



UGANDA BUREAU OF STATISTICS



THE REPUBLIC OF UGANDA

UGANDA NATIONAL HOUSEHOLD SURVEY 2002/2003

Manual of Instructions

**UGANDA BUREAU OF STATISTICS
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CHAPTER ONE

OBJECTIVES, COVERAGE AND SAMPLING DESIGN OF THE SURVEY

INTRODUCTION

The Uganda National Household Survey (UNHS II) is the next in a series of national sample surveys designed to provide information on the general economy in Uganda. The UNHS will involve randomly selecting and interviewing households all over the country. These respondents will be asked questions about their education, employment, activity status, health, and on other topics which will be helpful to policymakers.

You are being trained as an Interviewer for the UNHS. After the training course, which will take about two weeks to complete, selected Interviewers will be working in teams, going to different parts of the country to interview sampled households in their homes. This is called fieldwork.

Depending on the areas assigned to your team and on how well you perform the tasks given to you, you may be working on the UNHS for a period of about 12 months. However, we have recruited more Interviewers to participate in the training course than are needed to do the work and at the end of the course, we will be selecting the best qualified among you to work as Interviewers. Those not selected *may* be retained as alternate Interviewers or data entry staff.

During the training course, you will be listening to lectures about how to fill in the questionnaires correctly. You will also be conducting practice interviews with other trainees and with households near Entebbe. You will be given several tests, and the questionnaires that you complete will be edited to check for completeness and accuracy.

You should study this manual and learn its contents since this will reduce the amount of time needed for training and will improve your chances of being selected as an Interviewer.

SURVEY RATIONALE AND OBJECTIVES

The UNHS II is part of a series of nationally representative surveys that have been conducted in the last decade in Uganda. While they have been diverse in nature and objectives, they have had a critical role to play in policy monitoring and evaluation. The UNHS II is in line with this broad objective.

The informal sector survey was last carried out during Integrated Household Survey (IHS) in 1992/93 and during the first monitoring survey-1994/95. Informal sector is constituted of urban and rural small scale, self-employed activities, with or without hired labour. They operate with low level of organisation, low capital, low technology and often on temporary premises, their income is below a threshold. Usually, they are not supported by formal financing institutions, and are not usually registered in government. The informal sector comprises of household enterprises and small-scale establishments.

All the modules have been revised with much wider subject-matter coverage. The specific objectives of the project and the survey are:

- (a) The survey aims at providing information on the economic characteristics, of the population aged 5 years and above, that is their Economic activity status, employment, unemployment and underemployment situation. In addition, a separate section that deals with the participation of children aged 5-17 years in economic activity is attached to the Labourforce questionnaire.
- (b) To generate data for calculating gross output, value added, and other economic indicators from the informal sector, which is required for National Accounts purposes.
- (c) To integrate household socioeconomic and LC 1 level community surveys in the total survey programme to provide an integrated data-set so as to understand the mechanisms and effects of government programmes and other policy measures on a comparative basis over

time;

- (d) To fill in gaps in socioeconomic data to serve needs of planning and building social and economic indicators to monitor the progress towards social and economic development goals of the country; and
- (e) To consolidate efforts being made in building a permanent national household survey capability in UBOS

SUBJECT COVERAGE AND SURVEY QUESTIONNAIRES

Like the earlier household surveys, the Uganda National Household Survey 2001/2, will aim at covering the entire country. This survey will cover the following subjects:

- (i) Labour Force to determine the total labour force and to derive labour force related parameters;
- (ii) Informal Sector which includes general information of the household enterprises and small-scale establishments (rural) plus inputs and output;
- (iii) Household socioeconomic characteristics including health, education and literacy, household expenditure, etc;
- (iv) Community Questionnaire to gather data at the village level and enhance the linkages and analysis of the data sets

There will be five questionnaires for the UNHS namely:

- (i) Listing questionnaire
- (ii) Labour-Force survey questionnaire
- (iii) Informal Sector survey questionnaires
- (iv) Socio-economic Questionnaire
- (v) Community Questionnaire

Note that the informal sector survey questionnaires comprise 5 sets according to activity namely:

- (1) Livestock, poultry, bee-keeping, and fishing
- (2) Forestry
- (3) Mining, quarrying, and manufacturing
- (4) Hotels, lodges, bars, restaurants and eating places
- (5) Trade and services

The next Chapters will explain in detail the organization of the UNHS and the use of the various questionnaires.

SAMPLING DESIGN

There are several ways to gather information about people. One way is to contact every person or nearly every person and ask them questions about the things you need to know. Another way to collect information is through a sample survey. The sample survey provides us with answers that are expressed in averages, proportions, or percentages, such as the proportion of school-age children who are currently attending school or the proportion of primary school pupils who missed school during a one-week period. The sampling procedure allows us to collect data on a small number of people and draw conclusions which are valid for the whole country. The main reasons for using sample surveys instead of a complete enumeration are to reduce the time and cost of collecting information.

The accuracy of a sample survey depends, among other things, upon the size of the sample. What you should note, however, is that the sample size is pre-determined by the survey organizers

according to the level of accuracy needed for the results. Consequently, it is critical to a survey that field workers try their hardest to complete all assigned interviews to ensure that the correct number of people and/or households are included in the survey.

The accuracy of a sample survey is also dependent upon another major factor, the absence of bias which would affect the proportions found through the sample. To control or prevent bias from creeping into the results, the selection of households included in the sample must be absolutely random. This means that every person in the total population to be studied has an opportunity to be selected in the sample. This is why it is so important to make call backs to reach those people who are not at home, since they may be different from people who are at home.

A sample of about 1,000 Enumeration Areas (EAs) has been selected. The selected areas will be visited by UBOS field workers who will list all households living in the EAs. 10 households will be selected randomly. The UNHS sample covers the entire country and was selected in such a way that it will generate estimates for the whole of Uganda, for urban and rural Uganda, and each of the four (statistical) regions: Central, Eastern, Northern and Western, and for some selected districts.

The survey will continue with the basic stratified two-stage sampling design as adopted for earlier survey rounds, but with refinements as proposed in the previous paragraph. Generally there will be an oversampling of urban areas because of the labourforce survey and the informal sector survey.

Table A: Stratum-wise Distribution of the Allocated Sample of First Stage Units (EAs)

Central Region

Ser. No.	District	District Town	Other Urban	Rural	Total
1	KALANGALA	4	-	4	8
2	KAMPALA	28	-	-	28
3	KAYUNGA	4	4	8	16
4	KIBOGA	4	-	8	12
5	LUWERO	4	4	16	24
6	MASAKA	12	8	20	40
7	MPIGI	2	2	16	20
8	MUBENDE	4	4	16	24
9	MUKONO	4	8	20	32
10	NAKASONGOLA	2	2	4	8
11	RAKAI	2	2	16	20
12	SEMBABULE	2	2	8	12
13	WAKISO	12	12	16	40
Total		84	48	152	284

Eastern Region

Ser. No.	District	District Town	Other Urban	Rural	Total
1	BUGIRI	3	1	12	16
2	BUSIA	8	-	8	16
3	IGANGA	6	2	16	24
4	JINJA	16	4	8	28
5	KABERAMAIDO	2	-	6	8
6	KAMULI	3	1	16	20
7	KAPCHORWA	4	-	8	12
8	KATAKWI	4	-	8	12
9	KUMI	4	1	7	12
10	MAYUGE	2	2	8	12
11	MBALE	14	2	16	32
12	PALLISA	4	-	12	16
13	SIRONKO	4	-	12	16
14	SOROTI	10	-	10	20
15	TORORO	8	4	12	24
Total		92	17	159	268

Northern Region

Ser. No.	District	District Town	Other Urban	Rural	Total
1	ADJUMANI	4	-	4	8
2	APAC	4	-	16	20
3	ARUA	4	2	16	24
4	GULU	12	-	12	24
5	KITGUM	4	-	8	12
6	KOTIDO	4	4	8	16
7	LIRA	8	-	24	32
8	MOROTO	4	-	8	12
9	MOYO	4	-	8	12
10	NAKAPIRIPIT	2	2	4	8
11	NEBBI	4	4	8	16
12	PADER	4	-	8	12
13	YUMBE	2	-	6	4
Total		60	12	128	200

Western Region

Ser. No.	District	District Town	Other Urban	Rural	Total
1	BUNDIBUGYO	2	2	4	8
2	BUSHENYI	4	2	14	20
3	HOIMA	4	2	6	12
4	KABALE	8	-	16	24
5	KABAROLE	10	2	12	24
6	KAMWENGE	4	-	8	12
7	KANUNGU	2	2	8	12
8	KASESE	6	6	12	24
9	KIBAALE	2	2	4	8
10	KISORO	4	-	8	12
11	KYENJOJO	4	-	8	12
12	MASINDI	4	4	8	16
13	MBARARA	12	4	24	40
14	NTUNGAMO	4	-	8	12
15	RUKUNGIRI	2	2	8	12
Total		72	28	148	248
Total – All Uganda		308	105	587	1000

SURVEY ORGANIZATION

The UNHS is a comprehensive survey involving several agencies and many individuals. The Uganda Bureau of Statistics (UBOS) has the major responsibility for conducting the survey.

Each of you who is selected to work on the survey will work in teams consisting of one supervisor and about four or five Interviewers. Supervisors and Interviewers may be either male or female. Each field supervisor will be responsible for one team of Interviewers. In the central office, an editing clerk, data entry staff and computer programmers will also be assigned to the project.

YOUR JOB AS AN INTERVIEWER

Your job is to list, sample and interview the sampled households in the EA. Your task is to ask questions and to record the answers that are required. You must make every effort to obtain complete and accurate answers and then to record them correctly. The success of the survey depends on the respondents' willingness to co-operate and it is your job to obtain it by being polite, patient and tactful.

The information you obtain is very confidential and will be used to compile national statistics. You are not permitted to discuss it, gossip about it or show your records to anyone not employed on the survey project. At no time should questionnaires be left lying around where unauthorised people may have access to them.

You may only ask such questions as are necessary to enable you to complete the questionnaire. It is the duty of all adults to give you such information about themselves and other members of the household.

HOW TO APPROACH THE PUBLIC

Act as though you expect to receive friendly cooperation from the public and behave as though you deserve it. Before you start work, introduce yourselves to the LC 1 officials of your EA. Use the introduction letters provided by UBOS and the respective District Local Governments. Start interviewing only when you have identified yourself and exchanged greetings, having explained the purpose of the survey and what it is about, and having answered all the questions about the survey that people may ask.

During the interviewing, let people take their time. Do not suggest answers for them. Work steadily and make sure that answers are clear to you before you record them down. Do not accept at once any statement you believe to be mistaken but tactfully ask further questions to obtain the correct answers.

Someone may refuse to be interviewed. Almost always this is because of a misunderstanding. Remain courteous. Stress the importance of the survey and that it has nothing to do with taxation or any similar government activity. Further, point out that the information will be kept confidential and that the survey results will be published as numerical tables in such a way that it will be impossible to identify characteristics of individual persons and households.

You should be able to clear any misunderstandings, but if you cannot persuade a person to respond, or if his/her refusal is deliberate, tell the person that you will report the matter to your supervisor and do so at the earliest opportunity.

CHAPTER TWO

INSTRUCTIONS TO COMPLETE THE LISTING QUESTIONNAIRE AND SELECTION OF SAMPLE HOUSEHOLDS

The purpose of the listing questionnaire is to obtain a comprehensive updated list of all households in the selected Enumeration Area (EA) and then to select a sample of households, to be interviewed. Instructions to complete the listing questionnaire are given section-wise in the following paragraphs.

Definition of a Household

A household is defined as a group of people who normally live and eat together. Very often the household will be a family living in the same house or compound and eating together, although in some instances a household may be different from a family. A household will normally consist of a head (male or female), a spouse, children and sometimes relatives and visitors.

If two or more people, each having his own separate housekeeping arrangements, live in the same dwelling, treat them as separate households. If a man has two or more wives and they and their children live and eat together, they form one household. If each wife and her children live and eat separately, then this family will form more than one household. A household may consist of one person who eats and lives on his/ her own or it may consist of several persons who are not related to each other. What matters is that they live in the same household or compound and eat together.

SECTION 1: IDENTIFICATION PARTICULARS

Names for items {1} to {5} and codes for items {1}, {4} and {5} for the selected Enumeration Areas (EAs) will be obtained from the headquarters and carried by the team-leaders before proceeding for field work. EAs generally do not have their own names but are known by the names of LC1s constituting them. As such, record the names of the LC1s covering the EA in the field.

The stratum code has been given a four-digit code. Each of the 56 districts of Uganda constitutes a separate stratum, with further sub-stratification as District Town, Other Urban areas within the district and Rural Areas. All the districts in Uganda have been arranged alphabetically in their respective regions. The first digit of the stratum code is the region code: 1 for the Central region; code 2 for the Eastern region; code 3 for the Northern region; and code 4 for the Western region. The next two digits denote the District codes within each region, starting with 01. The last digit denotes the sub-stratum (1 for 'District Town', 2 for 'Other Urban Areas', and 3 for 'Rural'). Against items {2}, {3} and {4} record the names of the county, sub-county and parish. In case of districts without EA maps, the parish code for the selected parish is to be recorded.

SECTION 2A: LISTING SUMMARY

Item 1 will be filled in for only those areas without EA maps. The names of all the LC1s within the selected parish are to be recorded in the spaces provided. Two LC1s will be randomly selected for the survey. Against item 2, the codes for the selected LC1s will be recorded. The details of selecting the 2 LC1s will be recorded against item 3. The summary for the whole listing exercise will be recorded in item 4. It should be noted that serial numbers 1, 2, 3 and 5 can only be filled in after listing and sampling have been completed, while serial numbers 4 and 6 will be filled in after completing the interview in the EA.

SECTION 2B: STAFF DETAILS AND LISTING TIME

After completing the listing questionnaire, the Interviewer should record his or her name, dates of listing against items 1 and 2 and sign at the bottom. Similarly, the supervisor should record his or

her name and date of inspection against items 3 and 4 and sign at the bottom. The editor should record his/her name and date of scrutiny against items 5 and 6 and also sign in the space provided.

SECTION 3: LISTING AND SELECTION OF HOUSEHOLDS

This is the section for the listing of houses and households and for the selection of sample households. The listing should be done in a manner so as to include all houses and households exhaustively without any omission or duplication. Every building, structure, hut, unconventional shelter etc., is a 'house' irrespective of its use. It may be used for residential or non-residential purposes or both or may even be vacant. Many times, especially in the urban areas one building structure defined as a 'house' may contain independent flats. These should be treated as sub-houses within a house and listed separately with all particulars. However other structures or buildings such as latrines, granaries, animal sheds, kitchen, and others which can not possibly be used for residential or commercial purposes should not be listed.

Column (1): House Running Serial Number

A running serial number starting from 001 should be given to each house in this column. If there are sub-houses in a house, serial numbers to these sub-houses are to be given suffix numbers starting with 01, and details recorded in the following rows one by one. For example if the house with serial number 051 has 3 sub-houses, the serial numbers to be given to these sub-houses will be 05101, 05102 and 05103. These serial numbers will be recorded in the rows following the main house serial number 051. Relevant entries in columns (2) to (6) will be recorded against each serial number (columns (6) to (14) will be filled in after listing).

Column (2): Household Serial Number

Columns (2) to (11) are relevant only for houses which are used partly or wholly for residential purposes. For vacant and non-residential houses record dash (-) in column (2) and "vacant" or "non-residential" across the line. One or more households may live in a house or sub-house. All of them will be listed one by one. The first household will be listed in the same row as the house or the sub-house and given serial number 001. The next household will be recorded in the next below line and given serial number 002 and so on till all the households in that house or sub-house have been listed. The next house or sub-house will be listed only after listing all the households in the previous house. Households in subsequent houses will be given a running serial number.

Columns (3) and (4): Name and Sex of the Head of the Household

The member of the household under whose authority, the activities of the household including expenditures are carried out and who is accepted as such by all the members of the household, will be termed as the Head of the Household. The name of the head will be recorded in column (3) and his or her sex in column (4).

