

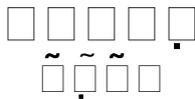
Ministry of Planning and Development Cooperation
Central Organization for Statistics and Information Technology



Living Conditions Statistics Directorate

Appendix (1)

Instructions of Filling out Field Work Form



Memo

To: All Training Centers
From: Operation Room
Date: 26 September 2006

Reference to the notes and inquiries received from different centers, we would like to list the actions taken in this regard, after being considered by the Operation Room; and to insist that they are additional directives:

Part Two (Rations):

A number of inquiries were received on this section, as follows:

1- Some families received rations for coming months, should they be recorded?

Part A of this section includes questions on the rations received by households whether for previous or coming months.

2- As for Column 205, if the household has no children under 1 year of age, Code 4 (i.e. never received) should not be used for the items of child milk and food. Instead, Code -3, i.e. NA, should be used.

3- Ground chickpea is one kind of chickpea and should not be considered as a different item.

4- In case there is a difference between the quantity received per capita and quantity set by the Ministry of Trade (e.g. receiving 2 kg of margarine rather than 1.25 kg in one of the governorates, a note should be recorded on that.

5- In Column 213, the phrase "or granted" was deleted. Accordingly, the new question is "Why did you sell or barter this item?"

6- The researchers will be provided by a table indicating per capita ration card items.

Section Three (Housing):

1- Code -3 is used for size of land in terms of apartments.

2- Whether the amount paid for the dwellings rented from the government includes electricity and water fees.

- Rental should be separated from electricity and water fees; the household head or any member should inquire about the rental and electricity and water fees. Otherwise, the researcher will assess the amount in cooperation with the household.

3- In case the household does not have an invoice for water and electricity, the household will be asked about the amount paid and the period covered by that amount.

4- The phrase "Yes or No" in the instructions of Question 321, page 29, and the new instructions of the said question will be as follows:

"Every household will be asked about the main cooling method used in the dwelling. The answer will be marked based on the main method used, according to the options listed.

Section Four (Education):

1- The word "technical" in the expression "diploma from a technical institute" in the instructions on page 39 will be deleted, as on the form.

2- As for the teacher institutes, their certificates will be treated as institute diploma. Upon answering on the stage and grade, the grade should be listed, even it is the 4th or 5th in the institute. In this case, Data Entry Management should accept the institute's grades up to the 5th. This applies only to the 5-year teacher institutes.

Section Five:

The researchers will be provided by a table of vaccines.

Section Seven:

In Column 704, if the answer is 01 (I work full time in my current job), skip to Column 708 and not to the next person. The form was amended accordingly.

Section Thirteen:

In Column 1314 (Working hours), review the related instructions on page 46. In other words, the working hours of the employee (except for Ramadan) are $7 \times 5 = 35$ hours a week. In case the person is a construction worker who works for 9 hours a day for 6 days a week except in Fridays, his weekly working hours will be $9 \times 6 = 54$ hours. As for physicians and those working in night shifts, the working hours are the actual working hours, excluding breaks during the night shifts.

Time Form:

1- Time forms should be filled out according to the instructions, i.e. using a soft black pen.

2- Mongolian members should be included in the time form.

Operation Room

Memo

To: All Training Centers

From: Operation Room

**Ref.: Appendix of instructions to fill out the IHSES Form-
Appendix 2**

Reference to the technical and inquiries received from all the training centers by the Operation Room. Such notes and inquiries were considered and the following actions were taken accordingly. Kindly adhere to the said actions, considering them as Appendix 2 of the IHSES Form Instructions.

Section Two:

As for Column 205, Answer 3 was limited, becoming more than 3 months to 12 months.

Section Eleven:

In case the household is unable to fill in the daily expenses form due to literacy, such household is encouraged to seek the help of an illiterate person like a neighbor or the researcher should intensify his/her visits to the household.

Section Thirteen:

Questions 1321 & 1324:

We would like to note that there is no relation between the two questions. Question 1321 inquires about the latest wage or salary received by the member. Question 1322 indicates the period covered by the latest wage of salary, as the wage or salary might be for one day, week, month, etc. On the other hand, Question 1324 is related to bonuses and grants received during the last 12 months.

Sometimes the program deletes the figures and rejects the amount if it is zero or less than the amount recorded in Question 1321. This will be addressed by the Data Management.

