

APPENDIX I

A NOTE ON THE SAMPLE DESIGN.

The 1985 Surveys, in common with previous surveys, utilize a two stage sample aimed at selecting approximately one percent of households in Jamaica. The first stage is based on a geographic frame, the second on a frame of dwellings.

The First Stage Sample

The enumeration districts (EDs) used in the 1982 Census of Population, with appropriate adjustments for changes resulting from population increments, provide the frame on which selection of areas is based. The country is divided into primary sampling units (PSUs). PSUs represent EDs satisfying a requirement of a minimum of 60 dwellings at the time of the Census. Where this condition is not met, then contiguous EDs are combined to Form PSU's.

PSU's are then arranged into Sampling Regions, ensuring that parish boundaries are not violated. The Sampling Regions are formed by clustering contiguous PSUs so that the cumulative number of dwellings within the Sampling Regions are approximately the same. Since there is an unequal distribution of dwellings per parish, the number of Sampling Regions varies from parish to parish.

Each Sampling Region consists of approximately twenty (20) PSUs, and from each Sampling Region so formed, two (2) PSU's are selected.

The Second Stage Sample

A listing is made of all dwellings in each of the PSU's selected from a Sampling Region. The list is made circular and a sample of approximately twenty percent is selected systematically. The selection process ensures that each sample is divisible by eight.

The second stage sample is then divided into sixteen panels of equal size and eight of these are used for each survey thus:

Survey No.	Panels
1	ABCDEFGH
2	EFGHIJKL
3	IJKLABCD
4	ABCDEFGH

This system of rotation is introduced to minimize response fatigue. The procedure is that commencing with the April 1983 survey two panels, that is one-half (50%) of the dwellings selected for enumeration in one survey would be retained in the next survey. A further fifty percent is added to the sample to maintain the overall one percent of dwellings. Because of the circular nature of the list and the sampling scheme which allows for panels of equal size, the overall sample size is slightly greater than one percent.

SECTION 3 - EMPLOYED PERSONS

Why were you/was temporarily absent from work on business? 1

Illness	Vacation	Bad weather	Labour dispute	Temporary Lay-off	Other (Specify).....
1	2	3	4	5	6

Go to Q. 3.4

3.2 Do you/does work regularly at least 5 days (every two weeks) in your (his/her) present job?

Yes 1 No 2

3.3 How many hours did you/ work during week/ending?

Less than 8 hours	9 - 16 hours	17 - 24 hours	25 - 32 hours	33 - 40 hours	41 - 49 hours	49+ hours
1	2	3	4	5	6	7

Go to Q. 3.7

3.4 Do you/does usually work 32 hours or less?

Yes 1 No 2
Go to Q. 3.6

3.5 Why do you/does usually work 32 hours or less per week?

Only Part-time work available	Illness	Do not want to work more hours	Have to care for children and relatives	Other
1	2	3	4	5

Go to Q. 3.7

3.6 Why did you/ work 32 hours or less during week/ending?

Started new Job	Job terminated	Only Part-time work available	Illness	Did not want to work more hours	Labour Dispute	Holidays	Bad Weather	Other
1	2	3	4	5	6	7	8	9

CURRENT WORK EXPERIENCE

3.7 How many months did you/ work during the twelve months ending?

Less than 1 month	1 month but less than 3	3 months but less than 6	6 months but less than 9	9 months but less than 12	12 months
1	2	3	4	5	6

3.8 What kind of work were you (was) engaged in during week/ending?

.....

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3.9 In what kind of business or industry were you/was working?

.....

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31 3.10 For how long have you/has been working in your current job?

Less than 1 month	1 month but less than 3	3 months but less than 6	6 months but less than 9	9 months but less than 12	12 months or more
1	2	3	4	5	6

47

32 PREVIOUS WORK EXPERIENCE

33 3.11 Have you/has worked previously, either for others or in your (his/her) own business?

