



Kiribati

Household Income and Expenditure Survey (HIES)

2006

Coding and Editing Manual

Introduction

Coding is an important part of the part of the data processing of the Kiribati 2006 Household Income and Expenditure Survey. This manual provides guidelines as to how to code and edit the completed questionnaires and diaries based on best international practices.

Island and Village Codes

The codes for each island and village in the survey need to be added to each questionnaire. Use the codes in the HIES CODING SHEET 2006 - ISLAND & VILLAGE and write the code next to the island and village name on the front of the questionnaires.

Commodity Items

The NSO survey operations staff are responsible for the coding of the household diaries which need to be coded according to the commodity item code list. (refer appendix 1). Enter the 5 digit code for each item in the office use only column. The coding of the diaries need to be completed for each batch before sending to the data entry operators.

Gifts of Cash

Note there are special codes for section 3.1, 3.3 and 4 for gifts of cash and winnings. Make sure that only these codes are used for these questions. Commodity codes should be used for section 3.2 and 3.4.

86101	Gifts of money to other households
86102	Gifts of money sent overseas
93120	Cash from relatives, friends
94120	Winnings from Raffles & Bingo

Missing Data

For missing amounts for expenditure items listed in the diaries an estimate needs to be made of the costs of each item based on the weight and quantity. Refer to other diaries in the batch to estimate the local cost of the item. Estimate the unit price for the item by dividing the price by the quantity. Enter the estimated cost for the missing item in red pen.

Large Amounts

For large amounts (>1,000) listed in the diaries, a check should be made to ensure that the items are captured in the expenditure questionnaire. If not they should be added and crossed out from the diaries.

Occupation and Employers

As the questionnaires are mostly pre-coded, the data entry operations will code the income questionnaires and the labour force questionnaire for occupation & employer questions. The codes should be entered in the official use only column using the codes listed in the occupation and employer code lists (see appendix 2 & 3).

SPECIFIC GUIDELINES FOR DATA EDITING

The following section provides specific guidelines to apply in correcting inconsistencies that will be detected at the coding stages of the HIES. In deciding on corrections to be made, these general principles should be observed:

- In making corrections, the data editing staff must examine the questionnaires in which errors are detected, looking initially for data entry errors and then checking for the inconsistency, and not only looking at the error listing.

RULE: NEVER MAKE A CHANGE TO A RESPONSE WITHOUT REFERING TO THE QUESTIONNAIRE

- All pertinent questions in both the individual and household questionnaires must be examined before a decision is made as to the manner in which inconsistent responses will be corrected.

RULE: ALWAYS REFER TO THE RELEVANT QUESTIONS IN OTHER QUESTIONNAIRES FOR THE HOUSEHOLD

- Uniform rules must be followed in making decisions to change responses that are inconsistent. Editing decisions that are not covered by the following guidelines should be documented.

RULE: ALWAYS BE CONSISTENT IN MAKING CHANGES AND DOCUMENT UNUSUAL CIRCUMSTANCES.

- The editing staff should be careful to make changes only when there is evidence to support the new response. Again the chief rule of data editing must apply:

RULE: UNDER NO CIRCUMSTANCES SHOULD AN ANSWER BE MADE UP.

- In correcting inconsistencies, another basic editing rule is to change the fewest possible responses. Only specified changes should be made to responses.

RULE: ONLY CHANGE THE RESPONSE IF THE CHANGE IS NECESSARY

- All errors detected at this stage must be corrected in the questionnaire as well as on the screen. Corrections should be made in red pen so that they can be distinguished from those made at the field stage.

RULE: ALWAYS WRITE A CORRECTION ON THE QUESTIONNAIRE BESIDE THE ORIGINAL RESPONSE.

- The senior members of the survey staff should be consulted by the editing staff for assistance in resolving difficult problems.

RULE: ALWAYS SEEKS ADVICE IF YOU DON'T KNOW WHAT THE CORRECT RESPONSE SHOULD BE.

