



**Central Statistics Office**  
An Phríomh-Oifig Staidrimh

# Daonáireamh na hÉireann Census of Population of Ireland

Sunday, April 10 2011

## Enumerator's Manual





## Table of Contents

---

<b>CHAPTER 1 INTRODUCTION.....</b>	<b>6</b>
1.1 Introduction.....	6
1.2 Enumerator’s Manual.....	6
1.3 Role of the Enumerator.....	6
1.4 Confidentiality.....	7
1.5 Glossary of important Census terms.....	8
1.6 Census definitions & basics.....	10
1.7 Definition of dwelling.....	10
1.8 Definition of a private household.....	10
1.9 Communal Establishments (CEs) or non-private households.....	12
1.10 Present and absent persons.....	12
1.11 Census geography.....	13
1.12 Summary of main forms.....	14
1.13 Confidential Census return envelopes.....	15
<b>CHAPTER 2 VISUAL ENUMERATION AND FORM DELIVERY .....</b>	<b>17</b>
2.1 Ensuring 100% coverage.....	17
2.2 Enumerator maps.....	18
2.3 Enumerator Record Book.....	19
2.4 Basic visual enumeration.....	20
2.5 Form delivery in action.....	21
2.6 Dealing with the public.....	21
2.7 Religious customs.....	22
2.8 Irish language forms.....	22
2.9 Foreign languages.....	22
2.10 Visually impaired persons – large print forms & Braille forms.....	22
2.11 www.census.ie.....	22
2.12 Basic form delivery.....	23
2.13 Common delivery situations.....	24
2.14 Completing the Form ID.....	28
2.15 Assigning new D. Nos. - dwellings & households not marked on your map or ERB.....	28
2.16 Non unique addresses in your ERB.....	30
2.17 Wrong addresses.....	30
2.18 Delivery and collection grids.....	31
2.19 Your mobile phone – delivery phase.....	32
<b>CHAPTER 3 THE ENUMERATOR RECORD BOOK (ERB).....</b>	<b>34</b>
3.1 ERB cover page.....	34
3.2 Inside front page.....	34
3.3 ERB dwelling panels.....	35

<b>CHAPTER 4 ADAPTING DELIVERY TO PARTICULAR SITUATIONS.....</b>	<b>43</b>
4.1 Situation 1 - No contact at a dwelling.....	43
4.2 Situation 2 - Absent households – <i>Form E</i> procedure .....	45
4.3 Situation 3 - Households with more than 6 persons present .....	47
4.4 Situation 4 - Households with more than 4 persons absent .....	47
4.5 Situation 5 – Apartment complexes and gated communities .....	47
4.6 Situation 6 - Communal Establishments .....	48
4.7 Situation 7 - Caravans and other mobile or temporary structures.....	53
4.8 Situation 8 - Confidential returns.....	54
4.9 Situation 9 - Multiple households at an address.....	55
4.10 Situation 10 – Visitors .....	56
4.11 Situation 11 – Refusals .....	56
4.12 Situation 12 – Deliveries made after Census Night .....	57
4.13 Situation 13 - Public enquiries at the doorstep.....	57
4.14 Situation 14 – Media enquiries .....	58
<b>CHAPTER 5 FORM COLLECTION .....</b>	<b>59</b>
5.1 Preparation at home .....	59
5.2 Basic collection routine for households .....	59
5.3 THE DOORSTEP CHECK.....	59
5.4 Form collection summary and SMS (text) messaging the CSO .....	61
5.5 Issues which may arise during form collection.....	62
5.6 Collecting forms from Communal Establishments .....	66
5.7 Form collection – revisiting vacant dwellings and holiday homes .....	68
5.8 Problems with forms discovered after collection.....	69
<b>CHAPTER 6 RECONCILIATION FORMS.....</b>	<b>70</b>
6.1 Completing the <i>Reconciliation Form (RF)</i> for unoccupied dwellings.....	70
<b>CHAPTER 7 SUMMARISATION.....</b>	<b>74</b>
7.1 Summarising each private household .....	74
7.2 Final check on persons present and contacting households .....	76
7.3 Summarising a private household (example).....	76
7.4 Summarising each Communal Establishment.....	77
7.5 Summarising Reconciliation Forms.....	78
7.6 Sorting summarised forms .....	78
7.7 Completion of Form B for each Small Area .....	79
7.8 Completion of <i>Form BR</i> for each Small Area.....	79
7.9 Completion of <i>Form C</i> .....	80
7.10 Sending <i>Form C</i> to CSO.....	81
7.11 Completion of <i>Forms B, BR</i> and <i>C</i> – Example .....	82

<b>CHAPTER 8</b>	<b>PACKING AND RETURNING YOUR CENSUS MATERIALS...84</b>	
8.1	Sorting forms and packing them in boxes for return to CSO.....	84
8.2	Returning boxes of completed forms and other Census materials .....	85
8.3	Reporting progress and recording time worked - OWT1 and EP2 .....	86
8.4	Miscellaneous expenses – Exp.1.....	86
8.5	Gratuities for certain travel expenses (Form EP4).....	86
8.6	Change of address .....	86
<b>APPENDIX A.</b>	<b>FORM DELIVERY AND COLLECTION –ITEM CHECKLIST</b>	<b>87</b>
<b>APPENDIX B.</b>	<b>EXAMPLE OF USING THE DELIVERY GRID &amp; SMS MESSAGING</b>	<b>88</b>
<b>APPENDIX C.</b>	<b>ENUMERATION OF HOMELESS ACCOMMODATION .....</b>	<b>90</b>
<b>APPENDIX D.</b>	<b>PACKING PROCEDURE .....</b>	<b>97</b>
<b>APPENDIX E.</b>	<b>USE OF MOBILE PHONES.....</b>	<b>98</b>
<b>APPENDIX F.</b>	<b>HEALTH AND SAFETY .....</b>	<b>104</b>
<b>APPENDIX G.</b>	<b>DETAILED NOTES ON THE HOUSEHOLD FORM .....</b>	<b>108</b>

# Chapter 1 Introduction

---

## 1.1 Introduction

The Census of Population is carried out every five years and counts all the dwellings, households and persons in the country. The Census is the largest statistical operation carried out in the State, involving around 4,900 Enumerators. The next census will be taken on Sunday 10 April 2011 (hereafter referred to as Census Night). Each Enumerator will be assigned an Enumeration Area (hereafter referred to as EA) and will be required to identify all dwellings and deliver a census form(s) to each household in the EA before Census Night and to collect and check each form for completeness commencing Monday 11 April.

## 1.2 Enumerator's Manual

This manual provides instructions on how to carry out the enumeration. Because of the detail involved, you should read it through once to initially familiarise yourself with the structure, timing and main tasks involved in enumeration.

Then, as each phase of the enumeration arises, study the relevant chapters in detail before beginning that phase. Your Field Supervisor will train you

**IF YOU ARE UNSURE OF ANY PROCEDURE, ASK YOUR FIELD SUPERVISOR BEFORE IMPLEMENTING IT.**

thoroughly in all aspects of your duties. As your work proceeds, use your manual to ensure that you are carrying out the enumeration accurately and effectively.

## 1.3 Role of the Enumerator

As a Census Enumerator you are personally responsible for the enumeration of all dwellings, households and persons in your EA. Your work is key to the success of the Census.

As an Enumerator your job is:

1. To locate and identify every dwelling – house, flat, apartment, mobile home etc. – in your Enumeration Area (EA)
2. To write the dwelling's geography codes onto the Census form
3. To deliver a census form to every dwelling before Census Night
4. To collect every census form after Census Night
5. To check that all householders have filled out their census form correctly
6. To count the number of people on each Census form and to summarise this information
7. To complete a *Reconciliation Form* for every dwelling from which no census form was returned such as vacant or derelict dwellings and commercial only buildings
8. To document and summarise the enumeration process in your EA using your map etc.

To do this you have been given:

1. A map of your area with all dwellings marked clearly, and identified with a 3-digit number
2. An Enumerator Record Book (ERB) which lists the address of every dwelling on your map
3. Enough Census forms for your area
4. A set of various administrative forms used to handle absent households etc.
5. A mobile phone.

The enumeration must be done exactly as instructed in this manual and any other supplementary instructions/field circulars, which may be issued by the Central Statistics Office (CSO).

You must not delegate or sub-contract any enumeration tasks to any other person.

## 1.4 Confidentiality

All information obtained by an Enumerator relating to individuals or households in the course of the Census enumeration must be treated as strictly confidential.

An Identity Card (ID) attached to a chain is issued to each Enumerator. It must be worn so that it is clearly visible at all times and produced whenever you are introducing yourself to the householder or any other person.

On appointment, each Enumerator becomes an Officer of Statistics as defined in the Statistics Act, 1993. The Enumerator is bound by the conditions of this Act. The relevant sections of the Act are 32, 33, 38 and 44.

Statistics Act, 1993

**32.** All information furnished by a person, undertaking or public authority under this Act shall be used only for statistical compilation and analysis purposes.

**33.** No information obtained in any way under this Act or the repealed enactments which can be related to an identifiable person or undertaking shall, except with the written consent of that person or undertaking or the personal representative or next-of-kin of a deceased person, be disseminated, shown or communicated to any person or body except as follows:

for the purposes of a prosecution for an offence under this Act;

to officers of statistics in the course of their duties under this Act;

for the purposes of recording such information solely for the use of the Office in such form and manner as is provided for by a contract in writing made by the Director General which protects its confidentiality to his satisfaction.

**38.** Any person who uses information furnished under this Act or the repealed enactments in contravention of Section 32 of this Act or wilfully discloses information relating to any identifiable person or undertaking in contravention of Section 33 of this Act shall be guilty of an offence.

**44.** A person guilty of an offence under any provision of this Act shall be liable on summary conviction to a fine not exceeding €1,200, or on conviction on indictment, to a fine not exceeding €25,000.

**CONFIDENTIAL**

You must bear in mind the following in relation to confidentiality:

- Information relating to any individual should not be passed on to any other person or body. If necessary, the information may be passed on to another Officer of Statistics.
- No attempt must be made to obtain information other than that required by the Census.
- No remarks, even of a casual nature, regarding your enumeration work in one household should be made to another household.
- Any person guilty of an offence under the Statistics Act, 1993 may be liable to a fine of up to €1,200 on summary conviction or up to €25,000 on conviction on indictment.

Two crates (one red, one black) are provided for the safe storage of all Census forms and materials:

- Completed returns must be kept in these cases at all times except when you have them in the field or are actually working on them.
- Both crates must be kept closed at all times.
- You must ensure that nobody, including members of your own household, has access to Census materials.
- Only you, your Field Supervisor or an official of the CSO is entitled to see the returns.
- You must also ensure that Census documents are never left unattended in cars.
- You must carry your map, ERB, forms and other materials in the satchel provided during the course of the fieldwork. Satchels should never be used for any other purpose.

## 1.5 Glossary of important Census terms

This section contains a list of Census terms which are used throughout the manual. You will need to be familiar with the terms to fully understand this manual.

**GeoDirectory** A national database of addresses compiled by An Post and Ordnance Survey Ireland.

**Enumeration Area (EA)** The area in which you must deliver and collect census forms.

**Small Area (SA)** Your Enumeration Area is divided into a number of Small Areas, each of which will be given a code letter. Small Areas will be used by CSO to improve the results published after the returned Census forms have been scanned.

**D Number (D.No.)** A unique number assigned by CSO to every dwelling, household and communal establishment (hotels, hospitals, prisons etc) in your Enumeration Area which has been identified on the GeoDirectory.

**Enumerator Map** A map of your Enumeration Area. The map contains all the addresses listed on the Geodirectory for your EA, marked with their D numbers.

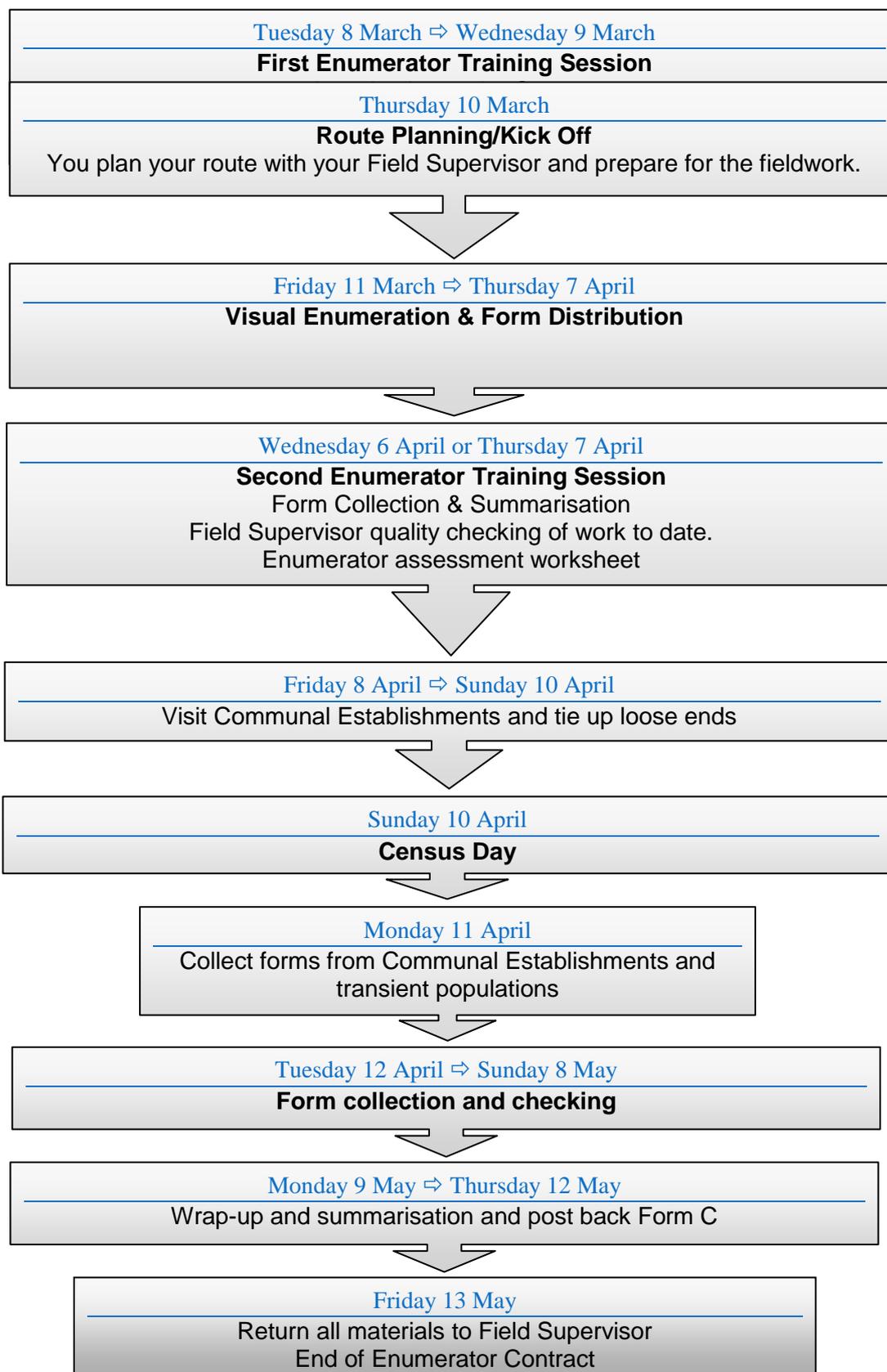
**Enumerator Record Book (ERB)** A book containing a listing of all D Numbers in the Enumeration Area. You will use it to record details of your visits to each dwelling in your Enumeration Area.

**Unlisted dwellings** Dwellings which are in your Enumeration Area but are not identified on the Geodirectory. A new D number must be assigned to these dwellings and they should be marked on your map and in your ERB.

**Delivery Grid** A numbered grid, used to record to which households you have delivered Census forms. They are used to help you send daily text messages to CSO on your progress.

**Collection Grid** Like the Delivery grid, but used to record form collection.

*Main tasks and timetable for Enumerators*



## 1.6 Census definitions & basics

Before you begin to deliver forms, you must understand the concepts of a Dwelling and a Household. The Census collects information about all persons individually and also about their living arrangements, so that they can be grouped into households even if a household comprises only one person.

### 1.7 Definition of dwelling

A **dwelling** is a self contained unit of living accommodation that is occupied or, if vacant, is intended for occupation, by one or more households. A dwelling should have a separate access to the street (direct or via a garden or grounds) or to a common space within a building (staircase, passage gallery, etc.).



Examples include: a family home, a family home on a farm, a separate flat or apartment or bed-sit, a caravan, a caretaker's accommodation located in an office building, living accommodation over a shop.

### 1.8 Definition of a private household

A private **household** comprises either one person living alone or a group of people (not necessarily related) living at the same address with common housekeeping arrangements - that is, sharing at least one meal a day or sharing a living room or sitting room.

In the rare case where a dwelling houses more than one private household, each individual household within the dwelling should be assigned a separate unique identifying Dwelling Number, or D. No. based on the original D. No. See Section 2.15, page 28 for more details.



#### Examples of Private Households

Private household example	No. of separate households	Notes
A person living alone.	One household	If the person is absent from the dwelling on Census night, a <i>Form E</i> must be completed (See Section 4.2, page 45)
A single parent living together with his/her children. All present on Census night.	One household.	All household members present on Census night should be entered on List 1, page 3 of the <i>Household Form</i> .

Private household example	No. of separate households	Notes
<b>A husband and wife (or couple) living together with their children.</b>	One household.	All household members present on Census night should be entered on List 1, page 3 of the <i>Household Form</i> .
A husband and wife (or couple) living together with their children. The household has an Italian student on an exchange programme staying with them on Census night. Their daughter is in Trentino staying with the Italian student's family on Census night.	One household.	Only household members actually present on Census night should be listed on List 1, page 3 of the <i>Household Form</i> . The Italian student should also be entered on List 1 as she is present in the household on Census night. The daughter away in Trentino should be entered on List 2, page 3 of the <i>Household Form</i> as she is absent from the household on Census night.
<b>A husband and wife living with their married daughter and her husband and child.</b>	One household.	All household members present on Census night should be entered on List 1, page 3 of the <i>Household Form</i> .
Four nurses who are unrelated. All share a living room, but only three of the nurses usually take at least one meal a day together.	One household. They all share a living room.	All the nurses are included on the same <i>Household Form</i> .
<b>D. No. 10 is a converted 3 story house converted into flats. Your ERB and map has only one address and D. No. listed. Each flat has its own hall door off the ground floor and first and second floor landings. Each flat is occupied by students. Each flat has its own common housekeeping arrangements.</b>	Three dwellings. Three households.	The ground floor Flat should be assigned D. No. 10. The first floor Flat is unlisted. It should be assigned D No. 9001. The second floor flat is also unlisted. It should be assigned D. No. 9002.  An entry should be marked on the map beside D. No. 10 and an entry created in your ERB for D. Nos. 9001 and 9002.
At D. No. 12 (a 3 bedroom apartment with one entrance) there are three students. The accommodation does not contain a living room. Two of the students usually take at least one meal a day together. The other student eats his meals separately.	Two households sharing one dwelling. The two students who take one meal together would count as one household. The other student constitutes a separate household.	The two students who usually share a meal each day should be issued with one <i>Household Form</i> assigned D. No. 12.  The other student gets his own <i>Household Form</i> .  There are 2 households. The second household is unlisted. It will be assigned a new D. No. (assigned D. No. 2012). See Section 2.15, page 28.
<b>A separated couple is living at D. No. 415 (a three bedroom semi). The separated husband lives upstairs and has separate housekeeping arrangements i.e. he cooks for himself and does not use the living room down stairs.</b>	Two households within one dwelling.	The husband and wife should both get separate <i>Household Forms</i> . One form should be assigned D. No. 415 and the other should be assigned D. No. 2415.

## 1.9 Communal Establishments (CEs) or non-private households

A **Communal Establishment** is defined as an establishment providing managed residential accommodation. Managed means full-time or part-time supervision of the accommodation.

In most cases (for example, prisons, large hospitals, hotels) Communal Establishments can be easily identified. However Boarding Houses<sup>1</sup> with less than five boarders on Census Night should be treated as private households. This household should include the manager and his/her family. The following are examples of communal establishments or non-private households.

Hotel	Educational establishment	Prison
Boarding house	Religious community	Defence establishment (including ships)
Guest house	Children's home	Civilian ships, boats and barges
Bed and breakfast	Nursing home	Garda station
Hostel	Hospital/Nurses' home	Holiday campsite

- A *Listing Form(s)* listing all persons present on Census Night should be completed by the manager or person in charge. An *Individual Form* should be completed by each person present in the establishment on Census Night.
- A proprietor, manager, head of the establishment or any member of staff who resides on the premises with his/her family must be regarded as a distinct private household. The household should have a separate D. No. on the map and ERB, should receive a separate *Household Form* and should be listed separately in the ERB.
- Any member of staff who resides on the premises alone (i.e. without a family) should be included on the *Listing Form* and should complete an *Individual Form*.
- Any member of staff who resides on the premises with a group of unrelated persons should be included on the *Listing Form* and should complete an *Individual Form*.
- Staff of an institution (e.g. hospital) who are working on a night shift on Census Night and who return to their own homes the following morning should not be enumerated in the institution. They should be enumerated at their homes.

### 1.10 Present and absent persons

The Census counts persons where they are on Census Night. Situations will arise where some or all persons in a household are absent from their home on Census night.

#### **Who is to be counted as PRESENT on Census night? - LIST 1**

- Include every person who spent Census Night in the dwelling or who arrived the following morning not having been enumerated elsewhere; even visitors who are only staying temporarily in the household should be included.

<sup>1</sup> A Boarding House is an establishment run for profit, which provides board (full or partial) and lodging for permanent or semi-permanent residents e.g. persons working away from home or university students during term time. Guest Houses / B&Bs on the other hand cater for transient persons.

- Include all persons alive at midnight on April 10. Experience indicates that babies and very young children are sometimes omitted by the householder so care should be taken to ensure that all persons, regardless of age, are declared on the form.
- Do not include anyone who is temporarily away from home on April 10. They should be declared as absent (see List 2, page 3 of *Household Form*).
- Do not include students who are away from home living in other accommodation on the night of April 10 (see List 2, page 3 of *Household Form*).
- Do not include babies born **after** midnight on Census Night.

Remember only persons who are actually in the country at midnight on Census Night should be enumerated in the Census. Anyone who arrives from outside the country after midnight should not be counted as being present.

### **Who should be counted as ABSENT on Census night? - LIST 2**

Persons who usually reside in a private household but who are TEMPORARILY AWAY from home on Census Night should be entered on List 2, page 3 of the *Household Form* by the householder. The householder should also complete the questions relating to absent persons on pages 22-23 of the form in respect of each absent person.

The following persons or classes of persons should be counted as absent persons:

- household members who usually live at the address but are away from home on Census night;
- household members who usually live at the address but who are out of the country on Census Night;
- primary, secondary and third level students who are absent on Census Night and are living away from home during term time.

### **Absent persons only applies to private households. Persons absent from Communal Establishments on Census Night are not covered as absent persons in the Census.**

If an entire household is temporarily absent on Census Night, a *Form E* must be completed for the household. The *Form E* procedure ensures that members of the household who spend Census Night elsewhere in Ireland are enumerated at the location where they spend the night. See Section 4.2, page 45.

## **1.11 Census geography**

There are three key levels of geography which the Enumerator needs to be aware of.

**County:** For Census purposes the country is divided into 34 administrative counties. Each county is identified by a unique two digit code e.g. 01 identifies County Carlow.

**Enumeration Area :** An Enumeration Area (EA) is the area assigned to an Enumerator.

**Small Area :** Each EA is sub divided into number of divisions called Small Areas indicated by upper case letter, usually beginning with A. Small Area boundaries are marked in blue on your map. Some EAs will contain Small Areas that begin with a code other than A.

## 1.12 Summary of main forms

### Forms to be completed by the public

Form	Function
<i>Household Form</i>	The main Census form to be completed by private households. If there are more than 6 persons present in a household on Census Night, <i>Individual Forms</i> should be provided for the additional persons. Under no circumstances should more than one <i>Household Form</i> be delivered to a household unless it is a replacement for a lost or badly soiled form.
<i>Listing Form</i>	To be used for Communal Establishments (CEs). This form should be completed by the manager or person in charge of the establishment on Census Night
<i>Individual Form</i>	<i>Individual Forms</i> are completed: (1) by persons enumerated in CEs, (2) by individuals in private households who specifically request a separate form for privacy reasons or (3) where there are more than 6 persons present in the household on Census Night.

### Forms for use by the Enumerator in the field operation

Form	Function
Enumerator Record Book (ERB)	The ERB is used by the Enumerator to keep a record of the enumeration progress of all Census forms from delivery to collection. It is pre-printed with the D. Nos. and address details of dwellings in your EA. There are blank panels at the back of the ERB where you will record the D. Nos. of unlisted addresses of habitable dwellings. The ERB is a very important document and cannot be reprinted. DO NOT lose it. Blank ERBs are available from your Field Supervisor should you run out of blank panels in your first ERB.
Enumerator D. No. Delivery & Collection Grids	These two grids are printed on A4 card, one for delivery and the other for collection. The grids are used to keep a daily record of form delivery/collection. You will need to refer to these grids when you send daily SMS message updates to CSO during the delivery and collection phases of enumeration.
Calling Card	This is a card which can be left at a dwelling if you are unable to make contact. You should complete all the information on the calling card including the date and time you called, when you will call back, your CSO mobile number, your name, the County, EA, and D. No. before delivering.
<i>Cen 1</i>	When you have called 3 times to <u>deliver</u> a <i>Household Form</i> and failed to make contact with the householder it is permissible to deliver the <i>Household Form</i> without making contact if the dwelling is likely to be occupied on Census Night. <i>Cen 1</i> is a covering note used to accompany the <i>Household Form</i> . You should not deliver a Census form with a <i>Cen 1</i> before Friday March 25 <sup>th</sup> .
<i>Rem 1</i>	A reminder used if you fail to make contact with the householder on your fourth visit to <u>collect</u> the completed Census form(s).
<i>Rem 2</i>	A second reminder used if contact cannot be made with the householder after several visits to collect the completed Census forms.
<i>Ref 1</i>	The <i>Ref 1</i> form is issued when the <i>Rem 1</i> and <i>Rem 2</i> forms have been delivered but you still cannot make contact with the householder to collect the completed Census forms or if the householder refuses to complete a delivered Census form. The <i>Ref 1</i> is a formal request and will be issued by registered post by the Regional Office and can only be sent once your Field Supervisor has been notified.

<i>Form H</i>	A form completed by the Field Supervisor when the householder posts his/her Census form(s) directly to the Regional Office or CSO for privacy reasons. The Regional Office will send the Census form(s) to the Field Supervisor. The completed Census form(s) are retained by the Field Supervisor who issues the Enumerator with a <i>Form H</i> . The <i>Form H</i> provides the Enumerator with the information needed to complete the EA summary and is counted for payment purposes. Census Forms received by CSO will be retained unless they are incomplete. You will receive an SMS from CSO indicating that the form has been received. Your Field Supervisor will complete a <i>Form H</i> and give it to you for summarisation.
<i>Form E</i>	You should complete a <i>Form E</i> when the <b>entire</b> household in a dwelling is away on Census Night. If the household spent Census Night elsewhere in the Republic of Ireland, your Field Supervisor will be required to verify they were enumerated where they spent the night.
<i>Reconciliation Form</i>	This form must be completed for <b>every</b> dwelling/CE listed in your ERB for which you do not collect completed Census forms.
<i>Form B</i>	The <i>Form B</i> is used by the Enumerator to summarise the number of households and persons enumerated in each Small Area in their EA based on the Census forms collected.
<i>Form BR</i>	The <i>Form BR</i> is used by the Enumerator to summarise the <i>Reconciliation Forms</i> completed for each Small Area in their EA.
<i>Form C</i>	<p><i>Form C</i> is used to record the results of the summarisation of your EA and to note the cause of any significant changes in the number of persons or households since the 2006 Census in each Small Area.</p> <p><i>Form C</i> provides you with a summary listing of the names and codes of the Small Areas contained in your EA. In addition <i>Form C</i> contains information on the population and number of households enumerated in each Small Area in the 2006 Census.</p> <p>The <i>Form C</i> for every EA in the country will be used to produce the preliminary population count after the Census. You will use the <i>Form C</i> to indicate significant changes in the number of occupied dwellings and the number of people resident in the Small Areas in your EA compared to Census 2006. If the number of occupied dwellings in a Small Area has changed by more than 10% since 2006, you will be required to provide a reason as to why this occurred, e.g. buildings demolished, hotel closed, new housing estates etc. For more detailed information on how to complete a <i>Form C</i>, please see Section 7.9, page 80.</p>
<i>Form LS</i>	This form provides a final count of the number of boxes of forms, the number of forms within each box and the total number of households for the EA.
<i>Form EF</i>	The Enumerator uses this form to fill in the names of absent household members and the address at which they spent Census Night on receiving a <i>Form E</i> request from the Field Supervisor. The Enumerator uses the information on the <i>Form EF</i> to check that the household members were enumerated on the Census form for the address given after it is collected.

**Examine all these forms thoroughly and become fully familiar with their purpose and contents.**

### 1.13 Confidential Census return envelopes

You are provided with Confidential Census Return Envelopes and a supply of address labels for your Regional Office. The labels can be affixed to the Confidential envelopes which can be sent Freepost.

The envelopes are marked '*Confidential*' on the bottom right with boxes to enter County and EA Codes.

Confidential Census Envelopes are used in the following instances:

- When a householder, an individual in a household or a resident in a Communal Establishment indicates that they do not want the Enumerator to see their completed Census form and the *Form H* procedure is used. You should put a label with the address of the Regional Office on the front of the envelope and '*Form H*' should be written onto the envelope before it is handed over.

To avoid operational complexity, the number of Form Hs should be kept to an absolute minimum while bearing in mind that there may be no alternative but to use this procedure in a small number of cases.

- When an individual within a household requests an *Individual Form* for privacy reasons.
- To store soiled/damaged forms (envelopes should be marked 'Soiled forms').
- In Communal Establishments when distributing the *Individual Forms*.
- With a *Cen1* Form when delivering a Census Questionnaire to a household which could not be contacted prior to Census Night.
- Delivered with a *Rem 2* Form during collection to allow the householder to post the completed Census form back to the Regional Office.

## Chapter 2 Visual Enumeration and Form Delivery

---

*The purpose of visual enumeration/form delivery is to identify every habitable Dwelling, Household and Communal Establishment within your EA and deliver census forms to them.*

### 2.1 Ensuring 100% coverage

The Enumerator is responsible for ensuring a successful Census. To ensure 100% coverage you must complete a full visual enumeration of your area as you go about delivering your Census forms. Visual enumeration is where you do a comprehensive check on the ground of all dwellings in your EA and where you check that all the information and details on your map and in your ERB is correct and agrees with what you find on the ground. This means the location of all dwellings, including those which may not be listed in your ERB.

Visit **EVERY** building in your EA. Some buildings are not easily visible. To ensure that no dwelling or possible place of human habitation has been overlooked you must traverse every length of public thoroughfare in your EA. You must see all buildings for yourself. Do not take anyone else's word that there is no dwelling in a secluded area or in an area which is difficult to reach.

Examples of buildings and dwellings which require extra vigilance and which may not be identified on your map and ERB include:

- Flats over shops;
- Houses in alleyways or down narrow lanes;
- Caravans or mobile homes in back gardens;
- Outhouses converted into living accommodation;
- Isolated houses not visible from the roadway, etc;
- Multi-storey car parks with apartments on top.

*If every Enumerator were to miss one household from their EA, the Census would under count the population by over 11,000 persons which is equivalent to a town the size of Cobh or Arklow!*

The An Post GeoDirectory has been used as the source of Dwellings and Communal Establishments listed in your ERB and marked on your map with a D Number (D.No.).

The GeoDirectory, however, is deficient in some areas particularly rural areas, flat land, estates under development and estates with in-fill housing. This means that there will be dwellings in many EAs across the country which have not been marked on the map or listed in the ERB. Dwellings in your area which are not on your map or in your ERB will be referred to as unlisted dwellings throughout this manual, and require special treatment. It is absolutely crucial that **EVERY** habitable dwelling is covered in the Census, whether it has been listed on the map/ERB or not. All unlisted dwellings must be recorded on your map and in your ERB and if they are occupied on Census night, Census forms must be delivered to them.

## 2.2 Enumerator maps

Each Enumerator will be supplied with map(s) or a map book of his/her EA. Significant map features are detailed below.

