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PART 1: INTRODUCTION

1. The information required at the census will be recorded on the questionnaires in accordance with the Enumerator's Instructions Manual. It is the supervisor's job to ensure that this is done accurately.
2. Census Supervisors are responsible to District Census Officers and to the National Census Coordinator and the Government of Uganda for the efficient conduct of the census enumeration in their areas.

Methodology

3. The country has been divided into Enumeration Areas (EAs) each of which will be assigned to an enumerator who will be responsible for visiting every household in it and for recording the particulars required of every person.
4. A group of enumerators (not exceeding six in number) will be responsible to a Parish Supervisor. The Parish Supervisors will in turn be responsible to the Sub-county Supervisor who is in charge of the enumeration in the entire sub-county.

Your job

5. The tasks of a supervisor are to:
 - a. Master the census instruments namely questionnaire, the Enumerator's Instructions, the control forms and the EA Summary Sheets;
 - b. Help the District Census Officer in training the enumerators,
 - c. Maintain good relations with the public,
 - d. Ensure that the enumeration is carried out in the EAs assigned to you,
 - e. Return all questionnaires, whether used, spoilt or unused, to the sub-county supervisor,
 - f. Ensure that your enumerators are paid by the sub-county chief
6. There will be a national publicity campaign to explain the census operations to the population. However, this may not reach everyone and it is your responsibility in the days before the enumeration, to make sure that the LC officials and the people in your area know that a population census will be taken, how it will be taken and how they will participate. It is particularly important to explain that the count cannot be completed in one day (as was done in the past) and may take a up to 7 days.
7. Your tasks are dealt with in detail in the order you will carry them out.

PART 2: RECRUITMENT

8. In order to carry out census enumeration, several categories of census field staff will be recruited. These include the District Census Officers, Assistant District Census Officers, Sub-county supervisors, Parish Supervisors and Enumerators. In addition, the enumerators will have a guide to escort them. The training will be carried out in a series of steps as outlined below.
9. The District Local Government (using guidelines from UBOS) identified District Census Officers (DCO) and their assistants (ADCOs).
10. Recruitment of other field staff shall follow the hierarchy of supervision. Sub-county supervisors will be recruited by the DCO on recommendation by the Sub-county chiefs. Parish Supervisors and Enumerators will be recruited by the Sub-county supervisors. As much as possible the DCOs and the Regional supervisors will assist in and supervise each of these stages.
11. All census workers to be recruited (apart from drivers and guides) will have a minimum education of senior four (S4). However, there may be cases where this condition cannot be fulfilled. This will be reviewed on a case by case basis.

District Trainers

12. These will mainly be members of the Census Office, UBOS Senior Staff or Demographers, Statisticians or Economists seconded from various Government Departments. They will have experience in large-scale data collection.

District Census Officers

13. The CAO shall oversee the entire census activity in the district. Each CAO has designated an officer from the professional staff of the district to be the District Census Officer (DCO) and Assistant District Census Officer (ADCO). The DCO and ADCO shall be in charge of the day-to-day management of the census activities. Their duties will include the following:
 - Attend to the day to day administrative matters pertaining to the Census in the District
 - Shall be the link between the District Census Management Team (DCMT) and the Census field workers and therefore shall be the coordinating centre between the CMT and the District
 - Liase with the CAO in arranging for transport for the Census field operations
 - Facilitate the recruitment, training and deployment of field supervisors and enumerators

- Monitor the recruitment of both supervisors and enumerators by ensuring that laid down guidelines are followed. In cases where sufficient manpower is lacking, the DCO out of his/her own discretion may recruit the best next option.
- Organise for the administration of oaths of secrecy
- Ensure that all Census materials are distributed properly to the lower levels and in time
- Liase with political leaders and other government officials as well as traditional leaders in sensitising people about the Census in order to strengthen the publicity campaign in the District.
- Ensure that all field workers are paid upon satisfactory completion of work.
- Ensure that all Census materials are properly handled and accounted for at every stage
- Shall be the Secretary to the District Census Committee (DCC)
- Shall perform as the situation will demand, any such duties that will facilitate the smooth execution of the Census in consultation with CMT supervisors and other Census/UBOS officials.

Sub-County Supervisors

14. There will be a supervisor at the Sub-county to take charge of training and all field activities within the Sub-county. The Sub-county supervisor should:
- Be working in the Sub-county (preferably from the Sub-county administration);
 - Have a minimum of senior six certificate;
 - Be recommended by the Sub-county chief or ACAO in charge of the county;
 - Have tested managerial skills and ability to transfer knowledge;
 - Experience in extension work is an added advantage.
 - Must be of a sound mind.

