

Minnesota Population Center

Enumerator's Manual Population Census: 1977 Malawi

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MALAWI



GOVERNMENT

MALAWI
POPULATION CENSUS
1977

**ENUMERATOR'S
MANUAL**

CARRY THIS BOOK WITH YOU AT ALL TIMES

FOREWORD

To Enumerators:

The population census starts on the 20th September 1977, and by the 10th October, when it finishes, every dwelling unit in Malaŵi will have been visited by an enumerator. In order to achieve this coverage there will be about 7,000 enumerators, of whom you are one. Because of this large number you might feel that you are one of the least important persons working on the census; but this is not so. In fact the reverse is true: you, with your fellow enumerators, are the most important persons of all, as it is only if your forms are completed properly, and you visit every dwelling unit in your area without exception, that the census can be 100% correct. The whole organization therefore depends on you.

In order to do your job properly it is essential that you work diligently during your training course and study this manual carefully. The first part of the manual briefly discusses the purposes of the census, so that you understand the background to your work and can answer people's questions about it; it then tells you how to organize your work and how to obtain the answers to the questions on the form. (No copy of the questionnaire is included in the manual but you will have your own pad of forms for training purposes.) The second part of the manual instructs you in detail exactly how to record the answers on the questionnaire. At the back of the manual there is your oath of secrecy form and a number of appendices to help you—and I would particularly draw your attention to the question sequence on the back cover designed to enable you to determine a person's activity status.

You must always carry this manual with you when you are enumerating and refer to it whenever you are in doubt; if you are not absolutely sure at any point then stop and check the instructions. You will also need to show your oath of secrecy to anybody who asks about your authority.

Among all your numerous and detailed instructions there is one which you must bear in mind at all times: the need to keep the information which you collect *absolutely confidential*. You must never discuss what you have learned with anybody other than your Field Supervisor or other senior census officers, and you must not reveal anything to anybody else whomsoever—either by speaking about it or by leaving a completed questionnaire where somebody else can see it.

The job you have to do will not be easy: it will involve long hours, including weekends, and many miles of walking. When you have completed it satisfactorily you will be entitled to receive K10 to provide a small bonus and cover your out-of-pocket expenses—but I hope that your main reward will be a feeling of pride in having done a difficult job well and in having helped to provide the population data which will form the basis for economic and social planning in Malaŵi for the next ten years.



Commissioner for Census and Statistics

ENUMERATOR'S MANUAL

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PART I

WHAT IS A POPULATION CENSUS ?

A population census is a complete enumeration or counting of ALL the people in a country—young and old, whole and cripple, Malaŵian and foreigner, resident and visitor, religious and heathen—together with information on certain of their characteristics in order to know the distribution, composition and development of the people.

2. With such knowledge a government is able to plan the general development activities for the country and to put these plans into practice in the best way possible. The taking of a census therefore broadens a government's understanding of its country's requirements for development and enables it to plan with precision. Just as there can be no cure without knowing the disease, so no government can help its people through the best use of its available resources if it does not know the facts about its people.

WHY IS IT NECESSARY TO HAVE A CENSUS ?

3. You may wonder why the Government finds it important to spend so much effort and money just to count people, and why nearly every country in the world tries to take a census every ten years or so.

4. We all take little censuses in our everyday lives. The good mother, for instance, finds out how many of the family will be at home for a meal before she cooks food, so that she will not have too much and waste food or too little and leave her family hungry; the good tobacco farmer paces out his gardens so that he knows how many plants he will need before he makes his nurseries; the successful shopkeeper must know what goods he has in stock, how many of each item and on which shelf he keeps them.

5. Since in Malaŵi the last census was in 1966, the Government must take another census now so that, like a good mother, or farmer, or shopkeeper, it knows how many people there are and where they are, so that it can govern and develop the country well and use its funds to the best advantage of us all.

6. The first proper census in Malaŵi was in 1966 at which time a population of 4,039,583 was recorded. By applying estimated rates of growth each year to this total it is possible to have some idea of how the total population has grown since 1966. But the further we get from 1966 the less accurate these estimates become and it is now necessary to have a fresh census in order to get accurate up-to-date figures.

THE CENSUS IS CONFIDENTIAL

7. You will be supplied with a badge labelled "CENSUS" which you must always wear when on duty and you will have an official letter of appointment as an enumerator to show that you are authorized by law to ask for information. You must always carry this letter when you are enumerating.

8. The Statistics Act 1967, gives you the authority to ask for information, at the same time it lays a duty upon you not to disclose, at any time, any details with regard to individuals which you may learn during your work.

9. Explain clearly to the people that whatever information you obtain will not be used to anybody's disadvantage. If people seem worried try to make them understand that this information will not be used to expose individuals for taxation, or voter's registration or party affiliation or any other purpose.

10. You are therefore to observe the following rules:

- (a) You must not let *anybody* look at your Questionnaire other than your Supervisor and superior officers engaged on the census.
- (b) You must not tell anybody anything about the answers you get to the questions, either at the time of the census or afterwards.
- (c) You must do the work yourself and not allow any person who has not taken the oath as census enumerator to do it for you.
- (d) You must look after your questionnaire forms carefully and not leave them where they can be mislaid or looked at by any other person.

11. A copy of the oath of secrecy which you will take is at the end of the manual. You can show it to people who are doubtful about giving information.

12. It is likely that the village headman or his elders may be present when you are asking questions, in which case you should explain the need for confidentiality in this matter, and he may attend if the respondent has no objection.

DEFINITIONS

Calendar of Events

13.—(a) *National Calendar*: Is a summary of events and dates when these events occurred which are recognized and acknowledged throughout the country.

(b) *District Calendar*: Is similar to the national calendar save that the events are known locally.

Dwelling Unit (D.U.)

