



REPUBLIC OF ZAMBIA

SOCIAL DIMENSIONS OF ADJUSTMENT  
PRIORITY SURVEY  
1992/1993

ENUMERATORS' INSTRUCTION  
MANUAL

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**THE SOCIAL DIMENSIONS OF ADJUSTMENT SURVEY 1992/1993  
ENUMERATORS MANUAL**

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## CHAPTER I

### 1. INTRODUCTION

Purpose of the Survey:

This survey is the second in a series of Priority Surveys. The first Priority Survey took place between September to November, 1991. The purpose of this survey is to provide the Zambian government and other policy makers and planners with the necessary socio-economic data which will be used to assess the impact of structural adjustment policies and well-being of the people. The survey will provide a basis on which to:

- Develop and maintain a statistical database on the social dimensions of adjustments
- Develop appropriate policies on social dimensions of adjustments
- Design and follow up economic and social policies and poverty alleviation programs and projects in conjunction with future social structural adjustments.

The primary objectives of the survey are:

- To provide a quick identification of policy target groups
- To provide a mechanism whereby key socio-economic variables can be easily and regularly produced in order to describe and monitor the well-being of different groups of households.
- To provide some key data on how the adjustment program affect the availability and quality of social and economic services to households, both as producers and consumers of products.

The data collected includes such topics as income, health, education, employment, nutrition and agriculture.

0.1 Coverage: The survey will have a nation-wide coverage on a sample basis. It will cover both urban and rural areas in all provinces. The survey will enumerate about 10,000 households from 250b Urban SEAs and 401 Rural SEAs.

0.2 Duties of an enumerator: As an enumerator you should always be polite and try to establish good relationship with all households you are dealing with and with local authorities within the area assigned to you. You should stimulate interest in the survey so that the best information possible is obtained from the respondents.

The quality of information to be derived from the data is dependent on what you collect from the respondents. Make sure that you record the information which is correct to the best knowledge of the respondents.

Each enumerator will carry out his/her work in a Standard Enumeration Area (SEA). A team of enumerators will be led by a supervisor. Your supervisor will provide you with questionnaires and other materials and will be responsible for organizing your day-to-day survey activities. He/she will also explain to you the boundaries of your enumeration area and give you instructions on the order in which you should carry out your work. During your field

work you must keep regular contact with your supervisor to enable him to make adjustments to the programs of your work. If necessary, you should also report any problems to him, such as any persons refusing to be interviewed.

0.3 Equipment and materials: Each enumerator will be provided with the following:

- a) Survey questionnaires
- b) Pencils and rubber
- c) A pencil sharpener/razor blades
- d) A notebook
- e) A survey badge
- f) A map of your work area
- g) A letter of introduction
- h) Stickers
- i) Weighing scales
- j) Length/Height boards
- k) Baby carrier bags/trousers

0.4 Legal powers and confidentiality: This survey is being carried out under the provisions of the Census and Statistics Act, Chapter 425 of the Laws of Zambia. All persons residing in Zambia except foreign diplomats accredited to embassies and high commissions at the time of the survey are required by this act to provide the necessary information. However, willing cooperation of the people is most important for a successful survey.

You and all other survey officials will be required to take an oath of secrecy in the presence of a magistrate or commissioner for oaths. If it is found that anyone has shown the survey documents or disclosed the information to unauthorized persons, that person will be prosecuted under this act.

## 1. THE ENUMERATION AREA

1.1 You as an enumerator will be assigned an enumeration area in which you will do the enumeration work for the survey. Your supervisor will assign you this area with a map or a sketch showing boundaries.

1.2 Your supervisor will take you around your enumeration area and instruct you with regard to the order in which you will carry out the enumeration. He will specify the order in which the localities or villages should be visited in the areas or the streets to be covered. In order for you to cover your area in an orderly manner you must follow these instructions carefully.

1.3 Since the cooperation of the people is an essential factor in the success of the survey, your supervisor will introduce you to the local, and traditional leaders and other influential persons in the area to solicit their cooperation.

## 2. GENERAL CONCEPTS AND DEFINITIONS

1.1 Building: A building is any independent structure comprising one or more rooms or other spaces, covered by a roof and usually enclosed within external walls or dividing walls which extend from the foundation to the roof. Each building will be given a separate Survey Building

Number irrespective of whether anyone is living there or not at the time of enumeration. Abandoned and incomplete buildings in which no one is living at the time of the survey should be given a Survey Building Number. Indicate that its abandoned or incomplete on the listing form. Observe that an abandoned building differs from a vacant building in that an abandoned building is not habitable and may never be used again (condemned). A vacant building is one which is temporarily unoccupied.

There exist a number of variations to this definition. For example, a structure consisting of a roof with supports only, i.e. without wall, will be considered as a building if it is being used for living purposes.

For survey purposes one or more structures belonging to the same household on the same premises will be treated as one building.

Example 1: A house together with detached/independent structures for bathroom, latrine and/or kitchen form one building.

Example 2: A bungalow (main house) and its detached garage and servants quarters together form one building.

Example 3: Several huts for the same household constitute one building.

For cases like the above first make sure that all the structures are part of the same building.

Example 4: a block of flats forms one building

Where there are several structures in an institution, each of these structures will be given a separate Survey Building Number.

- 1.2 Housing unit: For the purpose of this survey any structure which is habited by a household at the time of the survey will be treated as a housing unit.

A housing unit is an independent place of abode intended for habitation by one household. It should have direct access to the outside such that the occupants can come in and go out without passing through anybody else's premises. The housing unit should have at least one door which directly leads outside into the open or into a public corridor or hallway.

Structures which are not intended for habitation such as garages and barns, classrooms etc., but are occupied as living quarters by one or more households at the time of the survey will also be treated as housing units.

Although a housing unit is intended for habitation by one household it may be occupied at the time of enumeration by one or more households or it may even be vacant.

#### Examples of a housing unit

- (i) A single flat within a block of flats.

The block of flats as whole is a building. But all the flats in the block of flats are each a housing unit.

(ii) In mostly rural areas, a group of huts belonging to one household should be considered as one housing unit.

Therefore the huts will constitute one building and also one housing unit and will therefore have one building number and housing unit number 01 assigned, within that building number.

(iii) If you find several huts belonging to different households on the same premises-allocate a different building number and housing unit number 01 to each group of huts belonging to one household. Which means you need to identify the households first.

(iv) A unit which is built in such way that the door to each room leads directly to outside but the unit is intended for occupancy or occupied by one household, will be one building and one housing unit.

But a unit built in such a form as above but intended to be occupied by several households, usually for rent purposes, should be considered as one building but several housing units.

(v) A single house with or without separate kitchen, toilet, garage, etc constitutes one building and one housing unit.

(vi) A single house with servants quarters/guest house on the same premises. Assign one building number to both main house and servant quarters/guest house-but different housing unit numbers to each.

(vii) A set of two or more semi-detached units is one building and several housing units.

(viii) A part of a non-residential structure e.g. a unit which is on top or behind or adjacent to a shop, garage, etc but is occupied as a dwelling is one building and one housing unit.

#### Marker slips/stickers

In order to identify the household in a building a special marker slip/sticker should be pasted on top of the main door of each building after the building has been listed. This means that stickers should be pasted on all buildings. Buildings with no households living in them, should have only one sticker pasted. For buildings with households, each household in the building should have a sticker. This slip will be marked with survey building number(SBN), housing unit number(HUN), household number(HHN), CSA number, and SEA number. For non-residential buildings with no households living in them, housing unit number and household number should be zeroes. For residential buildings with no household living in them will have a SBN and HUN but zeroes for HHN.

These particulars should be written with a pen. But the listing sheet and questionnaire should be recorded in pencil.

1.3 Household: A household is a group of persons who normally eat and live together. These people may or may not be related by blood, but make common provision for food or other essentials for living and they have only one person whom they all regard as the head of household. Such people are called members of the household.

A household will thus include servants and farm-hands who normally live and eat with other members of the household. There are situations where people eat together and even sleep under one roof, but have different persons whom they regard as head. These should be considered as belonging to separate households. There can also be one member households where a person makes provisions for his/her own food or other essentials for living. Such a person is the head of his/her own household.

#### Excluded Households from the Survey

The definition of a household given refers only to private households. Many people do not live in private households but in institutions such as schools, hospitals, prisons, army camps, etc.

This survey will not list or enumerate persons/households living in hotels, motels, nurses hostels, government hostels, prisons, boarding schools, colleges and universities, army camps, national service camps and other such institutionalized places. Diplomats accredited to Embassies and High-Commissions will not be enumerated.

However, persons such as doctors, wardens, managers of hostels, policemen, etc staying with or without their families within the premises of institutions in separate houses normally cooking separately, should be treated as private households and should be enumerated in the usual manner. Ordinary workers other than diplomats working in Embassies and High-Commissions will also be enumerated. Others with diplomatic status working in the UN, World Bank etc should be enumerated.

Institutionalized households will be excluded in this survey because they tend to distort the data needed for the survey. However, persons in places like boarding schools and hospitals who qualify to be usual members of a household, according to the definition, will be captured in their respective households.

Each household within a housing unit will be given its own household number.

#### Polygamous Households:

##### Example 1:

A man living in a village with several wives each living with her children in a separate hut or group of huts should be regarded as separate households if each wife cooks and eats meals separately. In this case, even if they sometimes eat together, the fact remains that the wives are running separate households. Therefore, treat them as different households. Assign the husband as head to only one wife - most senior wife.

##### Example 2:

A man living in a village with several wives each living with her children in a separate hut or group of huts should be regarded as one household if all those wives cook and eat together.

### 3.4 Usual member of household

A usual household member is one who has been living with a household for at least six

months. He/she may or may not be related to the other household members by blood or marriage, and may be a house helper or laborer. A usual household member normally lives together with other household members in one house or closely related premises and takes his/her meals from the same kitchen .

Newly married couples are to be regarded as usual members of the households even if one of them has been in the household for less than six months.

Members of the household who are at boarding schools or any other persons temporarily away from the household who normally live and eat there such as persons temporarily away for seasonal work, because of illness, giving birth, visiting relatives or friends have to be included in the list of usual members of the household. Any other persons such as visitors who have spent at least six months with the household have to be included as usual members of the household. Other persons such as servants and lodgers who are part of this household must be taken as usual members.

Newly born babies of usual members of a household should be included as usual members of that household.

- 3.5 Head of Household: This will be the person all members of the household regard as the head. He/she is the one who normally makes day-to-day decisions governing the running of the household. In most cases this will be the husband/father in the household. But not in all cases. In cases of one member households, the member will be the head of the household. The head of the household can either be male or female. Note that the respondent will not necessarily be the head of the household. In many of the households you will visit, the head of household will also be the main respondent, that is, the one giving most of the information. But any knowledgeable member of the household can be a respondent. A respondent who is not the head of the household can answer the questions on behalf of the head of household if the head of the household is not there at the time of interview.  
**REMEMBER A PERSON DOES NOT BECOME THE HEAD OF A HOUSEHOLD SIMPLY BECAUSE HE/SHE IS THE MAIN RESPONDENT.**

## **CHAPTER II LISTING PROCEDURE**

- (A) Your supervisor will show you a Standard Enumeration Area (SEA) where you will carry out your field work in two stages.

The first stage will involve listing all the households and buildings in the Standard Enumeration Area assigned to you.

The second stage will involve canvassing the main questionnaire. This should be done to households selected from the listing done in the first stage.

- (B) At the time of listing you will be required to fill in the identification and other particulars on the front page of the listing booklet. Inside the booklet you will be required to fill in the Survey building number (SBN), Housing unit number (HUN), Household number (HHN), name of the household head, sex of the household head and the number of usual members of the

household by sex and other particulars required on the listing booklets.

(C) IDENTIFICATION:

For Province, District, Chiefs Area and Constituency, write down the appropriate names and code numbers. The code numbers are found in the appendices. For CSA and SEA write down the code numbers only.

(D) SUMMARY OF THE SEA:

Add up the total numbers of the listed households in the SEA whether they are non-contacts or not. Also add up the total number of non-contacts households. A household is non-contact if they are temporarily away at the time of the enumeration. Those who have moved permanently (vacancies) are not to be counted as households of the SEA.

Also add up household members for the entire SEA and write the totals for male, female and both.

Random start is to be filled in by your supervisor. Each SEA will have its own random start selected depending on the total number of households (N) assigned Sampling serial numbers in each SEA. In Rural SEAs each SEA will have four different each of random starts for each of the four stratum.

The number of selected households must be 25 in urban SEA's and at least 15 in rural SEA's (will be more if there are large scale farmers).

The enumerator should show dates when listing started and when it ended, and also indicate his/her name where it says 'interviewer'. Supervisor needs to write his name and date of final checking of the listing sheets.

Item 1: SURVEY BUILDING NUMBER (SBN)

Within your enumeration area you will give a unique serial number to each building as you continue to list. This number will run serially in each enumeration area. The number will be in 3 digits, starting with 001, followed by 002, 003 and so on. No two buildings in your enumeration area will have the same survey building number. This will be different from other types of the numbers the building may already have such as house number, plot number, stand number, flat number, etc. The idea is to make sure that all the buildings and thus housing units in your area have been covered. This will help you and your supervisor in checking on your progress.

Item 2: HOUSING UNIT NUMBER (HUN)

Each Housing Unit will be given a housing unit number within the building. This number will be in two digits. The first housing unit within any particular building should be given number 01, the second one 02 and so on. Structures not intended for habitation but actually being used as living quarters at the time of enumeration are to be allocated appropriate housing unit numbers (See definition chapter I).

When you reach a new building, the building numbers will continue from the previous one but the housing unit numbers in that building will start from 01.

Example 1: Survey Building Number 032 has three housing units. These will be numbered 01,02 and 03.

Example 2: Survey Building Number 033 has only one housing unit; this will be numbered 01.

Example 3: Non-habitable Housing Units are to be coded 00.

Item 3: HOUSEHOLD NUMBER (HHN)

Each household within a housing unit will be given a one - digit serial number 1,2,3 etc. If the housing unit is vacant then write 0 in the box provided for household number. This will indicate that no one was living there at the time of listing.

Item 4: NAME OF HEAD OF HOUSEHOLD

Ask for the name of the head of the household. (see definition of head of the household in chapter I).

Item 5: SEX OF HEAD OF HOUSEHOLD

Record the sex of the head of the household. 1 for male and 2 for female.

Items 6-8: NUMBER OF HOUSEHOLD MEMBERS

This survey will use the de jure ('usual') system of enumeration as opposed to defacto ('as of previous night') system.

Add up all the usual members of the household and write the total number in the column indicated 'Total'. Then find out how many of those usual members of the household are male and how many are female and record the answer in the appropriate columns. Be certain to include the head of the household, the aged, and babies in the number recorded. These tend to be left out. ( see general concepts and definition in chapter I, for definitions of head of household, household, and usual member of household).

Question 9: WAS ANY MEMBER OF THIS HOUSEHOLD ENGAGED IN ANY AGRICULTURAL ACTIVITY FOR THIS HOUSEHOLD LAST AGRICULTURAL SEASON

Last Agricultural season refers to the period October 1991 to September 1992.

These activities should only be for those being done in Zambia. If the activities are done outside Zambia, do not record them here.

Agricultural activity is the growing of any crop and/or owning of livestock and/or owning of poultry and/or fish farming.

Crops include fruits, vegetables, and other crops such as maize, beans, groundnuts, cotton, seed and so on. Growing of fruits refers to organised orchards. To get area under fruit; record the size of the orchard/s.

Livestock includes cattle, sheep, goats and pigs, regardless of age.

Poultry include chickens, ducks, geese, guinea fowls, turkeys, pigeons(doves), and rabbits,

regardless of age.

Backyard/Kitchen/Dambo gardens are excluded from agricultural activity if they are mainly for household consumption. But if they are mainly for commercial purposes then include them.

Fish Farming - is not the same as fishing. Fish farming refers to the rearing/raising of fish by households. Usually this is done by digging up ponds or other such places for the purpose of breeding fish.

For the purposes of this survey; Engaged in agricultural activity refers to both: active involvement in the growing of crops or raising of livestock or raising of poultry or fish farming or any combination of these activities, and also any of such activities run by others but for any member/s of the household but for activities within Zambia; Do not record Agricultural activities done outside Zambia. The idea is to capture all the sources of income or livelihood of the household regardless of location or management of the source within Zambia. In other words, the household does not necessarily have to physically grow crops and /or raise livestock and/or raise poultry and/or fish farm themselves, but as long as these activities are accruing to them.

Questions 10-12: WHAT WAS THE TOTAL SIZE OF THE CULTIVATED AREA UNDER CROP LAST AGRICULTURAL SEASON?

Last agricultural season refers to the period 1st October 1991 to 30th September 1992.

Record the total size of the cultivated area under crop for all members of the household and for all crops. Be sure to add areas where crops were actually grown and not where crops were intended to be grown but not actually grown. Also be certain to add up the total area where crops were grown for this household even if they are managed by non-members of the household elsewhere.

The size of the area is to be recorded in one of the units indicated on the listing form depending on the units given by the respondent. Be sure to probe when respondent gives area in hectare. They may actually mean acre. Area may be recorded in one or more of the given units by one household.

Ask respondent for the total area of all the fields. Add up the areas reported for all the fields for all the members of the household and record the total area in the boxes provided. It is very important to get the correct amount of total area under crop as this will be used also for sampling purposes, for your supervisor to select the households you will interview after listing of all households is done. Begin by asking respondent if there are any members of the household who carry out some agricultural activities whether by themselves or done by other people on their behalf. Then ask respondent to give you the total land area under crop, field by field, and for each household member, whether managed by them or not. Then add this up and they will constitute the total area under crop for that household.

If area under crop is given in Lima and is less than 1 Lima but more than .1 round it up to 1 lima.

Question 13: DOES ANY MEMBER OF THE HOUSEHOLD OWN ANY LIVESTOCK?

Ownership refers to all livestock owned by all members of the household regardless of where they are raised. That means include livestock owned by the household but are raised somewhere else other than by the household itself.

Questions 14-20: CURRENT NUMBER OF LIVESTOCK AND POULTRY OWNED

Beef cattle - Record the total number of cattle owned by the household which are raised specifically for beef. This does not include traditional cattle even if they are sold once in a while for beef. If a household owns only traditional cattle and/or dairy cattle enter a zero in this column.

Dairy cattle - Record the total number of cattle owned by the household which are raised specifically for milk production. This also does not include traditional cattle even if they produce milk. Enter a zero if none are owned.

Traditional cattle - Record the total number of any other cattle owned by the the household other than beef or dairy.

GOATS AND SHEEP - Record the total number of goats and sheep of any kind owned by the household.

PIGS:

Exotic pigs - Record the total number of pigs other than traditional, owned by the household. Exotic pigs are usually raised for commercial purposes for meat and pork products such as bologna and sausages.

Other pigs - Record the total number of any other pigs other than exotic pigs owned by the household.

Questions 21-27: DOES ANY MEMBER OF THE HOUSEHOLD OWN ANY POULTRY?

HYBRID CHICKENS

Broilers - Record the total number of broilers (chickens raised for meat), owned by the household.

Layers - Record the total number of layers (chickens raised for eggs for sale), owned by the household.

Parent stock of poultry - These are special type of chickens used for breeding purposes and are produced under very sophisticated conditions.

OTHER CHICKENS:

Record the total number of chicken other than broilers and layers.

OTHER POULTRY - Refers to other poultry other than chicken and ducks such as guinea fowls, geese, turkeys, pigeons, and rabbits. Record the total number of any such other poultry owned.

Question 28: WHAT IS THE TOTAL HOUSEHOLD INCOME FROM ALL SOURCES PER MONTH?

Add up incomes of all members of the household per month, and record the total in this column. For paid employees get gross salary/wage before tax but including allowances. For self-employed persons and employers get the income actually available to the household. That is the income which he/she actually takes to the household or is at the disposal of the household. That is after all business expenses are deducted or paid but before tax and what actually accrues to the household as household income. Be sure to add up incomes of all members of the household and write the sum under this column. Ask the respondent to give you incomes of all the members of the household.

