

# Timor-Leste 2004 Census Project

## Census Dictionary

### *Introduction*

The first national Census of Population and Housing in the República Democrática de Timor-Leste (RDTL)/Democratic Republic of Timor-Leste (DRTL) aims to provide a wealth of relevant, reliable information about the Timorese nation. The 2004 Census Dictionary is a comprehensive reference guide designed to assist users of 2004 Census data to develop a better understanding of the conceptual issues underlying the data.

This dictionary contains definitions of census terms and explains the concepts relevant to census collection, processing and output of data. Many of the entries in this Dictionary refer directly to questions on the 2004 Census Questionnaire.

The census gathers information on a number of topics about persons, families and households.

Each topic is represented on the census form by one or more questions which seek information about a particular data item, commonly called a variable. For example, information about persons includes the topic 'employment information' which includes economic activity, days worked in previous week and months worked in previous year, occupation and industry.

A variable may take one of a range of values. For example, the variable *sex* can take on the values 'male' and 'female.' The range of values available for a variable is referred to as its classification. Each value of a variable is referred to as a category, or class, of the classification. Thus *sex* has two categories, male and female. Often the name used for a variable is also used for its classification, as in the case of the variable *sex*.

For efficient computer processing, and for specifying the order in which the categories of a classification are presented in a table or report, the categories of a classification are recorded in computer records as numbers. For the variable *sex*, the category 'male' is represented by the code number '1,' and the category 'female' is represented by the code number '2.' Typically a classification is defined by a list of category descriptions and their corresponding codes.

For example:

Classification/variable Code	Sex
	1 Male
	2 Female

The computer processing of census forms immediately following a census is largely concerned with the allocation of appropriate codes from the responses to the questions on the forms.

This census dictionary is broken into two sections. The first segment is a direct, question by question break down of each part of the questionnaire form. The second section contains the glossary of terms used in the Sensus Uma Kain Timor-Leste/ Timor-Leste 2004 Census.

## TABLE OF CONTENTS

<b>Census Dictionary</b> .....	1
Introduction.....	1
Acronyms .....	2
Sensus Uma Kain Timor-Leste - Census of Population and Housing Timor-Leste .....	3
Part 1: Household Information – Location Identification .....	5
Part 2: Enumeration Particulars .....	9
Part 3: Dwelling and Household Information .....	10
Part 4: People who Usually Live in this House .....	13
Part 5: Visitors Present on Census Day. ....	16
Part 6: Usual Residents Absent on Census Day.....	17
Part 7: Household Questionnaire – Individual Particulars.....	18
Part 8: Household Questionnaire - Employment Information .....	22
Part 9: Fertility Information .....	27
Glossary: .....	29

## ACRONYMS

DIGO	Australian Defence Mapping and Geospatial Organization
DNE	Direcção Nacional De Estatística
DRTL	Democratic Republic of Timor-Leste
EA	Enumeration Area
ER	Enumeration Region
HOH	Head of Household
ID	Identification
GIS	Geographic Information System
GPS	Global Positioning System
MOPF	Ministry of Planning and Finance, Timor-Leste
NSD	National Statistics Directorate
PKF	United Nations Peace Keeping Forces
RDTL	República Democrática de Timor-Leste
UNFPA	United Nations Population Fund
USAID	United States Agency for International Development

# **Sensus Uma Kain Timor-Leste - Census of Population and Housing Timor-Leste**

**Census.** The Census of Population and Housing Timor-Leste is an official count of population and households, and collects details of age, sex, and other characteristics of the population and their home dwellings of the República Democrática de Timor-Leste/Democratic Republic of Timor-Leste (hereafter referred to as Timor-Leste) as it appears on the day of July 11, 2004. The 2004 Census is the first national census for Timor-Leste. This census will be interviewer-administered and will affix GPS addresses in the census database for each household. These are generated by GPS readings taken by census Team Leaders.

## **July 2004**

**Census Day.** The official census day is July 11<sup>th</sup>, 2004.

**Census Taking Period.** Census interviews will be conducted for approximately 2 – 3 weeks post census commencement date (July 11<sup>th</sup>, 2004). The questionnaires shall be answered according to life as it appears on July 11<sup>th</sup>, 2004, regardless of the actual date of the interview.

## **Household Questionnaire**

**Questionnaire** The household questionnaire is the primary means for collecting census data and is used for all private dwellings. It is available in Portuguese, Tetun, Bahasa Indonesian and English languages. *A copy of the English questionnaire used for the 2004 Census is included in Appendix A of this publication.*

The household questionnaire is the survey form used to record the interviewee's responses to the interviewers' direct queries of the questions contained in the census (regarding the number of people in the household, what they do and how they live). A questionnaire will be completed for every household, hotel and institutional establishment.

**Household and Family** A household is the building(s) in which people in Timor-Leste live. It may take the form of an individual building or a collection of buildings where related or unrelated people reside. It may be a single apartment in a block, or a flat within a larger house.

A family is defined as group of people who usually reside in the same domicile, who regard themselves as a household under a 'household head', and make common provision for food or other essentials for living.

## **Institutional Questionnaire**

**Questionnaire** A questionnaire has been developed especially for institutions such as hospitals, prisons, convents, orphanages, etc. The Institutional questionnaire covers the full range of questions that are contained in the household form.

## **Hotels Questionnaire**

**Questionnaire** A questionnaire has also been developed especially for hotels, serviced apartments, guest houses and other accommodation services. The Hotels form is very much abbreviated in content and collects only basic demographic data. The reasons for this are that people staying in hotels are often difficult to make contact with so the form needs to contain basic details that a hotel reception could readily provide. In addition, guests at hotels tend to be internationals for which the full range of census information is not generally needed. The Hotels questionnaire is also used to gather information and count international passengers departing the airport that is, if they had not been surveyed elsewhere in Timor-Leste.

## **Part 1: Household Information – Location Identification**

**1. District.** There are 13 districts in the country of Timor-Leste. The districts are represented by the first and second digits of the (nested) enumeration code.

<b>01</b>	Aileu	<b>08</b>	Liquica
<b>02</b>	Ainaro	<b>09</b>	Lautem
<b>03</b>	Baucau	<b>10</b>	Manufahi
<b>04</b>	Bobonaro	<b>11</b>	Manatuto
<b>05</b>	Cova Lima	<b>12</b>	Oecussi
<b>06</b>	Dili	<b>13</b>	Viqueque
<b>07</b>	Ermera		

**2. Sub-District.** Each district is split into 3 to 7 sub-districts. The code representing the sub-district is the third and fourth digits in the (nested) enumeration code.

<b>01</b> Aileu	<b>01</b> Aileu	<b>06</b> Dili	<b>01</b> Atauro
	<b>02</b> Laulara		<b>02</b> Cristo Rei
	<b>03</b> Liquidoe		<b>03</b> Dom Aleixo
	<b>04</b> Remexio		<b>04</b> Metinaro
<b>02</b> Ainaro	<b>01</b> Ainaro		<b>05</b> Nein Feto
	<b>02</b> Hato Bulico	<b>07</b> Ermera	<b>06</b> Vera Cruz
	<b>03</b> Hato Udo		<b>01</b> Atsabe
	<b>04</b> Maubisse		<b>02</b> Ermera Kota
<b>03</b> Baucau	<b>01</b> Baguia		<b>03</b> Hatolia
	<b>02</b> Baucau		<b>04</b> Lete Foho
	<b>03</b> Fatu Maka		<b>05</b> Railaco
	<b>04</b> Laga	<b>08</b> Liquica	<b>01</b> Bazartete
	<b>05</b> Quelicai		<b>02</b> Liquica
	<b>06</b> Vemasse		<b>03</b> Maubara
	<b>07</b> Venilale	<b>09</b> Lautem	<b>01</b> Iliomar
<b>04</b> Bobonaro	<b>01</b> Atabae		<b>02</b> Lautem Moro
	<b>02</b> Balibo		<b>03</b> Lospalos
	<b>03</b> Bobonaro		<b>04</b> Luro
	<b>04</b> Cailaco		<b>05</b> Tutuala
	<b>05</b> Lolotoi/Lebos	<b>10</b> Manufahi	<b>01</b> Alas
	<b>06</b> Maliana		<b>02</b> Fatuberliu
<b>05</b> Cova Lima	<b>01</b> Fato Luik		<b>03</b> Same
	<b>02</b> Fatumean		<b>04</b> Turiscail
	<b>03</b> Forohem		<b>05</b> Quelicai
	<b>04</b> Mape/Zumalai	<b>11</b> Manatuto	<b>01</b> Barique
	<b>05</b> Suai Kota		<b>02</b> Lacro
	<b>06</b> Tilomar		<b>03</b> Laclubar
	<b>07</b> Maukatar		<b>04</b> Laleia
			<b>05</b> Manatuto
			<b>06</b> Soibada

