



**REPUBLIC OF ZAMBIA**

**LIVING CONDITIONS MONITORING  
SURVEY I  
1996**

**ENUMERATOR'S  
INSTRUCTION MANUAL**

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# THE LIVING CONDITIONS MONITORING SURVEY I (1996) ENUMERATORS MANUAL

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# CHAPTER I

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## I INTRODUCTION

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### *1.1 Purpose of the Survey*

The Living Conditions Monitoring Survey (LCMS) is intended to highlight and monitor the living conditions of the Zambian society. The survey will include a set of priority indicators on poverty and living conditions to be repeated annually.

The survey is drawing quite substantially on the experiences learnt from the Priority surveys which were carried out in 1991 and 1993.

The LCMS will have a clearly normative point of departure aimed at illustrating living conditions that require policy action. The coverage of the LCMS has been enhanced by including new topics such as victimization, division of labour between men and women, political participation, household coping strategies and child tasks.

The survey will provide a basis on which to:-

- Monitor the effects that the policies of government and different donor contribution have on the well-being of the Zambian population. It will also give the different users a system of social indicators against which to monitor development.
- To serve as a national baseline to which survey covering e.g. vulnerable groups, special items or geographical areas could be compared.
- To give rapid, reliable information on key social indicators.
- Establish a very flexible and cost-effective data collection system.

However, the survey is **not** a fully fledged survey on any of the topics covered, it is only concerned with the information necessary to monitor living conditions.

The data to be collected includes the following topics:-

- Demography and Migration
- Health
- Education
- Household amenities and housing conditions
- Access to facilities
- Income generating activities
- Income & expenditure

- Household assets
- Household dependencies & coping strategies
- Food security and agricultural production
- Victimization
- Political participation
- Nutrition
- Division of labour between men and women
- Child Tasks

## **1.2 Coverage**

The survey will have a nationwide coverage on a sample basis. It will cover both rural and urban areas in all the nine provinces. The survey will also be able to provide data for each and every district in Zambia. Hence a very big sample size is needed, and the survey will enumerate about 12,000 households. The survey will enumerate households from about urban SEA's and rural SEA's.

## **1.3 Field instruments**

In addition to the **Listing form**, three sets of questionnaires will be administered to the respondent(s)

- A **Household questionnaire** to provide the information that pertain to the household as a whole
- An **Individual questionnaire** to be administered to each and every person of the household aged 12 years and above
- a **Child questionnaire** to obtain information on all children in the household from the age of 0 through 11 years of age

## **1.4 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.

### ***1.5 Equipment and materials:***

Each enumerator will be provided with the following:

**NB TO BE FINALIZED LATER WHEN EQUIPMENT IS KNOWN. Should duties to give back e.g scales etc be mentioned here, including the possible penalties?**

- 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

### ***1.6 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.

## **1.7 *The enumeration area***

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.

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.

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.

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# CHAPTER II

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## LISTING PROCEDURE

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### ***2.1 Introduction***

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.

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.

### ***2.2 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.

### ***2.3 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 in urban SEA's and at least 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.

## ***2.4 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.

### **Item 1: SURVEY BUILDING NUMBER (SBN)**

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.

## LISTING

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 three 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 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 has been covered. This will help you and your supervisor in checking on your programme.

### Item 2: HOUSING UNIT NUMBER (HUN)

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.

#### LISTING

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.

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)

- 1.1 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 of 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.

## LISTING

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

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 7: NAME OF HEAD OF HOUSEHOLD

Ask for the name of the head of the household. Head of Household: is defined as 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.

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.

Item 8: SEX OF HEAD OF HOUSEHOLD

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

Items 9-11: NUMBER OF USUAL HOUSEHOLD MEMBERS

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

Usual member of household is defined in the following way:

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 labourer. 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.

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.

Question 12: DID THE HOUSEHOLD PLANT ANY CROPS DURING THE 1995/96 AGRICULTURAL SEASON?

The 1995/96 agricultural season refers to the period October 1995 up to enumeration time.

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

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.

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.

For the purposes of this survey; both active involvement in the growing of crops, and also growing done by others but on the behalf of the listed household. 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 as long as the activities are accruing to them.

The above qualifications refers also to ownership of livestock and poultry.

Questions 13-15: WHAT WAS THE TOTAL AREA UNDER CROP BY ALL HOUSEHOLD MEMBERS IN THE 1995/96 AGRICULTURAL SEASON?

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 16: DOES ANY MEMBER OF THE HOUSEHOLD OWN ANY LIVESTOCK NOW?

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.

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 polony and sausages.

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

Question 24: DOES THE HOUSEHOLD OWN ANY POULTRY NOW?

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.

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 31: WHAT IS THE TOTAL AVERAGE INCOME IN THIS HOUSEHOLD 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.

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# CHAPTER III

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## ENUMERATION

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### ***Introduction:***

Three sets of questionnaires will be administered to the respondent(s)

- A **Household questionnaire** to provide the information that pertain to the household as a whole
- An **Individual questionnaire** to be administered to each and every person of the household aged 12 years and above
- a **Child questionnaire** to obtain information on all children in the household from the age of 0 through 11 years of age

### ***Questionnaire construction conventions:***

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

If the question is a multiple choice question, you circle the relevant 1's, and enter code 1 if the choice is made, or 2 if the alternative is not chosen, in the box for codes.

- 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.

- 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. Also, whenever you find a shaded area, this will contain an instruction to the enumerator. This is done to make it easier for the enumerator to distinguish between the actual questions and other information in the questionnaire.

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

Example:

```

                                     +---+
Is the head of the household present PRESENT...1 >> 5 | |
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.

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

```

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

### ***3.1 HOUSEHOLD QUESTIONNAIRE***

1 Introduction This questionnaire is preferably to be administered to the **head of household**. If that cannot be done, another **knowledgable** person may be interviewed. This questionnaire should be the first to be administered. The questionnaire is divided into 7 main sections. Questions are numbered within each section. These sections are:

- Section 1 Household roster
- Section 2A Demography
- Section 2B Migration
- Section 3 Housing Amenities and Housing Conditions
- Section 4 Household Access to Facilities
- Section 5 Household Assets
- Section 6 Household Dependency and Coping Strategies...
- Section 7 Household Expenses
- Section 8 Household Victimization

### ***3.2 IDENTIFICATION PARTICULARS ON THE FIRST PAGE OF THE HOUSEHOLD QUESTIONNAIRE***

```

               +-----+           +-----+
QUESTIONNAIRE NO. | | | OF | | |
               +-----+           +-----+
```

Indicate in the first box which questionnaire number this is and in the second box how many questionnaires that are used for this household. Normally you will only use one questionnaire out of a total of one for each household. But if there are more than 27 household members, you will have to use more than one questionnaire for these households in order to complete the Household Roster.

Example 1: The household has got 12 household members.

```

+-----+
QUESTIONNAIRE NO. | 0 | 1 | OF | 0 | 1 |
+-----+

```

Example 2: The household has got 28 household members. The first questionnaire will then be identified by...

```

+-----+
QUESTIONNAIRE NO. | 0 | 1 | OF | 0 | 2 |
+-----+

```

And the second one by ....

```

+-----+
QUESTIONNAIRE NO. | 0 | 2 | OF | 0 | 2 |
+-----+

```

Other identification particulars on the first page of these two questionnaires should be the same.

#### 1 PROVINCE

Write the name of the province you are operating from in the space provided. You will then enter the province code in box 1. This will be given to you by your supervisor as it appears in Appendix 1.

#### 2 DISTRICT

Write the name of the district you are operating from in the space provided, then enter the code, given to you by your supervisor, as it appears in Appendix 1.

#### 3 CENSUS SUPERVISORY AREA (CSA)

Your supervisor will give you the number of the CSA in which your work area is located. Enter the number in the boxes provided.

#### 4 STANDARD ENUMERATION AREA (SEA)

This is the area allocated to you for enumeration. Your supervisor will give you your SEA number. You will just transfer the information from the map you are using.

5 RURAL /URBAN

Enter the relevant code

6 STRATUM

In case of rural areas the relevant stratum from the Listing form should be entered here. In the case of urban areas the information on high cost, low cost, medium cost is provided for the listing, and that information should also be entered here.

7 CENTRALITY

Enter the relevant code

8 PANEL NUMBER

In order to be able to recognize a household for the possible inclusion in the panel in wave II of the survey, each selected household has to be given a panel number. This is just an arbitrary number between 1 and the number of household selected in a SEA, normally between 1 and 20/25

9 SURVEY BUILDING NUMBER (SBN)

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

10 HOUSING UNIT NUMBER (HUN)

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

11 HOUSEHOLD NUMBER (HHN)

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

12 VILLAGE/LOCALITY NAME

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

13 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.

14 CONSTITUENCY NAME

Write down the name of the constituency in which the household resides and the code number of the constituency from Appendix .

15 HOUSEHOLD SELECTION STATUS

Record here whether this household is the originally selected household or whether it is a replacement. 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.

16 ENUMERATED HOUSEHOLD AND SAMPLING SERIAL NUMBER OF HOUSEHOLD

Here you should write down the name and address of the Head of the household that will be enumerated. This may or may not be the same household that the one originally selected during the sampling procedure. (See definition of Head of Household in chapter II). The sampling serial number will come from the last four columns of the listing sheet. If this is a replacement household, this information does not apply.