(E) The second stage involves canvassing the main questionnaire and will follow after the listing is completed. Your supervisor will provide you with a list of selected households which you will have to visit and interview.

### **CHAPTER III ENUMERATION:**

1.1 The questionnaire is divided into ten main sections, covering 18 different topics. Questions are numbered within each section. These are:

- Section 00: Head of household
- Section 01: Household roster
- Section 02: Employment
- Section 3A: Housing facilities, housing assets
- Section 3B: Access to facilities
- Section 04: Migration
- Section 5A: Agriculture, holding
- Section 5B: Agriculture, crop production
- Section 5C: Agriculture, vegetables
- Section 5D: Agriculture, livestock and poultry
- Section 6A: Non-farm Business Activities, general information
- Section 6B: Business Activity details
- Section 07: Income
- Section 08: Household expenditure
- Section 9A: Fixed household property and assets
- Section 9B: Other household property
- Section 10: Anthropometry

Most of the questions in section 1 covers all members of the household. Questions about education, however, are only posed to those aged 5 years and above. Section 2 covers all household members aged 7 years and above. Section 3,4,5,6,8 and 9 covers details on households. Section 10 covers children aged between 3-59 months (inclusive).

1.2 Generally, only one member of the household is supposed to be interviewed. The head of the household or one other person acting on the behalf of the head of household is supposed to be the main respondent. However, some questions can only be answered with the help of some other knowledgeable members of the household. So allow the head of the household to consult the individual members of the household when providing information from the household in general, or for each member of the household as the case may be.

- 1.3 For most questions there are given a fixed number of categories and codes. The code referring to the answer given should be put in the appropriate registration box.

For some questions you are supposed to fill in the number of years, the amount of money etc. in the box given. **Please notice that NONE should be indicated with 0 in these boxes.** For questions which do not apply and where a specific code for 'not applicable' has not been given the box should be left blank. E.g., question on education in section 01 should only be asked for household members five years and above. For younger children, the boxes for these questions should therefore be left blank.

- 1.4 The questions which the enumerator should ask the respondent are written in small letters, while categories and instructions to the enumerator are written in capital letters. This is done to make it easier for the enumerator to distinguish between the actual questions and other information in the questionnaire.

>> outside a code means one should skip to the question or section indicated after that code is given.

Example:

	PRESENT...1 >> 5	+ - - +
Is the head of the household or absent?	ABSENT....2	 + - - +

In this example if the head of the household is present the enumerator should skip to question 5 after the code 1 has been indicated in the box.

