

**KINGDOM OF MOROCCO**  
Prime Minister  
Ministry of Economic Forecasting and Planning

**NATIONAL SURVEY ABOUT HOUSEHOLD  
CONSUMPTION AND EXPENDITURES  
2000/2001**

**SURVEYOR'S INSTRUCTIONS  
INSTRUCTIONS TO FILL FORM "A"**

**FIRST PART**

**CENSUS DEPARTMENT**

## **Introduction:**

Surveys about household consumption and expenditures are an effective source of information that provides an assessment of the standard of living, a perception of the various aspects of households' behavior, on the one hand and an appraisal of how efficient are development product distribution efforts at the social categories level, on the other.

In Morocco, three national surveys of this kind have been carried out in 1959-1960, 1970-1971 and 1984-1985 consecutively. The results of these surveys served in several studies and planning works to calculate the consumption price indexes and estimate gross national product, namely final consumption.

## **Aims and field of Survey:**

### **1- Aims of Survey:**

Results to be made out from the information provided by the survey are many, but the aims are as follows:

- A- Review of the cost of living index;
  - B- Setting the households' consumption structure, i.e. the share of overall expenditures intended for each category: food, clothes, accommodation, medical protection and treatment, entertainment, ...;
  - C- Study of changes in the standard of living since the last survey;
  - D- Evaluation of some gross national product, namely households' final consumption;
  - E- Comparison of expenditure levels among the various social categories and areas;
  - F- Providing data necessary to work out the economic and social development plan;
  - G- Study of some elements related to households' standards of living such as: food, accommodation, ...;
  - H- Carrying out econometrical studies: flexibility factor setting, estimating the production of some items
- ...

## **2 – Field of Survey:**

This survey is directed at autonomous households living in Morocco, regardless of the nationality of their members, were they nuclear families (one person living alone) or extended ones (two or many people). However, people who are living together in collective households are going to be excluded from the field of survey, because the satisfaction of their basic needs is assigned to public or independent departments.

In short, the survey shall be made at the national level, in the various prefectures and provinces of the kingdom.

The following population categories will be excluded from the field of survey:

- A- Servicemen living in barracks and similar camps;
- B- Patients treated for more than six months in one of the medical centers;
- C- Prisoners incarcerated in jails for more than six months;
- D- Reformatory residents;
- E- Charity and refuge dwellers.

## **TITLE PAGE: SURVEYED HOUSEHOLDS' LOCALIZATION**

This page is very important in the sense that attention should be paid when encoding this part before localizing the household members. The supervisor shall provide the surveyor with information necessary to answer the various questions. The document including this information is the geographical code of primary units to be surveyed.

### **Question 1:** Environment:

Enter the environment (urban or rural) where the surveyed household lives, tick code 1 if the family lives in town and code 2 if the family lives in the countryside.

### **Question 2:** Primary unit number:

It should be noted that for each primary unit, there are two different numbers, the first being entered into the cartographical file and the second should be entered into this page. It is about the primary unit's serial number.

Therefore, the survey shall concern 1250 primary units to be classified according to their serial numbers. A list intended for encoding shall be put at the disposal of the surveyor.

### **Question 3:** Household Number:

Enter the surveyed household's number. 12 families will be surveyed at the level of each primary unit, so that these families are numbered within each primary unit from 01 to 12.

A document with a numbered list of households to be surveyed shall be put at the disposal of the surveyor who has only to enter carefully the surveyed family's code.

**Question 4:** Form Number:

Sometimes more than one form can be used for the same household. This question ensures entering the number of filled forms for each family. If one form is used for the family, tick code 1 in the appropriate box. If a second additional form is used tick code 2 and so on and so forth.

**Question 5:** Householder's first and family name:

Enter surveyed householder's first and family name.

**Question 6:** Surveyed household's address:

Enter clearly the surveyed household's address.

## Section 0: Household's Geographical Environment Definition

This section aims at setting some of the surveyed household's geographical environment characteristics

### **Question 1:** Area:

Codes related to areas are as follows:

Oued Eddahab-Gouira .....	01	Grand Casablanca .....	09
Laayoune – Boujdour .....	02	Rabat-Salé-Zemmour-Zaer .....	10
Goulmim – Smara .....	03	Doukala Abda .....	11
Souss-Massa-Daraa .....	04	Tadla – Azilal .....	12
Gharb-Chrarda-Béni Hsen .....	05	Meknès-Tafilalt .....	13
Chaouia – Ouardigha .....	06	Fès – Boulmane .....	14
Marrakech- Tansift-Haouz .....	07	Al Hoceima-Taza-Taounat .....	15
L'Oriental .....	08	Tangier-Tetouan .....	16

### **Question 2:** Prefecture or province:

We enter the name of the prefecture or the province where the survey takes place and then we tick the code given to this prefecture or province in the appropriate box.

It should be noted here that the information and the codes necessary to fill the area and the prefecture or the province will be put at the surveyor's disposal. Document including this information is entitled "Prefecture of Province Code".

### **Question 3:** Primary unit Number (cartographical file number):

Enter primary unit number relying on the cartographical file and rewrite it in the code box intended for that purpose.

### **Question 4:** Survey starting date:

It means the date on which the household started to be surveyed, entering the day, the month and the year on the line intended for the survey date and filling, at the same time, the appropriate code boxes.

## **Section 01: Household's Geographical Environment Characteristics**

One of the essentials of any statistical survey is to take exactly census of all household members, because any missing (or addition) of a member is interpreted as underestimation (or overestimation) of the features that you want to reach through the survey.

### **Definitions:**

**1- Household:** The household is a group of people, were they relatives or not, who usually sleep in the same main home and make the same necessary expenditures to meet their common needs, i.e. expenditures related to accommodation, food, clothes and mainly to treatment. The household can be:

#### **A- Nuclear family (one-member family):**

That is to say any member meeting, for himself/herself, food and living needs without associating with other members to form an extended family.

#### **B- Extended family:**

A group of two or more members were they relatives or not, living together in a house, totally or partially and meeting commonly their food and living needs.

It should be noted that the way joining the extended family members' income and unifying their expenses can vary from one family to the other. The household can occupy:

- a house or a part thereof;
- several houses;
- a hotel room or the like;
- a professional accommodation, like the shop owner who lives in his/her shop;
- a house within an institution: firm, school, department, military base ... etc.; however, the household cannot live in more than one main home.

## **2 – Household member:**

Shall be considered as a household member any person fulfilling the following conditions during the period of survey:

A- his/her main home is the same where the surveyed household lives;

B- is economically linked to the household, i.e. his/her expenses to meet food and living needs are combined with the household's expenditures.

A household member can be:

A- Present: If found in his/her main place of residence at the time the survey is carried out or will join it within the week during which the survey is done.

B- Provisionally absent: If absent from his/her main place of residence for less than 6 months.

**Comments:** It should be noted that:

- the resident (a person living with the household and having, at least, lunch or dinner) shall be considered as a household member;
- the servant who lives and shares his/her meals with the household is considered as a member thereof;
- the people present, within the week during which the survey is carried out, in population institutions counted separately (mental hospital, jail, ...), who are expected to be absent for less than six months, are considered as provisionally absent household members;
- pupils and students who are absent within the survey week, but who are residing in boarding schools and campuses, are considered to be household members.

## **3- Householder:**

Before setting up a verified list of household members, pursuant to the definition above, the householder, i.e. the person considered as such by household members, who contributes, generally, largely in household expenditures (economic support) and is generally responsible for managing the expenses.

It is stipulated that each household has a householder who should meet the “household member” concept. A person who lives alone is considered as a householder.



**Question 2:** Household members' first and family names

Ask the following question to the replier: who are the people that usually live with you in your house?

The examinee shall give you a list of people whom he considers as members of the household.

Start first by entering the name of the householder, then that of the householder's spouse (or spouses), unmarried children, married children and their wives (or husbands) and their children, his/her parents, his/her brothers and sisters and then the other people whom the examinee considers to be household members (servant, resident, ...). If the number of household members exceeds that of the chart lines, the survey must be carried out in a second form, bearing in mind the succession of serial numbers.

The first box of this section and code 01 are always intended for the householder.

**Note:** Pupils and student residing in boarding schools or in campuses during the survey period are considered as household members.

**Question 3:** Relationship with the householder:

Enter the code of relationship of each person with the householder.

**For example:** householder's son, his/her mother, his/her brother ...

You have to read carefully the register bearing the various relationships, numbered in front of you (in the opposite page), to be able to recognize the relationship corresponding to that stated by the examinee. Do not hesitate to ask for details and for more clarification so as to determine the appropriate code.

**Question 5:** Date of birth

Enter in the first two boxes their dates of birth (month and year), relying on the family record book or any official document. Date of birth should be given in month and year. Make sure that the date is exact for the elderly.

As far as people who do not know their date of birth (in month and year) are concerned, enter only their full age in the appropriate box. Sometimes you may need to use the calendar.

**Question 6:** Age in full years:

Enter the examinee's age in full years, i.e. the age at the last birthday before the survey date. If it appears in question 5 that the month of survey corresponds to the month of birth, ask for the day of birth to be able to count full years.

**Question 7:** Family situation:

This question aims at providing the examinees' legal family situation, i.e. their situation vis-à-vis marriage laws. The person can therefore be either:

1. single: any person who has never been married; people engaged are considered to be married only after celebrating their marriage;
2. married: any person legally married, though he/she has not yet joined the marital house. Distinction should here be made between monogamist and polygamist;
3. divorced: any person who is "legally divorced";
4. widower/widow: any person whose last spouse is dead.

**Question 8:** Place of birth:

Enter the examinee's place of birth on the basis of the classification of cities, according to the 1994 census. The place of birth of any person is known as his mother's place of birth on the time of his/her birth.

The examinee can be present in his/her place of birth and has already emigrated within Morocco or abroad and can never have emigrated before as well.

**Question 9:** Duration of departure from the place of birth:

It is meant by this question the span of time that elapsed between the date of the examinee's departure from his/her place of birth and the time he/she is present in the survey premises (this period is counted in full years).

If the person does not change his/her place of birth, enter code 98 and move to another member.

**Question 10:** Reason for departure from place of birth:

It is about entering the code corresponding to the reason behind the examinee's departure from his/her place of birth.

Therefore, the surveyor should not suggest an answer to the examinee, but the latter should give his reasons freely. The appropriate code is then entered. These reasons should be given by the persons concerned and not by other people present during the questionnaire.

