A map of Papua New Guinea and its surrounding regions. The map shows the main island of New Guinea, with New Britain to the northeast and Bougainville to the east. Various islands and archipelagos are labeled, including the Admiralty Islands, Bismarck Archipelago, and the Lousiade Archipelago. Major cities and towns are marked, such as Port Moresby, Lae, Rabaul, and Daru. The map also shows the Gulf of Papua, the Torres Strait, and the Owen Stanley Range. The text "PAPUA NEW GUINEA" is written in large, bold, blue letters across the center of the map. The text "Household Income and Expenditure Survey 2009" is written in large, bold, blue letters across the center of the map.

PAPUA NEW GUINEA

Household Income and Expenditure Survey 2009

4.- Personal Schedule

The Cover

STRICTLY CONFIDENTIAL		 NATIONAL STATISTICAL OFFICE 2009 HOUSEHOLD INCOME AND EXPENDITURE SURVEY FORM C: Personal Schedule MEMBERS 15 YEARS AND OLDER		Cluster No. _____	
FORM C: Personal Schedule MEMBERS 15 YEARS AND OLDER		Selected Household Sequence No. _____		Person No. _____	
		Address of Dwelling/Name of H/H Head		Cluster <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Province <input type="checkbox"/><input type="checkbox"/> District <input type="checkbox"/><input type="checkbox"/> LLG <input type="checkbox"/><input type="checkbox"/> Ward/Urban Area <input type="checkbox"/><input type="checkbox"/> CU <input type="checkbox"/><input type="checkbox"/> Dwelling No. <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> No. Of households within the dwelling <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Person No. <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>	
		Respondent's Name _____			
INTERVIEWER'S VISIT					
Start Date: ____/____/____		Result* _____			
Finish Date: ____/____/____		Total Number of visits _____			
Interviewer's Name: _____					
*Result Codes					
1		Completed			
2		Respondent not at home/Non - contact			
3		Refused			
4		Incapacitated			
5		Other – (Specify) _____			
TO BE FILLED IN IF SECTION C1, PART D AND/OR PART E IS COMPLETED					
I) RESPONDENT OWNS OR WORKS IN A HOUSEHOLD BUSINESS (NON-AGRICULTURAL); IF YES, TICK THE BOX <input type="checkbox"/>					
II) PERSON NUMBER OF MOST INFORMED MEMBER <input type="text"/>					
III) RESPONDENT OWNS OR WORKS IN A HOUSEHOLD BUSINESS (AGRICULTURE); IF YES, TICK THE BOX <input type="checkbox"/>					
IV) PERSON NUMBER MOST INFORMED MEMBER <input type="text"/>					
INTERVIEWER <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div>		SUPERVISOR <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div>		DATA ENTRY OPERATOR <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div>	

Address of Dwelling/Name of H/H Head

.....

.....

.....

.....

.....

.....

Respondent's Name _____

Cluster	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Province			<input type="text"/>	<input type="text"/>
District			<input type="text"/>	<input type="text"/>
LLG			<input type="text"/>	<input type="text"/>
Ward/Urban Area			<input type="text"/>	<input type="text"/>
CU		<input type="text"/>	<input type="text"/>	<input type="text"/>
Dwelling No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. Of households within the dwelling				<input type="text"/>
Person No.			<input type="text"/>	<input type="text"/>

INTERVEIWER'S VISIT

Start Date: ____/____/____

Result*: _____

Finish Date: ____/____/____

Total Number of visits: _____

Interviewer's Name: _____

***Result Codes:**

- 1 Completed**
- 2 Respondent not at home/Non - contact**
- 3 Refused**
- 4 Incapacitated**
- 5 Other – (Specify)_____**

Tick in these boxes to indicate the respondent owns or works in a household business (non-agriculture/agriculture)

TO BE FILLED IN IF SECTION C1, PART D AND/OR PART E IS COMPLETED

I) RESPONDENT OWNS OR WORKS IN A HOUSEHOLD BUSINESS (NON-AGRICULTURAL):

IF YES, TICK THE BOX

☒

II) PERSON NUMBER OF MOST INFORMED MEMBER

III) RESPONDENT OWNS OR WORKS IN A HOUSEHOLD BUSINESS (AGRICULTURE):

IF YES, TICK THE BOX

☒

IV) PERSON NUMBER MOST INFORMED MEMBER

Here you record the person number of most informed member, the person who handles the finances of the business.

Record the Interviewer, supervisor and data entry operator id numbers here. Each person will be allocated one of these.

INTERVIEWER	SUPERVISOR	DATA ENTRY OPERATOR
<input type="text" value="5"/> <input type="text" value="4"/> <input type="text" value="2"/>	<input type="text" value="5"/> <input type="text" value="4"/> <input type="text" value="1"/>	<input type="text" value="5"/> <input type="text" value="4"/> <input type="text" value="5"/>

PERSONAL SCHEDULE

SCOPE AND OPERATIONS

The Personal Schedule is asked to all persons 15 years and over recorded on the Household Control Form (HCF).

You will have identified these individuals upon the completion of the HCF.

Short-term visitors in the household who stayed for less than 3 months must be excluded.

Usual residents who won't be available in the household for the next 14 days should not be interviewed.

Usual residents who will be away for a few days and returning should (or must?) be interviewed.

PERSONAL SCHEDULE

- Every single question is referred to **the particular respondent you are interviewing** and not to other household members
- Every person 15 years and more will have the opportunity to answer his/her own Personal Schedule

SECTION C1

EMPLOYMENT & LABOUR

SECTION C1: EMPLOYMENT & LABOUR

This section requires you to record information on the respondent's participation in employment or income earning activities.

We want to find out the number of persons who are engaged in a wage job and get regular income from the jobs they do.

Assure the respondent information from him/her will remain confidential.

PART A

WAGE JOBS

PART A: WAGE JOBS

In this section you record what the respondents did to earn money in the last 7 days prior to the time of interview.

This is a very important part of the questionnaire and it is essential that the information you record is accurate.

Information on wage or pay earned is easier to collect and more accurate when you have the necessary documentation such as pay slips.

Tell the respondents in advance that you will require detailed information about their income so they have their pay slips and other necessary documents ready before you start asking the questions.

You should read through the questions slowly and give the respondents time to think about their answers.

SECTION C1: EMPLOYMENT & LABOUR

PART A – WAGE JOB

1. DID YOU HAVE A FORMAL WAGE JOB IN THE LAST 7 DAYS, EVEN IF YOU WERE ON PAID LEAVE OR SICK LEAVE FROM THE WAGE JOB?

Yes 1

No 2 \Rightarrow PART B

NOTE THAT THE` REFERENCE PERIOD IS THE LAST 7 DAYS

- This question requires you to record information on the respondent's participation in employment. From this job, the respondent receives a regular (weekly, fortnightly or monthly) wage/payment from it.
- These can include persons working as; carpenters, policemen, teachers, office clerks, librarians, nurses, shop assistants/cashiers, and others.
- Include persons who have worked in the last 7 days to earn a wage no matter how small.
- Include people who work for their own company or business and pay themselves a wage.
- **Note: Include people who are on leave or absent from work because of a strike or sickness.**

1.		2.	
WHAT DID YOU DO IN THIS JOB?		WHAT IS THE MAIN ECONOMIC ACTIVITY OF THE ENTERPRISE YOU ARE WORKING IN?	
REFER TO OCCUPATION CODES (PNG SCO)		REFER TO ACTIVITY CODES (PNG SCO)	
WRITTEN DESCRIPTION OF OCCUPATION	CODE	WRITTEN DESCRIPTION OF ACTIVITY	CODE
1 ST JOB Accounts clerk (processing payments for staff salaries) Accounts Section – Air Niugini	542`11	National Ai	542`11
2 ND JOB			

Write a short but detailed summary of the occupation and activity descriptions in readable handwriting writing. This makes the data entry operator's work easier and as a result, better quality data is collected.

(2)		(3)	
What did you do in this job?		What is the main economic activity of the enterprise you're working in?	
REFER TO OCCUPATION CODES IN PNGSCO		REFER TO ACTIVITY CODES IN PNGSIC	
WRITTEN DESCRIPTION	CODE	WRITTEN DESCRIPTION	CODE

1 ST JOB							
2 ND JOB							

Please DO write the descriptions in a very summarized and clear way. This will make the data entry operator's work easier and as a result we will have better quality data

SECTION 1 - EMPLOYMENT & LABOUR

PART A- WAGE JOBS

	<p>(10)</p> <p>How do you get to the workplace for this main job?</p> <p>WALKING 1 -->12</p> <p>MOTOR VEHICLE 2</p> <p>PUBLIC BUS/ PMV 3 -->12</p> <p>TRANSPORT PROVIDED BY EMPLOYER 4 -->12</p> <p>BY BOAT 5</p> <p>BY CANOE 6</p> <p>WORK IS AT MY HOME 7 -->13</p> <p>OTHER (____) 8 -->12</p>	<p>(11)</p> <p>Who owns this vehicle, boat, canoe?</p> <p>SELF 1</p> <p>EMPLOYER 2</p> <p>RELATIVE/ WANTOK 3</p> <p>OTHER (Specify____) 4</p>	<p>(12)</p> <p>How long does it take you/[NAME] to travel to the workplace from this dwelling (one way, in minutes).</p> <p>IF WORKPLACE IS NOT FIXED, AVERAGE OVER LAST 7 DAYS</p> <p>MINUTES</p>	<p>(13)</p> <p>How much was your last NET payment/earning?</p> <p>(IF RESPONDENT HAS NOT YET BEEN PAID, ASK: What payment would you expect?)</p> <p>KINAS</p>
FIRST JOB	Information about the FIRST WAGE JOB			
SECOND JOB	Information about the SECOND WAGE JOB			

	<p>(14)</p> <p>What period of time does this payment/earning cover?</p> <p>TIME PERIOD</p> <p>MONTH 1</p> <p>FORTNIGHT 2</p> <p>WEEKLY 3</p> <p>DAILY 4</p> <p>TIME PERIOD</p>	<p>(15)</p> <p>How much is your usual NET payment/earning?</p> <p>What period of time does this payment cover? (consider time of last 12 months: if you have started the job less than 12 months ago, consider the average since the beginning)</p> <p>KINAS</p>	<p>(16)</p> <p>What period of time does this payment cover?</p> <p>TIME PERIOD</p> <p>MONTH 1</p> <p>FORTNIGHT 2</p> <p>WEEKLY 3</p> <p>DAILY 4</p> <p>TIME PERIOD</p>	<p>(17)</p> <p>Do you have your last pay slip that I could see?</p> <p>YES 1</p> <p>NO 2</p>	<p>(18)</p> <p>What was the gross pay before deductions for your last pay period?</p> <p>KINAS</p>
FIRST JOB	Information about the FIRST WAGE JOB				
SECOND JOB	Information about the SECOND WAGE JOB				

OCCUPATION AND ECONOMIC ACTIVITY

"OCCUPATION" is the type of work that an individual actually does in his/her job. For instance:

Cultivates his land, Makes math classes at a primary school, Cashier in a supermarket

"ECONOMIC ACTIVITY", is what do they do where he/she is employed in. For instance:

Agriculture, hunting and forestry, Fishing, Mining
Construction, Transport, Communications, Public
administration, Education, Health care, And others....