Preference is for Head teachers/extension / community workers.

15. The Sub-county Supervisors will be responsible for:
- Identification of competent Parish Supervisors
 - Distribution and retrieval of Census materials within the Sub-county. Ensure that all questionnaires and control forms are properly edited, accounted for, batched, and dispatched to the District office.
 - Mobilisation of Parish Councils for publicity of the Census
 - Training of Parish Supervisors and Enumerators
 - Attend to technical and administrative problems
 - Report the progress of the Census to the DCO/ADCO from time to time

- Compiling summary population figures for the Sub-county as per Sub-county summary sheet
- Effect payment to Parish Supervisors and Enumerators. Payment is upon certification of satisfactory completion of work by the Parish Supervisor.

Parish Supervisors

16. A Parish Supervisor shall supervise his/her Parish. In cases of large parishes, there may be more than one supervisor in a parish. The Parish Supervisor should hold the following qualities:
- Be a resident in the Parish (but not necessarily part of the Parish council);
 - Have a minimum of senior four certificate;
 - Be recommended by the Parish chief or the LC 2 Chairperson;
 - Have proven organisational skills and ability to mobilise;
 - Must be of a sound mind.
17. Parish Supervisors will be responsible for:
- Identification of competent enumerators
 - Distribution and retrieval of Census materials within the Parish
 - Mobilisation of Local Council 1 members who are to assist as guides
 - Mobilisation of the Parish community for the Census
 - Technical and administrative supervision of the Parish
 - Editing of the household questionnaires for any inconsistencies
 - Compiling summary population figures for the Parish as per Parish Summary Sheet

Enumerators

18. Each parish has been divided into several Enumeration Areas (EAs). Ideally each EA is demarcated for one enumerator. There are however, instances where one enumerator may not suffice. In such a situation two or more enumerators will be deployed. Each enumerator is expected to cover between 75 and 140 households.
19. All the enumerators will be recruited locally from within the selected EAs. The Enumerators to work on census shall have the following qualities:
- Must be a resident of the selected Enumeration Area;
 - Should preferably have a minimum education of O level;
 - Should be a socially acceptable person;
 - Must know the main language spoken in the area
 - Must be of a sound mind.

-

Preference is for teachers, A-level students, or extension workers.

20. The enumerators will perform the following duties:

- attend all Training sessions
- collect information on all the persons, housing units and households in the assigned EA
- collect information on the community (LC1s) within the assigned EA
- ensure that all the Census materials/equipment are properly handled, used and returned to the supervisor after the Census enumeration exercise is over.
- compiling summary population figures for the EA as per EA Summary Sheet
- perform any other function which the supervisor may assign from time to time

21. One reserve Enumerator will be recruited and trained for each Parish. The reserve will replace any enumerator within the parish that shall fall out. Where the work is deemed overwhelming for any enumerator, then the reserve enumerators can be utilised.

PART 3: TRAINING

22. Training is one of the **most** important aspects of preparing for the census enumeration. The purpose of the training is to make sure that everyone under your control records correct information. A secondary purpose is to ensure that if mistakes are made, they will be recognized by you and corrected in the field.
23. The training of Field Workers will be controlled by the Census Head Office and will be implemented by the Field Operations Section of the Central Census Office. Training of field workers will be three-fold namely
 - a. Training of District Trainers,
 - b. Training of District Census Officers and Sub-county Supervisors, and
 - c. Training of Parish Supervisors and Enumerators.

Training Courses

24. The Census Technical Office will conduct the training of District Trainers. This will be non-residential training in Kampala/Entebbe.
25. The DCOs, ADCOs and Sub-county Supervisors will be trained jointly in a central location within the district, and will be residential. The training will be conducted by the District Trainers.
26. The Parish Supervisors and Enumerators will be trained jointly by the Sub-county Supervisor. The training will be non-residential and in a central location within the sub-county.

Training Venues

27. There will be two types of training courses viz. residential and non-residential. All training venues should have enough seats and a blackboard. Non-residential venues should be fairly central in location to all participants.

Venues for Residential Training

28. These will be organized for County Supervisors. They will be conducted in Institutions with accommodation and catering facilities. Trainees should be told in advance what they have to carry with them.

