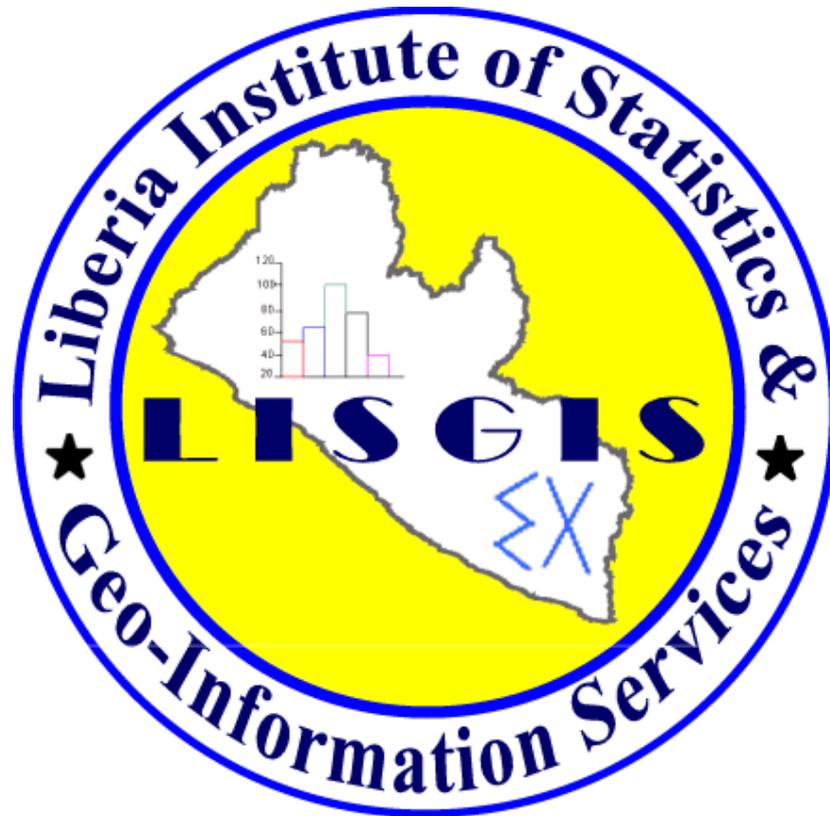


REPUBLIC OF LIBERIA

NATIONAL ESTABLISHMENT CENSUS
2007



ENUMERATOR'S INSTRUCTION
MANUAL

OCTOBER 2007

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PART I: INTRODUCTION

What is an Establishment Census?

1. An establishment census is a complete enumeration of all local units where people work in a country at a specified time. Included are not only business establishment but also government establishment and NGOs. It is a primary source of benchmark statistics and National Accounts. In order to keep the burden for the respondent as low as possible, the inquiry is limited to a few variables.
2. The establishment census provides information on the lowest administrative unit. The last Establishment Census was conducted in 1985.

Objectives of the 2007 National Establishment Census (2007 NEC)

3. The 2007 National Establishment Census, hereafter referred as 2007 NEC, is being held in order to provide benchmark information which is essential for sound development planning, making administrative policy decisions and research. It also provides a frame for National Accounts.
4. The specific objectives are to ascertain the following.
 - a) Size, composition and spatial distribution of the formal and informal sector of the economy
 - b) Scope of the Private and Public sector, Non-Profit Institutions
 - c) Ownership of establishments
 - d) Legal status
 - e) Major activities by ISIC
 - f) Labor Force composition and distribution in Liberia
 - g)
5. The information collected from the census will be utilized in various ways, including:
 - a) Ministry of Planning and Economic Affairs
 - b) Ministry of Commerce and Industry
 - c) Ministry of Labor
 - d)

The Census Organization

6. The 2007 NEC is being conducted and directed by LISGIS in collaboration with NIMAC. NRC and NHCR will collaborate for the data collection with their respective staff.

Legal Authority to undertake the 2007 National Establishment Census (2007 NEC)

7. The Statistics Act approved July 22, 2004 requests that a Census of Establishments be conducted every five years to serve as a Master Sample Frame for coordination of the National Statistical and Geo-Information System. This Establishment Census, the first since the end of the crisis, will be conducted by LISGIS in 2007.

Confidentiality of the Information

8. The information obtained will be kept confidential.

If the respondent agrees the Business (with address and main activity, without employment) will be included in the first exhaustive directory of all economic activities in Liberia. This is special service from LISGIS and an advantage for the private sector as it provides advertisement free of charge. If somebody is looking for accommodation, transportation, construction workers or car repair, the Directory of all businesses in Liberia (on Internet) is a great platform.

Enumeration Supplies and Documents

9. Following equipment will be provided:
 - a) An identification card
 - b) Census questionnaire
 - c) Instruction manual
 - d) Ball point pens
 - e)

PART II: GENERAL INSTRUCTIONS

Some key concepts

What is an Establishment?