(4)

Now I would like to ask you about your job as [READ OUT OCCUPATION FROM QUESTION 2]. Where did you carry out most of your work?

A FARM	01
YOUR HOME	02
OTHER HOME	03
VEHICLE	04
FROM DOOR TO DOOR	05
IN THE STREET, NON-FIXED PLACE	06
IN THE STREET, FIXED PLACE	07
FIXED BUILDING (OFFICE/ FACTORY)	08

Record what the respondent tells you.

DO NOT READ OUT THE OPTIONS TO HIM/HER

Write the appropriate code in the box provided.

If the respondent gives an answer that is not on the list, then record option code “10” and specify the answer in the space provided.

- 1 **A FARM:** If the respondent tells you he/she works on a farm. In PNG, we can refer to examples such as oil palm or cocoa blocks, coconut or coffee plantations, piggery, poultry/chicken farm, fish farm or crocodile farm.
- 2 **YOUR HOME:** If the respondent works at home, where he/she lives. For example, he/she is a consultant working from home or a shop owner who has a tucker box in his/her yard. Remember, the respondent can only be asked this question if he/she pays himself/herself a wage.
- 3 **OTHER HOME:** is for working at another home but not the respondent's own home.
- 4 **VEHICLE:** is when the respondent's main place of work is done in a vehicle. An example would be an office driver or school bus driver.
- 5 **FROM DOOR TO DOOR:** if the person does his/her job by going from door to door. This could include sales persons selling their products and services, newspaper deliverers, TNT or Express Mail Services (EMS) delivering mail/parcel.
- 6 **IN THE STREET, NON-FIXED PLACE:** when the job is done in the street where there is no fixed address. This could include contractors who clean or work on the streets.
- 7 **IN THE STREET, FIXED PLACE:** for persons working on the street at a fixed address. For example, at the Telikom Phone Haus employees.
- 8 **FIXED BUILDING (OFFICE/ FACTORY):** when the respondent says he/she works in a fixed place. Examples can include an office building or factory.
- 9 **IN A MARKET:** for persons working in a Market place.
- 10 **OTHER** when the place of work is not in the above options and specify clearly.

DO READ THE ALTERNATIVES:

“Is your employer for this job... :

....Government or public sector?

....The Army?

....A private company or enterprise?

....A state-owned enterprise?

....An NGO or humanitarian organization?

.... A private individual?

..... Other? Who?

“

(5)	
Is your employer for this job... (READ ALL RESPONSES)	
GOVERNMENT, PUBLIC SECTOR	1
ARMY	2
A PRIVATE COMPANY OR ENTERPRISE	3
A STATE-OWNED ENTERPRISE	4
AN NGO OR HUMANITARIAN ORGANIZATION	5
A PRIVATE INDIVIDUAL	6
OTHER (SPECIFY _____)	7

FIRST JOB	
SECOND JOB	

(6)	
How many people are employed at the place where you work?	
1-9	1
10-24	2
25-49	3
50-99	4
100-199	5
200 OR MORE	6
DON'T KNOW BUT FEWER THAN 25	7
DON'T KNOW BUT 25 OR MORE	8

Here you want to find out the total number of staff (including the respondent) employed by the enterprise, organization or company the respondent works for.

Wait patiently for his/her response, as we want to know the exact size of the staff employed by the organization.

Sometimes, the enterprise, organization or company may have other branch or office elsewhere, record for total number of employees of the organization.

If the respondent does not know the number of employees working at the same organization, ask him/her to find out for you.

(6)	
How many people are employed at the place where you work?	
1-9	1
10-24	2
25-49	3
50-99	4
100-199	5
200 OR MORE	6
DON'T KNOW BUT FEWER THAN 25	7
DON'T KNOW BUT 25 OR MORE	8
<div><div></div><div>80</div><div></div></div>	

NOTE:

DO NOT write the number of employees, but the code that matches the answer.

For instance, the respondent answers:

“80 persons are employed in the place where I do this job”

(6)	
How many people are employed at the place where you work?	
1-9	1
10-24	2
25-49	3
50-99	4
100-199	5
200 OR MORE	6
DON'T KNOW BUT FEWER THAN 25	7
DON'T KNOW BUT 25 OR MORE	8
4	

NOTE:

DO NOT write the number of employees, but the code that matches the answer.

For instance, the respondent answers:

“80 persons are employed in the place where I do this job”

(7)	(8)	(9)
How many years have you worked for this employer?	How many weeks have you worked for this employer? 12 months	
IF LESS THAN 1 YEAR, WRITE "0"	IF N	
YEARS	WEEKS	HOURS

(7)

Record what the respondent tells you.
Write the number of years in the box provided.

If he/she worked less than 1 year than write
"00"

Sometimes the respondent may tell you the
year he/she started work, you can then
calculate from the date of interview.

For example, a long time employee of SP
Brewery may say, he started work with the
company in 1978. Subtract 1978 from the year
of interview (2008) and record 30 years in the
code box provided.



(8)

Record what the respondent tells you.

Write the number of weeks in the box provided.

Recording for the last year starts from the week or month of the interview. For example, if you are interviewing in January 2009, ask the respondent to start thinking from January 2008 to the date of interview.

If the respondent has worked the whole year, record 52 weeks. Ask for any sick leave or holidays (recreational leave) that he/she has taken in the last year and subtract from 52 weeks.

(8)

How many weeks have you worked at this job in the past 12 months?

IF NONE, WRITE "0"

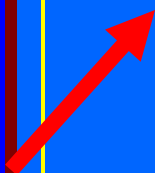
WEEKS

(9)

how many hours have you worked at this job in the last 7 days?

IF NONE, WRITE "0"

HOURS



(9)

Record what the respondent tells you.

Write the number of hours in the box provided.

For example, if the respondent starts work at 7.45am and finishes work at 4.06pm, then he/she spent approximately 8 hours at work per day. Multiply 8 hours by 5 days, equals 40 hours per week. Record 35 hours in the space provided.

(9)

how many hours have you worked at this job in the last 7 days?

IF NONE, WRITE "0"

YEARS

WEEKS

HOURS

(10)

How do you get to the workplace for this main job?

WALKING	1	-->12
MOTOR VEHICLE	2	
PUBLIC BUS/ PMV	3	-->12
TRANSPORT PROVIDED BY EMPLOYER	4	-->12
BY BOAT	5	
BY CANOE	6	
WORK IS AT MY HOME	7	-->13
OTHER (_____)	8	-->12

(10) MODE OF TRANSPORTATION

- Record what the respondent tells you and do not read out the answers.**
- If the respondent usually travel to work either by Walking, Public bus/PMV, Transport provided by employer, or other mode of transport not mentioned, write appropriate code and Skip to question 12**
- If the respondent gives an answer that is not on the list, write code “8” and specify the answer in the space provided then Skip to question 12.**
- If the respondent says work is at home, write the code “7” and skip to Question 13.**
- If he/she mentions either by Motor vehicle, Boat or Canoe as mode of transport, record the appropriate code and go to next question.**

(10) MODE OF TRANSPORTATION

- If the respondent travels to work using more than one form of transport, record the one that take him/her the furthest. For example, a Diana Tuna factory worker in Madang lives on Kranget Island. She travels each day by banana boat from the island to Madang Town and later goes by the company truck from town to her place of work. It takes 10 minutes by boat from the island to Madang Town and another 30 minutes by truck to the Diana Tuna factory. Record code “4” and skip to Question 12.**
- Record the time spent travelling to his/her place of work. Do not record the time the respondent spent waiting for transportation. For example, Margaret tells you she goes to the bus stop every morning at 6.30 am and arrives at her place of work at 7.50 am. Ask for the actual time (minutes/hours) she spent travelling by bus to her place of work.**

(10) MODE OF TRANSPORTATION: ALTERNATIVES

1. **WALKING:** Write code 1 in the code box provided if the respondent tells you his/her place of work is a walk away. Examples can include teachers who live near schools, especially in the rural areas.
2. **MOTOR VEHICLE** if the respondent goes to work by motor vehicle which include cars, trucks or buses. For example, Thomas drives to work every morning in his Toyota hilux twin cab.
3. **PUBLIC BUS/ PMV:** when the public transport including PMV buses and trucks are used by respondents to get to their place of work.
4. **TRANSPORT PROVIDED BY EMPLOYER** is for respondents who reported going to work by transport provided their employer. For example, a sales representative for Brian Bell is picked up by the company truck each morning at Waigani bus stop.

(10) MODE OF TRANSPORTATION: ALTERNATIVES

5. **BY BOAT:** if the respondent goes to work by boat. These can include persons going to work by banana boat or small boats. An example can include a public servant living on Sohano island (small island off Buka) and travels 5 minutes by banana boat across the Buka passage to his/her office in Buka for work.
6. **BY CANOE:** If the respondent says a canoe is used to go to work each day, record code 6. An example would include teachers or nurses in the rural areas who go to their school and health facilities to work.
7. **WORK IS AT MY HOME:** if the respondent tells you he/she works at home.
8. For '**Other**' responses not specified. An example of 'other' Mode of Transport could be motor bike or helicopter. For example, a mine employer for Tolukuma Gold Mine says he travels by helicopter to his place of work at the mine site.

(11) WHO OWNS THE VEHICLE: ALTERNATIVES

(11)

Who owns this vehicle?

SELF	1
EMPLOYER	2
RELATIVE/ WANTOK	3
OTHER (Specify____)	4

1. **SELF:** Write code 1 in the code box provided if vehicle/boat/canoe is owned by the respondent.
2. **EMPLOYER:** Record code 2 if the vehicle/boat/canoe is owned by the enterprise, organization or company the respondent works for. For example, a senior public servant who is issued an office vehicle in which he/she drives to work each morning.
3. **RELATIVE/WANTOK:** Enter code 3 if the vehicle is owned by a relative or wantok. For example, Roy drives to work in his father in-law's truck.
4. **OTHER:** Code 4 is for respondents who did not report any of the above options. Record code 4 'other' and specify whom the vehicle belongs to. Vehicle belonging to a neighbor or workmate are some examples.

