

MANUAL I

**NATIONAL WORK FORCE
SURVEY
1998**

ENUMERATOR'S MANUAL

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I. PREFACE

1.1 General

The data on workforce produced by the Central Bureau of Statistics (BPS) is collected through Censuses and Surveys such as Population Census (*Sensus Penduduk=SP*), Inter Census Population Survey (*Survei Penduduk Antar Sensus = Supas*). Also the National Social Economic Survey (*Survei Sosial Ekonomi Nasional= Susenas*) and National Workforce Survey (*Survei Angkatan Kerja Nasional = Sakernas*). Sakernas is a survey to collect data on the workforce that is designed to observe the general situation workforce also to understand whether there is a change of workforce structure between the enumeration period.

In general the data collection on work force is collected by semesters. The data collection in the first semester is integrated with the implementation of Susenas in January-February. The second semester is through the Sakernas where the enumeration was conducted on July-August. In the years that end with a 0 or 5 the Sakernas activities are integrated into the Population Census (SP) or the Inter Census Population Survey (*Supas*).

1.2 Objectives

In general the data collection through Sakernas is the availability of complete and continuous data on workforce, specifically to obtain information/data on the number of employment, the unemployed, those that are seeking for employment also the development at the National level.

1.3 Scope

Sakernas 1998 is conducted through out the whole area of Indonesia with the sample size of 57,456 households scattered in all provinces at the urban and rural areas. Diplomatic Corps households, households that are in the specific enumeration area (*wilayah khusus*) and specific households in the regular enumeration area are not chosen as a sample.

1.4 Collected Data:

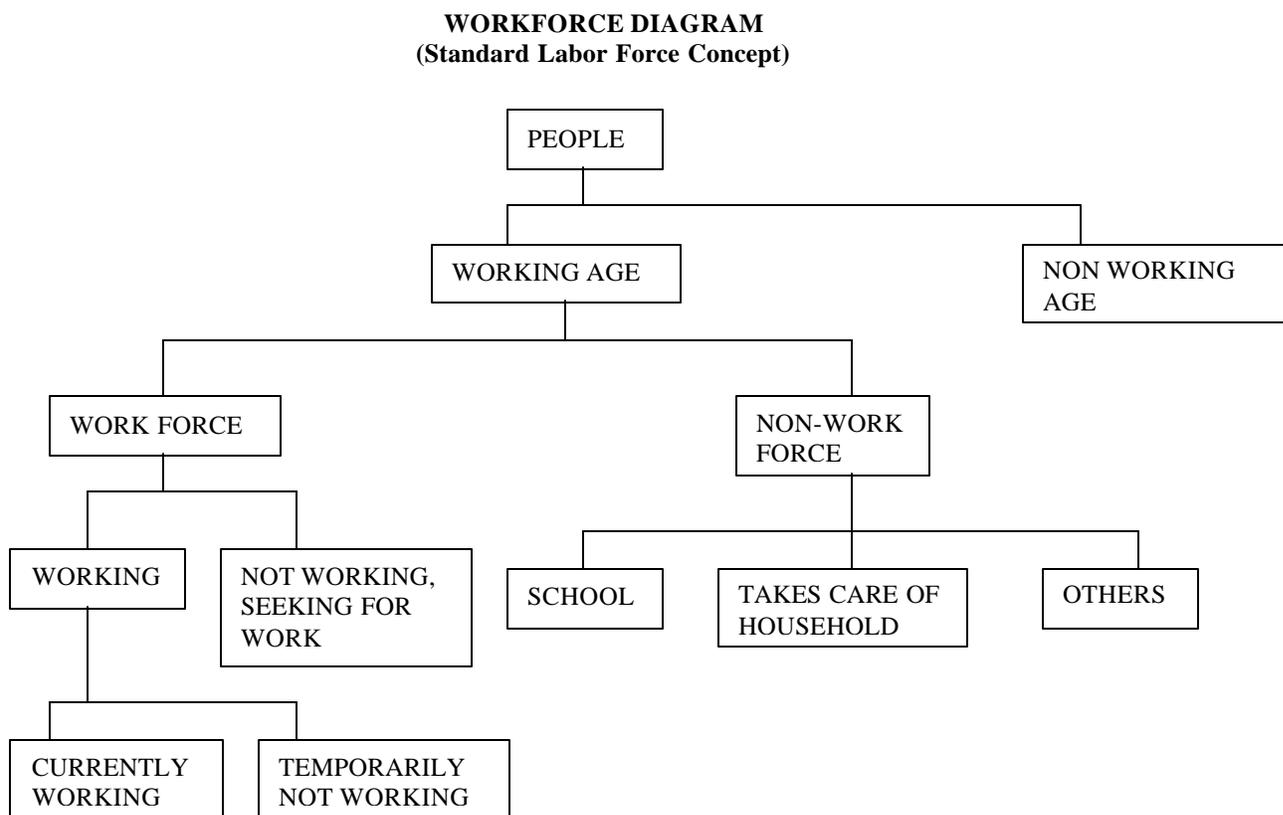
The data that are collected from the chosen household covers the general condition that covers name, relationship with head of the household, sex and age. Household members aged over 10 years old will be asked their marital status, education and occupation

1.5. Schedule on the Implementation of Activities

ACTIVITY	DATE
1. Send documents from BPS	June 01 – June 25, 1998
2. Field implementation:	
a. Household listing	July 01 – July 18, 1998
b. Select household samples	July 12 – July 31, 1998
c. Household enumeration	August 08 – August 31, 1998
d. Supervision	July 01 – August 31, 1998
3. Send documents from enumerator to Supervisor	August 15 – September 03, 1998
4. Check lists at the Regency/Municipality Statistic Office	August 20 – September 10, 1998
5. Send documents from Regency/Municipality Statistic Office to the Provincial Office	September 5 – September 25, 1998
6. Send documents from Provincial Statistic Office To BPS	September 10 – October 25, 1998
7. Receiving & Batching	September 15 – October 15, 1998
8. Editing & Data Entry	September 20 – December 31, 1998
9. Validation & Tabulation	January 02 – January 31, 1999
10. Develop draft of publication	February 01 – February 20, 1999
11. Print Publication	February 21 – March 15, 1999

1.6 The Workforce Theory Approach

The Workforce Theory Approach used in Sakernas is the Standard Labor Force Concept as seen in the following diagram:



The community is grouped into working group age and non-working group age. Working group age is divided into two groups: work force and non-work force. The measurement is based on the time reference which are the activities conducted during the past week.

The work force consists of employed people, unemployed but is searching for a job. Non-work force consists of people during the time reference does not have/conducts economy activities, either because of attending school, takes care of the household or others (retired, transfer recipient, deposit recipient/bank interest, old age or other causes).

Working is an activity of conducting work in order to obtain income or help to obtain income at least for an hour during the past week continuously. The activity of working covers either those that are employed but during the past week is temporarily not active working, such as is on leave, sick or others.

Seeking for work is an effort conducted to obtain work on a certain time reference. The number of people seeking for work is compared to the number of work force as an indicator of the level of unemployment in a certain area and a certain period. To be classified as an unemployed there are three criteria to be fulfilled simultaneously in the concept of unemployed. The criteria are: unemployed and does not have a job, willing to work/receive work and is currently seeking for a job during the past week.

II. METHODOLOGY

2.1 Sample Outline

The sample outline used in selecting the enumeration area for the urban area is from the list of the 1996 Economic Survey (*Survei Ekonomi = SE*) of Urban Enumeration Area. Whereas the sample outline of rural areas is from the Main Outline Example (*Kerangka Contoh Induk = KCI*) in the Regency/ Municipality which is the combination of KCI 1 and KCI 2. The enumeration areas in KCI 1 and KCI 2 is obtained from the outcome of the enumeration area outcome that is in the Village Master File (Master File *Desa = MFD*) which is probability proportional to size (pps), based on the number of households in the enumeration area.

The sample outline for selecting the segment group is the segment group list in the selected enumeration area formed by the supervisor. The formation of a segment group in an urban area is based on the listing number of households as the outcome of the 1996 Economic Survey (SE96) whereas the rural area is based on the number of households as the outcome listing of the 1990 Population Census (SP90).

The sample outline used for selecting households is compared based on the ultimate sampling unit of Sakernas 1998L.

2.2 Sample Design of Sakernas 1998

The procedures in sampling differs between urban areas and rural areas with the procedures of 3 phases:

Rural Areas Sample Design:

1. First phase is selecting a number of enumeration areas systematically from the outcome of the 1996 Economic Survey (SE 1996) List of Rural Enumeration Areas
2. Second Phase, from each selected enumeration area, a segment group is selected by PPS (Probability Proportional to Size) with the size on the number of households in segment groups of the Listing outcome of SE96.
3. Third phase is selecting 14 households from each selected segment group systematically.

Urban Areas Sample Design:

1. First phase is selecting a number of enumeration areas systematically from the KCI
2. Second Phase, from each selected enumeration area, a segment group is selected by PPS (Probability Proportional to Size) with the size on the number of households in segment groups of the Listing outcome of SP90.
3. Third phase is selecting 14 households from each selected segment group systematically.

The first phase of selecting samples were conducted by BPS, the second and third phase by the Sakernas 1998 supervisors.

2.3 Determining Selected Enumeration Areas of Sakernas 1998

The selection of enumeration areas in the Enumeration Area List of the urban area was selected systematically from the outcome of the 1996 Economic Survey (SE) and the KCI. In order to understand whether the selected enumeration area of Sakernas 1998 origins from the urban area Enumeration Area List as the 1996 Economic Survey or KCI, the officers can observe the Sample Code Number (Nomor Kode Sampel = NKS) of Sakernas 1998 that consists of 5 digits as follows:

1. The 1998 Sakernas NKS where the first digit is 0 and 1 origins from KCI
2. The 1998 Sakernas NKS where the first digit is 2 origins from the Urban Area of Enumeration Area List from the outcome of SE 1996
3. Four last digits are the Sample Code Number of Sakernas

2.4 Formation and Selection of Segment Groups

A Supervisor will form and select segment groups from each selected enumeration areas of Sakernas 1998. The formation of segment groups has been elaborated in the Manual Book 2 (Supervisor/Investigator Manual).