- 1.5 Amounts of money should be right justified with leading zeros.

```

+ - - - - - - - - - - - - - - +
| 0 | 0 | 0 | 3 | 4 | 5 |
+ - - - - - - - - - - - - - - +

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- 1.6 In section 3 of this chapter some selected questions are explained in more detail.



number. You will just transfer the information from the map you are using.

2.6 SURVEY BUILDING NUMBER (SBN)

Transfer the survey building number of the selected household from the first column of the listing form.

2.7 HOUSING UNIT NUMBER (HUN)

Transfer the housing unit number of the selected household from the second column of the listing form.

2.8 HOUSEHOLD NUMBER (HHN)

Transfer the household number of the selected household from the third column of the listing form.

2.9 VILLAGE/LOCALITY NAME

Write down the name of the village or locality where the household resides.

2.10 CHIEFS AREA

Write down the name of the chief's area in which the household resides and the code number of the chief from Appendix 2.

2.11 SELECTED HOUSEHOLD

Here you should write down the name and address of the Head of that household which has been selected during the sampling procedure. (See definition of Head of Household in chapter I).

2.12 SAMPLING SERIAL NUMBER OF HOUSEHOLD

This number will come from the last four columns of the listing sheet.

2.13 NUMBER OF VISITS

If you are not able to make contact with a selected household on the first visit, you are supposed to try again later. Write down the total number of visits made to this household until it was enumerated. But if during a reasonable amount of time and several visits you are unable to contact a household or a household refuses to be enumerated or a household that was listed but now has moved, you must contact your supervisor so that he/she selects another household.

2.14 INTERVIEW STATUS

Mark the appropriate status of interview in the box provided.

1. If household accepts to be interviewed.
2. If you come across a different household from the one originally selected.
3. Dwelling not found-means the selected household cannot be located. Your supervisor should select a replacement household in this case.
4. Household not found - if a household is not contactable for some reason. For example, if the household has gone away on holiday, or to attend a funeral, etc for the duration of the

enumeration period.

5. Illness/death-if an interview cannot take place because of illness or death of members of the household. If you can enumerate the household later, do so. Otherwise supervisor will have to select a replacement household.

6. Refusal-if household refuses to be enumerated. Make sure it is a genuine refusal. The household/respondent may just not be ready at that particular time to be enumerated but may be willing to be interviewed at some other time. Supervisor should be informed in order to select a replacement household.

7. If household cannot be interviewed for any other reason other than the five given above. For example if the household has moved, or the respondent is mentally ill etc. Specify the reason. Supervisor should be informed in order to select a replacement household.

For interview status 2 through 7, you need to take these households as households that need to be replaced and go on to interview a replacement household instead (to be selected by your supervisor).

Your supervisor will replace households in the following cases:

- a. Vacants - a household that was listed has permanently moved.
- b. New household - moving into a housing unit that was occupied by a listed household.
- c. Non-contacts - cannot get hold of the household.
- d. Refusals - household refuses to be enumerated.
- e. Dwelling not found.
- f. Illness/death.

## 2.15 HOUSEHOLD TO BE INTERVIEWED

If a different household has been selected to replace one originally selected, use a fresh questionnaire and record the Identification Particulars of this household and interview the household.

## 2.16 DATA COLLECTION

Enumerator should indicate his/her name and date of final interviewing the household. Supervisor should also write his/her name and date of checking the questionnaire. The enumerator should also indicate the time when he/she starts the interview and the time when he/she completes the interview for the household.

2.17 Before interviewing a household first find out if they are ready to be interviewed immediately

or make an appointment to interview them at a later time or date. It is very important to get the full attention and cooperation of respondents in order to collect quality data.

### 3. COMMENTS TO SELECTED QUESTIONS

#### SECTION 00: HEAD OF HOUSEHOLD

##### Question 2: Is the head of household present or absent

As long as the head of the household is not present at the time of interview, he/she is absent.

##### Question 3: How long has he/she been away?

No time away- If the head of household is away on such as at work (even if overnight-night shift), visiting, at a funeral, etc but will be back in a day.

##### Question 4: Person responsible for main decisions in the absence of the head

After you have completed section 01, enter the serial number of this household member in the boxes provided.

##### Question 5: Person interviewed

Write the name and identify the number of the person interviewed. Sometimes even if the head of household may be present, he may answer through another member of the household who may be acting as an interpreter or who may be more knowledgeable. There may also be situations where both the head of household and the one who makes decisions in the absence of the head of the household are absent. Then, whoever is the most responsible person among the members present can be interviewed. Write the name of this person. After you have completed section 01, enter the serial number of this household member in the boxes provided.

#### SECTION 01: HOUSEHOLD ROSTER

##### Question 1: Serial numbers and names of household members

A household is a group of persons who normally eat and live together. These people may or may not be related by blood, but make common provision for food or other essentials for living and they have only one person whom they all regard as a head of household. Such people are called members of the household (see definition in chapter I).

Write down the names of all the usual members of the household beginning with the Head of household. The head of household will be the person all members of the household regard as the head. He/she is the one who normally makes day-to-day decisions governing the running of the household. In most cases this will be the husband/father in the household but not in all cases(see definition in chapter I).

If there is a newly born baby who is not named in the household then write 'Baby' and the Surname of father e.g. Baby Mulenga.

Be sure to include all usual members of the household including those who are temporarily away on visits, funeral, in hospital, boarding school and so on. Also ensure that non usual members of the household are excluded from the list (see definition of usual member in chapter I).

Each member should then be numbered in the first column (serial number of household members).

If there are more than 20 members in the household, then use a fresh questionnaire. Indicate on the first page of the new questionnaire that this is the 2nd questionnaire of a total of 2 and enter the same Identification Particulars as on the first questionnaire.

The serial number of household members are the identification numbers you will use when you record information concerning specific household members. For instance when recording responses for a head of household, you will do so in the first row of the household roster. This is so because the head of household will be listed first.

All questions from 2 to 19 should be asked for each household member, except for questions 11-19 which exclude those aged below 5 years.

#### Question 2: Residence status

This refers to whether a person is a usual member present, usual member absent or just a visitor. Usual members absent are those who have been away from the household for at least one week from the day of the interview. If the person is a visitor then end asking questions about that person and proceed to find out more about the other persons listed. Visitors are not supposed to be included in the list of usual household members if they spent less than 6 months with the household (see definition of household members in chapter I).

#### Question 3: Relationship with the Head of household

Remember that relationship is only to the permanent head of household and not to any other members or the temporary head. This will cover relationship by blood, marriage, adoption, etc. For example cousins, in-laws, adopted children, etc.

'Other relatives' will be any other relatives not indicated in the questionnaire.

'Not related' will mean no relationship with the head either by blood, marriage, adoption, etc. For example maids, garden boys, farm hands, etc who are not related to the head.

#### Question 5: How old is ..... now?

Record the age in complete years, e.g. a person who is 17 years and 11 months old will have 17 entered as his/her age.

For those younger than 5 years record the actual age in months. Indicate whether years (1) or months (2) is being recorded in the first of the three boxes provided.

Almost all persons who have been to school know their age, while some especially the illiterate and the very old may not. Ask such a person how long he has been living in this area, about what time in his life he came here, what he did, then, for how long and how old he was when he left his parents' home etc. In this manner you can build his/her life history.

It may also be possible to determine his age by referring to some historical events that he may remember. E.g. How old he was when the Lusaka-Mongu road was built by the Chinese or when the name Feira boma was changed to Luangwa or when Zambia became an independent country etc. Such historical events are meant to help a respondent remember

how old he/she may have been when the events were occurring.

If you have already ascertained the age of some other member of the household this may be of considerable help in determining the ages of other members of the household. For example, if you have estimated that the eldest son of the head of the household is 12 years old, you may be able to determine the ages of the other children by finding out how many years elapsed between the births of the different children. In case you are only given the year of birth and no month, even after probing, calculate the age by subtracting the year of birth from 1993.

Those aged more than 90 years round down to 90.

Question 8: Has .....had a health consultation in the last 3 months?

A health consultation is one where a person has approached or sought medical advice/attention from any medical officer or traditional healer whether at a public or private health institution or merely by calling a medical officer on a private arrangement. This excludes consulting spiritual healers but includes traditional healers (herbalists).

Question 9: Who was the last person/institution consulted?

Find out if it was a traditional healer that person consulted or if not, whether it was a government, mission, industrial or private health center, clinic, surgery, or hospital that the person went to for consultation. Industrial health institution refers to clinics or hospital run by companies e.g. state insurance corporation, PTC, etc.

If the person consulted more than one institution for the same illness/ailment record the last one of those institutions/person.

TRADITIONAL HEALER - is a practitioner who uses herbs to cure ailments.

GOVERNMENT - Government run hospitals, health centers and clinics including those run by the District Councils.

MISSIONS - Hospitals, health centers and clinics run by missions e.g. Salvation Army, Catholic Missions, Reformed Church in Zambia, etc

INDUSTRIAL - Hospitals, health centers and clinics run by companies like PTC, Zambia Railways, ZCCM.

PRIVATE - Hospitals, health centers, clinics, offices and surgeries run privately.

Question 12: Is the school attending or last school attended a government, mission, or private one?

Government - Schools run by the central and local government including some colleges and the universities.

Mission - Schools run by missions such as Catholic, Seventh Day Adventist, Reformed Church, Salvation Army etc.

Private school - Schools run by private persons or companies. Usually accompanied by high school fees e.g. Trust schools run by ZCCM, etc.

Question 13: Is..... currently attending school?

Question 11 to 19 concerning education are only to be asked for household members 5 years or older. Question 13 should be asked of persons aged 5 years or older but below 31 years old.

Attending school is taken to mean that the person attends school as a full-time or part-time student i.e. in the formal school system.

For example:-

-Students attending vocational training including teacher training should be considered as attending school.

-Students at colleges and universities.

-Persons attending night school should be taken as attending school.

-Students at primary and secondary schools.

-People on unpaid study leave to a formal educational institution.

-People engaged in correspondence studies with a correspondence school.

Question 14: What grade is .... currently attending?

Use the following codes:

Grade 1 to 12	CODES 1 TO 12
Grade 12 GCE (O)	CODE 12
Grade 12 GCE (A)	CODE 13
College Students	CODE 13
First Year University Students	CODE 13
Bachelors Degree	CODE 14
Master Degree	CODE 15
Doctoral level and above	CODE 16

Question 17: What grade was ... attending last year?

Use the same codes as in question 14 (above).

Question 18: What is/was the highest grade attained?

The level attained is the qualification or attendance (i.e. degree, diploma, certificate, etc) that an individual has acquired, whether by full-time study, part-time study or private study, whether conferred in the home country or abroad, and whether conferred by educational authorities, special examining bodies or professional bodies. The acquisition of an educational qualification, therefore, implies the successful completion of a course of study.

The system of school standards, grades and forms have been changed about 3 times in recent years. Below is the sketch to guide you. Convert all previous standard of education to the current education level using the table below. For persons who were educated outside Zambia give the code of the appropriate Zambian Equivalent of the level reached.

<u>Date</u>	<u>Before 1956</u>	<u>1956-65</u>	<u>1966-80</u>	<u>1981 to Date</u>	<u>CODES TO ENTERED</u>
Sub-Standard A	Sub-Standard A	Grade 1	Grade 1	01	
Sub-Standard B	Sub-Standard B	Grade 1	Grade 1	01	
Standard 1	Standard 1	Grade 2	Grade 2	02	
Standard 2	Standard 2	Grade 3	Grade 3	03	
Standard 3	Standard 3	Grade 4	Grade 4	04	
Standard 4	Standard 4	Grade 5	Grade 5	05	
Standard 5	Standard 5	Grade 6	Grade 6	06	
Standard 6 Lower	Standard 5	Grade 6	Grade 6	06	
Standard 6 Upper	Standard 6	Grade 7	Grade 7	07	
Form 1	Form 1	Form 1	Grade 8	08	
Form 2	Form 2	Form 2	Grade 9	09	
Form 3	Form 3	Form 3	Grade 10	10	
	Form 4	Grade 11	11		
Form 4 (GCE)	Form 4 (GCE)	Form 5 GCE (O)	Grade 12 GCE (O)	12	
Form 6 Lower	Form 6 Lower	Form 5 GCE (O)	Grade 12 GCE (O)	12	
Form 6 Upper	Form 6 Upper	Form 5 GCE (A)	Grade 12 GCE (A)	13	
Diploma/Certificate					13
University Undergraduate Students					13
Bachelors Degree					14
Master Degree					15
Doctorate and above					16

For cases up to GCE (O) Level, when recording highest level of education, the level completed is what matters. While for cases after GCE (O), level qualification is what matters.

Example 1: If someone had passed standard 5 before 1956, enter code 06 in the boxes provided.

Example 2: Suppose a person completed form 5 GCE (O) Level in 1980. In 1981 he went to study at the University of Zambia. After two years he/she left before completing the program. For this person enter the code 12 in the appropriate boxes. The two years spent at the University are not considered in this case.

Example 3: If someone completed (not just attended) grade 7 but is now repeating grade 6, then the highest grade attained in this case is grade 7. Someone repeating grade 7 - highest grade attained is grade 7. Someone who is currently attending grade 7 but has never completed grade 7 before, then highest grade attained is grade 6.

If a person is currently attending school in Grade one and has never attended school before then the highest level attained - enter '00' in the boxes provided.

## SECTION 2: LABOUR FORCE

This section is for only those persons aged 7 years and over. Check the age of the respondent

in section 1 and then ask questions in this section if the person's age is 7 years and over.

In this section we want to find out whether a person is working or not and if working, then what type of work he or she is doing. If not working, we would like to know whether or not a person is seeking work or interested in getting work or available for work but not looking for work or whether a person is not looking for work and not available for work.

Those who are working and those not working but interested or available for work are known as economically active or in the labour force. Those not working, not looking for work and not available for work are not in the labour force and are known as economically inactive.

Those not in the labour force will include the following categories:-

- i) Mainly looking after own household duties(full-time housewives/home duties
- ii) Full-time students;
- iii) Not able to work (disabled permanently, too old, invalids);
- iv) Pensioners;
- v) Persons living only on rental incomes, past savings interest, inheritance, gambling income, etc;
- vi) Others who are neither interested nor available for work, such as beggars, vagrants, prisoners, prostitutes etc.

#### USUAL ACTIVITY ( MOST OF LAST 12 MONTHS)

Question 1: Most of the last 12 months were you working,.....?

This question breaks up the population 7 years and over into those economically active and inactive in the 12 months prior to the survey.

Here you are supposed to present the alternatives to the respondent. The definitions of these alternatives (working etc) refer to both question 1='most of last 12 months' and question 13='last seven days'.

#### 1. Working:

We define a person as working if he or she performed some work for pay or profit. Payment may either be in cash or in kind, that is in the form of goods or services or any combination of these.

Examples:

- (a) A person employed by someone on a fixed monthly income or on a weekly or daily wage/salary.
- (b) A person who is paid by an employer on the basis of piece work.
- (c) A person running his/her own business such as a marketeer, a hawker, a cobbler, a tinsmith, a bottlestore operator, a grocery store owner, etc.
- (d) Two (or more) partners running a business.

- (e) A farmer who tills his/her own farm, with or without the help of other persons.
- (f) A farm labourer who is paid partly in cash and partly in terms of farm produce.
- (g) A person who works in a hotel and gets his wages partly in cash and partly in terms of board and lodging.
- (h) Some students manage to find a job during school holidays and might be working during the reference period. These should be classified as working.
- (i) An unpaid family worker who works in a family business or farm.
- (j) A small scale/subsistence farmer
- (k) A street vendor
- (l) Those who call out bus destinations or load luggage at bus stops (ngwangazis), or those who carry peoples shopping from shops like mealie meal carriers and charge for that service.
- (m) Persons who had a job and would normally have worked for pay or profit or return in kind but were:-
  - (i) prevented from working by temporary illness, bad weather, industrial dispute such as strikes or lockout, on suspension, on leave, and;
  - (ii) all persons who had got a new job but had not yet reported for work, are to be classified as working. (For the 'last seven days' part).

Since a person may work for sometime and then stop for a period, we shall define a specific reference period during which he may have worked on a regular basis in order to classify him as working or not.

For people in agricultural and allied operations, the following activities will constitute as work during most of last 12 months:

- (i) Agricultural: growing crops, fruits and vegetables, raising of poultry and livestock, and fish farming.
- (ii) Fishing and hunting.
- (iii) Forestry: collecting or cutting wood, charcoal burning, gathering of honey and beeswax from trees, gathering of mushrooms, caterpillars, etc. Collecting wild fruits, etc for sale.

Generally, housewives doing only household duties of looking after their own families are not to be regarded as working. Therefore, do not include housewives who do not have paid employment or self-employment for pay or profit or who do not work regularly in a family business or on a family farm as working. However, if a housewife is having paid employment or works in a family business or on a family farm, she is then to be regarded

as working. Similarly a housewife who looks after another family and is paid for her work in cash or kind is to be regarded as working.

You can find out if a person was/is working by asking them if they were employed or were doing their own business or were engaged in some agricultural activities, or any activity such as charcoal burning, hunting, fishing, wood cutting, selling mushrooms, etc.

2. Not working but looking for work

This refers to persons who sought a job any time during the last 12 months or last seven days. This will include people who :-

(i) registered at an employment exchange;

(ii) went to possible employers to ask for a job;

(iii) wrote a letter or applied for a job;

(iv) asked friends, relatives, neighbors, etc to help them find a job;

(v) made any effort to start a business e.g. opening a market stall, clearing a piece of land for agricultural activity, etc.

If a person did not do any of the things above but only wished to get a job without trying to do something to actually find a job then do not classify that person as looking for work.

3. Not working and not looking for work but available for work

Ask if the person who was not looking for work is available for work. This is a person who wishes to get a job or is interested in getting a job but has not made practical efforts to get a job.

Those available for work are those persons who were not sure that there is any job available or who imagine that they are not qualified or that there is no suitable vacancy or who just say "Where can I find work?". It includes those who are not looking for work but are interested in working. They may not be looking for work for temporary reasons like temporary illness or awaiting results of previous application etc. Persons who are not working and not looking for work because they are full-time housewives or students or for any other reasons should be classified accordingly.

4. Full-time student

Those who report as students and are doing nothing for pay or profit during the reference period and entirely devoted most of the last 12 months to school work or studying. Students on paid study leave should be taken as working.

Those students who are having a part-time job during the reference period should also be taken as working. Remember the question refers to MOST of the last 12 months. If most of last 12 months a person was a student then classify them as such (students). But if most of the last 12 months they were working even if part of it they were students then classify them as working. If they are currently students but were working most of last 12 months they should be recorded as 'working' in question 1 and 'student' in question 13.

5. Full-time housewives/home duties

These are persons who devote all their time to looking after their own household/families/children and not doing anything for pay or profit. These are neither working nor seeking work because they are just attending to household duties for which they don't get any pay/profit. However if a housewife is having paid employment or doing any business for pay/profit. She is to be regarded as working. E.g. if she is engaged in a family business or farm or if she works for another family as a nanny or housekeeper or maid or cleaner, etc, she is to be regarded as working. Also housewives who are subsistence farmers should be regarded as working.

6. Retired, very old

These are persons who retired and are depending solely on pension or retirement benefits without doing anything for pay or profit. If a retired person engages in any job/business for pay or profit or is doing some subsistence farming then he/she is to be regarded as working.

Those who say they are too old to work are the ones who should be regarded as very old.

7. Other

This includes people living only on rental incomes, savings, interest, inheritance, gambling income, etc. and others who are neither interested nor available for work, such as beggars, vagrants, prostitutes, prisoners and the invalids or the very sick or permanently disabled and those who give disability as a reason for not working and not looking for work. You are required to specify the given reason.

The economic activity status of the person will be that of the main job during the reference period.

Question 2: What type of job/business were you doing most of last 12 months?

This is the job in which he/she spent more working time or, failure to this, where he/she got more income.

Specify/describe briefly the type of job he/she was doing above the box provided.

Afterwards on the same day at your camping place enter the appropriate code for the occupation from appendix VI. Use the three digit level codes.

Occupation should be given in clear terms to show what kind of work one did. Examples: Carpenter, messenger, town clerk, radio mechanic, farm labourer, accounts clerk, personnel officer.

Avoid entering a term that implies greater skill or responsibility than is really involved in the job. Do not enter "Engineer" for someone who is actually a draughts man, or "Accountant" for a bookkeeper, or "Brick-Layer" for someone who only mixes mortar and hauls bricks. That means you have to probe further and find out exactly what a person's real occupation is by asking further questions about his training and cross check with his/her education (given in section 1).

Question 3: What sort of business/service was carried out by your employer/establishment/business?

Specify/describe briefly the type of business or service that was carried out at the person's business or workplace. First write the industry on top of the boxes and then later give the code number when you get back to camp (see appendix VII for industry codes). Use the three digit level codes.

This question refers to the kind of business or service (industry) carried out at his/her workplace relating to the occupation which is already recorded under question 2. What kind of product or service one produces will depend upon the industry or type of job one is employed in.

Example 1:

A carpenter may work in:- | The industry will be:-

A furniture workshop	Furniture Manufacturing
A building Construction Co.	Construction
Zambia Railways	Transport

Example 2: Many enterprises have several functions and in such a case, the industry to record should relate to the functions of the establishment where the respondent is closely associated.

Functions | Industry

Dairy Produce Board	1) Prepares Milk	Food Manufacturing
	2) Sells milk to	Wholesale Trade Retailers
	3) Sells milk to	Retail Trade consumers
Bata Shoe Company	1) Manufactures	Manufacture of Shoes
	2) Sells Shoes	Retail Trade

In this case write the category of production/industry with which a person is most associated with during the reference period.

Examples:

(1) A Doctor employed by the University Teaching Hospital and a Doctor working at a hospital owned by ZCCM - Both will be classified in Industry 851.

(2) A Plumber employed by a farm owned by ZCCM will not be classified under mining but under code 011 (Agriculture).

#### Question 4: What is ..... employment status

(A) **Self- Employed:** Those persons who are not working for others for a wage or salary but run their own businesses, factories, workshops, farms and also do not employ others and pay them wages and salaries in their establishment are classified as self-employed. Ordinarily such persons will have their own place of business and determine their own hours of work and work program. These persons may do other peoples work by fixing an hourly rate or on the basis of the job itself.

The fact that members of a person's household may assist him/her in his/her work without receiving any remuneration does not alter his employment status as self-employed because he/she is not employing them. However, if he pays wages or a salary to any member of this household, in that case he is employing that member and this relation (employer/employee) will then be the case.

#### Examples of a self-employed person:-

-A subsistence/small scale farmer who does not employ outside labour in his farm except unpaid family workers will be treated as self-employed.

-An owner of a small family store run by him/herself is self-employed.

-A marketeers or a street vendor is a self-employed person.

-A car mechanic running a small repair business on his own is self-employed.

-An owner of a small tea-shop or kiosk which he runs himself or with the help of his (unpaid) family members is a self-employed person.

-A cobbler or a carpenter running repair business without the help of others is self-employed.

-A tailor doing his business with no outside helper is self-employed.

-A contractor doing odd job repairs on his own is self-employed.

If a person works as a subsistence farmer and other members of the household also have their own plots on the farm/holding and harvest separately and run as separate entities then each one of these will be subsistence farmers and each classified as **self-employed**. But if the rest of the members of the household work in the farm owned or controlled by the head and do not receive salary/wage, then they will be classified as **unpaid family** workers while the head or the one who controls/owns the farm will be classified as **self-employed**.

(B) **Employees** are those person(s) who worked for others for a wage or salary which may be paid to them in cash or kind or partly in cash and partly in kind. Salesmen who worked for commission are also to be classified as employees.

#### Examples:

- A shop assistant
- A bartender (not the bar owner)
- A carpenter working for a contractor
- A miner
- A domestic servant, cook, gardener, security guards etc.
- A manager of a firm
- A mechanic working for pay in a garage

**NOTE:**

-All government workers and employees of parastatal and private organizations from an orderly right up to secretary to the Cabinet, Managing Directors, etc are employees.

-Ministers and other members of parliament having public funds as their main source of income will be considered as government sector employees. Similarly, chairmen of service commissions and chairmen of parastatal organizations will be treated as employees.

-All full-time political party employees are to be recorded as private sector employees.

Classify employees according to whether they are Central government employees (2), Local government employees (3), parastatal employees (4), or private sector employees (5).

Government Employees are those employees who work for all organs of the government which includes: government ministries and departments, all levels of the law courts (supreme, high, magistrate, and local courts), etc including the Ministry of Decentralization.

Local government employees are those employees who work for the district/local councils (city, municipal, and township councils).

Parastatal Employees are those employees who work for firms/companies owned and/or controlled by the government or partly owned/or controlled by the government and partly by private. Such as Zambia Airways, Zambia Railways, PTC, Zimco companies, Zambia Sugar Company, State shops (Mwaiseni Stores, National Homes Stores, etc), ZCCM and so on.

Private Sector Employees are those employees who are employed in privately owned firms/companies such as shops, private butcheries, private farms, and other businesses owned by private individuals or companies, other airlines other than Zambia Airways, hair salons, restaurants, hotels, and so on as long as there is no government participation.

(C) **Employer** are those persons who run their own business and employ others in their establishment and pay them wages/salaries.

Remember do not include personnel managers/officers, managing directors (who are not owners) or any such people as employer if they are themselves employed. But a managing director of his/her own firm/company/business is an employer regardless of age, sex, education level, or income level.

(D) **Unpaid Family worker** These are persons who normally assist in the family business or

farm but do not receive any pay or profit for the work so performed.

All persons classified as 'self-employed' or 'employer' (non-agricultural) will need to specify business activity details in section 6B.

Question 5: Was this job full-time all year, part time all year, full-time part of the year or part time part of the year?

This question is distinguishing seasonal workers from all-year round workers and part-time workers. Read out all the alternatives to the respondent.

Full-time all year - refers to those who work the total duration of their stipulated working hours and the job is all year round.

Part-time all year - refers to those who only work part of the stipulated working hours but the job runs through out the year.

Full-time part of the year - refers to those who work the total duration of their stipulated working hours but the job is only part of the year. Example, seasonal workers on farms who are employed on a full-time basis but only when its harvesting, planting or weeding time.

Part-time part of the year - refers to those who work part of the stipulated working hours and the job only runs for part of the year. Example, a student who is doing his/her research or job practice and only works for 3 hours in an 8 hour job and only for seven months in the year.

Question 7: Did you also have secondary job/business during the last 12 months?

Secondary job refers to any other job apart from the main job last 12 months or current main job just recorded. A person may, for example, be employed in a regular job but be also running a business or may be running two or more businesses one of which was recorded as the main job of last 12 months or current main job. In the latter case, the other business(es) is /are the secondary job/s. If a person has more than one secondary job, then record the one that earns him/her the most income. If the income is the same, select the one where the person spends most of his time and effort. The other secondary jobs together with the main job and main secondary job (if non-agricultural) will be captured in section 6A (non-farm business activities).

Question 8: What was your main secondary job/business

See explanation in Question 2 which explains about occupation. Use the same codes in appendix VI.

Question 9: What sort of business/services was carried out by your employer/establishment or business in this secondary job/business?

See explanation for industry in question 3. Using the same codes in appendix VII.

Question 10: What was your employment status in this secondary job/business?

See explanation for question 4.

Question 11: Is this secondary job/business full-time all year, part-time all year, full-time part of the year, or part-time part of the year?

See explanation for question 5.

Question 13: During the last 7 days were you working,.....

See explanation in question 1 but relate to current activity (last seven days).

Question 14: What is your current main job/business?

See explanation for occupation in question 2 and relate it to the current main job/business (during last seven days). Use the same codes in appendix VI. And ensure that you write the occupation in words first and then code later.