Data Quality Checks

a. Household Control Sheet

- i. The household identification code is correct
- ii. Person numbers are sequenced in order
- iii. Details for persons in the household have been correctly coded
- iv. Ensure correct age is reported for date of birth
 - v. Persons 15 years+ have marital status, education & activity status (used ns codes if ns)
- vi. Persons 15 years+ are recorded as eligible for income questions
- vii. Total persons equals number listed on form

b. Expenditure Questionnaire

- i. The household identification code is correct
- ii. Dwelling characteristics are completed (blank if ns)
- iii. Rent amount & period is stated where dwelling is rented
- iv. All sections have been completed where YES is checked
 - v. Codes have been entered for items not precoded
- vi. Check education expenditure is stated if children in HH
- vii. Check health expenditure is present if stated in health questionnaire
- viii. Check telephone, electricity, water & gas expenses stated for HH with connections
- ix.

c. Income Questionnaire

- i. The household identification code is correct
- ii. Person number should match HCF and be 15 years+ and have YES for income questions
- iii. Persons working for wages have correct HCF activity codes
- iv. Persons with own business or sell produce on HCF is consistent with entries on self-employment and own business.
 - v. Check total earnings equal gross earnings + in kind payments
 - vi. Check net earnings are equal to total gross pay – deductions.
- vii. All sections have been completed where YES is checked
- viii. Codes have been entered for items not precoded
- ix. Check payments in kind for income are stated

d. Diary

- i. The household identification code is correct
- ii. Both diaries are accounted for and numbered 1 and 2
- iii. Items are recorded for each day where tick is not in circle
- iv. All items in section 2 have quantity, weights and price recorded
 - v. Blank amounts for stated items are estimated from other diaries
- vi. Large expenditure items are also entered on expenditure questionnaire

ISLAND

VILLAGE	Makin	02	Boniki	02	Tabiang	02		
	Abaiang	05	Temwaiku	03	Aoniman	03		
	NTarawa	06	Causeway	04	Rongorongo	04		
	STarawa	07	Bikenibeu	05	Nuka	05		
	Maiana	08	Abarao	06	Teteirio	06		
	Abemama	09	Eita	07	Taubukinberu	07		
	Nonouti	12	Tangintebu	08	Eriko	08		
	Beru	15	Taborio	09	Taboiaki	09		
	Arorae	19	Ambo	10				
	Tabuaeran	21	Banraeaba	11	Nikunau	Muribenua	01	
	Kiritimati	22	Antebuka	12		Tabutoa	02	
			Teaoraereke	13		Rungata	03	
			Nanikai	14		Manriki	04	
		Bairiki	15		Nikumanu	05		
		Betio	16		Tabomatang	06		
Abaiang			Maiana		Arorae	Tamaroa	01	
				Tebikerai	01			
				Tekaranga	02		Roreti	02
				Tematantongo	03			
				Aobike	04	Tabuaeran	Napari	01
				Tebanga	05		Tereitaki	02
				Temwangaua	06		Betania	03
				Toora	07		Paelau	04
				Tebwangetua	08		Aontenaa	05
				Teitai	09		Tenenebo	06
				Tebiauea	10		Tereitannano	07
				Raweai	11		Aramari	08
				Bubutei	12		Mwanuku	09
NTarawa			Abemama		Kiritimati	London	01	
				Abatiku	01			
				Tabiang	02		Tabwakea	02
				Tekatirirake	03		Banana	03
				Kauma	04		Poland	04
				Baretoa	05			
				Tabontebike	06			
				Kariatebike	07			
				Bangotantekabaia	08			
				Tebanga	09			
				Manoku	10			
				Kabangaki	11			
		Nonouti		Abamakoro	01			
				Benuaroa	02			
				Teuabu	03			
				Temanoku	04			
				Rotuma	05			
				Autukia	06			

