# SURVEY OF LIVING CONDITIONS

# NOVEMBER 1993

***INTERVIEWER'S INSTRUCTION MANUAL***

***FOR***

***PRE-TEST OF QUESTIONNAIRE, AUGUST 1993***

STATISTICAL INSTITUTE OF JAMAICA

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SECTION I. FIELD OPERATIONS

# SURVEY OF LIVING CONDITIONS, NOVEMBER 1993

## PRE-TEST OF QUESTIONNAIRE, AUGUST 1993

## INTERVIEWER'S INSTRUCTIONS MANUAL

### 1. EXPLANATORY NOTE

**The Human Resources Development Program: Monitoring the system**

1.1 The Human resources Development programme was formulated by the Government in order to significantly improve the quality and coverage of the country's social services. It has increased the flow of funds to the social sectors and provided a social dimension for the major economic adjustment process which the country has been experiencing in recent years.

1.2 As part of the HRDP, a monitoring system for evaluating the impact of the programme is being implemented to:

(a) provide the base-line information necessary to set priorities for socioeconomic policy and

(b) to feed back information on the effectiveness of such policies, thus allowing for corrective action where needed during the course of the programme.

1.3 The monitoring system for the HRDP consists of two parts: (1) institution-based and (2) household-level data. The household-level data will provide basic information on the major aspects of the population's well-being (income, employment, consumption, etc.) in relation to the social aspects (education, health, housing conditions, social security, etc.) Employment information is already being collected by STATIN through the current Labour Force Survey. Information on the other socioeconomic aspects such as health, education, nutrition, consumption and housing are collected through the Survey of Living Conditions (SLC).

**_SLC, November 1993**

1.4 So far six rounds of the Survey of Living Conditions were conducted - the first in August 1988 (SLC 88); the second in July 1989 (SLC 89-1); the third in November 1989 (SLC 89-2); the fourth in November, 1990 (SLC 90); the fifth in November 1991 (SLC 91); and the sixth in August 1992 (SLC

92).

1.5 The 7th round of the Survey of Living Conditions (SLC) is proposed to be conducted in November, 1993, immediately after the Labour Force Survey (LFS) in October, 1993. The survey sample for SLC 93 will be of the same size as for SLC 90 and SLC 91, that is, 1/3rd of the October LFS. The total number of dwellings covered in the quarterly LFS were 7,584. Thus, the SLC 93 will cover 2,528 dwellings.

1.6 In SLC 93, the focus will be on Employment and Time Use, just as the focus was on Health in SLC 89-2; Education in SLC 90; housing in SLC 91; and Poverty in SLC 92. A Module on Employment and Time Use was designed and included in the questionnaire. The other modules proposed to be covered in SLC 93 will be basically the same as in SLC 92, except for a few small changes in some of them as explained in a succeeding paragraph.

**Questionnaire SLC 93**

1.7 Notice that the questionnaire for SLC 93 is divided into the following 14 PARTS, plus the cover:

COVER
PART A: HEALTH -- TO BE ASKED OF EACH HOUSEHOLD MEMBER
PART B: EDUCATION -- TO BE COMPLETED FOR All HOUSEHOLD MEMBERS AGED 3 TO 24 YEARS
PART C: ANTHROPOMETRIC -- FOR ALL CHILDREN 0 - 59 MONTHS OLD
PART D: FOOD STAMPS
PART E: DAILY EXPENSES
PART F: CONSUMPTION EXPENDITURES
PART G: NON-CONSUMPTION EXPENDITURES
PART H: FOOD EXPENSES (INCLUDING HOME PRODUCTION AND GIFTS)
PART I: ADEQUACY OF CONSUMPTION
PART J: HOUSING CONDITIONS AND RELATED EXPENSES
PART K: INVENTORY OF DURABLE GOODS OWNED BY THE HOUSEHOLD
PART L: MISCELLANEOUS INCOME RECEIVED BY THE HOUSEHOLD
PART M: EMPLOYMENT AND TIME USE
PART R: HOUSEHOLD ROSTER OF ALL MEMBERS

**QUESTIONNAIRE SLC 93 VS SLC 92**

1.8 As mentioned above, there are a few small changes in the normal modules in SLC 93, as compared to SLC 92. These are briefly summarised below:

**Part A: Health**

The questions on chronic diseases (Q21 , Q22 and Q23 of SLC 92) were omitted; while 7 questions on "Hospitalisation expenses during past 12 months" were included at the request of Ministry of Health (Q21 to Q27 of SLC 93).

**Part B: Education**

The education module adopted in SLC 92 was a shortened version as the survey was started in August, when the schools were closed. Since SLC 93 will start in November, the module of SLC 91 was adopted in SLC 93, with the following marginal changes-

(a) The education questions will be asked for all household members aged 3 - 24 years; and not for all members 3 years and over.

(b) In Q8 on school attendance, the word "last week" is changed to "last 5 school days" as it was observed that in some cases, the school was closed for one or more days and, thus only partial information is being given for a week.

(c) An additional question on school feeding programme (Q9) was included in SLC 93 to know whether the child took the meal provided by the school.

**Part C: Anthropometric**

The module of SLC 91 is adopted as it provides, in addition to all other questions of SLC 92, the reasons for not measuring the child (Q4 and Q5 of SLC 93).

**Part D: Food Stamps**

No change from SLC 92.

**Part E: Daily Expenses**

The Module is split into two blocks- Block 1 to collect more detailed information on meals and drinks consumed away from home; and Block 2 to collect information on all other items listed in SLC 92 module.

**Parts F, G and H: Consumption and Non-Consumption expenses**

No major changes.

**Part I: Adequacy of consumption**

This is a new module to ascertain the household's opinions on the adequacy of its level of consumption of food, clothing, housing etc. Because of this new module, the numbering for the subsequent parts got changed accordingly, compared to SLC 92.

**Part J: Housing and related expenses**

No change except for the new question (Q3) on "number of rooms occupied by the household".

**Parts K and L: Durable Goods and Miscellaneous Income**

No change.

**Part M: Employment and Time Use**

This is the new module for SLC 93.

**Pre-Test**

1.9 It is proposed to pre-test the questionnaire for SLC 93 in August 1993. The field enquiries under the pre-test should start from August 23 and may continue for a period of about 10 days. The debriefing of field staff will be in the first week of September 1993.