**Section 02: Absent Members who are currently considered within a collective household  
(except for members following their studies and are residing in boarding schools and  
campuses)**

This section aims at knowing absent household members and those who are present during the survey within collective families for personal reasons, i.e. either for military service, looking for employment, job circumstances, joining orphanages, hospitalization, travel or other reasons.

It should be noted that members who follow their studies and are residing in boarding schools and campuses are not included in this classification and are, therefore, not taken into consideration in this section. This section is filled as follows:

**Question 1:** Serial Number:

This number is different from the serial number entered into the first section in view of the fact that it regards members belonging and members not belonging to the household. Thus, number 01 can be attributed to a person who does not belong to the household and is currently living within a collective family for a long period of time and number 02 to the following person concerned with this section and so on and so forth.

**Question 2:** Enter the first and family names of the person concerned.

**Question 3:** Relationship with the householder:

Enter the relationship of the person concerned with the householder, which is set up in the cases included in question 3.

**Question 4:** Sex (male or female).

**Question 5:** Age in full years:

The age given in section 01 can be reentered if the person concerned is a household member; otherwise, the householder is questioned about the age of the person concerned currently living within a collective family.

**Question 6:** Family situation:

The same thing as for the previous question.

**Question 7:** Educational level:

Enter in this question the appropriate educational level of the last general education cycle attended by the person concerned.

**Question 8:** Reason for absence:

This question is meant to know the reason for the absence of the members who are living, at the time of survey, within collective families. These reasons are restricted to the cases included in the form.

**Question 9:** Institution in which he/she is currently present:

This question allows us to define the kind of institution in which the person concerned is living; it can be either military or similar barracks, hospital, jail, workshop or another institution.

**Question 10:** Total amount of money sent during the last 12 months:

Enter the total amount of money the household sends to the person concerned who has been present, at the time of survey, within a collective family, during the last 12 months.

### **Section 03: Accommodation Conditions**

This section aims at collecting information about main homes occupied by surveyed households. Questions in this section are directed at the householder.

#### **What is the concept of accommodation?**

An accommodation is a place having one or several dwelling rooms with one or several direct entrances. It is considered to be direct any entrance leading to a corridor, stairs, a yard, professional premises, a public way, a road, a neighborhood, a bare ground ... etc.

We should not confuse between the accommodation and the household concepts, since in the same accommodation, several households can live and one household can occupy two homes (with two different direct entrances).

The accommodation can be not originally intended for residence. Therefore, the part of an industrial or commercial building (back-shop for example) used for residence is considered to be an accommodation, though not intended at first for that purpose. The garage used for residence is considered to be an accommodation. As regards the accommodation used as both place of residence and professional premises, it shall be considered as a residential unit.

It should be noted that the accommodation used for residence can be occupied as a main or a second home. Households are going to be surveyed within their main home.

According to the foregoing, section 03 aims at the following:

- A- collecting quantitative and qualitative information about the accommodation occupied by the surveyed household (kind of accommodation, capacity of ownership, comfort level, availability of the bathroom plumbing ... etc.);
- B- evaluating how the population makes use of public services (water, electricity, sewage, ...);
- C- supervising the record of accommodation costs of surveyed households during the corresponding reference periods;
- D- inferring the rent of the accommodations occupied by the dwellers.

**Question 1:** Kind of accommodation: This question is not to be directed at the examinee. It is up to the surveyor to decide the kind of accommodation where the surveyed household lives. Therefore, you should rely on the previously mentioned definition of the accommodation. As soon as you take note of the accommodation where the household resides, specify its kind. The answer to this question shall be classified in one of the following cases:

0. Villa, villa floor: It is the villa (or a floor thereof) in its normal concept, i.e. a residential unit with one structure and a separate architectural form, comprising two or more floors, with, possibly, a garden.

It should be noted here that the survey must be directed at the household residing in the villa and not at the guard's that lives in the garage of the same villa, though the latter is alone in the villa.

1. Flat: It is an accommodation within a building as normally conceived. Is considered to be a building any construction intended for collective residence (many dwellers) and comprising, at least, three floors with three accommodations, apart from the first floor.

2. Traditional house: These kinds of houses are usually located in the old Medina in the city, with a yard in the middle and surrounding rooms to live in.

3. Modern house: A construction with a separate structure, comprising one or several floors, generally used for dwelling. There is no similarity between this construction's structure and that of the buildings with flats, villas or traditional houses.

4. Room in an establishment or non-accommodating premises: It is a room within an establishment (hotel, factory, mosque, school, ...) used to live in during the survey period.

5. Slums: Random sheds generally built with the following materials: wood, tin, canes, zinc, ... This kind of accommodation is found mostly in the outskirts or within slums.

6. House constructed with “Tabia”, dry stones or stones covered with clay: This kind of accommodation concerns mainly buildings constructed as follows:

- either from clay mixed with stones and compressed hay (*Tabia*);
- or from randomly-shaped stones without concrete (stone house) or from stones covered with clay.

7. Solid house: a rural-like residential unit built with one concrete piece and generally in a traditional style.

8. Other kind: Any other form different from the aforementioned (hut, tent, ...).

**Question 2**: Does your household live alone in this accommodation?

Make sure if the household lives alone or with other households in the accommodation; therefore, you have to ask about the number of households living therein. You can find, in the same accommodation, one or many households. In most cases, the examinee confuses between the accommodation and the household or the family concepts. For example, in case there are many married brothers and sisters living in the same house, the surveyor should ask them if they have their meals together. In the event of an affirmative reply, they are forming one household, otherwise, they should be considered as several households occupying the same accommodation.

If the household lives with another one, enter (code 2), with two households, enter (code 3) or with more than two households, enter (code 4).

**Question 3**: Number of occupied rooms:

Through this question, we want to know the number of rooms occupied by the surveyed household. Rooms intended for living in must be entered. The kitchen, the bathroom, the WC, the balcony, the corridor, the non-occupied garage, professional-use room, premises for animals, ... etc. are not considered as rooms. Only rooms to live in are going to be taken into consideration.



A room destined for professional use and for residence shall be considered as a living room. A one-room house in which a household, though nuclear (one person), lives is considered to be a one-room accommodation. Two rooms or communicating rooms are considered as two rooms or rooms. Attention should be paid to the number of rooms occupied by a household, this being related to the accommodation and household concepts.

In addition, if the accommodation is occupied by many households, while the surveyed household occupies a part thereof, only the number of rooms occupied by the latter is going to be entered. There should be no confusion between the “household” and the “family” concepts.

In the event many brothers and sisters live in the same accommodation, make sure that they do not form many households, in accordance with the “household” concept in section 1. If such is the case, enter only the number of rooms occupied by the surveyed household.

**Question 4:** How long have you been living in this accommodation?

This question ensures recognizing the accommodation ownership duration at the time the survey is carried out, i.e. the residence duration since the household has last settled in this house. This duration is given in full years.

If the residence duration is equal or less than one year, enter the expenses resulting from removal in section 5 of form “G”.

As far as households who have been living in another house before settling in their current place of residence are concerned, ask for the number of years of residence since their last settlement.

**Question 5:** Ownership capacity

We aim by this question to know the capacity of ownership of the house occupied by the surveyed household. Therefore, we will distinguish between the following reply categories:

1. Owner/joint owner: If the surveyed household owns the house (or par thereof) in which they live.

2. In the process of ownership: If the household is following a process of ownership of the house it occupies, such as paying monthly drafts to a bank in settlement of a credit used to purchase the house.
3. Tenant: Any household paying a rent. “Tenant” means that no one among the household members owns the house.
4. Tenant who has the key money: Any tenant who paid, upon signing the lease, key money, so as to reduce the lease price. The rent is, thus, cheaper than ordinary lease.
5. Mortgage with or without lease: If the household occupies a house mortgaged by the owner for a sum of money, which the latter refunds to the household upon termination of the contract. The household can pay first a monthly rent. The difference between mortgage and secured lease is that for the latter the rent is the same as the public one, whereas for mortgage, it is lesser.
6. Subsidized accommodation: It is an accommodation given by the employer (private or public) to the person concerned for free or for a nominal price. Sometimes the employer may deduce the rent directly from the employee’s wage.
7. Free accommodation: If the household lives in a house that it does not own without paying the rent, provided that gratuitousness is not due to the fact that a household member is working for the owner of the house.
8. Others: Any case different from the above-mentioned cases.

**Question 6:** When this building was constructed?

This question is intended only for owners or potential owners. They should be asked about the duration that elapsed since the building has been constructed.

**Question 7:** Accommodation ownership mode

This question is intended only for owners or potential owners, who should be asked to specify the mode of ownership of their accommodation. The answers will be as follows:

1. Inherited: If the household owns the accommodation by way of inheritance;

2. Constructed out of his/her own pocket only: If the household paid for the construction of the accommodation;
3. Constructed by means of a credit only: If the household built the accommodation by means of a credit only;
4. Constructed out of his/her own pocket and by means of a credit: If the household built the accommodation partly out of the householder's own pocket and partly by means of a credit. These credits are granted by banks, employers, non-relatives or relatives who are not household members.
5. Purchased out of his/her own pocket only: If the owning household purchased the accommodation out of its own pocket only, as long as this money is provided by any one of the household members, otherwise it shall be considered as a credit;
6. Purchased by means of a credit only: If the household purchased its place of residence by means of a credit only;
7. Purchased out of his/her own pocket and by means of a credit: If the household financed its place of residence partly out of the householder's own pocket and partly by means of a credit.
8. Donation: If the accommodation has been donated to the household.
9. Other cases: All cases different from those above.

**Note:** In case the household purchased its place of residence by means of a credit and became able to build other rooms out of the householder's own pocket, enter code 5 (purchased out of his/her own pocket and by means of a credit).

**Question 8:** Considering the accommodation within the framework of the governmental program The household is asked if it owns an accommodation that falls within the framework of the governmental program to build 200,000 accommodations.

**Question 9:** When key money or mortgage are paid?

This question concerns the household that paid key money or mortgage with or without lease. It aims at knowing when this happened in full years. If the duration is less than or equal to one year, enter code 1. If it is more than that, enter code 2.

In case the answer is code 1, enter how much key or mortgage money is paid in section 5 of form "G".

