

National Statistical Committee of the Kyrgyz Republic

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Instructions

On taking the first national population census of the Kyrgyz Republic of 1999 and completing census documents

Bishkek - 1998

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I. General

1. The population census in the Kyrgyz Republic is to be taken **from 24 through 31 March 1999**. The completion of the census documents is to start at 8 a.m. on March 24 and continue for 8 days (through March 31). **The census moment** is 12 o'clock or midnight on the night of March 23 to March 24. The census documents are not to include children born **after** the census moment and persons who died **before** this moment.

2. The census is to be carried out by enumerators through visitation of all premises located in the territory of their enumeration districts, **where people live or may live, including premises occupied by organizations, enterprises or institutions**.

3. The census documents are to be completed by enumerators by means of canvassing people without requirement of any documents from them.

4. In each dwelling, all residents as of 12 o'clock on the night of March 23 to 24 are to be enumerated, **including those temporarily living and temporarily absent** (The list of the population categories related to those temporarily absent and temporarily living is given in items 22-25 of the Instructions.).

In this context, the lists of residents in dwelling and enumeration forms are to cover **all** persons permanently (usually) living in this dwelling, including those **temporarily absent** and **temporary residents** (those on visit) in this dwelling who permanently live outside this settlement.

People are to be recorded in the lists of resident in dwelling and enumeration forms **irrespective of the registration available** and its character (permanent or temporary) **and of the right to housing space** in this or other place (e.g. if a person is registered at one address, but actually lives at another, he/she is to be enumerated at the place of his/her actual residence).

5. Explanations of the procedure of enumeration of selected population categories are furnished further in these Instructions.

Students of higher and secondary specialized educational establishments, as well as pupils of vocational-technical schools living at the place of training are to be counted at that settlement, but not at home.

Compulsory-duty servicemen under conscription or contract are to be counted in military units at the place of their service.

Military servicemen (offices, warrant offices, extended service-men, contract soldiers, and female soldiers), manual and office workers of military units and members of their households living **outside closed territories**, are to be enumerated at the place of their permanent (usual) residence by state statistical authorities in accordance with the usual procedure. The way of answering questions 14, 15 and 16 of the enumeration form is to be established by the headquarters of those military units.

Citizens of Kyrgyzstan working in diplomatic, trade or other representations of the Kyrgyz Republic abroad and also their household members living with them are to be enumerated by representations and consulates at the direction of the Ministry of Foreign Affairs of the Kyrgyz Republic. These persons are **not to be entered** in the census documents at their permanent place of residence in Kyrgyzstan.

Persons who went abroad for the period over one month, but less than one year for work under contract, business trip, training, recreation or to visit their relatives or friends are to be enumerated at places of their permanent residence in Kyrgyzstan as **permanent residents without a note of temporary absence**. In case of their application to the representations and consulates of the Kyrgyz Republic abroad, control forms are to be made for them and forwarded to the place of their residence in Kyrgyzstan.

Persons in institutions of confinement are to be enumerated at the place of their location, but not at home. At the permanent place of residence enumerated are only persons imprisoned before trial, as well as those arrested subject to administrative procedure for the period of up to 30 days.

6. When interviewing residents in a given dwelling, the enumerator must find out if any of household members has other place of residence (other than cases listed above). If yes, the enumerator is to determine where this person should be enumerated. In choosing the place of enumeration the preference is to be given to the place where the person's household lives. For instance:

- If a person questioned has a flat (house or room) where he is registered, but actually lives with his family in another place (e.g. in a flat owned by his spouse) he is to be enumerated in the place where his family lives.
- If a person questioned lives in a hostel at the place of his work and at weekends or on off days comes to his family, which lives in the other settlement, this person is to be enumerated in the place where his family lives.

The same method is to be used to enumerate persons working on a rotational basis.

7. Foreign citizens permanently living in Kyrgyzstan (i.e. citizens of foreign states) and stateless persons are to be counted at the place of their residence in accordance with the usual procedure.

8. Citizens who arrived in the Kyrgyz Republic from foreign countries (CIS countries inclusive) for permanent residence, but have not received a permission to reside yet are to be enumerated as permanent residents in Kyrgyzstan at the place where they were caught by the census.

9. Foreign citizens who at the census moment are **temporary residents** in the territory of Kyrgyzstan, but permanently live abroad (including CIS and non-CIS countries) are also subject to enumeration in accordance with the procedure described in section V of the Instructions:

- those who arrived in Kyrgyzstan on a delegation, for training, work or tourism;
- transit migrants;
- persons seeking for asylum.

10. Population without permanent place of residence (e.g. homeless, tramps, persons moving from one permanent place of residence to another) should to be enumerated where found by the census.

11. If during the interview any of residents appears absent, the enumerator may record his data obtained from other household members in case they are able to provide irrefragable answers to all questions of the census documents. If household members are not able to provide necessary data on the absentee, the enumerator is to enter in the List of residents and relevant enumeration form the family name, first name and patronymic of the absentee in order to question him/her personally while revisiting.

Control measures

12. For all **temporary residents** in a given dwelling or those having more than one place of residence **control forms are to be made and a certificate of enumeration to be issued**.

The control forms are to be made for all temporary residents in a given dwelling who were here on the night of March 23 to 24, except for temporary residents in the territory of Kyrgyzstan who live permanently abroad. For temporary residents who arrived at this dwelling after the census moment a control form is to be only made if they declare that nobody at their place of residence is able to provide data on them to the census staff.

Examples:

- ?) Ibraev M.I. permanently lives in the city of Kant, but from March 20 to 30 was on a business trip in the city of Talas where met the enumerator, but failed to present a certificate of enumeration. The enumerator of Talas is to enter Ibraev in the List of residents in dwelling, complete an enumeration form for him with the mark of temporary residence and a control form, and also issue a certificate of enumeration. In the control form the enumerator is to specify the address of making the control form in the city of Talas and complete questions 1-14.

In question 1 the exact address of the permanent place of residence is to be entered and answers to questions from 2 to 14 are to be recorded like in the enumeration form. At the end of the control form, the detailed address where the person should have been enumerated as a permanent resident (without any mark of temporary residence) or as a temporary resident is to be indicated.

b) Sydykov B.T. lives alone in the city of Sulyukt, but on March 28 he came on a visit to the city of Kant where he met the enumerator. Sydykov declared that in the city of Sulyukt nobody is able to provide data on him. The enumerator of the city of Kant is to make a control form for Sydykov completing all questions and specifying the address of making the control form in the city of Kant and the address of his permanent place of residence in the city of Sulyukt. Because nobody in the city of Sulyukt is able to provide data on Sydykov, the enumerator is to complete for him a List of residents and an enumeration form. Later these documents will be sent to the city of Sulyukt. In the city of Kant, Sydykov should not be entered in the List of residents and the enumeration form should not be completed for him because at the moment of census he was in the city of Sulyukt.

13. If the enumerator meets a person with more than one places of residence and after choosing the place of enumeration the **other address is chosen**, the enumerator is to make a control form for this person in case he/she does not have a certificate of enumeration.

Example:

Toktorbaev S.T. lives at the place of his work in the city of Shopokov, but has a household (wife and children) living in the city of Kant. Usually Toktorbaev visits his family at weekends. On March 28 the enumerator of the city of Shopokov met Toktorbaev. After the enumerator has found out that Toktorbaev has another place of residence and is going to undergo enumeration in the city of Kant, the enumerator is to make a control form for him. In the city of Shopokov, a List of residents and enumeration form for Toktorbaev are not to be completed.

If the enumerator meets a person with more than one places of residence and after choosing the place of enumeration **this address is chosen**, the enumerator is to include the person in the List of residents, complete an enumeration form for him/her and issue a certificate of enumeration to be presented to the enumerator in the other place of residence.