Venues for non – residential training

29. These will be organized for Parish Supervisors and Enumerators. They will be Government or Community Institutions where hiring charges will not be required. These will be places like secondary or primary schools, community halls, sub-county halls and so on.

The Training Timetable

30. The training of enumerators will last six days while that for Supervisors will last seven days. The training will consist of classroom lectures, map reading, mock interviews as well as field practice. During the training, encourage discussion and make sure that everyone takes part.
31. The timetables provided are a guide to help you organize your training. If you need more time to deal with a particular subject - take it. It is more important that enumerators understand their work than it is to keep to the timetable.

Training Sessions

32. All field staff must know the role of the enumerators in the census. Therefore all field staff must undergo training on the Enumerators' Instructions.
33. Start the training with a short description of the purpose of the census and how the information will be used. Explain the terms and conditions of service so that each person is aware of his or her duties. Impress it upon your enumerators that a high standard of work is expected and that checks exist to make sure you get it. Stress that staff will be paid only when they have completed their work to the satisfaction of the supervisor. Failure to finish the work, unsatisfactory work or misconduct may lead to forfeiture of all or part of the payment provided for.
34. There are three types of questionnaires namely the household questionnaire, the community questionnaire and the MSE questionnaire. The household and MSE questionnaires will be administered to households, while the community questionnaire will be administered to the community (LC 1). All questionnaires will be administered by the Enumerators.

The Questionnaire

35. Ensure that each trainer and trainee has a copy of the questionnaire during all training sessions. The manual is divided into 11 parts, and these deal with general instructions, how to fill the questionnaires, how to fill in the summary information and lastly Map Reading.
36. Explain that the census inputs are the household population, household and housing characteristics, the agricultural module, the MSE module and the Community Questionnaire. The part of the questionnaire which deals with the particulars of household members is divided into four sections. The first section is for all persons in the household. The second for all persons aged five (5) years

and over. The third for all persons aged 10 years and over and the fourth is for all females aged between 12 and 54 years.

Enumerator's Instructions

37. The Enumerator's Instructions Manual contains information needed for the enumerators to do their job properly. You are advised to read through the Enumerator's Instructions Manual yourself before the training. During the training, read through the Enumerator's Instructions Manual paragraph by paragraph, making sure that census ideas and definitions are well understood. The best way of doing this is to encourage discussion.
38. You will find that your enumerators will ask about exceptional cases. This is good for both trainers and trainees. Discussing the exceptional case as well as the normal case helps to drive home the basic rules. All such questions can be solved by referring to the Enumerator's Instructions. When a difficult point is raised, try to make the enumerators themselves discover the answer.
39. As you discuss each question, allow enumerators time to fill in the details for their own households on training questionnaires. By comparing this to their earlier conceptions on how to complete a questionnaire you can sum up the lessons learned.
40. There are five points which need to be stressed particularly as you work through the Instructions:
 - The census is concerned with those persons (except the Household Head) who slept in the household on Census Night (**12/13 September 2002**). A person can only have been in one place at that time. That is where he or she should be counted.
 - Children born after the Census Night but before enumeration of the household should not be included. Persons who die after Census Night should be included as members of the household.
 - Enumerators must ask the questions as they are set out on the questionnaire. The question is, "**Who slept here on Census Night?**" Drill the question into enumerators so that they use the right wording in the language of the interviews.
 - Enumerators must record the date of birth and age for all persons. If the age is not known they must estimate it as best as they can in accordance with

Enumerator's Instructions.

- Very often enumerators assume that young women who are unmarried and may still be at school do not have children and neglect to ask them questions on their birth history. Any female past the age of puberty is capable of bearing children and it is as important to know that a woman has not borne a child, as it is to know that she has. We must have complete records for every woman aged twelve or over.

Special Topics

41. Detailed explanations of how to fill in the questionnaires have been provided in the Enumerator's Instruction Manual. There are however difficult topics, which you need to focus on your attention while you are training. These topics are elaborated upon below:-
42. Disability: The three questions on disability require special attention. Some persons may have more than two types of disability, in such a situation, the two most serious disability will be recorded.
43. Fertility: This question refers to the children physically born by the woman. It does not include children born by sisters or other relatives or adopted children. If not well probed a mother may report her relatives children as her children.
44. Economic Activity: Serious attention should be accorded to these questions. They are normally confusing and will require emphasis while you are training.
45. Deaths during the Last 12 Months: This question is characterized by under-reporting. Children who die a few hours or a few days after they have been born are normally forgotten. The same applies to distant relatives or non-relatives. The problem is aggravated by the fact that people do not like reporting about deaths because it arouses sorrow. To get accurate information, this question has to be asked with tact and has to be probed. The concept of the deceased's usual place of residence should be emphasized so as to avoid double counting.
46. Agricultural Module: This module refers to all agricultural activity and not merely crop growing, but also animal rearing, poultry keeping as well as fish farming. Similarly, this information is irrespective of ownership or size. Make it clear that any agricultural activity operated by the household should be captured.

