

## CONTINUOUS MULTI PURPOSE HOUSEHOLD SURVEY (CMPHS) – 2005

### *EDITING AND CODING INSTRUCTIONS*

The following instructions are intended to help you in the editing and coding of the 2005 questionnaire. While performing the editing and coding operations any inconsistencies, difficulties or doubtful situations should be reported for clarification. Codes are to be entered in red in the boxes provided.

#### **Cover page**

Household identification information on cover page should have been entered on the dotted lines. If instead, the boxes have been filled in, check the figures entered and leave as such if correct.

If two questionnaires have been used for the same household, attach them together and write on first questionnaire '*Continued in 2<sup>nd</sup> questionnaire*'. Make sure that the household identification information has been entered on both questionnaires.

**Reference Month**                      01, 02, 03, ....., 12

#### **Geographical District**

Port Louis	11
Pamplemousses	12
Rivière du Rempart	13
Flacq	14
Grand Port	15
Savanne	16
Plaine Wilhems	17
Moka	18
Black River	19
Rodrigues	01

**PSU-RDI code**                      1 to 4

**Rotation Group**                      A, B, C, ....., X

**PSU Number**

Check that the **first digit of the PSU** code is the same as the **second digit of the district** code in Mauritius.

In Rodrigues, the **first two digits of the PSU** code are the same as the **district** code '01'.

**Enumeration Area**

Check that the **first two digits of the EA** code are the same as **the district** code.

**Household Number**                      01, 02, 03,....., 10

**Interview round**                      1, 2

**Previous interview**

Enter month and year of previous interview as follows:

0105                      for January 2005

0205                      for February 2005, etc.

If no previous interview, leave blank

**Household selected**                      1                      **Replacement**                      2

**MODULE I****Demographic and educational characteristics of household members**

Check that all columns have been correctly filled in for every member of the household.

If there are more than 12 persons in the household, a second questionnaire has been used. Write on first questionnaire '*Continued in 2<sup>nd</sup> questionnaire*'. Check that the serial numbers on the second questionnaire have been changed so as to read 13, 14, etc.

**1.3 - Relationship to head of household**

Head of household	1	Father / mother of head	6
Spouse of head	2	Father / mother in law of head	7
Son/daughter of head	3	Other relative of head	8
Son/daughter in law	4	Non-relative	9
Grandchild	5		

**1.4 - Age**

0 year (babies under 1 year )	00
1 year .... 97 years	01, ..., 97
98 years and over	98

**1.5 – Sex**

Male	1
Female	2

**1.6 - Marital Status**

M - Married/in a union	1	SEP - Separated	4
W - Widowed	2	S - Single	5
D - Divorced	3		

**1.7 - School attendance (Preprimary, Primary and Secondary)**

Now	1
Past	2
Never	3
Child not yet at school (CNYS)	4

**1.8 - Level of education (Pre-primary, Primary and Secondary)**

Leave code box empty if ‘ Never’ or ‘CNYS’ in column **1.7**

**Preprimary 01****Primary**

Standard I	11	Standard V	15
Standard II	12	Standard VI(completed but not passed/now in std VI)	16
Standard III	13	Standard VI passed / CPE / PSLC	17
Standard IV	14		

**Secondary**

Form I	21	Form V (completed but not passed/now in form V)	25
Form II	22	Form V passed (SC or equivalent)	26
Form III	23	Form VI (completed but not passed/now in form VI)	27
Form IV	24	Form VI passed (HSC or equivalent)	28

For handicapped children attending specialised school, enter ‘99’.

**1.9 – When studied (Other educational qualifications)**

Now - FT	1	Past	3
Now - PT	2	Never	4

**1.10 - Qualification/Course (Other educational qualifications)**

Refer to "Codes for vocational/ technical/ tertiary qualifications"

If only the field of study has been inserted and there is no indication of the level of the training received, ask for advice to determine level.