14. In this census we define a "Dwelling Unit" as any building, permanent or temporary, where people sleep. It may be a hut, house, a store with a sleeping room or rooms at the back or sides, a shelter of reeds such as those used by fishermen or any other structure where people sleep. You must visit every such building or shelter in your area and if there are people, or even if there is only one person who slept there the previous night, it is a dwelling unit and must be recorded as such by you. If no one slept there the previous night, but it is habitually used for sleeping, it is a "Vacant Unit" and should be recorded separately on the Vacant Unit Form found inside the back cover of the questionnaire pad.

Enumeration Area (E.A.)

15. An E.A. is the whole area enumerated by one enumerator.
16. Where a village or several villages have been listed for an enumeration area the external boundaries of those villages as recognized by the village headmen should mark the extent of the E.A. and should subsequently be followed by the enumerator. The boundaries on the map have been drawn to include those villages in the particular E.A. in full and to exclude any other villages which are not listed. Whilst this has been done as carefully as possible it may be that part of the village has, in error, not been shown on the map as part of the enumeration area. In this case enumerate the whole village and report your action to your Field Supervisor how the boundary should be adjusted on the map. In cases, however, where the village is split into two (or more) parts of which are some miles apart, each part will be enumerated separately in the E.A. in which it falls.
17. Where a village which is not included on your list falls in between the listed villages on the land, report the matter to your Field Supervisor in order to find out whether it was simply omitted in error or has been allocated to another enumeration area; where it is finally decided that it should be included in your E.A. the village name should be added on the E.A. record on the front cover of the pads you use.
18. Enumerators will as far as possible be in areas familiar to them. Traditional village boundaries or ward boundaries in townships and cities will mark the enumeration area boundaries. The name of a village or names of villages in your enumeration area together with the E.A. number will be listed on the Enumeration Area Record on the front cover of the first pad for each enumerator and you should repeat it on all the other pads.
19. Where a single unit, such as one estate or a large village has to be divided between two or more enumerators because it is too large for one enumerator, the division will be made by the Field Supervisor.

Special Area

20. Special areas are areas covering such places as government stations, estates, institutions such as hospitals, mission stations, trading centres, security areas such as army barracks and camps, police units, M.Y.P. bases and camps and prisons.
21. If special areas are large they may be treated as separate E.A.s each with their own E.A. number and enumerator. If they are small, however, you should enumerate them in the same way as any other part of your area but record their nature at the head of the form in place of the village name. Note that self-contained dwelling units within such areas will be numbered as any other D.U. but barracks or other communal sleeping places will be recorded as "not a dwelling unit" and the D.U. code will be 999.
22. On estates, enumerators will work closely with the management as there are usually good records of the houses and where they are situated. The enumerator must, however, do a complete dwelling unit enumeration himself by recording who actually slept in each house the night before he came. He must not use the estate records in place of his enumeration.

A Village

23. In this census a village means the land area with borders as recognized by the Boma in the normal way, and the limits of each village are the limits of the land controlled by the village headman. That is to say, all the dwelling units which are found on the land of that village will be recorded as belonging to it, no matter where the people actually come from, whether they claim loyalty to another village headman, are visitors from another area, or have moved in from an adjoining village, e.g. a village headman may have married in another village, and if he is found in the village where he has married he will be counted there and not in his own village. Similarly a village includes all the groups of houses in the same village even though they may have a different name or may be isolated from the main village but stand on the land which is controlled by or claimed by a village headman as his.
24. Where difficulties or doubts regarding boundaries arise, such as may occur when a special area (e.g. an estate) is found partly in one E.A. and partly in another, the Field Supervisor will divide the area together with the two enumerators concerned.

THE PEOPLE WHO MUST BE COUNTED

25. This census is not an enumeration of people who belong to a village nor of the people who usually live there, but it is an enumeration of all the people who are found to have slept in that village on the night before you enumerate them. Even if someone claims to have been enumerated in another E.A. he should be enumerated and a star should be marked against his name.
26. Of course when you get to the village some people will have gone to the gardens, others to fetch water or keep cattle, while others will have gone to work. Therefore you will enumerate all those who stayed in the house the night before you came to enumerate them. This should include not only husband, wife and children but also any relatives, friends, servants, guests, lodgers, visitors and strangers and also these persons' wives or husbands, children or servants, if they have any who also slept there. All must be included and entered in the questionnaire if they slept in the dwelling unit the night before you came.
27. The important point is to make sure that in every D.U. everyone who slept there is counted and anyone who did not sleep there will not be counted.
28. People often forget young children especially those recently born, and it is necessary to ask, after the names of all the people have been given, whether there are perhaps babies who have been missed out.

BUT REMEMBER THE FOLLOWING:

- 29.—(a) **Night Workers:** Those people who work at night as watchmen, policemen, fishermen or shift workers and people at funerals and are, therefore, found at the house asleep or present at their

house when you visit it in the daytime are to be recorded as having slept there the previous night. Even if they are not present you may include such people provided you are sure they could not be enumerated where they were on duty.

- (b) **The Newly Born and Dead:** Children born on the day you enumerate at any time before you arrive at the house will be enumerated. On the same basis those who slept in the house but have died before you arrive will not be enumerated.
- (c) **Markets, Hotels and Rest-houses:** Some people sleep out in markets and other public places. Similarly in hotels and rest-houses there are visitors sleeping. You must arrange to visit these places either in the evening or very early in the morning. In hotels it will be necessary to enumerate people who intend to sleep there. This is the only exception other than 29 (a) and (b) whereby people who did not sleep in the D.U. the previous night will be enumerated.

30. After recording all the people who slept in a D.U. the previous night, including those listed at paragraph 29 (a), (b) and (c) if any, read back the names and relationships and ask if anybody else is left out.

ENUMERATING YOURSELF

31. If you are living at home while you are working as an enumerator elsewhere you will be counted when a census enumerator calls at your house. If you actually live in your own enumeration area, you will of course, record yourself when you enumerate your own D.U. If you are sent to work in an area away from your home you will probably be sleeping at different places each night, but you must see to it that your name is included in either your own or a colleague's book, but not more than once. You should also note that although you might have worked as an enumerator the previous week your occupation should be recorded as a teacher or your normal occupation if other than teacher.