10. An establishment is a local unit where people work. Included are business establishments, Government establishments and NGOs performing activities according to the **International Standard Industrial Classification of All Economic Activities (ISIC), Revision 4**.

Coverage

11. The 2007 NEC covers the **Section A to S** of ISIC, Rev.4 with following restrictions:

Section	ISIC-Code	Description
A		Agriculture, Forestry and Fishing Only larger entities will be included but not the small farmers (to be included in the 2008 NPHC). Included are Poultry farms, Palm Nuts farms incorporated, Rubber, Logging Companies, Fishing companies,
B		Mining and quarrying Mining companies, sand mining, quarrying of stones, clay
C		Manufacturing Bakeries, tailors, sawmills, furniture, wood products, carpentry, building materials, blocks (2395), printing, blacksmiths, jewelleries, Repair of air-conditioner and generators
D		Electricity supply Production and distribution of electricity
E		Water Supply, sewerage, waste management Water collection, treatment and supply, sewerage, waste collection , garbage
F		Construction Buildings, installation of electricity, plumbers,
G		Wholesale and Retail Trade; repair of motor vehicles and motorcycles New and used goods, Sale of new and used vehicles, Car repair shops, car wash, tyre repair Retail trade in stores, in movable stalls either along a public road or a fixed marketplace, second hand sales, supermarkets, stationery, fuel stations, pharmacies, music and video shops, sales via internet.
H		Transportation and storage Transportation companies, logging haulage, taxi operations, car rental with drivers, renting of trucks with driver (see N), Air transport,, postal activities
I		Accommodation and Food services activities Hotels, guesthouses, dormitories, Restaurants, cook-shops, catering, bars, mobile beverage vendors,
J		Information and communication Publishing activities (print or electronic), books, newspapers, videos, DVDs, sound recording, Radio and television broadcasting, Telecommunication, computer programming and consultancies
K		Financial and insurance activities Central banking, banks, Insurances, pension funds, money changers
L		Real estate activities
M		Professional, scientific and technical activities Legal, accounting, bookkeeping and auditing activities, tax consultancy Activities of head offices, architectural and engineering activities, scientific

		research and development, cartographic and spatial information activities, advertising, fashion design, photography
N		Administrative and support service activities Car rental without drivers, Renting of video tapes and disks, leasing, renting of machinery, travel agencies, reservation services, private security services, secretarial support, photocopying,
O		Public administration and defence; compulsory social security Defence and public order and safety (police) are excluded from 2007 NEC Health care, education, cultural and social services, foreign affairs, sports
P		Education Pre-primary , primary, secondary, higher education
Q		Human health and social work activities Hospitals activities, medical and dental practice activities, social work
R		Arts, entertainment and recreation Activities of groups, bands, painters, sport activities, sport clubs, discotheques and dance floors, internet cafes
S		Other services activities Activities of membership organizations, activities of trade unions, activities of religious organizations, activities of political organizations, Repair of computers and personal household goods, repair of communication equipment , repair of footwear, repair of furniture, washing (laundry) and dry cleaning, shoe shiners ,hairdressing, funeral and related activities

Statistical Units

12. For each establishment (local unit) a questionnaire has to be filled. For governmental establishments including social security, Hospitals and schools not all questions of the questionnaire are relevant.

Following categories (institutional units) are used in the survey:

- Single unit enterprises and
- Enterprises with branches (with several establishments)

Most of the establishments are enterprises (institutional units) with only **one establishment** i.e. at only one location. The institutional unit is equal to the local unit.

Larger enterprises may have **branches or annexes** like Ecobank, fuel stations from the same company,.... The enterprise is owner of several establishments. In this case we distinguish between head Office and Branches. A questionnaire will be filled for each **local unit** (including Head Office) but the head Office is also requested to provide information about the whole enterprise including all branches.

Regional Code

13. Following Regional Code will be used:

- 1st and 2nd digits represent the County
- 3rd and 4th digits represent the District
- 5th and 6th digits represent Clan/Zone
- 7th and 8th digits represent the Enumeration Area number
- 9th and 10th digits represent Locality/Town/Village
- 11th, 12th and 13th digits represent the Structure Number
- 14th + digit represent the serial Number of the Establishment

PART III: HOW TO FILL IN THE QUESTIONNAIRE

General rules

Identification of the establishment

14. Here we have two options:

- The establishment is already recorded in the mapping of the 2008 NPHC. In this case cartographic detail is available at LISGIS and will be used to fill the questionnaire
- Information from mapping is not available, the establishment will also be included in the 2007 NEC

Questionnaire detail

15. A questionnaire will be filled for each establishment as local unit. Following comments in addition to the definitions in the questionnaires may be useful.