Yes 1 No 2 Go to Q. 3.16

48

34 3.12 What kind of work were you/was doing in the job prior to the current one?

.....

49-52

35 3.13 In what industry were you/ was working?

.....

53-56

36 3.14 When did you/ stop working?

..... 19

Month 57 58 Year 59 60

57-60

37 3.15 Why did you/ stop working?

Lost Job, Dismissed	Resigned Personal Reasons	Job Completed	Resigned Job Conditions	Laid Off	Business failed	Retired	Moved to New Area	Other
1	2	3	4	5	6	7	8	9

61

38 TRAINING

39 3.16 Did you/ receive special training for your (his/her) current job? (See Q.3.8) Yes 1 No 2

62

38 3.17 What type of training have you (has) received?

Vocational		Professional or Technical		Apprenticeship	On the Job	None	Not Stated
without certificate	with certificate	without certificate	with certificate				
1	2	3	4	5	6	7	8

63

39-42 3.18 For what occupation were you (was) trained?

.....

64-67

43-46 EDUCATION

43-46 3.19 How many years of Primary Education have you had (did have)?

None	1 yr.	2 yrs.	3 yrs.	4 yrs.	5 yrs.	6 yrs.	7 yrs. & over	Not Stated
1	2	3	4	5	6	7	8	9

68

3.20 How many years of Secondary Education have you had (did have)?

None	1 yr.	2 yrs.	3 yrs.	4 yrs.	5 yrs.	6 yrs.	7 yrs. & over	Not Stated
1	2	3	4	5	6	7	8	9

69

3.21 What is the highest examination (academic) that you have passed (..... has passed) ?

None	J.S.C. 5/ 3rd J.L.	G.C.E. '0' 1-2	G.C.E. '0' 3-4	G.C.E. '0' 5+ G.C.E. 'A' 1-2	G.C.E. 'A' 3 or more	Degree	Other	Not Stated
1	2	3	4	5	6	7	8	9

70

EMPLOYMENT STATUS

3.22 What is your/ employment status in your/ present job?

Employee of			Unpaid Worker	Employer	Own Account Worker	Never Worked	Not Reported
Central or Local Government	Other Government Agencies	Private Sector Business					
1	2	3	4	5	6	7	9

71

INCOME

3.23 What is your/ gross average income, to the nearest \$, over the past 12 months ?

(a) (i) From Employment \$

72-78

(ii) Pay Period Weekly Monthly Yearly

79

(b) (i) Other \$

80-86

(ii) Period Weekly Monthly Yearly

87

END OF INTERVIEW

SECTION 4 - UNEMPLOYED PERSONS

Questions to be answered by persons who are unemployed, that is persons who either
 (a) at Q.2.1 answered "looking for work" and then said "no" to Q. 2.3 or
 (b) answered "nothing, would accept" at Question 2.5

2

4.1 How long have you/has been available for work and in a position either to accept or start a business?

Less than 1 month	1 month but less than 3	3 months but less than 6	6 months but less than 9	9 months but less than 12	12 months and over	Not Stated
1	2	3	4	5	6	9

4.2 What was the most recent effort you/.....made to get a job or start a business?

Applied in Writing	Applied in Person	Register at Employment Bureau	Advertise on Radio or in Newspaper	Ask Friends	Try to start business	Other	None	Not Stated
1	2	3	4	5	6	7	8	9

4.3 When was the last time, prior to (Survey Week) that you/..... tried to get a job or start a business?

Less than one week	One Week but less than 1 month	1 month but less than 3	3 months but less than 6	6 months but Less than 9	9 months but Less than 12	12 months and over	Have not tried	Not Stated
1	2	3	4	5	6	7	8	9

Go to Q.4.5

4.4 Why did you/.....not look for work for six months or more?

No work available in area	Can't find suitable job	Awaiting recall to work	Tired of looking	Needed at home	Awaiting replies to applications	Illness or pregnancy	Awaiting Agricultural season	Other
1	2	3	4	5	6	7	8	9

4.5 Have you/has ever worked? Yes 1 No 2 Go to Q.4.2

4.6 When did you/.....stop working either for someone or in your own business (including as an unpaid worker in a family business)?

