



NATIONAL STATISTICAL OFFICE



Personal Diary

Instruction Manual

Population and Social Statistics Division
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1.0 INTRODUCTION

The Personal Diary is an important questionnaire that must also be completed during the 2009 Household Income and Expenditure Survey (HIES). The information on a person's daily transactions will be captured in this questionnaire over a 14 day period (approximately 2 weeks). In many ways, the success of this survey will depend on the accuracy of the diary collection exercise.

1.1 Purpose and Scope

The aim of the Personal Diary is to record the different types of individual transactions in the households on a daily basis that were not recorded on other questionnaires. The Personal Diary provides information that will be used in re-basing the Consumer Price Index (CPI) of the country.

The Personal Diary is to be completed by persons 15 years and over in the Household Control Form (HCF).

Usual residents and visitors who have been living in the household for more than three (3) months should be included. Usual residents who will be away for a few days and returning should also be interviewed. Short-term visitors in the household who stayed for less than 3 months should be excluded, including usual residents who won't be available in the next 14 days.

2.0 THE PERSONAL DIARY

The Personal Diary is composed of two parts:

1. Personal Notepad – this is a notepad you will be given to eligible members of the household to fill in their daily income and expenditures over a period of 14 days.
2. Personal Diary – this is where you the interviewer will copy information directly from the 'Personal Notepad', before giving it to the data entry operator to key in.

In this manual, we will discuss the Personal Notepad before moving onto the Personal Diary. This is because information has to be recorded by an eligible respondent in the Notepad before it is transcribed by the Interviewer into the Personal Diary.

2.1 The Personal Notepad

2.1.1 Household Indicative Information (Cover page)

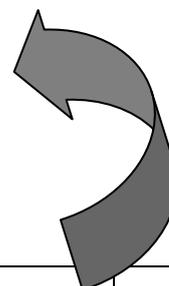
On the cover page you will find indicatives such as the *Cluster number*, the *Selected Household Sequence number* and the *Person number* which are the same as those recorded on the workload folders. This information can be copied directly onto the appropriate boxes in the Personal Notepad.

How to record:

- Copy the cluster number and the household sequence number.
- Copy the respondent name and the person number.

For example, Michael Kaivepa is the head of the household and lives in a village in the Central Province. From the 18 households selected, his house will be the first to be visited. The indicatives of the selected household should be filled in as follows.

Cluster No.	303
Selected Household Sequence No.	01
Person No.	01



Take note that the Person number must always be identical.

NAME OF RESPONDENT: <i>Michael Kaivepa</i>	PERSON NUMBER:	0	1
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2.1.2 Diary Keeping Dates Table

The respondent is required to fill in the correct dates; that is the actual 'Days and Month' for the diary-keeping period. From the first interview, you are to identify and enter the actual dates of the 14-day period in the "Diary-keeping Dates" table.

Date for Day 1 should be the actual date at which you commenced to interview the respondent on the diary. Day 2 should be the next date and so on until the 14th identified date.

How to record:

- Record the day and the month (dd/mm) for each diary-keeping day until you have identified all the dates for the 14 days period. Do not worry about the year as it would already be included in the commencement date.

Remember: The diary starts after the completion of the HCF, that is, the next day.

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14
DATE	10/12	11/12	12/12	13/12	14/12	15/12	16/12

2.1.3 Interviewer instruction

This is for the Interviewer to show whether he/she recorded the information from the Notepad into the Diary or not.

How to record:

- Record a check mark (✓) if information has been recorded for transaction(s) for the day.
- Record a cross (X) if there was no record copied for transaction(s) for the day.

INTERVIEWER:														
<input type="checkbox"/> Record copied	<input type="checkbox"/>													
<input type="checkbox"/> No record														

2.1.4 Interviewer & Supervisor Codes

The Interviewer and Supervisor write their identification codes here for checks to be done when verifying the information given later on.

INTERVIEWER	SUPERVISOR						
<table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				<table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			

2.1.5 Checks

Before you copy information recorded by the respondent on his/her notepad onto the diary, you should do the following checks:

Check the type of expenditure to be included in the notepad by the respondent, and;

You should check if the respondent has not forgotten any items by reading out the prompt list of 'EASILY FORGOTTEN ITEMS' provided in the questionnaire.