(11)	(12)
Who owns this vehicle?	How long does it take you/[NAME] to travel to the workplace from this dwelling (one way, in minutes).
SELF 1	IF WORKPLACE IS NOT FIXED, AVERAGE OVER LAST 7 DAYS
EMPLOYER 2	
RELATIVE/WANTOK 3	
OTHER 4 (Specify___)	
	MINUTES

(12) TIME TAKEN TO TRAVEL TO THE WORK PLACE

1. Write the number of minutes as the respondent tells you in the box provided.
2. If the respondent tells you the time in hours, convert into minutes before writing the answer. For example, if a respondent says it takes about one hour 10 minutes to travel to work each morning. Here, you know that one hour is equivalent to 60 minutes, so add 60 minutes to 10 minutes and you will get 70 minutes. Record 70 minutes in the space provided.
3. If the respondent tells you that he/she used more than one mode of transport, record the total time of the journey

Q13 – Q20: INCOME FROM WAGES OR SALARIES

- **Question 13 to 28 constitutes a crucial part of the HIES. These questions relate to income from wages or salaries. This information should be easier and more accurate to collect with provision of a pay slip by the respondent. It is advisable to skip this section until you get a pay slip from your respondent. If the pay slip is at his/her place of work, the respondent will need to bring it home in order for you to complete these questions.**
- **Include persons who receive a formal wage/pay formally/regularly either through the bank or by cash and/or have pay slips. Do not include persons in casual labour or in the informal sector. These people will be captured in the other sections of the Personal Schedule**

(13)	(14)
How much was your last <u>NET payment</u> or <u>earning</u> ?	What period of <u>payment/earning</u> ?
(IF RESPONDENT HAS NOT YET BEEN PAID, ASK:	
What payment would you expect?)	<div>TIME PERIOD</div> <div>MONTH</div> <div>FORTNIGHT</div> <div>WEEKLY</div> <div>DAILY</div>
KINAS	TIME PERIOD

You will be asking the respondent for his/her last net payment/earning.

The net amount is the amount that is shown on the pay slip after deductions.

For respondents who have direct deposit into their bank account, the net amount is also the amount that is put through to the respondent's bank account by his/her employer.

(13)	(14)
How much was your last <u>NET payment</u> or <u>earning</u> ?	What period of payment/earning?
(IF RESPONDENT HAS NOT YET BEEN PAID, ASK:	
What payment would you expect?)	<u>TIME PERIOD</u>
	MONTH
	FORTNIGHT
	WEEKLY
	DAILY
KINAS	TIME

Interviewer Instruction:

IF RESPONDENT HAS NOT YET BEEN PAID ASK:

“What payment would you expect?”

Give the respondent time to answer this question.

Write the amount as the respondent tells you in the box provided.

For example, if a respondent's net is K267.52, record this amount in the column titled 'Kinas'

(14)

Write code “1” in the space box provided if the respondent is paid on a monthly basis.

Policewoman Mae works at the Boroko Police Station and earns her income on a fortnightly basis. Enter code “2” for persons who get a fortnightly income.

If respondent is paid on a weekly basis, enter code “3”.

Record code” 4” if your respondent is paid on a daily basis.

(13)

last
ing?

PAID,

you

(14)

What period of time does this payment/earning cover?

TIME PERIOD

MONTH

1

FORTNIGHT

2

WEEKLY

3

DAILY


4

TIME PERIOD

**(13) And (14)
EXAMPLE**

The respondent answers that his last net payment was 250 kinas and that covered last month.

(13)	(14)										
How much was your last <u>NET payment</u> or <u>earning</u> ?	What period of time does this payment/earning cover?										
(IF RESPONDENT HAS NOT YET BEEN PAID, ASK: What payment would you expect?)	<div data-bbox="1251 521 1906 813"> <p><u>TIME PERIOD</u></p> <table border="1"> <tr> <td>MONTH</td> <td>1</td> </tr> <tr> <td>FORTNIGHT</td> <td>2</td> </tr> <tr> <td>WEEKLY</td> <td>3</td> </tr> <tr> <td>DAILY</td> <td>4</td> </tr> <tr> <td></td> <td></td> </tr> </table> </div>	MONTH	1	FORTNIGHT	2	WEEKLY	3	DAILY	4		
MONTH	1										
FORTNIGHT	2										
WEEKLY	3										
DAILY	4										
KINAS	TIME PERIOD										
250	1										



(15)	(16)
How much is your usual <u>NET payment or earning</u> ? What period of time does this payment cover? (consider time of last 12 months; if you have started the job less than 12 months ago, consider the average since the beginning)	What period of time does this payment cover?
	<u>TIME PERIOD</u>
	MONTH 1
	FORTNIGHT 2
	WEEKLY 3
	DAILY 4
KINAS	TIME PERIOD

(15) And (16)

Those two questions are similar to (13) and (14) but there is one difference:

THE TIME PERIOD

While in (13) and (14) we ask about **LAST PAYMENT** in (15) and (16) we ask about the **USUAL PAYMENT**; meaning by that the payment that the personal “normally” receives from that job.

(17)

**Do you have
your last pay
slip that I could
see?**

YES

1

NO

2

(17)

Ask the respondent to have the slip(s) available for you to cross check with other questions in this section.

You will have up to 2 weeks spent at the household doing the schedule so the respondent has enough time to make the pay slip(s) available

(18)

For this question, you are asking the respondent for his/her gross payment/earning before deductions from last pay period.

It is very rare that the gross amount is equivalent to the net pay (this only happens when there are no deductions).

So, this amount will in most cases be different than that in Question (13)

(18)

What was the gross pay before deductions for your last pay period?

KINAS

(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)
------	------	------	------	------	------	------	------	------	------

W

Q19-Q27: ANY DEDUCTIONS BEFORE THE LAST PAY AND TYPE OF DEDUCTIONS

Ta
How to Record (Q19-Q27): GENERAL INSTRUCTIONS

- In case where a pay slip is not available, you ask for all deduction that are mentioned in table and carefully enter the figures.
- Specify the deduction and then write the amount in the column provided
- Deductions you are recording are deductions made from the salary before been put into the respondents account or paid in cash
- If more than one deduction for a column, add all figures and write the total in the space provided.

--> PART B

(19)	<div> <p>Question 19:</p> <p>What were the deductions FOR TAX taken from your pay in your last pay period?</p> <p>Record the amount of money deducted from the respondents pay for tax purposes.</p> <p>Provision of pay slip will enable you to record easily.</p> </div>							27)	(28)
What were									
Tax								Other expense	<u>TOTAL DEDUCTIONS:</u> CALCULATE TOTAL DEDUCTIONS THEN COMPARE TO NET AND GROSS PAY TO SEE IF CORRECT
KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA
									--> PART B

(19)	(20)	(21)	(22)						
What were the deductions taken from your pay in your last pay period?									
Tax	Superannuation or NPF	Insurance	Union fees						
KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA

Question 21:
What were the deductions FOR INSURANCE taken from your pay in your last pay period?

Some examples for insurance include; Kwila Insurance, Pacific Insurance, Tower Insurance or MMI.

**S: TOTAL
S THEN
O NET
PAY**

--> PART B

(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)
What were the deductions taken from your pay in your last pay period?									
Tax	Superannuation or NPF	Insurance	Union fees	Rent	Other	Other	Other	Other	Other
KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA

Question 22:
What were the deductions FOR UNION FEES taken from your pay in your last pay period?

These could include fees for Public Employers Association (PEA) or company unions such as Engineers for Air Niugini and others. Enter the deduction amount in the allocated space.

--> PART B

(19)	(20)	(21)	(22)	(23)	(24)
What were the deductions taken from your pay in					
Tax	Superan- uation or NPF	Insuranc e	Union fees	Rent	Ut
KINA	KINA	KINA	KINA	KINA	

Question 23:

What were the deductions FOR RENT taken from your pay in your last pay period?

This includes money taken from the respondent's pay for rent. Write the amount deducted for rent in the space provided.

This should be recorded only when the amount is deducted before being paid.

--> PART B

(19)	(20)	(21)	(22)	(23)	(24)	(25)
What were the deductions taken from your pay in your last pay						
Tax	Superan- nuation or NPF	Insuranc e	Union fees	Rent	Utilities	Savin
KINA	KINA	KINA	KINA	KINA	KINA	KIN

Question 24:

What were the deductions FOR UTILITIES taken from your pay in your last pay period?

This includes money deducted for services such as; water bill, sewerage, garbage collection, land rent, Hitron or telephone bill. Record the amount in the appropriate column.

(19)					(25)	(26)	(27)	(28)
What v	last pay period?							
Tax	<div> <p>Question 25:</p> <p>What were the deductions FOR SAVINGS taken from your pay in your last pay period?</p> <p>This includes money deducted automatically to another account for savings purposes.</p> <p>This account may include: Bonanza, Achiever or Kundu saver account with BSP or Smart saver with ANZ. Include any personal savings account. Record the amount accordingly.</p> </div>				Savings	Loan repayme nt	Other expense s	<u>TOTAL DEDUCTIONS:</u> CALCULATE TOTAL DEDUCTIONS THEN COMPARE TO NET AND GROSS PAY TO SEE IF CORRECT
KINA					KINA	KINA	KINA	KINA
								--> PART B

(19)						(26)	(27)	(28)
What	Question 26: What were the deductions LOAN REPAYMENT taken from your pay in your last pay period?					period?		
Tax	These are monies deducted for paying off loans. Some examples for loan can be from the Banks (housing loan or school fee loan), loan from private companies (FinCorp, A2 Win Finance, Eagle Finance) or Loan from his/her employer. If more than one loan repayment, write the total for the column.					Loan repayment	Other expenses	<u>TOTAL DEDUCTIONS:</u> CALCULATE TOTAL DEDUCTIONS THEN COMPARE TO NET AND GROSS PAY TO SEE IF CORRECT
KIN						KINA	KINA	KINA
								--> PART B

(19)	(20)	<div> <p>Question 27:</p> <p>What were the deductions OTHER EXPENSES taken from your pay in your last pay period?</p> <p>This includes money deducted automatically for other expenses. Specify the deduction and write the amount in the space provided</p> </div>						(27)	(28)
What were the									
Tax	Sup nuat or N							Other expense s	<u>TOTAL</u> <u>DEDUCTIONS:</u> CALCULATE TOTAL DEDUCTIONS THEN COMPARE TO NET AND GROSS PAY TO SEE IF CORRECT
KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA

--> PART B

(19)	(20)	(21)	Q28: TOTAL DEDUCTIONS Add all deductions in questions 19 to 27 and record column provided. Compare this amount to the gross and net pay and check if correct.						(28)
What were the deductions?									
Tax	Superannuation or NPF	Insurance							<u>TOTAL DEDUCTIONS:</u> CALCULATE TOTAL DEDUCTIONS THEN COMPARE TO NET AND GROSS PAY TO SEE IF CORRECT
KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA	KINA
									--> PART B

Q29: SUBSIDIES FROM THE EMPLOYER

(29)

Did you regularly receive any items or service free or discounted from your employer, for example, transport, food/meals, rent, utilities, use of a vehicle?

YES	1	
NO	2	-->32

Question 29 is often an important part of any job in PNG.

- High-income executives often get their houses subsidized and domestic quarters are usually rent free for domestic workers.
- Many workers drive company cars (private use) or get transport to and from work in a company car or truck.
- Factories or shops often give free lunches or discount to staff.
- There are varieties of arrangements which employers use to appeal to and keep staff.

Probe carefully to find details of such arrangement. This question does not include workers clothes or uniforms or transport while working or similar goods/services which only apply at the workplace and are not a benefit out of work time.

