

• EDITED VERSION 2003

ଶିକ୍ଷା ଉନ୍ନୟନ ବିଭାଗ



ଓଡ଼ିଶା ସରକାର

ପଠ୍ୟପୁସ୍ତକ ପଢ଼ାବହି ଉପରେ ଆଧୁନିକ ଶିକ୍ଷା ବିଭାଗ

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2003

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CHAPTER 1

INTRODUCTION

What is a Population Census?

1.1 A Population Census is the official enumeration of persons in a country at a specified time. This enumeration also implies the collection, compilation, evaluation, analysis and publication of demographic, social and economic statistics relating to the population.

1.2 The 1993 Population and Housing Census of The Gambia, to be taken in April 2003, will, like the 1993 one, follow as much as possible the essential features of a modern Census as recommended by the United Nations.

Objectives of the Census

1.3 The objectives of the Census are to count all the people in the country and to provide the Government with their number in each Local Government Area and District, by age, sex and several other characteristics. These figures are required for various aspects of economic and development planning. The ultimate aim of such planning is to provide a better way of life for the people of The Gambia, and to conquer what have been called the Five Giants: Disease, Ignorance, Squalor, Idleness and Want.

1.4 Planning for education obviously requires a knowledge of the number of children of school age who are likely to require schooling at various levels. The Government cannot know where to build the necessary schools or how many school teachers must be trained unless it knows where the need is great in terms of the number of children who should be going to school.

1.5 Housing is a major problem, particularly in urban areas where people are often living in terribly crowded conditions. If new houses are to be built in order to relieve this overcrowding, the Government must know the number of people living in these conditions who will be requiring such houses.

1.6 The Government wishes to improve and extend the medical services of the country so as to eliminate diseases and to reduce the number of children dying in infancy and early childhood. But if medical services are to be planned properly, the Government must know the number of people involved, the number of children being born and the rate at which they are dying.

1.7 For all these purposes, it is not enough just to know how many people there are at the time of the Census because figures of this sort get out-of-date very quickly. We must know also how fast the population is increasing, so that we can tell the Government how many people there will be, not only this year but also next year, in five years, in ten years time, etc. We therefore wish to obtain information not only of people now living, but also of the number of children being born and the number of children who have died.

1.8 Since the last Census there might have been changes in the structure of the population. The 2003 Census will thus help us up-date the Census data thereby ascertaining the specific changes in the structure of the population since 1993.

History of the Population Census

1.9 Records show that a Census was taken in The Gambia in 1881 and every tenth year thereafter. However, because of the war, the 1941 Census could not be held. It was deferred to 1944 when a count of Banjul (then Bathurst) was taken. The 1951 Census covered only Banjul and Kombo St. Mary. The population of the rest of the country for that year was based on estimates made by Travelling Commissioners.

1.10 The 1961 Census which was deferred to 1963 on account of general elections, was the first complete and simultaneous count of the country's population. The 1973 population Census was the eighth in the series of censuses undertaken in the country but it was the first since Independence. The 1983 Census marked the second and, the 1993 the third and the present, 2003 Census, the fourth since Independence.

Legal Provision for the Census

1.11 In The Gambia, legal provision for conducting the Censuses exists in the Statistics Act of 1972. The Act empowers the Government Statistician i.e. The Director of Statistics, to conduct or direct Population Censuses. It makes provision for the appointment of Census Officers, for the completion of Census forms and for the protection of confidentiality.

Failure to Respond and Making False Statements

1.12 The Act provides a penalty of a fine not exceeding D500.00 or imprisonment for a term not exceeding nine months for wilfully refusing to furnish information and for making false statement.

Entering House or Compound to Conduct the Census

1.13 Any Officer authorised by the Government Statistician (i.e. The Director of Statistics) in writing is empowered by the law to enter premises for the purpose of enumerating persons. Anybody who hinders or obstructs any Census Officer in carrying out his or her assigned duties is guilty of an offence with a penalty of a fine not exceeding D500.00 or imprisonment for a term not exceeding nine months.

Importance of Confidentiality

1.14 The Act places a restriction on publication so that information obtained from individuals shall not be published or disclosed without lawful authority. Penalty for such an offence is a fine not exceeding D2,500.00 or imprisonment for a term not exceeding one year, or both.

Oath of Office and Secrecy

1.15 To enforce this confidentiality you will be required to take an oath of secrecy. This oath is prescribed by the law and is normally administered to all other staff of the Central Statistics Department and to all others employed to carry out inquiries including census-taking under the Statistics Act.

Careful Handling of Documents

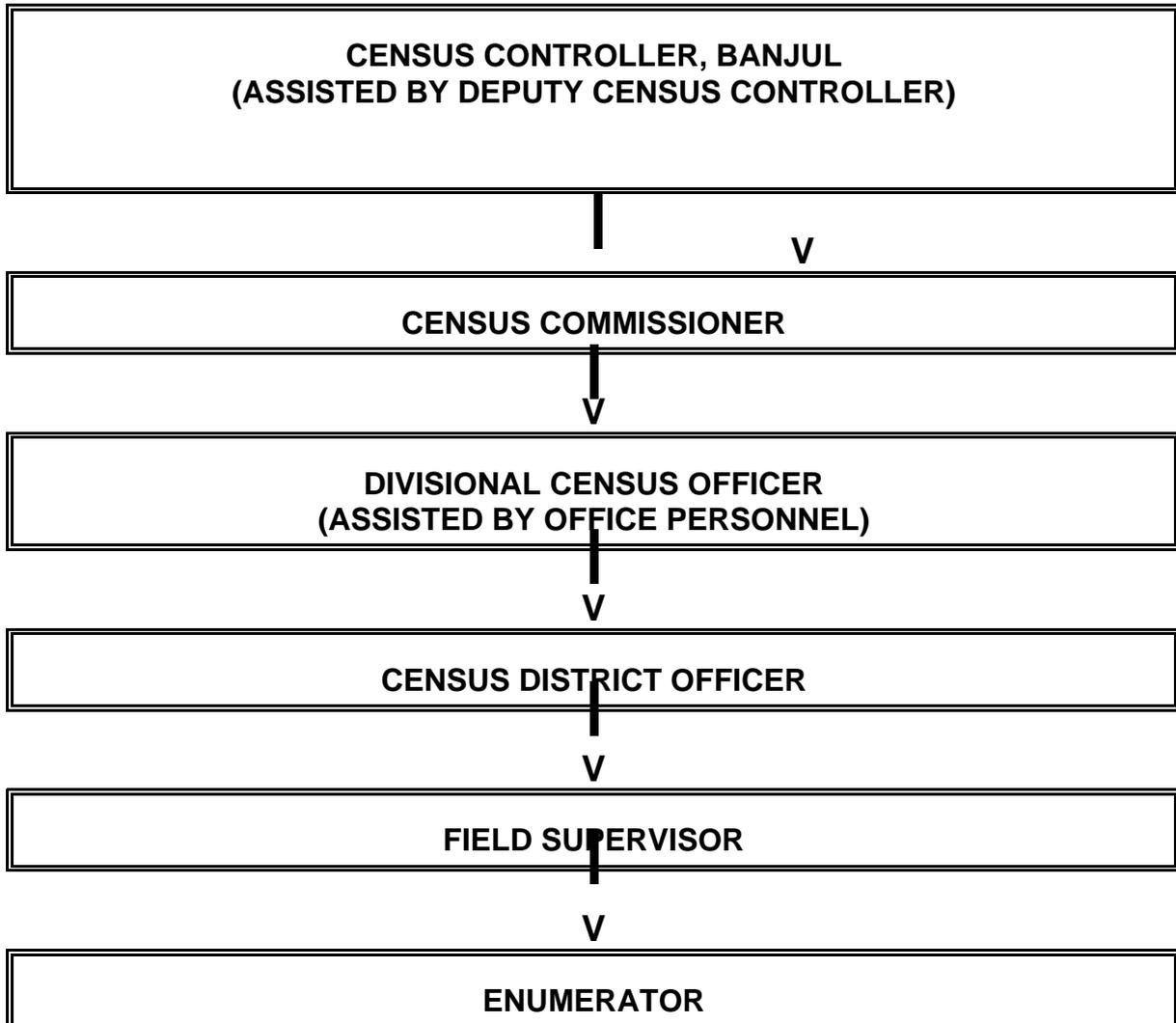
1.16 Finally, there is a penalty for the destruction, defacing or mutilation of forms or other documents connected with the Census. The law stipulates that "any person who wilfully and without lawful authority destroys, defaces or mutilates any schedule, form or other document containing information obtained in pursuance of the Provisions of this Act, shall be guilty of an offence and liable on summary conviction to a fine not exceeding D500.00 or a term of imprisonment not exceeding one year, or both such fine and imprisonment". All the Census information you receive should be kept confidential and under no circumstances should you reveal it to anyone unless that person is a sworn employee of the Central Statistics Department and needs it for official purposes. All forms and documents connected with the Census should be handled with great care.

CHAPTER 2

CENSUS ORGANISATION

Your place in the Census Field Organisation

2.1 The Field Organisation, of which you form a very important part, is structured as follows:-



(a) There is a Census Controller at the Central Statistics Department in Banjul who is responsible for the entire field operation. He is assisted by the Deputy Census Controller.

(b) At the Local Government Area Level a Census Commissioner is the formal head of the Census. For the census, each of the Local Government Area has been designated a "CENSUS DIVISION". The highest authority in all census matters is the Divisional Census Officer (D.C.O) who heads the Division. He is assisted by the office personnel from the Central Statistics Department.

(c) Each Local Government Area has been divided into a number of Districts and each of these has been placed under the supervision of a Census District Officer(C.D.O.)

(d) Each District is, in turn, divided into convenient Supervision Areas with a number of such areas placed under one supervisor. A supervisor has up to a maximum of five Enumeration Areas (E.A) under his supervision.

(e) The whole country has been divided into about **1800 Enumeration Areas** and it is your responsibility to enumerate all persons present on Census Night in the E.A assigned to you. Hence the very important role played by you in the entire field organisation.

2.2 As noted above, you play an important role in the 2003 Census operation of the Gambia as one of the Enumerators whose common goal is to collect complete and accurate information about every person who qualifies to be enumerated within the territorial boundaries of the country. The quality of the data therefore depends in a large measure on the effort that you will make and the thoroughness with which you and your fellow Enumerators will carry out the tasks assigned to each one of you. Thus the Census results cannot be better than the data you collect from the field. This, therefore, enforces the importance of your role in this great national task. You have to fulfil your responsibilities with a sense of pride and devotion to duty. Please note that you will not be normally permitted to abandon your work once you have commenced it.

CHAPTER 3

PRE - ENUMERATION ACTIVITIES

Training of all Enumerators

3.1 All recruited Enumerators for the 2003 Population Census will be expected to attend a training course which will consist of lectures and field exercises. The training will be given by the Supervisors, with the help of the Divisional Census Officers and District Census Officers and their technical assistants. In addition to the classroom sessions, you will undertake field exercises involving the use of maps and completion of actual Census questionnaires. Your participation in the 2003 Population Census will depend on your performance at these classes and in the field exercises. If you fail to measure up to the required standards, you may not be continued as Enumerator.

Documents and materials you will receive before the Census

3.2 You will be provided with the following documents and materials:

- (a) Census Officer's badge
- (b) Identity Card
- (c) Enumerator's Bag
- (d) Census and Housing Questionnaires (Forms A, B and C)
- (e) Enumerator's Manual
- (f) A Map of your Enumeration Area (E.A.) with E.A. Description (EAD)
- (g) Two copies of form GPC-1 called E.A. Population Abstract (EAPA)
- (h) Blank forms of GPC-2 called Listing Sheet
- (i) Two ball-point pens
- (j) Chalk
- (k) Enumerator's Materials Receipt Form

Enumerator's Materials Receipt Form

3.3 You will have to complete the appropriate part of the Enumerator's Materials Receipt Form when you receive documents or materials from your Field Supervisor, and the latter will do the same whenever you hand over any documents or materials to him.

Your E.A and the E.A description

3.4 You will be supplied with a map showing the Localities you will have to cover and a list called E.A. Description (EAD) which will contain the names of Localities or Settlements in your E.A. This map will show the boundaries of the Enumeration Area (E.A.) assigned to you. Be sure that you enumerate all the Localities and Settlements shown on the map, with the help of EAD. A model E.A. map and EAD is at Appendix - I.

What is a Locality?

3.5 For Census purposes, a Locality should be defined as a distinct population cluster (e.g. inhabited place, settlement, etc.) in which the people live in neighbouring living quarters or compounds and which has a name or a locally recognised status. Thus a Locality may be a single house, fishing hamlet, village, town, city or other population cluster which meets the criteria specified above.

3.6 Note that a large Locality like a city or big town cannot be constituted as one E.A. It may consist of several E.As depending on its size.

3.7 Similarly, although there is no physical distinction between, for example, SAMBANG FULA KUNDA, SAMBANG MANDINKA and SAMBANG NJIE-KUNDA, they are different Localities because each one of them has a locally recognised head or Alkalo. On the other hand, in some areas the compounds in a particular Locality are separated by farmlands or open spaces but bearing the same name with one Alkalo. They all constitute a Locality but make sure you record the name given to the area, followed by the specific names of some of the isolated compounds.

New Settlements and Localities and other changes in the E.A.

3.8 Do not assume that Localities shown in the Map and EAD are complete. There may be other Localities in the E.A. which do not appear on the map or in EAD. Though the E.A. map and EAD should indicate all villages and hamlets in the E.A., it is possible that some of these may have been overlooked, some may no longer be in existence and new ones may have been found since the completion of the geographical field work.

3.9 If a street name has been changed, alter it on the map and on the EAD also; if the Locality in the field is not the same as that given in the EAD or on the map, make the necessary correction on the relevant documents. You should also inform your Field Supervisor of any other difficulties in the course of your census duties. If you come across a village or hamlet which falls within your E.A., but which is not in EAD, add it to the list of Localities in EAD. You should also make a rough indication of its location on your E.A. map. This should also apply to a Locality listed in EAD for which no description of location has been provided or which is not plotted on the map. If, on the other hand, you find that a locality listed in EAD no longer exists, you should write the reason for the non-existence of this particular Locality, e.g. inhabitants moved to another Locality. You may get this information from any reliable person in the area, preferably from the Seyfou or Alkalo of the neighbouring Locality. Finally report the matter to your Field Supervisor.

Introducing the Census: Contacting the Seyfou or Alkalo

3.10 In the rural areas, it is necessary to contact the Seyfou or Alkalo and inform him of your mission before you start your enumeration. Briefly explain to him that information you will be collecting will be kept confidential. Lastly, do not forget to mention the fact that the Census will provide the basic data required for the planning of economic and social services, e.g. provision of water, health services, schools, etc.

Listing of Compounds in your E.A.

3.11 A week before you begin the enumeration exercise (i.e. by April 8, 2003), you will start listing all compounds in your E.A. after assigning numbers to them. The numbers will be printed on a label which should be fixed to the entrance of the compound in a position where it can easily be seen. Also it should be high enough to prevent children from tampering with it.

3.12 This listing operation should be done systematically especially in areas where the compounds are built so haphazardly that you are likely to miss some compounds if you are not very careful.

3.13 After assigning a number to a compound, you will enter it and complete the Building and Compound Particulars Questionnaire (form C). Simultaneously you will fill in the columns 1 to 3 of GPC-2, Listing Sheet, separately for each locality\settlement in the E.A.

The compound numbering and filling of the Form C should be completed by April 12, 2003 i.e sufficiently before the commencement of the census on April 15, 2003.

What is a Compound?

3.14 A compound may be defined as a roofless structure consisting of a space enclosed or in some cases not enclosed by walls and containing one or more buildings or huts. There can be a separate single house or structure which constitutes a compound by itself.