BEGINNING YOUR ENUMERATION

32. When your training is over you will follow this procedure:

33. Before you leave for your enumeration area, check the contents of your enumeration satchel against the list, which you will find below and make sure that you have everything you are supposed to have.

34. Make sure you have sworn an oath of secrecy.

35. Arrange a place and time for a meeting with your Field Supervisor, who will advise you on your itinerary for the first few days, and proceed immediately to your enumeration area.

36. Meet the village headman and Party leaders. Make sure the village name or names on your E.A.R. on the front of the pad are the same as those given by the village headman. If they differ report to your Field Supervisor when he visits you. Talk to the village headman and other leaders about the census and the reasons for it. Gain their confidence, dispel any fears and doubts they may have and try to win their full co-operation. That done, identify your enumeration area by going round the boundaries with the village headman or a responsible member of the community. Note all the isolated houses which belong to the same village and ask particularly whether any others may be found detached from the main village. If they are, check with your Field Supervisor to see if you are expected to enumerate them.

37. If you have more than one village you must do a general outline survey with the village headmen. Plan the best way of going round your area when enumerating so as not to waste time going to and from unnecessarily. Plan your visit in such a way that you will not miss any houses at all.

38. Having identified your area precisely, make a provisional itinerary plan for your enumeration on the forms provided and have a copy ready for your Field Supervisor to collect when he visits you or send the copy if he has already made his first visit.

39. Tell the village headman which groups of houses you intend to enumerate the following day and ask him to make arrangements for as many people as possible and at least one responsible adult from each D.U. to remain at home that day until you have made your visit. Tell him that if any strangers have stayed in those huts you intend to visit the next day, they should await your coming or come to see you before they leave the village.

YOUR CENSUS SATCHEL

40. When you leave your Training Centre you will be given a census satchel and you must make sure that it is complete with the following items:

1. Enumerators' manual (this book)
2. Census questionnaire pads
3. Hardboard and clip
4. Letter of appointment and oath of office and secrecy form
5. Itinerary sheets
6. Calendars of events (National and District)
7. Call-back appointment sheets and call-back appointment notice sheets
8. Summary sheets
9. Information handouts
10. Census badge
11. 3 ball-point pens
12. Sticks of chalk and tie-on labels

THE INTERVIEW

41. In order to have a systematic daily procedure and uniformity among enumerators the following instructions are laid down for you to follow:

- (a) When you first meet the “ head ” of the dwelling unit, tell him or her who you are and why you have come. Be polite and good humoured and ask courteously whether they will be kind enough to answer your questions. They are in fact obliged by law to answer the questions, but you should not mention this unless they refuse to co-operate. Try to convince them, and if they fail to co-operate inform the village headman and the local Party leaders before you report to your Field Supervisor.
- (b) You must then record all the names of persons who slept in this D.U. the previous night in column 2 of the questionnaire. Always list the names first together with the “ relationship ” and “ sex ” and only when you are satisfied that you have listed everybody who slept there the night before must you go back to the first person and fill in the other details about that person. Then fill in the details for the second person, and then the third, fourth, and so on until you finish all the people in the D.U.
- (c) Check if you have filled in all the details for every person correctly and fully before leaving for the next house. Sometimes, especially in townships, the wife will be unable to give you satisfactory information regarding her husband's education or even his full name. In such instances arrange to call again when the husband is home from work by using the call-back appointment form.

42. Each time you enumerate a new dwelling unit you must start another questionnaire even if there are lines left out on the previous one. For example there may be one person enumerated at Dwelling Unit 006, but you must still start a new questionnaire for Dwelling Unit 007 and another for Dwelling Unit 008, etc.

43. The Dwelling Unit number must be marked on the house when you write it on the form. The number should be printed neatly in chalk at eye-level on the right hand side of the main entrance of the dwelling unit. Be sure that you have printed the same number on the door as you have written in your questionnaire.

44. Before you leave a Dwelling Unit you must see if there are any outbuildings e.g. kitchen, room with separate outside door, etc. where people slept the previous night. Assign a separate D.U. number to such buildings and be sure that you have recorded all people who slept there.

45. Dwelling Unit numbers must be continuous even if you have more than one village in your enumeration area. For example you finish the first village in your enumeration area and there are 90 dwelling units, when you get into the next village continue numbering from 091 and if there you go up to 126 dwelling units when you finish the second village, but you have a third village, continue from 127, etc.

VACANT UNITS

46. When you come across a building which is intended for sleeping but no one slept there the previous night it is a vacant unit. You will find a vacant unit record form which is printed on the inside of the back cover of the questionnaire pad where you will record these vacant units and you will number them separately from the occupied dwelling units by using the initial “ V ” and a separate series of numbers starting with V 001, etc.

47. At the end of the day go through the questionnaires you have recorded that day and fill in the summary sheet as follows:

- (a) Fill in the name of the District in which you are enumerating.
- (b) Then the Traditional Authority and the enumeration area number.
- (c) On the next line fill in the date of enumeration and the village name.
- (d) And complete the section which is for the serial number of the dwelling unit visited, the total number of people counted in that D.U. and then how many of the enumerated people at that D.U. are males and how many are females. Make sure that the number of males plus females equals the total.
- (e) For call-back D.U.s fill in a, b, c, and the serial number of the D.U. but leave out the columns for number of persons and the males and females columns until the call-back is completed.
- (f) When the call-backs are completed then you add up the totals for the sheet. Again check that males plus females equals total number of persons.
Total will not be carried forward.

BUT NOTE:

48. When enumerating in markets, hotels, schools or other institutions which are not occupied on a family basis you will treat the whole institution as one unit and enumerate the inmates continuously without missing any lines. Each one of them will be regarded as head.

49. If the institution is divided into “ houses ”, “ blocks ”, hospital “ wards ” or “ dormitories ” it will be convenient to record each of these as a separate unit starting a fresh questionnaire for each such section of the institution.