Q30-Q31:

VALUE OF THE ITEM OR SERVICES RECEIVED FREE FROM THE EMPLOYER BY TIME UNIT

These questions are asked to collect information on the value of these items or services the respondent has received free or discounted from his/her employer. Record the monetary value for each item or service provided. Do not include items which are directly related to the respondent's work such as; clothing, transport at work, telephone at work.

How to Ask:

WRITE THE VALUE OF THE ITEMS OR SERVICES YOU RECEIVED FREE OR DISCOUNTED FROM YOUR EMPLOYER. (MAIN JOB)

How to Record: Record the amount (kina) and the appropriate code corresponding to the time period for all items and services mentioned.

Other (specify_____)		
----------------------	--	--

(30)	(31)													
Write the value in kinas of the items or services you receive free or discounted from your employer?														
FIRST JOB														
		<table border="1"> <thead> <tr> <th>TIME UNIT</th> <th></th> </tr> </thead> <tbody> <tr> <td>YEAR</td> <td>1</td> </tr> <tr> <td>MONTH</td> <td>2</td> </tr> <tr> <td>FORTNIGHT</td> <td>3</td> </tr> <tr> <td>WEEK</td> <td>4</td> </tr> <tr> <td>DAY</td> <td>5</td> </tr> </tbody> </table>	TIME UNIT		YEAR	1	MONTH	2	FORTNIGHT	3	WEEK	4	DAY	5
TIME UNIT														
YEAR	1													
MONTH	2													
FORTNIGHT	3													
WEEK	4													
DAY	5													
	KINAS	TIME UNIT												
Food/ meals														
Clothing	40	1												
Transport	5	4												
Vehicle for private use														
Air fares		in last 12 months												
Family education expenses		in last 12 months												
Housing/ rent	300	2												
Telephone														
Electricity, gas, water, sewerage														
Other (specify_____)														

Example:

Clothing for a value of 40 kinas, once a year

Transport everyday for a value of 5 kinas per week

House for a value of 300 kinas a month

Nothing more...

(32)

Did you have another wage job that you worked at in the last 7 days?

YES 1 -->Question 2, 2nd line

NO 2 -->PART B

(32) SECOND WAGE JOB

If the answer is Yes write code “1” in the box provided and go BACK to question 2, (wage job) and start asking all the questions required for the second job.

If the answer is No write code “2” in the box provided and go to PART B

--

SECTION 1 - EMPLOYMENT & LABOUR

PART A- WAGE JOBS

(10)	(11)	(12)	(13)
How do you get to the workplace for this main job?	Who owns this vehicle, boat, canoe?	How long does it take you/[NAME] to travel to the workplace from this dwelling (one way, in minutes).	How much was your last <u>NET payment</u> or <u>earning</u> ?
WALKING 1 -->12 MOTOR VEHICLE 2 PUBLIC BUS/ PMV 3 -->12 TRANSPORT PROVIDED BY EMPLOYER 4 -->12 BY BOAT 5 BY CANOE 6 WORK IS AT MY HOME 7 -->13 OTHER () 8 -->12	SELF 1 EMPLOYER 2 RELATIVE/ 3 WANTOK 4 OTHER (Specify)	IF WORKPLACE IS NOT FIXED, AVERAGE OVER LAST 7 DAYS MINUTES	(IF RESPONDENT HAS NOT YET BEEN PAID, ASK: What payment would you expect?) KINAS

FIRST JOB	Information about the FIRST WAGE JOB		
-----------	--------------------------------------	--	--

SECOND JOB	Information about the SECOND WAGE JOB		
------------	---------------------------------------	--	--

(14)	(15)	(16)	(17)	(18)
What period of time does this payment/earning cover?	How much is your usual <u>NET payment</u> or <u>earning</u> ? What period of time does this payment cover? (consider time of last 12 months: if you have started the job less than 12 months ago, consider the average since the beginning)	What period of time does this payment cover?	Do you have your last pay slip that I could see?	What was the gross pay before deductions for your last pay period?
TIME PERIOD MONTH 1 FORTNIGHT 2 WEEKLY 3 DAILY 4		TIME PERIOD MONTH 1 FORTNIGHT 2 WEEKLY 3 DAILY 4	YES 1 NO 2	
TIME PERIOD	KINAS	TIME PERIOD		KINAS

FIRST JOB	Information about the FIRST WAGE JOB		
-----------	--------------------------------------	--	--

SECOND JOB	Information about the SECOND WAGE JOB		
------------	---------------------------------------	--	--

PART B

INFORMAL SECTOR

ACTIVITIES

PART B

INFORMAL SECTOR ACTIVITIES

The purpose of this section is to record information on the participation of respondents in informal sector activities such as

Selling Cooked and uncooked food such as Chicken, Fish, Vegetable other Food, Baskets, Bilums, Carvings, Laplaps, Meri blouses, Jewelry, Buai, Cigarettes, Newspaper, Ice blocks, Sweets, Scrap metal, Soft drink cans, Empty soft drink bottles, Mowing lawn, Babysitting, doing sewing and others.

PART B-INFORMAL SECTOR ACTIVITIES

(1) Did you make any money in the last 7 days from small scale informal sector activities such as selling chicken, fish, vegetables, food, basket bilums, carvings, beads, buai, selling newspapers, doing sewing, collecting bottles, cutting grass, babysitting or any other informal sector activity you did on your own or with an unpaid helper?

YES 1

NO 2 ?Part C



DID YOU MAKE ANY MONEY IN THE LAST 7 DAYS FROM SMALL-SCALE INFORMAL SECTOR ACTIVITIES SUCH AS SELLING CHICKEN, FISH, VEGETABLES, FOOD, BASKET BILUMS, CARVINGS, LAPLAPS, MERI BLOUSES, JEWELRY, BUAI, CIGARETTES, NEWSPAPER, ICE BLOCKS, SWEETS, SCRAP METAL, SOFT DRINK CANS, EMPTY SOFT DRINK BOTTLES, MOWING LAWN, BABYSITTING AND DOING SEWING OR ANY OTHER INFORMAL SECTOR ACTIVITY YOU DID ON YOUR OWN OR WITH AN UNPAID HELPER?

	(2)		(3)		(4)	
	what did you do in this job?		What is the main area of economic activity of this activity?		Now I would like to ask you about your activity as [READ OUT OCCUPATION FROM QUESTION 2].Where did you carry out most of your work?	
	REFER TO OCCUPATION CODES (PNG SCO)		REFER TO ACTIVITY CODES (PNG SCO)		A FARM 1	
					YOUR HOME 2	
					OTHER HOME 3	
					VEHICLE 4	
					FROM DOOR TO DOOR 5	
					IN THE STREET, NON-FIXED PLACE 6	
					IN THE STREET, FIXED PLACE 7	
					FIXED BUILDING (OFFICE/ FACTORY) 8	
					IN A MARKET 9	
WRITTEN DESCRIPTION		CODE		OTHER (SPECIFY) _____ 10		
1ST ACTIVITY	<div>←----- FIRST NON-FORMAL ACTIVITY</div>					
2ND ACTIVITY	<div>←----- SECOND NON-FORMAL ACTIVITY</div>					

	(2)		Question 2: DESCRIPTION OF THE OCCUPATION is asked to identify the type of work (activity) the respondent actually did. Be as descriptive as possible with this answer. For example; Ice block seller, meri blouse seller, babysitter, betel nut seller, arts and craft seller, PMV Bus crew and many more. For recording purposes, the first part of Questions 2, the written description of the activity must be recorded by you as the interviewer. The editor-coder/data entry officer will enter the appropriate code so be descriptive as possible. Interviewer: Please take note that you must record the answers in the First Activity row (First Line). The Second Activity row (Second Line) will be filled after you ask all questions, and that is when you reach question 18 (you will be advised further on this).
	what did you do in this job?		
	REFER TO OCCUPATION CODES (PNG SCO)		
	WRITTEN DESCRIPTION	CODE	
1ST ACTIVITY			
2ND ACTIVITY			

	(2) what did you do in this job?		(3) What is the main area of economic activity of this activity?		(4) Now I would like to ask you about your activity as [READ OUT OCCUPATION FROM QUESTION 2].Where did you carry out most of your work?
	REFER TO OCCUPATION CODES (PNG SCO)		REFER TO ACTIVITY CODES (PNG SCO)		
A FARM					1
YOUR HOME					2
OTHER HOME					3
VEHICLE					4
FROM DOOR TO DOOR					5
IN THE STREET, NON-FIXED PLACE					6
IN THE STREET, FIXED PLACE					7
FIXED BUILDING (OFFICE/ FACTORY)					8
				IN A MARKET	9
	WRITTEN DESCRIPTION	CODE	WRITTEN DESCRIPTION	CODE	OTHER (SPECIFY) _____ 10
1ST ACTIVITY					
2ND ACTIVITY					

(4) WHERE DID YOU CARRY OUT MOST OF YOUR WORK?

01 FARM: if the respondent tells you he/she works on a farm. In PNG, we can refer to examples such as oil palm or cocoa blocks, coconut or coffee plantations, piggery, poultry/chicken farm, fish farm, crocodile farm and others.

02 YOUR HOME: if the respondent's job is done at home, where he/she lives. For example, he/she is selling kerosene from his/her home.

03 OTHER HOME: is for working at a home but not the respondent's own home. For example, a baby sitter or a house girl can be working in another home.

04 VEHICLE: is when the respondent's main place of work is done in a vehicle. A good example would be a PMV bus driver or bus crew or taxi driver.

05 FROM DOOR TO DOOR: if the respondent works from door to door.

06 IN THE STREET, NON-FIXED PLACE: when the job is done in the street where there is no fixed address. For example, Dominic is a street seller selling flex card/ and B mobile cards. He can be given code 06.

07 IN THE STREET, NON-FIXED PLACE: when the respondent does his/her activity at a fixed address. Examples can include Susan selling her doughnuts and ice blocks on the street corner.

08 FIXED BUILDING (OFFICE/ FACTORY): when the respondent says he/she works in a fixed place, in an office building or factory.