47. Micro and Small-scale Enterprises: Be sure to identify and include all enterprises operated by **any** usual member of the household. Enumerators should note that an individual may be operating more than one enterprise, and all these should be recorded.
48. Other questions are equally important but are relatively easy to ask. They should not be taken lightly simply because they have not been spelt out in this manual.
49. Show the enumerators how to complete the summary information on the front covers of questionnaire books and the EA Summary Sheets. Stress that it is essential that they distinguish the population by sex and by population type. The supervisors should also be conversant with how to fill in their summary sheets at their respective levels.

Mock interviews in the classroom

50. When you are satisfied that the trainees have fully understood the questionnaires (and their instructions), use pairs of trainees to conduct mock interviews between themselves with particulars being recorded on blank training questionnaires. The objective at this stage is to make sure that questions are asked in the right order and in the right way. Emphasize that the information recorded must be consistent and that if it is not, the mock enumerators must probe further until the answers are clear.
51. At first, enumerators will find the process of question and answer difficult. You must continue with mock interviews until all the trainees are confident with the wording and sequence of the questions so that the interview becomes conversational and natural.
52. Teach enumerators to look not at the questionnaire but at the respondent and to listen to what is said. In a single sentence, a person may give the answer to several questions. Similarly, teach enumerators to have the answers clear in their minds before they write anything.
53. Learning to conduct an interview is a matter of practice. Some enumerators will need more time than others.

Field practice

54. When you are satisfied with the performance in the classroom, the trainees should conduct a practice interview outside. Arrange with cooperative households in the neighbourhood to allow enumerators to interview them.

55. Sit in on each enumerator's practice interviews. As you do so, ask yourself the following questions:
- Is the enumerator using the translation cards when asking the questions?
 - Are entries clear and legible?
 - Does each household start on a new page?
 - Is the enumerator posing the right questions to people of the relevant ages?
 - Are LC1 names and household numbers entered correctly?
 - Are the names of the household members written in the correct specified order?
 - Are entries for relationship, sex and age compatible with one another?

 - Are entries for school attendance and educational attainment compatible with age?
 - Are occupations precisely recorded?
 - Is the enumerator asking questions on fertility (Questions 23 – 30) of all females aged twelve to fifty-four years?
 - Has the enumerator recorded answers for all questions for all such persons?
 - Is the enumerator completing Household and Housing Sections correctly?
 - Are the circles neatly placed in the correct boxes?
 - Does the enumerator ask questions on holding size and unit of measurement correctly?
 - Is the enumerator asking all the questions on agriculture?
56. Only when you are sure that each enumerator has understood what is wanted and is able to get it, can you be satisfied that you are ready for the census enumeration.
57. The selection of successful candidates should be based entirely on merit. The trainees should be ranked on the basis of the results of the test and the practice fieldwork. Completed questionnaires of each candidate should be examined. Examples of questions which should be included in the test are given in Appendix 2.

Compilation of Historical Events

58. Although age is a very important characteristic, there will be many cases where respondents will not know their ages. A Calendar of Historical events is used to attempt and estimate people's ages. During the training, you will be required to

compile local events and append them to the national level list given in Appendix 3. This is an important session and should be given sufficient time.

59. Enumerators should also be given good training on how to use the calendar. Remember, there will be cases where the respondents' date of birth does not fall exactly in the year of the event, but the year is a good clue.

