

LABOUR FORCE SURVEY

INTERVIEWERS INSTRUCTION MANUAL

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1. **Introduction**

The Labour Force Survey is the principal survey in the programme of Continuous Social and Demographic Surveys (C.S.D.S.) conducted by the Department of Statistics. The survey is conducted twice annually (in April and October) and provides information on the size of the country Labour Force and of various other characteristics of the population.
2. **What is the Labour Force**

The Labour Force comprises all those persons in the country who are available for work. These individuals be either employed or unemployed. Employed persons are individuals who were either working, either for themselves or for other, during a specified period or while having a job, did not work during the reference period.

The unemployed are persons who, during the reference period, were either actively seeking a job or while not actively seeking a job, wanted work and was available for work.

The only persons in the population who are excluded from possible inclusion in the Labour Force are (i) persons under 14 years of age, (ii) individuals who are incapable of working because of chronic old age, physical or mental disability or chronic illness and (iii) full time students.
3. **The Survey - What is it?**

The Labour Force Survey is a Sample Survey. This means that information is obtained not from, the total population, but from a carefully scientifically selected sample of the population. By carefully controlling the sample selection process and the field operations and all aspects of the survey, it is possible to obtain reliable estimates of the population and of various key characteristics of member of the population and also to determine the margin of error of the estimates.
4. **The Sample Design in a nut shell**

The sample for the Labour Force Survey is based on the results of the 1982 Population Census, and is a two stage sample.

The first stage involves the selection of a sample of Primary Sampling Units (P.S.U.). [A P.S.U. may be one enumeration district or a combination of contiguous enumeration districts, one or more of which had less than a certain minimum number of dwellings in the census.] In order to select the P.S.U.'s, the enumeration districts in each parish are grouped into sampling regions of approximately 2400 dwelling units. Two P.S.U.'s are scientifically selected from each sampling region and a total of 10% of the P.S.U.'s in the island are selected.

Before going on to the second stage of the sample, it is necessary to obtain an up to date list of all the dwellings in the selected P.S.U. Most of you, if not all of you, will have been involved in this listing exercise recently.

The second stage of the sample selection process in the selection of the dwellings to be visited in the survey. A sample of 10% of the dwellings listed in each selected P.S.U. will be included in the sample. However, in order not to visit the same dwellings in each survey, a 20% sample of dwellings will be selected. (This sample of dwelling is then divided into 16 equal replicates.) The dwellings in 8 replicates - half of the 20% sample or 10% of the sample will be visited in each survey. But in each survey only $\frac{1}{2}$ of the dwellings (4 replicates) from the previous survey will be included. This means that each selected dwelling will be visited in two successive surveys and then omitted from the next two.

1.5 Your Assignment

You will be assigned to work in a number of selected P.S.U.'s and will be given a list of the selected dwellings in each P.S.U. This assignment will be given in a prescribed form and this will be discussed later.

You will then be required to visit each selected dwelling assigned to you and to obtain information about each member of all the households which occupy the dwelling.

In order to obtain the information, you need not see each individual. (Any responsible member of the household may give information on persons who are temporarily absent.)

1.6 Confidentiality of the information

During the course of your listing you will, no doubt have come upon cases where persons were reluctant to give information because they consider it confidential. The information which we seek in the Labour Force Survey is much more detailed and may be considered to be of an even more confidential nature. It is, therefore, important that you in the first instance remember the provisions of the Statistics Law as it affects the confidential handling of the information collected.

In brief, all information collected by any agent for and on behalf of the Department of Statistics must, according to the requirements of the Law, be kept confidential and should not be made available to anyone, inside or outside of Government, in the form collected, but may only be presented in the form of totals. This is to ensure that no

1. Dress

An enumerator should always be presentably dressed. This does not mean that you should wear a coat and tie, or even a white shirt, if you are a man; or in the case of the ladies, go decked out in your nylons when you may have to cross rivers or probably even climb over fences. You should, however, be clean and have a tidy appearance. Remember you will be going to the homes of your respondents. Many of them will invite you in. People tend to distrust untidy looking persons who come to them asking for information on their personal affairs.

2. Manner and Approach

A very important part of the interview takes place within the first few minutes. First impressions are very important. If a person is annoyed for any reason this is bound to have an adverse effect on the interview. It is important, therefore, that your approach to a prospective respondent is one in which you display the utmost courtesy.

Secondly, you must be tactful. Such actions as asking permission to enter, closing the gate after you, particularly if you had found it closed, sitting only when invited to, wiping your feet on a mat if there is one, not smoking unless invited to do so, all these help to create a favourable impression which almost invariably leads to a more responsive attitude on the part of the person being interviewed.

Select a responsible person to interview. This person should be the head of the household whenever possible. If he (she) is not available, then try to get the information from his wife (her husband) or partner. If you fail there too, then you may try getting the information from an adult member of the household.

Be patient and tolerant. During the course of an interview the interviewee may for some reason become hostile and intolerant. It is your responsibility to employ patience and, here again, tact, in dealing with the interviewee. On no account should you retaliate by getting angry. You should be tolerant even in the face of continuing unfriendliness. If the situation looks as though it is getting out of hand, then you should leave. However, unless the circumstances warrant it, you should not leave too abruptly.

person, agency, or department, inside or outside of Government, is given access to the information supplied to us, but that the information is used for statistical purposes only.

Secondly members of the public are required by law to supply the information requested as stated in the Law. This Section of the Law reads:

Sec. 11. "Every person from whom particulars may lawfully be required pursuant to this Law or any regulation shall, to the best of his knowledge, when required to do so by the Director of Statistics, fill up and supply in accordance with the instructions contained in or accompanying or having reference to any schedule, form or other document, the particulars specified in that schedule, form or other document.