2.5 Methodology of Data Collection

The data collection from selected households is conducted through face to face interview between the enumerators and respondent. Interviews should be addressed to all household members aged over 10 years

old and they should be the respondents. If the interview was unsuccessful for the first time, conduct another visit till it succeeds.

2.6 Procedures of Interviewing

In order to obtain maximum results the procedures of interviewing should be followed:

1. Arrange the visit so that the person interviewed (respondent) is available at home. Do not conduct an interview during an important occasion such as a party or ritual.
2. Nobody is allowed to accompany the enumerator during the interview with the respondent except the supervisor/investigator or their superior.
3. Before entering the house for interviewing, seek for permission first and give greetings, knock on the door or use other ways that is customary.
4. Begin the interview by introducing yourself and explain the objective of the visit. The assignment letter and identification of the official may also be shown.
5. Explain how important the National Work Force Survey is and convince the respondent that all information are confidential in accordance to law No.16, 1997 on Statistics.
6. Explain that the information obtained from the respondent is used for statistic needs in order to support development.
7. Always be friendly and polite towards the respondent
8. Create a pleasing atmosphere in order to obtain correct and true answers from the respondent.
9. If the respondent is unable to use the Indonesian language, conduct the interview using the local dialect as long as the meaning of the questions are not changed.
10. After the interview, do not forget to express your gratitude and inform them that there may be other visits if more information is needed.

2.7 Types of Lists and Manual Books that are Used

TYPE OF LIST/ BOOK	USAGE	OFFICER	COPIES	STORED AT
1. SAK.98LK	Worksheet Segment group selection	Supervisor/ Investigator	2	1. BPS 2. Regency/ Municipality Statistic Office
2. SAK98.L	Household listing	Enumerator	1	BPS
3. SAK98. DSRT	Listing selected households	Supervisor/ Investigator (Stat.Office staff)	2	1. BPS 2. Regency/Municipality Statistic office
4. SAK98.AK	Selected household enumeration	Enumerator	1	BPS
5. Manual Book 1	Enumerator Manual of Sakernas 1998	-	1	Enumerator & Supervisor
6. Manual Book 2	Supervisor/Investigator Manual of Sakernas 1998	-	1	Supervisor

2.8 Procedures on Filling in the List

1. Write down all the contents of the list using a dark pencil
2. All of the contents should be in the Indonesian language and written clearly and easily read
3. Start by filling in from the smallest to the largest blocks
4. Pay attention to the signs written in the list
5. Use the empty space of the List to write certain matters that should be known by a supervisor/investigator and processor

2.9 Procedures on filling in the List

When filling in a list please pay attention on the valid regulation or questions that could be grouped as follows:

- a. Writing the answer and code into a provided box
Example: filling in Block IV SAK98.AK List

Name: ERNAWATI	Household serial number: 02	<table border="1"><tr><td>0</td><td>2</td></tr></table>	0	2
0	2			

- b. Circle Code 1 for “Yes” or Code 2 for “No”.
Example: filling in Question 2a Block IVB SAK98.AK.

2.a. Did you conduct the following activities during the past week?		
	Yes	No
1. Working*)	1	2
2. Attend school	1	2
3. Taking care of the household	1	2
4. Others	1	

- c. Circling more than 1 (one) code answer then writing the number of circled codes into the provided boxes. Example: how to fill in Question 15 Block IVE SAK98.AK List.

15. What kind of efforts did you undertake in searching for work?				
Register to a working office	1			
Contact an establishment/office	2			
Apply through an advertisement	4			
Contact a family/friend	8	<table border="1"><tr><td>1</td><td>0</td></tr></table>	1	0
1	0			
Others	16			

III. SURVEY ORGANIZATION

3.1 Person in Charge of Survey Implementation in the Central and Local Areas

The person in charge on the implementation of Sakernas 1998 at the Central is the Head of the Demography and Manpower Statistics Bureau. Similar to other surveys conducted by BPS the person in charge technically and administratively on the implementation of Sakernas 1998 at the local areas is the head of the Provincial Statistic Office assisted by head of the Regency/municipality Statistic Office. Therefore the assignment of the Provincial Statistic Office and the Regency/municipality Statistic Office covers appointing officers, sending documents to BPS, also other aspects related to the implementation of this survey.

3.2 Field Officers

Enumerators are the statistic officers or the staff of Regency/municipality Statistic Office or other appointed officers. The supervisor/investigator is the Head of Social Statistics and Population Section or the appointed staff of Regency/municipality Statistic Office.

3.2.1 The tasks of enumerators are:

- a. Together with the Supervisor familiarize the segment boundaries based on the sketched map of selected segment groups
- b. List the building and households using the SAK98.L.List
- c. Give building numbering on the sketched map of segment groups
- d. Enumerate household samples that are in the SAK98.DSRT List by using the SAK98.AK.List.
- e. Check the results of enumeration SAK98.AK.List. If there are mistakes or doubts please ask the respondent once more.
- f. Submit the filled in SAK98.AK List also the SAK.98.DSRT List to the Supervisor/investigator.
- g. Conduct all assignments based on the schedule.
- h. All information obtained from respondents should be confidential

3.2.2 The tasks of supervisors/investigators are:

- a. Assist the Regency/municipality Statistic Office when submitting the officers
- b. Form a segment group from each selected enumeration area selected by Sakernas 1998.
- c. Select segment groups by PPS from the enumeration areas that are the samples of Sakernas 1998.
- d. Copy the sketched map of the selected enumeration areas and the segment groups
- e. Together with the enumerator familiarize the segment boundaries based on the sketched map of selected segment groups.
- f. Distribute the documents to enumerators that are their responsibility and collect the filled in lists.
- g. Select household samples from SAK98.L List.
- h. Copy the selected households from SAK98.L into the Selected Household List (SAK98.DSRT) to be submitted to the enumerators.
- i. Conduct field supervision and check the contents of lists of all the enumerators work.
- j. Submit all documents to the Regency/municipality Statistic Office.
- k. Conduct all assignments based on the schedule.

3.3 Flow of Documents

The flow of documents from BPS to the field and returns to the BPS as follows:

1. Documents for the implementation at the field is sent by BPS to the Provincial Statistic Offices.
2. The Provincial Statistic Offices distributes the documents to the Regency/municipality Statistic Office.
3. The Regency/municipality Statistic Office distributes the documents to Supervisors, then Supervisors distributes it to the Enumerators based on the documents needed
4. Documents that are filled in are submitted to the Supervisors to be checked. After Regency/municipality Statistic Office has checked the documents, it is sent to the Provincial Statistic Office to be sent to BPS
5. The sending of documents from Enumerators to Supervisors at the Regency/municipality Statistic Office or from the Provincial Statistic Office to BPS could be conducted in several stages regardless of waiting it to be completed.
6. The flow chart of the documents could be observed in Attachment 1.

IV. SKETCHED MAP OF SEGMENT GROUPS AND BUILDING NUMBERING

4.1 Sketched Map of Segment Areas

An enumerator when listing buildings and households is guided by the sketched map of segment groups in order to understand the boundaries of segment groups that is his/her load of work. The supervisor/the staff of the regency/municipality statistic office designs the sketched map of segment groups. Several terms related to the design of the segment group sketched map is enumeration area, segment and segment group.

Enumeration Area (*wilcah*) is a part of a village area/sub-regency with natural or artificial boundaries foreseen not to change in within 10 years. In certain areas, enumeration areas may not have definite boundaries such as forests, mountains, plantation, rice fields or the boundaries overlap the sub-regency, regency and provincial boundaries. An enumeration area generally covers approximately 200-300 households or physical buildings that are not used for living or a combination of households and physical buildings that are not used for living. The types of enumeration areas are 3: regular enumeration area, specific enumeration area and prepared enumeration area. Only the regular enumeration area in Sakernas 1998 is enumerated, whereas the specific and prepared enumeration areas are not.

Segment is a part of an enumeration area with distinct boundaries. The number of households or physical buildings does not determine the size of a segment. Usually a segment group is formed based on a grouping of several segments until each enumerator area is divided into segment groups.

Segment groups are a combination of several segments that are situated closely. The number of households in each segment groups hopefully is not to far from each other. Segment groups are formed in order to facilitate the enumerator to conduct listing and enumeration of households.

4.2 Procedures on Numbering Buildings on the Sketched Segment Group Map

Before the enumerator numbers the buildings on the sketched segment group map, the enumerator (after receiving the sketched segment group map from the supervisor/investigator) together with the supervisor/investigator familiarize the segment boundaries in the segment group thoroughly. Simultaneously the enumerator develops planning to list buildings and households to avoid being passed or duplication.

Numbering the building on the sketched segment group map is required to ease the enumerator when listing buildings and households. The numbers are required to identify the location when enumerating selected households also as a field supervisor guide. The numbering is not written on the physical building/census, but on the sketched segment groups based on the location of the physical building/census.

Procedures for building numbering are as follows:

1. Conduct the building and household numbering by using the SAK98.L List guided with the sketched segment groups.
2. The numbering of the buildings starts from the furthest Southwest of the segment gradually moving to the East in a zigzag pattern.
3. Work first in a segment then continue to the next segment, till the last household serial number will be at the largest segment number into selected segment groups. Do not miss a building/household when conducting the listing.
4. After listing a building or household, give a serial number on the physical building in the sketched map of segment groups. The example of building numbering could be seen in the picture.

V. BUILDING AND HOUSEHOLD LISTING

5.1 Objectives

The objectives of household listing are to list all buildings/households also other information such as the name of head of the household in each selected segment group of Sakernas 1998. When listing, the officers should be careful not to miss or list it twice. The implementation of household listing in Sakernas 1998 uses the SAK98.L List. The outcome of household listing in selected segment groups is used as a sample outline for selecting households in Sakernas 1998.