Section Seventeen

Questions 1701 & 1702:

Question 1701 inquires about whether the household has taken loans or advances in general. If the answer is no, skip to Question 1705.

As for Question 1702, it inquires about whether the household took loans or advances during the last 12 months. Mark three creditors, and in case of marking Option 12 (i.e. never taken), skip to Question 1705.

Memo

To: Regional Coordinators/Statistics Directors in governorates
From: Operation Room
Date: 15 October 2006
Ref.: Appendix of instructions to fill out the IHSES Form- Appendix 3

Reference to the notes and inquires received by the Operation Room, we would like to show the following:

Section Three:

Question 323 on saving electricity rejection of the calculator of any answer whatsoever:

Answer: Upon answering this question, kindly record the available sources of energy only, and the option remains blank in case there is one or two sources. It is notable that there is a correlation between Questions 323, 324, and 325, where the options corresponding to the unavailable sources which were not marked in Question 323 remain blank rather than zero. In this case the program will not reject the blank answer.

Section Four:

Question 410:

As for people with special needs (deaf & mute) whose ability to read and speak is at level 1 (i.e. unable), write down a note indicating that, noting that some of them can use the language in writing.

Section Eleven:

1- A question was received on the daily amounts the members earn in the form of advances distributed on them periodically and whether they should be included in Section 11 (Daily Household Expenditure Table) in case such advances take place during the reference period.

Answer:

- Such amounts do not belong to Section 11. However, if such advances are disbursed during the reference period of the Daily Household Expenditure Table, they are included if the expenditure is on recurrent foodstuff and non-foodstuff during 10 days. Otherwise, such expenditure is included in Sections 8, 9, and 10 as appropriate.

2- Question: In case of receiving the ration items within the reference period, are they included within the Household Expenditure Register?

Answer: This question was answered in a separate memo. However, the answer again is that expenditure on ration card items is recorded in Section 2 only.

However, expenditure on any items similar to those of the ration card in addition to the ration card items during the reference period should be recorded in the Daily Expenditure Register.

Section Thirteen:

There was an inquiry on Questions 1315 and 1316 on vacations and holidays of a given job, shift-based job, day work job, and specific-work job.

Answer:

- The general rule is that any job has legal or agreed holidays upon contracting. Such days are recorded in the answer of the number of holidays.
- Regarding those who have shift-based jobs (such as security) which do not have holidays, the answer will be -3, i.e. NA. The same applies to specific-work jobs.

Section Fifteen:

- As for Question 1501, there is no word on the income from selling a dwelling for any amount during a period exceeding the reference period (i.e. 12 months); and income from inheritance.
- Answer: Income earned from inheritance which is received during the reference period (i.e. 12 months) should be recorded in Field 1549.
- A question was received on selling properties such as lands and real estate for huge amounts prior to the reference period, and such amounts are used for expenses, do they appear in the form as income.
- Answer: Such amounts do not appear in Section 15 as they exceed the reference period. However the expenditure in this case is recorded in Sections 8,9,10 as appropriate, as there might be no income for the household which depend on selling properties during a period exceeding the reference period of income.

Operation Room

Field Work Plan By Day		
Visit	Day	Duties
First	First	Visit the 1 st , 2 nd , and 3 rd households of the cluster and distribute on them the Daily Recording Register, urging them to record daily expenditure data on the Daily Recording Register. Next day, regarding Wave One, registration starts as of 11/1, in addition to fill out the data of Section One of these households.
	Second	Visit 4 th , 5 th , and 6 th households of the cluster and distribute on them the Daily Recording Register, urging them to record daily expenditure data on the Daily Recording Register. Next day, regarding Wave One, registration starts as of 11/1, in addition to fill out the data of Section One of these households.
Second	Third	Fill out Sections 2, 3 of the first three households and fill out the Time Form for the 2 nd household in the cluster.
	Fourth	Fill out Sections 2, 3 of the second three households and post day one data from the Daily Notebook to Section 11.
Third	Fifth	Fill out Sections 4, 5, and 6 of the first three households and post day one & two data from the Daily Notebook to Section 11.
	Sixth	Fill out Sections 4, 5, 6 and 7 of the second three households and post day two & three data from the Daily Notebook to Section 11.
Fourth	Seventh	Deliver Part One of the Form to the data entry operators for each cluster, fill out Sections 8, 9, and 10 of the first three households in the cluster, and post expenditure data of day 3, 4 from the Daily Notebook to Section 11.
	Eighth	Receive errors of Part One from the data entry operators for each cluster, fill out Sections 8, 9, and 10 of the second three households in the cluster, and post expenditure data of day 4, 5 from the Daily Notebook to Section 11, and correct errors of Part One of the Form.
Fifth	Ninth	Deliver the corrections to the data entry operators, deliver Part Two of the Form to the data entry operators for each cluster, fill out Sections 12, 13, 14, and 15 of the first three households in the cluster, and post expenditure data of day 4, 5 from the Daily Notebook to Section 11.
	Tenth	Receive errors of Part Two of the Form, fill out Sections 12, 13, 14 and 15 of the second three households in the cluster, and post expenditure data of day 6, 7 from the Daily Notebook to Section 11, and correct errors of Part Two of the Form.