EA Boundary. Consult with your Supervisor and adjoining Enumerator if you are unsure whether a new unlisted dwelling is inside your EA.

Multi dwelling buildings. This apartment block has 12 apartments with D.Nos. 124-135. Note if the footprint of a multi dwelling building spans 2 Small Areas or EAs, all dwellings within the building are assigned the same Small Area code and are covered in the one EA.

Small Area Boundary

Small Area Code

Single Dwelling buildings. Each assigned a D. No and listed in your ERB.

Grids for recording details of 'Added', 'Amended' and 'Do Not Exist' D.Nos. These should be highlighted on the map using the pink highlighter provided.

<b>EA No:</b>	<b>02303</b>
<b>Field District:</b>	369
<b>County:</b>	02-Dublin City
<b>Date:</b> Aug 18, 2010	<b>Scale:</b> 1:1,250

Map key. Make sure you have been given the correct map.

Listed dwellings<sup>2</sup> in your EA have been assigned a Dwelling Number or D. No. These will be pre-printed on your map, marking the location of the dwelling. They will also be listed in your Enumerator Record Book (ERB) along with the dwelling address.

The dwellings marked on the map are taken from an address database maintained by An Post and Ordnance Survey Ireland called the GeoDirectory. The July 2010 version of the GeoDirectory was used for the printing of maps and Enumerator Record Books. The maps were updated by hand for updates detailed by the October 2010 version of the GeoDirectory. A supplementary ERB listing was also printed for these updates.

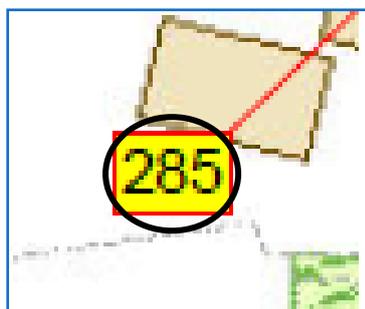


***ALL BUILDINGS CAPABLE OF HABITATION in your EA should be visited for the purposes of the Census. All dwellings or places of habitation, whether vacant or not, should be marked on the map and listed in the ERB. No other structures or units need be listed.***

<sup>2</sup> The dwellings marked on your map and listed in your ERB are based on the GeoDirectory. In pilot tests CSO has found that the GeoDirectory was on average 4% deficient in April 2009. The GeoDirectory also deals with postal delivery points in some buildings. However there may be some dwellings that the postman is not aware of.

## Marking maps

If you wish to record which dwellings you've delivered forms to and collected forms from on the map, you should mark your map as follows.



### Form delivered:

Draw a circle around the D.No.



### Form collected:

Place a / through the circle.

The only other times you should write on your maps are :

- When adding in new D.Nos. for unlisted dwellings;
- including new apartments/flats (see Section 2.15, page 28) on assigning new D Nos.;
- When amending the location of a D.No. (see Section 2.13, page 25);
- When writing numbers in the 'Added', 'Amended' and 'Does not exist' grids.

## 2.3 Enumerator Record Book

Each Enumerator is supplied with an Enumerator Record Book (ERB). This book is used to record details of each visit you make to the dwellings in your EA. You should also use it to record details of any unlisted dwellings in your EA. A typical ERB entry for a listed dwelling is detailed below:

Small Area code. This is the Small Area in which the dwelling is located. It is pre-printed for listed dwellings.

Name of householder. You will write this in when you have contacted the householder for this dwelling

Dwelling address. This is pre-printed for all listed dwellings.

Notes. Record your notes on the dwelling here, including the contact telephone number.

D.No. of the dwelling. This is pre-printed for all listed dwellings.

Dwelling status. You will mark the correct dwelling status for each dwelling here when you call to deliver Census forms.

Census calendar. You will use this to record the days you called to this dwelling.

Field forms. You will mark one of these boxes when you are required to use a field form.

Persons expected. Use these boxes to record the number of males and females expected to spend Census night in the dwelling.

Forms issued and collected. Use these boxes to record the number of each Census form type you have delivered and collected for this dwelling.

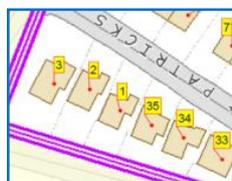
Doorstep check / Reconciliation Form check. Mark Doorstep check when you have done the doorstep check on collected Census forms. Mark RF when a dwelling requires a Reconciliation Form.

D.No.	5 3 A	Name of householder	Paul Costigan	Address	Dunbrin Lower, Barrowhouse												
Occupied	1	M T W T F S S		M T W T F S S													
Temporarily absent	2	7	8	9	10	11	12	13	11	12	13	14	15	16	17		
Vacant house/CE	3	14	15	16	17	18	19	20	18	19	20	21	22	23	24		
Vacant flat	4	21	22	23	24	25	26	27	25	26	27	28	29	30	31		
Holiday home	5	28	29	30	31	1	2	3	4	5	6	7	8				
Under construction	6	4	5	6	7	8	9	10	9	10	11	12	13	14	15		
Derelict	7	Cen 1		H	E	Rem 1		Rem 2	Ref 1								
Commercial only	8																
Does not exist	9																
		Forms Issued		Collected		Hhold		Indv		List		Persons expected		Male		Female	
		1		1		1						1		1			
		Calling card 25/3. Spoke to neighbour. Mr. Costigan is usually home after 8pm. Call again on 2/4 at 8.30pm 0851182812															
		Doorstep check <input type="checkbox"/> RF <input type="checkbox"/>															

## 2.4 Basic visual enumeration

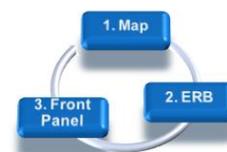
**The EA map is your definitive guide.** It should be used to determine your route. You should always work from your map to the ERB to ensure that you are delivering forms to the correct address. Working from your map first will also ensure you enter details under the correct D. No. and write the correct D. No. on the Census forms.

- Study the map(s) and the dwellings indicated on them with D. Nos. Study your ERB. Make sure you know all the streets/roads/townlands within your EA. Where addresses in the ERB appear to be commercial there may be someone operating their own small business from their dwelling.
- Identify the Small Areas within your EA on your map (The Small Area code is also indicated on the ERB for each dwelling).
- Familiarise yourself with the codes to be used for completing the front panel Form ID on the Census forms, especially the Small Area codes on the map.
- Get to know your Enumerator Record Book (ERB), Enumerator D. No. Delivery Grid and the Census forms.
- Agree the best route for covering your EA with your Field Supervisor.
- Traverse all roads, paths, laneways and thoroughfares in your EA and visit every building and other places of possible habitation in your EA. As mentioned in Section 2.1 some dwellings may have been missed on the GeoDirectory and will not have a D. No. listed on the map.
- If you discover a habitable dwelling which has not been marked on your map, you must allocate a new D. No. to that unlisted dwelling. See Section 2.15, page 28 for details.
- Where contact is made with the householder, follow the delivery routine in Section 2.12.



It has not been possible to automatically assign the D. Nos. in each EA in perfect order along roads, streets and thoroughfares. Some D. Nos. may be out of sequence on the map. For example, if a house was built later than the other houses on a road then the D.No. may be out of sequence. For this reason you should always locate the D. No. for a dwelling on your map first and then locate it in your ERB.

The ERB is in D. No. order and the D. Nos. are shown on the page margin to assist you.



Note that you can enumerate households in any order you wish. You should not try to follow the numerical listing of addresses as they appear in your ERB. The best route should be worked out by studying the map and should be discussed with your Field Supervisor. The only rule is that you must enumerate every household and habitable dwelling in your EA, whether they have been pre-listed on your map and in your ERB or not.

The map is an important document that you will need at all stages of your work as an Enumerator. It contains information which is vital to you in your role as an Enumerator and is highly confidential. It must be returned to CSO. For these reasons, you must take great care of your map at all times.

In urban areas an A0 or A1 sized map will be supplied.

*By carefully planning your route before you set out on your visual enumeration/form delivery, your time in the field will be kept to a minimum.*

In large rural EAs an Enumerator may be supplied with an A3 sized map book of their EA. The map book will contain an overview map showing the location of the EA and a key to the pages within the book.

## 2.5 Form delivery in action

### *On the doorstep*

There is no need to go into anyone's home.

Adopt a non-threatening stance. If a householder becomes aggressive or you feel threatened, walk away from the situation, make a note in your ERB and report the incident to your Field Supervisor.

### *Health and safety*

1. Make sure that someone knows where you are going and when you expect to return.
2. Wear comfortable shoes and clothes. Don't carry a handbag unless absolutely necessary.
3. If you think someone is following you, cross the street, keep moving and head for the nearest place where there will be other people, such as a shop or pub.
4. If someone grabs your satchel, let it go rather than risk injury.
5. Where possible walk on the side of the road that faces on-coming traffic.
6. If you use a car, try to park it facing out in a well-lit, preferably busy area and remember to lock it. Do not leave forms unattended in your car.

Remember, your Field Supervisor is your first line of support. You should keep in regular contact and discuss progress and potential problems.

### *Beware of dogs*

When approaching a property, look for signs on gates or fences that indicate dogs may be present; try rattling the gate to see if a dog appears.

Remember, it is a dog's instinct to defend their territory; try to behave in such a way that the dog does not see you as a threat.

### *Incident report form (Acc 1)*

If you have any kind of accident or experience an incident which you feel has compromised your health or safety, you should complete an Incident report form (Acc 1) and forward it to your Field Supervisor. Your Field Supervisor will have a supply of these forms.

Appendix F contains detailed notes on health and safety. Make sure you read it thoroughly before beginning your field work.

## 2.6 Dealing with the public

You may encounter people who need help with their Census form for a variety of reasons. Some may find the forms difficult to understand, may have literacy problems, or may not have English or Irish as their first language. The following points may help you bridge the communication gap.

- Be polite and patient.
- Listen to what people are saying and be prepared to adapt your approach to suit the circumstances.
- Show consideration to householders by not calling after 9.30 p.m unless previously arranged.
- If a householder objects to you calling, ask when it would be suitable to call back and make a note in your ERB.

## 2.7 Religious customs

Be aware of peoples' religious customs. Be prepared and offer to call back at a more suitable time. Make a record in your ERB.

Muslims may be at worship on Friday evening.

The Jewish Sabbath is the 24-hour period from sunset Friday to sunset Saturday with worship on Saturday morning.

## 2.8 Irish language forms

By law, every householder must be offered an English or Irish language Census form as part of your delivery routine. There are Irish language versions of the *Household*, *Individual* and *Listing Forms*. Make sure you always have a sufficient supply of Irish forms available.

## 2.9 Foreign languages

Householders must complete either the English or Irish language versions of the various census forms.

However, as an aid to householders who have significant difficulty with English or Irish, you will be provided with the questions & response options from the *Household Form* household questions (i.e. the questions on page 2 of the *Household Form*) and the questions for Person 1 translated into 21 other languages.

Each question for Person 1 in the *Household Form* is translated into the 21 languages above so the householder should be encouraged to use the Foreign Language Question pages as an aid to filling out the *Household Form*.

*Note that responses must be completed on an English or Irish language Household Form, not on the Foreign Language Translation Form itself. Therefore if you issue a Foreign Language Translation Form, you must issue an accompanying Household Form.*

## 2.10 Visually impaired persons – large print forms & Braille forms

Where a Visually Impaired Person (VIP) lives alone, the Enumerator may have to provide assistance with completion of the Census form using the Large Print version as an aid. In the majority of cases the VIP will be happy for the Enumerator to go through the form and complete it for them. A single copy of this large print form is supplied to each Enumerator, with additional copies available from the Field Supervisor. The large print form contains enlarged versions of the household and personal questions. In all cases the Enumerator will have to transcribe the answers provided to a standard *Household Form*.

If the VIP is comfortable with reading Braille, a Braille version of the *Household Form* is available from your Field Supervisor. A cassette tape recording and an mp3 version of the Census form can also be arranged through your Field Supervisor.

## 2.11 [www.census.ie](http://www.census.ie)

The public can view translations & large print versions of the form, listen to an audio transcript of the form and access a wealth of information on the Census at [www.census.ie](http://www.census.ie).

Polish  
Romanian  
Lithuanian  
French  
German  
Russian  
Spanish  
Yoruba  
Chinese  
Slovak  
Hungarian  
Portuguese  
Arabic  
Italian  
Czech  
Latvian  
Estonian  
Bulgarian  
Hindi  
Urdu  
Swahili



## 2.12 Basic form delivery

When you make contact with a householder, there are a number of key steps you must follow to correctly deliver the appropriate Census form(s).

1. Before you make contact with the householder, make sure you are at the correct address by reference to the location of the D. No. on your map and the address listed in your ERB.
2. Introduce yourself to the householder using the Cue Card below, ask for his/her name and write it into the ERB.
3. Confirm with the householder that the address is correct.
4. Ask whether there is more than one household living in the dwelling. Use the household definition on the *Household Form* if you are unsure. You will need to deliver additional Census forms if there are two or more households in the dwelling.
5. Ask the householder whether he/she wants to complete an English or Irish version of the *Household Form*.
6. Transcribe the address, County Code, Enumeration Area Code, Small Area Code and D. No. from the ERB onto the front of the *Household Form*. Ask the householder how many males and females are expected to be in the dwelling on Census night. If there are more than 6 persons, you will need to issue an *Individual Form* for each additional person (remember to complete the Form ID on each).
7. Record the number of males and females expected in the ERB.
8. Record the number of forms delivered in the ERB.
9. Mark the dwelling status as 'occupied' and record your visit in the ERB.
10. Ask the householder if he/she is willing to provide you with a contact telephone number. Write this into the ERB. If the householder is reluctant, explain that it will be useful to arrange collection of the form after Census night.
11. Point out the household questions, explain the present and absent persons on page 3, point out that there are 3 pages of questions for each person present and that details for absent persons should be entered at the back of the form. Tell the person to complete the form on the night of Sunday 10<sup>th</sup> April.
12. Deliver the Census form(s)
13. Tell the householder you will collect the form after the 10th of April and arrange a suitable time to call back. Record these in your ERB.
14. When you have left the doorstep, circle this delivery on the Delivery Grid.

### **Census Enumerator Cue Card**

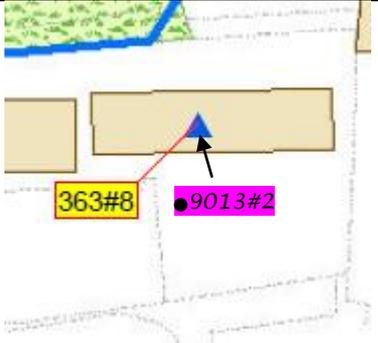
*Good evening/morning. My name is \_\_\_\_\_ from the Census Office."*

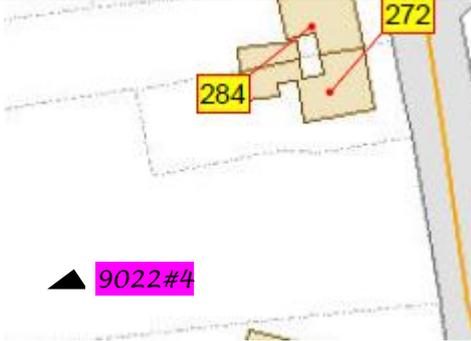
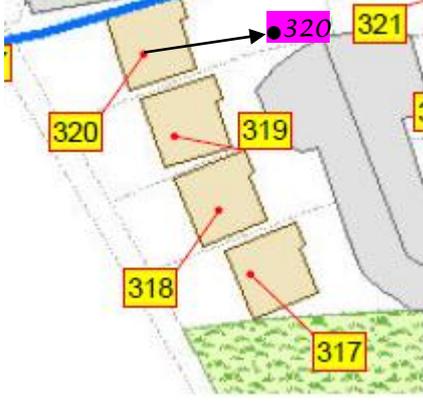
*"Perhaps you know the Census is on Sunday 10 April. The census is taken every 5 years and counts all the households and persons in Ireland. All information provided is kept confidential. To ensure a secure service, we provide a personal form delivery and collection service. I have been appointed as the Census Enumerator for this area."*

*"I need to ask you a few simple questions to know which forms I need to leave with you."*

## 2.13 Common delivery situations

You will come across a number of situations during your visual enumeration/form delivery. The following describes what to do in particular circumstances which will arise:

Situation	Procedure
<p>You come across a dwelling that is not listed in your ERB and is not marked on the map, is a private dwelling and is habitable.</p> <p>See Section. 2.15 below on page 28.</p>	<p>This may happen if it is a new building or if it was missing from the GeoDirectory. Most EAs will have about a dozen unlisted dwellings. If the dwelling is private and is habitable (i.e. it has a roof, walls, hall door and windows) and does not appear abandoned or derelict then:</p> <p>Verify your position i.e. you are where you think you are on the map using map features such as field boundaries, road junctions, lane ways, streams or adjacent buildings to guide you.</p>  <p>What to do:</p> <ol style="list-style-type: none"> <li>Using the panels at the back of your ERB make an entry for the dwelling. Write in the address.</li> <li>Assign a D. No. as follows - Assign 9001 to the first unlisted dwelling you come across, 9002 to the next unlisted dwelling, and so on.</li> <li>On your map mark the location of the dwelling as best you can and write in the D. No. (9001 etc.).</li> <li>Write the Small Area Code into the ERB.</li> <li>Enter the D. No. into the 'Added' grid at the bottom of the map.</li> <li>Enter the D. No. into both the ERB Delivery and Collection Grid.</li> <li>Deliver the Census forms as normal and/or treat the dwelling in the same way as all other dwellings in the area.</li> </ol> <p>All census geography will be derived from the position of the D. No. on the map. Where new D. Nos. are created it is essential that the position of the new dwelling is marked accurately on the map and highlighted using a pink highlighter. Use field borders, location of adjacent dwellings etc to assist you do this.</p>
<p>An apartment block, or a block of flats contains more apartments / flats than are listed in the ERB and indicated on the map.</p> <p>See Section 4.5, page 47 for more information on multi-dwelling buildings.</p>	<p>Follow the exact same procedure described above for unlisted dwellings.</p> <p>On the map, mark the new D.Nos. assigned beside the apartment block/block of flats. If there is more than 1 new D.No. assigned, write the first D.No. assigned, followed by # and the number of new D.Nos.assigned.</p>  <p>In this example, the Enumerator finds 10 apartments in the complex. Only 8 D.Nos. have been allocated, so two new D.Nos., 9013 and 9014, are assigned by the Enumerator.</p>

Situation	Procedure
<p>An apartment block or block of flats not listed on the map/ERB is found by the Enumerator.</p>	<p>Draw a triangle on the map at the location of the apartment block.  Beside the triangle, write in the first new D.No. assigned to the apartment block followed by a # and the number of new D.Nos. being assigned to the apartment block. Highlight this in pink.  Write the list of D.Nos. into the 'Added' grid on the bottom of your map.  Make a separate ERB entry for each new D.No.  Add the D.Nos. to your delivery and collection grid.</p> <p>In this example, the Enumerator adds a new apartment block containing D.Nos. 9022, 9023, 9024 and 9025.</p> 
<p>A dwelling that is <u>not</u> on the map and is <u>not</u> listed in your ERB and is</p> <ul style="list-style-type: none"> <li>• under construction</li> <li>• abandoned</li> <li>• derelict</li> <li>• commercial only.</li> </ul>	<p>Do nothing. We are only interested in identifying unlisted dwellings that are private and habitable. Under construction is defined as having one the following 4 things missing – roof, walls, hall door, windows. Commercial only dwellings could be a doctor's surgery, crèche or other small businesses. Verify that the dwelling is in fact commercial only by talking to someone.</p>
<p>A dwelling is marked in the wrong place on the map.</p>	<p>This may happen if the GeoDirectory has the wrong coordinates for the dwelling.</p> <p>What to do:</p> <ol style="list-style-type: none"> <li>1. Verify your position by reference to your map.</li> <li>2. On your map mark the correct location of the dwelling.</li> <li>3. Draw an arrow from the original position to the new correct position.</li> <li>4. Write the original D. No. beside the new dot.</li> <li>5. Enter the D. No. into the 'Amended' grid at the bottom of the map (this is to alert CSO that it has to re-place this dwelling).</li> <li>6. Remember to use the pink highlighter to highlight the correct location when you return home.</li> </ol> 

Situation	Procedure
<p>You can't find a dwelling that is clearly marked on your map or listed in your ERB. (Non-existent dwellings). See Section 3.3, page 39.</p>	<p>First verify your position by reference to your map.</p> <p>You should thoroughly examine the area around the location as the dwelling may just be hidden from view. Alternatively it may be located near-by and if so follow the instruction in the section above this. If the dwelling clearly does not exist it may be demolished.</p> <p>What to do:</p> <ol style="list-style-type: none"> <li>1. Write the D.No. into the 'Does not exist' grid on your map.</li> <li>2. In your ERB mark the dwelling status as 'Does not exist'.</li> <li>3. Mark your calendar with the date you visited the area.</li> <li>4. Mark the RF box to indicate that you will have to fill out a <i>Reconciliation Form</i> for this dwelling.</li> </ol> <p>If there is no dwelling at the location indicated on the map, but there is a post box, the address may be used as a livestock herd address. In this case, you should mark the D.No. as 'Does not exist' and follow the steps above.</p> <p>If there is a dwelling on the map, but the address in the ERB is wrong, you should not mark it as does not exist. Instead, you should change the address in the ERB. See Section 2.17 ,page 30 for details.</p>
<p>An apartment block, or a block of flats has fewer apartments / flats than are listed in the ERB and indicated on the map.</p>	<ol style="list-style-type: none"> <li>1. On the map, correct the number of apartment/flats allocated to the building.</li> <li>2. Write the D.Nos. of the apartments which do not exist into the 'Does not exist' box into the 'Does not exist' grid on the map.</li> <li>3. Mark the dwelling status of the ERB entry as 'Does not exist'. Mark the RF box.</li> <li>4. Complete a <i>Reconciliation Form</i> for each apartment which does not exist.</li> </ol>  <p>In this example, the Enumerator only finds 5 apartments in the complex, but 7 are indicated on the map.</p>
<p>The listed dwelling is still under-construction.</p>	<p>A dwelling is considered habitable if it has a roof, walls, hall door and windows installed. If any one of these things are missing then the dwelling is to be classified as under construction.</p> <p>What to do:</p> <ol style="list-style-type: none"> <li>1. In your ERB mark the dwelling status as 'Under construction'.</li> <li>2. Mark your calendar with the date you visited the area.</li> <li>3. Mark the RF box to indicate that you will have to fill out a <i>Reconciliation Form</i> for this dwelling.</li> </ol>
<p>The listed dwelling is used for commercial purposes only.</p>	<p>This can happen if the dwelling is in a residential area but is used solely for a small business such as a crèche, doctor's surgery, dog grooming, health and beauty business etc.</p> <p>What to do:</p> <ol style="list-style-type: none"> <li>1. In your ERB mark the dwelling status as 'Commercial only'.</li> <li>2. Mark your calendar with the date you visited the area.</li> <li>3. Mark the RF box to indicate that you will have to fill out a <i>Reconciliation Form</i> for this dwelling.</li> </ol>
<p>You cannot gain access to a gated community.</p>	<p>Wait around for a couple of minutes (10 minutes) for someone to pass through the gates. Speak with them and ask them for contact details of the management company. You must gain access, so try again later. Your Field Supervisor should provide you with assistance to enter difficult to access gated communities.</p>

Situation	Procedure
<p>Caravans and mobile homes See Section 4.7.</p>	<p>Occupied mobile homes must be treated like all other dwellings. If occupied assign a new D. No. (9001+) if not already listed. If unoccupied do not assign a new D. No.</p> <p>For mobile home parks:</p> <ol style="list-style-type: none"> <li>1. If the entire park is empty on Census Night, treat as a single private holiday home.</li> <li>2. Note in your ERB the total number of mobile homes.</li> <li>3. Mark 'Holiday home' as the dwelling status.</li> <li>4. Mark RF in your ERB.</li> </ol> <p>If more than one unit has been assigned a D.No. you should complete the ERB panel and a <i>Reconciliation Form</i> for each.</p> <p>If one or more mobile homes are occupied on Census Night they should be enumerated as normal private dwellings.</p> <ol style="list-style-type: none"> <li>1. Treat each one as a single private household.</li> <li>2. Assign a new D. No. if none on map/ERB.</li> <li>3. Mark 'occupied' in the dwelling status.</li> </ol> <p>For forecourts selling mobile homes or caravans: If <u>not</u> assigned a D.No. on the map and ERB, do not mark on the map or create an entry in the ERB. If assigned a D.No. on the map and ERB, for each D.No. mark 'Commercial only' in the dwelling status. Mark RF in your ERB and complete a <i>Reconciliation Form</i></p> <p>The CSO has identified the location of all Halting sites in advance of the Census. Your Field Supervisor will notify you if there is a halting site in your EA which you should be aware of to ensure it is properly enumerated.</p>
<p>Other temporary or mobile structures.</p>	<p>Visit all houseboats, camper vans, tents, railway carriages etc. to determine if they will be occupied on Census Night. Only if they will be occupied: Assign a D. No. if not already listed. Note in your ERB that it is a mobile structure. Mark 'occupied' in the dwelling status. Deliver a census form and make arrangements for collection of the form. Put a note in your ERB to revisit on the Monday 11 April.</p>
<p>Structures that are not dwellings but are marked on the map/ERB.</p>	<p>Satisfy yourself that there is no possibility that there will be anyone there on Census Night. In your ERB mark the dwelling status as 'Commercial only'. Mark your calendar with the date you visited the area. Mark the RF box to indicate that you will have to fill out a <i>Reconciliation Form</i> for this dwelling.</p> <p>Examples of such structures which should not be allocated a D.No. are: Shops/Restaurants/ Pubs / Theatres/Cinemas / Garages/Filling stations Factories/Warehouses Street traders' stalls / Barns/Milking parlours/ Green-houses/ Outhouses / Hay-sheds / Stables / Domestic outhouses/ garden sheds Domestic garages unless converted to separate living accommodation Telephone kiosks/ Bus shelters/Rain shelters/Public toilets Television masts/ Water towers ESB sub-stations Sport stadia/ Dressing rooms/ Club-houses Religious grottoes/ Religious shrines /Ancient monuments</p>

See Chapter 3 for a full description of the ERB and examples on completion of the ERB in various situations.

## 2.14 Completing the Form ID

The Form ID is the panel on the front page of the *Census Forms*. It is marked for office use only and should only ever be completed by the Enumerator. The address and geography information must be completed prior to the form being delivered. The Number of Persons Present and Absent information is completed after the form has been collected.

Address				For office use only				
126 Hawthorn Avenue, Ballyhonan								
County Code	Enumeration Area Code	Small Area Code	D. No.	Number of persons PRESENT			ABSENT persons	
				Males	Females	Total		
1 1	0 3 1	B	2 0 1	2	2	4	1	

Fill with zeros to the left      If zero enter 0. Do not enter leading zeros.

The following is an example of an ERB entry and Form ID made for an occupied dwelling. The *Household Form* was delivered on the fourth delivery call on April 2. A calling card had been issued on March 25. The Enumerator spoke to a neighbour who gave the Enumerator the householder's name and information that the householder was usually at home after 8pm. The Enumerator arranged to call again to the house after 8pm on April 2 and succeeded in delivering the *Household Form* on this date.

D.No.	SA	Name of householder	Address	Calling card																																																																																																																													
5 3	A	Paul Costigan	Dunbrin Lower, Barrowhouse	25/3.																																																																																																																													
<table border="1"> <thead> <tr> <th>Occupied</th> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> <th>Forms issued</th> <th>Collected</th> </tr> </thead> <tbody> <tr> <td>Temporarily absent</td> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> <td>1</td> <td></td> </tr> <tr> <td>Vacant house/CE</td> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> <td></td> <td></td> </tr> <tr> <td>Vacant flat</td> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td></td> <td></td> </tr> <tr> <td>Holiday home</td> <td>28</td><td>29</td><td>30</td><td>31</td> <td>1</td><td>2</td><td>3</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td></td> <td></td> </tr> <tr> <td>Under construction</td> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> <td></td> <td></td> </tr> <tr> <td>Derelect</td> <td colspan="3">Cen 1 H E Rem 1 Rem 2 Ref 1</td> <td colspan="2">Persons expected</td> <td></td> <td></td> </tr> <tr> <td>Commercial only</td> <td colspan="3"></td> <td>Male</td> <td>Female</td> <td>1</td> <td>1</td> </tr> <tr> <td>Does not exist</td> <td colspan="3"></td> <td colspan="2">Doorstep check</td> <td>RF</td> <td></td> </tr> </tbody> </table>				Occupied	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Forms issued	Collected	Temporarily absent	7	8	9	10	11	12	13	11	12	13	14	15	16	17	1		Vacant house/CE	14	15	16	17	18	19	20	18	19	20	21	22	23	24			Vacant flat	21	22	23	24	25	26	27	25	26	27	28	29	30			Holiday home	28	29	30	31	1	2	3	2	3	4	5	6	7	8			Under construction	4	5	6	7	8	9	10	9	10	11	12	13	14	15			Derelect	Cen 1 H E Rem 1 Rem 2 Ref 1			Persons expected				Commercial only				Male	Female	1	1	Does not exist				Doorstep check		RF		Mr Costigan is usually home after 8pm. Call again on 2/4 at 8.30pm 0851182912
Occupied	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Forms issued	Collected																																																																																																																	
Temporarily absent	7	8	9	10	11	12	13	11	12	13	14	15	16	17	1																																																																																																																		
Vacant house/CE	14	15	16	17	18	19	20	18	19	20	21	22	23	24																																																																																																																			
Vacant flat	21	22	23	24	25	26	27	25	26	27	28	29	30																																																																																																																				
Holiday home	28	29	30	31	1	2	3	2	3	4	5	6	7	8																																																																																																																			
Under construction	4	5	6	7	8	9	10	9	10	11	12	13	14	15																																																																																																																			
Derelect	Cen 1 H E Rem 1 Rem 2 Ref 1			Persons expected																																																																																																																													
Commercial only				Male	Female	1	1																																																																																																																										
Does not exist				Doorstep check		RF																																																																																																																											

Address				The Form ID must be completed neatly in black biro.				
Dunbrin Lower, Barrowhouse								
				0 9 6				
				A				
County Code	Enumeration Area Code	Small Area Code	D. No.	Males	Females	Total	persons	
2 0	0 9 6	A	5 3					

Close 0, 9 and 6, i.e. not If you make a mistake draw an X through the character and write the correct character in the white space immediately above it. Use UPPERCASE for the Small Area Code.

**Golden Rule: Never deliver any Census form without first entering the County Code, Enumeration Area Code, Small Area Code and D. No. on the form.**  
 If you do not correctly complete all these codes, the form cannot be identified or classified geographically and will be treated as an uncollected form for payment purposes.

## 2.15 Assigning new D. Nos. - dwellings & households not marked on your map or ERB

During your visual enumeration, you may come across instances where a habitable dwelling is missing from the GeoDirectory and consequently no D. No. is listed on the map or in your ERB. You may also come across instances where there is more than one household living in a single dwelling, but only one D. No. has been listed for that dwelling on your map and in your ERB. In both of these instances you will be required to add a new D. No. to your map and ERB.

**This section is of vital importance so make sure you understand it completely before you begin your enumeration. If you are unsure of any part of the procedure, you should raise it with your Field Supervisor immediately.**

### Allocating New D. Nos. – Unlisted Dwellings (9001+ Numbers)

A **DWELLING** is unlisted when there is **NO** D. No. allocated for the dwelling on the map or in your ERB. Your map is crucial in deciding whether a D. No. has been listed for a dwelling. Before deciding a D. No. is unlisted for a dwelling you must be sure that there is no D. No. on your map at the location where the dwelling is situated. 9001+ D. Nos. may only be allocated to **habitable dwellings** which do not appear on your map or in your ERB.

