<b>Stage</b>	<b>Responsible of Implementation</b>
<p><u>In cities:</u></p> <ul style="list-style-type: none"> <li>• Determining quarters and numbering and listing roads.</li> <li>• Numbering and listing blocks in newly urbanized communities</li> <li>• Numbering and listing dwellings as well as what it consists of, whether housing units or non housing unit in addition to listing households and numbering establishments</li> <li>• Listing establishments.</li> </ul> <p><u>In villages:</u></p> <ul style="list-style-type: none"> <li>• Reviewing villages and its components from dependencies</li> </ul>	<ul style="list-style-type: none"> <li>• City inspector</li> <li>• City supervisor</li> <li>• City supervisor</li> <li>• Enumerator</li> </ul>

<ul style="list-style-type: none"> <li>• Numbering and listing blocks</li> <li>• Numbering and listing dwellings as well as what it consists of, whether housing units or non housing units in addition to listing households and numbering establishments</li> <li>• Listing establishments</li> </ul>	<ul style="list-style-type: none"> <li>• Village inspector</li> <li>• Village supervisor</li> <li>• Village supervisor</li>   <li>• Enumerator</li> </ul>
---	---

It has to be taken into account when dividing the supervisor areas into enumeration areas that the roads, dwellings numbers in cities as well as the blocks, dwellings numbers in villages and newly urbanized communities have to be consecutive and a single dwelling shouldn't be divided between more than one enumerator.

Upon the completion of listing all dwellings and its components of units, households and establishments by the supervisor, the overall picture of this specific community (whose characteristics are being enumerated) becomes clear. Each supervisor now has a list of the households and public residences in his/her field work area. Such list forms a base for distributing workloads among the enumerators where the supervisor is the direct boss of the enumerator.

## **7. Style of acquiring public confidence and how to cooperate with the public to collect sound data**

- Filling the data of the census form of the household and housing characteristics depends on how to deal with the responder.

It is expected that the enumerator will come across various types of people in terms of the educational, cultural and social level, as a result, there will be a difference in their scope in cooperation and response and this requires complete flexibility from the enumerator and full understanding of his job, before going to the household that he is collecting data from, in order to be convincing and ready to answer all the questions directed to him/her by the responder as long as the response doesn't conflict with what is good for the work, It is necessary to illustrate his/her formal personality and informing the responder that the

required individual level data is confidential according to the law and it is only used in form of aggregate tables that never shows individual level data.

**1. The enumerator has to take into account the following while dealing with the public:**

1. Following etiquette in dealing with others in order to gain confidence of the responder by introducing himself/herself to the household and informing them the purpose of his/her task and to deal with it with appreciation and respect and illustrating the importance of the comprehensiveness and accuracy of the data that is collected for planning purposes in the educational, health, social and demographical .....aspects.
2. The data is collected from an adult in the household.
3. He/she has to deal with each person according to the person's education and in the proper way that avoids any misunderstanding
4. Taking into account the traditions of every place and avoid mocking on any data given by the responder.
5. He/she tries to disprove the rumors that may accompany data collection like the rumor of data collection for tax purposes or to demolish areas or to distribute houses or ration cards.....etc.
6. The enumerator has take into account different habits of people like the habit of pessimism or the habit of being afraid from envy, he/she has not to pronounce anything that many lead to that.
7. The enumerator has to take into account the privacy of the households; therefore, he/she has to stick strictly with that. CAPMAS is very rough with those who do not stick to the accepted standard of behavior in data collection.
8. The enumerator has to behave in accepted standard of behavior that gives tranquility and confidence to the responder and that will help to gain sound information.
9. Besides the accepted standard of behavior, the enumerator has to reject any incorrect data from the responder and he/she has to review the data with the responders to get sound statistics.
10. The enumerator must not give the opportunity to any of the neighbors to know what their neighbor has stated. The data the enumerator collect is confidential and can't be disclosed.

The census data is collected according to the law no. (35) for the year 1960 and modified in the law No.(28) for the year 1982 that obliges people to give complete and correct data and obliges the statistical bureaus in governorates to protect the confidentiality of data while imposing punishments on anyone who refuses to give data or delays any of the census works or anyone who discloses a secret from the individual level data.

An active media campaign which is highly supported by the formal governmental organizations is helping the enumerator to complete his job successfully; it gives confidence to

the public and informs the public of the importance of the census and its multiple uses and the danger of the incorrect data and its bad impact in misleading the decision makers.

The media campaign starts gradually from the beginning of the census field work (from the end of May 2006) to reach its peak before and during the period of population enumeration (until the end of December 2006).

CAPMAS hopes that the various media programs, through (radio stations, television, journalism, articles, meetings, posters, Mosques imams...etc.) will provide convenient climate for collecting accurate and comprehensive data.

## **8. How to reach the household**

The enumerator walks to collect households and public housing data following these guidance and explanations:

### **First: In cities:**

Each city may consist of a district or a number of districts, and each district of a number of quarters (Shiakha). The city (the capital of the district) consists of one Shiakha. Each Shiakha is divided into a number of roads that take various designations (street- sekka- hara- zukak (alley)- atfa, darb...etc), the enumerator will find that the inspector has given each road or block a census number and put on them identified signs in a prior stage to population enumeration and these signs are:

A. Road belongs to the Shiakha (Quarter) with one bank:

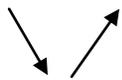
B  $\frac{\text{Road No.}}{\text{Shiakha No.}}$  → It means the beginning of the right bank of the road and the sign is put on the wall of the first building of this side and before any entrance in this building .

$\frac{\text{Road No.}}{\text{Shiakha No.}}$  ↓ It means the end of the right bank of the road (road that belongs to the shiakha with its two banks) and crossing to the left bank and the sign is put on the wall of the last building of this side and after the last entrance of this building.