17 NAME OF RESPONDENT

Name of the person giving the household information should be written down as well as his/her serial number from the Household Roster.

18 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.

19 DATA COLLECTION

Enumerator should indicate his/her name and date of finalising the household questionnaire. 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.

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.

### **3.3 COMMENTS TO SELECTED QUESTIONS**

#### ***Section 1 – Household Roster***

##### 0.1 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.

## 1.1 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 labourer. 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.

## 1.2 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.

## 0.2

### Question 1: Serial numbers of usual household members

Each member should then be numbered in the first column (serial number of household members). If there are more than 14 members in the household, then continue on page.

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.

### Question 2: Names of usual household members

Write down the names of all the usual members of the household beginning with the Head of household. The head of household and usual member as defined above.

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 above).

### Question 3: Is the usual member present or away?

This refers to whether a person is a usual member present or usual member absent. Usual members absent are those who have been away from the household for at least one week from the day of the interview.

### Question 4: 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 ask for the **under five (5) clinic card** and check for the date of birth of that child, then calculate the age by subtracting the date of birth from August

1996 and 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 1996.

Those aged more than 99 years round down to 90.

#### Question 5: 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.

'Non relative' 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 6: Is...male or female**

Record the sex of the usual member of the household, code 1 for male and code 2 for female.

### ***Section 2A - Demography***

#### **Question 1: Has there been any change in the household size in the last 12 months due to:**

Read out the answer categories to the respondent, circle 1 corresponding to that answer category if the respondent 'YES' and record '1' in the code box corresponding to that

answer category. If the respondent says 'NO' do not circle a 1 but record a '2' in the code box corresponding to that answer category. If the changes in household composition has been due deaths, proceed asking question 2 up to question 4, otherwise skip to question 4.

**Question 2 : How many people died in the last 12 months?**

Record the number of people who have been usual members of this household but they have died in the last 12 months.

**Question 3: How old was the deceased ?**

Record the age the deceased .If the deceased is less than five (5) years old record the age in complete months and for those that are five (5) and above record the age in complete years. Give a code 1 for years and a code 2 for months as you did in the household roster. If more than 4 people died in the household ,write underneath the question that more 4 persons died.

**Question 4: Are there any member of this household who are.....**

Record the serial number(s) of the person(s) who has/have any permanent disabilities and code 1 for 'yes' and code '2' for 'NO'.

***Section 2b – 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 area you were residing in 12 months ago 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 4: Has any member of your household been away for more than 3 months to look for or look for or take a job/business in the last 12 months? :**

Even those who have just gone away but intend to stay away for period of at three months should be considered as GONE AWAY.

**Question 6c: 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 three months or intend to be there for the same period 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.

**Question 6d: What is the occupation of.....**

Ask for the occupation of person who has gone away and record the code of that person's occupation. Check the appendix for the list of occupational codes.

### ***Section 3 - Household Amenities and Housing conditions***

This section is concerned with housing conditions such as the type of a dwelling, occupancy type and materials of construction of the dwelling. The section also considers various housing amenities that are used by the householdss. These include the main source of drinking water, main source of energy for lighting and cooking, main toilet facility and main method of garbage disposal. Information on the above mentioned factors can be used to show the quality of housing and sanitation available to households. Housing and safe drinking watr are basic needs which have a big bearing on the living conditions of the people.

**Points to note**

- Most questions in this section refer to the present situation. There are no questions relating to the situation 'last 12 months'. However, questions on main source of drinking water are asked for the **wet** and **dry** season separately, as the source of drinking water can vary according to season.
- Some questions are asked of **main** source of various housing facilities. If a household uses more than one source of a particular facility, only record the main one, i.e the one that is most commonly used. In some cases you may have to probe further in order to ascertain the main source.

**Question 1: What kind of dwelling does your household live in?**

This question is meant to find out whether the dwelling is detached, semidetached, flat, hostel etc. There are various types of dwellings, please refer to the definition of housing unit in the Listing form for further clarification. If you happen to work in a shanty compound, bear in mind that ther could be some peculiar type of dwelling.

Question 3: What kind of building materials are the ... of this dwelling made of?

This question has three parts which shall be asked separately, that is a) roof, b) walls and c) floor. Please ask the questions in the order above. In part c) 'Covered concrete' refers to any concrete floor covered with any kind of material, e.g tiles, wall-to-wall carpet, wooden tiles etc.

Question 5: How is the rent paid? Is it....

Answer categories 1 and 3 can be confusing. The first one refers to where rent is deducted from the salary whether it is an economic rate or a subsidised one. Paid by employer means that the employer pays the rent directly to whoever the house is rented from on the behalf of the household.

Questions 6, 11, 14: How much do you pay for (rent, water, electricity)?

These questions are for the average amount in Kwacha which the household is supposed to pay per month. For example, for those who pay rent on a quarterly or bi-annual basis are required to divide the total amount paid by the number of months covered, i.e quarterly is divided by 4, bi-annually is divided by 6. For questions 11 and 14 you enter 00 if they do not use water or electricity. Note also that these questions shall cover what the household is supposed to pay per month, regardless of whether the amount is paid or not. If the last electricity bill is not paid, the amount supposed to be paid should be recorded.

## ***Section 4 - Household 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.

Question 4: What is the main reason for not using this facility?

Answer category 5 'not applicable/not relevant' concerns those who do not need to use the facility at all. For example, a household without children of school age, will not need to use a school.

## ***Section 5 - Household assets***

Question 1: Does this household own a/an ..... now?

This refers to household assets that are in good working condition and are used by the household in the production of goods services.

## ***Section 6 - Household dependencies and coping strategies***

Please read out the introductory text at the top of the page.

Question 1: During the last 12 months did your household get any assistance in cash or in kind from any of the following:

Here assistance refers to remittances received, and no pay-back is expected. This can be both in cash or in kind, e.g gifts.

Question 2:

Same as for question 1.

Question 3: Are there any members of this household who have gone to live elsewhere because you have been unable to cater for them during the last 12 months?

This refers to those persons who were once usual members of this particular household, but have had to leave it because of economic difficulties.

Question 4: Are there any persons living, or have lived in this household because their own households have been unable to cater for them during the last 12 months?

This refers to persons who are now living in this particular household or have lived there for a substantial amount of time during the last 12 months because of economic hardships in their household of origin. That is, persons should be included who have stayed in the household for those reasons but may have left at the time of the survey.

Question 7: Do you consider your household to be very poor, moderately poor or not poor?

For this question, please let the respondent give his own spontaneous view, regardless of his/her objective situation.

Questions 8 and 9:

the respondent should be expected to give some reason that implies some sort of action on his/her side or from public authorities. "Lack of money" or "get more money" should not be accepted as answers.

Question 11: Finally, there are a number of ways people can cope in times of need. Did your household have to rely on any of the following during the last 12 months?

**Other piecework** refers to piecework other than that which has anything to do with agriculture. **Using additional labour from other households (unpaid)** refers to those households that get some helping hand from other households in order to manage their farm for instance, or to get all errands done. **Informal socila safety nets** refers to a private credit arrangement where a group of people come together and agree that each one of them will lend a fixed amount of money to one member of the group at a time, say at each monthend, until each of them has had their term. They may decide to stop or continue after a round or a number of rounds. **Substituting ordinary meals with mangoes, pumkins, sweet potatoes etc.** Ordinary meals constitute the normal balanced diet of carbohydrates, (nshima, rice, potatoes, etc), protein (meat, chicken, fish, groundnuts etc) and vitamins (vegetables, fruits). The above mentioned should substitute such meals as desdribed. **Reduce food intake/meals** refers to a reduction of the number of meals consumed in a day; e.g taking one or two meals a day instead of three, as well as reduction in the quantity taken per meal. **Reducing other household items e.g soaps, detergents** refers to the reduction both in the quantity used and the quality of products used. **Informal borrowing, e.g kaloba, borrowing from friends etc.** Please note that informal borrowing is different from the informal social safety nets. Informal borrowing is between two people, one gives the other a loan and expects to be paid back at a later date.

Some persons can even give the receiver an interest rate, then it becomes what is called kaloba. **Church charity** refers to any remittances received from any kind of church, such as Christian, Muslim, Buddhist, Jewish, Bahai faith etc. **Petty vending** is trading at unrecognised places away from the formal market place. This could be just outside one's house, at some street corner in the neighbourhood, alongside a road, etc.

## ***Section 7 - Household expenses***

This section deals with expenses incurred by the household on various goods and services. It also attempts to collect information on expenditure and consumption of both purchased and own produced food. Ensure that you collect information for all the household members as a sum, not just what the respondent spent. Take note of the 1 month reference period associated to questions 2 to 13 of this section which basically look at expenditure. The reference period for food consumption has been reduced to 2 weeks in order to minimise recall problems.

### **EDUCATION EXPENSES**

Question 1: how much was spent on the following during the first and the second school terms this year (1996)?

The first and second school terms being referred to here are from January-April and May-August 1996, respectively, for both primary and secondary school going members of the household. For colleges and universities it refers to whatever is the first and second school terms or if all the school terms in question are over, then refer to the 2 terms preceding the last one.