1.10 The pre-test is proposed to be conducted in 16 supervisor zones, in one ED in each zone. These EDs were selected on an objective procedure. From among the sampling regions in the parish in which the work of the supervisor is concentrated, one sampling region was selected using Random Numbers. Out of the two EDs in this sampling region included in the LFS, one ED was selected for the pre-test. The sample of dwellings for the pre-test will be 15 from each ED (just as in the pre-test of SLC 91). While selecting these 15 dwellings, the dwellings already covered in LFS or in the on-going Contraceptive Prevalence Survey (CPS) were not considered, to avoid respondent fatigue. Thus, the total number of dwellings selected for the pre-test will be 240 (16x15). The list of EDs is given separately.

**Organisation of the Survey**

1.11 The sample dwellings for the SLC are selected as a random sub-set of the sample for the immediately preceding Labour Force Survey (LFS). The selection of the SLC samples as a sub-set of the corresponding LFS facilitates the linkage of the data collected in both surveys for an integrated analysis. For the SLC, 1993, out of the 234 sampling regions covered in LFS, a sample of 78 sampling regions will be covered. Thus, the SLC 93 will cover 156 EDs and 2,496 dwellings.

## THE INTERVIEWER'S TASKS

1.12 The Interviewer's role is "capital" to the survey. The quality of the data and of the whole survey will be determined by the quality of the Interviewer's work. You must, therefore, follow exactly all the instructions contained in this manual. You must also be constantly in touch with your supervisor and inform him/her of any problem you encounter during your work in the field. The supervisor, for his/her part, will

(i) provide you with all the necessary materials and instructions;

(ii) collect and check your work; and

(iii) help you to solve any problem which may arise.

**Interviews of households**

1.13 Your main task is to conduct interviews with households at the rate of 12 households per week during the eight-week survey period. Depending on the size of the household, you may be able to conduct two or even three interviews per day. You must ensure that you finish the interviews of 12 households by the end of each week of the survey.

1.14 In conducting the interviews, you must scrupulously follow the instructions contained in the two parts of this manual -- the most important of which is to read the questions exactly as they appear in the questionnaire.

**Checking the completed questionnaires**

1.15 After finishing each interview, you must verify that all the sections have been filled out correctly and legibly. You must also make sure that you have recorded the required information for all members of the household indicated in each section. This must be done immediately after the interview before you hand in the questionnaire to your supervisor and -- most importantly -- before leaving the Enumeration District.

1.16 Although you may correct minor errors such as those made when writing down an answer, you must never make any other changes in the completed questionnaire without posing the question again to the interviewee. Nor must you take the questionnaire and copy in it the answers you have already collected.

## _GENERAL SURVEY PROCEDURES

### The interview

1.17 You must be careful to follow all the instructions laid down in this Manual. You are especially asked to bear the following in mind:

a) Ask the questions exactly as they appear on the questionnaire.

b) The questionnaire should be filled in during the interview. You must not record the answers on scraps of paper and transfer them to the questionnaire; nor must you think that you can trust your memory for writing down the answers later.

c) The possible answers for many of the questions have been prepared and coded so that you will write down numbers only. No letter or any other character should be written down. The entire questionnaire is pre-coded and, therefore, the numbers you will write down can be:

1. Codes, such as "1" for the answer "YES", or "2" for "NO";

2. Amounts of money, frequencies, etc.

d) Under no circumstance should you write down things like "--", "*", "/", etc. Nor should you write down the answer itself in the questionnaire -- for example, you should not write down the word "YES" instead of the code "1".

### Keeping the tempo of the interview

1.18 You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers from a respondent, do not break in too sharply, but listen to what the respondent is saying and then lead him/her back to the original question. Remember that it is you who are conducting the interview and that you must control the situation at all times.

### Objectivity of the interviewer

1.19 It is extremely important that you remain absolutely neutral with regard to the subject of the question. Most people are naturally polite, particularly with guests, and they tend to give answers and adopt attitudes they think will please the visitor. You must not show any surprise, approval or disapproval regarding the answer given by the respondent, and you must not tell him/her what your own answer would be. If he/she asks you for your opinion, wait until the end of the interview to discuss the matter with him/her. You must also avoid any pre-conceived idea about the respondent's ability to answer certain questions, or about the kind of answer he/she is likely to give.

**Private nature of the interview**

1.20 All data collected are strictly confidential. The divulging of private data by an interviewer is forbidden by law. This rule is all the more important since it provides for the foundation of all statistical work. All questions should be put to the respondent in complete privacy in order to re-assure the respondent that his/her answers will remain confidential. The presence of other people during the interview may cause him/her embarrassment and influence some of his/her answers.

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## 2. GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

2.1 There are a number of basic principles that the interviewer should observe throughout the questionnaire.

**How to read the questions**

2.2 You must always read the questions as they are written in the questionnaire. After reading a question once in a clear and comprehensible manner, you must wait for an answer. If the respondent does not answer after a reasonable length of time, he/she has probably

(1) not heard the question

(2) not understood the question, or

(3) does not know the answer.

In any case, if there is no answer, you must repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is "NO", you may re-word the question. If the difficulty lies in finding the right answer, you may help the respondent to consider his/her reply.

**Upper & Lower case text**

2.3 Text written in Upper case are instructions for yourself, or lists of codes. You are not to read this text to the respondent. Texts written in Lower case in the questionnaire are to be read aloud to the respondent, exactly as they are written in the questionnaire.

For example:

a) In PART A, Question 12:

IF
NOTHING SPENT
WRITE ZERO

This instruction is NOT to be read aloud.

b) In PART I, Question 2:

MAIN MATERIAL OF OUTER WALLS

This is not a question to be asked of the respondent - the answer requires personal observation by the interviewer. Only when he has doubt, he may enquire from the respondent.

c) In the same PART I, Question 18:

What is the main source of drinking water for your household?

INDOOR TAP/PIPE..................1
OUTSIDE PRIVATE PIPE/TAP . ......2
PUBLIC STANDPIPE.................3
WELL.............................4
RIVER, LAKE, SPRING, POND........5
RAIN WATER (TANK)................6
OTHERS (SPECIFY).................7

This question should be read aloud to the respondent, and the code of the answer written down. Because the possible answers are in capitals letters, they should not be read out aloud.

**Encoding the answers**

2.4 The questionnaire is pre-coded in order to speed up data entry. You should always enter the code for an answer in the questionnaire and not the answer itself.

a) For instance, in PART I, Question 9, you may have to ask the following question of households who have rented the dwelling:

From whom is the dwelling rented ?