Example:

Saliev K.S. is registered at the address: city of Kant, av. Chui, building 20, flat 5, but actually lives with his household (wife, son, and mother-in-law) in the house owned by his mother-in-law at the address: village of Norus, Ghandi str., house 15. The enumerator of Ghandi street, having found out that Saliev has another place of residence, but usually lives here in his household and should be enumerated here, is to enter him in the List of residents, complete an enumeration form for him and make a control form. In the control form the address where it was made is to be specified: 15, Ghandi street and then the address where Saliev has the second place of residence and where he is to be included in the census documents: the address in the city of Kant. In addition, the enumerator is to issue a certificate of enumeration to him.

When completed, the control forms are to be given to the instructor-supervisor. Later these forms will be used to check if the persons in question have been enumerated in the place of their permanent (usual) residence. Control forms are numbered in succession within the enumeration district as they are completed. The enumerator is to indicate in his notebook the number of control forms made for a given dwelling.

14. **Certificates of enumeration** are also to be issued to those leading a nomad existence or having no permanent place of residence (homeless, tramps, those moving from one permanent place of residence to another if the census found them on the way). A certificate of enumeration is also to be issued to persons intending in the period of census and control visitation, i.e. from March 24 through April 5, to leave for another place at least for one day.

15. After the end of the census a selective **control visitation** is to be carried out. In urban settlements and rural areas, the control visitation should be conducted in all enumeration districts with the 10% coverage of dwellings. It is done in order to check if there were omissions or double entries in the enumeration and if the records of temporary residence or temporary absence were correct. The control visitation is to be carried out by the instructor-supervisor together with the enumerator in the period **from April 1 through 5, 1999**.

In dwellings subject to the control visitation, the instructor-supervisor (or the enumerator) is to check if all persons were enumerated, including those who arrived after March 24.

The enumerator is to clear up where all persons, both permanent and temporary residents, were on the **night of March 23 to 24**.

Persons subject to enumeration in this dwelling, but omitted by the enumerator are to be entered by the

instructor-supervisor (or by the enumerator) in the census documents: lists of residents and enumeration forms. In the control visitation necessary control forms which were not completed in duly course are also to be made.

Requirements to completing census documents

16. Answers in the census documents are to be recorded either in words or numbers or by circling relevant codes of prompts provided.

The List of residents in dwelling and their housing conditions (Form 1) and Enumeration form (Form 2) are to be completed **in Kyrgyz or Russian**. The enumeration form is to only contain data for one person questioned.

Records and marks (circles) in section I of the List of residents, control form, and certificate of enumeration are to be made with a **ballpoint pen (-)**.

Records and marks (circles) in section II of the List of residents and enumeration forms are to be only made by a special **black graphite pencil ()**.

If answers in the enumeration forms are given in words or numbers, those are to be entered in a specially designated zone or in a special line meant for the answer to a given question. A careless record may fall into adjacent zones and be taken for correct information. The enumerators are prohibited from completing boxes meant for completion by state statistical offices, except for the details located in the left upper corner of the enumeration forms (No of enumeration district, No of instructor district, No of census division, etc.).

The enumeration forms are to be prevented against deformation, stains, edgefolds or fractures. Creasy enumeration forms are not good for further processing and should be rewritten anew.

In case of a mistake in completing the enumeration form, the wrong code, number or record are to be erased so as no graphite traces are left. In place of the records erased correct records are to be entered.

II. Directions for completing the lists of residents in dwelling and their housing conditions (Form 1)

17. Before completing the enumeration forms in each dwelling the enumerator is to clear up **how many households** live therein and enter the names of all persons to be enumerated in this dwelling in the **List of residents in dwelling and their housing conditions** (Form 1).

The household is considered as:

- one person occupying a separate dwelling or part of dwelling and providing himself (herself) with everything needed for life and not pooling his (her) resources with any other residents in this dwelling to jointly keep the house;
- two or more persons occupying a separate dwelling or part thereof or several dwelling rooms and providing themselves with everything needed for life jointly keeping the house, i.e. fully or partially pooling their individual budgets for common expenditures. These persons may or may not be related to each other by blood or marriage.

In this connection, the following is to be taken into account:

- persons renting dwelling from individuals are not included in the household of the owner of dwelling and are considered as separate households;
- persons permanently living in hostels of workers, clerks, students or pupils, as well as in hotels and boarding houses are considered as separate households;
- persons working as service staff and living in institutions where they work (e.g. infant houses, children's homes, hospitals for chronics, etc.) are to be enumerated as separate households;
- persons without permanent place of residence (tramps, vagrants) are also considered as households.

Persons outside households (institutional population) are those permanently living in infant houses, children's homes, boarding schools, boarding houses for the aged and disabled, hospitals for chronics, religious institutions (e.g. monasteries), prisons and correctional labour colonies, barracks, and other similar institutions, i.e. cohabiting groups of population, usually intending generally, complying with common rules, and sharing meals (other than service staff).

In each household the enumerator is to determine:

- a) who of permanent residents on the night of March 23 to 24 was at home and is subject to enumeration **without the mark of temporary absence**;
- b) who of permanent residents on the night of March 23 to 24 was not at home and is subject to enumeration **with the mark of temporary absence** and what the reason and duration of the absence is;

c) who of non-residents in this dwelling on the night of March 23 to 24 was here and is subject to enumeration as a **temporary resident**.

18. A separate List is to be made for:

- each flat;
- each house (if it comprises one flat), yurt, tent, lodge or other one-flat building;
- each room in a hostel (other than flat-type hostels where Lists are to be made for each flat);
- a ward, class, room, department, etc. in infant houses, children's homes, boarding schools for orphan children and children left without parental care, boarding houses for the aged and disabled, hospitals, hotels and other similar institutions (depending on the way of keeping records at relevant institutions).

19. The Lists are to be **numbered in succession within the enumeration district**, the number of the List for each dwelling being specified in the Enumerator's notebook. The enumerator is to record the address of the dwelling and enter relevant requisites: numbers of census division, instructor district, and enumeration district. If the List is made at an institution, the name of the institution is to be entered in the line "institution" of the address section, e.g., boarding school, boarding house for war and labour veterans, hotel, etc.

If the number of inhabitants of a given dwelling exceeds 12 persons, then two or more Lists with the same number are to be made, in which case the letter "a" is to be entered after the number **in the first List**, the letter "b" **in the second one, etc** (e.g., 15?, 15b, 15c). The address section and requisites are to be completed in all Lists.

Residents in dwelling are to be recorded by households. If several households live in a dwelling, first all members of one household are to be recorded and then all members of the other household, etc.

20. Within each household one of the adult household members is to be recorded as person 1. Then all other household members are recorded, in which case the following order is to be observed:

- husband and wife are to be recorded one after another;
- children (including adult unmarried children) are to be recorded after their parents;
- if there are several married couples in a household, first one married couple and their children are to be recorded, then the second married couple and their children, etc.;
- household members not related (by blood or law) to other household members are to be recorded last.

Example:

As Ibraev S.I. declared, there is one household in the flat comprising: Ibraev himself, his mother, wife, married son, unmarried daughter, daughter-in-law, granddaughter, divorced sister, and his granddaughter's nanny. Ibraev is to be recorded first, in which case the order of the records is to be as follows:

first married couple and their unmarried child:

Ibraev is to be recorded first,
then his wife
daughter

second married couple and their unmarried child

son
son's wife (Ibraev's daughter-in-law)
son's daughter (Ibraev's granddaughter)

one of parents with unmarried child

Ibraev's mother
Ibraev's sister

non-relative

nanny

21. All persons in the List are assigned the serial number within the dwelling, which is to be entered in column 1. Besides, for each household member the serial number within the household is to be entered in column 2 and for a household comprising one member 1 is to be entered. In column 3 the family name, first name and patronymic of each person are to be entered in full. E.g., there are three households in a

given dwelling (Tikhonov's, Kamchibekov's, and Sydykhov's). Tikhonov's household comprises two persons, Kamchibekov lives alone, and Sydykov's household consists of three persons. If they will be recorded in the List in this order, the numbers in columns 1 and 2 and names in column 3 are to be as follows:

No within dwelling / No within household / Family name, first name, patronymic

1 / 2 / 3

1 / 1 / Tikhonov Anatoly Ivanovich

2 / 2 / Tikhonova Antonina Nikolaevna

3 / 1 / Kamchibekov Nurlan Zarylbekovich

4 / 1 / Sydykov Umarbek Alievich

5 / 2 / Sydykova Bermet Isaevna

6 / 3 / Sydykova Cholpon Umarbekovna

Persons living in this household temporarily are not to be included in the household (irrespective of the relation degree) and are enumerated as separate households (e.g., the son-student who permanently lives at the place of training, but spent the night of March 23 to March 24 at his parents. In this case he is not to be included in the household and is counted as a separate household: in column 2 of the List of residents he is given number 1).

