

# **CODING INSTRUCTIONS**

## **FOR**

### **1993 POPULATION AND HOUSING CENSUS**

#### **A. GENERAL**

##### **(i) PURPOSE OF CODING**

Coding, is yet another key step in data processing. It constitutes the link between the raw data collected by the interviewers and the input for the computer programs through which the required statistical tables can be later generated.

Coding is a process by which questionnaire entries are assigned a numeric code for ease of data entry.

##### **(iii) MATERIALS NEEDED:**

For doing the coding, you need:

- a completed questionnaire
- coding instructions
- red pen.

#### **B. GENERAL GUIDELINES TO EDITORS/VERIFIERS AND CODERS:**

- Do not erase what has been coded. Always strike out inaccurate or inappropriate Codes and write legible codes using your red pen above or besides the original entry.
- The questionnaire does not call for blank entries nor should blanks appear in the Codes. There is a code number for each question or answer (including not stated and not applicable) and this code should always be indicated in the appropriate place.
- One or more questionnaire(s) may be Completed for some households - in this case, you should ensure that all the questionnaire(s) filled for each household is coded before proceeding to another household. The arrangement of household according to serial numbering order is important. Also verify that all questionnaires handled belong to the local government area and same enumeration area.
- Always seek assistance from your supervisor whenever in doubt at any given stage of the editing/verifying and coding stage.

**THE HOUSEHOLD QUESTIONNAIRE (FORM A)**  
**AND INSTITUTIONALISED POPULATION (FORM B)**

**C. SPECIFICS OF FORM A**

1. Identification Particulars:

The information required to identify each household is at the top of form A. The information includes the following particulars:

- Local Government Area (L. G. A.)
- District number
- Village or Town number
- Enumeration Area number (E.A.)
- Compound number (within E.A.)
- Normal/Group
- Household number (within compound)

The above particulars are very important for ease of referencing in later stage of data processing and care must be taken to ensure that the correct codes are used. In cases where more than one questionnaire is completed for large households, all the questionnaire must contain the required identification particulars. Verifiers should have ensured that these columns are properly filled-in. The codes are given below for your reference. You should also satisfy yourself that the codes are properly entered.

<u>Local Government Area</u>	<u>Code</u>	<u>District</u>	<u>Code</u>
Banjul	0	South	00
		Central	01
		North	02
Kanifing	1	K.U.D.C.	10
Brikama	2	Kombo North	20
		Kombo South	21
		Kombo Central	22
		Kombo East	23
		Foni Brefet	24
		Foni Bintang Karanai	25
		Foni Kansala	26
		Foni Bondali	27
		Foni Jarrol	28
Mansakonko	3	Kiang West	30
		Kiang Central	31
		Kiang East	32
		Jarra West	33
		Jarra Central	34
		Jarra East	35
Kerewan	4	Lower Niumi	40
		Upper Niumi	41
		Jokadu	42
		Lower Baddibu	43
		Central Baddibu	44
		Upper Baddibu	45
Kuntaur	5	Lower Saloum	50
		Upper Saloum	51
		Nianija	52
		Niani	53

		Sami	54
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<u>Local Government Area</u>	<u>Code</u>	<u>District</u>	<u>Code</u>
Georgetown	6	Niamina Dankunku	60
		Niamina West	61
		Niamina East	62
		Fulladu West	63
		MacCarthy Island	64
Basse	7	Fulladu East	70
		Kantora	71
		Wuli	72
		Sandu	73

- (ii) Village/town number consist of a 5 digits entry code and these codes have been provided separately.
- (iii) Code for Urban/Rural identification is to be entered after Village/Town. Codes have been provided.
- (iv) Enumeration Area numbers maintains the same 5-digit code indicated on each questionnaire. Codes have been provided separately.
- (v) Compound number within an E.A. should be 3-digit entry code as indicated on Forms A and B.
- (vi) Normal/Group should be codes as: Form A: 1, Form B: 2
- (vii) Household number within a compound should be 2-digit entry code and it is the same as the Serial No. of household recorded on Form A.
- (viii) Within a household each person has a number marked against his name. This number (as a 2-digit entry) refers to the line on which the name of respondent appears. These line numbers run serially in ascending order. Where a name already written is struck off or a line is cancelled, the numbering on the questionnaire should be changed to maintain continuous sequence. Ensure Serial No is two digit entry for example if the respondent's name appear on line with serial No. 1 code 01.

## **QUESTION 2 - SEX**

Ensure that code for sex is stated with either code '1' or '2'.

### QUESTION 3 - AGE

Always use 2-digit code, following the specifications below should be strict:

- (i) Age reported as 6 years old should be coded as 06 etc.
- (ii) Age of infants less than one (1) year old has to be coded as 00.
- (iii) For persons aged 98 years or more, code as 98.
- (iv) If age is not stated or left blank, code 99.