5.2 The Usage of SAK98.L List

The SAK98.L List is used to list all buildings and households that are in one segment group. The SAK98.L List consists of 4 blocks as follows:

Block I :	Identification of Location
Block II :	Summary
Block III:	Characteristics of Enumeration
Block IV:	Building and Household Listing

5.3 Procedures on Filling in the SAK98.L List

5.3.1 Block I. Identification of Location

Fill in Question 1 till Question 9 based on the selected enumeration areas of Sakernas 1998. If the name of the village has changed after being updated in 1995, use the name of the village and the sub-regency of the last situation.

Question 1 till 4: Province, Regency/municipality, Sub-regency and Village/keurahan

Write down the name of province, regency/municipality, sub-regency and village/keurahan in the provided row. Cross out the inappropriate for the questions on regency/municipality and Village/keurahan .

Question 5: Classification of Village/keurahan

If the village is an urban area circle Code 1 and if a rural area circle Code 2. The classifications on urban/rural areas are obtained from the supervisor/investigator.

Question 6: Enumeration Area Number

Write down the enumeration area number in the provided space. The number consists of 3 figures and 1 letter. The first two numbers show the enumeration area number in the sketched map, followed by letter B that appoints the type of regular enumeration area, and the last number shows the serial number of the division of the enumeration area. The information on the enumeration area is obtained from the supervisor/investigator.

Example:

02BO means: regular enumeration area number 02 non-divided area

03B1 means: regular enumeration area numbers 03 first division

03B2 means: regular enumeration area number 03 second division

Question 7 and 8: Segment Group Number and Segment Number

Write down the segment group number and segment number in the provided space. The number of segment group and segment group is written in ordinary numerals (not Roman numbers). The information on segment group numbers and segment numbers is obtained from the supervisor/investigator.

Question 9: Sakernas Sample Code Number

Write down the sample code number Sakernas 1998 in the provided place. The sample code number of Sakernas 1998 is obtained from the supervisor/investigator.

5.3.2 Block II. Summary

The objective of filling in Block II is to understand the recapitulation of the building and household listing in the selected segment groups and to calculate the interval of selected household samples. The content of Block II is taken from the last page of Block IV that is filled in. Before taking the results of building and household listing, please check the contents of Block IV first.

Question 1: Number of Households

The contents are the same as the last serial number of Column (3) Block IV.

Question 2: Number of Household Members

The contents are the same as question C Column (5) Block IV.

Question 3: Household Members Aged Over 10 Years Old

- a. *The number.* The content is the same as the content in question C Column (6) Block IV
- b. *The number of those that are working or temporarily not working.* The content is the same as question C Column (7) Block IV
- c. *The number of those not working.* The content is the same as the content in question C Column (8) Block IV.
- d. *The number of those not working but is looking for a job.* The content is the same as question C Column (9) Block IV.

5.3.3 Block III. Characteristics of Enumerator

This block aims to understand who is responsible in filling in and checking the list also when was the enumeration and checking conducted.

Question 1 till 3: Characteristics on Enumerator

Write the name and NIP/NMS and date of enumeration. After registration, the enumerator adds his/her signature in the provided place.

Question 4 till 6: Characteristics on Supervisor/Investigator

Write the name and NIP/NMS, date of supervision/investigation and put signature of supervisor/ investigator in the provided places.

5.3.4 Block IV. Building and Household Listing

This block is used to list all buildings, households and other information in the selected segment groups. On the right hand corner of each page of Block IV is written page...of...pages, which is filled after the listing in selected segment groups are complete.

Example:

If a selected segment group consists of 77 households and the number of pages in Block IV that are used are 5 (five) pages, then write on the first page of block IV “page 2 of 6 pages”, “page 3 of 6 pages” on the second page, “page 4 of 6 pages” on the third page and write on the last page “page 6 of 6 pages”.

Column (1) and (2): Segment/Physical Building Serial Number/and Census Building Serial Number

In each first building listed in a segment write the segment and census building serial numbers in column (1) and the number of census building in column (2). The next physical building and census building, write the serial number on the following line. The building numbering starts from serial number 1 till the last serial number in the related segment group see example in Attachment 2.

Physical Building is a place to shelter that has walls, a floor and roof, either permanent or temporarily, either used as a residence or other.

Example:

Residential house, hotel, shop, factory, school, worship places (church/mosque), office building, convention hall and so on.

Census Building is a part or the whole physical building that has its own entrance as in one usage.

The kitchen, bathroom, garage and others separated from the main building are considered as a part of the main building (one building), if located in the same yard. A building less than 10 square meters and no longer used as a residence is not considered as a physical building.

Column (3) till (5): Household Serial Number, Name of Head of the Household and Number of Household Members.

Fill in the serial number of the regular household in Column (3), name of head of the household in Column (4) and the number of household members in Column (5).

Regular Household is an individual or a group of individuals living in part or the whole physical building or census, and usually lives together also lives out of one kitchen. Living out of one kitchen is when the daily needs is organized together as one. A regular household usually consists of mother, father and child. A household is also considered as regular as follows:

1. An individual who rents a room or part of the census building but provides his/her own meals.
2. A family living separately in two census buildings but eats from the same kitchen, as long as both census building are in the same segment group.
3. Lodging with meals consists of lodgers less than 10 people. Lodgers are considered as members of the landlord's household.
4. Head of dormitory, orphanage, correctional institution and others who live alone or together with their wife and child and other household members who eats from the same kitchen separated from the institution they organize.
5. A group of people that rents a room together and provide their own meals. **Example:** if 3 students rent a room and manage their own meals, they are considered as 1 regular household.

Specific household includes:

1. People living in a dormitory, which is a place where their entire daily needs, are under authorization of a foundation or organization. For example a nurse's dormitory, college students dormitory, or military barracks. A military member who lives in a dormitory with a family and provides their daily needs is not a specific household.
2. People living in a correctional institution, orphanage, prison and so forth.
3. Groups of people living in lodgings with meals where the total number is more than or an average of 10 people.

Specific households are not covered in this survey therefore Column (3) is not numbered, write down the type of specific household in Column (4) such as a dormitory or lodgings. Column (5) till Column (9) is filled in with a dash (-) also non-residential buildings such as a mosque, an office, schools or an empty house.

Household members are everyone who usually lives in a household, either when the enumeration was conducted or temporarily unavailable. Household members who have left the house for 6 months or more, and those who have gone less than 6 months but intend to move/will leave the house for 6 months or more, is not considered as a household member. A person who has lived in the household for 6 months or more or a person who has lived in the household less than 6 months but intend to move/live in the household for 6 months or more, is considered as a household member.

Information:

1. Domestic help or driver that lives and eats at their employer's residence is considered as a household member of their employer, but those who only eats or only lives there are not considered as a household member of their employer.
2. Head of the household who lives in more than one residence is recorded where he/she lives with her/his husband/wife and children.
3. If a husband has more than one wife then he has to be recorded at one of his wife's residence (household) where he resides the longest. If he stays at each of his wives' house at the same length of time then record to which he is longest married.

Head of the Household is an individual from a group of household members who is responsible for daily household needs or someone/appointed as head of the household.

Column 6 till Column 9 are for household members aged over 10 years old

Column 6: Number of Household Members Aged Over 10 Years Old

Fill in the number of household members aged over 10 years old.

Column 7: Number of Household Members Aged Over 10 Years Old that are Working or Temporarily not Working

Fill in the number of household members aged over 10 years old that are working or temporarily not working. See page... for definition of working.

Column 8: Number of Household Members Aged Over 10 Years Old that are Not Working

Fill in the number of household members aged over 10 years old that are not working.

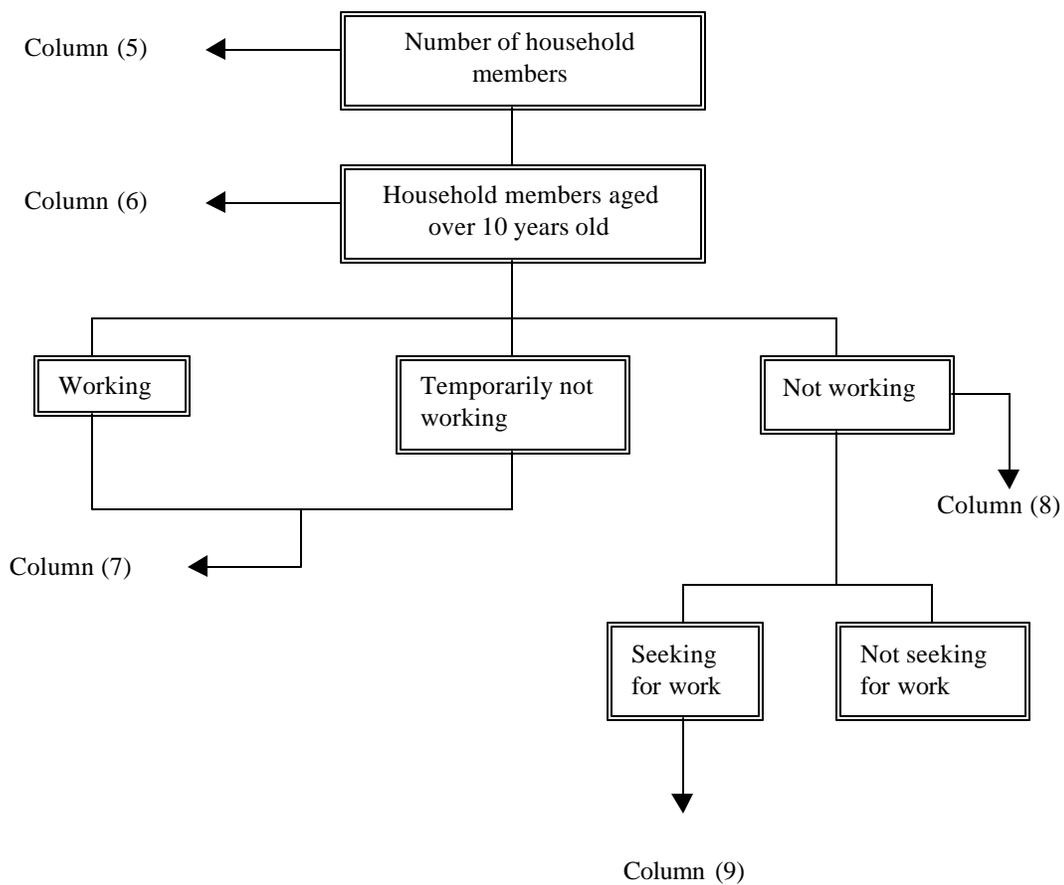
Column 9: Number of Household Members that are not working but is seeking for Work

Fill in the number of household members aged over 10 years old that are not working but is seeking for work. See page ...for definition of seeking for work.