In the case of a household with more than one school going member (check section 2 for the number of school going members), add up the amounts for each of the categories under term 1 and term 2. Then enter the amounts in total 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 items such as shoes, socks, jersey/jacket and neck-tie for school purposes etc.

**"Contribution to school/PTA"** includes payments made by school going members of the household to school projects and PTA funds. In case of a household with more than one school going member, add the amounts and then enter the amounts to the nearest Kwacha in the boxes provided for both term 1 and 2.

**"Private tuition"** refers to a tuition fee incurred outside the normal school arrangements such as engaging a teacher to have extra sessions with a member of the household. Note that the other form of tuition paid to the institution where a person goes for school has been taken care of under school fees.

**"Books and stationery"** constitutes the accessories/instruments a member of the household uses for the purposes of writing and drawing. 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 under term 1 and 2.

**"Other school expenses"** includes all other expenses not covered by the above items

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 school going person in section 6. 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 what the household itself spent on the same items. Then also ensure that the same amounts are recorded (or included) in question 11 of section 6 (Remittances to the school going person).

## **MEDICAL EXPENSES**

Question 2: How much was spent on the following during the last one month?

You are supposed to record the amount in kwacha against each medical expenditure item. For the sake of consistency, cross-check with the health section of this questionnaire. Note that "Medicines" include traditional medicines, those bought from shops/chemists etc.

Question 4: How much was spent on the following housing items during the last 1 (one) month?

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

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

#### Question 6, 7, 8 and 9: 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 10 : TRANSPORT

"Other transport expenses" includes spending money on travelling for pleasure or business, visiting , attending a funeral, hiring a taxi etc.

#### Question 14 : How much of the following food items were consumed during the last 2 weeks?

The respondent is supposed to approximate the quantity of the meal or maize grain that has been consumed in kilo gramms within the 2 weeks period.

#### Question 15 : How much was spent and consumed from own produce on the following food items during the last 2 weeks?

A household might be a recipient of free food either from other households or donor organisations. This food so received by the household should therefore be valued together with consumption of own produced food item. 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 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.

#### Question 16: Did this household purchase any of the following items in the last 12 months?

This question solely looks at the purchase of household assets including buildings in the last 12 months. You are supposed to record the amount both in words and figures.

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 8: Household Victimization***

This is a completely new topic in the household survey system in Zambia. It is concerned with whether households (and individuals, cfr. Individual Questionnaire) have been victims of various types of crime. In this section we are concerned with break-ins since this is the only type of crime that can be committed against the entire household.

In this survey a break-in is any intrusion into the building or its surroundings of the household. This intrusion may be forceful. i.e involving the breakage of a door, window or gate or it may not involve any breakage.

### Examples

1. If some unknown individuals enter the surroundings of a housing unit and is/are chased away before they gain entry into a housing unit is a break-in.
2. If all household members are away and find out that major items are missing in the house on return, it is a break-in. If something goes missing while some or all household members are present is **not** a break-in. It could, however, be a theft committed by a fellow usual household member.

Question 1/2: Has this household experienced any break-in during the last 3/12 months?

Regardless of within which time reference the break-in happened, you are supposed to record the one that happened most closely to the time of enumeration.

Question 4: Did the break-in take place during the day or night?

Day is the period from sunrise to sunset, i.e from 06.00 hrs to 18.00 hrs.. Night starts from sunset and goes on until sunrise, i.e from 18.00 hrs and up to 06.00 hrs.

Question 5: During the break-in, was the household threatened in any way?

"Threatened" implies both physical and verbal threat. A threat is any strong implication of eminent violence against members of the household by action or words. For example, mere pointing of a gun or lifting of an axe is a serious physical threat. Words can be used to warn the victim that lack of compliance would lead to their death or injury.

Question 6: During the break-in, did the assailant/s use a gun, other weapon or no weapon?

Here you are required to record the most lethal weapon. A gun is regarded as the most lethal, whether it is a pistol or an AK47. Other weapons include pangas, knives, daggers, screwdrivers etc. Although bombs/explosives may be deemed to be more lethal than a gun, they should be included in the 'Other' category.

Question 7: Was any member of the household injured during the break-in?

Injured implies physical injury only. It excludes any psychological disturbance of one's mind because of the trauma of the break-in.

Question 8: To which type of authority was the break-in reported?

This is a multi-answer question. This means that the respondent should report all the authorities to which the break-in has been reported. Do not read out the answer categories, but probe to get all authorities. A Ng'anga or witchdoctor is a traditional practitioner who is capable of making the one/s who committed the break-in to give himself/herself in or of recovering the items lost. Families and friends etc. are not regarded as an authority.

## ***III.2 INDIVIDUAL QUESTIONNAIRE***

### ***1. INTRODUCTION***

This questionnaire should be administered to each and every usual member of the household 12 years and above. As much as possible the enumerator should try to get a personal interview each person. If for some reason this is not possible, e.g because the person is ill, is temporarily absent or is not available for some other reason, another knowledgeable person in the household can be interviewed, preferably the head. If this is the case, the relevant information should be provided under item 16 and 17 of the front page of the individual questionnaire.

The individual questionnaire is divided into 9 sections and collects information on the following topics:

- Section 1 Demography
- Section 2 Health
- Section 3 Education
- Section 4 Income-generating Activities
- Section 5 Agricultural Production
- Section 6 Income
- Section 7 Victimization
- Section 8 Gender issues
- Section 9 Political Participation

## 2. IDENTIFICATION PARTICULARS ON THE FIRST PAGE OF THE INDIVIDUAL QUESTIONNAIRE

The identification particulars of the Individual Questionnaire are the same as those of the Household Questionnaire, except from item 16 and 17 as mentioned above.

In item 16 the name of the person supposed to be enumerated is written down, and his/her serial number from the household roster is entered in the boxes.

In item 17 the name of the person who actually provided the information is written down, and his/her serial number from the household roster is entered in the boxes.

In case the person actually enumerated also was the respondent, the information in item 16 and 17 will be identical.

## 3. COMMENTS TO SELECTED QUESTIONS

### Section 1 - Demography

#### Question 2: Is your marriage monogamous or polygamous?

Answer category 1 is for persons who are married to one wife only and 2 is for those who are married to more than one wife.

#### Question 4: What is your ethnic group?

This question refers to the Tribal-Group the person belongs to and in case of Zambians it refers to those who belong to any of the zambian tribal groups, that is ,those belonging to

any of the 73 or so indigenous tribes. It is an easy question but can be misunderstood. If a person says his/her parents belong to two different tribes, ask him/her which one he/she identifies himself/herself with. In the case of some Zambian and non Zambian write the major racial group to which the person belongs, i.e African, American, Asian or European, then enter the appropriate code in the box provided. Check the appendix for codes.

**Question 5 :is your biological mother still alive?**

This question should only be asked to those persons aged 18 years and below. Biological mother refers to the natural mother of the person.

**Question 6 :Is your biological father still alive?**

Even this question should be asked to those persons aged 18 years and below. Biological father refers to the natural father of the person.

**Section 2 - Health**

**Question 1: Did you have to stop your normal activities due to illness or injury during the last 2 weeks?**

Find out if this individual had to stop his/her normal activities due to illness, i.e could not go to work, to school, do housework, go to the fields etc. The person might have had more than one spell of illness during the 2 week's period.

**Question 2: What were you suffering from?**

This question applies only if the person has been ill. Find out what the he/she was/is suffering from. Make sure you record all the symptoms the person had in those two weeks and for all spells of illness that the person may have had. E.g if the person had a fever, a headache in the first spell, and then in a second spell of illness was vomiting. Then all the symptoms should be encircled and a 1 entered in the code box for those symptoms. For all the other symptoms that does not apply, a 2 should be entered in the appropriate box.

**Question 3: Did you consult any health institution for this illness or did you use self administered medicine only?**

The answer to this question should refer to the last spell of illness the person had in case of more than one spell. In the case above, only what was done concerning the vomiting should be recorded. A health consultation is one where a person has approached or sought medical advice/attention from any medical officer, spiritual healer or traditional healer (including herbalists) whether at a public or private health institution or merely by calling a medical officer on a private engagement. This consultation could even be done outside Zambia. If the child was given medicine that was bought without consultation or was available in the home, then that is self-administered medicine. If this medicine did not work and consultation was done later, then the answer category should be 'consulted'.

Question 4: How much in total did you spend on medication?

Record how much was spent for buying the medicine. If the medicine was not bought, enter 00.

Question 6: What kind of institution was last consulted?

Note that in this question the answer category 'industrial/company' refers to clinics and hospitals run by companys, e.g ZCCM. Private institutions refers to clinics or hospitals run by individuals or a group of individuals. Medical personnel refers to either a medical doctor, nurse, medical officer or any other medical personnel who may have attended to this child at home or at the hospital, but on a private arrangement.

Question 7: Who attended to you during this consultation?

Indicate the most qualified person was consulted. E.g if during the consultation, a nurse, and then a doctor was consulted, the answer category circled should be 'physician/medical doctor'.

Question 7: Was this last consultation paid for?

Several options have been provided for the people that will say 'Yes'. That is, make it a point that you find out the exact way this consultation was paid for. Answer categories 1 - 4 are supposed to take care of different pre-payment schemes, that is advance payment of medical expenses. If the fee is partly paid directly or partly by some scheme, circle answer category 5.