**Question 10:** Availability of kitchen and bathroom plumbing

We should make sure that the surveyed household's main home has the following kitchen or bathroom plumbing:

A- Bathroom: It should be an equipped bathroom and not an ordinary room used for washing, as found in some traditional houses. There are two kinds of bathrooms:

- Traditional bathroom: found in some traditional houses;
- Modern bathroom: fitted with a water-heater.

If households have both bathrooms, enter either code 1 or 2.

B- Closet: It is a bathroom with a modern bathtub linked to water canals, with a tap and sewage pipes.

C- Showers: Showers in general.

D- Washbasin: A wall basin used for washing and cleaning, with a tap and sewage pipes.

E- Kitchen: A room for cooking. If meals are prepared in the living room, the house should be considered as lacking a kitchen. The household can have its own kitchen as it can share one with another household.

F- WC: Water closet in general.

**Question 11:** Waste water drainage forms:

Enter how the household drains off sewage. We can distinguish the following reply categories:

1. Sewage pipes: If the WC is linked to public sewage pipes.
2. Steel hole: If the WC is linked to a draining off system, which the household draws if need be.
3. Underground hole: If the WC is linked to a hole through which waters go underground or into nature.
4. Drainage into nature: If the surveyed household gets rid of sewage by draining it directly off into nature.

5. Other modes: If the WC is linked to systems other than those above or if the household states that it uses modes other than the abovementioned ones.

**Question 12**: Are there any costs resulting from the repair or drainage of holes?

This question is put only to households that drain sewage through a steel or an underground hole (i.e. question 11 = 2 or 3). They are asked if repairing or draining off these holes entailed or not costs during the last twelve months.

In the affirmative, enter code 1.

Otherwise enter code 2.

If the reply is yes, costs resulting from the repair or drainage of holes are entered into section 5 of form “G”.

**Question 13**: Garbage disposal

It is about the way garbage is disposed off by the household.

Categories of reply are contained in the form.

**Question 14**: Are there any costs resulting from garbage disposal?

This question aims at making sure if garbage disposal has entailed or not costs during the last twelve months.

If the reply is yes, enter garbage disposal costs in section 1 of form “G”.

**Question 15**: Main source of water used by the household:

It is about determining the main source of water used by the surveyed household for drinking or other uses (washing, dish washing, house cleaning, cattle beverage, ...). The various water supply sources are explained in the accommodation conditions section of form “A”.

If the main source of used water is the waterworks system (question 01 or 02), enter the water consumption bill amount in section 1 of form “G”.

**Question 16:** Drinking water treatment:

All studies made by the ministry of Health affirm that bad quality drinking waters cause many diseases, including diarrhea. Therefore, the household should be asked if it treats or not water before consuming it by having recourse to one of the modes mentioned in the form. The drinking water treatment mode must be set by entering the appropriate code. It can be:

1. adding some bleach drops;
2. water boiling;
3. adding tablets that are generally offered by the ministry of Health or by the commune;
4. adding lime;
5. or by other means.

In the affirmative, enter drinking water treatment costs in section 1 of form “G”.

**Question 17:** Distance covered and time spent to reach the water supply point:

Indicate distance covered by one of the surveyed household’s members to reach this point and how much time it took him/her to do so last week. Distance should be given in kilometers and meters, whereas, time is measured by hour and minute.

**Question 18:** Time of connection to the waterworks system:

Ask for the time of connection to the waterworks system in full years. If it appears that this time is less than or equal to twelve months, enter code 1, otherwise enter code 2, if it exceeds one year. If the time of connection of the accommodation to the waterworks system is less than or equal to 12 months, costs resulting there from are entered in section 5 of form “G”.

**Question 19:** Consummated quantity corresponding to the last bill in (cubic meter):

Through this question, the consumed quantity of water, corresponding to the last bill, is entered. This quantity is given in cubic meter.

**Question 20:** Did water supply require costs?

Enter if water supply does or does not entail costs for the surveyed household.

If yes, enter code 1, otherwise put code 2.

In the affirmative, enter water supply costs (including well repair and decontamination costs) in section 1 of form “G”.

**Question 21:** Availability of a well inside the accommodation

Enter if the surveyed household has or has not a well inside the house.

If yes, enter code 1 and move to question 22.

If no, put code 2 and move to question 23.

**Question 22:** When the well was dug inside the house?

This question is directed at the households that replied affirmatively to question 21. If this period is less than or equal to twelve months, enter code 1, otherwise put code 2 (more than one year).

In the event the household had a well inside the house for about or less than one year, enter well digging costs in section 5 of form “G”.

**Question 23:** Telephone availability

Enter if the household has or does not have a telephone. The telephone can be fixed, mobile, or both.

If the household has a telephone, telephone bill costs are entered into section 1 of form “G”.

**Question 24:** Mobile phone rental

It is about entering the number of mobile phone rentals.

**Question 25:** How long the household has been using a telephone?

Enter how long the household has been using a telephone.

If less than or equal to one year, enter code 1, otherwise put code 2.

If the household has been using telephone for less than or about one year, enter rental costs in section 5 of form “G”.

**Question 26:** Domestic services availability

You should ask if the household is currently provided with the following domestic services or not:

A- servant, daily servant;

B- concierge, guard, gardener;

C- garage;

D- other domestic services.

It should be specified if the household is currently provided with each service.

If the household is provided with said services, enter resulting costs in section 1 of form “G”.

**Question 27:** Garbage disposal tax

You should ask if the household pays or does not pay the garbage disposal tax.

In the affirmative, enter code 1, otherwise put code 2.

If the reply is yes, the amount paid for the garbage disposal tax is entered into section 1 of form “G”.

**Questions 28 and 29:** Maintenance and repair works in the accommodation

It is about entering the various repairs made by the household in the accommodation during the 12 months preceding the date of survey. Since this reference period seems to be long, the household may not be able to remember repairs made for insignificant costs. Therefore, a minimum amount has been agreed upon, to wit 500 Moroccan Dirhams, to distinguish between small and heavy works that require more than that sum of money. The first category of works will be entered in a period of two months, which is the content of question 28, whereas the second category will have one year as reference period and shall be the focus of question 29. Works included in both categories can be classified as follows:



A- Painting, whitewashing or similar works: Recovering cement (floor, ceiling and wall), plaster carving or similar works (including labor).

B- Joinery, ironworks, glass working and similar works: maintaining and repairing wood or metal doors and windows, purchase and repair of keys, purchase of glass for doors and windows ... etc. (including labor).

C- Electricity repair: Purchase of electrical accessories, electrical wires ... etc. (including labor).

D- Plumbing: Repairing and maintaining water and gas pipes (including labor).

E- Other works in the house: All repairing and maintaining works other than the foregoing.

If the household undertakes repair and maintaining works in the house, enter the amount thereof in section 3 or 5 of form “G”.

### **Question 30**: Second home

A second home means any residential unit at the disposal of the household at any time of the year and which is (cannot be) used only during holidays, or weekends ... etc, by the household. A residential unit can be a main home for a household and a second home for another, that is why the surveyor must find out with each surveyed household that has a second home if this home is at its disposal at any time of the year.

If the household has a second home, enter all expenses related thereto in section 1 of form “G”.

**Particular case**: Any residential unit occupied as a second home with a guard is considered to be a residential home with two accommodations: the first as the guard’s main home and the second as the second home of the household owning the house.

## **Section 04: Households' Investment in Housing**

This section aims at knowing information about households' investment in housing during the five years preceding the survey date, which is an important indicator of households' standard of living. It is up to the householder to provide information in this section.

**Question 0:** Ask the householder if he/she has purchased or constructed an accommodation for his/her own residence or for rent during the five years before the survey date, or if he/she has a house under construction?

If the answer is yes then put a circle round code 1 and keep on asking him/her about the remaining questions of the section.

If the reply is no then ring code 2 and move to the following part.

**Question 1:** Definition of the project

This question aims at collecting information that allows defining the kind of implemented or would be implemented housing project during the last five years, preceding the survey date.

The categories of reply are as follows:

1. House construction: The household built a house, in which case move to question 4;
2. House purchase: If the household has purchased a constructed house during the last five years;
3. Donation, inheritance: If the household got a house by means of donation or inheritance, in which case move to question 9;
4. Extension of the accommodation: If the household made some renovations to extend the accommodation (for example, adding a floor or a room), move to question 3;
5. Purchase of a plot of land: If the household purchased a lot of land to build the house, move to question 4.

**Question 2:** State of the accommodation at the purchase time

This question concerns households that answered 2 to question 1. This is to know if the house is built or if it has been under construction during the last five years.

Explain the state of the accommodation at the purchase time:

1. Newly-built house: The household has purchased a new house during the last five years;
2. Second-hand house (not new): The household has purchased a house already built during the last five years, i.e. a not new house that has been inhabitable since some time and used for residence before;
3. Under construction: The concerned house is underway.

**Question 3:** House purchase source:

This question is directed only at the households that answered 2 at question 1 and who are asked to reveal the house purchase source.

Reply categories are as follows:

1. The house is purchased from another household: if the household purchased the house from another (or from several households);
2. The house is purchased from the public administration: if purchased from public departments;
3. The house is purchased from a real estate company: if purchased from a real estate company;
4. The house is purchased from the employer: if the household purchased the house from the employer of one of the household members;
5. Cooperatives and associations: if the household purchased the house from cooperatives and associations;
6. Other: If the purchase source is different from the above-mentioned cases.

**Question 4:** Project starting up date

Enter the month and the year when the project started up into the appropriate box.

**Question 5:** What is the payment mode?

1. Own funds: if the household built or purchased the accommodation or the plot of land out of its own funds, enter code 1 into the appropriate box, otherwise put code 2.
2. Family credit: If the household built or purchased a house or a plot of land to build the house by means of a family credit.
3. Loan from friends or non-relatives.
4. Bank credit: If the payment mode is totally financed by a bank credit.

5. Employer's loan: If the accommodation (project) is financed by a loan from the employer of one of the household members.
6. Donation: If the project (accommodation) is a donation to one of the household members.
7. Other: All cases that differ from the above-mentioned.

**Question 6:** Project cost or purchase price

Ask the householder about the amount of money that he/she paid as project cost or purchase price, known as  $10^4$  Moroccan Dirhams.

**For example:** Suppose that the household purchased a plot of land at the amount of 40,000 MAD, therefore, we enter /0/0/4/.