The relation between Column (5) till Column (9)

1. Contents of Column (5) \geq contents of Column (6)
2. Contents of Column (6) = contents of Column (7) + contents of Column (8)
3. Contents of Column (8) \geq contents of Column (9)

**Diagram of filling in Column (5), Column (6), Column (7),
Column (8) and Column (9) in the SAK98.L list**



VI. HOUSEHOLD ENUMERATION

6.1 Objectives

The objective of household enumeration is to obtain data on the work force of selected households. When conducting enumeration the selected households use the SAK98.DSRT List as a guidance that is developed by the supervisor/investigator based on the results of building and household listing SAK98.L. In the SAK98.DSRT List 14 selected households are chosen to be enumerated using the SAK98.AK (see Attachment 3).

6.2 The Usage of SAK98.AK List

The SAK98.AK List is used to enumerate all household members in selected households. Household members aged over 10 years old will be asked their education and information related to work force. The SAK98.AK consists of 5 blocks as follows:

Block I :	Identification of Location
Block II :	Characteristics of Enumeration
Block III:	Characteristics of Household Members
Block IV:	Characteristics of Household Members Aged Over 10 Years Old.

Report to the supervisor/investigator if the enumerator has problems when enumerating selected households.

6.3 Procedures on Filling in SAK98.AK List

6.3.1 Block I: Identification of Location

This block is used to record the main information of households at selected households to avoid mistakes when enumerating.

Question 1 till 9: Province, Regency/municipality, Sub-regency and Village/keurahan, Classification of Village, Enumeration Area Number, Segment Group Number, Segment Number and Sakernas Code Sample Number.

These Questions are taken from the SAK98.DSRT List Block I Question 1 till 9.

Question 10: Household Sample Serial Number

This Question is taken from Column (1) Block IV SAK98.DSRT List.

Question 11: Name of Head of the Household

This Question is taken from Column (5) Block IV SAK98.DSRT List.

Question 12: Number of Household Members

The contents are the same as the last serial number of household members in Column 1 Block III SAK98.AK List.

Question 13: Number of Household Members Aged Over 10 Years Old

The contents are the same as the number of household members aged over 10 years old in Column (5) Block III SAK98.AK List and has to be the same as the number of boxes filled in with codes in Column (6) and Column (7).

6.3.2 Block II: Characteristics of Enumerator

The objectives of filling in this block is to understand who is responsible on conducting the enumeration also on checking the list, also information on conducting enumeration and examining.

Question 1 till 3: Name and NIP/NMS, date of enumeration and signature of enumerator.

Write the name and NIP/NMS, date of enumerator. After interviewing the enumerator adds his/her signature in the provided place.

Question 4 till 6: Name and NIP/NMS, date of supervision/investigation and signature of supervisor/investigator.

Write the name, NIP/NMS and date of investigation. After conducting investigation the supervisor/investigator adds their signature in the provided place.

6.3.3 Block III: Characteristic of Household Members

The objectives of this block is to record all household members in the selected house to avoid passing or duplication of an enumeration; also to count the number of household members aged over 10 years old that will be interviewed.

Column (1): Serial Number

The Household Serial Number consists of number 01 till 15. If the number of household members are more than 15 people add a new list. Write “continued” at the right hand corner of the new list and “continuation” on the right hand corner of the next page. Replace the serial number of household members from 01 into 16, 02 into 17 and so on until all household members are recorded in the new list and combine both of the lists.

Ask Column (2) and Column (3) to each household member before asking questions in the next column

Column (2): Names of Household Members

Write down the names of all household members starting from the head of the household, wife/husband, unmarried children, married children, in-laws, grandchildren other relatives, domestic help and others. After writing down all the names then read aloud the names written and reconfirm the following:

1. Name of individuals left out because forgotten or is not considered as a household member. Add the names left out in the appropriate rows then write down the code of relationship to head of household. Examples of those that are usually left out are: a new born baby, infant, helper, friends that usually stays overnight, lodgers less than 10 people or a guest who has stayed for more than 6 months who has left within 6 months but usually lives with the household.
2. Delete the names from the list of individual considered as a member of a household who usually lives in the household and cross out the names if has already written in Block II. The serial number has to be appropriate as in Column (1).

Column 3: Relationship with Head of the Household

Ask each household member their relationship with the head of the household and fill in the appropriate code in column (3). The code of relationship with head of the household is written beneath the box of Block III.

- a. **Head of the Household** is an individual from a group of household members who is responsible for daily household needs or someone considered/appointed as head of the household.
- b. **Wife/husband** is the wife/husband of head of the household
- c. **Biological children, step children or adopted children** of the head of the household.
- d. **In laws** are husband/wife from biological children, stepchildren or adopted children. In laws, who are husband/wife from biological children, step children or adopted children.
- e. **Grandchildren** are children from biological children, stepchildren or adopted children.
- f. **Parents/ father or mother in law**, who is the father/mother of head of the household or father/mother from the wife/husband of head of the household.
- g. **Other family** such as individuals who are related to the head of the household or with wife/husband head of the household, for example younger/older sibling, uncle, aunt, grandfather or grand mother
- h. **Domestic help** are individuals who work as a helper and lives in the household and receives salary/wages in cash or in goods
- i. **Others** who are not related to head of the household or wife/husband head of the household and have been living in the household for 6 months such as a guest, friends and lodgers.

Column (4): Sex

Ask the sex of each household member that is written in Column (2) then fill in Code 1 for male and Code 2 for female. Do not guess the sex of someone based on a name.

Column (5): Age (years)

Ask the age of respondent and fill in the answer in the boxes. The age is counted in years and **rounded down** or based on the age of **the last birthday**. The age count is based on the Roman calendar. If the respondent is not sure of their age, try to obtain information on their age by doing as follows:

1. Ask for birth certificate or birth documents. Ask for patient card, immunization card and Road to Health Card or other documents for children aged less than five years old recorded by their parents. Examine the issued date of those documents if the age, not birth date is written there.
2. Convert the Arabic month and year or others into the Roman month and year if the respondent only knows the Arabic calendar or others. In several areas, respondent remembers the date, month and year of birth based on the Hijriah (Arabic) Calendar or related to events in religious calendar such as fasting, ied, haj ies or the prophet's birthday. Use the age conversion guide (see Attachment 5).
3. Associate the birth of respondent with a date, month and year when an event occurred or an important matter occurred in Indonesia or in other areas, which is known nationally or regionally by the enumerator. Examples of important events such as a mountain eruption, flood, fire, election of the village head / kelurahan, the landing of Japanese forces in Indonesia (1942), Indonesia's Independence year (1945), First General Election (1955) or The 30th September Movement/Indonesian Communist Party (1965).
4. Comparing the age of household members with their other siblings. Start with predicting the age of the youngest child, compare with the second youngest by asking approximately the age or what are their capabilities (learning to walk, sitting, standing or walking) when the younger sibling was born or still in the mother's womb. Do this procedure to find information on the elder children.
5. Comparing neighbor's children or relatives whose age is known. Calculate how many months are that neighbor's children or relative, whether older or younger from the respondent's age.

There are only 2 boxes provided for writing the age, for those who are aged less than 10 years the first box should be added a zero 0 and those who are aged 97 or more write 97 into the provided boxes.

Example:

11 months	<input type="text" value="0"/>	<input type="text" value="0"/>
5 years 11 months	<input type="text" value="0"/>	<input type="text" value="5"/>
102 years	<input type="text" value="9"/>	<input type="text" value="7"/>

Column (6) and Column (7) are only asked to household members aged over 10 years old

Column (6): Marital Status

Ask the marital status of the respondent and fill in the code in the provided box. The code of marital status could be observed below the box of Block III.

Married is the status of those that are bonded in a marriage during enumeration either living together or separated. In this matter not only those who are legally married by law (custom, religion, Government etc) but also those who are considered as husband and wife by the community.

Divorced is a separation between husband-wife due to divorce but has not remarried. Including in this matter is those who admit to be divorced although not officially by law. On the contrary not including those who have lived separately but their status are still married, for example husband/wife are abandoned by their wife/husband to another place due to studying, working, seeking for work, or had a fight.

Widowed is husband or wife died and has not remarried.

Column (7): School Participation

Write the appropriate code with the respondent's answer into the provided box. The code for school participation could be observed under the Block III box.

Not/Has Never Attended School is has never registered and attended an education, including those who has not passed/not yet passed Nursery School but did not continue to Elementary School.

Attending School is attending a formal school, beginning from the elementary, secondary, high also equivalent education.

Not attending school is has attended elementary, secondary, high education but during enumeration is not attending school anymore. For those that are attending Study Groups Package (*Kejar Paket*) A1 – A100 is considered as not attending school anymore. Courses such as *Sekkoad, Spama, Spamen* or *Spati* are not considered as formal schooling.

6.3.4 Block IV: Characteristics of Household Members Aged Over 10 Years Old

The objectives of this block is to obtain characteristics of the Workforce that covers the activities of education and ability, activities conducted during the past week, number of working hours, working status, salary/wages, field of work/establishment, type of work and information on looking for work.

This block consists of 6 sub blocks, as follows:

Sub Block IVA	:	Education
Sub Block IVB	:	Activities conducted the past week
Sub Block IVC	:	Main job
Sub Block IVD	:	Additional work
Sub Block IVE	:	Activities on seeking for work
Sub Block IVF	:	Working experience

This block is filled in by circling one of the appropriate answer codes or by writing the answer in the provided lines and moving it into the box beside it.