22. For persons temporarily absent from their permanent places of residence in column 4 of the List the reason of absence is to be recorded (e.g., "on business trip") and in column 5 -- duration of absence (e.g., "one month"). If duration is less than one month, "under one month" is to be entered

Temporarily absent are citizens of Kyrgyzstan who permanently (usually) live here, but at 12 o'clock on the night of March 23 to 24 were outside the territory of this urban settlement or aiyl kenesh if their absence did not exceed six months (those who left for temporary or seasonal work, on business, holiday, practical training, visit to relatives or friends).

Temporarily absent from their permanent place of residence in the Kyrgyz Republic also include:

a) citizens of Kyrgyzstan who left outside the Kyrgyz Republic for temporary or seasonal work if their absence from the place of their permanent (usual) residence was more than 6 months, but less than 1 year;

b) persons receiving medical treatment in hospitals (if their absence from their permanent place of residence did not exceed 6 months), sanatoria; vacationers in rest homes (other than one-day rest homes); those in maternity hospitals; pupils of boarding schools (other than permanent residents in boarding schools), sanatory schools; inhabitants of hostels at schools, even if the hospital, sanatorium, rest home, maternity hospital or school or hostel at this school are located in the territory of the same settlement where those persons permanently live;

c) persons imprisoned before trial, as well as those arrested subject to administrative procedure for the period of up to 30 days; even if their permanent place of residence is in the same settlement.

23. Temporary absent do not cover persons permanently living in this dwelling who at 12 o'clock on the night of March 23 to 24 were not at home, but in the territory of the same settlement or in other village of the same aiyl kenesh, but failed to be enumerated for one of the following reasons:

a) worked nights, were on watch or duty, or were engaged in some other works carried out at night;

b) were on official business, even if their absence continued several days (personnel of railway, air, and motor transport; persons delivering cargos, mail, cattle herds);

c) were in trains, local or suburban buses or were waiting for those, were meeting or ushering passengers;

d) were in one or two-day rest homes, day and night kindergarten or nurseries;

e) were on the way in automobiles, carts, on foot; left for the market (trade fair), for hunting or fishing, etc. and did not stop at places where they could be enumerated;

f) went abroad for the period less than a month on a short-term business trip, for recreation, medical treatment, on a visit to relatives and friends, as tourists.

For persons who are permanent residents here, as well as for all those who spent the night of March 23 to 24 in this dwelling (as temporary residents) a dash is to be entered in columns 4 and 5 of the List.

24. For persons temporarily living in this dwelling in column 6 of the List the address of their permanent place of residence is to be entered and in column 7 - duration of absence of these persons from their permanent places of residence. If the duration of absence was less than a month, "under month" is to be recorded.

Temporary residents cover persons who at 12 o'clock on the night of March 23 to 24 were here, while

their permanent places of residence are outside the territory of the urban settlement or ?iyl kenesh where they were found by the census.

In particular, temporary residents include:

- a) those who arrived on business, for temporary or seasonal work, practical training, vacation, on a visit to relatives or friends if their absence from the permanent places of residence did not exceed 6 months;
- b) those in hotels, guest houses (other than permanent residents in these institutions who are not able to specify any other permanent place of residence);
- c) passengers in trains and long-distance buses;
- d) passengers at railway and bus stations, meeting points, platforms, station premises, airports who are waiting for trains, aircrafts or long-distance buses.

Persons receiving medical treatment in hospitals (if the duration of their stay did not exceed 6 months), sanatoria; taking rest in holiday homes (other than one or two-day rest homes); those in maternity houses; pupils of boarding schools (other than permanent inhabitants), sanatory schools; pupils in hostels at schools are to be enumerated there as temporary residents (and at their permanent places of residence as temporarily absent) even if their permanent place of residence is located in the territory of the same settlement where the hospital, sanatorium, holiday house, maternity house, school or the hostel at school is located.

Persons imprisoned before trial, as well as those arrested subject to administrative procedure for the period of up to 30 days are to be enumerated at the place of their location at the census moment as temporary residents (and at their permanent places of residence as temporarily absent) even if their permanent place of residence is in the territory of the same settlement.

25. Persons who at 12 o'clock on the night of March 23 to 24 were in another village of the same aiyl kenesh where they were found by the census are not considered temporary residents.

For permanent residents in this dwelling in columns 6 and 7 of the List dashes are to be entered.

III. Directions for completing answers to questions 1p - 7p characterizing housing conditions of households

(page 4 of Form 1)

Answers to questions 1p - 2p are to be completed for the dwellings where persons recorded in section I of the List of residents in dwelling live.

Answers to questions 3p - 7p are to be completed for each household living in this dwelling. If more than 6 households live in the dwelling, two or more Lists of residents are to be completed.

For households living in boarding houses for the aged and disabled, infant houses, children's homes, boarding schools for orphans, etc. (code 6), in other institutions like barracks or prisons (code 7), in hotels (code 8), in vans, yurts, huts, other premises (code 9), in non-residential premises used for dwelling (code 10) only answers to question 1p are to be completed.

For households renting dwellings from individuals answers to all questions of section II of the List of residents are to be completed.

For homeless and persons without fixed place of residence (tramps) in question 3p code 6 "homeless" is to be circled. Other questions of section II of the List of residents are not to be asked of those persons or completed.

Question 1p. Type of dwelling

Completing the answer to this question the enumerator is to circle the code corresponding to one of prompts given.

Dwelling house is a permanent building for one, two or more flats intended for a long durability.

If one household occupies the whole one-flat house (irrespective of ownership), code 1 "individual (detached) house" is to be circled.

If two or more households live in such a house, code 2 "part of individual house" is to be circled for each household (even if the house is owned by one householder).

If the house comprises two or more flats, codes "separate flat" or "common (communal) flat" are to be marked according with the occupancy.

If one household occupies a separate flat, code 3 "separate flat" is to be circled.

Separate flat is considered a dwelling used and equipped for permanent residence, which consists of one

or more living rooms separated from other rooms by main walls and has a separate exit to the staircase, common hall or passage or directly to the street or yard, if it is occupied by one household.

If more than one household live in a flat, code 4 "common (communal) flat" is to be marked (even in case of one tenancy account for the flat). This code is also used for households living in barracks and corridor-type houses which are not related to hostels.

If a household lives in an individual house or separate flat, but only occupies part of the floor space of the house or flat and gives the other part in rent, this household is considered to live in individual house or separate flat.

For households living in hostels for workers, clerks, students and pupils (irrespective of the type of building: flat-, corridor-, section- or barrack-type) code 5 "hostels" is to be marked.

Code 6 "boarding house for the aged and disables, infant house, children's home, etc." is to be circled for those aged, disabled and children in infant houses, children's homes, boarding schools for orphans and children left without parental care, etc.

Code 7 "other institutions" is to be marked for those living in barracks, prisons, monasteries, and other similar institutions.

For persons living in hotels, guest houses or motels code 8 "hotel" is to be marked.

If a household lives in a yurt, tent, van, hut or other similar building, code 9 "other residential premise" is to be marked.

Persons living in non-residential premises (garages, pantries, classrooms, kiosks, working rooms of institutions), stock buildings (farms) code 10 "non-residential premise used for living" is to be marked.

Question 2p. Facilities of dwelling

When answering to this question, the enumerator is to circle one or several codes corresponding to prompts provided.