D.No.	SA	Name of householder	Address
9001A		John Ryan	201a Glenview
Occupied	<input type="checkbox"/>	M T W T F S S	M T W T F S S
Temporarily absent	<input type="checkbox"/>	7 8 9 10 11 12 13	11 12 13 14 15 16 17
Vacant house/CE	<input type="checkbox"/>	14 15 16 17 18 19 20	18 19 20 21 22 23 24
Vacant flat	<input type="checkbox"/>	21 22 23 24 25 26 27	25 26 27 28 29 30 31
Holiday home	<input type="checkbox"/>	28 29 30 31 1 2 3	2 3 4 5 6 7 8
Under construction	<input type="checkbox"/>	4 5 6 7 8 9	9 10 11 12 13 14 15
Derelect	<input type="checkbox"/>		
Commercial only	<input type="checkbox"/>	Can 1 H E Rem 1 Rem 2 Ref 1	
Does not exist	<input type="checkbox"/>		

Persons expected: Male  Female

0871788102

**When you are sure** no D. No. has been allocated to a habitable dwelling, you should proceed as follows:

1. For the first dwelling you find which has not been allocated a D. No., you should allocate D. No. **9001**, for the second one allocate **9002** and so on.
2. On your map, you should mark the exact position of the dwelling with a dot and the new D. No. you have allocated. **You should then write this D. No. into the grid section for added D. Nos. at the bottom of your map.** Highlight the new D. No. on the map with a pink highlighter pen when you get back home.
3. You should make a new entry for the dwelling in a blank panel in your ERB and write in the D. No. and the Small Area code from the location of the dwelling on your map.
4. You should write the dwelling's address in the 'Address' box.
5. You should then proceed with the delivery process as outlined in Section 2.12, **making sure to add the new D. No. to the Delivery and Collection Grids** (see Section 2.18, page 31).

*You should only allocate 9001+ D. Nos. to dwellings which are habitable. If a building is under construction, derelect or commercial only and is not listed on your map or in your ERB, you should not allocate a new D. No.*

*Before you allocate a new D. No. for a dwelling it is **vital** that you make sure that the dwelling is not already marked on the map and does not appear out of sequence in your ERB.*

It is possible that a dwelling such as a granny flat was built later than an adjacent dwelling and does not appear in the numerical D. No. sequence in your ERB. The dwelling may appear later on in your ERB.

If a dwelling is vacant or a holiday home but it is habitable, you should allocate a new D. No..

### Allocating New D. Nos. – Multi Household Dwellings (2000+, 3000+ numbers)

The GeoDirectory lists address points, the Census enumerates households. Where there is more than one household (applying the UN definition in Section 1.8 , page 10) sharing the same dwelling/hall door, subsequent households should be allocated their own D. Nos.

It is likely that if you discover a situation where there is more than one household sharing an address, it will occur when you make contact with the occupants of the dwelling at the doorstep. When this occurs:

1. Deliver the relevant forms for the first household as usual (See Section 2.12 for the routine).
2. For the second household at the address, you should allocate a new D. No. This D. No. should be the D. No. of the first household plus 2000. For example, you may call at a dwelling with a D. No. of 125 and discover that there are two households at the address but only D 125 appears on your map and in your ERB. You should allocate D. No. 2125 to the second household.
3. In the unlikely event that there are additional households sharing the address, you should allocate new D. Nos. for each. If there is a third household at a single dwelling, for the third household the D. No. you allocate should be the original D. No. plus 3000 and so on.
4. Mark the new D. No(s). on your map adjacent to the D. No. of the first household. Run a highlighter pen over the new D. No(s). you have written on the map.
5. You should write the new D. No.(s) code into the added D. Nos. grid on your map
6. Make a new entry in the next the blank panels in your ERB for the new D. No(s).
7. You should write the Small Area code of the new household in the box provided. It will be the same Small Area Code as for the first household.
8. Add any newly added D.Nos. to the Form Delivery and Collection Grids.
9. You should proceed to deliver the relevant form(s) as usual, (See Section 2.12 for the routine).

*When you allocate a new D. No. don't forget to complete a blank ERB panel, mark and highlight the new D.No. on the map and list it on the map grid. Blank ERB panels should only contain new D. Nos.*

If you encounter several households in one dwelling, it may be useful to note the new D. No(s). you have allocated in the notes section of your ERB for the original household. If you do this, when you go to collect forms from the address, you will know that there are additional households resident in the dwelling and you have to collect forms from them.

## 2.16 Non unique addresses in your ERB

Forty percent of rural addresses in Ireland are not unique because they contain only the townland with the householder's name completing the address for the postman. The GeoDirectory does not contain names.

This should not be a problem. As instructed, you should first identify the dwelling by its position on the map and then note the D. No and then find that entry in your ERB which is in D. No. order.

## 2.17 Wrong addresses

If you locate a dwelling on the map but find that the address in the ERB is incorrect, you should write the letters AC in your ERB, to the right of the 'Does not exist' dwelling status. You should then write 'Address change', followed by the correct address in the notes section of your ERB and enumerate the dwelling in the usual way. If there is a dwelling at the location indicated on the map but the address is wrong in the ERB, you cannot mark the dwelling as does not exist.

D No. SA Name of householder Address

2 0 1 C 2 Bridge Street

Occupied 1  
Temporarily absent 2  
Vacant house/CE 3  
Vacant flat 4  
Holiday home 5  
Under construction 6  
Derelict 7  
Commercial only 8  
Does not exist 9

M T W T F S S M T W T F S S

7 8 9 10 11 12 13 11 12 13 14 15 16 17  
14 15 16 17 18 19 20 18 19 20 21 22 23 24  
21 22 23 24 25 26 27 25 26 27 28 29 30 [1  
28 29 30 31 [1 2 3 2 3 4 5 6 7 8  
4 5 6 7 8 9 10 9 10 11 12 13 14 15

Forms Issued Collected

Hhold  
Indv  
Lit

Persons expected Male Female

Cen 1 H E Rem 1 Rem 2 Ref 1

Doorstep check RF

Address change  
11 St Brendan's  
Terrace.

Write AC here

Do not make any marks on the barcode

Write 'Address Change' and the correct address in the notes section

You should only do this if the address printed in the ERB is substantially different from the actual address. Examples of a wrong address are the wrong house number, the wrong street name, the wrong townland name etc. If there is only a minor difference between the address in the ERB and the actual address (e.g. a misspelling), it should not be considered a wrong address.

## 2.18 Delivery and collection grids

The Delivery and Collection grids are used to help you monitor your progress in delivering and collecting Census forms. You will use the information on the grids to send daily SMS messages to report on your progress to the CSO (see Sections 2.19 and 5.4, page 61).

### Form Delivery Grid

Once you have you delivered a form to a household, you should proceed as follows:

- Circle the corresponding D. No. on the Delivery grid. If you have had to create a new D. No. in your ERB for an unlisted dwelling, you should write it into one of the blank cells on the grid. There is space for 220 new D. Nos. on the grid. When you do this, you should also write the same D. No. into a blank space on the Collection grid so you can mark it when you have collected the forms.

- At the end of Delivery Day 1, you should make a note of the total number of household deliveries you have made by counting the number of circled boxes in the Delivery grid. For each circled D. No. you count, you should place a line through it to indicate it has been included in the total. You should write this total beside 'Delivery Day 1' in the Daily Cumulative Form Delivery chart on the reverse side of the Delivery Grid.

County: 2 5 EA: 0 1 1 Form Delivery Record – D Numbers

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200

The enumerator circles the number 1 on the grid after he/she delivers the Census form to D No.1 for his/her EA.  
He/she puts a line through the circle when DNo.1 has been included in the cumulative count of deliveries.

Daily Cumulative Form Delivery

Delivery Day	Cumulative <sup>1</sup> Number of D No.s to which Forms were Delivered
1	12
2	
3	
4	

- At the end of Delivery Day 2, you should make a note of the **cumulative total<sup>3</sup>** number of household deliveries you have made by counting the total number of circled boxes in the Delivery Grid. Remember to place a line through every circled D. No. you have included in the cumulative total. You should write the cumulative total number of forms delivered beside ‘Delivery Day 2’ on the reverse side of the Delivery Grid.

You should follow this procedure throughout the form delivery phase, always remembering that it is the **cumulative** number of households to which forms were delivered that you should be recording, not the daily amount. Count an occupied Communal Establishment as one household.

### *New D.No. Count*

You must also return the cumulative number of NEW D. Nos. generated in your EA on a daily basis. This can be got by simply counting the number of 2000+ and 9001+ D.Nos. on your delivery grid at the end of each day.

You will send the daily cumulative number of households to which you have delivered forms to the CSO & by SMS message. See Section 2.19 below for details.

A similar process should be used for form collection (See Section 5.4)

If you wish, you can use your own notation system to keep track of the status of dwellings in your EA to which a form cannot be delivered. For example, you may wish to write a ‘V’ on a number in the grid to indicate that you believe the relevant dwelling is vacant. You can also use coloured pens if you find it makes the grid easier to read.

## 2.19 Your mobile phone – delivery phase

You will receive a CSO mobile phone exclusively for use in your enumeration work. See Appendix E Use of Mobile Phones for details on how to use your phone.

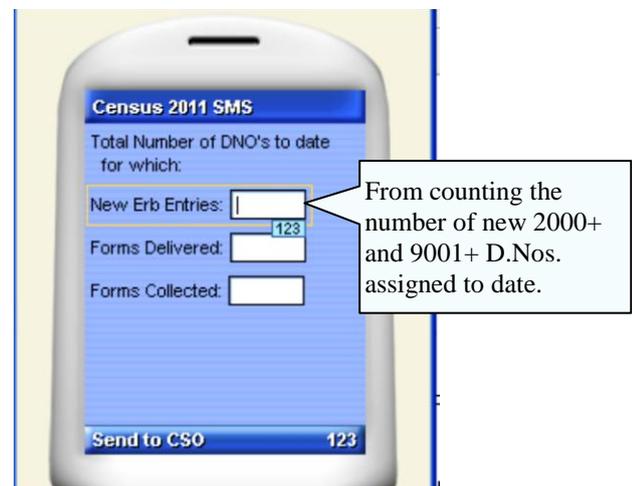
When you first switch on the phone, you will receive a welcome SMS (text) message listing the County Code and EA Code of your EA and ask you to confirm that both codes are correct. If they are, you should immediately reply ‘Yes’. **However, if the County and EA Code in the SMS message are not correct for your EA, you should reply ‘No’ and immediately contact your Field Supervisor.**

Your mobile phone has two purposes. It is used to aid you in contacting householders and to allow householders to contact you during delivery and collection. It is also used to send CSO daily updates on your progress in delivering and collecting forms.

You should ensure that you have downloaded the SMS application to enable you to send SMS updates to CSO on your progress. See Appendix E for details on downloading and using the SMS application.

You must send SMS messages using the application on the phone indicating:

- the cumulative number of D.Nos./households to which you have delivered forms to and collected



<sup>3</sup> The cumulative total is the total number of occupied households to which you have delivered forms (e.g. the number of households to which forms were delivered on Day 1 added to the number of households on Day 2 etc).

forms from

2. the cumulative number of new D.Nos. created

This will keep the CSO and your Field and Regional Supervisors up to date on your progress.

Before you begin your fieldwork each day, you should make sure that your phone is fully charged. At the end of each day in the form delivery phase, you will have the total number of households to which you have delivered forms in the Daily Cumulative Form Delivery section of your Delivery Grid.

If you deliver no forms on a day, you should not send any text message. If you do not send a text message, it will be assumed you have not delivered any forms that day.

### *SMS messages from the CSO*

You will receive text messages from the CSO during your enumeration work. These will be of two kinds.

#### *General messages*

These are messages which will be sent to groups of field staff (e.g. all field staff, all Enumerators, all field staff in a certain region). They will contain Census related news or updates on field procedures.

#### *Specific messages*

These are messages which will be directed specifically to you or to you and your Field Supervisor. These messages will generally be sent after a member of the public living in your EA has contacted the CSO directly with a query. The message will contain the D. No. of the dwelling where the household lives. The most common messages you will receive are as follows:

- Form not received by a specific household. When you get this message you should arrange to deliver a Census form to the household at your earliest convenience.
- Request for an Irish Language version of the form from a householder in your EA. You should arrange to deliver an Irish version of the form to the household.
- Request for assistance in completing a form from a householder in your EA. You should offer assistance to the householder in completing the Census form the next time you make contact.
- Forms mislaid by household. You should arrange to deliver a replacement form to the household.
- *Individual Form* required by household. You should contact the householder to find out why they require an *Individual Form*, and deliver one if appropriate.
- Foreign translation form required by householder. You will be informed what language is required and you should deliver it as soon as possible.
- Request for a Freepost Envelope. You should arrange to deliver the envelope to the household.
- Automated error reports from the SMS delivery/collection system indicating a problem with the data you have transmitted.
- Notification that a form has been returned directly to CSO by the householder. Your Field Supervisor will give you a completed *Form H* in respect of the form retained by CSO.

## Chapter 3 The Enumerator Record Book (ERB)

The ERB is a vital document that you will need at all stages of your work as an Enumerator. It contains information which is important to you in your role as an Enumerator and is highly confidential. For these reasons, you must take great care of your ERB at all times.

**The details of the dwellings in your EA which have been identified on the GeoDirectory will be listed sequentially in your ERB along with a D. No. and Small Area code.** There are a number of blank panels at the back of your ERB. These are for details of dwellings which you may locate which have not been listed in your ERB. If you fill all of these blank panels, you can obtain a second blank ERB from your Field Supervisor.

**It is very important that you familiarise yourself with your ERB and the link between your ERB and EA map before you begin your field work. Of particular importance is the list of addresses in the ERB.** You should study it carefully, making sure you know the streets, roads and areas where dwellings are located within your EA with reference to the map. You should also note what appear to be commercial addresses because these are most likely related to persons operating a business from their residence.

### 3.1 ERB cover page

The following will be printed on the cover page of your ERB

**County Name:** The county in which your EA is located.

**Field District:** A numeric code representing the Field District in which your EA is located.

You should fill in the Enumerator Record Book number box. This records whether the ERB is the first or second ERB you have used. If you only use one ERB, you should fill in '1 of 1'. If you require a second ERB, you should fill in '1 of 2' on the front page of the first ERB and '2 of 2' on the front page of the second ERB.

An Personability Statistics  
Census Statistics Office

Census of Population of Ireland  
Sunday 10 April 2011  
Enumerator Record Book  
Record of dwellings, form delivery  
and form collection

Cork

Field District: 312

County Code 18 EA Code 162

Name of Enumerator C A T H E R I N E H A Y E S

Enumerator Record Book 1 of 1

**IMPORTANT NOTE**

You should locate all dwellings

- On your map.

THEN

- In your ERB.

Only then should you complete the front of the Census Form.

Under NO CIRCUMSTANCES should you

- deliver a Census Form without having completed the Form ID box on the front page of the form.
- remove any pages from this ERB.

Confidential:  
If found please call the  
CSO urgently on  
1890 2011 11

12/04/2011

### 3.2 Inside front page

The inside front page of the ERB contains basic information on the visual enumeration/form delivery process and notes on how you should decide the status of a dwelling.

### 3.3 ERB dwelling panels

All the dwellings on the GeoDirectory for your EA will be listed in your ERB panels. At the end of this listing, a number of panels have been left blank for you to detail dwellings you find during visual enumeration which have not been listed on your map or in your ERB. See Section 2.15 on assigning new D. Nos.

You should mark every visit to the dwelling with an **X** on the calendar in the ERB and make appropriate notes. If you drop a calling card then mark the visit with a **C**.

Each page in the ERB contains four panels. At the top left of each panel is the **D. No.** and **Small Area (SA) Code**. D. Nos. are unique numbers assigned to each dwelling or household in your EA and are related to a position on your map. The D. No. in your ERB corresponds to the D. No. printed on your map.

The Small Area Code indicates in which of the Small Areas in your EA the dwelling is located. This can also be seen on your map. The D. No. and Small Area code will be pre-printed for dwellings which have been identified on the GeoDirectory for your EA.

#### Name of householder

This is the person responsible for making the return. It should normally be the householder but can be any adult member in the household. You must fill the name in on the ERB.

#### Address

The postal address for every household listed in the GeoDirectory will be printed in the box beside the householder name. When you allocate a new D. No. to a blank panel in the ERB, you will be required to complete the address in this box.

If the text such as “Additional Dwelling 2 @” has been inserted before the address this has been done because the postman has indicated that there are more dwellings in a building than there are unique addresses. In such cases CSO has automatically generated additional dwellings to agree with the postman’s determination of the number of dwellings in a building. Where these additional dwellings can’t be found, treat them as ‘Does not exist’, see below.

#### Dwelling Status

The dwelling status box is underneath the D. No.. There are nine categories in the dwelling status box. You should mark the relevant one for each dwelling during the visual enumeration/delivery phase. It is important that you know the definition of each dwelling status.

**OCCUPIED** – For all dwellings where persons are expected to be present on Census Night. A form must be delivered to and collected from all dwellings marked as occupied.

When you make contact with the householder, you should note the householder’s name and mark ‘Occupied’ as the dwelling status in the ERB. You should record the number of forms issued, and the number of males and females expected to spend Census Night in the dwelling. You should also request a contact telephone number from the householder to facilitate form collection.

If you mark a dwelling as occupied but find out after Census night that it was not occupied on Census Night, you should put an **X** through the mark beside 'Occupied' and mark the correct dwelling status. If the entire household was unexpectedly absent, you should complete a *Form E*.

**TEMPORARILY ABSENT** – For dwellings where the **entire** household is away on Census night. This information will usually come from the householder. You will need to complete a *Form E* and get the householder to sign it (See Section 4.2, page 45). If the household will be away in the Republic of Ireland, you will be required to complete a *Reconciliation Form* once the *Form E* procedure has been confirmed by your Field Supervisor. If the household will be away outside the Republic of Ireland, you should complete the *Form E*, ask the householder to sign it and present it to your Field Supervisor before completing the *Reconciliation Form*.

It is important to note that in cases where the householder indicates that the household will be outside the state, they must sign a declaration on the *Form E* to that effect. A check should be made after Census Night to ensure that there was no change of plans.

You should note the name of the householder in the ERB, mark 'Temporarily Absent' as the dwelling status, and mark '*Form E*' to indicate you have initiated a *Form E* tracking procedure. When the *Form E* procedure has been verified by your Field Supervisor or if you have verified that the household was outside the Republic of Ireland on Census Night, you should mark the 'RF' box at the bottom right of the ERB panel, which indicates you will need to complete a *Reconciliation Form* for this dwelling.

**VACANT HOUSE/CE** – You may come across vacant accommodation in your EA. Types of vacant accommodation can include:

- New accommodation, ready for occupation but not yet occupied.
- Accommodation in the course of conversion, improvement, renovation or decoration and not occupied at the time of the Census.
- Existing accommodation clearly without furniture or which you have been reliably informed is not occupied; for example awaiting new occupants.

To confirm whether a habitable house is vacant, you should call to it several times prior to Census Night. You should vary the times you call in case the householder is working a set pattern of hours.

You should look for signs that the house is not occupied, e.g. no furniture, no cars outside, junk mail accumulating, overgrown garden etc. It is important that you try to find out from neighbours whether the house is vacant or not as they are likely to have the best information about the house. Non-occupied houses with doors and windows which look to have been recently boarded up should be classified as vacant. A dwelling should only be classified as derelict if it is dilapidated and looks to have been boarded up for a significant time.

**It is not sufficient to classify a house as vacant after one or two visits.** Householders may be attempting to avoid making contact with you or the house may be occupied by an elderly/disabled person who has difficulty answering the door. You must visit several times before Census Night until you are fully satisfied that it is not occupied.

For a vacant house, you should mark the calendar on the ERB panel each time you visit the house and make appropriate notes. When you decide that the house is vacant, mark the dwelling status 'Vacant house'. You should mark the 'RF' box to indicate that a completed *Reconciliation Form* will be required for the dwelling.

Note: Vacant Communal Establishments should be marked 'Vacant House/CE' in your ERB.

**VACANT FLAT** - You should apply the same rules for confirming the vacancy of a flat or apartment but should mark the Vacant Flat box in the ERB and the resulting *Reconciliation Form*.

*When you decide a house/CE or Flat is vacant, you must revisit it again after Census night to verify that nobody spent Census Night in the dwelling.*

**A HOUSE/FLAT OR APARTMENT CAN ONLY BE MARKED AS VACANT IF IT IS FIT FOR HABITATION I.E. IT HAS A ROOF, WALLS, HALL DOOR AND WINDOWS INSTALLED AND YOU CALL AFTER CENSUS NIGHT TO CONFIRM VACANCY.**

**HOLIDAY HOME** – This category covers all dwellings that are only occasionally occupied. Holiday homes are mainly found in rural areas, however the description also covers all dwellings that are only occasionally occupied, including city apartments used for week-end breaks etc.

**As with vacant dwellings, if you do not make contact with a householder you should call to the dwelling several times prior to Census Night and vary call times.** Information that the dwelling is used as a holiday home is likely to come from neighbours, so it is vital that you speak with neighbours if you think the dwelling may be used as a holiday home.

You should mark every visit to the dwelling on the ERB calendar and make appropriate notes. When you have clear information that the dwelling will be unoccupied on Census Night and is used as a holiday home, you should mark 'Holiday home' as the dwelling status. You should mark the 'RF' box to indicate that a completed *Reconciliation Form* will be required for the dwelling.

*When you decide a dwelling is a holiday home, you must revisit it again after Census Night to verify that nobody spent Census Night in the dwelling.*

**UNDER CONSTRUCTION** - You should always exercise caution around buildings which are under construction and never attempt to enter them.

**You do not need to visit a dwelling several times to decide that it is under construction.** You should mark the dwelling status as 'Under construction' and mark the 'RF' box to indicate that a *Reconciliation Form* must be completed for the dwelling and make appropriate notes.

*Under no circumstances should you add a new D. No. to your ERB for a dwelling that is under construction but is not pre-printed in your ERB. New D. Nos. (9001, 9002 etc) may only be allocated for habitable dwellings.*

**FOR CENSUS PURPOSES, A DWELLING IS TO BE CONSIDERED ‘UNDER CONSTRUCTION’ IF IT IS NOT YET FIT FOR HABITATION BECAUSE THE ROOF, DOORS, WINDOWS OR WALLS HAVE NOT YET BEEN BUILT OR INSTALLED.**

**DERELICT** - You should always exercise caution around derelict buildings and never attempt to enter them.

Note that a dwelling which has windows and doors recently boarded up (typically by the local authority to prevent vandalism) but does not appear dilapidated and run down should be classified as a vacant house. Derelict dwellings which are boarded up are likely to have been abandoned some time ago and show other signs of exterior deterioration.

The screenshot shows an ERB form for a dwelling in Ballygramore. The status is marked as 'Derelict' (7) and 'RF' (Reconciliation Form) is checked. A handwritten note on the right side of the form reads: "Building is missing roof and front window. Garden overgrown." The form includes a calendar grid and various checkboxes for occupancy and construction status.

Mark the ERB calendar each time you visit the dwelling and make appropriate notes. Once you are sure that the dwelling is derelict, you should mark ‘Derelict’ as the dwelling status and mark the ‘RF’ box to indicate that a *Reconciliation Form* must be completed for the dwelling.

You are not required to revisit dwellings which are derelict after Census Night.

*Under no circumstances should you add a new D. No. to your ERB for a dwelling that is derelict but is not pre-printed in your ERB. New D. Nos. (9001, 9002 etc) should only be allocated for habitable dwellings.*

**DERELICT BUILDINGS ARE THOSE WHICH HAVE BEEN ABANDONED, LOOK DILAPIDATED AND THE WINDOWS AND/OR DOORS ARE BOARDED UP. THE GROUNDS MAY BE OVERGROWN AND THEY ARE LIKELY TO BE OLDER BUILDINGS.**

**COMMERCIAL ONLY:** Entries in your ERB may include buildings classified by the GeoDirectory as both commercial and residential. You may find that some do not have a dwelling attached. You should confirm with the person in charge that no one lives at the building before

The screenshot shows an ERB form for a dwelling at 119 Upper Main Street. The status is marked as 'Commercial only' (8) and 'RF' (Reconciliation Form) is checked. A handwritten note on the right side of the form reads: "Spoke to manager 25/3. Building is used as a craft shop and has no dwelling attached." The form includes a calendar grid and various checkboxes for occupancy and construction status.

marking it as ‘Commercial only’. This should be backed up with appropriate notes and a record of visits on the calendar.

Mark the ‘RF’ box to indicate that a *Reconciliation Form* must be completed for the dwelling.

*Under no circumstances should you add a new D. No. to your ERB for a building that is commercial only but is not pre-printed in your ERB. New D. Nos. may only be allocated for habitable dwellings.*

**BUILDINGS ARE TO BE MARKED AS COMMERCIAL ONLY IF THE PREMISES ARE USED SOLELY FOR COMMERCIAL PURPOSES AND NO PART OF THE BUILDING WILL BE USED AS A DWELLING ON CENSUS NIGHT.**

**DOES NOT EXIST** – If you cannot find a dwelling corresponding to a point on the map, you should perform a thorough check of the area to make sure that you have not missed the dwelling. This should involve checking behind trees, around nearby buildings and other structures that may be obscuring the dwelling from view. It is possible that the dwelling has been marked in the wrong place

on the map and is located close by. If this is the case, you should follow the procedure indicated in Section 2.13, page 25. You should consult with someone in the locality to see if they are aware of a dwelling at that position on the map. Only when you are sure that the address does not exist at or near the indicated location should you mark the ‘Does not exist’ box in your ERB, mark the RF box and complete a *Reconciliation Form*.

The screenshot shows the ERB form for 'Lissfraney'. The 'D No.' is 9 and 'SA' is A. The 'Does not exist' category (9) is selected. The 'Persons expected' section is empty. Handwritten notes on the right side of the form state: "No dwelling at location indicated on map. Performed thorough search of area but failed to find dwelling." There is also a 'Doorstep check' box and an 'RF' box checked.

on the map and is located close by. If this is the case, you should follow the procedure indicated in Section 2.13, page 25. You should consult with someone in the locality to see if they are aware of a dwelling at that position on the map. Only when you are sure that the address does not exist at or near the indicated location should you mark the ‘Does not exist’ box in your ERB, mark the RF box and complete a *Reconciliation Form*.

*You should also note the D. No. in the ‘Does Not Exist’ box at the bottom of your EA map.*

Note: You can only use the ‘Does not exist’ category if there is no dwelling at the location indicated on the map. If there is a dwelling at the location, but the address in the ERB is incorrect, you should follow the procedure in Section 2.17, page 30.

### Visit Calendars

The left panel is used to record household visits during visual enumeration/delivery beginning on the 8 March through to Census Night on the 10 April. The other panel is used to record visits during the collection period.

Record the date of each attempt at

delivering/collecting form(s), by marking an **X**

through the date on the calendar, or with a **C** if you deliver a calling card. You can record the time of the visit in the notes section. By varying the times on subsequent visits you may be more likely to find someone at home.

M	T	W	T	F	S	S	M	T	W	T	F	S	S
7	8	9	10	11	12	13	11	12	13	14	15	16	17
14	15	16	17	18	19	20	18	19	20	21	22	23	24
21	22	23	24	25	26	27	25	26	27	28	29	30	[1
28	29	30	31	[1	2	3	2	3	4	5	6	7	8
4	5	6	7	8	9	10	9	10	11	12	13	14	15

*Cen 1, Form H, Form E, Rem 1, Rem 2, Ref 1*



**CEN 1:** Mark the ‘*Cen 1*’ box if you have called 3 times to the household, have been unable to make contact with the householder, but suspect that the dwelling will be occupied on Census night.

You should deliver the appropriate Census form(s) with a *Cen 1* form and mark the ‘*Cen 1*’ box in your ERB. You should record the form types issued in your ERB (see Forms Issued section below) and mark the appropriate D. No. on your Delivery grid. Because it is better to make contact and explain the Census Form a *Cen 1* cannot be issued until Friday March 25<sup>th</sup> at the earliest.

More detail on the *Cen 1* procedure can be found in Section 4.1, page 43.

**FORM H:** Mark the ‘*Form H*’ box if a household or member of a household insists on sending their completed form(s) directly to the Regional Office for confidentiality reasons. The Regional Office will send the form to your Field Supervisor who will ensure you receive a *Form H* in respect of the form(s) that they have received. Remember to record any forms collected in this manner on the Collection Grid see Section 4.8, page 54.

**FORM E:** Mark the ‘*Form E*’ box if an ENTIRE household at a dwelling will be temporarily away on Census night to indicate *Form E* tracking has been initiated. See Section 4.2 for full detail.

**REM 1:** Record if you have delivered a Form *Rem 1* on your fourth attempt to collect the completed form(s).

**REM 2:** Record if you have delivered a Form *Rem 2* after repeated unsuccessful attempts to collect the completed form(s).

**REF 1:** Record if you have arranged for a Form *Ref 1* to be sent to the household after repeated unsuccessful attempts to collect the completed forms. A Regional or Field Supervisor will be required to sign the *Ref 1* which will be sent by registered post from the Regional Office. More detail on the *Rem 1*, *Rem 2* and *Ref 1* procedures can be found in Section 5.5, page 62.

*Forms Issued, Forms Collected*

Forms	Issued	Collected
Hhold		
Indiv		
List		

**FORMS ISSUED:** Record the number of each type of form delivered to the household/communal establishment.

**FORMS COLLECTED:** Record the number of completed forms of each type collected from each household/communal establishment. This should tally with the number of forms issued. If forms issued and collected don’t tally, recover the missing forms and record the reason why all forms delivered to the household were not completed in the Notes section.

*Persons Expected*

Persons expected	
Male	Female

When you make contact with the householder/manager, you should ask him/her how many males and females they expect will be present on Census Night. If they are not sure, ask them for their best guess. You should write this information into the relevant boxes in this section.

## Notes section

The notes section should be used to record:

- an identifiable feature of the dwelling that you may record in the absence of a full postal address or that may assist you in finding it when you return to collect the completed forms;
- if the householder states that they are usually at home only at certain times;
- anything out of the ordinary e.g. a threat from a householder or the presence of a dog;
- reasons why forms issued and completed forms collected do not tally;
- reason why a dwelling is vacant and the source of this information;
- if the householder has requested an Irish form;
- if a second household exists at a pre-printed address to remind you to collect the form(s) from the second household;
- anything that assists you in your enumeration.

Should you need more room for notes, there are a number of pink notes pages at the back of the ERB.

**TELEPHONE ICON:** Used to record the householder's contact/mobile number. The householder is not obliged to give you their telephone number but if they do it will be easier for you to contact them if necessary.

## Doorstep Check, RF box

**DOORSTEP CHECK:** This is a check you will need to make during form collection and is described in more detail in Section 5.3. It is a check to ensure the household returns all the forms delivered and that the forms have been completed correctly, no questions have been missed and no persons have been omitted.

**RF:** Mark this box if you need to complete a *Reconciliation Form* for a dwelling. See Chapter 6 for more information on when and how you should complete a *Reconciliation Form*.

## Blank Dwelling Panels

There are a number of blank dwelling panels at the back of your ERB. These should be used to note the details of any unlisted D. Nos. you find during visual enumeration. For unlisted dwellings to which you have allocated a new D. No., you will be required to write in the new D. No., Small Area Code and dwelling address.

### *Blank ERBs*

In the unlikely event you fill all the blank dwelling panels at the back of your ERB, you should request a blank ERB from your Field Supervisor. The additional ERB contains blank panels only and these should be completed in the same way as the blank dwelling panels in your original ERB. Don't forget to fill in the front cover of the blank ERB.

## Chapter 4 Adapting delivery to particular situations

Section 2.12 described the standard delivery routine which applies in most cases. You will come across situations, however where the procedure to follow is somewhat different.

The following is a list of situations and how you should adapt the basic delivery in specific circumstances.

Situation	Description
1	<b>No contact at a dwelling</b>
2	<b>Absent households</b>
3	<b>Households with more than 6 persons present</b>
4	<b>Households with more than 4 persons absent</b>
5	<b>Apartment Complexes &amp; Gated communities</b>
6	<b>Communal Establishments</b>
7	<b>Caravans and other mobile or temporary structures</b>
8	<b>Confidential returns</b>
9	<b>Multiple households at an address</b>
10	<b>Visitors</b>
11	<b>Refusals</b>
12	<b>Deliveries made after Census Night</b>
13	<b>Public enquiries at the doorstep</b>

### 4.1 Situation 1 - No contact at a dwelling

Previous experience has shown that where Enumerators deliver a Census form in person and clearly explain when and how to complete the form, the quality of the Census return will be best. Inevitably, however, there may be households where you will be unable to make contact when delivering the form.

#### No contact on first call

When you are unable to make contact with the householder on your first call:

1. If there is already a D. No. allocated for the dwelling on your map and ERB, record the date that you called in your ERB with an **X** on the calendar.
2. For unlisted, habitable dwellings, follow the procedure in Section 2.15, page 28, Assigning new D. Nos. Mark an **X** on the calendar in your ERB.
3. You may write your CSO mobile telephone number on a *Calling Card* and put it through the letterbox. If you do this, write a **C** on the calendar date to remind yourself that you have delivered a calling card. Do not leave calling card with out first completing it and writing in your CSO mobile number.
4. Arrange to visit again within the next few days.