PART 4: THE ENUMERATION

General Information

60. All field workers will be required to take an oath of secrecy before they start to work. The magistrates responsible for the respective sub-county shall administer the oaths.
61. It is your duty to supervise the enumerators in such a way that they carry out their assignment quickly and without mistakes. If mistakes are made, it is your job to see that they are corrected at once. The enumerators may be required to make call backs in order to get the correct information.
62. As a general rule, you will be allocated an enumerator for each EA under your supervision. However, big EAs will be allocated more than one enumerator. You should ensure that they share out the work equally.
63. Reserve enumerators should be ready to work full time during the enumeration week. Use them to replace anyone who falls ill or to handle special jobs such as enumerating people in institutions or to help in areas where the work is going more slowly than expected. If there are no special jobs for them, assign them to help in the largest EA. They could also help in filling the Community Questionnaires.
64. Some enumerators will finish their work sooner than others. You may use them to help in EAs, which are larger than expected, or where there are delays. Should this be necessary, issue spare books for the purpose. **NO** questionnaire booklet should be used in more than one LC1.

Public Relations

65. The success of the census will require the cooperation of the people. It is your responsibility to make sure the work goes on smoothly and to settle at once any difficulties, which may arise.
66. The census is being taken under the provisions of the Uganda Bureau of Statistics Act of 1998 which provides that:
 - i. *The enumerator is required to visit all households and to ask such questions as may be necessary to enable him or her to complete the questionnaire in respect of all persons and households.*
 - ii. *Any person may be required to give this information if it is within his or her knowledge, and penalties are provided for in case enumerators or members*

of the public fail in their duties.

67. If staff are properly disciplined and courteous there should be no problems. However, it is possible that an enumerator will misconduct himself or herself. If the misconduct is so serious that it will affect his or her work, stop him or her from working, recover the questionnaire books, letter of appointment and other materials, and report the facts to your senior supervisor immediately.
68. It may be through no fault of his or hers that an enumerator has difficulty with members of the public. He or she will report this to you. Look into the matter at once and settle it.
69. In spite of your efforts, if the person refuses to cooperate or continues to obstruct the enumerator, make a note of the place and the persons concerned, tell the enumerator to continue with the next household and inform the chiefs and LC officials as soon as possible. If the matter is serious, inform your sub-county supervisor.

Enumeration materials

70. Enumerators will be provided with all materials required for purposes of carrying out the census enumeration as specified in the Enumerator's Instructions Manual. The questionnaire books are accountable whether used, unused or spoilt. If a book is lost, the responsible enumerator should not be paid until the parish supervisor and the sub-county supervisor are satisfied that no records are missing. If a completed or partly completed book is lost, the enumerator responsible is to be sent back to re-enumerate the households concerned.
71. Other materials including letters of appointment and badges are also accountable. **All** enumeration materials to be accounted for are clearly indicated on the control forms.

Supervisory and Enumeration Areas

72. Assign enumerators to their areas of work and issue them with their materials. It is important that enumerators know the boundaries of their areas and work within them, for only in this way can information be related to the area from which it is collected.
73. It is your duty to ensure that enumerators visit every inhabited place. In order to help in achieving this, maps of EAs have been prepared. Before the enumeration begins, examine the maps of your EAs and:
 - Make sure EA boundaries are clear to you. Discuss the boundaries with the chiefs and LC officials and with Supervisors working in neighbouring

areas and make sure you are all in agreement.

- Most LC 1 boundaries are easily identifiable and are known to LC1 Chairmen / executive members. However, in some densely populated urban areas there may be some difficulty. Supervisors working in such areas must be particularly careful to ensure that **NO** households are missed or enumerated twice.
74. Consult with your sub-county supervisor about arrangements for enumerating persons in institutions, hotels and lodges as well as floating population in your EAs; and to carry out any instructions he / she may give you.
 75. Arrange with the LC 1 Chairpersons for a time when you will administer the Community Questionnaire.
 76. Make sure everything is ready for a prompt start of the census enumeration on Friday September 13, 2002.

The actual enumeration

77. Administrative problems are likely to arise on the first day of enumeration. You are responsible for dealing quickly with any difficulties, which may arise. You must therefore be accessible and easily found. Always leave information as to where you are going next, and when you will be back.
78. Visit each of your enumerators at least once during the first three days of the enumeration. It is important to make these visits early so as to satisfy yourself that the work is going on smoothly and so that any mistakes can be put right before serious harm is done.
79. Start your enumerators working as close together as is practicable. This will make close supervision easier during the all-important first days.
80. It is your responsibility to visit enumerators, not the other way round. Anything, which interrupts an enumerator's work, introduces inefficiency. Carry spare materials with you so that if they are needed they can be issued at once.
81. Keep a close watch on progress of work. Enumerators should cover between fifteen and twenty-five households a day under normal conditions. Keep them up to it. Use your reserve enumerator to help in maintaining progress where there is slackness.