Question 9: How much was paid in total for the last consultation in cash or in kind (converted to cash)?

Add up all the money that was spent on this consultation. That is registration fees, consultation fees, laboratory/diagnosis tests, actual treatment, any medicines bought and any other expenses incurred. In case payment was made in kind, e.g a bucket of maize or a chicken, then record the estimated cash value of the item given away, based on the current price for such an item in this particular locality.

Question 9: Have you ever been diagnosed of any of the following diseases?

Find out if the person is suffering from any of the diseases listed. Remember that the person is supposed to have been diagnosed by a doctor/health institution to have this disease. If the respondent just suspects that he/she suffers from that disease, then treat the answer as 'No'.

### Section 3 - Education

#### Question 1: Are you currently attending school?

Question 1 is only to be asked for household members 12 years or older, but you should avoid asking this question to persons who are above 31 years and seem obviously not be attending school.

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 2: What grade are you 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 3: What grade was ... attending last year?

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

#### Question 4: 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 5: Have you ever undertaken any skills training in your school?

**This** question should be asked to those attending grades 8 - 12 only.

Question 7: what is your main field of study?

**This** refers to persons attending grade 13 as explained above. Write their major field of study and give it code in the provided. Check the code in the appendix.

Question 8 :Apart from what you are studying now ,have you had any skills training of at least 3months duration?

Find out if person had any skills prior to what he/she is studying now.

Question 9: What kind of skills training was this ?

Write the type of skills training in the space provided **and** the code in the boxes. Check for the codes in the appendix.

Question 12: What 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 01	Sub-Standard A		Grade 1	Grade 1
	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.

#### Section 4 – Income generating activities

This section is meant for all persons aged 12 years and above. You are therefore requested to ask questions contained in this section to all members of the household whose age corresponds to stipulated age limit. In the LCMS, the population 12 years and above constitutes the **Working-age Population**.

The main objective of this section is to find out whether the population aged 12 years and above is engaged in any form of **income generating and own consumption production activities**. The specific aim of this section is to determine whether a person is currently working (employed) or not working (unemployed and inactive). There is further need to find out the type of work a person is doing. If a respondent is reported to be not working, it is important to know whether he/she is seeking work, interested in getting work or not, and whether he/she is not looking for work but available 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 constitute the **Economically Active** or in the **Labour Force**. Those persons that are not looking for work and not available for work are known as the Economically Inactive.

The economically inactive population constitutes individuals in the following categories;

- i) **Homemakers** :- persons who are mainly taking care of own household duties
- ii) **Full-time students** :- mainly studying
- iii) **Permanently disabled/Too old** :- Unable to do work
- iv) **Retirees** :- mainly pensioners living on their social security schemes. This includes persons living exclusively on rental incomes, past savings, interests, inherited incomes, gambling incomes, etc.
- v) **Others** :- This includes those individuals who are neither interested nor available for work, such as beggars, vagrants, prisoners, invalids, etc.

**Question 1: Were you engaged in any income generating activities during the last 12 months?**

This question is aimed at both identifying the working population and determining the activity status of an individual. An individual might have engaged in more than one activities over the 12 months period ( i.e, an individual might have been in wage employment for 4 months, run a business for 3 months and inactive for 5 months).

**Question 2: For how many months were you engaged in this income generating activities?**

You are supposed to record all the completed months when the respondent had engaged himself/herself in income generating activities regardless of the change in his/her activity status. Using the above as an example, you would 7 months as the duration of engagement in income generating activities.

**Question 3: Were you injured at work during the last 12 months?**

This refers to injuries sustained while on duty. The injury might have occurred within or outside the respondent's working premises. Only record injuries that lead to work stoppage and which call for medical attention.

**Question 4: What is your main current activity status? Are you.....**

This question breaks up persons aged 12 years and above into those currently employed, unemployed and the inactive population. you are requested to present the alternatives to the respondent. Remember to classify those persons engaged in farming activities properly ( i.e, as working).

**A. Working:**

A person is defined as working if he or she performed some work for pay or profit. Payment may either be in cash or in kind, for example, in the form of goods or services or any combination of these. Note that answer categories 1 - 3 refer to the working/employed population. This definition includes the unpaid family workers who do work on family businesses and farms.

## Alternatives

(1) **In wage employment** :- This refers to persons employed by someone either on a fixed monthly/weekly/daily wage/salary. This category also includes those persons employed and paid on piecework basis, and some students on school holidays who manage to find jobs and might be working during the reference period. All persons who get paid partly in cash and in kind are included in this category ( i.e, hotel workers and farm labourers ). Call-boys at bus stations (ngwangazis or Kusogolo boys) and those who carry peoples' shopping from shops like mealie meal carriers are also classified as workers.

(2) **Running a business/self employed** :- This refers to persons who are running their own business such as marketeers, hawkers, cobblers, tinsmiths, bottlestore operators, grocery store owners, etc. Included in this group are two or more persons running a business on partnership basis and street vendors.

(3) **Farming** :- Included here are farmers who till and manage their own farms, with or without the help from other persons. Make sure all the small scale and subsistence farmers are included in this category. The current working status of all persons in agricultural and allied activities will be determined as follows;

- (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, 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 currently working.

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.

## **B. Unemployed :**

Unemployed person is one who is either not working but looking for work and not working and not looking for work but available for work. Alternatives 4-5 define an unemployed person.

### **Alternatives**

#### **4. Not working but looking for work/means to do business**

This refers to persons who are currently seeking for jobs or means to do business. This includes persons who people who :-

- (i) have registered at various labour offices;
- (ii) have gone to see possible employers to ask for jobs;
- (iii) have written/applied for jobs;
- (iv) asked friends, relatives, neighbours, etc to help them find a job;
- (v) have sat for interviews and are awaiting letters of offer;
- (vi) have made an 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 but include him/her in the answer category below.

#### **5. Not working and not looking for work/means to do business but available for work**

This refers to a person who wishes to get a job or is interested in getting a job or means to do business but has not made any practical effort to get a job or means to do business. Included in this category are those persons who :-

- (i) are not sure there is any job available;
- (ii) imagine they are not qualified or that there is no suitable vacancies for them
- (iii) are not looking for work but are very much interested in working. They may not be looking for work due to temporary reasons such as temporary illness or awaiting results of previous application, etc.

Those 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 in the categories below.

#### 6. Full-time student

This refers to all persons who are currently full-time students and are doing nothing for pay or profit at the time of the survey. Make sure you exclude students on paid study leave and those who are currently working during their holidays.

#### 7. Full-time homemaker

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 homemaker for example a housewife is having paid employment or doing any business for pay/profit, then 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. In addition, housewives who are subsistence farmers should be regarded as working.

#### 8. Retired, too 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. This includes people living only on rental incomes, savings, interest, inheritance, gambling income, etc.

#### 9. Other

This refers to those others who are neither interested nor available for work, such as beggars, vagrants, 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 here required to specify the given reason.

Remember to record the main current economic activity status of the person in the event that he/she has more than one statuses.

Question 5: What type of job/business are you currently doing?

This refers to the job in which a respondent spends more working time or, failure to this, where he/she gets more income.

Specify/describe briefly the type of job he/she is doing before coding on the dotted line. 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 an individual is doing.

Examples: Carpenter, messenger, town clerk, radio mechanic, Farmer, farm labourer, accounts clerk, personnel officer.

Avoid entering a term that implies greater skill or responsibility than is really involved in the respondent's job. Do not enter "Engineer" for someone who is actually a draughtsman, or "Accountant" for a bookkeeper, or "Brick-Layer" for someone who only mixes mortar and hauls bricks. This implies that 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 3.

Question 6(a): What sort of business/service is carried out by your employer / establishment / business?

Specify/describe briefly the type of business or service that is carried out at the person's business or workplace. First write the industry on the dotted line and then later on give the code number when you get back to camp (see appendix VII for industrial 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 5. The type of product or service that is produced will depend upon the industry or type of job a person 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 Footwear	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 3:

(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 6(b): What is the name of the company/employer?

You are supposed to enter the name of the establishment or employer. If a household is identified as an employer/establishment, then record "Household" and not the name of the household head. This is used to ensure that an industry is identified by its characteristic product/service and not necessarily by the occupation of an individual. (Refer to the example 1 above for further clarification)

Question 7: What is your employment status?

**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, Local government employees, parastatal employees, or private sector employees.

(1) **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 marketeer 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**.

(2) Central Government Employees: This refers to 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.

(3) Local government employees: This refers to those employees who work for the district/local councils (city, municipal, and township councils).

(4) 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.

(5) Private Sector Employees: This includes 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.

(6) Employer: This refers to 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.

(7) 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 6.

Question 8: In this job/business are you working.....?

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

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

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

(3) 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.

(4) 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 practise and only works for 3 hours in an 8 hour job and only for seven months in the year.

Question 9: For how long have you been engaged in this current job/business/farming?

The duration should refer to the main current job/business/farming the respondent is engaged in. You are supposed to record the number of years and months a person has spent in this current activity.

Question 10: Do you also have any other job/business?

This question refers to the other job/business apart from the main current job/business just previously recorded. A person may, for example, be employed in a regular job but might

be also running more than one businesses, one of which could have been recorded as the main current job/business. If a person has more than one other jobs/businesses, 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 jobs/businesses together with the main current job (if non-agricultural) will be captured under the section 6 on Income from non-farming activities.