CHAPTER 4

A. WHO SHOULD BE ENUMERATED

What is the unit of Enumeration?

4.1 For the purpose of this Census, the unit of enumeration is the individual. But in private houses or compounds an additional unit of enumeration in which persons will be identified is the household. In institutions the additional unit is the hall, house, etc. of residence. In other words, you will have to use a fresh questionnaire for each hall or house forming part of the Institution. For outdoor sleepers the additional unit of enumeration is their location. For example, those staying in one corner of the Albert Market will form one unit. Those located in another corner will be treated as forming another unit and so on.

What is a household?

4.2 A household consists of a person or a group of persons who live together in the same house or compound, share the same house-keeping arrangements and are catered for as one. It is important to remember that members of a household are not necessarily related (by blood or marriage) as, for instance, maid-servants may form part of a household. On the other hand, not all those related in the same house or compound are necessarily members of the same household. Two brothers who live in the same house with their wives and children may or may not form separate households depending on their catering arrangements. The same can be said of a father and his married children. Thus in many cases a house or compound may be broken into separate households.

4.3 Dividing a house or compound into households may not be easy. However, the following examples should guide you in deciding what is a household.

(a) In general a household consists of a man, his wife, children and some other relatives or a maid-servant who may be living with them.

(b) In large family houses or compounds where you have more than two generations of people living in the same house, you must not automatically treat the grandfather, his married children and their families as forming one household. First, find out which members of his house have a common catering arrangement and regard each such unit as a household. He may, for example, have four sons, each of whom has a separate arrangement for the preparation of food for his own "Family". Each of these units must be treated as a household. If the father shares meals with one of his married children he should be classified as part of that household.

4.4 An exception to the above principle is where in a house or compound, a man has several wives, with each wife and her children occupying their own set of rooms in the house and the man eats successively with each of his wives. In such a case the man, his wives, their children, etc. should be treated as one household.

(c) You may also come across a married man who does not live in the same house or compound as his wife or wives. The children may take their meals in their respective mother's houses. But if the children sleep in their father's house they should be considered as forming one household with the father (not the mother).

NOTE:- You may have a situation where a man is married to more than one wife with the wives living in separate compounds. During enumeration care should be taken to avoid enumerating this man more than once. To ensure that such a man is enumerated in only one household you should ensure that this man is enumerated in the household in which

he spent census night.

(d) A servant, steward or watchman who sleeps and eats at least one meal a day with the household should be considered as a member of that household.

(e) A servant or steward and his family who live in a house or in an outhouse in the same compound as the employer but prepare their own food and eat separately should not be considered as members of the employer's household. They should be considered as forming a separate household. However, a maid-servant or servant who eats and sleeps with the family of the employer should be considered as a member of the employer's household.

(f) If two or more unrelated persons live together in one flat or in one room, they may or may not be regarded as one household, depending on whether or not they have a common catering arrangement.

(g) It will be seen from the example (f) above that one person may constitute a household if a person lives alone in a house or part of a house, or even if the person lives with others in one room but prepares and eats his meal separately.

(h) The members of staff of institutions like warden, manager, clerk etc., who live with their families should be enumerated in their respective households. They should never be treated as inmates of institutions.

Who is a member of an institution?

4.5 For the purpose of the census any inmate of an institution who slept in that particular institution on Census Night should be considered as a member of that institution and enumerated as such. The following are examples of institutions:

- (1) Royal Victoria Hospital
- (2) Armitage Senior Secondary School
- (3) Main Prison - Mile 2 Banjul
- (4) Army Barracks

Who constitute the floating Population ?

4.6 There are certain categories of persons such as outdoor sleepers and transients who may be counted more than once or may not be enumerated at all if sufficient care is not taken. These persons constitute the FLOATING POPULATION.

The following are examples of persons in this category:-

(a) Persons who on Census Night were travelling in lorries, ferries or by foot and therefore did not sleep in any house or compound on that night, e.g. cattle drivers, etc.

(b) Persons who spent Census Night in hotels, rest houses, transit quarters and ferry stations.

(c) Persons staying on census night at airport, on ships, at ferries and at international border stations.

(d) Fishermen and other persons who were, on the census night, on the high seas in the Gambia's territorial waters.

(e) All persons who slept, on census night, in lorry parks, markets, in front of stores and offices, petrol filling stations, verandahs, pavements and all such places which are not houses or compounds.

(f) Beggars and vagrants (mad or otherwise)

Persons at dances, parties, etc on Census Night should not be treated as part of the floating population without further probing. If the respondent spent Census Night at

such a social

Note:- All persons at work on census night who return to their respective household after their duties example policemen, Nurses, watchmen, prison wardens should not be enumerated as part of the floating population, but should be enumerated in the households to which they return.

gathering he should be enumerated in the house to which he finally returned when he left the function. For instance, if Bakary after the social function went to sleep with a friend after Census Night the former should be enumerated in the friend's household.

Census Night - All enumeration must relate to Census Night.

4.7 In order to meet one of the essential requirements of a modern census, Tuesday, 15th April 2003 has been selected as CENSUS NIGHT - a reference time to which all enumeration should relate. Note that ONLY PERSONS ALIVE IN THE GAMBIA AT MIDNIGHT OF THIS DAY SHOULD BE ENUMERATED. Census Night is being publicised in advance throughout the country so that it will be easily remembered by everyone. Remember that all the questions you ask must relate to Census Night unless you have specific instructions to the contrary in this Manual (e.g. the economic questions).

4.8 Note that between Census Night and the time of enumeration the composition of a particular household may have changed. If somebody died after Census Night you should enumerate him as living on Census Night. If a baby was born after Census Night you should not enumerate him/her. Visitors are enumerated if they spent Census Night in the household.

Who should be enumerated in Form A Household Questionnaire-Part 2 ?

4.9 Every person who spent Census Night, (i.e the 15th April 2003) in a household, an institution or out of doors in your E.A. should be enumerated. All usual members of a household and their visitors who spent Census Night in the house or compound should be enumerated on the inside pages of the Household Questionnaire (Form A- part 2). All usual members or other persons who did not spend Census Night in the house or compound should not be enumerated on the inside pages of the Household Questionnaire (i.e. Form A-Part 2) for that particular household.

Look out for special omissions.

4.10 There are certain categories of persons (listed below) who are likely to be omitted. Make sure to enumerate these persons who spent Census Night in the household:

(a) Babies who were born alive in the household before Census Night. It does not matter at all whether they have not been named or whether they have died after Census Night.

(b) All persons who were alive on census night but died later.

(c) All physically or mentally sick persons.

(d) All old men and women.

(e) All visitors.

(f) All servants.

4.11 In short, you should enumerate every human being of whatever sex, age, social or family status and health conditions who spent Census Night in the household or in an institution or slept out of doors in your E.A. Note that following should not be enumerated:

(a) Babies born after Census Night

(b) Persons who died before Census Night

4.12 Note also that persons (relatives or non-relatives) who may be present in the household at the time of enumeration but who spent Census Night in a different house or compound should not be enumerated in this household.

Enumeration of all Census Officials including yourself.

4.13 You should enumerate all Census Officials who spent Census Night in their respective houses or compounds in the usual way on Form A. Census Officials who were engaged in Census duties during Census Night should also be enumerated in their usual houses or compounds provided they returned to their usual places of residence in the early hours of the following day.

4.14 However, if a Census Official left his house or compound and spent Census Night with a friend he should be enumerated in the friend's household as a visitor.

Who should be interviewed ?

4.15 Though we require information on every person who qualifies to be enumerated, it is not likely that you will obtain information directly from every individual. In some cases you will have to rely on some persons in the house or compound you visit to give you information about persons who may be absent when you call but who spent Census Night in the house or compound and should therefore be enumerated.

4.16 In such cases make sure that you obtain the information from responsible and reliable persons. You should NEVER rely on the following persons to supply you the information required:

- (a) Young children
- (b) Strangers
- (c) Mentally sick persons

Remember that in most cases you will have to use your own judgement to decide on whom to rely.

B.TYPES OF CENSUS ENUMERATION FORMS.

Census Enumeration Forms.

4.17 There are three types of Forms (Form A, Form B and Form C). Forms A and B will be used to enumerate persons who qualify for enumeration in this population Census. Form A will be used to enumerate persons in private or normal households and Form B for inmates of institutions and the floating Population which are referred to as Group Quarters. Form C will be used to collect information about the characteristics of buildings and compounds.

Form C-Building And Compound Particulars.

4.18 This form which is to be completed first for every building/structure in a

compound collects information on construction materials for outer walls and roofs as well as the purpose for which the building/structure is used. It also enquires about the number of rooms in each particular building/structure.

Form A-Household Questionnaire- Parts 1 and 2

4.19 This is the form which will be used to enumerate all persons in a household. It is known as the Household Questionnaire and will be used to enumerate all usual members of households (and their visitors) who spent Census Night in private houses or compounds as well as persons on night duty but who normally live in private houses or compounds, (e.g. nurses, policemen, prison warders, Census Officials, etc.). Note that persons who are travelling on duty on Census Night should be enumerated on Form B.

Form A - Household Questionnaire - Parts 3 and 4

4.20 Parts 3 and 4 are to be found at the back of form A. Part 3 will be used to collect information about type of accommodation, main source of light, kitchen facilities, main cooking fuel, bath room, toilet facility and source of water in respect of the household. Part 4 is intended for collecting particulars of deaths in household in the last 12 months. These parts would be administered to head of household or any other responsible person only.

Form B- Group Quarters Questionnaire Parts 1 and 2.

4.21 This form is to be used to enumerate all inmates of institutions and the floating population. For persons in institutions remember that it should be used to enumerate only the inmates who are present in the institution on Census Night. This Form has two parts only i.e. part 1 and part 2. Part 1 contains only the group entries. Part 2 also contains less number of questions than in Form A part 2. There are no parts 3 and 4 as in Form A.

C. HOW TO ENUMERATE THE DIFFERENT CATEGORIES OF THE POPULATION ?

Enumeration of persons in households in Form A.

4.22 As stated in paragraph 3.13 in chapter 3, you will complete Form C well before the Census Night. After this operation you should start the enumeration of persons who spent Census Night in the households within these compounds in Form A.

4.23 It is important to remember that you should enumerate different households on separate questionnaires. If you use two or more questionnaires for one household you should clip the questionnaires for this household together.

4.24 Remember to include workers on duty on Census Night as well as visitors or usual members of a household who may not be present at the time of your visit who spent Census Night with the household.

Enumeration of inmates of institutions on Form B.

4.25 All inmates of institutions will be enumerated in advance on the Group Quarters Questionnaire (Form B).

4.26 In these institutions the filling out of the questionnaire will be done with the help of the heads of the institutions and other members of staff who should supply certain basic information from existing records.

4.27 The Field Supervisors for the area should contact the head of institution sometime before Census Night. He should explain the Group Quarters Questionnaire to the head or the officer-in-charge of the institution and leave a specimen copy with him to enable him to collect information which may not be readily available.

4.28 You (the Enumerator) should record the entries in respect of the inmates of the institution with the help of the staff. This advance enumeration should be done sometime before Census Night. Then, on 15th April, the Enumerator should visit the institution again to up-date the information on the questionnaires. Particulars of inmates who did not spend Census Night in the institution should be deleted whilst those who were not covered in the advance enumeration but who spent Census Night in the institution should be included.

4.29 The advance enumeration technique is restricted to inmates of institutions. It is again emphasised that members of staff in these institutions except night watchmen should be enumerated in the same way as persons in normal households in their respective households.

Enumeration of the floating population on Form B.

4.30 For the floating population you should treat each address (e.g. Albert Market) as a listing unit. Thus the address you write down in the Enumerator's Listing Sheet and on Form B should be applicable to all the respondents you enumerate at that location. For convenience the floating population will be sub-divided into three groups:

- (1) Out-door sleepers.
- (2) Semi-stable floating population.
- (3) Fishermen and others on sea on Census Night.

Enumeration of out-door sleepers.

4.31 Those who will be enumerated as out-door sleepers immediately after Census Night are the following:

(1) Persons who, on Census Night, were travelling in lorries, ferries or by foot and therefore did not sleep in any house or compound on that night. An example is the cattle driver.

(2) Persons who, on Census Night, slept in lorry parks, in or around markets, in front of stores and offices, at petrol filling stations, ferry terminals, on verandahs, on pavements and all other places similar to the above which are not houses or compounds.

(3) Beggars and vagrants (mad or otherwise). Enumeration of the outdoor sleepers is the most problematic and so great care should be taken to ensure complete coverage. The Field Supervisor should undertake a preliminary survey of all places where this type of population is found and allocate enumerators to these places. Both Field Supervisor and the Enumerator should note that the success of this operation depends on the fact that all enumeration should be done immediately after Census Mid-Night (i.e. in the early hours of 15th April 1993).

Remember that most homeless mad persons normally move within the same area even though they do not sleep in any house or compound. It is possible that some persons in the area may be able to give you information about them. If none is able to tell you anything about a mad person, just write down his sex and estimate age and record that the person is mad in the space provided for "FULL NAME". Then leave the rest of the items blank. You should do your best to enumerate all of them on Census Night.

Enumeration of the semi-stable floating population .

4.32 In this category are persons who on Census Night slept in:

- (1) Hotels
- (2) Rest Houses
- (3) Transit Quarters, etc.

or persons who on Census Night stayed:

- (4) in airports (as travellers)
- (5) in harbours
- (6) on ships within The Gambia's territorial waters
- (7) at ferries
- (8) at international border stations

4.33 For persons under (1), (2) and (3), it is necessary that you visit these places before midnight of 15th April. Your Field Supervisor will see to it that you have a complete list of such "establishments" in your E.A. long before Census Night and where necessary other Enumerators will be assigned to help you cover them. You should visit these places around 10.00 p.m. on 14th April and with the permission of the authorities stay there till midnight in order to enumerate all those likely to sleep there that night.

4.34 On the following day you should go there to check whether those enumerated actually slept there on Census Night. Where any changes have occurred the forms should be duly amended.

4.35 However, for persons in categories (4) through (8) you are expected to be present at midnight on Census Night and start enumerating them a minute after midnight. Here too the Field Supervisors should see to it that all these places are adequately covered and enumerated immediately after Census Night.

Enumeration of Fishermen and other persons on sea on Census Night

4.36 In the fishing communities along the coast you should contact the fishermen a week before Census Night and enquire from them whether they will be away on sea within The Gambia's territorial waters on Census Night. Those who will be out on sea on Census Night should be enumerated a few days before Census Night. However, you should go to the houses or compounds of these fishermen on the following morning or as soon as possible after Census Night to record any changes that might have taken place during Census Night.

What complete coverage implies

4.37 One of the primary aims of a Population Census is to obtain an accurate count of the population. A Population Census can, therefore, only be described as successful if every person in the country who qualifies for enumeration is counted.

4.38 This means that:

(a) If your Enumeration Area consists of a number of villages and hamlets you must see that each village or hamlet is listed in the EAD.

(b) Within your Enumeration Area and within each Locality, you must make sure that you visit every house or compound, as well as any other building such as a school, a store, etc. Some people sleep in their stores or shop or shops and you may miss these persons as well as the watchmen who guard certain premises if you do not visit these places.

(c) Within each house, compound or dwelling in your Enumeration Area, you must enumerate all persons who qualify for enumeration. Do not leave out any person unless you have specific instructions in this manual to omit him in your enumeration. Make sure you enumerate all infants, children, sick as well as insane persons.

How to ensure complete coverage ?