## No contact on second call

When you call a second time, you should vary the time of the day you call if possible.

1. Record in your ERB the date that you called with an **X** on the calendar or a **C** if you deliver a *Calling Card*. You should not issue more than 2 calling cards to any one household.
2. Look for signs that the dwelling is occupied. Try to establish how many households/persons live at the address and when they are likely to be at home. A neighbour may be able to indicate if someone is living at the address. Make a note in your ERB.
3. Call again when you expect the household might be at home.

## No contact on third call – Cen 1 Procedure

If you are unable to make contact on your third call:

1. Record in your ERB the date that you called with an **X** on the calendar.
2. If you are confident that the dwelling contains only one household and will be occupied on Census night, complete *Form Cen1* and deliver a *Household Form*. **Make sure that you complete the Form ID on the front of the Census form.**
3. To complete a *Form Cen 1*, write the county code, EA code and D. No. and complete the address of the dwelling at the top of the form. You should mark the date you are completing the *Cen 1*, along with a time and date when you will call to collect the form. You should complete your mobile phone number and the D. No. reference in the space provided and sign the form.
4. Deliver the Census form with the completed *Cen 1* in a confidential envelope. Mark '*Cen 1*' in your ERB and mark the dwelling as Occupied on the dwelling status list.
5. If you have found out that there are more than 6 persons in the household you should also include the appropriate number of *Individual Forms* for each additional person. **Make sure that you complete the Form ID on the front panel of each *Individual Form* that you enclose in the envelope.**
6. If you have clear information that the dwelling is occupied and contains more than 1 household you should discuss the matter with your Field Supervisor, who will recommend what action you should take.
7. You should not deliver a Census Form with a *Cen 1* before Friday March 25<sup>th</sup>.
8. When you deliver a Census form(s) with a *Cen1*, you should treat it as a delivery. This means you should circle the appropriate D. No. on the Delivery Grid and include the household in your tally when you are sending your daily SMS message.
9. If you decide the dwelling is vacant you will need to revisit it after Census Night to verify.

Daonáireamh na hÉireann  
Census of Population of Ireland  
Sunday 10 April 2011  
Form Cen 1

Participation in the Census is compulsory. All information provided is confidential.

Ref: CO EA DN

The householder

Address:

March/April 2011

Dear Householder,

I have called on several occasions to deliver your Census Form but have been unable to make contact with you. I am therefore enclosing a Household Form. Please complete this form on the evening of Sunday 10 April.

I will call to collect the completed form on April/May 2011 between ... and ... if this arrangement does not suit you, please phone or text me at (086) ... quoting this reference number D. ... to make alternative arrangements for collection.

The confidentiality of your census return is legally guaranteed by the Statistics Act 1993. Information provided will be used for statistical purposes only.

Please contact me at the number above if you expect there to be more than 6 persons in your household on Census Night as you will need additional forms. If you would prefer an Irish language version of the form or have any questions about the Census.

Yours sincerely,

Census Enumerator

Remember, it is always preferable to make contact with a householder when delivering forms. The quality of the completed Census form will generally be better when you have met the householder and explained to him/her how to properly complete the form. Making contact will also make it easier for you to collect the form.

## 4.2 Situation 2 - Absent households – Form E procedure

You may come across some private households where the ENTIRE household will be away on Census night. This is an ‘absent household’.

If you make contact with the householder in advance of Census Night and he/she informs you the entire household will be away on Census night, you will need to complete a *Form E*. You will also need to complete a *Form E* if a householder tells you after Census night that the entire household was unexpectedly away on Census Night.

When you learn that an entire household will be or was absent on Census Night, you should follow the *Form E* procedure.

### FORM E PROCEDURE

If a D. No. has already been listed for the dwelling on your map and your ERB, mark ‘Temporarily absent’ in your ERB. If the household has not been listed in your ERB and on your map, assign a new D No. and follow the procedure below.

Mark the box for ‘*Form E*’ in your ERB.

### If the household will spend Census Night elsewhere in the Republic of Ireland

- Write the name of the householder, the home address and the County, EA, Small Area Code and D. No. at the top of *Form E*.
- Write the number of males and females and total number of persons usually in the household (Note: you do not need to write this information into your ERB).
- For every household member who is spending/who spent Census Night at another address in the Republic of Ireland, write their name in Section A (Within the State) as well as the address of the place they spend Census night.
- If household members spent Census Night at more than one address in the Republic of Ireland, you will need to complete a separate *Form E* for every additional address.
- If more than five household members spent Census Night at one address in the Republic of Ireland, you will need to complete an additional *Form E* with the details of these household members.
- Ask the householder to sign the front page of the *Form E*. This is a statutory declaration.
- You should now give the *Form E* to your Field Supervisor. He/she will proceed to track whether the household members were enumerated at the address/addresses given to you. If they were enumerated at this address/addresses, your Field Supervisor will inform you.
- Only then should you complete a *Reconciliation Form* for the home address, marking ‘Temporarily absent – *Form E* confirmed’ as the dwelling status.
- If your Field Supervisor informs you that the household did not spend Census Night at the address/addresses given, you will have to go back to the household and ask them where they

Form E

Only complete a Form E where the **ENTIRE** household was absent on Sunday 10 April 2011.

Name of householder: \_\_\_\_\_ HOME address: \_\_\_\_\_

County	Enumeration Area	Small Area	D. No.	Number of persons usually resident in the household

**A WITHIN THE STATE**

Complete for persons usually living at the address above who spent or intend to spend Census Night at another address in Ireland (including Northern Ireland).

Person No.	First name and surname	Age	Sex	Address (in Ireland, please give full details including street name and postal code or Northern Ireland)
1				
2				
3				
4				
5				

\* If more household members spent Census Night at different addresses to the one specified in A1, complete an additional Form E for each address.

**B OUTSIDE THE STATE**

Complete for persons usually living at the address above who spent or intend to spend Census Night abroad (including Northern Ireland).

Person No.	First name and surname	Age	Sex	Address (in Ireland, please give full details)
1				
2				
3				
4				
5				

To be completed by the enumerator  
Tick one box after the other, per household, in order of priority to be used for a household and label.

By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 2011

**The procedure to be followed differs depending on whether the household spends Census night elsewhere within the Republic of Ireland or outside the Republic of Ireland (including Northern Ireland)**

spent Census Night and deliver a Census form in the usual manner if you find out the household spent Census Night at home.

### **If the household will spend Census Night outside of the Republic of Ireland (including Northern Ireland)**

- Complete the Form ID as described above.
- Write the name and surname of each household member into Section B (Outside the State), mark whether the person is male or female and complete the full address at which they will spend/spent Census Night.
- Writing in a country name is not sufficient. The full address (or hotel and city) of where the person is spending/spent Census Night is required.
- If more than five persons are usually resident in the household, complete an additional *Form E*.
- Ask the householder to sign the form. This is a statutory declaration by them.
- You should ask the householder for evidence that the household will spend/did spend Census Night abroad, eg plane tickets, booking details, receipts etc. You should not however demand this information in an aggressive manner. You are, however, entitled to take reasonable steps to satisfy yourself that the household was outside the state on Census Night.
- Give the completed *Form E* to your Field Supervisor who will sign and keep it.
- After Census Night, you should call to the household and check to ensure that the household was in fact absent outside the state on Census Night.
- You should complete a *Reconciliation Form* for the D.No. of the home address, marking 'Temporarily absent – *Form E* confirmed' as the dwelling status.

### **CHECKING A *FORM E* REQUEST RECEIVED FROM ANOTHER EA**

An Enumerator in another EA may complete a *Form E* in respect of a household which intends to spend Census Night at an address in your EA. If this occurs, your Field Supervisor will contact you and ask you to verify that the household members were captured on the Census form for that address. You will be provided with the address and a list of the names of the persons to check. You should write these details onto a *Form EF*.

When you collect the form/s for the address, you should check to make sure the persons are included on it. Once you have done this, you should inform your Field Supervisor immediately.

### **INDIVIDUALS ABSENT FROM A HOUSEHOLD**

Persons should be enumerated at the address at which they spent Census Night.

Where one or more usually resident members of the household but not all of the household members are away on Census Night, they should be included on List 2 on Page 3 of the *Household Form* with their details supplied on Pages 22-23.

In particular note that primary, secondary and third level students who are living away from home during term time and who are not present on Census Night **should be included on the *Household Form* as absent persons.**

## INDIVIDUALS ABSENT FROM A COMMUNAL ESTABLISHMENT

Persons normally resident in a Communal Establishment but who are not there on Census Night should not be enumerated as persons absent from the establishment. Absent persons only applies to private households.

### 4.3 Situation 3 - Households with more than 6 persons present

You should issue a *Household Form* and one *Individual Form* for each additional person over 6 persons e.g. if there were 8 persons then you should issue one *Household Form* and two *Individual Forms*.

Make sure you complete the County, EA and Small Area Code as well as the D. No. for the dwelling on each *Individual Form* you deliver.

Note in your ERB that you have issued one *Household Form* and the number of *Individual Forms* issued. This will help you remember how many forms to collect after Census Night.

Explain to the householder the procedure for completing the *Individual Form(s)*. Stress that the Question 4 (Relationship) on the *Individual Form* relates to Persons 1-4 on the *Household Form*. Follow the rest of the delivery routine.

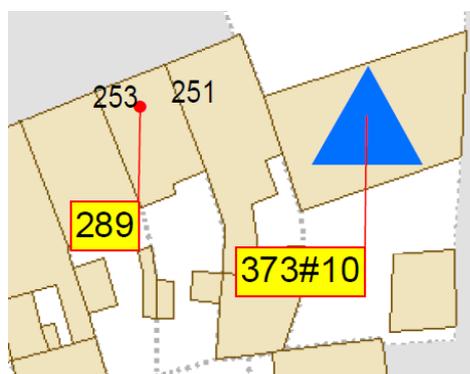
You should never deliver two *Household Forms* to ANY household. If you do not have sufficient *Individual Forms* with you, call back later.

### 4.4 Situation 4 - Households with more than 4 persons absent

In the unlikely situation where there are more than 4 persons absent from the household on Census Night issue an *Individual Form* for each additional absent person and ask the householder to record the additional absent person's details on the *Individual Form(s)*. Write the words 'ABSENT PERSON' on the front page of the *Individual Form* on the right hand side of the Address Box in the Form ID.

### 4.5 Situation 5 – Apartment complexes and gated communities

Apartment complexes with multiple dwelling units will be marked on your map with a blue triangle. The D. No. of the first apartment will appear beside the triangle followed by



the number of apartments in the complex. For example, if the first apartment in the complex has been allocated D No. 373 and there are 10 apartments in the complex, 373#10 will appear on your map.

In your ERB, all the D. Nos. allocated to the apartment complex will be printed.

You may come across situations where there are fewer D. Nos. allocated to an apartment complex than there are apartment units. In this case, you should allocate new 9001+ D. Nos. in the usual manner and mark them on your map, map grid, in your ERB and on the Delivery and Collection grids.



You may also come across situations where there are more D. Nos. allocated to an apartment complex than there are apartment units. In this case, you should:

1. Correct the number of apartment/flats allocated to the building on the map.
2. Write the D.Nos. of the apartments which do not exist into the 'Does not exist' box into the 'Does not exist' grid on the map.
3. Mark the dwelling status of the ERB entry as 'Does not exist'. Mark the RF box.
4. Complete a *Reconciliation Form* for each apartment which does not exist.

### **Apartment buildings crossing Enumeration Area or Small Area boundaries**

In some EAs, there are apartment buildings which straddle a boundary into an adjacent EA or Small Area. This has resulted in apartments in the one building being physically located in two EAs or Small Areas.

In these instances, a decision has been made by CSO to allocate the whole building to one particular EA or Small Area and the blue triangle on the map indicating the apartment building will appear in only one of the Small Areas or EAs. All apartments will be listed in one EA or Small Area.

### **Apartment buildings not marked on your Map/ERB**

In the course of visiting dwellings in your EA you may discover an apartment building which is not listed on the map/ERB. The location of these buildings must be marked on the map with a triangle and the D. No. you have allocated to it (in the same format as for other apartment buildings) with a black biro and pink highlighter. All the D. Nos. should be entered into your ERB and you must also write all the newly allocated D. Nos. into the 'Added' D. Nos. grid on the map.

If this new building crosses EA/Small Area boundaries you should contact your Field Supervisor for guidance as to which Enumerator should cover it.

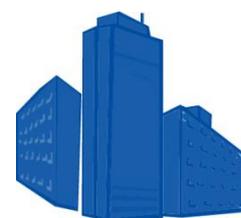
### **Gaining access to gated communities and apartment complexes with security gates/doors**

Gated housing developments and apartment complexes requiring security fobs or access codes can be difficult to access. When you are performing your visual enumeration, you should take note of any such developments which you encounter. If there is a security guard present, he/she may grant you access to the development.

Your Field Supervisor will provide you with assistance in accessing gated communities which are difficult to enter.

## **4.6 Situation 6 - Communal Establishments**

Hotels, hospitals, residential homes, boarding schools, prisons, religious establishments and other managed residential accommodation where specific groups of people such as guests, patients, inmates and students live communally are called communal establishments (CEs).



Your Field Supervisor will have contacted the managers of the larger CEs in your EA in advance to inform them that the Census is taking place and asking for their co-operation. Enumeration of smaller CEs, such as B&Bs, is normally carried out by a manager or person in charge. You are responsible for contacting this person and issuing the appropriate forms and envelopes. It is important, therefore, that you have read and understood the completion instructions for the *Listing*

*Form* and the *Individual Form*, so you can advise the manager. The manager completes a *Listing Form*. Each person present on Census night completes an *Individual Form*.

## BOARDING HOUSES

Boarding Houses with less than five boarders on Census Night should be treated as private household. This household should include the manager and his/her family.

Boarding Houses with five boarders or more on Census Night should be treated as Communal Establishments. In communal establishments, the manager and his/her family are treated as a separate private household so you will have to have to generate D No. (2000+), create an ERB entry and mark the D. No. added on your map and collection grid.

## CES PROVIDING SHELTER FOR HOMELESS PERSONS

There are slightly different procedures to be followed in CEs which provide shelter for homeless persons. The procedures to be followed are detailed in Appendix C.

### Standard Procedures for Enumeration in Communal Establishments

#### Small Communal Establishments (with less than 20 persons)

1. Contact the manager or person in charge on or before Tuesday 5 April.
2. Introduce yourself and explain that you have come to deliver forms for the Census.
3. Ask the manager whether he/she wishes to complete an Irish or English version of the *Listing Form*.
4. Go through the *Listing Form* and the *Individual Form* with the manager to be sure that he/she knows what is required.
5. Complete the name and address and the Form ID (County, EA, Small Area and D. No.) on the *Listing Form*. As with the *Household Form*, the D. No. for the establishment should be on your map with a corresponding entry in your ERB. If not generate the next unused 9001+ D. No. and enter on Map/ERB see Section 2.15.
6. Mark the dwelling status as 'Occupied' in the ERB. Write in the manager's name, get a contact number and write it in your ERB.
7. Ask the manager how many males and females are expected to be in the CE on Census Night. If the manager is unsure, ask for an estimate. Record this in your ERB.
8. Complete the name and address of the establishment and the Form ID on each *Individual Form* before handing it over to the manager. The D. No. on each *Individual Form* should be the same as the D. No. on the *Listing Form*. Leave the 'Person Number' blank on the *Individual Forms* as it should only be completed after collection.
9. Leave enough *Individual Forms* with accompanying confidential envelopes for everyone who will be present on Census Night. Only leave extra forms if there will be a real need for them.
10. Ask the manager to write each person's name on the front of the privacy envelope before distributing them on the evening of Sunday April 10. This will allow the manager to check

**E1 What is the type of the establishment?**  
Please mark  the box that best describes the establishment.

1	<input type="checkbox"/>	Hospital
2	<input type="checkbox"/>	Nursing Home/Children's Home
3	<input type="checkbox"/>	Educational Establishment
4	<input type="checkbox"/>	Religious Community
5	<input type="checkbox"/>	Defence Establishment
6	<input type="checkbox"/>	Prison
7	<input type="checkbox"/>	Shelter or Refuge (including accommodation for homeless persons)
8	<input type="checkbox"/>	Hotel
9	<input type="checkbox"/>	Boarding House, Guest House or B&B
10	<input type="checkbox"/>	Tourist/Youth Hostel or Campsite
11	<input type="checkbox"/>	Civilian ship, boat or barge
12	<input type="checkbox"/>	Other (please write in detailed description)

**List of persons who passed the night of Sunday 10 April in the establishment**  
List every person who passes the night of Sunday 10 April in the establishment. Do not include any member of staff who is on night duty unless he or she lives in the establishment. Do not include any member of staff who resides on the premises with his or her family. He or she should be regarded as part of a private household and issued with a household Form. Do not include babies born after midnight on Sunday 10 April.

First name and surname	Issued <input type="checkbox"/>	Collected <input type="checkbox"/>	
1	Günther Schmidt	-	<input type="checkbox"/>
2	Eva Schmidt	-	<input type="checkbox"/>
3	Leo Schmidt	-	<input type="checkbox"/>
4	Katrin Schmidt	-	<input type="checkbox"/>
5	Maria Lombardi	-	<input type="checkbox"/>
6	Serena Rizzo	-	<input type="checkbox"/>

that he/she has collected forms from every person who spends Census Night in the establishment.

11. Ask the manager or person in charge to complete the *Listing Form* on Census Night and deliver the *Individual Forms*. He/she should write the names of each person staying in the CE on pages 2-4 of the *Listing Form* and mark the appropriate response to question E1 on page 2.
12. On issuing an *Individual Form* to a person staying in the CE, the manager should mark the corresponding 'Issued' box on the *Listing Form*.
13. If the manager or person in charge refuses to distribute and collect the forms, offer to do so yourself (See below for the procedure for CEs with more than 20 persons present on Census Night).
14. Update the ERB with the number of *Listing Forms* and *Individual Forms* issued.
15. Ask the manager to collect the completed *Individual Forms* on the morning of April 11. On receipt of each *Individual Form*, he/she should mark the 'Collected box' in the appropriate space on the *Listing Form*.
16. Once you have finished this procedure, you should circle the appropriate D. No. on your Delivery Grid.

## **TREATMENT OF THE MANAGER AND OTHER STAFF MEMBERS SPENDING THE NIGHT IN THE CE**

### **Living with family**

If the manager or other staff members live on the premises of the CE with their family, they should be regarded as a private household separate to the CE. This means they should receive a separate *Household Form* with a 2000+ D. No. unless the manager's dwelling is listed separately in the ERB.

### **Living alone or with unrelated persons**

If the manager or other staff members live on the premises of the CE alone or with unrelated persons, they should be enumerated in the same manner as other residents of the CE, i.e. they should be listed on the *Listing Form* and should complete an *Individual Form*.

### **Not living in the CE**

If the manager or other staff members spend Census Night at work in the CE, but do not live in the CE and return home in the morning, they should be included on the Census form in their usual address. They should not be enumerated in the CE.

## **COMMUNAL ESTABLISHMENTS BASED IN MULTIPLE BUILDINGS**

You may encounter a Communal Establishment that is based in more than one building at the address listed in your ERB, for which only one D. No. has been listed.

For example, a hotel that has several smaller buildings on the grounds which can be booked by guests or a convent and a nursing home run by the same religious order.

---

**The general rule to follow in situations like these is when the additional buildings are used for the same function as the main building, you should not create new D. Nos. for them**

---

If a building is used for a different function to the main buildings, a new 9001+ D. No. should be created on your map and in your ERB. In cases such as these, the manager of the Communal Establishment should fill out a separate *Listing Form* for the building with the different function. Each will be treated as separate CEs.

**Example**

A nursing home is indicated on your map and in your ERB with D. No. 129.

You make contact with the manager of the home who informs you that there is a convent on the grounds which is also part of the communal establishment and several nuns live there.

Because the convent is a different type of establishment, you decide to allocate D. No. 9001 to it. You mark it on your map and fill a blank panel in your ERB. You hand the manager a *Listing Form* filled in with the County, EA and Small Area code and D 129 and ask her to list details of the persons in the nursing home on Census Night. You also hand her a second *Listing Form* for D 9001 and ask her to list details of the persons in the convent on Census Night.

The ERB entries for this example are as follows:

For the nursing home:

D No.	SA	Name of householder	Address	<i>Nursing home with 13 residents. Convent also located on the grounds. Sr Lynch will distribute forms. Allocated D No 9001.</i> 0876515243 Doorstep check <input type="checkbox"/> RF <input type="checkbox"/>	D No. 129																																																																																					
1 2 9	A	Sr Miriam Lynch	St Johns Nursing Home Glasmore																																																																																							
Occupied	<input checked="" type="radio"/>	<table border="1"> <tr> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td> </tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>14</td><td>15</td><td>16</td><td>17</td><td><del>18</del></td><td>19</td><td><del>20</del></td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>[1</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td>[1</td><td>2</td><td>3</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> </table>				M	T	W	T	F	S	S	M	T	W	T	F	S	S	7	8	9	10	11	12	13	11	12	13	14	15	16	17	14	15	16	17	<del>18</del>	19	<del>20</del>	18	19	20	21	22	23	24	21	22	23	24	25	26	27	25	26	27	28	29	30	[1	28	29	30	31	[1	2	3	2	3	4	5	6	7	8	4	5	6	7	8	9	10	9	10	11	12	13	14	15	Forms Issued Collected
M	T	W	T			F	S	S	M	T	W	T	F	S	S																																																																											
7	8	9	10			11	12	13	11	12	13	14	15	16	17																																																																											
14	15	16	17			<del>18</del>	19	<del>20</del>	18	19	20	21	22	23	24																																																																											
21	22	23	24			25	26	27	25	26	27	28	29	30	[1																																																																											
28	29	30	31			[1	2	3	2	3	4	5	6	7	8																																																																											
4	5	6	7			8	9	10	9	10	11	12	13	14	15																																																																											
Temporarily absent	<input type="radio"/>	Cen 1 H E Rem 1 Rem 2 Ref 1				Hhold																																																																																				
Vacant house/CE	<input type="radio"/>			Indv	1 3																																																																																					
Vacant flat	<input type="radio"/>			Lat	1																																																																																					
Holiday home	<input type="radio"/>			Persons expected																																																																																						
Under construction	<input type="radio"/>			Male	3																																																																																					
Derelict	<input type="radio"/>			Female	1 0																																																																																					
Commercial only	<input type="radio"/>			Doorstep check <input type="checkbox"/> RF <input type="checkbox"/>																																																																																						
Does not exist	<input type="radio"/>																																																																																									

For the convent:

D No.	SA	Name of householder	Address	<i>Convent located in same grounds as nursing home D129. Collect on 12/4 with nursing home forms.</i> 0876515243 Doorstep check <input type="checkbox"/> RF <input type="checkbox"/>	D No.																																																																																					
9 0 0 1	A	Sr Miriam Lynch	St Johns Convent Glasmore																																																																																							
Occupied	<input checked="" type="radio"/>	<table border="1"> <tr> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td> </tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>14</td><td>15</td><td>16</td><td>17</td><td><del>18</del></td><td>19</td><td><del>20</del></td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>[1</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td>[1</td><td>2</td><td>3</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> </table>				M	T	W	T	F	S	S	M	T	W	T	F	S	S	7	8	9	10	11	12	13	11	12	13	14	15	16	17	14	15	16	17	<del>18</del>	19	<del>20</del>	18	19	20	21	22	23	24	21	22	23	24	25	26	27	25	26	27	28	29	30	[1	28	29	30	31	[1	2	3	2	3	4	5	6	7	8	4	5	6	7	8	9	10	9	10	11	12	13	14	15	Forms Issued Collected
M	T	W	T			F	S	S	M	T	W	T	F	S	S																																																																											
7	8	9	10			11	12	13	11	12	13	14	15	16	17																																																																											
14	15	16	17			<del>18</del>	19	<del>20</del>	18	19	20	21	22	23	24																																																																											
21	22	23	24			25	26	27	25	26	27	28	29	30	[1																																																																											
28	29	30	31			[1	2	3	2	3	4	5	6	7	8																																																																											
4	5	6	7			8	9	10	9	10	11	12	13	14	15																																																																											
Temporarily absent	<input type="radio"/>	Cen 1 H E Rem 1 Rem 2 Ref 1				Hhold																																																																																				
Vacant house/CE	<input type="radio"/>			Indv	8																																																																																					
Vacant flat	<input type="radio"/>			Lat	1																																																																																					
Holiday home	<input type="radio"/>			Persons expected																																																																																						
Under construction	<input type="radio"/>			Male																																																																																						
Derelict	<input type="radio"/>			Female	8																																																																																					
Commercial only	<input type="radio"/>			Doorstep check <input type="checkbox"/> RF <input type="checkbox"/>																																																																																						
Does not exist	<input type="radio"/>																																																																																									

For a hotel with separate buildings used by guests on its grounds, you should only use one D. No. You should not assign new D. Nos. for each of the separate buildings on the grounds as they are being used for the same purpose as the main hotel building – i.e. guest accommodation.

**Vacant communal establishments**

If no one is staying in a Communal Establishment on Census Night you should mark ‘Vacant House/CE’ in your ERB and complete a *Reconciliation Form*, marking the dwelling status ‘Vacant House/Vacant Communal Establishment’.

If a CE is vacant on Census Night but the manager is staying on the premises, you should use the D. No. allocated to the CE in your map/ERB to enumerate the manager.

### *Large Communal Establishments (with 20 persons or more)*

Your Field Supervisor will make contact with the administrator or manager to explain the timing and procedures used to enumerate the establishment. In most cases, form delivery should take place on Friday 8 April - two days before the Census. If an EA has a number of large Communal Establishments, form delivery can take place before this, but should be done in the week before Census Night.

For large hospitals you may also deliver forms before Friday 8 April. The hospital manager may know who will be in the hospital on Census Night and may be able to complete the list of patients on the *Listing Form* in advance. If necessary patients can be removed from or added to the *Listing Form* after Census Night (e.g. due to subsequent births, deaths, unexpected admissions etc).

You should follow the same procedure as for smaller CEs except that

1. You should arrange a suitable time to meet the manager in order to explain the procedures you will be following. Be sure to inform the manager that he/she will be responsible for completing the *Listing Form* and for distributing the *Individual Forms*.
2. Inform the manager that he/she will need to complete the list of persons staying in the CE on Census night on pages 2-4 of the *Listing Form*. The guest or patient register can be used as a source for the names if available.
3. Ask the manager to mark the appropriate response to Question E1 on page 2 of the *Listing Form*.
4. Should there be more than 60 persons in the CE, you should use a second *Listing Form*.
5. Ask the manager to distribute the *Individual Forms* and envelopes to the persons staying in the CE on the evening of Census Night. Once an *Individual Form* has been distributed to a person staying in the CE, the manager should mark the appropriate 'Issued' box on the *Listing Form* on pages 2-4.
6. You should leave extra *Individual Forms* if there will be a real need for them. Do not estimate the extra forms required based on empty beds, for example. Ask the manager the likely number of extra forms needed.
7. Ask the manager to ensure that anyone not listed on the *Listing Form* who arrives later and spends Census Night in the CE is entered on the *Listing Form* and completes an *Individual Form*.
8. Inform the manager that you will return to collect the forms on the day after the Census (Monday 11 April).
9. Where an individual is likely to have difficulties completing a form, ask the manager to provide help or to arrange for the form to be completed on the person's behalf.
10. Where the manager will have difficulty carrying out the task, you should assume the role of the manager and follow the enumeration procedure as instructed on the *Listing Form*. In a large establishment such as a hospital you may have to arrange a short information session for staff such as ward managers to explain the procedures. Your Field Supervisor may assist with this.

Note that when you successfully deliver forms to a Communal Establishment, you should circle the D. No. on the Delivery Grid as you would for a normal household.

### *Private residences in the grounds of a communal establishment*

Examples of this are a doctor's house, caretaker's cottage or porter's lodge.

These dwellings are separate private households and require a separate entry in your ERB. The details should be pre-printed in your ERB and on your map. If this the dwelling is unlisted, assign a new D No. and follow the procedure in Section 2.12 and apply the usual delivery routine.

**Note that if you have a number of large CEs in your EA, your Field Supervisor may decide to ask an Enumerator from a nearby EA to help you with collecting the CE forms on the morning of April 11.**

### **4.7 Situation 7 - Caravans and other mobile or temporary structures**

Caravans and mobile homes should be listed separately in your ERB and assigned a 9001+ D. No. if not already listed, except where:

- A single caravan/mobile home is parked in the grounds of a private house and is NOT occupied by a separate household. You should not allocate a new D. No. or list in your ERB.
- One or more unoccupied caravans are being displayed for sale or hire. These should not be assigned D. No. in your ERB or marked on your map.
- There are one or more unoccupied caravans in a caravan park. If not already listed with a D. No. on your map and in your ERB, these should be assigned **one** new 9001+ D. No. You should note in your ERB the total number of caravans unoccupied. Mark 'Holiday home' if the caravans are vacant holiday homes. Remember to fill one *Reconciliation Form* for all Holiday homes (see Section 6.1).
- *Two* or more caravans/mobile homes are occupied by a single family. A D. No. may already exist on your map & in your ERB. If this is not the case, you should assign only one 9001+ D No. and carry out the delivery procedure.



### *Enumerating caravans on a managed site*

Speak to the manager of the site to determine which caravans will be occupied on Census Night. Visit each caravan.

Treat each occupied caravan as a separate dwelling unless two caravans are occupied by the one family (see bullet point 4 above). Each caravan containing a separate household may have a D. No. listed on your map and in your ERB. If not, assign a 9001+ D. No. and follow the delivery procedure. When completing the address on the form, use the D No. as the caravan number if no caravan numbers are assigned on the site. Do not generate new D.No.s for unlisted caravans which are unoccupied on Census night.

### *Caravans not on a caravan site (including unofficial halting sites)*

If the caravan is not pre-printed on your map and in your ERB, you should assign a new 9001+ D. No. and follow the procedure in Section 2.12.

Each separate household should have one D. No. each. If you need to complete the address in your ERB, use 'Caravan at .....'.

Put a reminder in the Notes section to remind you that form(s) must be collected early on the Monday morning after the Census.

The CSO has identified the location of all known halting sites in advance of the Census. Your Field Supervisor will notify you if there is a halting site in your EA which you should be aware of to ensure it is properly enumerated.

### *Temporary or mobile structures or truck cabs*

You should enumerate all temporary or mobile structures such as camper vans, houseboats, parked trucks that are habitable or look like they may be inhabited with new D. Nos. and follow the delivery procedure. When completing the address use 'Truck parked at ....., or an appropriate introduction to the address. Put a reminder in the Notes section to remind you that form(s) must be collected early on the Monday morning after the Census



## **4.8 Situation 8 - Confidential returns**

### *Households seeking to make confidential returns*

If you encounter a household which does not want you to see their completed Census form, you should explain that all information collected is confidential and is protected by the Statistics Act 1993. If this does not reassure the householder:

1. Give the householder a confidential envelope with a Regional Office address label affixed and ask him/her to return the form(s) in the post. Write 'Form H' on the back of the envelope.
2. Make a note in your ERB and mark the 'Form H' box.
3. On receiving the Census form(s), the Regional Office will send them to your Field Supervisor. Your Field Supervisor will send you a completed *Form H* which will allow you to complete your summarisation and will ensure you receive full payment for a collected form.
4. You should treat a completed *Form H* for an entire household received from your Field Supervisor as a collected form.

Try to keep the number of such confidential returns to a minimum.

### *Request from an individual for confidentiality*

If a member of a household has objections to you or other members of the household seeing his/her information:

1. Give the person an *Individual Form* (remember to complete the Form ID before giving it to them) and a blank Census envelope to enclose the form after completion.
2. Record on your ERB that an *Individual Form(s)* was issued.
3. Ask the person to enclose his/her completed *Individual Form* in the envelope and return it with the *Household Form* when you come to collect the forms.

If the person is not happy with this arrangement:

1. Provide an envelope addressed to the Regional Office and ask him/her to return the form by post (write *Form H* on the back of the envelope). When this is received, the Regional Office will send it to your Field Supervisor.
2. Make a note in your ERB and mark the 'Form H' box.

3. Make sure you receive a *Form H* from your Field Supervisor to confirm that the person has posted back the form.
4. Ask the householder to ensure that the person requesting the *Individual Form* is entered on List 1, page 3 of the *Household Form*.
5. Remember that you have issued additional forms when completing the Form ID and note in your ERB that more than one form has been issued.

Try to keep the number of such confidential returns to an absolute minimum.