Checking for Completeness of Coverage

82. In the course of your visits, you must satisfy yourself that all households are being visited and that the enumerators are working systematically.
83. At the end of the enumeration every household should have been visited and should bear the census number showing that its inhabitants have been enumerated. If this is not the case, find out why. It may be that a household has been missed or that the dwelling is vacant. If households have been missed, send the enumerator to cover them.
84. Enumerators sometimes have difficulty in finding people at home during the day and this is particularly the case in urban areas. Enumerators must make return visits as soon as possible and should not allow a long list of callbacks to accumulate since this slows work and calls for extra traveling. Evenings after work and early mornings are good times for finding people at home and your enumerators and yourself must be prepared to work during these periods in order to get the work done.

Check that the Reporting is Accurate

85. In addition to checking the completeness of coverage you are required to check the accuracy of reporting.
86. In course of each visit to an enumerator you will sit in one complete interview to make sure he or she is doing the work properly. Pay particular attention to the way the enumerator asks the questions. They should be asked in the same order and in the same way as they are set out on the questionnaire. Check that the enumerator is asking all the relevant questions - he or she must not assume, for example, that because a woman is aged twelve, she is not married and that she has never borne a child.
87. In households where an enumerator has to estimate the ages of respondents you should independently form your own estimates and check them afterwards against the ages the enumerator has recorded. If the two sets of estimates vary considerably, discuss the reasons with the enumerator. This will help to improve on the accuracy of the subsequent estimates.
88. Do not interrupt the interview as this upsets the enumerator and the respondent. Discuss and put right mistakes after the interview.
89. If the enumerator has performed badly and has made serious mistakes either in the way he or she has poorly phrased the questions or recorded answers, you should accompany him or her to the next household and sit in the interview to

- make sure that all is well.
90. When you have sat through an interview, write "Present at interview" at the top of the questionnaire for the household. This will enable others to check the quality of your supervision.
 91. Next, check internal consistency of questionnaires already completed. Make sure that the following are fulfilled:
 - There are no blanks in the questionnaire supposedly having been left to be filled afterwards.
 - Men are not reported as bearing children
 - Children do not appear as older than their parents
 - All questions are for the appropriate age bracket i.e. P1-P15 for all persons, P16 – P20 for those aged 5 years and above, P21– P22 for those aged ten years and above. And that there are entries for questions P23 - P30 for women aged twelve to 54 years.
 92. Make these checks on at least three questionnaires in each book that has been completed or partly completed. Select questionnaires at random. Note and correct the mistakes.
 93. A mistake is an error or an omission, which can only be corrected by going back to the household concerned. If, for example, an enumerator has recorded a woman aged nineteen but has made no entries on lines 23-30, then he or she has made a mistake. He/She should be sent back to correct it.
 94. When you have completed this check, write "Checked" at the top of the questionnaire and sign and date your entry.
 95. If the enumerator has made minor errors which can easily be put right, have them corrected on the spot. Supervisors sometimes notice minor errors and require enumerators to copy out whole books full of information. This is wasteful and leads to more mistakes during copying. Don't do it.
 96. If during your checks you find internal inconsistencies, you must check every questionnaire the enumerator has completed. It will therefore pay, to make your first check early enough to prevent recurring mistakes.

After the Enumeration

97. When an EA has been covered, check that all inhabited places have been visited and all households have been enumerated. Consult people who know the area, check for the chalked numbers on houses and if you see houses without

the members, investigate and take appropriate action. And if you are working in an urban area make a point of checking flats and rooms in apartment blocks and in houses shared by two or more households. All questionnaire booklets must be accounted for, ensuring that all pages are still in the books. Details on the front cover must be filled in properly and totals must correct.

98. If any book is missing or has been mutilated, note the fact. Send enumerators back to find missing books or pages.
99. When you are satisfied that all is in order, sign the front cover of each book as your certification that all is well and that you have carried out the checks.