Leave code box empty if 'Never' in column **1.9**

**MODULE II****Labour Force**

Check that a column has been filled in for each person **aged 12 years or more**, listed on **page 2**.

The serial number of the person (as per page 2) should be inserted at the top of the corresponding column, on each page.

In this part of the questionnaire, provision has been made for 6 persons. In the case of a household with more than 6 members aged 12 years or more, an additional questionnaire has been used. Ensure that the questionnaires are attached together, '*Continued in 2<sup>nd</sup> questionnaire*' written on first questionnaire and *identification information same on both*.

In this section, editing should be performed column-wise i.e., the information for a person be checked as a whole. Very often, inconsistencies can be corrected after analysing the answers to several questions. Similarly, information not clearly stated, can often be deduced or estimated from answers to other questions. For example, relationships exist between nature of business and occupation, occupation and salary, etc.

If a question does not apply to a person, the answer space for that question should have been struck off. For example, if at question 2.1 '**Yes**' has been entered, questions 2.2 to 2.4 do not apply to that person. If you are not sure whether there should have been an answer to a particular question or a space be struck off, ask for advice. Code boxes for 'not applicable' questions should be left empty.

**If the answer to a question has been entered as reported, check whether it can be classified into one of the listed categories of answers for that question and code appropriately, otherwise enter code for 'Other' which should as far as possible be avoided.**

In addition to the codes listed here, the following coding manuals will also have to be consulted:-

- (1) National Industrial Classification of Economic Activities (NSIC)
- (2) National Classification of occupations (NCO)

## **2.1 Worked or not during reference week**

Yes    1                      No    2

If 'Yes', leave code boxes for questions 2.2 to 2.4 empty.

## **2.2 Other activities carried out during reference week**

If 'Yes' entered or an activity reported, enter code '1'. If 'No', enter code '2'.

Make sure that either code '1' or '2' entered here, if code '2' entered at question 2.1.

## **2.3 Whether away from work during reference week**

Yes    1                      No    2

If 'No', leave code boxes for questions 2.4 to 2.30 empty.

## **2.4 Why away from work during reference week**

II	- Illness/injury	1
HVL	- Holiday, vacation or on leave	2
MPL	-.Maternity leave	3
HHR	- Household responsibilities	4
STL	-.Study/training leave	5
TLO	- Temporary lay-off	6
TDW	- Temporary disorganization of work	7
Other reason		8

## Part B – Nature of work

Questions 2.5 to 2.15 should have been completed for all persons having jobs (Code '1' at 2.1 or 2.2 or 2.3). Check for missing information before inserting codes and query if necessary. If the person is working, but no details of work available, **enter '0' at question 2.5 and leave 2.6 to 2.15 blank.**

### 2.5 Name of establishment

This question is meant to identify the sector in which the respondent is working.

Code as follows:-

Central Government (Ministries and Departments of Ministries)	1
Municipality	2
District Council	3
Public Enterprise (including Rose Belle Sugar Estate	4
Sugar factory/sugarcane plantation	5
EPZ	6
Other private enterprise	7
Private household	8
Co-operative enterprise	9

Consult lists provided to ensure correct sector code.

In some cases, the name of the employer has been entered, refer to question 2.7 (kind of activity) to decide whether it is a sugarcane plantation, private enterprise or private household and allocate appropriate code. If a sugar estate name has been entered but activity at question 2.7 is animal farming or crop cultivation, enter code '7' for private enterprise

### 2.6 Number of persons working at place of work.

This question determines the size of the establishment where the respondent works. Cross check with question 2.5 (Name of establishment) to ensure that the correct number of employees has been entered. Enter code '1' for all government departments, '2' or '3' for sub-offices of municipalities and district councils, irrespective of size reported

1 to 4 persons	1
5 to 9 persons	2
10 or more persons	3

## 2.7 Kind of work/activity

Insert appropriate code according to coding manual for economic activities 'National Standard Industrial Classification of Economic Activities' (NSIC). NSIC codes are also available on the list of establishments provided for coding sector of employment (question 2.5). **Note changes in codes for sellers of cooked food (52524 to 55209-Other caterer).**

## 2.8 Occupation

Insert appropriate code according to the coding manual for occupations: 'National Classification of Occupations' (NCO). In some cases, it will be necessary to refer to other questions (e.g. columns 1.8 or 1.10 – Qualifications, question 2.7 – Kind of economic activity, etc.) to be able to assign appropriate occupation code.