WHAT TO INCLUDE HERE? EACH DAY, DURING THE 14 DAYS INDICATED BY THE INTERVIEWER, YOU MUST WRITE THE FOLLOWING:
- ALL PURCHASES IN CASH
- ALL PURCHASES MADE BY CHEQUE OR ON CREDIT
- ALL EXPENDITURES SUCH AS PAYMENT OF BILLS, TAX
- ANYTHING TAKEN FROM OWN GARDEN OR LIVESTOCK OR CAUGHT
- ANY GOOD, SERVICE OR MONEY GIVEN TO INDIVIDUALS IN OTHER HOUSEHOLDS
- ANY GOOD, SERVICE OR MONEY RECEIVED FROM INDIVIDUALS BELONGING TO OTHER HOUSEHOLDS

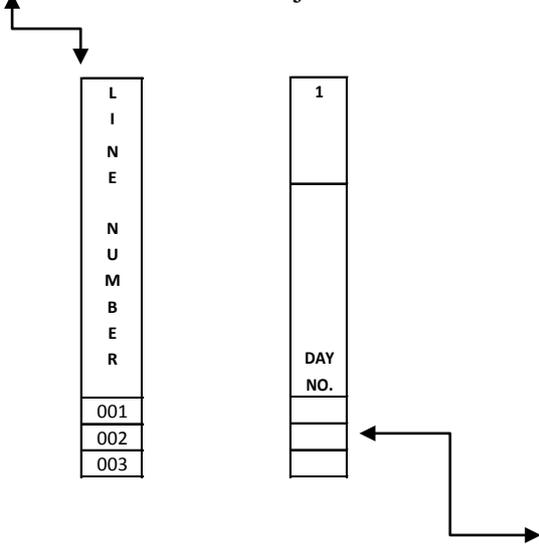
EASILY FORGOTTEN ITEMS	
- PMV, TAXI AND BOAT FARES	- LUNCH BOUGHT AT HOTEL
- NEWSPAPERS	- PAYMENT FOR ANYTHING BY CHEQUE
- CIGARRETTES	- PAYMENT FOR ANYTHING BY CREDIT
- BOX OF MATCHES	- POSTAL CHARGES (STAMPS, ETC.)
- SWEETS FOR KIDS	- GAMES ADMISSION FEES
- PETROL	- HIRE VIDEO (AND TAPES)
- KAIKAI BUS FOOD (CANTEEN)	- COSMETICS
- BETEL NUT (BUAI)	- PHONE CARDS (DIGICEL/TELKOM CARD)
- HIRE CAR	
- RENTAL	

2.1.6 Filling in the Notepad

The Personal Notepad is to be filled by the eligible household member. He/she will fill this Personal Notepad by himself/herself. He/she must use one different line for each different transaction.

How to record:

Line Number – This is just a serial number that serves to identify one item from another.



Q1. Day number – The respondent will write the day of the current month in which the transaction took place.

For example, if Michael bought some items on the 6th December, then write **6/12** or if it is the third day of diary-keeping then write **'03'** as the day number. Either way is still okay.

Q2. Item Description – The respondent is to write the whole description of the item clearly so you can understand it easily later for transcribing.

For example, Michael did some transactions for the following items on the 6th of December. He bought a bunch of bananas, received a bag of kaukau from his aunt, gave some money to his uncle, and collected firewood in the bush. So, he is expected to fill his Notepad for the transactions as follows by writing the description clearly in the ‘Item Description’ column.

2
Write the description of the Item
Item Description
<i>Bought a bunch of bananas for cooking</i>
<i>Received a bag of kaukau from aunt</i>
<i>Gave money to uncle</i>
<i>Collected firewood in the bush</i>

Q3. Quantity – Here the respondent will write the quantity with the unit of measurement.

For example, for each of the items described by Michael, he has to record a reasonable quantity with the unit. So, one bunch = 1 bunch, bag of kaukau = 10kg, money = K50.00, etc.

2		3
Write the description of the Item		Write the Quantity with the Unit
Item Description		For example:
<i>Bought a bunch of bananas for cooking</i>	→	3 kilograms,
<i>Received a bag of kaukau from aunt</i>		4.5 Litres,
<i>Gave money to uncle</i>		K150.00,
<i>Collected firewood in the bush</i>		4 pieces, 2 pairs, 1 bundle, a bunch, heap,
		etc.
		1 bunch
		10 kilograms
		K50.00
		3 kilograms

Q4. Total amount – If it was a purchase it will be what he/she paid for in total for the item in the line. If it is money, goods and services from home production, received or given away then the person is to put the total estimated value.