09 IN A MARKET: is for any activity done at a market. Selling food items at the market can be given code 09.

10 OTHER: when the place of activity is not in the above options and specify clearly

	(5) How many years have you worked at this activity?	(6) How many weeks have you worked at this activity in the past 12 months?	(7) how many hours have you worked at this job <u>in the last 7</u> <u>days</u> ?	(8) How do you get to the workplace for this activity?
<div> <p>The questions here are very similar to the ones we have already discussed in the Wage jobs.</p> <p>Remember the instructions given before.</p> </div>				<div> <div>WALKING</div> <div>1</div> </div>
				<div> <div>MOTOR VEHICLE</div> <div>2</div> </div>
				<div> <div>PUBLIC BUS/ PMV</div> <div>3</div> </div>
				<div> <div>BOAT</div> <div>4</div> </div>
				<div> <div>CANOE</div> <div>5</div> </div>
				<div> <div>WORK IS AT</div> <div></div> </div>
				<div> <div>MY HOME</div> <div>6</div> <div>10</div> </div>
			<div> <div>OTHER ()</div> <div>7</div> </div>	
	IF LESS THAN 1 YEAR, WRITE "0"			
	YEARS	WEEKS	HOURS	
1ST ACTIVITY				
2ND ACTIVITY				

	(9)	(10)	(11)
	How long does it take you/ [NAME] to travel to the workplace from this dwelling (one way)?	How much did you earn in the last 7 days doing this activity (do not count the cost of any expenses)	Did you have any expenses to earn this money?
	IF WORKPLACE IS NOT FIXED, AVERAGE OVER LAST 7 DAYS		<p>(10)</p> <p>HOW MUCH DID YOU EARN IN <u>THE LAST 7 DAYS</u> DOING THIS ACTIVITY?</p> <p>DO NOT COUNT THE COST OF ANY EXPENSES</p>
	MINUTES	KINA	<p>YES</p> <p>NO 2 -->18</p>
1ST ACTIVITY			
2ND ACTIVITY			

(9)	(10)	(11)
How long does it take you/ [NAME] to travel to the workplace from this dwelling (one way)?	How much did you earn in the last 7 days doing this activity (do not count the cost of any expenses)	Did you have any expenses to earn this money?
		YES 1
		NO 2 -->18

(11)

Did you have any expenses to earn this money?

The expenses could have been made before the past 7 days.

What matters is that the expenses were made to earn the money reported in question (10)

(12)	(13)	(14)	(15)	(16)	(17)
What were the expenses you had in the last 7 days for this activity?					
Materials	Market fees	PMV fares	Other expenses	TOTAL expenses	NET INCOME: SUBTRACT TOTAL EXPENSES FROM AMOUNT EARNED (q 10). ASK RESPONDENT IF THIS SEEMS CORRECT

(12) to (17)

If the answer is 'Yes' in question 11, probe for the exact amount spent on the specific expenses and record it in the appropriate boxes from question 12 – 15.

If the respondent gives an answer that is not on the list, specify in Question 15 'Other Expenses'.

(18)		
Did you have another informal sector activity that you worked at in the last 7 days?		
YES	1	-->Quest 2, 2nd activity
NO	2 --> PART C	

Q18: WORKING IN ANOTHER ACTIVITY IN THE LAST 7 DAYS

This question is asked to check with the respondent if he/she worked in another activity in the last 7 days.

- If the answer is 'Yes', go back to Question 2 and asking all questions for the second activity.
- Record all answers in the second activity section/row and if you come to question 17, write the answer and skip to Part C.
- If the answer is 'No', go to Part C

PART C

CASUAL LABOUR

CASUAL LABOUR

These questions are asked to record persons participating in casual labour. Casual labour is mainly a non-regular kind of labour provided when needed (is short term based). These persons are likely to be paid upon completion of the job or labour. These persons can also be used by companies, organizations or individuals to do casual labour.

SECTION 1 - EMPLOYMENT & LABOUR

PART C: CASUAL LABOUR

(1) Did you do any casual labour work, even for an hour, in the past 7 days, for a business, a private person, or in agriculture? (for example, building or painting, helping hand, picking coffee, etc?)

YES	1	<input type="checkbox"/>
NO	2 -->PART D	

Did you do any casual labour work, even for an hour, in the last 7 days, for a business, a private person, or in agriculture? (example, building or painting, helping hand or picking coffee

(2)		(3)		(4)		(5)
what did you do in casual labour in the past week?		What is the main area of economic activity of this activity?		Now I would like to ask you about your activity as [READ OUT OCCUPATION FROM QUESTION 2]. Where did you carry out most of your work?		how many hours have you worked at this activity <u>in the last 7 days</u> ?
REFER TO OCCUPATION CODES IN PNGSCO		REFER TO ACTIVITY CODES IN PNGSIC		A FARM		01
				YOUR HOME		02
				OTHER HOME		03
				VEHICLE		04
				FROM DOOR TO DOOR		05
				IN THE STREET, NON-FIXED PLACE		06
				IN THE STREET, FIXED PLACE		07
				FIXED BUILDING (OFFICE/ FACTORY)		08
				IN A MARKET		09
				OTHER (SPECIFY) _____		10
OCCUPATION	OD	WRITTEN DESCRIPTION	OD			
FIRST ACTIVITY						
2ND ACTIVITY						

Refer to the instructions given before

(6)		(7)	(8)	(9)	(10)			
How many weeks have you worked at this activity in the past 12 months?	How did you get to the workplace for this casual labour activity?		How long did it take you/ [NAME] to travel to the workplace for the casual labour activity from this dwelling (one way)?	How much did you earn in the last 7 days doing this activity (do not count the cost of any expenses)	Did you have any expenses to earn this money?			
	WALKING	1						
	MOTOR VEHICLE	2						
	PUBLIC BUS/ PMV	3						
		BOAT			4		YES	1
		CANOE			5		NO	2
		WORK IS AT MY HOME			6 -->9			-->15
		OTHER ()			7			
WEEKS		MINUTES	KINAS					

FIRST ACTIVITY				
2ND ACTIVITY				

Refer to the instructions given before

	(11)	(12)	(13)	(14)
	What were the expenses in the past 7 days to earn the casual labour money?			
	PMV fares	Other expenses	TOTAL expenses	NET INCOME: SUBTRACT TOTAL EXPENSES FROM AMOUNT EARNED (q 10). ASK RESPONDENT IF THIS SEEMS CORRECT
	KINA	KINA	KINA	KINA
FIRST ACTIVITY				
2ND ACTIVITY				

Refer to the instructions given before

(15)

**Did you have another casual labour
in the last 7 days?**

YES

**1 -->Question 2, 2nd
line**

NO

2 --> PART D

--> PART D

PART D

HOUSEHOLD BUSINESS

(NON-AGRICULTURE)

PART D

HOUSEHOLD BUSINESS (NON-AGRICULTURE)

In this section, information is collected for households with a (non – agriculture) business and for persons in the household who worked in a business owned by a member of the household in the last 7 days. Information on; the main economic activity of the business, the number of hours worked in the business in last 7 days, the number of weeks worked in the last 12 months, number of household members working in this business and if the business is registered.

SECTION 1 - EMPLOYMENT & LABOUR

PART D- HOUSEHOLD BUSINESS (NON-AGRICULTURE)

(1) Do you own all or a part of a non-agriculture business or did you work in the last 7 days in a business owned by a member of your household ? For example, repairing vehicles, repairing electronics, business selling betelnuts, money lending, accounting, etc.

YES 1

NO 2 ?PART E



DO YOU OWN ALL OR A PART OF A NON-AGRICULTURE BUSINESS OR DID YOU WORK IN THE LAST 7 DAYS IN A BUSINESS OWNED BY A MEMBER OF YOUR HOUSEHOLD? EXAMPLE, REPAIRING VEHICLES REPAIRING ELECTRONICS, BUSINESS SELLING BETEL NUT, TRADE STORE, MONEY LENDING AND ACCOUNTING FIRM.

(2)		(3)		(4)	(5)
what did you do in this job?		What is the main area of economic activity of this activity?		How many hours did you work in this business in the past 7 days? IF DID NOT WORK, PUT "0"	How many weeks in the past year did you work in this business?
REFER TO OCCUPATION CODES (PNG SCO)		REFER TO ACTIVITY CODES (PNG SIC)			
WRITTEN DESCRIPTION	CODE	WRITTEN DESCRIPTION	CODE	HOURS	WEEKS

Refer to the instructions given before

(6)	(7)	(8)	(9)
Do other members of your household work in this business?	How many other household members work in the business (not including you)?	is b	
YES 1			
NO 2 --> 8		Y	
		N	
	NUMBER		PERSON NO.

(7)

KEY

1. Number of other household members

2. Exclude the person answering this PS

(8)

DEFINITION

- A business is registered if there is a **certificate / license** from the **Investment Promotion Authority (IPA)** which allows the business to operate

(8)

is this a registered business?

YES

1

NO

2

(9)

What is the Person Number of the member most familiar with the finances of the business?

NUMBER

PERSON NO.

(6)	(7)	(8)	(9)
Do other members of your household work for this business?	<div data-bbox="529 105 1495 1051"> <p>(9)</p> <ol style="list-style-type: none"> 1. Ask the respondent who –within the household– is the person who knows the most about this business finances 2. Look for that PERSON NUMBER in the Roster 3. Copy this PERSON NUMBER into this Question (9) </div>		What is the Person Number of the member most familiar with the finances of the business?
YES			PERSON NO.
NO			

(10)		
Did you have another business that you worked at in the last 7 days?		
YES	1	--> GO
BACK TO Q.2		
NO	2	--> PART E

This question is asked to find out whether the respondent owns all of or part of another own household business (non-agriculture) or worked in the last 7 days in another business owned by a member of the household.

INTERVIEWER CHECK AFTER QUESTION 10

You are required to follow this guide;

- 1. Go to the cover of this questionnaire and tick the box to indicate this member owns a Non-Agricultural business, and**
- 2. Specify the person number of the most informed member from QUESTION 9**
- 3. The most informed member will be asked Section 10 in the Household schedule later.**
- 4. Also remember that on the cover page there is only one space for one person number and if the respondent mentioned another job and gives another person who is most familiar with the finances of the business, you will refer back to Question 9 (2nd job) to answer Section 10 in the Household Schedule for the 2nd or 3rd business activity.**

PART E

HOUSEHOLD AGRICULTURE

BUSINESS

PART E

HOUSEHOLD AGRICULTURE BUSINESS

In this section, information is collected for households with an Agriculture Business. The question is asked for persons in the household who own or get money from any agriculture cash crops or projects. Information on the main economic activity of the business, the main cash crop of livestock in the business, the number of hours worked in the business in last 7 days, the number of weeks worked in the last 12 months and number of household members working in this agriculture business.

PART E- HOUSEHOLD AGRICULTURE BUSINESS

(1) Do you own or get any money from any agriculture cash crops or projects, either here or at your home location, or did you work in a farm owned by a household member in the last 7 days?

YES

1

NO

2 -->PART F

☐

This question is asked to determine whether the respondent owns or receives money from any agriculture cash crops or projects, either here or at his/her home location (village) or work in an agricultural business or farm owned by a member of the household **in the last 7 days**.

(2)	(3)	(4)	(5)
<div>(4) Specify clearly the main crop or main livestock the interviewee cultivates or rises.</div>		What is the main crop or livestock that this agiculture business produces? WRITE NAME OF CROP OR LIVESTOCK	How many hours did you work in this business in the past 7 days? IF DID NOT WORK, PUT "0"
WRITTEN DESCRIPTION	CODE	WRITTEN DESCRIPTION	CODE
		NAME	HOURS

(2)	(3)	(4)	(5)
what did you do in this job	<div>(5)</div> <div>KEYS</div> <div>1. Total number of hours</div> <div>2. The interviewee worked in this agriculture business</div>		How many hours did you work in this business in the past 7 days? IF DID NOT WORK, PUT "0"
SEE OCCUPATION CODE			HOURS
WRITTEN DESCRIPTION			

(6)	(7)	(8)	(9)
How many weeks in the past 12 months did you work in this business?	Do other members of your household work in this business?	How many other household members work in the business (not including you)?	What is the Person Number of the member most familiar with the finances of the business?
	YES 1		
	NO 2 -->9		
WEEKS		NUMBER	PERSON NO.