Sec. 14. "Every person shall, to the best of his knowledge and belief; answer all questions asked him by the Director of Statistics or by any person authorized in that behalf -

- (a) by any regulation; or
 - (b) in writing by the Director of Statistics,
- where the information sought is required for the purposes of any statistics authorized by this Law to be collected".

And again,

Sec. 7 "With the approval of the Minister, the Department of Statistics shall collect, whether in conjunction with any census or not, statistics relating to all or any of the following matters -

- (a) population and housing thereof;

.....
.....
.....

- (j) wages, hours and conditions of labour and cost of living index".

However, the Department is very careful how it applies this portion of the Law, and you are advised not to make reference to it, unless you are asked about it by a respondent. If you are, then you should explain it to him, without of course, sounding as though you were intimidating him.

(cont'd)

Avoid interviewing before a group other than the interviewee's immediate family, in which case you ask the respondent if it is his (her) wish for it to be so. If the respondent is part of a group then explain the purpose of your visit, the confidential aspect of the information, and ask if you could conduct the interview privately. However, if the respondent insists that the interview should be carried out in the hearing of the group you may have to do so. In such a case you will have to be discreet. You should also stop after asking a few questions and again ask the respondent for a private interview. The request may or may not be granted. After asking this then you should not make a further issue of it. If however, at any time during the interview the respondent requests that the remainder of the interview be conducted in private you should readily accede to his request.

Be considerate as regards the timing of your visit. If you find that you have visited at meal time, and your next household is not far away, then you may apologize for visiting them, explain that you will go to the next dwelling, and that you will return after the meal. If the other households on your list are too far away for this, then perhaps you may be able to utilize the time of waiting by going and having your own meal. This may not, however, be convenient, and in this event, if there is nothing which you can do during the time of waiting then you should ask if you could wait there until they have finished eating. Perhaps you may even be able to catch up on some of your paper work then. You should never insist that they should attend to you before they have finished with their meal. They may, however, insist that you should proceed with the interview. When you are satisfied that this is not done out of mere politeness, then you may proceed but you should try to get through the interview as quickly as possible.

The Interview

Begin each interview something like this:

"Good morning (afternoon, evening) Sir/Madam. My name is I am an Officer of the Department of Statistics. The Department is now carrying out a Labour Force Survey. You may have heard of it on the Radio or in the Press. This survey is a sample survey during which we interview a number of persons in selected households. Your household falls among the selected ones and I would appreciate if you could spare me a few minutes to answer some questions.

3. (Cont'd.) I have with me my identification card if you would care to see it"
- Introductions should not be too prolonged. In fact it may not be necessary to be even as long as in the example given above. Persons show fairly quickly how responsive they are to requests for interview. If they are very responsive then the introductions may be short, confined mainly to answers to questions asked by the respondent. The length of the introduction depends upon the attitude of the person to be interviewed. This can be determined only by you when you make the visit.
4. Knowledge of Questionnaire You must know your questionnaire thoroughly before you attempt an interview. You should never give the impression that you do not know what information you are seeking.
5. Ease in handling materials Arrange your materials in such a way that you do not have to spend time fumbling for the necessary documents while the respondent is waiting on you. Learn to handle your equipment easily and surely. Nothing puts off a respondent more than an enumerator who spends a long time trying to find the relevant documents or who is always dropping or shuffling papers around.
6. Departure Be just as polite on departure as on arrival. Remember this project is a continuous survey project and you must at all times try to build up respect and cooperation between you and anyone you have to meet during the process of your work. Say good bye, thanking the respondent for the interview, after hinting that you may return on similar surveys at some future date.
7. Time spend on discussion not connected with the interview Before, after, or sometimes between an interview you may be asked questions not directly related to the interview. If it is relevant to the Department's work or function you should always try to answer it to the best of your ability. If it concerns such extraneous subjects as politics, or labour relations or religion then you should, if possible, avoid getting involved in the conversation. If this is not possible then you should explain, politely, that on the job you cannot enter into a discussion on such topics. However, even if the matter under discussion is relevant to the Department's work, you should endeavour to spend as little time as possible on it so that you can get on with the job of interviewing. Remember that you have certain time schedules which must be maintained.

PART III

MATERIALS AND SUMMARY OF PROCEDURE

- 3.1 Materials needed** In planning your work assignment, make sure that you have all the necessary materials. They include the following.
- Map of the Enumeration District
 - Written Description of the Enumeration District
 - Form CSDS 13 - Assignment and Control Form.
 - Sets of Form CSDS 6 - List of Dwellings to be Visited.
 - Supply of Form CSDS 29 - Labour Force Questionnaires.
 - Supply Form CSDS 17 - Non-Interview Records -
 - Supply of Form CSDS 14 - Enumerator's Daily Progress Report.
 - Supply of Pencils.
 - One Hardboard with Clip or binder
 - Plastic or other material for Identification Card
 - Enumeration Manual
 - Enumerator's Itinerary Sheet.

- 3.2 Map and Written Description** You will be given a map and a written description of each Enumeration District assigned to you. You should study the map and description carefully, particularly if you have not been in the area before. These areas have already been checked so that you should, in most instances, have no boundary problems. You will not be required to locate the boundaries as during the listing exercise. You should, however, be able to identify the boundaries whenever you come to them.

You are given the map and the description so that you may be able to identify any dwellings which, because of error, are actually located outside the Enumeration District. These should be recorded initially on Form CSDS 17. After you have completed the enumeration in that E.D. then record the total number of dwellings outside the E.D. in Column 15 of Form CSDS 13.