4	
Total amount paid or received or estimate value	
Please write the amount you paid or received or the estimated value.	
K	t
1	50
20	00
50	00
3	00

Note: Check that the total value of goods given is reasonable to that of market value. An example would be that a small bunch of banana would normally cost around K1.00 – K5.00.

Q5. Description - We want the respondent to write here all details that will help the interviewer to identify transactions such as the:

TYPE; PURPOSE; ORIGIN OR DESTINATION; and PLACE OF PURCHASE OR PAYMENT.

5
DESCRIPTION
Please describe the purpose and the place of the transaction indicating urban and rural
Also describe if it was: a purchase, paid for (yu baim) or; you took from home production (garden, livestock) (Yu kisim lo gaden blo yu o kilim ol laipstok o ketsim pis), or something given away (yu givim samting go) or received (kisim samting) from someone who is not your household.
<i>Bought at the market to cook for dinner</i>
<i>Received from aunt at next village to sell</i>
<i>Gave money to uncle in town</i>
<i>Collected firewood from the bush for cooking</i>

After completion of the notepad, the form should look like this.

PERSONAL NOTEPAD						
LINE NUMBER	(1)	(2)	(3)	(4)		5
	DAY	ITEM Write the description of the item	Write the quantity with the unit For example 3 kilograms, 4.5 liters, 150 kinas, 4 pieces, etc.	TOTAL AMOUNT PAID OR RECEIVED OR ESTIMATED VALUE Please write the amount you paid or received or the estimated value		DESCRIPTION Please describe the purpose and the place of the transaction indicating urban and rural Also describe if it was: a purchase, paid for (yu baim) or; you took from home production (garden, livestock) (Yu kisim lo gaden blo yu o kilim ol laipstok o ketsim pis), or something given away (yu givim samting go) or received (kisim samting) from someone who is not your household.
No.	DESCRIPTION					
				K	t	
001	03	Bought a bunch of bananas for cooking	1 bunch	1	50	Bought at the market to cook for dinner
002	03	Received a bag of kaukau from aunt	10 kilograms	20	00	Received from aunt at next village to sell
003	03	Gave money to uncle	K50.00	50	00	Gave money to uncle in town
004	03	Collected firewood in the bush	3 kilograms	3	00	Collected firewood from the bush for cooking

It is necessary that the respondent be asked to give a detailed description so that it is easy for the interviewer to understand and transcribe into the Personal diary.

2.2 Personal Diary

2.2.1 Household Indicative Information (Cover page)

On the cover page you will find indicatives such as the *Cluster number*, the *Selected Household Sequence number* and the *Person number* is the same as those recorded on the workload folders. This information can be copied directly onto the appropriate boxes on the Personal Diary.

How to record:

- Copy the Cluster and the Selected Household Sequence Number from the Household Questionnaire onto the appropriate boxes.
- Copy the Respondent's name and Person number from the workload folders onto the appropriate boxes.

Cluster No.	303
Selected Household Sequence No.	01
Person No.	01



Take note that the Person number must always be identical

RESPONDENT'S NAME:	<i>Michael Kaivepa</i>	PERSON NUMBER:	<i>0</i>	<i>1</i>
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2.2.2 Diary Keeping Dates Table

You are required to fill in the correct dates; that is the actual ‘Days and Month’ for the diary-keeping period. From the first interview, you are to identify and enter the actual dates of the 14-day period in the “*Diary-keeping Dates*” table. Date for Day 1 should be the actual date at which you commenced to interview the respondent on the diary. Day 2 should be the next date and so on until the 14th identified date.

How to record:

- Record the day and the month (dd/mm) for each diary-keeping day until you have identified all the dates for the 14 days period. Do not worry about the year as it would already be included in the commencement date.

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14
DATE	10/12	11/12	12/12	13/12	14/12	15/12	16/12

Remember: The diary starts after the completion of the HCF, that is, the next day. For example: If Michael starts recording on the 10th of December, then the next day should be the 11th, 12th, 13 and so on until the 14th identified date.

2.2.3 Result Codes

Record the result codes (1 or 2) for that day depending on the actual result or outcome of your visit to the respondent of the selected household.

How to record:

- Record 1 for day with transactions registered—when the respondent has provided information on transactions for that day.
- Record 2 for day without transactions – this is when there is no information provided as there was no income or spending for that day.