Sixth	Eleventh	Fill out Sections 16, 17, and 18 of the first three households in the cluster, and post expenditure data of day 7, 8 from the Daily Notebook to Section 11.
	Twelfth	Fill out Sections 16, 17, and 18 of the second three households in the cluster, and post expenditure data of day 8, 9 from the Daily Notebook to Section 11.
Seventh	Thirteenth	Deliver the corrections of errors in Part Two of the Form to the data entry operators (for each cluster) and withdraw the Daily Recording Notebook from the first three households in the cluster, post daily expenditure data (day 9, 10) from the Daily Recording Notebook to Section 11.
	Fourteenth	Withdraw the Daily Recording Notebook from the second three households in the cluster, post daily expenditure data (day 10) from the Daily Recording Notebook to Section 11, and deliver Part Three of the Form to the data entry Operators for each cluster.
	Fifteenth	Receive errors of Part Three of the Form, correct these errors, review inconsistent data (if any) of the sections, and rerun data entry program until all errors are corrected.
	Sixteenth	
	Seventeenth	
	Eighteenth	
	Nineteenth	
	Twentieth	

Memo

To: Regional Coordinators/Statistics Directors in governorates
From: Operation Room
Date: 12 October 2006
Ref.: Ration items

Previously, there were some inquiries on recording of ration items; we reiterate adopting the following upon recording such items:

1. Expenditure on ration card items to recorded in Section Two only.
2. Expenditure on parts of ration card items (e.g. purchasing flour or rice of the ration; or obtaining them as a grant during the reference period) to be recorded at their commercial price during that period.

Operation Room

Memo

To: Statistics Offices in the governorates
From: Luay Haqqi Rashid, Operation Room Director
CC: Project Director, Operation Room
Date: 16 October 2006
Ref.: Coding occupations and activities

We would like to insist that the occupations and activities on the IHSES 2006-07 Form should be coded by the statistics director in the governorate and checked by the regional coordinator.

Yours faithfully,

Luay Haqqi Rashid
Operation Room Director

Memo

To: Regional Coordinators/Statistical Directors in governorates
From: Operation Room
Date: 15 October 2006
Ref.: Appendix of instructions of filling out IHSES Form, Appendix 3

Reference to the notes and inquiries received by the Operation Room, we would like to state the following:

Section Three:

There was a question of electricity savings and rejection of the calculator of any answer whatsoever.

Answer: Upon answering Question (323), please record the available sources of energy only and the answer remains blank in case there more than one source. It is notable that there is a correlation between Questions 323, 324, and 325, as the corresponding alternatives of the unavailable sources which have not been marked in Question 323 (i.e. blank). In this case, the answer should not be recorded zero and the program will not reject the answer. .

Section Four:

In terms of Question 410, a note is written in case people with special needs whose level of reading and speech is 1 (i.e. unable), noting that some of them can use the language in writing.

Section Eleven:

1- A question was received on the daily amounts the members earn in the form of advances distributed on them periodically and whether they should be included in Section 11 (Daily Household Expenditure Table) in case such advances take place during the reference period.

Answer:

- Such amounts do not belong to Section 11. However, if such advances are disbursed during the reference period of the Daily Household Expenditure Table, they are included if the expenditure is on recurrent foodstuff and non-foodstuff during 10 days. Otherwise, such expenditure is included in Sections 8, 9, and 10 as appropriate.