(10)
Did you have another business that you worked at in the last 7 days?
YES 1 --> GO
BACK TO Q.2
NO 2 --> PART F

FIRST				
2ND				

INTERVIEWER: GO TO THE COVER AND PUT A CHECK MARK TO INDICATE AN AGRICULTURE BUSINESS , AND SPECIFY THE PERSON NO. OF MOST INFORMED MEMBER (later will fill out Section 10 in the Household Schedule)

(9)

Use the same instructions we gave you for question 9, Part D: Household Business (not agriculture)

PART F

SUBSISTENCE FARMING

PART F

SUBSISTENCE FARMING

The purpose of this section is to record whether the respondents are engaging in subsistence activities.

Food or items from Subsistence activities are for household's own consumption and NOT FOR SALE.

The number of hours spent doing this activity in the past 7 days and number of weeks worked on subsistence farming activity is also asked for here.

PART F- SUBSISTENCE FARMING

- (1) In the past 7 days did you work on your own or your household's garden, or work with your household's poultry or livestock, or fish or collect food from the forest for your own household's consumption (not for sale)?

YES

1

NO

2 ?PART G

☐

(2)

KEY

Reference period is
last 7 days

(2)

How many hours did you work on your garden or poultry or livestock or fish or collect food in the last 7 days?

HOURS

(3)

How many weeks in the past 12 months did you do such work?

WEEKS

PART F- SUBSISTENCE FARMING

- (1) In the past 7 days did you work on your own or your household's garden, or work with your household's poultry or livestock, or fish or collect food from the forest for your own household's consumption (not for sale)?

YES

1

NO

2 ?PART G

☐

(3)	(3)
<p>KEY</p> <p>Reference period is the past 12 months</p>	<p>How many weeks in the past 12 months did you do such work?</p>
HOURS	WEEKS

PART G

WORK WITHOUT PAY

PART G

WORK WITHOUT PAY

The purpose of these next questions is to record if the respondent worked without pay in the last 7 days. He/she can be helping a friend or family member, such as working in the store or operating a boat etc or worked for a church or mission. Number of hours and weeks worked on this activity are also recorded. The respondent is also asked for the place where the work was done.

PART G-WORK WITHOUT PAY

(1) In the last 7 days did you do any work in a business without pay, helping a friend, wantok or relative, such as working in a store or PMV, etc, or working for a church or mission?

YES	1	<div></div>
NO	2	

SECTION 2

(2)	(3)	(4)
How many hours did you work without pay in the last 7 days?	How many weeks in the past 12 months did you do such work?	Where did you do this work?
		A STORE 1
		A MARKET STALL 2
		PMV 3
		OTHER BUSINESS 4
		MISSION OR CHURCH 5
		AT HOME 6
		OTHER (specify _____) 7
HOURS	WEEKS	

SECTION 2

LOOKING FOR WORK

SECTION 2 - LOOKING FOR WORK

A major purpose of this survey is to find out how many people are looking for work (or more work) of any kind, either a wage job or other type of work. These next set of questions will provide some information on the number of economically active persons who are looking for work or want (more) work.

(1)

Do you want work (more work) of any type (e.g. a wage job, a new business or more business)?

(Exclude household work in own home)

YES	1 -->3
-----	--------

NO	2
----	---

You must ask this question even if the respondent has a job, in this case you ask whether he or she wants more job.

(2)	
Why don't you want work (more work)?	
WORK FULL TIME IN CURRENT JOB	1 --> SECTION 3
TOO YOUNG TO GET A JOB	2 --> SECTION 3
BUSY IN OWN HOME (HOUSEWIFE)	3 -->5
DISCOURAGED, CANNOT GET JOB	4
RETURNING TO VILLAGE SOON	5 -->5
TOO OLD TO WORK	6 -->5
TOO SICK OR UNABLE TO WORK	7 -->5
SATISFIED WITH CURRENT SITUATION	8 -->5
OTHER (SPECIFY_____)	9

4. DISCOURAGED, CANNOT GET JOB: For example the respondent could have been told that though he/she would apply for any job, he/she won't be accepted by the employer or he/she has been applying but hasn't received any positive replies to the application(s).

(3)

When did you last take any action to look for work (or more work) of any type?

LAST 7 DAYS	1
BETWEEN A WEEK AND 4 WEEKS AGO	2
OVER 4 WEEKS AGO	3
NEVER	4 -->5

Question 3 is asked to those respondents who indicated they would like work or more work. These included persons who were discouraged in finding work and those who stated another reasons (not listed) 'others' in Question 2

The purpose is to identify people who are currently looking for work (i.e. have taken some action in the last 7 days); people who have recently looked for work (i.e. in the last 4 weeks); those who are discouraged (i.e. haven't taken any action for over 4 weeks) and those that are really discouraged (i.e. haven't taken any action to look for work).

(4)	
What did you do to find work?	
MAIN ACTIVITY	
CHECKED WITH LABOUR OFFICE	1
ASKED EMPLOYERS (IN PERSON OR BY PHONE)	2
WROTE APPLICATIONS	3
ASKED FRIENDS/ WANTOKS TO CHECK FOR ME	4
MADE ARRANGEMENT FOR NEW OR MORE BUSINESS ACTIVITIES	5
OTHER (SPECIFY _____)	6

If many, register the main activity the person has done to find work.

(5)

Have you ever had a full-time wage job?

YES 1

NO 2 -->

SECTION 3

KEYS

1. **Wage-job:** where the person got regular income from the job he or she did
2. **Full-time:** the person worked there at least 8 hours a day and at least 5 days a week.

ALVARO, VERIFY THIS!

(6)

What type of work did you do in the last full-time job you had?

REFER TO OCCUPATION CODES IN PNGSCO

**Usual instruction for
this question...**

WRITTEN DESCRIPTION

CODE

(7)

**What was the main economic activity of
the last full-time work you had?**

**REFER TO OCCUPATION CODES IN
PNGSIC**

**Usual instruction for
this question...**

WRITTEN DESCRIPTION

CODE

(8)

When did you finish the last full-time job you had?

MONTH

YEAR

10

1997

KEYS

- 1. Ask for a DATE**
- 2. Do not ask for number of months or number of years**

Example of answer:

October 1997

SECTION 3

OTHER INCOME

SECTION 3

OTHER INCOME

For this section, you want to find out if the respondent has some other sources income. Some households may have some source of income and you need to probe or ask further, to determine this source(s) of income. Such examples would include Government pension for example; the army, or police, Superannuation such as NasFund or Nambawan Super, rent from a property etc).

SECTION 3 - OTHER INCOME

- (1) Do you have any other sources of income in the past 12 months? (e.g.. Government pension, superannuation, interest and dividends, rent, commissions, scholarship, etc.)

YES 1

NO 2 -->SECTION 4

☐

NOTE:

We ask about income of the respondent. So if she/he says YES: Pension, then it means that HE/SHE receive that pension and NOT other household members.

WE DO NOT WANT TO DOUBLE COUNT!

How much did you receive from “**Government Pension**”
During the past 12 months?

(2)

How much did you receive from each of these sources
in the past 12 months?

How much did you receive from “**Superannuation**” During
the past 12 months?

IF NOTHING, WRITE '0'

How much did you receive from “**Interests and Dividends**”
During the past 12 months?

SOURCE OF INCOME	KINAS
A. Government pension	0
B. Superannuation	0
C. Interest and Dividends	450
D. Rent	0
E. Royalites	0
F. Commissions	0
G. Scholarship	0
H. Other (specify_____)	0

SECTION 4
MONEY GIVEN AND
LOANED AND
MONEY BORROWED

SECTION 4

MONEY GIVEN AND LOANED AND MONEY BORROWED

People borrow or loan money for lots of reasons. Money can also be given or loaned to others as well. These loans or money borrowed are then repaid through pay deduction or (for smaller loans) are most likely to be paid directly to the lender.

A Loan refers to money which is loaned out and which is expected to be paid back with or without interest over a specified time period. Borrow refers to money received money and is expected to be paid back with or without interest over a time period.

This section is designed to capture information on:

- Money given/loaned and assistance given as food or other goods to non- household members.**
- Money borrowed from non-household members.**

PART A: MONEY AND GOODS GIVEN AND LOANED

This section basically asks about the amount of money given or loaned and about assistance given in food or other goods to persons who are not members of this household in the last 3 months.

- (1) How much money have you given to persons (such as relatives, wantoks or friends) who are not household members in the last 3 months?

INCLUDE PAYMENTS FOR SCHOOLING, HEALTH EXPENSES, CEREMONIES FOR PERSONS WHO ARE NOT MEMBERS OF THIS HOUSEHOLD

WRITE '0' IF NOTHING

KINA



KEYS

1. Amount of money (cash) given to given to persons
2. who are not household members
3. in the last 3 months
4. The interviewee doesn't expect to have that money back

(2)

What is the approximate value in cash of the assistance you have given in food or other goods to persons who are not members of this household in the last 3 months?

WRITE '0' IF NOTHING

KINA

KEYS

1. Value in cash of in-kind given to persons
2. who are not household members
3. in the last 3 months

- (3) How much money have you loaned to persons such as relatives, wantoks or friends who are not household members in the last 3 months?

WRITE '0' IF NOTHING

KINA

KEYS

1. Amount of money (cash) loaned to persons
2. who are not household members
3. in the last 3 months
4. The interviewee DOES expect that money back

B. BORROWING

These question captures information on money borrowed, source of money, reasons for the borrowing, length of time taken for and the amount expected to be paid back over the entire loan period in **the last 3 months**.

- (4) What is the total amount that you have borrowed from relatives, wantoks, friends or other individuals, or an institution in the last 3 months?

WRITE '0' IF NOTHING AND ? SECTION 5

KINA

KEYS

1. TOTAL
2. amount borrowed from persons or institutions
3. in the last 3 months

(5) What was the total amount borrowed from relatives, friends, wantoks or other individuals, or an institution the most recent time, and what was the source of it?

a) Total amount borrowed the most recent time

KINA

b) Source of the most recent loan

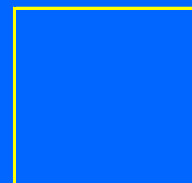
FROM INSIDE THE COUNTRY	1
FROM ABROAD	2

KEYS

1. REFER TO THE MOST RECENT TIME HE/SHE BORROWED MONEY
2. amount borrowed from persons or institutions
3. What is the source

(6) Where precisely did you obtain this most recent loan?

RELATIVE	1
FRIEND OR WANTOK	2
EMPLOYER	3
PRIVATE MONEY LENDER	4
BANK OR CREDIT UNION	5
NGO/ AID AGENCY	6
OTHER (SPECIFY__)	7



KEYS

1. REFER TO THE MOST RECENT TIME HE/SHE BORROWED MONEY
2. What was the source

(7) What was the main reason for obtaining this most recent loan?