 PART III MATERIALS AND SUMMARY OF PROCEDURE

2. 3. Form CSDS 13 Assignment & Control Form This Form will be described in detail in Part IV. Briefly, it will indicate the Enumeration Districts in which the Selected Dwellings will be located.
2. 4. Form CSDS 6 List of Dwellings to be visited This Form will also be described in detail in Part IV. As the title implies it gives the list of dwellings which are to be visited for enumeration.
3. 5. Form CSDS 29- Labour Force Questionnaire The Labour Force Questionnaire, which is described in detail in Parts V and VI is the basic questionnaire on which the information collected will be recorded. It takes the form of a partially precoded questionnaire. This form when completed in the field, will be further coded and edited in the office.
- It will then be passed through an electronic data processing machine. To help you to understand and appreciate how you should handle and fill up this questionnaire one Part of this Manual, Part V, has been devoted to an explanation of the nature, use and suggested handling of the questionnaire.
3. 6. Form CSDS 17 - Non-Interview record This Form CSDS 17 will be described in detail in Part VII.
3. 7. Form CSDS 14 - Enumerator's Daily Progress Report This Form also, CSDS 14 will be described in detail in Part VIII.
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Pencil

Pencils are to be used to record answers on the questionnaire.

**Hardboard with
Clip/Binder**

Among your materials needed is a Hardboard with Clip/Binder. This is to provide you with a hard surface to write on.

Diary

Your Diary should provide a daily record of your activities. For the enumeration for the Labour Force Survey, your Diary should be used as follows:

- (a) To record your movements and the type of transportation used;
- (b) to record information on Call-backs and Appointments;
- (c) to record the number of households completed, and
- (d) to record any facts, statements or observations which you consider important and relevant, for which no provision has been made on any form or record.

In recording your movements, etc., give for each day:

- (1) Place of Departure
- (2) Time of Departure
- (3) Places Visited
- (4) Miles Travelled
- (5) Type of transportation
- (6) Cost of transportation
- (7) Time of return to place of departure, home or other point in itinerary
- (8) No. of households Enumerated

PART III

MATERIALS AND SUMMARY OF PROCEDURE

3.10, (cont'd)

Note that this should represent work done and not work which you intend to do. Items (7) and (8) in particular must not be filled in until the end of the day. The rest may be filled in as they occur but no later than the end of the day. During the process of enumeration you will, on occasions have to make appointments, or set dates for call back visits

In recording information relating to call-backs enter the following

- (1) Household Number and Dwelling Number
- (2) Name of Head (if available)
- (3) Date of Expected call back

In recording information relating to Appointments enter at the date of appointment

- (1) Household Number and Dwelling Number
- (2) Name of Individual with whom appointment made
- (3) Time of appointment

Whenever you are planning your day's work, you should consult the relevant page in your Diary to see if you have made any appointments for that day. If you have, you should endeavour to keep them.

If you keep the appointment, write "kept" beside the entry.

Please note that if, for some reason, you cannot keep an appointment made, or a suggested Call Back Date, you should endeavour to inform the person with whom you made the appointment, and in good time. You should never, if it is at all possible, cause a respondent to wait on you when you are either late or do not turn up for the appointment.

If such an event occurs, you must be sure to apologize for the inconvenience caused.

Note that your Supervisor and other senior officers will be checking your Diary periodically.

3.11 Identification Card

You will be collecting personal and private information from persons during the process of enumeration. Each person is obligated, by Law, to give this information, but only to the Director of Statistics himself, or to his accredited representative.

It is your duty therefore to have your Identification Card available at all times.

It is advisable that you should inform each prospective respondent that you are able to provide identification if desired. Do not create the situation where the respondent has to ask for or demand to see it. Still more important, do not say that you have it and then find that you have left it at home.

3.12 Enumeration Manual Document Ten (10)

You should read thoroughly and continue to read your Enumeration Manual throughout the enumeration process. If your doubts have not been cleared up, consult the Supervisor. You should, however, know your Manual so well that you do not have to keep referring to it during the course of an interview.

3.13 Enumerator's Itinerary Sheet

Each enumerator will be required to submit Form CSDS 57 - Enumerator's Itinerary Sheet, at the beginning of each work period, that is, on each office day as arranged by the Supervisor.

This Form should be made up in consultation with the Supervisor, and should be for a period of one week in each case.

It is not expected that the Enumerator will be able to follow the itinerary in every detail as it is written up. You will however be expected to follow the general pattern.

For example, if the itinerary shows you as completing an Enumeration District on Tuesday and starting another on Wednesday, and it turns out that at the end of Tuesday you have in fact still got a few households in the first E.D. to complete, then you should continue in that E.D. on Wednesday. However, you should move on to the next E.D. on the Sheet, even though you are a day behind.

The Supervisor and other members of the Senior Staff will be using your itinerary to determine where to find you during the course of your enumeration.

FORM CSDS 13 - ASSIGNMENT AND CONTROL FORM - ENUMERATION

- 4.1. General** This Form has already been introduced in Part III. It provides basic information on the assignment and a summary of the results.
- Your Supervisor will assign the work to be done, in such a way as to ensure that the enumeration period for the survey is kept within the maximum time allowable - three weeks.
- 4.2. Items 1 - 4** Items 1 - 4 will be filled in by your Supervisor. At Item 1 will be your name. At Item 2, your number. Item 3 gives the name of the Survey, in this instance Labour Force, while at Item 4 is the Survey Week.
- 4.3. Survey Week** As will be pointed out in Part VI, a number of the survey questions refer to a particular period - the survey week. This is done in order to achieve as much precision as possible.
- The Survey Week will be specified at training classes.
- Enter the date of the last day of the Survey Week at Item 4.
- 4.4. Rows** Particulars concerning each assigned Enumeration District will be entered in one row. Thus if four E.Ds, are assigned, then the particulars will be written on four rows.
- 4.5. Columns 1 - 5 - Identification of Enumeration District** Items of Identification of the Enumeration District will be entered in Columns 2 - 5.
- In Column 1, has been entered the consecutive numbering of Enumeration Districts assigned; in Column (2) the eight - digit identification number of the E.D., the names of the Parish and constituency are to be entered in Column (3),
and Enumeration District No. in Column (5)
- 4.6. Column 6 - No. of Dwellings Assigned** You will be given a list of selected dwellings in each Enumeration District. This list will be given on Form CSDS 6. The total number of dwellings given on Form CSDS 6 will be entered here, (in Column 6).