RESULT*														
*Result Codes:	1	There's transactions for the day.												
	2	No transactions for the day.												

2.2.4 Team Codes

The code number identifies one person from the other in each team responsible for the data collected. This may be the Interviewer, Supervisor and / or Data Entry Operator.

How to record:

- Record the codes of the Interviewer, Supervisor and Data entry operator in the appropriate boxes.

INTERVIEWER	SUPERVISOR	DATA ENTRY OPERATOR
<input type="text"/>	<input type="text"/>	<input type="text"/>

2.2.5 Filling in the Personal Diary

The Personal Diary is similar to the Personal notepad but different in some parts. These will be explained further. You will have to copy (every 2-3 days) the information from the Personal Notepad into this Personal Diary.

Q1. Day number – copy the number straight from the Notepad

Q2. Item description – again copy the description from the Personal Notepad.

Q3. Item code – this column is for ‘Office Use’ only and should remain empty when copying information from the notepad. The information will be recorded when data is entered into the computers.

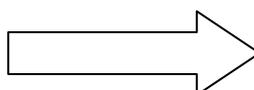
Q4. Unit of measure - Identify and separate unit of measure from quantity in Q.3 of notepad and record only the unit of measure in the diary. This must be a unit that the item is commonly associated with.

How to record:

- Write the appropriate code for the named item and proceed to Q5 of the Diary. If codes 7 or 8 are provided, then go to Q6.

For example, Michael has decided that the bunch of bananas that he bought can be appropriately measured in kilograms. And he has written in the Notepad that that banana weighs 1kg. Therefore in the diary, the unit is identified by Code 1 (Kilogram).

3
Write the Quantity with the Unit
<p>For example:</p> <p>3 kilograms, 4.5 Litres, K150.00, 4 pieces, 2 pairs, 1 bundle, a bunch etc.</p>
1 bunch
10 kilograms
K50.00
3 kilograms



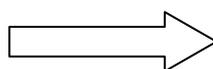
(4)	
UNIT OF MEASURE	
KILOGRAM	1
GRAM	2
LITRE	3
CC / ML	4
METRE	5
PIECE, PAIR, BUNCH, BUNDLE, HEAP, ETC.	6
VALUE IN KINA	7
	▶ (6)
OTHER	8
	▶ (6)
CODE	
	6
	1
	7
	1

Q5. Quantity – Write the number or amount of the item(s) in the spaces provided. Refer to Q3 of Notepad to complete this. This question will be answered if the responses in Q4 of the Diary were codes 1, 2, 3, 4, 5, and 6.

How to record:

- Write the quantity as written in the Personal Notepad.

3
Write the Quantity with the Unit
<p>For example:</p> <p>3 kilograms, 4.5 Litres, K150.00, 4 pieces, 2 pairs, 1 bundle, a bunch, heap, etc.</p>
1 bunch
10 kilograms
K50.00
3 kilograms



(5)
QUANTITY
1
10
3

Note: If you have to, convert some items to appropriate units before recording the quantity.

Q6. Exact or estimated value – Give the exact cost or price of the item bought or spent on and/or the estimated value received from or given to anyone outside the household or from home production.

How to record:

- Copy the exact amount(s) as written in the Notepad into the Diary.

(6)	
REAL OR ESTIMATED VALUE	
<i>Give the exact cost or price of the item bought or spent on value of the item if recieved from or given to anyone outside the household or from home production.</i>	
K	t
1	50
20	00
50	00
3	00

Q7. Type of transaction – Write the appropriate code for the type of transaction that has occurred using the information from Q.5 in the Notepad.