Road No.   
 Shiakha No. → It means the beginning of the left bank of the road (road that belongs to the shiakha with its two banks) and the sign is put on the wall of the first building in this bank and before any entrance of this building.

Road No.   
 Shiakha No. | It means the end of the left bank of the road (road that belongs to the shiakha with its two banks) and the sign is put on the wall of the last building in this bank and after the last entrance of this building.

Road No.   
 Shiakha No. | It means the end of the right bank of the road (road that belongs to the shiakha with one bank) and the sign is put on the wall of the last building of the right bank and after the last entrance of this building if the left bank of the road doesn't belong to the shiakha)

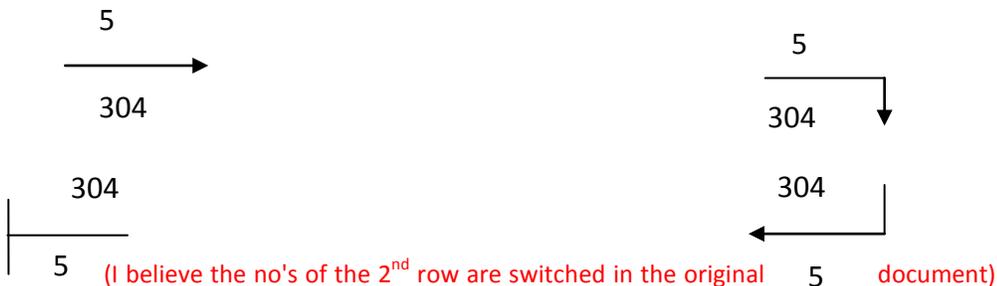


(Entry and exit) It means the branch is dependent to the road on which work is going on.

The following is a diagram to the road signs

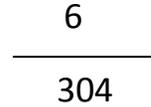
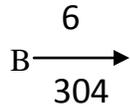
**a. Road which belongs to the Shiakha on both banks:**

Suppose the road is No.(5) and the Shiakha is No.(304)



**b. Road which belong to the Shiakha on one bank**

Suppose the road no. (6) is in the same Shiakha (304).



- The enumerator will find that the supervisor has previously given each building in his/her work area a census number written in wax on the right of the building entrance.
- The enumerator starts working on the building that carries the smallest census number in his/her work area, he/she starts entering the building and walking through its housing units to enumerate its households beginning with the basement if there is any, then the ground floor, the first floor and so on till he/she reaches the roof.
- The enumerator passes by each floor, such that the entrances of the housing units of the floors on his/her right and starts collecting data on the household or the households that reside on the first housing unit on his/her right, then the following unit, and so on till he/she finishes collecting data of the households in the housing units beginning with the basement if there is any, then the ground floor, the first floor then the second floor and so on till the listing of the households in all the housing units of the building floors is fulfilled.
- If more than one household reside inside one housing unit (apartment for example), the enumerator goes inside the housing unit in the same procedure he/she goes through the floor and lists the households and the individuals who reside in it. (Those who are on the right first and then those who are on the left).
- The enumerator moves to the next building and he/she continues walking according to the buildings sequence census numbers till the last building in the enumeration area.
- The enumerator has to take into account that the household in its previous definition may use nominal residence places such as a shop for example; therefore, the household data has to be filled in it.
- The enumerator finds a square on the entrance of the housing unit, the number of the households residing in it is recorded in the following cases:
  - ✗ The housing unit that have more than one household
  - ✗ The housing unit that have a household and an establishment or more
  - ✗ One of the nominal residence places that is occupied by a household.

After the enumerator fills the household data in these locations, he/she has to match the number of the households that the census forms are filled for by the number which is recorded on the entrance of the housing unit inside the square.

After the enumerator finishes filling the data of all the households inside the building, he/she has to match the number of households that he performs filling its data with the number that the assistant has recorded inside a square under the building census number and if there is any difference, he has to check this difference, the number of the households that the enumerator has collected the data for might be larger than the number recorded in the square. However, if the number is smaller, so he/she has to check and let the supervisor know and write down in the

notes section at the end of the register that the household has moved to another place, or traveled abroad or the supervisor made a mistake when listing.

### **In the villages and the newly urbanized communities:**

- The buildings in the villages are distinguished of being attached to each other in the form of blocks, the block is surrounded from all its sides by roads or space and it is easy to go around it in a complete circle without any obstacle.
- while we find that the buildings of the newly urbanized communities are in the form of blocks where each group of blocks represent a neighborhood or a quarter.
- The enumerator will find at the beginning of each block the sign B 

{	Block No.	}	Supervisor
	Village No.		

 area no. which was placed at a prior step to his work by the supervisor, he/she will find at the end of the block and by the first sign, the sign 

block No.	
Village No.	

 The enumerator will find that all the buildings of the block are numbered in serial numbers and place by wax on the right side of the entrance of each building by the supervisor.
- The enumerator will begin working from the sign of the beginning of the first block which carries the smallest block number in his/her work area and walks in the direction of the arrow and enters the first building (the one that carries the smallest building census number in his/her area) he/she starts collecting data of its households in the same previous explained procedure of how to walk inside the building in cities then he/she moves to the next building and so on he/she continues walking round the block till he/she gets to its end, then he/she moves to the next block (which carries the next number to the number of the first block), He/she starts working in its first building (he/she will find that it carries the following building census number to the census number of the last building in the first block) and so on till he/she finishes collecting data of the households in all the buildings in his/her work area.