RELATIVE.........................1
PRIVATE EMPLOYER.................2
PUBLIC AGENCY....................3
PRIVATE INDIVIDUAL OR AGENCY.....4

If you ask "From whom is the dwelling rented ?," and the person answers "From my friend Dr. Smith in Montego Bay", you will have to write in the questionnaire the code "4", corresponding to the answer "PRIVATE INDIVIDUAL OR AGENCY".

b) You may have to ask the distance in some cases such as in question 23 in Part I on the distance of water supply source from the dwelling:

How far from this dwelling is this ...[supply source...] ?

If the answer is: "The standpipe is 100 yards", you should write in the questionnaire the number "100" in the box provided for DISTANCE, and not "100 yards"; and mention 2 in the box provided for distance code.

c) Frequencies.

When you have to ask a question such as:

How often do you make these payments (question 13 in Part I) ?

```
                         Ö----Ì
NO. OF TIMES:            °    °
                         °    °
 PER:                    Û----ì
                         Ö----Ì
MONTH...1                °    °
YEAR....2                °    °
                         Û----ì   (PART I,
                              Question 14)
```

And the answer is:
"Four times a year"

then you should write the number "4" in the first box and the code "2" (corresponding to year) in the second box.

**Time periods**

2.5 In some parts of the questionnaire, you will find some questions with reference to "the past 7 days", "the past 30 days", or "the past 12 months". It is very important to read these time periods as they appear in the questionnaire, and not to replace them with "the past week," "the past month" or "the past year." That means, it must be clear that:

| | | |
|---|---|---|
| PAST 7 DAYS | is not the same as | PAST WEEK |
| PAST 30 DAYS | is not the same as | PAST MONTH |
| PAST 12 MONTHS | is not the same as | PAST YEAR |

**Amounts of money**

2.6 You should always write down the exact amount of money the respondent has said, including the two decimal places.

Let us consider different answers to the question:

How much did you spend on furniture (indoor) during the past 12 months?,

(PART F: ITEM CODE 210: Column 4)

ANSWER 1: "I have spent forty Jamaican dollars and seventy five cents"

```
Then, YOU SHOULD WRITE                 Ö----------Ì
in the appropriate box   -------->    °    40.75 °
                                       Û----------ì

DO NOT write an                        Ö----------Ì
approximation          ------------>   °       41 °
                                       Û----------ì

and DO NOT write the                   Ö----------Ì
dollar symbol        -------------->   ° J$ 40.75 °
                                       Û----------ì
```

ANSWER 2: "I've spent twenty thousand eight hundred and forty nine Jamaican dollars and fifty cents"

```
                                          Ö-----------Ì
You have to write      ------------>      ° 20,849.50 °
                                          Û-----------ì
```

ANSWER 3: "I've spent eighty Jamaican dollars"

```
                                          Ö-----------Ì
You have to write      ------------>      °     80.00 °
                                          Û-----------ì
```

**Skip patterns**

2.7 Normally, you should ask the questions in the same order in which they appear in the questionnaire - i.e. Question 5 should follow Question 4, Question 6 should follow Question 5, and so on.

In some cases, however, after a reply, you will find an arrow ( >> ) followed by a number. The number indicates which question should be asked immediately after.

Examples:

a) In PART A, Question 20:

Are you covered by health insurance?

YES....1

NO.....2

There is no arrow. Therefore, whatever the answer is, go straight on to Question 21 (the next question).

b) In PART A, Question 16:

Did you buy medicines during the past 4 weeks for this illness or injury?

YES....1

NO.....2
( >> 20)

- If the respondent answers "YES", write "1" in the appropriate box and move on to Question 17 (the next question).

- If the respondent answers "NO", write "2" in the appropriate place and skip to Question 20 (as indicated by the arrow). You, therefore, should omit asking Questions 17, 18 and 19.

**How to replace the symbol ...[ ]... by a name or thing**

2.8 Occasionally you will find the following symbol within a lower case text:

...[ ]...

When reading a text to the respondent you should replace this symbol by a particular name or item. For example, in PART B, Question 1 you will find the following question:

What type of school is ..[NAME]...enrolled in, for this academic year ?

If you are asking, for instance, about a boy named "Johnny," you should read this question in the following manner:

"What type of school did Johnny enrolled in, for this academic year ?"

**Within each part**

2.9 In PARTS A, B, C, and in the Roster, you should go individual by individual. That means, within each part, you should start with individual number 1 and ask him/her all the questions (if applicable) from the first to the last, and only then should you proceed to individual number 2, and so on.

**Flux of the interview**

2.10 Look at the flap in the back page; this is part R, the HOUSEHOLD ROSTER. You should open this flap at the beginning of the interview, and keep it open throughout the interview. This part will be already filled out with the name, age and sex of each household member, if the household was contacted in the JULY LFS. You should ask whether he/she is still a household member, and if necessary, add the new members. You should also ask the other questions, where applicable.

**How to go from one part to the next**

2.11 You must start with the Cover, and then move on to the ROSTER. For the other parts, and except for PART C (which will be completed last), you should go in alphabetical order from PART A to PART M.

**DATA ENTRY CONSIDERATIONS**

2.12 Data will be entered directly from the questionnaire, which means that everything you write down on the questionnaire will be entered in the computer. You must, therefore, write only information that is to be entered. In particular, you must not use the sheets for writing down notes or computations.

The following are some rules you should observe when filling in the questionnaires:

1. Write legibly in pencil, without crossing out or over-writing. If you make a mistake, erase it completely and write down the correct reply.

2. Write in capital letters and use Arabic numerals. For example, you should write "1", NOT "I"; "4", NOT "IV"; and so on

3. Never go beyond the space allotted for a question even when the next space is not used.

4. In writing amounts and other figures, you should always mark the two decimal places first; then starting from the right, separate each group of three figures by a comma. For instance, one hundred thousand must be written down as "100,000.00"; not as "100000" or as "100 000".

5. For questions to which the reply is an amount, write down only the number in the appropriate box. Do NOT write the unit of measurement.

   For example:

   Question: How much did you spend on car insurance during the past 12 months?

   (PART F, ITEM CODE 251, COL. 4)

   Answer: "one thousand Jamaican dollars"

Write: "1,000.00"

Do NOT write: "1,000.00 J$" OR "J$ 1,000.00"

If a reply to a question specifically calls for a unit of measurement, the code for the unit will be shown in the appropriate box. You need not write it.