#### 4.9 Situation 9 - Multiple households at an address

It is important that you identify all the households at every dwelling and deliver a separate *Household Form* to each. It is part of the delivery routine to establish the number of households at each dwelling. Signs such as several doorbells or dustbins will often indicate a shared entrance and multiple households.

Examples of the type of dwelling where you may find more than one household include:

- tenements
- a dwelling which includes accommodation occupied by a lodger or live-in relative who does not share a living room or meals with the remainder of the household.

Although grouping people into households is important it is not as important as ensuring everyone is included on a form. Bear this in mind if you are struggling to group people into households at a dwelling.

Often the first person you talk to will be able to tell you how many other households live there.

If you discover additional households at a dwelling you should follow the procedure in Section 2.15.

Remember:

If there is a second household sharing the same hall door in a dwelling unit (e.g. a lodger living separately in a house), the new D. No. you allocate should be 2000 plus the D. No. of the first household. If there is a third household, the new D. No. you allocate should be 3000 plus the D. No. of the first household and so on.

If there is more than one household in one building but the households live in separate dwelling units (e.g. flats with separate dining areas in a large house), the new D. No. you should allocate should be 9001+ as described in Section 2.15.

If you encounter more than one household at one address for which you need to allocate new D. Nos., it may be useful to note the new D. Nos. in the notes section of your ERB for the original printed address. If you do this, when you go to collect forms from the address, you will know that there are other households resident in the dwelling and you have to collect forms from them. See below for an illustration.

## ERB Entry for first household

D No.	2 1 1 D	SA	Name of householder	Address	Second household at this address, a lodger who lives separately Created D No 2211	
			Geoff Maher	171 Oaktree Way	0859871678	D No. 211
Occupied	1	M T W T F S S	M T W T F S S	Forms issued	Collected	
Temporarily absent	2	7 8 9 10 11 12 13	11 12 13 14 15 16 17	Male	1	
Vacant house/CE	3	14 15 16 17 18 19 20	18 19 20 21 22 23 24	Female		
Vacant flat	4	21 22 23 24 25 26 27	25 26 27 28 29 30 [1]	Persons expected	Male	2
Holiday home	5	28 29 30 31 [1 2 3	2 3 4 5 6 7 8	Female	2	
Under construction	6	4 5 6 7 8 9 [1	9 10 11 12 13 14 15	Dropship check	RF	
Denial	7					
Commercial only	8					
Does not exist	9					

## ERB Entry created for second household

D No.	2 2 1 1 D	SA	Name of householder	Address	Student lodger, lives separately to family in flat above house. Requested Irish version of form.	
			Roisin Nagle	171 Oaktree Way	0871281920	D No.
Occupied	1	M T W T F S S	M T W T F S S	Forms issued	Collected	
Temporarily absent	2	7 8 9 10 11 12 13	11 12 13 14 15 16 17	Male	1	
Vacant house/CE	3	14 15 16 17 18 19 20	18 19 20 21 22 23 24	Female		
Vacant flat	4	21 22 23 24 25 26 27	25 26 27 28 29 30 [1]	Persons expected	Male	1
Holiday home	5	28 29 30 31 [1 2 3	2 3 4 5 6 7 8	Female	1	
Under construction	6	4 5 6 7 8 9 [1	9 10 11 12 13 14 15	Dropship check	RF	
Denial	7					
Commercial only	8					
Does not exist	9					

On your map, you should write any new D. Nos. you have allocated beside the D. No. of the first household and highlight it in pink. You should also write this D. No. into the 'Added' D. Nos. box at the bottom of your map and onto your Delivery and Collection Grids.

### 4.10 Situation 10 – Visitors

We want to enumerate everyone where they are in the country on Census Night.

Visitors staying with a household should be included on the *Household Form* irrespective of whether they are residents of the Republic of Ireland or not.

#### Visiting households on Census night

Visiting households staying in holiday accommodation or in someone else's home while the usual residents are away on Census Night should complete a *Household Form* irrespective of whether they are residents of the Republic of Ireland or not.

Visiting households may move on soon after the Census, so for these households:

Put a reminder in the Notes section that forms must be collected soon after the Census.

### 4.11 Situation 11 – Refusals

We look to you to gain the public's confidence and encourage their participation.

If someone refuses to accept a form, be courteous and explain that:

- the information is vital for planning the needs of their local area and the Census provides the only source of information for many areas. For example, it provides information on the number of people over 65 or under 5 in their area;
- the form is easy to fill out and should only take several minutes to complete. Although it is a 24 page form, most households will have to complete less than half the form as it covers up to six persons;
- most of the questions just require a mark;
- all information is confidential and is used for statistical purposes only;
- the Census is compulsory and that the householder is obliged by law to ensure that the form is completed and may be fined up to €25,000 for refusing to do so;
- Do not cause any antagonism. Suggest that the householder looks through the form if they are reluctant to complete it.
- Make sure you listen to the householder. Very often a person will be co-operative after having had his/her say. Under no circumstances should you threaten a householder or engage in any activity which could be considered harassment.

If the householder still refuses:

1. Record the date and time of the call in your ERB.
2. Summarise your interaction with the householder in the Notes section.
3. Notify your Field Supervisor of the refusal. He/she will call on the householder to encourage participation.

#### 4.12 Situation 12 – Deliveries made after Census Night

There may be rare situations where you have to deliver a form after Census Night. Examples of this may be:

- When you re-visit a dwelling which you believed was vacant after Census Night but find it is occupied;
- When you missed a dwelling during your visual enumeration and did not deliver a form to the household;
- Where a member of the public has contacted the Census Regional Office or CSO to say that they did not receive a Census form. You will receive a text message with the address details requesting you to deliver a Census form.

Should you need to deliver a form after Census Night, you should follow the usual delivery routine, but you should ask the householder to complete the form as soon as possible and arrange a time to collect the form. You may need to make alterations to your ERB (e.g. if you had indicated a dwelling was vacant).

#### 4.13 Situation 13 - Public enquiries at the doorstep

Familiarity with this manual and the Census forms will help you answer most questions you are likely to get from the public. Below are the answers to some of the more usual questions, which may be put to you.

##### **WHY DO YOU NEED NAMES ON THE FORM?**

Names enable the householder and the Enumerator to distinguish different people on the form to help check that everyone has been included. They also assist in the verification of family relationships.

##### **WHY DO YOU NEED MY ADDRESS?**

We need to ensure that a form has been delivered to every address in the country and we need to record where a form has been received from and where we need to call back to collect the form.

##### **WILL MY ANSWERS BE CONFIDENTIAL?**

Yes. Confidentiality is guaranteed by law. Everyone working on the Census has to sign an undertaking guaranteeing that they will not disclose any information collected in the course of their work.

##### **IS PARTICIPATION IN THE CENSUS VOLUNTARY?**

No. There is a legal requirement on householders and individuals present in the country on Census Night to be enumerated in the Census.

##### **HOW MUCH DOES THE CENSUS COST?**

The census is the largest and most complex statistical operation in the State and costs around €55 million spread over 5 years.

**ONCE I HAVE COMPLETED AND RETURNED THE CENSUS FORM WILL I BE CONTACTED AGAIN?**

No, not for the Census.

**MORE DETAILED QUESTIONS REGARDING THE CENSUS FORM?**

Read the Explanatory Notes on the back page of the Census Form. Also, see Appendix G.

#### **4.14 Situation 14 – Media enquiries**

It is important to note that Enumerators DO NOT conduct media interviews or provide information or comments to the media. Nothing is ever ‘off the record’ and even the most casual of comments can result in a news story quoting ‘an official spokesperson’.

You should not get involved in discussing politics, religion or debating issues in the media.

Remember, the Enumerator’s job is to deliver and collect completed Census forms.

Should you receive media enquiries, you should immediately alert your Field Supervisor and pass them to him/her.

## Chapter 5 Form Collection

Collection will begin on Monday 11 April, the day after the Census and must be completed by Monday 9 May. You must collect a completed Census form from all households who spent Census night in your EA.

In order of priority, collection on the first day, Monday 11 April should concentrate on:

1. Ships in port, lorries, etc.
2. Caravans and other mobile or temporary structures (including Traveller halting sites).
3. Communal Establishments.
4. Visiting households which you suspect may move on soon after the Census.

If your EA contains a number of these categories you should advise your Field Supervisor as they may need to draft in the assistance of surrounding Enumerators.

### 5.1 Preparation at home

Thorough preparation will help to ensure that your collection will go smoothly. Before you set out, you should plan your route. The best route will most likely be that used to deliver the forms. You will need to visit every address where forms have been delivered including those marked as vacant or holiday homes during form delivery. Familiarise yourself with the content of the Census forms because often people will need assistance in completing them. See Form Delivery and Collection –Item checklist in Appendix A, page 87 for items you need to bring with you.



### 5.2 Basic collection routine for households

Begin the collection of forms in your EA by visiting each dwelling or household listed in your ERB. If you have phone numbers for householders in your ERB, you can ring them in advance to arrange a time to collect the form(s) if you have not already done so. In the unlikely event that you notice that a dwelling was missed during delivery or that a caravan, etc. has arrived since you delivered forms, deliver the forms immediately, make an entry in your ERB and map, follow the delivery procedure and arrange to call back in a couple of days to collect the forms.

The following procedure applies to the collection of all forms:

1. If you make contact show your ID Card and introduce yourself.
2. Explain that you are calling to collect the Census form(s).
3. Ask the householder how many persons spent the night of Sunday 10 April in the household. This is the number of **Persons Present**.
4. Ask the householder if anyone who is usually resident in the household was temporarily away on the night of Sunday 10 April. If so, they should be categorised as **Absent Persons**.
5. Tell the householder that you must check all forms collected to ensure that nothing has been omitted, this is to avoid having to call back.

### 5.3 THE DOORSTEP CHECK

When the householder returns the form(s) to you, you **MUST** carry out the following checks on the doorstep:

1. Check that the householder returns all the forms that you delivered. The number of forms you delivered should be in your ERB.



2. Check that the all forms have been filled out in **black or blue pen**. If the forms have been filled out in pencil you will have to transcribe the questions onto a new form later.
3. Check that the householder has completed the household questions on Page 2.
4. Check that no person has been listed twice on the form. Check in particular with the householder that any absent persons are not also listed as present.
5. Cross check that *Persons present* indicated verbally by the householder agrees with both the number of persons listed on List 1, page 3 of the *Household Form* and the number of persons present for which questions were answered on the *Household Form* (pages 4-21) and any *Individual Form(s)* issued. If they do not tally you should check with the householder and ask him/her to carry out any necessary amendments. Amendments may be made by any adult member of the household.
6. Note that if there were more than 6 persons present on Census Night, you should collect an *Individual Form* for each additional person after Person 6.
7. If any *Individual Forms* were delivered, check that the relationship to Persons 1 to 4 on the *Household Forms* has been correctly entered.
8. Cross check that *Absent persons* indicated verbally by the householder *agrees* with both the number of persons listed on List 2, page 3 of the *Household Form* and the number of absent persons for whom questions were answered on the *Household Form* (pages 22-23). If they do not tally you should check with the householder and ask him/her to carry out any necessary amendments. Amendments may be made by any adult member of the household.
9. You cannot have a *Household Form* with absent persons but no persons present listed. If the whole household was absent, you should follow the *Form E* procedure outlined in Section 4.2. Any forms completed with absent persons only listed should be treated as spoiled forms.
10. If any *Individual Forms* were collected, check that the person has not been double counted on the *Household Form* and complete the person number on the front panel of the *Individual Form*. The person number assigned to the *Individual Form* should be the number of the person on List 1, page 3 of the *Household Form* or the next available blank person number on the *Household Form*. Note that an *Individual Form* may have been sent directly to the Regional Office for confidentiality reasons. You should have marked the *Form H* box in your ERB if this is the case.
11. Having completed the above checks, scan all the remaining questions looking for instances where questions that should have been answered were left blank. You should request the householder to carry out the necessary amendments to questions left blank or correct any inconsistencies you see.
12. Check that the householder has signed the declaration on page 23 of the *Household Form* and that any *Individual Form(s)* are signed by the person who completed them.
13. Note in your ERB the number of form(s) collected and the date of collection.
14. Confirm that you have completed the doorstep check on the forms collected and mark the 'Doorstep check' box in your ERB.
15. Circle the relevant D. No. of the household on the Collection Grid to indicate a successful collection.
16. Thank the householder for completing the form(s) and for their participation in the Census.

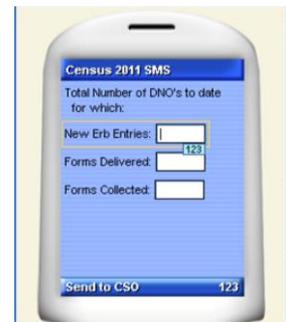
*The best possible check of the accuracy and completeness of the information provided is a check carried out by YOU, the Enumerator, on the doorstep. Under no circumstances should the Enumerator amend any information provided on a form once they have left the doorstep.*

## 5.4 Form collection summary and SMS (text) messaging the CSO

As with the form delivery stage, you must keep a daily record of households from which you have collected completed forms on the Form Collection Grid.

When you collect the forms you have delivered to a household, you should circle the household's D. No. on the Collection Grid.

Each day you collect forms, you should send the total number of households from which you have collected completed forms to date using the application on your CSO mobile phone.



### *Example of using the Collection Grid and SMS Messaging*

#### **Collection Day 1**

1. At the end of your first day's collection, you collect and check completed forms from 40 households.
2. You should circle the D. Nos. of the 40 households from which you have collected the completed forms on the Form Collection Grid.
3. You should then mark a line through each of these 40 circles, indicating you have included the D. Nos. in your cumulative total.
4. On the Daily Cumulative Form Collection list, you should write 40 beside Collection Day 1.
5. SMS 40 Forms Collected using the application on your CSO mobile.

#### **Collection Day 2**

1. On the second day of collection, you collect and check completed forms from 37 households.
2. You should circle the D. Nos. of the 37 households from which you have collected the completed forms on the Form Collection Grid.
3. To get your **cumulative** total, you should add the running total from Collection Day 1 to your total from Collection Day 2, i.e.  $40 + 37 = 77$ .
4. You should mark a line through each of the 37 circles you drew for Collection Day 2 to indicate you have included the D. Nos. in your **cumulative** total.
5. On the Daily Cumulative Form Collection list, you should write 77 beside Collection Day 2
6. SMS 77 Forms Collected using the application on your CSO mobile.

If you did not collect any forms on a day, you should not send an SMS message. If you do not send an SMS message, it will be assumed by your Field Supervisor and the CSO that you did not collect any forms that day.



## 5.5 Issues which may arise during form collection

Situation	Description
1	The form is not ready for collection
2	Lost forms
3	Householder requires assistance completing the form
4	Householder refuses to return a completed form
5	Householder does not want you to see the completed form
6	Householder has posted the form to the CSO
7	Entire household was away on Census night
8	You do not make contact on your first collection call
9	You do not make contact on your second collection call
10	You do not make contact on your third collection call
11	You do not make contact on your fourth collection call
12	You do not make contact on your fifth collection call

### *Situation 1 - The householder tells you the form is not ready for collection*

1. Record the date of your collection call with an **X** on the calendar in your ERB.
2. Try to get the form(s) completed there and then. If this cannot be done, arrange a time to collect the form (record this in your ERB).
3. If on your third visit to collect the form it is still not ready, inform the householder of the importance of the Census and offer to assist them to complete the form. Be aware that some householders may have a literacy problem and will be afraid to let it be known.

Tell the householder that:

1. The form will only take a few minutes to complete and that although it is a 24 page form, most households will only have to complete less than half the form as it covers up to six persons;
2. most questions just require a mark to answer them;
3. it is vital that the information is complete and that they are included;
4. all information collected is confidential and is used for statistical purposes only;
5. there is a legal obligation to complete the Census.

### *Situation 2 - If the householder has lost the form(s)*

1. Complete the Form ID (County, EA, Small Area and D No.) information on replacement form(s).
2. Give the householder the replacement form(s) to complete.
3. Write 'Original forms mislaid, replacements provided' in your ERB.
4. Wait until the householder completes the form. If that is inconvenient for the householder, make an appointment to return in order to collect the completed form.

If the householder finds the original copy before you make your subsequent visit to the household, ensure both copies of the *Household Forms* are returned to you. The uncompleted copy should be included with any other spoiled forms you may have when you complete your enumeration.

### Situation 3 - If the householder asks for your assistance

You may be asked to help with a particular question or to help complete the form. You may also encounter language difficulties. If there are children in the house they will often have some understanding of English and may be able to help complete the form. You can use the translated questions sheet if help is required in one of the 21 languages for which foreign translations are available from your supervisor. Arrange to call back with a translation or tell the householder that translations are available at [www.census.ie](http://www.census.ie).

### Situation 4 - If the householder refuses to return a completed form

Do not act in an aggressive manner towards the householder. Tell the householder that:

- the information is vital for planning the needs of their local area and is the only source of information such as the number of people over 65 or under 5 in their area;
- the census form is a permanent record of their household and will become available for study by their descendants in 100 years time;
- the form should not take more than several minutes to complete and that although it is a 24 page form, most households will only have to complete less than half the form as it covers up to six persons;
- most questions just require a mark to answer them;
- it is vital that the information is complete and that they are included;
- all information collected is confidential and is used for statistical purposes only;
- you can assist them in completing the form.

If this approach fails, inform the householder that:

- the Census is compulsory;
- under the Statistics Act 1993 they may be fined up to €25,000 for refusing to complete the form;
- they can post the form back if they are concerned about confidentiality. Offer to give him/her a confidential Census envelope with a Regional Office address label attached in which to return the form. Write 'Form H' on the back of the envelope and enter the County and EA code in the relevant boxes on the envelope. See Situation 5 below for how to deal with confidential returns.
- Offer to assist the householder to complete the form there and then. If they do not take up this offer you should tell the householder that you will be reporting the situation to your Field Supervisor who will be in contact.
- Make a full record of what transpired including any reasons that the householder gives for not wanting to complete the form. Inform your Field Supervisor who will advise you on how to proceed and may initiate the *Ref 1* procedure.
- In the very rare event that you cannot collect a Census form from an occupied dwelling after involving your Field Supervisor, you may need to complete a *Reconciliation Form*. This is a serious issue and will require authorisation from your Regional Supervisor. You will need to contact your Field Supervisor who will apply to the Regional Office for authorisation. Regional office authorisation will only be given where all other avenues have been exhausted.

### Situation 5 - The householder does not want you to see the completed Census form – Form H procedure

If you encounter a householder who is uncomfortable about giving you their completed return because they know you, explain that all information collected is confidential and is protected by the Statistics Act 1993. If this does not reassure the householder:

1. Give the householder a confidential envelope with a Regional Office address label affixed. Write 'Form H' on the back of the envelope.
2. Ask the householder to return the form freepost to the Regional Office within 3 days. Make sure that the Form ID is accurate and completed on the form. The Regional Office will return the Census forms to your Field Supervisor when they are received.
3. Write 'Confidential Request' in the notes section in your ERB.
4. Mark 'Form H' in your ERB.

Make sure you receive a *Form H* from your Field Supervisor confirming that the householder has in fact returned the form by post to the Regional Office. You will not be able to complete summarisation or receive payment for collecting the form unless you receive the *Form H*.

By patient explanation and persuasion you should aim to keep the number of such cases to a minimum. Remember *Form H* gives rise to additional work for you and your Field Supervisor.

### Situation 6 – Householder has posted the form to CSO

Householders should NOT be encouraged to post the form to CSO. However, if CSO receives a Census form which has been properly completed, both you and your Field Supervisor will receive an SMS message informing you that the form has been received. When you receive the SMS message, make sure you make a note of it in your ERB so you do not revisit the dwelling in question.

Your Field Supervisor will complete a *Form H* with the information from the SMS message and give it to you. You should sign the completed *Form H* and use it for your EA Summary.

This procedure will also apply if the householder posts a completed form to CSO in advance of Census night.

If a householder posts a form which has not been fully completed to CSO, CSO will return the form to you. You must return to the householder and request that he/she completes the form.

### Situation 7 - The entire household was away on Census night-Form E Procedure

You may come across some dwellings where the ENTIRE household was unexpectedly away on Census night:

In these situations, you should:

1. Amend the dwelling status from 'Occupied' to 'Temporarily absent' in your ERB. Cross out the mark you have made on the 'Occupied' box in your ERB. Mark the 'Form E' box.
2. You will now need to complete a *Form E* in respect of the household. The *Form E* procedure is outlined in Section 4.2.

**Form H**  
Census 2011  
Strictly Confidential - Form H  
Details of forms retained for a household  
by the Field Supervisor  
for confidentiality reasons

**To be completed by Field Supervisor**  
Note: The details of forms retained to you are retained by you for confidentiality reasons. A separate Form H should be completed for each household for which census forms are retained.

Name of householder: \_\_\_\_\_  
Address of householder: \_\_\_\_\_

Form ID		
Form ID	Status	Date

**To be completed by Enumerator**  
You should check that when the forms listed by your Field Supervisor (details above) are sent you have retained custody for you are satisfied that all forms delivered to the household have been accounted for. If any forms are missing, you should still mark to the household an account for any missing forms.

Number of forms returned to CSO or forms not returned

Form ID	Status	Date

Signature of Field Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Enumerator: \_\_\_\_\_ Date: \_\_\_\_\_

Remember you should complete a *Reconciliation Form* for each household for which the *Form E* procedure is confirmed.

#### *Situation 8 - If you do not make contact on your first collection call*

Arrange to call again at a different time. Record the date of your call in your ERB with an X on the calendar. If you have a contact telephone number for the householder in your ERB, you should use it to arrange to collect the form.

#### *Situation 9 - If you do not make contact on your second collection call*

Leave your *Calling Card* stating the time you called, your phone number, the day and time that you will be calling back (try to vary the time you call next time) and the EA and D. No. Record the date of your call in your ERB with a C on the calendar.

Call again at your proposed time unless you hear from the householder in the meantime and have arranged a more suitable time for you to call.

#### *Situation 10 - If you do not make contact on your third collection call*

Leave your calling card stating the time you called, your phone number, the day and time that you will be calling back (try to vary the time once again) and the EA and D. No. Record the date of your call in your ERB with a C on the calendar.

Call again at your proposed time unless you hear from the householder in the meantime and have arranged a more suitable time for you to call.

Under no circumstances should you leave more than 2 *Calling Cards* at the collection stage before your fourth call.

#### *Situation 11 - If you do not make contact on your fourth collection call*

1. Record the date of the call in your ERB.
2. Complete a *Form Rem 1*. Write in the Reference (County code/EA code/Small Area Code/D No.), name and address of the householder, the date and your phone number on the *Form Rem 1* and sign it.
3. Deliver the completed *Form Rem 1* to the household.
4. Mark 'Rem 1' on your ERB.
5. Wait for 4 days. If you still have not heard from the householder and your Field Supervisor has not informed you that a completed return has been received in the post, you should call again.

#### *Situation 12 - If you do not make contact on your fifth collection call*

1. Record the date AND TIME of the call in your ERB. Use the notes pages at the back of the ERB if you don't have enough space. It is important to record the time of the call as it may be needed should your Field Supervisor become involved.
2. Complete a *Form Rem 2*. Write in the Reference, Regional Office address, household address, the date and the householder's name on the *Form Rem 2* and sign it.
3. Deliver the completed *Form Rem 2* to the household along with an envelope with a Regional Office address label attached (write 'Rem 2' on the back of the envelope and fill in the county and EA boxes on the front of the envelope) and a *Household Form* (and any *Individual Form(s)* if relevant)

4. Remember to complete the Form ID (County, EA, Small Area & D No.) on every form supplied to the household.
5. Mark 'Rem 2' on your ERB.
6. The completed Census form will be forwarded to you as soon as it is received in the Regional Office.
7. If you still cannot collect the form after following these procedures, you should refer the matter to your Field Supervisor. He/she may decide to issue a *Ref 1* or to intervene to see if he/she can get the householder to co-operate.

## 5.6 Collecting forms from Communal Establishments

Collection from Communal Establishments should take place very early on Monday 11 April. If there are several Communal Establishments in your EA, you should prioritise collection from CEs from which persons are likely to depart on Monday 11 April (e.g. hotels, B&Bs). If there are a number of large CEs in your EA, your Field Supervisor may decide to ask an Enumerator from a neighbouring EA to help you out with some of the establishments.

- When you arrive at the CE, ask the manager/administrator for permission to view the register for Census Night.
- Check that every person on the register is named on the *Listing Form*. If someone listed on the register is missing, ask the manager to confirm that the person spent Census Night in the establishment. Enter any persons on the register confirmed as missing on the *Listing Form* and ask them to complete an *Individual Form*.
- If someone listed on the *Listing Form* is missing from the register for 10 April, ask the manager to clarify the situation. If the manager confirms that the person did not spend Census night in the establishment, ~~strike through~~ the person's name on the *Listing Form*. If the person has completed an *Individual Form*, write 'completed in error' across the *Individual Form* and include this form with any other spoiled forms to be returned by you to CSO. Amend the number of *Individual Forms* issued and collected on pages 2-4 of the *Listing Form*.
- Check the *Listing Form* to ensure that everyone who received an *Individual Form* in the CE returned it. If an *Individual Form* for a person listed on the *Listing Form* is missing or was not returned, ask the manager to account for the missing form. If the person involved has refused to return the completed form, as a last resort ask them if they are willing to return the form by post. If so, give the person an envelope addressed to the Regional Office (write 'Form H' on the back). Ask the person to post back the form and mark 'Form H' in your ERB. The Regional Office will send the Census forms to your Field Supervisor when they are received. Make sure you receive a *Form H* from your Field Supervisor confirming that the person has returned the form.
- If the person declines the offer to post back their *Individual Form*, you will need to 'construct' a form for that person. See the section on constructing an *Individual Form* for CEs below.
- Remember that staff members who live in the CE alone or live in the CE with unrelated persons should appear on the *Listing Form* and should have completed an *Individual Form*.
- Remember that staff members living in the CE with their family or staff members who return home after working in the CE on Census night should not appear on the *Listing Form*.
- Staff who live in the CE with their families should be enumerated on a *Household Form*.
- Check that the manager has completed Question E1 on the type of establishment.
- Record the number of *Listing Forms* and *Individual Forms* collected on your ERB.
- Record the number of *Individual Forms* issued and collected on the back page of the *Listing Form*.

- You should ask the manager/person in charge to sign the declaration on the back page of the *Listing Form*. You should then sign the *Listing Form*.
- You should then complete the 'Person number' in the Form ID section on each *Individual Form* by reference to the name list on the *Listing Form*. Ensure that no two persons bear the same 'Person number'.
- Once you have completed this process, you should circle the D. No. of the CE on the Collection Grid to indicate you have successfully collected forms from the CE.

### **If the manager refuses to co-operate with collection**

Inform the manager that:

- it is his/her responsibility to ensure that the establishment is enumerated;
- all data collected is confidential to CSO and under the Statistics Act 1993, and cannot be passed to any third party including Government Departments;
- the Census is compulsory;
- under the Statistics Act 1993, he/she may be fined up to €25,000 for refusing to co-operate.

Offer to assist the manager in completing the enumeration of the establishment. If the manager does not take up this offer you should tell him/her that you will be reporting the situation to your Field Supervisor who will be in contact. Make a full record of what transpired, including any reasons which the manager gives for not co-operating and notify your Field Supervisor immediately of the situation.

### **Uncollected or non-complete Individual Forms – Constructing Individual Forms for CEs**

If you discover that persons who stayed the night in a Communal Establishment have either not returned an *Individual Form* or have returned a blank *Individual Form*, you should try to make contact with the persons concerned and request that they complete the form. If the persons refuse to complete the *Individual Form* or you cannot make contact with the persons, you will be required to complete an *Individual Form* for that person.

To do this, you should complete the basic demographic information for the person concerned, i.e. name, sex, date of birth and nationality (Questions 1, 2, 3 and 10 on the *Individual Form*).

Ask the manager of the CE to provide you with as much of this information as possible. He/she should know at least the name, sex and nationality of each resident.

When you have the information, transcribe it onto a blank *Individual Form*, making sure to complete the correct Census Geography on the Form Id. The form should then be included with the remaining *Individual Forms* for the CE. Write CONSTRUCTED after the address in the address panel.

### **Example of completing the person number on the Form ID for an Individual Form issued to Nora Pearson in a Communal Establishment**

**Listing Form, Page 3**

	First name and surname	Individual Form	
		Issued ▼	Collected ▼
16	Kevin Kelly	-	-
17	Nora Pearson	-	-
18	Una McHale	-	-

**Form Id, Individual Form**

Address				For office use only	
St Mary's Hospital, Hackett's Bridge Road					
County Code	Enumeration Area Code	Small Area Code	D. No.	Person No.	Count this person as present in the Number of Persons PRESENT space of the Household Form or Listing Form.
1 9	1 0 1	B	2 8 2	1 7	

Because no Person No. can be duplicated, persons listed on a second *Listing Form* should be assigned person number 61, 62, 63 etc on the *Individual Form* and so on.

Complete the number of *Individual Forms* issued and collected on page 4 of each *Listing Form*;

*Listing Form, Page 4*

How many <i>Individual Forms</i> were issued?	7	7		
How many <i>Individual Forms</i> were collected?	7	6		

May not be equal, for example in a hospital if a patient died on Census Night.

On the Form ID of the first *Listing Form*, complete the total number of Males, Females and Persons in the establishment. In the example, the establishment has 75 residents and therefore two *Listing Forms* are required.

Name of Manager/Person in charge		Name and Address of Communal Establishment		For office use only			
Hugh Tyrrell		Flynn's Hotel, 32 Gracefield Road					
County Code	Enumeration Area Code	Small Area Code	D. No.	Number of persons in the establishment			Total
1 6	0 2 2	C	3 7 1	Males	Females		7 5
				4 0	3 5		

Complete the number of Males, Females and Total on the **first** *Listing Form* only. This should be the total number of Males, Females and Persons in the establishment. When completing Person Number on the *Individual Forms* they will have been assigned D. Nos. 1-75, in this example.

This must equal the number of completed *Individual Forms* collected.

Once you have completed this process, you should circle the D. No. of the CE on the Collection Grid.

### 5.7 Form collection – revisiting vacant dwellings and holiday homes

If the dwelling was vacant on Census Night, record the date you call and write 'Verified vacant' or 'Verified Holiday home' in your ERB. Mark the RF box in your ERB, which indicates you must fill out a *Reconciliation Form* for the dwelling. See Chapter 6, page 70.

You must revisit any dwellings which you marked in your ERB as a Vacant House, Vacant Flat or Holiday Home during the form collection stage. One revisit will suffice.

If the situation has changed and the accommodation was occupied on Census night, deliver a form and try to get it completed on the spot.

## 5.8 Problems with forms discovered after collection

This should never happen if you have carried out your doorstep check thoroughly.

### *Incomplete or defective forms*

If after completing the collection of *Household Forms* you find a form is incomplete, for example:

- a person named on page 3 of a form has not completed any of the questions in the main body of the form;
- questions have been missed;
- the questions at the back of the form have been left blank for a person listed as absent on List 2, page 3;
- an *Individual Form* is missing;

**you must re-visit that household.** Inquiries must **not** be made by phone. A thorough doorstep check will minimise the need to have to revisit a household.

### *Soiled and torn forms*

If you receive a soiled, torn or badly written form **you must carefully copy the contents of this form to a blank form**, clearly marking 'copy' on the front beside Gerard O'Hanlon's signature and replacing the original with the copy you have made. All original forms that have been replaced should be bundled together separately and placed in an envelope. You should clearly label the envelope with 'SPOILED FORMS' and fill in the County Code and EA.

### *Forms completed in pencil*

Forms which are completed in pencil cannot be read by CSO's processing software and are therefore invalid. If you collect forms which are completed in pencil, you will have to transcribe all the details in the forms onto new forms in black or blue pen.

The simple way to avoid this is to ensure the forms are completed in black or blue pen when performing the doorstep check as you collect the forms.



## Chapter 6 Reconciliation Forms

You are required to complete and sign a *Reconciliation Form* for every dwelling/household listed or added to your ERB, for which you do not receive a completed Census form.

A *Reconciliation Form* should be completed for the following situations:

1. Vacant dwellings (houses, flats, communal establishments);
2. Entire households temporarily absent on Census Night;
3. Holiday homes;
4. Dwellings under construction;
5. Derelict dwellings;
6. Dwellings pre-identified on your map and ERB which do not exist;
7. Commercial only addresses;
8. Occupied dwellings where the household cannot be contacted.