12 Oecussi	01	Nitibe	13 Viqueque	01	Lacluta
	02	Oesilo		02	Ossu
	03	Pante Makasar A		03	Uatu Carbau
	04	Pante Makasar B		04	Uatu Lari
	05	Passabe		05	Viqueque

**3. Enumeration Region (ER).** This is a distinct geographic category that is based upon established suco boundary lines. The enumeration region is represented by the fifth and sixth numbers in the (nested) enumeration code.

**4. Enumeration Area (EA).** The census enumeration area has been designed for use in the Census of Population and Housing as the smallest area for collection, processing and output of data. Enumeration areas also serve as the basic building block of the census and are used for the aggregation of statistics to Sucos and larger census geographic areas.

An enumeration area is represented by a unique eight digit code. For the 2004 Census, Timor-Leste has been divided into 1168 enumeration areas, each containing a maximum of 150 households.

The criteria for the design of enumeration area for the 2004 Census are as follows:

- The chosen enumeration boundaries should, if possible, be readily identifiable on the ground and be defined in terms of permanent features; i.e. follow the centre of a road, ridge or river as these geographic land features pertain;
- EAs in aggregate must cover the whole of Timor-Leste without gaps or overlaps.

Enumeration area boundaries are designed with reference to information obtained from:

- aerial photography (geo-referenced Orthophoto Mosaic produced by Australian Defence Mapping and Geospatial Organization (DIGO));
- government authorities;
- local knowledge; and
- field inspections.

**5. Census Building Number.** Each household will be accorded an individual building number. This number will be displayed on the household itself on the census building sticker, as well as on the completed questionnaire form. The unique six digit code will be entered into the GPS and post-completion of the survey will act as an address for each household location in the census database. Information at that level would not generally be available due to privacy considerations.

**Census Building Sticker.** A census building sticker is placed above the door (or as near as possible) of each household. In the case of an apartment building or flat, a sticker must be placed on the main entranceway of each apartment/flat.

The bottom segment of the sticker with the corresponding household census building number will be placed on the appropriate location on the cover of the questionnaire form. Where multiple families reside in one household dwelling, the completed questionnaire for the family coded (1) will have the sticker placed upon it. All other questionnaires completed for other families residing in the same household will have the census building number written (by the Interviewer) in the space provided for the sticker.

The sticker will act as a visual confirmation that an Interview has been conducted in that household. This will allow for verification of completed questionnaires as it facilitates direct checks between completed questionnaires and the pertinent household.

The Team Leader will key the census building number (as it appears on the sticker) into the GPS unit, as the households' waypoint. The waypoint so recorded will act as a specific address for each household dwelling, hotel, institution or census building.

**Waypoint.** A waypoint is a latitude/longitude value of a location on the earth's surface, recorded in the GPS receiver memory, referenced by the 6-digit number from the census building sticker.

**6. Family Number.** This code is used to identify each individual family residing within a common household. A questionnaire must be completed for each family, whether it resides in an individual household or shares a household with other families. The most common method of identifying families in Timor-Leste is via the recognised Head of Household.

**Family.** A family will usually consist of two or more related people who usually reside in the same dwelling, who regard themselves as a household, and who make common provision for food or other essentials for living. This usually includes the head of the household, their respective partner, any children, siblings, or parents that reside in the dwelling on a permanent basis. However, for census purposes, a family could be an individual in a one-person household.

**7. Suco.** A recognised administrative area of land incorporated within a sub-district. The interviewer will write down the Suco name in full as well as listing the equivalent suco code. Most, if not all, Sucos have an administrative office within the boundaries of the Suco.

**8. Aldeia.** The hamlet or village where the household dwelling is located, according to the interviewee. There is also a space for recording of the appropriate aldeia code. This is to enable comparison between GPS originated boundaries versus local knowledge-based boundaries.

**Number of People in Household.**

This question is used to total up the number of males and females in the household, as reported in Parts 4 and 5 of the questionnaire that is, the number of persons usually resident on census day together with visitors to the household.

These totals will be used by the District Managers in their respective Districts to arrive at District/Sub-District/Suco totals for early release by NSD.

## ***Part 2: Enumeration Particulars***

**Interviewer:** (2630 Individuals) A person who conducts the personal conversations with the members of the household, records the responses in the questionnaire and delivers all completed surveys to their respective Team Leader. On average, each Interviewer will conduct 60 interviews and complete at least 60 questionnaires. They are responsible for placing the census building sticker on the household dwelling and recording the census building number on the appropriate questionnaire. The Interviewers are also responsible for identifying vacant households, placing a census building sticker on them and filling in relevant parts of the questionnaire as well as informing their Team Leaders of the location of any hotels or institutions they come across during their performance of duty.

**Supervisor.** (67 Individuals) These are the individuals that are responsible for recruiting Team Leaders and Interviewers as well as managing census field operation in the sub-districts. They will collect completed questionnaires from Team Leaders, complete a preliminary quality assessment on interviewers work and feed this information back into the field under the quality process.

**Identification (ID) Code.** Each Interviewer will be provided with an ID card that displays their name and individual ID code. On each completed questionnaire the Interviewer will record their ID Code, Name and signature.

Supervisors have a check sheet to run through when sampling quality of work submitted by interviewers. Only those questionnaires sampled under the quality process will be initialled by Supervisors or other office staff.

### **Part 3: Dwelling and Household Information**

**1. Category of Ownership.** Due to the current status of property legislation in Timor-Leste, it is extremely difficult to conclusively prove that an individual is in sole possession of a particular property. Thus this question pertains more to *perception* of ownership and will provide an approximate idea of how many individuals reside in communal/government/church owned property and how many 'own' their dwelling.

In addition to the lack of legal framework, there are a significant number of individuals occupying former residences of Indonesian citizens that abandoned their property and possessions during their return to Indonesia in 1999. Although the land has been abandoned, the current occupants have no legal framework through which to formalize the reassignment of the property rights.

**Primary Construction Material.** The predominant or most commonly used material in the construction of the house (for construction of walls, roof and floor).

*Code (8) Other.* Could include temporary materials such as, blue tarps disbursed by UNHCR.

#### **4. Primary Construction Material – Floor.**

The inclusion of this question is a result of evidence that the composition of the floor can have a measurable impact on health outcomes.

**5. Number of Livestock.** The absolute number of each species animals kept for use or profit (chickens, pigs, sheep, goats, horses, cattle and buffalo) by the family (as of census day).

It is known that individuals in Timor-Leste frequently share ownership of livestock and this may therefore result in an exaggeration of the absolute numbers owned. It will however, provide an enhanced sense of where certain species of livestock are more prevalent.

Question number 5 and 6 were added by request of the Minister of Agriculture.

**6. Crops.** All relevant crops (not primary) cultivated by the relevant household will be listed under this category. This question does not concern the amount of each crop grown, only if it is cultivated by the household.