A dwelling is considered to be equipped with:

electric lighting if there is electric wiring available; **electric floor stove** if there is an electric floor stove available. A house with a detached kitchen (capital building specially intended for kitchen) with an electric floor stove installed therein is also considered equipped with electric floor stove; **network gas** (natural), if there is a floor gas stove connected to the network; **liquefied (bottled) gas**, if there is a floor gas stove connected to the gas bottle;

A house with a separate kitchen with a gas floor stove installed therein is also considered equipped with gas.

It should be noted that premises with table electric or gas cooking appliances or trivets are not considered equipped with floor electric or gas stoves. **heating from heating plant, district boiler-house** if there is heating from a heating plant or collective (block of houses), district or building boiler-house available; **heating from individual boilers** if there are local small heating installations, heaters (radiators) or electric, gas, coal-fired, and oil-fired boilers, as well as other modern heating units; **stove heating** if heat is supplied from one or several stoves; **running water** if there is a supply net within the house, to which water is supplied centrally from the water pipe or artesian well the year round;

A house with a separate kitchen is also considered equipped with running water if a water tap connected to the water supply net is installed in the kitchen.

A house is **not considered equipped with running water** if there is a hydrant (a water pump) in the yard, but there is no water supply to the house.

sewage if there is a sewage installation inside the house for draining household and black waters to the street sewage net or adsorption wells. A dwelling is not considered equipped with sewage if there is no piped water or if it is equipped with a dry toilet; **bath or shower** if a bath or shower is installed both in a separate bathroom and in the other specially adapted room, irrespective of the way of hot water supply;

A dwelling, in which a bath (shower) is installed but there is no sewage available, is not to be considered equipped with bath or shower. **central hot water supply** if there is a special central hot water supply intended for daily living needs of residents; **hot water from individual boilers** if there is a special water pipe supplying hot water from gas (or wood) water heaters, flat heaters including

heating boilers of low capacity for daily living needs of residents.

If one or another facility of a dwelling is temporarily idle (because of repair, damage or other reasons), the dwelling is to be considered equipped with these types of facilities.

If there is none of the above-mentioned facilities in a dwelling, code 13 "no facilities" is to be marked.

Questions 3p - 7p are to be completed for households.

Before completing questions 3p - 7p in the line "No of the first household member within the dwelling" in a special box the serial number is to be entered, under which the person recorded first in the household is specified in column 1 of section 1 of the List of residents in the dwelling.

Question 3p. Who is the owner of the dwelling?

When completing the answer to this question, the enumerator is to circle the code corresponding to one of prompts given. If households live in dwellings owned by citizens on a private property basis (privatized, built or acquired flats and houses, flats in housing cooperatives with fully paid equity contribution, flats in cooperatives of individual investors, flats and houses acquired on other terms), code 1 "individuals on a private property basis" is to be circled.

If a household lives in a dwelling which is owned by the Kyrgyz Republic or is under economic control or operational administration of government enterprises or institutions, code 2 "state ownership" is to be circled.

If a household lives in a dwelling related to communal property (owned by local government), which is under economic control or operational administration of communal enterprises, code 3 "communal ownership" is to be circled.

If households live in dwellings owned by legal entities (organized as private owners), built or bought at their expense, including at the expense of housing cooperatives with incompletely paid equity contribution, code 4 "other ownership" is to be circled.

In cases when a household rents a dwelling from persons living in detached houses, flats or rooms, code 5 "rents dwelling from individuals" is to be marked.

Code 6 is to be marked for homeless (tramps). Other questions of section II of the List of residents are neither asked of these persons nor completed.

Question 4p. The number of houses (flats) occupied by household

Completing this question, the enumerator is to enter in an especially dedicated box the number (e.g. 1, 2, 3, etc.) of residential houses or flats actually occupied by the household.

In this connection, it should be noted that residential houses (flats) adapted for production premises (offices, stores, workshops, warehouses, shop floors, and other non-residential premises) are not included in the number of residential houses or flats.

Question 5p. The number of occupied living rooms

Completing this question, the enumerator is to enter in a specially dedicated box the number (e.g. 1, 2, 3, etc.) of living rooms occupied by the household.

In this connection, it should be noted that the living room is a premise intended for residence: part of a residential flat (hostel) separated from other premises (rooms) by partitions.

Attics, mezzanines, heated terraces and verandahs equipped for habitation the year round are to be included in the number of living rooms.

The number of living rooms does not cover: kitchens, halls, corridors, bath (or shower) rooms, storerooms, balconies, loggias, and other subsidiary premises.

If a household does not occupy the whole room, but only its part, code 99 "part of room" is to be marked.

If a household occupies two or more rooms, but some of those gives in rent, the total number of living rooms (including those rented) is to be recorded.

If a household rents living space, also the actual number of rooms or "part of room" (code 99) occupied is to be marked.

Question 6p. Floor space of the dwelling occupied (sq. m)

Completing the answer to this question, the enumerator is to record in a special box in integer numbers

(without decimal digits) the number of square meters of useful and living floor space occupied by the household.

To round fractional space to integer numbers the following rules are to be observed: if there are five or more tenths after the decimal sign, then one is to be added to the integer part, if less than five tenths, then the fractional part is to be discarded. (e.g., numbers 23.50 or 23.51 are to be rounded to 24, but 23.49 to 23).

Useful floor space in a detached house, separate or common (communal) flat is determined as the sum of floor areas of all living rooms (including heated and appropriate for habitation attics, verandahs, terraces) and back rooms (kitchens, halls, anterooms, indoor corridors, bath (shower) rooms, toilets, pantries or built-in closets).

Herewith in common (communal) flats the useful space of the whole flat is by convention to be only recorded for one household, which is specified first within this flat.

Useful floor space falling on residents in hostels is measured as the sum of the living space occupied by a household and its share of the back rooms space of the hostel. This part is calculated for one person by dividing the whole space of backrooms of the hostel by the number of beds. E.g., the floor space of backrooms in a hostel is 500 sq. m. and the number of beds is 100. In this case the share of the backroom space for one person is 5 sq. m.

The useful floor space **does not include**:

- staircases, porches, lift lobbies, vestibules, corridors (excluding inner corridors), entrance halls; built-on unheated rooms (terraces, verandahs, balconies, loggias, attics, mezzanines); detached summer kitchens, bathhouses, sheds, pavilions, etc.

Living floor space includes the space of all living rooms occupied by a household excluding the space of built-in closets.

If a household occupies part of room, the space of this part is to be recorded (e.g., if the room is 24 sq. m in area and is occupied by two households consisting of 1 person and two persons, then 8 sq. m and 16 sq. m fall on each household respectively).

If a household gives part of the space occupied in rent, the total space, both useful and living, including that rented, is to be recorded for it.

If a household rents dwelling, the enumerator is also to record for it the actually occupied useful and living space.

Question 7p. Availability of telephone

For households living in a detached house, separate or common (communal) flat the code corresponding to one of prompts given is to be circled.

If a telephone set for personal or common use is installed within an individual house, separate or common (communal) flat, code 1 "Yes" is to be circled. If a coupled telephone or radiotelephone is available, also code 1 "Yes" is to be circled. In all other cases code 2 "No" is to be marked.

IV. Directions for completing answers to questions 1 - 18 of the Enumeration form (Form 2)

For each person recorded in section I of the List of residents in dwelling (Form 1) a separate enumeration form is to be completed. If a household consists of one, two, three or more persons, accordingly one, two, three or more enumeration forms are to be completed.

For persons who are temporary residents in a given dwelling, i.e. for whom in columns 6 and 7 of the List of residents in dwelling the address of their permanent place of residence and duration of their absence from it are recorded and in question 3 of the enumeration form code 2 "temporary resident" is circled, questions 9 and 15-18 are not to be completed.

Before completing the enumeration form the enumerator is to complete the boxes in the left upper corner: No. of census division, No. of instructor district, No. of enumeration district, as well as No. of the List of residents in dwelling and serial number of the person within the dwelling as indicated in column 1 of section 1 of the List of residents in dwelling (Form 1). **The enumerator is not to specify No. of the Enumeration form.**

While completing the enumeration form, the enumerator is to record the family name and initials of the person interviewed (e.g., Kenzhebaev B.M.). Previous to the family name the serial number within the household as indicated in column 2 of section 1 of the List of residents in dwelling is to be entered.