No	Description	Comments
	Regional Code	According to mapping 2008 NPHC
1	Address/Location	
	Name of Business	For Government Establishment. Ministry of..., Hospital, School...
	Town/Village	
	Address	
	P. O. Box	
	Phone	
	E-Mail	
	Status of the Establishment	Code 1-4; Full questionnaires only for "operating" establishments
2	Major Activity	For all establishments, at one digit level
	Description	Detailed description for coding of the ISIC activity
	ISIC-Code	If classification available: ISIC 4 Digit code, otherwise reserved for Coder Classification by main activity of the establishment Estimates according to the share of employment If the establishment provides only few services like packaging, this activity may not be allocated to processing. Most of the time the main activity is TRADE. Firestone: Agriculture (Rubber plantations belong to the company) Weala: Processing activities, the company buys rubber products from small farmers Cemenco: Trade?
3	Statistical Unit	Code 1,2 or 3. Single Unit Enterprise =1 (The whole business is at one place, no additional branches at other places) Head Office of an Enterprise with branches =2 Branches of these Enterprises =3
4	Employment	End of October 2007. Included are all persons even on leave or on trip abroad, including working owners, unpaid family workers,

		permanent and temporary staff.
	If Head office	Name of the Company Employment in the whole company (all branches) Main activity of the company.
5	Sector National Accounts	Only for single unit enterprises or head offices (units 1,2) and not for branches -Unincorporated enterprises are all small establishment where the private accounts of the owner cannot be separated from the business account. Ex: Market places, shops, cook-shops, small restaurants, car repair shops, self employed doctors, lawyers, - Private Corporations: Firestone, Abi joudi supermarket, Club Beer... - Public Corporations: LPRC, Cemenco, SoEs... - Non-Profit Institutions: Trade Unions, Political parties, NGOs are included
6	Ownership	Shows if establishment is controlled by Liberians, Foreign or both.
7	Year of Establishment	Year: 4 Digits
8	Type (legal status)	Individual/Sole Proprietorship
	Sex of owner	Only for Individual/Sole Proprietorship
	Initial Investment	Estimate of Class of Investment (LD OR USD)
9	Estimated Class of Income	LD or USD
10	Included in Business Directory?	Advertisement free of charge for the respondents
	Business Registration No	If any
	INTERVIEWER VISIT	Date in Format: 15.11.07 for 15.November.2007 INTERVIEWER/ENUMERATOR CODE Also codes for SUPERVISOR,COORDINATOR,CODER;DATA ENTRY CLERK

Special cases:

Trade and Services

Section G: Wholesale and Retail Trade, repair of motor vehicles and motorcycles

4510 Sale of motor vehicles

4520 Maintenance and repair of motor vehicles (car repair, tyre repair, servicing, washing)

4530 Sale of Motor vehicle parts and accessories

46 Wholesale trade, except of motor vehicles and motorcycles

47 Retail trade except of motor vehicles and motorcycles

4711 Retail sale in non-specialized stores with food, beverages or tobacco predominating (Supermarkets, mini markets...)

4721 Retail sale of food in specialized stores (fruits and vegetables, meat, fish, bakeries..) Manufacture of bread: 1071

4722 Retail sale of beverage

- 4730 Retail sale of automotive fuel (fuel stations)
- 4751 Retail sale of textiles
- 4752 Retail sale of hardware
- 4759 Household appliances
- 4762 Retail sale of music and video recording in specialized stores
- 4771 Retail sale of clothing, footwear...
- 4772 Pharmaceutical and medical goods
- 4773 Other retail sale
- 4774 Retail sale of second hand goods

478 Retail sale via stalls and markets

This group includes the retail sale of any kind of new or second hand product in a usually movable stall either along a public road or a fixed market place.

- 4781 Retail sale via stalls and markets of food, beverages and tobacco products
- 4782textiles, clothing and footwear
- 4789other goods

4922 Taxi operation

I Accommodation and food service activities

- 5510 hotels, guesthouses, pensions...
- 5610 Restaurants, cook shops...
- 5630 Beverages serving activities (bars, drink shops...)

6419 Other monetary intermediation (banks, money changers)

952 Repair of personal and household goods

9601 Washing and dry cleaning

9602 Hairdressing

9609 Other personal activities (shoe shiners, porters, ...)

GOVERNMENT ESTABLISHMENTS

Establishments of government agencies are included in the survey but not all questions have to be answered. Fill only:

REGIONAL CODE

1. ADDRESS/LOCATION
2. OPERATING/NON-OPERATING
3. 2 MAJOR ACTIVITY

PART IV SUPPLEMENT FOR SUPERVISORS

Supervisor will be equipped with Sketch Maps and up-dated Regional Code. ISIC Rev.4 also available as electronic file.