**Question 7:** Costs paid during the last 12 months

Providing the costs paid during the last twelve months by  $10^4$  Moroccan Dirhams, divided up into the following:

- costs paid during the last 12 months to purchase the plot of land;
- costs paid during the last 12 months to purchase construction materials;
- costs paid during the last 12 months for labor.

If the householder does not remember portioning out costs paid for the construction during the last 12 months, we enter the total costs by  $10^4$  Moroccan Dirhams and do not fill the other boxes.

**Question 8:** House construction or purchase by means of credit

This question is directed at the households that answered question 5 by 2, 3, 4 or 5. What is requested is to set up the credit amount by  $10^4$  Moroccan Dirhams.

- Credit term in months and years.
- Credit interest rate (%).
- Amount of credit paid during the last 12 months by  $10^4$  Moroccan Dirhams.

**Question 9:** We aim through this question at knowing if the purchased or constructed accommodation owned by the household is for:

1. the owner's residence only;
2. both owner's and tenant's residence;
3. lease only;
4. unoccupied;
5. free residence of one of the household members;
6. free residence of a non-relative;
7. other.

**Question 10:** Use of the accommodation

We want to know if the purchased or constructed accommodation is considered as:

0. not concerned;
1. main home of the household;
2. second home of the household.

## Section 05: Energy

This section aims at deducing all energy sources used by the household for cooking, lighting, water heating, heating, etc ...

This section enables us also to take cognizance of the different kinds of energy, their use mode and the costs paid by the household for the use thereof. The latter is entered for each energy section in forms B and G.

### **Question 1:** Do you have electricity?

We aim through this question at knowing if the surveyed household does or does not have electricity. If the examinee states that he/she is supplied by his/her neighbor, we consider that he/she does not have electricity.

### **Question 2:** Electricity supply source:

Enter how does the household get electricity. Generally, electricity can be supplied by electric distribution agencies, the Electricity National Office or an electric generator that supplies electricity at the level of one or several accommodations.

We distinguish the following reply categories:

1. Electricity National Office: distribution agency;
2. Private electricity generator: A device that can generate electricity for private use;
3. Common electricity generator: One or several generators with enough power to provide electricity for the population of a particular area. In general, community authorities supervise the use of these devices;
4. Solar energy: Provides electricity by means of solar panels;
5. Other sources: Any source that is not mentioned above (such as one or several well-loaded batteries to supply the desired electric power).

**Question 3:** We want to know if the household has paid costs to enter into any supply agreement or any other costs for electric supply (other than with the Electricity National Office and the electric distribution agency) during the last 12 months.

In the affirmative, all these electric supply costs are entered into form “G”.

**Question 4:** Specify whether the household uses gas. In the event the reply is no, move to question 6.

**Question 5:** Ask for the number of bottles the household has at the survey time. The gas bottle is called “*Bota*” and we can distinguish three kinds of bottles:

- small bottle: that contains less than 5 kg;
- big bottle: the capacity of which equals 11 kg;
- very big bottle: bottles used in buildings for heating.

Enter the overall monthly amount (scored in form 3), according to each kind of butane bottle, into section “G”.

**Question 6:** Specify whether the household uses big batteries for domestic needs within the accommodation and move to the following question in the affirmative. If the reply is no, then move to question 8.

**Question 7:** It is to know if the household has loaded a big battery for domestic use during the last month.

In the affirmative, the big battery loading price is entered into form “G”.

**Question 8:** Specify whether the surveyed household uses a storage battery in its accommodation and move to question 9. If such is the case, enter the purchase costs thereof into form “G”.

**Question 9:** Specify whether the household uses firewood for domestic needs.

If the reply is no, move to question 11, otherwise ask question 10.

**Question 10:** Deduce the mode of purchase of firewood used by the household.

We distinguish the following replies:

1. Firewood purchasing: Firewood purchased by the household.
2. Firewood collecting: Firewood collected by the household in the woods.
3. Other modes: Any other mode not mentioned above.

Firewood purchasing costs are entered into form “B” and detailed in the concerned sections according to the purchased quantities.

**Question 11:** Specify whether the household uses charcoal for domestic needs.

In the affirmative, enter charcoal purchase costs into form “B”.

**Question 12:** Specify whether the household uses gas oil or a similar matter for domestic needs. In the affirmative, enter the purchase costs thereof into form “G”.

**Question 14:** This question concerns all fuel that can be collected to be used directly or after transformation by the household to get fire (of course, without electricity, gas and oil gas bought from the market). We find thus all kinds of thorns, straw, olive stone, Argan tree refuse, animal excrements, ... etc.

Specify whether the household uses vegetable refuse or animal excrements as fuel or not.

At this level, we should distinguish between households that use only one kind of refuse (code 1 or 2) and those that use both (code 3) and also households that do not use any kind of this refuse as fuel (code 4).

If the household uses plant refuse and animal excrements as fuel, enter costs resulting from that into form “B”.



## **Section 06: Economic Activity**

This section requires that one be familiar with the main concepts of the economic activity and takes into consideration, permanently, the different “references” provided at the level of each question. Similarly for the remaining sections, the surveyor finds himself/herself guided according to the examinee’s replies and to the indications to move from one question to the other or from one section to the other.

### **1 – Main concepts of the kind of activity:**

The analysis of the kind of the population’s activity ensures dividing them up into three main groups, to wit:

- employed active population;
- unemployed active population;
- inactive population.

**1.1 Active population:** Active populations are either employed or unemployed.

#### **A- Employed active population:**

Is considered to be as actively employed anybody aged 7 years or more, who has practiced, during the 24 hours preceding the questioning, an economic activity, no matter what can be his/her status (employee, freelancer, family supporter, employer), or done a personal job that contributes in meeting the household’s consumption needs.

Are also considered as actively employed, people who have a job, which they have not done during the 24 hours preceding the questioning, for circumstances that are mostly deliberate and intend to resume their work. The same thing applies for people who have been unwillingly absent from their work station for not less than two months and who are committed to their jobs and intend to keep it.

It should be noted that people who state that they are not completely inactive and are not looking for a job are also considered to be actively employed, provided that they have been practicing economic activities other than housework during 7 days preceding the filling of this section.

We note that people under 30 years of age and who are learning trades through a “master” who produces goods and provides services are considered to be actively employed.

### **B- Unemployed active population:**

Anybody aged 15 years or more, who is not actively employed, does not learn a trade and is not looking for a job at the time his/her household is questioned or for a reason that proved him/her to be unemployed, is classified as unemployed.

### **1.2 Inactive population:**

Is considered to be as inactive any person that cannot be classified either among the employed active population or the unemployed population. Inactive populations are classified according to the kind of inactivity that is the reason for their unemployment and for the fact that they do not look for a job. We set hereunder the elements that are necessary to fill each question of this section.

### **1. Specifying the kind of activity (for people aged 7 years minimum):**

#### **Some definitions:**

Setting the kind of activity is a very important stage to classify and divide populations up into actively employed, unemployed and inactive. For that purpose, there are two complementary stages that are applied in the field.

The first ensures determining the kind of spontaneous activity. It enables us finding the population that states to be active (have a job or are looking for one) or is spontaneously inactive.

The second ensures determining the kind of activity through accurate sorting questions, the aim of which is to determine precisely people who spontaneously stated to be inactive, but who practice economic activities that they consider to be marginal or who are looking for a job. Then, information derived from the second stage is added to that provided at the first stage to form what is known as the “kind of activity according to the survey concept”.

### **1.1 Concept and features of active population:**

The kind of activity as defined above ensures classifying the active population into two categories:

- employed active population;
- unemployed active population.

We are going to deal in this part with the concepts of these elements and the questions related thereto.

#### **Employed active population:**

The employed active population is determined precisely in two stages:

**A- First stage:** Ensures determining the spontaneously-employed active population.

That is to say people aged 7 years minimum who testify to have a job during the survey. An employed active person can be an employer, an employee, a freelancer, a family supporter, an apprentice, a collaborator or a partner.

Is also considered to actively employed any examinee who has not been working during the reference period, due to illness, holiday, professional disagreement or unwilling provisional suspension, on the condition that this examinee be sure that he/she shall resume working (the existence of a decisive relationship: wage, commitment ...).

**B- Second stage:** Ensures determining the employed active population chosen at the selective questions.

Therefore, is considered to be as actively employed after the selective questions every examinee aged 7 years minimum who has been classified as inactive at the level of the kind of spontaneous activity and who, according to his/her sayings, has practiced an economic activity during the reference period (seven days before the date of survey).

### **Unemployed population:**

As for the employed active populations, unemployed ones are determined precisely in two stages:

**A- First stage:** Ensures determining the spontaneously-unemployed population.

That is to say people aged more than 15 years, who have no job at the date of survey and who stated that they are looking or not for one, either because they got a promise of employment, are waiting for an employer's reply or are undertaking necessary measures for a freelance job.

The unemployed belong to two categories:

- the unemployed who have already worked;
- the unemployed who have never worked before.

**B- Second stage:** Ensures determining the unemployed active population chosen at the selective questions. Are considered to be among those examinees, people who are aged 15 years minimum and who have been classified as inactive in the first stage, but their replies to the selective questions revealed that they are looking for a job.

### **1.2 Concept and features of inactive population:**

Is considered to be as inactive anybody who cannot be classified either among the actively employed or among the unemployed. We distinguish between the categories of the inactive according to the main reason for their unemployment and for the fact they are not looking for a job.

\* **Housewife:** Any woman aged 10 years minimum who carries out but the housework (cooking, cleaning and taking care of the household members).

This capacity should not be automatically attributed to all women, for the surveyor has to check out if the woman or the girl is busy doing only the housework.

\* **Pupil or student:** Anybody who is mainly occupied by attending a school or a training center.

- \* Child: Anybody who is inactive, aged less than 15 years and is not attending a school at the time of survey.
- \* Elderly people: Anybody who is inactive, aged 60 years minimum and who is not working and is not looking for a job because of age.
- \* Retiree: Anybody who is inactive due to retirement. In which case, the widow who is receiving her husband's pension should not be considered as retiree.
- \* Owner: Any inactive person who states that the income he/she derives from his/her properties dispenses him/her from working.
- \* Other cases: Any inactive person who cannot be classified among the said categories.

## **2. Activity Kind specification mode:**

It should be noted that this part is about the household members aged 7 years minimum, therefore, their serial numbers are entered into the appropriate column, on the basis of the serial numbers attributed to them in section 1.