Question 1. Relationship to the person recorded first in household

The code is to be circled which corresponds to one of the prompts given.

For the household member specified first within the household code 1 "person recorded first" is to be marked. For all other household members corresponding codes are to be marked. For example, if a person questioned is a son of the first person, code 3 corresponding to the prompt "daughter, son" is to be marked. If a person questioned has kinship or in-law relationship to the person recorded first which is different from those listed (e.g., nephew), code 10 corresponding to the prompt "other relation degree" is to be marked.

If a household comprises one person, only code 1 "person recorded first" is to be circled.

Persons who are included in a given household, but are not related to any household member either by blood or by law (e.g., nanny or servant living in the household and contributing to it) are to be marked with code 11 "non-relative".

Code 11 "non-relative" is also marked for persons (other than person 1) permanently living in a collective household, excluding those related to each other by blood or law (e.g., husband and wife in a boarding house for the aged or invalids or brother and sister in a children's home) who are to be recorded according to the procedure mentioned above.

For each household member (regardless of the age and marital status) living in the same household with both parents or one of them, the serial number assigned to his (her) mother (related by blood or not) within the dwelling, i.e. the number indicated against her name in column 1 of the List of residents in dwelling is to be recorded. If there is no mother in the household, the number of father is to be entered. If there is neither mother nor father within the household, no number is to be recorded.

For **temporary residents** in question 1 code 1 "person recorded first" is to be circled, irrespective of the relation degree to permanent residents in this dwelling.

If two or more temporary residents are relatives, they are considered a household consisting of two or more persons. For one of them code 1 "person recorded first" is to be circled and other members are marked with codes corresponding to their relation degree.

Question 2. Sex

The code corresponding to one of the prompts given is to be circled.

Question 3. Temporarily absent / Temporary resident

Code 1 "temporarily absent" is to be marked for persons for whom records are made in the List of residents in dwelling about the reason and duration of their absence. For persons having dashes in columns 4 and 5 of the List of residents this code is not to be circled in the enumeration form.

Code 2 "temporary resident" is to be marked for persons for whom records of the address of their permanent place of residence and duration therefrom are made in the List of residents in dwelling. For persons having dashes in columns 6 and 7 of the List of residents this code is not to be circled in the enumeration form.

Question 4. Date of birth

The answer on the day, month and year of birth is to be recorded in numbers in special boxes. E.g., a person was born on May 12, 1946. It should be recorded "12", "5" and "1946" respectively.

After the date of birth has been entered, the enumerator without any additional questions is to determine with the help of the "Supporting table for determining the number of years by the known year of birth as of February 24, 1999" (see Annex 1) and record in a special box the number of complete years.

For children under one year "0" should be entered.

Question 5. Nationality

The nationality (ethnic group) named by the **person interviewed him(her)self** is to be recorded. The nationality of children is to be determined by their parents.

Question 6. Language

In the answer about the mother tongue, the language is to be recorded, which the person questioned

recognizes as his/her native.

If a person finds difficult to name his/her mother tongue, the language best spoken by the person or usually used by his/her household is to be recorded.

For children who can not speak yet and other young children the mother tongue is to be determined by their parents. If parents find difficulty in determining the mother tongue of their child, the language usually spoken in the household is to be recorded.

The mother tongue of those deaf and dumb is considered the language in which they read and write or the language used by the members of their household or persons they mainly speak to at home.

After the mother tongue of the person questioned has been entered, for persons having a **perfect command of other languages**, i.e. being able to read, write and fluently speak in these languages, the names of those language are to be recorded accordingly (e.g., Ukrainian, English, Spanish, Russian, etc.)

For persons having no command of other languages, as well as for children who can not speak yet, after the record about the mother tongue "no" should be entered.

Question 7. Place of birth

In the answer to this question, for persons born in the territory of the Kyrgyz Republic the name of the city or district where the person was born is to be entered.

For persons born in countries of near or far abroad, the name of the country of their birth is to be entered (e.g., "Russia", "Ukraine", "Poland", "Italy").

Question 8. Citizenship

For citizens of the Kyrgyz Republic code 1 "Kyrgyz Republic" is to be circled.

Citizens of the Kyrgyz Republic are persons possessing the citizenship of the Kyrgyz Republic and those who acquired it in accordance with the Law of December 18, 1993 "On citizenship of the Kyrgyz Republic" and did not declare about their affiliation with the citizenship of other state.

For foreign citizens in the line "other state" the **name of the state** where the person in question is a citizen (e.g., Ukraine, Russia, Italy, Spain, etc.) is to be recorded.

For persons with dual citizenship the name of one country at the person's discretion is to be recorded.

Citizenship of children is to be recorded in accordance with the decision of their parents.

For persons without citizenship code 2 "stateless" is to be encircled.

Question 9. Has the person permanently been living in this settlement since birth?

Question 9 is neither asked of those temporary residents nor completed.

Code 1 "Yes" is to be encircled for persons that have continuously been living in this settlement since birth, in which case the continuity of residence **is not considered broken** by:

move from one rural settlement to another within the same administrative district or move from one district of the city of Bishkek to another one;

departure from this settlement for compulsory military service or business trip;

all departures from this settlement not connected with the change of permanent place of residence.

Continuity of residence does not depend on the registration or its character (permanent or temporary) and is not considered broken by changing the address within the same administrative district.

If the answer is "Yes", the enumerator is to go to question 10.

Code 2 "No" is to be circled for persons living in this settlement not since birth, those inclusive who were born here, but moved from this settlement for permanent residence to other administrative district.

For persons who changed their place of residence the following data are to be completed in special boxes:

a) since which year have you been permanently live here, i.e. in this settlement? For persons (both born here and those living here not since birth) who moved from this settlement for permanent residence to other places, the year since which they have permanently been living here after return, is to be indicated; **b) previous place of residence: the name of city or district** in the Kyrgyz Republic or the name of the country of near or far abroad is to be entered, e.g., the city of Naryn, the city of Osh, Solokukski district, Russia, Ukraine, etc. **c) what settlement have you come from?** If a person questioned has come from a city or urban type settlement, code 3 "urban" is to be marked; if from a rural locality, code 4 "rural" should be labeled. In this case, the administrative-territorial changes taking place after the move of the person from his/her previous place of permanent residence are not to be taken into account. **d) are you a refugee or a forced migrant?** *This question is to be*

only asked of persons who changed their place of residence in the period from 1989 to March 1999.

Code 5 "Yes" is to be marked for persons who as a result of exacerbation of interethnic relations or armed conflicts in the territory of their residence were forced to change their permanent place of residence because violence was committed to them or members of their families or there was a jeopardy for them to be persecuted because of national identity, confession, language, and also because of social identity or political opinions.

Code 6 "No" is to be used for persons who changed the place of their permanent residence for any other reason, e.g., because of arrival for training or new place of employment, for family or other similar reasons.

Question 10. Marital status

This question is usually asked of persons aged 15 years and over, in which case the code corresponding to one of the prompts given is to be circled.

Code 1 "Never married" is to be circled for persons who never were in a registered or in a common law (unregistered) marriage.

Code 2 "Registered marriage" is to be circled for persons presently married, with their marriage being registered with the Civil Registry Office.

Code 3 "Unregistered marriage" (common law marriage) is to be encircled for persons presently married without registration with the Civil Registry Office.

Code 4 "Widowed" is to be encircled for persons who were married earlier (whether their marriage registered or not), but whose marriage stopped because of the death of the spouse and who have not remarried.

Code 5 "Divorced" is to be encircled for persons who were earlier in a registered marriage, but at the moment are unmarried with their divorce being registered with the Civil Registry Office.

Code 6 "Separated" is to be encircled for persons who were earlier in a registered marriage, but at the moment are unmarried and do not jointly keep the house, with their divorce not registered yet with the registry office, as well as for persons who were earlier in unregistered marriage, but at the moment has been separated.