Column (5): Unemployment

Inquiry will be made on whether there exists any member in the household who has not done any work in the last 7 days, but is looking for, or available for work. If there exists such a member within the household, the relevant code will be recorded in column (5).

Column (6): Enterprise Activities

Household enterprise activity undertaken by the household (if any), is to be recorded in this column. Five types of enterprises have been identified and their relevant codes are given. If the household doesn't engage in any of the five enterprise activities, record code 2, but if it is engaged, record 1.

Columns (7) to (11): Order of Sample Selection

These columns will be filled in (preferably by the supervisor) after the listing exercise is complete. For each column, a running serial of the households that fall in the respective combinations will be

recorded. Sample households to be interviewed will be drawn from each of these columns, by selecting one household each from columns (7) and (8), six households from column (9) and two households from column (10). In case no household falls in any of these columns, the shortfall will be met by increasing the sample from the next category. A total of 10 households will be therefore be selected for interviewing. In column (11) the order of selecting the 10 households to be interviewed will be recorded.

SECTION 4: LISTING AND SELECTION OF NON-CROP ESTABLISHMENTS

In this section, the complete list of non-household, non-crop establishments will be recorded. The establishments to be listed are those that employ less than 5 persons, and listing will be conducted in the **Rural EAs only**.

The non-crop establishments will be recorded in a running serial in column (1). In column (2), the name of the operator of the establishment should be recorded. In column (3), the type of activity will be recorded based on the codes provided. Information in columns (4) to (9) is a summary of the total number of establishments listed in column (3). The total is just separated into the five categories. Sample establishments to be interviewed will be proportionally drawn from each of these columns, with a minimum of at least 1 establishment from each category. A maximum of 10 establishments will be surveyed.

SECTIONS 5 AND 6: REMARKS BY THE INTERVIEWER AND SUPERVISOR

The field Interviewers and supervisors should use the space provided in the questionnaire to give an account of operational problems experienced, responses received from the households or make suggestions to improve upon the procedures or to incorporate changes in the manual or any aspect of survey work that may lead to better results.

CHAPTER THREE

INSTRUCTIONS TO COMPLETE THE SOCIO-ECONOMIC SURVEY QUESTIONNAIRE

SECTION 1A: HOUSEHOLD IDENTIFICATION PARTICULARS

Items {1} to {5} will be copied from the listing questionnaire of the relevant EA/LC 1. It should be noted that each district has been given a four-digit code. The first digit is the region code: 1 for the Central region; code 2 for the Eastern region; code 3 is for the Northern region; and code 4 for the Western region. The next two digits are the District codes starting with 01. At the time the codes were allocated there were 45 districts in Uganda, but there are 56 districts in the country. The original 45 districts within each region had been arranged and assigned codes alphabetically. The coding for the new districts will follow the old ones in alphabetical order without changing the original sequence. The last digit denotes the sub-stratum (1 for District Town, 2 for Other Urban, and 3 for Rural). Against items {2}, {3} and {4} record the names of the county, sub-county and parish.

An EA may consist of one or more LC 1s. The name of the LC 1 to which the household being surveyed belongs, is to be recorded against item {5} and the EA code is to be recorded in the box provided. This will be copied from item {5} of section 1 of the Listing questionnaire. The household serial number is to be recorded in item {6} from column (2) of section 3 of the listing questionnaire.

Item {7} will be a 2-digit code, representing the sample number for the selected household. This will be copied from columns (11) of section 3 of the listing questionnaire.

Against item {8} household codes will be recorded as follows: -

In the first four boxes, record stratum code from item {1} of this section; In the next 5 boxes record the EA/LC 1 code from item {5} of this section, in the last 2 boxes record the sample number as recorded against item {7} of this section.

Against item {9}, the name of the head of the household is to be recorded. In case the name is different from what was recorded in the listing questionnaire, the reason should be explained as remarks on the last page of the socioeconomic questionnaire. An additional page may be used if more space is required, and attached inside the questionnaire.

SECTION 1B: HOUSEHOLD PARTICULARS

Against item (1), Geographical Positioning System (G.P.S.) coordinates of the household will be recorded. These will be the co-ordinates north/south and east/west.

The G.P.S coordinates are used to locate the position of the household using the grid lines (latitude and longitude). While reading the G.P.S coordinates you need to take time and leave it to settle, short of this, you are likely to record wrong readings. Previous readings have indicated some households being located in Sudan, Democratic Republic of Congo, Kenya, etc.

In this survey, each household, and other facilities like primary schools and health care centres will be geo-referenced. This will allow the linking the household information to secondary information (land use, roads and other infrastructure) at the analysis and tabulation stage. Additionally, it might ease the finding of the geo-referenced households in future follow-up surveys.

Once the G.P.S. unit is turned on, the welcome page will appear while the unit conducts a self-test. Once testing is complete, the Satellite Page will appear. When sufficient satellite signals have been acquired, the Position Page should replace the Satellite Page. The meaning of the symbols and numbers on these respective pages is briefly explained below.

a. Satellite Page

The Satellite Page shows satellite positions and signal strength. The bottom of the page contains a row of signal strength bars corresponding to each satellite being used. The Satellite Page displays the status of various receiver functions. The status information will help you understand what the G.P.S. is doing at any given time, and will tell you whether or not the receiver has calculated a position fix. The sky views and signal strength bars give you an indication of what satellites are visible to the receiver, whether or not they are being used to calculate a position fix, and the signal quality.

The receiver at any time will be shown as one of the following conditions:

- ◆ "searching": the GPS is looking for any available satellites in view.
- ◆ "auto-locate": the GPS is initializing and collecting new data. This process can take five minutes, depending on the satellites currently in view.
- ◆ "acquiring": the receiver is collecting data from available satellites, but has not collected enough data to calculate a fix
- ◆ 2D Nav (2D Navigation): at least three satellites with good geometry have been locked onto and a 2-dimensional fix (longitude and latitude) is being calculated.
- ◆ 3D Nav (3D Navigation): at least four satellites with good geometry have been locked onto and your position is now being calculated in latitude, longitude, and altitude.
- ◆ Poor Cvg (Poor GPS coverage): the receiver is not tracking enough satellites for a 2D or 3D fix due to bad satellite geometry.
- ◆ Not usable: the receiver is unusable, possibly due to incorrect initialization or abnormal satellite conditions. Turn the unit off and back on to reset, and reinitialize if necessary.

The Satellite Page also features a battery level indicator which displays the strength of the unit's batteries. The Satellite Page also provides access to the Initialization Screen whenever a position fix has not been calculated (The Unit must be in searching, Autolocate, acquiring, or poor coverage mode). This page allows you to initialize the coordinates. To access the initialization page, press "enter" from the Satellite Page before any satellites are acquired.

The GPS typically acquires a position fast enough that initialization is not required. However, initialization may be necessary after memory loss or when the receiver has been moved for a significant distance. Additionally, it may be necessary to initialize the unit the first time you use it, if it does not acquire a fix after the first few minutes. The Initialization Screen will appear automatically if the GPS is used for the first time.

In the situations described above, the initialization page may appear prompting you to select one of the two initialization methods:

- ◆ "Select country": allows you to initialize the receiver by selecting your present position from a list of countries in the GPS' internal database. This typically provides a position fix in under three minutes.
- ◆ "Autolocate": allows the GPS to initialize itself and calculate a position fix without knowing your present position. This usually provides a position fix in 3-5 minutes.

If one chooses autolocate, the GPS will begin searching the appropriate satellites for your location. You can verify that you have acquired a position by watching the Satellite Page transition to the Position Page (provided you haven't pressed any other buttons) or by looking for a "2D NAV" or "3D NAV" on the Satellite Page.

If you have trouble initializing the receiver or acquiring a position, check the following:

- ◆ The unit may not have a clear view of the sky. If there are large buildings or mountains nearby, or if there is heavy tree cover, the receiver may not be receiving enough satellite signals to calculate a position.
- ◆ Have you selected the right country (i.e. Uganda!) from the initialization list? Check for the correct approximate latitude/longitude on the Position Page, or re-select the appropriate country from the list to restart initialization.
- ◆ Have you moved over a significant distance since you last used the receiver? In this case you have to reinitialize the receiver.

b. Position Page

The Position Page provides the information that we are interested in Item (1) of section 1B: the latitude and the longitude. These are expressed in degrees and minutes: for example: N 00°03.395' and E 032°27.928'. This is the information that has to be recorded against item 1 in the questionnaire. Altitude will not be recorded. You may notice that these numbers change continuously. Just record the number at the point where minor changes are noticed. Normally the GPS unit takes some time, about three minutes to stabilize.

Uganda lies between latitude 4° 12' N and 1° 29' S, and longitude 29° 34' E. This information is provided so that you cross check your readings don't record readings that are out of range.

c. Precautions

GPS receivers are made of high quality materials and special handling is required. Each team will be responsible for the GPS receiver that it is issued to use during the survey. When the receiver is not in use, it must be stored in its carrying case. Even when it is not in use, the receiver must be in the possession of a team member. Do not leave it in the team vehicle under any circumstances.

Do not expose the GPS receiver to high temperatures and do not immerse it in water. The receiver can be used when it is raining, but it must be wiped dry with a clean, soft cloth before it is put back into its carrying case.

d. Batteries

The GPS receiver operates on 4AA batteries, which provide up to 12 hours of use. The batteries must be installed before the receiver can be used. Before installing or changing batteries, make sure that the GPS receiver is turned off. The battery cover is located at the base of the receiver. To install or change batteries:-

1. Open the battery cover by turning the thumb loop counter-clockwise 1/4 of a turn. This action will reveal two battery tubes; one will be marked with a '+' sign and the other will be marked with a '-' sign.
2. Insert two batteries with their '+' ends pointing upwards into the '+' battery tube.
3. Insert two batteries with their '-' ends pointing upwards into the '-' battery tube.
4. Replace the battery cover and close it by turning the thumb loop clockwise 1/4 of a turn.

The battery charge indicator is located on the receiver's satellite page (see section D). The amount of charge ranges from full ("F") to empty ("E").

e. Using the GPS Receiver

GPS receivers will be used to calculate the position of every household/EA in which interviews are conducted. Each household's/ EA's position will be calculated using the average method, an option built in to the GPS receiver. Using the average method, the receiver calculates its position continuously and displays the average of all of its calculated positions. This method maximises the accuracy of the calculated position.

When the receiver's calculated position has stabilized, it must be saved in the receiver's memory. Each saved position is called a waypoint, and each waypoint has a unique name. When a waypoint is saved, the receiver assigns it a default name.

To record the position of a cluster:

1. Find a suitable location for taking a reading.
2. Press the start/stop button (the red button immediately below GOTO button). This action will turn on the GPS receiver and display the welcome screen, the country database screen and then, after a short delay, the satellite page.
3. Hold the GPS receiver away from your body or, if possible, place it on a flat, elevated surface.
4. Wait until the position page is displayed; this should take 1-3 minutes.
5. Press the mark button. This action will display the mark position page.
6. Use the direction pad to select the AVERAGE? Option at the bottom of the screen and then press the enter button.
7. Use the direction pad to highlight the SAVE? Option at the bottom of the screen.
8. When the value in the FOM field has stabilised and has not changed for 5 seconds, press the enter button. This action will display the position page.
9. Press the page button 3 times. This action will display the main menu page.
10. Select the waypoint list option from the main menu and press the enter button. This action will display the waypoint list page.
11. Select the number of the waypoint that you just marked and press the enter button. This action will display the waypoint page.
12. Record the latitude and longitude on the cluster location form. The position of the cluster has now been recorded.
13. Hold down the start/stop button for 3 seconds. This action will turn off the GPS receiver.

Against Item (2) record the LC 1 name and code. This is particularly important in EAs that comprise of more than one LC 1.

SECTION 1C: STAFF DETAILS AND SURVEY TIME

This will be filled by the respective Interviewers giving the relevant details. Against items (1) and (2) the name of the Interviewer and the respective code will be filled in. The supervisor will also fill in his or her name and respective code against item (3). Items (4) and (5) will be filled in by the editor at a subsequent date.

The time of starting the interviewing will be filled in using a 24-hour format; e.g. 0940 for 9.40 am and 1425 for an Interviewer starting at 2.25 p.m. The response codes to be used while filling in item (8) are provided in the questionnaire. The data entry operator will fill in item (9) at the data entry stage.

SECTION 2: CHARACTERISTICS HOUSEHOLD MEMBERS

Introduction

In this section, all the household members are to be listed and their characteristics are to be recorded in the different columns as explained in the following paragraphs. The category of household members who will be associated with the household and their codes are as follows:

Usual members present on the date of survey	1
Usual members not present on the date of survey	2
Children and other regular members away from home for six months or more for education, search of employment, business transactions etc. but present on the date of survey	3

Same as above but not present on the date of survey	4
Non-members or guests staying temporarily on the date of survey	5
Those who were usual members and have stayed abroad for six months or more	6
Those who have left the household permanently or died in the last 12 months	7

For the purposes of the survey, usual members are defined as those persons who have been living in the household for 6 months or more during the last 12 months. However, members who have come to stay in the household permanently are to be included as usual members, even though they have lived in this household for less than 6 months. Furthermore, children born to usual members on any date during the last 12 months will be taken as usual members. Both these categories will be given code "1" or "2" depending upon whether they are present or absent on the date of the survey.

Regular members who are close relatives and would have been usual members of this household, but have been away for more than six months during the last 12 months, for education purposes, search of employment, business transactions etc. and living in boarding schools, lodging houses or hostels etc. will be given code "3" or "4" depending upon presence or absence on the date of the survey.

There may be guests or visitors present in the household on the date of the survey these will be given code "5". Note that, relatives to the head who happen to be visitors on the date of survey will be recorded as visitors.

Persons considered members of the household who have lived outside the household for 6 months or more during the last 12 months and are abroad or overseas for reasons of schooling and other reasons will be given code "6".

Persons who were household members during the last 12 months but left the household permanently will be given code "7".

Columns (1) and (2): ID No. and Name of Household Member

A three-digit identification number will be given to each member of the household. The first digit will represent each category listed above. The other two digits will relate to the running number of the household members in each category, starting with 01, e.g. 101, 102, 103, or 201, 202 etc.

The Identification Numbers (I.D. No.) of the household members will be recorded **starting with the first category of usual members present on the date of the survey**. The head of the household will be recorded first if present on the date of survey. His/ her I.D. No. will be 101, he/she will be followed by the spouse if present on the date of survey, as I.D. No. 102. The eldest child, if present on the date of survey will get I.D. No. 103, and so on.

In case the head of the household is temporarily absent on the date of the survey he will be given code 2. The next person in command present will be given I.D. No. 101. The head of the household must be a usual member of the household. After completing listing the usual members present on the date of the survey, one row will be left blank and a horizontal line will be drawn across from column (1) to column (11).

Usual members temporarily absent on the date of the survey will be listed next, with I.D. No. starting with code 2. If the head of the household belongs to this category he/she will be listed first in this category. After listing all members in the category with code "2", again a horizontal line across will be drawn after a blank row. Household members with code "3," will be listed next. This process of recording ID Nos. and names has to follow until all the 6 categories of persons have been exhausted where applicable.

There may be members of the household who will have just joined the household permanently. These will be recorded under category 1 or 2 of the ID Nos., depending on whether they are

present or absent on the date of the survey. Persons who will have left the household permanently, or died during the course of the year will be given code 7.

For categories 1, 2, 3 and 4 all the columns (1 - 8) will be filled in whereas for categories 5, 6 and 7 fill in only columns 1 to 4 and dashes (-) in the columns that follow.

Column (3 and 4): Duration of Stay in the Household and Reason for Absence

In column (3) record the duration of stay in months in the household for categories 1 to 4 during the last 12 months. Persons with less than 12 months in the household will be asked for the main reason of their absence and the reason be recorded in column (4).

Column (5): Relationship to the Household Head

The relationship to the head of the household should be recorded in this column only for categories 1,2,3 and 4. The relationship codes are provided in the questionnaire.