PART IV

FORM CSDS 13 - ASSIGNMENT AND CONTROL FORM
FORM CSDS 6 - LIST OF DWELLINGS TO BE VISITED

7 Completion of
Record of
Assignment

Column 1 - 6 represent the total summary record of your assignment. The Assignment Officer, your Supervisor in most instances, will sign and date the form in the bottom left hand corner. You will sign as having received the assignment, and date your signature

Before signing the form, you should check the entries, comparing the number of *dwelling*s Assigned entered in Column 6 with the total on Forms CSDS 6.

If you are satisfied that they correspond and that the other entries are clear and consistent, then you will sign at the bottom left hand corner, and date.

8 Column 7 -
Date of
Start

All other columns on the form, from Column 7 onwards, relate to a record of work in the field.

In Column 7, enter the date on which you begin your enumeration in the area. This date will, naturally, vary from Enumeration District to Enumeration District.

Fill in each one as soon as you start enumerating in the particular E.D.

9 *Dwellings to
Be Visited*

Before we continue with Form CSDS 13 we will look at Form CSDS 6, on which the selected *dwelling*s will be listed.

FORM CSDS 6 - LIST OF DWELLINGS TO BE VISITED

4.10 General

The list of *dwelling*s selected for enumeration is given on Form CSDS 6. This list has been compiled from the list of *dwelling*s prepared during the Listing Exercise.

However, people move from place to place, and you will find that when you visit the dwelling described on the form, the *household*(s) which occupied the dwelling may have removed.

In this case, you will simply enumerate the household(s) now occupying the dwelling described.

If there are now two or more households in place of the one household which had previously occupied that dwelling, then you should enumerate all the persons in the households you find in the previously defined dwelling.

PART IV

FORM CSDS 13 - ASSIGNMENT AND CONTROL FORM
FORM CSDS 6 - LIST OF DWELLINGS TO BE VISITED

4. 10. (cont'd) If, thirdly, you find that the household now occupying the dwelling you are assigned, is occupying in addition, another building or living area in the same premises, you should still enumerate the household.
- It follows then, that the list of dwellings assigned may not, in some instances, be the same as that enumerated.
- In the case where it is not the same number of households enumerated may be the same, or more than the number of dwellings assigned.
4. 11. Identification The Enumeration District in which are the households listed on Form CSDS 6 will be identified by the Parish and Identification No. at the top of each page of the form. The Page Nos. will also be inserted.
4. 12. Column 1 - Serial No. of CSDS 6 Each selected dwelling is assigned a serial number at the time of enumeration which represents the Dwelling Number. The Serial Number starts from 1. Thus, if there are 15 dwellings assigned in the Enumeration District, the Serial Numbers will run from 1 to 15.
4. 13. Column 2 - Serial No. of Dwelling CSDS 15 The Number which will be entered in this column is the serial number assigned to the dwelling at the time of listing. This is the serial number on Form CSDS 15 - Listing Record. This is the dwelling number to be used in the identification on the questionnaire. Record here also the serial number of the households in each dwelling.
4. 14. Column 3 - Name of Household Head, Address of Dwelling In Column 3, the Name of the Head of each Household occupying the Dwelling at the time of the Listing is entered.
The Address of the Dwelling is also entered.
4. 15. Columns 4 & 5 - Population The Number of persons occupying each Household in the dwelling at the time of the Listing is given in Column 4, and Column 5 gives the number of those who were over 14 years of age.
4. 16. Column 6 - Written Description of Dwelling In Column 3, the Address of the Dwelling was given. However, there may be more than one dwelling at that address, and thus identification of the dwelling could not be made without further details.

Thus, a written description of the dwelling is given in Column 6.

PART IV

FORM CSDS 13 - ASSIGNMENT AND CONTROL FORM
FORM CSDS 6 - LIST OF DWELLINGS TO BE VISITED

4.7 Completion of Record of Assignment

Column 1 - 6 represent the total summary record of your assignment. The Assignment Officer, your Supervisor in most instances, will sign and date the form in the bottom left hand corner. You will sign as having received the assignment, and date your signature

Before signing the form, you should check the entries, comparing the number of dwellings Assigned entered in Column 6 with the total on Forms CSDS 6.

If you are satisfied that they correspond and that the other entries are clear and consistent, then you will sign at the bottom left hand corner, and date.

4.8 Column 7 - Date of Start

All other columns on the form, from Column 7 onwards, relate to a record of work in the field.

In Column 7, enter the date on which you begin your enumeration in the area. This date will, naturally, vary from Enumeration District to Enumeration District.

Fill in each one as soon as you start enumerating in the particular E.D.

4.9 Dwellings to be Visited

Before we continue with Form CSDS 13 we will look at Form CSDS 6, on which the selected dwellings will be listed.

FORM CSDS 6 - LIST OF DWELLINGS TO BE VISITED

4.10 General

The list of dwellings selected for enumeration is given on Form CSDS 6. This list has been compiled from the list of dwellings prepared during the Listing Exercise.

However, people move from place to place, and you will find that when you visit the dwelling described on the form, the household(s) which occupied the dwelling may have removed.

In this case, you will simply enumerate the household(s) now occupying the dwelling described.

If there are now two or more households in place of the one household which had previously occupied that dwelling, then you should enumerate all the persons in the households you find in the previously defined dwelling.

