



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

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 manufacturer
3421 Government printery
3429 Other printery service
3690 Non metallic product
3811 K.T Metal
3819 Other metal business
3841 Betio shipyard
3849 Other transport manufacturer

Electricity & Water Supply

4101 Pub
4102 Private electricity 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 & Agricul 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