50. Staff housing, servants quarters or other separate dwellings which are part of the institution but are occupied on a permanent family basis will be treated as separate dwelling units in the normal way.

CALL-BACK APPOINTMENT

51. A call-back is when you have to go back to a dwelling unit to enumerate because on your earlier visit there was no responsible adult at home to give all the relevant information. Occasionally you will come to a dwelling unit in which people slept the previous night but no one is at home, or there is no responsible adult at the D.U. who can answer the questions. In such cases you must find out from the children there or from a neighbour when someone will be home and plan to go back at that time. If a call-back or the interview is completed and successful, mark 1 in box 62. If a call-back is a failure for the first time the enumerator should call back twice more. If it still proves unsuccessful then he should complete call-back failure in block F of the questionnaire by marking 2 in box 62.

52. Even if you must call back, you must on the first visit assign a dwelling unit number on the questionnaire and also chalk the number on the Dwelling Unit. The next step is to fill in a call-back appointment form. Fill in the top part of the call-back appointment form by entering the village name, E.A. number, your own name, District name and the Traditional Authority and all the other details on this form, i.e., date of visit, D.U. number, estimated number of persons and date of your proposed call-back to the D.U. After completing the call-back appointment form you should fill in the call-back appointment notice which you should leave with the children or the neighbour for the owner of the D.U. to note when you are due to call back or for him to advise you when you are likely to meet him. Do not mark anything in block F of the questionnaire form at this juncture. At the appointed time you will visit this dwelling unit again to see if you can then meet the occupants. It is only after you have met the occupants or after you have made three call-backs and have completely failed to meet the occupants that you should complete block F of the questionnaire form and a call back appointment form indicating the call-back is a failure or successful. If the call-back is a failure the second part of block F should be left blank.

53. If you have more than 5 cases of call-back in a short time in one village discuss the problem with the village headman or the Party officials or the Ward Councillor and any other local leaders appealing to them to make arrangements for people to stay at home (or meet you before they leave their homes). If this initiative fails to give the desired results then report the matter to your Field Supervisor as the people may be avoiding you on purpose. In case of urban or peri-urban areas, if you do not find people during the day the best thing may be to visit D.U.s early in the morning, during the lunch hour, or after 4.30 p.m. when people will have returned home from work.

HOW TO GET THE CORRECT ANSWERS TO THE QUESTIONS

Name

54. Accept the name which is offered unless you have some reason to doubt it. Then you can insist on getting the correct name by which the person is locally known. Be sure you write the personal name first and surname last by asking, after you have been given both names—"Is John your first name and Yotamu your second name?"—the answers being "Yes" in both cases then you write down "John Yotamu". Always write at least two names for each member of the family.

Relationship

55. Confine relationship to members of the same dwelling unit only. Use the following terms: "head", the apparent owner or occupier of the premises whether male or female; then "husband", "wife", "son", "daughter", "other relatives" or "non-relatives", to indicate relationship to the "head" and note the following:

(a) Head of Dwelling Unit

This is the person among the dwelling unit members who is acknowledged by other members of the same dwelling unit as their "head" or spokesman. He/she is often the one who makes most decisions about the welfare of the members of that unit. If there are two or more unrelated persons sharing the same living quarters with each other it may not be possible to decide which one is the head; in this case treat them both as heads.

(b) Joint Dwelling Unit

Where a house is shared by two or more complete families which are not interrelated and which function separately (e.g. prepare their food separately) and occupy separate rooms or areas within the building then they should be recorded as though they were occupying two or more separate dwelling units. Use a separate questionnaire for each family and assign the house two or more consecutive D.U. numbers. Where there are separate dwelling units of this sort and only one entrance, mark all the D.U. numbers at that entrance. In this case each family will have its own head.

Sex

56. Ask the question "male or female?" for every person unless the person is present before your eyes and you can see for yourself whether the person is male or female.

Race

57. If the race of the person is not obvious then it will be necessary to ask.

58. If a person is something other than African, European or Asian, then you must write O (other) in the space provided.

59. Any person whose ancestors are of different races will be recorded as African if any of his ancestors is of African origin. However, if he objects to being so recorded, you will write down the race which he tells you.

60. Europeans include persons from Europe and also persons from Canada, the U.S.A., the South American Republics, Australia, New Zealand, Russia, Israel and persons born in Africa whose ancestors came from any of the above countries.

61. Asians include persons from India, Pakistan, China, Japan, Malaysia, Arabs not from Northern Africa, and persons born in Africa whose ancestors came from any of the Asian countries.

AGE AND HOW TO USE THE CALENDAR OF EVENTS

62. This is a very important question in the census, but at the same time the most difficult information to get, because very many of the people in this country do not know exactly how old they are.

63. You are, however, required to write the age of every person and must, therefore, try your best to get as accurate ages as possible, in particular for the younger people.

64. You have been given a calendar of events to help you to assess age. This calendar simply presents a fairly good record of events which people may associate with either their own births or the births of their children. For example, a person may be unable to tell you when his/her child was born. You should look at the child and form an impression about his age. Assuming that a child is considered to be between 17 to 20 years old, according to your impression, you can then ask the parent if he remembers the return of His Excellency the Life President, Ngwazi Dr. Kamuzu Banda from Britain. That is one of the prominent events which may coincide with the child's birth. If he/she agrees then ask further questions on whether the child was born before or after that event. You may expect him/her to say, "He was two years old, when His Excellency the Life President, Ngwazi Dr. Kamuzu Banda came". Then you write 21 years or "He was only 2 months old then", and you will write 19 years. Similarly, he may indicate the child's age by showing a child who is at the age at which this particular person was then or show by gestures how tall he might have been. In case of doubt you can further name some earlier or later events which may be closer to the date of birth. In this way you can make a fairly accurate assessment of age.

65. Or when you ask the respondents about their own age and they state that they do not know, then you may pick an event in like manner and ask them if they remember it. If the answer is in the affirmative (yes) then ask them how old they might have been at that time, etc.