PART IV

FORM CSDS 13 - ASSIGNMENT AND CONTROL FORM
FORM CSDS 6 - LIST OF DWELLINGS TO BE VISITED

- 4.10. (cont'd) If, thirdly, you find that the household now occupying the dwelling you are assigned, is occupying in addition, another building or living area in the same premises, you should still enumerate the household.
- If follows then, that the list of *dwelling*s assigned may not, in some instances, be the same as that enumerated.
- In the case where it is not the same number of households enumerated may be the same, or more than the number of *dwelling*s assigned.
- 4.11. Identification The Enumeration District in which are the households listed on Form CSDS 6 will be identified by the Parish and Identification No. at the top of each page of the form. The Page Nos. will also be inserted.
- 4.12. Column 1 - Serial No. CSDS 6 Each selected *dwelling* is assigned a serial number at the time of enumeration which represents the Dwelling Number. The Serial Number starts from 1. Thus, if there are 15 *dwelling*s assigned in the Enumeration District, the Serial Numbers will run from 1 to 15.
- 4.13. Column 2 - Serial No. of Dwelling CSDS 15 The Number which will be entered in this column is the serial number assigned to the dwelling at the time of listing. This is the serial number on Form CSDS 15 - Listing Record. This is the dwelling number to be used in the identification on the questionnaire. Record here also the serial number of the households in each *dwelling*.
- 4.14. Column 3 - Name of Household Head, Address of Dwelling In Column 3, the Name of the Head of each Household occupying the Dwelling at the time of the Listing is entered.
The Address of the Dwelling is also entered.
- 4.15. Columns 4 & 5 - Population The Number of persons occupying each Household in the *dwelling* at the time of the Listing is given in Column 4, and Column 5 gives the number of those who were over 14 years of age.
- 4.16. Column 6 - Written Description of Dwelling In Column 3, the Address of the Dwelling was given. However, there may be more than one *dwelling* at that address, and thus identification of the *dwelling* could not be made without further details.

Thus, a written description of the *dwelling* is given in Column 6.

PART IV

FORM CSDS 13 - ASSIGNMENT AND CONTROL FORM
FORM CSDS 6 - LIST OF DWELLINGS TO BE VISITED17. Column 7 -
Pictorial Description

In addition to the written description, it may be necessary, to ensure accurate identification, to have more details than that applied in the written description. In these cases a pictorial description of the dwelling is given.

For further details on when Pictorial Descriptions are given see the Listing Manual.

18. Column 8 -
Occupancy Characteristics

The occupancy characteristics of the dwelling at the time of listing are written in Column 8.

This would be one of the following five items:

- (1) Established, occupied.
- (2) Established, unoccupied, previously occupied.
- (3) Established, unoccupied, never occupied.
- (4) Under construction, occupied.
- (5) Under construction, not occupied.

For further details on these items, see the Listing Manual.

GENERAL PROCEDURES FOR USE OF FORM 619. Locating the
Dwellings to
be visited

You will obtain the address of the dwelling from Column (3). If the address contains a street name and number then you will be able to locate it easily. If it does not contain a street name and number then it is somewhat more difficult.

In this case you will have to rely on the name of the Head of the Household occupying the Dwelling at the time of Listing, and the Written and Pictorial Descriptions to help you to locate the dwelling. *Note that if there are more than one household occupying the dwelling each must be enumerated.*

If you have difficulties in locating the dwelling then indicate these difficulties in your diary; on the reverse side of Form CSDS 6, give suggestions for minimizing or eliminating these difficulties. Be sure to indicate, in the note in your Diary, the Identification No. of the E.D., together with the household number, that is the serial number in Column 1. The household number must also be given when the reverse side of Form C.S.D.S. 6 is used.

PART IV

FORM CSDS 13 - ASSIGNMENT AND CONTROL FORM
FORM CSDS 6 - LIST OF DWELLINGS TO BE VISITED

- 4.20. **Determining the Household to be enumerated**
- After you have located the dwelling you should then determine if the household occupying the dwelling now is the same as the one which occupied it at the time of the Listing.
- If there has been no change, then you should enumerate all members of the household as per instructions which will be given later. The household number will be 1 as long as only 1 household occupying the dwelling.*
- 4.21. **Change in Household composition**
- It may be that the dwelling is now occupied by the same household but its composition is changed. This may be because some members of the household have left since the time of listing, or other persons have joined the household, or both.
- In this case you should enumerate all the members of the household now occupying the dwelling.
- You should circle the original numbers and enter the change in numbers, if any above the numbers given in Columns 4 and 5.
- 4.22. **Change in name of Household Head**
- It may be possible for you to locate the same household living at the dwelling but that the Head listed in Column 3 is not the Head of the Household given to you.
- This may be either that the person named in the first instance is not the Head of the household, or that there has been a genuine change in the Head.
- Draw a line through the name of the Head given to you and write in the new name above the name entered.
- 4.23. **Different Household in Dwelling**
- In some cases you will find that the household occupying the Dwelling at the time of listing has removed and a new household now occupies the dwelling.
- Enumerate the present occupants of the Dwelling and make the notations as directed.
- 4.24. **One new Household in Dwelling**
- If the dwelling is still occupied by one household, and if there is no change in the structure of the Dwelling, then the household number given for the previous occupants should be assigned to the new occupants.

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4.24 (cont'd) On Form CSDS 6, write in the name of the new Head of Household in Column 3, and change the number and composition of the household, if there are any, in Columns 4 and 5.

4.25 Two or more households in Dwelling Assigned If there are two or more households now occupying the dwelling formerly occupied by the household listed, then you should enumerate the two or more households. You should record the particulars of the two or more households in this manner:

On Form CSDS 6, cross through the entry for the original dwelling and enter at the end of the list of dwellings the dwelling number and assign a household number to each household.

Each household will be assigned a household number, to run consecutively within the particular dwelling. For example, if the Serial or Dwelling number on Form CSDS 6 is 9, then if there are two households occupying the dwelling previously occupied by one household, then the numbers to be assigned to these two new households will be 9 - 1 and 9 - 2.