2- Question: In case of receiving the ration items within the reference period, are they included within the Household Expenditure Register?

Answer: This question was answered in a separate memo. However, the answer again is that expenditure on ration card items is recorded in Section 2 only. However, expenditure on any items similar to those of the ration card in addition to the ration card items during the reference period should be recorded in the Daily Expenditure Register.

Section Thirteen:

There was an inquiry on Questions 1315 and 1316 on vacations and holidays of a given job, shift-based job, day work job, and specific-work job.

Answer:

- The general rule is that any job has legal or agreed holidays upon contracting. Such days are recorded in the answer of the number of holidays.
- Regarding those who have shift-based jobs (such as security) which do not have holidays, the answer will be -3, i.e. NA. The same applies to specific-work jobs.

Section Fifteen:

1) As for Question 1501, there is no word on the income from selling a dwelling for any amount during a period exceeding the reference period (i.e. 12 months); and 2) income from inheritance.

Answer: In case of disposition of the inheritance during the reference period:

- * If the member sold his inheritance or share, such amount is considered an income from selling an ownership.
- * If the inheritance generates an income (e.g. rental or profits), such amount is considered ownership revenue.
- * If the inheritance is cash or jewelry, it is included in source out of inheritance (1549).
- * If the inheritance is durables, it is included under Section 16.

Time form:

There was a request to change the color of soft pen from black to red, and we think that there is no problem in that.

Operation Room

Memo

To: Regional Coordinators/Statistical Directors in governorates

From: Operation Room

Date: 15 October 2006

Ref.: Appendix of instructions of filling out IHSES Form, Appendix 4

Operation Room received a number of questions, and we present such questions along with their answers, hoping they will be taken into consideration.

Question 1:

The household head owns half of the dwelling he/she occupies and does not pay a rental to the other owners (i.e. his/her brothers/sisters), is the occupancy recorded as ownership or with agreement with the owner?

Answer: Occupancy is recorded as ownership.

Question 2:

There is a two-month vacation for teachers (July & August), are these two months recorded as occupancy months or not in Section 12?

Answer: They are considered as occupancy months as shown in the Instructions.

However, if the wave is related to July and August, working hours are not mentioned in Column (1204), and zero is written.

Question 3:

The household is newly created and does not have a ration card. Instead, it receives its quota from the relatives, and sometimes receives more or less than its share. How to deal with this case?

Answer: If the household receives its due quota, there is no problem. But if it receives less than its quota as in Column (206), the difference between what it received and what it got as a grant in Column (209). In terms of Part B (consumption of ration items), the consumed quantity of the item is recorded in Column (214). For example, if the household deserves 4 kg of sugar, but it received 6 kg, such quantity is recorded in Column (214) and the 4 kg are recorded in Column (215) and the 2 kg in Column (220).

Question 4:

If the household received items by the ration card other than those included from 1-14 (e.g. tomato paste), are they included in Part A (receipt of ration quota) and Part B (consumption of ration items and their equivalence).

Answer: Yes.

Question 5:

Are expenses on foodstuffs on special occasions recorded in case they took place in the reference period on the Daily Recording Notebook or in Section 10?

Answer: They are recorded in Section 10, including the rental of the hall, decoration, foodstuffs, etc.

Question 6:

If the household head has a guest house, are the guest house expenses of coffee, tea, and maybe food recorded on the Daily Recording Notebook or in Section 10?

Answer: They are recorded in Section 10.

Question 7:

In case a death case in the household is reported days after being visited, is the dead member excluded from the household size?

Answer: Yes, he/she is excluded.

Operation Room

Memo

To: Regional Coordinators/Statistical Directors in governorates

From: Operation Room

Date: 15 October 2006

Ref.: Appendix of instructions of filling out IHSES Form, Appendix 5

Question 1:

Does section 7 of Column (708) include people working for the household free of charge?

Answer: It was agreed with Dr. Mohammed Hussein Baqer to omit the word "paid", provided that the question in Column (708) will be "Do you work or have you worked in a full time job?", so that it will be clear that this question will include all paid workers, workers for the household free of charge, people having their own business, and employers.

Question 2:

In Section 4, Column (407), are school leaving years are mentioned? For example, a member finished his/her secondary stage and worked for two years. Then he/she enrolled in the university. Are these two years included in study years?