### QUESTION 4 - RELATIONSHIP

This question is pre-coded. Give 99 for not stated/blank.

### QUESTION 5 - MARITAL STATUS

This question is pre-coded. Give 9 for not stated/blank.

### QUESTION 6 - TYPE OF UNION

This question is pre-coded. Give 9 for not stated/blank and 7 for not applicable.

### QUESTION 7 - NATIONALITY

This has to be coded carefully based on the following codes.

<u>Country</u>	<u>Code</u>
Gambia	00
Senegal	10
Guinea (CONAKRY)	11
Guinea (BISSAU)	12
Mali	13
Sierra Leone	14

Mauritanian	15
Ghana	16
Nigeria	17
Liberia	18
Other West Africans	19
Other Africans	20
Non Africans	30
Not stated/blank	99

#### QUESTION 8 - ETHNICITY

The question on ethnicity which is to be answered only by Gambians is precoded. If non-Gambians reported their ethnicity code 97. For not stated code 99.

#### QUESTION 9 - RELIGION

This question is pre-coded. For not stated/blank, code 9.

#### QUESTION 10 - BIRTH PLACE

For birthplace, coding is restricted to district level and the following rules should be observed:

- (i) If respondent was born in the same village/town in which he was enumerated - code 00.
- (ii) If the respondent was born in another district (not the district of enumeration) use the code for the district where respondent was born. For example, if enumerated in Foni Bintang Karanai (district code 26) and he was born in Foni Bondali, code 28. If born within the districts of Banjul code 03.

Assignment of settlement code:

If the respondent was born in a different village/town compared to the one in which he was enumerated, and is enumerated in one of the settlements mentioned in the Settlement List, use code 1, otherwise use code 2.

If district is given and settlement is NOT given, write the code for district. Write the Settlement code as '2' EXCEPT if district is Banjul or Kanifing (K.M.C) code 1.

If the respondent was born outside the Gambia, use the codes under nationality corresponding to the country of birth (as given below).

<u>Country</u>	<u>Code</u>
Senegal	10
Guinea (CONAKRY)	11
Guinea (BISSAU)	12
Mali	13
Sierra Leone	14
Mauritanian	15

Ghana	16
Nigeria	17
Liberia	18
Other West Africans	19
Other Africans	20
Non Africans	30

(vii) If place of birth is left blank or "not stated", code 99.

#### QUESTION 11 - PREVIOUS RESIDENCE

- (i) If a respondent states that he/she had always lived in this town/village code 00.
- (ii) If respondent's previous residence is in another village/town, specify district code of previous residence, and give code 1 for settlement listed in the settlement table; otherwise give code 2.
- (iii) If respondent's previous residence is outside Gambia, give country code from country table.

#### QUESTION 12 - DURATION OF STAY

Number of months the respondent had lived in previous residence, as pre-coded. Duration of stay is to be coded as two digits entry. Not applicable code 97, Not stated/blank code 99.

QUESTION 13 - LITERACY (For persons aged 10 years and over)

- (1) Question 13 (a) Literacy is pre-coded. (Use, Code 7 for not applicable and 9 for not stated).

QUESTION 13(b) SCRIPT USED TO READ AND WRITE

- (2) Question 13 (b) script is pre-coded. (Use, Code 7 for not applicable and 9 for not stated).

QUESTION 14 - FULL TIME EDUCATION (For person aged 7 years and over)

Both questions 14a and 14b is applicable to all persons within the specified age limits.

- (1) Question 14 (a) school enrollment is pre-coded.

Code 7 for not applicable and 9 for not stated/blank.

- (2) Question 14 (b) Educational attainment is pre-coded.

In the case of an educational system different from the British type, it will be necessary to report to your Supervisor the need to assign codes for such system. For example, if some respondents attended or graduated from French schools, such educational attainment has to be converted into the existing system observed in this country. The Codes are repeated below in more details:-

<u>Level</u>	<u>Code</u>
Primary	01, 02, 03, 04, 05, 06
Middle	11
Secondary Technical	21, 22, 23, 24
High School	31, 32, 33, 34, 35, 36, 37
Teacher's Training	41, 42, 43
Vocational	51, 52, 53, 54
Under graduate/Studying For a Diploma	61, 62, 63, 64
Graduate/Diploma Holder	70
Post Graduate	80
Dara	81
Other, Specify	91, 92, 93, 94, 95, 96, 97, 96
Not applicable	97

Not stated/blank	99
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QUESTION 15 - TYPE OF ACTIVITY (For persons aged 10 years and over)

Question 15 is divided into four parts and it should be answered by all persons aged 10 years and over. thus, the following conditions must be observed: In each of the parts 15(a) to 15(c) for not applicable give code 7 and Not Stated/blank give code 9.