*Reconciliation Forms* should be completed at home. *Reconciliation Forms* for dwelling statuses Under construction, Derelict, Commercial only and Does not exist can be completed as they arise. Vacant houses/CEs, vacant flats and holiday homes must be verified by visiting

***A Reconciliation Form must be completed for all dwellings listed in your ERB which were not occupied on Census Night, April 10 and for which no completed Census forms were returned***

the household after Census night.

### 6.1 Completing the *Reconciliation Form (RF)* for unoccupied dwellings

#### *RF Dwelling status*

Dwellings which you have indicated in your ERB as a Vacant house/CE, Vacant flat or Holiday home must be revisited after Census night to verify they were in fact vacant on April 10. This must be verified with a local source and be accompanied by a note of the verification in your ERB.

For dwellings which are pre-listed in your ERB and which you have decided are Derelict, Under Construction, Commercial Only or Does Not Exist, you can complete the *Reconciliation Form* once you have satisfied yourself the dwelling status is correct. You are not required to revisit these buildings after Census night.

See Section 3.3 and the inside cover of your ERB for how to decide on a dwelling status.

#### *Dwellings temporarily unoccupied on Census Night – Form E*

For households which were temporarily absent on Census Night, you should have completed a *Form E* and given it to your Field Supervisor for tracking i.e. to verify the household was in fact enumerated at the away address declared. If your Field Supervisor verifies the household spent Census Night at the address declared you should complete a *Reconciliation Form*. If you verified that the household spent Census Night abroad, you must also complete a *Reconciliation Form*.

If household members spent Census Night in several different addresses in the Republic of Ireland, a completed *Form E* will be needed for each address. However, only one *Reconciliation Form* should be completed in respect of the household. If the household can't be tracked at the away address indicated, return to the household and get them to complete a Census form. See Section 4.2 for more details.

Before completing the *Reconciliation Form*, you should have marked the 'RF' box in your ERB.

You should proceed as follows:

1. Write in the address, County code, EA code, Small Area Code and D. No. onto the Form ID on Page 1 of the *Reconciliation Form*.
2. Leave the Males, Females and Total boxes blank.
3. Mark the relevant Dwelling Status box. This should agree with the dwelling status marked in the ERB.
4. Sign and date the *Reconciliation Form* on the bottom of Page 2.

**YOU SHOULD LEAVE THE ESTIMATED PERSONS PRESENT SECTION AND SUPERVISOR AUTHORISATION SECTIONS ON PAGE 2 BLANK.** There is no requirement to complete either of these sections of the form if a dwelling is not occupied on Census night.

The following is an example of an ERB entry for a Vacant House and how the associated *Reconciliation Form* should be completed.

The ERB entry for 23 Meadowvale Park shows a 'Vacant house/CE' status. The 'Persons expected' section is blank. Handwritten notes indicate that the house was called on 13/3, a calling card was spoken to on 15/3, and a neighbour was contacted on 31/3 to verify the house is vacant, with verification on 14/4.

The Reconciliation Form (RF) for 23 Meadowvale Park, Sunday 10 April 2011, is completed. The address is 23 Meadowvale Park. The County Code is 05, Enumeration Area Code is 006, Small Area Code is B, and D. No. is 258. The Dwelling status is marked as 'Vacant House/Vacant Communal Establishment'.

**Remember: You must have either a completed census form (Household or Listing form and Individual Forms) or a Reconciliation Form for every dwelling marked on your map and listed in your ERB including any new D.Nos. you created.**

Sign and date the Reconciliation Form at the bottom of Page 2

### *Completing the Reconciliation Form for occupied dwellings*

Only in very rare situations will you need to complete a *Reconciliation Form* for a dwelling which is occupied on Census Night. Every household which passes Census Night in the state is required to complete a Census form by law. It is the Enumerators job to gain the co-operation of householders. Therefore for every occupied dwelling in your EA you should collect the appropriate Census form(s).

If you encounter a situation where a householder refuses to take a Census form before Census Night, or you are unable to collect a completed Census form from a dwelling you know to be occupied, you should follow the procedures outlined in Section 4.11 and Situation 4, Section 5.5. Your Field Supervisor will be involved in both of these situations and may issue a *Ref 1* form.

If the intervention of your Field Supervisor still does not lead to the successful collection of a completed Census form to the occupied dwelling, your Field Supervisor may decide to apply to his/her Regional Supervisor for authorisation to complete a *Reconciliation Form* for that household. The Regional Supervisor will insist on evidence that all efforts have been exhausted in trying to get a completed Census form including the issue of *Form Ref 1* and will need details of the number of persons in the household.

When your Field Supervisor informs you that he/she has received authorisation from the Regional Supervisor, your Field Supervisor will give you an Authorisation Code to proceed with the completion of the *Reconciliation Form*.

**Only under extremely rare circumstances should you have to construct a *Reconciliation Form* for an occupied household.**

**Every household which passes Census Night in the state is legally bound to complete a Census Form.**

**Failing to collect completed Census forms for an occupied household is a very serious occurrence and will require authorisation from your Regional Supervisor to proceed.**

### *Completing the Reconciliation Form for occupied dwellings*

1. Complete the Form ID.
2. Mark the 'Occupied but no completed Census Form collected' Dwelling Status box.
3. You should complete the 'Estimated Persons Present' section on Page 2 with the sex, age and nationality details of persons residing in the dwelling. The householder may provide this information, but if not you should make discreet inquiries locally. The Regional Office may have involved the Gardai in the refusal so they may be able to provide this information.
4. In the Form ID on Page 1 of the form, write in the number of males, females and total persons residing in the dwelling.
5. You will need an approval ID code from your Field Supervisor before you can sign off the form for payment purposes. He/she will provide this code and will also need to sign and date the form on Page 2.

6. Once you have the approval ID code on the form and it is signed by your Field Supervisor, you should sign and date the *Reconciliation Form* on the bottom of Page 2.

*Note: Under no circumstances should you write any notes on the Reconciliation Form. Any notes relating to the dwelling should be made in your ERB.*

## Chapter 7 Summarisation

---

Summarisation is a three stage process.

1. You must go through the completed forms for each occupied household/CE and count the number of males/females present, total persons present and absent persons in the household and write on the Form ID.
2. You must complete a *Reconciliation form* for each unoccupied dwelling/CE in your ERB and complete the dwelling status and front panel information.
3. You must sort your forms from stage 1/2 into separate bundles for each Small Area, one bundle for *Reconciliation Forms* and one bundle for other forms. If you have 3 Small Areas in your EA you will have 6 separate bundles of forms at this stage, unless all dwellings are occupied.

Summarising a private household or a communal establishment involves completing the males present, females present, total persons present and total persons absent information on the Form ID box on the front of the appropriate Census form (*Household* or *Listing*). These details and the details on the completed *Reconciliation Forms* are then copied onto the appropriate Summarisation forms.

As soon as you have completed the collection of forms you should begin your summarisation. **This should be Monday 9 May at the very latest.**

Before you start your summarisation, you should ensure that:

1. You have collected any outstanding *Forms H* from your Field Supervisor.
2. You update the Form Collection Grid to include any *Forms H* you have received from your Field Supervisor.
3. All *Form E* procedures have been followed up and confirmed, with a *Reconciliation Form* completed if necessary.
4. You have gone through your ERB and ensured that you have collected all forms delivered and that you have all the forms you collected in your possession.

### 7.1 Summarising each private household

Private households are those which have completed a *Household Form* and any *Individual Forms* required. Before you begin summarising each private household, you should perform the following checks:

1. Check that you are not missing any forms for that household.
2. If some *Individual Forms* are missing because of 'Privacy requests' which may be in the post, you will have to wait until you receive a *Form H* for each outstanding *Individual Form* from your Field Supervisor before summarising the household. The forms for such households should be put aside until all outstanding *Forms H* are received. Only at this stage can the household details be summarised. All the forms for that household can then be held together with an elastic band.
3. If more than one *Household Form* has been used in error by a household with more than 6 persons, the details from the second *Household Form* should be carefully transcribed onto one or more blank *Individual Forms*. Clearly mark 'Copied from spoilt *Household Form*' on the front beside Gerard O'Hanlon's signature. The spoilt *Household Form* should be returned with any other 'Spoiled Forms'.

- There are no pieces of paper or other Census materials (e.g. *Cen 1s*, *Rem 1s*, Calling Cards etc) inserted between pages in the *Household* or *Individual Forms*.

Once you have completed these checks, you should proceed to summarise the form(s) as follows:

### Number of persons PRESENT

Count the number of males **present**<sup>4</sup> for which questions have been completed on each form for the household (including *Individual Forms*) and write under 'Males' in the Form ID Box on front page of the *Household Form*.

Number of persons PRESENT			ABSENT persons
Males	Females	Total	
3	0	3	0

If zero enter 0. There is no need to enter leading zeros.

From counting replies to Q2 Sex      From List 1 on Page 3

Count the number of females **present** for which any questions have been completed on each form for the household (including *Individual Forms*) and write under 'Females' in the Form ID box on the *Household Form*.

Count the number of persons present from List 1, page 3 of the *Household Form* or the total number of *Individual Forms* in the case of communal establishments. This should agree with the number of males present + females present derived by counting replies to Q2 Sex on the form.

Before writing the total number of persons present under 'Total' in the Form ID box, check that Males Present + Females Present = Total Persons Present. If this is not the case, something is clearly wrong and you need to cross check List 1, page 3 against the inside of the form. You may have to return to the household if a person has been missed. This is why the door step check is so important.

If Males Present + Females Present = Total Persons Present, write the number of Total Persons Present under 'Total' in the *Household Form* Form ID box.

### ABSENT persons

Count the number of absent persons if any for which any questions have been completed at the back of the *Household Form* on pages 22 and 23.

ENT Total	ABSENT persons
2	0

If no absent persons, enter 0

Before writing this number under 'Absent persons', cross check against the number of absent persons on List 2, page 3 of the *Household Form*. If the two counts of absent persons do not agree, something

<sup>4</sup> Do not count on the basis of List 1 on page 3 of the form. Use the sex declared in Question 2.

is clearly wrong and you need to cross check List 2, page 3 against the absent persons declared at the back of the form. You may have to return to the household if a person has been missed, etc.

If the cross check on the number of absent persons is OK then enter the number of absent persons under ‘Absent Persons’ in the Form ID box.

If there were no absent persons, then write 0 under ‘Absent Persons’.

## 7.2 Final check on persons present and contacting households

After you have completed the Form ID panel, you should check to make sure that the number of persons present equals the number of persons detailed in List 1 on Page 3 of the *Household Form*. You should also ensure that all the questions for each person on List 1 have been completed in the relevant sections of the form.

If you find that a person has been listed on List 1 Page 3, but the questions on Sex, Date of Birth, Relationship, Marital Status and Nationality (Questions 2, 3, 4, 5 & 10) have not been answered for that person, you will need to contact the household and request the information for this person. You should have a contact number for the household in your ERB so you can arrange to call to the dwelling for the outstanding details. **This should be a rare occurrence as you should make sure all the questions are answered for all persons listed on the form during the Doorstep Check when you collect the form.**

## 7.3 Summarising a private household (example)

In the example below, one *Household Form* and two *Individual Forms* were delivered and collected.

Counting the replies to Q3 on the three forms, questions were answered in respect of 4 Males, 4 Females (pages 4-21 of the *Household Form* and pages 2-4 on each of 2 *Individual Forms*) and 8 persons were listed on List 1, page 3 which agrees with Males + Females. No questions were answered in respect of absent persons and no absent persons were listed on List 2, page 3 of the *Household Form*. Persons 7 and 8 completed the *Individual Forms*.

The example presents the Form ID section for the *Household Form* and the two *Individual Forms* after summarisation.

*Form Id, Household Form*

Address				For office use only				
<i>Dunbrin Lower, Barrowhouse</i>								
County Code	Enumeration Area Code	Small Area Code	D. No.		Number of persons PRESENT			ABSENT persons
					Males	Females	Total	
2 0	0 2 6	A		8	4	4	8	0

### Form ID, Individual Form for Person 7

Address					For office use only
Dunbrin Lower, Barrowhouse					
County Code	Enumeration Area Code	Small Area Code	D. No.		Person No.
2 0	0 2 6	A	8		7

You should keep all forms from the same household together with an elastic band. Do not put one form inside the other. Put the *Household Form* at the front followed by the *Individual Forms*.

### Form ID, Individual Form for Person 8

Address					For office use only
Dunbrin Lower, Barrowhouse					
County Code	Enumeration Area Code	Small Area Code	D. No.		Person No.
2 0	0 2 6	A	8		8

After summarising forms for a household (D.No.) you should put all forms for the household in form order (the *Household Form* should be on top, then any *Individual Forms* in *person number* order).

**An elastic band should be placed around the forms for all multi-form households to keep them together. The *Household Form* should be kept on top with the *Individual Form(s)* underneath.**



## 7.4 Summarising each Communal Establishment

1. Check that you are not missing any *Listing Forms*.
2. Make sure there are no pieces of paper (*Cen Is*, calling cards etc.) inserted between the pages of the *Listing* or *Individual Forms*.
3. If some *Individual Forms* are missing because of 'Privacy requests' which may be in the post, you will have to wait until you receive a *Form H* for each outstanding *Individual Form* from your Field Supervisor before summarising the Communal Establishment (CE). All forms for each CE should be kept separately until all *Individual Forms* are accounted for, at which stage the CE can be summarised.
4. Sort the *Individual Forms* in order of 'Person Number'.
5. Count the number of males on the *Individual Forms* and write under 'Males' in the Form ID box on the front of the *Listing Form*. If there is more than one *Listing Form* for the CE, write the number of males on the front page of the first *Listing Form* you have for the CE.
6. Count the number of females on the *Individual Forms* and write under 'Females' in the Form ID box on the front of the *Listing Form*.
7. Count the number of *Individual Forms* and write under 'Total' in the Form ID box on the *Listing Form*.

8. Check that when you add 'Males' + 'Females', the number of persons agrees with the Total number of *Individual Forms* you have counted.
9. After summarising the CE you should place the *Listing Forms* in order and place them on top of the *Individual Forms*, which must be in 'Person Number' order. All forms for the CE should be kept together in person order with an elastic band.
10. If there is more than one *Listing Form* place them in order on top of the *Individual Forms*. You only need to complete the number of Males, Females and Persons on the first form and these totals should relate to all *Individual forms* for the establishment.

#### Form ID, Listing Form

D. No.	Number of persons present in the establishment					
	Males		Females		Total	
2 7	4	1	5	2	9	3

## 7.5 Summarising Reconciliation Forms

Only *Reconciliation Forms* completed for occupied dwellings should be summarised. There should be very few, if any, of these in your EA.

If there are, you should proceed as follows:

1. Count the number of Males listed on page 2 of the *Reconciliation Form*;
2. Write the number of males into the 'Males' box on the Form ID on page 1 of the *Reconciliation Form*;
3. Count the number of Females listed on page 2 of the *Reconciliation Form*;
4. Write the number of Females into the 'Females' box on the Form ID on page 1 of the *Reconciliation Form*;
5. Write the total number of persons into the 'Total' box on the Form ID.

Note that you must include *Reconciliation Forms* for unoccupied dwellings later in the summarisation procedure (see Section 7.8).

## 7.6 Sorting summarised forms

### *Form order & placing Forms Hs*

After summarising the forms for each household/CE your EA, you should sort your summarised forms into two separate stacks in ascending D. No. order for each Small Area, one stack for *Reconciliation Forms* and the other stack for all other forms. Each stack should be in D No. order. If there are four small areas in your EA you will have eight stacks of forms at this stage, each in ascending D.No. order.

*Form Hs* are used as a substitute for a completed *Household* or *Individual Form*. You should therefore insert *Form Hs* received from your Field Supervisor in the Small Area stack as you would a completed *Household* or *Individual Form*. *Form Hs* are an important part of summarisation.

**Remember to include forms completed by households for which you have allocated a new D. No. (9001+, 2000+ etc) in the correct Small Area stack.**

## 7.7 Completion of Form B for each Small Area

A *Form B* should be completed for each Small Area stack containing *Household, Individual and Listing Forms*.

**THE PURPOSE OF THE *FORM B* IS TO SUMMARISE THE NUMBER OF MALES, FEMALES AND TOTAL PERSONS IN EACH HOUSEHOLD OR COMMUNAL ESTABLISHMENT BY SMALL AREA FOR YOUR EA**

This serves a dual purpose. Firstly, it provides a population count by Small Area. Secondly, it provides information that feeds into *Form C* which is a quality control of the enumeration carried out compared with the results from the previous Census.

Each Small Area stack should be summarised on a separate *Form B*.

You will later summarise each *Reconciliation Form* stack on to a *Form BR*, see Section 7.8. You should complete each *Form B* as follows:

1. Complete the County Code, EA Code and Small Area Code of the stack on the *Form B*.
2. Transfer the D. No., Males, Females and Total persons from the front of each *Household or Listing Form* for each household or CE in the Small Area.
3. For each D.No. entered on the *Form B*, enter 1 in the 'No. of Households' column (see the diagram in Section 7.11, page 82).
4. If there are more than 25 households/CEs in the Small Area, sum each of the 4 columns on the left side of the *Form B* and carry forward the totals to the first row on the right side of the *Form B*. Continue to enter details for the next 25 households/CEs on the right side.
5. If there are more than 50 households/CEs in the Small Area, sum each of the 4 columns on the right side and carry forward the totals to the left side of Page 2.
6. If there are more than 120 households/CEs in the Small Area, you will need to carry forward the totals to a new *Form B*. Don't forget to complete the geography coding if you need to begin a new *Form B*.
7. When you have entered the details for all forms in your Small Area stack, you should sum the four columns where you made your final entries.
8. When you are satisfied that *Form B(s)* is complete and correct for each Small Area, you should sign and date each *Form B*.

## 7.8 Completion of Form BR for each Small Area

A *Form BR* should be completed for each Small Area stack of *Reconciliation Forms*.

**THE MAIN PURPOSE OF THE *FORM BR* IS TO PRODUCE A COUNT OF THE NUMBER OF DWELLINGS IN EACH SMALL AREA FOR EACH OF THE 9 POSSIBLE DWELLING STATUSES. THE INFORMATION ON FORM BR WILL ALSO BE USED IN THE COMPLETION OF *FORM C*, SEE BELOW FOR DETAILS.**

Remember each Small Area stack of *Reconciliation Forms* should be summarised separately on a *Form BR*.

To complete a *Form BR* for a Small Area you should:

1. Complete the County code, EA code and Small Area Code of the stack on the *Form BR*.
2. Go through each *Reconciliation Form* in the stack and write the D. No. from the form into the appropriate section on the *Form BR*. The sections on the *Form BR* appear in the same order as on the *Reconciliation Form*.
3. For any *Reconciliation Form* completed for **Occupied Dwellings**, you must write in the D. No. as well as the number of males, females and total persons in the household.
4. If there are not enough spaces in a section to transfer the D. Nos., you should follow on to a new *Form BR*, remembering to complete the County, EA and Small Area Code. It is unlikely this will occur.
5. When you have accounted for all the *Reconciliation Forms* in the Small Area, you should total the sections. To do this you should simply write the number of D. Nos. in that section into the 'Total No. of Dwellings' box at the bottom right of the section.
6. For the **Occupied Dwellings** section, you should total the number of D. Nos. and write that in the 'Total Number of Households' box at the bottom of the section. You should then add the number of males and write the total in the box at the end of the Males column. You should do the same with Females and Persons in Household.
7. In the unlikely event that you need more than one *Form BR* for a Small Area, you should make sure when you are totalling the sections that you include the information from each *Form BR* completed.
8. Once you have completed the *Form BR* for each Small Area and you are satisfied each is correct, you should sign and date each *Form BR*.

## 7.9 Completion of *Form C*

*Form C* records the total occupied households, males, females, persons and dwelling types within each Small Area in your EA. These figures are taken from the 'Total' lines on the *Form B* and *Form BR*.

You should complete the *Form C* as follows:

1. On *Form B* the total households, males, females and persons within each Small Area should be transferred into the corresponding columns (i.e. columns 5-8) for that Small Area on the *Form C*. Please check for any significant (i.e. more than 10%) differences between the total number of households and persons between 2006 and 2011. If there are large differences, a brief explanation should be provided in column 9 (e.g. a new hospital opened since 2006, new housing estate, building demolished etc).
2. On the *Form BR*, the total occupied dwellings, males, females and persons within each Small Area should be transferred into the corresponding columns (i.e. columns 10-13) for that Small Area on the *Form C*.
3. For the remaining dwellings on the *Form BR* (temporarily absent, vacant house/CE, vacant flat, holiday homes, under construction, derelict, commercial only, does not exist) the totals for each dwelling type within each Small Area should be transferred into the corresponding columns (i.e. columns 14-21) for that Small Area on the *Form C*.

Please ensure the following checks are made:

1. The totals for males and females must tally with the total for persons.
2. The total dwellings (i.e. occupied households/CEs and non-occupied dwellings) should equal the total number of entries recorded in your ERB.

Once you are satisfied that the *Form C* for your EA is complete and correct you should sign and date it.

Please note that a *Form C* will only be re-issued if the original is destroyed or misplaced. If this happens, then contact the Census Geography section immediately at 01 8951330 or 01 8951328.

### 7.10 Sending *Form C* to CSO

**The Form C** is provided with an envelope marked 'Form C' which is pre-addressed to CSO. This envelope should be used to return your completed *Form C* directly to CSO at the end of summarisation. This envelope should not be used for any other purpose.

It is very important that you send the *Form C* to CSO as soon as you have completed and checked it. Delays in receiving them may hold up the publication of the first preliminary estimate of the population.

Note that you should not pack the *Form C* with your other Census materials nor should you give it to your Field Supervisor to return to CSO.

In the unlikely event that you mislay the *Form C* envelope, return your completed *Form C* in an A4 envelope addressed to

**Form C  
Central Statistics Office  
PO Box 2011  
FREEPOST 4726  
Swords  
Co. Dublin**

## 7.11 Completion of Forms B, BR and C – Example

### Form B & Form C

#### Household Form ID

County Code	Enumeration Area Code	Small Area Code	D. No.	Number of persons PRESENT			ABSENT persons
				Males	Females	Total	
0 2	3 3 3	A	3	2	5	1	

#### Form B



### Census 2011 – Form B – Enumeration Summary of Main Census Forms

County Code:	0 2
EA Code:	3 3 3
Small Area Code	A

I hereby certify that this return is correct and complete to the best of my knowledge.

Signature of Enumerator: M Murphy

Date: 10/5/2011

Absent persons are not recorded on Form B

D No.	No. of Households	Number of persons present		
		Males	Females	Total
Brought forward from previous page = <b>A</b>				
3	1	3	2	5
4	1	1	1	2
7	1	0	3	3
10	1	14	16	30
11	1	2	0	2
15	1	3	2	5
16	1	0	1	1
20	1	2	2	4
<b>B</b> Carried forward/ Total <sup>1</sup>	8	25	27	52
	C Form (5)	C Form (6)	C Form (7)	C Form (8)

D No.	No. of Households	Number of persons present		
		Males	Females	Total
Brought forward from opposite = <b>B</b>	8	25	27	52
22	1	2	1	3
23	1	1	3	4
<b>A</b> Carried forward/ Total <sup>1</sup>	10	28	31	59
	C Form (5)	C Form (6)	C Form (7)	C Form (8)

Number of rows reduced for display purposes only.

#### Census 2011 - FORM C - Summarisation Sheet: 02333

Region=01 Field=378 EA=02333

Small Area Code	2006 Households (1)	2006 Males (2)	2006 Females (3)	2006 Persons (4)	2011 Form B: Households (5)	2011 Form B: Males (6)	2011 Form B: Females (7)	2011 Form B: Persons (8)	Explain large population or household differences between 2006 and 2011 (10% or more) (9)
A	5	18	16	34	10	28	31	59	A small development of 5 houses has been built since 2006
B	104	128	146	274					
C	71	84	67	151					
D	89	91	97	188					
Total	269	321	326	647	1				



## Chapter 8 Packing and returning your Census materials

### 8.1 Sorting forms and packing them in boxes for return to CSO

Having completed your summarisation, you will now have the forms sorted into separate bundles for each Small Area, with bundles containing *Household, Individual, Listing Forms* and *Forms H* and bundles containing *Reconciliation Forms*. The bundles containing the *Household, Individual, Listing Forms* and *Forms H* will be referred to as S stacks.

The Census forms are to be packed and returned in the boxes provided. Each box has space for approximately 140 *Household Forms* and you should be able to fit all of your completed forms into 3 boxes. Note that you not pack any other types of forms (e.g. *Cen 1, Rem 1, calling card, Form E* etc) into the boxes with the completed Census forms.

First, go through your S stacks and remove any Communal Establishments or multi-form households (i.e. *Household Forms* with one or more *Individual Forms* bundled together). Make sure to leave the elastic bands in place.

Make 2 new stacks, one for communal establishments and the other for multi-form households. Place the Communal Establishment stack on top of the multi-form household stack. This new stack is the M stack.

The M stack (containing forms from communal establishments and multi-form households) must be placed **face down** in Box 1 at the bottom of the box. This is the first stack to be placed in the boxes.

Now combine the stacks containing the *Reconciliation Forms* into one stack. Place this stack **face down** on top of the M stack in Box 1.

Combine the remaining forms in the S stacks into stacks that will fit into the remaining space of Box 1 and Boxes 2 and 3 (each box will hold approximately 140 forms). All forms should be placed face down in the boxes.

Under no circumstances should the forms for a multi-form household or Communal Establishment be separated between boxes. The forms for each multi-form household and Communal Establishment should be kept together as separate bundles with elastic bands.

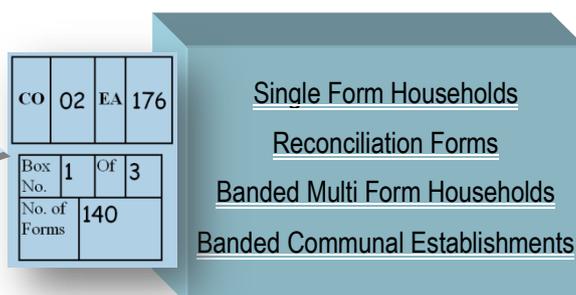
Before placing each stack of completed forms into each box, do a final manual count of the number of forms in each stack. In the case of any *Forms H*, you should count the number of forms that have been retained by your Field Supervisor. Your Field Supervisor will replace any *Forms H* with the appropriate Census forms before the boxes are forwarded to CSO.

Having counted the number of forms going into each box, complete *Form LS – EA Final box and form count*.

Place the forms into each box and complete the panel on the side of the box.

Transcribe the total number of households in your EA from *Form C* to *Form LS*.

EA Final Count			
CO	02	EA	176
BOX NO.	NO. OF FORMS <sup>1</sup>		
1	140		
2	133		
3	96		
TOTAL		369	
TOTAL NO. OF HOUSEHOLDS <sup>2</sup>		325	
Pre-Printed ERB		1	
Second ERB		0	
EA Map		1	



## 8.2 Returning boxes of completed forms and other Census materials

A red and a black plastic crate have been supplied to you for the safe transport of the boxes of Census forms and other Census materials back to CSO via your Field Supervisor. The two crates should contain the completed returns and materials for one complete EA only. Labels with the County and EA code are affixed to the crates when you receive them and they should be left in place. Should you misplace a label or the labels or if your crates are incorrectly labelled, spares will be provided and should be affixed to the side of the correct crate.

You should make sure the following items are packed in the crates;

Red Crate packing top to bottom	Black crate packing top to bottom
<ul style="list-style-type: none"> <li>▼ <b>Completed Form LS Final Box and Form Count</b></li> <li>▼ <b>Completed Form L invoice (in duplicate)</b></li> <li>▼ <b>Your completed ERB(s)</b></li> <li>▼ <b>Your EA map(s) placed in the Envelope provided</b></li> <li>▼ <b>The first two boxes of the completed Census forms (no other forms should be in these boxes)</b></li> <li>▼ <b>Forms B and BR (sealed in an envelope marked Forms B and BR- County Code/EA code)</b></li> </ul>	<ul style="list-style-type: none"> <li>▼ <b>Your CSO issued mobile phone for re-initialising by Field Supervisor</b></li> <li>▼ <b>Third and subsequent boxes of completed Household Forms (no other forms should be in these boxes)</b></li> <li>▼ <b>Soiled or torn Household Forms, Individual Forms, Listing Forms (sealed in an envelope marked SOILED FORMS - County Code/EA code)</b></li> <li>▼ <b>Forms H (packed by the Field Supervisor in an envelope marked FORM H - County Code/EA code after they replace each Form H with the appropriate retained Census form(s))</b></li> <li>▼ <b>Your clipboard</b></li> <li>▼ <b>This Enumerator's Manual</b></li> <li>▼ <b>Your satchel</b></li> <li>▼ <b>Your ID Card</b></li> <li>▼ <b>Your CSO Enumerator light reflecting jacket</b></li> <li>▼ <b>All unused forms</b></li> <li>▼ <b>All unused envelopes</b></li> </ul>

On the invoice *Form L* you must list all items being returned. *Form LS* and *Form L* will be checked by your Field Supervisor. Three copies of *Form L* are to be given with the materials listed above to your Field Supervisor who will sign them. One copy will be inserted in the Red crate, one copy will be returned to you and one copy will be retained by your Field Supervisor. *Form LS* should be the last item to go into the plastic crate.

The EA maps should be placed in the envelope provided. The number of map sheets being returned should be marked on the label on the envelope and your Field Supervisor should confirm that the correct number of map sheets are being returned by signing the front of the envelope. Both the crates must be labelled as instructed above and be locked for transportation using the special locking seals.

Under no circumstances should completed Census forms be returned in anything other than the archive boxes provided. If you do not have enough boxes, contact your Field Supervisor.

### 8.3 Reporting progress and recording time worked - OWT1 and EP2

**Form OWT 1:** You must furnish a weekly report of the hours you worked to your Field Supervisor on *Form OWT1*. Your work returns should be compiled for each week ending on Friday. On each Saturday the completed returns should be forwarded to your Field Supervisor.

**Form EP2:** Calculation of an Enumerator's final payment depends on the careful completion of the final report *Form EP2*. This form should be completed when you have completed your Census enumeration and summarisation work. Sign the declaration that states that you have completed your duties as an Enumerator and forward it to your Field Supervisor. A final bonus will be paid if you have satisfactorily completed all tasks assigned to you.

### 8.4 Miscellaneous expenses – Exp.1

At the end of your period of employment, you should claim on *Form Exp.1* any miscellaneous expenses (e.g. postage and telephone charges) which you may have incurred for the purpose of the Census. As you will have been supplied with a mobile phone, claims for phone calls will only be allowed in exceptional circumstances. A record must be kept of all such calls detailing the number called, the date, the time, the duration of the call, the person to whom the call was made and the reason for the call. This record must be submitted in support of any claim for telephone charges on *Form EXP1*. The claim should be supported, where possible, by vouchers and receipts. This form should be checked and certified by the Field Supervisor who will forward it for payment.

### 8.5 Gratuities for certain travel expenses (Form EP4)

At the end of your period of employment, you should claim on *Form EP4* for any motor expenses you may have incurred in travelling more than 8 kms (i.e. a return journey of more than 16 kilometres) to attend training/briefing sessions with your Field Supervisor. Payment of these gratuities, if sanctioned, will be made after the completion of your work, on receipt in CSO of *Form EP4* from the Field Supervisor stating: the date and venue of each briefing or training session attended by you and the precise distance, by the most direct practicable route, between your home and the venue.

### 8.6 Change of address

If you change your address during the period of employment on the Census, you should notify your Field Supervisor of your new address immediately.

## Appendix A. Form Delivery and Collection –Item checklist

Each time you go to carry out visual enumeration/form delivery/form collection you should bring the items in the checklist with you in the satchel provided.

You will not be able to carry forms and envelopes for the whole of your EA. Each time you are going out to deliver forms, make sure you take enough forms for the number of households you are likely to visit. Use this checklist each time you go out on visual enumeration and form delivery.

If there are a lot of Polish speakers in your EA you could carry the Polish translation form only. If a householder requests a foreign language form and you don't have it with you, make a note in your ERB and return to the dwelling the following day. You should also inform the householder that translation forms are available on the Census website [www.cso.ie](http://www.cso.ie).