## **9. Guidelines and general duties of the enumerator:**

- The enumerator performs an essential and basic task in the census; he/she takes the responsibility of collecting data from households and public housings. The enumerator can achieve a comprehensive listing for the households and public housings and complete and accurate data on persons' characteristics by his/her good understanding of the duties of his/her job and his/her good cooperation with the public.
- Before the enumerator's field work, he/she has to make full use of the training time to full understanding of:
  - × The work style especially how to walk in roads (in cities) and blocks (in villages and newly urbanized communities) and inside the building to ensure the comprehensiveness
  - × The style of questioning the responder in order to gain his/her confidence
  - × The contents of each questionnaire he/she uses and how to fill it.
- He/she always has to go back to the enumerator's instructions guide and he/she shouldn't hesitate asking his/her boss in anything he/she don't understand.

- The enumerator has to receive his/her work area on the ground from the supervisor, he/she will know through his/her walking the location of the cases that need his/her special care according to the details of his/her work area stated in his/her reporting register.
- The enumerator has to take the reporting register with him/her during the field work and he/she has to take it as a guide for it contains information on his work area (data on sampling households and the households with special locations and characteristics ...etc.)
- Before the enumerator enters any building to collect its households data, he/she has to put the sign ✓ in white chalk on the right of the square that contains the number of the households, when the enumerator finishes collecting data of all the households in the building, he/she has to put the sign ✓ on the left of the square while he is going out of the building, taking into account the following:
  - × Below each census number of a building there is a square, the number of the households in the building is recorded inside it (inside the building or in one of its shops) or the sign (-) which means that there is no households in the building and the enumerator has to make sure of this since there might be households in the building.
  - × The enumerator is committed to filling the census form of the households and housing characteristics to all households that reside in the buildings of his/her enumeration area, without restricting himself/herself to the number of the households which is recorded in the square below the census number of each building. It might be the case that the enumerator find number of households in the building that is different to the number in the square; therefore, he/she has to match the number he/she gets to the number in the square and to check the accuracy and the reasons of difference if there is any while informing the supervisor immediately.
  - × If the enumerator comes across a building that doesn't carry a census number within his/her work area since the previous and next buildings to this building belong to his/her work area, he/she has to inform the supervisor that this building or these buildings weren't listed for the supervisor to list in the building register and he/she has to do the following:
    - a) In case there are households in these buildings, the supervisor has to give these households serial numbers that starts after the last serial number that was given to the last household where the supervisor area has ended. The supervisor has to inform the enumerator of the serial numbers of these households.
    - b) The enumerator has to list these households with the same serial number he/she was informed with by the supervisor, he/she has to list these households in a separate register or registers that takes serial numbers after the last serial number of the last register in his/her work area
      - The enumerator has to make sure that the sub doors of the buildings that carry the letter (T) do not lead to other housing units that are different from those that the main entrance of the building leads to. If these doors that carry the letter (T) lead to other housing units. The enumerator has to consider this entrance as a building on its own that is part of his/her work area; therefore, he has to inform the supervisor and follow the same steps of missed buildings.
      - The enumerator has to pay attention to listing the separate rooms' residents, like the residents of buildings courts, buildings gardens, the porter's room, the rooms under stairs or on roofs, he/she also has to list the members of the households that reside in shops or

in places that are not originally prepared for residence (hypothetical dwellings) in the buildings within his/her work area.

# **Second Chapter**

## **Explaining Enumerator's tasks**

## Second chapter

### Explaining Enumerator's tasks

#### First: Instruction of how to fill household and housing condition form:

##### a) General Instructions:

The enumerator has to take the following into account accurately while working in his/her work area in the census:

1. Getting to know his/her enumeration area and receiving it from the supervisor.
2. Enumerator form is consisting of 2 pages belonging to one household in general consisting of maximum seven members.
3. The completed forms has to be numbered in every register with numbers starting from 1 till the last form in the register, the enumerator has to record number of households on both the interior and exterior covers of the register.
4. The enumerator has to commit perfectly to the serial numbers of household inside the frame given to him/her by the supervisor, the enumerator can't change it and in case there is an extra household beside a household that has a serial number and listed in the frame, he/she has to give this extra household the same serial number of the household listed in the frame which is next to it while adding letter M and repeated (1) like that:

If the serial number of the household listed in the frame is 241 and there was an extra household next to it, so this extra household is listed like that:

	2	4	1	M		1	and in case there were two extra households beside this household, so serial number of the second household is:
	2	4	1	M		2	.....etc

5. The enumerator must not abandon any household form as long as the household has a serial number in the frame given to him/her by the supervisor even if the household is not there at the time of enumeration. The enumerator must record its serial number and the name of the household head and the reason it is not there in the table at the end of the register. The enumerator has to follow up the household till the end of the enumeration period as it is probable that the household might come back, so if the household came back before the end of the enumeration period, the enumerator has to complete the data of this household in the form or the forms of the register he carries at the same time when the household is present. The enumerator has to pay attention when completing the

defining data of the building where this household resides since it could be different than the defining data of the households building that precedes these households in the list.

**b) Important points:**

Enumerators have to take into account that the form is pre-coded and, the response has to be as followed:-

1. The questions, number 3 on age and number 8 on number of wives and number 19 on duration of continuous residence at the current residence, responses have to be only digital and has to be completed by placing the digital response inside the square.
2. The rest of the form questions are completed by placing the digital response in the square and writing the verbal response in classical Arabic language below the square on the line shown to be easily revisable.
3. The response is by placing sign (X) inside the square in case of multiple responses like questions of (fuel and renewable energy) as for domestic appliances and transportation means owned by the households, the numbers owned by households are placed inside the squares in their relevant fields in table 2 of housing characteristics
4. In case of errors in recording the response, the corrector pen is used to correct the response without crossing over or erasing.
5. The summary of the household members' data is to be filled out in summarized data tables using the recorded data.
6. In case members of the household are more than (7), a sign ( ✓ ) is placed beside the serial number of member (7) such that it doesn't touch the two squares and implying that the household is continued in the next page and the first number of the household is number (1) and so on.
7. The enumerator has to put sign ( ✓ ) in front of the form responder outside the table.