4.39 In order to ensure complete coverage you must pay attention to the following guidelines:

(a) Study your area thoroughly:- The two basic documents which will assist you in achieving complete coverage of your Enumeration Area are the Enumeration Area map and the Enumeration Area Description (EAD). With the aid of these two documents you must make every effort to become thoroughly familiar with the area assigned to you. For instance, if a road or a street forms one of its boundaries, be sure you know the side which is in your Enumeration Area. You will create confusion if you enumerate persons in houses or compounds belonging to another Enumeration Area. Note that not all persons sleep in houses or compounds. A number of people sleep on verandahs, in markets, at lorry parks, at international border stations, at ferries, etc. To ensure complete coverage of these areas, it is absolutely essential that you note all such places in your Enumeration Area before Census Night and enumerate them according to the instructions given earlier in this chapter. If you are working in a rural area, make sure that you enumerate all Forest Rangers, cattle drivers vagrants or persons in transit quarters and similar institutions in your area.

(b) Systematic method of enumeration:- You should cover your area in a systematic manner since a haphazard manner of enumeration will result in the omission or double counting of houses or compounds.

(c) Listing of Compounds:- You should complete the first three columns of GPC 2 (Listing Sheet) with the help of Form C before you start the enumeration of locality\settlement in your E.A. (Please refer to paragraph 3.13 in chapter 3). This listing operation should be done carefully since there is a possibility of leaving out some compounds. Always ask inmates of what appears to be the last compound, whether there are compounds further on, which may be obscured from view and may be easily missed. The first three columns of GPC 2, if filled in carefully, will help you to cover your area completely for enumeration.

(d) Listing of Names:- You should complete the front page of the Household Questionnaire, i.e. the listing of names of all usual members present on Census Night on Form GPC 3, visitors who spent Census Night in the household of Form GPC 4, and all usual members absent on Census Night on Form GPC 5 before you start detailed interviewing.

(e) Disputed Boundaries:- If there is some dispute about who should enumerate a certain compound or village (i.e. if two Enumerators claim that the same village or compound lies within their respective Enumeration Areas), this should be reported at once to the Field Supervisor who will check up to see whether there has been any duplication or error on the map. He will decide which Enumerator should enumerate the disputed compound or hamlet. Such an extreme case is, however, unlikely to arise during enumeration as Enumerators are expected to have checked their boundaries before Census Night.

(f) Call-backs:- You should make sure that you honour all call-backs.

CHAPTER 5

DETAILED INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRES

The Code Numbers Given On The Questionnaire

5.1 Code numbers have been provided for recording responses to some of the questions. For instance, in the SEX column 2 in Form A part 2, two code numbers have been provided. You should record 1 if respondent is male and 2 if female. If both code numbers are recorded, it will mean that the person is both male and female. Thus you should never record more than one code number for each person. Do not enter any code in the shaded columns. For instance, in column 7, write 00 in case of Gambians in the blank space.

The Number Adjacent To The Responses

5.2 Nearly all the code numbers like 00, 1, 2, 3 etc. have been printed. These are codes and are to be recorded where they correspond to appropriate responses.

How To Correct a Wrongly Recorded Answer ?

5.3 If you have wrongly recorded a code number, and you wish to correct this, simply put an 'X' on the wrongly recorded code. Don't over-write.

What Is Meant By "Other, Specify" ?

5.4 In some cases you will find that an answer does not fall into any of the categories for which pre-coded responses have been provided. In such cases you must write down the code number for "other, specify" and specify the answer. For example, in the Religion Column (Column No.9 of Form A part 2), for a person reporting a religion other than Islam, Christianity or Traditional, like Hindu, '4 Hindu' should be written.

Avoid Missing And Double Entries

5.5 Never forget to make an entry whenever it is necessary to do so. If you leave out an entry, you must know that you are providing us with incomplete information. Providing double entries is also confusing.

The Need For Clear Handwriting - Always Use Block Capitals

5.6 You should always write neatly and legibly. Remember that after enumeration other officers will have to read what you have written on the Census documents. Your writing therefore should be such that it can be easily read by others. Alternately, you can use block capitals. But please remember that you should write within the space provided in each column.

What To Do With Untidy Questionnaires ?

5.7 If a questionnaire becomes untidy as a result of making many corrections, copy the information carefully onto a new questionnaire, cancel the old and write across the untidy questionnaire the word "CANCELLED". You should not throw away the untidy questionnaire, but keep it in your bag because after enumeration you will be required to give an account of all documents given to you.

Note that re-copying of questionnaires should be avoided as much as possible since this practice usually introduces copying errors and involves time. This means that when you are making your entries you must do so very carefully to avoid mistakes.

What To Do When a Question Is Not Applicable ?

5.8 In the inside pages of the questionnaire you will find that certain questions are restricted to a particular category of the population. For example, questions on full time Education are restricted to persons aged seven years and over while those on type of Activity, Occupation, Industry and Employment Status are for persons aged ten years and over. Whenever a question is not applicable you should put a dash (-) and not leave it blank.

How To Arrange The Completed Questionnaires ?

5.9 After you have completed the enumeration of persons in a household you should clip the completed questionnaires together, if more than one was used. Then all the completed questionnaires for the household(s) in one house or compound should be tagged together with a tag. Similarly all the questionnaires for one institution or the floating population enumerated at one location should be tagged together.

FILLING UP ENTRIES IN PART 1 OF FORMS A AND B (i.e. The Front pages of These Two Questionnaires)

5.10 In part 1 of both Form A and Form B spaces have been provided for certain items which are called GROUP ENTRIES. These entries refer to all members of a household (in Form A) or persons in Group Quarters (in Form B).

Filling Up Of Group Entries In Form A Part 1

5.11 Following are the group entries in Form A:-

- (a) Name of Local Government Area (L.G.A)
- (b) Name of District
- (c) Name of Town\ Village
- (d) Enumeration Area Number (E.A. No.)
- (e) Serial Number of Compound within E.A.
- (f) Type of household, whether it is Normal or Group
- (g) Serial Number of Household within Compound
- (h) Name of the Head of the Household

5.12 In addition to these group entries, there are Forms GPC-3, 4 and 5 on the front page of Form A. Form GPC-3 is for usual members of the household who were present on Census Night, Form GPC-4 is for visitors who, on Census Night, slept with the household, and Form GPC-5 for usual members who were absent on Census Night.

5.13 The group entries on Form A part 1 have to be filled as per instructions below:-

(a) Name of Local Government Area: You will be provided with the name of the Local Government Area in which you work and you are expected to write it down in the space provided. In case of any doubt consult your supervisor.

(b) Name of District: As in the case of Local Government Area you will be provided with the District name, but for the sake of confirmation or where you have not been provided with the District name, with the exception of Banjul and Kanifing Municipal Area, ask for the name of the District Chief and referring to the list of Seyfolu at Appendix - II of this manual you will find the District name.

(c) Name of Town or Village: Write in the space the name of the town or village where you are conducting that particular enumeration. Note that in the rural areas you may have many Localities in one Enumeration Area; therefore the questionnaires relating to same Locality should have the name of the particular Locality written on them.

Where the names of individual localities are not written on the questionnaires of particular E.A., the likelihood is that information collected for the whole Enumeration Area would be put under one locality. This may give the impression of the disappearance of data for the rest of the localities\settlements or the omission of such localities during enumeration.

(d) Enumeration Area Number: Copy this number from the Enumeration Area Description on all the questionnaires you use. Before going to the field you may copy this number at home on all the questionnaires you expect to use for a particular day.

(e) Compound number: Copy this number from column 1 of the Listing Sheet (GPC-2) on all the questionnaires you use for all the households in a particular compound. For instance, if you enumerate five households in one compound, all the questionnaires for these households should bear the same serial number of compound.

(f) Normal\Group: This part is pre-coded for official use, do not write anything in these boxes.

(g) Household number in compound: Every household you enumerate in each compound you visit should be given a serial number in two digits. Therefore the first household you enumerate in a compound should be given the number 01, the second household 02, the third household 03, and so on.

(h) Name of Head of Household: You are required to write down the name of the person identified as the head or temporary head of the household from whom information is being collected. Note that where the head of household is absent from the household on census night, his name should not be written here but rather the name of the person acting in his absence (i.e. temporary head of household) should be written.

NOTE: (1) Write down the names and codes of LGA, District, Town\Village and name of Head of Household in the spaces provided. For E.A. No., Compound No. and Household No. in compound write down the assigned numbers in the columns provided under code. Under these categories, do not write anything against name.

(2) Fill in the group entries in all the Forms A part 1 if more than one form is used. Also write in the second and subsequent forms used, the Household No. followed by the words (CONTINUED) on the right hand top. For example, Household No. 8 (CONTINUED).

Filling Up Of Group Entries In Form B Part 1

5.14 The group entries in Form B part 1 have to be filled as per instructions below:-

(a) L.G.A: Same procedure as in section 5.13 (a) to be followed.

(b) District: Same procedure as in section 5.13 (b) to be followed.

(c) Name of Town\Village: Same procedure as in section 5.13 (c) to be followed.

(d) Enumeration Area Number: Same procedure as in section 5.13 (d) to be followed.

(e) Compound\Location Number: Same procedure as in section 5.13 (e) to be followed.

(f) Normal\Group: This part is pre-coded for official use, do not write anything in these boxes.

(g) Total Number of Persons Enumerated: You should write, in three digits, the total number of persons who were enumerated in a particular institution or Location of the floating population.

This total should appear only in part 1 of the first questionnaire only for a particular institution or location if you have used more than one questionnaire. If you enumerate twenty persons at a Ferry Terminal, you should record 020 in the boxes on the first questionnaire only.

(h) Description\Address or Location of outdoor sleepers: The address you will record here should be the same as the one in the Listing Sheet GPC-2. It should be so detailed and meaningful that another person can use the address to find the institution or the location of outdoor sleepers in question. Remember that Post Office Box number should not be recorded here. What is wanted is the exact description of the location of the place.

Filling Up Of GPCs In Part 1 (i.e. The Front Page) Of Form A **GPC-3 Usual Members Present On Census Night**

5.15 You should first write down in GPC-3 on the front page of Form A the name, sex

and relationship to the head (or temporary head) of household of each USUAL MEMBER of the household who slept in the compound on Census Night.

5.16 You should write down first the name of the head of household (see paragraph 6.16 in the next chapter for definition). If the head of household was absent during the reference night find out who is responsible for the household in his absence and record his or her name, provided that this person slept in the household on Census Night. Please follow the instructions given for filling full name (Col 1), sex (Col 2) and Relationship (Col 3) under "Instructions for filling up Questions in column 1 to 21 of form A household questionnaire - part 2" while filling the column on full name, sex and relationship to head of household in GPC-3. However in the column relationship to head of household please write the exact relationship only in words. The code need not be given.

5.17 In polygamous households, after you have written down the name of the head of household, you should write the name of the senior wife followed by the names of her children in the order of seniority. Then write down the name of the second wife and her children, the third and so on.

5.18 You should note that the method of listing the names first is meant to ensure completeness of coverage within the household. If this is not done the person who is giving you the information required may forget after an interview of about half an hour whom he has reported and whom he has not. To guard against this you should write down all the names first.

GPC-4 Visitors Present On Census Night

5.19 You have to record in GPC-4 the full name, sex and relationship to the head or temporary head of the household of every VISITOR (i.e. guest of any member of household who slept in the house or compound on Census Night). Here again follow the instructions mentioned above for filling these three columns. You are also required to write in the space provided the name of the town or village and the District where the visitor usually lives. If the visitor usually resides in another country, write the name of the country alone under the column District/Country.

GPC-5 Usual Members Absent On Census Night

5.20 The entries in GPC-5 are restricted to the usual members of the household who were ABSENT from the house or compound on Census Night.

5.21 In GPC-5 you should, in addition to full name, sex and relationship to head or temporary head of household record age, address on Census Night and the duration of absence of every usual member of the household who was absent on Census Night. For filling the name, sex and relationship to head or temporary head, follow the instructions mentioned above. For filling the age follow the instructions given for filling column 3: Age, of part-2 of Form A (Refer to paragraphs 6.11 to 6.15 in Chapter 6).

5.22 The "Address on Census Night" refers to the place where the absentee usual member spent Census Night. You are required to record the name of the town or village and the District where this town or village is situated. If it is another country, write the name of the country in the column District/Country.

5.23 You are also expected to write in completed months how long he\she was absent up to Census Night. For example, if the person has been away for two months three weeks, write down "02" in the space provided, if he\she was absent for less than one month write down "00". Note that if the person has been away for six months or more he\she should not be considered as a usual member of the household.

5.24 If the usual head of household was absent on Census Night his name should be entered on the first line in GPC-5. Remember, however, to indicate in the relationship column the relationship of this person to the temporary head entered in GPC-3. Thus, you should never enter HEAD in the relationship column in GPC-5, but specify whether this absent person is the Husband, Brother, Mother, etc., of the temporary head.

Total Number Of Persons In GPC-3, GPC-4 and GPC-5

5.25 On the right-hand side of GPC-3 on Form A are boxes in which you should put down the total number of persons in each GPC mentioned. The number of digits in which you are to record the totals should be according to the number of boxes provided. e.g. if you list four persons in GPC-5 you should record 04 in the two boxes provided for Total number of persons in GPC-5.

Although rare, it is possible for one to list up to 100 persons residing in a household on Census Night. While filling the GPCs, ensure that you write down the exact number of persons listed within the boxes provided. If, for example, 125 persons have been recorded as usual members present on Census Night, record 125 in the boxes for Total number of persons in GPC-3.

Totals Of GPC-3 and GPC-4 and Totals Of GPC-3 and GPC-5

5.26 Two boxes have been provided for recording the total number of persons in GPC-3 and GPC-4. You are expected to add the number of persons in GPC-3 and GPC-4 and put the total in the blank boxes. Thus if the total number of persons in GPC-3 and GPC-4 is five you will record 05 in the two blank boxes. Similarly the total number of persons in GPC-4 and GPC-5 should be added and the total put in the blank boxes provided for it.

5.27 If you use more than one questionnaire for a household you should add up the number of persons listed on each questionnaire and put the total in the appropriate boxes of the first questionnaire for the household. The boxes on the second and subsequent questionnaires should be left blank.

5.28 After you have completed the group entries and GPCs and their totals on Form A part 1, you should enter the date of visit under the column first visit. After you have completed filling up of parts 2, 3 and 4 you should record the date when it was done under 2nd visit. The date of final visit, if any should also be filled in the space provided.

Please note that if more than one Form A is used for a household the dates should appear only on the first page of the first questionnaire. Similarly fill up the dates of visit in Form B part 1.

CHAPTER 6

FILLING UP OF FORM A - HOUSEHOLD

QUESTIONNAIRE PART 2

The Layout Of Form A- Part 2 (The inside pages of the Questionnaire)

6.1 This part of the questionnaire is divided into columns and rows. There are columns numbered 1, 2, 3,.....22. Small letters of the alphabet are used to subdivide some of the columns into sub-columns. For example, major column 16 is sub-divided into (a), (b), (c) and (d). Each column refers specifically to a questionnaire item which is clearly stated at the head of the column. There are ten rows. Each row is reserved for one person. This means that if you are writing down the particulars about one person you must use one row, starting from the left and moving along the line to the right.

6.2 Remember that these individual entries are restricted to usual members and visitors (i.e. persons in GPC-3 and GPC-4) who slept in the house or compound on Census Night.

What To Do When Two Or More Questionnaires are Used For a Household ?

6.3 There is provision on one questionnaire for the enumeration of 10 persons. Column Number 0 is for giving serial number to the persons enumerated in each line like 1, 2, 3, 4 etc. The last serial number in the page may be made 10 by putting 1 before 0 for the tenth person enumerated in the household. If there are more than 10 persons in a household you must continue enumeration on a new questionnaire. This new questionnaire is a continuation of the first one and must be treated as such. You must continue the numbering of persons on the new questionnaire by entering the digit "1" before the numbers already printed on the second questionnaire to form 11, 12, 13, etc., and for the last one you will have to prefix the "0" with 2 to form 20 and so on.