Write the name and household serial number aged over 10 years old as mentioned in Column (2) and Column (1) Block III into the provided places as identification.

The number of filled in Block IV has to be the same as the number of household members aged over 10 years old and the same as the number of boxes filled in with codes in Column (6) and Column (7)

6.3.4.1 Sub Block IVA: Education

Question 1a: Highest Level of Education Attained

Several terms that has to be understood to fill in this question are:

Graduated School is has attended classes and passed the final examinations of a class or the last education level at a public or private school and obtained a diploma. Someone who has not attended classes at the highest level but has followed the final exams and passed is considered as graduated from school.

Not/Has Never Attended School is has never registered and attended an education, including those who has not passed/not yet passed Nursery School but did not continue to Elementary School.

Never/Not Yet Graduated Elementary School is a category of those that did not/has not graduated from Elementary School 5, 6 or 7 years, Basic Level Special School, Islamic Elementary School, Village Administrator School (Educating Children by the People, Parents and Teacher), Little Elementary School, Package A1-A100, Pioneer Development Elementary School or an Indonesian Elementary School (overseas). Those who has passed 3 years of Elementary School/equivalent is considered have not yet passed.

Graduated Elementary School is has passed Elementary School 5, 6 or 7 years, Basic Level Special School, Little Elementary School, Village Administrator School, Equivalent Package 'A', Islamic Elementary School, Pioneer Development Elementary School or an Indonesian Elementary School (overseas).

Graduated Secondary School is has graduated Secondary School for example: General Secondary School, MULO = high school during the Dutch colonial in Indonesia, HBS 3 years, Secondary Level Special School, Islamic Secondary School, Pioneer Development School, an Indonesian Secondary School (overseas) and Secondary Sports School.

Graduated from Vocational Secondary School is a category for those that has passed a Vocational Secondary School such as School for Home Economics, School of Economy, School of Technical, 4 years of Skilled Vocational School, School of Agriculture Technology, School for Assistant Teachers, School for Religion Teacher 4 years, Courses on Administrative Officers, School of Nursing, Islamic Secondary School or other Secondary Schools.

Graduated Public High School is a category for those that has passed a Public High School such as: High School (SMU), Islamic High School, AMS (high school when the Dutch was in Indonesia), School of Development, Pioneer School on Development, Indonesian High School in an overseas country and High School for Athletes.

Graduated from Vocational High School is a category for those that has passed a secondary level of education such as: SMPS=School for Social Workers, School of Handicraft Industry, School of Art, School of Gamelan and Singing, School of Music, School of Development Technology, School of Agriculture Technology, School of Shipping Technology, School of Mining Technology, School of Graphic Technology, School of Sports Teacher, School of Teaching the Handicapped (SGLPB), School for Religion Teacher 6 years, School for Pre School Teachers, Course on Teaching (KPG), School of Chemical Analyst, School of Pharmacist Assistant (SAA), School of Midwives, School of Radiology Worker, Courses on Administrative Officers.

Graduated from Diploma I/II is a formal educational institution specifically for diploma programs. Akta I and Akta II are also included in the education level of program DI/DII. The category for those that has graduated a DI/DII in a faculty that does not give out a Bachelor degree so students in the 4th and 5th year are recorded as graduated from a General High School or a Vocational High School.

Graduated Academy/Diploma III is a category for those that graduated from a formal educational program that are specifically from an Academy/Diploma III, graduated from a Akta III program or those that has attained a Bachelor degree from a Faculty.

Graduate University/Diploma IV is a category for those that has graduated as an Under Graduate, Post Graduate, Doctoral, Diploma IV and V or a Specialist I and Specialist II from a University/ Institute/ College. Program Akta IV and V is equivalent to Diploma IV and V.

Circle one of the codes 1 till 9 or 0 based on the given answer by the respondent. If the respondent's answer is coded 1 continue to Question 2a, if the respondent's answer is coded 2 till 6 continue to Question 1c.

Question 1b: The major education attained

Write the appropriate major education attained clearly and completely based on the respondent's answer. The code of major education is filled in by BPS see Attachment 6 for the examples of major education. Question 1b is asked only if question 1a is coded one of the codes 7 till 9 or 0.

Question 1c: Education Organizer

An education organizer is a body/institute that conducts the process of teaching at a certain educational level. An education organizer is classified into 3 groups such as Government, Private and Overseas.

Circle one of the codes from Code 1 till Code 3 based on the respondent's answer.

Code 1: If the organizer is a Government institution (Department of Education and Culture, Department of Religion and Ministry of Health)

Code 2: If the organizer is a private/individual institute

Code 3: If the organizer is an overseas educational institution. Including Open University located overseas.

Examples:

Government such as: Department of Education and Culture (Government Elementary School, Government High School, University of Indonesia, Bandung Institute of Technology), Ministry of Health (Academy of Nutrition), Department of Agriculture (Agricultural Secondary School), Academy of Fishery, Social Department (Social Welfare High School) Department of Religion (PGAN, IAIN, MAN).

Private such as: Teacher's Union Republic of Indonesia, Persit Chandra Kirana, Kosgoro Foundation, Muhammadiyah, Santa Ursula, Attahiriyah, Assyafiyah, Al Azhar, Aisyiah.

6.3.4.2 Sub Block IVB: Activities during the past week**Question 2a: Did you conduct the following activities during the past week?**

The past week is the period of 7 consecutive days that end a day for the date of enumeration. Example if the enumeration was done on August 15, 1998 a week ago is the 8th till 14th of August 1998.

Activity is the activities that covers working, attending school, taking care of the household, incapable of conducting activities because of handicapped or elderly and others (such as joining courses, sports and recreation). Circle Code 1 if respondent answers 'yes' and Code 2 if the respondent answers 'no'.

Working is an activity to seek earnings/help seeks earnings in order to obtain or help to obtain earnings or profit minimum for an hour during the past week. Working for an hour has to be done continuously. The earnings or profit covers salary/wages including all benefits and bonus for workers/ entrepreneurs and the income from lease, interest or profit, in cash or in-goods for the worker.

Information:

- a. Conducting a work as in the concept of working to earn wages/help seek earnings is an economy activity that produces goods or services.
- b. A person who conducts activities of planting cultivation where the production is for self consumption is not considered as not working except the plant cultivation are main food such as rice, corn, sago and or *palawija* = secondary crop (cassava, sweet potato, potato).
- c. Household members that help the work of head of the household or other household members, example in the rice field, stall/shop etc is considered as working although they do not receive salary/wages (unpaid worker).
- d. A person that uses his profession for their own household needs is considered as working, example a doctor who heals his household members, a brick layer that fixes his own house, and tailors who sew their own clothes.
- e. A person that hires machines/farm machinery, industrial machines, party instruments, transportation and others is categorized as working.
- f. Domestic help are categorized as working, also as household members of their employer or as non-household members.
- g. A prisoner that works as a gardener, makes furniture etc. is not categorized as working.
- h. A person that rents his farm to another person and share production is categorized as working if he/she is responsible or is managing the farm.
- i. A field laborer and loose laborer who is waiting for a job is considered as not working.

School is an activity to attend a school at the elementary level, secondary or institutional Education/ University.

Household work is an activity of doing household work/helping without receiving salary/wages.

A housewife or her children does household activities such as cooking, washing etc is categorized as taking care of a household. Domestic help that does the same activities but receive salary/wages is not categorized as taking care of a household but is categorized as working.

Others are an activity besides working, attending school, household work and trying to obtain employment. Also those who are incapable to conduct activities, such as old aged people, handicapped and those who obtain pension and do not work anymore. Others are also classified into 2 groups:

- (a) Sports, joining courses, picnic and social activities (joining an organization, voluntary work etc)
- (b) Sleeping, relaxing, playing and doing nothing at all

The activities for comparison to determine the most time consuming activity are those that are classified in group (a) only.

Question 2b: What was the most time consuming activity conducted during the past week, from the question above that was answered ‘yes’?

The most time consuming activity is an activity that used more time compared to other activities. The most time consuming is determined by comparing the time used for working, school, taking care of the household and others (courses, sports, recreation). Leisure time used for family gatherings, visiting relatives, relaxing, sleeping and playing is not determined for comparison.

Circle one of the codes of Code 1 till Code 4 based on the respondent’s answer. If the answer is coded 1, continue to Question 5.

Example: Amiruddin is a student of a private university and from Monday till Friday studies for 2 hours. Home from studying he works in an advertisement company and works 3 hours per day. In this matter the most time consuming activity is working although he also attends school.

Question 3: Did you work*) at least one hour during the past week?

This Question is to understand whether besides attending school/taking care of the household and others, did they also conduct activities at least 1 hour during the past week. Either as a temporary worker and receives wages, also unpaid workers in stalls or rice fields/gardens and others. Circle Code 1 if the respondent answered ‘yes’ or Code 2 if the respondent answered ‘no’. If the answer is Code 1 go directly to Question 5.

Question 4: Do you have a job/business but is temporarily not working*) during the past week?

Those who are categorized as employed but is temporarily not working are those who have a job/business but during the past week did not work because of several causes such as sick, waiting for harvest, or on strike. Also those who has just had a job but during the past week has not started working. Circle Code 1 if the respondent answered ‘yes’ or Code 2 if the respondent answered ‘no’. If the answer is coded 2 continue to Question 13.

Those who are classified as has a job but temporarily not working is as follows:

- a. A freelance professional worker who is not working because is sick or waiting for the next job such as a puppeteer, masseur, native healer and singer.
- b. A permanent worker, civil worker or a private worker who is not working because of leave, sick, on strike, or is temporarily relieved because the establishment has stopped it’s activities due to for example: machinery problems, lack of raw material etc.
- c. A farmer who is not working because is sick or waiting for a next job such as waiting for harvest or the rainy season to work at the rice field.

Information:

A non-professional worker, such as a freelancer, a person who works digging, including farm worker and other freelancers who temporarily do not have a job or is not conducting activities as ‘Working’ during the past week, is not categorized as temporarily not working. If during the past week was searching for a job, it is classified as searching for a job. If during the period of the past week did not conduct any activities at all it is classified as non work force.