**Permanent Crops.** These crops are distinguishable by their year round presence (i.e. tree crops).

Possible permanent crops as listed by the Ministry of Agriculture are:

Candle nut	Guava	Pepper
Clove	Jack fruit	Rambutan
Cocoa	Kapok	Rubber
Coconut	Lemon	Tea
Coffee	Mango	Other
Durian	Palm fruit	
Gambier	Palm oil	

**Temporary Crops.** These crops need to be planted each season, rather than naturally renewing themselves.

Possible temporary crops as listed by the Ministry of Agriculture are:

Cotton plant	Eggplant	Watermelon
Tobacco	Tomatoes	Pineapple
Sugar Cane	Siam Squash	Papaya
Spring Onions	Carrots	Banana
Shallots	Radish	Sapodilla
White Onions	Mustard Greens	Sour Sop (fruit)
Spinach	Avocado	Rice Plant
Beans	Wine	Corn
Chilli	Apple	Green Beans
Legume	Star Fruit	Soybeans
Potatoes	Lanze	Other
Cucumber	Mangosteen	
Cabbage	Passion Fruit	

**7. Unpaid Work for Suco Community.** The sum of days in the previous month (June 12<sup>th</sup>, 2004 through to and including July 11<sup>th</sup>, 2004) the adults of the household (15 years of age and older) spent completing activities and tasks for the benefit of the community. These activities could include working the communal suco land (community farming), repairing irrigation systems, roads, or public infrastructure, preparing for local ceremonies and any activities associated with the church.

**8. Mentally Ill.** This question asks *if* any residents of the household suffer from a mental illness. The reported results of this question will be used in conjunction with the results of the more specific mental health survey running concurrently in a limited selection of districts during 2004.

This question was included as mental health is one of the top ten basic health issues according to the District Health Plan.

**9. Permanent Disability.** This question asks if a member of the household has a permanent disability. The results of this question will be utilised by the Ministry of Health to run a more specific survey at a later date on disabilities.

## ***Part 4: People who Usually Live in this House***

**Usual Residents** Are people who usually live in this house who are present on census day. However, people that are away from the household for a period of 48 hrs or less, should be included in this section. This is because people in Timor-Leste are quite mobile and often away from the house temporarily taking produce to the market, working crops in the fields and staying in temporary shelters that would not generally be covered by census.

**1. Person Number.** The Head of the Household or alternatively a 'Reference Person' is shown as person number one. Other occupants are listed and sequentially numbered below that person.

**Head of the Household.** In Timorese culture, this is the person that is considered to be the most responsible person leading the family. This is usually an older male parent.

**2. Full Name of Resident.** Names of people are recorded on the census questionnaire but these are not recorded in the computer system. It assists the processing staff with relationship coding if names are present.

**3. Age.** Age data at last birthday, combined with sex data, is essential for the production of accurate population estimates based on the Census count. Age is mandatory so when no age is reported, the age will be imputed using other information on the form.

Age is used during processing as a cross check with other variables; for example, the age of the respondent determines whether particular questions asked in the Census are applicable.

The following age constraints apply:

If age is under 6 years, then the following variables are not applicable:

- Part 7: Individual Particulars:
  - Languages
  - Number of Years at Primary School
  - Number of Years at High School
  - Received Diploma for High School
  - Number of Years of Tertiary Education
  - Received University Degree or Certificate

If age is under 15 years, we show the reason for move in Part 7 Questions 4 and 6 as 'Family Moved'. In addition, the following variables do not apply:

- Part 8: Employment Information
  - Economic Activity
  - Days Worked Prior to Census
  - Occupation
  - Industry
  - Number of Months Worked in Previous Year
- Part 9: Fertility Information

**5. Sex.** Sex is the distinction between males and females based on the biological differences in sexual characteristics. If the sex is not coded, it will be imputed based upon the name of the person, their relationship to others in the household, or assigned randomly.

**6. Relationship to Head of Household.** The first spot is always reserved for the head of the household or alternatively the 'reference person' on Line 1. All other residents must be listed as they are related to the person allocated to the role of head of the household.

(1) Head of Household.

(2) Wife/Husband.

(3) Daughter/Son.

(4) Stepchild/Adopted Child. A stepchild is the natural/adopted child of only one partner in a marriage or de facto relationship. An adopted child is a non-biologically related child that is considered to be a permanent addition to the family unit. Also included in this category are orphans/foster children held in custody by members of the household.

(5) Daughter-in-law/Son-in-law.

(6) Mother/Father.

(7) Sister/Brother

(8) Grandchild.

(9) Grandparent.

(10) Other Relatives. Included in this category are aunts, uncles, cousins and other members of the extended family that have established their permanent residence in the household in question.

(11) Unrelated. This category is applicable for other members of the household which are of no relation to any other members of the household. This may include persons such as servants, friends and paying (and non-paying) lodgers.

**7. Social Marital Status.** Social marital status is applied to all couples that have been married through legal or traditional mechanisms or live in de facto communal unions. Marital status is applied to couples that have access to a church and/or 'legal' mechanisms to recognize a union between man and woman as well as couples that are

privately and publicly regarded as having joined into a de facto communal union, despite their lack of access to usual, institutional processes to formalize their partnership or the financial resources finalize their arrangement.

If a person has been separated, divorced or widowed but is currently remarried at day of census (July 11<sup>th</sup>), they are coded as currently married (2).

If a person considers themselves to be married although their respective spouse is missing, unable to return from the refugee camps in West Timor or unable to return to the resident for some other, longer-term reason, the person present in the household is considered to be *married* and coded accordingly (2). Timorese culture considers a person to still be married until the surviving spouse has received confirmation that their respective spouse has deceased.

(1) Never Married

(2) Married

(3) Widowed

(4) Divorced

(5) Separated

**8.-9. Natural Parents Alive.** This question allows for a response of ‘unknown’ which is applicable in cases where the respondent is an orphan, separated from their parents (during the unrest in 1999 or another time), or has lost contact with their parents.

This question was included to provide some basic data regarding mortality trends. Although these responses cannot be judged as conclusive, they can act as a significant indicator regarding longevity and life trends.

## ***Part 5: Visitors Present on Census Day.***

**Visitors.** Visitors to the household that are present on day of census (July 11<sup>th</sup>, 2004) and are staying in the residence for longer than 48 hours should be detailed this section of the questionnaire. Family members who are present on census day and have stayed for a period of time in excess of 48 hours, whose primary place of residence is a location other than the present household residence, should also be included in this section.

Double counting is a relevant concern in the Timor-Leste 2004 National Census. As the census taking period will extend over several weeks, potential exists for interviewees to be interviewed and recorded in more than one form, on more than one occasion. In order to address this concern, all interviewees will be questioned as to whether their responses were previously recorded on another questionnaire completed for another household to prevent double counting.

**4. Usual Residence.** This is the location of the dwelling that the visitor considers to be their primary place of residence.

**Within Timor Leste Suco Code.** Each suco in Timor-Leste has been allocated a specific, three digit code that is supplied to the Interviewers in an appendix found in the Census Handbook.

**Country.** If a visitor is a citizen of another country (not Timor-Leste) there is a specific country code (found in the appendix of the census handbook) that is recorded in this section.

## ***Part 6: Usual Residents Absent on Census Day.***

Residents of the household who are away during census day (July 11<sup>th</sup>, 2004) for a period greater than 48 hours should be listed in this section. This also includes family members living in West Timor, another country or missing/lost following the 1999 troubles. Family bonds in Timor-Leste are very strong so it might also include persons who usually belong to the household who are away at school in another centre.

**10. Location on Census Day.** Using the codes provided in the Census Handbook, the interviewer will record the appropriate three digit Suco code or Country Code as the current location of the absentees (as per their statements).

In the cases where the family member is reported on the census form as lost or missing, their location on census day will be recorded as code **(700)**.

**11. How Long Absent (Months).** This response is calculated in months, with responses rounded down to last full month away. In circumstances where the absentee is absent less than one month, the length of time away will be coded as (0).

## **Part 7: Household Questionnaire – Individual Particulars**

### **Internal Migration**

The purpose of this section of the questionnaire is to get a better sense of the internal migration or movement of the population over their lifetime, as well as get some measure of the disruption to peoples lives during and after the troubles of 1999. The international standard for internal migration questions refers to periods of two years ago and five years ago, as well as place of birth. And of course we are able to see where the person is now from location on census day. So for this census we can obtain four measures.