6.4 When you use a third questionnaire you should put the number 2 before the existing numbers to form 21, 22, 23 and so on. Remember that whenever you use more than one questionnaire for any one household you must clip all the questionnaires together and also write Household No... (CONTINUED) on the right hand top of the first page of second and subsequent forms as mentioned in Note (2) at the end of paragraph 5.13.

Instructions For Filling Up Questions In Columns 1 To 22 Of Form A - Part 2

6.5 Some of the following questions have been answered in Form A Household questionnaire part 1. Therefore there will be no need to ask these questions again. In such cases all you have to do is to copy the information in the appropriate cells.

Col 1: Full Name

6.6 Write in the spaces provided the names of all respondents. The names you put down should be such that if a second visit is paid to the house during or after the final enumeration, the persons to whom the names refer can be easily identified.

Babies Who Have Not Been Named

6.7 Occasionally you will come across babies who were born before Census Night but who haven't been named by the time you call to enumerate. In such cases write down "Baby" before the family name. For example, if the newly born baby's father's surname is Jallow you should put down **Baby Jallow**.

Persons Who Refuse To Give Out Their Names

6.8 Sometimes you may come across a person who will refuse to give his\her name although he\she may be quite prepared to give you answers to the remaining questions. Explain to such a person that the law strictly forbids the disclosure to unauthorized persons of any census information and that the name is required only for identification purposes in connection with later checks on the accuracy of the information being collected. If he\she still refuses to give his\her name, assign a letter such as A, B, or C, to him\her and proceed to record the other facts. After completion of the questionnaire you might be able to obtain the person's name from other sources (e.g. neighbours, chiefs, etc.). Please note that no prolonged argument be made on this issue.

Persons With Identical Names

6.9 You may also come across households where two or more persons have identical names. In such cases you must record also the names by which they are distinguished in the household, neighbours and friends (e.g. Isatou Haddy and Isatou Fatou). In this case mothers' names have been used to distinguish them. Failing this you must distinguish them by physical characteristics such as colour, height, or physique.

Col 2: Sex

6.10 Record the code 1 for males and 2 for females. It is important to ask the sex of the persons when information is being given to you by a third person. Bear in mind that some names can be misleading in this respect. For example, Adama can be used for a male as well as a female.

Col 3: Age

6.11 The age of every person must be stated in completed years only as on 15th April 2003. For those who know their birthdays the age to be recorded is the age as at last birthday. "Age in completed years only" means that all the ages must be recorded in full years discarding fractions of years and months.

6.12 For instance, 15 years 11 months should be written down as 15. Do not write down months. Only years are required. The age of all infants who are less than one year old should be recorded as "00". In this connection you are requested to make sure that infants even if one day or less than one day old as on Census Night are invariably enumerated.

What To Do When a Person Does Not Know His\Her Age ?

6.13 For such persons use the following method to estimate his\her age:-

(1) Ask him\her to name any historical event (preferably a local one) which he\she has been told as having occurred around the time of his\her birth. Please see Appendix - III

(2) Ask him\her to give you an indication of how old he\she was when that event occurred or how many years elapsed before his\her birth.

(3) Then use this information to work out his\her age. For example, if a respondent tells you that he\she was about 20 years old when Gambia attained her Independence this person would be about $20 + 38$ (18th February 1965 to 15th April 2003) = 58 years old.

6.14 If this method fails, you should try the following approach:-

(1) Simply estimate how old he\she may be.

(2) Then select from your list of local, district or national historical events some events which occurred about the time when according to your estimate, he\she must have been born.

(3) Ask whether he/she has heard about any of these events.

(4) If he\she has, ask him\her to give you an indication of how old he\she was when this event occurred or how many years elapsed before he or she was born.

6.15 If this second approach also does not elicit the required information then base your estimate on biological relationships. For instance, a woman who does not know her age but who has two or three children of her own is unlikely to be less than 15 years old however small she may look. You may try to work out her age by the following method:

(1) Determine the age of her oldest child.

(2) Then assume that the average woman in The Gambia gives birth to her first child at about 16. However, without further probing you should not base your assumption on the oldest child who is at present living. There is the likelihood that in certain cases the first child died later on or that the woman had miscarriage or still-birth before the oldest living child was born. Therefore if the woman tells you that she had one miscarriage or still-birth before the oldest living child was born, you should make your estimation taking this into account.

Note also that some women do not have children early in life whilst others have children earlier than what generally occurs in the community. Therefore in every case you must find out whether she had her first child, miscarriage or still-birth at the usual age before you assume she was 16 years at her first pregnancy.

(3) Then use the information obtained by means of (1) and (2) above to estimate her age.

(4) Sometimes the age can be ascertained with reference to the age of another person of a known age, who may be living in the same household or in the neighbouring household or that of a well-known person of the village such as the alkalo.

(5) Only as a last resort you should estimate a person's age from his\her physical features. If you are obtaining information about an absent person from a third person then obviously you have to rely on the information supplied by the third person in estimating the age in respect of the person who is absent. Under no circumstances must you leave this column blank.

Col 4: Relationship

6.16 The head of a household is generally the person who is responsible for the upkeep and maintenance of the household. He\she is not necessarily the oldest person in the household. However your main guide as to who is the head is whoever will be pointed out to you as the head when you ask.

As already mentioned if the head of household was away on Census Night you should ask for the person who took charge of the household when the usual head was away. This person thus becomes the "Temporary Head of Household" and all other relationships should refer to this person and not to the usual head who is absent.

Enter the name of this person on the first line and write in the relationship column Temporary Head and relate all other relationships to this person. For instance, if the usual head of household was away and the wife becomes the Temporary head all the relationships should refer to this woman. Thus the usual head becomes the "Husband" and his sister's son becomes "Husband's Sister's Son" and not "Sister's Son".

6.17 In the relationship column the relationship of every member of the household, including guest and visitors, to the head or temporary head of household must be written. Most relationships are established either by blood (descent) or by marriage (affinal). This means that your brother's and sister's sons are your blood relatives whilst your wife's mother and wife's sister are your relatives by marriage.

6.18 The relationship would always be written as if it were defined by the head himself. For example, if the head replies:-

- (a) A is my son - write SON
- (b) B is my brother - write BROTHER
- (c) C is my wife - write WIFE
- (d) D is my father - write FATHER

6.19 On the other hand, if you ask a member of the household about his or her relationship to the head of the household you have to invert the relationship before you enter it. If, for example, a person tells you that:-

(a) The head is my father - you will write SON OR DAUGHTER (whichever is the correct one).

(b) The head is my mother's brother - you will write SISTER'S SON OR SISTER'S DAUGHTER.

(c) The head is my son - you will write FATHER OR MOTHER.

6.20 ALWAYS REMEMBER TO AVOID SUCH VAGUE TERMS AS NEPHEW, COUSIN, UNCLE ETC, which do not denote exact relationships. Nephew may mean brother's son or sister's son and these should, therefore be distinguished.

6.21 Make sure that the blood relationships specified are true biological relationships. A son must mean the head's own true son and not his brother's son etc. However, half-brothers (i.e. persons having one mother but different fathers, or one father but different mothers) should be recorded as brothers. Similarly half-sisters should be recorded as sisters.

6.22 As you may note in Col 4, relationships have been pre-coded. You are required to record the code given that corresponds to the relationship to Head of Household in the space provided. Please note that the codes recorded in this column must agree with the corresponding relationships in the GPCs.

Col 5: Marital Status

6.23 Record the appropriate code numbers according to the answer given by the respondents. Record the code 1 for Never Married i.e. for those who have never entered into any form of marital union. Record code 2 for Married, 3 for Divorced, 4 for Separated and 5 for Widowed.

6.24 The category "Married" will include those persons who are contractually married but not yet living as a man and wife. The category separated will include both legal and defacto separations. Persons who have been widowed or divorced but have remarried must be recorded as married.

Col 6: Type Of Union

6.25 The question on type of union should be referred to ever married persons only. These include persons reporting to be currently married, divorced, separated and widowed. For males or females who got married more than once and those ever married but not married at the moment (i.e. divorcees, the separated and the widowed), the type of union refers to current or most recent union.

6.26 If a female reports that her husband is married to more than one woman, record against her the code 2 and if she reports that her husband is married to her only, record code 1. In administering this question, ensure that it is referred to most recent marital union. If a man says he has more than one wife, record 2. If he has only one wife, record code 1.

Col 7: Nationality

6.27 For persons reporting "Gambian" record code 00 in the blank space (and not in shaded column) and proceed to fill Col 8 on Ethnicity. If not Gambian, specify the name of his\her country in the space provided and skip to Col 9 putting "X" in Col 8 as no information on ethnicity is to be collected in respect of non-Gambian. This information has to be carefully collected. You must specifically put this question without yourself determining the nationality of a person by his\her appearance. Please also remember that there can be different nationals in the same household. You may make it clear that this information is collected only for statistical purposes and one can freely and truthfully give his\her nationality.

6.28 A Gambian national is any person who falls into any of the following categories:-

(a) A person born in The Gambia, one of whose parents or grandparents was born in The Gambia.

(b) A person born in The Gambia before 17th February, 1965 and who within the meaning of the law in force in The Gambia on that date was a citizen of the United Kingdom and colonies or British protected person (such a person has to register to become a Gambian citizen).

(c) A person born outside The Gambia with at least one Gambian parent or grandparent who acquired The Gambian citizenship by birth or where both parents acquired The Gambian citizenship otherwise than by birth under the British Nationality Act 1948 or before that Act came into force.

(d) A person who acquired The Gambian citizenship by registration.

(e) A person who acquired The Gambian citizenship by naturalization.

(f) Any woman who is or was married to a Gambian citizen and who applied to be registered as a citizen of The Gambia.

Col 8: Ethnicity

6.29 What is your ethnic origin? (For Gambians Only): Nine ethnic groups have been listed and pre-coded in this column. You are required to record the code which corresponds to the ethnic group that the respondent says he or she belongs. For example, if a person reports to belong to the Jahanka ethnic group, record code 00; if he or she reports to be Serere record code 05 etc. When completing this column care needs to be taken to ensure that the codes that correspond to the ethnic groups are being recorded.

6.30 If a reported ethnic group is not familiar, probe by asking what language they speak and how it differs from languages spoken by the ethnic groups listed from code 0 to 8. By such probing you will be able to avoid recording 09 (other Gambians) since it could be identified with any of the 9 listed ethnic groups. If a respondent is not a Gambian, do not ask his\her ethnic origin.

Col 9: Religion

6.31 Record the appropriate code number for the religion professed by the respondent. There is no need to probe to ascertain the authenticity of the claim. You must accept whatever answer is given by the respondent. "Traditional" refers to the traditional African religion and is indigenous to the respondent. For those claiming to belong to religions that fall under other categories, record code 4 and specify the reported religion e.g 4 Hindu.

Col 10: Birth Place

6.32 If a person reports to have been born in this town\illage, record code 00 in the blank space (not in shaded sub-column). Persons reporting to have been born in this town\illage are those born in the same town or village in which you are conducting your enumeration. If for example you are conducting your enumeration in Barra and the respondent was born in Barra you will record 00. Remember that birth place is not the same as hometown. In this Census the birth place of a person is the place of usual residence of the person's mother at the time of birth. For example, for a person born in (a) a hospital or maternity home outside the usual place of residence of the mother or (b) the hometown of the mother or (c) some other Locality where the mother had gone for a short visit, the birthplace of this person will be the Locality in which the mother normally lives and not the Locality of the hospital, residence of the mother's mother or place of visit. If however, the mother's length of stay outside her Locality of usual residence is six months or more or the mother has the intention of staying in the new place for six months or more the "actual place of physical birth" will be considered as the birthplace of the person in question. For example, Adama who normally resides with her husband at Serrekunda went to Banjul to deliver her child in her mother's house. In such a case the birthplace of the child will be Serrekunda and not Banjul.

If however, she stays in Banjul for six months or more then the birthplace of her child will be Banjul and not Serrekunda.

6.33 For those persons reporting to have been born outside the village or town in which you are conducting your enumeration, record name of village or town that the respondent gives and the name of the district in which the town or village falls.

Col 11: Previous Residence

6.34 In the blank space (not shaded sub-columns), record code 00 if the respondent lived in the town\illage where enumeration is being conducted continuously since birth (except for shifting to other place outside the Village or Town of enumeration for a purely temporary stay) and skip to column 13. For a person who had his\her last previous residence in another town\illage, write down name of town\illage and name of district of previous residence. If respondent is reported to have resided outside The Gambia, write the name of the country. It is important to note that even if a person was born at the place of enumeration but had shifted subsequently to another village\town for work or for studies and had come back again to the place of enumeration, he\she should be considered as having had another place of residence prior to his\her enumeration here.

Col 12: Duration Of Stay

6.35 The question on duration of stay refers to duration of stay in Town\Village of enumeration of persons. This question "How long have you lived in this Town\Village ?" is to be administered only if answer in Col 11 is that the place of last residence was another town or village in the Gambia or in a country outside the Gambia. In other words, the answer in Col 11 is not code 00. Duration of stay should be recorded in the space provided in completed months.

6.36 Please remember not to answer this question when a person is reported (in question 11) to have always lived in town\village of enumeration. Guiding instructions have been provided just below this question. You are required to strictly follow these instructions. If a person is reported to have resided in a town\village for less than a month, record 00, if from 1 month to less than 2 months record 01, if 2 to less than 3 months record 02 and so on and if 59 to less than 60 months record 59 and if 60 months and over, record 60.

Col 13: Literacy

6.37 "Can you read and write with Arabic\Roman Alphabets ?": The questions on literacy refer to persons aged 10 years and over. Codes have been provided for possible answers to this question. Record the appropriate codes in the space provided. If a person reports to be able to only read, record in 13 (a) code 2 and if he\she can both read and write record code 1. Record in 13 (b) the code for the script in which a person is reported to be able to read and\or write a given language. If a person is reported not to be able to read and write or read only Arabic\Roman script record in 13 (a) code 3 and skip to 14 (a).

Col 14: Full Time Education

6.38 The question on full-time education is strictly limited to persons aged three years and over. They refer to full-time education in an educational institution like Primary / Lower Basic, Middle / Upper Basic, High School, Secondary Technical, Teacher's Training College, etc. The question "Have you ever attended school" may be recorded as follows:-

(a) Never:- Record 1 if the person has never at any time received full-time education and skip to question 16a.

(b) Now:- Record 2 if the person is still receiving full-time education at the time of the census.

(c) Past:- Record 3 if the person received full-time education in the past and is no longer receiving it.

Col 14 (b): If "Now" or "Past" in 14 (a) What is The Highest Grade Attained in Regular School/Institution Attended ?

6.39 Question 14 (b) applies only to those for whom you have recorded code 2 or 3 in 14 (a). Eleven categories of educational levels have been provided for recording the highest grade attained in the type of regular school attended by the respondent. A

twelfth category "other, specify" 91-96 has been included to cater for other educational categories not specified.

6.40 Against each category, a range of codes has been provided representing the grades attained in each category. For example, in primary, the code 01 represents primary 1, code 02, primary 2 etc and code 06 primary 6. The codes in other educational categories similarly correspond to levels attained. You are required to record the appropriate code in the space provided for each eligible respondent. For a respondent studying for a diploma or degree, give code 6 followed by the level reached e.g code 63 for a third year university student etc. However, for a respondent who has graduated (completed) from university or holding a Diploma you have to only give code 70 irrespective of the number of years spent. Likewise, for a post graduate respondent give code 80 irrespective of the number of years spent. For educational categories other than those specified above, give code 9 followed by the level (number of years) attained and then specify the type of educational category. For example, if a person has spent two years in "Dara" write 92 - "Dara".