Question 11: How many jobs/business do you have?

You are supposed to record all other jobs/businesses the respondent is engaged in.

Question 12(a): What sort of business/services was carried out by your employer/establishment or business in this other job/business?

See explanation for industry in question 6(a). Using the same codes in appendix VII.

(b) What is the name of the company/employer?

See explanation for question 6(b)

Question 13: What is your employment status in this other job/business?

See explanation for question 7.

Question 14: In your current main job/business, are you entitled to a pension, gratuity or social security scheme?

This and the next three 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 a person when he/she is out of employment or retired such as the ZNPF, Workmens Compensation, and Insurance Policies provided by employers (not provided by persons themselves).

Question 15: Are you entitled to paid leave in your current main job/business?

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

Question 16: Are there more than (5) five people working in this company/business including the owner?

The respondent is supposed to include all workers in all branches of the same company/business.

Question 17: Have you had another main job/business previous to your current job/business during the last (5) five years?

Find out if the person who is currently working or running a business had a different job/business previous to the current one. You are supposed to record the answers to the next questions with reference to their most recent jobs or businesses they had previously.

Question 18: What was your employment status?

See explanation for question 7.

Question 19: What was the main reason for leaving this job/business?

Note that this marks the last question to be posed to those who are identified as currently working. If the respondent gives you more than one reasons, find out the main reason.

Question 20: During the last five (5) years, did you have a job/business?

This question is aimed at finding out whether those persons identified as not currently working, ever had a job or business before. You are supposed to record the answers to the next questions with reference to their most recent jobs or businesses they had previously.

Question 21: What was your employment status in that job?

See explanation for question 7.

Question 22: What was the main reason for leaving that Job/business?

If the respondent gives you more than one reasons, find out the main reason.

Question 23: are you currently engaged in any income generating activities or farming?

This question is intended to find out whether a person reported to be unemployed and inactive ever engaged himself/herself in gainful activities. For example, a woman identified as a housewife may be selling some food stuff, cigarettes, Salaula, at home, etc. When

asked question 4, she might report her activity status as a housewife when in actual fact she engages herself in some income generating activities.

Question 24: what kind of income generating activities are you engaged in?

You are supposed to record/specify up to three activities where the respondent reports to have more than three. This marks the end of section 4.

Section 5: Food Production

**General problem: How do we handle joint land, joint crops? How do we accrue to the individual what is actually his/hers?**

Question 1: Did you grow any crops in the 1995/96 agricultural season?

The 1995/96 agricultural season refers to the period stretching from First of October 1995 up to the time of the enumeration.

Question 2: How much land did you cultivate in total in the 1995/96 agricultural season for all crops?

If this person has cultivated several fields, add and give total in either hectares, acre or limas according to the unit of measurement the respondent uses. It must be noted that in identifying a field, the main features should be that the land must have been cultivated and crops planted and grown on it. This should be the actual area under crop.

Question 3: Did you grow or did anybody grow any ..... on your behalf during the 1995/95 agricultural season?

Amongst the crops for which this question will be asked is hybrid maize and local maize. **Hybrid maize** is non-traditional maize. It is a high yielding or early maturing or disease resistant type of maize like Pioneer, MM604, MM10 etc. Hybrid maize that has been replanted is no longer hybrid maize and should therefore not be recorded as such. **Local maize** is traditional maize, usually planted from own produce. In addition to hybrid and local maize, the following crops will be asked about:

- Cassava
- Millet
- Sorghum
- Rice
- Beans
- Soyabeans
- Sweet potatoes
- Groundnuts
- Cotton
- Tobacco

- Sunflower

Question 4: Did you grow it alone, together with spouse or together with some other person within or outside the household?

The answer category 3 which says "together with some other person within the household" refers to any other member of the household. It could be a brother, sister friend, mother, father, cousin and so on, but the person has to be a member of the same household as the respondent. Answer category 4, which says "together with some person outside the household", refers to those persons who would be relatives or friends that don't live in the same household as the respondent does.

Question 5: How many 90 kg bags of ..... did you harvest?

It must be noted here that the 90 kg bag is just being used as a standard bag. The contents, for the different crops may weigh more or less than 90 kg. **THE ENUMERATOR WOULD NEED SOME CONVERSION SCALE???** For the amount harvested, enter 00 if nothing is harvested. Anything above 0.1 and less than 1 bag should be recorded as one bag. Only whole bags should be recorded, use standard rounding practices, that is .4 = 0, 0.5 and above = 1.

Question 8: Are you growing any vegetables now?

Vegetables are leafy, like rape, pumpkin leaves and other like tomatoes, onions, eggplant, impwa, pumpkins, green maize, cabbage, etc.

Question 9:

Check question 4 for explanation of the answer categories.

Questions 10 and 11:

These ask about ownership of livestock. Ownership refers to all the livestock owned by the respondent, even those that are being raised or used by someone else. Please record the total number owned by the respondent regardless of the type. That is, record all dairy cattle, beef cattle and traditional cattle together. For goats and sheep, record the total number of any kind owned by the individual. For the pigs record both exotic and traditional pigs.

Questions 12 and 13:

These ask about poultry. Record all types of chicken, that is, broilers, layers, parent stock of poultry. Other poultry includes geese, turkeys, rabbits, pigeons. Make sure that the total number owned of those are recorded.

## Section 6 - Income

This section is about incomes earned by individual members of the household aged 12 years and above from various sources and accruing or available to the household.

The income to be recorded here is from both current main job/business/farming and current other job/business/farming.

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 an individual, net of business expenses. Be sure to state the unit the income is being measured in.

Further ensure that all persons appearing as having earned income except for those who are only recorded against questions 10 to 13, are also classified as working in section 4.

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 a person from businesses/Agricultural Activities situated outside Zambia should also be included in this section even though the businesses themselves were not included in sections 4. However, these incomes should be recorded under question 13 (other sources) even if they are from some identifiable sources.

### Questions 1-4: Sale of own Produce

Question 1 to 4 relates to incomes earned by Individual members of the household from their own production activities. Remember in section 5 (Food Production), and on the listing form we took account of even production activities that were done by others but for individual members of the household, and we excluded production done by the household for others. In the case of joint production, only half of the total income realised should accrue to each individual. Ensure that this is taken into account when you are recording income from own produce. Emphasize to the respondent that you want to collect income from his/her own production whether done by himself/herself or by others on his/her behalf and that the respondent should not include income that is not accruing to him/her. The income asked for is from production of hybrid maize, local maize, cassava, groundnuts, rice, millet, Sorghum, Beans, Soya beans Sweet Potatoes, Irish Potatoes other food crops, cotton, tobacco, Sunflower, other non-food crops, Cattle, Goats, Sheep, pigs livestock products, Chickens, Ducks, other poultry and finally eggs.

If a person bought any of the items mentioned in question 1-4 and later re-sold them, that income should not be recorded in columns questions 1-4 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 question 1-4.

#### Questions 5-7: Non-farming business activities

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-farming Business Activity/ies which was/were recorded in section 4 by self-employed persons and employers is/are described/specified and also reflected or recorded as non-farming business activities in this section. You are supposed to specify up to 3 MOST important business activities an individual is running in the event that the respondent has more than three activities. This implies that you should first identify those recorded as '1' (self-employed) and '6' (employer) in questions 7 and 13 of section 4. You are therefore required to screen out those who are engaged in agricultural activities and only take details of persons engaged in non-agricultural activities.

In addition add any other non-farming business activities that might not have been recorded in section 4 should be considered and thus added. 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.

#### Question 8: How much is your regular gross monthly salary including regular allowances such as housing and transport allowances?

For those persons in section 4 who were identified with alternatives 1 in question 7, record income from their job 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 9: How much non-regular allowances did you receive last month, that is overtime payments, subsistence allowances bonuses, etc.

Here record any non-regular allowances having been received by this person from his/her 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 10: How much rent do you receive per month?

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 7 - "Non-farming income".

Question 11: How much remittances did you receive last month?

Record any income in cash and kind received by a person in the household during the last one month. Remittances may be in the form of money, food items, school uniforms, clothes, etc sent to an individual by relatives or friends. For remittances in kind convert them to cash using the prices they would have been bought at the time of being sent. If the remittances are received regularly say every month then record the amount or cash equivalent (for those received in kind) received per month.

Question 12: How much transfer payments such as pension, grant, premium and interest on savings, did you receive in total last month?

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

Question 13: How much income did you receive from any other sources than those already mentioned, in total last month?

Record any other income received or earned by an individual which have not been captured from questions 1-12 of this section.

### Section 7: Victimization

(a) Robbery This generally refers to the dispossession of an individual of his/her property including jewellery, money, vehicle, furniture etc using physical or violent means. An individual

can be overpowered or overwhelmed by criminals in this dispossession. This includes pick-pocketing, mugging, pinching or any other theft. A robbery can be committed using weapons such as guns, in which case it becomes an aggravated robbery. Robbery also includes cases where personal belongings are stolen while the victim is away, e.g if an individual leaves his/her car outside a shop and on coming out of the shop finds it stolen.