### **Question 2:** What are you doing currently?

This question requires the examinee's spontaneous replies. Thus, on the basis of the concepts and definitions related to the kind of activity, the examinee is asked about his/her job. In the affirmative, the examinee is classified as actively employed (code 1), otherwise the surveyor asks him/her about his/her looking for a job and classifies him/her as unemployed (code 2), in case he/she replies affirmatively. In the event that the examinee spontaneously states that he/she is not working and is looking for a job, he/she is classified as inactive by entering (code 3) and moving to the selective questions form.

In the first case, enter the a.e. (code 1) at the level of question 3. In the second, enter the u (code 2). At the level of question 3 and in the third case, enter the i (code 3).

**Question 3:** Kind of activity

This question is like the final result reached through questions in form 4 about specifying the kind of activity. The surveyor has to enter the result at the level of this question relying on the kind of activity made out of all these questions. Expected answers are entered into the form. Questions 4, 5 and 6 are directed at the people who have been classified as actively employed, unemployed or inactive at the level of “specifying the kind of activity”.

**Question 4:** Main job that you have usually been doing during the last twelve months.

Enter clearly and precisely the kind of job that people concerned with this part do. It is about the main usual job that the actively employed householder has been doing during the last 12 months or the unemployed householder’s last job. In the event that the person concerned does several jobs at the same time, his/her main job is the one that takes most of his/her time or the one that earns him/her the greatest share of income in case of equal part-time jobs.

Do not content yourself with entering for example:

- merchant (merchant of what?).
- teacher (primary school, junior high school or high school teacher? ...);
- farmer (in what?)

Full and clear answers are as the following ones:

- retail greengrocer and fruiterer;
- teacher of mathematics at the first secondary cycle;
- cereal farmer.

**Question 5:** Main usual economic activity:

Main economic activity of the establishment within which the person concerned is or has already been employed, if unemployed at the survey time and previously employed.

Main economic activity means the main kind of product provided by the establishment or professional premises within which the person concerned is or has been employed before, if unemployed at the survey time. We should not confuse between occupation and the economic activity, since occupation is associated with the person and represents the nature of practiced job, whereas the economic activity refers to the employer of the person concerned and stands for the nature of goods or services produced by the establishment and the premises used for professional purposes.

It should be noted that the economic activity and occupation can have the same form, especially when talking about freelancers. For example, for hawkers, we note that occupation and the economic activity correspond.

Incomplete questions are not enough, for example: administration, trade, etc..., but the activity practiced by the department should be entered more clearly:

- National Education Provincial Branch;
- Cereal wholesale.

We also aim through this question at specifying the main activity of the establishment. Let's say for example a cement factory that produces plaster has manufacturing cement as the main economic activity.

**Note:** Surveys that include this question proved that the volume of population working for the administration changes in such a way that it is difficult to explain with time.

This is due to the misunderstanding of the administration concept as an activity branch. To avoid that, we mean by administration ministries and their county and district departments.

To overcome this problem, surveyors should proceed as follows:

**A- For ministries and their external departments, they should enter:**

- \* name of the premises or the establishment employing the examinee;
- \* name of the ministry between brackets.

If the examinee works at the ministry's head office, only the name of the ministry must be entered, for example:

- We enter for a person who is working at the ministry of Foreign Affairs: Ministry of Foreign Affairs;
- The activity of a practitioner working at Ibn Sina Hospital is: Ibn Sina Hospital (Ministry of Health);
- But if this practitioner takes up his/her duties at the head office of the Ministry of Health, then his/her activity shall become: Ministry of Public Health.

**B- For people who are employed within public and semi-public corporations, the surveyor should enter:**

\* goods produced and services provided by this corporation;

\* name of the supervising ministry;

\* name of the premises if possible;

In the event the examinee could not provide the name of the product, entering the name of the premises is necessary. Examples:

- Agricultural Development Corporation, production of orange (Ministry of Agriculture);
- Barid Al Maghrib (Postal Ministry);
- Sugar refinery (Ministry of Industry).

**Question 6:** Usual main occupation status

The reply to this question ensures classifying the active population pursuant to the following categories:

- Unemployed: has never been working before;
- Salaried employee: anybody who is employed (or has been employed before) by a private or a public employer for a wage in cash, in kind or both;
- Freelancer: anybody who is or has been self-employed (if unemployed after a period of employment), by running a personal business or doing a trade without hiring any permanent employee. Both categories can be met:
  - freelance farmer;
  - non-farming freelancer.

Whoever employs relative assistants or trainees without paying them specific wages is considered to be a freelancer as well.



- Employer: Anybody who is actively working or is unemployed after a period of employment and who is or has been self-employed by running a personal business or doing a trade while hiring, at least, one permanent salaried employee. The employer can be:
  - either a freelance farmer,
  - or a non-farming freelancer.
- Employee at home: Any active person who is working alone (or has been working alone before) at his/her place of residence on his own or on behalf of someone else. Whereas, if the person concerned practices an activity within his/her place of residence and at the same time hiring, at least, one employee, he/she is considered to be employer and not an employee at home and his/her house or the part of it used for practicing the activity as a private establishment;
- Family supporter: Any actively employed person working within one or many establishments for a member of his/her family or household for free or assists one of the members of his/her family at work. We should find out if the family supporter lives with his/her employer.  
Anyone who works for one of his family members and does not live with him/her (within the same household) is not classified as a family supporter, but as a salaried employee or trainee as the case may be;
- Trainee: Any actively employed person aged 30 years maximum and who is hired by an employer for training. He/she can receive a nominal salary;
- Collaborator or partner: Anybody practicing his/her main activity within a cooperative or an association in which he/she is a member. This means that the person concerned makes use of these activity earnings as the other members. A person can be classified as collaborator or partner only if he/she does not receive a salary for his/her job and spends most of his/her time within the firm in which he/she is a partner or the cooperative within which he/she is a member;
- Other: Anyone that cannot be classified according to the previous cases;
- As far as the person who can be found mostly at the stopping place is concerned, he/she can be considered either a freelancer or a salaried employee, pursuant to his/her current situation or his/hers before becoming unemployed.

### **Mode of usual professional activity determining during the last 12 months:**

Contrary to question 3 of section 06 of form “A” that aims at determining the kind of activity at the survey time, questions 4, 5 and 6 set out to deducing the nature of the usual professional activity, i.e. the main activity, the main economic activity and the status within the main occupation held during a very long reference period (the last twelve months preceding the date of survey). For that purpose, the surveyors are required to keep to the following:

A- For the actively employed at the level of question 3 of section 06 of form “A”.

\* specify seniority in the current occupation

**First:** If the period is equal to or more than six months, the current occupation is the usual one, then ask for the activity branch and the status in the corresponding occupation.

**Second:** If the period is less than six months: several cases can be raised:

- in the event that the examinee has held several occupations during the last 12 months, consider the one he/she held longer as the usual occupation;
- if the examinee has been inactive for a longer period before holding his/her current occupation, enter inactive at the level of questions 4, 5 and 6 of section 06 of form “A”;
- if the examinee has been unemployed for a longer period of time before holding his/her current occupation, enter:
  - + unemployed 1: for the unemployed who have never worked before;
  - + unemployed 2: for examinees who have senior employees in their current occupation and their period of unemployment is equal to or exceeds 12 months;
- If the period calculated above is less than 12 months, deduce the usual status, which can be:
  - either a usual occupation that the examinee has held for a longer period during the last 12 months, but is different from the current occupation;
  - or the inactivity corresponding to the inactivity period that took the greatest part of the examinee’s time.

**Important:** In case of difficulties, do not hesitate to contact the supervisor.

B) For the unemployed during the survey:

- enter u1, for the unemployed who have never worked before;
- whereas for the unemployed who have worked before, ask for the unemployment duration
  - \* if this duration is equal to or exceeds six months, enter u2.
  - \* if it is less than six months, then deduce the usual status (inactive or usual occupation)

C) For the inactive at the time of survey, ask for the inactivity period.

- \* if the inactivity period is equal to or exceeds six months, enter inactive.
- \* if it is less than six months, then deduce the usual status (usual occupation or unemployment).

**Section 06: Activity (continued)**  
**Form 4: Determining the kind of activity (for those aged 7 years minimum)**

**Question 2:** Have you practiced, during the last 24 hours, an activity on your own as a freelancer, employer or partner or on behalf of someone else for a salary or on behalf of a member of your family, as a main family supporter?

This question is directed only at people who stated to be inactive at the level of question 2 (Q 2 = 3) of section 06.

In the affirmative, enter code 1 at the level of question 2 and a.e. at the level of question 3 of section 06 of form “A”. In case the reply is “no”, enter code 2 and move to the following question.

**Question 3:** This question sets out to know if people, who have not worked during the last 24 hours, have or have not a job and certainly intend to keep it.

Therefore, persons concerned with this question are classified in two categories: those who replied yes and with whom the surveyor should keep talking to know the reason and those who answer no and to whom the surveyor should ask question 9.

**Question 4:** At the level of this question, the surveyor must enter the real reason for the absence of the examinee from work, which shall ensure distinguishing between three main reply categories:

- First: very casual reasons, such as holidays (administrative, sick or exceptional leave ...), inappropriate weather conditions, training or absence for personal reasons. In which case, the person is considered as actively employed. We enter, then, 01 (a.e.) in question 3 of section 06 of form “A” and move to the following question;
- Second: concerning people who are waiting to be assigned to their new jobs or those who are going through the necessary formalities to set themselves up. For this kind of answers, the person concerned is considered to be unemployed. We enter, then, 02 (u) at the level of question 3 of section 06 of form “A”.

- **Third:** Intended for people who stated that their unemployment during the last 24 hours is due to the unfavorable economic situation, to professional problems, temporary stoppage of work or other similar reasons. For this kind of replies, we move to the following questions to get additional information to decide about the person's kind of activity.

**Questions 5, 6, 7 and 8:** The surveyor must know the relationship between the person concerned and his/her job at the level of question 5, the term of absence from his/her work, question 6, his/her intention to resume work, question 7. These questions are directed at people who replied by yes to question 2 and belong to the third category at the level of question 3 of section 06 of form "A" (Q 3 = 5, 6, 7 or 8). Results deduced in these questions are entered in question 8 by the surveyor as follows:

If the reply to question 5 is not code 1, that is to say that the person concerned is implicitly related to his/her job, the period of absence in question 6 is less than two months and he/she intends to resume his/her work (code 1 in question 7), enter code 1 at the level of question 8 and (a.e.) in question 3 of section 06 of form "A".