In 1999, many families left their houses and fled to the hills for safety or were moved to West Timor for a period. Those who returned generally came back to their house, if it had not been destroyed, or came back to the same Suco. So the question on previous residence may not provide information on this topic, but by asking ‘if you moved, why did you move’ we hope to measure the extent of any disruption. The question will also identify persons or families that may have moved to another location for work.

**1. Place of Birth.** The appropriate suco or three digit country code will be filled in by the interviewer for this question. If unknown, the interviewer will code the response as (999).

**2. Duration of Stay.** This question is concerning the respondents’ duration of stay at their present place of residence. This response is coded in year(s) and rounded down to the number of the last full completed year. If the response is less than one year, it is to be coded as (0).

**3. Previous Residence January 1999.** This question attempts to gather information on where people were 5 years ago but prior to the troubles in 1999.

### **4. and 6. Why did you move? Reasons Moved.**

(1) Work.

(2) Education.

(3) Marriage.

(4) Family Moved. Members of the household under 15 years of age are coded to this because they would have been required to move with parents.

(5) Returned to Family Land.

(6) Violence.

(7) More Secure.

(8) Temporary Housing. People that have moved away to/from temporary housing settlements such as refugee camps (established in Indonesia and Australia in 1999).

(9) Other.

## **5. Living Somewhere Different 2002.**

These responses of this question will be used to assess the overall transience of the population. Are the migration patterns relatively stable (little movement over the course of a life, or more transient (frequent movement) across sucos.

### **Visitors.**

These responses are based upon the movements of visitors from their *usual* or permanent place of residence, not from the household they are temporarily occupying on census day (July 11<sup>th</sup>, 2004).

**7. Religion.** The self-identified association of a person with a religion, denomination or sub-denominational religious group. A denomination is the church or religious sect that forms a sub-group of a religion. Denominations of a particular religion share the same principles but differ from each other in aspects such as the form of worship used and the way in which they are governed.

There are seven available categories for this section. Although there are several examples of individuals practicing a hybrid faith of Traditional beliefs merged into the practice of Catholicism, the predominant belief set will be coded as the response.

(1) *Catholic.* Espousing the faith, doctrine, system, and practice of a Catholic church, especially the Roman Catholic Church that espouse the system of doctrines and precepts taught by Christ.

(2) *Islam.* A monotheistic religion characterized by the acceptance of the doctrine of submission to God and to Muhammad as the chief and last prophet of God.

(3) *Buddhist.* The religion that venerate the teaching of Buddha, principally that life is permeated with suffering caused by desire, that suffering ceases when desire ceases, and that enlightenment obtained through right conduct, wisdom, and meditation releases one from desire, suffering, and rebirth.

(4) *Hindu.* A diverse body of religion, philosophy, and cultural practice characterized by a belief in reincarnation and a supreme being of many forms and natures, by the view that opposing theories are aspects of one eternal truth, and by a desire for liberation from earthly evils.

(5) *Protestant/Evangelical.*

**Protestant.** A member of a Christian church whose faith and practice are founded on the principles of the Reformation, especially in the acceptance of the Bible as the sole source of revelation, in justification by faith alone, and in the universal priesthood of all the believers, rather than the authority of the Roman Catholic Church.

**Evangelical.** A member of the Protestant Christian church whose faith and practice are founded on one of the four gospel books of the New Testament.

(6) *Traditional.* Timorese traditional belief sets most closely resemble that of animist which is the belief in the existence of individual spirits that inhabit natural objects and phenomena but are separable from their bodies; an immaterial force that animates the universe.

**8. Mother Tongue.** This is the most commonly spoken language within the household dwelling.

There are several indigenous languages in addition to the official and working languages of Timor-Leste. This question was included to determine the prevalence of specific indigenous languages in Timor-Leste and is not meant to be an examination of the usage of official and working languages solely.

Official Languages:

(1) Portuguese

(2) Tetum

Working Languages:

(3) Indonesian

(4) English

Other Languages of Timor-Leste:

(5) Adabe

(21) Lakalei

(6) Atauran

(22) Lolein

(7) Atoni

(23) Makalero

(8) Baikenu

(24) Makasai

(9) Bekais

(25) Makuva

(10) Bunak

(26) Mambai

(11) Dadu'a

(27) Midiki

(12) Fataluku

(28) Nanaek

(13) Galoli

(29) Naueti

(14) Habun

(30) Rahesuk

(15) Idalaka

(31) Raklungu

(16) Idate

(32) Resuk

(17) Isni

(33) Tetum Prasa

(18) Kairui

(34) Tetun-terik

(19) Kawaimina

(35) Tokodede

(20) Kemak

(36) Waima'a

Other Languages:

(50) Malay

(70) Other

(60) Chinese (Hakka and  
Mandarin)

**9. Languages.** This section determines the language communication skills of each resident six years of age and older. These responses will detail important information regarding basic literacy levels and common languages of interaction within and outside

the household. The responses provided are strictly the respondents' self-assessment of their ability and has not been qualified by any pre-established criteria.

(0) Do not speak, read or write

(1) Speak only

(2) Read only

(3) Speak and read only

(4) Speak, read and write

**10-14 Education Level Attained.** Respondents six years of age and older are questioned about their formal educational achievements in terms of completed years at school (as of census day).

This section includes several questions to account for the number of significant transformations of the educational system that have occurred in the previous 30 years. Pre-1975, a Portuguese designed education system was implemented (albeit only in a limited manner). This system was dropped in favour of the Indonesian formal education system until Timor-Leste regained independence. Currently Timor-Leste is developing and refining a unique education system that will be blend of Timorese/Portuguese elements. As a result of these system reversals, there is little consistency in regards to grade levels criteria. However number of years completed remains a useful indicator of educational attainments over the different generations.

Please note that it is not uncommon for the length of time entailed in attaining a degree/certificate/diploma to be substantially more in Timor-Leste than in other countries due to the turmoil and fundamental changes to the educational system.

## **Part 8: Household Questionnaire - Employment Information**

In order to gain a better understanding of how the majority of Timorese earn their livelihoods, the following questions have been included in the questionnaire. These are primarily concerned with the type of activities; time spent in paid (in cash or in kind) employment and the dominant industries that people are employed in.

No questions are asked regarding amount of income received from economic (employment) activities undertaken by the interviewees.

Although it is not uncommon for children under the age of 15 years to assist their household in terms of undertaking tasks in support of household income, the whole area becomes clouded over what might be considered employment and what might be household chores for children in that age category. Accordingly, the benchmark was set at 15 years and over for responses to the employment set of questions.

**Employee.** A person that works for a public or private employer paid or voluntary; or a person who operated his/her own incorporated enterprise with or without hiring employees.

**1. Economic Activity.** This question is concerned with a persons' participation (both paid and/or voluntary) in the national labour force. Individuals that are employed in one of the following six sectors are considered to be active members of Timor-Leste's national labour force.

In labour force:

- |                      |                                    |
|----------------------|------------------------------------|
| (1) Government       | (5) Self-Employment                |
| (2) UN organization  | (6) Subsistence Farming or Fishing |
| (3) NGO              |                                    |
| (4) Private Industry |                                    |

Not currently in labour force:

- |   |                        |
|---|------------------------|
| (7) Currently unemployed but seeking employment | (10) Retired/too old   |
| (8) Student                                     | (11) Sick/disabled     |
| (9) Home duties                                 | (12) No work available |
|   | (13) Other             |

If a person currently unemployed – whether or not they are seeking work or not, they are to be coded appropriately in this section and not respond to any of the other questions regarding employment. Where a person is engaged in home duties but also contributes towards household income by way of farming or gathering raw products for sale, that person is categorised in the labour force.

**Type of Economic Activity in Last Week Codes:**

(1) *Government.* This includes individuals directly employed by the federal government, the district and subdistrict levels of public service that receive wage compensation for their time and efforts. These include civil servants such as members of the police force, national military, and employees of the education sector (teachers, principals, etc.).