## 2.9 Does job correspond to qualifications

Yes	1
No, qualifications higher	2
No, qualifications lower	3

For manual jobs not requiring specific qualifications, 'Yes' should have been entered; check with questions 2.7 and 2.8.

## 2.10 Employment Status

EPR - Employer	1	A - Apprentice	4
OAW - Own account worker	2	CFW - Contributing family worker	5
EPE - Employee	3	Other -	6

**Code '6' for 'other employment status' should be avoided. Check whether the answer entered cannot be allocated codes 1 to 5.**

## 2.11 Length of service with present employer

Enter length of service in months. If less than one month, enter '001'.

## 2.12 Formal training received

Yes	1	No	2
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Verify whether formal training is really required for job described at questions 2.7 and 2.8, particularly for manual jobs.

**2.13 When attended training programme**

During past 12 months	1
1 to 5 years ago	2
More than 5 years ago	3

**2.14 Monthly income**

If answer is in the form of a range, enter the mid-point of the range given. If respondent is a contributing family worker (refer to question 2.10), or has not derived an income for any other reason, enter '0' in code box.

**2.15 Secondary job**

Yes    1                      No    2

**2.16 Activity at second place of work**

Code as per instructions for question 2.7.

**2.17 Second occupation**

Code as per instructions for question 2.8.

**2.18 Employment status in second job**

Code as per instructions for question 2.10

**Part C – Hours of work****2.19(a) Hours of work at main job**

Enter here the total number of hours worked at main job (described at questions 2.5 to 2.14) for the whole week in the code box. It may happen that a person has not worked at his/her main job but has worked at a secondary one, enter '00' here and hours for secondary job at 2.19(b).

**2.19(b) Hours of work at other jobs**

If 'Yes' at question 2.15, that is respondent has another job, question 2.19(b) should have been filled in. Enter the total number of hours worked at the secondary job and at any other ones in code box. If 'No' at question 2.15 or if respondent has a second job but did not work there during the reference week, enter '00'.

**2.19(c) Total hours worked**

Check that total number of hours worked entered here is the sum of hours entered at (a) and (b) above.



## 2.20 Why worked for less than 40 hours

If total number of hours at Q2.19( c) is less than 40, the reason why the respondent worked for so few hours should have been entered here. Code reasons as below.

**Note: If reason for working less is due to a public holiday during the survey reference week, the interviewer should have written ‘public holiday’ in the respondent’s column, enter code 12. Any other reason given should be coded as 13.**

II	Illness/injury	1	NH	Normal hours of work	8
OL	On leave	2	IW	Insufficient work	9
ST	Studies	3	BB	Bad weather / breakdown	10
HR	Household responsibilities	4	JSE	Job started/ended in ref. week	11
NIW	Not interested to work more	5		Public holiday	12
CNW	Could not find more work	6		Other reasons	13
TPJ	Temporary job	7			

## 2.21 Looking for additional work

Yes 1 No 2

## 2.22 Available for additional work

Yes 1 No 2

## Part D – Self-employed

## 2.23 Type of ownership of enterprise.

Refer to questions 2.10 and 2.18. If code ‘1’.for employer or code ‘2’ for own account worker entered, question 2.23 should have been filled in. Enter appropriate code as follows:

IP	Individual proprietor	1
HM	Household members	2
POH	Partnership with members of other households	3
CO	Company	4
RC	Registered cooperative	5
Other		6

Before entering code '6' for 'other' check whether codes 1 to 5 cannot be allocated, according to description given.