Column (6): Sex

Record the sex of all persons in the household with I.D. categories 1 to 4.

Column (7): Age in Completed Years

The age at the last birthday should be recorded in complete years using two digits. For example, children who are aged less than one year are to be recorded "00", while some one aged seven but not yet eight is to be recorded as "07" and those aged 99 and above should be recorded as "99".

Where available and possible, documents like birth certificates, immunization cards, baptism certificates and others that can be used to ascertain age should be referred to. Where this is not possible, age will be estimated by referring to important events of national or historical importance or the age will be indirectly estimated based on another member of the household, or as a last resort by looking at the person.

Column (8): Marital Status

Ask the respondent his or her marital status, the codes for marital status are included in the respective columns. Note that polygamy will refer to males having more than one wife even if they are not staying in the same household.

Columns (9) and (10): Survival of Parents

Note that these columns will be filled in only for children who have not yet attained the age of 18 at the time of the survey, and have I.D. categories 1 to 4 in Column (1). The relevant codes are given in the respective columns.

SECTION 3A: HEALTH OF HOUSEHOLD MEMBERS

This section deals with the household members who fell sick or got injured during the last 30 days, and is only relevant for persons who are usual members of the household with I.D. categories 1 – 4. The I.D. Nos are to be copied from Section 2. The Interviewer will ask the relevant questions for each person across the columns.

Column (1): ID No.

In this column, copy from section 2 the ID Nos. for all persons with ID numbers 1 – 4.

Column (2): Fell Sick or Injured during the Last 30 days

In this column, we are investigating whether the persons fell sick during the last 30 days. If the response is yes record '1' in this column, continue with other columns that follow. In cases where the respondent says no (code '2') or don't know (code '3'), record dashes (-) in columns (3) to (10), and proceed to column (11).

Column (3): Type of Sickness or Injury

This column is applicable for persons who fell sick or got injured during the last 30 days. Ask the respondent the type of sickness/injury suffered. Use the codes provided in the questionnaire in this column.

Column (4): Days Lost/Suffered

Record the days lost/suffered as a result the illness or injury. Days lost will only be applicable to members of the household aged 5 years and above, and for children below five years record the number of days suffered.

Column (5a to 5c): Malaria

This column is applicable for persons who reported having suffered from malaria (code 1 in column (3)) during the last 30 days. Record the type of drug used to treat malaria using the codes provided. In cases where more than one drug was used, record up three types in order of importance. In some cases respondents who were sick could have got an injection without knowing the type of drug administered, in this case the injection will be coded under code '9' (others) irrespective of whether it was an antibiotic or related to malaria like quinine or chloroquine.

Column (6): Treatment Sought

In this column ask the respondent where he/she sought treatment and use the codes provided in the questionnaire. In cases where more than one type of treatment was sought, ask the respondent the major one. However, if a patient sees a doctor (clinic) first and is then referred to a pharmacist, then record doctor (clinic).

Furthermore, if the person who fell sick/injured only buys from the pharmacist/drug shop without seeking the advice of the health personnel on which drugs she/he should take, then this is deemed to be home treatment, and should be recorded accordingly.

Column (7): Type of Ownership

Column (7) refers to the facility from which the person sought treatment. If no treatment was sought in Column (6), record a dash in Column 7.

Column (8): Payment of Drugs

This column is applicable for persons with code 3 onwards in column (6), inquire whether they had to pay for the drugs.

Column (9): Distance to Clinic/Hospital

This column is applicable for persons who reported having sought treatment, that is, codes 03 to 09 in column (6). Ask the distance in kilometres (km) to the facility where treatment was sought. If the respondent gives you the distance in miles, convert the distance given to km by multiplying the distance in miles by 1.6.

Column (10): Reason for Not Consulting

In this column we are investigating the reasons why some respondents who fell sick do not seek treatment or decided to treat themselves (home treatment). This column is applicable for persons who reported no treatment or home treatment in column (6) i.e. codes '01' and '02'. Ask the respondent the reason for not consulting and record the relevant code.

Column (10): Use of Mosquito Net

This question is intended to find the extent to which people sleep under mosquito nets. Ask the respondent whether [NAME] usually sleep under a mosquito net.

SECTION 3B: INFORMATION RELATING TO HIV/AIDS

This min objectives of this section is to capture the knowledge, methods known to prevent from acquiring AIDS/HIV and the sources/channels of communication.

Column (1): I.D. No.

Copy the ID Nos. of all household members from section 2 for I.D categories 1 - 4.

Column (2): Ever Heard how a Person can Prevent acquiring HIV/AIDS

Ask and record whether the respondent has ever heard how a person can prevent himself/herself from acquiring AIDS/HIV.

Column (3) to (5): Channels of Communication

Column (3) deals with the major methods of communication that the household members use to get HIV/AIDS information and education. Ask the respondent the main channels from which she/he receives AIDS/HIV information and education. Record the responses using the codes provided at the bottom of the page. Note that for each person, the channels should be recorded in order of importance.

Column (6): Methods Ever Heard of

In this column ask the respondent the methods he/she has ever heard of that could be used to prevent him/her from acquiring AIDS/HIV.

Column (7) to (8): Orphaned by AIDS/HIV

Refer to section 2 columns (9) to (10) for children who are orphaned and ask the respondent whether the children mentioned in those columns lost their parents from AIDS/HIV. Record the information using the codes provided.

SECTION 4A: HOUSEHOLD MEMBERS' EDUCATION

This section deals with the educational status of household members with I.D. Nos. 1 - 4. It includes the literacy status, current schooling status, highest education level, distance to the schools and other issues that relate to education.

Column (1): I.D No.

This section is to be filled for all persons with I.D. Numbers from 1 to 4 in Section 2. First copy I.D. Nos. 1 - 4 from Section 2 of the questionnaire.

Column (2): Current Schooling Status

Information relating to current schooling will be recorded in this column for all persons in the household. For students out of school on holidays, vacation or because of the temporary closure of the school or institution, the information will be collected in this column as on the last working day of the school/institution. If a person is temporarily absent from the school/institution due to illness or other unavoidable circumstances but will be going back, the information will relate to the school/institution attended before the illness or other unavoidable circumstances.

Column (3): Reasons for Never Attending School

This column will be filled in for those who have never attended any formal schooling i.e. those with code '01' in column (2). Information will be recorded using the codes provided in the column.

Column (4): Reason for Leaving School

This column will be filled in for those who left schooling or dropped out of school i.e. those with code 02 in column (2). Ask the respondent the main reason for leaving the school using the codes provided in that column. (Sickness (code 8) refers to both own sickness as well as sickness of other household members).

Column (5): Highest Education Level Attained

In this column, the highest level of education attained will be recorded according to the codes provided. "Completed" will mean having passed the formal examination at the end of the academic year. For example, for a pupil who drops out in P6 without completing the end of year exams, P5 will be the highest level attained, and thus record the relevant code in this column.

Column (6): Distance to School in Kms

Ask the distance in kilometres (km) to the school where the person attends. If the distance is provided in miles, convert the distance to km by multiplying the distance in miles by 1.6. For children currently attending a boarding school, record a dash.

Column (7), (8) and (9) are for persons aged 4–25 and are currently attending school. Check Column (2).

Column (7): School/Institution Management

Ask about the management of the school or institution that the person with the corresponding I.D No. is currently attending and record the relevant code.

Column (8): School Type:

This question is self-explanatory. Schools and other institutions may be either boarding only, for day scholars only or both boarders and day scholars. Ask and record in column (9) using the codes provided in the questionnaire.

Column (9): Food at School

In this column ask the respondent whether the child receives any kind of food while at school. This question does not refer to the packed food taken by students/pupils.

Column (10): Literacy

Ask all respondents aged 10 years and above about their ability to read and write in any language. Record the responses using the provided codes.

Column (11): Participation in a Literacy Program

Ask all respondents who are aged 18 years and above if they have participated in any literacy program that involves the learning to read or write. Note that such literacy programs specifically exclude primary schooling. Codes are provided in the questionnaire.

SECTION 5A: HOUSING CONDITIONS

This section is largely self-explanatory and refers to the housing conditions of the house used by the household. The codes should be circled in columns (1) to (8).

SECTION 5B: HOUSEHOLD CONDITIONS

This section refers to the household conditions in relation to the fuel/power used for lighting and cooking. The section also focuses on the main water source for drinking water and the distances to source of drinking water and the nearest water source.

SECTION 5C: MIGRATION OF THE HOUSEHOLD HEAD

This section refers to migration of the household head. The number of rows filled has to correspond to the number of times the head of household moved. The first row has to reflect the place of birth.

SECTION 6: HOUSEHOLD EXPENDITURE

This section deals with the household expenditures with different reference periods depending on the frequency of the purchases made. It is separated into four sub-sections which include food, beverages and tobacco, non-durable goods and frequently purchased service refer, semi-durable and durable goods and services, and non-consumption expenditure.

This section is one of the most important sections in the socioeconomic questionnaire and you need to be very careful while dealing with it to avoid over-estimates and under-estimates. It is the section where most of the poverty indices are derived.

In this section, household consumption expenditure in cash, kind or through barter will be recorded for the household only. For bartered items record the value of the item paid for, and not the value one is getting in exchange. Food, Beverages and Tobacco served to other members and guests in

the household during the reference period will, however, be included. Education expenses of regular dependent members residing in boarding schools will also be included.

SECTION 6 (PART A): EXPENDITURE ON FOODS, BEVERAGES AND TOBACCO DURING THE LAST 7 DAYS

First record the number of people who on average were present in the last seven days separately for adults and children by sex. Children are persons who have not attained the age of 18.

The emphasis for this section is on actual consumption during the reference period of the last 7 days and not on actual expenditure.

All the important items of the Food, Beverages and Tobacco group have been listed in column (1) and their codes given in column (2). In column (3) record the unit of quantity, the codes are provided in the code-list. Data on the quantity and value of the purchased items as listed in column (1) are to be recorded in columns (4) and (5) respectively. In columns (6) and (7) record items that were purchased and consumed away from home.

A household that has an enterprise may consume some output from that enterprise. The quantity and value of that consumption will be recorded in Columns (8) and (9) respectively. The value to be recorded should be the market price.

In columns (10) and (11) record the quantity and value of items got from free collection and items received as gifts and consumed in the last seven days. These are valued at market prices.

The market price and the farmgate/producer prices of only the items that were consumed by the household should be recorded in columns (12) and (13) respectively. These prices should refer to the unit of quantity recorded in column (3).

Care should be taken where items are sourced separately. Two bunches of Matooke, for example, should be recorded in separate rows especially if they are of different sizes.

The consumption expenditure on other food, drinks and tobacco not listed in the questionnaire, if any are to be grouped together and included under code 159. Note that the **beers and sodas consumed in the restaurant accompanying food** will be recorded separately from those consumed in other places or occasions. Juices and other drinks consumed in the restaurant will be included in item 154.

SECTION 6 (PART B): NON-DURABLE GOODS & FREQUENTLY PURCHASED SERVICES DURING THE LAST THIRTY DAYS

The actual expenditure data during the last 30 days on the items listed in column (1) will be collected as purchases, consumption out of household enterprise stocks, imputed values of free collection, gifts etc. The emphasis here should be on household and not enterprise expenditures. Rent (both actual as well as imputed), electricity bills, salaries and wages to house boys, maids etc. are to be converted to monthly values. Unit prices will be at market prices of the commodity consumed. Where item expenses are incurred in periods of more than 30 days (e.g. rent pre-paid for a whole year, such expenses should be converted to monthly values by say dividing the entire figure by 12. Expenditure in Hotels should exclude food and drink expenses.

SECTION 6 (PART C): SEMI-DURABLE GOODS & SERVICES PURCHASED DURING THE LAST 365 DAYS

Data on expenditure on durable and semi-durable goods and service during the last 365 days will be collected. In column (3) record the actual expenditure on goods and services purchased during the last 365 days. In column (4) record goods and services received from the household enterprise, if any, valued at farm-gate prices. In column (5) record the market value for gifts and imputed value for free collections that the household received in the last 365 days.

SECTION 5 (PART D): NON-CONSUMPTION EXPENDITURE DURING THE LAST 12 MONTHS

To get a complete account of total household expenditure, data on non-consumption expenses during the last 12 months are to be collected in this section. The non-consumption expenses have been grouped in five broad categories as given in column (1), on which data relating to the last 12 months are to be recorded in column (3).

The five categories are:

- (i) Taxes and duties paid by the household members: will comprise of Income Tax and other direct taxes; and duties, fees and other compulsory charges unrelated to the consumption of goods and services. Taxes paid by any enterprises will be excluded from this section.
- (ii) Pension, social security contribution and insurance premiums. These will cover pension, provident funds and other social security contributions made by household members; life insurance, health insurance, property insurance and all other insurance premiums paid by the household members.
- (iii) Remittances, gifts and other transfers to others: these will include current transfers from the household to other residents (within the country) and non-resident (outside the country) households in the form of gifts in cash or kind.
- (iv) Contributions to funerals and other social functions to other persons and other households.
- (v) Others will include subscriptions, contributions and donations to trade unions, political associations, social organizations and interest paid on consumer debts.

It is important to note that disbursements that will **not** be included in this section are: additions to bank deposits and savings, amounts invested in stocks, shares, debentures etc., amounts invested in real estate, and amounts invested in corporate or household or other enterprises.

SECTION 7: HOUSEHOLD AND ENTERPRISE ASSETS

This section tries to get the current value of household and enterprise assets. Column (1) is the serial number. Note that you will inquire about all the assets in this section, from Serial 1 to 9. Serial 10 – 12 are provided for other major household assets. Also serial numbers 13 - 23 covers the assets of the enterprise while 24 - 25 has been provided for the major enterprise assets not mentioned in the questionnaire.

It should be noted that assets will be varying in conditions and their valuation will be the value of purchasing a similar good. For example, if a new chair costs 20,000/= then value of a similar chair owned by the household will be equal to 20,000/= if it is still new or any value less than 20,000/= depending on the condition of the chair.

SECTION 8: WELFARE INDICATORS

This section tries to investigate the level of poverty by examining some poverty indicators as listed in this section. All the questions here are more-or less self-explanatory. Care should be taken to check the consistency with similar information collected in earlier sections.

Question 1 and 2: Household Income

Question 1 refers to the major source of income for the household while question 2 captures income from the crop farming enterprise. Income from profits, dividends, interest and royalties should exclude profit from agriculture or self-employment.

Question 3: Sets of Clothes

In this question you should consider clothes in good or average condition only, tatters should be excluded. The response is to be coded Yes="1", No="2" as the case may be.

Question 4 and 5: Having a Blanket and Shoes

Ask the respondent whether every member in the household over one year has a blanket in question 3. (each child should be having his/her own blanket and not sharing blanket between themselves). In question 4 we want to find out whether every member in the household has a pair of shoes in good conditions.

Question 6: Meat/Fish/Chicken in Last Week

Ask the respondent the number of times the household ate meat/fish/chicken in the last 7 days.

Question 7: Average number of meals

Ask the respondent the number of meals taken by the household ate in the last 7 days.

Questions 8 – 16:

Are self explanatory, use the codes provided where applicable. In case there are inconsistent responses, go by the **Main Criteria**.

SECTION 9: HOUSEHOLD ENTERPRISE PARTICULARS

In this section, the particulars of enterprise activity of household members, owned/ possessed singly or jointly are to be recorded. It will include all household enterprises in Uganda irrespective of whether they are in the selected EA or outside.

Under Item [1], ask the respondent whether any member in the household operates a non-crop farming enterprise. If any, record the particulars of the enterprise in the table provided in Item [2]. In column (1) of Item [2], serial numbers starting from 1 are to be recorded. In Column (2) describe as detailed as possible, the type of the enterprise. In column (3) record using the codes provided below the table, the type of enterprise questionnaire that is relevant to the asset described in column (2).

Column (4) refers to the ID. No. of the person that is normally responsible for that particular enterprise and will be copied from the Section 2. In column (5) ask the respondent whether the enterprise employs more than 5 persons. In column (6) find out the whether the enterprise is operated in a separate structure from the main house.