A break-in can also result in a robbery in which the victim loses valuable items. You are required to probe further to find out whether the robbery mentioned here refers to a break-in already recorded in the Household questionnaire. If it is, ask the respondent if he/shr had experienced any other robbery other than this break-in. If there are no other robberies, skip to question 13 which deals with physical assault.

Most of the questions in this section are similar to those in **Section 8, Household Questionnaire**. For explanations you are referred to this section of the manual.

Question 1 and 2: Have you been a victim of any robbery in the last 3/12 months?

Please observe the instructions in the shaded area in question 2.

Question 8: Who committed this robbery?

You are to find out the respondent's relationship to the assailant/s. 'Don't know' applies to those who did not see the assailant/s or saw them, but cannot make out anything from the experience.

Question 9: Where was the robbery committed?

Answer category 1 'At home' refers to any robbery which occurs at home without a break-in taking place. One can be robbed by a relative at home. Make sure that this is different from a break-in. Answer category 2 'In the neighbourhood' refers to robberies which occur in the locality in which the respondent live. Therefore it should not exceed a 2 km radius from where the person stays.

b) Physical assault

This refers to the infliction of physical pain or injury by use of either bare hands or weapons or instruments. A person can suffer physical assault as a result of a dispute or fight. Physical assault can also be inflicted by attackers such as the robbers in order to dispossess the individual of valuable personal belongings. Therefore, make sure that the physical assault recorded here does not pertain to any robbery recorded earlier on.

c) Fraud/swindle

This is the loss of valuable items including jewellery, money by the respondent through deception. This includes trickery, forgery, cheating and false pretence. It is sometimes referred to as "White collar crime" where the perpetrators are business associates or employees. For example, a common man can pretend to be a salesman for a certain

company/shop. Then, after given payment in advance for an item, he disappears. Additionally, a common man can pretend to be a maintenance worker and defraud individual household goods such as television, radio etc. Finally, a business partner can amass all the profit of a company, thereby defrauding the other partners in the business.

Question 22: How much money was involved in this fraud swindle?

Here you are required to record the amount of money in words in the space provided and in Kwacha in the boxes provided. If the swindle/fraud involved other items apart from money, you are required to ask for the value of any such items in Kwacha. If the amount involved is above K 99 999 999, just record the 99 999 999 in the boxes provided.

Question 23 Who committed this fraud/swindle?

Business associate means a partner in business or anybody that you have any joint business venture with. It does not include customers. Customers can be strangers, relatives, employees etc and they should be captured as such.

d) Rape

This is a very sensitive issue that requires your utmost tact in asking them. We are concerned both about male and female rape. For women/girls rape is defined as unlawful penetration without their consent. Men/boys are considered raped if they are forced into sexual intercourse without their willingness. A man might be surprised that you are asking him if he has ever been raped. Introduce the subject before you start asking any questions in order to prepare the respondent.

Question 28 Have you ever been a victim of rape?

This question ask of anytime in the respondent's life prior to the 12 months already in question 27. **NBB SHOULD WE CONSIDER TO ASK ABOUT AT WHICH AGE THIS HAPPENED?**

Question 30: Did you receive any medical treatment?

The medical treatment relates to the rape.

Question 31: Did you receive any counselling?

Counselling is any psychological advice given by a qualified social worker/psychologist because of the experience of rape. The effect of a rape can be so traumatic on persons so that they lose self-esteem and in cases. stability of the mind.

Section 8: Gender issues

Question 1: Who in your opinion would most often be carrying out the following tasks:

**Men only** means that only men must carry out the tasks, and not women. **Mainly men** means that the men must play a major role in carrying out the tasks as compared to women.

Men and women jointly means that men and women equally often carry out the task in question. **Mainly women** means that the women play a major role in the carrying out of the task. **Women only** means that only women carry out the tasks, and not men.

**Food crops:** These are crops like local maize, sorghum, millet, rice etc, (check "Food production", section 5 in the individual questionnaire) Please note that question 1.1 is asking about those food crops that are normally consumed by the household, and question 1.2 is asking about those food crops that are normally sold in order to earn an income. **Cash crops** are crops like cotton and tobacco. They are grown specifically for sale and are not food crops. **Educational expenses** refers to expenditure on education such as school fees, school uniforms, books etc. (Check Section 7, Household expenses in the household questionnaire). **Medical expenses** refers to expenditures on health care, such as medical fees etc. (Check Section 7, Household expenses in the Household questionnaire)

### Section 9: Political participation

This is a new topic which requires your full attention. Any discussion of political issues can be very sensitive. Bear this in mind when dealing with this section. Also, take care so that you don't involve yourself in any discussions on political matters with the respondent.

The section considers whether individuals are very interested in politics or not and their level of participation. It also looks at participation in elections and the use of political public officials in solving community problems.

The questions in this section will only be asked to those 16 years and above. Only people of this age-group are deemed capable of having proper and independent political opinions.

#### Question 1: In general, how interested are you in politics?

This is a rank order question meaning that the responses are supposed to rank the strength of the respondent's opinion. In the ideal situation 'Don't know' is not supposed to apply. You should only use it as a last resort and you must probe further before the answer category is applied. In all, there should not be many 'Don't knows' to this question.

#### Question 2: Do you identify yourself with any political party?

Identifying oneself with a political party means agreeing with the basic cause of such a party. This does not mean that you are a bonafide member of that party. If there were election you were most likely going to vote for this party, **but** you are not obliged to.

#### Question 3: Do you have a membership card for any political party?

This question seeks to ascertain whether the respondent has a membership card for any political party. It does not matter whether the card is still valid, i.e if the respondent is a paid-up member or not.

Question 4: Are you a paid-up member of your party?

A paid-up member is one who has paid all his/her obligation to the party including membership, subscription fees, contributions etc.

Question 6: Have you participated in any of the following forms of political activities during the past five years?

Political rallies and political meetings are different in that rallies are meant for the participation of any citizen, while meetings are usually for interested parties (**MEMBERS???**) only. A rally is usually larger than a meeting. Demonstrations are usually a single-topic activity. They are meant to express support or displeasure for a particular event.

Question 7: In the past five years have you ever approached any public political official including chiefs and headmen about a problem concerning yourself, your family or the community in which you live?

There are various types of public political officials or offices. They include local party officials (section/ward), Member of Parliament for the area, Government Minister and even the Republican President. However, individuals can contact their headman, chief, a government ministry and civic organizations like FODEP, ZIMT, etc.

### ***III.3 CHILD QUESTIONNAIRE***

#### ***1. INTRODUCTION***

The Child questionnaire shall be administered to every child between the ages 0 through 11 years who is a usual member of the household. There shall be one filled-in questionnaire per child. Even for new-born babies the questionnaire shall be administered. The questionnaire should be answered to by an adult member of the household in the following order of preference: a) Mother, b) Female spouse (those two might of course be the same person in many cases), c) Head of household and d) Any other knowledgeable other person. In some cases even the child himself/herself might be able to provide the information.

The Child questionnaire is divided into 5 sections and will provide information on the following topics:

- Section 1 Demography
- Section 2 Health
- Section 3 Nutrition and Anthropometry
- Section 4 Education
- Section 5 Child Tasks

## 2. IDENTIFICATION PARTICULARS ON THE FIRST PAGE OF THE CHILD QUESTIONNAIRE

The identification particulars of the Child Questionnaire are the same as those of the Household Questionnaire, except from item 16 and 17.

In item 16 the name of the child is written down, and his/her serial number from the household roster is entered in the boxes.

In item 17 you are supposed to identify who provided the information on the child enumerated as well as the serial number of this person.

## 3. COMMENTS TO SELECTED QUESTIONS

### Section 1: Demography

First of all, ask for this child's under-five clinic card. Whether this card is available or not will be indicated in the shaded area following question 1.

#### Question 1: First of all, what is ..... 's date of birth?

If the under-five clinic card is available, copy the date of birth from there. If it is not available, the respondent will have to provide this information. Almost all persons who have been to school know the age of their children, while some illiterate and the very old. Ask such a person if any special events happened during the year the child was born, or the year before or even the year after the child was born, e.g. the change of government from UNIP to MMD.

Record the date of birth of the child being enumerated. That is the date, month and year. E.g. if the child was born on the 26<sup>th</sup> of December 1992, enter **THIS SHALL BE IN BOXES: 26 12 1992**.

#### Question 2: Is the biological mother of ..... alive?

The question refers to the actual mother of the child. Note that this does not mean the step-mother, the mother who may have adopted this child, or an aunt to the child. If this child was adopted from an Orphanage and the respondent does not have any information about the mother, the answer category in this case is 'Don't know'.

#### Question 3: Is she a usual member of this household?

Record whether the mother to this child has been living in this household for at least 6 months, or ever since the child was born if the child is less than 6 months old. She may not be related to the other members of the household by blood or marriage and may even be a house helper.

Question 3: Who is ....'s biological mother?

Record the name of the mother. Check from the household roster for the name and enter the serial number of the mother in the appropriate boxes.

Question 5: Is the biological father of .... alive?

The question refers to the actual father of the child. Note that this does not mean the step-father, the father who may have adopted this child, or an uncle to the child. If this child was adopted from an Orphanage and the respondent does not have any information about the father, the answer category in this case is 'Don't know'.

Question 6: Is he a usual member of this household?