66. There is a column in all the calendars which shows the number of years which have passed since each event took place; for persons born in September or earlier in these years the number is the same as his age (in completed years). If however the person is born in October, November or December then their age will be one less than the number shown in the calendar of events. Particular care must be taken in recording the ages of young children, but with older people it is relatively unimportant and enumerators need not probe at length to find the month of birth but can accept that their age is the same as the number of years since the events which happened in their year of birth.

67. For the purpose of recording ages the date of the 1st October, 1977 has been selected as the mid-point of the census and will be used as the operative date regardless of whether the interview takes place in September or October. Note especially, therefore, that children born on or after 1st October, 1976 will be recorded as under 1 year, i.e. as '00'; those born from 1st October, 1975 to 30th September, 1976 will be recorded as '01', those from 1st October, 1974 to 30th September, 1975 will be recorded as '02', and so on.

68. Once you have a correct age or a good estimate for one person in the dwelling unit, try to relate the other persons to that age. In some cases children are born annually, but in others every alternate year. Once you have found out that children are born every year you can assess other children's ages after assessing one, but remember there may be gaps if children have died.

69. With young children, it is usually true that a child of 5 years of age is able to put his hand right over the top of his head and just manage to touch the top of the opposite ear. No child in normal growth who is under 5 will touch the top of the opposite ear and similarly the children who are over 5 will have their fingers go beyond the top of the ear.

70. The older people are, the more uncertain the assessment of age is likely to be, but you should put down the age which appears most probable from the evidence you are able to collect through questions and the appearance of the person, if he is present. If a person names an event and your calendar tells you that this would make him of an age which is very unlikely according to his appearance, then you must ask further questions.

71. In every instance you must make the best assessment possible and you must put down the age of every person recorded.

72. Enter the age not the date of birth. If a person gives you his date of birth check his age against the table you have been given and enter the age in the questionnaire.

73. If a person gives his age with a fraction of year, such as 8½ years or 27 years 3 months, ignore the fraction, that is, use the 8 years or 27 years only. If a child's age is given as, for example, 4 months, then do not record this as 04 (which will indicate 4 years old) or as 4/12 (which does not fit on the form) but as '00' i.e. under one year old.

PARENTS ALIVE

74. Questions here should be precise, e.g. "*Mai or bambo anu okubelekani alipobe ndi moyo?*" not merely "*Mai alipo or Bambo alipo*" which may have different interpretations like whether she/he is present or not. If you ask "*Mai alipo*" and the respondent answers "No" you may not be sure whether the respondent means that she is dead or merely absent.

75. When recording answers to this question ensure whether the mother is alive or not before you ask whether the father is also alive or not in order to make sure that you enter information on mother in the first square and that on father in the next square, as the questionnaire is designed.

DISTRICT OR COUNTRY OF BIRTH

76. In this census the birthplace of a person is the place of usual residence of the person's mother at the time of his or her birth. For instance, if a woman is living in Blantyre with her employed husband and the child is born in the Blantyre Hospital you will record Blantyre as the District of birth of her child; even if the mother went to her parents' home in Mzimba for the birth you will record Blantyre as the District of birth. Similarly, you will not write Thyolo just because the mother went from Blantyre to Malamulo Hospital for the birth. She is not normally resident there and the District of birth to be recorded is Blantyre. If a foreign child is born in Malaŵi you will write the town or district of Malaŵi in which the parents were resident at the time of birth as the place of birth.

77. Persons whose parents are of Malaŵi origin but who were born in a country other than Malaŵi will be so recorded. For instance, the child of a woman living in Ndola with her husband at the time of the birth will be recorded as being born in Zambia. You will only write the district of birth when the person was born in Malaŵi. For all persons born outside Malaŵi you will write the country of birth only. Districts of birth must be written out in full.

78. District names must as far as possible be given using the present district names. If a person gives the old name of a district like "Mombera" or "Lower Shire" record it as given only if you do not know the modern name. If they do not know which District, try at least to put Northern, Central or Southern Region.

RESIDENT IN SEPTEMBER 1976

79. For each person record the place where he was residing in September 1976.

ATTENDED SCHOOL OR UNIVERSITY IN JUNE 1977

80. By "school" it is intended that only those in full-time attendance in registered primary schools (whether assisted or not), secondary schools or universities should be included, you should also include those in full-time instruction at Malaŵi Correspondence College Centres or at M.C.C. night schools. This question does not include those taking further training as teachers, agriculturalists, or taking short courses in commerce or technical subjects or attending Kwacha Schools or anything of that sort.

81. However private night schools or private correspondence studies should be differentiated from Malaŵi Correspondence College night schools or Malaŵi Correspondence College Centres which offer full-time instruction.

HIGHEST GRADE ATTENDED AT PRIMARY OR SECONDARY SCHOOL OR UNIVERSITY

82. The question in this column is also to be answered in respect of everybody over the age of 5 whether or not they are at school. If they have never been to school record "No".

83. This question is concerned with primary, secondary and university schooling, and the purpose of the question is to find the highest level attended by each person in Malaŵi:

- (a) First ask whether the person "has ever attended school". If the answer is "Yes" then . . .
- (b) Ask "did he ever go to a secondary school?" If the answer is "No" then ask what was the highest standard he reached at primary school and complete the blank column before columns 29 or 30. If the answer is "Yes" then . . .
- (c) Ask "if he went on to university after secondary school". If the answer is "No" then ask what was the highest form he reached at a secondary school and complete the blank column before columns 29 and 30. Leave columns 29 and 30 blank. If the answer is "Yes" then ask for his university attainment or the number of years he attended a university.

Note: People who complete a year at M.C.C. Centres or night schools should be regarded as having done form one and so on.