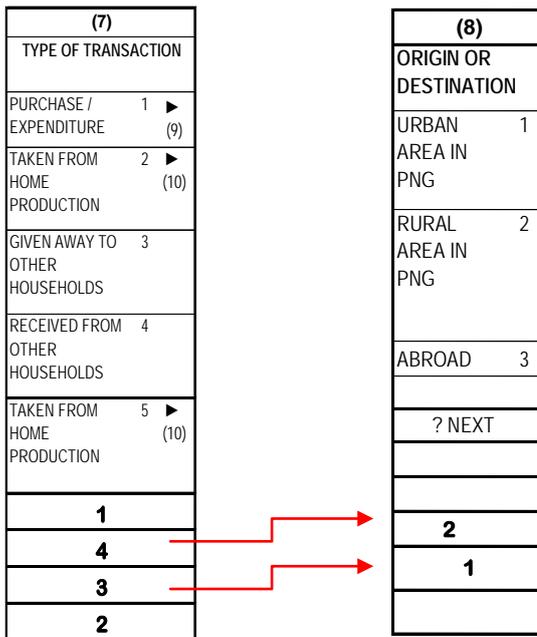
5
DESCRIPTION
Please describe the purpose and the place of the transaction indicating urban and rural
Also describe if it was: a purchase, paid for (yu baim) or; you took from home production (garden, livestock) (Yu kisim lo gaden blo yu o kilim ol laipstok o kelsim pis), or something given away (yu givim samting go) or received (kisim samting) from someone who is not your household.
<i>Bought at the market to cook for dinner</i>
<i>Received from aunt at next village to sell</i>
<i>Gave money to uncle in town</i>
<i>Collected firewood from the bush for cooking</i>

(7)	
TYPE OF TRANSACTION	
PURCHASE / EXPENDITURE	1 ► (9)
TAKEN FROM HOME PRODUCTION	2 ► (10)
GIVEN AWAY TO OTHER HOUSEHOLDS	3
RECEIVED FROM OTHER HOUSEHOLDS	4
TAKEN FROM HOME PRODUCTION	5 ► (10)
	1
	4
	3
	2

Q8. Origin or Destination – Record the place where the transaction took place. This question will only be asked if the answers are codes 3 & 4 in Q.7 for goods or services that were received or given from outside the household. Use information given in Q.5 in the notepad to copy into the diary.

How to record:

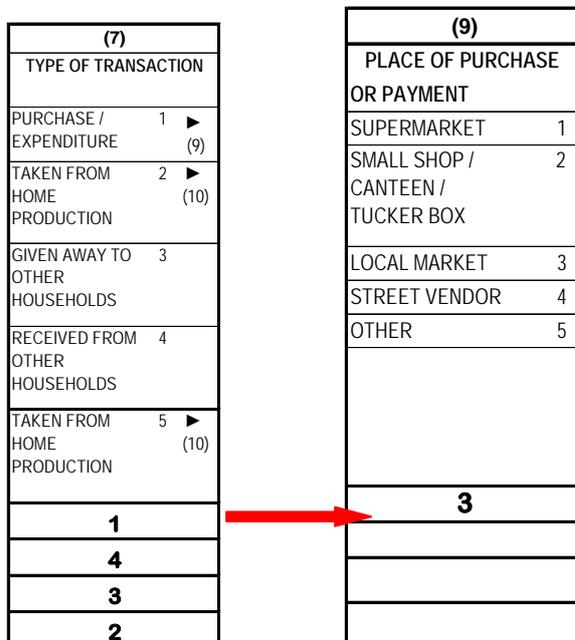
- Write codes 1, 2 or 3 and move to the next item in the next row.



Q9. Place of purchase or payment – Here you copy information from Q.5 in the notepad into the diary. This only applies if *code 1* was given in Q.7 in the diary.

How to record:

- Write the codes (1, 2, 3, 4 or 5) once you have identified the place of purchase/payment from Q.5 in the notepad. Then proceed to Q.10 in the diary.



Q10. Purpose – Copy down information from Q.5 from the notepad for purposes such as personal (household) consumption, household business and/or donation/gift. This only applies if *codes 2 & 5* were given in Q.7 of the diary.

How to record:

- Record codes 1, 2 & 3 and go to next line for next item registered.

(7)	
TYPE OF TRANSACTION	
PURCHASE / EXPENDITURE	1 ► (9)
TAKEN FROM HOME PRODUCTION	2 ► (10)
GIVEN AWAY TO OTHER HOUSEHOLDS	3
RECEIVED FROM OTHER HOUSEHOLDS	4
TAKEN FROM HOME PRODUCTION	5 ► (10)
1	
4	
3	
2	

(10)	
PURPOSE	
HOUSEHOLD CONSUMPTION	1
FOR HH BUSINESS AGRIC AND NOT AGRIC	2
DONATION, GIFT, ETC.	3
1	
1	

The completed Personal diary should look something like this:

PERSONAL DIARY (TO BE COPIED FROM THE PERSONAL NOTEPAD LEFT WITH THE HOUSEHOLD MEMBER)