TRANSPORT COSTS (NOT AIR)	01
SCHOOL FEES	02
BRIDE PRICE	03
MEDICAL EXPENSES	04
AGRICULTURAL INPUTS	05
NON-AGRICULTURAL BUSINESS	06
PURCHASING AIR FARES	07
BUYING A HOUSE	08
REPAIRING /RENOVATING HOUSE	09
HOUSEHOLD DURABLES	10
FOOD & OTHER CONSUMABLES	11
CEREMONY(WEDDING, FUNERAL, ETC)	12
OTHER (SPECIFY__)	13

KEYS

1. REFER TO THE MOST RECENT TIME HE/SHE BORROWED MONEY
2. Main reason why he/she borrowed money

(8) What length of time was this most recent loan taken for?

IF DATE OF REPAYMENT IS INDEFINITE, WRITE 0 IN TIME UNIT

<u>TIME UNIT</u>	
YEAR	1
MONTH	2
FORTNIGHT	3
WEEK	4
DAY	5

**TIME
UNIT**

**NUMBER (of time
units)**

KEYS

- 1. REFER TO THE MOST RECENT TIME HE/SHE BORROWED MONEY**
- 2. Length of time it was taken for**

(9) What is the total amount of money or goods that you are expected to pay/paid back or have paid back over the entire loan period?

INCLUDE FEES AND COSTS OF LOAN PROCESSING

WRITE '0' IF NOTHING

KINA

KEYS

1. REFER TO THE MOST RECENT TIME HE/SHE BORROWED MONEY
2. Amount already paid + money to pay back (cash and value of in-kind)
3. Include fees and cost of loan processing

SECTION 5

HOUSEHOLD DECISIONS

HOUSEHOLD DECISIONS

This section collects information on Household Decisions.

Decisions on purchasing housing food and other household items such as clothing, medicine or paying for education.

Ownership of assets in the household and who makes decision about the assets if sold or transferred and view of a husband beating his wife is also collected in this section.

(1) Who in the household usually makes the decision about:

WRITE ONE OR MORE PERSON NUMBERS. IF THE DECISION DOES NOT APPLY TO THIS HOUSEHOLD, WRITE "88" IN THE FIRST COLUMN.

	DECISION	Person No. 1	Person No. 2	Person No. 3	Person No. 4	Person No. 5
A	Purchase of food for the household					
B	Purchase of clothing for you					
C	Purchase of clothing for children					
D	Spending for medicines for you					
E	Spending for medicines for children					
F	Male marriage partner					
G	Female marriage partner					
H	Education for boys					
I	Education for girls					
J	Care of elderly					
K	Taking on or paying off a debt					

WHO IN THE HOUSEHOLD USUALLY MAKES THE DECISION ABOUT....?

- 1. Read out each option (Decisions A to K) and wait for the respondent's answer.**
- 2. Record person number for each decision referring to the HCF. The person number of the household member can be derived from the Household Control Form.**
- 3. You can write more than one person number per decision.**
- 4. If the decision (A to K) is not applied in this household, record code "88" in the first column (Ps. 1) and go to the next option.**

A	Purchase of food for the household
B	Purchase of clothing for you
C	Purchase of clothing for children
D	Spending for medicines for you
E	Spending for medicines for children
F	Male marriage partner
G	Female marriage partner
H	Education for boys
I	Education for girls
J	Care of elderly
K	Taking on or paying off a debt

The PERSON NUMBER written here MUST be in the household roster

(1) Who

WRITE
HOUSEHOLD, WRITE "88" IN THE FIRST COLUMN

	DECISION	Person No. 1	Person No. 2	Person No. 3	Person No. 4	Person No. 5
A	Purchase of food for the household					
B	Purchase of clothing for you					
C	Purchase of clothing for children					
D	Spending for medicines for you					
E	Spending for medicines for children					
F	Male marriage partner					
G	Female marriage partner					
H	Education for boys					
I	Education for girls					
J	Care of elderly					
K	Taking on or paying off a debt					

Questions 2 to 4

We want to determine whether this household or members of this household own any of the listed assets (A to F).

	(2) Does the household or any member of the household own any ..		(3) Who owns the asset? PLEASE WRITE THE PERSON NUMBERS OF THE OWNERS; IF THE ASSET IS OWNED JOINTLY BY THE HOUSEHOLD, PUT 97 IN FIRST COLUMN. IF ASSET IS OWNED BY THE CLAN PUT 98 IN FIRST COLUMN.					(4) If this asset were sold or transferred, who would make this decision? WRITE ONE OR MORE PERSON NUMBERS FOR SOMEONE OUTSIDE THE HOUSEHOLD WRITE "98"				
	YES 1											
	NO 2 ?NEXT ASSET											
	DON'T KNOW 3 ?NEXT ASSET											
			Person Nb 1	Person Nb 2	Person Nb 3	Person Nb 4	Person Nb 5	Person Nb 1	Person Nb 2	Person Nb 3	Person Nb 4	Person Nb 5
	ASSET											
	A	Livestock										
B	Poultry											
C	Agricultural equipment											
D	Fishing equipment											
E	House/apartment											
F	Furniture and household goods											

INTERVIEWER: IS ALL ANSWERS ARE "2" GO TO QUESTION 5

(2) Does the household or any member of the household own any ..

YES

1

NO

2 -->NEXT ASSET

DON'T KNOW

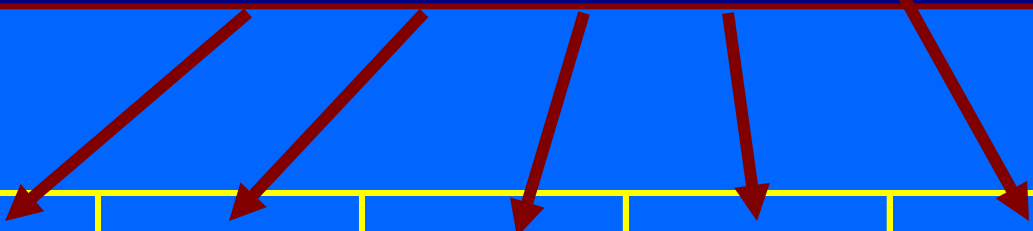
3 -->NEXT ASSET

ASSET

(3) Who owns the asset?

PLEASE WRITE THE PERSON NUMBERS OF THE OWNERS; IF THE ASSET IS OWNED JOINTLY BY THE HOUSEHOLD, PUT 97 IN FIRST COLUMN. IF ASSET IS OWNED BY THE CLAN PUT 98 IN FIRST

The PERSON NUMBER written here MUST be in the household roster



Person Nb 1	Person Nb 2	Person Nb 3	Person Nb 4	Person Nb 5

(4) If this asset were sold or transferred, who would make this decision?

The PERSON NUMBER written here MUST be in the household roster

**FOR SOMEONE OUTSIDE THE
HOUSEHOLD WRITE "98"**

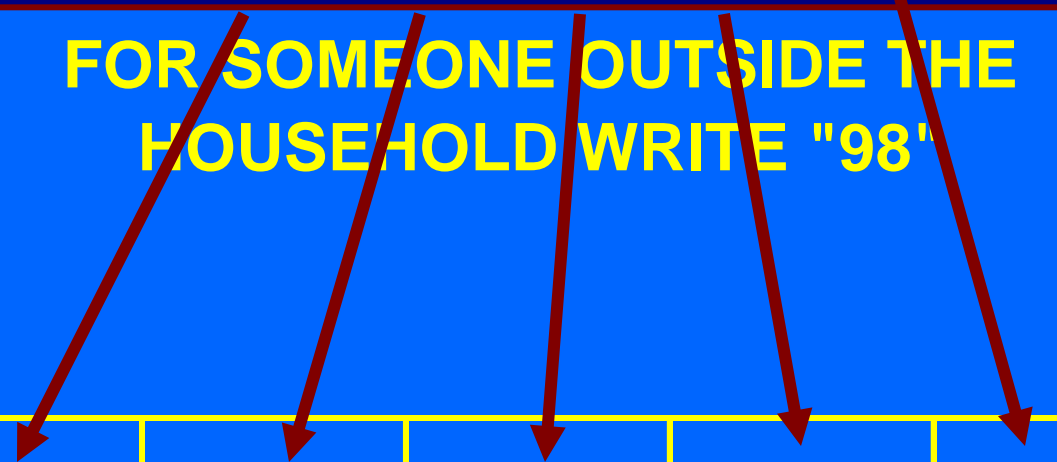


Diagram showing five arrows pointing from the instruction box above to the 'Person Nb 1' through 'Person Nb 5' columns of the table below.

Person Nb 1	Person Nb 2	Person Nb 3	Person Nb 4	Person Nb 5
------------------------	------------------------	------------------------	------------------------	------------------------

(5) Sometimes a husband is annoyed or angered by things that his wife does. In your opinion, is a husband justified in hitting or beating his wife in the following situations?

YES	1
NO	2
DON'T KNOW	3

SITUATION

CODE

(5) Sometimes a husband is annoyed or angered by things that his wife does. In your opinion, is a husband justified in hitting or beating his wife if she goes out without telling him?

Following situations?

And If she neglects the children?

YES

1

And if she argues with him?

DON'T KNOW

3

And if she refuses sex with him?

SITUATION

CODE

And if she burns the food?

A	If she goes out without telling him?	2
		1
B	If she neglects the children?	2
		1
C	If she argues with him?	1
		1
D	If she refuses sex with him?	1
		1
E	If she burns the food?	1
		1

(5) Sometimes a husband is annoyed or angered by things that his wife does. In your opinion, is a husband justified in hitting or beating his wife in the following situations?

KEY

Note that those are very sensitive questions and here is more important than ever that you do not show any surprise, approval or disapproval in front of the respondent

C	If she argues with him?	
D	If she refuses sex with him?	
E	If she burns the food?	

SECTION 6

SECURITY

SECTION 6: SECURITY

This section gives an indication of crime in the community and the effects on household members.

Information gathered here will give law enforcement authorities an indication of the number of unreported law and order cases within the community.

These questions refer to each security concern in the last 12 months.

For each security concern, record whether it happened inside or outside a person's dwelling.

This is important as it will enable us in determining the safety of the home environment.

(1)	Do you think the level of crime in your area has changed in the past 12 months?	
	MORE CRIME	1
	LESS CRIME	2
	STAYED THE SAME	3
	DON'T KNOW	4

KEYS

1. There are no right answers
2. This is an subjective question, so the respondent may answer whatever he/she believes it is the true

(2)

What crime do you think happens most in your area? READ THE RESPONSES

Stealing	1
Assault	2
Robbery(steali	3
Sexual	4
Violence	5
Domestic	6
Alcohol or	7
Tresspassing	8
Don't know	9



KEYS

1. DO read the alternatives
2. There are no right answers
3. This is an subjective question, so the respondent may answer whatever he/she believes it is the true

(3)

What crime are you most afraid of happening to you?
(READ THE RESPONSES)

STEALING	1
ASSAULT	2
ROBBERY(STEALING	3
SEXUAL ASSAULT	4
VIOLENCE OUTSIDE	5
DOMESTIC VIOLENCE	6
ALCOHOL OR DRUG	7
TRESSPASSING	8
DON'T KNOW	9



KEYS

1. DO read the alternatives
2. There are no right answers
3. This is an subjective question, so the respondent may answer whatever he/she believes it is the true

(4)

What does crime stop you from doing in your area?