In Column 1 of the original entry enter the new numbers assigned.

You will enter the name of each household Head and the address of the dwelling in Column 3, in each case, and in Column 4 and 5, the number and age composition of the members of each household.

In Columns 6 and 7 you will give a new written and pictorial description of the separate households now found. Note that if there was no pictorial given in Column 6, it is now a requirement for a pictorial. Therefore, in all cases of change of dwelling, you should present a pictorial for the new dwelling or dwellings.

4.26 Household now occupying more living area than indicated on Form CSDS 6 If you find that the household, whether new or old, occupies the space shown and described in Columns 6 and 7, together with additional space, then so long as they are occupying the space indicated on Form CSDS 6 they should be enumerated.

In this case, since the characteristics of the dwelling will have changed, you should cross through the entry and assign a new Household number (or numbers, if applicable) to the household(s) and enter the relevant particulars in Columns 2 to 8.

Enter the new number(s) assigned in Column 1, at the original en

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4.27 Change of Household, Dwelling - Summary In summary, the following changes may occur:

- (1) The composition of the household has changed and the Dwelling remains the same.
- (2) The Household has changed, but the Dwelling remains the same.
- (3) The composition of the household has changed and the Dwelling has changed.
- (4) The composition of the household has remained the same and the Dwelling has changed.
- (5) The Household has changed and the Dwelling has changed.

The following principle applies. If the change is such that there is no change in the Dwelling, as in (1), and (2), then the Household in the Dwelling at the time of enumeration is the household to be enumerated. The dwellings and household number will be changed and changes will only be made in Columns 3 (at Head of Household), if relevant; and 4 and 5, where necessary.

If, however, the change is in the Dwelling as in (3), (4), and (5), then the entry made on the assigned list should be crossed through and a new entry (or new entries, where relevant) made, with Household number assigned (in the case of more than one new entry there would be more than one new Household number assigned).

28. Occupancy Characteristics Indicate, by writing in the appropriate phrase as given at para. 18 above, any change in occupancy characteristics of the dwelling. Note that this does not mean the changes just described for the household.

For example, if there is a new household occupying a previously occupied dwelling, then there is no change in occupancy in characteristics. If on the other hand, there was a household occupying the dwelling at the time of listing and there is no one living there now, then there is a change. You would indicate this by writing in "Established, Unoccupied, previously occupied".

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4. 29. How to enter changes **It is important that all changes or entries on Form CSDS 6 made by you be made in pencil.**

FORM CSDS 13 - ASSIGNMENT AND CONTROL FORM - ENUMERATION (cont'd)

4. 30. Columns 8 - 16 **We now return to Form CSDS 13. Columns 8 - 15 are to be filled in after you have completed your enumeration in that area.**

4. 31. When is your enumeration complete **Your enumeration is complete if:**

(1) **You have enumerated every household in every dwelling on your list to be enumerated in the area;**

(2) **You have not enumerated every member of every household to be enumerated in the area but have been instructed by your Supervisor to cease enumeration in the area.**

4. 32. Column 8 - Date of Completion **When your enumeration in an area is complete then you should enter the date of completion in Column 8 of Form CSDS 13.**

4. 33. Column 9 - No. of households of which all members are enumerated **Enter in Column 9 the number of all households in the Enumeration Area in which all the members of the households have been enumerated. If you have visited all the households, but have not enumerated some of the members in some of the households then those in which the enumeration is not complete should not be included.**

4. 34. Column 10 - No. of H/Us of which some members are enumerated **In the case of those households in which some and not all of the members of the household have been enumerated, the total of these should be entered in Column 10. Only those households in which at least one member of the household has been enumerated should be included.**

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- 4.35. Column 11 - No. of H/Hs of which no member has been enumerated
If there are dwellings assigned and no one has been enumerated then the total of these should be entered in this Column (Column 11).
Please note that this should not include those dwellings in which households have removed and other households have taken over the dwelling. If these latter households have been enumerated, they are to be regarded as taking the place of the original households.
- 4.36. Column 12 - No. of persons enumerated
Enter here, in Column 12, the total number of persons (household members) enumerated.
- 4.37. Column 13 - No. of persons not enumerated
Enter in Column 13 the total number of persons (household members) who should have been enumerated but have not been enumerated.
- 4.38. Column 14 - No. of Call Back Visits made
The rules determining Call Back visits will be given in Part VIII. However, in column 14 you should enter the total number of Call Back Visits made during the process of enumerating in the E.D.
- 4.39. Column 15 - No. of Dwellings outside of E.D.
It is hoped that there will be no Dwellings on the assigned list which are situated outside the Enumeration District.
If however, you find, after checking the Map and Description, that the Dwelling you are to enumerate is situated outside of the E.D. then indicate on Form CSDS 6 by writing "Outside E.D." in Column 1; and show the location of the Dwelling on the Map.
When you have completed the enumeration, check Column 1 to see how many dwellings, if any, are outside of the E.D. Make the appropriate entry in Column 15 of Form CSDS 13.
- 4.40. Column 16 - Remarks
This Column should be used for any remarks you need to make on the Enumeration District. If the space is not sufficient, then enter "See over" in this column and enter the remarks on the back of the page, making sure to indicate the E.D. No. to which the remarks relate.

5.1 Introduction

Before discussing the enumeration forms it is necessary for you to understand the basic concepts which are used in the survey and become familiar with the definitions of the terms which will be used frequently in the instructions for enumeration.