6.41 To every Graduate, Diploma Holder or Post graduate, a special card should be handed over with the request that he/she has to fill it and give back the filled in card to you in your next visit to the household. You should make it a point to collect these cards, in a final round on the last day.

6.42 **Col 15: ACCESS TO MEDIA**

Access to the media is defined as reading a newspaper at least once a week, listening to a radio at least once a week or watching TV at least once a week. Having access to these media is not restricted to owning one but having access to it at least once a week. Care must be taken in administering this question to ensure that access is not limited to ownership. In the space provided record the appropriate code (i.e 1 for 'Yes' and 2 for 'No'). **Do not record Yes (Y) or No (N).** Note that this question is aimed at persons aged 7 years and over

Economic Characteristics For Persons Aged 10 Years And Over

6.43 Questions 16 to 19 relate to the economic characteristics of each individual aged 5 years and over. The answers to these questions which are very important for economic planning have to be properly ascertained and recorded. You should carefully read the following instructions and be thorough with the concepts before you start enumeration.

6.44 Questions under this heading refer to a reference period of one month before Census Night (30 days).

6.45 Question 16 has four sub-parts (a), (b), (c) and (d) which are explained below. Please carefully note the "skip" instructions wherever given in these sub-parts and implement them.

Col 16: Type Of Activity During The Past 30 Days

(a): What were you doing most of the time ?

6.46 Six categories of answers are provided under this question with code number running from 1 to 6.

(1) **WORKING:** For those who are working during the month preceding Census Night, record 1. For these people, you should proceed to question 15 (d) - 'How many days did you work ?' after this. For the purpose of answering this question it is necessary to know as to who are the persons to be treated as working. In this census the following categories of persons should be regarded as working and code 1 should be recorded for them:-

(a) All those aged 5 years and over who were in regular employment one month (i.e. 30 days) before Census Night but who may or may not have done any active work during the reference period.

(b) All those aged 5 years and over who worked for most of the time for pay or profit during one month before Census Night.

(c) All those aged 5 years and over who, during the reference period, worked on farms or went out to fish for most of the time even though they may not have sold any produce during the period.

(d) Domestic servants aged 5 years and over who worked for most of the time during the month and were remunerated for their work either in kind or cash.

(e) Apprentice workers (i.e. persons learning a trade and who normally work under the supervision of qualified workers) aged 5 years and over and who worked for most of the time during the reference period.

(f) All persons aged 5 years and over who worked without pay for most of the time during the month in an establishment or farm operated by a family member. Such persons are known as UNPAID FAMILY WORKERS. Two examples are:-

(i) Wives who, during the reference period, worked in their husband's store or farm or other economic enterprise. If these wives are paid they should not be classified as unpaid family workers or homemakers.

(ii) Children aged 5 years and over who during the reference period helped in their father's farm or shop or assisted them in other economic activities such as mango selling.

Please do not treat as family workers those persons aged 10 years and over who helped family members in their economic activities but were full time students in educational institutions. These persons should be treated as students.

(2) **HAD A JOB BUT NOT AT WORK:** Record code number 2 for any person who, during the reference period, did not do any work for pay or profit although he had a job to which he could return. Persons who come under this category may not have been receiving payment during their absence from their employers and include the following who were temporarily absent from their jobs for any of the following reasons:-

(a) On leave without pay but with definite instructions to return to work after a certain period. Note that persons on study leave who are receiving full-time education in an educational institution e.g. teachers on study leave, etc. should not be included in this category as they are to be treated as students.

(b) Off-season workers (e.g. farmers or fishermen) who did not do any work because it was their off-season. Note that work on the farms takes place during certain months of the year while in other months the farmers remain virtually idle. The same applies to fishermen.

(c) Temporarily ill without pay, but will return to a fixed job after recovery (e.g. workers on sick leave or admitted in hospitals).

(d) Labour dispute, strike or lock out.

(e) Temporary lay-off with definite instructions to return to work at a specific date. Such workers include permanent farm labourers, workers in various enterprises and establishments whose work has been interrupted temporarily for lack of raw materials and or other reasons.

(f) Persons not working because of bad weather. For example, farmers who could not go to their farms because the path leading to their farms were flooded; fishermen who could not fish because of stormy weather; masons who did not work because of bad weather; etc. **Note: For respondents reported to have had a job, but did not work, you have to record code 2 and skip to question 17.**

(3) **DID NOT WORK AND DID NOT HAVE A JOB:** Record 3 for any person who did not work and did not have a job. For this category of persons skip to question 16 (c) after this to enquire whether they were looking for work.

(4) **HOMEMAKING:** Record 4 for a person of either sex who was wholly engaged in household duties and was not paid for this work. Please note that if such a person worked regularly for some hours daily or engaged in some economic enterprise (i.e. worked on a farm or in a beer bar) or did any part time work (e.g. typing, dressmaking etc.) for which the person was paid or did any work on the family farm or business for most of the time during the month without pay, the person should NOT be classified as homemaker BUT should be grouped with the working population. Great care needs to be taken in identifying homemakers. Rural women especially, have a dual role to play. In addition to homemaking such women are generally engaged in farming and/or vegetable gardening which are of economic nature. Such women who are economically active should be treated as working and not as homemaker.

(5) **STUDENT:** Record 5 for a person aged 5 years or over who is pursuing full-time education in an educational institution and for whom "NOW" (i.e. code 2) has been recorded in Question 14 (a).

(6) **SOMETHING ELSE:** Record code 6 for answers which do not fall in any of the above categories (i.e. working, had job but not at work, did not work and did not have a job, homemaking and student) and specify the answer. The main types of persons who come under this group are:-

- (i) Pensioned or retired
- (ii) Living on independent income
- (iii) Old
- (iv) Disabled
- (v) Prisoner
- (vi) Hospital patient and not to return to a fixed job
- (vii) Voluntarily unemployed, i.e. not employed although able to work and not interested in seeking work.

Note that the permanent and paid staff of educational institutions, hospitals, prisons and similar institutions should be regarded as WORKING and code 1 given. The inmates like patients, prisoners etc. should be regarded as NOT WORKING even if they receive a small allowance and the code 6 recorded and the category specified in the space provided.

Col 16 (b): Did You Work At All For Pay Or Profit ? (to be answered only if code 4 or 6 has been given in column 16 (a))

6.47 For persons falling under category 4 and 6 in question 16 (a), record 1 if the answer to this question is "Yes", then proceed to Question 16 (d). If the answer is "No", record 2 and go to Question 16 (c). Please note that we are trying to collect information in this column about some marginal work done by people who were mainly not at work during the reference period like homemakers, pensioners etc.

Col 16 (c): Were You Looking For Work ?

6.48 This question is addressed to those who answered "No" for Question 16 (b) i.e. code 2 and those for whom code 3 is given for Question 16 (a). Record 1 for those who were looking for work and 2 for those who were not looking for work during the reference period. Questions 17, 18 and 19 should be asked of persons who answered "Yes" (code 1) to this question. For all these persons, who are the unemployed, Questions 17, 18, 19, would refer to their last job if any.

Col 16 (d): How Many Days Did You Work ?

6.49 Note that what is required here is the actual number of days the respondent worked for pay or profit during the reference period. This should be filled for all those for whom code 1 has been given in 16 (a) or 16 (b). Also note that the answer cannot be blank in this column for these persons as they had said they had worked during the reference period.

Col 17: Occupation - What Is Your Main Job\Work ?

6.50 This question should be asked of both employed and unemployed. For the unemployed, we are interested in the last kind of work the person did before he became unemployed. For instance, if a person was an Accounts Clerk before he became unemployed you should write in the space provided "Accounts Clerk". However, there are certain unemployed persons who have never worked before i.e. those who have just finished school or college or completed their period of training and who are actively looking for a job. For such persons write down in column 16, "Never Worked".

6.51 Note that you should write down in answer to this question what the respondent actually did during the month preceding Census Night and NOT what he is trained to do or what he used to do. For instance, if the respondent has been trained as a lorry driver but actually worked as road labourer during the month preceding Census Night, you should write down ROAD LABOURER. Remember to write down a detailed and exact description of the job the respondent was actually engaged in. For example, the term LABOURER is too vague. Hence, be more precise by indicating whether the person was OFFICE CLEANER, BUILDING LABOURER, GARDENER, FARM LABOURER, TREE FELLER, etc. Avoid other vague terms like CIVIL SERVANT, FACTORY WORKER etc, which cover several groups of persons occupying different grades and doing different kinds of work.

6.52 ALWAYS therefore, specify the exact job done by the respondent. For instance, you should give the following information about TEACHERS:-

- University Lecturer
- Teacher - Training Tutor
- High School Teacher
- Secondary Technical School Teacher
- Primary School Teacher
- Day - Nursery Teacher

You should also distinguish between the following:

- (a) Food Seller
- (b) Food Maker
- (c) Food Seller and Maker

6.53 When you write that a person is a seller or a maker of a particular commodity which is only understood in the area concerned you should also write in brackets after it whether that commodity is food, drink etc. For instance, you may write SELLER OF GINGER (Non Alcoholic drink), MAKER OF CHEREH (Food).

Col 18 (a): What Is The Name Of The Establishment Where You Work ?
(For unemployed, last establishment)

6.54 The respondents will be described and/or identified by the major product or service of the establishment which is referred to as Industry. In the case of an unemployed person who had worked before, you should collect this information for the establishment where he last worked.

6.55 "Establishment" simply means the place where the respondent worked. Establishment applies not only to the big enterprises such as Gamtel or Banjul Breweries Ltd but also to small ones such as say, Jasseh's farms, place of petty trading in the market like small shops etc.

6.56 If the establishment has no name, then you must write down the name of the owner of the establishment.

- e.g. (i) Sedia Bayo's Farm
(ii) Alieu Sarr's retail cloth store
(iii) Lolley Jallow's wholesale grain shop
(iv) Vegetable stall of Nyakassi Sanyang

6.57 The name of establishment in which the respondent works would help a lot in determining the major product or service of the establishment. It is therefore advisable to be specific when writing names of establishments. Not much use can be made if it is simply written Government Service. The respondent should be asked to specify the Government Department in which he/she works e.g Police, Accountant General's Department, the Judiciary etc. If a person has no fixed place of work, write No fixed place of work. Examples of this kind are:-

- A carpenter who moves about and does petty carpentry work
- A fruit seller who goes round the streets or village selling fruits etc.

Col 18(b): What Is The Main Product or Service Of This Establishment ?

6.58 Note that ESTABLISHMENT is where the respondent worked and NOT what the respondent produced. For instance, if a carpenter who makes window frames is employed by a firm which builds houses the major product you must write down is HOUSE, not window frames, since houses are produced by the establishment where he worked.

6.59 Similarly, if a carpenter gives Carlton Hotel as the name of the establishment where he worked, you should write catering or hotel services in this column. You must also note that the major product or service of all educational institutions (e.g. the Muslim High School) is EDUCATION even though the persons employed in these institutions may be doing different types of jobs. However for craftsmen employed by a construction company which has undertaken a contract with an educational institution you should write down BUILDING CONSTRUCTION but not education. In other words the product or service of the establishment for which he works should be given here. If a carpenter works on his own as a self employed worker write "repairing of wooden furniture", "manufacture of small wooden articles" etc as the case may be.

Col 19: Employment Status - What is/was Your Employment Status
In This Establishment

6.60 Five categories have been provided under this term. When the answer corresponds to one of these you should record the appropriate code number. Note that you should record only ONE CODE for each respondent.

(a) Employee for pay or wages:- Record code number 1 for a person who works for a public or private employer and is paid by this employer. Note that in certain establishments like the Public Transport Corporation some employees work under the title "Apprentice". Such persons should be recorded under this category if they receive pay or wages, otherwise they should come under "Other, specify".

(b) Self-employed without other employees:- Record code number 2 for person who operates his own enterprise (e.g. a farmer, petty-trader, carpenter, private doctor, advocate who practices independently) and who DOES NOT EMPLOY anybody to work for him in operation of his enterprise except perhaps apprentices who should not be classified as employees. Thus, a carpenter or tailor, who works with apprentices only, falls under this category. You should, however, make sure that the assistants of such a person are apprentices and not paid employees before classifying the respondent in this group.

(c) Employer:- Record code number 3 for a person who operates his own enterprise directly or through another person (e.g. a manager or caretaker) and who for the operation of this enterprise HIRES ONE OR MORE EMPLOYEES whom he pays. Note that the persons considered employees here exclude unpaid family workers and apprentices.

(d) Unpaid family worker:- Record code number 4 for a person who helps in running an economic enterprise operated by a member of his or her family without payment of wages or salary.

(e) Other, specify:- To this category belong all persons who do not fall in any of the above groups. You should write down the person's employment status in the space provided. Some of the types of workers you are likely to encounter here are Chief and Apprentice.

(i) Chief refers to any Chief or Seyfo or Alkalo who devotes more time to Local Administration than to any other activity. Note that many chiefs have their own farms. Therefore the only criterion to use in identifying a chief (who may also be an employer or self-employed) is the amount of time devoted to his work as chief.

(ii) Apprentice refers to a worker who is learning a trade and who normally works under the supervision of a qualified worker. He is normally given an allowance.

Col 20: Number Of Children Born

6.61 Questions in column 20 should be asked of all female respondents aged 12 years and over. These questions have been designed in such a way as to elicit the vital information we require without embarrassing the respondents. We have to find out the number of children born, living and dead. You should remember that most people are very sensitive to questions regarding death. Hence most data on death are very defective. Nevertheless, you should try as much as possible to gather accurate and reliable data on deaths. Please remember that the nature of responses you will obtain will depend, to a great extent, on how tactfully you put these questions on "death" in any of the Gambian languages. Great care must be taken to choose words which while retaining the exact

meaning of the questions will not give rise to any emotional outburst. Finally, please note that the word "children" in all the questions refers to the woman's own offspring of whatever age and sex and not to the children of a brother, sister or husband or other relative or non-relative or adopted ones who may be living with her. If no child is reported for any of the sub-parts, write 00 in the concerned columns

**Col 20 (a) and (b): How Many Children Have Been Born Alive To You ?
(Separately by males in col (a) and females in col (b))**

6.62 Record the number of children born alive to the respondent in the space provided-- Col (a) for male children and Col (b) for female children. When administering this question care must be taken to ensure that only children born alive to a respondent are recorded. These children should include both living and dead. When not properly administered the likelihood is respondent would report only living children, both born alive and stillbirths or only children residing with respondent in the same household.

6.63 It is therefore necessary for you to know the definition of live birth (or children born alive). It is as follows:-

Live birth is the complete expulsion (delivery) or extraction from its mother of a product of conception (baby), irrespective of the duration of pregnancy. The baby after such separation, breathes or shows other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached. Each product of such birth is considered live-birth.

Col 20 (c) and (d): How Many Of Them Are Living In This Household ? (Separately for male children in Col (c) and female children in Col (d)

6.64 Record in the space provided the number of the woman's own children by sex who live in the household. Remember to include in this category any of the woman's own children who normally live in this household but who are absent at the time of the interview. In case of doubt as to whether a child lives in a household or not you should find out where the child slept during the greater part of the six months before the Census.

Col 20 (e) and (f): How Many Of Them Are Living Elsewhere (Separately for male children in col (e) and female children in col (f)

6.65 This question collects information on the respondent's own children by sex living elsewhere (i.e. living either with another household in the same compound or living outside the respondent's compound). Care should be taken to avoid having to list dead children in this column. Explain to respondent that children to be listed in this column must include only living children born to the respondent who are living outside their households.

Col 20 (g) and (h): How Many Of Them Have Died ? (Separately for male children in col (g) and female children in col (h)

6.66 Record in the space provided the number of the woman's own children by sex who are dead. Note that some women may not easily remember the number of their children who have died. Therefore you should help them find the correct number by counting your fingers as she mentions their names.