If none of the said conditions applies, enter code 2 (Q 8 = 2) and move to the following question.

**Question 9:** The surveyor himself/herself answers this question by referring to that related to age. Therefore, if the examinee is aged less than 30 years, we enter yes and move to the following section; otherwise we put "no" and move to question 13.

**Question 10:** This question aims at ascertaining if the examinee is learning a trade within the "master's", at a workshop for the production of goods or provision of services to be sold. In the affirmative, enter actively employed at the level of question 3 of section 06 of form "A". If the reply is no, then enter code 2 and move to the following question.

**Question 11:** The surveyor himself/herself answers this question by referring to the question related to age. Therefore, if the examinee is aged 15 years maximum, you should enter yes (code 1) and move to question 14, but if he/she is aged 15 years minimum, we enter no (code 2) and move to the next question.

**Question 12:** We ask the examinee if he/she is looking or not for a job. In the affirmative, we enter yes (u) at the level of question 3 of section 06 of form “A”. In case of a negative reply, we enter no and move to the following question.

**Question 13:** It is required here from the examinee to explain the main reason why he/she is not looking for a job. On the basis of the given reason, people who can and want to work, but are not looking for a job due to the absence or the lack of work opportunities, hopelessness, waiting for the reply of an employer, formalities to work abroad, intention to do so in the future, should be considered as unemployed (u) at the level of question 3 of section 06 of form “A”. People whose statements give to understand that they do not want or cannot work should not be considered as unemployed (Q 13 = 6, 7 or 8). We should then move to the following question.

**Question 14:** The examinee is required to specify whether he/she has practiced his/her activity or has helped others in practicing theirs during the last seven days. This question concerns only people who do not want or cannot work for one reason or the other, at the level of question 13.

In the affirmative, enter 01 at the level of question 3 of section 06, otherwise move to question 15 to be able to distinguish between the various activities practiced during the last seven days (economic and non-economic activities).

**Question 15:** This question is directed at people who have not been classified as active in the previous question. The surveyor should enter all activities except for those related to domestic works, studies and renovations that the examinee has been making in the house during the last 7 days, before the survey date, in the form intended for that purpose. The surveyor should avoid putting this question to the elderly and the long-term ill.

On the basis of the nature of carried out works during the reference week and pursuant to the law of economic activities, the surveyor can determine whether carried out works are economic or not and affirm, as a result, if the examinee is actively employed or not.

If you realize that he/she cannot be considered as active, you have to clarify the kind of activity at the level of question 3 of section 06 of form “A” and enter code 2 for this question.

If it appears that the person concerned has practiced economic activities during the reference week, enter code 1 at the level of this question and (a.e.) at the level of question 3 of section 06 of form “A”.

**Particular case:** In the event there is more than one rural woman who is taking care of the minimum number of cattle so that their activity becomes economic, they should all be considered as actively working.

## **Section 07: Schooling System**

### **Part 1: Relating to the members who live with the household**

Questions in this section are meant to have an idea about the population's educational level, their ability to read, as well as the tuition fees. By associating this section's data with those of other sections, the reporter shall be able to examine the effects of schooling and the fight against illiteracy on the other variables dealt with in the survey (consumption, employment, ...).

**Question 1:** This section concerns all household members no matter what their age can be. Therefore, we have to start by entering all serial numbers of all the members into the first column, on the basis of the first section.

**Question 2:** This question is directed at all surveyed household members. It aims at determining if the person concerned reads and writes, at least, one language.

- if the person neither reads nor writes any language, enter code 2;
- if the person reads and writes one language, at least, enter code 1;
- if the person is less than 10 years old, enter code 3.

**Question 3:** It is to know if the examinee, in spite of his/her age, attends, has been attending during the last twelve months or has not attended a public school, a vocational training center or a similar institution. If the examinee attended school before the last twelve months, move to question 6, but if he/she has never attended a school, move to question 8.



**Question 4:** It is a matter of specifying the last education or training course attended by the examinee during the last twelve months. This question is to be asked only to every examinee who is currently attending a course or has been attending one at a school or vocation training center and quitted during the last twelve months.

It should be noted that all household members' tuition fees during the last twelve months will be entered into form "G". Reply categories are as follows:

- non-religious kindergarten;
- preparatory school: it is a preliminary education school before going to the first cycle of basic teaching;
- religious kindergarten: a religiously-oriented kindergarten (memorizing the Koran, ...);
- Koranic school: any school where pupils learn the Koran and some other courses related generally to the Islamic law, jurisprudence, grammar ... etc. These schools come under the *Zaouia* (small mosque) or the mausoleum;
- basic first cycle: from the first year to the sixth year public or private primary class;
- basic second cycle: from the seventh year to the ninth year primary class;
- secondary education: comprises three levels (first, second and third) in completion of high school degree;
- higher education: after completion of high school or a similar degree;
- vocational training: any institution attended to go through specific vocational training.

**Question 5:** Specify whether the institution attended during the last twelve months is:

1. public;
2. private.

An institution is public if it comes under governmental departments and provides free education.

**Question 6:** Educational level completed with or without vocational training.

Make out the highest educational level completed by the person concerned with or without vocational training. The surveyor should pay here more attention and distinguish between levels completed either according to the old or the new systems. Reply categories are included in the page opposite to the schooling system section.

**Question 7:** Enter precisely the highest public education degree completed. In the event the examinee has two same level degrees, only the last degree completed is taken into consideration. As far as people who do not have any degree at all are concerned, enter “without” in the appropriate box. This question concerns only people aged 10 years minimum. The surveyor’s role in the field is to put down in writing the full and clear testimony, provided that it is well encoded by the surveyor himself/herself.

**Questions 8, 9 and 10:** They are directed at the household members who have followed courses to improve their cultural level or capacity or for personal reasons during the last 12 months.

We aim through these questions at knowing if the household members have practiced some educational activities during the last 12 months. It is meant by educational activities all courses or lessons through which every member tends to improve his/her cultural level or professional capacity or for personal reasons. These courses must have nothing to do with education and training.

**Question 8:** Has the member followed courses that have nothing to do with education and vocational training?

If the member has followed, during the last 12 months, such courses, enter code 1 and move to questions 9 and 10. If he/she replies no, enter code 2 and move to the following section.

**Question 9:** Kind of course followed during the last 12 months:

The kind of courses followed by the concerned member during the last 12 months is specified. These courses can fall within arts, handicraft, computing, accountancy, secretaryship and administration, foreign language, sports or other courses.

**Question 10:** Have you paid tuition fees for that purpose?

We can, through this question, ascertain if the examinee has paid tuition fees, during the last 12 months, to follow a particular course. In the affirmative, put code 1 and try to enter the appropriate fees for each member and for each course at the level of form “G”. In the case the examinee replied by no, enter code 2 and move to the second part of the section.

**Part 2:** Schooling of children who are not living with the household

This part aims at learning with certainty about the existence or the absence of children who do not live with their household and attend schools or training centers. This part is also set out to deduce some of their characteristics, especially tuition fees incurred by the household.

**Question 0:** Ask if a household member or several household members have children who are not living with them, who are less than 35 years old and who currently attend a school or a training center. In the affirmative, continue questioning them; otherwise move to the following section.

**Question 5:** Enter the child’s serial number if considered as a household member in section 1, otherwise, enter code 00.

**Question 6:** Enter the serial number of this child’s father (mother), if his/her father (mother) is the household member. If the father or the mother are not members of the household or are deceased, enter code 00.

**Question 7:** We enter, at the level of this question, this child’s current place of residence. It can be:

1. either a relative household residing in town;
2. a relative household residing in the countryside;
3. a non-relative household residing in town;

4. a non-relative household residing in the countryside;
5. a boarding school;
6. a campus;
7. abroad
8. or another case.

**Question 8:** Educational or training level (see reply categories included in the front part of this part).

**Question 9:** For each child entered into this chart, we estimate the overall amount of money sent to him/her by one member or members of the household during the last 12 months. In the absence of any money orders during the last 12 months the amount is then zero.

**For example:** The household's child is studying abroad and is working at the same time to meet his/her needs in such a manner that he/she does not need the household's aid.

**Important notice about both parts of this section:**

For every member concerned with this section who has already attended a public school, a training center or a similar institution, during the last 12 months, all tuition fees are entered according to the detail provided in section 1 of form "G".

## Section 8: Medication

This section is intended to supervise medication fees entered into form “A”, on the one hand, and study the population’s state of health, on the other, as well as the means used by the households in medication.

### **Part 1: Consultations**

**Question 0:** This question ensures specifying all the household members who have been sick or injured, except for dental care and surgery, during the last two months, i.e. either they have fallen ill or have been injured during the last two months or are still ill or still suffer from the injury that dates back before this period.

We should settle for the examinees’ statements in this field, because the concept of illness or injury remains difficult to define and specify and most of the time the delimitation thereof becomes impossible.

This concept also varies from one person to the other, from one environment to the other, from a work nature to the other and from a standard of living to the other.

In the affirmative, encircle code 1 and enter the serial numbers of concerned persons (relying on section 1), otherwise, move to part 2 related to dental care.

**Question 3:** Have you consulted anyone for this illness or this injury?

This question sets out to know if the currently ill or injured person (or previously ill or injured) has consulted anyone during the reference period set up in the last two months.

**Question 4:** The person consulted is: a general practitioner, a specialist, a chemist, a midwife, a nurse, a traditional curer, a *Fqih*, a saint or any similar person.

**Question 5:** We want to know through this question the consultation place to evaluate costs from the points of view of time and distance between the consultation place of the examinee's place of residence. If the reply is "home", move directly to question 6.

**Question 6:** It is intended to specify the sector to which belongs the consultation place (public, semi-public, private, other).

**Question 7:** Have you paid for the consultation?

In the affirmative, enter code 1; otherwise enter code 2 (nothing is paid for the consultation).

**Note:** One line is intended for each kind of illness from which the person concerned has suffered during the last two months. A person can sometimes suffer from one or many troubles, therefore, the number of lines shall correspond (be equal) to the number of troubles from which the person concerned suffers. The trouble or the line is represented by the code that identifies the person in the column intended for that purpose and by the consultation number.