(2) *UN Organization.* Individuals that are employed by the UN or one of its affiliated agencies. There are many UN agencies currently active in Timor, including the United Nations Development Programme (UNDP), United Nations Population Fund (UNFPA), United Nations High Commissioner Refugees (UNHCR), and United Nations Mission of Support in East Timor (UNMISSET), United Nations Children's Fund (UNICEF), and United Nations Office for Project Services (UNOPS) and United Nations Volunteers (UNV). An individual employed by an organization that is affiliated with the UN presence in Timor-Leste is also coded under this response. These organizations include World Bank (WB), World Health Organization (WHO), Food and Agriculture Organization (FAO), International Organization for Migration (IOM) and the International Labour Organization (ILO).

(3) *NGO.* The employees of the non-government organization devoted to achieving public rather than private objectives. These individuals may be employed by a local or international aid agency, or other economic development, humanitarian or alternative programme motivated to improve the common well-being without using public sector funding as an exclusive resource. Persons doing volunteer work for NGO's are also included.

(4) *Private Industry.* Individuals employed in market-driven, for profit industries.

(5) *Self Employment.* Individuals who operate his/her own independent enterprise with or without hiring employees; engage independently in trade.

(6) *Subsistence Farming.* A mode of agriculture in which a plot of land is held, though not necessarily owned by a single family, which produces only enough food to feed itself. Good weather can allow the subsistence farmer to produce a surplus, which can be sold or bartered.

In the cases where the female members of the household do not work outside the dwelling but are involved in the household's efforts towards subsistence farming and/or fishing they will be coded as subsistence farmers/fishers rather than home duties.

(6) *Subsistence Fishing.* A mode of economic activity in which a family owns in full or a significant share, of a boat used to fish for sufficient quantities to feed itself. Good weather and circumstance can allow the subsistence fisher to harvest a surplus, which can be sold or bartered.

(7) *Looking for work and available to start work.* Persons not currently employed who are currently looking for work and are available to start work.

(8) *Student.* This refers to person who is attending a secondary or tertiary educational institution as a full-time student. Students are categorised under ‘not seeking work’, even though they may have or be looking for part-time employment.

(9) *Home Duties.* Individuals that are occupied with daily task associated with one's house or home, or one's household or family; relating to home life. In Timor-Leste, many women are involved in subsistence agriculture as well as home duties. Where subsistence information is returned in the census questionnaire, the person is classified as employed under subsistence farming, rather than under ‘home duties’.

(10) *Retired/Too Old.* This category is for people not seeking work on account of their age. In Timor-Leste, it is not common for an individual over the age of 60 years to remain in paid employment.

(11) *Sick/disabled.* Individuals who are unable to participate in the work force on account of a disability or sickness.

(12) *No work available.* Persons who may be available to work and who may have attempted to find work in the past, but who are not now not looking for work.

(13) *Other.* Persons not in the work force who did not work or did not seek work, and do not fit into any of the categories 8 thru 12.

## **2. How Many Days Worked in the Previous Week.**

Records the number of days the person has been working in the previous week. In cases where respondents are unable to remember their working activity in the week preceding the census, their activities in the week preceding the date of the actual interview will be used.

**3. Occupation.** A job is defined as a set of tasks performed by one individual, and an occupation is defined as a set of jobs sufficiently similar in their main tasks to be grouped together.

The occupation is collected in the census for all employed people aged 15 years and over. Only the persons’ main occupation should be listed as a response. The main occupation is determined based on the amount of time spent doing the associated activities.

Occupation data are essential for labour market analysis and policy formation. Changes in the occupational composition of the labour force are important for planning at the industry and geographic level of analysis. The data has important ramifications for future education and training needs, and will act as indicators for industry assistance programs.

Occupation Codes:

(01) Armed Forces	(62) Subsistence Agricultural Farmer
(10) Legislators, Senior Officials, Managers (including Suco and Aldeia Chiefs)	(63) Other Farmers
(21) Professionals	(64) Commercial Fishing
(22) Health Care Professionals	(65) Subsistence Fishing
(23) High School Teachers, University Lectures	(71) Building Trades
(24) Religious Leaders	(72) Handicraft Workers
(25) Other Professional People	(73) Other Trades
(32) Health Technicians	(81) Mining and Oil Workers
(33) Primary Teachers	(82) Electricity Workers
(34) Other Technicians and Associate Professionals	(83) Drivers
(40) Clerical Workers	(84) Shipping and Port Workers
(51) Hotel and Restaurant Workers	(85) Other Machine Operators
(52) Travel Attendants, Guides and Related Workers	(91) Street Vendors
(53) Sales People	(92) Other Sales and Services Elementary Occupations
(54) Police Officers	(93) Domestic and Related Helpers
(55) Security Guards	(94) Building Caretakers, Porters
(56) Other Service Workers	(95) Agricultural, Livestock, Fishery and Related Labourers
(61) Market Gardeners and Crop Growers	(96) Other Workers in Elementary Occupations
	(99) Not Included Elsewhere

**4. Industry.** For individuals in the workforce, 15 years of age or older, the main business, services provided, or goods produced where they work. This is translated into an economic activity or industry group.

The inclusion of the industry topic provides a source of useful information on the regional distribution and structure of Timorese industry. It also provides information on the characteristics of workers by industry (such as age, qualification and occupation), which is important for workforce studies.

Industry Codes:

(5)	Agriculture	(60)	Finance and Insurance
(10)	Forestry	(65)	Real Estate, Renting Property
(15)	Fishing	(70)	Public Administration (government)
(20)	Mining, Quarrying, Oil	(75)	Defence
(25)	Manufacturing	(80)	Education
(30)	Electricity, Gas and Water Supply	(85)	Health and Social Services
(35)	Construction	(90)	Community Services
(40)	Wholesaling, Retailing, Selling	(92)	Recreational, Cultural and Sporting Activities
(45)	Hotels, Restaurants, and Cafes	(95)	Private Households
(50)	Transport and Warehousing	(99)	UN Agencies, Diplomatic
(55)	Communications		

**5. Number of Months Working in Last Year.** This pertains to the number of months the person, if in the labour force, was engaged in paid employment. These totals include partial months worked as well as months employed in full- and part-time employment.

## **Part 9: Fertility Information**

Each female member of the household 15 years of age or older is asked individually, questions regarding their reproductive history. A separate page of the questionnaire is completed for each applicable female member of the household

Although it is atypical for a Timorese woman less than 15 years of age to be married and/or have given birth, it does occur. To promote universality throughout cross-country analyses these exceptions will be excluded from more in-depth questioning regarding their fertility history.

This section was included to facilitate efforts to forecast future population trends on fertility and mortality in Timor-Leste.

Women will be questioned regarding their personal birth experiences for live, stillborn and subsequently deceased children. This section is solely concerned with biological children born unto the respondent. Adopted and/or foster (custodial) children will not be included in the responses.

**2. Woman's Person Number.** This is the initial number given to the woman as per page 2, Part 4 Section 1, Person Number of the questionnaire form.

**3. Have You Ever Given Birth (Live Births Only).** Only women that have given birth to a live child will be further interviewed. Women that have not given birth or have not given birth to a live child (stillborn, foetus did not survive to term, etc) will not be asked any more questions in this area.

**4. Date of First Live Birth.** The year and month the woman gave birth to her first live child. (Children born alive but later died between date of birth and census day will be included in their response to this question.)

**5. Number of Children Currently Residing with Mother.** The respective number of sons and daughters born unto the female respondent that qualify as usual residents in the mother's household.

**6. Number of Children Not Currently Residing with Mother.** The number of sons and daughters, born unto the female respondent that are not considered usual residents of the mother's household. This includes children that are temporarily living away from the family dwelling in order to attend school or for employment purposes.

**7. Number of Stillborn Children.** The number of children born unto the respondent that survived a minimum 28 week (seven month) gestation period but subsequently deceased in the womb or did not survive the birthing process. This information is not required for fertility or mortality studies, but is included in the set of questions to help obtain full information.

**8. Number of Children Born Alive But Later Died.** The total number of children born unto the female respondent, which survived the birthing process but passed away between the date of their birth and census day.

**9.-10. Interviewer Quality Control Check.** The interviewer will add the totals provided by the respondent to ensure that all questions regarding fertility logically correspond. The interviewer will present the sum total to the female interviewee for verification upon conclusion of the individual interview.