If, during the course of enumeration there is a case which was not covered by your instructor, make a note of it in your *Diary* and refer it to your Supervisor on the first occasion that you see him after it has occurred, and ask for his advice

5.2 Dwelling Unit

A Dwelling Unit is any building or separate and independent part of a building in which a person or group of persons living at the time of the Census. The essential features of a dwelling unit are "separateness and independence". An enclosure is separate if surrounded by walls or other forms of partitioning, covered by a roof so that a person or group of persons, can isolate themselves from other persons for purposes of sleeping, preparing and sharing meals. It is independent when it has direct access from the street or common landing, staircase, passage or gallery; when occupants can come in and go out of it without passing through anybody else's accommodation.

The key factors in defining a dwelling unit are separateness and independence. Occupiers of a dwelling unit must have free access to the street by their own separate and independent entrance(s) without having to pass through the living quarters of another household.

5.3 Household

A Household consists of one person who lives alone or a group of person who, as a unit, jointly occupies the whole or part of a dwelling unit, who have common arrangements for housekeeping, and who generally share at least one meal. The Household may be composed of related persons only, of unrelated persons, or of a combination of both.

A Private Household will often be comprised of a father, mother and children living together.

Many other arrangements will, however, be encountered and further guidance can be obtained from the following:-

- (i) All lodgers, domestic helpers, farm hands and other employees who live in the dwelling and consider their usual place of residence should be included as members of the household.
- (ii) If an individual sleeps in the same structure as the main household and shares at least one meal per day with the household, include him as a household member.
- (iii) If an individual sleeps in the same structure as the main household and shares no meals with that household, include him as a member of the main household if the access of his living quarters is through the quarters of the main household (lodger). If on the other hand the access to his living quarters is not through that of the main household do not include him with the household. He is a separate household.
- (iv) A domestic employee who sleeps in the house or in an out-building on the premises is to be listed as a member of the household if he or she sleeps there on an average at least four nights per week and shares at least one meal daily. If the helper's partner or children live on the premises, all members of this family are to be included with the main household if they share meals with the main household. If there is separate arrangements for cooking they should be considered as a separate household.
- (v) In the case of a tenement yard where there is a series of rooms rented to different persons by the landlord, each person or group of persons who live and share meals together is regarded as a separate household. A household in this special context may share external bathroom, toilet or even kitchen facilities with other similar households.

5.4 Non-Private Households

Non-private Households are comprised of persons who live collectively in institutions or other such organizations.

5.5 Private Dwelling

Private Dwellings are those in which private households reside. Examples are single houses, flats, apartments, part of commercial buildings, and boarding houses catering for less than six boarders.

5.6 Non-Private Dwelling/ Group Dwelling/ Institutions

Non-private Dwelling or Group Dwellings are defined as living quarters in which the occupants live collectively for disciplinary, health, educational, religious, military, work or other reasons. Living collectively means that they usually eat common meals and share common domestic services.

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Such quarters are found most frequently in homes for the aged, orphanages, prisons and reformatories, sanatoria, religious cloisters, military barracks, convents, monasteries, school dormitories, hotels, and rooming houses (defined as dwellings catering for six or more paying boarders or lodgers).

5.7 Vacant Dwelling

A Vacant Dwelling is a dwelling in which no one is living at the time of the Survey.

Newly constructed vacant units are included in the census listing if construction has reached the point where all the windows and exterior doors are installed and the final usable floors are in place. If construction has not reached this point, the unit is not to be counted as a vacant dwelling; that is, it should not be included in the Survey Listing.

Vacant units are excluded if there is positive evidence that the units are to be demolished, or if they are condemned for reasons of health or safety, so that further occupancy is prohibited. Also excluded as dwelling units are those being used exclusively for commercial or business purposes.

5.8 Closed Dwelling

A Closed Dwelling is any dwelling unit which is occupied for purposes of living but at the time of the census the occupants are staying temporarily elsewhere.

5.9 The Head of the Household-Private Households

For Survey purposes, every household must have a head.

The Head of the Household is the person, man or woman, who carries the main responsibility in the affairs of the household.

In most cases it will be obvious who the head of the household is. Usually it is the person who is the chief breadwinner.

In any event, the person recognized by the respondent as the head should be accepted as such for census purposes.

In the case of a group of unrelated persons sharing a dwelling on an equal basis, that member of the group whom the others acknowledge as such should be taken as the head.

A person running a guest house or similar establishment that caters to less than six guests is considered to be the head of that household.

In a one-person household, that person is the head.

5.10 Head of Non-Private Household

In group dwellings, the officer in charge, or the most senior staff member (if he is not a household member elsewhere) is to be taken as the Head. If there is no one else who fits this definition, use as the head of the household, the first guest, inmate or patient whom you enumerate.

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5.23 Usual Residence

In most cases, Usual Place of Residence means the place the person being enumerated would name in reply to the question "Where do you live"? Note the following cases, however.

- (i) For persons with more than one home, usual residence will be the one at which the person spends the greater part of the year. Thus, in the case of an individual who has more than one place of residence because his workplace or school is away from home, the usual residence should be that place, be it a boarding school, other residence or lodging in which at least four nights of the week on average are usually spent.
- (ii) Fishermen - Fishermen away at sea are considered to have their usual place of residence in the dwelling where they live when ashore.
- (iii) Seamen or crew members on a vessel which plies between Jamaica and some foreign port are considered to reside on the vessel rather than at their homes.
- (iv) Air pilots are considered to have their usual place of residence in the household if they usually spend most of their off-duty periods in Jamaica and they live in that dwelling for most of the time.

If you are told in the course of enumeration that a household member was at one of the following types of institutions on Census Night, 'Usual Residence' will be at the institution and not in the dwelling unit.

- (i) Correctional Institutions,
- (ii) Mental Institutions,
- (iii) Homes for children, the aged, infirm, or needy,
- (iv) Residential Schools and Homes for the Blind and Deaf.
- (v) Tuberculosis Sanatoria, Homes for Incurables, Lepers' Homes, Cancer Hospitals, and other Hospitals for Chronic Ailments.
- (vi) Convents and Monasteries, Boarding Schools, and College and University residences.
- (vii) Military Camps, Police Training Schools and Barracks.