## **Part 2: Dental care**

**Question 0:** Are there any members of your household who received dental care during the last 12 months?

We want to know, through this question, all household members who received dental care during the last twelve months before the survey date. This care can either be for treatment, tooth-pulling or dentures and other dental care.

In the affirmative, enter code 1 and move to the following part.

If the reply is no, enter code 2 and move to the following part.

Before moving to the following questions, enter the consultations' serial number, then those of the persons concerned.

**Question 3:** This consultation was by:

A public sector dentist, in which case enter code 1;

A semi-public dentist or dental surgeon, for example at social security centers or similar institutions. In this case, enter code 2;

A self-employed dentist, a private doctor's office. In this case, enter code 3;

Another person who can be a dental technician, a traditional curer. Therefore, enter code 4.

**Question 4:** Have you paid for this consultation?

In the affirmative, enter code 1, otherwise enter code 2 and move to the following consultation.

### **Part 3: Medical analyses and radiology**

**Question 0:** Are there any members of your household who have undergone medical analyses or radiology during the last two months?

In the affirmative, enter code 1.

In case the reply is no, enter code 2 and move to part 4.

**Question 1:** Enter the serial numbers of the household's members concerned with the analyses and examinations.

**Question 2:** Enter the serial numbers of the analyses and examinations related to the person whose number is entered into question 1.

**Question 3:** Where the analyses (or the examination) took place?

The place where this analysis or examination took place must be entered precisely by putting the corresponding code.

Public hospital, enter code 1;

Cooperative doctor's office, for example coming under contingency and similar funds, enter code 2;

Private doctor's office, enter code 3;

Somewhere else, i.e. the examinee underwent the analysis or the examination in a place not itemized above, enter code 4.

**Question 4:** Have you paid for this examination?

In the affirmative, enter code 1, otherwise enter code 2 and move to the following examination.

**Part 4: Hospitalization**

**Question 0:** We aim, through this question, at knowing if one or several members of the surveyed household have spent, at least, one night in a clinic or a hospital, during the last twelve months, starting from the survey date.

In the affirmative, enter code 1 and move to the following question;

Otherwise, enter code 2 and move to next part.

**Question 1:** For each hospitalization, enter the serial number of the person concerned.

**Question 2:** Hospitalization No.

If the reply is 0 "yes", enter hospitalization's serial numbers in the appropriate box.



**Question 3:** What is the reason for this hospitalization?

Surgery/illness: A person can be hospitalized for one or more nights in a public or private hospital, undergoing surgery. He/she can also undergo, in this hospital, medical examinations or analyses, which require that he/she stays, if it were only for one night, therein. In this case, enter code 1. In case of delivery, enter code 2, or a car or an industrial accident, enter code 3.

For other reasons that are different from those above, enter code 4.

**Question 4:** Place of hospitalization

The place where this person underwent hospitalization is determined and the appropriate code is entered on the basis of suggested codes.

**Question 5:** Hospitalizing duration

For each hospitalization, ask the examinee about the number of days (or nights) he/she spent at the place of hospitalization. If the sick spends only the day in the hospital, we consider the duration as one day and enter 01 in the appropriate box.

**Question 6:** Have you paid for hospitalization?

In the affirmative, enter code 1, otherwise enter code 2 and move the following hospitalization;

**Part 5: Purchase of medicinal herbs**

**Question 0:** Medicinal herbs mean plants and herbs used in traditional medicine to treat some corporal (organic), nervous and mental diseases or injuries.

This purchase can be by the person concerned or by someone else among the household members of course.

In the affirmative, enter code 1.

Otherwise, enter code 2 and move to the following part.

**Question 1:** Serial number

For each purchase, the serial number of the person concerned with purchasing these herbs should be entered.

**Question 2:** Purchase No.

If the reply to question 1 is affirmative, enter purchase number in the order (i.e. from 1 to n), with n = number of purchases.

**Question 3:** Have you made any payment for this purchase?

In the affirmative, enter code 1, otherwise, enter code 2 and move to the following purchase.

**Part 6: Purchase of medicine**

**Question 0:** By this question, we want to know if any household member has purchased medicine during the last two months.

In the affirmative, enter code 1 and move to the following question;

Otherwise, enter code 2 and move to the following part.

**Question 1:** Serial number:

For each purchase, enter the concerned person's serial number.

**Question 2:** Purchase No.

Enter purchase numbers in the order (1, 2, 3 ... n)

**Question 3:** Have this medicine been purchased by prescription?

Yes, enter code 1.

No, enter code 2.

**Question 4:** How this medicine is obtained?

This medicine can be:

either provided for free at the public health center;

provided for free by a private practitioner (maybe an attending physician);

or provided for free by a non household member who may have purchased or otherwise received the medicine. The common denominator among the three above-mentioned cases is that the examinee received the medicine for free.

The medicine can be purchased by the examinee (or the household);

If the medicine is received otherwise, enter this case in the appropriate code.

**Part 7: Purchase of medical appliances**

**Question 0:** This question concerns surveyed households that have purchased medical appliances during the last 12 months. We select the person or the persons (if any) who are members of the household and who have purchased medical appliances during the aforesaid reference period. We mean by the purchase, the medical appliances purchased or received for free. Reply categories are as follows:

Yes;

No, in which case, move to the following part.

**Question 1:** Serial number

For each appliance, enter the serial number of the person concerned with the purchase thereof.

**Question 2:** Appliance No.

Enter the numbers of all purchased appliances in order.

**Question 3:** Have you paid any costs for the purchase of these appliances?

In the affirmative, enter code 1.

Otherwise, enter code 2 and move to the next appliance.

## **Part 8: Health social security cover**

This part is set out to determine the household members who joined the health social security system (CNSS, CNOPS, ...) and other health insurance corporations.

**Question 1:** Enter the serial numbers of all household members.

**Question 2:** What is the person's status (...) towards the health social contingency system? Specify each person's membership status.

If the examinee is a member, enter code 1;

If the examinee is a beneficiary, enter code 2;

If the examinee is not covered, enter code 3.

If the examinee is a beneficiary or is not covered, move directly to question 5.

**Question 3:** What kind of system is this?

As far as social contingency system members (i.e. those with code 1 at the level of question 2) are concerned, enter the code proper to the system that this person joined. This system can be:

either the national contingency fund (CNOPS);

the Social Security National Fund (CNSS)

or an internal special system: the examinee's employer has a special system making it possible for its employees to benefit from health services for a particular deduction.

Other systems.

**Question 4:** Have you paid membership charges during the last 12 months?

Concerning the member, i.e. the one bearing code 1 in question 2, we need to know if he/she has paid membership charges during the last 12 months.

In the affirmative, enter code 1;

Otherwise, enter code 2.

**Question 5:** What is the person's status (...) towards the health insurance system?

This question sets out to know if the household members are members (or beneficiaries) of any health insurance system.

If the examinee is a member, enter code 1;

If the examinee is a beneficiary or not covered, enter code 2 or 3 and move to the next member;

**Part 9: Vaccination of children under the age of 24 months.**

This part concerns only the surveyed household's children under the age of 24 months at the survey date. We seek to evaluate their fatal disease vaccination record, which is likely to limit the infant mortality rate.

**Question 1:** Serial numbers of all children under the age of 24 months at the survey date are entered.

**Question 2:** Does the child named (...) been vaccinated during the last 12 months.

If yes, enter code 1;

If no, enter code 2 and move to the following child.

**Question 3:** Is the vaccination place public, private or both?

If the child is vaccinated in a public place, enter code 1;

If the child is vaccinated through private services, enter code 2,

If the child is partly vaccinated in a public place and partly through private services, enter code 3. The place is considered as “combined”.

**Question 4:** Have you paid any fees for theses vaccinations during the last 12 months?

In the affirmative, enter code 1;

If the reply is no, enter code 2 and move the following child.

## **Section 09: Family Solidarity**

### **(provided services)**

This section sets out to study the exchange of goods and services between families. The exchange of goods and services among the household members is not taken into account. These goods and services are divided up into two parts:

- First part: concerns goods and services provided during the last three months preceding the survey date and includes those encoded from 01 to 14.
- Second part: concerns goods and services provided during a one-year reference period, i.e. 12 months before the survey date and includes those encoded from 15 to 23.

**Question 1:** During the three months preceding the survey date, have you received goods or services from a relative (or relatives) or from anybody else?

The surveyor asks every examinee if a relative (or relatives) or anybody else provided some kind of the goods and services that he/she enumerates to the household. In front of each provided goods or services, enter code 1; if provided by a relative (first column), by a non-relative (second column) or paid services (third column) and code 2, if the household has not received any particular services or goods or if said services are not paid.

**For example:** The household can receive the same services or goods from people:

- who are partly relatives,
- who have partly no family ties with the household
- and part of these services or goods are paid.

In which case, enter code 1 in the three boxes proper to the same services or goods.

**Question 2:** We want to discover the services provided during a one-year reference period, i.e. the last 12 months preceding the survey date.

This question concerns the goods and services encoded from 15 to 23. To answer all sections in this question, use the same method as in the previous question (question 1).

## **Section 10: Transfers**

Many households support each other, i.e. they send to each other things in cash or in kind. This cash or kind forwarding can be regular or occasionally. As far as households with an inferior standard of living are concerned, supporting each other plays a major role in changing their living circumstances.

Since the survey aims at determining the population's living standards, it is very important to specify the households that benefit from social security programs. In other words, finding out the households that benefit from transfers from the government or from social institutions.

### **Part 1: Cash transfers**

**Question 0:** Are there any members of your households who have received money from other household members, an institution or the administration during the last 12 months?

This question is directed at members of the surveyed household who might have received cash during the last 12 months preceding the survey date.

This cash can be transferred either by non household members, an institution or the administration.

It can be ambiguous for the examinee who may deny having received any out of forgetfulness. In order to avoid any ambiguity, we must ask the question and at the same time recall all possible answers to question 3, so that he/she understands the question.

In the affirmative, enter code 1 and move to the following question.

Otherwise, enter code 2 and move to the next part.

**Question 1:** Transfer No.

Number of possible transfers is 8.

If the answer to question 1 is yes, enter the transfer number in the order (i.e. from 1 to 8 at the farthest).



**Question 2:** Beneficiary's serial number:

For each transfer, enter the serial number of this transfer beneficiary. If all household members benefit from the transfer, the householder should then be the beneficiary (01).