DO NOT READ THE RESPONSES, USE
THEM FOR CODING THE RESPONDENTS
ANSWERS

YES	1
NO	2

A. USING PMV	
B. WALKING TO THE SHOPS/MARKET	
C. SHOPPING IN THE MARKET OR SHOPS	
D. WALKING TO WORK/ TO GARDEN	
E. WALKING TO FETCH WATER	
F. ALLOWING CHILDREN TO WALK TO	
G. USING OPEN AREAS LIKE PARK OR	
H. WALKING AT NIGHT	
I. INVESTING IN A HOUSE	
J. DOES NOT STOP ME FROM ANYTHING	
K. OTHER (SPECIFY _____)	

KEYS

- 1. DO NOT read the alternatives**
- 2. There are no right answers**
- 3. This is an subjective question, so the respondent may answer whatever he/she believes it is the true**

(5)	<i>INTERVIEWER: IS THIS RESPONDENT FEMALE?</i>		
	YES	1	
	NO	2 -->11	

KEYS

1. This is not a question to ask.
2. It is an instruction for you.
3. Write the answer (1 or 2) and skip to 11 or continue with question 6 depending on the respondent's gender

(6)	<p>I am going to ask you a question and your answer will be confidential - that is, it will not be told to anyone in the household or this area.</p> <p>In the past <u>30 days</u> has anyone in this household beat you or hit you (domestic violence)?</p> <table><tr><td>YES</td><td>1</td></tr><tr><td>NO</td><td>2 -->11</td></tr></table> <div></div>	YES	1	NO	2 -->11
YES	1				
NO	2 -->11				

KEYS

1. Make sure the respondent understood that any information will remain confidential and the other members of the household will never see it.
2. Use all your skills to make the woman feel comfortable and safe
3. This question is asks to find out whether the respondent was beaten or hit by anyone in this household in the last 30 days.
4. Reference period: THE PAST 30 DAYS

(7)

Who beat you or hit you ?

HUSBAND	01
FATHER	02
MOTHER	03
SON	04
DAUGHTER	05
BROTHER	06
SISTER	07
SON IN LAW	08
DAUGHTER IN LAW	09
BROTHER-IN-LAW	10
SISTER-IN-LAW	11
MOTHER-IN-LAW	12
FATHER-IN-LAW	13
GRANDSON/DAUGHTER	14
OTHER (SPECIFY _____)	15

KEYS

1. Make sure the respondent understood that any information will remain confidential and the other members of the household will never see it.
2. Use all your skills to make the woman feel comfortable and safe

(8)

How many days have you been hit or beaten
in the past 30 days?

DAYS

(9)

Did you seek help in the past year in resolving this violence?

YES

1

NO

2 -->11

(10)	What person or group have you gone to help to resolve this violence? RECORD UP TO TWO RESPONSES		
	FAMILY MEMBER / WANTOK / FRIEND	1	<input type="text"/>
	CHURCH LEADER/ MINISTER/ PRIEST	2	
	NGO/ LEGAL AID GROUP	3	FIRST
	COMMUNITY LEADER	4	<input type="text"/>
	POLICE	5	
	GOVERNMENT OFFICIAL	6	
	VILLAGE COURT	7	2ND
	OTHER COURT	8	<input type="text"/>
OTHER, SPECIFY _____	9		

KEYS

1. Record the appropriate code corresponding to the answer given.
2. You are able to record up to two responses.
3. If only one individual or group was seen, record only in the first code box.
4. If more than two answers, record the most recent persons or groups that were seen for help.
5. If the respondent's answer is not listed, write code "9" in the appropriate box and specify answer in the space provided.

(11)	<p>INTERVIEWER: IS THIS RESPONDENT MARRIED?</p> <hr/> <p>YES 1</p> <hr/> <p>NO 2 -->15</p> <hr/> <div data-bbox="981 132 1122 304" style="border: 1px solid black; width: 73px; height: 120px; margin-left: auto; margin-top: 20px;"></div>
(12)	<p>Is your spouse married or in a union with any other person?</p> <hr/> <p>YES 1</p> <hr/> <p>NO 2 -->15</p> <hr/> <p>DON'T KNOW 3 -->15</p> <hr/> <p>REFUSED TO ANSWER 4 -->15</p> <hr/>

KEYS

- To answer Question 11, you can look at the Roster in the Household Control Form**

(13)

How many persons not including yourself is your spouse married or in union with?

NUMBER

(14)

How many nights in the past 30 nights has your spouse slept in this dwelling?

NUMBER

KEYS

1. Sensitive questions... be polite...

I am going to ask you questions about personal experiences of crime in the past 12 months. I am going to read you a list of crimes that may have affected you. I know it may be difficult to talk about this, but please do your best. All your answers will be kept confidential (not told to anyone else)

(15)	(16)	(17)	(18)	(19)	(20)
Did any of the following crimes happen personally to you in the past 12 months?	How many times did this happen to you in the last 12 months?	Did you know the offender(s) or at least one of them?	Did	Why didn't you report this most recent occurrence to the police? RECORD UP TO TWO RESPONSES	Did you report this (most recent occurrence) to anyone else?
				SETTLED WITHIN FAMILY 01	
				SETTLED PRIVATELY 02	
				DID NOT THINK ANYTHING WOULD BE DONE 03	
				IT WOULD TAKE TOO MUCH TIME 04	
				IT WOULD TAKE TOO MUCH MONEY 05	
				AFRAID IT WOULD LEAD TO VIOLENCE 06	
				OTHER SIDE STRONGER THAN ME/NO CHANCE OF PROSECUTION 07	
				WOULD CAUSE PROBLEM FOR ME AND MY FAMILY 08	NO ONE 1
YES 1			YES 1	DID NOT HAVE EVIDENCE 09	TRADITIONAL AUTHORITY 2
NO 2 ?NEXT LINE			?Q.20	OTHER 10	RELATIVE/ WANE 3
		YES 1	NO 2		LOCAL GANG 4
		NO 2			DOCTOR/ HEALTH WORKER 5
		DIDN'T3			OTHER (SPECIFY 6
	CODE TIMES			1st	2nd
A from your dwelling or yard					
B Car or track stolen from elsewhere					
C property stolen at dwelling					

(15)

Did any of the following crimes happen personally to you in the past 12 months?

YES

1

NO

2 -->NEXT LINE

CODE

A Car or track stolen from

B Car or track stolen from

C Your personal property

D Your personal property

E Stealing with force or

F Assault

G Unprovoked violence

H Provoked violence

I Sexual assault at your

J Sexual assault outside

K Using a firearm against

KEYS

1. We ask about the respondent's personal experience
2. Reference period: The last 12 months
3. Ask about each crime of the list
4. If the answer is YES, ask questions 16 to 20

(16)	(17)	(18)
How many times did this happen to you in the last 12 months?	Did you know the offender(s) or at least one of them?	Did you report this (the most recent occurrence) to the police?
		YES 1 -->Q.20
	YES 1	NO 2
	NO 2	
	DIDN'T 3	
	SEE OFFENDER	
TIMES		

KEYS

1. Make sure the respondent is clear that each time you are asking about a particular crime.

(19)		(20)
Why didn't you report this most recent occurrence to the police? RECORD UP TO TWO RESPONSES		Did you report this (most recent occurrence) to anyone else?
SETTLED WITHIN FAMILY	01	
SETTLED PRIVATELY	02	
DID NOT THINK ANYTHING WOULD BE DONE	03	NO ONE 1
IT WOULD TAKE TOO MUCH TIME	04	TRADITIONAL
IT WOULD TAKE TOO MUCH MONEY	05	AUTHORITY 2
IT WOULD LEAD TO VIOLENCE	06	RELATIVE/ WANTOK 3
OTHER SIDE STRONGER THAN ME/NO CHANCE OF PROSECUTION	07	LOCAL GANG 4
WOULD CAUSE PROBLEM FOR ME AND MY FAMILY	08	DOCTOR/ HEALTH WORKER 5
DID NOT HAVE EVIDENCE	09	OTHER (SPECIFY _____) 6
OTHER	10	
1st	2nd	

KEYS

1. In Question 19 write up to 2 answers.

(21) Are you the mother or the guardian of any children in this household who are under 15 years of age?

YES	1	
NO	2 -->END	

I am going to ask you questions about personal experiences of crime in the past 12 months for your children or or children in the household for whom you are the guardian. All your answers will be confidential (not told to anyone else). I know this may be upsetting but please try to do your best to answer.

KEYS

1. These questions will be asked to the mother or the guardian of children under 15 years of age.
1. You are required to record any personal experiences of crimes that have occurred to children under 15 years of age, and the actions taken to resolve these crimes in the last 12 months.

(22)

Did any of the following crimes happen personally to any of your children under 15 (or a child for whom you are guardian) in the past 12 months?

YES	1
NO	2 -->NEXT LINE

CODE

A	Child's personal property stolen at dwelling	
B	Child's personal property stolen outside home	
C	Your personal property stolen at dwelling	
D	Stealing with force or threat (robbery)	
E	Assault	
F	Unprovoked violence	
G	Provoked violence (payback)	
H	Sexual assault at your home	
I	Sexual assault outside home	
J	Using a firearm against child	

INTERVIEWER: IF ALL CODE 2 END THE INTERVIEW

KEYS

1. Reference period:
past 12 months
2. Proceed line by line

(23)

Please tell me the names of the children who had this crime happen to them in the past 12 months.

INTERVIEWER; PLEASE COPY THE CORRESPONDING PERSON CODES FROM THE HCF FOR EACH CHILD MENTIONED. IF MORE THAN 4 CHILDREN AFFECTED, TRY TO DETERMINE THE MOST SERIOUS.

PERS
NO 1

PERS
NO 2

PERS
NO 3

PERS
NO 4

KEYS

1. Make sure you copy the **PERSON NUMBER** of the children mentioned by the respondent, from the **Household Roster (Household Control Form)**

(24)	(25)	(26)
Did you or your child know the offenders (or one of them) in the most recent occurrence of this crime?	Did you report this (the most recent occurrence) to the police?	Did you report this (most recent occurrence) to anyone else? If so, to whom? MAIN RESPONSE
		NO ONE 1
		TRADITIONAL AUTHORITY 2
		RELATIVE/ WANTOK 3
YES 1	YES 1 NO 2 DIDN'T SEE OFFENDER 3	LOCAL GANG 4
NO 2		DOCTOR/ HEALTH WORKER 5
DIDN'T SEE OFFENDER 3		OTHER (SPECIFY _____) 6