Month 37 38 Year 19 39 40

4.7 How long did that job last?

Less than 1 week	1 week but less than 1 month	1 month but less than 3	3 months but less than 6	6 months but less than 12	12 months and over
1	2	3	4	5	6

4.8 Why did you/.....stop working?

Lost Job Dismissed	Resigned Personal Reasons	Job completed	Resigned - job conditions	Laid off	Business failed	Retired	Moved to new area	Other
1	2	3	4	5	6	7	8	9

4.9 Was the job a regular one (for at least 5 days every two weeks)?

Regular 1 Not Regular 2

4.10 How many hours did you/..... work per week in your/his last job?

Less than 32 hours	32 hours and over
1	2

44

4.11 Did you/..... wish to work regularly or not regularly at a job with the same number of hours, less hours or more hours than in your previous job?

Regular with more hours	Regular but same hours	Regular but less hours	Not regular but more hours	Not regular but same hours	Not regular less hours
1	2	3	4	5	6

45

4.12 In what occupation would you/..... like to work in you/his next job?

.....

46-49

4.13 In what industry would you/..... like to get this job?

.....

50-53

4.14 What is your/..... present means of support?

Parent/Guardian	Spouse/Partner	Other Relatives	Friend	Savings	Other	Not Stated
1	2	3	4	5	6	7

54

WORK EXPERIENCE

4.15 How many months did you/..... work during the twelve months ending.....?

Did no work	Less than 1 month	1 month but less than 3	3 months but less than 6	6 months but less than 9	9 months but less than 12	12 months
1	2	3	4	5	6	7

55

4.16 What kind of work were you(was.....)doing when you (he or she) last worked?

.....

56-59

4.17 In what kind of business or industry did you/..... work?

.....

60-63

TRAINING

4.18 Did you/..... receive special training for this job? (see Q.4.16)

Yes 1 No 2

65

4.19 What type of training have you (has.....)received?

Vocational		Professional or Technical		Apprenticeship	On the Job	None	Not Stated
without certificate	with certificate	without certificate	with certificate				
1	2	3	4	5	6	7	8

66-69

4.20 For what occupation were you(.....)trained?

.....

65-68

EDUCATION

4.21 How many years of Primary Education have you had(did.....have)?

None	1 yr.	2 yrs.	3 yrs.	4 yrs.	5 yrs.	6 yrs.	7 yrs. & over	Not Stated
1	2	3	4	5	6	7	8	9

70

4.22 How many years of Secondary Education have you had(did.....have)?

None	1 yr.	2 yrs.	3 yrs.	4 yrs.	5 yrs.	6 yrs.	7 yrs. & over	Not Stated
1	2	3	4	5	6	7	8	9

71

4.23

EMPLOY

4.24

INCOM

4.25

4.23 What is the highest examination (academic) that you have passed(.has passed)?

None	JSC 5 or 3rd JLE	GCE 'O' 1-2	GCE 'O' 3-4	GCE 'O' 5+ SC or GCE 'A' 1-2	GCE 'A' 3 or more	Degree	Other	Not Stated
1	2	3	4	5	6	7	8	9

EMPLOYMENT STATUS

4.24 What

Employee of			Unpaid Worker	Employer	Own Account Worker	Never Worked	Not Reported
Central or Local Government	Other Government Agencies	Private Sector Business					
1	2	3	4	5	6	7	8

INCOME

4.25 What is your/.gross average income, to the nearest \$, over the past 12 months?

(a) (i) From Employment \$.....

Weekly Monthly Yearly

(ii) Pay Period

(b) (i) Other \$.....