- ID card
- CSO high visibility jacket
- Your CSO issued mobile phone
- Map(s) covering your EA (If you forget your map you won't be able to locate dwellings!)
- Clipboard (if required)
- Satchel
- Your Enumerator Record Book(s) and Delivery Grid
- Calling cards(prefill your contact details)
- Black Census 2011 biro (+ spare)
- *Household Forms* (English and Irish versions)
- *Individual Forms* (English and Irish versions)
- *Listing Forms* (English and Irish versions) for communal establishments
- Copies of the foreign language translation forms if required
- Blank *Form Es*
- Copies of *Form Cen 1*
- Census envelopes
- This Enumerator's Manual

### **Also required for Collection**

- Copies of Forms *Rem1* & *Rem 2*
- Collection Grid

*You should always wear your special CSO high visibility jacket and your ID card when carrying out your duties. The ID card should be worn around your neck and be clearly visible at all times.*

## Appendix B. Example of using the Delivery Grid & SMS Messaging

### Delivery Day 1

You deliver forms to 12 households in your EA on Day 1.

After delivering these forms you circle the corresponding 12 D. Nos. on your Delivery Grid.

At the end of the day you check your Delivery Grid and write 12 beside Day 1 in the Daily Cumulative Form Delivery section of the grid.

SMS, 12, the cumulative form deliveries using the application provided on your mobile phone, see Section 2.19. Once you have done this, mark each of the D. Nos. with a line on the front page of the grid to indicate you have accounted for them in the cumulative total.

See the extracts from the Delivery Grid below for an illustration of this example.

Don't forget to also SMS the cumulative number of new D.Nos. created each day.

County: 

2	5
---	---

 EA: 

0	1	1
---	---	---

**Form Delivery Record – D Numbers**

<del>1</del>	2	3	4	<del>5</del>	<del>6</del>	<del>7</del>	8	9	10	11	<del>12</del>	13	14	15	<del>16</del>	17	<del>18</del>	<del>19</del>	20
<del>21</del>	22	<del>23</del>	24	25	26	27	28	29	30	31	<del>32</del>	33	34	<del>35</del>	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180

The enumerator circles the number 1 on the grid after he/she delivers the Census form to D No.1 for his/her EA. He/she puts a line through the circle when DNo.1 has been included in the cumulative count of deliveries.

Reverse Side of Grid

### Daily Cumulative Form Delivery

Delivery Day	<u>Cumulative</u> <sup>1</sup> Number of D No.s to which Forms were Delivered
1	12
2	
3	
4	

## Delivery Day 2

You deliver forms to 8 households on Day 2.

You should circle the corresponding 8 D. Nos. in your delivery grid. You should now have a cumulative total of 20 D. Nos. circled on your grid.

At the end of the day, you should check your Delivery Grid and SMS 20 to the cumulative form deliveries using the application on your mobile phone. Once you have done this, you should mark the 8 D. Nos. you delivered to on Day 2 with a line.

Don't forget to also SMS the cumulative number of new D.Nos. created each day.

County: 2 5 EA : 0 1 1 **Form Delivery Record – D Numbers**

<del>1</del>	2	<del>3</del>	4	<del>5</del>	<del>6</del>	<del>7</del>	8	<del>9</del>	10	11	<del>12</del>	<del>13</del>	14	15	<del>16</del>	17	<del>18</del>	<del>19</del>	20
<del>21</del>	22	<del>23</del>	24	25	26	27	<del>28</del>	29	30	31	<del>32</del>	33	34	<del>35</del>	36	<del>37</del>	38	<del>39</del>	40
41	<del>42</del>	43	44	<del>45</del>	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180

### Daily Cumulative Form Delivery

Delivery Day	<i>Cumulative</i> <sup>1</sup> Number of D No.s to which Forms were Delivered
1	12
2	20
3	
4	

The total entered in this box should be the cumulative total. This is the total of all the deliveries made to date (i.e. 12 + 8).

## Appendix C. Enumeration of Homeless Accommodation

---

A homeless person is an individual who lacks housing, including one whose primary residence during Census night is a supervised public or private facility that provides temporary living accommodation; an individual who is a resident in transitional housing; or an individual whose primary residence is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

---

Accurately capturing the homeless population of the country is an important aspect of the Census. A significant number of homeless persons will spend Census Night in Communal Establishments (CEs) which provide dedicated shelter and facilities for those without permanent homes.

These establishments are being identified separately in the Census and are subject to different enumeration techniques to other CEs (which are outlined in Section 4.6 and Section 5.6). The key difference is that **family units** which spend Census Night **together** in the homeless accommodation should be allocated a separate D.No./ERB entry/point on the map and should be issued with *Household Forms* rather than *Individual Forms*. Individuals who spend Census Night on their own in homeless accommodation will be enumerated in the same manner as in other CEs.

CSO will be producing a special release on homelessness based on the census.

### Identifying Homeless Accommodation

#### *Pre-identified accommodation*

A list of facilities which provide accommodation for homeless persons has been compiled by the Department of Environment, Heritage and Local Government in consultation with the Health Service Executive and other organisations such as Focus Ireland, Simon and the Homeless Agency.

These facilities will be marked in your ERB with the text 'Homeless Count:' before the address in the address box. Your Field Supervisor will also be supplied with a list of any of these facilities in your EA and will make sure you are aware of them before you begin your enumeration.

For some mainly urban EAs it is possible that there will be a number of homeless accommodation providers within the EA. Each will be allocated a D. No. in your ERB and on your EA map in the usual manner.

#### *Non-identified accommodation*

It is also possible that there may be homeless accommodation in your EA which has not been pre-identified in your ERB. If you perceive that a Communal Establishment in your EA may be used for the accommodation of homeless persons but is not identified in your ERB with 'Homeless Count:' in the address box, you should ask the manager whether the CE is primarily used to accommodate homeless persons.

If the manager confirms that the CE is used primarily to accommodate homeless persons, you should proceed to enumerate as described below. If the manager confirms that the CE is not used primarily to accommodate homeless persons, you should enumerate it in the usual manner for a CE.

## Enumeration of Homeless Accommodation

Contact the manager of the accommodation well in advance of Census Night. Confirm with him/her that the establishment name/address in the ERB is correct and that there are homeless persons staying in the establishment.

As homeless persons may frequently move, it will be necessary for you to **collect** the completed forms from around 7:30pm on Census Night or earlier if the manager can confirm that all residents will be on site at an earlier time. You should be aware of this when making plans on when to visit homeless accommodation in your EA.

### Family units or individual enumeration

The enumeration procedure will differ depending on whether the persons in the homeless accommodation will spend Census Night alone in the shelter, or with members of their family unit. You should ask the manager whether there will be any family units staying together in homeless accommodation on Census Night.

For the purposes of enumerating homeless accommodation in the Census, family units are either:

1. One or both parents & their children;
2. Married couples;
3. Partners.

### Enumerating family units

If there are family units in the homeless accommodation, you should enumerate them as follows:

1. For each family unit you must create a new D. No. in a blank panel in your ERB. The D. Nos. created should be the next available number in the 9001+ range. For example, if there are three family units staying together in homeless accommodation and the first free D. No. in the 9001+ range in your ERB is 9023, you should allocate the three family units D.Nos. 9023, 9024 and 9025.
2. Once you have created the ERB entry for a family unit, you should mark 'Occupied' in the dwelling status column.
3. Write in the Small Area Code. You should use the same Small Area Code as for the homeless accommodation in the original ERB entry.
4. In the name of householder box in the ERB, you should write in the name of the family. If this is not available, write in the name of the manager.
5. In the ERB address box, you should transcribe exactly the address of the homeless accommodation from the original ERB entry including the word "Homeless Count:" at the start of the address. At the end of the address, you should write 'CE' and the original D. No. which was allocated to the accommodation in the original ERB entry. (See below for example).
6. For the 'Persons expected' boxes in the ERB, you should complete the number of members in the family unit who will be in the homeless shelter on Census night.
7. Write in a mobile contact number for the family if provided. Otherwise, write in the contact number of the manager.
8. You should mark all new D. Nos. allocated to family units in the pre-designated homeless shelter on your EA map, indicating their position with a line drawn to the location of the homeless shelter. You should add these new D. Nos. to the grid at the bottom of your map.

You should also add them to your Form Delivery and Collection grids to remind you to include the forms in your cumulative total of deliveries and collections.

9. You should issue a *Household Form* for each family unit in the shelter. On the Form ID, you should write in the address of the homeless accommodation, followed by 'CE' and the original D. No. which was allocated to the accommodation. You should enter the County and EA Codes in the normal manner. **Do not add words "Homeless Count" at the start of the address on any Form Ids as it could cause offence.**
10. You should blot out the box for the Small Area Code and write the SA Code above the SA Code box. This step is important as it will allow CSO to count these additional homeless families. Then you should write in the new D. No. (9001+) you have allocated to the family unit. Ask the manager to distribute the forms on Census night and to collect them after 19:30 on Census night.
11. It should be left up to the respondent to determine their usual residence in Q7 but if asked for guidelines the respondent should leave Q7 blank.
12. You can have absent persons from a family unit in homeless accommodation for example where you had a mother with two children in homeless accommodation but one child is in hospital, the child should be treated as an absent person. The same would apply if this was a one child single parent family where the child normally resided with the parent but was temporarily absent from the homeless accommodation on Census night.
13. You should leave privacy envelopes with each *Household Form*.
14. **After** you have collected the *Household Forms* from the manager of the homeless accommodation, you should write the word 'HOMELESS' in capital letters in the address section of the Form ID. **You should not do this before you deliver the forms.**

## Enumerating individuals

For persons staying alone in homeless accommodation, you should proceed as follows:

1. Each person spending Census Night alone in homeless accommodation should be included on a *Listing Form* and issued with an *Individual Form*. The manager of the shelter should be asked to complete the *Listing Form* in the same way as for other CEs (Section 4.6 and Section 5.6).
2. The ERB entry for the shelter should be made in the original panel in the pre-printed part of the ERB.
3. You should ask the manager to distribute and collect the *Individual Forms* on Census Night and leave a supply of privacy envelopes.
4. The manager should complete the *Listing Form* in the same way as is done in other CEs.
5. When you return to collect the Census forms, you should make sure you have completed *Individual Forms* for each person on the *Listing Form* and completed *Household Forms* for each new D. No. you have created for family units.

## Homeless Accommodation not listed in your ERB

**It is possible that Communal Establishments providing homeless accommodation have not been identified on the Geo-Directory and are therefore not listed on your map or in your ERB. If you find such an establishment in your EA, you should allocate it a new 9001+ D. No. and record it on your map and in your ERB in the usual manner. You should then proceed to enumerate as in the section above.**

*Sample enumeration of homeless accommodation*

*ERB entry for pre-identified homeless shelter*

Homeless accommodation is indicated in the address box by the words 'Homeless Count'

D No.	SA	Name of householder	Address		Forms		Issued	Collected	<i>Homeless shelter. 2 family units in the shelter on Census night. D Nos 9002 &amp; 9003 created</i>																																																																																				
1 2 4 C		<i>John Ryan</i>	<i>Homeless Count:Focus- Stanhope Green Stanhope Street, D7.</i>		Hhold																																																																																								
Occupied	<input checked="" type="radio"/>	<table border="1"> <tr> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td> </tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>14</td><td>15</td><td>16</td><td><del>17</del></td><td>18</td><td>19</td><td>20</td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>[1</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td>[1</td><td>2</td><td>3</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> </table>		M	T	W	T	F	S	S	M	T	W	T	F	S	S	7	8	9	10	11	12	13	11	12	13	14	15	16	17	14	15	16	<del>17</del>	18	19	20	18	19	20	21	22	23	24	21	22	23	24	25	26	27	25	26	27	28	29	30	[1	28	29	30	31	[1	2	3	2	3	4	5	6	7	8	4	5	6	7	8	9	10	9	10	11	12	13	14	15	Indv		3			
M	T	W	T	F	S	S	M	T	W	T	F	S	S																																																																																
7	8	9	10	11	12	13	11	12	13	14	15	16	17																																																																																
14	15	16	<del>17</del>	18	19	20	18	19	20	21	22	23	24																																																																																
21	22	23	24	25	26	27	25	26	27	28	29	30	[1																																																																																
28	29	30	31	[1	2	3	2	3	4	5	6	7	8																																																																																
4	5	6	7	8	9	10	9	10	11	12	13	14	15																																																																																
Temporarily absent	<input type="radio"/>	Cen 1 H E Rem 1 Rem 2 Ref 1		Lat		1																																																																																							
Vacant house	<input type="radio"/>			Persons expected	Male	2	Female	1																																																																																					
Vacant flat	<input type="radio"/>								087-4782291																																																																																				
Holiday home	<input type="radio"/>								Doorstep check <input type="radio"/> RF <input type="radio"/>																																																																																				
Under construction	<input type="radio"/>																																																																																												
Derelict	<input type="radio"/>																																																																																												
Commercial only	<input type="radio"/>																																																																																												
Does not exist	<input type="radio"/>																																																																																												

D No. 124



Individual Forms issued to persons spending the night alone. They are also listed on the Listing Form.

*ERB entries for family units in homeless accommodation*

Small area code is C as in the ERB entry above

Write manager's name into this box

Write 'Homeless Count:', then address of the establishment, followed by CE and the original D. No. of the establishment.

New D.No. for family unit

D No.	SA	Name of householder	Address		Mother & daughter in homeless shelter D 124.																																																																																					
9 0 0 2	C	John Ryan	Homeless Count: Focus - Stanhope Green Stanhope Street, D7. CE D No 124																																																																																							
Occupied	<input checked="" type="radio"/>	<table border="1"> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>14</td><td>15</td><td>16</td><td>X</td><td>18</td><td>19</td><td>20</td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>[1</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td>[1</td><td>2</td><td>3</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> </table>		M	T	W	T	F	S	S	M	T	W	T	F	S	S	7	8	9	10	11	12	13	11	12	13	14	15	16	17	14	15	16	X	18	19	20	18	19	20	21	22	23	24	21	22	23	24	25	26	27	25	26	27	28	29	30	[1	28	29	30	31	[1	2	3	2	3	4	5	6	7	8	4	5	6	7	8	9	10	9	10	11	12	13	14	15	Forms Issued	Collected	D No.
M	T	W	T	F	S	S	M	T	W	T	F	S	S																																																																													
7	8	9	10	11	12	13	11	12	13	14	15	16	17																																																																													
14	15	16	X	18	19	20	18	19	20	21	22	23	24																																																																													
21	22	23	24	25	26	27	25	26	27	28	29	30	[1																																																																													
28	29	30	31	[1	2	3	2	3	4	5	6	7	8																																																																													
4	5	6	7	8	9	10	9	10	11	12	13	14	15																																																																													
Temporarily absent	<input type="radio"/>	Cen 1 H E Rem 1 Rem 2 Ref 1		Hhold	1	Persons expected Male Female	0 2	D No.																																																																																		
Vacant house	<input type="radio"/>			Indv					Male Female	0 2	D No.																																																																															
Vacant flat	<input type="radio"/>			Lat		Male Female	0 2	D No.																																																																																		
Holiday home	<input type="radio"/>								Male Female	0 2	D No.																																																																															
Under construction	<input type="radio"/>					Male Female	0 2	D No.																																																																																		
Derelict	<input type="radio"/>								Male Female	0 2	D No.																																																																															
Commercial only	<input type="radio"/>					Male Female	0 2	D No.																																																																																		
Does not exist	<input type="radio"/>								Male Female	0 2	D No.																																																																															

Household Form issued to family units in homeless accommodation

D No.	SA	Name of householder	Address		Male & female partners in homeless shelter D 124.																																																																																					
9 0 0 3	C	John Ryan	HOMELESS Focus Ireland Stanhope Green Stanhope Street, D7. CE D No 124																																																																																							
Occupied	<input checked="" type="radio"/>	<table border="1"> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>14</td><td>15</td><td>16</td><td>X</td><td>18</td><td>19</td><td>20</td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>[1</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td>[1</td><td>2</td><td>3</td> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> </table>		M	T	W	T	F	S	S	M	T	W	T	F	S	S	7	8	9	10	11	12	13	11	12	13	14	15	16	17	14	15	16	X	18	19	20	18	19	20	21	22	23	24	21	22	23	24	25	26	27	25	26	27	28	29	30	[1	28	29	30	31	[1	2	3	2	3	4	5	6	7	8	4	5	6	7	8	9	10	9	10	11	12	13	14	15	Forms Issued	Collected	D No.
M	T	W	T	F	S	S	M	T	W	T	F	S	S																																																																													
7	8	9	10	11	12	13	11	12	13	14	15	16	17																																																																													
14	15	16	X	18	19	20	18	19	20	21	22	23	24																																																																													
21	22	23	24	25	26	27	25	26	27	28	29	30	[1																																																																													
28	29	30	31	[1	2	3	2	3	4	5	6	7	8																																																																													
4	5	6	7	8	9	10	9	10	11	12	13	14	15																																																																													
Temporarily absent	<input type="radio"/>	Cen 1 H E Rem 1 Rem 2 Ref 1		Hhold	1	Persons expected Male Female	1 1	D No.																																																																																		
Vacant house	<input type="radio"/>			Indv					Male Female	1 1	D No.																																																																															
Vacant flat	<input type="radio"/>			Lat		Male Female	1 1	D No.																																																																																		
Holiday home	<input type="radio"/>								Male Female	1 1	D No.																																																																															
Under construction	<input type="radio"/>					Male Female	1 1	D No.																																																																																		
Derelict	<input type="radio"/>								Male Female	1 1	D No.																																																																															
Commercial only	<input type="radio"/>					Male Female	1 1	D No.																																																																																		
Does not exist	<input type="radio"/>								Male Female	1 1	D No.																																																																															



*Household Forms issued for family units in pre-designated homeless shelter*

**Form ID D No 9002**

You should only write the word HOMELESS into the address bar after you have collected the form.

Address				For office use only			
<i>Focus Ireland, Stanhope Green, Stanhope Street. CE D 124 HOMELESS</i>							
County Code	Enumeration Area Code	Small Area Code	D. No.	Number of persons PRESENT			ABSENT persons
				Males	Females	Total	
0 2	1 0 1	█	9 0 0 2	0	2	2	

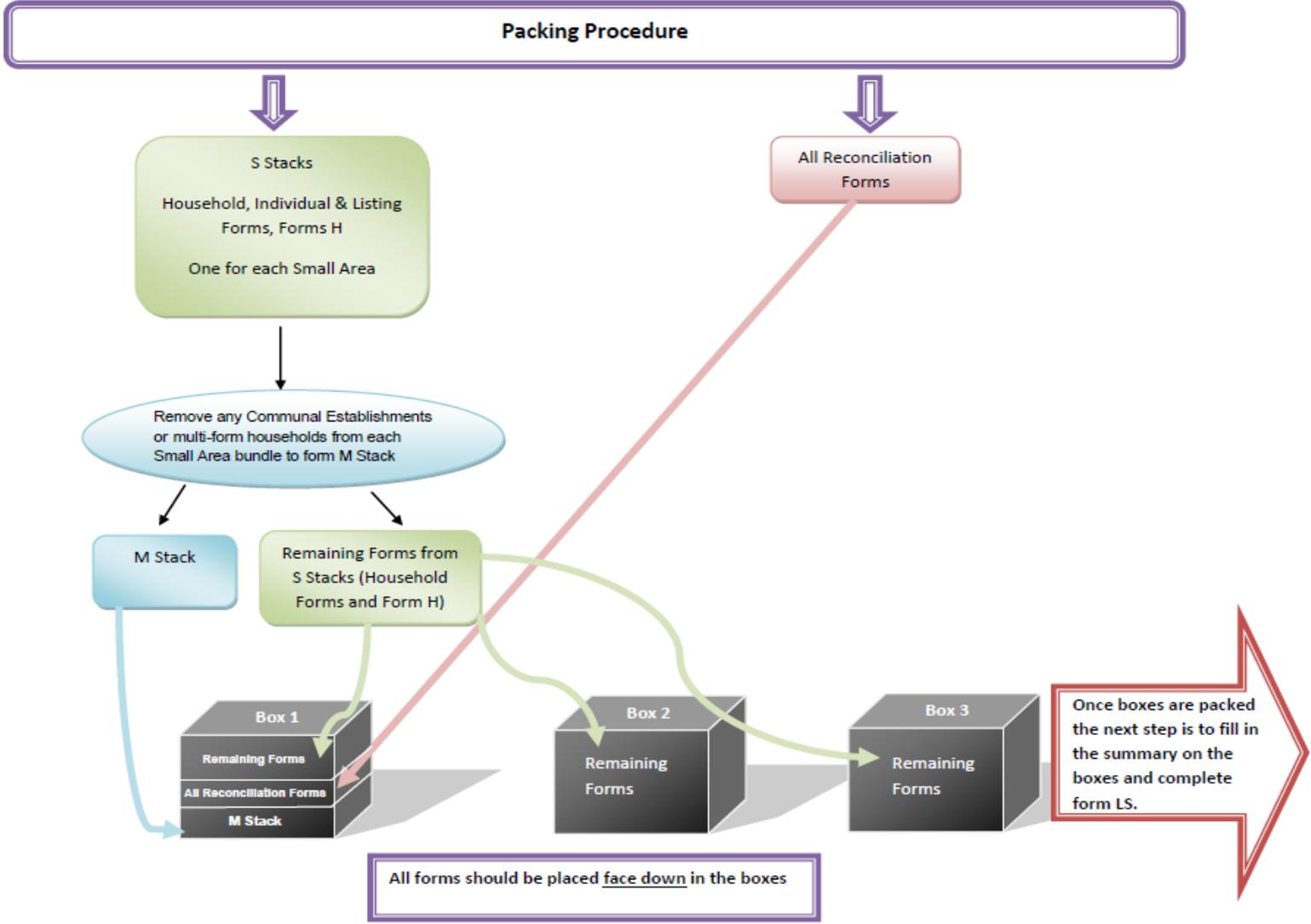
On the Form Id of the Household Form, blot out the Small Area Code and write the correct Small Area Code above the blot

Write CE and the D. No. of the original ERB entry for the accommodation at the end of the address

**Form ID D No 9003**

Address				For office use only			
<i>Focus Ireland, Stanhope Green, Stanhope Street. CE D 124 HOMELESS.</i>							
County Code	Enumeration Area Code	Small Area Code	D. No.	Number of persons PRESENT			ABSENT persons
				Males	Females	Total	
0 2	1 0 1	█	9 0 0 3	1	1	2	

# Appendix D. Packing procedure



## Appendix E. Use of Mobile Phones

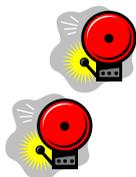
---

For Census 2011 all Enumerators will be supplied with a mobile phone for use in their Census duties. All mobile phones will be associated with the geography related to the Enumerator. This will facilitate CSO computer systems to automatically identify:

- specific Enumerators responsible for any given address;
- who the staff member's immediate supervisor is;
- from text messages received by CSO, the current position of any given EA relating to the number of forms delivered, collected and new D.Nos. identified.

### Conditions of use

1. The mobile phone supplied to Enumerators is for use only in the discharge of their duties. It facilitates:
  - staff to be efficient and effective in carrying out their official duties;
  - communication between HQ, field staff and members of the public;
  - staff security;
  - the need to provide out of hours contact with the Enumerator.
2. Every officer has a duty to take proper and reasonable care of their mobile phone and not to use it or permit its use by unauthorised purposes.
3. Each handset is provided at a fixed cost to the CSO which covers the cost of all local and national calls made to landlines and to other mobile phone networks.
4. Calls to directory enquiries should be made only in exceptional circumstances. The website [www.eircomphonebook.ie](http://www.eircomphonebook.ie) or the local phone book will give you all that you need in most circumstances.
5. To comply with the provisions of the Road Traffic Act of 28 August 2006 staff ***should not use an official mobile phone while driving***. While driving, staff are advised to turn off their official mobile phone. An appropriate voice mail message advising callers you are unavailable should be recorded for the mobile phone. During rest breaks or on reaching your destination, staff should check their mobile phone for messages and return any relevant calls.



***Employees who are charged with traffic violations involving the use of an official mobile phone will be solely responsible for all liabilities that result from such action.***

### *Payment for Personal Calls*

Monthly itemised bills will be closely monitored by Census head office and any irregularities in phone usage will be investigated and pursued. The office is entitled, where deemed appropriate, to recoup the cost of personal calls, personal premium texts and personal lo-call numbers made on official mobile phones. Payment for personal calls should be made to Census Administration & Budget, Unit 4 Swords Business Campus, Balheary Road, Swords, Co. Dublin.

### *Call Monitoring System*

O2 has agreed to supply the CSO with details of calls and texts broken down by date, time of call or text, and the duration of call in seconds for each mobile phone in use. This information will be held on our database. Monitoring reports will be extracted on a regular basis to ensure the system is not being abused.

### *Commitment under the Customer Service Plan*

Enumerators should be aware of CSO's telephone service commitment. CSO has committed that householders should expect that:

- their call will be answered courteously and promptly;
- the Enumerator answering the call will identify they are the Census Enumerator and give their name;
- the information required will be given clearly and concisely and without undue delay;
- if the information is not readily available, the householder will be informed of this and also of when it is likely the information will be available;
- if the Enumerator cannot provide the information they will take the householder's details and ensure that the information will be provided with the minimum delay.

### *Greetings Message*

Initially a welcome text message will be sent to all Enumerators indicating the geography associated with their phone and their mobile number. This message must be **replied** to immediately with a **'Yes', 'Y', 'N' or 'No'** answer. If a response of 'No' is received a member of staff from the Census HQ will make contact and resolve the issue.

The Enumerator greeting message will be :

*Welcome to the CSO Census area, your telephone No is 086XXXXXXX and your EA code is XX XXX, please confirm by replying with a YES or NO*

### *Information Messages*

There are a number of applications that will have the facility to send SMS messages to Enumerator's mobiles. The Census help system will be the main source of these messages. It will be available on the census.ie website and to Census HQ staff and will automatically generate SMS messages to

Enumerators in certain circumstances. These messages will generally be generated in cases where householders have contacted CSO and indicated one of the following issues:

- Census form not yet delivered;
- Census form misplaced;
- *Individual Form* required;
- Census form not yet collected;
- Freepost envelope required;
- Irish form required;
- Large print form required.

These messages will be very specific and will give the address of the householder, D.No. if available and any telephone number given. *It is essential you do not reply to this message* as the system is automated and replies will generate a rejection text to your phone. You should carry out the request as indicated in the text message as soon as possible. The messages sent to you will be available to all your managers to review as part of the Field Management System.

### *Activate Mobile Phone*

To activate your new phone, please do the following:

- Charge up the phone using the charger provided;
- Switch it on when the battery is fully charged;
- The SIM card has already been inserted for your convenience so there is no need to open up the phone
- Enter the Pin number provided on the SIM pack located inside the box that came with the phone
- Your phone is now ready for use
- If prompted, to back up your SIM Select 'No'
- Access your voice mail by dialling 172 and record the following personal message



*This is your Census Enumerator. I'm currently unable to take your call. Please leave your name, phone number and message, and I will contact you as soon as possible.*

*Thanks for calling regarding Census 2011.*



- To listen to messages left for you, access your voice mail by dialling 171 and following the prompts

## Mobile phone lost, stolen or not functioning

- During office hours contact Census HQ on (01) 8951317, (01) 8951339 or (01) 8951353 and notify them of the problem. If your phone is lost/stolen **outside business hours in addition** call O2 Customer Care on 1909 immediately, this will ensure your SIM cannot be reused
- Contact your Field Supervisor and notify them of the problem
- Complete a Handset Repair/Replacement Form (available from your Field Supervisor) relating to the problem and send this to:  
Census Administration Section:  
CSO  
PO Box 2011  
Freepost 4726  
Swords  
Co. Dublin
- If the phone is not working it should be returned with the Handset Repair/Replacement Form.
- A replacement handset will be couriered to your address. If you are not available to sign for the device it will be left at the nearest Post Office. The replacement set will use the same telephone number as the old one.

***Remember you cannot make SMS returns or receive notifications from the CSO unless you have an official mobile phone. It is vitally important you have this matter resolved as soon as possible***

## 02 Customer Care

For customer support you can free phone **1909** directly from your mobile or landline. This service is available 24/7.

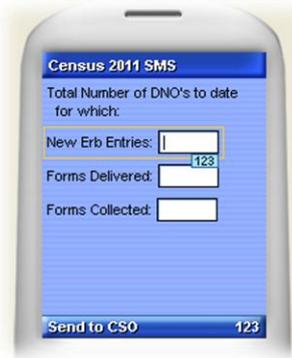
### Downloading the SMS system

On a daily basis it will be necessary to make SMS returns to the CSO on Census forms delivered, Census forms collected and number of new D.Nos.. assigned. To make these returns you need initially to connect to the web via your mobile phone and to download the application which will control the sending of this information.

1. Locate the Globe on your mobile phone
2. Select when highlighted
3. Select 'Browser' option. This will show 'Opening browser' and 'Opera Mini'
4. Press 'Options'
5. Select 'Enter Address'
6. It will place you at the top of the screen with "www." already typed
7. Delete the "www."
8. Key in the following <sup>5</sup> '[censusops.cso.ie/app2011](http://censusops.cso.ie/app2011)'
9. You will be asked to open a file '**FieldSMS.jar**'

<sup>5</sup> Use 'Insert symbol' to type the characters '.' And '/'

10. Select and it will show 'Loading' and 'Application is not from a trusted supplier. Continue anyway?'
11. Select 'Yes'. The phone will show 'Downloading' and 'Update complete: FieldSMS, Close browser and open application?'
12. Select 'Yes'
13. It will show a screen similar to this one. Be aware you may have to scroll down to see all information
14. Press "Send to.." when you have entered all the information



### Using the SMS System

There is only a need to download the application once. To start up the application after installing it, you should:

1. Go to the 'Application' icon on your mobile device and select it. It will prompt you with 'Games' and 'Collection'.
2. Select 'Games'. You will be prompted with 'Nokia.mobi' and 'FieldSMS'.
3. Select the option 'FieldSMS' to start up the application and enter information.



***Remember the information you input is of a cumulative nature. All totals should represent the up to date count. The information returned is used to monitor how the workload in your area is progressing.***



### Wiping Mobile Phones

At the end of the Census operation, you will be required to wipe the mobile phone of all information held relating to the Census operation. The initial responsibility for wiping the information held on the phone will be with the Enumerator. The second level of responsibility is with their Field Supervisor who should examine the phone and confirm it has been cleared of all information concerning the Census operation. This includes phonebook entries and text messages.

Once the phone has been wiped and confirmed by the Field Supervisor, it is permitted for the Enumerator to retain the phone. If you do not wish to retain the phone, it should be returned with all other Census material. In the 2006 Census returned phones were donated to a charity. It is expected a similar arrangement will be made at the end of Census 2011.

If you retain your phone it will be necessary to make arrangements to sign with a mobile operator or purchase your own SIM card. Material has been included with your handset from O2. The phone number of the mobile device will be disabled by the CSO and cannot be reused for security purposes.

To wipe the phone from the Nokia Main Menu select:

1. Settings
2. Restore factory settings.



3. Restore All
  - This prompts you with *'lets you restore settings and delete personal data. You will not be able to use or switch off the phone during the restore, even for emergencies. Restoring may take several minutes. After restoring the phone will restart'*
4. Continue
5. Security Code:
  - 12345
6. OK
  - *Restoring settings please wait*
7. Phone will restart and you will be requested to input the Date, Time, Time zone, Daylight saving
8. Save
9. Welcome message will appear
10. Accept
11. *'Sending sign up message'*
12. *'Restore complete'*
13. OK
14. 1 new item My Nokia
15. Start or Exit
16. Start will send you tips and tricks for your phone at intervals. Exit will just queue this facility
17. The phone is now ready for use

Confirm all the phonebook entries have been deleted, if not select

18. Contacts
19. Delete all contacts
20. From phone memory
21. *Delete all contacts on phone memory?*
22. Yes
23. Security Code:
  - 12345
24. OK

- Repeat for 'from SIM card' steps 3 to 7

## Appendix F. Health and Safety

---

### Your personal safety is important to CSO

Although accidents and safety incidents are extremely rare, it is important that you are aware of the potential for mishaps and that you are prepared to deal with unexpected occurrences which could happen while you are carrying out your census duties. This appendix will assist you in knowing how to prevent an accident, injury or work-related incident.

The safety of census staff is very important to CSO. Over the course of your employment, you may find yourself in buildings or in neighbourhoods that are potentially dangerous. You may also be required to travel on secondary roads of varying quality, and may also need to drive in potentially difficult driving conditions. You must be prepared to avoid and deal with challenging situations.

Remember, your best protection is your own common sense.