84. In the case of primary and secondary schooling you have to write in the highest class or form attended. Most people who have left school will tend to give the names of the classes used when they were at school and which may no longer be used. In which case, before you enter the number of the highest class reached you must convert their answer to the modern class names through the use of an "Educational Conversion Chart" which is at the back of the manual. For instance, Sub A and Sub B are to be recorded as Standards 1 and 2; old Standard 5 as Standard 7; old Standard 8 as Form 2, etc. Make sure which name, the old or the new, the person has given you before you make an entry in the questionnaire. You are not required to write in the word "Standard" or "Form". You will only enter the letters "S" or "F" and the Arabic number such as 2, 3, 4, etc., for Standard or Form. This may involve asking some sort of additional questions, such as "you mean you completed the three classes of the old senior primary school?" or "which junior secondary school did you attend?" to make sure that the references to Standard 6 or Standard 8, respectively, are in fact the old system of class names.

85. Some people cannot remember which standard they reached, or may have been educated in another country where different names are given to classes. In such cases you ask how many years were spent at school and enter the appropriate standard from your chart. Bear in mind that pupils sometimes repeat classes and where appropriate you ask a question about this. In particular you must not assume that because a person spent more than eight years at school he attended a secondary school. You will only record him as attending a secondary school if he confirms that he actually did so.

MARITAL STATUS

86. It is necessary to ensure that the answer given by respondents to your questions on this topic are precise. For instance when a woman says "*sindili pa banja* or *sindinakwatiwe*" you may not be able to know whether she is a divorcee or separated or has never married at all. Further questions like "have you ever been married?" should be asked if we are to be sure the woman never married.

87. Separation in this regard refers to people who are not living together as man and wife and do not intend to do so in future because they have had a family problem or intend to divorce each other altogether. These people who are living in different places either because the husband is seeking work, or has found work in a new place where there is no proper house, or a woman is working somewhere because she has not got a job in her husband's new place of abode or work, should simply be regarded as married and not separated.

NUMBER OF CHILDREN

88. There are three subheadings under this topic. The first asks for the *number of children who were born alive*; then there is the question of the number of children *who are still living* and finally the children who were *born during the last 12 months*.

89. Do not use a question such as “ *Mwachembela kangati* ” which would generally induce a woman to tell us the number of times she had conceived. But we are required to find information on the number of children who were *actually born* and *who at birth were alive*. Even if a child died later as long as he was alive at birth, such a child must be counted. On the other hand a child who was born dead should not be counted.

90. On the number of children born to a woman care must be exercised to ensure that all the children a woman gave birth to are counted. For example a woman may have been married to three husbands and is now living with the third husband. She had one child with the first husband and this one child is currently living with his father; and had three children with the second husband and of these three children only one is staying with her and the other two are either with their father or grandparents; and there is the last born from the present husband. So that this woman has only two of all her children staying with her. The number of children born to this woman should be recorded as 5 not 2.

91. The next column of the number of children who were born to a woman who are still alive is self explanatory. The important thing here, as in the first case and the preceding paragraph, is to ensure that no adopted children or orphans staying with a woman should be included as her own children.

92. As for children born during the last 12 months, which is to be taken to mean since 1st October, 1976, you should remember that if a woman says she has not given birth to a child since 1st October, 1976, and yet you have recorded in *column d* (age) someone who is under one year old then verify that the child recorded in *column d* is not hers, as may be the case when a grandchild or other relatives' children are kept.

93. In all the three sub-columns only the woman's own children, i.e. children born to her, should be recorded and all the other children brought up by her but who were born to other people, such as daughters, sisters or other relatives, must not be included in the number of her children.

ECONOMIC ACTIVITY

94. *Definitions*

Active

A person may be described as actively engaged in an economic activity if he performs any work for remuneration in the form of wages, salary, profit or other income.

(i) **Employed**

A person is described as employed as follows:

- (a) Persons at work: those who performed some work for remuneration in the form of wages, salary or profit during the previous week even if he worked for a day.
- (b) Persons with a job but not at work: those who, having already worked in their job, were temporarily absent during the specified period either due to injury or illness or leave or other vacation but have a job to go back to.
- (c) Employers and self-employed persons should be included among the actively engaged persons.
- (d) Unpaid family business workers currently assisting in the operation of a business are considered as employed if they worked for at least one-third of the normal working time.
- (e) Mlimi covers family members working in the family garden or farm, this includes housewives who work most of their time in the garden.

(ii) **Unemployed**

A person is unemployed if he did not work “*last week*”, did not have a job or business, but was available for and wanted work, and falls into one of the following categories:

- (a) actively looking for work last week.
- (b) stated they would have looked for work but for temporary illness or believed that no work was available.
- (c) were waiting to start in a new job.
- (d) were laid-off without pay.

(iii) **Employers**

A person who operates his or her own business (economic enterprise) or engages independently in a profession or trade *and hires one or more employees*. (Note: this does **not** include managers or others who hire staff on behalf of their company—unless they own the company. If they are in receipt of a wage or salary then they are employees regardless of their function.)

(iv) **Self-employed**

A person who operates his or her own business or economic enterprise or engages independently in a profession or trade *and does not hire any employees*.

(v) **Employee**

A person who works for a public or private employer and receives a wage, salary or payment at piece-rates.

(vi) **Family Business Worker**

A person who works without pay in a business operated by a related person living in the same household, *and* who works for at least one-third of the hours which would be expected of a full-time employee.

(vii) **Homeworker**

A person who spends most of his or her time, throughout the year, working on domestic duties without pay; this term will cover housewives or other relatives whose principal work is in the home doing cooking, washing and/or cleaning the surroundings without pay.

(viii) Mlimi

A person whose sole or principal work is in the family garden; for census purposes this word will also be used to cover housewives or other relatives whose principal work is in the garden as well as the head of the household. If he or she did not actually do any work in the garden "last week" they should nevertheless be recorded as "*mlimi*" (that is, as though they were on holiday with a job to go back to). If however a person who would otherwise qualify as a "*mlimi*" had a job for pay "last week" then he or she should be treated as an employee.

95. The enumerator will obtain information on the economic activity of every person who is 10 years of age or older. A person's economic activity can change from time to time but for the purpose of the census the answers should relate to his or her activity "last week". (That is the week from Sunday to Saturday, prior to the enumerator's visit.)