Weekly Monthly Yearly

(ii) Period

END OF INTERVIEW

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46-49
50-53
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56-59
60-63
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6-69
i-68

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74-80
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82-88
89

SECTION 5 - PERSONS OUTSIDE THE LABOUR FORCE

PREVIOUS WORK EXPERIENCE

3

5.1 Have you/has..... ever worked, either for others or in your (his/her) own business?

Yes 1 No 2 Go to Question 5.6

5.2 What kind of work were you/was..... doing at that time?

5.3 In what industry were you/was..... working?

5.4 When did you/..... stop working?

Month 40 41 19 Year 42 43

5.5 Why did you/..... stop working?

Lost Job Dismissed	Resigned Personal Reasons	Job Completed	Resigned Job Conditions	Laid Off	Business failed	Retired	Moved to New Area	Other
1	2	3	4	5	6	7	8	9

5.6 Will you/..... be seeking or making yourself (him or herself) available for work for other or in your (his/her) own business in the next twelve months?

Yes 1 No 2 Don't Know 3
 ↓ ↘ Go to Q. 5.11 ←

5.7 For how many hours per week would you/..... want to work?

Less than 25 hours	25 hours and over
1	2

5.8 In what occupation would you/..... like to work?

.....

5.9 In what industry would you/..... like to work?

.....

5.10 What is your/..... present means of support?

Parent/Guardian	Spouse/Partner	Other Relatives	Friend	Savings	Other	Not Stated
1	2	3	4	5	6	7

TRAINING

5.11 Did you/..... receive special training for your (his/her) last job? (See Q. 5.2)

Yes 1 No 2

5.12

5.13

EDUC.

5.14

5.15

5.16

EMPI

5.17

INC.

5.18

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52-55

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57

5.12 What type of training have you(has.)received?

Vocational		Professional or Technical		Apprentice- ship	On the Job	None	Not stated
without certificate	with certificate	without certificate	with certificate				
1	2	3	4	5	6	7	8

5.13 For what occupation were you(was.)trained?

.....

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EDUCATION

5.14 How many years of Primary Education have you had(did. have)?

None	1 yr.	2 yrs.	3 yrs.	4 yrs.	5 yrs.	6 yrs.	7 yrs. & over	Not stated
1	2	3	4	5	6	7	8	9

5.15 How many years of Secondary Education have you had(did. have)?

None	1 yr.	2 yrs.	3 yrs.	4 yrs.	5 yrs.	6 yrs.	7 yrs. & over	Not stated
1	2	3	4	5	6	7	8	9

5.16 What is the highest examination (academic) that you have passed (..... has passed)?

None	JSC 5 or 3rd JLE	GCE 'O' 1-2	GCE 'O' 3-4	GCE 'O' 5+ SC or GCE 'A' 1-2	GCE 'A' 3 or more	Degree	Other	Not Stated
1	2	3	4	5	6	7	8	9

EMPLOYMENT STATUS

5.17 What is your/..... employment status in your/..... last job?

Employee of			Unpaid Worker	Employer	Own Account Worker	Never Worked	Not Reported
Central or Local Government	Other Government Agencies	Private Sector Business					
1	2	3	4	5	6	7	8

INCOME

5.18 What is your/..... gross average income, to the nearest \$, over the past 12 months?

(a) From Employment \$.....

(ii) Pay Period Weekly Monthly Yearly

(b) (i) Other \$.....

(ii) Period Weekly Monthly Yearly

END OF INTERVIEW

APPENDIX III

CONCEPTS AND DEFINITIONS

Labour Force

The total labour force from this survey includes:

- (1) All persons who were employed in any form of economic activity (to be defined later) for one hour or more during survey week. Prior to 1973, the cut-off used was eight hours.
- (2) All persons who had jobs but were absent from work during the survey week.
- (3) All persons who although they had no job, or worked less than one hour during the survey week, were looking for work. (The cut-off of eight hours for the surveys prior to 1973 is also applicable here).
- (4) All persons who although not looking for work wanted work and were in a position to accept work during the survey week.