Codes for Household Control Sheet

A. Household Control Form Codes

Relationship to Household Head

1. Household Head
2. Spouse of Head
3. Son/Daughter to Head
4. Adopted Son/Daughter to Head
5. Stepson/Stepdaughter
6. Brother/Sister to Head
7. Father/Mother to Head
8. Grand Child to Head
9. Other Relatives
10. Other Non-Relative

Ethnicity

1. I-Kiribati
2. I-Kiribati/Tuvalu
3. I-Kiribati/Other
4. Tuvaluan
5. Australian
6. New Zealander
7. Fijian
8. Other

Literacy Status

1. Read and Write I-Kiribati & English
2. Read and Write I-Kiribati only
3. Read and Write English only
4. Read and Write neither I-Kiribati or English

Internet Usage

1. Not used Internet in last 12 months
2. Mostly use Internet at Home
3. Mostly use Internet at Work
4. Mostly use Internet at Educational Inst.
5. Mostly use Internet at Public Library
6. Mostly use Internet at Internet Café
7. Mostly use Internet at Friends/Relatives
8. Mostly use internet at Other Location

Gender

1. Male
2. Female

Marital Status

1. Currently Married
2. Widowed
3. Divorced
4. Separated
5. Never Married

Activity Status

1. Working Full Time – Wages & Salary
2. Working Part Time – Wages & Salary
3. Own Business
4. Sell Product
5. Own Household Consumption
6. Unemployed
7. Domestic Duties
8. Full Time Education
9. Part Time Education
10. Other

Educational Attainment

1. No school completed
2. Primary school completed (class 1-6)
3. Junior Secondary completed (Form 1-3)
4. Senior Secondary completed (Form 4-7)
5. Teachers/Nurse Certificate
6. Trade Certificate
7. Some University, but not completed
8. University Certificate
9. University Diploma
10. University Degree
11. Masters
12. PhD

Not Stated codes:

9 for one digit fields

99 for two digit fields (except activity status)

Appendices

- 1. Kiribati Commodity Items 2006**
- 2. Kiribati Occupation Classification 2005**
- 3. Kiribati Employer Listing 2005**

HIES CODING SHEET 2006 - Employer

Agriculture & Fisheries

1111	Copra society (KCS)
1119	Other agricultural enterprises
1301	Te Mautari Ltd
1302	Marine export Ltd
1309	Other fishing enterprises

Manufacturing

3111	Tarawa biscuit
3119	Other food enterprises
3130	Beverage/sour toddy
3140	Tobacco enterprises
3210	Match, Thact producers
3220	Clothes (garment) manufacturer
3240	Footwear company
3321	Joinery
3329	Other furniture manufactruer
3421	Government printery
3429	Other printery service
3690	Non metalic product
3811	K.T Metal
3819	Other metal business
3841	Betio shipyard
3849	Other transport manufacturer

Electricity & Water Supply

4101	Pub
4102	Private electicity contract
4109	Other electricity
4200	Water supply
4201	Solar

Construction

5001	PWD
5002	Private construction company
5009	Other constructions

Wholesales Trade

6101	Abamakoro trading Ltd
6102	BKL
6103	Koil
6104	Air BP
6105	Fern Store
6106	Philatelic
6109	Other Wholesale trade

Retail Trade

6201	Supply(KSCL)
6202	AMMS
6203	Tarawa Motors
6204	Betio Hardware
6205	Farr Marine (Yamaha)
6206	Island cooperatives
6207	Kum KEE Bro's
6208	Boboti
6209	Other retail store

Hotels/Motels

6310	Restaurants
6321	Otintaai Hotel
6322	Capt Cook Hotel
6323	Seaman's Hotel
6324	Mary's Motel
6329	Other Hotels/ Motels

