

SEYCHELLES HOUSEHOLD EXPENDITURE SURVEY, 1999/2000 ENUMERATOR'S MANUAL

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1. PURPOSE AND USES OF HOUSEHOLD EXPENDITURE SURVEY

1.1 Summary of survey approach

A household expenditure survey is a common survey carried out in most countries of the world, both developed and developing countries, at regular intervals. Seychelles has previously undertaken these surveys in 1978 and 1983-84, 1991-92.

The survey is normally held over a 12 month period in order to cover seasonal variation in household expenditure patterns (including expenditure during festive season) as well as to spread the interviewing burden over a longer period of time.

In this pilot test, each household will be involved in the survey for two weeks. In some other countries, each household is interviewed in a panel survey approach over the whole 12-month period, but this places a large response burden on the household and will not be done in Seychelles.

For each household, there are two main parts to the survey - the first involves you completing an interview questionnaire during the first visit to the household. (Note that if the head of household or other responsible person is not available on your first visit, then you may have to defer the completion of the interview questionnaire until he/she is available.)

The second main part of the survey involves each household keeping a diary of expenditures and of "own consumption" for a period of two weeks. Ideally each household should complete a diary for one month in order to cover high and low periods of expenditure that may coincide with the wage earning cycle. However, diary keeping can be annoying to householders and previous Seychelles surveys have used only two-week diary keeping periods. We now want to test if whether the one-week diary will be more efficient, and if response will improve significantly. In this way the response burden is reduced.

Please note that the householder should not be told that this is a test. If they do find out from friends that this is happening, and they ask about this, then just say that this is part of the survey design. Report the matter to your supervisor.

The diaries cover expenditure by the households as well as "own consumption". This means the value of goods consumed during the diary keeping period that they have produced themselves or that were given to them as gifts or as a form of payment by people outside the household.

1.2 Summary of uses of survey results

The results of the survey will be used for many different purposes. Within the Management and Information Systems Division, we will use the results to revise the "basket of goods and services" that we use when measuring changes in consumer prices. Clearly a change in the price of bread or fish has much more significance for most households than changes in the price of music cassette or of air fares. The price of each commodity is given a weight in the calculation of the price index, and that weight is derived from the household expenditure survey.

The MISD will also use the survey results to measure the household consumption component of the national accounts estimates. This component can usually only be guessed at as a difference between total production including imports (minus exports) and total non-household consumption by government and private industries. The household expenditure survey provides the only reliable source for household consumption estimates.

Other organisations will also use the survey results. A good example to quote to interested householders relates to wage fixing. The government and employee representatives need HES data to assist in determining what the basic minimum wage should be to support each employee.

The HES results may also be used:

- (a) to measure incomes distribution, including poverty levels and to guide government policy in minimising poverty or minimising extremes in income distribution;
- (b) to assess the incidence of government charges on householders and the effect of changing these. For example import tariffs on consumer items have an effect on prices and it is important to know the effect of these charges on household consumption.
- (c) to study the characteristics of householders with large health or education expenditures, in order to determine the need for more (or less) government support in these important social areas;
- (d) to measure nutrition levels of food consumed by different types of households, and so on.

2. LEGAL STATUS OF SURVEY

The survey is conducted under the authority of the Statistics Act 2005, and the information obtained from the households is to be treated with the STRICTEST CONFIDENTIALITY.

Under no circumstances will these identifiable data be released to anyone. Only aggregates and other unidentifiable results such as averages will be available outside the MISD.

You may reassure any respondent on this very important point. Some respondents might be concerned that their data will be reported to the taxation or other authorities. THIS WILL NEVER HAPPEN and the respondent should be able to report any and all data to you honestly and securely.

If you breach this faith by gossiping or by showing your forms to someone who is not authorised to see them, then you will not only be subject to severe penalties, but you will also be destroying the faith of private people in the safety and security of this office .

The Statistics Act provides the legal authority for the data to be collected, but it is much better to collect the data with the cooperation of the respondents.

3. DUTIES OF INTERVIEWER

Your job will be to collect the data from the selected households in your workload. This will require you to collect the main interview data and then to follow up at regular intervals to ensure that the diaries are being correctly maintained.

First visit

On your first visit to the household, you should:

- (a) introduce yourself by giving your name and who you work for. You should always show your MISD identification ;
- (b) Ask to speak to the head of the household or someone fairly senior in the household. If no suitable person is available, find out when they are likely to be available and return at that time.