## 3. THE PARTS OF THE QUESTIONNAIRE

### 1 : THE COVER

This section corresponds to the first page you see in the questionnaire. It collects information on:

- Household identification
- the interviewer
- the supervisor
- the anthropometrist

a) **Household identification**

When starting an interview, make sure that the questionnaire has already been filled out with the following information on the cover:

- Parish
- Constituency
- Enumeration District No.
- Dwelling No.
- Household No.
- Area
- Serial No.

b) **The interviewer, the supervisor and the anthropometrist**

The interviewer should enter, in the appropriate places, the following information:

- His/her name
- His/her code
- Date of the interview
- Time of interview (the beginning and the end of it).

Notice that the space for the date has three small boxes.

The first one is for the day (two digits), the second one is for the month (two digits) and the third one is for the year (two digits). You should always write two digits in each box.

For example:
if the interview was done on August 25,1993

THEN YOU SHOULD WRITE:

```
Ö--DATE OF THE INTERVIEW-Ì
°       °        °       °
°  25   °   08   °  93   °
°       °        °       °
Û-DAY---Ù-MONTH--Ù-YEAR--ì
```

And YOU SHOULD NOT WRITE:

```
Ö--DATE OF THE INTERVIEW-Ì
°       °        °       °
°  25   °   8    ° 1993  °
°       °        °       °
Û-DAY---Ù-MONTH--Ù-YEAR--ì
```

The supervisor has only to write:

- His/her name
- His/her code

The anthropometrist should also write down his/her name and code, and the date of the anthropometric measurements. This date should be written down in the same manner as the date of the interview described above.

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## 2. PART R: HOUSEHOLD ROSTER

In this section, you will find a list of all the persons who were household members in the last Labor Force Survey. The names, ages and sexes of these persons will be filled in at the Head Office before the fieldwork begins. So, on starting the interview, you do not have to ask those questions of these people.

Now, you have to enquire whether there is any new household member, or whether there is anyone who is no longer a household member.

For every NEW member, you should ask for - and then record -
the NAME, AGE and SEX in the appropriate boxes, and write the code "3" (NEW MEMBER) in the box for "HOUSEHOLD MEMBER?". For the other people, this question will have as an answer the code "1" if he/she is still a member, or the code "2" if he/she is no longer a member.

Once you are finished with ALL NEW MEMBERS and you have asked ALL the persons on the list whether or not they still are household members, you should go to the following questions and ask only of the following persons:

1. HOUSEHOLD MEMBERS (i.e. those who have code "1" or "3" in the question "HOUSEHOLD MEMBER?").

**CHANGES IN THE HOUSEHOLD COMPOSITION**

If at the time of your interview, the ENTIRE household composition has changed since the last Labor Force Survey or if it is a new household, then you will need a BLANK questionnaire to ENUMERATE THIS NEW HOUSEHOLD. Also, you will have to fill out the Roster, with NAME, AGE and SEX; put the code "3" (NEW MEMBER) as answer to the question: "HOUSEHOLD MEMBER?" for EACH member of the household.

**PRINCIPAL EARNER'S OCCUPATION/EMPLOYMENT STATUS**

You will notice that in this round also, an attempt is being made to record the principal earner's occupation, industry and employment status. There are 4 questions indicated on the top of the ROSTER on the left hand corner.

These questions should be filled up after recording the answers on all other questions in the ROSTER.

THe PRINCIPAL earner in the household is that person whose earnings during the 12 months preceding the date of survey were the largest among all earners in the household. Several situations may arise:

TYPE I

There may not be any earner in the household- the household may be living entirely on remittances or on property income or from savings, in which case, the following codes will be recorded in the twin boxes in question 1:

Remittances........................89
Property income or savings.........99

For these households, the questions 2 to 4 under Principal Earner, need not be filled.

If the household has an earner and also gets income from property or from remittances, that household will be treated as having an earner, irrespective of the size of the contribution from property or remittances.

TYPE II

The household may not have a current earner and is living on the pension of one or more members of the household. In these cases, the member whose pension is the largest will be treated as the principal earner and his/her last occupation, industry and employment status will be recorded.

TYPE III

The household had an earner but he is currently unemployed on the date of survey and the household has been living on savings/property income/remittances. In these cases, the details of last occupation, industry and employment status of that household member should be recorded in questions 1 to 4.

TYPE IV

This Type consists of households with one or more earners. There may be only one earner in the household, in which case his/her details will be recorded in questions 1 to 4 under "PRINCIPAL EARNER". If there are more than one earner, the member whose earnings are the largest during the 12 months preceding the date of survey will be treated as the principal earner and his/her details will be recorded in questions 1 to 4. If there are earners and pensioners in the household, the principal earner will be determined taking into account, the size of the earnings/pensions of all of them.

**PHYSICALLY AND/OR MENTALLY DISABLED**

It will be observed that in this round also, a question has been introduced in the Roster to ascertain whether the individual is physically and/or mentally disabled. This question will be useful in estimating the number of persons who are eligible for food stamps, under this eligibility criterion. For purposes of this survey, a disabled person is defined as follows:

**A disabled person is an individual whose prospects of securing and retaining suitable employment are substantially reduced by physical and /or mental impairement. Remember that this question should be filled up only for Household members who are 15 years and over.**

**MEALS GIVEN BY THE HOUSEHOLD TO PERSONS WHO ARE NOT HOUSEHOLD MEMBERS**

Notice that a block is provided above the column headings in the center of the questionnaire for recording the number of Breakfasts, lunches and dinners eaten in the household in the past 7 days by persons who are not members of the household such as handyman, gardener, home help, etc. After completion of the Roster in respect of all other items, you should enquire the respondent whether any of these persons have taken meals during the past 7 days; and enter the number of breakfasts, lunches and dinners given. **Please note that it is not the number of persons that is required but the number of meals given.**

## 3 PART A: HEALTH

The information gathered in this Part will be used to measure the costs and the use made of the different kinds of health services and facilities.

EACH MEMBER of the household should be questioned - the parents can answer for the young children.

Most of the questions are self-explanatory; however, the following questions need some clarification.

**QUESTION 1**

This question should be asked of all persons. You have to enquire whether the person has suffered any illness or injury during the past 4 weeks, including the chronic diseases mentioned in question 21. If the person says he/she has had one or more than one illness, you have to write down the code "1" as the answer to this question. If the answer is "NO" (code "2"), you have to jump to QUESTION 20 and LEAVE QUESTIONS 5 TO 19 BLANK.

**QUESTION 4**

You have to ask the person to tell you for how many days during the past 4 weeks he/she was unable to carry out his/her usual activities. For this question, it is useful to know that USUAL ACTIVITIES means the work or duties which are performed regularly.