Questions 15 and 30: Is this the same job/business you were doing most of the last 12 months?

'Same job/business' refers to a situation where occupation, industry, and employment status are all the same. If anyone of these three changed, then it is a different job/business.

Question 16: What sort of business/service is carried out at your work place/business?

See explanation of industry in question 3 and use the same codes in appendix VII. Ensure that the industry is written out in full and also coded later.

Question 17: Is this job/business full-time all year, part-time all year, full-time part of the year, or part-time part of the year?

See explanation for question 5. Read out all the alternatives to the respondents.

Question 19: What is your employment status?

See explanation in question 4.

Question 20: Are you entitled to a pension scheme/social security in this job/business?

This and the next two questions are meant to establish whether a person is in the formal or informal sector of the economy. Pension Schemes refer to schemes paid out in form of money when a person retires from employment such as the government pension scheme and the local government Superannuation Fund scheme.

Social security is also some kind of insurance for when one is out of employment or retired such as the ZNPF, Workmen's Compensation, and Insurance Policies provided by employers (not provided by persons themselves).

Question 21: Are you entitled to paid leave in this job/business?

This question refers to whether or not a person is entitled to pay while on vacation leave, maternity leave, etc.

Question 23: Do you also have a secondary job/business?

See explanation for question 7.

Questions 24 to 28:

See explanation for questions 8-12 and use the same codes for occupation and industry from appendices VI and VII, in questions 24 and 25. Both write in and code the occupation and industry.

Question 29: Did..... have a previous job/business?

Find out if the person has had a job/business before. Whether they are now working or not. For those currently working or having a business, you are finding out if they had a different job/business previous to the current. If not currently working, you are finding out if they ever had a job before and record the answers to the next questions based on the most recent job

they had previously.

Question 31: What was your employment status?

See explanation for question 4.

### SECTION 3A - HOUSING FACILITIES AND AMENITIES

This section is concerned with housing particulars such as quality of housing. The amenities referred to are those actually used by the household members. In question 3, for flats/apartment type of buildings the roofing material being referred to is that which is on the top of the whole building.

Points to note:-

- Twelve months ago means 'this time last year' - from the time of enumeration going backwards.

- Most questions are asked of MAIN source of the various items. Therefore, if a household uses more than one source of a particular item, only record the main one.

- Every question that is asking about 12 months ago has a Not Applicable (N/A) answer category. This applies to a situation where a household did not exist 12 months ago and therefore, the question is not applicable.

(In the training go through all the questions in this section and discuss them).

### SECTION 3B: ACCESS TO FACILITIES.

Question 1: How far is it to the nearest ..... facility?

These facilities are those which are nearest to the household: irrespective of whether any member of the household uses them or not. In the first column for instance, you have to find out the distance to the nearest market from where the household stays, irrespective of whether the household's food and other commodities are purchased from there or not.

Example: A household living in Kabwata Estates purchases its supplies from Kamwala market which is further away than Kabwata Market. Then the distance you will record for the food market is that to Kabwata market even if the household does not use it.

In villages, the distance to the nearest facility can be obtained from a knowledgeable person like a school teacher, student, religious leader etc if the household head is ignorant.

1. FOOD MARKET: Is a well defined or organised central point/place where buying and/or selling of food takes place.

Exclude: Street Vendors/hawkers if they are not operating from a central place.

2. BUS STATION/TAXI/BOAT SERVICE: Is any place generally regarded as such, where public/taxi/bus/boat transport is available or can be boarded by people.

Facilities referred to here need not be conventional ones. For example, if the nearest market is just a roadside one which is not an official market - that is the one to be recorded. Other examples are postal agencies as opposed to a fully fledged post office, a primary school that only goes up to grade four, a basic secondary school, a partial clinic, a bus stop that is not official, etc. Record the distance to the nearest facility whether this facility is conventional or not and being used by the household or not.

If distance to the nearest facility is less than one kilometer away - then record 00 in the appropriate box.

Q2 to Q4 will not be asked for facility 7 (source of drinking water).

Q3 answer category 6 (not relevant) concerns those who do not use the facility because there is no need for the household to use it, Example; A household without school age children, will not need to use a school. But if they do have school age children then they should give either one of the answer categories 1 to 5 for that facility. If this question is answered then Q4 should not be asked.

Q4 'Public transport' includes UBZ transport, Zambia Railways, Mulungushi traveler, private buses and mini buses, pirate taxis, buses, trucks, etc as long as its not the household's own transport. 'Provided by employer' is regardless of whether public, parastatal, or private employer.

Boat/water transport includes canoes, banana boat, pontoon, etc., whether they are public, parastatal, or private.

#### SECTION 4: MIGRATION

##### Question 1: Where was the household residing 12 months ago?

The objective of this section is to find out if a person has moved from a rural area/locality to an urban area/locality or vice versa.

If a household seems uncertain about the period "12 months ago", then ask the question "Where was the household living this time last year" ?.

Answer categories 1 and 2 refers to a situation where a person is in the same type of area even if they may have moved to a different locality. Answer categories 3, 4, and 5 are the persons of interest. Based on this if for example a household moved from one locality to another within Lusaka city then the answer category to record is '2'. But if someone moved from a rural part of say Chipata District to the Chipata town itself then the answer to record is '3'.

##### Question 2: Was this different locality/district situated in a rural or urban area?

The list of urban areas and townships is given in the appendix III.

If a household is not sure of the district then ask for the name of the chief in whose area the household was living 12 months ago.

##### Question 5: Where did they go?

In this question you are finding out where the member/s of household established as being away in question 4 have gone to. If more than one member of the household went away for more than six months to look for, or take up a job/business, you should record the place

where the person who has been away the longest went to.

## SECTION 5A: AGRICULTURE, HOLDING

Question 1: Was any member of the household engaged in any agricultural activity for this household during the last agricultural season ?

Agricultural Activity: Is the growing of crops and/or owning of livestock and /or owning of poultry and /or fish farming. (See chapter II for rest of explanation).

Question 2: What is the total size of the holding

To households that have some official claim over some land, like those having title deeds issued by the Department of lands or those that have letters from chiefs, etc. You can ask for the size of holding in a straight forward manner since they have this in their authorization letters. This means that you need to first find out if the household has such claims. This question is trying to find out 'potential' as well as 'active' agricultural land.

Where a household does not have some official claim over some land, size of the holding can be estimated by summing up the area under crop/s, total area of land delimited and supervised for livestock grazing purposes, land under poultry, and land under operated fish ponds.

### AGRICULTURAL HOLDING

An agricultural holding is all land wholly or partly operated for agricultural purposes i.e., for growing of crops and/or raising livestock and/or raising poultry and/or fish farming. A holding may consist of one or more patches of land located in one or more separate areas. These patches of land are called parcels. Within one patch of land can be found one or more fields of various crops.

All parcels operated by the members of a household for the household should be considered as

one holding. This means exclude parcels operated for other households.

To get the total size of the holding for one household add up:-

-parcels operated by members of the household for their own household for growing of crops.

-parcels operated by others but for members of this household for growing of crops.

-land specifically used for poultry, or livestock (where the land is delimited and supervised for livestock grazing purposes), or fish farming (essentially this means adding up the total area under operated fish ponds).

The following points should be observed in identifying a holding:

- a) Economic units engaged solely in hunting and trapping animals, forestry and logging and fishing are not agricultural holdings because these are not considered to be agricultural production activities.
- b) Economic units engaged in agricultural services are considered to be establishments

- rather than holdings.
- c) Some holdings for which land is not an essential factor of production may have little or no significant amount of land e.g. poultry hatcheries or certain other livestock production activities, are holdings.
  - d) A given household may have only one holding.
  - e) Holdings may be operated part-time.
  - f) Open range land is not considered a holding. If, however, a specified area is delimited by fencing or other form of boundary demarcation and if its use is supervised, such land may be considered a "commercial grazeland holding" and hence is considered as an agricultural holding owned by the household. It should consequently be included.
  - g) If a household only rears poultry or livestock with no specific land used for rearing them then the size of the holding will be zero. The enumerator should write a note in such a case for the benefit of the analyst.

### Question 3: Total area under crop

See chapter II on how to calculate total area under crop. Total in this question should be less than or equal to total agricultural holding in Q2.

The size can be given in hectare, acre or lima according to the unit of measurement the respondent uses.

Remember that this is actual area under crop.

Be careful with the difference between acre and hectare.

## SECTION 5B: AGRICULTURE, CROP PRODUCTION

### Question 1.1 and 2.1 Did any member of the household plant any hybrid/local maize for grain during the 1991/92 season ?

Hybrid maize = non-traditional (local) maize. High yielding or early maturing or disease resisting types of maize like Pioneer, MM604, MM10, etc. Hybrid maize replanted is no longer hybrid maize and should therefore not be recorded.

Local maize = traditional maize, usually replanted from own produce.

Find out from respondent whether any member of the household planted hybrid/local maize during 1991/92 agricultural season. That is between October 1991 and September 1992.

'For grain' means planted to be harvested dry. Excludes maize intended to be consumed or sold green. Green maize is included as a vegetable.

### Question 1.2 and 2.2: Which members of the household grew hybrid/local maize during this season?

Because more than one member of the household could have grown this crop, the codes 1 for YES or 2 for NO should first be entered in the box provided for the head, then for the spouse and finally for other members of the household.

All the boxes should be marked with either a 1 for YES if that particular member of the household planted the maize, or a 2 for NO if maize was not planted by that person. 'Other' is for any other member/s of the household as a group. The third category (head-spouse combined) is for a situation where the head and the spouse jointly operate the same field(s) and not as separate entities. "This Season" refers to the 1991/92 season.

Question 1.3 and Q2.3: Did you harvest any hybrid/local maize from the area planted

Find out if any hybrid/local maize was harvested from the area planted. 'Harvested' includes what was consumed. Indicate the response in the box provided by entering 1 for YES or 2 for NO.

Question 1.4 and 2.4: How many 90kg bags of hybrid/local maize did the household harvest

Production/harvest of maize should be recorded in dried grain form of 90kg bags. Production of green maize, maize for stock feed and seed maize should be excluded. If harvest was in form of dried cobs, estimate what quantity it would be if it had been shelled.

Question 1.5 and 2.5: How many 90kg bags of hybrid/local maize did the household sell ?

Record in dried grain form of 90kg bags. Or estimate the equivalent.

Question 3.1: Did any member of the household have cassava under production during the 1991/92 season

Find out if any member of the household had cassava under production during the 91/92 season. This includes all the cassava that was in the fields during the reference period (91/92 season) regardless of when it was planted.

Question 3.2

As in Questions 1.2 and 2.2.

Question 3.4: How many 90kg bags of cassava flour did the household harvest

Find out how much cassava was harvested during the reference period and report this in flour form. Quantities of cassava harvested and sold should be recorded in flour form. If harvest and sale of cassava is given in other forms i.e. in tuber form or in chips then you need to convert to flour form equivalents before recording. Cassava is brought to the market in several forms, i.e. tuber, chips or flour. For statistical reporting, only one standard form is adopted. Accordingly quantities of production and sales of cassava should relate to cassava flour in 90 kgs bags. When a respondent reports these quantities in the form of tuber and/or chips, they should be converted to flour equivalents before they are recorded. See appendix IV for conversion tables.

The following equivalents may also be used:

- A. 1 standard bag of chips = 50kg of cassava flour.
- 1/2 standard bag of chips = 25kg of cassava flour.
- 3 standard bag of chips = 150kg of cassava flour.

- B. 1 standard bag of raw cassava = 54kg of cassava flour.
- 1/2 standard bag of raw cassava = 27kg of cassava flour.
- 3 standard bag of raw cassava = 162kg of cassava flour.

#### SECTION 5C: AGRICULTURE, VEGETABLES

##### Question 1: Did any member of the household plant any vegetables during the 1991/92 season

Vegetables include leafy ones like rape and pumpkin leaves, and others like tomatoes, onions, egg plant, impwa, pumpkins, potatoes (both types), green maize, cabbage, etc. Ensure that you only record if they grew vegetables meant for sale and not for their consumption only.

##### Question 2: Which members of the household grew vegetables during this season?

See SECTION 5B, question 1.2. "This season" refers to the 1991/92 season.

#### SECTION 5D: LIVESTOCK AND POULTRY

See chapter II for definition of the various livestock and poultry. Remember that we are asking for 'owned' ones.

#### SECTION 6A: NON-FARM BUSINESS ACTIVITIES, GENERAL INFORMATION

An establishment is an economic unit generally at a single physical location where business is conducted for example; an office or a farm.

A business activity is one or more establishments organized to carry out an economic activity under a common/same direct or indirect ownership. e.g.

i) A dressmaking business activity run by a woman household member with branches or establishments in Kitwe and Ndola.

ii) A welding business

iii) A fishing business

iv) A trading business or marketeer/street vendor/selling at home, etc.

Make sure that any non farm Business Activity/ies which was/were recorded in section 2 by self-employed persons and employers is/are described and also reflected or recorded as non-farm business activities in section 6 and all details of the 3 **MOST** important of those business activities should be filled in sections 6A and 6B. Which means you should first identify those recorded as '1' (self-employed) and '6' (employer) in questions 4, 10, 19, and 26 of section 2. Then screen out those who are engaged in agricultural activities and only take details of persons engaged in non-agricultural activities.

Plus add any other business activities that were not recorded in section 2.

The duration and size of the business activity does not matter. Even if the activity operated for only one month or even less, it still needs to be recorded. If only one business activity was

operating, then just record that one.

The non-farm business activities referred to here exclude those stationed outside Zambia. Like someone who has a bank in South Africa. That banking business should not be recorded in this section. But someone who imports goods from outside but sells them in Zambia - his/her business should be recorded. Income accruing to households from businesses stationed outside Zambia should however be recorded in the income section.

Question 2: List the three most important non-farm business activities in terms of their contribution to household income

Observe that we ask for the main activity, not the name of the firms. The main activity should be described on the lines provided. Then later code the activity (using appendix VII-industry codes). The total number of business activities operated by one household need not be exactly three. They may be one, two, three, or more than three in number. If they have more than three only record the three most important here. The three listed in this question should include even those that may have closed down in the reference period.

Question 4: What was the main reason for closing down?

The reasons listed refer to both availability and accessibility. Therefore, if a facility is available (e.g. credit facilities) and yet the person cannot get the credit because of high interest then he/she can give reason 2.

Question 5: What was the main activity of this business?

See question 2 above. Use the industry codes in appendix VII.

**SECTION 6B: BUSINESS ACTIVITY DETAILS**

These details are to be got of the three most important business activities which were listed in Section 6A.

Question 2: Serial number of household member responsible for daily operations of the business

This is the person who actually runs the business and makes major decisions regarding the day to day operations of the business. He/she is not necessarily the owner of the business. For example a person may employ a manager to run the business on his behalf.

Questions 4 and 6: How many years/months has this business been in operation

For business activities that are adhoc (on an irregular basis) add up the total number of days or months of the times it/they operated, if has been in operation for less than a year. If the business activity has been in operation for more than a year then record the total number of years it/they have been in operation even if they are on an irregular basis.

Question 5 and 8: How many employees are/were working in this business now/12 months ago

Record the number of employees excluding the owner. Only record number of paid employees. Exclude unpaid family workers. Add up all employees of all the branches of the

business.

Question 9, 10 and 11: Equipment used for this business, bought and sold during the last 12 months

Equipment is a tool, item or something that is used in the operations of the business. For example if a household uses a bicycle or vehicle to sell charcoal from place to place then the bicycle or vehicle is the equipment, and so on.

SECTION 7: HOUSEHOLD INCOME

This section is about incomes earned by members of the household from various sources and accruing or available to the household.

The income to be recorded here is from both current main job and current secondary job. If a person is not currently working but was working in the last 12 months then record the income from the job of the last 12 months. Main job and secondary job should be recorded in the appropriate columns relating to the type of income source.

The earnings referred to in this section are gross pay including regular allowances but before deductions for salaried persons. For self-employed persons and employers running their own businesses, get the income actually available to the household, after deduction of business expenses. Be sure to state the unit the income is being measured in.

In the first column of each page of this section write down the serial number of all persons aged 7 years and above who earned some income from any of the sources in this section. Each line is for one person. And ensure that all persons appearing as having earned income except for those who are only recorded in columns 23-26 (other sources of income), are also classified as working in section 2.

If a person did not receive any income from a particular source the enumerator should record a zero in the first box with a line drawn along the rest of the boxes, in the income answer boxes.

Income accruing to households from businesses/Agricultural Activities situated outside Zambia should also be included in this section even though the businesses themselves were not included in sections 2, and 6. But the incomes should be recorded under 'other sources' (column 26) even if they are from some identifiable source.

Questions 1-11: Sale of own Produce

Question 1 to 11 relates to incomes earned by members of the household from their own production activities. Remember in section 5 (Agriculture) and on the listing form we took account of even production activities that were done by others but for members of the household, and we excluded production done by the household for others. Ensure that this is taken into account when you are recording income from own produce. Emphasize to the household that you want to collect income from their own production whether done by themselves or by others on their behalf and that they should not include income that is not

accruing to their households. The income asked for is from production of hybrid maize, local maize, cassava, groundnuts, rice, other food crops, cotton, tobacco, other non-food crops, livestock and their products, and poultry and their products.

If a person bought any of the items mentioned in question 1-11 and later re-sold them. That income should not be recorded in columns 1-11 but should be recorded as retail trade under "Income from non-farming business activities". It has to be income from the person's own production or farming which will appear in columns 1-11.

#### Questions 12: Other farm income

This item refers to incomes which are associated with farming from such sources as bee-keeping, leasing of farm land, crocodile farming, hiring out tractors, fish farming, etc.

#### Questions 13-16: Non-farm business activities

Refers to any business activities that do not fall under questions (columns) 1-12. This also includes income from resale of agricultural produce (not sale of own agricultural produce). Resale of agricultural produce which is not from one's own production is classified as retail trade and therefore is a non-farm business activity.

The incomes to be recorded here should be those from business activities in section 6A (question 2) - the three most important non-farm business activities plus any others which have not been recorded in section 6A.

#### Question (column) 17: Government sector salary including regular allowances

For those persons who in section 2 question 19, 26, 4 or 10 indicated that they are working or worked in the central or local government sector; Record income from that job here including regular allowances such as housing allowance, retention allowance, etc. Regular allowances usually come together with the monthly pay. Exclude subsistence allowances which are meant for paying food and lodging.

#### Question 18: Government non-regular allowances

Here record any non-regular allowances having been received by this person from his/her central or local government job such as non-regular overtime payments, long-service bonus, sitting allowance, settling allowance, etc. Non-regular allowances are adhoc and sometimes are included with the regular pay but in most cases are paid separately. Exclude subsistence allowances.

#### Question 19: Parastatal sector salary including regular allowances

For those persons who in section 2 question 19, 26, 4 or 10 indicated that they are working or worked in the parastatal sector; Record income from that job here including regular allowances such as housing allowance, fuel allowance, transport allowance, education allowance, stove allowance, fridge allowance, domestic servant allowance, etc. Regular allowances are those that are usually included in the pay package every regular period e.g every month, every quarter, every year, etc.

#### Question 20: Parastatal sector non-regular allowances

Here record any non-regular allowances having been received by this person from his/her parastatal sector job such as non-regular overtime payments, long-service bonus, etc.

Non-regular allowances are adhoc and sometimes are included with the regular pay but in most cases are paid separately.

Question 21: Private sector salary including regular allowances

See explanations for questions 17 and 19 but for persons who in section 2 question 19, 26, 4, or 10 indicated that they are working or worked in the private sector. It excludes self-employed person or employers who run their own businesses. Such persons would be included under columns 13-16 (Non-farm business activities). But the section does include persons who work for people who own businesses. It is for people who work for others in the private sector.

Question 22: Private sector non-regular allowances, overtime, bonus, etc

See explanation for questions 18 and 20 but relating to private sector employees.

Question 23: Rent received

Record any income received from rent by the person. Example, rent from houses they own, or rent from commercial buildings they own, rent from any other property owned including land but excluding agricultural land. Rent from agricultural land owned and leased out will appear under question (column) 12 - "other farm income".

Question 24: Remittances received

Record any income in cash and kind received by members of the household. Remittances such as money sent to them by relatives or friends, food such as mealie-meal, school uniforms, clothes, etc. For remittances in kind convert them to cash using the prices they would have been bought at the time of being sent. For each person in the household who received any such remittances add up the total remittances in the whole 12 months prior to the survey. If the remittances are received regularly say per month then record the unit as 3 for a month and record the amount or cash equivalent (for in kind) received every month.

Question 25: Transfer payments

Record any income received by members of the household from such sources as pension, scholarship, insurance, interest on savings, disability grant (for blind, deaf, dumb, physically disabled persons, etc), compensation payments, charitable organization grant, church donations, etc.

Question 26 : Other sources

Record any other income received or earned by members of the household which have not been captured from questions (columns) 1-25.

**SECTION 8: HOUSEHOLD EXPENSES**

This section deals with expenses incurred by the household. Ensure that you collect information for all the household members as a sum, not just what the respondent spent

Question 1: Education expenses

The current school term being referred to is from January-April, 1993 for primary and

secondary school members of the household. For colleges and universities it refers to whatever is the current school term or if the school term is over the term that just ended.

In the case of a household with more than one school going member, add up the amounts for each of the categories. Then enter the amounts to the nearest kwacha in the boxes provided.

"School fees" include boarding fees, tuition paid to school/college/university, registration fees, etc. Tuition referred to under 'school fees' is different from private tuition.

"School uniforms" includes school shoes, socks, jersey/jacket and neck-tie for school purposes.

For items bought for members of a household by non-members of the household - Record the cash value of those items in the appropriate boxes, and record the total value accruing to each person in section 7. For example, if someone outside of the household bought school uniforms and paid school fees for two members of the household, record the total amount of school fees, and the cash value of the school uniforms in Q1 of this section (in the appropriate boxes) for both persons as a total. Add add what the household itself spent on the same items. Then also ensure that the same amounts are recorded (or included) in column 24 of section 7 (Remittances to the household) - against the names of person/s (or serial numbers for whom those expenditures were made.

Question 2: How much was spent on books and stationery during the current school term

In case of a household with more than one school going member, add the amounts. Enter the amounts to the nearest Kwacha in the boxes provided.

Question 3: MEDICAL EXPENSES

"Medicines" include traditional medicines, those bought from shops/chemists etc.

Question 6, 7 and 8: REMITTANCES

Remittances are transfers in cash or in kind from one household to another. We want to record the value given in Kwacha both for the remittances paid in cash or in kind. Thus you should give a rough figure of the value of remittances paid in kind.

In addition to the values, you are asked to give the approximate portions of these values paid to urban and rural areas. Give portions in actual amounts.

If remittances are to outside Zambia convert to the Zambian equivalent using the ruling exchange rate at the time of enumeration.

Question 5: HOUSING

For government employees or other employees whose rent is deducted from their pay, record the amount stated on their pay slips.

Housing maintenance costs concerns expenditure on repairs and maintenance to the dwelling where the household lives such as replacing a broken down sewer pipe, toilet part, water tap, etc.

### Question 9 : TRANSPORT

"Other kinds of transport" includes spending money on travelling for pleasure or business, to visit, attending a funeral, hiring a taxi etc.

### Question 10 : FOOD

Expenditure on mealie meal is asked for the whole month but for other foods, the reference period is two weeks.

For some select items (maize meal, rice, kapenta, beans, vegetables, dry/fresh fish, eggs, irish potatoes, sweet potatoes, cassava, milk, bananas, oranges, other fruits, meat, and chicken) a provision has been made to collect information on own produce consumed.

If a household has consumed any of these items from its own production rather than from those bought from others or on the market then you are to collect the quantity that was consumed last month/last two weeks, the unit it is being measured in and estimate the retail price of the item had it been bought from the market or shops. But if the items were bought from the market or shops then record the expenditure in the last column to the nearest Kwacha. If the household both bought an item from the market and also consumed from its own production then record both in the appropriate columns.

Meat refers to any type other than fish and chicken. It includes cattle meat, goat meat, sheep meat, pig meat, game meat, etc, which the household consumed.

## SECTION 9A: FIXED HOUSEHOLD PROPERTIES AND ASSETS

### Question 2 : What type of buildings does the household own?

This section refers to fixed property/assets. The questions in the section relate to buildings and land owned by households.

Residential buildings: Are buildings meant for human habitation, e.g. a house, a block of flats/or flatlets, a group of huts belonging to one household (mostly rural areas). Record them only if owned by any member of the household. The household need not be living in them.

Commercial buildings: Buildings where trading takes place. Example - Shops, restaurants, bars, shopping malls/plazas, motels, hotels etc. if they are owned by any household member/s.

Industrial building: Buildings where production takes place like factories, mines, car assembly, plants, manufacturing plants, buildings where food like flour, maize meal and canned food are produced, breweries, milk processing plants etc. Record if any are owned by any member of the household.

Because the household can own more than one kind of buildings, you are supposed to enter code 1 for YES or code 2 for NO for each kind of building. This also includes owner-occupied dwellings.

## SECTION 9B: MOVABLE HOUSEHOLD ASSETS

All boxes should be recorded with responses. This question refers to the 12 month period prior to the survey date. 'Not owned 12 months ago' refers to a situation where a household's number of assets have moved from zero to one. It applies in such a case because the number of assets has not increased. This includes households who answer 'NO' in the second column. They still need to be asked the last question.

## SECTION 10: ANTHROPOMETRY

This section is to provide some information on nutritional or growth aspects of children. It is to be recorded of members of the household aged between three and fifty-nine months only, regardless of whether or not they are children of the head of the household. Crippled children should not be measured for weight and length/height but other particulars should be got. Enumerators should write a note against the child's column to explain the situation.

### Question 1: SERIAL NUMBERS OF HOUSEHOLD MEMBERS AGED 3-59 MONTHS

Transfer household serial numbers for children aged 3-59 months from section 01 and enter other particulars of those children in the other questions.

If a household has more than four children aged 3-59 months, use another questionnaire, indicate on the first page that this is the 2nd questionnaire of a total of 2 and enter the same Identification Particulars as on the first questionnaire.

In the second questionnaire you will of course just fill in information in section 10.

### Question 2: SERIAL NUMBER FOR THE CHILD'S NATURAL MOTHER

Transfer the household serial number/s of the natural mother/s of the children aged 3-59 months here.

This is the mother who actually gave birth to the child. It does not include step-mothers. If it is the same mother who has given birth to all the children listed, then enter the same serial number of this household member in the box provided for each of the children. The serial numbers are found in section 01. If the natural mother is not a member of the household (ie they divorced, she died etc), then enter 88 in the box corresponding to the child whose natural mother is not a member of the household.

### Question 4: BREAST FEEDING

This question is to be posed to all children aged 3-59 months even if the child is aged less than six months. If the child is aged less than six months you are asking up to his/her current age.

### Question 8: WEIGHT

Your supervisor will demonstrate to you on how to measure the weight of the child/children using weighing scales and baby carriers. The supervisor will also demonstrate how to adjust the weighing scale to zero. Round down to the nearest 0.1kg.

(See appendix V). The weight should be given in kilograms and grams. For example a child weighing 5 kilos and 90 grams will be recorded as

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+-----+ +--+
| 0 | 5 | .| 9 |
+-----+ +--+ .