96. As an introductory question the enumerator will first ask "Did you work last week?" and record either "Yes" or "No". After that it is necessary to question a respondent to determine the activity status as one of the several categories of activity status shown at the foot of *column p* on the questionnaire will be stated for each person who is 10 years old and over. It may be that the respondent's answer to your question "Did you work last week?" was sufficient to answer this question (for example, if he said "Yes, I am an Accounts Clerk with the Forestry Department" you may immediately deduce that he is an "employee"). Generally, however, the enumerator will have to ask for more information and a series of questions have been prepared for this purpose; it is printed on the back cover of this manual for easy reference. If these questions are used, following the sequence as indicated, there should be no difficulty in coming to the correct answer.

97. The next two questions relate to occupation and industry; if a person is actively engaged or unemployed further questions will be necessary to find out his occupation and industry; the difference between these two concepts, and some examples, are considered below and lists of all the principal categories for occupation and for industry are shown at the end of this manual.

OCCUPATION

98. The basis of the classifications of *occupation* is the trade, profession or type of work performed by the individual "last week", regardless of their economic status. For example, the occupation of a driver of a bus is "bus driver", even if he owns the bus and operates it as a one-man business (that is, he is self-employed). The person's occupation is generally related to his training or experience (e.g. the bus driver will have a driving licence) but this is not necessarily the case. For example, if the bus driver has lost his job and taken a temporary post on a farm as a labourer then his occupation is now "farm labourer" and *not* "bus driver". Avoid using general terms but record the exact job which the person does, for example, do not simply write "driver", or "labourer" but "bus driver" or "farm labourer". In some cases it may not be possible to be so precise. For example, a driver on a farm may spend his time between driving a tractor, a farm lorry and a Land Rover, in which case his occupation will be specified simply as "driver"—but such cases should be the exception.

INDUSTRY

99. The classification of a person's *industry* is based on the nature of the product (or service provided) by the organization for which he works. Those persons, for example, who work in a bakery are in the "food manufacturing" industry whether their occupation is that of manager, cook or night-watchman. In the case of people who provide a service (for example, a dentist, or barber) give details of their industry or describe their type of work place (that is "dental clinic" or "barber's shop"); in the particular case of a dentist or a barber these details are obvious but in the case for example, of persons working in these places as "cleaners" it is clearly not sufficient to write merely "health" or "shop". Note that you should *not* give the name of a person's employers to describe their industry (the coders at Census Headquarters may never have heard of them), *except* in the case of Government employees you should give the Department (for example "Fisheries", "Post Office Savings Bank", "NSO" and *not* merely the Ministry (for example) "Agriculture, Forestry and Fisheries", "Post Office", "OPC"). If in doubt always give too much detail rather than not enough. If there is insufficient space on the questionnaire then add a footnote, putting PTO on the bottom of the form and continue on the back if necessary. Other examples would be—

- (a) A man may be a driver on a farm in which case his occupation is driver; and his industry is agriculture. Another man may be a driver in a factory in which case his occupation is driver and his industry will be the Industry in which the factory is engaged (e.g. making clothes—clothing industry). Similarly a driver may work for U.T.M. in which case his industry is transportation.
- (b) Similarly it is possible to have people who do the same kind of work in one organization and yet may be in different industries, examples of which would be a clerk working for ADMARC which has different industries, e.g., Agriculture, Trade and Transportation. In such cases the enumerator will have to ask in which section or department of the organization the person works. Where you have doubt as to the proper industry of a person treat the main occupation of the organization as his industry.

100. Even if the respondent at the time of the census is unemployed, his previous industry and occupation should still be recorded as this will help the government in knowing how many people of different occupations and industries are currently unemployed.

101. You will find a schedule of occupations and industries at the back of this manual. You should try to fit each person who is 10 years old or more into a particular occupation or industry shown in the schedule. If however you cannot find a suitable heading under occupation or industry to fit a person record his relevant details, continuing in a footnote if necessary.

102. Note that these two *columns q* and *r* must be completed for everybody who works or who has ever worked.

WORKED ABROAD

103. The question which you should ask respondents is “ Have you ever worked in any country outside Malaŵi ? ” If you begin by asking some respondent whether he has been outside Malaŵi and the respondent agrees, you will have to ask further questions to ensure that the person for whom information is being asked actually worked there. People who visit other countries privately or on official duties, or people who go out as students are not to be regarded as having worked abroad and the answer to the question above, in their case, is “ No ”. Similarly, the naming of an individual country restricts the respondent’s answer. For example, if you ask, “ *Mudagwirapo ntchito ku Zambia ?* ” the respondent thinks you only want to know about people who worked in Zambia and will answer no if he *worked* in Tanzania. Therefore emphasis should be placed on whether someone worked *in any other country outside Malaŵi*.

104. You should also note that only people who went out on *WENELA*, *Mthandizi* and *Employment Service Division* of the Ministry of Labour at Mapanga (E.S.D.) should be regarded as having worked on “contract”. All the other people should be regarded as not having worked on contract. Only these three categories: *WENELA*, *Mthandizi* and *E.S.D.* will in this case be regarded as contract.

END OF PART I

PART II

HOW TO COMPLETE THE QUESTIONNAIRE

The following pages give detailed instructions regarding the manner in which entries are to be made in each column in the questionnaire for each person enumerated.

You are required to be **NEAT, CLEAR and ACCURATE**. Be sure you have correct information before writing anything or it will not be possible for you to be neat, clear and accurate.

ERASURES: Nothing must be rubbed out. Draw a double line through an error and make the correct entry alongside. If the space for such entry is too small, cancel the whole line and do it again on the next line.

Do not remove any questionnaire from each pad. If you have spoilt a questionnaire, draw a line right through it, write "VOID" and start again on another questionnaire.

A GUIDE ON THE DIVISIONS OF A QUESTIONNAIRE FORM

You should note that the questionnaire form has been divided into blocks and each block may have some columns and each column may have been split into sub-columns.