You will not have any problems with this question because the interviewee himself knows what his/her usual activities are -- it could be housekeeping, work outside home, minding the children, going to school, etc.

When the answer is with regard to a small child, the USUAL ACTIVITIES refer to the child not being its usual self; that is, it has not been playing, eating, etc., as it usually does. The child may or may not have been confined to bed.

**QUESTION 5**

To visit a health practitioner means being examined by a doctor, nurse practitioner, nurse, pharmacist, midwife or any other health practitioner in order to discover what illness the person is suffering from and to receive treatment. The VISIT is for the act of being examined.

**QUESTIONS 6 AND 7**

In question 6, the total number of visits made by the person answering 'yes' in question 5, should be recorded; while in question 7, the number of visits that took place in different locations should be recorded. There is a category 'other' in the locations; persons who have responded with an answer other than those listed will have to be put in this category. However, the exact location may be specified for appropriate classification.

**QUESTIONS 8 AND 9**

These questions cover only the cost of the visits, that is the cost on consultation; the cost of the medicines and any payment for hospitalization must not be included, as separate columns are provided for recording those expenditures. Keep in mind that the money amount must be registered in VERY CLEAR numbers, and always with two decimals, even if these are zeroes. Question 8 is for recording the expenditure on visits made at public health facilities while Question 9 is for recording the expenditure on visits at private health facilities.

**QUESTIONS 12 and 15**

The question 12 is for recording the hospitalisation costs in public health establishments and question 15 the costs in private health establishments; here the costs of consultation or medicines should not be included. However, occasionally the hospital bill includes the cost of consultation, and the respondents are unable to distinguish between the different costs. In that case, the interviewer may write down the TOTAL AMOUNT in answering ONLY ONE OF THE QUESTIONS provided for recording the cost of consultation or hospitalisation costs. He/she MUST NOT write down the same amount for both the questions, since this would have the effect of doubling the expenses actually incurred.

**QUESTIONS 18 and 19**

These two questions cover only the cost of medicine; the amounts paid for consultations and for hospitalization must not be included.

**QUESTIONS 22 TO 28**

These seven questions are designed to find out the hospitalisation costs, required by the Ministry of Health. The hospitalisation costs collected in Questions 10 to 15 relate only to those persons who suffered illness or injury during the past four weeks; moreover, they relate to the past four weeks. As this information was found to be inadequate, at the request of the Ministry of Health, these seven questions were included to collect the hospitalisation costs for the past 12 months in respect of all members of the household. Hence, the question 22, which is a filter question, should be filled for <u>all household members</u>; and all the members for whom the answer code is 1, that is, they were hospitalised in the past 12 months, the information in the subsequent questions (Q23 to Q28) should be collected. The questions themselves are self-explanatory.

The questions 29 and 30 should be asked to all women between the ages 13 to 49 years, i.e., those who completed 13 years but not completed 50 years.

The question 32 should be asked in respect of all children who have completed 6 months but not completed 72 months, i.e., 6 years.

## 4. PART B: EDUCATION

This Part concerns only persons who qualify as being:

- MEMBERS OF THE HOUSEHOLD,
- WHO COMPLETED 3 TO 24 YEARS OF AGE.

The aim of this section is to measure the level of schooling of all household members aged 3 TO 24 years.

If a member is not enrolled in school for this academic year, the code in Question 1 will be 15, that is, none. For persons answering code 15, questions 2 to 10 need not be answered, but questions 11 and 12 should be answered. For persons with codes 1 to 8, the questions 2 to 10 should have to be filled up.

All the questions and the options given in this module are self-explanatory.

**QUESTIONS 3 and 12**

In these two questions, the equivalent grades for Forms in secondary education were given for ready reference. The Interviewers should NOT record Forms for secondary levels but ONLY the equivalent grades.

## 5. Part C: ANTHROPOMETRIC

The format of this Module is similar to that of SLC 91.

This Part will be completed for all children who are less than five years old (that is, those completed 0-59 months).

In question 5, if the child is not measured, the reasons for not measuring the child should be given in codes.

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## 6. Part D: FOOD STAMPS

The purpose of this part is to find out whether any household received food stamps and, depending on the answer, find out how they did (how much and for which household member), or why they did not.

The field staff are aware that the questionnaire was re-designed for the last two round, which is being followed in this round also. The household questions, that is, the questions which relate to the household as a whole were separated and given as questions 1 to 3. The questions which relate to individuals are separated into two groups- those that relate to individuals receiving food stamps; and those that relate to individuals who applied but not yet receiving the food stamps. This would facilitate not only recording the information but also in processing.

**QUESTION 1**

In QUESTION 1, you have to ask whether any members of the household receive food stamps. If the answer is "YES", then record code "1" and jump to QUESTION 4. If the answer is "NO", move to QUESTION 2.

**QUESTION 2**

The households in which no member has been receiving food stamps should be asked this question. If some one in the household applied for food stamps and not yet receiving them, then record code "1" and jump to question 10. If the answer is "NO", then move to question 3.

**QUESTION 3**

This question should be put to those households, in which no member is receiving food stamps nor applied for them. The reason for not applying for food stamps should be ascertained and recorded against this question in codes.

**QUESTIONS 4 TO 9**

These questions relate to members in the household who are receiving food stamps. The questions are self-explanatory. All members receiving food stamps should be listed in the order in which they occur in the Roster.

**QUESTIONS 10 TO 13**

These questions should be answered by those in the household who applied for food stamps but are not yet receiving them. These questions are to be answered for all members in households who answered "yes" to question 2 and who have applied for food stamps and are not yet receiving them.

<u>Besides, if some members of a household are receiving food stamps (for whom the information will be recorded in columns 4 to 9) and some others have applied and are not yet receiving the stamps, the information about them also should be recorded in columns 10 to 13.</u>

**FOOD STAMPS ID CARD**

Remember that some of the households may not be able to produce their ID cards, because it is observed that in quite a few cases, the card holders give the cards to an agent who collects the stamps on their behalf. In such cases, the cards are kept with the agent. In any case, the cards are required only for verifying the category in Question 5. In case, the household is not able to produce the card, the category as given by the household may be recorded in column 5.

## 7. GENERAL INSTRUCTIONS FOR FILLING OUT PARTS E, F, G, AND H

- FIRST ASK QUESTION 1 FOR ALL THE ITEMS; that is, go through the list of items from top to bottom, and not from left to right. Each and every item must have an answer to this question; that is, either a cross facing corresponding "YES" or a cross facing corresponding "NO".