6.67 You should also note that some of your respondents may be old and their memory weak. You should therefore, exercise patience and help them to recollect as much as possible the correct number of children they have had.

Note: To be sure that no child is counted more than once or omitted, the number of children born alive to a respondent should be equal to the total of the number of these children living with her in the same household, the number living elsewhere and the number dead. Please remember that **Col a = Col c + Col e + Col g and Col b = Col d + Col f + Col h.**

Col 21: Particulars Of Births In The Last 12 Months

6.68 This question is aimed at collecting information on births in the last 12 months to all females aged 12 years and over. What is most likely is that the respondent might have had only one delivery within reference period although cases of two deliveries or twins are possible and should be recorded after a little probing to establish accurate dates of birth. Where a respondent reports to have had more than one birth over the one year period, chances are high that one of the births was a still birth which for the purpose of the census should not be recorded. When a child born within the one year period is reported to have died, probe to establish if the child was born alive and if not, do not record particulars of such a child.

6.69 If the child whose particulars have been recorded in this question is alive and is living in the same household with mother, the child should have been enumerated in the household and you should be able to check the child's date of birth against age as recorded in the age column i.e. column 3. If no child is reported for any of the sub-parts, write 00.

Col 21 (a) and (b): How Many Children Have Been Born To You During The Last 12 Months ?

6.70 A column for male and another for female have been provided and you are expected to record the number of male and/or female births the respondent woman had in the last 12 months. Record 1 under male for one male birth or 1 under female for one female birth.

Col 21 (c): Year Of Birth

6.71 The answers to this question are pre-coded with 2002 assigned code 2 and 2003, code 3. You are required to write the appropriate code in the space provided. In those rare cases when a respondent reports to have given birth to a child in 2002 and another child in 2003, record codes 2 and 3 in column 21 (c) itself.

Col 21 (d): Month Of Birth

6.72 The month of birth should be recorded in numbers. A number is assigned to each month of the year as for example, January: 01, February: 02, June: 06, November: 11 etc. Record the appropriate code for reported month of birth in the space provided. In the rare case of two deliveries in the year as mentioned in the previous paragraph, write the code for months one below the other in the same cell against (2, 3) recorded in Col 21 (c).

6.73 Remember that you are recording particulars of birth in the last 12 months. Always refer to the year and month of birth to be sure you are recording particulars of eligible births. Some of the respondents may not understand what is exactly meant by last 12 months. You have to explain to them with reference to any local event.

**Col 21 (e) and (f): How Many Of Those Children Born To You During
The Last 12 Months Are Still Alive ?**

6.74 As in the previous question, columns have been provided for male and female children and you are required to record the number of male and/or female children born to the respondent during the last 12 months **and still alive**. Remember that the children recorded here can only be less than or equal to the number of children recorded in the sub-parts Col: 21 (a) and (b). Be sure what you have recorded in this question is consistent with the reported number of births to the woman.

**Col 22: Survival Of Parents: (a) Is Your Father Alive
And (b) Is Your Mother Alive ?**

6.75 These questions should be asked of all members of the household. You should record the appropriate code number according to whether or not the person's parent is still living. Please make absolutely sure that the parent referred to is the "true" parent of the person concerned. Foster parent or other relatives should in no circumstances be recorded as the parent of the person concerned. It is well know that many people in The Gambia, regard their uncles or aunts as fathers or mothers. You should make sure that the person is not referring to any of these.

6.76 If the person is a Mandingo you can ascertain this by asking if the person claimed as father and mother, is his "Wulu Fa" and "Wulu Ba", if he is Wollof, the corresponding phrase is "Bai Bi La Jur" and "Ndey Bi La Jur". Similarly for Fula it is "Baba Ma Gibindo Ma" and "Nene Ma Gibindo Ma". For Jola, "Ampaya A Bajim" and "Nya Ya Bajim". For Serahuli, "Andang Ke Habe Ai Miandang Anchara" and "Andang Nkeroma Ai Miandang Anchara".

CHAPTER 7

FILLING UP OF FORM A: HOUSEHOLD QUESTIONNAIRE

PART-3 HOUSING CONDITIONS

7.1 This part of the Questionnaire on housing conditions should be completed for each household and should be filled in on completion of the main household questionnaire (Form A part-2). This part should be completed with the assistance of the head of the household or any responsible member of the household.

7.2 In cases where within a household, members use a variety of facilities, probe to establish the facility used by the majority of household members and record it for the household. For example, if the members of a household use more than one source of light you should record the main source of light used by the majority of members. You should avoid filling particulars of a household by inferring from the answers obtained from the other household in the same house or compound.

7.3 Please note that in this part you are required to circle only the code corresponding to the appropriate answer. Under no circumstance should you circle more than one code for any of the questions.

Col 1(a): On What Basis Do You Occupy This Dwelling

7.4 Four Code Numbers have been provided for recording the answers to this question. Dwelling here refers to the room or the set of rooms occupied by the household.

7.5 Owner occupied: Circle code Number 1 if the household has a dwelling belonging to either the head or a member of the household for which no rent was paid during the reference period. Note that this group includes persons occupying houses or compounds on hire purchase basis or living in houses or compounds built with loans from financial institutions for which full payments have not been made. Note also that even if the head or a member of household owns part of a "family" house or compound which was occupied by the household during the reference period you should circle Code Number 1.

7.6 Rent : Circle Code Number 2 if the household was paying rent for its accommodation during the reference time. Remember that rent here implies the payment of money at the end of a specified period.

7.7 Not owner, but rent-free: Circle Code Number 3 if the household had an accommodation free of charge although the house or compound was not the property of the head or any member of this household. For example, households staying in "family" houses or compounds free of rent.

7.8 Other, specify: Circle Code Number 4 for any answer not fitting in any of the three categories specified above and specify the basis on which the household occupies the dwelling.

Col 1 (b): If You Rent It Or It Is Rent-Free, Who Owns The Accommodation

7.9 Circle one of the three pre-coded answers provided.

(1) **Private (Individual):** Circle code number 1 if the dwelling is owned by a private person (an individual).

(2) **PUBLIC OWNERSHIP:** Circle code number 2 if the dwelling belongs to the Central Government. This includes houses or compounds owned by Public Boards and Corporations, e.g GPMB, NTC, GPA etc.

(3) **OTHER PRIVATE (Institution):** Circle code number 3 if the dwelling belongs to a private institution, e.g private companies.

Col 2: Main Source Of Light

7.10 This item refers to the main source of light in the household during the night. If the members of a household use more than one source of light then circle the code numbers applicable to the source of light which is used by the **majority** of the household members.

1) **Electricity:** This includes electricity generated by a private plant. It need not be connected to the town's electricity supply (G. U. C supply)

2) **Kerosene lamp with glass shade:** Under this category are kerosine lamps, which are fitted with glass shades.

3) **Other kerosene lamp:** These are locally manufactured lamps which use kerosene and are not fitted with glass shades.

4) **Candle:** This includes all types of candles.

5) **Solar:** Power generated by sun to provide light.

6) **Other, specify:** You should circle code number 5 and specify the type of light if this does not fall under any of the categories mentioned above.

Col 3: Kitchen:- Where Do You Generally Cook?

7.11 Four code numbers have been provided to record the answers to this question. Note that cooking place here refers to any place where the main meals of the household are prepared.

1) **Separate room (in the house or compound) for exclusive use of household:** Circle code number 1 if there is a separate room for cooking which is used only by the household you are interviewing. You should, however, note that there are certain households, especially the single-person ones, where the head has a separate kitchen which he rarely uses possibly because he takes his meals outside. You should include such households in this group.

2) **Separate room (in the house or compound) for use of other households also:** Circle code number 2 if the household you are interviewing cooks in a separate room (in the house or compound) which is also used by other households.

3) **Open space (in the compound):** Circle code number 3 if the household cooks in an open space in the compound. This place of cooking may or may not be shared

by other households.

(4) **Other, specify:** If the cooking place of a household does not correspond to any of the three categories mentioned above you should circle code number 4 and specify the cooking place of the household in the space provided. Some of the answers you may get include "veranda", etc.

Col 4: Main Cooking Fuel.

7.12 Circle the appropriate Code Number for the fuel which is mainly used in the household for cooking. In cases where two kinds of fuel are used you should circle the code number corresponding to the **main fuel used**. You should never circle more than one Code Number.

7.13 Remember that if the main cooking fuel used does not come under any of the categories given, you should circle code number 8 and specify the cooking fuel in the space provided.

Col 5: Bath Room:- Where Do You Usually Have Your Bath?

7.14 Code Numbers have been provided for recording the answer to this question which are explained below:-

1) **Separate room (in the house/compound) for exclusive use of household:** This refers to cases where there is a bathroom for the exclusive use of the members of the household you are interviewing.

2) **Separate room (in the house or compound) for use of other households also:** This should be circled if the bathroom is also used by other households in the house or compound.

3) **Enclosure without roof (in the compound):** This should be circled if the household members have their bath in a structure which is not a room but used for bathing purposes and which is exposed to the sky. This enclosure may be exclusive to the household or shared by members of other households.

4) **Other specify:** Circle this category when the members of a particular household have their bath in any other type of place. Under other, specify indicate where the household members have their bath. Some examples are:- in the river, open place. etc.

Col 6: Toilet Facility.

Col 6(a): Is There A Toilet In This House Or Compound?

7.15 Only one of the Code Numbers should be circled. Note that toilet here refers to any installation which is used for the disposal of human excreta. Note that this question refers to the house or compound and not the household. If there is no toilet in the house or compound you should circle Code Number 2 and proceed to 6 (c).

Col 6 (b): If Yes, Does Your Household Use This Toilet?

7.16 Three Code Numbers have been provided of which only one should be marked, and unlike question 6(a), this question refers to the household you are interviewing.

7.17 **Yes (household only):** Circle Code Number 1 if toilet is used only by the household you are interviewing. Even if one member of a different household shares the toilet with the household you are interviewing, this Code Number 1 should not be circled but code Number 2 should be circled.

7.18 **Yes (with other households):** Circle Code Number 2 if the household members share the toilet facilities in the house or compound with other households. No:- Circle Code Number 3 if the household you are interviewing does not use the toilet in the house.

Col 6 (c): What Type Of Toilet Does Your Household Use?

7.19 Eight code Numbers have been provided for recording answer to this question of which only one should be circled.

W.C.: Circle code number 1 if the household uses water closet flush toilet.

Private Pan: Circle code number 2 if the toilet consists of a pan and a seat and is used by members of the household only.

Public Latrine: Circle code number 3 if the household uses a public latrine which is available for use by any member of the public.

Private Pit: Circle code number 4 if the household uses its own pit.

Public Pit: Circle code number 5 if the household uses a deep pit constructed for use by members of the public.

Ventilated Improved Pit (V.I.P.): Circle code number 6 if the household uses the Ventilated, Improved Pit Latrine. This type of pit is an improved type with a ventilation pipe fitted to it.

Bush / Open Field: Circle code number 7 if the household uses Bush/Open field.

Other, Specify: You should circle code number 8 if the household uses a toilet which does not come under any of the types mentioned above. The name of the toilet used should also be specified in the space provided (e.g. Beach, etc.)

Col 7: Source Of Water

7.20 You should circle one of the Code Numbers provided according to the source of water supply available for the use of the household. You should note that it may not always be easy for you to record the respondent's answers without further probing. For instance, there may be a standpipe in the house or compound which may be restricted to some households only. In such a case you should enquire whether the standpipe is used by the household you are interviewing before you circle the Code Number for "Standpipe or running water in the house or compound".

Standpipe or running water in house or compound: Circle code number 1 if the

household's source of water supply is from a standpipe or from running water in the house or compound. The latter means that water is piped into the rooms in the house or compound where it is used (e.g. kitchen, bathroom etc).

Public Standpipe: Circle code number 2 if the household's source of water is from a public standpipe used by households from more than one house or compound.

Well in compound: Circle code number 3 if the household's main source of water supply is from a well dug within the compound in which water collects. This well should be in the house or compound and should be used by occupants of the house or compound only.

Well with Pump (public): Circle code number 4 if the main source of water supply is from a public well with pump (i.e. a well fitted with pump for the use of all members of the public).

Well without Pump (public): Circle code number 5 if the main source of water supply is from a public well without a pump (i.e. a well without pump constructed for the use of all members of the public).

Stream or River: Circle code number 6 if the source of water supply is a stream or river.

Other, Specify: Circle code number 7 if any other source of water and specify

Col 8: Number of Rooms Occupied by Household (excluding kitchen, bathroom/toilet and stores).

7.21 Please record the number of rooms occupied by the household in this column. Two sub-columns are provided to record this number. If only one room is occupied, record 01, if two rooms, record 02 etc up to 09. In these cases 0 will be in the first column and 1,2,3 etc in the second column. If 12 rooms are occupied, 1 will be recorded in the first column and 2 in the second column.

7.22 Rooms here refer to those which are used by members of the household you are interviewing only. In counting the number of rooms occupied by the household you should exclude bathrooms, kitchens, toilet and store rooms. However, you should include a store room if it is used exclusively as a sleeping place. What you have to count as rooms include bedrooms, dining rooms, living rooms, studies and servants' rooms.

7.23 Note that if one room is occupied by two or three single-person households the number of rooms should be assigned to one household only.

FORM A HOUSEHOLD QUESTIONNAIRE – PART 4: DISABILITY IN THE HOUSEHOLD

The question on disability should be addressed to the Head of Household or his/her representative. Care needs to be taken in administering this section of the questionnaire to avoid either missing some of the disabled population or wrongly classifying people as being disabled. A disabled person is someone who is limited in the kind or amount of activities that he or she can do because of ongoing difficulties due to long-term physical condition, mental condition, sensory impairment or health problem. It must however, be noted that short-term disabilities due to temporary conditions such as a broken leg and illness are excluded. Only disabilities lasting for more than six months should be included. It may not be enough to rely on the household head for the identification of the disabled members of the household but if possible observe the persons reported to be disabled. Disability is categorized as follows:

<u>No.</u>	<u>Type of Disability</u>	<u>Question</u>	<u>Description of Condition</u>
<u>1</u>	<u>Visual</u>	<u>Does this person have difficulty seeing?</u>	<u>Difficulty seeing even with glasses.</u>
<u>2</u>	<u>Physical</u>	<u>Does person have difficulties moving in general or moving his/her hands or feet?</u>	<u>Difficulties walking, climbing stairs, standing, kneeling or gripping/holding objects</u>
<u>3</u>	<u>Hearing and Speech</u>	<u>Does this person have difficulty in hearing or speaking?</u>	<u>Difficulty hearing even with hearing aid and speaking.</u>
<u>4</u>	<u>Mental</u>	<u>Does this person show strange behaviour?</u>	<u>Abnormal behaviour showing signs of psychological problems</u>
<u>5</u>	<u>Epilepsy</u>	<u>Does this person have fits?</u>	<u>Fits (sudden unconsciousness, sudden changes in the mental state) seizures, convulsion.</u>
<u>6</u>	<u>Learning Difficulty</u>	<u>Does this person have difficulty learning?</u>	<u>Learning difficulties (intellectual difficulties, retardation).</u>
<u>7</u>	<u>Other, specify</u>	<u>Does this person have any other disability?</u>	<u>Other difficulties.</u>

Note: The serial number of disabled persons must be the same as their serial numbers in GPC-3, GPC-4 and Part 2 of the Form A. In addition the names of the disabled, their sex and relationship to head of household should be the same as reported in GPC-3, GPC-4 and Part 2 of the Form A.