LINE NUMBER	(1)	(2)	(3)	(4)	(5)	(6)		(7)	(8)	(9)	(10)		
	DAY	ITEM	OFFICE USE	UNIT OF MEASURE	QUANTITY	REAL OR ESTIMATED VALUE		TYPE OF TRANSACTION	ORIGIN OR DESTINATION	PLACE OF PURCHASE OR PAYMENT	PURPOSE		
No.	DESCRIPTION		ITEM CODE	KILOGRAM	1	Give the exact cost or price of the item bought or spent on value of the item if received from or given to anyone outside the household or or home production.	K	t	PURCHASE / EXPENDITURE	1 ▶ (9)	URBAN AREA IN PNG	1 SUPERMARKET	1 HOUSEHOLD CONSUMPTION
				GRAM	2				TAKEN FROM HOME PRODUCTION	2 ▶ (10)	RURAL AREA IN PNG	2 TUCKER BOX	2 FOR HH BUSINESS AGRIC AND NOT AGRIC
				LITRE	3				GIVEN AWAY TO OTHER HOUSEHOLDS	3	ABROAD	3	3 DONATION, GIFT, ETC.
				CC / ML	4				RECEIVED FROM OTHER HOUSEHOLDS	4	▶ NEXT		
				METRE	5				TAKEN FROM HOME PRODUCTION	5 ▶ (10)			
				PIECE, PAIR,	6								
				VALUE IN KINA	7								
				▶ (6)	▶ (6)								
001	03	Bought a bunch of bananas for cooking		6	1	1	50	1		3	1		
002	03	Received a bag of kaukau from aunt		1	10	20	00	4	2				
003	03	Gave money to uncle		7		50	00	3	1				
004	03	Collected firewood in the bush		1	1	3	00	2			1		

Note to Interviewer:

- Ensure that skip instructions are carefully followed so as to avoid unnecessary errors.
- If there was no transaction recorded for a particular day, probe by asking questions on the overleaf of the cover page of the diary.
- Please provide the examples attached to respondents to familiarise themselves as to how to complete the Notepad.

3.0 EXERCISE ON WALIK FAMILY

On day zero Tuesday (24th March 2009), after your explanation to Mrs. Walik, you leave five Personal Notepads with the five eligible respondents in the Walik household you identified from the HCF.

As part of training, you are now required to do the exercises as attached from the recordings from only two respondents in the Walik Household.

You will;

1. Complete the cover page of the Personal Diaries for Mrs. Walik (Person 02) and Titus Walik (Person 08)
2. Complete the Personal Diaries for Mrs. Walik and Titus Walik as per their Personal Notepads. Record the daily receipts and spending for these persons.

PERSONAL NOTEPAD

LINE NUMBER	(1)	(2)	(3)	(4)		5
	DAY	ITEM Write the description of the item	Write the quantity with the unit For example 3 kilograms, 4.5 liters, 150 kinas, 4 pieces, etc.	TOTAL AMOUNT PAID OR RECEIVED OR ESTIMATED VALUE Please write the amount you paid or received or the estimated value		DESCRIPTION Please describe the purpose and the place of the transaction indicating urban and rural Also describe if it was: a purchase, paid for (yu baim) or; you took from home production (garden, livestock) (Yu kism lo gaden blo yu o kilim ol laipstok o ketsim pis), or something given away (yu givim samting go) or received (kism samting) from someone who is not your household.
	No.	DESCRIPTION		K	t	
001	01	1 pkt of coffee	250g	2	50	Bought at the tuckershop
002	01	Buai	5 buais	1	00	Received from neighbour
003	01	Big boy bubblegum	2 pkts		60	Bought from street market
004	01	Scone (used to be called 5 toea scone)	5 scones	1	00	Bought from tuckershop
005	01	Gave K2.00 to aunty for busfare	K2.00	2	00	gave K2.00 to one aunty for her busfare
006	01	777 Tomato tinned fish	340g	5	60	Bought from Papindo supermarket
007	01	Ox palm Tinned meat	340g	7	00	Bought from Papindo supermarket
008						
009	02	1 plastic of baked scones (10 pieces)	10 pieces	3	50	Bought at the tuckershop
010	02	Buai	2 buais	1	20	Bought from street market
011	02	K5.00 Flex card	1 flex card	5	00	Bought at the tuckershop
012						
013	03	3 bundles of Aibika	300g	1	50	Bought at main market
014	03	1 ginger	30g		20	Bought at main market
015	03	5 small tomatoes	20g		50	Bought at main market
016	03	2 coconuts	2.5kg	2	00	Tambus at the market gave me
017	03	1 bunch of kalapua banana	2kg	3	00	Tambus at the market gave me
018	03	1 box of match	1 box		50	Bought at the tuckershop
019				37	10	
020	Page Total					