Let us see, as an example, what PART G: NON-CONSUMPTION EXPENDITURES should look like in a first step, after asking QUESTION 1 to all the items in the list:

- Once ALL the different items in the section have answers in QUESTION 1, you have to ask the questions following ONLY regarding those items that got "YES" for an answer in QUESTION 1. In those cases, you must ask all questions from QUESTION 2 to the last one for one item before going on to the next item. That means, you must move from left to right until you are finished with all the questions for one item.

- The items that got "NO" for an answer in QUESTION 1, MUST HAVE ALL THE OTHER QUESTIONS LEFT BLANK from QUESTION 2 to the last one).

- Notice that in all these parts we ask about AMOUNTS OF MONEY spent for different items, in different time periods. These amounts of money, like the rest of the information in the questionnaire, will be analyzed by experts in data analysis. The results will then be presented to the policy makers. It is, therefore, essential that you make sure the interviewee understands, at all times, what the question is, what the time period is, and finally, that you write down the answer in a VERY CLEAR WAY, with the two decimals, in order to avoid the entry of wrong data into the computer.

- Remember that as mentioned earlier, "THE PAST 7 DAYS" is not the same as "THE PAST WEEK"; "THE PAST 30 DAYS" is not the same as "THE PAST MONTH"; and "THE PAST 12 MONTHS" is not the same as "THE PAST YEAR".

You should help the interviewee to understand the time period. For instance, if the day of the interview is Wednesday,

you can say: "During the past 7 days, that means since Wednesday last week until yesterday (Tuesday), did you buy....?"

- Note that examples given at each item DO NOT MAKE OUT A COMPLETE LIST. For instance, in item 213, PART F, Dinnerware also includes cups and saucers.

## 8. Part E: DAILY EXPENSES

BLOCK E1

In this round, this Part was split up into two blocks- Block E1 and Block E2. A separate Block , that is, Block E1 was provided for the Meals and Drinks consumed away from home during the past 7 days for two reasons- firstly to ensure that the information is reliable and secondly to obtain the number of breakfasts, lunches and dinners consumed away from home, to facilitate calorie intake studies.

The interviewer should record the individual number from the Roster of the member(s) who consumed meals away from home, in column 1 and write against him the number and value of the breakfasts, lunches or dinners.

BLOCK E2

In this Block, all the other items which are usually purchased more frequently are listed. The interviewer should first ask question 1 for all items and mark "x" against Yes or No. For all items with an yes answer, he/she should proceed to ascertain and record the value of the purchases of that item in column 2.

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## 9. Part F: CONSUMPTION EXPENDITURES

This part has two pages: F1 and F2. Ask QUESTION 1 for all the items listed on both pages before going on to the other questions. Put a cross in the box that corresponds to the answer given.

- For the items with codes between 201 - 211 that got a YES for an answer to QUESTION 1, ask QUESTIONS 2, 3, 5 and 6. You can see that QUESTION 4 is blacked out, so you do not have to ask this question for these items.

- For the items with codes 201 - 211, omit asking

QUESTION 4 whether the answer is "YES" or "NO".

- For the items with codes 215 - 222, 225 - 233 which got an affirmative answer to QUESTION 1, ask QUESTIONS 2, 3, 4, 5 and 6. You DO NOT have to ask QUESTIONS 5 and 6 for items with codes 212, 213, 214, 223 and 224. You can notice that in the questionnaire those spaces are blacked out.

- For items with codes between 234 - 248 which got an affirmative answer to QUESTION 1, ask also QUESTIONS 2, 3 and 4.

Remember that "THE PAST 30 DAYS" is not the same as "THE PAST MONTH", and "THE PAST 12 MONTHS" is not the same as "THE PAST YEAR".

Take notice that if for any item you get an answer for both QUESTIONS 3 and 4, then the amount of money spent during the past 30 days (QUESTION 3) MUST BE LESS OR EQUAL to the amount of money spent during the past 12 months (QUESTION 4).

The interviewer should work out the date of past 30 days from the date of survey and inform the correct period to the respondent by telling him/her that the expenditures made between the beginning date of the reference period and date of survey should have to be reported.

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## 10. Part G: NON-CONSUMPTION EXPENDITURES

This is a very short section; you have to ask QUESTION 1 for all the items listed -- with codes from 250 to 258 -- before going on with QUESTIONS 2, 3 and 4.

Remember that if for any item you get an answer for both QUESTIONS 3 and 4, the amount of money spent during the past 30 days, MUST BE LESS THAN OR EQUAL TO the amount spent during the past 12 months.

Notice that three items, namely, Car Insurance, Health Insurance and Motor Vehicle Taxes have been moved to Part F, while two new items, namely Horse Racing and Gambling Expenses are included in this Part.

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## 11. Part H: FOOD EXPENSES

This part has four pages. You have to proceed in the same way you did with sections F and G. First ask QUESTION 1 and QUESTION 5 for all items listed (with codes between 401 and 454) before going on with QUESTIONS 2, 3, 4, and 6, 7 and 8.

Take note that if in this section there are some items with answers to both QUESTIONS 3 and 4, then the amount of money spent during the last 7 days (QUESTION 3) MUST BE LESS THAN OR EQUAL TO the amount of money spent during the past 4 weeks(QUESTION 4).

Similarly, the value of home production consumed in the Past 7 days given in column 6 should be less than or equal to the home production consumed in the last 30 days given in column 7.

If the interviewee, in answering QUESTIONS 6, 7 or 8, states that it would not cost any money, WRITE ZERO in the corresponding box and go on with the next question or item.

Cost of home-produced products refer to the COST OF WHAT HAS BEEN EATEN, AND NOT WHAT IS STORED OR GIVEN OUT AS GIFT.

## 12. Part I: ADEQUACY OF CONSUMPTION

This is a new Module designed to collect the opinions of the household on their satisfaction with the consumption of different groups of commodities. The interviewer should record the opinion as expressed by the respondent and not give his/her judgement or opinion.

## 13. Part J: HOUSING

### CONCEPTS

The concepts of Housing unit, Dwelling and Household for the SLC will be the same as those adopted in the Population Census, 1991, with which most of the Supervisors/Interviewers are already familiar. However, they are given below for ready reference.

### HOUSING UNIT

A Housing unit is a building or buildings used for living purposes at the time of the Survey.