For those married (codes 2 or 3) the serial number under which his wife (husband) is recorded within the dwelling is to be entered in a special box, i.e. the number specified against her/his name in column 1 of the List of residents in dwelling if the wife (husband) is a permanent resident in this household.

For persons under 15 years of age the answer to this question is usually not completed. Only if a person questioned does **insist on his/her marriage**, the corresponding code should be marked.

Question 11. Education

This question is asked of persons aged 6 years and over, in which case the code corresponding to one of the prompts given is to be circled.

Code 1 "Higher" is to be marked for those graduated from higher education institutions (university, institute, academy) and holding a diploma.

Code 2 "Incomplete higher" is to be marked for persons who attend now or attended earlier higher education establishments and completed half or more of a basic programme of higher education.

For persons who completed in a higher education establishment less than half of educational programme, the educational attainment they had before the higher education establishment is to be marked, i.e. "secondary general" or "secondary specialized".

Code 3 "Secondary specialized" is to be marked for those who graduated from secondary specialized education establishments: technical school, training school (medical, musical, art, trade and culinary, etc.) and received a diploma.

Code 4 "Secondary general" is to be encircled for those who graduated from secondary general education schools (including those with in-depth study of some subjects), gymnasia, lyceums, etc. and received a certificate of secondary general education.

When circling codes for the educational levels "Basic general" - Code 5 (i.e. incomplete secondary) and "Primary general" - Code 6 (i.e. primary), it is expedient to use the table given in Annex 2.

Code 7 "No primary general" is to be circled for persons aged 6 years and over (both pupils and not) who have no primary education but can read and write or only read (even if slowly).

Code 8 "Illiterate" is to be circled for persons aged 6 years and over who can not read.

If when completing enumeration forms the enumerator comes across illiterate persons aged 9-49 years, he/she should record data on those in Form 5.

Code 9 "Have you graduated from vocational school?" is to be circled for persons graduated from secondary or other vocational-technical school (industrial school, specialized industrial and technical school), sectoral vocational school, factory apprenticeship school, and technical school. For persons who graduated from a vocational school and received a certificate of secondary education, code 4 "Secondary general" is also to be marked.

For persons attending now or graduated from religious educational establishments the code corresponding to the **educational level attained** is to be marked.

For students and graduates of educational establishments not providing general education (e.g., refresher courses, professional development courses, access courses at educational institutions, accounting courses, etc.) the educational attainment is to be recorded, which was achieved before the admission to those educational establishments.

Graduation from correspondence or evening educational establishments, as well as externship, is assimilated with the graduation from relevant educational establishments.

If the enumerator finds difficult to determine the educational attainment, he/she should note on a clear part the name of the educational establishment the person in question graduated from, how many grades he/she completed and in which year.

This question is not to be completed for children under 6 years of age.

For persons having higher education (Code 1), incomplete higher (Code 2) or secondary specialized education (Code 3) the **qualification given** as a result of graduation from the relevant educational establishment is to be recorded in a specially dedicated place. If a person graduated from two or more educational establishments and received different occupations, the **qualification given after graduation from the last educational establishment** is to be recorded for him/her.

Qualification is not to be indicated for persons with incomplete higher education (Question 11, Code 2) who continue training in a higher educational establishment (Question 12, Code 1).

This question is **not to be completed** for persons without higher, incomplete higher or secondary special education.

For persons having an academic degree the relevant code is to be entered: Code 10 "Candidate of Science" or Code 11 "Doctor of Science".

Question 12. Type of educational establishment you are attending

For persons aged 6 years and over, students of all day-time, evening or correspondence educational establishments (both state-owned and non-state) and courses the code corresponding to one of the prompts given is to be circled.

Code 1 "higher education establishment" is to be marked for students of higher education establishments: institutes, academies, universities, etc.

Code 2 "secondary specialized education establishment" is to be marked for students of technical schools (specialized schools), colleges, technical schools at enterprises, etc.

Code 3 "vocational-technical education establishment" is to be marked for students of vocational schools, vocational lyceums, continuous vocational training centres, technical schools, industrial schools, specialized trade schools, etc.

Code 4 "general educational establishments of all types" is to be marked for pupils of primary, basic, secondary general education schools, (including those with in-depth study of selected subjects), lyceums, gymnasiums, etc.

Code 5 "other school (courses)" is to be marked for pupils of schools and courses not providing general education (retraining or professional improvement courses, preparatory courses at educational establishments), as well as courses providing vocational training (driving schools, courses for bookkeepers, translators, secretaries, etc.).

For persons concurrently attending two educational establishments the highest in status and type establishment is to be marked.

Code 6 "not attending" is to be marked for persons aged 6 years and over not attending any educational establishment and also for those attending circles (needlework, photography) irrespective of the duration of training. If in the course of enumeration the enumerator comes across children at the age of 7-15 years not attending any educational establishment, data on them are to be recorded in the Annex to Form 5.

For persons attending religious educational establishments, irrespective of their affiliation or subordination, the code corresponding to the type of educational establishment is to be marked.

For children under 6 years of age this question is not to be completed.

Question 13. Is the child attending a preschool institution?

This question is asked of parents having children of preschool age, in which case the code corresponding to one of the prompts given is to be circled.

Code 1 "Yes" is to be marked for children attending preschool institutions like nurseries, preprimary schools, and kindergartens irrespective of their ownership. If at the moment of census a child is temporarily away from the preschool institution, e.g., because of illness, "Yes" is to be also marked for it. Code 2 "No" is to be marked for children not attending preschool institutions.

Question 14. Sources of livelihood

Before asking this question a person interviewed is to be given a card with all sources of livelihood listed. After the list has been studied, the person is to name one or several sources of livelihood out of those listed. Based on the answer the enumerator is to circle codes corresponding to one or several responses given.

After this the enumerator is to question the person about the **main** source of livelihood, which is to be named by the person him/herself.

If a person questioned names only one source of livelihood, the code corresponding to this source is to be entered in a special box as **main**.

If a person questioned names several sources of livelihood, it should be cleared up which of the sources named he/she considers the **main** one and the code of this source is to be entered in a special box.

Any of sources listed on the card can be named as **main** if:

- compensation or income is higher than in other sources of livelihood;
- income is permanent;
- on an equal level, the source with most days worked is to be preferred.

The category of those having work, both as employees and self-employed, covers persons who at the moment of census:

- performed work, whether it was a permanent, temporary, seasonal or other paid work, as well as worked for profit as self-employed, alone or with one or a few partners, both engaging or not engaging employees, irrespective of the dates of receiving a direct payment or profit for their work;
- worked without payment in their family business or on their family farm;
- were temporarily absent from work, but kept formal attachment to their work.

The following is to be considered as temporary absence from work:

- illness or injury, care for sick persons;
- annual leave or weekend, compensatory leave or time-off, compensation of overtime or work on a public holiday;
- statutory maternity and child-care leave;
- educational leave;
- unpaid or paid leave on the initiative of administration;
- rotational, seasonal or other specialized mode of operation;
- strike action;
- other reasons.

Besides, the category of persons with employment includes people engaged in spring, summer or autumn to perform seasonal work (e.g., in agriculture, water transport, fishery, etc.).

Students and pensioners having employment or gainful business are to be referred to those employed or self-employed on the same ground as other categories of persons.

The activity of persons engaged in non-reimbursable public or voluntary works is not to be marked as a source of livelihood.

Employees (those working under a written labour contract or verbal agreement) cover persons that concluded with the administration of an enterprise, organization, institution of any ownership or with a private employer a written labour contract or verbal agreement about working conditions and receive emolument (in cash or in kind). The following codes are used for this category:

Code 1 "At enterprise, organization, institution" is to be marked for those employed at enterprises, organizations, institutions of **any ownership** (e.g. at a state-owned or communal enterprise, joint-stock company, private or joint venture, public or religious organization, fund, production cooperative, etc.); as well as for paid apprentices.

Code 1 "At enterprise, organization, institution" is also to be marked as a source of livelihood for all military servicemen (other than army conscripts), wage and salary workers of military units living outside closed territories.