**Question 3:** What kind of transfer is this?

In reply to this question, 9 possible answers have been set:

- cash presents: money received by the members of the surveyed household on the occasion of an exceptional event for the household (birth, marriage, death, circumcision, ...) during the last 12 months. Consequently, enter code "0" proper to this case and move to question 8 to set up the total amount received by the household during the last 12 months.

**Note:** To be able to specify precisely the annual amount you have to:

1. ask the household about the exceptional events it went through during the last 12 months, as well as the number and nature thereof;
2. For each event, enter the amount of received cash presents;
3. At the end, enter the total amount in question 8.

- **Lesser Bairam's charity or cash alms:** In this case, enter code 1 and move to question 8 to set up the total amount.

- **Cash aid or money order:** Money received by the household from an institution or a person not member of the surveyed household; for example, a household that receives cash money or money orders from a son who is residing within Morocco or abroad.

In this case, enter code 2 and move to the following question.

- **retirement or pensions:** Aids received by one or several members of the household, being either a beneficiary thereof or having the right therein. These pensions can be as follows: old age pension, resistance pension, disablement pension, widowhood and orphanage pension, etc.... In these cases, enter code 3 and move to the following question.

**Family support:** Money provided by social institutions (such as the CNSS, for children depending on the salaried employee benefiting from this institution's social security system).

In this case, enter code 4 and move to the following question.

**Begging income:** As far as households that live out of begging, enter code 5, which is appropriate to this case and move directly to question 8 to set up the amount earned during the last 12 months.

**Note:** To set up the total amount earned during the last 12 months, you have to specify a short reference period (like a month for example) to set up the amount earned during this short period and then the amount earned during 12 months.

- **Exceptional income:** Money earned by some household members who have no jobs or used to be employed before. These sums can be provided either as compensation for redundancy, end of duties or retirement, in settlement, death compensation or industrial accident compensation paid by some social security or insurance systems, etc...

In which case, enter code 6 and move to the next question.

- **Insurance company's payment for an accident**

- **Other kind:** Any transfer not mentioned above, i.e. which we could not itemize among said kinds. In this case, enter code 8 and move to the following question.

**Question 4:** What is the source of these transfers?

The person or the institution transferring the money to the surveyed household should be specified. If the sender is a department or an institution, move directly to question 7.

**Question 5:** What kinship is there between the beneficiary and the money-sender?

If the sender is a relative of the person concerned, determine his/her kinship with the beneficiary of the transfer.

**Question 6:** What is the sender's place of residence?

Specify the place of residence of the money sender. It can be either a town, the countryside or abroad.

**Question 7:** Is this transfer:

- usual and regular, in which case enter code 1;
- circumstantial, in which case enter code 2.

**Question 8:** What is the total amount received by the beneficiary during the last 12 months?

In case of a regular transfer, ask the beneficiary to set up the value received during the time span (week, month, 3 months, 6 months ...) and then set up the total annual amount in dirhams.

If circumstantial transfer has been recurrent during the last 12 months, set a short period of time (one, 2 or 3 months) and then set up the total annual amount in dirhams.

**Part 2: Transfers in kind**

Only kind transfers (gifts or donations) received during the last 12 months by the surveyed household.

The way this part shall be filled is the same as for part 1.

If the gift or donation are for an "exceptional occasion" or for "the Lesser Bairam's alms or *Ashoura*" in question 3, enter code 1 or 2, as the case may be and move directly to question 8 so the examinee specifies the exact value of this kind transfer.

If it is about other gifts or donations, set up the type of this kind transfer at then enter the appropriate code. Then move to the other questions of this part to determine the answers according to the instructions provided for in the previous part (i.e. part 1).

**Note:** If this kind transfer is received in return to a work done by the examinee, it should not be taken into consideration in this part.

### **Part 3: Cash transfers**

All cash transfers by members of the surveyed household to other people not belonging to this same household in return for no clear service.

**For example:** A person who sends monthly money to his/her parents.

**Question 0:** Have any members of the household sent money to someone who is member of another household or to an institution during the last 12 months?

We would like to know, through this question, whether a member of the surveyed household has sent money to another person not belonging to this household or to an institution during the last 12 months. In the affirmative, enter code 1 and move to the following question.

Otherwise, enter code 2 and move to the following part.

To avoid forgetting or repetition, you should recall possible replies related to question (3) so that the examinee shall become able to specify precisely all transfers and the types thereof.

One line is assigned for each stated transfer, were it to a person or to an institution.

**Question 1:** Transfer No.:

In the affirmative for question 0, enter the numbers of made transfers in the order (i.e. from 1 to n).

**Question 2:** Serial number of the money sender:

For each transfer, enter the serial number of the money sender.

(n: number of transfers made)

**Question 3:** What kind of transfer is this?

The nature of this cash transfer should be specified.

If this transfer is for an “exceptional occasion” or for “the Lesser Bairam’s alms or *Ashoura*”, enter code 1 or 2, according to the provided kind and move to question 8 to specify the amount of this transfer. In case of a transfer other than the two said ones, enter the appropriate code of this transfer and move to the other questions to collect information.

**Question 4:** Who is this transfer beneficiary?

Specify the person or the institution that profits from this cash transfer.

If the beneficiary is an establishment, an association or a cooperative, enter code 4 and move to question 7.

**Question 5:** Where does the beneficiary live?

For people who profit from this money, determine their places of residence.

**Question 6:** What kind of relationship is there between the sender and the beneficiary?

Specify the kind of kinship between the money sender and the beneficiary.

**Question 7:** Is this transfer:

- usual and regular, in which case enter code 1;
- circumstantial, in which case enter code 2.

**Question 8:** What is the total amount of this transfer?

Set up the total amount of money sent during the last 12 months.

**Part 4: Transfers in kind**

Donations and gifts in kind sent by the members of the surveyed household to other persons not members of the same household or belonging to social institutions for example, during the last 12 months.

This part shall be filled in the same way as for the previous one.

At the level of question (7), would you please estimate the value of donations or gifts offered by the members of the surveyed household.

If the answer to question 3 concerns a “special occasion”; “*Ashoura*” or “the Lesser Bairam’s alms”, enter the code that is appropriate to the said case and move directly to question 7 to set up the amount.

## Section 11: Hardware

This section aims at taking census of the population that have hardware at home and knowing how they make use of computer services. All households are concerned with this section, even those who do not have a computer. The surveyor should use his/her knowledge in choosing the households at whom questions in this section can be directed, especially in the countryside, so as to avoid embarrassment.

### **Question 1:** Do you have a computer at home?

The person concerned is asked if he/she has first a computer. In the affirmative, enter code 1 and move to question 2, otherwise, enter code 2 and move to the following section.

### **Question 2:** How many computers do you have?

Enter into the opposite box the number of computers the surveyed household has.

### **Question 3:** How long have you had a computer?

If the household has had a computer for two years maximum, enter code 1 and do not forget taking down the purchase price in the domestic appliances section, otherwise, enter code 2.

Only the purchase of the last computer is taken into consideration in case the household has more than one machine.

**Question 4:** The aim is to make sure if the household has software or other computer accessories. Enter code 1 in front of each machine, in the affirmative, otherwise, enter code 2.

Before moving to the following question, we give some definitions to these accessories so that it becomes easier for the surveyor to recognize them better, bearing in mind that the examinee will undoubtedly reply spontaneously to this question.

**Printer:** This machine prints data from the computer.

**CD drive:** A device that reads information recorded on CD-ROMs.

**Sound board and speaker:** Computer sound devices.

**Internet:** International network for computer communication.

**Modem:** Software to connect one computer to the other through telephone lines. By means of this software, computer can be used as a telephone or a fax machine.

In case of other computer accessories (scanner ...), enter code 1 and provide the device name in the opposite box, otherwise, enter code 2.

**Question 5:** This question aims at knowing how much the household makes use of the computer it has by comparing the domains of service thereof. In front of each domain, enter code 1 in the affirmative and code 2 if the reply is no.

The computer use can either be professional or cultural, for entertainment or for domestic management (following up receipts and payments, ...)

It can also be for other needs to be mentioned.

**Question 6:** This question is to list computer accessories purchased during the last twelve months to evaluate fees resulting there from in the sections of form “G” assigned for that purpose.

In front of each machine or device, enter code 1, if the machine is purchased this year and code 2 if since more than one year.

## Section 12: Effects of the Households' Social and Economic Situation

This part aims at evaluating the socio-economic standard of the surveyed household. Information is collected by questioning the householder.

**Question 1:** Comparing the household's current living standard with its living standard 10 years ago, i.e. in about 1990, to know if it remained steady, improved or regressed. The householder is to reply to this question.

**Question 2:** In case the answer for question 1 is "regressed", the surveyor should ask about the reasons for such regression in the household's living standard.

Answers to this question are many. At the level of each category of replies enter code 1 if they caused the regression and code 2 if not.

**Question 3:** Specify the first three classes of costs that the household bears when comparing its current situation with the household's standard of living 10 years ago, i.e. at the beginning of the 90s.

Cost classes that have been taken into account are as follows:

1. food costs;
2. Clothing costs;
3. Transportation costs;
4. Lease, housing, furniture and domestic appliances;
5. Children's tuition fees;
6. medication, medicine, examinations, radiology, etc ...;
7. Entertainment, travel and cultural activities;
8. Transfers to the family: all money and transfers in kind, either regularly or irregularly, made by the household to family members.

**Question 4:** It is required to know if the householder has worries about his future and his children's. Among proposed answers, enter code 1 into the boxes of the first three replies made by the examinee and code 2 for the other answers.



### **Section 13: Nature of the Household's Incomes**

This question aims at collecting information about the household's total fixed incomes during the last 12 months. Fixed incomes are characterized by regularity.

We are taking an interest in ranging these incomes from one to seven according to their importance for the surveyed household. The householder is questioned about classifying the household's incomes by entering codes from 1 to 7. The incomes are as follows:

- Salary.
- Business earnings as employer.
- Business earnings as freelancer.
- Non-financial annuities (farm rent, fixed assets profit) and financial annuities (interests and profits).
- Pension, retirement and alimony: allowances received by a household member, being either a beneficiary or the person concerned.
- Transfers, social allowances, scholarships: as far as transfers are concerned, they can be either an order or the money, which the household receives from a person who is or is not a family member and who can be either inside Morocco or abroad. Social allowances are the money provided by social organizations or associations.
- Other fixed incomes.

For unconcerned incomes we enter code 0.