**c) Census Household definition:**

Is an individual or group of (Egyptian or foreign individuals), connected with or without blood relationship, sharing the residence and food and spending night of enumeration together).

And according to this definition, the following are included among household members:

1. The original household members residing at the residence at the enumeration night (civilians and military)
2. Original household members that are absent on the night of the enumeration temporarily and it is difficult to enumerate them somewhere else like:
  - a) Who works in night shifts, night shifts factories workers, fishermen and others who spent night of enumeration at work
  - b) Who are absent from their families because of domestic travel and spending the night of enumeration on the road.

3. All types and levels of the armed forces members (worker, soldier.... Etc) who are absent on the night of enumeration and are residing inside the country.
4. Servants and alike residing with the household.
5. Visitors who spend the night of the enumeration with the household( except visitors of the armed forces who are always enumerated among their household members)
6. Egyptians working at Egyptian or non Egyptian means of transportation (planes, ships.....etc) who are residing on the night of the enumeration in or outside territorial the borders, as long as they don't have any other residence outside the country.

**Note:** The man who is married to more than one spouse who has more than one place of residence is enumerated at the place he is residing at on the night of enumeration.

**The following are not included among family members:**

1. Members of the household who are temporarily or permanently absent, so they are enumerated as residents of public housing, visitors of other households.
2. Members of the household who are living abroad.

**Second: How to fill household and housing condition form (Form No. 6/1 C.S 2006)**

**1. Form components:**

Form of household and housing characteristics is consisting of these following tables:

(Table 1): Household characteristics table

(Table 2): Housing characteristics of the household

(Table 3): data on special needs members of the household

(Table 4): data on living abroad members of the household

- In addition to geographical and identification data on the top of the form
- As well as tables of household members data summary on the bottom of the form, the register of household lists and housing characteristics contains (30) forms (opposite pages), each form belongs to one household and each form is maximum for (7) members but if members of a single household are more than 7, an extra form is allotted to this household while editing the serial numbers of it so that it starts with 8 and then 9..... until the last member of the household members in classical Arabic language.

**2. How to fill:**

**General and important notes**

- a) Due to developing census forms and amending it in the areas of content at data entry style, the enumerator has to care about writing all the digital responses and the verbal responses in classical Arabic language.
- b) The response is by placing the suitable number in the square or squares allotted to this.

**The enumerator has to take into account the following guidelines:**

- The data is written with black ballpoint pen and in clear handwriting.
- The enumerator has to commit to the serial numbers of household inside the frame given to him/her by the supervisor, in case there are extra households, a repeated serial number is created from the household beside it as previously shown.
- The enumerator must not abandon any household form as long as the household has a serial number in the frame given to him/her by the supervisor even if the household is not there at the time of enumeration. The enumerator has to record its serial number and the name of the household head and the reason why it is not there in the table at the end of the register. The enumerator has to follow up the household till the end of the enumeration period as it is probable that the household might come back during this period.
- The responses are written digitally and verbally, so it easy to revise, the digital responses have to be written inside the square or squares allotted to that and they have to be clear and easy to read.
- All the geographical and identification data have to be completed on the cover of every filled register. It is necessary to write the code of the response inside the square or squares allotted to that.
- All the geographical and identification data have to be completed on the top of every filled form of the register.
- The completed and used forms of each register are numbered in a consecutive series of serial numbers starting from number (1) in every register and ending with the end of the used forms in the register (noticing to write denominator number of each page equals to the sum of completed forms in the register).
- The enumerator writes the serial number of the households in his/her work area which he/she received inside a frame from the supervisor in the squares allotted to that on the top of each form, for example, household no. (3) is written as followed

			3
--	--	--	---

While taking into account the order of the households according to their serial numbers in the spatial surveying, until the last serial number in his/her area.

And the tables are completed as follows:

**Table (1): Household characteristics:**

This section contains (21) questions, the questions collected about the households' members (according to the definition of census household), this table can take up to (7) members data maximum, in case the household members are more than (7 members), another form is allotted as an extra form to complete filling household members data while the serial no's should start from 8 and then 9,10...etc till the last member of the household, all written in classic Arabic language.

**While filling this section, the following has to be taken into account:**

1. The responder has to be the household head or an adult member of the household at a suitable age to give correct data to the enumerator.
2. Recording the correct response number in front of each individual inside the square or squares allotted to that from the codes illustrated above the completed data. Also writing the response in words and not only in numbers in clear black ballpoint pen if the question required so.

**In what follows, how to fill this table:**

**1. Number of the household member and the name (full name)**

- In this column, the household members are ordered vertically, so that it starts with the household head, then the spouse and then their children that are not married according to their age regardless of gender, and then, their married children if they are living with the household (putting in order, the eldest married member, then his/her spouse and their children ordered according to their ages) and then the next elderly married member and then his/her spouse and then their children..... and so on, and then the rest of the household members as follows:

Household head, spouse, son/daughter, daughter in law/son in law, grandson/granddaughter, father/mother, brother/sister, other relatives, male house worker/female house worker, no blood relation.

- The member name number is written in classic Arabic language inside the 2 squares allotted to that above the member name and starting with number

For the household head and then no.

	2
--	---

	1
--	---

For the 2<sup>nd</sup> member in the household and so on till the last member of the household.