Item [3] relates to the any enterprise that was being operated by the household that closed. If yes in item 3 fill in the relevant information in the table in item 4.

CHAPTER FOUR

INSTRUCTIONS TO COMPLETE THE LABOUR SURVEY QUESTIONNAIRE

Contents of the Labourforce Module

The survey is mainly aimed at providing information on the economic characteristics of the population aged 5 years and above, i.e. their economic activity Status, employment, unemployment and underemployment situation. In addition, a separate section that deals with the participation of children aged 5-17 years in economic activity is attached to the main questionnaire. Information will be collected from all the usual members (ID No. categories 1 and 2 from section 2 of the socio-economic questionnaire), as well as from the regular members present (category 3).

The survey will employ two approaches in the measurement of the economically active population, namely the usual and the current status approach. On the usual status that refers to a long time interval, data will be collected about the usual economic activity of the population. On the other hand, the current status approach will be based on a shorter reference period and data will be collected with reference to the current activity of the population. The usual status approach refers to the last 12 months proceeding the date of interview, while current approach refers to the last 7 days. For both approaches, moving reference periods will be used.

Economic activity in this survey will be defined in terms of production of goods and services that fall within the United System of National Accounts (SNA) Production boundary (ILO, 1990). Hence in the UNHS 2002/2003, economic activity is defined as work which involves the production of goods or services for sale or exchange and production of certain products for own consumption.

According to the above general definition economic activity covers production of goods and services intended for sale on the market, all government activities, production and processing of primary products (agriculture, fishing, forestry and logging and mining and quarrying) for own consumption, processing of primary products by the producers themselves and production of other commodities where part of it is sold on the market. In addition, they include own account construction and fixed asset formation (expected life use of one year or more) such economic activities performed for an individual, family or private enterprise, government establishment or public organization. The enumeration may be daily, weekly, and monthly, yearly or contract basis.

On the other hand, unpaid household chores such as preparing food, cleaning the house, taking care of children or collecting firewood for own consumption are not considered in the category of economic activity. Similarly community and volunteer services and prostitution are classified as non-economic activities.

Employed, Unemployed and Economically inactive Population

Usually active population contains two essential elements namely:

- That the economic activity status of an individual should be determined by the amount of time the individual was employed or unemployed during the reference period.
- That the amount of time spent employed or unemployed should be measured in terms of months of employment and/or unemployment.

A person is to be classified as usually active if he / she has been economically active (employed or unemployed) for more than a certain number of months during the reference period. Those individuals whose duration of employment and unemployment during the last 12 months exceeds in total a specific minimum period (6 months) are to be classified as "usually active" and others as "not usually active".

Amongst "usually active" persons so defined, those who have employment months greater or equal to unemployed months will be termed as "usually active, employed". If unemployed months are greater than employed months for a person, he / she should be termed as "usually active unemployed". Below is an example to explain the scenario.

Table 1: The determination of the main activity status during the last 12 months based on the majority criterion.

During the last 12 months	No. of months	Main usually activity status
1: Employed Unemployed Sub-total Not active Total	5 <u>3</u> 8 4 12	Usually active, employed
2: Employed Unemployed Sub-total Not active Total	3 <u>4</u> 7 <u>5</u> 12	Usually active, unemployed
3: Employed Unemployed Sub-total Not active Total	1 <u>2</u> 3 <u>9</u> 12	Not usually active.

The labourforce (the currently active population)

The Labourforce or "Currently active population" comprises all persons who fulfill the requirements for inclusion among the employed or the unemployed as defined below.

Employment

- (I) The "employed" comprise of all persons above a specified age who during a specified brief period, (usually 1 week) were in the following categories:

(a) "paid employment"

- (1) "at work": persons who during the reference period performed some work for wage or salary, in cash or in kind;
- (2) "With a job but not at work": persons who, having already worked in their present job, were temporarily not at work during the reference period and had a formal attachment to their job.

This formal job attachment should be determined in the light of national circumstances, according to one or more of the following criteria:

- (i) the continued receipt of wage or salary;
 - (ii) an assurance of return to work following the end of the contingency, or an agreement as to the date of return;
 - (iii) the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligations to accept other jobs;
- (b) "Self-employment":**

- (1) "at work": persons who during the reference period performed some work for profit or family gain, in cash or in kind;
- (3) "with an enterprise but not at work": persons with an enterprise, which may be a business enterprise, a farm or a service undertaking, who were temporarily not at work during the reference period for any specific reason.

In general, the employed are those persons engaged in an economic activity on a permanent basis for a specified period during the last 7 days.

- (II) For operational purposes, data will be collected on the number of hours worked during the last 7 days and the "specified period" will be determined at the post-tabulation stage.
- (III) Persons temporarily not at work because of illness or injury, holiday or vacation, strike or lock-out, educational or training level, maternity or parental leave, reduction in economic activity, temporary disorganisation or suspension of work due to such reasons as bad weather, mechanical or electrical breakdown, or shortage of raw materials or fuels or other temporary absence with or without leave, should be considered as in paid employment provided they had a formal job attachment.
- (IV) Employers, own-account workers and members of producers' co-operatives should be considered as in self-employment and classified as "at work" or "not at work", as the case may be.
- (V) Unpaid family workers at work should be considered as in self-employment irrespective of the number of hours worked during the reference period. Countries which prefer for special reasons to set a minimum time criterion for the inclusion of unpaid family workers among the employed should identify and separately classify those who worked less than the prescribed time.
- (VI) Persons engaged in the production of economic goods and service for own and household consumption should be considered, as in self-employed if such production comprises an important contribution to the total consumption of the household.
- (VII) Apprentices who received pay in cash or in kind should be considered in paid employment and classified as "at work" or "not at work" on the same basis as other persons in paid employment.
- (VIII) Students, home makers and others mainly engaged in non-economic activities during the reference period, who at the same time were in paid employment or self-employment as defined in subparagraph (i) above, should be considered as employed on the same basis as other categories of employed persons and be identified separately, where possible.
- (IX) Members of the armed forces should be included among persons in paid employment. The armed forces should include both the regular and the temporary members as specified in the most recent revision of the International Standard Classification of Occupation (ISCO). If someone was employed for at least six months during the reference period, then he/she should be treated as usually employed.

Unemployment

- (I) The "unemployed" comprises all persons above a specified age and willing to work who during the reference period were:
 - (a) "Without work", i.e. were not in paid employment or self-employment.
 - (b) "currently available for work", i.e. were available for paid employment or self-employment during the reference period; and

- (c) "seeking work", i.e. had taken specific steps in a specified recent period to seek paid employment or self-employment. The specific steps may include registration at a public or private employment exchange; application to employers; checking at work-sites, farms, factory gates, market or other assembly places; placing or answering newspaper advertisements; seeking assistance of friends or relatives; looking for land, building, machinery or equipment to establish own enterprise; arranging for financial resources; applying for permits and licenses, etc.
- (II) In situations where the conventional means of seeking work are of limited scope, where labour absorption is at the time, inadequate or where the labourforce is largely self-employed, the standard definition of unemployment given in subparagraph (I) above may be applied by relaxing the criterion of seeking work. This relaxation shall apply for UNHS II
- (III) In the application of the criterion of current availability for work, especially in situations covered by subparagraph (II) above, appropriate tests should be developed to suit national circumstances. Such tests may be based on notions such as present desire for work and previous work experience, willingness to take up work for wage or salary on locally prevailing terms, or readiness to undertake self-employment activity given the necessary resources and facilities.
- (IV) Notwithstanding the criterion of seeking work embodied in the standard definition of unemployment, persons without work and currently available for work who have made arrangements to take up paid employment or undertake self—employment activity at a date subsequent to the reference period should be considered as unemployed.
- (V) Persons temporarily absent from their jobs with no formal job attachment who were currently available for work and seeking work should be regarded as unemployed in accordance with the standard definition of unemployment. Countries may, however, depending on national circumstances and policies, prefer to relax the seeking work criterion in the case of persons temporarily laid off. In such cases, persons temporarily laid off who were seeking work but classified, as unemployed should be identified as a separate subcategory.
- (VI) Students, homemakers and others mainly engaged in non-economic activities during the references period who satisfy the criteria laid down in subparagraphs (I) and (II) above should be regarded as unemployed on the same basis as other categories of unemployed persons and be identified separately, where possible.

Population not economically active

The "population not economically active" comprises all persons who are not engaged in economic activities during the reference period and did not look for work i.e attending to domestic duties, voluntary unemployment etc.

The population not usually active

- (I) The "population not usually active" comprises all persons whose main activity status during the longer specified period was neither employed nor unemployed. It comprises the following functional categories:
 - (a) students
 - (b) homemakers
 - (c) income recipients (pensioners, rentiers, etc); and
 - (d) others (recipients of public aid or private support, children not attending school, etc.) as defined by the United Nations Principles and Recommendations for Population and Housing Census (1980).

- (II) Where necessary, separate functional subcategories may be introduced to identify:
- (a) persons engaged in unpaid community and volunteer services, and,
 - (b) other persons engaged in marginal activities, which fall outside the boundary of economic activities.

The population not currently active.

the “population not currently active”, or, equivalently,

Persons not in the labourforce, comprises all persons who were neither employed nor available for work during the brief reference period and hence not currently active because of

- (a) attendance's at educational institutions
- (b) engagement in household duties
- (c) retirement or old age or
- (d) other reasons such as infirmity or disablement or not interested in working which may be specified.

Employment status is defined in relation to the person's position at his /her place of work and his/her mode of enumeration.

Industry means the type of activity carried out by the enterprise where a person is working.

Occupation refers to the main nature of task and duties performed during the reference period preceding the interview by persons in paid employment, unpaid family worker or self-employment jobs, i.e. refers to the actual type of work carried out by the person.

Current main activity refers to the most important economic activity in terms of time spent during the last 7 days preceding the date of interview.

Secondary employment is the employment, which is the second in order of importance in terms of time spent in the last 7 days. For example, if a teacher spends most of his time teaching but he also owns a retail shop where he works for a few hours in the evening, the usual activity will be teaching and the secondary activity will be retail trade.

An accident is an unwanted occurrences resulting in: -

- (a) Body harm (injuries) or death
- (b) damage of property and equipment

Underemployment

A person is said to be underemployed if his or her employment is inadequate in terms of hours of work (visible underemployed), or occupational skill (training and work experience (invisible underemployed)). Of the two principal forms of underemployment, only visible underemployment can be measured easily by labour force surveys.

A “visibly underemployed person” is an employed person who during the last 7 days, has worked involuntarily for less than the normal duration of work in his or her particular activity, while being available for additional hours of work.

Note:

- I. For those households members where the questions are not applicable put a dash (-) before skipping.
- II. If the number of months a respondent is employed is equal to Unemployed months, we will regard that person as employed.

SECTION 2: MAIN USUAL ACTIVITY STATUS (FOR USUAL HOUSEHOLD MEMBERS 5 YEARS AND ABOVE)

This section covers economic activities during the last 12 months and characteristics of the employed persons such as occupation, industry and employment status and reasons for not working in the last 12 months.

Column (1): Identification Number

Check section (2) column (7) of the Socio-Economic questionnaire and copy the I.D Nos. of all household members who are aged 5 years and above. Starting with the household's head. The ID No is a unique number identifying each individual member of the household and should be maintained throughout the questionnaire.

Note that a moving reference period of 12 months from the date of interview is preferred to a calendar year or any other period because it provides a sample of responses evenly distributed over the entire period. If the interview takes place in the middle of the month (15th day or greater) the current month should be included, otherwise consider the previous month

Columns (2), (3) and (4): Identifying employed, unemployed and economically inactive persons during the last 12 months.

The Interviewer should ask the respondent these questions for each of the twelve months beginning with the month of interview if he/she was employed, unemployed or not economically active. If the respondent was employed or unemployed (total) for 6 months or more, that person should be regarded as economically active. Amongst the economically active persons, if the number of employed months were equal or greater than unemployed months, they will be treated as employed, otherwise, unemployed. Persons not economically active for more than six months (7 or more) will be treated as usually not active.

Column (5): Nature of Employment Status for Main economic activity.

Seek the respondent's employment status if and only if he/she is economically active, employed.

- ◆ If the respondent says that he/she is self-employed, probe further to find out whether he/she is an employer or own account worker and code appropriately. If he/she is paid employee find out whether he/she is permanent, Temporary or casual employee and whether government or private. Paid employee should be separated from unpaid family workers. If any other category employment is observed, specify and give it code (10)

(a) Self Employed

It comprises of Employers and own account workers.

- ◆ **Employer:** this is a person who operates his or her own economic enterprise or engages independently in an economic activity, and hires one or more employees.
- ◆ **Own Account Workers:** These are persons who operate their own economic enterprises without employing other people as helpers and work for their own or household's consumption or profit.

(b) Unpaid Family Workers

Refers to those members of the household who work in an enterprise operated by a relative living in the same household or at times in different households without pay or profit. Those members who get a share of profit will be treated as "own-account workers".

(c) Paid Employee

Is a person who performs work for a public or private employer and receives remuneration in wage or salary, commission and piece rates in cash or in kind. Government employees are those engaged in the civil, public and parastatal organisations in addition to the central and local government. Private employees are persons engaged by privately owned or registered companies.

- ♦ **Permanent Employees:** These include salaried persons who are engaged in permanent and pensionable terms. They also include those on probation.
- ♦ **Temporary Employees:** These include salaried employees who are engaged on short-term basis for varying periods. This category of workers is not eligible for any benefit received by permanent staff, such as retirement benefits, staff loans etc.
- ♦ **Casual Employees:** These are a category of workers whose services are for hire by the day. They convene every morning at special assembly places to be recruited by an employer for a day's work. They do not have a formal job attachment.

Column (6): Industry/Kind of Activity

For example if a respondent says that he/she is a Tonto Brewer as his/her usual activity, describe the industry as "Brewing Toto" and code appropriately. The industry should be described in not less than two words e.g. manufacturing of Iron sheets, slaughterhouse, Bread making, publishing of Newspaper, manufacturing of spirits etc.

The activities are classified according to the International Standard Industrial Classification (ISIC), which is given in **Annex II** of this Manual.

Column (7): Occupation

The occupation of the respondent should be described in not less than two words e.g. Crop farming, Brick layer, Primary Teacher, fishmonger. Use the codes provided in the **annex I** and code the occupation appropriately.

Recording response which is not pre coded

The answers to questions on industry and Occupation are not pre coded; in entering the response for these questions you must write the respondents response in the space provided and then use codes given in the annex I & II in the manual.

For example: Coding column (6) and Column (7)

Column	Question	Industry			Occupation		
5	Describe briefly the main Occupation and Industry that (NAME) did	Kazo primary school			Motor Vehicle Driver		
		8	0	1	8	3	2

Column (8): Reason for Not Being Economically Active

This question should be asked to only respondents whose number of months in column (4) exceeds total number of employed and unemployed months in column (2) and (3) respectively. It's intended to find out why the respondent was not usually active in the last 12 months.

They include the following;

1. **Too young or old.** These generally consist of children below 5 years and adult above 65 years.

2. **Disabled and not able to work.** These are persons incapacitated by disability and therefore cannot work.
3. **Student.** These include full-time students even if they may sometimes be engaged in other duties such as domestic work.
4. **Domestic workers** These are persons in the household involved in house work and are not paid for the chores he/she engages in e.g. housewives or a member of the household who regularly attends to domestic and house keeping duties without receiving any wages.
5. **Community or voluntary worker.** These are persons engaged in non-gainful activities like political, social worker etc. without receiving any payments. Examples are development tasks like building schools, digging wells, filling ditches, etc.
6. **Pensioner.** These are persons earning pension from earlier employment and leading retired life and not interested in doing any other work.
7. **Rentier.** These are persons receiving rents from their properties and are not doing any gainful activities.
8. **Not interested in work.** These are members not doing any work nor seeking wage employment or self-employment opportunities but not yet employed as such during the major part of the last 365 days.
9. **Other (specify).** These are persons whose economic activities are not defined such as beggars, prostitutes, and any other categories not specified above.