- (c) When you meet the head or other responsible person, describe what the survey aims to do and what will be expected from them. Give him/her the MISD letter of explanation at this time. You should seek their cooperation for the period of the survey, including the diary keeping, but point out that you will give them any assistance in completing this work. At this stage, it may also be useful to mention that the respondent may need to refer to documents such as cheque book stubs, receipts, pay slips, guarantee forms for appliances and other documents showing date and purchase price. These documents will allow the respondent to provide more reliable data and to make sure that expenditures are within the reference periods.
- (d) Complete the household roster and other sections of the main interview form (HES-1), and continue to complete the personal income questionnaire (HES-2) privately with each person aged 15 years or more. You may have to return at a more convenient time to complete all of this work (especially if one of the income earners is not available). Under no circumstances should you try to collect income details from some person other than the person who is earning the income. On the other hand, it is acceptable to record details for another person if that person is not an income earner (e.g. a student or housewife).
- (e) Leave sufficient diaries (HES-3) for each responsible household member to fill his/her own separately and explain the diaries to each diary keeper. Diary keeping should start on the same day for all the diary keepers in the household. Do not allow one person to start on one day and another person in the same household to start on a different day.

If no person in the household is literate, then you will have to visit the household more frequently and record each day's expenditure and "own consumption" in the diary on a recall basis each day. If the household is able to maintain its own diaries, then you should visit the household every 2-3 days to check that it is maintaining the diary (ies) correctly.

Find out what time of the day is the most convenient time for you to return to assist in maintaining the diaries. Explain that you will return every 2-3 days for this work.

3.1 Subsequent visits

On subsequent visits, you should check each diary for completeness (are normal regular purchases of milk, fish, meat, bread, bus fare etc. being reported?) - see the "common purchase" list in HES-3 and "own consumption".

Accuracy - (do the amounts spent seem reasonable?)

Clarity of description (is it fresh fish or salted fish?; is it a postage stamp or a rubber stamp?; is a bus fare, boat fare, taxi fare or air fare?)

If business and other refunds have been reported in HES-1 or are expected in HES-3, then check whether the payments recorded in the diary are net of these refunds and that no business expenses are recorded.

3.2 Final visit

On the final visit to the household (at the end of either two weeks or one month), you should collect the completed diaries, then again as in previous visits thank the householders for their assistance. You should indicate that no further visits should be expected unless there is a problem in understanding some aspect of their completed forms.

3.3 Procedure for recording answers

When completing the forms, please use the blue pens provided. Do not use a red pen or pencil under any circumstances. Write clearly (in block letters) and ensure that your notes and numbers are easily read and understood.

If you make a mistake, do not rub it out. Cross it out neatly with a single line and put in the correct answer.

If you think that some explanation is required for an unusual payment or if you are not sure how to deal with a particular situation, write notes in the left hand column or at the top or bottom of the page. Avoid writing in the "data processing" area of the right hand column.

We turn to some of the concepts used in the survey.

4. THE " HOUSEHOLD UNIT "

4.1 Definition of household

The concept of " household " is very important in a Household Expenditure Survey. In this survey, we are referring to all those people who live in the same dwelling and who live together, sharing the same food and household expenses.

Expatriate households are excluded from the scope of the survey. You should immediately end the interview and notify your supervisor if you find that a household in your workload has an expatriate head of household.

Households with Seychellois head of household but with expatriate other members of the household should not be excluded from the survey.

4.2 Treatment of absent usual members and of visitors

In this survey, you should include as household member all those persons who have been resident in the household for the last month. Usual members who have been absent for more than a month should be excluded if they return during the survey period. Visitors staying for less than a month should also be excluded.

Visitors who have stayed or plan to stay for a month or more should be included in the household schedule and their income and expenditure should be include in the questionnaires.

If a household member leaves the household during diary keeping, you should take the following action:

- (a) If the member returns during diary keeping, then try to obtain details of his expenditure and consumption during the period of his absence;
- (b) If the member will return after diary keeping has ended, then make a note of the absence on the form. You will not be able to get any details for the period of the absence.

The expenditure of short term visitors and long term absent usual resident (that is the expenditure of persons who are not household members as defined in section 4.2 above) should be excluded from the diary and from HES-1.

4.3 The head of household

He/she is normally determined by the household members themselves. If however there is some confusion then you may suggest the following criteria for determining the head (in priority order):

- (a) the household member who is accepted as the head by other household members;
- (b) the household member who is legally responsible for the dwelling (owner or lease holder);
- (c) the household member who is the main income earner ;
- (d) the household member who does most of the household shopping ;
- (e) the oldest household member.

5. SUMMARY OF METHODOLOGY AND DESIGN

5.1 Sample design

The survey pilot test will be relatively small and will be used to test the questionnaires and operational procedures. In the full scale survey a sample of about 1000 households will be selected to cover all areas of Mahe, Praslin and La Digue Islands. Other islands are excluded from the scope of the survey.