- in case the household members are more than (7 members), sign ( ✓ ) is placed on the margin of the form in front of member number (7) and away from the 2 squares that have the number of this member so that it implies that the household is continued on the next page and the first serial no's is 8 and then 9,10....etc

**2. Relation to the household head:**

- No (1) is written in the first two squares in front of the household head while also writing verbal response.
- No (2) is written in case there is a spouse in the second line.
- The number of the correct relationship with the household head is to be written along with the code no inside the two squares while also writing the verbal response that expresses the relationship of the member to the household head.

**Important Note:**

After filling the names of the household and the relation with the household head and the age written in integer years vertically, the enumerator starts filling the rest of the data horizontally for each member of the household on his/her own starting from no (1) the household head.

**3. Age in integer years:**

- There are two squares to complete the age of the household member from right to left, while ignoring months, and for children below one year of age, two zeros are written in the 2 squares.

**Examples:**

- Member age is 53 years is written
- Member age is 7 years is written
- Infant age is 7 month is written
- For members 99 years or more is written

5	3
7	
0	0
9	9

**4. Gender:**

There is one square; one of 2 options is placed (1) for male and (2) for female.

**5. Religion:**

There is one squares, one of the following 4 options is placed: (1 Muslim a , 2 Christian a, 3 Jew a, 4 other)

**6. Nationality:**

It should be noted that there is only (one square) on the right and (3 squares) on its left.

- Only the square on the right is filled and one of two following options is placed: (1 Egyptian a, 2 Foreigner) and the rest of the squares are left empty for coding.

In case the answer was (2) foreigner, his/her nationality is written on the line below the squares and nothing would be written on the squares so that coding of the nationality is implemented by the Information technology sector (in the 3 squares on the left).

**7. Marital Status: (18 years or older for males, 16 years or older for females)**

There is only one square to write one of the following answers according to the status of each member. There is also a line below the square to write the answer verbally

**1. Below age** for members below the previously specified age categories and have never been married or if they were married like what happened in some villages, their answer would be (4) married.

**2. Has never been married** for 18 years or more males and 16 years or more females and have never been married.

**3. Contractually married** for members who have been contractually married but wedding yet

**4. Married**

**5. Divorced**

## 6. Widowed

### 8. Number of wives currently married:

This question is filled only for married men of all religions.

There is one square to write a number from (1): (4) only since it is logic that it can't be more than (4) wives and this is only for Muslims and not more than (1) for non Muslims.

### 9. Educational level or the highest degree ( for 10 years and more members):

- There are (2 squares on the right), and (4 squares on the left).
- Fill only the 2 squares on the right and the rest of the squares are left to be coded by information technology sector.
- One of the following answers is written:
  1. Member is below age
  2. Member is illiterate
  3. Member who can read and write with no certificate
  4. Illiteracy eradication: for the member who was enrolled in illiteracy eradication classes and completed his/her studies and got an illiteracy eradication certificate
  5. Member who obtained elementary school certificate (General/ Azhari)
  6. Member who obtained preparatory certificate (General/ industrial/agricultural/commercial)
  7. Intermediate degree (general/ commercial/industrial/agricultural)
  8. Above intermediate degree
  9. University degree
  10. Higher diploma
  11. Masters degree
  12. Doctorate degree

In case of the member who has a degree, the correct code is written inside the square on the right and the highest scientific degree he/she obtained and his/her specialization are written below the squares and nothing will be written in the four squares on the left allotted to degree code since the information technology sector is going to write the code.

#### Examples:

- The member who is currently enrolled in the secondary stage, (no 6) is placed to him/her in the right square and then the highest degree he/she obtained and his/her specialization and in this case, general preparatory certificate is written below the square like that:

		6
--	--	---

--	--	--	--

Preparatory certificate

and the four squares on the left are left blank for coding by information technology sector

-If (no 7or 8) is placed for the member in the university stage in the right square according to the last degree he/she obtained before enrolling in the university, as he might have obtained an intermediate degree or above intermediate degree and then the degree and the specialization are written on the line below the squares, for example: (general secondary certificate- vocational secondary, commerce, vocational secondary, industry, 2 years post secondary, commerce vocational institute, 2 years post secondary, industry vocational institute.... etc) and the 4 squares on the left are left blank, so that Information technology sector codes the degree.

**10. School drop out: for members 6-18 years only**

- There are 3 squares, the answer to the question is written as follows:

a) **The right square:** one of the following answers is written in it:

(1) For members younger than 6 years.

(2) For members older than 18 years

(3) Currently enrolled in school and his/her age now between 6:18 years or he/she was enrolled and never dropped out from basic education as he/she completed their preparatory school at least.

(4) he/she has never enrolled in schools.

(5) For the member who enrolled in school and dropped out and hence didn't complete his/her studies, what is needed here is basic education which is elementary and preparatory stages only.

In the case the answer was (5) enrolled and dropped out, (the middle square) is filled with stage information and (the left square) is filled with class information as follows:

b) **The middle square:** (about the schooling stage) in basic education only, one of two answers is written:

(1) Elementary stage

(2) Preparatory stage and what is at its level

c) **The left square:** (about the school grade) and one of these numbers I written (from 1,2.... To 6) according to the grade the member has dropped out from (while writing this verbally below the squares of the stage and the class).

**Example (1):** a member that was enrolled and dropped out from first preparatory

grade is coded as follows:

- Takes code (5) in the right square

- Takes code (2) in the middle square allotted to the schooling stage

- Takes code (1) in the left square allotted to school grade

5
2
1

**Example (2):** a member that was enrolled and dropped out from fifth elementary grade is coded as follows:

- Takes code (5) in the right square

- Takes code (1) in the middle square allotted to the schooling stage

- Takes code (5) in the left square allotted to the schooling grade

5
1
5

Below the middle square, the schooling stage has to be written verbally and below the left square, the school grade has to be written verbally

**11. Member employment status (during the previous week of the enumeration day):**

Members' data from 6 years and more and the questions are filled from field no (11) to field no (16) work nature and there are 2 squares to code one of the correct answers in it and write it down verbally below the squares:

(01) Member below age (less than 6 years).