Usual residence will be at the home of the individual, however, if he or she on Census Night was in a Public General Hospital, Maternity Hospital, Hotel or Guest House, or Nursing Home. Detailed treatment of these is given in Part 6.

5.12 Relationship
to head of
Household.

Head - Score this position if the individual is the head of the household.

Spouse/Partner (abbreviation for Spouse or Common-law Partner) - This refers to the wife (or husband) of the Head, if the partners are legally married, or to a "Common-law" partner if not. By "Common-Law" partner is meant a woman (or man) who lives with (as husband/wife), but is not married to, Head of the Household.

Child of Hd/Sp. (abbreviation for Child of Head or of Spouse) - This is to be marked for each child (natural or adopted) of the Head of the Household and/or the Spouse or Common-Law Partner. Child, in this context, refers to a son or daughter of the head or spouse or partner regardless of age.

Spouse of Child - This is to be marked if the individual is a spouse or partner of the child of the Head of Spouse/Partner.

Grandchild - This is to be marked for each grandchild of the Head of the Household and of the Spouse or Common-law Partner, irrespective of the age of the individual.

Parent of Hd./Sp. (abbreviation for parent of Head or of Spouse) - Mark this position for each parent of the Head of the Household as well as for each parent of his or her Spouse or Common-law Partner.

Other Rel. (abbreviation for Other Relation of Head or Spouse) - This is to be marked for all other members of the household who are related to either the Head of the Household or his Spouse or Common-law Partner, for example, grandfather of Head, cousin of Spouse, and so on).

5.13 Working

By "Working" we mean that the respondent was engaged in an economic activity. Thus persons who were engaged in home duties during the whole of the Survey Week would not be considered as "Working" during this week, because home duties are not usually considered as economic activity. In Jamaica, as in many other parts of the world, where there are many people who do not have steady employment, where labour is largely "casual", it is sometimes difficult to draw the line between someone who is "Working" in the economic sense of the word, and another who is not. However, it is clearly necessary to draw the line somewhere. This is what we have to do, and we try to make it clear to you as we go along.

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5.11 (Cont'd.) As mentioned before, the activity of "Working" takes precedence over all activities in this Survey. Thus, if a person had been "Working" by the various definitions we are about to give, for one hour or more during the Survey Week; he should be classified as "Working" regardless of what he was doing during the rest of the specified week.

You may be wondering, why is this?

This is because of the difficulty in defining the concept of "Working".

We told you of the types of employment practices which operate in Jamaica. Some persons work for only part of the week because work is not generally available otherwise; yet that may be their only means of livelihood.

For instance, a wharf worker may work only when a ship comes in and he is lucky to get a "break". He may probably work, on the average, one day a week. Apart from this he has no other means of livelihood. Yet he is able to live on the money he earns from this job. And, besides, it is to some extent regular. He therefore neither seeks nor wants work.

If we decided to categorise based only on what the individual was doing "most of the time", he would be classified as not in the labour force and would be marked in the response position marked "Other". Clearly the figures which we would derive from such a classification would, in the Jamaican context, be very useful.

He may have been working at more than one type of economic activity as defined above. If so, you should consider him to be working for the total time he spent on all types of economic activity.

NOTE THAT "WORKING" DOES NOT NECESSARILY MEAN THAT HE HAD A STEADY JOB.

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CONCEPTS AND DEFINITIONS

5.13 (Cont'd.)

In fact many of the persons whom you will interview will take the term "working" to mean having a regular job. He may have been doing all sorts of odd jobs during the Survey Week (Washing a couple cars one day, doing some cleaning up at a factory the next and so on). The fact is that he may have made enough to live on though he does not have a regular job. In this event he may even say he was looking for work.

You have to be careful therefore to ask him how he managed to make a living during the Survey Week. Only when you have probed and examined all possibilities of his making a living will you record his economic activity.

A man must have done nothing to earn a living during the Survey Week to be excluded from working.

You will notice that we did not say "Some form of paid economic activity". This is deliberate. We do not want you to be confused by the payments aspect of it. Some workers get paid in cash. Others get paid in kind. A family worker may be classified in the second category. If a young man helps his father with his cultivation, or in his shop, he is "working", that is he is engaged in some form of economic activity even though he received no money for it.

Persons working would therefore include those who:

1. Worked at anything for wages or salary, at time rates, at piece rates, on commission, for tips, for board and lodgings, or for any other type of payment in kind.
2. Worked as trainees, such as nurses in training, or as apprentices - persons at trade.
3. Worked for profit or fees in his own business or on his own farm without paid help.

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5.13 (Cont'd.)

4. Worked without money, wages or salary, at tasks (other than their own housework or household tasks) which contributed to the operation of farm or business owned and operated for profit, in most cases by some member of his family (related by blood or marriage).
5. Spent some time in the operation of a business or profession even though no sales were made or professional services rendered, such as a doctor or lawyer spending time in his office waiting for clients.

Do not include in "Working" those persons who:

1. Worked without money or pay for a relative or other person at tasks which did not contribute to the operation of a farm or of a business e.g. housewife, own gardening, odd jobs around the house, or yard, such as painting the fence etc.
2. work without pay assisting a relative or friend who had duties as an employee somewhere else;
3. work without pay, either in cash or in kind as a volunteer worker, for service organizations or church groups - such as Red Cross, Boys Scouts, Girl Guides, Society for the Blind, Operation Workshop etc.
4. were on study leave with pay.

5.14 With Job

This category includes all persons who had jobs but who, for some reason, did not work, as defined in preceding paragraphs during survey week. This would include persons who:-

1. Did not work because of illness or temporary disability, but whose job was being held for them until their return.
2. Were unable to work because of bad weather.