Column (9): Ever Attended a Vocational Training

A person is referred as formally trained, if he/she has passed through any short or long term skill/ability development training program given in or outside classroom in theory or in practice or both and that resulted in award of certificate to the trainee, otherwise the person is regarded as informally trained.

Ask the respondent whether the named person/ corresponding to the I.D No. had ever attended a vocational training. If she/he has ever attended continue to the next column else skip to section 2A.

Column (10) and (11): Type of Vocational Training and Duration

These columns will be filled for persons who have ever attended a vocational training. Ask the respondent the type of vocation training she/he has ever attended and record the appropriate code in column (10). Column (11) specifies the time frame for the course in months.

SECTION 3A: CURRENT ACTIVITY STATUS FOR ALL PERSONS AGED 5 YEARS AND ABOVE DURING THE LAST 7 DAYS

This covers current economic activities during the last 7 days. Information on hours of work in the last 7 days, current employment status, kind of activity and occupation for both main and secondary activity will also be covered under this section.

Column (1): ID. Number

This section is to be filled for all persons with I.D Numbers from section 1. First copy I.Ds from section 3A of the questionnaire.

Column (2): Current activity status

This question seeks to know whether the respondent has been engaged in an economic activity i.e. worked for pay, profit or family gain for 1 hour or more during the last 7 days. If the answer is 'NO' go to section 4 column 1, otherwise continue to next column.

Columns (3) to (9): Actual number of hours worked starting from the previous day and going back wards on main and all secondary activities.

Record the total number of hours actually worked on the main and secondary activities for each day, starting from the previous day of the day of inquiry, going backwards on daily basis for the last seven days. Travel time to and from worksites should be excluded. A code for each day of the week should be entered in the boxes above using the codes for days in column (3). This question refers to actual hours worked and not the usual hours of work.

Column (10): Nature of Current Employment Status for Main activity

If the respondent has been economically active and involved in an economic activity during the last 7 days, seek for his/her employment status using appropriate codes given immediately below the question.

Column 11): Current Industry/Kind of Activity

Describe his/her kind of activity and then code appropriately (see **annex II** of the Manual).

Column (12): Current Occupation

Describe his/her Occupation and then code appropriately (see **annex I** of the Manual).

Column (13): Currently engaged in secondary activity

Ask whether the respondent is currently engaged in secondary activity in addition to main activity. If the respondent is currently engaged in secondary activity, record '1' for "Yes" and continue to the next column. If the respondent did not engage in secondary activity during the last 7 days code '2' and skip to section 3B.

Column (14): Nature of Employment Status for Secondary activity

If the respondent has been economically active and involved in secondary activity during the last 7 days, seek for his/her employment status for the secondary activity, code appropriately using codes given immediately below the question.

Columns (15) and (16): Industry and Occupation

Describe his/her secondary kind of activity and occupation and then code appropriately (see **annex I & II** for codes)

SECTION 3B: CURRENT ACTIVITY STATUS FOR THE ECONOMICALLY ACTIVE – EMPLOYED PERSONS DURING THE LAST 7 days

Column (1): ID. Number

This section is to be filled for all persons with I.D Numbers from section 3A. Put a dash (-) if the question is not applicable

Column (2): Receive a Wage or Salary

This question should be asked to households members who are in paid employment (codes 4-9, in column 10 of section 3A). For the purpose of this survey, wage earned will include earnings from salary and wage as a result of the main activity. If the respondent is paid a wage or salary periodically on a regular basis, code '1' should be recorded. If not paid regularly, code '2' should be entered, but if no payment has yet been made but is to be given in future, code '3' should be entered. The question of no payment to be made does not arise and therefore if any respondent gives such a reply, the matter needs to be checked whether he/she has been wrongly classified as a paid employee.

Column (3): Wage earned from the main activity

First ask the respondent the periodicity of payment of wage or salary i.e whether daily, weekly monthly or any other periodicity. Then ask him or her how much he or she earns per period. If he/she receives her wage on daily basis code 1 and state the amount. Likewise state code 2 or 3 depending on whether the respondent works on weekly or monthly basis respectively. Basic salary/wage refer to the total salaries/wages (including cost of living allowance) paid to all employees in the specific occupation. Effort should be taken to get the net salary after deduction of taxes.

Column (4): Time spent on the main activity only.

Record the average number of hours actually worked per week on the main activity. The Interviewer should ask this question only to respondents with more than one job, since the information for persons with one job will be identical to those supplied in col (3) to col (9) of section 3A.

Column (5): Years of Experience

Ask how the respondent the number of years he/she has been on this job. The job (Occupation) should be the one mentioned in column (12) of section 3A. Code the response appropriately. If he/she has worked less than a year, record "00" otherwise, code in complete years. The Interviewer should ask for the current main activity only to those respondents with more than one economic activity.

Columns (6) and (7): Interest in Paid Employment

These questions are applicable to household members who are own account workers, employers or unpaid family workers. It is intended to find out whether they are interested in paid employment and whether they have taken steps to look for paid employment.

In column (6), if the respondent is interested in paid employment code "1" for yes and continue to column (7), if no code "2" and skip to column (8)

In column (7), ask only respondents who are interested in paid employment whether they have taken steps to look for work and code appropriately.

Columns (8) to (13): These columns relate to self-employed persons and paid employees only.

Column (8): Location

Ask the respondent, the location of his or her place of work and code the response appropriately using the codes given immediately below the question.

Column (9): Employment History

Ask the respondent whether the current job is his/her first employment. If yes code "1" and skip to col. (11), if no code "2" and continue to next column.

Column (10): Reason for leaving Previous Employment

This question is applicable to respondents whose current employment is not the first in his or her carrier. Ask the respondent why he/she left his or her previous job (last job) and code the response appropriately using codes given immediately below the question.

Column (11): Available and ready to work more hours.

Ask the respondent whether he/she was looking for and/or available to work for more hours. If YES, record '1' and continue to column (9), and if NO record '2' and skip to section 4.

Column (12): Kind of Activity

This question is only applicable to respondents who said YES in column (11). Ask him or her where he/she would like to spend additional hours of work given the opportunity and code using codes given immediately below the question.

Column (13): Minimum wage

Ask the respondents who are available and ready to work more hours for paid employment, what are their minimum acceptable wage/ salaries. The response should be recoded for periodicity and amount in the two sub-columns provided in column (13).

SECTION 4: PROBING QUESTIONS FOR UNEMPLOYED PERSONS DURING THE LAST 7 DAYS

Column (1): I.D Number

Copy I.D Nos from section 3A for eligible persons only (i.e those with code '2' in section 3A column (2)).

Column (2): Attachment to a job or enterprise during the last 7 days

Write down the code indicating whether the person was attached to a paid employment job and if yes, code '1'. If the person has an enterprise code '2' but if he/she has both a paid job and an enterprise, then code '3'. If the answer is 'NO' and he/she was looking/available for work (Unemployed) code '4' will be given and skip to column (4). If the answer is 'NO' and not active (Economically inactive) record '5' and skip to column (4).

Column (3): Reasons for not working when he/she actually had a job or an enterprise

If the respondent did not work during the last 7 days but had a job or an enterprise (codes 1, 2 and 3 in column 2), ask reasons for his/her not working and code using codes given immediately below the question

Column (4): Ever Been Employed (to filled for persons with codes 4 and 5 in col (2))

This question is intended to find out whether the respondent has ever worked anywhere before. If a respondent says YES, code '1' in column (4), and continue to column (5), if he/she says NO code '2' and skip to column (6).

Column (5): Reasons for leaving previous job/enterprise

If in column (4) the respondent has stated 'yes' (code 1) ask the reasons why he/she left the job and code appropriately in the space provided, and then continue to column (6).

Column (6): Available/looking for work

The question in column (6) is intended to find out whether persons with code "4" in column (2) have been looking for work or have tried to establish their own business during the last 4 weeks. If the answer is YES, record '1' and continue to the next question, if NO record '2' and skip to column (9).

Column (7): Kind of work he/she is looking for

Describe the kind of work the respondent is looking for and code appropriately using the codes provided below the question in the space provided.

Column (8): Steps taken to look for work

This question seeks to find out the method used when looking for work. It is only applicable for those respondents who answered YES (code "1") in column (6). Record the main method if the respondent gives more than one method, and code using the codes given immediately below the question.

Column (9): Reason for not being economically active

This question should only be asked from respondents with code "5" in column (2). It is intended to find out why the respondent is currently not active. Ask the respondent the reason for not being engaged in gainful activity and code using the codes given immediately below the question.

Column (10): Reason for attending to domestic duties

The purpose of this question is to find out the respondent's main reason given for being an unpaid domestic worker. Ask all the respondents who answered "3" in column (9) and code the response using the codes given immediately below the question.

Column (11): Source of assistance when not working

This question is applicable to household members who do not have job or enterprise i.e. for those household members with codes "4" and "5" in column (2). Ask the respondent the source of survival during the period not engaged in gainful activity. Code the response using the codes given immediately below the question.

SECTIONS 5: ECONOMIC ACTIVITY OF CHILDREN AGED 5 – 17 YEARS

The section contains information on the participation of children aged between 5 – 17 years of age in economic activities such as, employment status, places of work, age when first started working, reasons for working, occupational training etc.

Column (1): ID.NO.

This section is for all children aged 5 – 17 years. You need to transfer all eligible households members I.D Nos. from column 1 section 1 to column (1) section (4).

Column (2): Type of productive activity of children currently attending school

Ask the type of productive activity in which children were engaged during the last 7 days in addition to attending school. The types of productive activities engaged in are broadly given below the question with codes to be assigned. If the child doesn't work record "8", and skip to next person or end.

Column (3): Type of productive activity of children not currently attending school.

Ask the type of productive activity children not attending were engaged in during the last 7 days and assign codes as given below the question. If the child does not work, record "8" and skip to the next person or end.

Column (4): Place of work

If the child was involved in any productive activity during the last 7 days, ask him or her the place of work. The codes to use for this question are given in the column.

Column (5): Age when first started working

You must obtain the child's age in complete years when they first started working in productive activity. This question is only applicable to those children who are engaged in productive activities/ unpaid domestic activities (codes 1 - 7 in columns (2) and (3)).

Column (6): Reasons for working

This question is intended to find out reasons that make children work. Ask the respondent the main reason why a child decided to work and code appropriately the response using the codes given immediately below the question.

Columns (7) and (8): Hours of work

The question in this column asks for an estimate of how many hours are spent on the activity on a typical day during the week. Separate codes should be entered for hours worked during holidays and after school only for those children working as well as attending school.

Column (9): Injuries/Accidents

Ask if the child has ever been injured or had an accident on duty during the past 12 months. The emphasis is on an injury on duty. We are not interested in injuries incurred elsewhere. If the child was not injured, skip questions 10 and 11

Column (10) and (11): Injured

In column (10) record the occupation in which the person was working when he/she got the injury/accident and in column (11), record the relevant industry code.

CHAPTER FIVE

INFORMAL SECTOR

Introduction

The 2002 Uganda National Household Survey will cover household enterprises and small-scale establishments as one of its modules. Enterprise activity carried out within the household without any identifiable location and no limit in the number of persons engaged, will be deemed to be a household enterprise activity. In the 10 households selected for the main socio-economic and labour force survey in an enumeration area, all household enterprise activities in those households will be surveyed through the relevant questionnaires. The particulars of enterprise activity of household members owned/possessed singly or jointly are to be recorded.

An establishment is a business activity carried out with an identifiable location, fixed location and address. Small scale establishments (employing less than 5 employees including the working proprietors) in the rural areas of the sampled districts will be listed and a sample of them will be investigated.

It should however be noted that coverage for the Informal Sector will only take place in the sampled EAs and will therefore be limited to

- ◆ Household based enterprises in both rural and urban areas and these will be identified at listing stage. The non-household based enterprises in the urban areas will be covered by Census of Business Establishments (COBE) field teams.
- ◆ Non-household based enterprises in the rural areas will be covered under UNHS II. These will be identified with the assistance of LC1 guides.

INSTRUCTIONS TO COMPLETE THE INFORMAL SECTOR QUESTIONNAIRE - LIVESTOCK, POULTRY, BEE-KEEPING AND FISHING

This questionnaire will be applicable to enterprises that are engaged in agriculture other than crop farming e.g. keeping cattle, sheep, goats, poultry, pigs, and those who deal in their products like hides, skins, eggs etc. It also includes bee-keeping activities for honey, and fishing activities.

SECTION 1A: HOUSEHOLD IDENTIFICATION PARTICULARS

The section is to be filled in the same way as in the socioeconomic questionnaire for items (1) - (5).

The household serial number is to be recorded in item {6} from column (2) of section 3 of the listing questionnaire for household enterprises. For establishments, the establishment serial number should be recorded from column (1), section 4.

1. For household based enterprises, item {7} (sample number) will be a 2-digit code, the sample number for the selected household where the enterprise is found. This will be copied from columns (7) to (14) of section 3 of the listing questionnaire.
2. For establishments, item {7} (sample number) will be a 2-digit code, the sample number for the selected establishments. This will be copied from columns (4) to (8) of section 4 of the listing questionnaire.

Against item {8} household codes for household enterprises will be recorded as follows:

In the first four boxes, record stratum code from item {1} of this section; In the next 5 boxes record the EA/LC 1 code from item {5} of this section, in the last 2 boxes record the sample number of the household as recorded against item {7} of this section.

For establishments, in the last 2 boxes, record the sample number of the establishment as recorded against item {7}.

Against item {9}, the name of the head of the household for household enterprises is to be recorded. For establishments, the name of the establishment operator is to be recorded. In case the name is different from what was recorded in the listing questionnaire, the reason should be explained as remarks on the last page of the socioeconomic questionnaire. An additional page may be used if more space is required, and attached inside the questionnaire.

The type of enterprise should be recorded by use of the codes given in the questionnaire. Household based (code 1) relates to household enterprises. Non-household based in sampled household (code 2) relates to an establishment operated by a sampled household. A non-household based outside a sampled household relates to an establishment operated by a non-sampled household.

The GPS coordinates (item 11) will be applicable to establishments only.

Section 1B: STAFF DETAILS AND SURVEY TIME

This section will be filled in the same way as described above in the socioeconomic survey questionnaire.

SECTION 2: BACKGROUND INFORMATION OF THE ENTERPRISE

In this section, the background particulars of enterprise or the establishment activities of household members' owned/ possessed singly or jointly are to be recorded.

Against item (01), the description of the enterprise activity is to be recorded. In case there are more than one enterprises that fall in the same grouping (e.g. a household having a poultry enterprise, keeping cattle and at the same time having a fishing enterprise), the three most important of such related enterprises will be recorded in proportion of income generation. The information for the rest of this section should relate to the most important enterprise, i.e. the one that generates the highest proportion of income for the household.

Against item (02), the industry code for the enterprise should be recorded using the codes given in Annex II of this Manual.

Against item (03), the year in which the enterprise was started or assumed should be recorded.

Against item (04), the way the enterprise was acquired should be recorded using the codes given in the questionnaire.

Against item (05), record the type of ownership of the enterprise using the codes provided. The types of enterprise ownership are defined as follows:

- **Sole Proprietorship:** a business which is wholly owned by one person without limited liability, and that one person has total responsibility for all aspects of risk-taking and management of the business.
- **Partnership a business:** that is wholly owned jointly by two or more persons without limited liability and for which the distribution of investment, risk-taking and management responsibility is as agreed between the partners (the agreement need not necessarily be in writing).
- **Others:** any type of the enterprise ownership different from those mentioned above and it should be with an explanation.

Record the number of persons by sex that own the business in the boxes provided. If the type of ownership in item (5) is sole proprietorship (code 1), then the number of owners of the business should be 1. If the ownership is partnership (code 2 in item 5), the number of the owners of the business will depend on the number of partners.

Against item (07), inquire what fraction of the enterprise or the establishment is owned by the household. If the ownership of the enterprise/establishment is sole-proprietorship, then the fraction is 100%. If it is any other form of ownership, the fraction of the enterprise activity owned by the household should be less than 100%.