(02) Business owner who hires others.

(03) Member who works for himself/herself and doesn't hire anyone.

(04) Member who works for a wage for others or for family.

(05) Member who works for family without wage.

(06) Member who work for others without wage.

(07) Unemployed who has worked before (has worked before but currently unemployed).

(08) Unemployed who has never worked before.

(09) Fulltime student.

(10) Fulltime housewife

(11) Retired who is less than 65 years and doesn't work

(12) Oldster and doesn't work (65 years or above and doesn't work)

(13) disabled

(14) Doesn't want to work although he/she can work but doesn't want to work as he/she has enough income.

(15) Other for male member who is between 6 to below 15 years and who is not enrolled in school and who doesn't work.

**12. Name of the establishment he/she works at:**

There is one square; one of the following answers numbers is written in it as well as a line below it to write it verbally:

- (1) Below age: if the member is below 6 years of age.
- (2) If the member was 6 years or more and works inside an establishment, in this case, the name of the establishment is written below the square.
- (3) For the member who is 6 years or more and works outside establishments (outside household).
- (4) For the member who is 6 years or more and works outside establishments (inside household).
- (5) Not affiliated, for members who are 6 years or more and doesn't work like the lady who is dedicated to housework or the fulltime student. They are those whom their answer to employment status question was one of the answers from code no. (8) to code no. (15).

**Note:** the unemployed member who has previously worked is categorized according to the last work he/she worked at before the last unemployment status.

### **13. Sector:**

There is one square, one of the following answers is recorded in it, and there is also a line below it to record it verbally:

- (1) Below age if the member is younger than 6 years of age.
- (2) Public for the member who works at a government entity.
- (3) For the member who works at public sector public works sector.
- (4) For the member who works at the private investment sector.
- (5) For the member who works at the regular private sector.
- (6) For the member who works at the joint venture sector.
- (7) For the member who works at the cooperative sector.
- (8) For the member who works at nongovernmental organizations sector.
- (9) Other: for the member who works at other sectors than the previously mentioned sectors.
- (10) For the member who is not enrolled who doesn't work like the fulltime student or for the unemployed who has never worked before or for the house spouse.....etc.

Note: for the unemployed member who has worked before, the answer would be for the last sector who worked at before the unemployment status.

### **14. The primary profession for members:**

- There are 6 squares for this question; it has to be left blank since profession coding will be implemented by information technology sector coding officers.
- The enumerator will write the primary profession for the working member in detail(whose answer from no (2) to no (7) in employment status question)on the line below the squares, for example:  
Door and window carpenter, Arabic language teacher, internal medicine doctor ....etc and the squares are left blank since the profession coding inside these squares will be implemented by information technology sector.

**Note:** the profession is also to be completed on this line for the individual whose employment status is (7), “a worker who became unemployed”, based on the last profession the individual was practicing before becoming unemployed.

- For members who are younger than 6 years, below age has to be recorded for them on the line below the squares.
- The rest of the household member who don't work or unemployed who has never worked before, not enrolled has to be recorded for them below the squares.

**15. Economic activity for the establishment in detail, this question is completed as follows:**

**First: for members (6 years or more) who are working and who are currently unemployed but have previously worked (codes from (2) to(7) in the employment status)**

- a) There are (6) squares to be left blank for coding the activity in detail up till level 6 by information technology sector.
- b) The economic activity is written verbally on the line located below the squares.

**Second: for the rest of the members (6 year or more) (outside work force and the unemployed who have never worked before) codes from (8) to (15) in the employment status**

Below the squares, (not enrolled) is recorded

**Third: members who are younger than 6 years:**

Below the squares, (below age) is recorded.

**16. Work nature:**

**Note:** work nature is completed for both who are currently working and who are currently unemployed but have worked in the past for the last work he/she practiced (their employment status is (7) )

- There is one square, number of one of the following answers is recorded in it and there is also a line below it to record the answer verbally:
  - (1) Below age, for members who are younger than 6 years.
  - (2) Permanent, for the member who works permanently like an employee
  - (3) Temporarily, for the member who works temporarily like the fresh graduate who works with a temporarily contract.
  - (4) Seasonal, for the member who works seasonally, like the agriculture worker who works in cotton harvest season
  - (5) Casual, for the worker who works at days that are not consecutive like the construction worker who works by day.
  - (6) Not affiliated, for the rest of the members who don't work and those who are newly unemployed.

**17. Physical status (for all Household members):**

There is one square; number of one of the following answers is recorded in it

- (1) Able bodied (normal), or the member who is psychologically, mentally and physically able.

- (2) For the member who has a physical, mental or sensual disability or he/she has one type of disability mentioned in (table 3) (special needs).

**18. Place of birth: it consists of 3 columns as follows:**

- **First column:** (it has 2 squares) to complete below them place of birth according to (town/urban district (qism)/ rural district (markaz) verbally and the squares are left blank since the information technology sector will write the coding no's inside it later.
- **Second column:** (it has 3 squares) to complete below them the governorate of birth (inside Egypt) or name of the country where the member was born (if the birth was outside Egypt) and the squares are left blank for the information technology sector as we mentioned before.
- **Third and Last column:** (it has one square) to specify place of birth, if it was urban, it takes code (1) or if it was rural, it takes code (2) without writing the response verbally.