**DWELLING UNIT**

A Dwelling Unit is any building or separate and independent part of a building in which a person or group of persons are living at the time of the survey. 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 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 and independent entrance(s) without having to pass through the living quarters of another household.

**HOUSEHOLD**

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

persons only, of unrelated persons, or of a combination of both.

**PRIVATE HOUSEHOLD**

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 it as 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) A domestic employee who sleeps in the house or in an outhouse on the premises is to be listed as a member of the household if he or she sleeps there on an average 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 are separate arrangements for cooking they should be considered as a separate household.

(iv) 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.

**NON-PRIVATE HOUSEHOLD**

Non-private households are comprised of persons who live collectively in institutions or other such organisations. Some examples are dormitories of educational institutions, prisons, hospitals, penal institutions, etc.

Many of the questions in the Housing Module are self-explanatory. Also, for many of them, the options and the codes are provided in the questionnaire itself for ready reference. However, some which require clarification are mentioned below.

**ELECTRICITY/WATER BILLS**

In order to avoid interruptions, before starting with this part of the interview, ask respondents who have electricity and running water in their dwellings to get their most recent electricity and water bills.

**QUESTION 1- TYPE OF DWELLING**

This question can be completed from observation. If, of course, there are any doubts, ask the respondent to clarify.

The definitions of the various types of housing units will be the same as in the Population Census, 1991. These are-

**SEPARATE HOUSE-DETACHED**

This is the most common type of unit. This is the type usually constructed for occupation by a single household and which has open space on all four sides. Include here duplex houses which are separated by garages.

**SEMI-DETACHED**

This is a unit joined to only one other unit separated by a wall extending from ground to roof, with the other three or more sides open. There may be one or more floors in this type of housing unit. Duplex houses separated by a wall and not a garage should be included here.

**APARTMENT BUILDING**

This is a building containing a large number of private flats or apartments. Each such flat or apartment is then a dwelling unit within the larger housing unit.

**TOWNHOUSE**

This is a type of semi-detached building, but whereas the semi-detached is joined to only one other unit, the Townhouse is one of a set of houses joined together in a row.

**IMPROVISED HOUSING UNIT**

This is an independent makeshift shelter or structure built usually of waste materials and generally considered unfit for habitation which is being used as living quarters at the time of the survey, usually by one household.

**PART OF COMMERCIAL BUILDING**

The term 'commercial' is used here to include all non-residential buildings. This includes therefore all cases where a household occupies part of a building which is used mainly as a business place or other non-living unit.

**OTHER**

Include here any type of housing unit which does not fit any of the categories mentioned: such as boats, tents, trailers, etc.

**QUESTION 2: MATERIAL OF OUTER WALLS**

This question refers to the material of which the outer walls of the housing unit are made. Although this may be completed from your own observation, you may in some instances, need to enquire from the householder whether or not the walls are reinforced. Some of the categories are self-explanatory; the others are described below.

**BLOCK & STEEL**

Include here walls of concrete blocks with steel reinforcement but not nog. Include units made of 'prefabricated' material in this category.

**CONCRETE NOG**

Include here units in which the walls are of concrete but without steel reinforcement, e.g. walls reinforced by wooden frames with concrete filling.

**WATTLE AND DAUB**

This applies where the walls are some kind of wattle structure i.e.,pure wattle walls, wattle and thatch walls and wattle daubed with earth plaster (wattle is comprised of sticks interwoven into a network).

**QUESTIONS 4 AND 5: TOILET FACILITY**

The household may have more than one Toilet. In that case the information should be recorded for the best (according to the household) of them.

**QUESTIONS 7 and 8: TYPE OF TENURE**

The definitions for recording information on these two items will be the same as in the Population Census, 1991. These are given below.

**OWNED**

This applies if the dwelling is owned by a member of the household. If the dwelling is occupied by the family or close relatives, but the owner does not reside in the dwelling and does not form a member of the household as defined earlier, then the tenure status should be recorded as 'Rent Free'.

**LEASED**

This relates to those cases where the dwelling is rented in accordance to a signed agreement for a stipulated period between the owner and occupier.

**PRIVATE RENTED**

This relates to cases where the occupier pays a rent to the owner for the dwelling, but no signed agreement is involved.

**GOVERNMENT RENTED**

Include here all dwellings owned by government and rented to householders.

**RENT FREE**

This relates to cases where occupiers are required to pay any rental. It implies also that occupiers are occupying the dwelling with the consent of the owner.

**SQUATTED**

This relates to those cases where the occupiers are not paying rent and also not legally owners of the dwelling but are occupying the dwelling without the consent of the owner.

**QUESTION 7: TENURE STATUS OF LAND**

The land in this question refers to the plot or lot on which the dwelling stands and not any other land.

**QUESTION 18: DRINKING WATER SUPPLY**

If more than one source is used by the household, you must determine from the respondent the main source and record this one only. In general, give precedence to the source for cooking and drinking over the source for bathing, washing and other uses.

**PUBLIC**- Refers to a water supply established and maintained by the government or a government related agency.

**PUBLIC STANDPIPE**

This applies to a public standpipe, usually located along roads or other public thoroughfares.

**QUESTIONS 24 & 25: SOURCE OF LIGHTING**

In the case of electricity, the household may be getting it either from its own generator or getting it from the public service. If it is from public service, the household should be classified as having electricity irrespective of whether the meter is separate or serving a group of households or whether the supply was disconnected at the time of survey for non-payment of bills. Illegal connections, however, should not be considered.

## 14. Part K: INVENTORY OF DURABLE GOODS

In this part, you have to proceed in the following manner:

1.- First, you have to ask whether the household does or does not own all the different items that appear on the list, and then put a cross in the box corresponding to the given answer. When you have asked that question for ALL THE ITEMS IN THE LIST (with codes between 601 and 615), you can go on to QUESTION 1.

2.- You have to ask QUESTION 1 for ALL THE ITEMS IN THE LIST that got "YES" as an answer, before going on with QUESTIONS 2, 3 and 4.

Take notice that it could very well be that the household owns more than one of some items. For instance, the household can have two bicycles. In that case, you will put a cross in front of "YES" for the item code "615". But also, you will want to distinguish between the two different bicycles, by inquiring, in QUESTIONS 2, 3 and 4, about EACH ONE of the two bicycles.

That is exactly the purpose of QUESTION 1. There you have to write down the name of the item, a description of it (for instance the color of the item, etc.), and the code number (between 601 and 615). With this information, now you can differentiate all the items owned by the household.

Of course, if there is only one of some item, you can leave the space for the description blank, because there is no confusion possible. It will be enough with the name and the code number.