Against item (08), up to three most important problems faced in setting up the enterprise should be recorded using the provided codes in the questionnaire.

Record the main source of money for financing the investment put in the enterprise/establishment that includes money used to start the enterprise/establishment in item (09) using codes provided in the questionnaire. If no loan was acquired, skip to item (11).

The main source of the loan or (if any) is to be recorded against item (09) using the codes in the questionnaire. For those households that borrowed money for the running of the enterprise i.e. codes 2 – 4 in item (09), state the type of security required for the acquisition of the loan against item 10).

In item (11), record up to three major problems (if any) the household faces in running or those which hinders the expansion of the enterprise/establishment.

The main outlet for the sale of produce from the enterprise should be recorded in item (12) using the relevant codes.

There are some activities of the enterprises that are seasonal, or the enterprise may not have been functional throughout the year because of some problems. Record the actual number of months the enterprise/establishment was fully operational during the last 12 months as on the date of survey against item (13).

During a year, there may be some variations in the demand of some items depending on the period of the year partly because some enterprises are seasonal. Against item (14), inquire and record whether the month is typical i.e. how the respondent rates the turnover of the month (as on the date of survey) compared to other months, using the codes provided.

Compare the activity of the enterprise/establishment on the date of survey with that of last 12 months (a year ago) and record the response against item (15).

SECTION 3: PERSONS ENGAGED AND PAYMENTS MADE TO THEM DURING THE LAST 30 DAYS

Introduction

In this section, all the household and non-household members engaged in the household enterprise are to be listed. The characteristics and payments given to them (if any) are to be recorded in the relevant columns.

Column (1): Ser. no.

In this column record the serial number starting with household head and household members (if engaged in the household enterprise), then paid employees for all persons engaged in the household enterprise. Take care to check that all paid employees whether regular or casual have been listed, using additional sheets if deemed necessary. Paid household members are to be included as paid employees.

Column (2): ID. No.

The ID. No. in this column refers to only household members engaged in that particular enterprise. It should be copied from the socioeconomic questionnaire for each household individual who is

engaged in that enterprise. Paid household members are also to have ID numbers. For other paid employees, record dashes in this column.

Column (3): Activity Status

This is the nature of someone's employment. The different categories of activity status are defined as follows:

- **Working proprietors (including working partners)** are those owners of the enterprise who regularly work there but do not get any salary or wage from the enterprise; but they only share profits, if any. If they receive salaries/wages, they should be classified as employees.
- **Paid regular employees** include all wage and salary earners i.e. directors, managers, employees, etc., who are working regularly and are on contract/understanding to work for a long term.
- **Paid Causal Workers are paid workers** taken for short-term employment, and laid off as soon as the specified work is finished. All those household members who work for the enterprise without any payment will be termed as unpaid household members.
- **Unpaid household members** are persons who work without pay in an enterprise operated by a relative living in the same household or at times in a different household.
- **Other Unpaid Helpers** include those persons who work for the enterprise and are not paid, excluding members of the household.

The Interviewer should exhaust each category of employment status in the household before going to another one. The appropriate nature of employment for each person engaged in the household enterprise should be recorded in this column.

Illustration

A mason who is contracted to construct a building at an agreed fee is an own account worker but the people he uses to construct the building are employees.

Columns (4) to (7) are meant for paid employees only. Record dashes for all unpaid household workers.

Column (4): Sex

Record code 1 for males and code 2 for females for all the listed persons who are engaged in the household enterprise.

Column (5): Age bracket

The age bracket refers to whether the person who in this case is engaged in the household enterprise is an adult or a child (minor). An adult is a person who is aged 18 years of age and above, whereas a child refers to a person aged less than 18 years. The age at the last birthday is counted in completed years. Record the age bracket for all persons engaged in the household enterprise in this column.

Where someone does not know his/her age, it will be indirectly estimated based on the age of another member of the household, or by referring to important events of national or historical events or as a last resort by looking at the person.

Columns (6) and (7): Payment

In column (6), record the cash payments made to persons engaged in the household enterprise during the last 30 days or the monthly payment. Cash payments include wages and salaries plus any cash allowance paid that result from employment. The latter include allowances for housing, transport, meals, etc. the only other condition being the payments are made in cash to the employees giving them the right to choose how to dispose of it.

The payment in kind should be recorded in column (7). Payment-in-kind include employer products, staff meals, free or subsidized housing, transport for own use, health services, etc.

It should be noted that the payment in columns (6 and 7) is only applicable to 'paid regular employees' and 'paid casual workers' (codes 2 and 3) only.

SECTION 4: VALUE OF OTHER INPUTS OTHER THAN LABOUR DURING THE LAST 30 DAYS

In this section, information regarding the costs on non-labour inputs during the last 30 days will be recorded. The costs include expenditure on animal, poultry, and fish feeds, pesticides, fungicides, veterinary services etc. which are to be recorded in this section. Also included are the enterprise costs on water, electricity, fuel, spare parts, package materials, rent, etc. The value of rent where rent is paid in lump some of several months, adjustments should be made to record rent for only one month.

SECTION 5A: TOTAL SALES OF POULTRY AND LIVESTOCK DURING THE LAST 30 DAYS

In column (1), the item no. of product and in column (2), the description of the product are given. In column (3), record the unit of quantity of the product (in most cases it will be numbers). The units of quantity are given in **Annex III** of this Manual.

In column (4), the stock on date of survey refers to the number of each item (bird or animal) that will be available on the date of survey. The Interviewer should record the available number of each item present as at the time of interview.

Column (5) - the opening stock relates to the number of each item (animal or bird) that was available 30 days ago prior to the date of survey.

Column (6) - refers to the number of each item that was purchased within a period of 30 days as on the date of survey.

Column (7) - refers to the number of each item that was born within a period of 30 days as on the date of survey. It will include items that were born and later died within that period.

Column (8) - refers to items that died or got lost, or those that were stolen during the period of enquiry.

Column (9) - Refers to the number of items that were consumed, given away as gifts, or offered as sacrifice during the above specified reference period.

Column (10) - refers to the number of items sold within a period of 30 days as on the date of survey.

Column (11) and (12) - The value the items purchased (in column (6)) and those sold (in column (10)) should be recorded in these two columns. The total value of sales rather than the average value should be recorded.

SECTION 5B: TOTAL SALES OF LIVESTOCK, POULTRY, AND FISH PRODUCTS DURING THE LAST 30 DAYS

In column (1), the item no. of product and in column(2), the description of the product are given. In column (3), record the unit of quantity of the product using the codes given at end of this manual. Record the quantity sold during the last 30 days in column (4) and its corresponding value in column (5).

Record the quantity consumed or given away as gifts during the last 30 days in column (6) and its corresponding value in column (7).

Column (8), Current stock refers to quantity of each item listed in the questionnaire that will be available as on the date of survey. The quantity should be recorded in the unit of quantity that will be reported in column (3).

SECTION 5C: INCOME RECEIVED OTHER THAN SALE OF PRODUCTS

This section is applicable to the income accruing from the enterprise activities i.e. resale of goods in same condition as purchased (trade), receipts from services rendered to others, resale of inputs in the same condition as purchased, or the transfer of input items of the enterprise to the household. It also includes transfer of input items given free or gifts to relatives, friend, customers, etc.

SECTION 6: ESTABLISHMENT ASSETS

This section relates to establishments only, but not household enterprises. An asset may be defined as a durable good used in production and can last up to year or more. In this section, establishment assets as on date of survey are to be recorded. Household and enterprise assets should not be included in this section. Establishment assets include land, structures (applies to buildings or any other structure for keeping animals/birds or the products in this category only, but not residential building or structures), plant and machinery, etc. Those assets that are not operational and cannot be repaired should not be considered. For 'other machinery' and 'others', list up three types (if any).

Columns (1) and (2): Item number and description

The item number and the description of the type of household enterprise asset are given in columns (1) and (2) respectively.

Column (3), the type of asset is pre-coded.

Column (4), The current market value of the establishment asset as on the date of survey is to be recorded in this column.

INSTRUCTIONS TO COMPLETE THE INFORMAL SECTOR QUESTIONNAIRE – FORESTRY

This questionnaire will be applicable to households engaged in forestry activities, which include growing of standing timber, transplanting, thinning, and conservation of forests. It also includes cutting down trees into logs for timber, collecting herbs for medicines, collecting forest fruits, etc. Pit-sawing and saw milling should not be included in this questionnaire, these are manufacturing activities. *Note that plants grown for a particular purpose e.g. medicinal plants, mushrooms etc., should not be included in forestry activities. These will be treated under crop farming.*

Sections 1 – 4 are similar to those in the livestock, poultry, fishing, and forestry questionnaire.

SECTION 5A: TOTAL SALES AND OTHER INCOME DURING THE LAST 30 DAYS

Item (1): Wood for timber

Refers to pieces of logs or trees produced and sold for the purpose of producing timber from them. A log is a solid part of a tree cut near the ground level and branches. It excludes the activities of saw-milling or pit-sawing or producing timber as that is classified under manufacturing.

Item (2): Wood for firewood

Refers to dry wood or dry vegetation burned to get fire/heat for cooking, or heating or lighting.

Item (3): Wood for poles

Poles are small, long straight trees used for construction, fencing, or supporting electricity and telephone wires.

Item (4): Weeds and twigs for handicraft materials

Refers to the act of collecting the handicraft materials from the forest/bush. The act of handicraft making is classified under manufacturing.

Item (5): Herbs for medicines

Refers to the collecting of the herbs, which are used for making medicine. The act of making medicine is classified under manufacturing.

Item (6): Bush/forest meat

This refers to meat of wild animals that is hunted from forests/bush.

Item (7): Forest foods/fruits

This refers to the foods and fruits collected from forests/bush. These include any wild fruits, mushrooms, etc.

Columns (1) and (2), the item number and description of the item are given in the questionnaire.

Column (3), the unit of quantity of the item should be recorded. The units of quantity are given in Annex III of this Manual.

Column (4), refers to the quantity of each item sold during the last 30 days as on the date of survey.

Column (5), refers to the value of the items sold during the last 30 days as on the date of survey.

Column (6), refers to the quantity consumed or given away as gifts of each item of the household enterprise during the last 30 days as on the date of survey.

Column (7), refers to value of each item sold during the last 30 days as on the date of survey.

Column (8), refers the quantity of each item that will be available on the date of survey.

SECTION 5B: OTHER RECEIPTS

This section is applicable to the income accruing from the enterprise activities i.e. resale of goods in same condition as purchased (trade), receipts from services rendered to others, resale of inputs in the same condition as purchased, or the transfer of input items of the enterprise to the household. It also includes transfer of input items given free or gifts to relatives, friend, customers, etc.

SECTION 6: ASSETS OF THE ESTABLISHMENT

The value of the establishment assets as on the date of survey are to be recorded in column (4) of this section. Assets in this case includes power saws, hand saws, pangas, sharpening tools, measuring tapes, hand axe, pruning saws, etc.

INSTRUCTIONS TO COMPLETE THE INFORMAL SECTOR QUESTIONNAIRE – MINING, QUARRYING, AND MANUFACTURING

This questionnaire will be applicable to enterprises that are engaged in mining (sand, etc.), quarrying (crashing stones etc), manufacturing (saw-milling, charcoal making, preserving fish e.g. fish smoking, baking, brewing, making textiles, basket making, furniture making, metal works, brick making, etc).

Sections 1 – 4 are similar to those in the livestock, poultry, fishing, and forestry questionnaire.

SECTION 5A: OUTPUT, TRANSFERS, SALES AND STOCKS OF PRODUCTS DURING LAST 30 DAYS

Item no. is given in column (1), and in column (2), describe the type of product. In column (3), codes for the unit of quantity are to be recorded using the code-list booklet. In column (4), record the output price per unit of the product that is stated in column (1) The total output of each product during the last 30 days is to be recorded in (5) and the corresponding value of the total output is to be recorded in column (6). In columns (7) and (8), the quantity and value of sales of each product during the last 30 days as on the date of survey is to be recorded respectively.

The quantity consumed by the household members will be recorded in column (9), the quantity transferred as materials in other household enterprises will be recorded in column (10). All other transfers including payment as rent, gifts to others etc, are to be recorded in column (11).

SECTION 5B: OTHER RECEIPTS

Enterprises in addition to their main output recorded in section 5A, occasionally provide some services to other enterprises or selling some of their raw materials and other inputs. This section is applicable to the income accruing from the enterprise activities i.e. resale of goods in same condition as purchased (trade), receipts from services rendered to others, resale of inputs in the same condition as purchased, or the transfer of input items of the enterprise to the household. It also includes transfer of input items given free or gifts to relatives, friend, customers, etc.

SECTION 6: ASSETS OF THE ESTABLISHMENT

To be filled as defined above.

INSTRUCTIONS TO COMPLETE THE INFORMAL SECTOR QUESTIONNAIRE – TRADE AND SERVICES

This questionnaire will be applicable to enterprises that are engaged in trade i.e. retail trade mostly and the repair of personal and household goods (e.g. radios, watches, television sets, etc.), transport (both on land and water including those who own taxis, boda-boda, boats, canoes etc.), real estate activities, photographic activities, washing and dry-cleaning, hairdressing, and all other services.

Sections 1 – 4 are similar to those in the livestock, poultry, fishing, and forestry questionnaire. Take care that in section 4, costs of purchasing principal goods included in section 5A should not be included.

SECTION 5A: DETAILS FOR PRINCIPAL GOODS SOLD DURING THE LAST 30 DAYS.

This section is applicable to household enterprises that resale goods in the same goods as purchased (trading) **only**.

In column (1), record the item number starting with the major items in the enterprise. These can be listed up to five major items. The rest should be grouped together and their value should be recorded. Describe the type of item in column (2). The units of quantity are to be recorded in column (3) using the codes for unit of quantity provided in Annex II of this Manual of Instructions. The quantities, unit price and values of purchases made during the last 30 days are to be recorded in column (4), (5), and (6) respectively. ***[A separate column for Item code will be provided later to ensure uniformity in recording the same item but for different households]***

The quantities, unit cost and values of sales made during the last 30 days are to be recorded in column (7), (8), and (9) respectively. If one or more items which was purchased are transferred for household consumption, they should be recorded in sales as well.

SECTION 5B: OTHER RECEIPTS

This section relates to other receipts of the enterprise other than trade (for trading households) and to all service enterprises.

Enterprises in addition to their main output recorded in section 5A, provide occasionally some services to other enterprises or selling some of their raw materials and other inputs. This section is applicable to the income accruing from the enterprise activities i.e. resale of goods in same condition as purchased (trade), receipts from services rendered to others, resale of inputs in the same condition as purchased, or the transfer of input items of the enterprise to the household. It also includes transfer of input items given free or gifts to relatives, friend, customers, etc.

SECTION 6: ASSETS OF THE ENTERPRISE

To be filled as defined above.

INSTRUCTIONS TO COMPLETE THE INFORMAL SECTOR QUESTIONNAIRE – HOTELS, LODGES, BARS, RESTAURANTS, AND EATING PLACES

This questionnaire is applicable to household enterprises or small-scale establishments engaged in hotels, lodging houses, bars, restaurants, selling tea and cooked food, and cafes.

Sections 1 – 4 are similar to those in the other Informal Sector Questionnaires.

SECTION 5: VALUE OF RECEIPTS, SERVICES, AND GOODS SOLD DURING THE LAST 30 DAYS

In this section, all receipts from customers (output) or otherwise during the last 30 days are to be recorded.

Against item (1), all payments made by customers as accommodation charges inclusive of government charges are to be recorded in column (3).

Items (2) and (3) are for payments made for foods and drinks consumed by customers in the premises of the enterprise or taken away for consumption outside are to be recorded in column (3). Payments inclusive of V.A.T. and government taxes are to be recorded.

Item (4) is for the sale of input items, if any, or goods purchased for resale which should be recorded in column (3).

The enterprise may be providing a number of personal services and charging them separately or additionally. All such charges are to be recorded against item (5).

Items (6) and (7) are for recording goods and services consumed by the owners and their household members or given free to friends, relatives, and others respectively.