021	04	1 pkt of vita juice	275ml	2	50	Bought at the tuckershop
022	04	1pkt of maggi noodles	80g	1	00	Bought at the tuckershop
023						
024	05	Dish of food	1 dish	15	00	Dish of food given to us from friends
025	05	5pkts of wopa biscuit	80g each	6	50	Bought at the tuckershop
026						
027	06					
028						
029	07	1 pkt of sugar	150g	2	00	Bought at the tuckershop
030	07	1 pkt of bushells tea bag	160g	3	00	Bought at the tuckershop
031	07	3 buais	3 buais	1	50	Bought from street market
032	07	1 maggi cube	15g		50	Bought at the tuckershop
033	07	K10.00 received from aunty	K10.00	10	00	Aunty gave me K10.00
034	07	Beans	12 pieces	1	00	Harvested from backyard graden
035	07	Aibika	1 bundle	1	00	Harvested from backyard graden
036						
037						
038						
039				44	00	
040	Page Total					

PERSONAL NOTEPAD

LINE NUMBER	(1)	(2)	(3)	(4)		5
	DAY	ITEM Write the description of the item	Write the quantity with the unit For example 3 kilograms, 4.5 liters, 150 kinas, 4 pieces, etc.	TOTAL AMOUNT PAID OR RECEIVED OR ESTIMATED VALUE Please write the amount you paid or received or the estimated value		DESCRIPTION Please describe the purpose and the place of the transaction indicating urban and rural Also describe if it was: a purchase, paid for (yu baim) or; you took from home production (garden, livestock) (Yu kisim lo gaden blo yu o kilim ol laipstok o ketsim pis), or something given away (yu givim samting go) or received (kisim samting) from someone who is not your household.
	No.	DESCRIPTION		K	t	
001	01	1 buai	1 buai		50	Friend gave me
002	01	1 pall mall cigarette	1 cigarette		60	Bought from street market
003	01	2 buais	2 buai	1	00	Bought from street market
004	01	piece of cooked lamp flaps	1 piece	1	50	Friend bought for me
005						
006	02	K3.00 flex card	1 flex card	3	50	Bought from street market
007	02	1 pall mall cigarette	1 cigarette		60	Bought from street market
008	02	2 buais	2 buai	1	00	Bought from street market
009	02	Bingo game	K3.00	3	00	Spent on bingo
010	02	1 pall mall cigarette	1 cigarette		60	Bought from street market
011						
012	03	1 pall mall cigarette	1 cigarette		60	Friend bought for me
013	03	1 pall mall cigarette	1 cigarette		60	Friend bought for me
014						
015	04	1 pall mall cigarette	1 cigarette		60	Friend bought for me
016						
017	05	2 buais	2 buai	1	00	Bought from street market
018	05	Card game (3 lip)	K5.00	5	00	Won from the card game
019	05	1 pall mall cigarette	1 cigarette		60	Bought from street market
				20	70	
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021	06	2 buais	2 buai	1	00	Bought from street market
022	06	1 pall wall cigamte	1 cigamte		60	Bought from street market
023						
025	07	1 pall wall cigamte	1 cigamte		60	Bought from street market
026	07	2 buais	2 buai	1	00	Bought from street market
027	07	1 plate of food	1 plate	5	00	Neighbours gave to me
029						
030						
031						
032						
033						
034						
035						
036						
037						
038						
039				8	20	
040						

ATTACHMENT 1: TIPS FOR RECORDING

Respondent: You are only to fill in the record for the day only if you had done the following listed below on the day:

Q1) English: DID YOU BUY ANY GOODS OR SPEND ANY MONEY ON SERVICES TODAY?
Pidgin: *Yu bin baim sampela samtin o yusim moni lon sampela sevis tete, o nogat?*

If response is a 'YES', write the item description.
If 'NO', read the next question.

Q2) English: DID YOU TAKE ANYTHING FROM YOUR GARDEN, CATCH ANY FISH OR KILL ANY OF YOUR LIVESTOCK (e.g.: chicken, pigs, ducks, etc.) TODAY?
Pidgin: *Yu bin kisim sampela kaikai tete long gaden bilong yu, putim pis o kilim kakaruk, pik o ol narapela animol, we yu save lukautim, o gat?*

If response is a 'YES', write the item description.
If 'NO', read the next question.