Code 2 "On a farm" is to be marked for persons employed in farming (peasant) enterprises and receiving remuneration for their labour (both in cash and in kind).

Code 3 "For individuals (including those rendering household services)" is to be marked for persons employed on an individual basis by individuals (e.g. salesmen, vendors) or those rendering household services for payment in cash or in kind (e.g., cooks, tutors, drivers, baby-sitters, etc.)

Self-employed include persons who work at their own working place or enterprise for making profit or family income in cash or in kind, and also for persons who own their business but do not temporarily work for any reason. The following codes are used in this category:

Code 4 "Owner of enterprise, farm (employer)" is to be marked for persons working on their own account or with partners and engaging one or more employees.

Code 5 "On an individual basis" is to be marked for self-employed persons engaged in individual professional or commercial activity.

Code 6 "Unpaid family worker at family enterprise or farm" is to be marked for persons working without compensation on a family farm or at an enterprise owned by relatives.

Code 7 "At personal subsidiary plot" is to be marked for people carrying out in their personal subsidiary plots (including gardens, kitchen gardens, country house plots, etc.) agricultural works and livestock management. This source of livelihood is to be marked not only for persons engaged in production of agricultural products for sale, but also for those producing agricultural products for own consumption if this kind of activity provides a considerable contribution to the total household consumption.

Code 8 "Scholarship" is to be marked for students receiving scholarships (including scholarships paid to students detached by enterprises, organizations, or employment services).

Code 9 "Pension" is to be marked for persons receiving old age or retirement, disability, survivor's, and long service pensions. It should be borne in mind that "pension" is to be marked for persons whom it is granted, but not for those who actually receive it. So the survivor's pension granted to children is to be marked for children, but not for their mother or father, even if they are actual recipients.

Code 10 "Benefit (other than unemployment benefit)" is to be marked for persons receiving:

- common monthly low-income family/citizens benefit, which is assigned to: children under 16 years of age and pupils of general education schools up to completion of training, but not after the attainment of the age of 18 years; pupils of basic vocational schools, students of secondary and higher education establishments up to the attainment of the age of 21 years; nonworking pensioners; disabled persons;
- one-time maternity grant;
- benefit to mothers giving birth to twins (triplets or more children);
- benefit to nonworking mothers with children under 1.5 years of age;
- **monthly social benefit** assigned to:
handicapped children, children having infantile cerebral paralysis, children HIV-positive or sick with AIDS; those disabled, the aged, mother-heroiners, children in the case of loss of breadwinner if these categories of citizens are not entitled to pension. It should be noted that "benefit" is to be marked for persons whom it is granted, but not for those who actually receive it.

Code 11 "Unemployment benefit" is to be marked for persons registered with the employment services as unemployed and who are recipients of unemployment benefits.

Code 12 "Other government support" is to be encircled for inmates of infant's homes, children's homes, boarding schools, boarding houses for the aged and invalids and similar persons supported by governmental and non-governmental organizations.

Code 13 "Property income" is to be encircled for persons gaining income in the form of interest on their money deposits, credits, loans, equities, shares, as dividends or difference in rates, and for persons gaining income in the form of rent for housing, storage and other space, cars, instruments of labour, and land.

Code 14 "Dependent" is to be encircled for persons, living at the expense of relatives or other people, as well as for persons receiving alimony.

Code 15 "Other source" is to be encircled for persons having other sources of livelihood than those listed above. For example, personal or family savings, income of clergymen, casual earnings, charity, humanitarian aid, support of religious organizations, etc.

Question 15. Employment

This question is to be completed for both employed and self-employed.

In subquestion a) "the name and type of activity of the enterprise where you work or the type of work you do" a full name of the enterprise, institution or organization of the person's questioned primary employment is to be completed in order it could be possible to determine the activity of the employment. For instance, it should be recorded not "LLC Bereke", but "LLC cafe Bereke", not "JSC factory named after All-Union Leninist Young Communist League", but "JSC clothing manufactory named after All-Union Leninist Young Communist League". In selected cases only the branch or the kind of production can be specified, e.g.: "Glass manufacturing plant", "Brick works" or "Chemical factory", "Coca-cola production joint venture".

For persons employed at diversified enterprises, e.g., at a company or concern, not the name of the company or concern itself should be recorded, but the names of specific enterprises that company or concern comprises (e.g., not the name of the company "Eridan" is to be recorded, but a detailed name of an extractive, trade or manufacturing enterprise, etc.).

If a person interviewed works as a full-time official of trade union or other public associations, the name of the enterprise and the activity "trade union" are to be recorded.

For persons working in workshops, ateliers, and service centres a full name of a given enterprise should be recorded: "Sewing workshop", "Shoe-repair store".

Dear enumerator! You have made a mistake if in question 15 after the name of the enterprise where the person questioned works you failed to specify the exact activity of this enterprise or the type of work done. Please, go back to this question and, if necessary, revise the record.

When completing question 15, the enumerator is to obey the following:

- if in question 14, codes 1, 2 or 3 are circled for sources of livelihood, the name and **by all means** the activity of the enterprise should be recorded;
- if in question 14, codes 4, 5 or 6 are circled for sources of livelihood, the name of the enterprise and **by all means** the specific type of work done are to be recorded;
- if in question 14, code 7 is circled for a source of livelihood, "personal subsidiary plot" is to be entered.

Names of enterprises and institutions should not be recorded as abbreviations (e.g., it is impermissible to specify JPF instead of "Joint peasant farm"). Only well-known abbreviations can be admitted (e.g., ??? (TPP), ???? (Civil Registry Office)).

For persons working in canteens, first-aid posts, barbershops, etc. attached to enterprises or firms, the name of the canteen, first-aid post, barbershop, etc., but not the name of the enterprise or firm, workers of which they serve, is to be recorded (e.g., "Canteen of the worsted-woolen integrated works").

For persons employed by individuals the corresponding type of activity is to be recorded, e.g. for a salesman engaged in retail trade "retail trade" is to be recorded, and for a self-employed person (e.g., a secretary, tutor, baby-sitter, cook, driver) "rendering household services" is to be entered.

For persons engaged in "shuttle business", "wholesale trade" is to be specified if they are only engaged in purchase and delivery of goods. If those persons along with purchase and delivery of goods are also engaged in sale thereof, "retail trade" is to be recorded for them.

For persons engaged in own farming, "agriculture" is to be recorded with indication of a specific area (crop production, animal husbandry, etc.) or the kind of work done.

For self-employed persons the type of their activity is to be recorded, e.g., "overclothes tailoring", but not "business". A specific activity should be indicated, e.g. "real estate business", "wholesale trade", etc.

For unpaid family workers or unpaid workers of farming holding a detailed name of the enterprise and its activity should be recorded or "agriculture" with indication of a specific area (crop production, animal husbandry, etc.) or the kind of work done.

Military servicemen, wage and salary workers of military units and institutions living **outside closed territories** are to answer in accordance with the instructions of their authorities. If military servicemen, wage and salary workers of military units for any reason (absent from briefing or because of forgetfulness) are not able to answer, "institution" is to be recorded as their place of employment.

For ministers of religion and persons engaged in the field of religious faiths, the name of the religious service place is to be recorded (mosque, church, synagogue, etc.)

For persons having **permanent employment** and at the same time receiving a pension, benefit, scholarship or engaged in work in own personal subsidiary plot, the name of the enterprise where they work and its activity is to be recorded.

For persons having double (or more) employment the employment which the person questioned regards as main is to be recorded.

For all persons having no employment, children inclusive, "No" is to be filled in.

In subquestion b) "place of work" the answer is to be completed for all persons with the first part of question 15 completed.

For those living and working in Kyrgyzstan the name of the city or district where the place of employment is located is to be entered. For instance, if a person questioned lives in the village of Lebedinovka and works in the city of Bishkek, "city of Bishkek" is to be recorded.

For persons working in the territory of other countries (states) the name of this territory is to be entered.