**2.24 Members of the household working in same enterprise**

Enter only the serial numbers of the other household members working in the same enterprise. The serial number of the person reporting (serial number at top of page) should not be entered.

**2.25 Whether enterprise's expenditure separate from owner's household's ones.**

Yes    1                      No    2

**2.26 Whether enterprise's assets separate from owner's household's ones.**

Yes    1                      No    2

**2.27 Whether enterprise has a set of formal accounts**

Yes    1                      No    2

**2.28 Place of operation of enterprise**

OH	- Owner/partner's place	1
ISH	- Independent space attached to home	2
DSY	- Detached structure in the yard	3
OY	- Open yard	4
OFP	- Other fixed place	5
NFP	- No fixed place	6
CS	- Construction site	7
Other		8

**2.29 Duration of operation of enterprise**

The period during which the enterprise has been operating should have been entered here in months.

**2.30 Number of persons who worked during the reference work.**

For each of the 10 categories of workers listed, enter number of workers in code box. Where a dash (-) entered for Nil, enter '0' in code box.

## Part E – Unemployment

### 2.31 Looking for work during the past 4 weeks

Yes    1                      No    2

If 'No' leave code box for question 2.32 empty.

### 2.32 Reason for not looking for work

ST	-	Studying/training	01
RS		Will resume studies soon	02
RTO	-	Retired/too old to work	03
IID	-	Illness/injury/disability	04
TYW	-	Too young to work	05
PS	-	Parents/spouse not agreeable	06
HR	-	Household responsibilities	07
NJS	-	New job to start soon	08
SJN	-	Suitable jobs not available	09
DWH	-	Do not know where to look	10
NIW	-	Not interested to work	11
Other reason			12

### 2.33 Duration of job search

Enter duration in months. If duration of job search less than one month, enter '01'

### 2.34 Willing to accept.....

Yes or No should have been entered on each line . These are independent questions.

Yes    1                      No    2

### 2.35 Steps taken during the past 4 weeks to obtain work

More than one answer is possible here. For each of the listed means of obtaining work, enter '1' if it has been given as an answer and '2' if not mentioned, in the corresponding code box, i.e. 1<sup>st</sup> box for 'APE', 2<sup>nd</sup> for 'CFW', etc.

**2.36 Reason for not trying to start a business**

This question should have been filled in if respondent has not taken steps to start a business, that is **AOB, LBM or TSB** not reported at question 2.35. Code reason as follows:

NI	Not interested	1
LF	Lack of finance	2
LS	Lack of skills	3
NIP	No idea how to proceed	4
UTR	Unwilling to take risks	5
Other reason		6

**2.37 Registration at Employment Service**

Yes    1                      No    2

**2.38 Availability for work**

Yes    1                      No    2

If 'Yes', leave code box for question 2.39 empty.

**2.39 Reason for not being available for work**

ST	- Studying/training	1
HR	- Household responsibilities	2
RTO	- Retired/too old	3
PD	- Permanent disability	4
TSD	- Temporary sickness/disability	5
Other reason		6

**2.40 Whether worked in the past**

Yes    1                      No    2

If no, code boxes for questions 2.41 to 2.43 should be blank but make sure that question 2.44 has been filled in and coded.

**2.41 Time elapsed since last job.**

Enter duration in months. If less than a month , enter 001.

**2.42(a) Kind of work/activity at last place of work**

Insert appropriate code according to coding manual for economic activities 'National Standard Industrial Classification of Economic Activities' (NSIC).

**2.42(b) Occupation**

Insert appropriate code according to the coding manual for occupations: 'National Classification of Occupations' (NCO).