Filling the Summary Sheets

100. The enumerators will submit to the Parish Supervisor completed **EA Summary Sheets**. He/she should check them for accuracy of the computations and to ensure that information from all booklets has been entered on the Summary Sheet.
101. After ensuring that all the EA Summary Sheets are correct, the Parish Supervisor should fill in the **Parish Summary Sheet**. The information for each EA will be written in one row of the Parish Summary Sheet. This is done as follows:
 - a. Fill in the EA Name in Column (1);
 - b. Count the number of used books in the EA and write the number in Column (2);
 - c. Obtain the total number of households in the EA from cell in the Column for households (Row 4) in the bottom most row (labeled Total) and record it in Column 3.
 - d. The entries for Columns 4, 5 and 6 are from total for EA Summary Sheet Columns 10, 11 and 12 respectively.
 - e. Obtain the totals for columns 2 – 6 by adding up the numbers in the respective column.
102. If an EA was enumerated by more than one enumerator, make the entry of each enumerator in a separate row, and indicate this in a footnote.
103. After you have entered the information for all books, sum up the information and record the totals in the bottom row labeled total.
104. Finally, write your name and sign in the space provided for the enumerator's signature. Your signature is your certification that the information recorded is

complete and correct.

105. The Sub-county Supervisors should also fill in the Sub-county Summary Sheet.

PART 5: FACILITATION

106. It is essential to ensure that the trainees and the finally selected field workers are facilitated in such a way to ensure that they attend the training sessions throughout and carry out the enumeration. Facilitation will be in three forms namely training allowance to trainers and trainees, transport allowance and honoraria to all field workers.

Facilitation during Training

Residential Courses

107. The boarding and feeding expenses will directly be paid to the institutions by the Central Census Office.
108. Trainees in residential courses will be paid transport refund (by public means) to and from the training venue. This implies that those traveling long distances will be paid more than those traveling short distances. Payment/fuel claims in respect of personal or official vehicles will not be honoured.
109. In addition to this, the trainees will be paid a training allowance, which will depend on the duration of the course. The rates to be paid will be announced before the recruitment interviews.

Non-Residential Courses

110. Venues for non-residential courses will be within short distances of the residences of the trainees. As a result, no transport allowances will be paid. They will be expected to walk or ride personal bicycles.
111. A training allowance (including a component for lunch) will be paid to the trainees. The amount will depend on the duration of the course and will be announced before the selection interviews.

Payment of Census Field Staff

112. All payments for census field staff will be executed through the office of the CAO and the sub-county chief. Payment of persons who will qualify to work for the field population programme will fall into these categories: -

District Trainers and Regional Supervisors

113. When outside their duty station, they will be paid a per diem. When within their duty station they will be paid a “trainers “ allowance.

District Census Officers

114. These will be paid an all-inclusive package or honoraria for the period they will be engaged. When outside their duty station, they will be paid a per diem

Sub-county Supervisors

115. These will be paid an all-inclusive package or honoraria after the enumeration. They will also be paid a trainers allowance while training.

Parish Supervisors

116. The Parish Supervisors will be paid an all-inclusive supervision allowance after the enumeration.

Enumerators

117. The EAs have been demarcated in such away that they will have about the same number of households. This arrangement aims at making the workload about the same for each enumerator. As a result all enumerators will be paid a uniform lump sum amount.

LC Guides

118. There will be a guide per LC 1, who will show the enumerators the boundaries of the LC 1. The guide will be paid an all-inclusive package or honoraria at the end of the enumeration.

Transport

119. The Central Census Office does not have enough vehicles for every one who will participate in the census exercise. The type of transport expected to be used by each category of participant is as follows: -

District Census Officers

120. The DCOs will be provided with official transport for about three months. These three months will include preparatory activities, the actual enumeration and post-census activities. Fuel and maintenance will be paid for by the Census Office. Some of the trips, which will necessitate over night stay and per diem will have to be endorsed by the Chief Administrative Officer.

121. Drivers and their salaries plus allowances will be organized centrally by the Census Office. Claims in respect of personal vehicles will not be accepted.

Sub-County and Parish Supervisors

122. The Census Office will not provide official transport at this level. A transport allowance will be provided to the sub-county and Parish supervisors.

Enumerators

123. The Enumeration Area, which each enumerator is supposed to cover, will be small in area and manageable on foot. As a result no transport allowance will be

paid to any enumerator. It should be kept in mind that enumerators will be recruited from within their respective EA. The question of traveling long distances will therefore not arise.