5.2 Workload size

In the full-scale survey, the sample will be broken up into workload of five households if the diary keeping is for a two-week period or about seven households if the diary keeping is for a one-month period. Each interviewer will be expected to have sufficient time to interview and monitor diary keeping for these households during the two weeks or one month period.

Also during the full scale survey, there will be busy periods of overlap between one workload and the next, during which you will be expected to be finishing off the diary keeping aspect of one workload while starting the interview and diary placement at the next workload.

5.3 Interview structure and duration

Each household will be asked to provide data for three different forms :

Form HES-1 is the main interview questionnaire and comprises the household roster (with details of each person in the household), a section on household facilities and regular household operation expenses, a section on other regular payments, a section on major expenses in the last 12 months and last 3 months, and a small section on own produce (which will be used to check diary entries in this area). The questionnaire finishes with a question on main source of income. This conveniently leads into the HES-2 forms.

Form HES-2 is the personal income questionnaire, which is asked of each person aged 15 years or more. This questionnaire should be asked of the income earner him or herself. You should not expect to get reliable data on income from a proxy respondent. If however, the person does not earn an income (e.g. a student or housewife) then this form may be completed on a proxy basis.

Form HES-3 is the diary and collects data on all payments made by the household during the diary keeping period as well as data on the value of all goods and services consumed by the household which were produced by the household or which were provided free from some external source (e.g. friends, relatives, employer, etc.). All items purchased should be recorded here if the item was paid for during the diary keeping period, even if a similar expenditure has already been recorded in the HES-1 form in respect of a different earlier payment. One HES-3 form should be given to each responsible person in the household in order to ensure privacy of data recording.

Ideally the HES-1 and HES-2 will be filled out during the first visit, and completion of the HES-3 forms will start from that date and end after two weeks or one month (as appropriate).

5.4 Use of diaries

As already mentioned, each household should ideally complete a diary for one month in order to cover high and low periods of expenditure which may coincide with the wage earning cycle . However, diary keeping can be annoying to householders and previous Seychelles surveys have used only two-week diary keeping periods.

5.5 Treatment of non-response etc.

If you are unable to obtain complete details (HES-1, HES-2 's and HES-3 's) for any of the selected households, then you should complete the form HES-4:- Inability to obtain interview.

There may be many valid reasons for being unable to get the full details. The selected household might have moved or changed in structure since listing, and the new household might be headed by a non-Seychellois which means that it is out of scope of the survey.

Or the household may have a death in the family which prevents it from completing diaries.

Or the household may be going on holiday overseas and not be available for the survey.

More serious reasons include (i) outright refusals to cooperate, (ii) partial refusals (including refusals after some of the questionnaire has been completed) and (iii) non-contacts.

In the case of non-contacts, you are expected to try to contact the selected household at least six times. You should check with neighbours that the household is not away and at what time the household can usually be contacted.

If you are unable to start the completion of HES-1, or if refusal occurs before diary keeping starts, then you are permitted to use the next available household in the list of reserve or substitute households so that interview action can continue while you are in the area.

However, the use of a substitute household is a serious step and must be reported to your supervisor at the earliest opportunity. He will check to ensure that the substitution was justified.

If refusal or other inability to complete the survey happens after diary keeping has started, then you will need to discuss the matter with the supervisor. You should still complete a HES-4 but a substitution may not be possible .You should record the number of days not yet completed (i.e. missing) from the diary keeping period in the appropriate space of the HES-4.

6. CONCEPTS OF EXPENDITURE AND INCOME

6.1 Expenditure

The survey aims at measuring the expenditure of seychellois households on private consumption. Expenditure associated with operating a business or enterprise is not private domestic expenditure and should be excluded. For example, do not include expenditure on road tax for a taxi, boat purchase for a professional fisherman, or electricity for operating a retail store.

If you record these expenditures and later find that they are business expenses, then you should return to these items in the questionnaire and delete them.

If the expense is partly business and partly private (for example, electricity for a retail store with attached private accommodation) then ask the householder to estimate what proportion should be considered to be private and record this.

Similarly, if a payment has been or will be refunded in full or in part from some source outside the household (for example, the employer), then record only the net payment made by the household. For example, for a correspondence course that will be refunded in full. If only part of the cost has been or will be refunded, then record the payment after deducting the refund.

At this stage, it may be useful to point out that expenditure data are collected in three main ways in this survey:

- (1) Small, common and easily forgotten expenditures are collected through day-to-day purchases in the diary;
- (2) For large or infrequent expenditures which are not likely to be reported in diaries (such as overseas holiday or wage deductions) and expenditures on education, which occur at a particular time of the year, they are collected by recalling expenditures over the last 12 months, last 3 months or last month;

- (3) Regular expenditures are collected by recording the “last payment” and “period covered”.