SECTION 6: ASSETS OF THE ESTABLISHMENT

To be filled as defined above.

CHAPTER SIX

INSTRUCTIONS TO COMPLETE THE COMMUNITY SURVEY QUESTIONNAIRE

The community survey aims at collecting information relating to communities residing in the sample EAs. This information comprises demographic characteristics and historical events as well as various details on economic and social infrastructure. The information will be combined with information of other modules of the UNHS survey to ensure more in-depth analysis.

In EAs with one LC1, the community survey will be done in that LC1. In EAs with more than one LC1, the community survey will be carried out only in one LC1, selected on the basis of simple random sampling. Hence, all the questions with respect to the community refer to the administrative unit (LC1). The community survey is to be done using group interviews of community leaders. As retrospective data are needed, it is necessary to include at least a couple of residents who have lived in the community for a number of years. It is recommended that the chairman of the LC1 be approached to help to organize this group of informants. Care should be taken to ensure that the number of respondents for the community survey include at least two men and two women leaders but that they do not exceed a total of 10 persons.

One problem with group interviews is that they might sometimes be hard to control. If the group of knowledgeable informants is composed of people with such different backgrounds making it unlikely to reach consensus, it may sometimes be better to conduct separate interviews with individual informants for some parts of the questionnaire. If the members of the group represent different areas of expertise, the supervisor can encourage the most knowledgeable member to take the lead in answering the questions about his or her topic (for example a teacher/head teacher on educational questions, a health worker on health- related questions, etc.).

SECTION 1A: COMMUNITY IDENTIFICATION PARTICULARS

Items 1 to 4 should be copied from the relevant household-listing questionnaire. After selecting one LC1 on the basis of simple random sampling from the EA, record the name and code of the LC1 against item 5. Against item 6 record the code that best describes the characteristics of the settlement pattern in the LC1 being surveyed. Item 1 in section 1B asks for the GPS coordinates of the center of the LC1. These coordinates will be read as instructed in the section on taking GPS readings in the listing questionnaire.

Section 1C should be completed as instructed for the socio-economic questionnaire.

SECTION 2: COMMUNITY CHARACTERISTICS

In this section, general information on the social infrastructure nearest to the community will be collected from the community leaders of the LC1. The social facilities include schools and various categories of health facilities. The section is generally self- explanatory.

SECTION 3: COMMUNITY HISTORY AND MAJOR EVENTS

This section relates to developments in basic social and economic infrastructure during the current year and in the years 1996 and 1992. In columns 3, 4 and 5 code whether the item described is (was) present during the respective years.

Most of the items in this section are self-explanatory. However, the following are definitions of the items in this section that may require some elaboration:

- Safe drinking water (Item 5): may comprise treated surface water, uncontaminated bore- hole water and protected well water.

- Input market/ outlet (Item 10): This will relate to the markets where farmers usually buy agricultural inputs. These inputs may be obtained from general markets, periodic local markets, local cooperatives and local traders selling at farms.
- Agricultural produce market/ outlet (Item 11): relates to markets/ traders where agricultural produce are sold or bought in bulk or/and small quantities.
- Non-agricultural produce market/ outlet (Item 12): relates to markets/ traders where non-agricultural produce such as durable household commodities are sold or bought in bulk or/and small quantities.

SECTION 4: LAND

Item 1: This question seeks to find out the most common type of land tenure in the community. Land tenure refers to the arrangements or rights, which a holder has or uses, to hold/ possess land. The following are brief descriptions of various land tenure systems used in Uganda:

- **Freehold tenure:** this form of tenure involves the holding of registered land for ever or for a shorter period which may be fixed by a condition that enables the holder to exercise full powers of ownership of land subject to the law including but not necessarily limited to:
 - 1) Using and developing land for lawful purpose;
 - 2) Taking and using the land and any produce from it;
 - 3) Entering into transaction in connection to land;
 - 4) Disposing the land to any person by will.

For avoidance of doubt, a freehold title may be procured by the owners of land here.

- **Mailo land tenure:** This involves the holding of land in perpetuity. It permits the separation of ownership of land from the ownership of developments on the land made by a lawful or *bonafide* occupant. It enables the holder to exercise all powers of ownership.
- **Leasehold Tenure:** This is a form of land tenure created by contract or by operation of law for a specified period of time. The tenant (lessee) gets powers from the landlord (lessor) to have exclusive powers of owning land within the specified time limit. The land is usually but not necessarily owned in return for rent which may be a capital sum known as premium or both rent and a premium but may be in return for services or may be free of any required return.
- **Customary land:** this land owned through prevailing customs, traditions or tribal laws of the community.

Item 2: Fill in the code corresponding to the proportion of land under the type of land tenure stated in item 1. For these items information is to be collected for the current period.

Items 3-5: In these items questions are about appropriation or development of land. In this case we record information on land that has changed owners, for example, land that has been claimed from the community by government / individuals and vice versa. This land is termed as having been 'developed' if it has been transformed e.g. by building on it or preparing to build on it so as to bring it to fuller use. If the response to item 3 is 'No' the Interviewer should proceed to the next section.

SECTION 5: GRADUATED TAX

Graduated tax is supposed to be paid by all persons aged 18 years and above irrespective of whether they engage in paid employment or not. However, all students in this age bracket are exempted.

The community administration has a finance section, which receives 25% of the total revenue collected as graduated tax. Items 1 and 2 seek to find out if the community (has) received this

portion of graduated tax, and if so, what proportions of this amount it has dedicated to LC committee expenses and development projects. If the community officials reveal that the administration didn't receive 25% of graduated tax revenue, the Interviewer should proceed to the next section.

SECTION 6: COMMUNITY PROJECTS

The section consists of questions concerning implementation of various projects during the three years immediately preceding the year of the survey.

Items 1 – 8 are self-explanatory. The following are definitions of other items in this section.

Item 9 (sensitization): Projects that target sensitization may include educational programmes such as public seminars, film-shows, publications, radio talk-shows etc.

Item 10 (Demonstration garden): This may be an agricultural project that involves cultivation of a piece of land with various crops on which agricultural research may be carried out. The garden may be used by community extension workers to teach farmers.

Item 11 (Livestock improvement): These may be projects targeting the improvement of livestock breeds in the community such as cross breeding or improving livestock feeds.

Item 12 (Poultry /Birds): The term poultry refers to rearing of domestic birds commonly kept by farmers for agricultural purposes. The community poultry projects may involve rearing of exotic, cross breed or local chicken.

Item 13 (Vaccination): Government has initiated a number of projects targeting vaccination and these include national immunisation days as well as polio and measles immunisation campaigns. The community officials will be asked if any of these projects have been initiated in the community.

Item 14 (Improved varieties/new crops): Agricultural research projects that target increased fertilizer application or crop breeding may be implemented by the community so as to improve crop varieties.

Item 15 (Improved agricultural techniques): These may be the result of projects aimed at modernising agriculture such as supplying improved /advanced agricultural inputs.

Item 16 (Environmental): These may take the form public campaigns encouraging environmental protection through tree planting, better waste disposal etc.

SECTION 7: EDUCATIONAL INFRASTRUCTURE

In this section, information is to be collected on both the most popular and the nearest primary schools used by the community. This school may not necessarily be in the LC1.

A knowledgeable school official should give the information, preferably the headmaster or some one nominated by him/her. Relevant codes for this section are provided in the questionnaire.

SECTION 8: HEALTH INFRASTRUCTURE

In this section, information is to be collected on the most commonly used public and private health facilities. The section is to be answered by an authorized and knowledgeable health official at the facility as well as community leaders. The health facility will be a place that in addition to selling medicines has qualified doctors/nurses/medical attendants for treating patients including dressing and emergency attention facilities. Individual doctors etc. for consultation only with very limited supply of medicines will be excluded. Doctors with moderate treatment and medical attention facilities will, however, have to be included.

For items 4–17, fill in information on the health facility regarding the situation before cost sharing was abolished by the President, early 2001 and after after its abolition. Initial consultation fee (item 17) will include medical practitioners' charge for the first consultation to the patient. In case the consultation fee cannot be separated, the total fee should be recorded. Other items in this section are self-explanatory. Relevant codes for this section are provided in the questionnaire. For items which are not known by the community members, record code "999" instead of recording wild guesses.

ANNEX I -ISCO CODES

UBOS

Labour Statistics Section

Codes For Occupation - INTERNATIONAL STANDARD CLASSIFICATION OF
OCCUPATIONS (ISCO)

1 LEGISLATORS, SENIOR OFFICIALS, MANAGERS AND ADMINISTRATORS

- 11 Legislators and Senior Officials, Managers and Administrators**
 - 111 Legislators
 - 112 Senior Government Officials (Under Secretaries and above)
 - 113 Traditional Chiefs
 - 114 Administrators of Special Interest Organizations (Political Parties, Trade Unions etc.)
- 12 Corporate Managers**
 - 121 Directors and Chief Executives (including General Managers)
 - 122 Specialized Managers
 - 123 Managing Supervisors
- 14 Heads of Diplomatic Missions**
 - 141 Heads of Diplomatic Missions
- 15 Political Mobilizers**
 - 151 Political Mobilizers and Cadres

2 PROFESSIONALS (GRADUATES)

- 21 Physical, Mathematical and Engineering Science Professionals**
 - 211 Physicist, Chemists and Related Professionals
 - 212 Mathematicians, Statisticians
 - 213 System Designers, Computer Programmers
 - 214 Architects, Engineers, Cartographers, Surveyors, Town Planners and Related Professionals
- 22 Life Science and Health Professionals**
 - 221 Biologists, Zoologists, Botanists, Bacteriologists, Pharmacologists, Agronomists and Related Professionals
 - 222 Health Professionals (except Nursing) e.g. Medical ,Doctors, Dentists, Pharmacists, Veterinary Doctors
 - 223 Nursing and Midwifery Professionals
 - 224 Other Health Professionals

Teaching Professionals

- 231 College, University, and Higher Education Teaching Professionals
- 232 Secondary Education Teaching Professionals
- 233 Primary and Pre-Primary Education Teaching Professionals
- 234 Special Education Teaching Professionals
- 235 Teacher Training Institutes Teaching Professionals
- 236 Vocational Training Institutes Teaching Professionals
- 237 Agricultural, Fishery, and Veterinary Training Institutes Teaching Professionals
- 238 Educational Methods Specialists, School Inspectors, and Other Teaching Professionals

Other Professionals

- 241 Accountants, Business Administrators, and Business Professionals

- 242 Legal Professionals
- 243 Archivist, Librarians, and Related Information Professionals
- 244 Social Science and Related Professionals e.g. Economics, Sociologists, Historians, Philosophers, Social Work Professional and Political Scientists.
- 245 Writers and Creative and Performing artists
- 246 Religion Professionals (Ordained Catechist)
- 247 Other Officials and Administrators
- 248 Professionals not elsewhere classified.

3 **ASSOCIATE PROFESSIONALS (DIPLOMA AND CERTIFICATE HOLDERS)**

31 Physical Science and Engineering Technicians

- 311 Physical Science and Engineering Technicians
- 312 Computer Assistants and Computer Equipment Controllers
- 313 Optical, Electronic, and Medical Equipment Operators
- 314 Ship and Air Craft Controllers and Technicians
- 315 Building, Safety, and Health Inspectors

32 Life Science and Health Associate Professionals

- 321 Biological and Other Life Science Technicians
- 322 Agronomy, Forestry, and Farming Technicians and Advisors
- 323 Nurses and Midwives (Associate Professionals)
- 324 Medical Assistants
- 325 Dental Assistants
- 326 Veterinary and Fishery Assistants
- 327 Pharmaceutical Assistants and Dispensers
- 328 Other Life Science Professionals
- 329 Traditional Medicine Practitioners and Faith Healers

33 Teaching Associate Professionals

- 331 Post-primary Education Teaching Associate Professionals
- 332 Primary Education Teaching Associate Professionals
- 333 Pre-primary Education Teaching Associate Professionals
- 334 Special Education Teaching Associate Professionals
- 335 Other Teaching Associate Professionals not elsewhere classified

34 Other Associate Professionals

- 341 Finance and Sales Associate Professionals
- 342 Business Service Agents and Trade Brokers e.g. Clearing and forwarding agents, employment agents, Labour contractors
- 343 Public and Private Administrative Associate Professionals
- 344 Government Associate Professionals
- 345 Police Inspectors and Detectives
- 346 Social Work Associate Professionals
- 347 Artistic, Entertainment, Broadcasting and Sports Associate Professionals
- 348 Non-ordained Religion Associate Professionals
- 349 Associate Professionals and Civil Servants not elsewhere classified

Experienced Non-professionals

- 351 Experienced Non-professionals in Life Science
- 352 Experienced Non-professionals in Teaching
- 353 Experienced Non-professionals in Sports and Cultural Entertainment
- 354 Self Employed Operating Unspecified Business
- 355 Experienced Non-professionals in Other Professions not elsewhere classified.

4 **CLERKS**

41 Office Clerks

- 411 Secretaries and Keyboard Operating Clerks e.g. Secretaries, Word Processor, Stenographer, Typists, Data Entry Operator.

- 412 Numerical Clerks (Statistical, Finance, Book Keeping, and Accounting) Clerks
- 413 Material Recording and Transport Clerks
- 414 Library, Mail, Filing Coders, Proof Readers and Related Clerks

Customer Service Clerks

- 421 Cashier, Teller, and Related Clerks, Book Makers, Money Lenders, Debt collector
- 422 Client Information Clerks

Other Clerks

- 413 Clerks not elsewhere classified

5 SERVICE WORKERS, SHOP AND MARKET SALES WORKERS

51 Personal and Protective Service Workers

- 511 Travel Attendants, Guides, Conductors, and Taxi Brokers
- 512 Restaurant Services Workers and Cooks
- 513 Personal Care Workers and Related Workers e.g. Nursing/ dental/Pharmaceutical aid,
- 514 Other Personal Services Workers e.g. Housekeepers, Hairdressers, Barbers
- 515 Astrologers, Fortune Tellers, and Related Workers
- 516 Protective Service Workers, Policemen, Prison Wardens

52 Salespersons, Demonstrators, and Models

- 521 Shop Salespersons and Demonstrators
- 522 Stall and Market Salespersons
- 523 Fashion and Other Models

53 Whole Sellers

- 531 Government and Private Agents
- 532 Importers (People Who Import Only)
- 533 Exporters (People Who Export Only)
- 534 Importers and Exporters
- 535 Produce Buyers
- 536 Dealers in Agricultural and Farm Products
- 539 Wholesale Traders not elsewhere classified.

54 Retailers

- 541 Food and Beverages
- 542 General Merchandise and Domestic Wares
- 543 Textiles, Footwear and Other Personal Effects Goods
- 545 Human Drugs
- 549 Retailers not elsewhere classified.