**11. Date of Last Child Born Alive.** The year and month of the female respondents' most recent child birth experience that resulted in a live child.

This question was included to enable an approximate estimate of the life-length trends of the more recent generations.

## ***Glossary:***

### **A**

**Age.** Age data, combined with sex data, is essential for the production of accurate population estimates based on the Census count. Age is mandatory.

**Aldeia.** The name of the village or hamlet where the household is located.

**Aldeia Chief.** This individual is considered to be the representative decision maker for the residents of the Aldeia. Aldeia chiefs are generally selected by local council, based upon criteria including place of birth, knowledge of residents and personal suitability.

**Adopted Child.** To take a non-biologically related child into one's immediate family in a publicly sanctioned manner and raise as one's own child.

**Adult.** All individuals 15 years of age or older; and/or have a child; have established their own household unit.

**Apartments.** A room or suite of rooms designed as a residence and generally located in a building occupied by more than one household. This also includes flats or a suite of rooms that occupies an entire floor of a building.

**ArcView.** The software used for downloading the waypoints collected by the Interviewers.

### **B**

**Basic Count.** A preliminary population count of the absolute numbers of individuals, segregated into male, female and total in each district.

**Buddhist.** The religion that venerates the teaching of Buddha, principally that life is permeated with suffering caused by desire, that suffering ceases when desire ceases, and that enlightenment obtained through right conduct, wisdom, and meditation releases one from desire, suffering, and rebirth.

### **C**

**Catholic.** Espousing the faith, doctrine, system, and practice of a Catholic church, especially the Roman Catholic Church that espouse the system of doctrines and precepts taught by Christ.

**Census.** The Census of Population and Housing Timor-Leste is an official count of population and households, and collects details of age, sex, and other characteristics of the population and households of Timor-Leste as it appears July 11<sup>th</sup>, 2004. The 2004 Census is the first national census for Timor-Leste. This census questionnaire is interviewer-administered.

**Census Building Number.** Each household will be accorded an individual building number. The unique six digit code will be entered into the GPS and post-completion of the survey will act as an address for each household location. This number is also referred to as the Waypoint. This number will be displayed on the household itself, as well as on the completed questionnaire form.

**Census Building Sticker.** Each household dwelling will be accorded their own individual census building sticker. The larger portion of this sticker will be placed on or above the main entranceway to the dwelling (in the case of apartments a sticker will be placed on each direct entrance). Each sticker will display the census building number (waypoint) which will later function as the address of the dwelling place.

**Census Day.** The official census day is Sunday, July 11<sup>th</sup>, 2004. The official census day was chosen to be on a Sunday to provide all the interviewees with a day with a significant frame of reference so that activities completed on that day will be easily distinguishable from other days in the month/week. July 11 is also World Population Day.

**Census Handbook.** This book is provided to all interviewers and contains all the information they will need to complete their duties. This information includes a complete list of the coded responses for every question in the census questionnaire as well as frequently asked questions associated with census taking.

**Census Map.** Aerial photos of every enumeration area, showcasing the locations of all likely household dwellings. A digitised version of the map will be used to crosscheck the GPS readings taken by the Interviewers, to ensure that every household has been visited.

**Census Population Count.** The census population count is all people counted in the 2004 Timor-Leste national census as of July 11th, 2004.

This includes overseas visitors but excludes Timorese citizens temporarily abroad, foreign diplomatic personnel, members of the Peace Keeping Forces (PKF) and their barracks. Timor-Leste military, naval and diplomatic personnel and their families located outside Timor-Leste during census taking period are not included.

Members of the UN police force, military observers, and members of the Timorese national defence force stationed in barracks located in Timor-Leste are included. In addition, where PKF personal have established households separate from their barracks, the other members of their household are to be included. However in these specific circumstances, the PKF personal are to be treated as invisible people by the interviewers.

**Census Taking Period.** Census interviews will be conducted for approximately two weeks post census commencement date (July 11<sup>th</sup>). The questionnaires shall be answered according to the reality as it appeared on census day, regardless of the actual date of the interview.

**Child.** This is a person under the age of 15 years who is a natural, adopted, step, or foster child of a household member.

**Confidentiality.** Ensured by Articles 4 & 5 of Decree-Law No. 17/2003 of 01 October 2003. Employees of the Sensus Uma Kain Timor-Leste agree to never disclose information gathered in the course of census duties and to keep all completed questionnaires safe and secure.

**Convent.** A residence for nuns/abbesses (at least two) that have devoted themselves to service of God (according to Roman Catholic faith). In Timor-Leste, these residences are recognizable by their immediate physical proximity to a place of worship.

## **D**

**Data Processing Centre (DPC).** This is where the collected census information is captured from completed questionnaire forms. The DPC is located in Dili, in the office of the National Statistics Directorate (NSD)/ Direcção Nacional De Estatística (DNE).

**República Democrática de Timor-Leste (RDTL)/Democratic Republic of Timor-Leste (DRTL) (Timor-Leste).** On May 20, 2001 Timor-Leste officially resumed Independence after spending the previous 25 years as the 27<sup>th</sup> province of Indonesia.

**Derelict Houses.** Residential structures that have been ruined/destroyed (burnt out, torn down, etc and as a result provide little to no protection from the elements of weather and animals or privacy) and are void of residents.

These houses are distinct from ‘vacant’ houses as derelict houses are unsuitable for habitation while vacant houses are immediately ‘liveable.’

**Dwelling.** A dwelling is any building or structure, or part thereof, that is used (or intended to be used) for the purpose of human habitation. It can be permanent or temporary in nature as well as institutional settings.

**Diplomats.** Diplomats, diplomatic residences and embassies are not to be included in the national census as they are considered to be foreigners living and working on foreign soil as according to international diplomatic protocol.

**District.** There are 13 districts in the country of Timor-Leste. Each district is represented by the first and second digits of the (nested) enumeration code 01 thru 13.

**District Managers.** These 13 individuals, one per district are responsible for census field operations, managing resources, and liaising with key government officials (including but not limited to District Administrators, Suco and Aldeia chiefs) in their respective district. They ensure that each subdistrict office is equipped with sufficient number of blank questionnaire forms, and are responsible for the retrieval of completed questionnaires from subdistrict offices, and the salaries for the census employees operating in their district.

They are responsible for the recruitment and training of the interviewers that will visit the institutions or hotels with the appropriate questionnaire. They are also responsible for downloading of GPS information accumulated by Team Leaders (to ensure every household has been visited).

**District Office.** A District Office was set up in each district and generally comprised the District Manager, a District Trainer, a Language Assistant, an Office Support person and two Drivers.

**District Trainers.** A District Trainer was recruited for each district. This individual is responsible for the training of all the individuals operating within the district. Upon completion of the training phase, the District Trainers were tasked to District Managers in the census operation.

**Double Counting.** Respondents in a census that have been recorded twice in two separate household/institution/hotel questionnaires are considered to have been double counted. To prevent this in the Timor-Leste census, each interviewer was instructed to actively question the interviewees regarding previous participation in a census interview. The responses of those that have already had their movements tracked in another questionnaire are excluded from additional questionnaires.

## **E**

**Economically Active.** An individual over 15 years of age, engaged in paid or in kind employment.

**Employee.** A person that works for a public or private employer and receives remuneration in wages or salary; or is paid a retainer fee by his/her employer and works on a commission basis; or works for an employer for tips, piece-rates or payments in kind; or a person who operated his/her own incorporated enterprise with or without hiring additional employees.

**Empty Dwelling.** Please refer to Temporarily Vacant Dwelling or Vacant Dwelling.

**Enumerate.** To count the characteristics of people and households.

**Enumeration Area (EA).** The census enumeration area (EA) has been designed for use in the Census of Population and Housing as the smallest unit for collection, processing and output of data. EAs also serve as the basic building block in the census and are used for the aggregation of statistics to larger census geographic areas.

An EA is represented by a unique eight digit code. There are 1168 EAs in Timor-Leste, each containing approximately 150 household dwellings.