Question 5: Total of Working Hours from the Entire Work Everyday during the Past Week

Total working hours is the length of time (in hours) used for working starting from work being conducted during the past week. The estimation starts from a day ago (7th day) 2 days ago (6th day) etc up to 7 days ago (1st day) then total all the working hours.

Workdays are the days when someone does a working activity minimum 1 (one) hour continuously during the past week.

Information:

- For employees who usually have a fixed working time, the calculation of working hours should be subtracted with the official break time.
- For remote workers, the working time is calculated starting from leaving the house until he comes back home subtracted a certain number of hours that is not break time and visiting a relatives house/friend. The working time calculation for a remote worker covers the activities of purchasing basic materials to the market, cooking, and preparation of food merchandise, selling the merchandise and arranging the merchandise utensils.

How to fill in the List:

- Write down the total working hours from each working day based on the respondent's answer to the enumeration day.

Example:

Enumeration was conducted on Friday August 14th 1998, so fill in the working hours starting from Thursday (13th August 1998) then Wednesday (12th August 1998) till the box on Friday (August 7th 1998)

- Add all of the working hours during the past week in 1 figure behind a comma and fill in the total working hours into the box on the right in rounded figures.

Example:

5. Total working hours from the entire job during the past week:

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
8,0	8,0	8,0	8,0	5,5	5,5	-	43,0

6

4
3

Take the total working days during the past week and write it into the upper box in Question 5, the total working hours during the past week is written in the lower box of Question 5.

6.3.4.3 Sub Block C: Main Work

This Sub Block is to obtain information on the main job of the respondent during the past week. How to determine whether an activity is a main job or not is as follows:

- If during the past week the respondent has only one job, that job has to be recorded as the main job.
- If during the past week the respondent has more than one job, the main job is based on the *most frequent time used*. If the time used for the jobs is the same quantity, the job that contributes the largest income is considered as the main job.

A person is considered as owns more than one type of job if the management is done separately. A food crop farmer although works for several foods crop farmers (separate management) is categorized as has only one job.

Information:

- A person, who is on leave and during that period does not do any other work, the main work is the work that is on leave.
- A person who is on leave and during that period does another kind of work; the main work is the one that he conducts during the leave.

Examples:

- A marketing manager of a real estate company who is on leave during the past week did not do any other work. This person is categorized as only owns one job as a marketing manger of a real estate company.

- b. During the past week a doctor who works in Sumber Waras Hospital is on leave, and during that period helps his wife sell sports equipment. The main work of this person during the past week is selling sports equipment.
- c. During the past week a farmer that plants rice in his own field, and also plants rice in another person's field and receives payment. This farmer is categorized as has two jobs which is planting rice in his own field is also a food crop worker although in the same field which is farming. One of the work that is most time consuming is considered as the main work. If the time is equal then the job that contributes the largest income is considered as the main job.
- d. A person works in the morning as a worker that plants rice and in the afternoon works as a worker that plants vegetables for a different person. This person is categorized, as has one job that is planting food crops.

Question 6: Field of work/location of work/establishment/office of the main work during the past week

Write the type of work during the past week as complete as possible. The Central Bureau of Statistics (BPS) will give the codes in the box.

Field of Work is undertaking activities of an occupation/ establishment/an institution where a person works.

Field of work at the agriculture sector covers food crop agriculture, field, forestry, livestock, fishery and hunting, including agriculture services.

1. **Food Crop Agriculture** is an undertaking of the preparation/planting, cultivation of seedlings, seedbed, maintenance and harvesting food crop.
Food crops covers:
 - Cereal: rice, corn, wheat, sorghum, and other cereals
 - Tuber: cassava, sweet potato, potato and other tuber
 - Pulses: peanut, soybean, mung bean, and other pulses
 - Vegetables: spinach, swamp cabbage, cabbage, pumpkin, carrot, spring onion, celery, cucumber, eggplant, etc.
 - Fruits: banana, papaya, mango, rambutan, oranges, avocado, durian, snake fruit, manggosteen, apple, pineapple, etc.
2. **Other agriculture products** are the undertaking of the preparation/ planting, cultivation of seedlings, seedbed, and maintenance and harvesting food crop. Other agriculture products are categorized into plantation crops and other plants besides plantation crops.
Plantation crops are: tobacco, tea, eucalyptus, coffee, cocoa, coconut, pepper, nutmeg, vanilla, kapok, quinine, clove, sugar cane, agave and rubber.
Other plantation crop products such as: orchid, jasmine, rose, bougainvillea and other garden plants
3. **Husbandry** is the undertaking of raising large livestock, small livestock, poultry, bees, and silkworms, including the breeding of livestock.
 - Large livestock such as: cow, milking cow, buffalo and horses.
 - Small livestock such as: goat, lamb, pig and rabbit.
 - Poultry such as: chicken, broiler chicken, duck, manila duck, swan, quail, doves and turkey.
4. **Farming and Husbandry Services** is undertaking the development of soil, fertilizing, seed planting, harvesting, pruning, sorting and gradation of farming products. Also including skinning, grinding, packaging, irrigation, farming machines rental with operator, health services for husbandry, fur/wool shearing, services on grass for feed and the development of husbandry which is conducted based on fringe benefits or contract.
5. **Forestry and Timber Industry** is undertaking the plantation of forest wood, collecting forest products, forest wood. Including activities to fulfill forestry needs and based on fringe benefits or contract.
 - Plantation of forest wood covers the activities which include replanting also relocating various plants such as teak, pine, mahogany, *sonokeling*, *jeunjing*, sandalwood, etc.
 - Collecting forest products is an activity which includes seeking resin, forest rubber, rattan, bark, leaves, flowers, roots, honey, seagull nests and charcoal production in the forest.

- Timber industry is an activity which includes wood chopping which produces logs or rough wood such as *meranti, meramin, pulai, keruing*, iron wood, and black wood including bamboo.
- 6. **Hunting/catching wild animal hunting with traps and propagating animals** is an activity that includes hunting/catching wild animals with traps and breeding animals such as snakes, crocodile etc.
- 7. **Sea fishery** is an effort on cultivation, catching and taking sea products such as fish, shrimp, crab, shell fish, pearl, seaweed, reefs, jelly fish etc, including the services of sea fishery conducted based on fringe benefits or contract, such as sorting, gradation and preparation of fish auction.
- 8. **Freshwater fishery** is an effort on the cultivation, seedling fish/shrimp, fishing in salty water or fresh water, including the effort on services of freshwater fishery based on fringe benefits or contract such as sorting, grading the freshwater fishery products. Also the maintenance and reparation of fish ponds, pest control, fertilizing also the implementation of the watering system for fishponds.

Field of Work of Mining and Quarrying is undertaking the field of mining and quarrying such as coal mining, oil and natural gas, iron ore, stone mining, clay, sand, mining and quarrying of salt, mineral mining, chemical materials and fertilizer materials also the mining of gypsum, asphalt and limestone.

Field of work of the Handicraft Industry (including industrial services) is undertaking the converting of basic materials into ready-made commodities/half made or commodities with less value into commodities with a higher value that consists of:

1. Food, beverage and tobacco industry
2. Textile industry, ready made clothing and leather
3. Wooden commodities industry including household furniture
4. Paper industry and paper products, printing and publishing industry
5. Chemical industry and goods from chemical materials, fuel and coal, rubber and plastic
6. Non metal quarry industry, except fuel and coal
7. Basic metal industry
8. Metal commodities industry, machinery and instruments
9. Other industrial manufacturing

Field of work of the Electricity, Gas and Water sector:

1. **Electricity** is an activity of electric generation and distribution sold to households, industries and other commercial use.
2. **Gas** is an activity on the production and distribution of natural gas to be sold to households, industries and other commercial use.
3. **Water purification, provision and water distribution** is an activity pertaining to the reservoir, purification and distribution of water to household industries and other commercial use.

Field of work at the Construction sector is an undertaking of construction, repairs, building demolition, roads and bridges, roads and train bridges, building tunnels, airplane runway, dock building, parking lot, sports-field, electric power plants, transmission and distribution network and network communication building. Including installation of water pumps, digging water well/WC, rental of machinery/construction equipment including the operator, etc.

Field of work at the Trading sector is undertaking activities of selling/ purchasing goods or services, including restaurants, diners/bar, caterer, restaurant on trains, cafeteria, stalls, and accommodation (hotels, motels, hostels and inns).

Field of work at the sector of transportation, storage and communication

1. **Transportation** is undertaking of the transportation of commodities or passengers (people) by land, sea, river, lake and canal also air transport. Also includes transportation, expedition, travel bureau/agents.
2. **Storage** is the undertaking of storage of commodities in a warehouse with it's facilities, also the storage of commodities in a cold storage and a warehouse for commodities.
3. **Communication** is the undertaking of communication services for the public through postal, telephone, telegram/telex or radio communication.

The field of work at the sector of finance, insurance, including undertaking the rental of buildings, land and establishment services.

1. ***Financial institution*** is the undertaking of the banking business organized by the government/private such as commercial banks, savings banks, credit banks also banks that offer services transferring reserve funds with stock, bonds (deposits, checks, giro, etc). Including the business of mortgage, stock exchange, and other financial services such as moneychanger, lender and thrifts.
2. ***Insurance*** is the undertaking of insurance such as life insurance, services, accidents, health, and commodities including insurance services, insurance agencies, and insurance consultant and pension funds.
3. ***Lease/sell & purchase land, building, and establishment services*** are undertaking lease/sell & purchase immovable, real estate agency, broker and manager who organizes the rent, transportation rental business on land/water/air without the operator, purchase, selling and property/building valuation based on fringe benefits or contract. Also including legal services, accounting services and book keeping architectural services and techniques, advertising service, data processing services and tabulation, building services, marketing research and machinery rental services. The rental of machinery/agriculture instruments and construction including the operator is categorized in the agriculture and building sector.