Land/Air Transport & Communication

7111	Plant & Vehicle Unit (PVU)
7112	Private Taxies
7113	Private buses
7114	JMB (Xmas)
7119	Other land transport
7121	Shipping Corp (KSSL)
7122	Private shipping services
7129	Other water transport
7131	Air Kiribati
7132	Air Marshall
7133	Tobaraoi travel agency
7139	Other air transport
7201	Telecom (TSKL)
7202	Post Office
7209	Other communication

Financial Services

8101	Bank of Kiribati
8102	Development bank of Kiribati (DBK)
8103	NPF (National provident fund)
8109	Other financial institutions
8200	KIC (Kiribati Insurance Corporation)
8321	Business service
8322	Housing Corporation
8329	Other House rentals

Public Administration

9101	Judiciary
9102	Audit
9103	Maneaba ni maungatabu
9104	Office of the President (OB)
9105	Police
9106	Min. of Foreign Affairs and Immigrations
9107	Min. of Internal & Social Affairs
9108	Min. of Health Medical Services
9109	Min. of Communication Transport & Tourism
9110	Min. of Public Works & Utilities
9111	Min. of Labour & Human Resources Dev
9112	Min. of Finance & Economic Development
9113	Min. of Fisheries & Marine Resources Dev
9114	Min. of Environment Lands & Agricl Dev
9115	Min. of Commerce Industry & CoOperatives
9116	Min. of Education Youth & Sport
9117	Min. of Line & Phoenix Development
9119	Other Central Government Bodies

9200	Island Councils
9311	KGV/EBS/MTHS/Teabike
9312	Taborio/Tabwiroa/St Louis
9313	Rongorongo/Morikao
9314	Moroni High School
9315	Kauma High School
9316	KTC
9317	TTI
9318	MTC
9319	Other educational institutions
9330	Health and Medical
9341	AMAK
9342	KMK (Karikirakean Kiribati)
9349	Other Welfare Institution
9351	BPA (Broadcasting)
9359	Other professional bodies
9391	KPC
9392	Catholic
9393	SDA
9394	Bahai
9395	Church of God
9396	Mormon
9399	Other Church services
9410	Motion picture/singing
9420	Library
9510	Repair service
9520	Laundry service
9530	House service domestic
9590	Other Professional service
9601	SPMS
9602	USP
9603	FSP
9604	Australian High Commission
9605	New Zealand High Commission
9606	UK High Commission
9607	NASDA (XMAS)
9609	Other international Organization
9999	NS

HIES CODING SHEET 2006 - Occupation

Legislators, Senior Officials and managers

11101 Cabinet Members
11102 Members of Parliament (MPs)
11103 Island Councilors
11201 Senior government officials
11202 Government assistant secretaries
11203 Island Council Clerks
11400 Senior officials of organisations
12101 Directors and Chief executives
12291 Heads of tertiary institutions
12292 Heads of secondary/high schools
12293 Heads of Primary and pre-schools
13110 General Managers

Professionals

21110 Physicists
21120 Meteorologists
21130 Chemists
21220 Statisticians
21300 Computer Professionals
21410 Architects
21411 Town Planners
21420 Civil Engineers
21430 Electrical Engineers
21440 Electronic and Telecom Engineers
21450 Mechanical Engineers
21480 Cartographer/surveyors
21491 Quantity Surveyors
21499 Other engineers or architects
22110 Biologists
22130 Agronomists
22210 Medical doctors
22220 Dentists
22230 Veterinarians
22240 Pharmacists
22300 Midwife professionals
23100 College or university Lecturers
23200 Secondary school teachers
23310 Primary school teachers
23320 Pre school teachers
23400 Special Education teachers
23510 Education specialists
23520 School inspectors
23590 Other teachers
24111 Senior accountants
24112 Chartered Accountants
24113 Auditors
24190 Other business professionals
24210 Lawyers
24220 Judges
24320 Librarians
24410 Economists
24420 Sociologists and anthropologists
24460 Social workers
24510 Writers