The chosen enumeration boundaries should, if possible, be readily identifiable on the ground and be defined in terms of permanent features; i.e. follow the centre of a road, ridge or river as these geographic land features pertain; EAs in aggregate must cover the whole of Timor-Leste without gaps or overlaps.

EA boundaries are designed with reference to information obtained from:

- aerial photography (geo-referenced Orthophoto Mosaic produced by Australian Defence Mapping and Geospatial Organization (DIGO));
- government authorities;
- local knowledge; and
- field inspections.

**(Nested) Enumeration Area Code.** Each EA code is an 8 digit code (xxyyzzcc) that contains information on the district (xx), subdistrict (yy), enumeration region (roughly defined by suco borders) (zz) and enumeration area within Suco as necessary(cc).

**Enumeration Manager.** The enumeration manager is the individual responsible for all field interviewing teams working at the district, subdistrict, enumeration region and enumeration area level.

**Enumeration Region (ER).** This is a distinct geographic category. ERs are designed to have similar boundaries to existing suco divisions. However, there was a revision of Sucos going on at the time of census, so ER's are able to be built back to represent the new boundaries. The enumeration region is represented by the fifth and sixth numbers in the (nested) enumeration code.

## **F**

**Family.** A family consists of two or more related people who usually reside in the same place of residence, who regard themselves as a household, and who make common provision for food or other essentials for living. This generally includes the head of the household, their respective partner, any children, siblings, or parents that reside in the place of residence on a permanent basis. It is possible for more than one family to reside in a common household dwelling.

**Family Number.** Each family residing in a common household will be accorded a distinct family number, but share the census building number with other families in the household dwelling.

**Fertility.** Actual number of births in a population.

**Foster Child.** A child who lives with a person or persons who are not his/her natural, adoptive or step parent(s). This child is engaged in a parent-child relationship with an existing member of the household that has accepted responsibility for the child.

## **G**

**Geographic Information System (GIS).** A GIS is a computer system capable of capturing, storing, analyzing, and displaying geographically referenced information; that is, data identified according to location.

**Global Positioning System (GPS).** GPS is a space-based radio navigation system consisting of 24 satellites and ground support. It provides the user with accurate information about their position, current velocity and time, anywhere in the world, in any weather conditions.

**Government Employee.** Individuals employed in the public sector, at either the federal, district or subdistrict level of public service that receive a wage compensation for their time and efforts. These employees include civil servants such as members of the police force, national military, and those employed in the education sector (teachers, principals, etc.).

Individuals such as Suco and Aldeia chiefs that volunteer (receive no financial compensation for their time and efforts on public behalf) are not considered to be government employees.

## **H**

**Head of the Household.** The Head of the Household is the individual that is considered to be the most responsible (makes the economic and technical decisions on behalf of the household) person in the family. This is usually the senior male in the family unit.

**Hindu.** A diverse body of religion, philosophy, and cultural practice characterized by a belief in reincarnation and a supreme being of many forms and natures, by the view that opposing theories are aspects of one eternal truth, and by a desire for liberation from earthly evils.

**Home Duties.** The daily tasks associated with one's house or home, or one's household or family. An individual solely engaged by Home Duties is not considered to be economically active. However, if that person is engaged in subsistence farming or other tasks that contribute to the economic livelihood of the household which is quite common in Timor-Leste, then the person is classified as being in the work force.

**Hotel Questionnaire.** This is a modified questionnaire form to accommodate the different realities afforded to those staying in temporary accommodation on census day (July 11<sup>th</sup>, 2004). This questionnaire has been edited so that it will only collect the basic demographic information about the current patrons of the establishments.

**Household.** Comprises people who usually reside in the same dwelling, and who make common provision for food or other essentials for living. A household may comprise only one person.

**Household questionnaire.** The household questionnaire is the primary means of collecting census data and is used for all private dwellings.

## **I**

**Identification (ID) Card.** A personalized census ID Card will be provided to every member of the Census field team. Each ID card will display the Census team members name, unique identification number and job title.

**Identification (ID) Code.** Each Interviewer will be provided with a unique ID code which they will record on each questionnaire form they complete. This ID code will be used to track each Interviewer's efforts and allow quality checkers to identify and address individual sources of error.

**Industry.** For individuals in the work force, 15 years of age or older, the main business/services provided/goods produced at the locations where they spend the majority of their working hours is to be considered the industry in which they are employed.

**Institution.** A place where individuals can reside for an extended period of time by either choice or law. These places include prisons, hospitals, orphanages, boarding schools, and convents. The residents of institutions will be accounted for in a modified 'Institutional' Questionnaire'.

**Institutional Questionnaire.** This questionnaire form has been modified to be more appropriate for individuals that have taken up permanent or extended residence in an institution. The important modifications include the elimination of all questions pertaining to construction materials of the dwelling as well as agricultural practices.

**Interview.** The process of collecting household information where an interviewer initiates personal contact with the household and records the relevant information gathered.

**Interviewee.** The head of the household or the person begin questioned by the census interviewer.

**Interviewer.** A person who conducts the personal conversations with the members of the household, records the responses in the questionnaire and delivers all completed surveys to their respective Team Leader.

**Islam.** A monotheistic religion characterized by the acceptance of the doctrine of submission to God and Muhammad as the chief and last prophet of God.

## L

**Labour Force.** For census purposes, individuals 15 years of age or older who: are employed in either government (public sector), UN or affiliated multilateral aid agencies, NGOs, private industry (including self employment) and subsistence farming and fishing; work for payment or in kind (as an unpaid helper in a family business) during the week prior to Census day.

People aged 15 years and over who are not employed because not seeking work (students, home duties, retired/too old, sick/disabled); or available for work but not currently employed are not considered to be members of the national labour force.

**Languages.** Census questionnaires are available in four languages, Portuguese and Tetun, the two official languages of Timor-Leste; and Bahasa Indonesian and English, the two working languages. During the 25 years as an Indonesian province, a large majority of the population communicated in Bahasa Indonesian, and it remains a common language of commerce in Timor-Leste. There is a language question in the census form based on this breakdown also.

**Legislation.** By Decree-Law No. 17/2003 of 01 October 2003, the Democratic Republic of Timor-Leste Government has created the National Statistics Directorate (NSD)/ Direcção Nacional De Estatística (DNE). This directorate is primarily concerned with the collection and analysis of the accumulated data.

**Livestock.** Live animals kept for use or profit. In Timor-Leste, these commonly include chickens, pigs, sheep, goats, horses, cattle and buffalo.

## M

**Map.** A graphic illustration of the enumeration regions and areas created from the Orthophoto Mosaic images. Each map is in sufficient detail to display probable locations of occupied household dwellings.

**Map Base.** The map base used for the Timor-Leste 2004 Census mapping is a geo-referenced Orthophoto Mosaic produced by Australian Defence Mapping and Geospatial Organization (DIGO). DIGO combined hundreds of air photos taken in July/August 2001 to create a detailed Orthophoto Mosaic image of the entire country.

**Mental illness.** Mental illness is often defined as a psychiatric disorder that results in a disruption in a person's thinking, feeling, moods, and ability to relate to others. The question was asked in the census to identify houses for a potential follow-up health survey on mental illness.

**Mother Tongue.** The language most commonly spoken within the household by respondents. This is likely to be one of over 20 indigenous languages of Timor-Leste, but could be one of the official languages (Portuguese or Tetun), or one of the working languages (Bahasa Indonesia or English).

**Monastery.** A place of residence for (minimum two) priests/abbots/monks that have devoted themselves in service to God. In Timor-Leste, these residences are often easily distinguished by their immediate physical proximity to a place of worship.

## N

**National Statistics Directorate (NSD)/ Direcção Nacional De Estatística (DNE).** This is a national office under the governance of the Ministry of Planning and Finance that is responsible for the statistics generated and analyzed under the auspices of the Government of Timor-Leste.

**Natural Mother/Father.** The natural birth parent(s) of a respondent.

**Non-Response.** This is an inclusive term that covers all the circumstances when a response is not obtained, be it due to refusal to cooperate, extended absence or invalid response.