```

**Question 9: LENGTH/HEIGHT**

Again your supervisors will demonstrate how to measure length and height using the measuring boards provided. Length/height should be given in cm. (See appendix V).

For children aged 3 to 24 months you will have to measure the child while lying down on the measuring board (length). For children aged 25 to 59 months you will have to measure them while standing upright (height). Length/height should be recorded in centimetres and milimetres. For example, if a child is 1 metre, 2 centimetres and 5 milimetres tall; This will be recorded as:

```

+-----+ +--+
| 1 | 0| 2| .| 5 |
+-----+ +--+ .

```

**APPENDIX I: CODES OF PROVINCES AND DISTRICTS**

PROVINCE	DISTRICT	CODE
CENTRAL		1
	Kabwe-Rural	11
	Kabwe-Urban	12
	Mkushi	13
	Mumbwa	14
	Serenje	15
COPPERBELT		2
	Chililabombwe	21
	Chingola	22
	Kalulushi	23
	Kitwe	24
	Luanshya	25
	Mufulira	26
	Ndola-Rural	27
	Ndola-Urban	28
EASTERN		3
	Chadiza	31
	Chama	32
	Chipata	33
	Katete	34
	Lundazi	35
	Petauke	36

LUAPULA		4
	Kawambwa	41
	Mansa	42
	Mwense	43
	Nchelenge	44
	Samfya	45
LUSAKA		5
	Luangwa	51
	Lusaka Rural	52
	Lusaka Urban	53
NORTHERN		6
	Chilubi	61
	Chinsali	62
	Isoka	63
	Kaputa	64
	Kasama	65
	Luwingu	66
	Mbala	67
	Mpika	68
	Mporokoso	69
NORTH-WESTERN		7
	Mufumbwe (Chizera)	71
	Kabompo	72
	Kasempa	73
	Mwinilunga	74
	Solwezi	75
	Zambezi	76
SOUTHERN		8
	Choma	81
	Gwembe	82
	Kalomo	83
	Livingstone	84
	Mazabuka	85
	Monze	86
	Namwala	87
	Siavonga	88
	Sinazongwe	89
WESTERN		9
	Kalabo	91
	Kaoma	92
	Lukulu	93
	Mongu	94
	Senanga	95
	Sesheke	96

## APPENDIX II: LIST OF CHIEFS BY DISTRICT

### CENTRAL PROVINCE

#### Kabwe Rural

- 101- Chief Chamuka
- 102- Chief Chipepo
- 103- Chief Chitanda
- 104- Chief Liteta
- 105- Senior Chief Mukuni
- 106- Chief Mukubwe
- 107- Chief Mungule
- 108- Chief Ngabwe

#### Mumbwa

- 119- Chief Chibuluma
- 120- Chief Kabulwebulwe
- 121- Chief Kaindu
- 122- Chief Moono
- 123- Chief Mulendema
- 124- Chief Mumba
- 125- Senior Chief Shakumbila

#### Mkushi

- 109- Chief Chembe
- 110- Chief Chikupili
- 111- Chief Chitina
- 112- Chief Kanyenshya
- 113- Senior Chief Mboroma
- 114- Chief Mbosha
- 115- Chief Mukonchi
- 116- Chief Mulungwe
- 117- Chief Nkole
- 118- Chief Shaibila

#### Serenje

- 126- Chief Chibale
- 127- Chief Chisomo
- 128- Chief Kabamba
- 129- Chief Kafinda
- 130- Chief Mailo
- 131- Senior Chief Muchinda
- 132- Chief Muchinka
- 133- Chieftainess Serenje

### COPPERBELT

#### Ndola Rural

- 201- Senior Chief Chiwala
- 202- Chief Fungulwe
- 203- Chief Kalunkunya
- 204- Chief Lesa
- 205- Chief Lumpuma
- 206- Chief Machiya
- 207- Chief Malembeka
- 208- Chief Mukutuma
- 209- Senior Chief Mushili
- 210- Chief Mwinuna
- 211- Senior Chief Ndubeni
- 212- Chief Nkana
- 213- Chief Shibuchinga
- 214- Chieftainess Shimukunami

## EASTERN PROVINCE

### Chadiza

301- Chief Mlolo  
334- Senior Chief Kawaza  
304- Chief Zingalume

### Katete

333- Chief Kathumba  
303- Chief Pembamoyo  
302- Chief Mwangala  
335- Chief Mbang'ombe

### Chama

305- Chief Chibale  
306- Chief Chifunda  
307- Chief Chikwa  
308- Senior Chief Kambombo  
309- Chief Tembwe  
310- Chief Lundu  
342- Chief Pikamalaza  
344- Chief Kapichila  
346- Chief Kazembe

### Lundazi

336- Chief Chikomeni  
337- Senior Chief Magodi  
338- Chief Mphamba  
339- Chief Mwanse-Mpangwe  
340- Chief Mwanya  
341- Sr.Ch.Mwase-Lundazi  
343- Chief Zumwanda  
345- Chief Chitungulu

### Chipata

311- Chief Chanje  
348- Senior Chief Lwembe  
314- Chief Chinyaku  
351- Chief Ndake  
317- Chief Kapata-Moyo  
354- Chieftainess Nyanje  
320- Chief Maguya

### Petauke

347- Sr.Chief Kalindawalo  
313- Chief Chinunda  
350- Chieftainess Mwape  
316- Chief Kakumbi-Malama  
353- Chief Nyamphande  
319- Chief Mafuta  
356- Chief Mumbi  
312- Chief Chikuwe  
349- Chief Mwanjabanthu  
315- Chief Jumbe  
352- Chief Nyalugwe  
318- Chief Madzimawe  
355- Chief Sandwe  
321- Chief Malama-Chikunto

322- Chief Mishoro  
323- Chief Mkanda  
324- Chief Mnkhanya  
325- Chief Mnukwa  
326- Paramount Chief Mpezeni  
327- Senior Chief Mshawa  
328- Chief Msoro  
329- Senior Chieftainess Nsefu  
330- Chief Nzamane  
331- Chief Sayiri  
332- Paramount Chief Undi

## LUAPULA PROVINCE

### Kawambwa

401- Chief Chama  
402- Chief Munkata  
403- Senior Chief Mushota  
404- Senior Chief Mwata-Kazembe

### Mansa

405- Chief Chimese  
406- Chief Chisuka  
407- Chief Kalaba  
408- Chief Kalase-Lukangaba

409- Chief Kasoma-Lwela  
410- Chief Mabumba  
411- Chief Matanda  
412- Senior Chief Milambo  
413- Chief Sokotwe  
414- Chief Mibenge

### Mwense

415- Chief Kashiba  
429- Chief Chitembo  
Nkonde  
418- Chief Lukwesa  
419- Chief Mulundu  
420- Chief Matipula  
421- Chief Mwenda  
435- Chief Mulongwe

### Samfya

428- Chief Kasoma-Bangweulu  
417- Chief Lubunda  
431- Chief Kasoma-Lunga  
432- Chief Mbulu  
433- Senior Chief Kalasa-Mukuso  
434- Chief Mulakwa

416- Chief Katuta  
430- Senior Chief Kalima-

### Nchelenge

422- Chief Lambwe-Chomba  
423- Chief Kambwali  
424- Chief Kanyembo  
425- Senior Chief Mununga  
426- Chief Nshimba  
427- Senior Chief Puta

436- Chief Bwalya-Mponda  
437- Chief Mwansakombe  
438- Senior Chief Mwewa  
439- Chief Nsamba

## LUSAKA PROVINCE

### Luangwa (Feira)

501- Senior Chief Mburuma  
502- Chief Mpuka  
505- Senior Chieftainess Nkomesha  
506- Chief Shikabeta  
507- Chief Unda-Unda

### Lusaka Rural

503- Chief Chiawa  
504- Chief Mumpanshya

## NORTHERN PROVINCE

### Chilubi

601- Chief Chiwanangala  
602- Chief Matipa

### Chinsali

603- Chief Chibesakunda  
604- Chief Kabanda  
605- Chief Mubanga  
606- Chief Mukwikile  
607- Senior Chief Nkula  
680- Chief Nkweto

### Isoka

609- Chief Kafwimbi  
610- Chief Katyetye  
611- Chief Muyombe  
612- Chief Mwenechifungwe  
613- Chief Mweniwisi  
614- Chieftainess Waitwika

### Kasama

615- Chief Chimbola  
616- Paramount Ch.Chitimukulu  
617- Chief Makasa

### Kaputa

618- Chief Munkonge  
619- Senior Chief Mwamba  
620- Chief Nkolemfumu  
621- Chief Kaputa  
622- Chief Mukupa-Katandula  
623- Senior Chief Nsama

### Luwingu

624- Chief Chabula  
625- Chief Chipalo  
626- Senior Chief Chungu  
627- Chief Katuta  
628- Senior Chief Shimumbi  
629- Chief Tungati

Mbala

630- Chief Chinakila  
631- Chief Chitimbwa  
632- Chief Fwambo  
633- Chief Mpande  
634- Chief Mwamba  
635- Chief Nondo  
636- Senior Chief Nsokolo  
637- Senior Chief Tafuna

Mpika

638- Chief Chikwanda  
639- Chief Chiundaponde  
640- Chief Kabinga  
641- Senior Chief Kopa  
642- Chief Luchembe  
643- Chief Mpepo  
644- Chief Mpumba  
645- Chief Mukungule  
646- Chief Nabwalya

Mporokoso

647- Chief Chitoshi  
648- Chief Shibwalya-Kapilya  
649- Chief Mporokoso  
650- Chief Mukupa-Kaoma

NORTH-WESTERN PROVINCE

Mufumbwe (Chizera)

701- Chief Chizera  
702- Chief Mushima

Kabompo

703- Chief Chiyengele  
704- Chief Kalunga  
705- Senior Chief Sikufela

Kasempa

706- Chief Ingwe  
707- Senior Chief Kasempa

Mwinilunga

708- Chief Chibwika  
709- Chief Ikelenge  
710- Chief Kakoma  
711- Senior Chief Kanongesha  
712- Chief Kanyama  
713- Chief Mwininyilamba  
714- Chief Ntambu  
715- Chief Nyakaseya  
716- Senior Chief Sailunga

Solwezi

717- Chief Chikola  
718- Senior Chief Kalilele  
719- Chief Kapijimpanga  
720- Chief Mukumbi  
721- Chief Matebo  
722- Senior Chief Mujimanzovu

Zambezi

727- Chief Ishima  
728- Senior Chief Ishindi  
729- Chief Kucheka  
730- Chief Chinyama Litapi  
731- Chief Mpidi  
732- Senior Chief Ndungu

723- Chief Mulonga  
724- Chief Mumena

733- Chieftainess Nyakulenga

### SOUTHERN PROVINCE

#### Choma

801- Chief Macha  
802- Chief Mapanza  
803- Chief Mooyo  
804- Chief Siamauudu  
805- Chief Singani

#### Gwembe

806- Chief Chipeco  
807- Chief Munyumbwe

#### Kalomo

808- Chief Chikanta  
809- Chief Moomba  
810- Chief Mukuni  
811- Chief Musokotwane  
812- Chief Nyawa  
813- Chief Sekute  
814- Chief Simwatachela  
815- Chief Sipatunyana

#### Mazabuka

816- Chief Mwanachingwala  
817- Chief Mwenda  
818- Chief Naluwama  
819- Chief Sianjalika

#### Monze

820- Chief Chona  
821- Chief Choongo  
822- Chief Monze  
823- Chief Mwanza  
824- Chief Siamusonde  
825- Chief Ufwenuka

#### Namwala

826- Chief Chilyabufu  
827- Chief Kaingu  
828- Chief Muchila  
829- Chief Mukobela  
830- Chief Mungaila  
831- Chief Musungwa  
832- Chief Muwezwa  
833- Chief Nalubamba  
834- Chief Shezongo  
835- Chief Shimbizhi

#### Siavonga

836- Chief Chipeco  
837- Chief Sikongo  
838- Chief Simamba  
839- Chief Sinadambwe

#### Sinazongwe

840- Chief Mwemba  
841- Chief Sinazongwe

### WESTERN PROVINCE

#### Kalabo

(Chieftainess Mbowanjikakana)

#### Lukula

(Chief Imwiko)

- |                      |                        |
|----------------------|------------------------|
| 901- Induna Akabati  | 942- Chief Akabati     |
| 902- Induna Chumbulu | 943- Chief Litondo     |
| 903- Induna Imbwa    | 944- Chief Imbuwa      |
| 904- Induna Katusi   | 945- Chief Mushashu    |
| 905- Induna Kaongolo | 946- Chief Mundandwe   |
| 906- Induna Kaonga   | 947- Chief Mwenda      |
| 907- Induna Kayombo  | 948- Chief Nawasilundu |
| 908- Induna Likubi   | 949- Chief Silembe     |
| 909- Induna Lioko    | 950- Chief Likubi      |
| 910- Induna Lwambo   | 951- Induna Lukama     |

Mongu  
(Paramount Chief The Litunga)

- |                          |                            |
|--------------------------|----------------------------|
| 911- Induna Lwandamo     | 952- Induna Imamuna        |
| 912- Induna Malala       | 953- Induna Inyamawina     |
| 913- Induna Manyima      | 954- Induna Ishewambuto    |
| 914- Induna Mukubesa     | 955- Induna Munono         |
| 915- Induna Mulepu       | 956- Induna Mukulwambula   |
| 916- Induna Mundandwe    | 957- Induna Mwanang'umune  |
| 917- Induna Mundia       | 958- Induna Mwenechiengele |
| 918- Induna Mwanamambo   | 959- Induna Ikanjiwa       |
| 919- Induna Mwanamawa    | 960- Induna Solami         |
| 920- Induna Mwanamungela | 961- Induna Nawasilundu    |
| 921- Induna Mwenemundu   | 962- Induna Sikwa          |
| 922- Induna Nalubuto     | 963- Induna Yusikwakuonga  |
| 923- Induna Nalwendo     |                            |
| 924- Induna Namakaya     |                            |
| 925- Induna Namulimbwa   |                            |
| 926- Induna Nasando      |                            |
| 927- Induna Simayumbula  |                            |

Kaoma  
(Chief Litia)

Senanga  
(Chieftainess Litunga-La-Mboela)

- |                          |                          |
|--------------------------|--------------------------|
| 928- Induna Iluya        | 964- Induna Imonga       |
| 929- Induna Kakumba      | 965- Induna Imenda       |
| 930- Induna Kabilamwandi | 966- Induna Imutulo      |
| 931- Induna Kanguya      | 967- Induna Ikubiana     |
| 932- Induna Kasabi       | 968- Induna Indopu       |
| 933- Induna Kahare       | 969- Induna Imukondo     |
| 934- Induna Kasimba      | 970- Induna Mukata       |
| 935- Induna Mayankwa     | 971- Induna Mushemi      |
| 936- Induna Mufaya       | 972- Induna Sambiana     |
| 937- Induna Mwanambuya   | 973- Induna Ololo        |
| 938- Induna Mwanatete    | 974- Induna Yutanga      |
| 939- Induna Nyambe       | 975- Induna Nalopu       |
| 940- Induna Ibinga       | 976- Induna Mwanamwalile |
| 941- Induna Mutondo      | 977- Induna Lukama       |

Sesheke

(Senior Chief Inyambo)

- 978- Induna Imbwae
- 979- Induna Imalenda
- 980- Induna Aibelilwe
- 981- Induna Matape
- 982- Induna Matako
- 983- Induna Mukwae
- 984- Induna Mulauli
- 985- Induna Mupengu
- 986- Induna Mwanza
- 987- Induna Nalisa
- 988- Induna Katundu
- 989- Induna Sabukube
- 990- Induna Sakakuwa
- 991- Induna Sifuwe
- 992- Induna Sibofu
- 993- Induna Nasando
- 994- Induna Silumbu

APPENDIX III:URBAN AREAS AND TOWNSHIP BY PROVINCES AND DISTRICTS

<u>Province</u>	<u>District</u>	<u>Township</u>
CENTRAL -	Kabwe Rural	Chibombo Chisamba Kapiri Mposhi
	Kabwe Urban	Kabwe Municipal
	Mkushi Mumbwa	Mkushi Township Mumbwa Township Nampundwe
	Serenje	Serenje Township
COPPERBELT	Chililabombwe	Chililabombwe Municipal
	Chingola	Chingola Municipal
	Kalulushi	Chambishi Township Kalulushi Municipal
	Kitwe	Kitwe City
	Luanshya	Luanshya Municipal
	Mufulira	Mufulira Municipal
	Ndola Rural	Masaiti Boma Mpongwe
Ndola Urban	Ndola City	
EASTERN -	Chadiza	Chadiza Township
	Chama	Chama Township
	Chipata	Chipata Township
	Katete	Katete Township
	Lundazi	Lundazi Township
	Petauke	Kacholola Nyimba
		Petauke Township
LUAPULA -	Kawambwa	Kawambwa Township Mwansabombwe
	Mansa	Mansa Township
	Mwense	Mwense Township
	Nchelenge	Nchelenge Township
	Samfya	Samfya/Mwamfuli Township
LUSAKA -	Luangwa (Feira)	Luangwa Township
	Lusaka Rural	Chongwe

	Lusaka Urban	Kafue Rufunsa Chilanga Lusaka City
NORTHERN	Chilubi Chinsali Isoka  Kaputa Kasama  Luwingu Mbala  Mpika Mporokoso	Chilubi Township Chinsali Township Isoka Township Nakonde Kaputa Township Kasama Township Mungwi Luwingu Township Mbala Township Mpulungu Mpika Township Mporokoso Township
NORTH-WESTERN	Kabompo Kasempa Mufumbwe (Chizera) Mwinilunga Solwezi  Zambezi	Kabompo Township Kasempa Township Kalengwa Mine Mufumbwe Township Mwinilunga Township Kansashi Mine Solwezi Township Zambezi Township
SOUTHERN	Choma   Gwembe Kalomo  Livingstone Mazabuka  Monze  Namwala  Siavonga  Sinazongwe	Batoka Township Choma Township Mbabala Pemba Township  Gwembe Township Kalomo Township Zimba Livingstone Township Kafue Gorge Kaleya Magoye Mazabuka Township Nega-Nega Chisekesi Monze Township Itezhi-Tezhi Namwala Township Chirundu Siavonga (Kariba) Maamba Township

		Sinazongwe Township
WESTERN -	Kalabo	Kalabo Township
		Sikongo
	Kaoma	Kaoma Township
	Lukulu	Lukulu Township
	Mongu	Limulunga
		Mongu Township Lunga
		Namushakende
	Senanga	Senanga Township
		Shangombo
	Sesheke	Katima-Mulilo
		Mulobezi
		Sesheke Township

APPENDIX IV:CONVERSION TABLE FOR CASSAVA

RAW CASSAVA

CASSAVA CHIPS

<u>Standard bags</u> <u>Raw cassava</u>	<u>cassava flour</u>		<u>50 kg bags</u> <u>Dry chips</u>	<u>cassava flour</u>	
	<u>90 kg Bags</u>	<u>Kg</u>		<u>Bags</u>	<u>90 Kg</u> <u>Kg</u>
1/4	-	14	1/4	-	12
1/3	-	18	1/3	-	17
1/2	-	27	1/2	-	25
2/3	-	39	2/3	-	33
3/4	-	41	3/4	-	37
1	-	54	1	-	-
2	1	18	2	1	10
3	1	72	3	1	60
4	2	36	4	2	20
5	3	-	5	2	80
6	3	54	6	3	30
7	4	18	7	3	80
8	4	72	8	4	40
9	5	36	9	5	-
10	6	-	10	5	50

## APPENDIX V: HOW TO MEASURE WEIGHT AND HEIGHT/LENGTH

### A. Child Length/Height Summary Procedure (Illustration 2)\*

1. **Measurer or Assistant:** Place the measuring board on a hard flat surface, i.e. ground, floor or steady table.

2. **Assistant:** Place the questionnaire and pencil on the ground, floor or table (Arrow 1). Kneel with both knees behind the base of the board, if it is on the ground or floor (Arrow2).

3. **Measurer:** Kneel on the right side of the child so that you can hold the foot piece with your right hand (Arrow 3).

4. **Measurer and Assistant:** With the mother's help, lay the child on the board by doing the following:

**Assistant:** Support the back of the child's head with your hands and gradually lower the child on the board.

**Measurer:** Support the child at the trunk of the body.

5. **Measurer or Assistant:** If she is not the assistant, ask the mother to kneel on the opposite side of the board facing the measurer to help keep the child calm.

6. **Assistant:** Cup your hands over the child's ears (Arrow 4). With your arms comfortably straight (Arrow 5), place the child's head against the base of the board so that the child is looking straight up. The child's line of sight should be perpendicular to the ground (Arrow 6). Your head

should be straight over the child's head. Look directly into the child's eyes.

7. **Measurer:** Make sure the child is lying flat and in the center of the board (Arrow 7). Place your left hand on the child's shins (above the ankles) or on the knees (Arrow 8). Press them firmly against the board. With your right hand, place the foot piece firmly against the child's heels(Arrow9).

8. **Measurer and Assistant:** Check the child's position (Arrow 1-9). Repeat any steps as necessary.

9. **Measurer:** When the child's position is correct, read and call out the measurement to nearest 0.1 cm. Remove the foot piece, release your left hand from the child's shins or knees and support the child during the recording.

10. **Assistant:** Immediately release the child's head, record the measurement, and show it to the measurer.

**NOTE:** If the assistant is untrained, the measurer records the length on the questionnaire.

11. **Measurer:** Check the recorded measurement on the questionnaire for accuracy and

legibility. Instruct the assistant to erase and correct any errors.

12. For children aged 3-24 months measure them as illustrated above. For children aged 25-59 months measure them while standing upright and use all the direction in 1-11 above but modify the situation to suit the standing upright position.

-----

\* If the assistant is untrained, e.g. the mother, then the measurer should help the assistant with the height/length procedure.