When recording expenditure in the last 3 months or last 12 months, care must be taken to make sure that the actual payment occurred during the reference period. Include payments made during the reference period even if the goods or services were acquired before the reference period or will be acquired after the interview. Exclude payments made before the reference period (or expected to be made after the interview) even though the goods or services were acquired during the reference period.

Finally, in these general comments on the expenditure aspects of the form, you should note that we are collecting expenditures on all items, and not just on new items. The purchase of second hand cars, clothes, radios, etc. should be treated in the same way.

6.2 Income

The concept of income can be quite complex. For the purposes of this survey, we are collecting receipts into the household which are considered regular and which are likely to explain the on-going household expenditure. Non-regular receipts such as lottery winnings and cash gifts are not considered to be income for the purposes of this survey. However, regular cash bonuses should be included.

Sometimes it is difficult to determine whether a receipt is an income item or a refund of an expenditure item. You should ask whether the receipt would have been received even if the expenditure had not been made; if so, then it is an income item and not a refund.

For example, if an employee's regular wage includes an allowance for clothing, regardless as to whether any clothing is purchased or not, then this allowance should be treated as income and any expenditure on clothing during the survey reference period should be recorded in full without refund.

On the other hand, if the employer provides funds only if a receipt for the purchase of the clothing is produced, then this should be treated as a refund and not as income.

7. GENERAL COMMENTS ON QUESTIONNAIRES

With all questionnaires, please make sure that you correctly and clearly record the household identifiers in the boxes shown at the top of the first page of the form. In the case of HES-2, also include the person number in the case of HES-3, give each diary a unique and sequential number within each household (for example diary 1 of 3 diaries, diary 2 of 3 diaries and diary 3 of 3 diaries)

These identifiers are important and essential for data processing and should not be overlooked.

8. DETAILED COMMENTS ON HES-1 QUESTIONNAIRE (Household Members, Facilities And Selected Expenditures)

8.1 General comment on collecting expenditure in HES-1

Throughout the questionnaire, only one line is generally printed for each expenditure type. However, it is possible that the household has made two or more purchases of that type, (for example paying electricity for own dwelling as well as for retired parents, or paying for more than one life insurance policy). If this happens, carry out the following:

- (a) If a “last month” or “last 3 months” question, add the various expenditures for the same item together and record the total in the right hand section of the form. The addition can be done in the left hand column of the form;
- (b) If it is a “last payment” and “period covered” question in which the “period covered” is different for the expenditures then record each transaction separately onto the form and clearly indicate the commodity to which the multiple transaction relates. The conversion to a standard “period covered” and aggregation to a total for the commodity will be done during clerical office processing.

8.2 Date

Record the date of the interview with day of the month first, then month and then year. This date may be used in subsequent seasonal analysis of the survey results.

8.3 Household composition

The household roster or “composition of the household” section should be used to record the age, sex and relationship to head details of each household member (as defined in paragraphs 4.1 and 4.2 above), regardless of age. For those members who are aged 15 years or more, details of education and economic activity are also asked.

8.4 Education

You should record the highest level of education achieved by the person. Include those who attended school but did not achieve primary grade 1 into the “no education” category. If someone attended school at a higher grade but did not pass that level, then record them according to the level, that they did pass.

8.5 Economic status

This relates to the activity status of the person during the last week. If the person has done any economic activity (including fishing for home consumption, operating a wayside stall, brewing toddy, etc) during the last week or if the person has a formal attachment to a job or enterprise but did not work during the week, then you should treat him/her as employed.

If employed, then you need to determine whether they are:

- (a) an employee (working for wages or salary) in government, parastatal or other business (codes 0, 1 and 2)

The institutional sector may be difficult to determine in borderline cases. If in doubt, record the name of the enterprise and check with the head office. The Government has a controlling interest in “parastatal” organisations. If the government has part ownership but not control, then the sector should be considered to be “private”

- (b) an employer (code 3) or other self-employed person without employees (code 4)
- (c) an unpaid family worker (code 5) the person has been looking for work or even if the person is available for work but has not been actively seeking work because he/she thinks no work is available, then you should record him/her as unemployed (code 6)

All other household members who are not employed or unemployed should be recorded as “inactive”. Students are given code 7 and others code 8.

If employed (codes 0 to 5) then you should record details of the occupation and industry in the person's last job.

Write the descriptions of occupation and industry using two or more words. Do not write anything in the code column

Occupation relates to the sort of work that the person is doing, while Industry relates to the sort of goods or services produced by the place of work. For example, truck driver working for an airline company would have an occupation of truck driver and an industry of air transport.