FILLING UP OF FORM A HOUSEHOLD QUESTIONNAIRE PART- 5

7.24 This is the last part of the Household Questionnaire (Form A). As the instructions at the head of this part indicates, it is to be administered to the head, temporary head of household or any responsible member of the household. This section could be considered as one of the most sensitive parts of the questionnaire and requires that you have to be courteous and tactful while administering it, as a question on death is not liked by anybody generally.

7.25 The deaths to be recorded here are deaths of household members within the last 12 months. Before any death is recorded, probe to establish that the deceased was a member of the household being interviewed at the time of his\her death. Watch out for respondents who may report deaths of persons who might have been living elsewhere at the time of death. For example, former female members of households now married and settled elsewhere who died at their places should not be recorded as deaths in their original households.

7.26 The place of death is not very important in some cases. For example, a sick member of a household who was admitted in hospital might have died. Such a death should be recorded as death in the household despite the fact that he\she died in hospital. A member of a household travelling to another locality for the sole purpose of receiving medical treatment and died there should be recorded as a death in the original household. For example, Pateh who is a member of Household A fell sick and decides to travel to Bansang for medical treatment and stays with Household B at Bansang for his treatment. If he died later, he should be recorded as a death in Household A and not in Household B.

7.27 For recording deaths in the household in the last 12 months, four columns have been provided. In column 1 you are to write the name(s) of the deceased, in column 2, his\her sex, in column 3 his\her relationship to the head of the household and in column 4 his\her age at death. In recording name, record as reported and where a child died before it is named record "Baby plus the surname of the child". For example, if the child of Dodou Sonko died within the last 12 months before the naming ceremony record under name "Baby Sonko". Codes have been assigned for sex. The code for male is 1 and that for female is 2. You are required to record 1 if the deceased is male and 2 if female. While writing the relationship to head of household follow the earlier instructions as to how to write relationship to head of household (Col 4 of part 2). For age of deceased, you are required to record the age of the deceased at death, i.e his\her age at last birthday before death.

7.28 When recording the deaths of un-named babies, avoid as much as possible recording still births as deaths. **STILL BIRTHS ARE NOT SUPPOSED TO BE RECORDED AS DEATHS AS THEY ARE NOT CONSIDERED AS BIRTHS EITHER.** Always probe to be sure that babies that died un-named were actually born alive and not born dead. In this connection your attention is again drawn to the definition of live birth given earlier (paragraph 6.63)

7.29 Before you leave a compound or location after enumeration, please complete columns 4 to 13 for this compound in Form GPC-2 which you already have for each locality\settlement. In Col 4 you have to give the number of households in the compound.

Please furnish in columns 5 and 6 the number of males and females enumerated in these households in the compound (according to Form A). In columns 7 and 8 the number males and females enumerated in institutions\outdoor sleepers according to Form B may be given. The number of completed Forms A and B in the compound may be given in columns 9 and 10. Dates of first, second and third visits to the compound may be recorded in column 11, 12, and 13 respectively. Put a tick mark in Col 14 after completing the enumeration in the compound.

CHAPTER 8

FILLING UP OF FORM C : BUILDING AND

COMPOUND PARTICULARS

The importance of the questions on housing

8.1 The questions on housing are designed to provide the government and other bodies interested in solving housing problems, with reliable statistical data on the number and type of houses as well as quality of housing. It is also necessary to know the density of persons per room in various parts of the country to have an idea of congestion. Moreover, the data which will be obtained from the questions will provide the basic framework on which housing policies can be formulated.

8.2 The building and compound particulars are collected through Form C. The method of filling the identification particulars at the top of this form like LGA, District, Town/Village, E.A. number and compound number is the same as explained for Form A. The method of filling the main columns in Form C is explained below:-

Col 1: Building/Structure Number

8.3 Form C should be filled for every building\structure in every compound in your E.A. A building/structure means a structure with a roof. Each building within a compound will be given a number and this number should correspond to the number in column 1 of the form. The numbers in this column run from 1,2,3,... to 0. For the 10th building/structure you will place 1 beside the digit 0 to make it 10; for the 11th building you will take another form and place 1 beside the digit 1 printed on the form to make it 11 and so on. The materials used for constructing the walls and roof of each building/structure will be recorded by marking a tick in the appropriate column corresponding to a given building.

Cols 2 to 4: Construction Material Of Walls

8.4 This question refers to the main materials used for the construction of the outer walls of the building/structure for which particulars are being recorded. The wall particulars of the building/structure in the compound which you are listing should be recorded by putting tick mark in the column on the line of the building/structure concerned.

8.5 If two or more materials are used for the outer walls of a building/structure you should put the tick mark only in the column of main material used.

(1) Cement Block, Burnt Brick:- Cement blocks refer to outer walls which have been built with cement blocks. Remember that most of the houses or compounds built with cement are plastered over with a mixture of cement and sand. Burnt bricks (i.e. fire-stones) refer to earth which has been kneaded, moulded and baked by fire in Brick kilns. Note that bricks dried in the sun (unburnt bricks) do not come under this category.

(2) **Mud \ Krinting:-** Mud refers to outer walls which were constructed with mud or earth only. In some cases this mud covers a wattle (sticks) framework. Unburnt bricks or sun dried bricks also fall under this category. Note that there are some buildings constructed with mud and plastered with cement. These should come under this group. Krinting refers to outer walls constructed with bamboo.

(3) **Other, Specify:** You should put a tick mark and record on this dotted line in detail the materials which do not fall under any of the above categories. The materials you may come across, which you have to specify here, include corrugated iron or aluminium sheets, packing cases, wooden boards, palm leaves, etc.

Col 5 to 8:- Construction Material of Roof

8.6 Four different categories are provided for recording responses to this question. Note that roof here refers to the upper covering of a house in which the household stays. For example, if a household is occupying the ground floor of a one-storey house or compound, with a concrete slab separating the ground floor from the first floor and the top of the building is covered with corrugated iron sheets then record this by making a tick mark under "iron\asbestos" The four categories of roofing are explained below:-

(1) **Iron\Asbestos:** These refer to corrugated iron or aluminium sheets, and sheets of asbestos of any form.

(2) **Thatch Grass/Palm leaves:** Any kind of grass or leaves should be entered in this category.

(3) **Concrete:** This refers to any building\structure with a concrete roof i.e roof made of cement, stones and steel rods.

(4) **Other, Specify:** You should put a tick mark in the space provided and write roofing material of the house in which the household stays if it does not come under any of the above mentioned groups.

Note:- See that the wall and Roof Materials are fairly consistent. For example a house with a mud wall cannot have a concrete roof.

COL 9 to 19 - USE CLASSIFICATION OF BUILDING

8.7 Columns 9 to 19 classify each building according to what purpose the building is put to. You should enter a tick mark in the appropriate cell corresponding to each building. If the building is used, for example for construction purposes, you will mark a tick in this cell. Please note that a building may be used for more than one purpose. In such a case you should mark a tick in the cells corresponding to the uses to which the building\structure is put. If a building is used for a purpose not described in columns 9 through 18, you will put a tick and enter the purpose for which the building is used under column 19 -"Other, Specify".

Col 20:- TOTAL NUMBER OF ROOMS

8.8 Rooms here refer to all rooms found in each building including bathrooms, kitchens, toilet rooms and store rooms. Please note that in Household Questionnaire Form A part 3 while filling Col 8 on number of rooms occupied by household you were asked to exclude kitchen, bathroom\toilet and stores. Here in Form C you have to count all rooms including these and enter, since the purpose now is to know the total number of rooms in each building irrespective of the use of each room.

CHAPTER 9

POST ENUMERATION ACTIVITIES

QUICK COUNT OF PERSONS

9.1 As soon as you complete the enumeration of your E.A. and you are absolutely sure that you have not omitted any person, quickly check all your entries and totals wherever made in the questionnaires and filled in by you. Now take the GPC-2 of each locality\settlement and strike the totals of columns 3 to 10. After carefully checking the totals put your signature and date.

Columns 1 to 8 of GPC-1 to be filled in and totalled.

9.2 First write on each line in Col 1 of GPC-1 the name of Locality\Settlement in your E.A. Enter in col 2 the total male population according to form A of each locality\settlement from Col 5 total of GPC-2. Similarly fill in column 3 of GPC-1 for this locality\settlement from total of Col 6 of GPC-2, fill in Col 4 of GPC-1 from total of Col 7 of GPC-2, and Col 5 of GPC-1 from total of Col 8 of GPC-2. Now you have to strike some totals in GPC-1. Add Col 2 and 4 and enter in Col 6. Add Col 3 and 5 and enter in Col 7. Add Col 6 and 7 and enter in Col 8. This has to be done for each locality\settlement. Finally strike the total for Columns 2 to 8. Cross check the totals. The total figures of GPC-1 give the population according to Form A, Form B and Form A and B for the E.A. as a whole.

9.3 Rush this copy to your Supervisor. A great importance is attached to these figures because it is on the basis of these that the Central Statistics Department will be able to supply to the Government, the press and the public, information about the total population of the country immediately after the field work has been completed.

Final Review

9.4 After you have handed over Form GPC-1 to your Supervisor make a thorough check of the entries in GPC-2 (Listing Sheet) and the completed questionnaires and then complete a second copy of Form GPC-1. The following procedures should be adopted.

(1) Go through your GPC-2 and make sure that all the required entries are properly completed.

(2) If you have cancelled any questionnaires make sure that they are properly labelled as such.

(3) If you are satisfied that everything is correct, count again the number of persons you enumerated in the various Localities and complete a second copy of Form GPC-1.

(4) Make sure that there are no missing entries on the questionnaires and the Listing Sheet. You must give reasons why there are missing entries. Note however, that serious errors such as "missing entries" cannot be corrected by the Central Statistics Department in Banjul, and you should therefore try as much as possible to correct all mistakes and complete all required entries in the field.

Hand over all checked documents to your Supervisor

9.5 After you have meticulously gone through the exercise outlined in section 9.4 above, complete the Enumerator's materials receipt and pack the following materials in your bag.

(a) All questionnaires, i.e. completed, spoiled, cancelled and unused ones. Note that the total number returned should be equal to the total number received before the enumeration began.

(b) All listing Sheets (GPC 2)

(c) Second copy of GPC 1

(d) E.A. Map and Enumeration Area Description (EAD)

(e) Identity Card

(f) Enumerator's Manual

(g) Enumerator's materials receipt and any other document relating to the 1993 Census .

9.6 Return the bag with its contents to your Supervisor who will check your materials item by item with you.

9.7 Do not forget to obtain a receipt from him for all documents handed over to him. This receipt will entitle you to your honorarium.

9.8 IF YOU FOLLOW ALL THE INSTRUCTIONS CONTAINED IN THIS MANUAL CAREFULLY YOU SHOULD FEEL PROUD TO BELONG TO A SMALL GROUP OF INDIVIDUALS WHO HAVE CONTRIBUTED A GREAT DEAL TO THE SUCCESS OF THE 2003 POPULATION CENSUS OF YOUR COUNTRY.

A P E N D I X II

LIST OF SEYFOLU AND VILLAGES OF THEIR

RESIDENCE BY DISTRICTS AND L.G.As

<u>LOCAL GOVERNMENT AREA</u>	<u>DISTRICT</u>	<u>NAME OF SEYFO</u>	<u>VILLAGE OF RESIDENCE</u>
<u>Brikama</u>	<u>Kombo North</u>	<u>Momodou (Dodou) Toureh</u>	<u>Lamin</u>
	<u>Kombo South</u>	<u>Lamin S. Darboe</u>	<u>Gunjun</u>
	<u>Kombo Central</u>	<u>Yankuba Bojang</u>	<u>Brikama</u>
	<u>Kombo East</u>	<u>Bakary Sanyang</u>	<u>Faraba</u>
	<u>Foni Brefet</u>	<u>Jerreh Sagnia</u>	<u>Bessi</u>
	<u>Foni Bintang Karani</u>	<u>Momodou Lamin Jobarteh</u>	<u>Sibanorr</u>
	<u>Foni Kansala</u>	<u>Baba Sanyang</u>	<u>Bwiam</u>
	<u>Foni Bondali</u>	<u>Ebrima Colley</u>	<u>Bondali</u>
	<u>Foni Jarrol</u>	<u>Arfang Sanyang</u>	<u>Kanlage</u>
<u>Mansakonko</u>	<u>Kiang West</u>	<u>Alh. Burama Sanyang</u>	<u>Manduar</u>
	<u>Kiang Central</u>	<u>Bakarinding sanyang</u>	<u>Kwenalla</u>
	<u>Kiang East</u>	<u>Sherrif S. Sanneh</u>	<u>Geneiri</u>
	<u>Jarra West</u>	<u>Buwa Kinteh</u>	<u>Pakalinding</u>
	<u>Jarra Central</u>	<u>Haruna Sabally</u>	<u>Sitahuma</u>
	<u>Jarra East</u>	<u>Fafanding Darboe</u>	<u>Pakaliba</u>

APPENDIX II (Contd.)

<u>LOCAL GOVERNMENT AREA</u>	<u>DISTRICT</u>	<u>NAME OF SEYFO</u>	<u>VILLAGE OF RESIDENCE</u>
<u>Kerewan</u>	<u>Lower Niomi</u>	<u>George Sonko</u>	<u>Essau</u>
	<u>Upper Niomi</u>	<u>Dodou Sonko</u>	<u>Lamin</u>
	<u>Jokadu</u>	<u>Jim Fatma Jobe</u>	<u>Kerr Jariga</u>
	<u>Lower Baddibu</u>	<u>Kitabou Singateh</u>	<u>Saba</u>
	<u>Central Baddibu</u>	<u>Alh. Edrissa Njie</u>	<u>Kerr Pateh kore</u>
	<u>Upper Baddibu</u>	<u>Matarr Gaye</u>	<u>Ngaine Sanjal</u>
<u>Kuntaur</u>	<u>Lower Saloum</u>	<u>Baboucarr B. Touray</u>	<u>Balanghar Kerr Ndery</u>
	<u>Upper Saloum</u>	<u>Omarr Bator Ceesay</u>	<u>Njau Sawalo</u>
	<u>Niani</u>	<u>Musa Cham</u>	<u>Chamen</u>
	<u>Niani</u>	<u>Jalamang Keita</u>	<u>Kuntaur</u>
	<u>Sami</u>	<u>Musa Koma</u>	<u>Manna</u>
<u>Georgetown</u>	<u>Niamina Dankunku</u>	<u>Sarja M'boge</u>	<u>Dankunku</u>
	<u>Niamina West</u>	<u>N'gange Bah</u>	<u>Sambang</u>
	<u>Niamina East</u>	<u>Momodou Torb</u>	<u>Busura</u>
	<u>Fulladu West</u>	<u>Lamin C. K. Baldeh</u>	<u>Sankule Kunda</u>
	<u>MaCarthy Island</u>	<u>Kebba Jam Jawo</u>	<u>Georgetown</u>

APPENDIX II (Concl.)