Record whether the father to this child has been living in this household for at least 6 months, or ever since the child was born if the child is less than 6 months old. He may not be related to the other members of the household by blood or marriage and may even be a house helper.

Question 7: Who is ....'s biological father?

Record the name of the father. Check from the household roster for the name and enter the serial number of the father in the appropriate boxes.

Section 2: Health

Question 1: Has .... been sick during the last two (2) weeks?

Find out if this child was ill or had been ill in the two weeks prior to the date of enumeration. That is if this child was sick some time during this period, and is now fine, if the child was sick during this period and is still sick, and if the child has just fallen sick. The child might have had more than one spell of illness during the 2 week's period.

Question 2: What was ... suffering from?

This question applies only if the child has been ill. Find out what the child was/is suffering from. Make sure you record all the symptoms the child had in those two weeks and for all spells of illness that the child may have had. E.g if the child had a fever, a headache in the first spell, and then in a second spell of illness was vomiting. Then all the symptoms should be encircled and a 1 entered in the code box for those symptoms. For all the other symptoms that does not apply, a 2 should be entered in the appropriate box.

Question 3: Did .... have any health consultation for this illness or did he/she use self-administered medicine only?

A health consultation is one where a person has approached or sought medical advice/attention from any medical officer, spiritual healer or traditional healer (including herbalists) whether at a public or private health institution or merely by calling a medical officer on a private engagement. This consultation could even be done outside Zambia. If

the child was given medicine that was bought without consultation or was available in the home, then that is self-administered medicine. If this medicine did not work and consultation was done later, then the answer category should be 'consulted'.

Question 4: How much in total was spent on ..... 's medication?

Record how much was spent for buying the medicine. If the medicine was not bought, enter 00.

Question 5: What kind of institution was last consulted?

Note that in this question the answer category 'industrial/company' refers to clinics and hospitals run by companys, e.g ZCCM. Private institutions refers to clinics or hospitals run by individuals or a group of individuals. Medical personnel refers to either a medical doctor, nurse, medical officer or any other medical personnel who may have attended to this child at home or at the hospital, but on a private arrangement.

Question 6: Who attended to ... during this consultation?

Indicate the most qualified person was consulted for this child's illness. E.g if during the consultation, a nurse, and then a doctor was consulted, the answer category circled should be 'physician/medical doctor'.

Question 7: Was ... 's last consultation paid for?

Several options have been provided for the people that will say 'Yes'. That is, make it a point that you find out the exact way this consultation was paid for. Answer categories 1 - 4 are supposed to take care of different pre-payment schemes, that is advance payment of medical expenses. If the fee is partly paid directly or partly by some scheme, circle answer category 5.

Question 8: How much was paid in total for the last consultation in cash or in kind (converted to cash)?

Add up all the money that was spent on this consultation. That is registration fees, consultation fees, laboratory/diagnosis tests, actual treatment, any medicines bought and any other expenses incurred. In case payment was made in kind, e.g a bucket of maize or a chicken, then record the estimated cash value of the item given away, based on the current price for such an item in this particular locality.

Question 9: Has ... been diagnosed of any of the following diseases?

Find out if this child is suffering from any of the diseases listed. Remember that this child is supposed to have been diagnosed by a doctor/health institution to have this disease. If the respondent just suspects that this child suffers from that disease, then treat the answer as 'No'.

### Section 3: Anthropometry/Nutrition

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 zero 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. There should be a note at the end of this section to explain the situation.

#### Question 2: Who attended to the birth of ....?

Trained traditional birth attendants are birth attendants who may not exactly be a nurse or doctor, but was trained to help with child births. Answer category 7, 'Nobody', means that the baby was delivered without any help.

#### Question 6: For how many months was ... exclusively breastfed?

Find out for how long the child was breastfed only, that is without water or any other liquid, or even solids.

#### Question 8: When was ... first breastfed?

Find out when this child was first put to the breast, regardless of whether the mother produced white milk or not.

#### Question 11: May I please have a look at ...'s under-five clinic card?

If the respondent can provide the under-five clinic card, please extract the information required. If the under-five clinic card is not available, proceed to question 12.

#### Question 12: How many times has .... received the following vaccinations?

Find out the total number of times the child each type of vaccination. If the child has not received any vaccination for a particular disease, enter 0.

#### Question 16: May I now be allowed to measure the weight and height of ...?

This question applies to children 3 - 59 months only. Children less than 3 months old should not be weighed and measured. The supervisor will demonstrate how to measure the weight and height of the child/children using weighing scales, the mother/baby scale in this case, and the lengthboard. **WEIGHT:** ask the mother/respondent if you can weigh her and the child. First you have to weigh both the mother and the child and record that weight. Then you weigh the mother/respondent alone and record the weight. The weight of the baby will be calculated by subtracting the weight of the mother from the weight of the mother and child together. This calculation will be done in the computer at a later stage. Weight should be given in kilograms (kg) and grams. **Height:** For children aged 3 to 24 months, you will have to measure the child while it is lying down on the measuring (length) board. For children aged 25 through 59 months you will have to measure them while standing upright (height). Length/height should be recorded in centimeters and

milimeters. E.g if a child is 1 metre, 2 centimetres and 5 milimeters tall, this will be recorded **RECORDED IN BOXES** as: 105 cm 5 mm.

Question 17: Is the BCG scar present on the child's arm?

Ask the mother/respondent if you can check for the BCG scar on the child's arm. This scar is supposed to be on the upper arm, just below the shoulder. This information is supposed to supplement the information on vaccinations in question 12.

Remember to record the time the interview ended in the space provided.

Section 4: Education

This section is only for the children aged 5 through 11 years. For any clarifications, see instructions to section 3 in the Individual Questionnaire.

Question 1: Does ... regularly have to carry out any of the following chores for the household?

Find out if the child regularly carries out any of the chores listed. Note that this refers to chores the child carries out for the household and on a regular basis. Helping out only once in a while does not qualify. The work is not paid for.

Question 2: Did ... do any of the following income generating activities during the last one months?

This question has two parts. Firstly find out if the child was engaged in a particular activity. If the answer is no, then find out about the activity that follows. If yes, find out whether the activity was full-time employment or not, i.e an activity the child was engaged in full time as regular employment, e.g a nanny, full-time engagement in quarrying etc. Even if the child worked full time on a particular activity last months, but does not do so regularly, it should not be recorded as full-time employment.

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# APPENDIX I

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## CODES OF PROVINCES AND DISTRICTS

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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

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## APPENDIX II

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### LIST OF CHIEFS BY DISTRICT

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#### CENTRAL PROVINCE

##### Kabwe Rural

101- Chief Chamuka  
102- Chief Chipeco  
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
- 302- Chief Mwangala
- 303- Chief Pembamoyo
- 304- Chief Zingalume

Chama

- 305- Chief Chibale
- 306- Chief Chifunda
- 307- Chief Chikwa
- 308- Senior Chief Kambombo
- 309- Chief Tembwe
- 310- Chief Lundu

Chipata

- 311- Chief Chanje
- 312- Chief Chikuwe
- 313- Chief Chinunda
- 314- Chief Chinyaku
- 315- Chief Jumbe
- 316- Chief Kakumbi-Malama
- 317- Chief Kapata-Moyo
- 318- Chief Madzimawe
- 319- Chief Mafuta
- 320- Chief Maguya
- 321- Chief Malama-Chikunto
- 322- Chief Mishoro
- 323- Chief Mkanda
- 324- Chief Mnkhanya
- 325- Chief Mnukwa

Katete

- 333- Chief Kathumba
- 334- Senior Chief Kawaza
- 335- Chief Mbang'ombe

Lundazi

- 336- Chief Chikomani
- 337- Senior Chief Magodi
- 338- Chief Mphamba
- 339- Chief Mwanse-Mpangwe
- 340- Chief Mwanya
- 341- Sr.Ch.Mwase-Lundazi
- 342- Chief Pikamalaza
- 343- Chief Zumwanda
- 344- Chief Kapichila
- 345- Chief Chitungulu
- 346- Chief Kazembe

Petauke

- 347- Sr.Chief Kalindawalo
- 348- Senior Chief Lwembe
- 349- Chief Mwanjabanthu
- 350- Chieftainess Mwape
- 351- Chief Ndake
- 352- Chief Nyalugwe
- 353- Chief Nyamphande
- 354- Chieftainess Nyanje
- 355- Chief Sandwe
- 356- Chief Mumbi

- 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
- 416- Chief Katuta
- 417- Chief Lubunda
- 418- Chief Lukwesa
- 419- Chief Mulundu
- 420- Chief Matipula
- 421- Chief Mwenda

Samfya

- 428- Chief Kasoma-Bangweulu
- 429- Chief Chitembo
- 430- Senior Chief Kalima-Nkonde
- 431- Chief Kasoma-Lunga
- 432- Chief Mbulu
- 433- Senior Chief Kalasa-Mukuso
- 434- Chief Mulakwa
- 435- Chief Mulongwe
- 436- Chief Bwalya-Mponda
- 437- Chief Mwansakombe
- 438- Senior Chief Mwewa
- 439- Chief Nsamba

Nchelenge

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

LUSAKA PROVINCE

Luangwa (Feira)