Q3) English: DID YOU GIVE ANY MONEY, GOODS OR SERVICES TODAY (OR TO ANYONE OUTSIDE THIS HOUSEHOLD, (e.g., relatives, wantok's or friends) OR DONATIONS TO CHURCH, ORGANIZATIONS, ETC)?
Pidgin: *Yu bin givim sampela samting, moni or sevis tete long ol narapela manmeri husat istap ausait long dispela haus (olsem ol wantok o poroman) o givim halivim go lo ol haus lotu lain o nogat?*

If response is a 'YES', write the item description.
If 'NO', read the next question.

Q4) English: DID YOU RECEIVE ANY MONEY, GOODS OR SERVICES TODAY FROM ANYONE OUTSIDE THIS HOUSEHOLD, (e.g., relatives, wantok's or friends) OR DONATIONS FROM CHURCH, ORGANIZATIONS, ETC)?
Pidgin: *Yu bin kisim sampela samting, moni o sevis tete long ol narapela manmeri husat istap ausait long dispela haus (olsem ol wantok o poroman) o kisim halivim blo ol haus lotu lain, o nogat?*

If response is a 'YES', write the items description.
If 'NO', read the next question.

**IF YOU ARE CONFUSED ABOUT THE TABLE AND WHAT TO RECORD IN IT GO TO THE TOP PART OF PAGE 2 AND SEE THE EXAMPLES AND BRIEF EXPLANATIONS.
SAPOS YU NO KLIA LO WANEM SAMTING NA WE LO RAIT INSAIT LO TEIBOL, OL EKSAMPOL NA EKSPLANASEN STAP ANTAP LO PAIG 2.**

Attachment 2: INTERVIEWER CHECK

Interviewer: You are only to ask this questions as probing guides for situations where:

- A) *Respondents are illiterate*
- B) *Respondents are too lazy to record anything or forgotten to do so.*
- C) *Others, such as lost Notepads, tore it or accidentally throne away, misplaced, etc.*

Q1) DID YOU BUY ANY GOODS OR SPEND ANY MONEY ON SERVICES TODAY?

Yu bin baim sampela samting o usim moni lon sampela sevis tete, o nogat?

If response is a 'YES', ask for the item description, quantity (amount), value (exact/estimate), code 9 for column 7, place and purpose of purchase/expenditure.
If 'NO', ask the next question.

Q2) You must first establish if person owns a garden in the yard or somewhere else or goes fishing by asking :

I) DO YOU OWN A GARDEN, LIVESTOCK FARM OR USUALLY GO FISHING?

If the respondent owns either a garden or livestock farm or goes fishing then you TICK the boxes corresponding to the Type of Home production list below:

- a) Garden b) Livestock c) Usually Goes Fishing

When asking this question ask accordingly to the identified home productions identified (ticked boxes) above. If member does not have or do any of the above 'Home production' **do not** ask part II below and always skip to Q3 to Q4 after Q1 unless eitherwise he/she decides to go fishing during the course of the 14 days.

II) DID YOU TAKE ANYTHING FROM YOUR GARDEN, CATCH ANY FISH OR KILL ANY OF YOUR LIVESTOCK (e.g:chicken,pigs,ducks,etc.) TODAY?

Yu bin kisim sampela kaikai tete long gaden bilong yu, o pulim pis (kesim pis) or kilim kakaruk o pik o ol narapela animol, we yu save lukautim, o gat?

If response is a 'YES', ask for the item description, quantity (amount), value and purpose.
If 'NO', ask the next question.

Q3) DID YOU GIVE ANY MONEY, GOODS OR SERVICES TODAY TO ANYONE OUTSIDE THIS HOUSEHOLD, (e.g, relatives, wantoks or friends) OR DONATIONS TO CHURCH, ORGANIZATONS, ETC?

Yu bin givim sampela samting, moni o sevis tete long ol narapela manmeri husat istap ausait long dispela haus (olsem ol wantok o poroman) o givim halivim go lo ol haus lotu lain, o nogat?

If response is a 'YES', ask for the item description, quantity (amount), value and purpose.
If 'NO', ask the next question.

Q4) DID YOU RECEIVE ANY MONEY, GOODS OR SERVICES TODAY FROM ANYONE OUTSIDE THIS HOUSEHOLD,