Field of Community, social and individual services are the undertaking of legislative institution, highest Government institution, defense and security, international corporation and other extra territorial corporation including education services, health, sanitary, entertainment and culture, social welfare organized by the government or private. Also individual services and households such as private tutors, native healer, laundry, barber, repairmen, doctor who has private practice, midwife, welder, beauty salon, photo studio, masseur, helper, etc.

Field of work at other sectors is undertaking of an individual, institution not included in one of the sectors mentioned above or is not clearly defined, such as scavengers and creditors.

Question 7: Type of work/occupation from main work during the past week

Type of work is the type of work conducted by a person or assigned by someone. Write the type of work as complete as possible. The Central Bureau of Statistics (BPS) will give the codes in the box. Use the Indonesian Language not the local terms (*bawon, matun*, etc). Example on how to write the type of work:

Indescribable type of work	Describable type of work
- Farmer	Process/develop field crops (rice, corn, sweet potato, soya beans, etc)
- Official of an airline company	Pilot; weighing passenger's luggage; airline administrative workers
- International hotel workers	Provide services to guests during their stay at a hotel, plan, manages and supervises internal work in the hotel
- Workers at a shoe factory	Prepare sole for shoes; operate sewing machine for shoes; night watch at a shoe factory
- Construction workers	Paint houses/offices/factories; dig in foundation building for residences/offices/ factories; install floor tiles in a building
- Hospital workers	Provide care services and advice to patients at a hospital, cook vegetables, meat, fish and other food for the patients.
- Merchant	Sells food, beverages, fruit, vegetables at the roadside, sells various household needs from door to door.

Question 8: Total working hours of main job during the past week.

Write down the total working hours of the main job during the past week. The procedures on how to calculate *main working hours* during the past week is similar on how to calculate the working hours for the *entire job* in Question 5. Remember the total working hours for the main job should be less or the same as the total working hours for the entire job that was conducted during the past week.

Question 9: Status of Main Work During The Past Week

Working status is the position of a person in his/her work which consists of:

- a. **Self-working** is undertaking at own risk and not using paid workers or unpaid workers.

Example :

1. Independent Driver (does not receive salary) installment system
2. Becak (pedicab) driver
3. Workers at the market, train station or other places that has uncertain employer

- b. **Helped by household members/unpaid workers or non-permanent worker** is working at own risk and using unpaid workers and non-permanent workers. **Non permanent workers** are workers that work with other people or an institution/office/establishment and only receive salary/wages based on how long the work is or the volume of work done.

Example :

1. A shopkeeper who is helped by the household members/unpaid workers and or helped by other people who receive wages based on the number of workdays.
2. Vendors helped by unpaid workers or other people who are given wages when helping only.
3. A farmer who works on his land helped by unpaid workers.

- c. **Helped by permanent workers** is undertaking at own risk and hires a minimum of one permanent Worker.

Permanent worker is someone that is employed by someone else or by a Government institution/ office/ establishment with receiving salary/wages permanently, although there is no activity.

Example :

1. A shopkeeper that employs more than one permanent worker
2. A person who owns a cigarette factory who employs permanent workers

- d. **Worker/employee** are those that are employed by someone else or an institution/Government institution/office/establishment with receiving salary/wages in cash or in-goods. A farm worker although has no employer, is considered as a worker, a freelance worker that has no employer is categorized as a worker/employee.

- e. **Unpaid worker** is someone that works helping others and does not receive salary/wages, in cash or in-goods. Unpaid worker consists of :

1. Household members of the person being helped such as a wife that helps her husband in the field
2. Not household members of the person being helped such as relative/family that helps selling in a stall
3. Not household members of the person being helped such as helping a neighbor who has a household industry weaving hats.

Circle one of the appropriate code based on the respondent's answer. If the answer is Code 1,2,3 or 5 continue to Question 11. If the answer is other than Code 4 continue to Question 10.

Several examples to consider type of work/occupation and work status are as follows :

1. Gino, Yanto, Yanti, Beny, Rano and Ramli work in a shoe establishment owned by Ms. Ati. Gino works as purchasing material, Yanto supervises the shoemaker, Yanti is a typist, Beny is a driver, Rano is a shoemaker and Mono is a helper. In her everyday work her son Alan who is a bookkeeper and receives no pay helps Ms. Ati. Ms. Ati is the manager of that establishment.

The type of work/occupation and work status of these people are as follows :

Name	Sector/work	Type of work/ Occupation	Work Status
1. Ms. Ati	Shoe establishment	Manager of a Shoe Establishment	Works with permanent workers
2. Alan	Shoe establishment	Bookkeeper of a Shoe establishment	Unpaid worker
3. Gino	Shoe establishment	Material purchaser at a Shoe establishment	Worker/paid worker
4. Yanto	Shoe establishment	Supervisor of shoe makers at a Shoe establishment	Worker/paid worker
5. Yanti	Shoe establishment	Typist at a Shoe establishment	Worker/paid worker
6. Beny	Shoe establishment	Driver at a Shoe establishment	Worker/paid worker
7. Rano	Shoe establishment	Shoe maker at a Shoe establishment	Worker/paid worker
8. Ramli	Shoe establishment	Helper at a Shoe establishment	Worker/paid worker

2. a) Timan works as a rice farmer who is helped by his wife and children.
- b) Ms. Mimin weaves mats to be sold without nobody's help.
- c) Handi is a driver for Ms. Prayogo and receives a salary.
- d) Jono is a tailor that is helped by his wife Inem an if busy hires workers.
- e) Iman is a driver for the Air Mancur Jamu Factory and his wife Marni looks for firewood in the forest to be sold.

The type of work/occupation and work status of these people are as follows :

Name	Sector/work	Type of work/ Occupation	Work Status
1. Timan	Rice field	Farmer who owns a rice field	Work is helped by worker/non permanent worker/unpaid worker
2. Mimin	Weaving mat industry	Makes mats to be sold	Self sufficient
3. Handi	Individual services	Private driver	Worker/employee
4. Jono	Services (Tailor)	Receives sewing	Work is helped by worker/non permanent worker/unpaid worker
5. Inem	Services (sewing)	Help husband sewing	Unpaid worker
6. Iman	Air Mancur Jamu industry	Driver of a jamu factory	Worker/employee/paid worker
7. Marni	Forestry	Looks for firewood in forest	Self sufficient

Question 10a: How much is the salary/net salary received during the past month from the main work?

Question 10a is only asked if Question 9 is coded 4 which only own work with status as a worker/employee.

Wages/net salary is the income received by a worker/employee which is paid in cash or in goods paid by the establishment/employer after deducted with discounts, obligatory contribution, income taxes etc. by the establishment/ office/employer. Income received in-goods is valued with the local price.

Write down the wages/net salary that is usually received by the workers/employee during the past month based on the respondent's answer:

If the wages/net salary usually received during a month is :

- In cash**, fill into the provided space and move into the boxes
- In-goods** which has been valued with the local price, fill into the provided space and move into the boxes
- In cash and in-goods**, fill in the cash and value of goods then move into the each boxes

Example:

- Mr. Hendi works as an employee of a Government bank and receives a salary in cash Rp.556,350,- per month and transportation fee Rp.200,000,- per month. Then the salary/wages of Mr. Hendi is Rp.756,350,-

How to fill in:

10.a. How much is the wages/net salary usually received from the main job during a month?

Wages/salary:.....Rp....756,350,-.....

0	0	7	5	6	3	5	0		
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Wages/salary in-goods: Rp.....--.....

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- A farmer hand each month receives an intensive 50-kg of rice and 10 kg of cassava. The local market price for rice is Rp.1,000,- per kg and cassava Rp.500,- per kg. So the wages of the farmer hand after converted is Rp.55,000,-.

How to fill in:

10.a. How much is the wages/net salary usually received from the main job during a month?

Wages/salary in cash: Rp.....--.....

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Wages/salary in-goods: Rp. 55,000,-

0	0	0	5	5	0	0	0		
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3. An armed forces member (ABRI) receives nett salary each month Rp. 300,000,-, rice 50 kg, granulated sugar 5kg, compensation for side dishes Rp. 150,000,- and the local price for rice is Rp. 1,000,- per kg and granulated sugar Rp.1,800,- per kg.

10.a How much is the wages/nett salary usually received during a month from the main job?

Wages/salary in-cash :Rp. 450,000,-.....

0	0	4	5	0	0	0		
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Wages/salary in-goods:Rp.59,000,-.....

0	0	0	5	9	0	0		
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**Ask once more if the wages/net salary received
is beyond standard**

Question10b: The condition compared to a year ago

The condition that is surveyed, covers income characteristics, facilities of place of work, health insurance, facilities of workers' safety, transportation facilities and the condition as a whole. The condition of a year ago is the condition exactly 12 months before enumeration.

Example:

Enumeration was conducted on August 1998 so the condition of one year ago is the condition in the month of August 1997.

Characteristic 1 till 6 will be asked to each respondent that is a paid worker/employee on the comparison of the condition of several aspects currently and the condition a year ago. When asking this question please ask the question completely. To obtain an answer nearest to the actual condition is not easy. So the respondent's answer should be observed over once more. Usually the respondent's answer is the condition is as good or is as bad or the answer could be just average. So ask more further, how good or how bad is the situation.

How to fill in Question 10b is circle one of the appropriate codes, Code 1 till Code 4 that is appropriate for each characteristic.

Code 4 (much better): if the current condition of the characteristic being asked has a meaningful increase compared to the situation a year ago.

Code 3 (as good as it was/the same): if the current condition of the characteristic being asked has no increase compared to the situation a year ago and the condition is still as good as it was.

Code 2 (as bad as it was/the same): if the current condition of the characteristic being asked has no increase compared to the situation a year ago and the condition is still as bad as it was.

Code 1 (worst) if the current condition of the characteristic being asked has a meaningful decrease compared to the situation a year ago.

Income is the net income from the main work that is obtained in the form of money and or goods that has been deducted with the expenses and or discount from the entire work.

Example on how to ask:

"Based on your opinion Sir/Madame how is the condition of your income compared to the condition a year ago?"