**19. Duration of continuous stay at the current place of residence in years:**

- It is completed for the duration if stay of the member in town or district in years
- There are (2 squares) to write no. of years inside the squares as follows:

For less than a year

For a year

For 15 years....etc

0	
1	
1	5

**Note:**

1. Age of the member and duration of stay in the current place of residence have to be taken into account since it is not logical that the duration of stay is bigger than the age of the member, so duration of stay has to equal or less than the age.
2. If the member moved from an urban district to another inside the same town or inside urban governorates like Governorate of Cairo, all durations of stay have to be summed up together, however, if the member moved from an urban district to a rural district or from a rural district to another rural district inside any rural governorate, only the last duration of stay is recorded.
3. As for the foreigner, his/her duration of stay is calculated since his /her date of arrival to Egypt regardless of his/her domestic migration.

**20. Place of residence that is previous to the current (for those who changed their place of residence):**

It consists of 3 columns as follows:

- **First column:** (it has 2 squares) to complete below them previous place of residence to the current according to (town/urban district (qism)/ rural district (markaz) in words and the squares are left blank to be coded by the information technology sector officials.
- **Second column:** (it has 3 squares) to complete below them previous place of residence to the current according to the governorate of residence or name of the country if residence was outside Egypt and the squares are left blank for the information technology sector.
- **Third and Last column:** (it has one square) to specify previous place of residence to the current, if it was urban, it takes code (1) or if it was rural, it takes code (2) without writing the response verbally.

**Note:** The member, who moves from an administrative urban district to another inside the same town, is not considered as someone who changed his/her place of residence.

**21. Reason for changing place of residence for those who changed their place of residence:**

There is (one square), recorded in it no. of one of the correct answers inside it and in words below it as follows:

For work

For study

For Marriage

For divorce or widowhood

Accompany

Other

**Table 2: (Housing characteristics):**

The correct response no is to be recorded in the square or squares allotted for answering each question, the answer has also to be recorded in words beside the square in the questions of dwelling type and ownership type.

**Note:** if the members of the household are more than 7 members and more than one form was completed for the household, so, housing condition table is completed for this household in the first form only.

**Dwelling Type:**

- 1- Apartment
- 2- More than one apartment
- 3- Villa or a whole house
- 4- Whole Rural house
- 5- Room or more (in a residential unit)
- 6- Separate room or more (free standing room)
- 7- Hut/tent
- 8- Cemetery
- 9- other

**Type of ownership:**

- 1- rent (old law)
- 2- rent (new law)
- 3- Furnished rent (housing has furniture)
- 4- Ownership ( inheritance, purchase, construction) ownership is for the whole dwelling
- 5- Ownership ( a housing unit as a part of the dwelling)
- 6- Gift or (grant)(from some relative for example....)
- 7- In kind privilege(fringe benefit) ( from business owner for example)
- 8- Other

**Source of drinking water:**

Record no. of the correct answer inside the square as follows:

- 1- Public network
- 2- Pump
- 3- Wells
- 4- Other

**Dwelling connection to the water supply facility:**

Record no. of the correct answer inside the square as follows:

- 1- Tap inside the residential unit.
- 2- Tap inside the dwelling
- 3- No connection to the water supply facility

**Note:** answers 1 and 2 mean they are connected to the water supply facility and this has to be taken in account when completing the summary table located at the bottom of the form.

**Main Method of lighting:**

- 1- Electricity
- 2- Kerosene
- 3- Propane
- 4- Electricity generator

**Connection of the residence to the sewage facility**

- 1- connected to the sewage facility
- 2- private network
- 3- Trunch Sewage
- 4- Not connected

**Note:** answers 2, 3 and 4 mean they are not connected to the sewage facility and this has to be taken in account when completing the summary table located at the bottom of the form.

- There are 2 squares to record no. of rooms (including the reception) and the answer has to be by placing appropriate no's inside the squares allotted to that as follows:

	2
--	---

	3
--	---

	4
--	---

For 2, 3 and 4 rooms..... etc

- **The monthly rent in Egyptian pounds** (the answer is digital too), there are 4 squares to record rent value in Egyptian pounds as follows:

			4
--	--	--	---

		1	5
--	--	---	---

	1	5	0
--	---	---	---

1	2	0	0
---	---	---	---

For monthly rent value of four Egyptian pounds, fifteen Egyptian pounds, one hundred and fifty Egyptian pound, one thousand and two hundreds Egyptian pound.....etc

**Utilities:**

(It includes kitchen, bathroom with a toilet, separate bathroom, separate toilet)

Separate bathroom means a bathroom without a toilet and separate toilet means a toilet without a bathroom and in all case, 1, 2 or 3 are placed inside the answer square according to the availability of the utility at the household. (1) when the household has a separate utility, (2) when the household shares the utility with another household or households, (3) when the utility is not available.

**Fuel and energy used (multiple answers are allowed)** so the answer is by placing sign (X) inside the square in front of the correct answer according to each household.

Fuel and energy items are:

Propane, natural gas, kerosene, electricity, other

**Transportation means owned by the household** (there are four answers)

- Multiple answers are allowed
- No. is placed inside the square in front of the privately owned transportation mean
- Sign (X) is placed inside the square in front of the word not available if the household doesn't own any transportation mean
- The answer doesn't include (1) which is truck or pickup .... Etc which the household owns but used in economic activities.

**Household appliances** there are 18 items and what is required is to know how many of these appliances are available at the household to know the living standard of the household and what follows has to be taken into consideration:

- a) In case there aren't any of these appliances, sign (X) is placed inside the square in front of the word (not available).
- b) If the household has some of the appliances and doesn't have everything, the answer has to be as follows:
  - The no. is placed inside the square in front of the appliances available at the household.
  - The squares are left blank for the appliances that are not available.
  - The household is owning the appliances if the appliances are used now or for future use.