8.6 Summary

At the foot of the first page of the HES-1 you are asked to record the number of people in the household who are aged under 15, the number aged 15 years or more and the total number of people in the household. This may be done after the interview but should be done before the form is handed to your supervisor.

The purpose of this summary is to permit an easy check during data processing that no data has been lost. However, it will also be useful to you because the "number of people 15+" should also be the number of ticks in the "HES-2 done" column and equal to the number of HES-2 forms that have been completed.

8.7 Toilet type, material of walls, number of rooms

If the dwelling has more than one type of toilet, tick the appropriate answer which comes first in the list of answers of section 2. The answers are written in order of quality and we would like to record the highest standard available in the dwelling. For example, a "flush toilet" is considered to be of a higher standard than a "pit toilet". It is printed before "pit toilet" in list and should be ticked if the dwelling has both types.

The "type of dwelling construction" (section 3) refers to the materials of walls used in the dwelling, and the answer to this question should be on observation. You do not need to actually ask the householder.

A room (section 4) is defined as a roofed area which is enclosed by partitions which go from floor level to above head height (but not necessarily to the ceiling). Enclosed verandahs should be counted as a room, but open verandahs should not. Toilets, bathrooms, pantries, halls and outdoor kitchens should not be counted in determining the total. Combined lounge-dining rooms should be counted as one room.

8.8 Facilities of the household

In section 5 of HES-1, we are trying to determine the socio-economic status of the household by considering the household's possession of various facilities, including major durables, electricity and telephone.

Possession in this case does not mean "ownership" but rather whether the household has such a facility in working order in their possession within the dwelling. It does not matter if the household does not own the item. If they possess it in their dwelling, then it should be recorded.

The item must be in working order or capable of being in working order. Derelict cars, permanently broken televisions, etc. should not be recorded. However, facilities that are temporarily out of order should be included.

In this section, some payments associated with these facilities are also to be recorded. If the household pays road tax, vehicle insurance, electricity or telephone for other households, then you also include these payments at this point.

8.9 General comment on last payments and period covered

In sections 5, 6 and 7, you are asked to record the last payment and period covered. You should be as precise as possible in obtaining and recording these data. If possible (but not if it is likely to endanger the interview), you should ask the respondent to check with actual receipts or other documents (e.g. pay-slips, cheque book stubs, guarantee forms for appliances).

"Period covered" should be recorded as "1Y", "1M" or "1W" for one year, one month or one week respectively, as appropriate. The same notation can be extended to, "3M" for three months, "4W" for four weeks, and so on. Note that four weeks is not the same as one month because there are thirteen four-weekly periods to one year, but only twelve months (a difference of 8 percent!). Please take care in recording the correct period.

8.10 Housing costs and tenancy type

Tenancy type (section 6) distinguishes “owners” from “renters” “owner” includes those who own the dwelling outright as well as those who are still repaying a home loan.

"Renters" are grouped into those renting from Government, those who rent directly from non-Government employer, and a separate category which would include those who receive free accommodation from their employer or relatives.

Tenancy type may be confusing in the case of those households who are renting from government but who are intending to purchase the dwelling (in which case all prior rents become part of the house loan repayment). For ease of recording, you should treat households as "renting, Government" if they have not as yet signed the house purchase agreement. Those who have signed this agreement should be recorded as "Owner occupied".

For "owners" and "rent free" households, you should ask the household to estimate what rent they would have to pay if they had to rent their dwelling privately. This figure should be recorded as "Imputed monthly rent" in Section 6(b) (iii) and 6 (d). This may not be easy for some households, and you may need to assist the household in their assessment. In all cases, record the answers as given and if you think that the estimate is incorrect, discuss the matter with your supervisor.

8.11 Other regular expenditures

In Section 7(a), Water relates mainly to metered water for which regular payments are made. However, it also relates to the regular fee paid to government for the right to pump water from rivers and streams. Note that only the payment (or part payment) for private use of this facility should be recorded. Exclude farm or other business use.

Domestic staff wages 7(b) covers regular staff employed by the household as gardeners, cooks, maids, security guards, etc. Include permanent baby sitters, or "nannies". Do not include payments to baby sitters, etc who are used on an ad hoc basis. Also do not include payments to security services for patrols by their staff.

The section on insurance (7c) separately identifies insurance on the house building (or structure), insurance on the house contents (including personal effects) and the "insurance" for TV repairs.

Some households who are repaying their house loan to Government will have a component of that repayment to cover insurance on the structure. If this can be separately reported, then record the house building insurance separately and amend the earlier mortgage/loan repayment. If the household does not know the separate components, then do not press for the information but make a note of the problem in the left hand column.

Subscriptions (7d and 7e) should include the rupee equivalent of foreign currency subscriptions to foreign magazines, of foreign professional societies, etc.