<u>LOCAL GOVERNMENT</u>	<u>DISTRICT</u>	<u>NAME OF SEYFO</u>	<u>VILLAGE OF</u>
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AREARESIDENCE

<u>Basse</u>	<u>Fulladu East</u>	<u>Alh. Momodou Krubally</u>	<u>Koba Kunda</u>
	<u>Kantora</u>	<u>Muhamad Sanyang</u>	<u>Kanteli Kunda</u>
	<u>Wuli</u>	<u>Kanda Kasse Juwara</u>	<u>Boro Kanda Kasse</u>
	<u>Sandu</u>	<u>Alh. Yero Bah</u>	<u>Sare Gubu Basiru</u>

A P E N D I X III

CALENDAR OF EVENTS

<u>NO OF</u> <u>YEARS</u>	<u>DATE</u>	<u>EVENT</u>
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CALENDAR OF EVENTS - NATIONAL

<u>93</u>	<u>1900</u>	<u>Arrival of Governor Denton</u>
<u>82</u>	<u>1911</u>	<u>Departure of Governor Denton</u>
<u>79</u>	<u>1914</u>	<u>Start of First World War</u>
<u>75</u>	<u>1918</u>	<u>End of First World War</u>
<u>74</u>	<u>1919</u>	<u>Influenza Epidemic</u>
<u>72</u>	<u>1921</u>	<u>Arrival of Governor Armitage</u>
<u>68</u>	<u>1925</u>	<u>Visit of Prince of Wales</u>
<u>60</u>	<u>1933</u>	<u>Arrival of Governor Richards</u>
<u>54</u>	<u>1939</u>	<u>Coronation of King George VI</u>
<u>54</u>	<u>1939</u>	<u>Start of Second World War</u>
<u>48</u>	<u>1945</u>	<u>End of Second World War</u>
<u>48</u>	<u>1945</u>	<u>Return of Army from Burma</u>
<u>46</u>	<u>1947</u>	<u>Governor Andrew Wright Appointed</u>
<u>44</u>	<u>1949</u>	<u>G.P.M.B. Established</u>
<u>41</u>	<u>1952</u>	<u>United Party formed by P.S. N'Jie</u>
<u>40</u>	<u>1953</u>	<u>New Royal Victoria Hospital Opened</u>
<u>40</u>	<u>1953</u>	<u>Coronation of Queen Elizabeth II</u>
<u>40</u>	<u>1953</u>	<u>Ilmenite Discovered</u>

APPENDIX III (Contd.)

<u>NO OF YEARS</u>	<u>DATE</u>	<u>EVENT</u>
34	1959	<u>Ilmenite Mining Project Closed</u>
33	1960	<u>Introduction of marbles on the polling system.</u>
32	1961	<u>Mr P.S. N'Jie Appointed Chief Minister</u>
32	1961	<u>Visit of Queen Elizabeth II</u>
31	1962	<u>General Elections - D.K. Jawara Appointed Premier</u>
30	1963	<u>President Senghore's First Visit to The Gambia</u>
28	1965	<u>Independence</u>
27	1966	<u>Sir Farimang Singhateh Appointed Governor General</u>
26	1967	<u>President Senghore's Second visit</u>
25	1968	<u>Death of Hon. Amang Kanyi</u>
23	1970	<u>Republican Status Attained</u>
22	1971	<u>General Gowon Visits The Gambia</u>
21	1972	<u>Hon S.M. Dibba resigns as Vice President</u>
20	1973	<u>President Tolbert Visits The Gambia</u>
20	1973	<u>Bathurst Renamed Banjul</u>
15	1978	<u>General Obasanjo Visits The Gambia</u>
15	1978	<u>President Saikou Touray Visits The Gambia</u>
15	1978	<u>First Steel Ferry Commissioned Banjul/Barra</u>
14	1979	<u>Second Steel Ferry Commissioned Banjul/Barra</u>
12	1981	<u>Rebellion</u>
11	1982	<u>Senegambian confederation</u>

APPENDIX III (Contd.)

<u>NO OF YEARS</u>	<u>DATE</u>	<u>EVENT</u>
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9	1984	The <u>M.V. Lady Chilel Jawara</u> sunk
9	1984	PPP <u>Silver Jubilee</u>
8	1985	State of <u>emergency</u> lifted
7	1986	Albert <u>Market</u> destroyed by <u>fire</u>
5	1987	First <u>National</u> conference on <u>Education</u>
5	1987	Seyfo <u>Mama Tamba Jammeh</u> died
2	1991	PPP <u>Congress</u> at <u>Mansakonko</u>
1	1992	G.P.T.C. <u>bus</u> accident at <u>Sankuleh Kunda Ferry Crossing</u>

CALENDAR OF EVENTS - BANJUL

83	1900	Governor <u>Denton</u> <u>Appointed</u>
92	1901	Methodist <u>Boys High School</u> <u>Established</u>
88	1905	Fencing of <u>MacCarthy Square</u>
78	1915	Old <u>Denton Bridge</u> <u>Completed</u>
77	1916	Pipe <u>Borne Water</u> <u>Supply</u> in <u>Banjul</u>
73	1920	Mile <u>two</u> <u>Prison</u> <u>Opened</u>
65	1928	The <u>New Street Clinic</u> <u>Opened</u>
59	1935	<u>Outbreak of Yellow Fever</u> in <u>Banjul</u>
56	1937	Death of <u>Imam Omar Sowe</u>
54	1939	Mohammedan, <u>St Mary's</u> and <u>St. Joseph's School</u> <u>Opened</u>
45	1948	<u>Banjul Floods</u>

APPENDIX III (Contd.)

<u>NO OF YEARS</u>	<u>DATE</u>	<u>EVENT</u>
41	1952	P.S. <u>N'Jie</u> forms the <u>United Party</u>
41	1952	<u>Banjul Bund Road</u> and <u>Pump House</u> <u>Completed</u>

40	1953	<u>New Royal Victoria Hospital Opened</u>
36	1957	<u>Duke of Edinburgh Visits The Gambia</u>
35	1958	<u>Crab Island School Opened</u>
34	1959	<u>Bread and Butter Demonstration</u>
34	1959	<u>New Denton Bridge Opened</u>
20	1973	<u>Bathurst Renamed Baniul</u>
10	1983	<u>Imam Alhagie Lamin Bah Died</u>
7	1986	<u>Albert Market destroyed by fire</u>

CALENDAR OF EVENTS - KANIFING (K.M.C.)

54	1939	<u>Old Jeswang Air crash</u>
51	1942	<u>Police Post Opened at Cape St. Mary's (Bakau)</u>
46	1947	<u>Seyfou Kombo St. Mary's Removed</u>
42	1951	<u>New Abuko Veterinary Station Opened</u>
21	1972	<u>Sunwing Hotel Opened</u>
16	1977	<u>Banjul Breweries opened</u>
15	1978	<u>Death of Hon. Bakary Camara, Bakau</u>
9	1984	<u>Sir Dawda opened the Independence Stadium in Bakau</u>
8	1985	<u>New Serrekunda Health centre opened</u>

APPENDIX III (Contd.)

<u>NO OF YEARS</u>	<u>DATE</u>	<u>EVENT</u>
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2	1991	<u>Fire destroys Serrekunda Market</u>
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CALENDAR OF EVENTS - BRIKAMA (W.D.)

55	1938	<u>Bwiam Hospital Opened</u>
48	1954	<u>First Chiefs' Conference in Brikama</u>

46	1947	<u>Brikama School Opened</u>
43	1950	<u>Chiefs' Conference Held in Sukuta</u>
39	1954	<u>Second Chiefs' Conference in Brikama</u>
35	1958	<u>Busumbala Floods</u>
30	1963	<u>Brikama Mansakonko Road Completed</u>
25	1968	<u>Kitty Village Devastated by Fire</u>
9	1984	<u>Gunjur, Kombo South fisheries complex opened</u>
8	1985	<u>Chiefs conference at Brikama</u>

CALENDAR OF EVENTS - KEREWAN (N.B.D.)

46	1947	<u>Chiefs Conference Held in Barra</u>
36	1957	<u>Barra Ferry Disaster</u>
23	1972	<u>Dodou Sonko Appointed Head Chief of Upper Niumi</u>
16	1977	<u>Death of Alasan N'Dure UP/NLP Candidate in Car Accident</u>
8	1985	<u>Fire break out at Farafenni Market</u>
8	1985	<u>Seyfo Abu Khan died</u>
6	1987	<u>Seyfo Mama Tamba Jammeh died</u>

APPENDIX III (Contd.)

<u>NO OF YEARS</u>	<u>DATE</u>	<u>EVENT</u>
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CALENDAR OF EVENTS - MANSAKONKO (L.R.D.)

120	1873	<u>Foday Kabba Appointed War General for Muslims</u>
101	1892	<u>British Force Attacked Foday Kabba, Toniataba Destroyed</u>
93	1900	<u>Batteling and Sankandi Quarrel over rice fields, two British Commisioners, Alkalo of Batteling and six Policemen Murdered at Sankandi</u>

92	1901	<u>Dumbutu Destroyed by a British Force</u>
44	1949	<u>Chiefs' Conference in Mansankonko</u>
40	1953	<u>Chiefs' Conference in Pakalinding</u>
25	1968	<u>Death of Hon. Amang Kanyi</u>
14	1979	<u>Dumbutu Day Nursery opened</u>
6	1987	<u>Rainstorm renders several people, homeless in Kiangs and Jarras</u>
2	1991	<u>PPP congress at Mansankonko</u>

CALENDAR OF EVENTS - GEORGETOWN (M.I.D.)

70	1923	<u>Musa Mollo Returns from Exile in Sierra Leone</u>
66	1927	<u>Armitage High School Opened</u>
55	1938	<u>Bansang Hospital Opened</u>
49	1944	<u>First Chiefs' Conference in Georgetown</u>
46	1947	<u>Kaur School Opened</u>
38	1955	<u>Second Chiefs' Conference in Georgetown</u>

APPENDIX III (Contd.)

<u>NO OF YEARS</u>	<u>DATE</u>	<u>EVENT</u>
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36	1957	<u>Death of Seyfou Chernu Baldeh</u>
33	1960	<u>Death of Kande Kassi Jawara</u>
32	1961	<u>Death of Chief Matar Ceesay</u>
29	1964	<u>Third Chiefs' Conference</u>
25	1968	<u>Bansang Power Station Opened</u>
25	1968	<u>G.P.M.B. Mills Opened in Kaur</u>
21	1972	<u>Appointment of Jalamang Danso as Chief of Georgetown</u>
16	1977	<u>Armitage School Closed due to Student Strike</u>

9	1984	Omar Ceesay elected as a chief of Upper Saloum
6	1987	Rainstorm course damages in Fulladu West district
4	1989	Mr. Ngain Nai Bah elected as chief of Niamina West
1	1992	G.P.T.C. bus accident at Sankuleh Kunda Ferry Crossing

CALENDAR OF EVENTS - BASSE (U.R.D.)

70	1923	Musa Mollo Returns from Exile in Sierra Leone
54	1939	Kristi kunda School Opened
49	1944	Basse Health Centre Established
47	1946	First Chiefs' Conference Held in Basse
42	1951	Basse Floods
37	1956	Second Chiefs' Conference Held in Basse
32	1961	Petrol Store Fire, Basse

APPENDIX III (Concl.)

<u>NO OF</u> <u>YEARS</u>	<u>DATE</u>	<u>EVENT</u>
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25	1968	Standard Bank Opened in Basse
21	1972	Death of Head Chief Yaya Sagnia, Kantora
10	1983	Ahmadiyya Muslim High School at Basse opened
1	1992	Alh. Yorro Bah elected as chief of Sandu district

A P P E N D I X IV

GLOSSARY

ALKALO

Alkalo :- _____ is the local head of a village or town.

BUILDING AND COMPOUND PARTICULARS-FORM C

The purpose of this questionnaire is to obtain data on construction materials, use classification of building e.g., residential, business, industry, education, health, government and private owned buildings. It enables Government and other agencies in planning in the building/housing sector.

BUILDING OR STRUCTURE

Is any independent free standing structure comprising one or more rooms or other spaces covered by a roof. It is usually enclosed by walls, thatched or otherwise, or dividing walls. Building or structure could either be residential, store, kitchen etc.

CENSUS-REFERENCE MOMENT

This is the time to which enumeration should relate. It is the midnight of 15th April, 1993.

COMPOUND

A compound may be defined as a " roofless" structure consisting of a space enclosed or in some cases not enclosed by walls and containing one or more buildings or huts. There can be a separate single house or structure which constitutes a compound by itself.

DISTRICT

The district is an administrative area within the division and is usually headed by a Seyfou.

ENUMERATION AREA (E.A.)

E.A.'s are subdivisions of a District or Locality. These are convenient units useful for conducting the Census and also surveys in order to collect systematically the information required. An E.A. may be a single village or a group of villages. Several E.A.'s may also be within a single village or town. In general, one E.A is allocated to one Enumerator.

APPENDIX IV (Contd.)

E.A. POPULATION ABSTRACT (GPC 1)

This gives the population totals settlement - wise for each E.A. This has to be prepared by enumerator from Enumerator's Listing Sheet (GPC 2) describe below. This is an important

document to be carefully checked by supervisor as this forms the basis for the provisional population totals of the 1993 Census.

ENUMERATION MAP AND ENUMERATION AREA DESCRIPTION (EAD)

These contain the names of localities or settlements in each E.A. The E.A. map shows the boundaries of the E.A. These documents help to discover any missing Locality within the E.A.

ENUMERATOR'S LISTING SHEET (GPC 2)

This helps the Enumerator to discover whether he/she misses any household or compound and provides easy reference for return visits. This also helps in compiling the population totals for each settlement within the E.A. This is to be prepared by Enumerator in stages as indicated in the Enumerator's Manual and carefully checked by the supervisor.

FLOATING POPULATION

These are categories of persons such as out-door sleepers and transients. Examples of these persons are those travelling in lorries, ferries, those in hotels, airports, fishermen, watchmen, beggars and those sleeping in parks, verandahs etc. Special care should be taken to enumerate them as per instructions in the manual

GROUP QUARTERS QUESTIONNAIRE - FORM B PARTS 1 AND 2

This is used to enumerate all inmates of institutions and the floating populations.

HOUSEHOLD

A household consists of a person or a group of persons who live together in the same house or compound, share the same house-keeping and or catering arrangements as a single unit.

HOUSEHOLD QUESTIONNAIRE - FORM A PARTS 1 AND 2

These parts of form A relate to collection of data on the demographic, social, cultural and economic characteristics of the population. These data are useful for developmental planning.

HOUSING CONDITIONS - FORM A PART 3

This is used for collecting data on housing facilities to enable Government to improve housing conditions.

APPENDIX IV (Contd.)

INMATES

These are groups of persons occupying the various institutions.

INSTITUTIONS

These are places where a group of persons live for a specific purpose. Examples of such places are boarding schools, hospitals, police barracks, prisons etc.

LOCAL GOVERNMENT AREA (LGA)

These are administrative divisions within the country. Each division is usually headed by a Commissioner. There are, however, exceptional cases where areas have been divided to form an L.G.A., such as Banjul, Kanifing and Kuntaur. Such places are large and are subdivided for easy administration.

LOCALITY

Is defined as a distinct population cluster in which the people live in neighbouring living quarters or compounds and which has a name or locally recognised status. A Locality may be single house, hamlet, village, town or city or other population cluster meeting the criteria.

OUT DOOR SLEEPERS

These are persons who on Census Night were travelling and did not sleep in any house. They might be sleeping in parks, or might be beggars or vagrants moving about.

POPULATION CENSUS

Is defined as the official enumeration of persons in a country at a specified time. This implies the collection, compilation, evaluation, analysis and publication of demographic, social and economic statistics relating to population. It is usually done every 10 years.

POPULATION SCRUTINY SHEET (GPC 8)

This sheet to be prepared by each Census District Officer for his/her area helps in monitoring the 1993 Census count with reference to 1983 Census population at District level.

RESPONDENT

This is the person to whom all questions are asked. He answers Census questions in order to give the required information.

APPENDIX IV (Concl.)

SETTLEMENT

Any distinct village or locality with a building or buildings and a person or persons living there.

SEYFOU

A Seyfou is the local administrative head of a District.

SUPERVISOR'S RECORD BOOK (GPC 6)

Is used to monitor the Enumerator's field activities and to ascertain his/her performance in the field by the supervisor.

SUPERVISOR'S RETURN SHEET (GPC 7)

Is the Supervisor's Summary Sheet for all E.A.'s in respect of the total number of questionnaires completed, total number of persons in Form `A' and `B', number of missing entries etc.