(iv) Question 15(d) - Number of days worked:

The number of days worked is given should range between 01 - 30 days. A two-digit entry code is required e.g. 2 days should be coded as 02.

QUESTION 16 - OCCUPATION (For persons aged 10 years and over)

Check the codes for occupation carefully before entering the appropriate code (three digits). It should be noted that the occupational codes refer to employed as well as unemployed workers who once had a job. If there is any difficulty in assigning a code to an occupation, consult your Supervisor.

QUESTION 18 - EMPLOYMENT STATUS (For persons aged 10 years and over)

Give code 7 for not applicable and code 9 for not stated/blank.

QUESTION 19 - NUMBER OF CHILDREN EVER BORN ALIVE (Female 12 years and over)

Question 19 collects information on the number of children born Alive to females aged 12 years and over who were present in different households on Census night. Please note that the number of children living in Same household with mother, 19(c) and 19(d) is different from those living elsewhere (i.e. column 19(e) and 19(f).

QUESTION 20 - BIRTHS IN THE LAST 12 MONTHS

Only the number of children born and survival status of those children is required. Special attention should be made to ensure that the date of birth of the mother is not given.

QUESTION 21 - SURVIVAL OF PARENTS

This question is pre-coded. Use 9 for not stated/blank in (a) and (b).

**FORM A PART 4**

PART 4 - DEATHS IN THE HOUSEHOLD IN THE LAST 12 MONTHS

This question collects information on total number of deaths in household during the last 12 months by sex and age of the deceased.

SEX This question is pre-coded

AGE AT DEATH This question is pre-coded

Use code 00 for less than one year check that age is two digits 01 for one year 02 for two year; 03 for three years etc.

No coding for Relationship

D. SPECIFICS OF GPC 3, GPC 4 AND GPC 5

When all the inside pages of form A are coded, you should return to front page where the summary forms (i.e. GPC3, GPC4 and GPC 5) are located. These forms were primarily designed to provide a complete list of usual members present in a household on Census night (i.e. GPC 3), their visitors present (i.e GPC 4) and usual members absent on Census night (GPC 5).

Attempts to Code these GPC Forms should adhere to the condition below:

- (i) Only the total number of persons is needed on GPC 3. Other information on sex and relationship has been already recorded in form A and should not be coded twice.
- (ii) The code assigned to variable in the inside pages of form A such as Sex, Age, Relationship to head of household, Town/Village and District, are also applicable to both GPC 4 and GPC 5.
- (iii) The duration of period absent (in months) by member(s) of household should be a 2-digit entry code.

#### **E. SPECIFICS OF FORM B:**

The household questionnaire (Form A) and Form B are very similar, and the codes assigned to the various answers given in Form A will also be utilised for Form B. Some questions asked in Form A were not covered in Form B and such questions include the following:-

- (i) The question on fertility and mortality were omitted in form B. As a result, the codes for such questions should be ignored when coding form B.
- (ii) The codes for some of the identification particulars such as Compound (in same cases) and household numbers are also irrelevant when coding form B.

#### **HOUSING CONDITIONS**

The housing condition part collects information pertaining to the composition and facilities within the Household.

#### **QUESTION 1 - ACCOMMODATION**

1(a) On what basis do you .....etc.

#### **1(A): ON WHAT BASIS DO YOU OCCUPY THIS DWELLING**

This question is pre-coded, give 9 for Not State/blank

#### **1(b) OWNER OF ACCOMMODATION:**

This question is pre-coded, give 9 for Not Stated/blank

#### **QUESTION 2 - MAIN SOURCE OF LIGHT:**

This question is pre-coded, give 9 for Not Stated/blank

QUESTION 3 - KITCHEN:

This question is pre-coded, 9 for Not stated/blank.

QUESTION 4 - MAIN COOKING FUEL:

This question is Precoded. For Not stated/blank give code 9

QUESTION 5 - BATHROOM:

This question is pre-coded, 9 for Not state/blank.

QUESTION 6 - TOILET FACILITIES:

This question is pre-coded, give 9 for not stated/blank

6(a) Give 9 for Not stated/blank

6(b) Give 9 for not stated/blank

QUESTION 6(c) - TYPE OF TOILET

This question is pre-coded, give 9 for not stated/blank

QUESTION 7 - SOURCE OR WATER:

This question is pre-coded, give 9 for not stated/blank

QUESTION 8 - NUMBER OF ROOMS OCCUPIED

Check that a two digits code is used.