Membership to sports, cultural and other hobby societies and clubs should be recorded in Section 7(e) (i). Membership to political parties should be entered into Section 7(e) (ii).

TV license (7g) - Households may be avoiding the payment of this item. Be sensitive to this and accept their answer without comment. (*Note payments of this license were abolished in 2000*).

In Section 7 (h) relating to regular remittances to relatives and friends do not include one-off gifts to these people. Only regular payments should be included. Likewise, in the diary, if a cash payment is made to a friend or relative, please indicate whether it is a regular remittance or whether it is just a one-off gift or whether it is in payment for a particular good or service (and if so, what type of good or service).

Regular payments for hire-purchase (7i), should only be recorded if the contract is still current. Do not record such expenditures if the debt has been cleared.

A hire purchase arrangement is different from a non-housing loan. Under HP, the householder pays a deposit (sometimes) followed by regular repayments of the outstanding debt. In the case of a loan, the person receives the full amount of the loan from the loan source (e.g. bank), uses this money to purchase the item outright, and then subsequently repays the loan to the loan source.

Regular payments for other non-housing loans (7j) are requested separately because the outright purchase is covered in other parts of this survey and we do not want to duplicate the expenditure by also using the data on the repayments. However, the question is asked for completeness and to make sure that loans are treated separately from hire purchase agreements.

When completing wage deductions (7k), please make sure that you cover all wage and salary earners in the household. You may need to add some items in the left hand column and record the total in the data entry space. Make sure that you add values on the same "period covered" basis. Do not add monthly payments to weekly ones without converting to a common period.

The social security contribution should relate to the householder's contribution only. The employer's contribution to social security should not be recorded (even if it is known by the householder).

8.12 General comment on recall of expenditures

Sections 8 and 9 ask about expenditures over two long reference periods - the last three months and the last twelve months.

In surveys of this type, it is recognised that householders may have problems in remembering whether an item was purchased within the reference period or not. Large or prestigious expenditure made outside the period but near to the cut off date might be forgotten.

It is therefore very important that you take care with these questions. Some tips in interview technique are:

- (a) Read the list of items slowly so that the householders have time to think about each item.
- (b) Actually mention the date which is the beginning of the reference period (for example, "since 10 November 1989,") and repeat this every now and then.
- (c) If possible, but again without risking the interview, suggest that cheque stubs or other documents be consulted to ensure that the exact payment is recorded and that it is within the reference period.

If an item has been purchased on credit, record the deposit only if it was made within the reference period. The regular repayments will have already been covered in Section 7(i).

8.13 Major expenditure in last 12 months

Throughout this section, repairs to furniture and appliances should be excluded.

Item 8a covers telephone installation. Remember to exclude any part of the expenditure on this item, which is covered by an employer or business.

Tables (8c) and chairs (8d), include outdoor furniture as well as indoor furniture.

Other furniture (8e), includes all other furniture except beds, tables and chairs. It covers desks, cupboards, chests of drawers, sofas, lounge chairs, cocktail bars, storage units, sideboards, welsh dressers, separate bedheads, dressing tables, and so on.

Include gas and paraffin stoves/cookers and refrigerators with electric stove, cookers (8f) and refrigerator, freezers (8h).

Lawnmower (8o) relates to manual, electric, and two-stroke fuel machines.

Camera (8p) covers still photographic cameras, home movie cameras and video and video cameras.

Car (8q) covers 4-wheel drive, minibus, truck, pickup and other motor vehicles (except motorcycles). Exclude payments for business vehicles or those paid by a business or employer.

Trailer (8t) relates to boat trailers as well as to storage trailers for private purposes.

8.14 Major expenditure in last 3 months

Private doctor (9a) includes "Bonnonm Dibwa", spiritual healers and other traditional healers.

Record expenditure in the last 3 months even if the consultation was outside the three-month period (that is either before the start of the three month period or will occur after this interview). Do not record expenditure, which has not yet been made even though the consultation may have occurred in the reference period.

Overseas medical treatment (9d) includes the cost of air fares, hospitals, doctors fees, and associated pharmaceutical costs for the overseas treatment.

Clothing (9e to 9h) should exclude clothing material and repairs. Also exclude school uniforms which are covered in 8(w).

Other footwear includes leather and other non-plastic footwear.

Personal overseas holidays (9k) includes the cost of fares and package tours, but excludes separate payments for accommodation, food, car hire, etc. As with all expenditure in this survey, this item relates to personal or non-business expenditures only. Do not include business travel.

A "package tour" is when a travel operator prepares a combined package including travel, accommodation, and sometimes food for a single total price. Normally, the components of the tour are not known to the tourist.