### STARTING OUT

- Wear proper walking shoes to avoid trips, slips and falls.
- Wear clothing suitable for your EA and the task you are performing, and avoid expensive or flashy jewellery.
- Establish informal 'buddy systems' with your family, friends or co-workers. Tell them your planned destination and time of return.
- Carry only a small amount of money.
- If possible, leave your purse at home. If not, carry a small purse tucked under your arm or placed in your census bag, or wear a waist pouch.
- If someone grabs your purse or takes your wallet, do not resist.
- If you will be returning home after dark, leave an outside light on. Use a timer for your inside lights if possible.
- Carry a piece of personal identification at all times.
- Carry a name of an emergency contact person and their telephone number at all times.

### ENUMERATOR'S DOS AND DON'TS

- **Do** keep completed Census forms separate from blank Census forms.
- **Do** report any suspected or actual security violations to your Field Supervisor.
- **Do** report the loss or theft of any Census documents to your Field Supervisor.
- **Do not** discuss information about households with anyone other than census employees who are sworn to confidentiality and have a need to know it.

### MAKING YOUR CAR SAFE

- Keep your car in good operating condition. Ensure that brakes, lights, tires, wipers, and car battery are in good working order. Check your tires frequently for wear and adequate tire pressure.
- Check you have enough petrol before you start. Always drive with at least half a tank of petrol.
- Lock all valuables, including confidential material, in the boot.

- You may wish to pre-programme your mobile phone with 999 on the speed dial. Details of how to set speed dials are on your phone's instruction book.

## DRIVING

- Familiarise yourself with your EA using your map before you drive to it.
- Check maps and addresses before you start to drive. Never read maps while driving.
- When walking to your car, hold your keys in your fist. Before you get into your car, circle it and look for any obvious problems like flat tires, damaged headlamps or missing wiper blades. Any of these could leave you stranded on the road.
- If possible, travel on well-lit streets. Car doors should be locked at all times. In the evening especially, car windows should be rolled up.
- If you must drive on back roads, check to make sure the road is safe to drive on. Recent bad weather can make seasonal roads impassable.
- Be aware of severe weather warnings.
- Learn how to change a tire.
- Do not stop to offer help to a stranded motorist. Stop at the next phone booth or use your mobile phone to call for assistance.
- Never pick up hitchhikers.

## PARKING

- Park in well-lit, busy places. Avoid alleys, parks and tunnels. Use caution if you must park in a dark area or have to walk some distance from your car.
- When you are parked, remember to lock all doors, close all windows and ensure all valuables and census materials are locked in the boot.
- Park in an unblocked lane or driveway which could provide a quick exit if necessary. In rural areas, unknown road conditions could prevent you from being able to turn your car around or leave quickly.
- Use caution when parking in underground garages. Park away from pillars. Park in open, well-lit areas near an exit door. .

## WALKING

- Plan your route. Do not take short cuts through parks, alleys, vacant lots or buildings.
- Do not overburden yourself by carrying unnecessary items or handbags.
- Walk with an air of determination and authority and always look around you. Timid people make easier targets.
- Be alert when approaching places of concealment such as shrubberies, dark doorways or pillars.
- Watch out for uneven, broken or poorly constructed surfaces or stairs.
- Hold on to handrails on stairs. If no rail is provided, proceed with caution.
- Walk in the centre of the footpath to avoid an opening car door or sudden movement by someone inside of a car. Be aware of alleys and inset doorways.

## VISITING APARTMENT BUILDINGS

- If entrances to apartments are recessed, be alert when approaching.
- Use lifts when possible.
- Check that stairwells are well lit and note the location of unlocked emergency exits. Avoid enclosed stairwells if at all possible.
- Check with the building attendant if you require assistance.

## AT THE DOOR

- Discuss potential problem areas in your EA with your Field Supervisor in advance.
- Stand to the side of the door when facing it to avoid being hit if the door suddenly opens outwards.
- If a householder slams the door shut in your face, place a calling card in the letter box, leave the dwelling and inform your Field Supervisor.
- If invited into a dwelling, use common sense. Stay by the door to ensure a quick exit is possible.
- Use extreme caution when faced with domestic disputes, and with intoxicated, unstable or potentially violent householders. Leave immediately. Report the situation to your Field Supervisor, who may choose to call the Gardai. A team of two enumerators may be required for the enumeration of some dwellings.
- If you are threatened, leave immediately. Call the Gardai as soon as possible, and report the incident to your Field Supervisor.
- Record hazards such as dangerous dogs and broken stairs in your ERB in the event that future personal visits are required.

## DWELLINGS OR PROPERTIES WITH DOGS

A dog will protect its territory with varying degrees of aggression. Once a person sets foot on that territory, the person is perceived as an invader/intruder and the dog will decide whether you are welcomed or not.

Dogs are most likely to attack if they believe they are protecting children; frustrated because of being locked in a house; on a chain or rope; or loose in a fenced garden. To avoid dog attacks, take the following precautions:

- If you approach a dwelling where a dog is loose, remain a safe distance away and try to get the householder's attention. If you have arrived by car, use the horn.
- Do not enter any property if there is an aggressive dog. Inform your Field Supervisor, who will attempt to call the respondent.
- Do not tease a dog.
- Never bother a dog when it is eating, resting, sleeping, or chewing on something.
- If warning signs are posted or a dog barks when you enter the garden, proceed with caution. If you sense a threat, attempt to call the householder to the door or return later. If the threat remains, try to obtain a telephone number and set up an appointment before entering the premises.

## USING EMOTIONAL SELF-DEFENCE

If you are ever faced with a situation where you feel your personal safety is threatened, you may have to use assertive behavior to show you are serious about what you say. Police forces suggest the following tactics:

- Maintain eye contact.
- Use statements beginning with 'I.' For example, 'I don't like that' instead of 'stop that.'
- Speak in a firm, confident voice.
- Match your facial expression to your verbal message, i.e., don't smile when you are angry.
- Use short statements.
- Repeat your message since your intentions may not be recognised immediately.
- Do not apologise for demanding your rights or privacy.
- Do not offer excuses or reasons.

Put your own needs first. **DO NOT** sacrifice your safety for fear of being rude.

Remember, all accidents and incidents must be reported to your Field Supervisor as soon as possible using an Incident Report form (Acc 1), available from your Field Supervisor.

For more information on personal safety, call your local Garda station.

## Appendix G. Detailed notes on the Household Form

**1 What is your name? (Person 1)**  
First name and surname.

The name is necessary to ensure that everyone in the household is covered and to assist the householder in making sure that the correct personal information for each individual is recorded.

The name also helps identify where forms are missing or duplicated. Names may also assist in the identification of

household and family groups. CSO does not maintain a database of names to ensure that the anonymity of details supplied is preserved.

**2 Sex**

1  Male 2  Female

Replies to Question 2 are used to measure and compare trends in areas like education, employment/unemployment

etc. This information helps us to understand the changing roles of men and women in our families, communities and workplaces.

2006 Census	
Males	Females
2,121,171	2,118,677

**3 What is your date of birth?**

Day Month Year

Information on the age profile of the population is essential for measuring economic, social and demographic change. It helps target the delivery of health,

education, social welfare, housing and other community services.

Average Age (years)	
1986	31.8
1991	33.0
1996	34.1
2002	35.1
2006	35.6

**4 What is your relationship to Persons 1, 2, 3 and 4?**

Mark  one box only for each person.

Relationship of PERSON 5 to	1	2	3	4
Husband or wife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner (incl. same-sex partner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Son or daughter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mother or father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandparent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-mother/-father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Son-/daughter-in-law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandchild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other related	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unrelated (incl. foster child)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

From the responses to Question 4, it is possible to build up a picture of the changing family situation in Ireland. The multiple categories will enable families in multi-generational households to be accurately distinguished. To facilitate this, the category of Grandparent is being included for the first time. Information in relation to families which have been reconstituted following the break up of previous marriages can also be determined.

The results based on the responses to this question will allow the changing nature of families in Ireland to be charted.

### Average size of household (persons)

1986	3.53
1991	3.34
1996	3.14
2002	2.94
2006	2.81

### Private households by composition

	2002	2006	Change
	<i>Thousands</i>		<i>%</i>
One person	277.6	329.5	18.7
Couple	211.4	269.5	27.5
Couple with children	489.5	517.3	5.7
Lone parent with children	131.2	152.5	16.2
Couple with other persons	17.2	23.9	39.0
Couple with children & other persons	44.3	31.7	-28.4
Lone parent with children & other persons	19.4	17.2	-11.3
Two or more family units	5.7	20.3	356.0
<b>Total</b>	<b>1196.3</b>	<b>1361.9</b>	<b>13.8</b>

**5 What is your current marital status?**  
 Answer if aged 15 years or over.  
 Mark  one box only.

1  Single (never married)  
 2  Married (first marriage)  
 3  Re-married (following widowhood)  
 4  Re-married (following divorce/annulment)  
 5  Separated (including deserted)  
 6  Divorced  
 7  Widowed

The changes occurring in the marital status of the population is captured by the responses to Question 5. In particular, it is possible to monitor the incidence of marital breakdown in Irish society.

This question should only be answered by those aged 15 or over.

**Population by marital status, 2006**

Single	1,453,227
Married	1,565,016
<i>of which</i>	
First marriage	1,523,527
Remarried following widowhood	9,694
Remarried following dissolution of previous marriage	31,795
Separated	107,263
Divorced	59,534
Widowed	190,359
<b>Total Population aged 15+</b>	<b>3,375,399</b>

The purpose of questions 6 – 10 is to study migration patterns, both short-term and long-term. The resulting information will give us a picture of where people are moving to and from and their characteristics in terms of age, sex, education, occupation etc.

Comparing a person’s place of birth (Question 6) and his or her current place of usual residence (Question 7) gives an indication of the extent of longer term migration.

**6 What is your place of birth?**  
 Give the place where your mother lived at the time of your birth.  
 If IRELAND (including Northern Ireland), write in the COUNTY.


If elsewhere ABROAD, write in the COUNTRY.


If the person was born in Ireland, they should write in the **county** their mother lived in at the time of the person’s birth.

If the person was born outside Ireland, they should write in the **country** their mother lived in at the time of the person’s birth.

**Usually resident population by place of birth, 2002-2006**

Place of birth	2002	2006
	%	%
County of usual residence	69.9	65.0
Other county	19.7	20.4
Northern Ireland	1.3	1.2
Great Britain	5.1	5.3
Other EU	0.9	4.0
USA	0.6	0.6
Other countries	2.5	2.5
<b>Total</b>	<b>100.0</b>	<b>100.0</b>

Location (Question 7) is a key characteristic that is used with other data to build an accurate picture of our population. It is the basis for the annual population estimates and for population projections. It is also used to determine changes to electoral boundaries.

**7 Where do you usually live?**

1  HERE at this address

2  Elsewhere in IRELAND (including Northern Ireland), write in your FULL ADDRESS


3  Elsewhere ABROAD, write in the COUNTRY

--	--	--	--	--	--	--	--	--	--

This box should be marked if the person lives at the address on the front of the Census form.

Mark this box if the person usually lives somewhere else in Ireland, and write in the full address.

Mark this box if the person usually lives outside Ireland, and write in the country.

By comparing a person’s usual residence one year before the Census (Question 8) and their residence at Census time (Question 7), we get an indication of the extent to which people change residence. The responses also provide data on the extent of internal migration within Ireland.

**8 Where did you usually live one year ago?**  
*Answer if aged 1 year or over.*

1  SAME as now

2  Elsewhere in IRELAND (including Northern Ireland), write in the COUNTRY


3  Elsewhere ABROAD, write in the COUNTRY

--	--	--	--	--	--	--	--	--	--

Mark this box if the person lived at the same place one year ago as they do now.

If the person lived somewhere else in Ireland one year ago, they should mark this box and write in the county.

If the person lived somewhere else outside Ireland one year ago, they should mark this box and write in the country.

**10 What is your nationality?**  
*If you have more than one nationality, please declare all of them.*

1  Irish

2  Other NATIONALITY, write in


3  No nationality

If the person is Irish, they should mark this box.

If the person is not Irish, they should mark this box and write in their nationality.

If the person is not considered a national by any state, they should mark this box.

**11 What is your ethnic or cultural background?**  
 Choose ONE section from A to D, then  the appropriate box.

**A White**

1  Irish

2  Irish Traveller

3  Any other White background

**B Black or Black Irish**

4  African

5  Any other Black background

**C Asian or Asian Irish**

6  Chinese

7  Any other Asian background

**D Other, including mixed background**

8  Other, write in description


The responses to this question will facilitate a comparison of the demographic and socio-economic characteristics of the different ethnic and cultural groups living in Ireland. This question was asked for the first time in 2006.

The person should mark one box only.

If the person's ethnic/cultural background is not listed, they should mark this box and write it in.

**Usual residents by ethnic or cultural background, 2006**

	%
Irish	87.4
Irish Traveller	0.5
Any other white background	6.9
African	1.0
Any other black background	0.1
Chinese	0.4
Any other Asian background	0.9
Other	1.1
Not stated	1.7
<b>Total</b>	<b>100.0</b>

Question 12 provides information on the number of people of each religion or religious denomination. Taken in conjunction with information on country of birth, nationality and ethnicity, information on religion will help complete the picture in relation to a changing society. The religions listed have been chosen to cover the most frequent responses given in the 2006 Census. This question does not refer to frequency of attendance at church.

**12 What is your religion?**  
 Mark  one box only.

1  Roman Catholic

2  Church of Ireland

3  Islam

4  Presbyterian

5  Orthodox

6  Other, write in your RELIGION


7  No religion

If a person's religion is not listed, they should mark this box and write it in.

**Population classified by religion, 2006**

	Thousands
Roman Catholic	3,681.4
Church of Ireland	125.6
Presbyterian	23.5
Methodist	12.2
Jewish	1.9
Other religions	138.5
No religion	186.3
Not stated	70.3
<b>Total</b>	<b>4,239.8</b>

**13 How many children have you given birth to?**  
*This question is for women only.*  
 Write in number of children born alive.

1  None

The answers to Question 13 allow an assessment to be made of the factors impacting the fertility rate of women in Ireland, i.e. the extent to which fertility will vary with educational attainment, labour market status etc.

Question 14 will provide information to help in the monitoring of policies and planning of service delivery in relation to the Irish language. In particular, the results will enable policy planners to assess how language proficiency and usage varies with age and education participation.

**14 Can you speak Irish?**  
*Answer if aged 3 years or over.*

1  Yes  
 2  No

**If 'Yes', do you speak Irish?**  
*Mark  the boxes that apply.*

1  Daily, within the education system  
 2  Daily, outside the education system  
 3  Weekly  
 4  Less often  
 5  Never

Only persons aged 3 and over should answer this question.

If the person answers 'Yes' to the first part of the question, they must mark one or more of these boxes to indicate how often they speak Irish.

**Irish speakers and non-Irish speakers 1991-2006**

Thousands	1991	1996	2002	2006
Irish speakers	1,095.8	1,430.2	1,570.9	1,656.8
Non-Irish speakers	2,271.2	2,049.4	2,180.1	2,400.9

Question 15 is a new Question on the Census. It was tested in the Pilot Survey in 2009, having been supported for inclusion by several bodies including the Department of Education and Skills and the ESRI. The question will provide data on what languages other than English or Irish are spoken in households. It will also provide information on how well English is spoken by people who have a language other than English or Irish as their mother tongue. This information can be used to target state resources in areas such as education and health to support people who may struggle speaking English.

**15 Do you speak a language other than English or Irish at home?**

1  Yes  
 2  No

**What is this language?**

(e.g. POLISH, GERMAN, IRISH SIGN LANGUAGE)

**How well do you speak English?**  
*Mark  one box only.*

1  Very well  
 2  Well  
 3  Not well  
 4  Not at all

All persons should answer the first part of the question. If the person answers 'Yes', they should write in the other language they speak at home. If they answer 'No', they should go on to Question 16.

Only people who answer 'Yes' to the first part of the question and have written in another language should answer this part of the question.

The results of questions 16 and 17 coupled with other questions will provide important data on the number of people whose activities are reduced because of a disability and the effect of the disability on their lives. The questions are slightly different to those asked in 2006. In Question 16, vision and hearing impairments have been separated and there is a separate category for intellectual disabilities. The questions were chosen after pre-Census consultation with experts from the various disability umbrella bodies and government departments.

**16 Do you have any of the following long-lasting conditions or difficulties?**

(a) Blindness or a serious vision impairment	Yes	No
(b) Deafness or a serious hearing impairment	Yes	No
(c) A difficulty with basic physical activities such as walking, climbing stairs, reaching, lifting or carrying	Yes	No
(d) An intellectual disability	Yes	No
(e) A difficulty with learning, remembering or concentrating	Yes	No
(f) A psychological or emotional condition	Yes	No
(g) A difficulty with pain, breathing, or any other chronic illness or condition	Yes	No

**17 If 'Yes' to any of the categories specified in Question 16, do you have any difficulty in doing any of the following?**

(a) Dressing, bathing or getting around inside the home	Yes	No
(b) Going outside the home alone to shop or visit a doctor's surgery	Yes	No
(c) Working at a job or business or attending school or college	Yes	No
(d) Participating in other activities, for example leisure or using transport	Yes	No

All persons should mark 'Yes' or 'No' to each of the categories.

People who answered 'Yes' to one of the categories in Question 16 should answer 'Yes' or 'No' to each of the categories in Question 17.

**18 How is your health in general?**

Mark  one box only.

1	<input type="radio"/>	Very good
2	<input type="radio"/>	Good
3	<input type="radio"/>	Fair
4	<input type="radio"/>	Bad
5	<input type="radio"/>	Very bad

Question 18 is a new question on the Census. It asks each person how their health is in general. Studies show strong links between how people view their health and the actual state of their health. The answers to this question will provide a country-wide picture of people's health and how it is related to various factors such as age, labour market position and educational attainment.

The answers to Questions 19, 20 and 21 in conjunction with the address where people work or go to school/college will provide valuable information on commuting patterns for planning public transport services and infrastructure. Usual means of travel identifies the different modes of transport used by commuters. Time of leaving home will provide information on the volume of commuter travel by transport type at different times of the day. Usual travel time will give information on the efficiency of various modes of transport.

**19 How do you usually travel to work, school or college?**

Mark  one box only, for the longest part, by distance, of your usual journey to work, school or college.

1  Not at work, school or college

2  On foot

3  Bicycle

4  Bus, minibus or coach

5  Train, DART or LUAS

6  Motor cycle or scooter

7  Driving a car

8  Passenger in a car

9  Van

10  Other, including lorry

11  Work mainly at or from home

If the person is not at work, school or college they should mark this box.

If the person travels by two or more modes of transport, they should mark the box for the longest part of the journey.

**20 What time do you usually leave home to go to work, school or college?**

1  Not at work, school or college

2  Before 06.30

3  06.30 - 07.00

4  07.01 - 07.30

5  07.31 - 08.00

6  08.01 - 08.30

7  08.31 - 09.00

8  09.01 - 09.30

9  After 09.30

**21 How long does your journey to work, school or college usually take?**

Write in minutes.

If the person is not at work, school or college they should mark this box.

**Means of travel to work, school or college 2002- 2006**

	2002	2006
		%
On foot	11.4	10.9
Bicycle	2.1	1.9
Bus	6.7	6.1
Train	2.1	2.9
Motor cycle	1.1	0.7
Car driver	55.1	57.1
Car passenger	6.7	5.5
Other (incl. Lorry/van)	7.1	7.8
Work mainly at home	6.1	5.6
Not stated	1.7	1.6
<b>Total</b>	<b>100</b>	<b>100</b>

**Notes on answering Questions 19-21**

Where different means of travel are used on different days, the most frequently used method should be indicated. Where the time of leaving home differs on different days, the most frequent time of leaving should be indicated. Persons who do not work or attend school or college should mark 'Not at work school or college' in Questions 19 and 20 and leave Question 21 blank. Persons who work daily from a fixed centre or depot and travel a lot in their jobs should indicate the means of transport and distance travelled from their residence to this centre or depot.

**22 Do you provide regular unpaid personal help for a friend or family member with a long-term illness, health problem or disability?**  
*Include problems which are due to old age. Personal help includes help with basic tasks such as feeding or dressing.*

1  Yes  
 2  No

**If 'Yes', for how many hours per week?**  
 Write in hours.

The results of Question 22 will facilitate assessment of the extent to which unpaid personal help is provided by carers in our society, along with the demographic and socio-economic characteristics of the carers themselves. Those who provide regular unpaid help as a carer, regardless of whether or not they receive Carer's Allowance/Benefit, should mark box 1 (Yes) and write in the weekly number of hours of caring. This question is being asked of persons aged 14 and younger for the first time.

**Questions 24 to 33 should be answered only by persons 15 years and over**

**24 Have you ceased your full-time education?**

1  Yes  
 2  No

**If 'Yes', write in AGE at which it ceased.**

**25 What is the highest level of education/training (full-time or part-time) which you have completed to date?**  
*Mark  one box only.*

1  No formal education/training

2  Primary education  
 NFQ Levels 1 or 2  
 FETAC Level 1 or 2 Cert. or equivalent

3  Lower Secondary  
 NFQ Level 3  
 Junior/Inter/Group Cert., FETAC Level 3 Cert., FAS Introductory Skills, NCVA Foundation Cert. or equivalent

4  Upper Secondary  
 NFQ Levels 4 or 5  
 Leaving Cert. (including Applied and Vocational programmes) or equivalent

5  Technical or Vocational  
 NFQ Levels 4 or 5  
 FETAC Level 4/5 Cert., NCVA Level 1/2, FAS Specific Skills, Teagasc Cert. in Agriculture, CERT Craft Cert. or equivalent

6  Advanced Certificate/Completed Apprenticeship  
 NFQ Level 6  
 FETAC Advanced Cert., NCVA Level 3, FAS National Craft Cert., Teagasc Farming Cert., CERT Professional Cookery Cert. or equivalent

7  Higher Certificate  
 NFQ Level 6  
 NCEA/HETAC National Cert. or equivalent

8  Ordinary Bachelor Degree or National Diploma  
 NFQ Level 7

9  Honours Bachelor Degree/ Professional qualification or both  
 NFQ Level 8

10  Postgraduate Diploma or Degree  
 NFQ Level 9  
 Postgraduate Diploma, Masters Degree or equivalent

11  Doctorate (Ph.D) or higher  
 NFQ Level 10

The replies to Questions 24 and 25 will be used to monitor the impact of education policies, changing skill levels and the extent to which people use their formal qualifications.

- Persons who received their education when institutional arrangements were different to those currently in place or who were not educated in Ireland should select an equivalent option. For more information on the National Framework of Qualifications (NFQ), see [www.nqai.ie](http://www.nqai.ie)
- A person who attended primary level only should select Primary education. A person who attended a second level school but left without sitting the Group, Intermediate or Junior Cert should also mark Primary Education.
- A person who sat the Group, Intermediate or Junior Cert should mark Lower Secondary, regardless of the results achieved. Similarly, a person who sat the Leaving Cert should mark Upper Secondary regardless of the results achieved.
- A person who attempted a third level course but without obtaining the certificate, diploma or degree in question should select the appropriate option at second level.

**Highest level of education completed by those who have completed their education 2002-2006**

	2002	Thousands	2006
Primary (incl no formal education)	552.2		514.1
Lower secondary	565.4		573.4
Upper secondary	724.1		803.5
Third level			
Non-degree	250.4		301.3
Degree or higher	396.4		527.8
Not stated	133.9		130.2
Still at school/college	350.8		349.6



**Persons who are working should answer Questions 29, 30, 32 & 34.**

**Persons who are retired should answer Questions 29 & 30 only.**

**Persons who are unemployed should answer Questions 29, 30 & 32 only.**

**All other persons should not answer any of the Questions 29, 30, 32, 33 or 34.**

Question 29 is used in the analysis of people's employment. The information is used to show potential growth in business and employment.

**29 Do (did) you work as an employee or are (were) you self-employed in your main job?**  
*Your main job is the job in which you usually work(ed) the most hours.*  
Mark  one box only.

1  Employee  
2  Self-employed, with paid employees  
3  Self-employed, without paid employees  
4  Assisting relative (not receiving a fixed wage or salary)

Retired and unemployed people should answer Question 29 based on the work they did last.

Priests, nuns, brothers etc should mark 'Employee'.

Persons employed as managing directors should mark 'Employee'.

Persons in partnership in a firm having paid employees should mark 'Self-employed with paid employees'.

Persons in partnership in a firm not having paid employees should mark 'Self-employed without paid employees'.

#### Employment status of persons at work 2002-2006

	2002	Thousands	2006
Employer/own account worker	277.0		308.2
Employee	1,359.2		1,616.3
Assisting relative	5.4		5.5
<b>Total at work</b>	<b>1641.6</b>		<b>1930.0</b>



**32 What is (was) the business of your employer at the place where you work(ed) in your main job?**

If you are (were) self-employed answer in respect of your own business. Describe the main product or service provided by your employer.

For example, MAKING COMPUTERS, REPAIRING CARS, SECONDARY EDUCATION, FOOD WHOLESALE, MAKING PHARMACEUTICALS, CONTRACT CLEANING, SOFTWARE DEVELOPMENT AND SUPPORT.

Question 32 will provide information that will be used to determine the industrial sectors in which people work. The categories are compared over time to show trends and rates of change in industry type.

**Guidelines on answering Question 32**

- It is vitally important that the description given is detailed enough to enable it to be coded.
- This question should only be answered by those at work or unemployed.
- It need not be answered by those who are retired.
- Answers should be in precise terms, e.g.

Inadequate Response	Possible Correct Response
Computers	Making computers
Cars	Repairing cars
Education	Primary education
Food	Bread wholesaler
Pharmaceuticals	Making pharmaceuticals
Cleaning	Contract office cleaning
Software	Software development and support
Recreation	Swimming pool
Local Authority	Local Authority Cleaning Department Local Authority Library Service Local Authority Housing Department

**34 What is the FULL NAME and ADDRESS of your place of work, school or college?**

Full name

Address

1  Work mainly at or from home    2  No fixed place of work

Question 34 will assist in putting a geography code on the person's place of work, school or college. This will provide important information on commuting patterns in the state. This question will also assist in coding the industrial sector of a person's employer. The question should be answered by all those who leave the household to attend work, school or college. For children who attend pre-school facilities outside the home, the full name and address of this facility should be supplied.

The person should write the full name of their place of work, school or college.

The person should mark this box if they usually work in more than one location.

**H1 What type of accommodation does your household occupy?**

Mark  one box only.

**A whole house or bungalow that is:**

- 1  Detached
- 2  Semi-detached
- 3  Terraced (including end of terrace)

**A flat or apartment (including duplexes) that is self-contained:**

- 4  In a purpose-built block
- 5  Part of a converted house or commercial building

**A bed-sit:**

- 6  Bed-sit (with some shared facilities e.g. toilet)

**A mobile or temporary structure:**

- 7  A caravan or other mobile or temporary structure

The results from Question H1 will help build a picture of the type of housing stock in the country, and what types of accommodation are prevalent in certain areas. It will also allow us to examine what accommodation types are occupied by people of different ages, nationalities, educational attainment etc.

**Private household accommodation types 2006**

	<i>Thousands</i>
Detached house	625,988
Semi-detached house	398,360
Terraced house	257,522
Flat/apartment in a purpose built house	109,866
Flat/apartment in a converted house or commercial building	30,006
Bed-sit	8,751
Caravan/mobile home/ temporary structure	7,225
Not stated	31,803
<b>Total</b>	<b>1,469,521</b>

**H2 When was your house, flat or apartment first built?**

Mark  the year in which first built even if the building was subsequently converted, extended or renovated.

- 1  Before 1919
- 2  1919 - 1945 inclusive
- 3  1946 - 1960 inclusive
- 4  1961 - 1970 inclusive
- 5  1971 - 1980 inclusive
- 6  1981 - 1990 inclusive
- 7  1991 - 2000 inclusive
- 8  2001 - 2005 inclusive
- 9  2006 or later

Question H2 will give data on the age of the housing stock across the country. It will provide an insight into the number of new dwellings built in recent years. The question refers to when the house was first ready for occupation, not the date of any the start of construction or any subsequent renovations.

If the person is unsure of the year the house was built, they may wish to ask a neighbour.

**Years in which private dwellings were built, 2006**

	%
Before 1919	10.6
1919-1940	7.4
1941-1960	9.7
1961-1970	7.7
1971-1980	14.5
1981-1990	11.4
1991-1995	6.4
1996-2000	10.6
2001 or later	17.1
Not stated	4.7
<b>Total</b>	<b>100.0</b>

**H3 Does your household own or rent your accommodation?**

Mark  one box only.

- 1  Own with mortgage or loan
- 2  Own outright
- 3  Rent
- 4  Live here rent free

**If renting, who is your landlord?**

- 1  Private landlord
- 2  Local Authority
- 3  Voluntary/Co-operative housing body

**H4 If your accommodation is rented, how much rent does your household pay?**

Enter amount to the nearest Euro.

€       . 0 0

Mark  one box only.

- 1  Per week
- 2  Per month
- 3  Per year

Question H3 will establish on what basis the household occupies their dwelling – whether they are an owner, renter or live rent free. Those who rent should answer the second part of the question and indicate the identity of their landlord.

Persons who indicated that they rent their accommodation in Question H3 are required to answer Question H4 and provide, in Euros, the amount they pay in rent. They should also indicate the frequency of their rental payments – weekly, monthly or yearly.

The data from these questions are used in the compilation of the annual National Accounts, from which the GDP and GNP figures are taken.

**Private dwellings nature of occupancy, 2006**

	<i>Thousands</i>
Owner occupied	1,068.4
Being purchased from a Local Authority	23.5
Rented from a Local Authority	105.5
Rented from a Voluntary Body	50.5
Private rented unfurnished	16.6
Private rented furnished	128.7
Occupied rent free	21.7
Not stated	47.3
<b>Total</b>	<b>1462.2</b>

**H5 How many rooms do you have for use only by your household?**

- Do NOT count bathrooms, toilets, kitchenettes, utility rooms, consulting rooms, offices, shops, halls or landings, or rooms that can only be used for storage such as cupboards.
- Do count all other rooms such as kitchens, living rooms, bedrooms, conservatories you can sit in, and studies.
- If two rooms have been converted into one, count them as one room.

Number of rooms

The results to this question will allow a comparison of how many rooms households have available to them in their dwelling. This will facilitate comparisons with past censuses, across the country and across various demographic and social groups.

**H6 What is the main type of fuel used by the central heating in your accommodation?**

Mark  one box only.

- 1  No central heating
- 2  Oil
- 3  Natural Gas
- 4  Electricity
- 5  Coal (including anthracite)
- 6  Peat (including turf)
- 7  Liquid Petroleum Gas (LPG)
- 8  Wood (including wood pellets)
- 9  Other

This is an expanded version of the home heating question asked in Census 2006. The householder is now required to indicate the type of central heating, if any, which is used in the dwelling. The results of this question will provide more information on the nature of the fuel types which are used by home heating systems in Ireland and the location and type of homes which do not have central heating.

**H7 What type of piped water supply does your accommodation have?**

Mark  one box only.

1  Connection to a Public Main

2  Connection to a Group Water Scheme with a Local Authority source of supply

3  Connection to a Group Water Scheme with a private source of supply (e.g. borehole, lake, etc.)

4  Connection to other private source (e.g. well, lake, rainwater tank, etc.)

5  No piped water supply

**H8 What type of sewerage facility does your accommodation have?**

Mark  one box only.

1  Public sewerage scheme

2  Individual septic tank

3  Individual treatment system other than a septic tank

4  Other sewerage facility

5  No sewerage facility

Question H7 is used to provide information on the nature of the piped water supply used in dwellings across the state. The results of Question H8 will indicate the type of sewerage systems used in dwellings. Both of these questions provide useful information for local authorities and planning bodies involved in housing projects.

**H9 How many cars or vans are owned or are available for use by one or more members of your household?**

Include any company car or van if available for private use.

Mark  one box only.

1  One

2  Two

3  Three

4  Four or more

5  None

The results of Question H9 will provide a detailed picture of the number of cars available to private households in Ireland.

**H10 Does your household have a personal computer (PC)?**

1  Yes

2  No

**H11 Does your household have access to the Internet?**

Mark  'Yes' if you have access to the Internet in your home.

1  Yes, Broadband connection

2  Yes, other connection

3  No

Questions H10 and H11 establish the level of PC ownership and access to internet services. The results will provide an important gauge of the uptake of information technology around the country and the access to broadband internet connections. The results will allow a comparison to be drawn between PC ownership and internet access levels during the previous Census.

**Private household PC Ownership & Internet access 2002-2006**

	2002	%	2006
PC ownership	43.4		56.6
No PC Ownership	54.5		41.0
Not stated	2.1		2.4
Internet Access	34.1		46.7
No Internet Access	63.7		48.1
Not stated	2.2		5.2