501- Senior Chief Mburuma  
502- Chief Mpuka

Lusaka Rural

503- Chief Chiawa  
504- Chief Mumpanshya  
505- Senior Chieftainess  
Nkomesha  
506- Chief Shikabeta  
507- Chief Unda-Unda

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

Kasama

615- Chief Chimbola  
616- Paramount Ch.Chitimukulu  
617- Chief Makasa  
618- Chief Munkonge  
619- Senior Chief Mwamba  
620- Chief Nkolemfumu

Kaputa

621- Chief Kaputa  
622- Chief Mukupa-Katandula  
623- Senior Chief Nsama

Isoka

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

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

Mpika

638- Chief Chikwanda  
639- Chief Chiundaponde  
640- Chief Kabinga  
641- Senior Chief Kopa  
642- Chief Luchembe  
643- Chief Mpepo

636- Senior Chief Nsokolo  
637- Senior Chief Tafuna

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  
723- Chief Mulonga  
724- Chief Mumena

Zambezi

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

SOUTHERN PROVINCE

Choma

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

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

Monze

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

Siavonga

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

Gwembe

806- Chief Chipeco  
807- Chief Munyumbwe

Mazabuka

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

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

Sinazongwe

840- Chief Mwemba  
841- Chief Sinazongwe

WESTERN PROVINCE

Kalabo  
(Chieftainess Mbowanjikakana)

901- Induna Akabati  
902- Induna Chumbulu  
903- Induna Imbwae  
904- Induna Katusi  
905- Induna Kaongolo  
906- Induna Kaonga  
907- Induna Kayombo  
908- Induna Likubi  
909- Induna Lioko  
910- Induna Lwambo  
911- Induna Lwandamo  
912- Induna Malala  
913- Induna Manyima  
914- Induna Mukubesa  
915- Induna Mulepu  
916- Induna Mundandwe  
917- Induna Mundia  
918- Induna Mwanamambo  
919- Induna Mwanamawa  
920- Induna Mwanamungela  
921- Induna Mwenemundu  
922- Induna Nalubuto  
923- Induna Nalwendo  
924- Induna Namakaya  
925- Induna Namulimbwa  
926- Induna Nasando  
927- Induna Simayumbula

Kaoma  
(Chief Litia)

928- Induna Iluya  
929- Induna Kakumba  
930- Induna Kabilamwandi  
931- Induna Kanguya  
932- Induna Kasabi  
933- Induna Kahare  
934- Induna Kasimba  
935- Induna Mayankwa  
936- Induna Mufaya  
937- Induna Mwanambuya

Lukula  
(Chief Imwiko)

942- Chief Akabati  
943- Chief Litondo  
944- Chief Imbuwa  
945- Chief Mushashu  
946- Chief Mundandwe  
947- Chief Mwenda  
948- Chief Nawasilundu  
949- Chief Silembe  
950- Chief Likubi  
951- Induna Lukama

Mongu  
(Paramount Chief The Litunga)

952- Induna Imamuna  
953- Induna Inyamawina  
954- Induna Ishewambuto  
955- Induna Munono  
956- Induna Mukulwambula  
957- Induna Mwanang'umune  
958- Induna Mwenechiengele  
959- Induna Ikanjiwa  
960- Induna Solami  
961- Induna Nawasilundu  
962- Induna Sikwa  
963- Induna Yusikwakuonga

Senanga  
(Chieftainess Litunga-La-Mboela)

964- Induna Imonga  
965- Induna Imenda  
966- Induna Imutulo  
967- Induna Ikubiana  
968- Induna Indopu  
969- Induna Imukondo  
970- Induna Mukata  
971- Induna Mushemi  
972- Induna Sambiana  
973- Induna Ololo

938- Induna Mwanatete  
939- Induna Nyambe  
940- Induna Iibinga  
941- Induna Mutondo

974- Induna Yutanga  
975- Induna Nalopu  
976- Induna Mwanamwalile  
977- Induna Lukama

Sesheke

(Senior Chief Inyambo)

978- Induna Imbwa  
979- Induna Imalenda  
980- Induna Aibelilwe  
981- Induna Matape  
982- Induna Matakoko  
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

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## APPENDIX III

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### URBAN AREAS AND TOWNSHIP BY PROVINCES AND DISTRICTS

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<u>Province</u>	<u>District</u>	<u>Township</u>		
CENTRAL	-	Kabwe Rural	Chibombo Chisamba Kapiri Mposhi	
		Kabwe Urban	Kabwe Municipal	
		Mkushi	Mkushi Township	
		Mumbwa	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) Lusaka Rural	Luangwa Township Chongwe Kafue Rufunsa
		Lusaka Urban	Chilanga Lusaka City
NORTHERN		Chilubi Chinsali Isoka	Chilubi Township Chinsali Township Isoka Township Nakonde
		Kaputa Kasama	Kaputa Township Kasama Township Mungwi
		Luwingu Mbala	Luwingu Township Mbala Township Mpulungu
		Mpika Mporokoso	Mpika Township Mporokoso Township
NORTH-WESTERN		Kabompo Kasempa Mufumbwe (Chizera) Mwinilunga Solwezi	Kabompo Township Kasempa Township Kalengwa Mine Mufumbwe Township Mwinilunga Township Kansashi Mine Solwezi Township
		Zambezi	Zambezi Township
SOUTHERN		Choma	Batoka Township Choma Township Mbabala Pemba Township
		Gwembe Kalomo	Gwembe Township Kalomo Township Zimba
		Livingstone Mazabuka	Livingstone Township Kafue Gorge Kaleya Magoye Mazabuka Township
		Monze	Nega-Nega Chisekesi Monze Township
		Namwala	Itezhi-Tezhi

		Namwala Township
	Siavonga	Chirundu
	Sinazongwe	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

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## APPENDIX IV

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### CONVERSION TABLE FOR CASSAVA

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<u>RAW CASSAVA</u>	<u>CASSAVA CHIPS</u>					
<u>Standard bags</u> <u>Raw cassava</u>	<u>cassava flour</u>		<u>50 kg bags</u>		<u>cassava</u>	
	<u>90 kg</u>	<u>Bags</u>	<u>90 Kg</u>	<u>Bags</u>	<u>90 Kg</u>	<u>Bags</u>
		<u>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	

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# APPENDIX V

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## HOW TO MEASURE WEIGHT AND HEIGHT/LENGTH

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### 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 (Arrow 2).
3. **Measurer:** Kneel on the right side of the child so that you can hold the footpiece 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 footpiece firmly against the child's heels (Arrow 9).
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 footpiece, 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.

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# APPENDIX VI

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## OCCUPATION CODES

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### MAJOR GROUP1

#### 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.

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## 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 Draughtspersons
- 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, sportspersons 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 Gardners, 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 GROUP 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 Shotfires 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 Jewellery 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, embroiderers 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-laundrers 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, watchpersons 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

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# APPENDIX VII

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## INDUSTRY CODES

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### A. AGRICULTRE, HUNTING AND FORESTRY

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 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
DIVISION 18		MANUFACTURE OF WEARING APPAREL; DRESSING AND DYEING OF FUR
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 cointainers of paper and paperboard
	2109	Manufacture of other articles of paper and paperboard
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 of 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
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
<b>289</b>		<b>Manufacture of other fabricated metal products; metal working service activities</b>

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**

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 orthopaedic 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
- 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 (coachwork) 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 jewellery 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.

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 motorcycles and related parts and accessories
- 505 5050 Retail sale of automotive fuel

DIVISION 51 WHOLESALE TRADE AND COMMISSION 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



	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

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.



		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
<b>741</b>		<b>Legal, accounting, book-keeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy</b>
	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

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 professinal 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**

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# APPENDIX VIII

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## LIST OF COUNTRIES

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### AFRICA

01	Within Zambia	Senegal		
02	Botswana	Sierra Leone		
03	Swaziland	Somalia		
04	South Africa	Sudan		
05	Zimbabwe	Tanzania		
06	Namibia	Togo		
07	Lesotho	Tunisia		
08	<u>Other Africa:-</u>			
	Algeria		Mozambique	
	Angola		Niger	
	Benin		Nigeria	
	Burundi		Rwanda	
	Cameroon		Uganda	
	Cape Verde Islands		Upper Volta	(Burkina
	Central Africa Republic		Faso)	
	Chad		Zaire	
	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			

AMERICAS

09 U.S.A

10 Other America:-

Argentina	Haiti
Barbados	Honduras
Bolivia	Jamaica
Brazil	Mexico
Canada	Nicaragua
Chile	Panama
Colombia	Paraguay
Cuba	Trinidad and Tobago
Dominican Republic	Uruguay
Ecuador	Venezuela
El Salvador	
Guatemala	

EUROPE

11: Albania	Ireland
Austria	Italy
Belgium	Luxemburg
Bulgaria	Malta
Cyprus	Netherlands
Czechoslovakia	Norway
Denmark	Poland
Finland	Portugal
France	Romania
Germany, Dem. Rep. of	Spain
Germany, Fed. Rep. of	Sweden
Greece	Switzerland
Hungary	Turkey
United Kingdom	USSR (C.I.S)
Yugoslavia	

ASIA

12:	Pakistan
Afghanistan	Saudi Arabia
Bahrain	Sri Lanka
Banglades	Syria
Bhutan	United Arab Emirate
Burma	
India	
Jordan	
Kampuchea	
Kuwait	

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