Bank and other financial charges (9l) may be difficult to collect because the respondent does not always know them. He/she does not see the charge being paid (such charges are not likely to be reported in the diary). It is recommended that householders should refer to their bank cheque account statements and other financial documents to ensure that all charges made in the last three months are reported.

8.15 Refunds

This section is a reminder to ensure that only net domestic expenditure is recorded in this survey.

8.16 Own garden, fishing, etc

Section 11 (as well as Section 12 on sales of own produce) relates only to "backyard" type activities, and NOT to farm or fishing activities as a business.

This section is included partly as a sequence check leading up to section 12, but also as a reminder for you to explain the importance of the "own consumption" section of the HES-3. If any answer in section 11 is yes, then you should make sure that "own consumption" details are filled in during diary keeping.

If all the answers in section 11 are NO (that is there is no home produce then) you should skip section 12.

8.17 Sales of own produce

Section 12 on sales of home produce should not include the sales of goods produced as a business. These are covered in HES-2.

8.18 Goods and services given freely by this household

Section 13 on goods /services given away free to friends, relatives etc relates to gifts, presents, dowries, and any other goods that were purchased or home grown but then given to someone outside the household.

Also included are the provision of services (such as hair cutting, roof repairs, gardening) that the householder has done for others.

These items should be valued at purchaser price (if applicable) or market price (if not previously purchased).

8.19 Main source of income

Section 14 relates to main source of income for the household as a whole (that is covering all income earners).

You should record the predominant or most important source for the household. If a household has income from more than two sources, record the source that is largest.

9. DETAILED COMMENTS ON HES-2 QUESTIONNAIRE (PERSONAL INCOMES)

9.1 General comments on HES-2

The survey organisers appreciate that this form may be sensitive to some respondents. Please treat this topic with a large amount of discretion and tact. Report all problems to your supervisor and (for the pilot test) note any adverse comments at the top of the personal income form.

If you think that the completion of the HES-2 income forms will jeopardise the subsequent maintaining of the HES-3 diary forms, then break off the interview on the HES-2, state that you will report the matter to your supervisor, and continue with the issuance of the HES-3 diary forms.

This form should be completed for each person aged 15 years or more. If the person is not earning any income at all (even pensions or bank interest), then write "NIL" clearly across the form.

9.2 Personal characteristics

Section 1 of HES-2 should not be asked of the respondent. You should copy the details from the front cover of the HES-1. The purpose of this section is to permit a check to make sure that the characteristics of the person number shown on the HES-2 agree with those shown on the HES-1.

9.3 Income from wages and salaries

Income from wages and salaries (section 2 of HES-2) should include only incomes that are regularly received. Do not state, clothing and similar allowances that are received regularly regardless of whether any expenditure is made. These should be included in the wage/salary section.

9.4 Business income

Section 3 on Business income will be rather difficult to complete. We have asked for incomes in the last 12 months because of seasonality in business incomes over the year. If however, this period is too long for recall (especially for small informal sector businesses), then ask for details in respect of a shorter reference period (such as the last 3 months) and then calculate the 12 month equivalent later. If this happens, then please provide clear notes to explain the problems in collecting the data.

It is difficult to provide an exhaustive list of the various items that can be business expenses. Purchases covers the purchase of goods for re-sale, animal feed, water, stationery and other equipment, etc. Employee wages covers all payments to employees of the business whether full time or part-time, whether family members or not. If wages are paid to family members and are recorded as an expense in this section, then the wage should be reported as an income in the HES-2 for family member. Operating expenses refers to any other cost for running the business which has been mentioned in the previous business expenses. For example, include the cost of fuel and power. Taxes, trade licenses and other fees should also include business registration fees and other licenses as well as taxes. Depreciation refers to the amount allowed each year by the business towards loss of value of the capital assets of the business. Some small business may not make this allowance and you can report NIL for these small businesses.

When all business expenses have been listed, then explain to the household member that you are going to add these expenses and calculate net business income. Add all the components of (b) and record the total. Record the total. (Make sure that all components are converted to an annual basis before addition. Don't add monthly wages to annual depreciation!) Subtract the total of (b) from (a) and record the answer in (c).

If the net business income in (c) is not reasonable, then politely probe for more details to ensure that all incomes are reported and that business expenses have not been over-reported.

9.5 Remittances and other regular income

Regular remittances received from relatives or friends (4a) covers only those amounts, which are regularly received. Do not include irregular or one-off incomings.

Rent, royalties, interest and dividends (4b) include bank interest, incomes from the rent of property owned elsewhere, or of rooms rented to boarders (separate households). Royalties should not be met very often. Royalties are payments made to an author or inventor by someone who has used his/her invention or copyright material.