**Table (3) data about special needs in the household, answer (2), question (17), table (1):**

This table is not completed unless there are members with special needs and their answer was (2) disabled at question (17) since the no of the special needs member is recorded in one of the squares or both in the first column according to the no. of the member in the household and there are two squares in the second column allotted to type of disability where one of the following answers is recorded digitally and verbally as follows:

- (1) Blind
- (2) One eyed

- (3) Deaf
- (4) Mute
- (5) Deaf/mute
- (6) Mentally disabled
- (7) Lost one hand or both
- (8) Lost one leg or both
- (9) Polio
- (10) Complete or partial paralysis
- (11) Other disabilities (to be specified) recording type of disability is required

**Third column:** asks about the reason behind the disability and there is one square to write the correct response inside it digitally and in words on its left as follows:

- (1) Born with defect
- (2) Birth defect
- (3) epidemic disease
- (4) other diseases
- (5) physical or physiological maltreatment
- (6) injury or accident
- (7) aging
- (8) other (to be specified)

**Important Note:**

- a) the enumerator should ask about special needs members using the following format:  
 Is there a member in the household that has a physical, sensual or mental problem for a long time (6 months or more) that disable him/her of living his/her life independently in a normal way? The infants who are not yet 6 months old are exception of the duration criteria.
- b) If no. of household members is more than 7members, completing the table for the special need member would be at the same form where his/her name and no. were recorded.

**Table 4: data on the members who are abroad (only Egyptians):**

This table is consisting of 2 primary categories as follows:

- 1. The household that has a member or more temporarily abroad, and in this case, questions 1and 2 are asked
- 2. The household that all its members are temporarily abroad, and in this case, the next door household is asked and question 3 and 4 are asked.

**The table is completed as follows:**

**Question (1):** is there a member or more of the household residing abroad temporarily for any reason?

- In case the answer was (yes) no (1) is placed inside the square and the no. of males, females and total respectively is recorded in the following squares (located in the third column)
- In case the answer was (no), no (2) is placed inside the square and the third column is not to be completed and the squares are left blank.

**Question 2:** In case the answer was (1) yes, enumerator asks about no. of members in every country they are located at, the no. is written in the two squares on the right and the name of the country beside them on the first line and the three squares on the left are left blank since the country name is going to be coded by information technology sector.

**In case** there were other members in another country, the no. is recorded in the two squares on the right and the name of the country is written on the second line and the three squares on the left are also left blank since the country name is going to be coded by information technology sector and this is in the case they are located in more than one country.

**Note:**

1. Total no. of members according to gender located abroad recorded in question (1) = total no. of members according to countries they are located at in question (2)
2. The country name is going to be coded in the three squares on the left by information technology sector

**Question 3:** it is specifically for the household that all its members are temporarily abroad and this question is directed to its next door household, there are two answers:

**1. Yes** and in this case, question no. (4) is completed.

**2. No** and in this case, the questions are over

The no. of the answer is recorded inside the square located in front of question no. (3)

**Question 4:** in case the answer was (1) yes in question (3), enumerator asks about no. if household members and no. is recorded inside the 2 squares located in front of question (40) as well as writing the name of the country they are located at on the line drawn in front of the word country and the three squares are on the left are left blank since the name of the country is going to be coded by information technology sector.

**Important note:** the members located outside the republic are all written in one form (the first form) for the household that is more than 7 members.

**Summary Info:**

The following has to be taken into account:

1. Total no. of household members= total no. of males and females members=total no. of members in religion fields= total no. of members in nationality fields= total no. of members in age categories fields= total no. of members in education status fields= total no. of members in employment status fields= total no. of members in work nature fields= total no. of members in marital status fields= total no. of members in dropping out of schools field= total no. of members in physical status fields

**Important Note:** the summary info is only completed at the first form for the household that has more than 7 members and has more than one form.

### **Thirdly: potential errors in enumerator work and how to correct it**

#### **Potential error that might happen:**

1. Error in the way the enumerator walks inside his/her allotted enumeration area
2. Dropping a whole building from the enumeration process
3. dropping of some households during the enumeration process
4. Dropping some members of the household.
5. Repeating some households during the enumeration process
6. Having data of more than one household in one form which is against the instructions.
7. Considering a single household to be more than one household by dividing it which is against the instructions

#### **How to correct errors:**

In what follows, how to correct errors arranged according to the order of the previous errors types

1. In case the enumerator didn't walk in the right way in the enumeration area at the beginning of work, this must be treated by stopping work and explaining again the process to the enumerator and then repeating work that has been done before since this kind of error may result in other errors that result in dropping or repeating some households.
2. If it turned out that a whole building was dropped from the enumeration process, completing data of the households in this building occurs after finishing work at the current building enumerator works at and directly in the following spot in the household and housing characteristics register, while pointing out at the register to the reason why the buildings aren't arranged consecutively and taking into account writing the same serial no. of the frame given to him/her by the supervisor.
3. If it turned out that one of the household was dropped during the enumeration process, the enumerator has to record data of the households in the building that he/she are currently working at and then complete data of the dropped household, while pointing out at this at the register and taking into account writing the serial no. of the frame given to him/her.
4. If a member of the household was dropped during enumeration, his/her data is completed as the last member of the household and the enumerator has to point out the reason why this member is not in order.
5. Due to errors in applying the census definition of a household, individuals from two different households might be recorded in the same form. In this case the enumerator

has to delete that household and assign a new form for each one. He/she has to give the first household the original serial no. while the second household has to take the same no. with adding the character (R). in the two squares on the left, the no. (1) has to be written.

6. The enumerator can divide the single household into more than one by mistake, in such case, these households are given the serial no. of a single household, and the serial no's of individuals is to be adjusted starting from the form of the second household. In addition, the no. of the dependent in the upper part of the form above table no. 1, household characteristics is to be adjusted such that the no. of the dependent in the first form becomes

1

---

2

and the second becomes

2

---

2

etc.....