24520 Sculptors and Painters
24530 Composers, Musicians and Singers
24540 Dancers
24601 Religious Minister and Pastors
24602 Priest / Fathers
24603 Nuns or Sisters
24604 Other Religious professionals

Technicians and Associate Professionals

31111 Science Technicians
31120 Civil Engineering Technicians
31130 Electrical Engineers Technicians
31140 Electronic & Telecom technicians
31150 Mechanical Technicians
31180 Draughtsman / Draughtspersons
31210 Computer Assistants
31310 Photographers
31320 Telecom/ Broadcasting Operators
31330 Medical Equipment operators
31410 Ship's engineers
31420 Ship's Officers
31430 Aircraft Pilots
31440 Air Traffic Controllers
31520 Health Inspector
32210 Medical Assistants
32131 Agricultural Assistants
32132 Fishery Assistants
32230 Nutritionists
32250 Dental assistants
32270 Veterinary assistants
32310 Nurses
32321 Medical sisters
34120 Insurance workers
34130 Real estate agents
34140 Travel consultants and organisers
34191 Finance related workers
34221 Shipping agents
34231 Employment Agents
34232 Labour contractors
34290 Business service agents
34330 Book keepers
34410 Custom officers
34420 Tax officers
34500 Police inspectors/detectives
34600 Island community workers
34720 Radio announcers
34801 Nun / sisters
34809 Other religious workers

Clerical and Office Workers

41110 Typists
41131 Computer operators
41150 Office secretaries
41220 Statistical clerks
41221 Tax clerks
41310 Stock clerks
41410 Library clerks
41210 Account clerks
41900 Other office clerks
42110 Cashiers/ticket clerks
42120 Tellers/other counter clerks
42210 Travel agency clerks
42220 Receptionist
42230 Telephone operators

Service workers and shop and market sales workers

51110 Travel stewards/stewardess
51120 Bus conductors
51130 Travel/tour guides
51210 House keepers
51211 Matrons
51212 Wardens
51220 Cooks
51230 Waiters/waitress and bartenders
51310 Child-care workers
51321 Nursing aid (hospital)
51410 Barber / hairdressers
51610 Fire-fighters
51620 Policeman / police officers
51630 Prison guards
51631 Watchmen
51690 Other protected service workers
52200 Salespersons (shopkeepers)
52300 Stall & Market salespersons

Skilled agricultural and fishery workers

61121 Copra Cutters
61141 Agricultural workers
61211 Livestocks
61220 Poultry producers
61301 Crop and animal producers
61511 Seaweed farmers
61521 Coastal fishermen
61530 Deepsea fishermen
61590 Other fisheries workers

Production, transport equipment operators and labourers

71110 Miners / Quarry workers
71190 Brick makers
71210 Builders
71240 Carpenters
71360 Plumbers
71410 Painters
71431 Office cleaners
72120 Welders

72310 Motor vehicle mechanic and fitters
72320 Aircraft engine mechanics
72410 Electrical mechanics/fitters
72430 Electronic mechanics
72440 Telephone and Telegraph installers
72451 Electrical Line repairs
73310 Handicraft workers
73411 Printery workers
74120 Bakers
74150 Food preparers
74160 Smoke preparers
74230 Wood worker
74330 Tailors
74420 Shoe-makers

Plant and Machine Operators and Assemblers

83220 Bus & taxi drivers
83230 Heavy truck and Lorry drivers
83290 Other vehicle drivers
83320 Earth moving plant operators
83330 Crane operators
83340 Lifting truck operators
83401 Seamen (Overseas)
83402 Seamen (Local)
83403 Other related Seamen

Elementary Occupation

91110 Street food vendors
91120 Street vendors (non food)
91510 Messengers
91520 Doorkeepers, watchpersons
91531 Meter Readers
91610 Rubbish collectors
91621 Street sweepers
93120 Construction/maintenance labourers
93330 Freight handlers
93390 Other labourers

99999 Not Stated