Pensions, social security and annuities (4c) -Annuities are payments made by a life insurance company to a policy holder who has previously made contributions into an annuity insurance which has now matured. The life insurance company is now providing a regular income to the policy holder.

Other regular cash income (4d) includes any other income (as defined) including regular annual bonuses.

10. DETAILED COMMENTS ON HES-3 QUESTIONNAIRE (Diary Of Expenditures And “Own Consumption”)

10.1 General comments

Each household should fill in at least one diary. You may use your discretion as to provide separate copies of the HES-3 to individuals aged 15 years or more in the household. Individual diaries should be used if you think that some expenditures (such as on alcohol or tobacco) will not be fully disclosed by the main household diary. If more than one person keeps a diary, then they should all start their diary keeping on the same day.

The diary for the pilot test allows for about 150 transactions during keeping period. If you see that a diary is becoming full then take the diary from the household and provide a new diary.

10.2 Front cover

Make sure that you put all the identifier codes onto the new diary and record the diary number on the new diary ('diary . . . of . . . diaries'), You will not be able to write in the total number of diaries used by the household until the end of the diary keeping period. At that time, make sure that each diary has a unique and sequential number and that each diary also shows the total number of diaries used so that office processing will be able to detect missing forms.

The diary starting date on the front cover refers to the starting date for the entire diary keeping period, and not just to the starting date for the current diary (if it is not the first diary for a particular person).

However, the 'end date' does refer to the last day covered by the current diary. This means that the last diary completed by a person will show the start and end date of the entire diary-keeping period, while earlier diaries kept by him will show the same start date but an earlier end date.

10.3 Inside pages

The diary pages are designed so that on each pair of open pages, the household will see an 'expenditure' section and a section for 'goods consumed, that you produced yourself or were given free by others'. This is to minimise the chance of the second group of items being forgotten.

When a section is filled up, the diary user should start to fill up the same section of the next page (or next diary if the current diary is full).

The diary has columns for 'date', 'item description (including brand)', 'quantity', 'value' and 'office use'.

10.4 Date

The diary user should write the date of purchase or consumption in the date column. The form is NOT designed with one page for each day because this might result in too much wasted paper.

10.5. Item description

The item description should be clear and unambiguous. More than one word is normally needed to fully describe the item. Look at the commodity classification in appendix B to see the detail of the codes that will be used in office processing, and make sure that the descriptions shown in the diaries are suitable for accurate coding. You should not code the commodities yourself during data collection, but you may be asked to assist in office processing after the survey has ended.

These codes will be entered into the 'office use' column, so please make sure that the householders do not write anything in that column.

Make sure that the household gives as much detail as possible. If a purchase is described as 'groceries' ask for a breakdown into the component commodities.

If money is spent on house repairs, record how much is spent on each commodity (nails, screws, wood, etc) and service (plumber, electrician, etc).

10.6 Quantity

Quantity is shown after the item description. This information is required for several reasons:

- It helps to clearly identify the commodity being purchased or consumed.
- It will be used to identify the most commonly purchased quantities for inclusion in the "basket of goods and services" for the consumer price index.
- It helps in explaining unusual values in the "value" column. For example, a large value for rice would be queried unless the quantity purchased was also large (i.e. a bulk purchase).

10.7 Value

Value is fairly straightforward. The main thing to watch out for is that the decimal place is clearly shown between "rupee" and "cent".

10.8 Refunds

If you are aware from your recording of the HES-1 form that the household has expenses, which may be charged to a business or perhaps refunded by an employer or friend, then check whether any of the diary purchases have been affected in this way. If so, change the diary entry to show the NET expenditure.

10.9 Own consumption

Similarly, if you are aware from HES-1 that the household grows its own fruit or vegetables, catches its own fish or raises its own chickens, pigs or other animals for own consumption, then check that these items are included in the "own consumption" section of the diary(s) for the household. If not, query the household on this topic and record any missed items. Do this check at least weekly during diary keeping, and more often in the first week of diary keeping.

10.10 Commodity classification

Appendix B is a copy of commodity classification, which will be used in the survey to code expenditure items in the diary. You do not need to know this classification, but it is included so that you can see the level of detail being used in the survey. The commodity descriptions in the diary should be sufficient to allow the item to be coded at this level of detail. It would be useful if you could check a few of the items against the classification to see if the description is clear and detailed enough.

11. GENERAL COMMENTS ON HES-4: INABILITY TO OBTAIN INTERVIEW

The use of this form has been partly discussed under 5.5 above. The form is simple and self-explanatory, and is needed to explain discrepancies between the selected sample of households and the completed questionnaires.

A "missing" set of forms is a serious matter in a sample survey and you should give a full description of the circumstances and reasons for the inability to complete the survey forms as well as a description of what actions you took to overcome the problem (including the number and times of visits made).