### **B. Child Weight Summary Procedure (Illustration 3)\***

1. **Measurer or Assistant:** Hang the scale from a tree branch, ceiling beam, tripod or pole held by two people. You may need a piece of rope to hang the scale at eye level. Ask the mother to undress the child.
2. **Measurer:** Attach a pair of the empty weighing pants, infant sling or basket to the hook of the scale and adjust the scale to zero, then remove from the scale.
3. **Measurer:** Have the mother hold the child. Put your arms through the leg holes of the pants (Arrow 1). Grasp the child's feet and pull the legs through the leg holes (Arrow 2). Make certain the strap of the pants is in front of the child.
4. **Measurer:** Attach the strap of the pants to the hook of the scale. **DO NOT CARRY THE CHILD BY THE STRAP ONLY.** Gently lower the child and allow the child to hang freely (Arrow 3).
5. **Assistant:** Stand behind and to one side of the measurer ready to record the measurement. Have the questionnaire ready (Arrow 4).
6. **Measurer and Assistant:** Check the child's position. Make sure the child is hanging freely and not touching anything. Repeat any steps as necessary.
7. **Measurer:** Hold the scale and read the weight to the nearest 0.1 kg. (Arrow 5). Call out the measurement when the child is still and the scale needle is stationary. Even children who are very active, which causes the needle to wobble greatly, will become still long enough to take a reading. **WAIT FOR THE NEEDLE TO STOP MOVING.**
8. **Assistant:** Immediately record the measurement and show it to the measurer.
9. **Measurer:** As the assistant records the measurement, hold the child in one arm and gently lift the child by the body. **DO NOT LIFT THE CHILD BY THE STRAP OF THE WEIGHING PANTS.** Release the strap from the hook of the scale with your free hand.
10. **Measurer:** Check the recorded measurement on the questionnaire for accuracy and legibility. Instruct the assistant to erase and correct any errors.

-----

\* If the assistant is untrained, e.g. the mother, then weight should be taken by one person only, the trained measurer, who should also record the measurement on the questionnaire.

### CODING INSTRUCTUIONS FOR APPENDICES VI AND VII

Before you start coding, make sure that you have recorded the type of work/business (occupation) of the respondent and the kind of goods or service produced at the work/business place of the respondent (industry) correctly. Edit your work properly to make sure there are no mistakes as this may lead to misclassification and hence misinterpretation of the statistical data collected.

You then refer to the occupation and industry codes, Appendix VI and Appendix VII which gives you a list of occupation and industrial codes which you have to use in coding the occupation and the industry descriptions in section 2, 6A and 6B. In section 2 you code both occupation and industry descriptions while in section 6A and 6B you code the industry description only, for each of the business activities.

The coding of occupation follows the list of categories given. Each category has a distinct code. You are required to inspect and locate the relevant code following the description of occupation recorded in the questionnaire. The questions which require coding of occupation are 2, 8, 14, 24 in section 2. Those which require industrial codes are items 3, 9, 16, 25 in section 2 and item 2 in section 6A and item 1 in section 6B.

The list of occupation codes is given first by the Major Group (one digit level), then by the sub-major group (two digit level), then by the minor group (three digit level), and finally by unit (four digit level). You are required to use the minor group codes (three digit level codes). The one, two and four digit codes are just to assist you locate the relevant 3 digit code of the ISCO (International Standard Classification of Occupations)

For example major group 2 stands for professionals. Then within this group are sub-major groups codes of 21, 22, 23 and 24. Within the sub-major groups are the minor groups, like in 22 there are 221, 222 and 223. The minor groups are further divided into single units like in 222 where there are: 2221 (medical doctors), 2222 (dentists), 2223 (veterinarians), 2224 (pharmacists) and 2229 (health professional - except nursing - not elsewhere classified). So if a person's occupation is a Dentist, the code to be used is code 222, and you record it as

```
+ - - - - - +  
| 2| 2| 2|  
+ - - - - - +
```

The Industry codes are also given in four stages. The 1 digit code is the Major Division of ISIC (International Standard Industry Classification), the 2 digit code is the main group or minor division within the major division and the 3 - digit code is the sub-group of the main group within the major division. The four digit code is the item code.

The one, two and four digits codes are just to assist you to locate the relevant 3 digit code of the ISIC you should use of the item description to be coded. You are again required to use the 3 digit level code relating to the correct industrial category applicable.

For example, if a person's activity at the place of work is selling cigarettes at retail prices then you code retail trade code

```
+-----+
| 5 | 2 | 1 |
+-----+ .
```

In coding the industrial activity of the business activity (sections 6A and 6B) you again use the same procedure and you will use the 3 digits level codes.

If the activity of a business activity is fishing, then the industrial code is 050, you then record in the boxes as

```
+-----+
| 0 | 5 | 0 | in section 2 and sections 6A and 6B.
+-----+
```

After coding is completed, verification is very important before batching. The Supervisor should check the coding thoroughly using the detailed list of occupations and industries to ensure that it was done correctly. The detailed codes for occupations and industries will be provided at each Provincial Office.

APPENDIX VI: OCCUPATION CODES

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MAJOR GROUP 1  
**LEGISLATORS, SENIOR OFFICIALS AND MANAGERS**

**11 LEGISLATORS AND SENIOR OFFICIALS**

**111 LEGISLATORS**

1110 Legislators

**112 SENIOR GOVERNMENT OFFICIALS**

1120 Senior government officials

**113 TRADITIONAL CHIEFS AND HEADS OF VILLAGES**

1130 Traditional chiefs and heads of villages

#### **114 SENIOR OFFICIALS OF SPECIAL-INTEREST ORGANISATIONS**

1141 Senior officials of political-party organisations

1142 Senior officials of employer', workers' and other economic-interest organisations

1143 Senior officials of humanitarian and other special- interest organisations

#### **12 CORPORATE MANAGERS-a\***

##### **121 DIRECTORS AND CHIEF EXECUTIVES**

1210 Directors and chief executives

##### **122 PRODUCTION AND OPERATIONS DEPARTMENT MANAGERS**

1221 Production and operations department managers in agriculture, hunting, forestry and fishing

1222 Production and operations department managers in manufacturing

1223 Production and operations department managers in construction

1224 Production and operations department managers in wholesale and retail trade

1225 Production and operations department managers in restaurants and hotels

1226 Production and operations department managers in transport, storage and communications

1227 Production and operations department managers in business services

1228 Production and operations department managers in personal care, cleaning and related services

1229 Production and operations department managers not elsewhere classified

##### **123 OTHER DEPARTMENT MANAGERS**

1231 Finance and administration department managers

1232 Personnel and industrial relations department managers

1233 Sales and marketing department managers

1234 Advertising and public relations department managers

- 1235 Supply and distribution department managers
- 1236 Computing services department managers
- 1237 Research and development department managers
- 1239 Other department managers not elsewhere classified

**13 GENERAL MANAGERS-b\***

**131 GENERAL MANAGERS**

- 1311 General managers in agriculture, hunting, forestry and fishing
- 1312 General managers in manufacturing
- 1313 General managers in construction
- 1314 General managers in wholesale and retail trade
- 1315 General managers of restaurants and hotels
- 1316 General managers in transport, storage and communications
- 1317 General managers of business services
- 1318 General managers in personal care, cleaning and related services
- 1319 General managers not elsewhere classified

\*\*\*\*\*

a\* This group is intended to include persons who - as directors, chief executives or department managers - manage enterprises or organisations, or departments, requiring a total of three or more managers

b\* This group is intended to include persons who manage enterprises, or in some cases organisations, on their own behalf, or on behalf of the proprietor, with some non-managerial help and the assistance of no more than one other manager who should also be classified in this sub-major group as, in most cases, the tasks will be broader than those of a specialised manager in a large enterprise or organisation. Non-managerial staff should be classified according to their specific tasks.