Answer: They are not included.

Question 3:

In Section 3, Column 337, if the water or electricity bill was paid 1.5 years ago, is it recorded in this column:

Answer: The Survey reference period is only one year. Accordingly, any paid bill before that is not recorded in this column.

Question 4:

A married daughter is currently living with her under one year old baby at her father's house. She was considered within the household size, but she is not listed on the ration card of her father's household, and she only receives her baby's quota of milk and food. How to deal with such case?

Answer:

First: The daughter and her baby are listed within the household size.

Second: The ration card belongs to her father only and is recorded under Questions 202, 203, and 204.

Third: The quantity received of child milk and food is recorded in Columns (205-221) as appropriate, provided that a note should be written in this regard as the program rejects this case. Such note will be a justification to accept such rejection.

Memo

To: Regional Coordinators/Statistical Directors in governorates
From: Operation Room
Date: 15 October 2006
Ref.: Appendix of instructions of filling out IHSES Form, Appendix 6

First: Housing (Section Three)

In Column (337), zero rather than -3 is recorded if the household did not pay the amounts related to Paragraphs 1-7, even if the service did not exist. Also Columns 337, 338, and 339 should be filled out for all kinds of occupations: owned, rented, or for business, whether with or without agreement with owner.

Second: Education (Section Four)

In Column (414), Option 8, the phrase "I work for a household" was changed to "I work in a household-related project". Additionally, in Option 9, the phrase "I work for someone" was changed to "I work for others". This means that Option 8 is related to a member who works for a project run and owned by the household. On the other hand, Option 9 is related to a member who works for others who might be private sector, public sector, etc.

Third: Expenditure (Sections 8-11)

All answers of Questions 5 and 6 in Appendix of Instructions No. 4 are deleted in terms of the religious and social occasion (e.g. weddings) expenses, and the answer will be as follows:

In case expenses of foodstuffs in religious and social occasions took place during the reference period, they are recoded in the Daily Recording Notebook of the household, according to the concerned goods or service (e.g. meat, bread, etc.). As for other expenses such as fuel, they are recorded in Section 8, renting cooking ware, halls, tents, decoration in Section 10.

Fourth:

The researchers should notice child expenses and household expenses on newspapers and magazines.

Fifth:

The data of the first wave showed lack of attention in terms of recording the quantities and numbers of the goods. For example, a certain kind of bread is recorded by number rather by weight, as the value was ID 50 or 100 (which is related to one piece rather than

kg), noting that the households were provided by scales. Therefore, the researchers should record the quantities and values appropriately, and the local supervisor should check all values and quantities by prices, provided that such prices should be reasonable.

Memo

To: Regional Coordinators/Statistical Directors in governorates

From: Operation Room

Date: 15 October 2006

Ref.: Appendix of instructions of filling out IHSES Form, Appendix 7

A number of questions were reported from the field during the implementation of Waves 5 and 6. Here we provide such questions along with their answers.

Question 1:

Under the ration card, white flour was distributed at the rate of 5 kg per card, where is this item recorded?

Answer: Under COICOP, white flour has a different code compared to wheat flour which is used for bread. On the other hand, such item was distributed as an additional item and its distribution is not recurrent. Therefore, it should be recorded after Paragraph 14 (ration card paragraphs), as in the case of tomato paste.

Question 2:

If there is a household with an infant under one year old who is not registered in the ration card of the household, and the household purchases milk from the market. Where is this milk recorded?

Answer: Child milk purchased from the market is recorded in the Daily Recording Notebook and in Section 2 (ration card) in the part related to consumption by inquiring about the consumed quantities of this item within the last 30 days, as stated in the question.

Question 3:

In case of the ex-graduates of teacher preparation institutes in which study years were 3 years after the intermediate stage, who can they be recorded in Column (406), Section 4, as Option 06 is related to the intermediate stage only?

Answer: Option 06 in Column (406) is related to the intermediate stage and its equivalents.

Question 4:

There are projects in which a partner is the owner and the other is contributing by efforts. The income is distributed among them according to the agreed percent. Is the second partner recorded in Section 13 or 14 (non-agricultural activities)?

Answer: The second partner is considered among the paid workers whether the wage is fixed or not. The wholly or partially owner of the project is recorded in Section 14.

Operation Room