**Number of People in Household.** This is the sum total of residents in the household and could include individuals that are away from the dwelling on census day for a period less than (approximately) 48 hrs.

## O

**Occupation.** A set of jobs sufficiently similar in their main tasks to be grouped together. A job is defined as a set of tasks performed by one individual.

**Official Languages.** There are two official languages of Timor-Leste, Portuguese and Tetun.

## P

**Permanent Crops.** These crops are sown or planted once and, then, occupy the land for some years and need not be replanted after each annual harvest.

**Permanent Disability.** Permanent disability is an overt, physical impairment that will not heal to previous capacity (i.e. limbs missing, amputated, permanently maimed) or an impairment to the sensory capabilities of the person (affects their ability to speak, see or hear); that prevents them from performing one of more activities of daily living. The disability question was asked in the census as a means of identifying households for a potential follow-up survey on disability by the Ministry of Health.

**Primary Construction Material.** The predominant or most commonly used material in the construction of the dwelling (for construction of walls, roof and floor).

**Protestant/Evangelical.**

*Protestant.* A member of a Christian church whose faith and practice are founded on the principles of the Reformation, which include acceptance of the Bible as the sole source of revelation, justification by faith alone, and the universal priesthood of all the believers, rather than the authority of the Roman Catholic Church.

*Evangelical.* A member of the Protestant Christian church whose faith and practice are founded on one of the four gospel books of the New Testament.

**Publicity Messengers.** Individuals responsible for the ‘in the field’ marketing and the census public awareness campaign.

**Q**

**Quality Assessment Checks.** A systematic process to improve quality of recorded information by monitoring quality, problem solving at all stages in the census taking.

**Questionnaire.** The questionnaire is the survey form used to record the responses to the queries regarding household and population characteristics.

**R**

**Responses.** The information recorded in the questionnaires as reported during interviewing process.

**Religion.** The self-identified association of a person with a religion, denomination or sub-denominational religious group. A denomination is the church or religious sect that forms a sub-group of a religion. Denominations of a particular religion share the same principles but differ from each other in aspects such as the form of worship used and the way in which they are governed.

**Response Unidentifiable.** Responses and questionnaires that cannot be processed by the Operations Center despite there being a coded response present due to:

- illegibility of the handwriting (it is unclear what the meaning or intent of the response is)
- vague, contains insufficient detail, is ambiguous
- contradictory (both yes and no have been indicated for the same question).

**Retired.** Timor-Leste does not have an official retirement age but it is very uncommon for an individual over the age of 60 years to remain in official, paid employment. Subsistence farming and fishing has no retirement age.

## S

**Self Employment.** Individuals who operate his/her own enterprise with or without hiring employees; engage independently in trade.

**Sex.** Sex is the distinction between males and females based on biological differences in sexual characteristics.

**Social Marital Status.** Social Marital Status is accorded to all couples that have been married through legal or traditional mechanisms; or live in a de facto communal union.

**Supervisor.** These are the individuals that are responsible for recruiting Team Leaders and Interviewers as well as managing census field operation in the sub-districts. They will collect completed questionnaire forms from Team Leaders, and complete a preliminary quality assessment on completed surveys before delivering to the District Offices. They will run tests of the GPS system, and when a GPS unit is full, will collect and bring the unit to the District Manager for downloading of the waypoints.

**Statistical Data.** Specific information concerning individuals and legal entities, households, and government agencies.

**Statistical Information.** Information which results from the collection of statistical data describing economic, social and demographic phenomena.

**Stepchild.** A natural/adopted child of only one partner in a marriage or de facto relationship.

**Stillborn.** A child is considered to be Stillborn if it has survived a gestational age of 28 weeks (minimum 7 months) but did not survive its first day outside the womb.

**Student.** This refers to a natural, adopted, step, or foster child who is 15–24 years of age and attends a secondary or tertiary educational institution as a full-time Student.

**Sub-District.** Each district is split into 3 to 7 Subdistricts. The code representing the Subdistrict is the third and fourth digit in the (nested) enumeration code.

**Subdistrict Office.** Each subdistrict will contain a Subdistrict Office which will act as the nucleus of operations for the subdistrict. Each office will contain (a minimum of) one Trainer, one Supervisor, and an office assistant.

**Subsistence Farming.** A mode of agriculture in which a plot of land is held (though not necessarily owned) by a single family, which produces only enough food to feed itself. Good weather and fortunate circumstance can allow the subsistence farmer to produce a surplus, which can be sold or bartered.

**Subsistence Fishing.** A mode of economic activity in which a family owns in full or a significant share, of a boat used to fish for sufficient quantities to feed itself. Good weather and/or fortunate circumstance can allow the subsistence fisher to harvest a surplus, which can be sold or bartered.

**Suco.** A local government administrative area within a Sub-District. The census utilised the 498 Sucos identified in the 2001 Suco Survey as Enumeration Regions.

**Suco Chief.** The representative and/or decision-maker on behalf of the suco. These individuals are elected by residents.

**Supervisor.** These are members of the census field team who are responsible for recruiting Team Leaders and Interviewers; managing census field operation in the sub-districts and quality assurance at the field level.

## **T**

**Team Leaders.** These individuals are responsible for a team of Interviewers conducting interviews with the households. They allocate which houses each member of the Interviewer team is to visit on each day and collect completed questionnaires from the Interviewers. They also are responsible for the entering of the GPS waypoint (census building number) for each household.

**Team Leader Field Book.** The Field Book is the equivalent of a log book, where the Team Leaders will note any significant abnormalities or deviations in the enumeration areas.

**Temporary Crops.** Temporary crops are those which are both sown and harvested during the same agricultural year, sometimes more than once.

**Temporarily Vacant Dwellings.** Household dwellings that normally have residents, however for one reason or another the residents are all away from their permanent place of resident on census day (July 11<sup>th</sup>, 2004).

**Traditional.** Timorese traditional religious belief sets most closely resemble that of animist which is the belief in the existence of individual spirits that inhabit natural objects and phenomena but are separable from their bodies; an immaterial force animates the universe.

**Trainers – Sub-District.** Responsible for the training of the Interviewers as well as initial quality checks of completed questionnaires.

## U

**UN Organization Employee.** If the respondent is employed by the United Nations (UN) or one of its affiliated agencies [United Nations Population Fund (UNFPA), United Nations High Commissioner Refugees (UNHCR), United Nations Mission of Support in East Timor (UNMISSET), United Nations Development Programme (UNDP), United Nations Children's Fund (UNICEF), United Nations Office for Project Services (UNOPS) and United Nations Volunteers (UNV)] or the UN affiliated agencies [World Bank (WB), World Health Organization (WHO), Food and Agriculture Organization (FAO), International Organization for Migration (IOM) and International Labour Organization (ILO)].

**United Nations Population Fund (UNFPA).** Upon request of the national government, the UNFPA is taking a large role in the overall management of the first national census in Timor-Leste. The formal mandate of the UNFPA is to support local government and grassroot programmes that help women, men and young people plan their families and avoid unwanted pregnancies, undergo pregnancy and childbirth safely, avoid sexually transmitted infections (STIs) and combat violence against women.

**Usual Residence.** This is the dwelling that is the primary place of residence of the household.

**Usual Residents.** The individuals that use the household dwelling as their primary place of residence. This includes individuals who may be away from the dwelling temporarily (approximately 48 hours or less) on census day.

## V

**Vacant Dwelling.** Structures built specifically for living purposes, which are habitable, but have no permanent residents as of the day of census (July 11<sup>th</sup>, 2004).

**Violence.** This is an inclusive term used to encapsulate the violence, turmoil and unsettlement that occurred pre- and post referendum vote for Restoration of National Independence (August 30, 1999).

**Visitor.** Visitors are those individuals present in the household dwelling on census day, and residing there for less than 48 hrs in continuous duration.

## W

**Waypoint.** A waypoint is a latitude/longitude demarcation of a location on the earth's surface, recorded in the GPS receiver memory.

**Waypoint Building Number.** Refer to Census Building Number.

**Working Languages.** Due to historical factors, Bahasa Indonesia and English have become predominant languages of commerce despite their lack of official status.