\*\*\*\*\*

**MAJOR GROUP 2 PROFESSIONALS**

## **21 PHYSICAL, MATHEMATICAL AND ENGINEERING SCIENCE PROFESSIONALS**

### **211 PHYSICISTS, CHEMISTS AND RELATED PROFESSIONALS**

2111 Physicists and astronomers

2112 Meteorologists

2113 Chemists

2114 Geologists and geophysicists

### **212 MATHEMATICIANS, STATISTICIANS AND RELATED PROFESSIONALS**

2121 Mathematicians and related professionals

2122 Statisticians

### **213 COMPUTING PROFESSIONALS**

2131 Computer system designers and analysts

2132 Computer programmers

2139 Computing professional not elsewhere classified

### **214 ARCHITECTS, ENGINEERS AND RELATED PROFESSIONALS**

2141 Architects, town and traffic planners

2142 Civil engineers

2143 Electrical engineers

2144 Electronics and telecommunications engineers

2145 Mechanical engineers

2146 Chemical engineers

2147 Mining engineers, metallurgists and related professionals

2148 Cartographers and surveyors

2149 Architects, engineers and related professionals not elsewhere classified

## **22 LIFE SCIENCE AND HEALTH PROFESSIONALS**

### **221 LIFE SCIENCE PROFESSIONALS**

2211 Biologists, botanists, zoologists and related professionals

2212 Pharmacologists, pathologists and related professionals

2213 Agronomists and related professionals

### **222 HEALTH PROFESSIONALS (except nursing)**

2221 Medical doctors

2222 Dentists

2223 Veterinarians

2224 Pharmacists

2229 Health professionals (except nursing) not elsewhere classified

### **223 NURSING AND MIDWIFERY PROFESSIONALS**

2230 Nursing and midwifery professionals

## **23 TEACHING PROFESSIONALS**

### **231 COLLEGE, UNIVERSITY AND HIGHER EDUCATION TEACHING PROFESSIONALS**

2310 College, university and higher education teaching professionals

### **232 SECONDARY EDUCATION TEACHING PROFESSIONALS**

2320 Secondary education teaching professionals

### **233 PRIMARY AND PRE-PRIMARY EDUCATION TEACHING PROFESSIONALS**

2331 Primary education teaching professionals

2332 Pre-primary education teaching professionals

### **234 SPECIAL EDUCATION TEACHING PROFESSIONAL**

2340 Special education teaching professionals

## **235 OTHER TEACHING PROFESSIONALS**

2351 Education methods specialists

2352 School inspectors

2359 Other teaching professionals not elsewhere classified

## **24 OTHER PROFESSIONALS**

### **241 BUSINESS PROFESSIONALS**

2411 Accountants

2412 Personnel and careers professionals

2419 Business professionals not elsewhere classified

### **242 LEGAL PROFESSIONALS**

2421 Lawyers

2422 Judges

2429 Legal professionals not elsewhere classified

### **243 ARCHIVISTS, LIBRARIANS AND RELATED INFORMATION PROFESSIONALS**

2431 Archivists and curators

2432 Librarians and related information professionals

### **244 SOCIAL SCIENCE AND RELATED PROFESSIONALS**

2441 Economists

2442 Sociologist, anthropologists and related professionals

2443 Philosophers, historians and political scientists

2444 Philologists, translators and interpreters

2445 Psychologists

2446 Social work professionals

## **245 WRITERS AND CREATIVE OR PERFORMING ARTISTS**

2451 Authors, journalists and other writers

2452 Sculptors, painters, and related artists

2453 Composers, musicians and singers

2454 Choreographers and dancers

2455 Film, stage and related actors and directors

## **246 RELIGIOUS PROFESSIONALS**

2460 Religious professionals

### **MAJOR GROUP 3**

## **TECHNICIANS AND ASSOCIATE PROFESSIONALS**

### **31 PHYSICAL AND ENGINEERING SCIENCE ASSOCIATE PROFESSIONALS**

#### **311 PHYSICAL AND ENGINEERING SCIENCE TECHNICIANS**

3111 Chemical and physical science technicians

3112 Civil engineering technicians

3113 Electrical engineering technicians

3114 Electronics and telecommunications engineering technicians

3115 Mechanical engineering technicians

3116 Chemical engineering technicians

3117 Mining and metallurgical technicians

3118 Draughts persons

3119 Physical and engineering science technicians not elsewhere classified

#### **312 COMPUTER ASSOCIATE PROFESSIONALS**

3121 Computer assistants

3122 Computer equipment operators

3123 Industrial robot controllers

**313 OPTICAL AND ELECTRONIC EQUIPMENT OPERATORS**

3131 Photographers and image and sound recording equipment operators

3132 Broadcasting and telecommunication equipment operators

3133 Medical equipment operators

3139 Optical and electronic equipment operators not elsewhere classified

**314 SHIP AND AIRCRAFT CONTROLLERS AND TECHNICIANS**

3141 Ships' engineers

3142 Ships' deck officers and pilots

3143 Aircraft pilots and related associate professionals

3144 Air traffic controllers

3145 Air traffic safety technicians

**315 SAFETY AND QUALITY INSPECTORS**

3151 Building and fire inspectors

3152 Safety, health and quality inspectors

**32 LIFE SCIENCE AND HEALTH ASSOCIATE PROFESSIONALS**

**321 LIFE SCIENCE TECHNICIANS AND RELATED ASSOCIATE PROFESSIONALS**

3211 Life science technicians

3212 Agronomy and forestry technicians

3213 Farming and forestry advisers

**322 MODERN HEALTH ASSOCIATE PROFESSIONALS (except nursing)**

3221 Medical assistants

3222 Sanitarians

3223 Dieticians and nutritionists

3224 Optometrists and opticians

3225 Dental assistants

3226 Physiotherapists and related associate professionals

3227 Veterinary assistants

3228 Pharmaceutical assistants

3229 Modern health associate professionals (except nursing) not else where classified

**323 NURSING AND MIDWIFERY ASSOCIATE PROFESSIONALS**

3231 Nursing associate professionals

3232 Midwifery associate professionals

**324 TRADITIONAL MEDICINE PRACTITIONER AND FAITH HEALERS**

3241 Traditional medicine practitioners

3242 Faith healers

**33 TEACHING ASSOCIATE PROFESSIONALS**

**331 PRIMARY EDUCATION TEACHING ASSOCIATE PROFESSIONALS**

3310 Primary education teaching associate professionals

**332 PRE-PRIMARY EDUCATION TEACHING ASSOCIATE PROFESSIONALS**

3320 Pre-primary education teaching associate professionals

**333 SPECIAL EDUCATION TEACHING ASSOCIATE PROFESSIONALS**

3330 Special education teaching associate professionals

**334 OTHER TEACHING ASSOCIATE PROFESSIONALS**

3340 Other teaching associate professionals

**34 OTHER ASSOCIATE PROFESSIONALS**

**341 FINANCE AND SALES ASSOCIATE PROFESSIONALS**

3411 Securities and finance dealers and brokers

3412 Insurance representatives

3413 Estate agents

3414 Travel consultants and organisers

3415 Technical and commercial sales representatives

3416 Buyers

3417 Appraisers, valuers and auctioneers

3419 Finance and sales associate professionals not elsewhere classified

### **342 BUSINESS SERVICES AGENTS AND TRADE BROKERS**

3421 Trade brokers

3422 Clearing and forwarding agents

3423 Employment agents and labour contractors

3429 Business services agents and trade brokers not elsewhere classified

### **343 ADMINISTRATIVE ASSOCIATE PROFESSIONALS**

3431 Administrative secretaries and related associate professional

3432 Legal and related business associate professionals

3433 Bookkeepers

3434 Statistical, mathematical and related associate professionals

3439 Administrative associate professionals not elsewhere classified

### **344 CUSTOMS, TAX AND RELATED GOVERNMENT ASSOCIATE PROFESSIONALS**

3441 Customs and border inspectors

3442 Government tax and excise officials

3443 Government social benefits officials

3444 Government licensing officials

3449 Customs, tax and related government associate professionals not elsewhere classified

**345 POLICE INSPECTORS AND DETECTIVES**

3450 Police inspectors and detectives

**346 SOCIAL WORK ASSOCIATE PROFESSIONALS**

3460 Social work associate professionals

**347 ARTISTIC, ENTERTAINMENT AND SPORTS ASSOCIATE PROFESSIONALS**

3471 Decorators and commercials designers

3472 Radio, television and other announcers

3473 Street, night-club and related musicians, singers and dancers

3474 Clowns, magicians, acrobats and related associate professionals

3475 Athletes, sports persons and related associate professionals

**348 RELIGIOUS ASSOCIATE PROFESSIONALS**

3480 Religious associate professionals

MAJOR GROUP 4     CLERKS

41 OFFICE CLERKS

411 SECRETARIES AND KEYBOARD-OPERATING CLERKS

4111 Stenographers and typists

4112 Word-processor and related operators

4113 Data entry operators

4114 Calculating-machine operators

4115 Secretaries

**412 NUMERICAL CLERKS**

4121 Accounting and bookkeeping clerks

4122 Statistical and finance clerks

**413 MATERIAL-RECORDING AND TRANSPORT CLERKS**

4131 Stock clerks

4132 Production clerks

4133 Transport clerks

**414 LIBRARY, MAIL AND RELATED CLERKS**

4141 Library and filing clerks

4142 Mail carriers and sorting clerks

4143 Coding, proof-reading and related clerks

4144 Scribes and related workers

**419 OTHER OFFICE CLERKS**

4190 Other office clerks

**42 CUSTOMER SERVICES CLERKS**

**421 CASHIERS, TELLERS AND RELATED CLERKS**

4211 Cashiers and ticket clerks

4212 Tellers and other counter clerks

4213 Bookmakers and croupiers

4214 Pawnbrokers and money-lenders

4215 Debt-collectors and related workers

**422 CLIENT INFORMATION CLERKS**

4221 Travel agency and related clerks

4222 Receptionists and information clerks

4223 Telephone switchboard operators

**MAJOR GROUP 5 SERVICE WORKERS AND SHOP AND MARKET SALES**

## **WORKERS**

### **51 PERSONAL AND PROTECTIVE SERVICES WORKERS**

#### **511 TRAVEL ATTENDANTS AND RELATED WORKERS**

5111 Travel attendants and travel stewards

5112 Transport conductors

5113 Travel guides

#### **512 HOUSEKEEPING AND RESTAURANT SERVICES WORKERS**

5121 Housekeepers and related workers

5122 Cooks

5123 Waiters, waitresses and bartenders

#### **513 PERSONAL CARE AND RELATED WORKERS**

5131 Child-care workers

5132 Institution-based personal care workers

5133 Home-based personal care workers

5139 Personal care and related workers not elsewhere classified

#### **514 OTHER PERSONAL SERVICES WORKERS**

5141 Hairdressers, barbers, beauticians and related workers

5142 Companions and valets

5143 Undertakers and embalmers

5149 Other personal services workers not elsewhere classified

#### **515 ASTROLOGERS, FORTUNE-TELLERS AND RELATED WORKERS**

5151 Astrologers and related workers

5152 Fortune-tellers, palmists and related workers

#### **516 PROTECTIVE SERVICES WORKERS**

5161 Fire-fighters

5162 Police officers

5163 Prison guards

5169 Protective services workers not elsewhere classified

**52 MODELS, SALESPERSONS AND DEMONSTRATORS**

**521 FASHION AND OTHER MODELS**

5210 Fashion and other models

**522 SHOP SALESPERSONS AND DEMONSTRATORS**

5220 Shop salespersons and demonstrators

**523 STALL AND MARKET SALESPERSONS**

5230 Stall and market salespersons

**MAJOR GROUP 6 SKILLED AGRICULTURAL AND FISHERY WORKERS**

**61 MARKET-ORIENTED SKILLED AGRICULTURAL AND FISHERY WORKERS**

**611 MARKET GARDENERS AND CROP GROWERS**

6111 Field crop and vegetables growers

6112 Tree and shrub crop growers

6113 Gardeners, horticultural and nursery growers

6114 Mixed-crop growers

**612 MARKET-ORIENTED ANIMAL PRODUCERS AND RELATED WORKERS**

6121 Dairy and livestock producers

6122 Poultry producers

6123 Apiarists and sericulturists

6124 Mixed-animal producers

6129 Market-oriented animal producers and related workers not elsewhere classified

**613 MARKET-ORIENTED CROP AND ANIMAL PRODUCERS**

6130 Market-oriented crop and animal producers

**614 FORESTRY AND RELATED WORKERS**

6141 Forestry workers and loggers

6142 Charcoal burners and related workers

**615 FISHERY WORKERS, HUNTERS AND TRAPPERS**

6151 Aquatic-life cultivation workers

6152 Inland and coastal waters fishery workers

6153 Deep-sea fishery workers

6154 Hunters and trappers

**62 SUBSISTENCE AGRICULTURAL AND FISHERY WORKERS**

**621 SUBSISTENCE AGRICULTURAL AND FISHERY WORKERS**

6210 Subsistence agricultural and fishery workers

MAJOR 7      **CRAFT AND RELATED TRADES WORKERS**

**71 EXTRACTION AND BUILDING TRADES WORKERS**

**711 MINERS, SHOTFIRERS, STONE CUTTERS AND CARVERS**

7111 Miners and quarry workers

7112 Shot fires and blasters

7113 Stone splitters, cutters and carvers

**712 BUILDING FRAME AND RELATED TRADES WORKERS**

7121 Builders, traditional materials

7122 Bricklayers and stonemasons

7123 Concrete placers, concrete finishers and related workers

7124 Carpenters and joiners

7129 Building frame and related trades workers not elsewhere classified

**713 BUILDING FINISHERS AND RELATED TRADES WORKERS**

7131 Roofers

7132 Floor layers and tile setters

7133 Plasterers

7134 Insulation workers

7135 Glaziers

7136 Plumbers and pipe fitters

7137 Building and related electricians

**714 PAINTERS AND BUILDING STRUCTURE CLEANERS AND RELATED TRADES WORKERS**

7141 Painters and related workers

7142 Varnishers and related painters

7143 Building structure cleaners

**72 METAL, MACHINERY AND RELATED TRADES WORKERS**

**721 METAL MOULDERS, WELDERS, SHEET-METAL WORKERS, STRUCTURAL-METAL PREPARERS, AND RELATED TRADES WORKERS**

7211 Metal moulders and coremakers

7212 Welders and flamecutters

7213 Sheet-metal workers

7214 Structural-metal preparers and erectors

7215 Riggers and cable splicers

7216 Underwater workers

**722 BLACKSMITHS, TOOL-MAKERS AND RELATED TRADES WORKERS**

7221 Blacksmiths, hammer-smiths and forging-press workers

7222 Tool-makers and related workers

7223 Machine-tool setters and setters-operators

7224 Metal wheel-grinders, polishers and tool sharpeners

**723 MACHINERY MECHANICS AND FITTERS**

7231 Motor vehicle mechanics and fitters

7232 Aircraft engine mechanics and fitters

7233 Agricultural-or industrial-machinery mechanics and fitters

**724 ELECTRICAL AND ELECTRONIC EQUIPMENT MECHANICS AND FITTERS**

7241 Electrical mechanics and fitters

7242 Electronics fitters

7243 Electronics mechanics and servicers

7244 Telegraph and telephone installers and servicers

7245 Electrical line installers, repairers and cable jointers

**73 PRECISION, HANDICRAFT, PRINTING AND RELATED WORKERS**

**731 PRECISION WORKERS IN METAL AND RELATED MATERIALS**

7311 Precision-instrument makers and repairers

7312 Musical-instrument makers and tuners

7313 Jewelry and precious-metal workers

**732 POTTERS, GLASS-MAKERS AND RELATED TRADES WORKERS**

7321 Abrasive wheel formers, potters and related workers

7322 Glass-makers, cutters, grinders and finishers

7323 Glass engravers and etchers

7324 Glass, ceramics and related decorative painters

**733 HANDICRAFT WORKERS IN WOOD, TEXTILE, LEATHER AND RELATED MATERIALS**

7331 Handicraft workers in wood and related materials

7332 Handicraft workers in textile, leather and related materials

**734 PRINTING AND RELATED TRADES WORKERS**

7341 Compositors, typesetters and related workers

7342 Stereotypers and electrotypers

7343 Printing engravers and etchers

7344 Photographic and related workers

7345 Bookbinders and related workers

7346 Silk-screen, block and textile printers

**74 OTHER CRAFT AND RELATED TRADES WORKERS**

**741 FOOD PROCESSING AND RELATED TRADES WORKERS**

7411 Butchers, fishmongers and related food preparers

7412 Bakers, pastry-cooks and confectionery makers

7413 Dairy-product makers

7414 Fruit, vegetable and related preservers

7415 Food and beverage tasters and graders

7416 Tobacco preparers and tobacco products makers

**742 WOOD TREATERS, CABINET-MAKERS AND RELATED TRADES WORKERS**

7421 Wood treaters

7422 Cabinet-makers and related workers

7423 Woodworking-machine setters and setter-operators

7424 Basketry weavers, brush makers and related workers

**743 TEXTILE, GARMENT AND RELATED TRADES WORKERS**

7431 Fibre prepares

7432 Weavers, knitters and related workers

7433 Tailors, dressmakers and hatters

7434 Furriers and related workers

7435 Textile, leather and related pattern-makers and cutters

7436 Sewers, embroiders and related workers

7437 Upholsterers and related workers

**744 PELT, LEATHER AND SHOEMAKING TRADES WORKERS**

7441 Pelt dressers, tanners and fellmongers

7442 Shoe-makers and related workers

**MAJOR GROUP 8 PLANT AND MACHINE OPERATORS AND ASSEMBLERS**

**81 STATIONARY-PLANT AND RELATED OPERATORS**

**811 MINING-AND MINERAL-PROCESSING-PLANT OPERATORS**

8111 Mining-plant operators

8112 Mineral-ore- and stone-processing-plant operators

8113 Well drillers and borers and related workers

**812 METAL-PROCESSING-PLANT OPERATORS**

8121 Ore and metal furnace operators

8122 Metal melters, casters and rolling-mill operators

8123 Metal-heat-treating-plant operators

8124 Metal drawers and extruders

**813 GLASS, CERAMICS AND RELATED PLANT OPERATORS**

8131 Glass and ceramics kiln and related machine operators

8139 Glass, ceramics and related plant operators not elsewhere classified

#### **814 WOOD-PROCESSING AND PAPERMAKING-PLANT OPERATORS**

8141 Wood-processing-plant operators

8142 Paper-pulp plant operators

8143 Papermaking-plant operators

#### **815 CHEMICAL-PROCESSING-PLANT OPERATORS**

8151 Crushing-, grinding- and chemical-mixing machinery operators

8152 Chemical-heat-treating-plant operators

8153 Chemical-filtering- and separating-equipment operators

8154 Chemical-still and reactor operators (except petroleum and natural gas)

8155 Petroleum- and natural-gas-refining-plant operators

8159 Chemical-processing-plant operators not elsewhere classified

#### **816 POWER-PRODUCTION AND RELATED PLANT OPERATORS**

8161 Power-production plant operators

8162 Steam-engine and boiler operators

8163 Incinerator, water-treatment and related plant operators

#### **817 AUTOMATED-ASSEMBLY-LINE AND INDUSTRIAL-ROBOT OPERATORS**

8171 Automated-assembly-line operators

8172 Industrial-robot operators

#### **82 MACHINE OPERATORS AND ASSEMBLERS**

##### **821 METAL- AND MINERAL-PRODUCTS MACHINE OPERATORS**

8211 Machine-tool operators

8212 Cement and other mineral products machine operators

**822 CHEMICAL-PRODUCTS MACHINE OPERATORS**

8221 Pharmaceutical- toiletry-products machine operators

8222 Ammunition- and explosive-product machine operators

8223 Metal finishing- plating- and coating-machine operators

8224 Photographic-products machine operators

8229 Chemical-products machine operators not elsewhere classified

**823 RUBBER- AND PLASTIC-PRODUCTS MACHINE OPERATORS**

8231 Rubber-product machine operators

8232 Plastic-products machine operators

**824 WOOD-PRODUCTS MACHINE OPERATORS**

8240 Wood-products machine operators

**825 PRINTING-, BINDING-AND PAPER-PRODUCT MACHINE OPERATORS**

8251 Printing-machine operators

8252 Bookbinding-machine operators

8253 Paper-products machine operators

**826 TEXTILE-, FUR- AND LEATHER-PRODUCTS MACHINE OPERATORS**

8261 Fibre-preparing-, spinning- and winding-machine operators

8262 Weaving- and knitting-machine operators

8263 Sewing-machine operators

8264 Bleaching-, dyeing- and cleaning-machine operators

8265 Fur- and leather-preparing-machine operators

8266 Shoemaking and related machine operators

8269 Textile-, fur- and leather-products machine operators not elsewhere classified

## **827 FOOD AND RELATED PRODUCTS MACHINE OPERATORS**

8271 Meat- and fish-processing-machine operators

8272 Dairy-products machine operators

8273 Grain- and spice-milling-machine operators

8274 Baked-goods, cereal and chocolate-products machine operators

8275 Fruit-, vegetable- and nut-processing-machine operators

8276 Sugar production machine operators

8277 Tea-, coffee-, and cocoa-processing-machine operators

8278 Brewers-, wine and other beverage machine operators

8279 Tobacco production machine operators

## **828 ASSEMBLERS**

8281 Mechanical-machinery assemblers

8282 Electrical-equipment assemblers

8283 Electronic-equipment assemblers

8284 Metal-, rubber- and plastic-products assemblers

8285 Wood and related products assemblers

8286 Paperboard, textile and related products assemblers

## **829 OTHER MACHINE OPERATORS AND ASSEMBLERS**

8290 Other machine operators and assemblers

## **83 DRIVERS AND MOBILE-PLANT OPERATORS**

### **831 LOCOMOTIVE-ENGINE DRIVERS AND RELATED WORKERS**

8311 Locomotive-engine drivers

8312 Railway brakemen, signallers and shunters

### **832 MOTOR-VEHICLE DRIVERS**

8321 Motor-cycle drivers

8322 Car, taxi and van drivers

8323 Bus and tram drivers

8324 Heavy truck and lorry drivers

**833 AGRICULTURAL AND OTHER MOBILE-PLANT OPERATORS**

8331 Motorised farm and forestry plant operators

8332 Earth-moving- and related plant operators

8333 Crane, hoist and related plant operators

8334 Lifting-truck operators

**834 SHIPS' DECK CREWS AND RELATED WORKERS**

8340 Ships' deck crews and related workers

**MAJOR GROUP 9      ELEMENTARY OCCUPATIONS**

**91 SALES AND SERVICES ELEMENTARY OCCUPATIONS**

**911 STREET VENDORS AND RELATED WORKERS**

9111 Street food vendors

9112 Street vendors, non-food products

9113 Door-to-door and telephone salespersons

**912 SHOE CLEANING AND OTHER STREET SERVICES ELEMENTARY  
OCCUPATIONS**

9120 Shoe cleaning and other street services elementary occupations

**913 DOMESTIC AND RELATED HELPERS, CLEANERS AND LAUNDERERS**

9131 Domestic helpers and cleaners

9132 Helpers and cleaners in offices, hotels and other establishments

9133 Hand-launderers and pressers

**914 BUILDING CARETAKERS, WINDOW AND RELATED CLEANERS**

9141 Building caretakers

9142 Vehicle, window and related cleaners

**915 MESSENGERS, PORTERS, DOORKEEPERS AND RELATED WORKERS**

9151 Messengers, package and luggage porters and deliverers

9152 Doorkeepers, watch persons and related workers

9153 Vending-machine money collectors, meter readers and related workers

**916 GARBAGE COLLECTORS AND RELATED LABOURERS**

9161 Garbage collectors

9162 Sweepers and related labourers

**92 AGRICULTURAL, FISHERY AND RELATED LABOURERS**

**921 AGRICULTURAL, FISHERY AND RELATED LABOURERS**

9211 Farm-hands and labourers

9212 Forestry labourers

9213 Fishery, hunting and trapping labourers

**93 LABOURERS IN MINING, CONSTRUCTION, MANUFACTURING AND  
TRANSPORT**

**931 MINING AND CONSTRUCTION LABOURERS**

9311 Mining and quarrying labourers

9312 Construction and maintenance labourers: roads, dams and similar constructions

9313 Building construction labourers

**932 MANUFACTURING LABOURERS**

9321 Assembling labourers

9322 Hand packers and other manufacturing labourers

**933 TRANSPORT LABOURERS AND FREIGHT HANDLERS**

9331 Hand or pedal vehicle drivers

9332 Drivers of animal-drawn vehicles and machinery

9333 Freight handlers

MAJOR GROUP 0     **ARMED FORCES**

**01 ARMED FORCES**

**011 ARMED FORCES**

0110 Armed forces

APPENDIX VII: INDUSTRY CODES

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<b>A. AGRICULTRE, HUNTING AND FORESTRY</b>	

DIVISION 01 AGRICULTURE, HUNTING AND RELATED SERVICE ACTIVITIES

011 **Growing of Crops; market gardening; horticulture**

- 0111 Growing of cereals and other crops n.e.c.
- 0112 Growing of vegetables, horticultural specialities and nursery products
- 0113 Growing of fruit, nuts, beverage and spice crops

**012 Farming of animals**

- 0121 Farming of cattle, sheep, goats, horses, asses, mules and hinnies, diary farming
- 0122 Other animal farming, production of animal products n.e.c.

**013 0130 Growing of crops combined with farming of animals (mixed farming)**

**014 0140 Agricultural and animal husbandry service activities, except veterinary activities**

**015 0150 Hunting, trapping and game propagation including related service activities**

**DIVISION 02 AGRICULTURE, HUNTING AND RELATED SERVICE ACTIVITIES**

**020 0200 Forestry, logging and related service activities**

**B. FISHING**

**DIVISION 05 FISHING, OPERATION OF FISH HATCHERIES AND FISH FARMS; SERVICE ACTIVITIES INCIDENTAL TO FISHING**

- 050 0500 Fishing, operation of fish hatcheries and fish farms; service activities incidental to fishing

**C. MINING AND QUARRYING**

**DIVISION 10 MINING OF COAL AND LIGNITE; EXTRACTION OF PEAT**

- 101 1010 Mining and agglomeration of hard coal

- 102 1020 Mining and agglomeration of lignite

- 103 1030 Extraction and agglomeration of peat

**DIVISION 11 EXTRACTION OF CRUDE PETROLEUM AND NATURAL GAS; SERVICE ACTIVITIES INCIDENTAL TO OIL AND GAS EXTRACTION EXCLUDING SURVEYING**

- 111 1110 Extraction of crude petroleum and natural gas

- 112 1120 Service activities incidental to oil and gas extraction excluding surveying

**DIVISION 12 MINING OF URANIUM AND THORIUM ORES**

120 1200 Mining of uranium and thorium ores

DIVISION 13 MINING OF METAL ORES

131 1310 Mining of iron ores

132 1320 Mining of non-ferrous metal ores, except uranium and thorium ores

DIVISION 14 OTHER MINING AND QUARRYING

141 1410 Quarrying of stone, sand and clay

142 Mining and quarrying n.e.c.

1421 Mining of chemical and fertilizer minerals

1422 Extraction of salt

1429 Other mining and quarrying n.e.c.

D. MANUFACTURING

DIVISION 15 MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES

151 Production, processing and preservation of meat, fish, fruit, vegetables, oils and fats

1511 Production, processing and preserving of meat and meat products

1512 Processing and preserving of fish and fish products

1513 Processing and preserving of fruit and vegetables

1514 Manufacture of vegetable and animal oils and fats

152 1520 Manufacture of dairy products

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Tabulation

categories Group Class Description

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- 153 153 Manufacture of grain mill products, starches and starch products, and prepared animal feeds

1531 Manufacture of grain mill products

1532 Manufacture of starches and starch products

1533 Manufacture of prepared animal feeds

154 Manufacture of other food products

- 1541 Manufacture of bakery products
- 1542 Manufacture of sugar
- 1543 Manufacture of cocoa, chocolate and sugar confectionery
- 1544 Manufacture of macaroni, noodles, couscous and similar farinaceous products
- 1549 Manufacture of other food products n.e.c.
  
- 155 Manufacture of beverages
  - 1551 Distilling, rectifying and blending of spirits; ethyl alcohol production from fermented Materials
  - 1552 Manufacture of wines
  - 1553 Manufacture of malt liquors and malt
  - 1554 Manufacture of soft drinks; production of mineral waters

**DIVISION 16 MANUFACTURE OF TOBACCO PRODUCTS**

- 160 1600 Manufacture of tobacco products

**DIVISION 17 MANUFACTURE OF TEXTILES**

- 171 Spinning, weaving and finishing of textiles
  - 1711 Preparation and spinning of textile fibres; weaving of textiles
  - 1712 Finishing of textiles
  
- 172 Manufacture of other textiles
  - 1721 Manufacture of made-up textile articles, except apparel
  - 1722 Manufacture of carpets and rugs
  - 1723 Manufacture of cordage, rope, twine and netting
  - 1729 Manufacture of other textiles n.e.c.
  
- 173 1730 Manufacture of knitted and crocheted fabrics and articles

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 - Tabulation

categories	Group	Class	Description
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**DIVISION 18 MANUFACTURE OF WEARING APPAREL; DRESSING AND FUR DYEING**

- 181 1810 Manufacture of wearing apparel, except fur apparel
- 182 1820 Dressing and dyeing of fur; manufacture of articles of fur

**DIVISION 19 TANNING AND DRESSING OF LEATHER; MANUFACTURE OF LUGGAGE, HANDBAGS, SADDLERY, HARNESS AND FOOTWEAR**

191 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness

1911 Tanning and dressing of leather

1912 Manufacture of luggage, handbags and the like, saddlery and harness

192 1920 Manufacture of footwear

DIVISION 20 MANUFACTURE OF WOOD AND OF PRODUCTS OF WOOD AND CORK, EXCEPT FURNITURE; MANUFACTURE OF ARTICLES OF STRAW AND PLAITING MATERIALS

201 2010 Sawmilling and planing of wood

202 Manufacture of products of wood, cork, straw and plaiting materials

2021 Manufacture of veneer sheets; manufacture of plywood, laminboard, particle board and other panels and boards

2022 Manufacture of builders' carpentry and joinery

2023 Manufacture of wooden containers

2029 Manufacture of other products of wood;  
Manufacture of articles of cork, straw and plaiting materials

DIVISION 21 MANUFACTURE OF PAPER AND PAPER PRODUCTS

210 Manufacture of paper and paper products

2101 Manufacture of pulp, paper and paperboard

2102 Manufacture of corrugated paper and paperboard and of containers of paper and paperboard

2109 Manufacture of other articles of paper and paperboard

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Tabulation

categories Group Class Description  
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DIVISION 22 PUBLISHING, PRINTING AND REPRODUCTION OF RECORDED MEDIA

221 Publishing

2211 Publishing of books, brochures, musical books and other publications

2212 Publishing of newspapers, journals and periodicals

2213 Publishing of recorded media

2219 Other publishing

222 Printing and service activities related to printing

- 2221 Printing
- 2222 Service activities related to printing

223 2230 Reproduction of recorded media

**DIVISION 23 MANUFACTURE OF COKE, REFINED PETROLEUM PRODUCTS AND NUCLEAR FUEL**

- 231 2310 Manufacture of coke oven products
- 232 2320 Manufacture of refined petroleum products
- 233 2330 Processing of nuclear fuel

**DIVISION 24 MANUFACTURE OF CHEMICALS AND CHEMICAL PRODUCTS**

- 241 Manufacture of basic chemicals
  - 2411 Manufacture of basic chemicals, except fertilizers and nitrogen compounds
  - 2412 Manufacture of fertilizers and nitrogen compounds
  - 2413 Manufacture of plastics in primary forms and synthetic rubber
- 242 Manufacture of other chemical products
  - 2421 Manufacture of pesticides and other agro-chemical products
  - 2422 Manufacture of paints, varnishes and similar coatings, printing ink and mastics
  - 2423 Manufacture of pharmaceuticals, medicinal chemicals and botanical products
  - 2424 Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
  - 2429 Manufacture of other chemical products n.e.c.
- 243 2430 Manufacture of man-made fibres

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- Tabulation

categories	Group	Class	Description
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**DIVISION 25 MANUFACTURE OF RUBBER AND PLASTICS PRODUCTS**

- 251 Manufacture of rubber products
  - 2511 Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
  - 2519 Manufacture of other rubber products
- 252 2520 Manufacture of plastic products

DIVISION 26 MANUFACTURE OF OTHER NON-METALLIC MINERAL PRODUCTS

- 261 2610 Manufacture of glass and glass products
- 269 Manufacture of non-metallic mineral products n.e.c.
  - 2691 Manufacture of non-structural non-refractory ceramic ware
  - 2692 Manufacture of refractory ceramic products
  - 2693 Manufacture of structural non-refractory clay and ceramic products
  - 2694 Manufacture of cement, lime and plaster
  - 2695 Manufacture of articles of concrete, cement and plaster
  - 2696 Cutting, shaping and finishing of stone
  - 2699 Manufacture of other non-metallic mineral products n.e.c.