When you have finished making the list in QUESTION 1, with ALL GOODS OWNED by the household, you can go on with QUESTION 2.

3.- Now, you have to ask QUESTIONS 2, 3 and 4 to every good listed in QUESTION 1. Only when you have asked ALL QUESTIONS, 2, 3 and 4, about one good, can you go on with the next good listed in QUESTION 1.

In QUESTION 2, you have to write down only the last two digits of the year when the household acquired the good.

Note that this section refers to OWNERSHIP OF THESE GOODS BY A MEMBER OF THE HOUSEHOLD, regardless of whether they are in working condition or not.

## 15. Part L: MISCELLANEOUS INCOME

In this part, after asking QUESTION 1 for ALL the items listed (with codes between 701 and 707), you have to ask (only to items that got "YES" for an answer), the QUESTION 2.

## 16. Part M: EMPLOYMENT AND TIME USE

_____The objectives with which this module was designed and included in SLC 93 are-

(i) Determination of how people spend their time;

(ii) The relative contribution of their activities to Gross Domestic product;

(iii) Deleniation of household activities and gender implications;

(iv) Make a detailed attempt to gather income data than what is possible in LFS; and

(v) To assess as to how much of productive activity is possibly unaccounted in the National Accounts.

As this is the first large scale attempt of this kind, the supervisors/interviewers should take special care in canvassing this module to ensure that reliable and complete information is gathered from the respondents on all questions included in the module.

<u>The questions in this module should be asked of all</u>

<u>household members who have completed 10 years and above</u>, unlike in the LFS, where persons aged 14 years and above are covered by the survey.

The individual number given in the ROSTER of all household members who are aged 10 years and over should be given in column 1 and the relevant questions should be filled for each of them; those household members who are less than 10 years of age need not be shown.

**Question 2 to 6**

The field staff are familiar with these questions, which figure in Section 2 of the LFS questionnaire and are used for determination of the components of labour force, that is, employed persons and unemployed persons who are seeking or available for work. This is an essential first step in any enquiry covering time use and earnings.

The concepts and instructions for filling these five questions in the SLC will be identical with those given in the LFS. The interviewer's instructions manual for the LFS gives detailed instructions for classifying persons as "working"; "with job but not working"; "looking for work"; "at home"; "at school (full time)"; "physically incapable of work"; and "others". The same instructions should be followed in answering question 2.

<u>Question 3</u> is a supplemental question to identify all the persons who were actually working (either for himself or for others) but did not indicate that in Question 2.

<u>Question 4</u> is another supplemental question to Question 2, to identify persons with job but not working but who have indicated otherwise, while answering Question 2.

<u>Question 5</u> seeks to determine whether or not the individual, while not currently employed, wanted to work during the past six months. The individual may have worked in the past six months but is not now working. If the answer to this question is 'yes', then proceed to Question 6, as he might not have been available for work in the past 7 days. If the answer to question 6 is "nothing, would accept", then proceed to Question 23, intended for unemployed who are looking for work and also those employed who are looking for additional work.

**Main Occupation and second occupation - Questions 7 to 22**

These questions should be answered for all persons who are "working", or "with job but not working" according to question 2; and for all persons who answered 'yes' in question 3 or 4. Questions 7 to 14 are for recording the details of the Main occupation, including earnings from this job; while questions 15 to 22 are for similar information on the second job, if any, which the person may be having.

The <u>Main occupation</u> is that job which yields to the person the highest income; if, for some reason, it is not possible to determine on the basis of income, it should be decided on the basis of time spent in the past 7 days. If the person had only one job in the past 7 days, then that would be his/her main occupation.

After recording the details of the main occupation in Questions 7 to 14, then proceed to enquire whether the person worked on other jobs during the past 7 days. If the answer is 'No', proceed to question 23; if the answer is 'yes', then proceed to fill up Questions 15 to 22. If the person had three or more jobs, decide the second occupation on the same criteria as indicated for the first.

The Question 14, 22 and 31 are designed to collect information on the <u>EARNINGS</u> of the person from the activity reported in answers to Questions 7, 15 and 29. These Questions are both difficult as well as important, as explained in great detail in the LFS Manual. <u>A great deal depends on the persuasive power of the interviewer in extracting reliable information on earnings from the respondent.</u>

Two sub-columns are provided under each of these Questions: one for recording the amount, and the other for recording the period to which the reported earnings relate. Where the Question is not applicable, a skip was already provided in the earlier sieving Question; in which case no entries need be made under this Question. If the Question is applicable, that is, if the respondent reported an occupation, then there should be an entry under this Question.

If the respondent refuses to reveal the earnings, then a "N.S" (Not Stated) should be entered; if the response was nil, then a "0" should be clearly marked; and if the response was a specific value, don't forget to enquire the period to which it relates. In no case a "-"should be entered, as it is difficult to know whether it is a non-response or zero earnings.

<u>The earnings should relate to the most recent period, preceding the date of survey.</u>

<u>The earnings reported should be gross, that is, before deduction of taxes and other usual deductions such as NIS, NHT, etc</u>.

<u>For Employees, the earnings should include wages and salaries, all allowances, commissions, bonuses, tips, etc</u>.

For Employers and Own Account workers, the gross profits should be reported, that is after deducting operating costs from the gross receipts.

**Looking for Work**

Questions 23 and 24 should be filled up for all unemployed and employed who are seeking additional work; while questions on previous employment, that is, Questions 25 to 27, should be filled for the unemployed.

**Household Activities**

Notice that the time spent on certain specified household activities by the household members has to be collected under Questions 35 to 57. These questions are self-explanatory.

Questions 35 to 57 should be canvassed for all household members aged 10 years and above.

**Hours Worked/Time spent**

The hours worked in different occupations or time spent on different household activities was asked in different parts of this Module.

The hours worked/time spent each day, during the past 7 days should be reported by days, that is, according to Monday, Tuesday, etc. If the interview is on Thursday, the hours worked on Wednesday should be recorded first in the column provided for "Wed"; then proceed to enquire the time spent on Tuesday and record in column provided "Tue"; and so on for all the 7 days. If no time was spent on any day on the specified activity, the interviewer may skip that column without any entry against that day.

The time spent on an activity should be given in hours and minutes, the hours and minutes separated by a "-". For example, if a respondent reports that he spent 1 hour 20 minutes on an activity on a particular day, the figure to be entered against that day will be 1-20; if the time spent was 10 minutes, it will be recorded as 0-10; and so on.