**2.42( c) Employment Status**

EPR - Employer	1	A - Apprentice	4
OAW - Own account worker	2	CFW - Contributing family worker	5
EPE - Employee	3	Other	6

**2.43 Reason for leaving last job**

CEF - Closure of firm	1
RWF - Reduction in workforce	2
CCJ - Completion of job	3
PDS - Physical disablement	4
RET - Retirement	5
MCH - Household responsibilities	6
U - Insatisfaction with job	7
RST - Resumption of studies	8
Other	9

**2.44 Present means of support**

PS - Personal savings	1
HM - Household members	2
OPR - Other parents/relatives	3
P - Pension	4
Other means of support	5

## MODULE III

**Section1. Travel Abroad**

Ignore serial number of household member entered in the column. Instead , enter a trip number ( 01, 02 and 03 ) in respective columns.

**3.1 Countries visited**

Refer to list of country codes. If several countries visited, enter continent code.

**3.2 Purpose of visit abroad**

H	- Holidays	1
BM	- Business/mission	2
ST	- Studies	3
MT	- Medical treatment	4
VRF	-Visit to relatives/friends	5
RP	- Religious purposes	6
Other		7

**3.3 Duration of stay abroad**

Enter number of days (01, 02,.....,99). If more than 99, enter 99.

Note: If trip lasted more than 60 days, the remaining questions are not applicable.  
Leave code boxes empty.

**3.4 Package tour**

Yes    1                      No    2

**3.5 Cost of package tour**

If 'No' at question 3.4, leave code box empty, else enter amount in code box.

**3.6 Components of package tour**

Although code box provides for 6-digit figures, enter only 1 for 'Yes' and 2 for 'No' on each line.

If detail of expenses reported, enter them on separate form available.

**3.7 Number of persons who traveled**

The number of persons **in the household** who traveled during the trip should have been entered. If figure entered appears high, verify household size on page 2 and make necessary query.

### **3.8 Expenditure before departure**

Before entering amounts in code boxes, refer again to questions 3.5 and 3.6. Items of expenditure included in package tour and included in total at Q3.5 should not be reported again at Q3.8. Any other additional expenses, before departure, should have entered here. For respondents who were not on a package tour, all items of expenditure before departure should have been reported here.

Verify whether total at line 5 is correct before entering in code box. Leave code box empty if no expenditure incurred for any of the listed items.

### **3.9 Expenditure abroad**

Verify whether total at line 8 is correct before entering in code box. Leave code box empty if no expenditure incurred for any of the listed items.

## **Section 2. Household Income and Expenditure**

### **4.1 Total household expenditure**

Add item-wise expenditure at question 4.2. This total should not exceed amount entered at question 4.1.

Second code box is for consumption expenditure, obtained by subtracting items marked with an asterisk at question 4.2 from total at question 4.1

### **4.2 Item-wise household expenditure**

If no expenditure incurred for a listed item, leave code box empty. Particular attention should be paid to recurrent expenditure items (food, travelling and payment of bills). If no amount entered for such items and no explanation provided, verification needed. Similarly, if expenditure on education is Nil, check if there are no students in the household (Module I).

### **4.3 Income from employment**

Refer to questions 2.10 and 2.14 at pages 5 and 6. Check the person's serial number before entering in code box.

For a respondent reported as 'EPE' at question 2.10, his/her income from work should have been entered at question 2.27 and at least that amount entered again at question 4.3, line 1. If the person has more than one paid job, amount entered at 4.3 (line 1) should include income from all the paid jobs

For persons reported as 'EPR' or 'OAW' at question 2.10, income should be entered at question 2.27 and on second line of question 4.3.

Verify the total (line 4 of question 4.3) before entering in code box.

#### **4.4 Income from property**

Make sure that the correct serial number of the person has been entered. Leave code boxes empty for nil entries. Total should be entered if at least one item of property income has been reported.

#### **4.5 Transfer Income**

Make sure that the correct serial number of the person has been entered. Refer to **page 2, age and marital status** columns. Most persons aged 60 years or more and widows receive pension.

Leave code boxes empty for 'nil' entries. Enter total if there is at least one item of transfer income reported.