Appendix 1: Timetable for Training Enumerators and Supervisors

Time	Activity	Responsible Officer
Day 1		
8:00 – 9:00	Official Opening	
9:00 – 10:00	Introduction and General Instructions	
10:30 – 12:00	How to fill the Questionnaire Personal Characteristics (P1 – P12)	
12:00 – 1:00	Presentation on Disability	
2:00 – 5:00	Personal Characteristics (P13 – P22)	
Day 2		
8:00 – 10:00	Personal Characteristics (P23 – P30)	
11:00 – 1:00	Mock Interviews on Questions P1 – P30	
2:00 – 3:30	Review of filled in Questionnaires	
3:30 – 5:00	Household and Housing Conditions	
Day 3		
8:00 – 10:00	Mock Interviews on Questions H1 – H23	
10:30 – 1:00	Agricultural Module	
2:00 – 2:30	Deaths in the Household	
2:00 – 4:00	MSE Module	
4:00 – 5:00	Filling in Questions A1– A6	
Day 4		
8:00 – 10:00	The Community Questionnaire	
10:30 – 1:00	Mock Interviews on the Community Questionnaire	
2:00 – 3:30	Map Reading	
3:30 – 5:00	Compilation of Calendar of Local Historical events	
Day 5		
8:00 – 5:00	Field Practice	
Day 6		
8:00 – 1:00	Review of Field Practice and Final Briefing	
2:00 – 5:00	Boundary Identification & Itinerary Planning	
Day 7		
8:00 – 5:00	Supervision Techniques (for supervisors only)	

Appendix 2: Examples of Questions for Testing Trainees

1. Differentiate between “Industry” and “Occupation” giving examples of each
2. In recording “place of birth” statistics, what Administrative area would you use?
3. In the absence of the respondent’s knowledge of date of birth, how would you find out his / her age?
4. When you meet an uncooperative respondent, how would you obtain the information?
5. What is institutional population?
6. What types of persons constitute “floating population”?
7. Explain what is meant by “Duration of current residence”?
8. Who should be listed first in a household?
9. What would you do if the head of household did not spend a night in the household?
10. What is a household? What is the major factor determining membership?
11. What is the use of an E.A. map?
12. What information should not be collected from institutional populations?
13. What is a housing unit? How is it different from a household?
14. What is the lowest age limit for questions on “School attendance”?
15. Which persons are eligible for questions on Literacy?
16. What are the various forms of association between man and woman which are regarded as marriage?
17. What does “educational achievement” refer to?
18. Distinguish between a “biological mother” and “social mother”. Which of the two is the interest of the census?
19. Who is regarded as being “Economically active”?
20. Differentiate between “unpaid family worker” and “Engaged in household activities”?
21. Who is regarded as a “fulltime student”?
22. What is a place of “usual residence”?
23. What does the oath of “secrecy” require you to do?
24. Which persons are eligible for enumeration during the census?
25. What is a Historical calendar and when is it used?
26. Differentiate between a flat and a semi-detached housing unit?
27. Why do you introduce yourself to chiefs/ LCs before begging the interviewing?
28. In case there is a language barrier between you and the respondent, what are you expected to do?
29. What is meant by “Census Night” what is its significance in the enumeration process?
30. Give 5 points that you as a census official shouldn’t do.

31. How would you treat births and deaths that take place after the census night but before the day of enumeration?
32. In an ideal situation, who should supply the information of the household? What would you do in the case of a non-ideal situation?
33. How are people not found at home to be enumerated?
34. What is a record / summary sheet and when should it be used?
35. Why is it wrong to infer sex or ethnicity from the name of a person?
36. You are expected to get an answer to all questions. Why is it important?
37. How should census officials be enumerated?
38. What is a dwelling unit?
39. Who is a disabled person?
40. What is understood by a *de facto* census?
41. At times we find private households in an institution. Explain with examples.
42. The way an enumerator dresses affects the respondent. Which clothing should be avoided?
43. How would you guard against omission or duplication of households during enumeration?
44. How many digits is a household number? When should it be written on the schedule?
45. What is the use of the chalk you are to be supplied with?

Appendix 3: Calendar of National Historical Events

Year/Period	Event	Implied Age
1914 -1918	First World War	84 - 88
1939 -1945	Second World War	55 - 63
1958	LEGCO elections	44
1962	Independence Day	41
	Obote becomes Prime Minister	41
1967	Republican Constitution	35
	Obote becomes President	35
1969	Pope Paul VI visited Uganda	33
1971	Obote overthrown by Amin	31
1972	Expulsion of Asians	30
1975	Uganda hosting the OAU	27
1977	Murder of Archbishop Luwum	25
1979	Amin's regime overthrown	23
1980	Obote returns from exile	22
	1980 General elections	21
1985	Obote overthrown by Gen Tito Okello	17
1986	Museveni becomes President	16
1994	CA Elections	8