Facilities at the working place are the facilities provided to support a working place, such as office equipment, condition of the building, condition of the working room (ventilation, windows or AC).

Health guarantee is guarantee that is given directly or not directly for the health of the employees or their family. Example a clinic, establishment/office doctor, health support, compensation of medical expenses, either full or partially and others.

Facilities for work safety are the facilities that should be provided by an establishment/office/place of work to be used when conducting a type of work which aims to guarantee the worker's safety, such as special clothes for working, shoes, hat, mask and others.

Transportation facilities are the access to obtain facilities such as transportation from the workplace, also the facility of an appropriate vehicle.

The condition as a whole is the condition where the workers/employees are paid in general from a source of the working place.

6.3.4.4. Sub Block IVD: Additional Work

Question 11: Did you have Additional Work During the Past Week?

Additional Work is other work besides the main work to obtain extra income. If a person is on leave or helps to obtain extra income then that job is the main job. The job on leave is the additional job. Circle Code 1 if the answer is "Yes" and circle Code 2 if the answer is "No" and continue to Question 13.

Question 12: Field of Main Additional Work

If the respondent owns more than one additional work, decide which is the main additional work. Determining the main additional work is similar to which are conducted in Question 6.

Field of main additional work is the field of main additional work from the whole work/ business/ establishment/additional institution where a person works. The procedures on filling in Question 12 are the same as filling in Question 6.

6.3.4.5 Sub Block IVE: Activity of Seeking for Work

Question 13: Are you Seeking for Work?

Seeking for work is an activity of a person to obtain a job.

Information:

The activity of seeking for a job is not limited in a period of a past week, but could be done several periods ago as long as during the past week the status is still waiting to be called. In this category includes those that have submitted an application and is waiting for the results. Circle one of the codes Code 1 or 2 based on the respondent's answer. If the answer is Code 1 go directly to Question 17.

Seeking for work is categorized into:

- a. Those that are working or has a job, but because of a certain cause is still trying to obtain another job.
- b. Those that are not occupied and will be called back, but is still trying to obtain another job.
- c. Those that worked at least 1 hour during the past week, and is trying to obtain another job.
- d. Those that has never worked and is trying to obtain another job.
- e. Those that has worked but because of a certain cause has quitted or was fired and is trying to obtain another job.
- f. Those that usually attends school or takes care of the household and is trying to obtain a job

Circle Code 1 if the answer is 'yes' and Code 2 if the answer is 'no'. If Code 2 is circled continue to Question 18.

Question 14: Main reason for seeking a job

Graduated from school/no longer attend school : is a reason for those that are seeking for a job due to has finished their education/school and or does not attend school no more.

Helps the household economy: the reason for those seeking for a job with the objective helping the household/family economy.

Responsible for seeking wages: the reason for those seeking for a job because is responsible to obtain wages.

To increase income: the reason for those seeking for a job with the objective to increase income. This reason applies to respondent that has worked.

The recent job is inappropriate: the reason for those seeking for a job due to the recent job is considered as inappropriate, either related with the working environment, salary, time, type of work and others.

15. What kind of efforts have you done to obtain work?	
Register through a Work Bureau	1
Contact an establishment/office	2
Apply through an advertisement	4
Contact a family/relative	8
Others (.....)	16

	0	3
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Work Relation Disconnection/stopped business is the reason for those seeking for a job due to work relation was disconnected (stopped working not of own will and has no relation with the superior or the organization of the place of work) also the reason of those who seeks for work because the business (self-owned or the working place) stopped it's business.

Others: the reason for those seeking for a job due to other reasons not mentioned above.

Circle the appropriate code based on the respondent's answer. If the respondent gives more than one answer then ask the main reason. If the respondent's answer is 'others' then write down in the provided space.

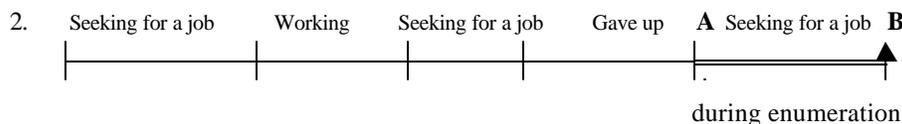
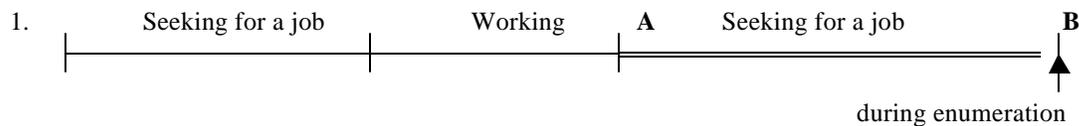
Question 15: What kind of efforts have you done to obtain work?

Circle the appropriate code based on the respondent's answer. The answer may be more than one. Example besides through a work bureau also contacts an establishment/office then circle code 1 and 2. Move the contents into the provided boxes and total the codes of the respondent's answer that is circled which is 03. If the respondent's answer is 'Others' then write down in the provided space.

Question 16: How long did you seek for work?

Ask how long (in months) did the respondent seek for work. The period is considered since beginning to obtain a work. If a person seeks for work more than once in several time periods, Question 16 is filled in with the last time period. The answers are in rounded months.

Example:



A = B = Period of seeking for a job in months

Example:

0 – 15 days	0 months	<table border="1"><tr><td>0</td><td>0</td></tr></table>	0	0
0	0			
16 – 31 days	1 month	<table border="1"><tr><td>0</td><td>1</td></tr></table>	0	1
0	1			
1 1/2 months	2 months	<table border="1"><tr><td>0</td><td>2</td></tr></table>	0	2
0	2			
1 3/4 months	2 months	<table border="1"><tr><td>0</td><td>2</td></tr></table>	0	2
0	2			

Question 17: What type of work are you seeking for?

Full time is a type of work that has to be conducted based on the working hours at a certain working place and is usually a main job.

Part time is a type of work that is conducted only a part of the normal working hours valid at the working place.

Circle Code 1 or Code 2 based on the respondent's answer. After circling one of the Code answer, continue to Question 21.

Question 18: Main reason for not seeking a job

Given up: the reason is has not succeeded in seeking for a job several times and has given up to obtain another job.

Still in school the reason for not seeking a job is because is still attending school.

Takes care of the household: the reason for not seeking a job is because takes care of the household.

Already feels appropriate/Unnecessary: this reason is aimed to those that already owns a job or has worked and considers that it is unnecessary to seek for a job. Also those that consider it is unnecessary to seek for a job because has savings, rents a house and others that produces income such as interest, lease income and others that does not need working.

Incapable of working: the reason for not seeking a job is because physically and mentally is not incapable to work such as elderly, handicapped or paralyzed. This reason is only for respondents that did not work during the past week.

Others: the reasons for not seeking a job are not mentioned above.

Circle the code based on the respondent's answer. If the respondent gives more than one reason, ask the main reason. If the respondent's reason is 'others' then write down the main reason in the provided area. If the respondent's answer is coded 4 or 5, continue to Question 20.

Question 19: If you were offered a job, would you want to receive it?

Circle Code 1 or Code 2 based on the respondent's answer. This Question is asked to all household respondents of the working age, either those who are working or not working which aims to know how far a person is eager to work or to seek for work.

6.3.4.6. Sub Block IVF: Working Experience

0	3
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This objective of this sub block is to obtain information on the working experience during enumeration either currently working, seeking for a job or not working.

Question 20: Have you ever worked*) before?

Has worked before is if a person has had a job before stopped working caused by a certain reason

Information:

A person that is currently working during enumeration, then the working experience is before the current work. The field of work, type of work and work status of the previous working place could be one or all jobs could be the same as the work during enumeration. A person is considered as has never worked before if the current work is the first job (Question 20 has to be coded 2).

Circle Code 1 or Code 2 based on the respondent’s answer. If the answer is coded 2 then the interview with the respondent is over and continue to the next respondent (household member aged over 10 years old).

Question 21: If ‘yes’ have you ever stopped working*) after July 1997

Stopped working is the condition where a person does not work and no longer has a relation with the work or the organization of the place of work. Paid workers no longer obtain payment from work or the organization of the place of work.

Circle Code 1 or Code 2 based on the respondent’s answer. If the answer is coded 2 then the interview is over and continue to the next respondent (household members aged over 10 years old).

Question 22: Reason of stopped working*)/ moved working that occurred after July 1997.

The reason here are all reasons of stopped working/moved working that occurred after July 1997.

The salary is inappropriate is the reason of them that stopped working or considers that the salary received is beyond expectations.

The working environment is unsuitable is the reason of those that stopped working due to the unsuitable environment (location, place, personnel, equipment, room) is unsuitable or does not fit.

Work relation was disconnected is the reason where the workers stopped working not on their own will and has no longer any relation with the superior or the organization of the place of work.

No requirement/business was stopped is the reason of those that stopped working due to no work order and the reason for those that stopped working because business was stopped (self owned or place of work)

Others are the reasons for those that stopped working due to other reasons mentioned above.

Circle one of the appropriate code based on the respondent’s answer. The answer could be more than one. For example due to inappropriate salary also because the location of the working place is too far then circle Code 1 and Code 2. Move the contents into the provided boxes by totaling all circled respondent answers which is 3. If the answer is ‘others’ circle code 16 then write in the provided area.

22. The reason for stopped working*)/moved working after July 1997	
The salary is inappropriate	1
The working environment is inappropriate	2
Work relation was disconnected	4
No requirement/business was stopped	8
Others (.....)	16

Question 23: Field of business/work before stopped working*)/moved from last job

How to fill in see Question 6.

Example:

On February 1998 a person was still working as an employee at a textile factory, due to some reasons this person was disconnected from his work. During enumeration this person is working again as a cigarette vendor, so the field of work in this Question 23 is the field of work when the person was an employee at a textile factory.

Question 24: Job status before stopped working*/ moved to the last work?

How to fill in see Question 9

Use the empty space from the lists to write down important matters that needs to be elaborated also problems that occur during enumeration

BAGAN ALUR PERTANYAAN R1 S.D. R24 BLOK IV