For instance, if a person questioned lives in the city of Kara-Su and works in the city of Andizhan, "Uzbekistan" is to be filled in for him/her.

Question 16. Main activity (a detailed name of position, occupation or work done)

For all persons having employment the name of the position, occupation or duties is to be recorded.

For persons combining multiple jobs only the activity is to be recorded which the person questioned considers his/her main activity.

If a person questioned is temporarily involved in the activity outside his main occupation, the main activity is to be recorded.

The position, occupation or duties are to be recorded in detail. One must not just record "director", "chief of department", "main specialist", "specialist", "trainee", "adviser", "expert", "master", "operator", "laboratory technician", but **should indicate**, for instance, "deputy director for economy", "chief of the marketing department", "main specialist in broadcasting" "personnel specialist", "information protection expert", "hospital trainee", "adviser on economic questions", "legislative counsel", "expert physicist", "shotfirer", "computer operator", "machine milking operator", "analyst in chemistry laboratory", etc. "Unskilled laborer or helper" is to be only recorded for those engaged in different odd-jobs (excluding agricultural works), but in other cases the nature of work performed should be determined and recorded, for instance, "loader".

"Agriculture" should be only recorded for persons without any definite specific duties who are engaged in various unskilled works at agricultural enterprises (farms). For persons with definite duties in agriculture their occupation is to be recorded (e.g.: "horse wrangler", "shepherd", "horse-breeder", "cattleman").

For self-employed persons the name of their occupation is to be indicated (for instance, "photographer", "dentist", "composer", "lacemaker", "sewer", "market seller", "vendor", etc.).

For persons employed to provide services to private households their positions should be recorded:

"personal secretary", "cook", "baby-sitter", "tutor", etc.

For members of a farming (peasant) enterprise the name of occupation should be recorded according to the area of specialization of the enterprise, for instance, "stock-farmer", etc.

For persons **only** working without pay for their family business or farm their prevailing duties should be recorded. For example, if a family worker is the most of time engaged in unloading of goods, for him/her "loader" should be recorded; if he/she is constantly engaged in bread making, "panification" should be specified, etc.

For persons only engaged in developing own personal subsidiary plots (agricultural works or cattle management), "personal subsidiary plot" is to be indicated.

For military servicemen (other than army conscripts), wage and salary workers of military units and institutions living outside closed territories, whose positions cannot be assimilated to similar civil positions, "salary worker" is to be entered.

For persons having **permanent employment** and at the same time receiving a pension, benefit, scholarship or engaged in work at own personal subsidiary plot, the occupation or functions in this employment are to be recorded.

For all persons having neither employment nor profitable business "No" is to be filled in.

Question 17. Are you looking for a job?

This question is to be completed for persons aged 16 and over who have neither work nor any gainful business or have work or gainful business (including students and pensioners), but are looking for a job.

Code 1 "Yes" is to be circled for persons actively looking for work or trying to organize own business. Specific kinds of job search include: registration with a state employment service, consulting private employers, visiting enterprises, institutions, and organizations, placing job postings, recourse to friends, acquaintances, relatives; efforts to organize own business (obtaining a permit or license, search for premises, selection and purchase of machinery and equipment, etc.).

If the answer is "Yes", the enumerator is to encircle Code 1 and go to question 18.

For persons aged 16 years and over who have no employment or gainful business ("No" is marked for them in questions 15 and 16) and **are not looking for a job** Code 2 "No" is to be circled. In addition, one of the reasons marked with Codes 3-9 wherefore they do not attempt to look for a job is to be indicated.

Code 3 is to be marked for persons who have already found a job and are available to start it within two weeks;

Code 4 is to be marked for persons waiting for a decision on their application for employment;

Code 5 is to be marked for persons whose qualification, experience, and age do not meet requirements of employers;

Code 6 is to be marked for persons not able to work because of illness, disability or bad state of health;

Code 7 is to be marked for persons not looking for a job for family circumstances (care for children, sick relatives, household work, housekeeping);

Code 8 is to be marked for persons considering that they for different reasons have no necessity to work;

Code 9 is to be marked for persons not looking for a job for other reasons not listed above.

It should be noted that Code 1 "Yes" in question 17 can be also circled for persons under 16 years of age if for family or other circumstances they have to look for a suitable work.

Question 18. For women aged 15 years and over specify

The question is asked of women at the age of 15 years and over, both married and not married.

For persons under 15 years this question is usually not to be filled in. But if a woman interviewed gave birth to children, relevant answers should be recorded for her either.

The answers are to be recorded in numbers in a specially dedicated boxes.

?) how many children were born?

In the answer to this question the total number of children ever born (excluding stillbirths) is to be marked, whether all children are alive at the moment or not or whether they are members of the woman's household or live separately. Herewith, adopted or patronized children, as well as children of her husband's previous marriage, are not to be included in the number of children born to the woman. If a woman did not give birth to any child, "0" is entered in items "?", "b", and "c".

b) how many of them do survive?

In the answer to this question the number of children born to the woman and surviving at the census moment is to be recorded.

If of the number of children born to the woman at the census moment no children survive, "0" is entered in items "b" and "c".

c) how many of them do live separately?

In the answer to this question the number of children living at the census moment separately from their mother, i.e. who are not members of her household (e.g., because of their departure for training or separating into an independent household, etc.) is to be stated.

If all children ever born live together with their mother, in item "c" the numeral "0" is to be placed.

d) no answer

If a woman questioned for some reasons did not answer the questions asked, Code 99 is to be circled in the enumeration form.

V. Directions for completing answers to the questions of the Enumeration form for a foreign citizen who is a temporary resident in the Kyrgyz Republic

If during the visitation of dwellings and interview of the population the enumerator comes across a foreign person (i.e. a person possessing citizenship (nationality) of a near or far abroad state)

temporarily living in the territory of the Kyrgyz Republic, he/she is to make for such a person a separate enumeration form (Form 2).

Temporarily living (temporary residents) foreigners cover persons who arrived in the Kyrgyz Republic for a short period (up to 6 months) on a business trip, for transportation or delivery of cargo, tourism, recreation, on a visit to relatives or friends, to participate in seminars, meetings, and symposiums, on the delegations, for medical treatment, hunting or other purposes of a short-duration stay in Kyrgyzstan.

The permanent place of residence for such persons is the other country.

They are to be entered in the List of residents in dwelling (Form 1).

The enumerator is to complete in the upper left corner of the enumeration form all requisite particulars.

For each foreigner temporarily living in the territory of Kyrgyzstan his/her family name and initials are to be indicated and relevant codes to be circled **only in questions 1, 2, 3, 4, 5, 6, 7 and 8 (sex, temporary resident, date of birth, nationality, place of birth, citizenship)** in accordance with the prompts for corresponding questions of these Instructions.

The remaining questions of the enumeration form are **not to be filled in**. Foreign citizens who are **permanent** residents in Kyrgyzstan (over 6 months) are to be enumerated at the place of their residence on a common basis in accordance with item 7 of the General provisions of these Instructions.

Annex 1

Supporting table for determining the number of years by the known year of birth as of March 24, 1999

[Annex 1 omitted]

Annex 2

Table for determining the educational attainment of persons without secondary (senior) general education on the basis of the number of grades completed

[the table below is a based on Annex 2]

Primary general (Code 6)
Completed:
3rd grade of a three-year primary general education school in 1972 or later
4th - 6th grade
7th grade in 1962 or later
8th grade in 1990 or later
Attends 5th - 9th grades
Dropped out of:
4th grade between the 1972-73 and 1989-89 academic years
5th - 7th grade
8th grade in the 1962-63 academic year or later
9th grade in 1989-90 academic year or later
Basic General (Code 5)
Completed:
7th grade in 1961 or before
8th grade between 1962 and 1989
9th grade between 1990 and 1992
10 years of an eleven- or twelve-year secondary school after 1993
11 years of a twelve-year secondary school after 1993
Attends 10th, 11th (12th) grade
Dropped out of:
8th grade in the 1961-62 academic year or before
9th grade in the 1988-89 academic year or before
10th, 11th (12th) grade