Working during Survey Week

Persons working include those who:-

- (1) Worked at anything for wages or salary, at time rates, at piece rates, on commission, for tips, for board and lodgings, or for any other type of payment in kind.
- (2) Worked as trainees, such as nurses in training, or apprentices - persons at trade.
- (3) Worked for profit or fees in his own business or on his own farm.
- (4) Worked without money, wages or salary, at tasks (other than their own housework or household tasks) which contributed to the operation of farm or business owned and operated for profit, in most cases by some member of his family (related by blood or marriage).
- (5) Spent some time in the operation of a business or profession even though no sales were made or professional services rendered, such as a doctor or lawyer spending time in his office waiting for clients.

Excluded from this category are persons who:

- (1) Worked without money or pay for a relative or other person at tasks which did not contribute to the operation of a farm or of a business, e.g. housewife, own gardening, odd jobs around the house or yard, such as painting the fence etc.
- (2) Worked without pay, either in cash or in kind as a volunteer, worked for service organization or church groups - such as Red Cross, Boys Scout, Girl Guide, Society for the Blind, etc.

With job, not working

This category includes all persons who had jobs but who, for some reason did not work during the Survey Week. This would include persons who:

- (1) Had jobs but worked for less than one hour during Survey Week, (eight hours for the pre 1973 Surveys)
- (2) Did not work because of illness or temporary disability, but whose jobs were being held for them until their return. (If a respondent did not work because of the illness of another person then he should be classified under "other" unless he was granted leave and/or was in receipt of pay during the period)
- (3) Were unable to work because of bad weather.
- (4) Did not work because they were on leave, including vacation leave, with or without pay, so long as their jobs were being held for them until their return.
- (5) Did not work because of some labour dispute, such as a strike or a lockout.
- (6) Were on short lay-off of not more than 30 days duration with instructions to return to work at the end of the 30 days. (If the lay-off was for a longer period than 30 days then they should not be classified in this category).

The Employed

The employed, therefore comprises all persons in employment, that is all persons working during Survey Week together with persons who had jobs but were not working during survey week. In this category would be included those persons who, although they had worked less than one hour (eight hours for the surveys before 1973) in the Survey Week, had nevertheless had jobs. Persons who worked for less than one hour (eight hours for the surveys conducted before 1973) during the Survey Week and who had no jobs are excluded from this category.

Looking for Work

Persons not included in the category "In Employment", "Working" or "With job but not working", who were looking for a job are classified in this category. By looking for a job is meant any positive attempt on the part of the respondent to seek a job. Such attempt may be:

- (1) Registration at any employment agency, either government or private.
- (2) Being on call as available for work, such as nurse on the register as a private nurse.
- (3) Visiting job sites in search of a job.
- (4) Applying in person to prospective employers.
- (5) Putting an advertisement in any public press or place.
- (6) Writing letters of application.
- (7) Asking someone to try to find a job.
- (8) Making investigations with a view of starting own farm or business.

Persons in this category who were not working or had no job and had made even one attempt during the week to look for a job are included in this section.

The Unemployed

The unemployed comprises those persons "Looking for work" together with persons "Wanting work, available for work". This latter category includes persons who were, during the Survey Week, actually engaged in home or other duties not classified as part of Economic Activity, but who were willing and able to accept work during the Survey Week. No attempt was made in this enquiry to isolate those persons who were willing to accept only certain types of jobs and who would in fact have refused other jobs if these were offered to them, as it is felt that it is not possible to obtain information of this sort with any degree of accuracy from a survey of this nature.

Some concentration has been placed on the category of "The Unemployed", however, and information such as the age groups into which they fall, the highest level of education attained, the duration of the last period of unemployment, together with attempts made, if any, to get a job, has been secured.

First Seekers

This group is made up of all persons who at the time of the Survey had no previous industry or occupation and who were actively seeking their first job.