DIVISION 27 MANUFACTURE OF BASIC METALS

- 271 2710 Manufacture of basic iron and steel
- 272 2720 Manufacture of basic precious and non-ferrous metals
- 273 Casting of metals
  - 2731 Casting of iron and steel
  - 2732 Casting of non-ferrous metals

DIVISION 28 MANUFACTURE OF FABRICATED METAL PRODUCTS, EXCEPT MACHINERY AND EQUIPMENT

- 281 Manufacture of structural metal products, tanks, reservoirs and steam generators
  - 2811 Manufacture of structural metal products
  - 2812 Manufacture of tanks, reservoirs and containers of metal
  - 2813 Manufacture of steam generators, except central heating hot water boilers

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 - Tabulation Categories Group Class Description  
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**289 Manufacture of other fabricated metal products; metal working service activities**

- 2891 Forging, pressing, stamping and roll-forming of metal; powder metallurgy
- 2892 Treatment and coating of metals; general mechanical engineering on a fee or contract basis
- 2893 Manufacture of cutlery, hand tools and general hardware
- 2899 Manufacture of other fabricated metal products n.e.c

DIVISION 29 MANUFACTURE OF MACHINERY AND EQUIPMENT N.E.C

- 291**            **Manufacture of general purpose machinery**
  - 2911**    **Manufacture of engines and turbines, except aircraft, vehicle and cycle engines**
  - 2912**    **Manufacture of pumps, compressor, taps and valves**
  - 2913**    **Manufacture of bearings, gears, gearing and driving elements**
  - 2914**    **Manufacture of ovens, furnaces and furnace burners**
  - 2915**    **Manufacture of lifting and handling equipment**
  - 2919**    **Manufacture of other general purpose machinery**
  
- 292**            **Manufacture of special purpose machinery**
  - 2921**    **Manufacture of agricultural and forestry machinery**
  - 2922**    **Manufacture of machine-tools**
  - 2923**    **Manufacture of machinery for metallurgy**
  - 2924**    **Manufacture of machinery for mining, quarrying and construction**
  - 2925**    **Manufacture of machinery for food, beverage and tobacco processing**
  - 2926**    **Manufacture of machinery for textile, apparel and leather production**
  - 2927**    **Manufacture of weapons and ammunition**
  - 2929**    **Manufacture of other special purpose machinery**
  
- 293**    **2930**    **Manufacture of domestic appliances n.e.c.**

**DIVISION 30    MANUFACTURE OF OFFICE,ACCOUNTING AND COMPUTING MACHINERY**

- 300**    **3000**    **Manufacture of office, accounting and computing machinery**

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Tabulation

categories	Group	Class	Description
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**DIVISION 31    MANUFACTURE OF ELECTRICAL MACHINERY AND APPARATUS N.E.C.**

- 311**    **3110**    **Manufacture of electric motors, generators and transformers**
- 312**    **3120**    **Manufacture of electricity distribution and control apparatus**
- 313**    **3130**    **Manufacture of insulated wire and cable**
- 314**    **3140**    **Manufacture of accumulators, primary cells and primary batteries**
- 315**    **3150**    **Manufacture of electric lamps and lighting equipment**
- 319**    **3190**    **Manufacture of other electrical equipment n.e.c.**

DIVISION 32 MANUFACTURE OF RADIO, TELEVISION AND COMMUNICATION  
EQUIPMENT AND APPARATUS

- 321 3210 Manufacture of electronic valves and tubes and other electronic components
- 322 3220 Manufacture of television and radio transmitters and apparatus for line telephony and line telegraphy
- 323 3230 Manufacture of television and radio receivers, sound or video recording or reproducing apparatus, and associated goods

DIVISION 33 MANUFACTURE OF MEDICAL, PRECISION AND OPTICAL  
INSTRUMENTS, WATCHES AND CLOCKS

- 331 Manufacture of medical appliances and instruments and appliances for measuring, checking, testing, navigating and other purposes, except optical instruments
  - 3311 Manufacture of medical and surgical equipment and orthopedic appliances
  - 3312 Manufacture of instruments and appliances for measuring, checking, testing, navigating and other purposes, except industrial process control equipment
  - 3313 Manufacture of industrial process control equipment

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Tabulation categories	Group	Class	Description
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- 332 3320 Manufacture of optical instruments and photographic equipment
- 333 3330 Manufacture of watches and clocks

DIVISION 34 MANUFACTURE OF MOTOR VEHICLES, TRAILERS  
AND SEMI-TRAILERS

- 341 3410 Manufacture of motor vehicles
- 342 3420 Manufacture of bodies (coach work) for motor vehicles; manufacture of trailers and semi trailers
- 343 3430 Manufacture of parts and accessories for motor vehicles and their engines

DIVISION 35 MANUFACTURE OF OTHER TRANSPORT EQUIPMENT

- 351 Building and repairing of ships and boats

- 3511 Building and repairing of ships
- 3512 Building and repairing of pleasure and sporting boats
- 352 3520 Manufacture of railway and tramway locomotives and rolling stock
- 353 3530 Manufacture of aircraft and spacecraft
- 359 Manufacture of transport equipment n.e.c.
  - 3591 Manufacture of motorcycles
  - 3592 Manufacture of bicycles and invalid carriages
  - 3599 Manufacture of other transport equipment n.e.c.

DIVISION 36 MANUFACTURE OF FURNITURE;MANUFACTURING N.E.C.

- 361 3610 Manufacture of furniture
- 369 Manufacturing n.e.c.
  - 3691 Manufacture of jewelry and related articles
  - 3692 Manufacture of musical instruments
  - 3693 Manufacture of sports goods
  - 3694 Manufacture of games and toys
  - 3699 Other manufacturing n.e.c.

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Tabulation

categories	Group	Class	Description
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DIVISION 37 RECYCLING

- 371 3710 Recycling of metal waste and scrap
- 372 3720 Recycling of non-metal waste and scrap

E ELECTRICITY, GAS AND WATER SUPPLY

DIVISION 40 ELECTRICITY,GAS,STEAM AND HOT WATER SUPPLY

- 401 4010 Production, collection and distribution of electricity
- 402 4020 Manufacture of gas; distribution of gaseous fuel; through mains
- 403 4030 Steam and hot water supply

DIVISION 41 COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER

410 4100 Collection, purification and distribution of water

F CONSTRUCTION

DIVISION 45 CONSTRUCTION

451 4510 Site preparation

452 4520 Building of complete construction or parts thereof; civil engineering

453 4530 Building installation

454 4540 Building completion

455 4550 Renting of construction or demolition equipment with operator

G WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES,  
MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS

DIVISION 50 SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES  
AND  
MOTORCYCLES; RETAIL SALE OF AUTOMOTIVE FUEL

501 5010 Sale of motor vehicles

502 5020 Maintenance and repair of motor vehicles

503 5030 Sale of motor vehicle parts and accessories

504 5040 Sale, maintenance and repair of motor-cycles and related parts and  
accessories

505 5050 Retail sale of automotive fuel

DIVISION 51 WHOLESALE TRADE AND COMMISION TRADE, EXCEPT OF  
MOTOR VEHICLES AND MOTORCYCLES

511 5110 Wholesale on a fee or contract basis

512 Wholesale of agricultural raw materials, live animals, food, beverages and tobacco

5121 Wholesale of agricultural raw materials and live animals

5122 Wholesale of food, beverages and tobacco

513 Wholesale of household goods

5131 Wholesale of textiles, clothing and footwear  
5139 Wholesale of other household goods

514 Wholesale of non-agricultural intermediate products, waste and scrap

5141 Wholesale of solid, liquid and gaseous fuels and related products  
5142 Wholesale of metals and metal ores  
5143 Wholesale of construction materials, hardware, plumbing and heating equipment  
and supplies  
5149 Wholesale of other intermediate products, waste and scrap

515 5150 Wholesale of machinery, equipment and supplies

519 5190 Other wholesale

## DIVISION 52 RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES; REPAIR OF PERSONAL AND HOUSEHOLD GOODS

521 Non-specialized retail trade in stores

5211 Retail sale in non-specialized stores with food, beverages or tobacco  
predominating  
5219 Other retail sale in non-specialized stores

522 5220 Retail sale of food, beverages and tobacco in specialized stores

523 Other retail trade of new goods in specialized stores

5231 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles  
5232 Retail sale of textiles, clothing, foot-wear and leather goods  
5233 Retail sale of household appliances, articles and equipment  
5234 Retail sale of hardware, paints and glass  
5239 Other retail sale in specialized stores

524 5240 Retail sale of second-hand goods in stores

525 Retail trade not in stores

5251 Retail sale via mail order houses  
5252 Retail sale via stalls and markets  
5259 Other non-store retail sale

526 5260 Repair of personal and household goods

## H HOTELS AND RESTAURANTS

### DIVISION 55 HOTELS AND RESTAURANTS

551 5510 Hotels; camping sites and other provision of short-stay accommodation

552 5520 Restaurants, bars and canteens

I TRANSPORT, STORAGE AND COMMUNICATIONS

DIVISION 60 LAND TRANSPORT; TRANSPORT VIA PIPELINES

601 6010 Transport via railways

602 Other land transport

6021 Other scheduled passenger land transport

6022 Other non-scheduled passenger land transport

6023 Freight transport by road

603 6030 Transport via pipelines

DIVISION 61 WATER TRANSPORT

611 6110 Sea and coastal water transport

612 6120 Inland water transport

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 Tabulation  
 categories Group Class Description  
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DIVISION 62 AIR TRANSPORT

621 6210 Scheduled air transport

622 6220 Non-scheduled air transport

DIVISION 63 SUPPORTING AND AUXILIARY TRANSPORT ACTIVITY  
 ACTIVITIES OF TRAVEL AGENCIES

630 Supporting and auxiliary transport activity activities of travel agencies

6301 Cargo handling

6302 Storage and warehousing

6303 Other supporting transport activities

6304 Activities of travel agencies and tour operators, tourist assistance activities n.e.c.

6309 Activities of other transport agencies

DIVISION 64 POST AND TELECOMMUNICATIONS

641 Post and courier activities

6411 National post activities

6412 Courier activities other than national activities

642 6420 Telecommunications

J FINANCIAL INTERMEDIATION

DIVISION 65 FINANCIAL INTERMEDIATION, EXCEPT INSURANCE AND  
 PENSION FUNDING

651 Monetary intermediation

6511 Central banking

6519 Other monetary intermediation

659 Other financial intermediation

6591 Financial leasing

6592 Other credit granting

6599 Other financial intermediation n.e.c.

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Tabulation

categories Group Class Description  
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DIVISION 66 INSURANCE AND PENSION FUNDING, EXCEPT COMPULSORY  
SOCIAL SECURITY

660 Insurance and pension funding, except compulsory social security

6601 Life insurance

6602 Pension funding

6603 Non-life insurance

DIVISION 67 ACTIVITIES AUXILIARY TO FINANCIAL INTERMEDIATION

671 Activities auxiliary to financial intermediation, except insurance and pension  
funding

6711 Administration of financial markets

6712 Security dealing activities

6719 Activities auxiliary to financial intermediation n.e.c.

672 6720 Activities auxiliary to insurance and pension funding

REAL ESTATE, RENTING AND BUSINESS ACTIVITIES

DIVISION 70 REAL ESTATE ACTIVITIES

701 7010 Real estate activities with own or leased property

702 7020 Real estate activities on a fee or contract basis

DIVISION 71 RENTING OF MACHINERY AND EQUIPMENT WITHOUT  
OPERATOR AND OF PERSONAL AND HOUSEHOLD GOODS

711 Renting of transport equipment

7111 Renting of land transport equipment

7112 Renting of water transport equipment

7113 Renting of air transport equipment

712 Renting of other machinery and equipment

7121 Renting of agricultural machinery and equipment

7122 Renting of construction and civil engineering machinery and equipment

7123 Renting of office machinery and equipment (including computers)

7129 Renting of other machinery and equipment n.e.c.

7130 Renting of personal and household goods n.e.c.

## DIVISION 72 COMPUTER AND RELATED ACTIVITIES

- 721 7210 Hardware consultancy
- 722 7220 Software consultancy and supply
- 723 7230 Data processing
- 724 7240 Data base activities
- 725 7250 Maintenance and repair of office, accounting and computing machinery
- 729 7290 Other computer related activities

## DIVISION 73 RESEARCH AND DEVELOPMENT

- 731 7310 Research and experimental development on natural sciences and engineering (NSE)
- 732 7320 Research and experimental development on social sciences and humanities (SSH)

## DIVISION 74 OTHER BUSINESS ACTIVITIES

### **741            Legal, accounting, book-keeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy**

- 7411 Legal activities
- 7412 Accounting, book-keeping and auditing activities; tax consultancy
- 7413 Market research and public opinion polling
- 7414 Business and management consultancy activities

### **742            Architectural, engineering and other technical activities**

- 7421 Architectural and engineering activities and related technical consultancy
- 7422 Technical testing and analysis

### **743    7430    Advertising**

### **749            Business activities n.e.c.**

- 7491 Labour recruitment and provision of personnel
- 7492 Investigation and security activities

- 7493 Building-cleaning activities
- 7494 Photographic activities
- 7495 Packaging activities
- 7499 other business activities n.e.c

**L PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY**

**DIVISION 75 PUBLIC ADMINISTRATION AND DEFENCE;  
COMPULSORY SOCIAL SECURITY**

**751 Administration of the State and economic and social policy of the community**

- 7511 General (overall) public service activities
- 7512 Regulations of the activities of agencies that provide health care, education, cultural services and other social services, excluding social security
- 7513 Regulation of and contribution to more efficient operation of business
- 7514 Ancillary service activities for the Government as a whole

**752 Provision of services to the community as a whole**

- 7521 Foreign affairs
- 7522 Defence activities
- 7523 Public order and safety activities

**753 7530 Compulsory social security activities**

**M EDUCATION**

**DIVISION 80 EDUCATION**

**801 8010 Primary education**

**802 Secondary education**

- 8021 General secondary education
- 8022 Technical and vocational secondary education

**803 8030 Higher education**

**809 8090 Adult and other education**

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Tabulation

categories Group Class Description  
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N HEALTH AND SOCIAL WORK

DIVISION 85 HEALTH AND SOCIAL WORK

851 Human health activities

8511 Hospital activities

8512 Medical and dental practice activities

8519 Other human health activities

852 8520 Veterinary activities

853 Social work activities

8531 Social work with accomodation

8532 Social work without accomodation

O OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE A

DIVISION 90 SEWAGE AND REFUSE DISPOSAL,SANITATION  
AND SIMILAR ACTIVITIES

900 9000 Sewage and refuse disposal, sanitation  
and similar activities

DIVISION 91 ACTIVITIES OF MEMBERSHIP ORGANISATIONS  
N.E.C.

911 Activities of business, employers and professional organisations

9111 Activities of business and employers' organisations

9112 Activities of professional organisations

912 9120 Activities of trade unions

919 Activities of other membership organisations

9191 Activities of religious organisations

9192 Activities of political organisations

9199 Activities of other membership organisations n.e.c.

DIVISION 92 RECREATIONAL, CULTURAL AND SPORTING ACTIVITIES

**921 Motion picture, radio, television and other entertainment activities**

9211 Motion picture and video production and distribution

9212 Motion picture projection

9213 Radio and television activities

9214 Dramatic arts, music and other arts activities

9219 Other entertainment activities n.e.c.

**922 9220 News agency activities**

**923 Library, archives, museums and other cultural activities**

9231 Library and archives activities

9232 Museums activities and preservation of historical sites and building

9233 Botanical and zoological gardens and nature reserves activities

**924 Sporting and other recreational activities**

9241 Sporting activities

9249 Other recreational activities

DIVISION 93 OTHER SERVICE ACTIVITIES

**930 Other service activities**

9301 Washing and (dry-) cleaning of textile and fur products

9302 Hairdressing and other beauty treatment

9303 Funeral and related activities

9309 Other service activities n.e.c.

**P PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS**

DIVISION 95 PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

**950 9500 Private households with employed persons**

**Q EXTRA-TERRITORIAL ORGANISATIONS AND BODIES**

DIVISION 99 EXTRA-TERRITORIAL ORGANISATIONS AND BODIES

**990 9900 Extra-territorial organisations and bodies**

## APPENDIX VIII: LIST OF COUNTRIES

### AFRICA

01 Within Zambia	Senegal
02 Botswana	Sierra Leon
03 Swaziland	Somalia
04 South Africa	Sudan
05 Zimbabwe	Tanzania
06 Namibia	Togo
07 Lesotho	Tunisia
08 <u>Other Africa:-</u>	Uganda
Algeria	Upper Volta (Burkina Faso)
Angola	Zaire
Benin	
Burundi	
Cameroon	
Cape Verde Islands	
Central Africa Republic	
Chad	
Comoros	
Congo	
Egypt	
Equatorial Guinea	
Ethiopia	
Gabon	
Gambia	
Ghana	
Guinea	
Guinea - Bissau	
Ivory Coast (Cote. 'd'Ivoire)	
Kenya	
Liberia	
Libya	
Madagascar	
Malawi	
Mali	
Mauritania	
Mauritius	
Morocco	
Mozambique	
Niger	
Nigeria	
Rwanda	

### AMERICAS

09 U.S.A

10 Other America:-

Argentina

Barbados

Bolivia

Brazil

Canada

Chile

Colombia

Cuba

Dominican Republic

Ecuador

El Salvador

Guatemala

Haiti

Honduras

Jamaica

Mexico

Nicaragua

Panama

Paraguay

Trinidad and Tobago

Uruguay

Venezuela

EUROPE

11: Albania

Austria

Belgium

Bulgaria

Cyprus

Czechoslovakia

Denmark

Finland

France

Germany, Dem. Rep. of

Germany, Fed. Rep. of

Greece

Hungary

United Kingdom

Yugoslavia

Ireland

Italy

Luxemburg

Malta

Netherlands

Norway

Poland

Portugal

Romania

Spain

Sweden

Switzerland

Turkey

USSR (C.I.S)

ASIA

12:

Afghanistan

Bahrain

Bangladesh

Bhutan

Burma

India

Jordan

Kampuchea

Kuwait

Pakistan

Saudi Arabia

Sri Lanka

Syria

United Arab Emirate

ASIA - Cont.

12:

Bahrain  
Iran  
Iraq  
Israel  
Laos  
Lebanon  
Mongolia

Nepal  
Syria  
Yemen, P.D. Rep of

FAR EAST

13:

China  
Hong Kong  
Japan  
Korea, Dem. P,R of  
Singapore  
Thailand

Korea, Rep,of  
Malaysia  
Indonesia  
Vietnam  
Taiwan

OCEANIA

14:

Australia  
Fiji  
New Zealand  
Papua - New Guinea