6 AGRICULTURAL AND FISHERY WORKERS

61 Market-oriented Skilled Agricultural and Fishery Workers

- 611 Market Gardeners and Crop Growers
- 612 Market-oriented Animal Producers
- 613 Market-oriented Crop and Animal Producers
- 614 Forestry and Related Workers
- 615 Fishery Workers, Hunters, and Trappers
- 616 Foremen in Commercial Farming and Fishery

62 Subsistence Agricultural and Fishery Workers

- 621 Subsistence Agricultural Workers
- 622 Subsistence Animal Rearing
- 623 Subsistence Fishery and Related Workers

7 CRAFT AND RELATED WORKERS**71 Extraction and Building Trades Workers**

- 711 Miners Blasters, Stone Cutters, and Carvers
- 712 Building Frame and Related Trades Workers
- 713 Building Finishers and Related Trades Workers
- 714 Painters, Building Decorators, Structure Cleaners, and Related Workers
- 715 Brick Layers, Masons, and Other Related Workers

72 Metal and Machinery Trades Workers

- 721 Metal Molders, Welders, Sheet Metal Workers, Structural Metal Prepares Materials
- 722 Blacksmiths, Toolmakers and related Materials
- 723 Machinery Mechanics and Fitters
- 724 Electrical and Electronic Instrument Mechanics and Fitters

73 Precision, Handicraft, Printing and Related Trades Workers

- 731 Precision Workers in Metal and Related Material
- 732 Potters, Glass Formers, and Related Workers
- 733 Handicraft Workers in Wood, Textiles, and Related Materials
- 734 Printing and Related Trades Workers

74 Other Craft and Related Workers

- 741 Foods and Related Products Processing Trades Workers
- 743 Textiles and Garment Trades Workers (including Tailors)
- 744 Hides and Skins, Leather and Shoe Making Trades Workers
- 745 Other Craftsmen not elsewhere classified

75 Wood Trades Workers

- 751 Carpenters, Cabinet Makers, Joiners, Basket Weavers, and Brush Makers

8 PLANT, MACHINE OPERATORS AND ASSEMBLERS**81 Industrial Plant Operators**

- 811 Mining and Mineral Processing Plant Operators
- 812 Metal Processing Plant Operators
- 813 Glass and Ceramics Kiln and Related Plant Operators
- 814 Wood Processing and Paper Making Plant Operators
- 815 Chemical Processing Plant Operators
- 816 Power Generating and Related Plant Operators
- 817 Automated Assembly and Industrial Robot Operators

82 Stationary Machine Operators and Assemblers

- 821 Metal and Mineral Products Processing Machine Operators
- 822 Chemical Products Machine Operators
- 823 Rubber and Plastics Products Machine Operators
- 824 Wood Products Machine Operators
- 825 Printing, Binding and Related Plant Operators
- 826 Chemical Processing Plant Operators
- 827 Food and Related Products Processing Machine Operators
- 828 Assemblers
- 829 Other Stationary Machine Operators and Assemblers

83 Drivers and Mobile Machinery Operators

- 831 Railway Engine Drivers and Related Workers
- 832 Motor Vehicle Drivers
- 833 Agricultural, Earthmoving, Lifting, and Mobile Materials Handling Equipment Operators

- 834 Ship's Deck Crews and Related Workers
- 841 Foremen/Supervisors in Plant, Machine Operators and Assemblers

9 **ELEMENTARY OCCUPATIONS**

91 Sales and Services Elementary Occupations

- 911 Street Vendors and Related Workers e.g street food vendors, Street vendors, Tel. Sales person
- 912 Shoe Cleaning and Other Street Elementary Occupation Services e.g Shoe polisher, Car washers
- 913 Domestic Helpers e.g House girls
- 914 Building Caretakers and Window Cleaners
- 915 Messengers, Watchers and Security Workers
- 916 Garbages Collectors and Related Laborers
- 918 Other Elementary Service Workers not elsewhere classified.

92 Agricultural, Fishery and Related Laborers

- 921 Agricultural, Fishery and Related Laborers

93 Other Laborers

- 931 Laborers in Mining
- 932 Construction Laborers
- 933 Manufacturing Laborers
- 934 Transport Laborers
- 935 General Laborers

94 Supervisors of Elementary Occupations

- 941 Foremen/Supervisors in Elementary Occupation Services

Others

- 999 Not Reported
- Blank Not Applicable

ANNEX II - ISIC CODES

UBOS

Labour Statistics Section

INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION (ISIC) code-list for routine employment records

A AGRICULTURE, HUNTING AND FORESTRY

- 011 Growing of crops; market gardening; horticulture
- 012 Farming of animals
- 013 Growing of crops combined with farming of animals (mixed farming)
- 014 Agricultural and animal husbandry service activities, except veterinary activities
- 015 Hunting, trapping and game propagation including related service activities
- 020 Forestry, logging and related services activities

B FISHING

- 050 Fishing, operation of fish hatcheries and fish farms; services activities incidental to fishing

C MINING AND QUARRYING

- 130 Mining of iron ores
- 131 Mining of non-ferrous metal ores, except uranium and thorium ores
- 141 Quarrying of stone, sand, and clay
- 142 Mining and quarrying not elsewhere classified.

D MANUFACTURING

- 151 Production, processing and preserving of meat fish, fruit, vegetables, oils, and fats
- 152 Manufacture of dairy products
- 153 Manufacture of grain mill products, starches and starch products, and prepared animal feeds
- 154 Manufacture of other food products
- 155 Manufacture of beverages
- 160 Manufacture of tobacco products
- 171 Spinning, weaving, and finishing of textiles
- 172 Manufacture of other textiles
- 173 Manufacture of knitted and crocheted fabrics and articles
- 181 Manufacture of wearing apparel; except fur apparel
- 182 Dressing and dyeing of fur; manufacture of articles of fur
- 191 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness
- 192 Manufacture of footwear
- 201 Sawmilling and planing of wood
- 202 Manufacture of products of wood, cork, straw, and plaiting materials
- 210 Manufacture of paper and paper products
- 221 Publishing
- 222 Printing and service activities related to printing
- 223 Reproduction of recorded media
- 231 Manufacture of coke oven products
- 232 Manufacture of refined petroleum products
- 233 Processing of nuclear fuel
- 241 Manufacture of basic chemicals

- 242 Manufacture of other chemical products
- 243 Manufacture of man-made fibres
- 251 Manufacture of rubber products
- 252 Manufacture of plastic products
- 261 Manufacturer of glass and glass products
- 269 Manufacture of non-metallic mineral products not elsewhere classified.
- 271 Manufacture of basic iron and steel
- 272 Manufacture of basic precious and non-ferrous metals
- 273 Casting of metals
- 281 Manufacture of structural metal products, tanks, reservoirs and steam generators
- 289 Manufacture of other fabricated metal products; metal working service Activities
- 291 Manufacture of general purpose machinery
- 292 Manufacture of special purpose machinery
- 293 Manufacture of domestic appliances not elsewhere classified.
- 300 Manufacture of office, accounting and computing machinery
- 311 Manufacture of electric motors, generators, and transformers
- 312 Manufacture of electricity distribution and control apparatus
- 313 Manufacture of insulated wire and cable
- 314 Manufacture of accumulators, primary cells and primary batteries
- 315 Manufacture of electric lamps and lighting equipment
- 319 Manufacture of other electrical equipment not elsewhere classified.
- 321 Manufacture of electronic valves and tubes and other electronic components
- 322 Manufacture of Manufacture of television and radio transmitters and apparatus
for line telephony and line telegraphy
- 323 Manufacture of television and radio receivers, sound or video recording or
reproducing apparatus, and associated goods
- 331 Manufacture of medical appliances and instruments and appliances for measuring,
checking, testing, navigating and other purposes, except optical instruments
- 332 Manufacture of optical instruments and photographic equipment
- 333 Manufacture of watches and clocks
- 341 Manufacture of motor vehicles
- 342 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and
Semi-trailers
- 343 Manufacture of parts and accessories for motor vehicles and their engines
- 351 Building and repairing of ships and boats
- 352 Manufacture of railway and tramway locomotives and rolling stock
- 353 Manufacture of aircraft and spacecraft
- 359 Manufacture of transport equipment not elsewhere classified.
- 361 Manufacture of furniture
- 369 Manufacturing not elsewhere classified

- 371 Recycling of metal waste and scrap
- 372 Recycling of non-metal waste and scrap

E ELECTRICITY, GAS, AND WATER SUPPLY

- 401 Production, collection and distribution of electricity
- 402 Manufacture of gas; distribution of gaseous fuels through mains
- 403 Steam and hot water supply
- 410 Collection, purification and distribution of water

F CONSTRUCTION

- 451 Site preparation
- 452 Building of complete constructions or parts thereof; civil engineering
- 453 Building instillation
- 454 Building completion
- 455 Renting of construction or demolition equipment with operator

G SALE, MAINTANANCE, AND REPAIR, OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS

- 501 Sale of motor vehicles
- 502 Maintenance and repair of motor vehicles
- 503 Sale of motor vehicle parts and accessories
- 504 Sale, maintenance and repair of motorcycles and related parts and accessories
- 505 Retail sale of automotive fuel
- 511 Wholesale on a fee or contract basis
- 512 Wholesale of agricultural raw materials, live animals, food, beverages and tobacco
- 513 Wholesale of household goods
- 514 Wholesale of non-agricultural intermediate products, waste and scrap
- 515 Wholesale of machinery, equipment and supplies
- 519 Other wholesale

- 521 Non-specialised retail trade in stores
- 522 Retail sale of food, beverages and tobacco in specialised store
- 523 Other retail trade of new goods in specialised stores
- 524 Retail sale of second-hand goods in stores
- 525 Retail trade not in stores
- 526 Repair of personal and household goods

H HOTELS AND RESTAURANTS

- 551 Hotels; camping sites, and other provision of short-stay accommodation
- 552 Restaurants, bars and canteens

I TRANSPORT, STORAGE AND COMMUNICATIONS

- 601 Transport via railways
- 602 Other land transport
- 603 Transport via pipelines
- 611 Sea and coastal water transport
- 612 Inland water transport
- 621 Scheduled air transport
- 622 Non-scheduled air transport
- 630 Supporting and auxiliary transport activities; activities of travel agents
- 641 Post and courier activities
- 642 Telecommunications

J FINANCIAL INTERMEDIATION

- 651 Monetary intermediation
- 659 Other financial intermediation
- 660 Insurance and pension funding, except compulsory social security
- 671 Activities auxiliary to financial intermediation, except insurance and pension funding
- 672 Activities auxiliary to insurance and pension funding

K REAL ESTATE, RENTING AND BUSINESS ACTIVITIES

- 701 Real estate activities with own or leased property
- 702 Real estate activities on a fee or contract basis
- 711 Renting of transport equipment
- 712 Renting of other machinery and equipment
- 713 Renting of personal and household goods not elsewhere classified.
- 721 Hardware consultancy
- 722 Software consultancy and supply
- 723 Data processing

- 724 Data base activities
- 725 Maintenance and repair of office, accounting and computing machinery
- 729 Other computer related activities
- 731 Research and experimental development on natural sciences and engineering (NSE)
- 732 Research and experimental development on social sciences and humanities (SSH)
- 741 Legal, accounting, book-keeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy
- 742 Architectural, engineering and other technical activities
- 743 Advertising
- 749 Business activities not elsewhere classified.

L PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY

- 751 Administration of the state and the economic and social policy of the community
- 752 Provision of services to the community as a whole
- 753 Compulsory social security activities

M EDUCATION

- 801 Primary education
- 802 Secondary education
- 803 Higher education
- 809 Adult and other education

N HEALTH AND SOCIAL WORK

- 851 Human health activities
- 852 Veterinary activities
- 853 Social work activities

O OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES

- 900 Sewage and refuse disposal, sanitation and similar activities
- 911 Activities of business, employers and professional organizations
- 912 Activities of trade unions
- 919 Activities of other membership organizations
- 921 Motion picture, radio, television and other entertainment activities
- 922 News agency activities
- 923 Library, archives, museums and other cultural activities
- 924 Sporting and other recreational activities
- 930 Other service activities

P PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

- 950 Private households with employed persons

Q EXTRA-TERRITORIAL ORGANISATIONS AND BODIES

- 990 Extra-territorial organizations and bodies

ANNEX III - CODES FOR UNIT OF QUANTITY

Sr. No.	UNIT	CODE
1	Kilogram (kg)	01
2	Gram	02
3	Litre	03
4	Small cup with handle (Akendo)	04
5	Metre	05
6	Square metre	06
7	Yard	07
8	Millilitre	08
9	Sack (120 kgs)	09
10	Sack (100 kgs)	10
11	Sack (80 kgs)	11
12	Sack (50 kgs)	12
13	Sack (unspecified)	13
14	Jerrican (20 lts)	14
15	Jerrican (10 lts)	15
16	Jerrican (5 lts)	16
17	Jerrican (3 lts)	17
18	Jerrican (2 lts)	18
19	Jerrican (1 lt)	19
20	Tin (20 lts)	20
21	Tin (5 lts)	21
22	Plastic Basin (20 lts)	22
23	Bottle (750 ml)	23
24	Bottle (500 ml)	24
25	Bottle (350 ml)	25
26	Bottle (300 ml)	26
27	Bottle (250 ml)	27
28	Bottle (150 ml)	28
29	Kimbo/Cowboy/Blueband Tin (2	29
30	Kimbo/Cowboy/Blueband Tin (1	30
31	Kimbo/Cowboy/Blueband Tin	31
32	Cup/Mug (0.5 lt)	32
33	Glass (0.25 lt)	33
34	Ladle (100 g)	34
35	Table spoon	35
36	Tea spoon	36
37	Basket (20 kg)	37
38	Basket (10 kg)	38
39	Basket (5 kg)	39
40	Basket (2 kg)	40
41	Loaf (1 kg)	41
42	Loaf (500 g)	42
43	Buns (200 g)	43
44	Buns (100 g)	44

Sr. No.	UNIT	CODE
44	Buns (100 g)	44
45	Buns (50 g)	45
46	Bathing soap (Tablet)	46
47	Washing soap (Bar)	47
48	Washing soap (Tablet)	48
49	Packet (2 kg)	49
50	Packet (1 kg)	50
51	Packet (500 g)	51
52	Packet (250 g)	52
53	Packet (100 g)	53
54	Packet (Unspecified)	54
55	Fish – Whole (Up to 1 kg)	55
56	Fish – Whole (1 - 2 kg)	56
57	Fish – Whole (Above 2 kg)	57
58	Fish - Cut piece (Up to 1 kg)	58
59	Fish - Cut piece (1 - 2 kg)	59
60	Fish - Cut piece (Above 2 kg)	60
61	Tray of 30 eggs	61
62	Ream	62
63	Crate	63
64	Heap (Unspecified)	64
65	Dozen	65
66	Bundle (Unspecified)	66
67	Bunch (Big)	67
68	Bunch (Medium)	68
69	Bunch (Small)	69
70	Cluster (Unspecified)	70
71	Gourd (1 – 5 lts)	71
72	Gourd (5 – 10 lts)	72
73	Gourd (Above 10 lts)	73
74	Gologolo (4 - 5 lts)	74
75	Calabash (1 - 5 lts)	75
76	Calabash (Above 5 lts)	76
77	Jug (2 lts)	77
78	Jug (1.5 lts)	78
79	Jug (1 lt)	79
80	Tot (50 ml)	80
81	Tot (sachet)	81
82	Tot (Unspecified)	82
83	Tobacco leaf (Number)	83
84	Pair	84
85	Number of Units (General)	85
86	Acre	86
87	Other Units (Specify)	99

ANNEX IV - DISTRICT CODES

CENTRAL REGION			NORTHERN REGION		
REGION CODE	DISTRICT	DISTRICT CODE	REGION CODE	DISTRICT	DISTRICT CODE
1			3		
	KALANGALA	101		ADJUMANI	301
	KAMPALA	102		APAC	302
	KIBOGA	103		ARUA	303
	LUWERO	104		GULU	304
	MASAKA	105		KITGUM	305
	MPIGI	106		KOTIDO	306
	MUBENDE	107		LIRA	307
	MUKONO	108		MOROTO	308
	NAKASONGOLA	109		MOYO	309
	RAKAI	110		NEBBI	310
	SEMBABULE	111		NAKAPIRIPIT	311
	KAYUNGA	112		PADER	312
	WAKISO	113		YUMBE	313
EASTERN REGION			WESTERN REGION		
REGION CODE	DISTRICT	DISTRICT CODE	REGION CODE	DISTRICT	DISTRICT CODE
2	BUGIRI	201	4	BUNDUGUGYO	401
	BUSIA	202		BUSHENYI	402
	IGANGA	203		HOIMA	403
	JINJA	204		KABALE	404
	KAMULI	205		KABAROLE	405
	KAPCHORWA	206		KASESE	406
	KATAKWI	207		KIBAALE	407
	KUMI	208		KISORO	408
	MBALE	209		MASINDI	409
	PALLISA	210		MBARARA	410
	SOROTI	211		NTUGAMO	411
	TORORO	212		RUKUNGIRI	412
	KABERAMAIDO	213		KAMWENGE	413
	MAYUGE	214		KANUNGU	414
	SIRONKO	215		KYENJOJO	415