Household

As mentioned earlier the unit of enumeration is the household. Two concepts of the housing unit were considered. The concept recommended by the United Nations defines the housing unit as a structurally separate and independent place of abode. According to this definition, a private household consists of a group of persons who combine to occupy the whole or part of a housing unit and provide themselves with food or other essentials for living. An individual who lives alone in a separate housing unit or who, as a lodger, occupies a separate room (or rooms) in a part of a housing unit is also a private (single person) household. Thus, an occupied housing unit may contain one or more households. On the other hand, it is possible for one household to occupy more than one housing unit, as in the case of members of a household who sleep in separate housing units but share meals.

The second concept of the "housing unit" is that recommended by the Report of the Inter-American Statistical Institute on the Sixth Session of the Committee on Improvement of National Statistics, Buenos Aires, Argentina, November 1958; Washington Pan American Union, 1959. The definition recommended by this Committee is essentially the same as the U.N. definition except that a private household is defined as comprising all the occupants of a housing unit, including related persons, lodgers, and servants. Thus, each housing unit has one and only one household.

The possible application of either of the two concepts for CSDS were carefully examined and a field experiment was set up to test their applicability and implications. As a result of this experiment, described in detail in a separate paper, the following definitions have been adopted:-

For the 1982 Population Census the following definition was adopted and is being used for all household surveys conducted since then.

A Household consists of one person who lives alone or a group of persons, who, as a unit, jointly occupies the whole or part of a dwelling unit, who have common arrangements for house-keeping, and who generally share at least one meal. The Household may be composed of related persons only, of unrelated persons, or of a combination of both.

For purposes of the survey a division into private and non-private households has been made. The following are some of the characteristics or distinctions in living arrangements which were adopted to determine private households:

- (i) Occupants of a single housing structure who live together and eat together.
- (ii) Occupants of more than one housing structure, who live in a manner such that they share meals and the members of the subsidiary housing structure have access to rooms in the main housing structure.
- (iii) Occupants of one of a series of self-contained flats under one or under several different roofs. By self-contained is meant having its own bathroom, toilet and kitchen facilities.
- (iv) Occupants of a room or number of rooms rented to a person or group of persons, "unrelated" to the occupants of the other rooms, provided that the group of persons comply with the definitions of a household given above, that is, that they live together and share meals together.
- (v) An Occupant of a room in a housing structure in the capacity of a lodger who does not share meals with the other occupants and who has separate private entrance to his room.
- (vi) An Occupant of an out-building, who does not share meals with the occupants of the main household. Such a person may or may not be employed to work in the main household. In the case of an employee who does not live on the building occupied by the main household but who does, in fact, share meals with the main household, the employee is considered as constituting a part of the main household, providing the building occupied by the employee is within the compound of that occupied by the main household.

In regards to non-private households, on the other hand, the following definitions may be made to apply: A non-private household comprises all occupants who live collectively for disciplinary, health, educational, religious, military work, or other reasons. By living collectively is meant that they usually eat common meals and share common domestic services.

Dwelling

As mentioned earlier a dwelling, in accordance with the definition adopted for this survey, may be defined as comprising the living quarters of the household.

A Private dwelling represents the living quarters of a private household; a Non-private dwelling, the living quarters of a non-private household. Non-private dwellings are found most frequently in institutions such as homes for the aged, orphanages, prisons and reformatories, sanatoria, religious cloisters, military barracks, convents, monasteries, as well as school dormitories, work camps, hotels and rooming houses (where a rooming house is defined for purposes of the survey as dwelling in which there are six or more paying boarders and lodgers).

Non-private dwellings are by their nature not always susceptible to sampling if useful results are to be obtained. Because only a relatively small proportion of the population occupies non-private households, this group is usually ignored in most household sample surveys. However, the limitation of household surveys to private households cannot produce true national totals or averages since the sample will not be representative of the entire population. Accordingly, it has been considered not expedient and necessary to derive estimates of some characteristics of the population in non-private households.