The main blocks on it are seven and have been labelled A B C D E F and G in capital letters.

Block A: requires the particulars on the location of the D.U.

Block B: is for use when more than one questionnaire form is used at each D.U. or institution.

Block C: is the main block of the questionnaire for recording relevant details of each person being enumerated.

Block D: is a question on radio and water supply.

Block E: is a question on deaths in D.U.

Block F: is a summary of the interview, and

Block G: is a record of the persons dealing with the questionnaire sheet.

Block C may be subdivided as follows—

- (i) The questions (*a*) to (*h*) are to be completed for every person without exception.
- (ii) Question (*i*) is to be completed for every person of one year of age or older.
- (iii) Questions (*j*) and (*k*) to be completed for all persons aged five years old or over.
- (iv) Questions (*l*) to (*t*) are to be completed for all persons of 10 years of age or older except that question (*m*) is for men only and question (*n*) is for women only and questions (*s*) and (*t*) should not be completed for non-Malaŵian.

COMPLETION OF BLOCK ‘A’

Region/District:

Write the name of the District in full. Leave *boxes 1 and 2* blank.

T.A./Town and Ward:

If enumerating in city or town write the name of the town and of the ward. If you are enumerating in a rural area, write the name of the T.A. (Chief) or S.T.A. (Sub-Chief). Leave *boxes 3 and 4* blank. (In Lilongwe City give the area number.)

Enumeration Area:

In *boxes 5, 6 and 7*, write the number of the enumeration area given to you, for example—

If your enumeration area number is “015” then complete the columns as follows:

5	6	7
0	1	5

Village, etc:

Write the name of the village, or the identity of the special area (see explanation of special areas in Part I). In urban areas, if it is not a special area, then write the name, or the number, of the road or locality. *Boxes 8, 9 and 10* should be left blank.

Dwelling Unit (D.U.) Number:

Complete *boxes 11, 12 and 13* as follows—

The first D.U. which you visit will be numbered 001, the second D.U. will be D.U. 002 and the third D.U. will be D.U. 003 and so on. Therefore *boxes 11, 12 and 13* will look like this—

11	12	13
0	0	1

for the first D.U. and so on. If the D.U. you are visiting is Number 025 write “025” in the box. If the D.U. is the one hundredth D.U., write:

11	12	13
1	0	0

and so on.

NOTE that vacant units must not be given a D.U. number, but a vacant unit number as described elsewhere in this manual.

COMPLETION OF BLOCK ‘B’:

If you need to use more than one sheet for the same D.U. they should be numbered 1, 2, 3, etc., in the box on the right-hand side of this block, and in all cases except the last sheet mark an X on the left-hand side to indicate that you are continuing on another sheet.

COMPLETION OF BLOCK ‘C’

Main Part of Questionnaire: Questions *a to h* apply to ALL members of the D.U.

QUESTION a.

Line Numbers:

Here you will find two columns numbered 14 and 15. Each line must be given a number beginning with 01, then 02 for the second line, then 03 and so on for each person.

If you should accidentally spoil any line, that line will be cancelled by drawing a neat line through the entry and then the line will have no number and you will write on the next line the number which should have appeared on the spoiled line, as for example:

Suppose you spoil the third line, that is, line number 03, then when you cancel the entry, the next line, which is really the fourth line on the form, will still be numbered 03. There is only room on the form for 10 persons in the D.U. you are dealing with. If there are more than 10 persons you will have to continue over the page on to a second sheet the lines of which will be numbered 11, 12 and 13 and so on. And complete block ‘B’ accordingly.

QUESTION b.

Names of each person who slept in D.U. last Night: As the space for the names is narrow, you will see that there is a dotted line; write the person’s FIRST name above it and then write the SURNAME below it. Write the names of the HEAD of the D.U. on the first line. This is because when you are writing the names of any other person or persons in the same D.U. you will also have to write their respective relationship to the head of the D.U.

QUESTION c.

Relationship to Head of D.U.: Here write H for head, W for wife, Hb for husband, S for son, D for daughter, OR for other relative and NR for non-relative. These abbreviations are also given at the foot of the column of Question c. Note that “Head” may be either male or female.

QUESTION d.

Sex: Here write M for male or F for female. You will notice that there is a column numbered 16; this will be left blank.

QUESTION e.

Race: Here write capital A for African, AS for Asian, E for European and O for other. You will notice another column numbered 17 which you will leave blank.

QUESTION f.

Age: Under this heading you will notice that two columns, 18 and 19 are provided. As age must be given in completed years, you will give the age of the person as follows—

If the person is a child of 4 years of age you write 04—that is, 0 in *column 18* and 4 in *column 19*. If, on the other hand the person is a man of 40 years of age you will write the 4 in column 18 and the 0 in column 19. For example—

18	19		18	19
0	4	and	4	0

If you happen to have someone who is 100 years old or more you will have to write 99 as there are only two columns and the first 9 will go under column 18 and the second 9 will go in column 19.

QUESTION g.

Parents Alive: You will see two columns, 20 and 21, *column 20* is for mother and *column 21* is for father. In *column 20* if the mother is not alive, write the figure 0 and if the mother is alive, write the figure 1 and if the respondent does not know whether his mother is alive or dead, write the figure 9. Similarly in *column 21* write 0, 1 or 9 according to whether the father is dead, alive or the respondent does not know.

QUESTIONS h AND i: MIGRATION

QUESTION h.

Under Question “h” write the place of birth, that is the name of town or city or district, or, if outside Malaŵi give the name of the country in the large column. You will also see a small column without any number. In this small column write T if a town or city, write D if in the district or write A (for Abroad) if anywhere outside Malaŵi. The columns numbered 22, 23 and 24 will be left blank.

QUESTION i: *Applicable only to persons of 1 year or more.*

Under Question “i” follow the same instructions as for “h” and *columns 25, 26 and 27* will remain blank

QUESTION j:

Were you attending school in June this year? The answer to be put in the column numbered 28 is either “0” for No, “1” for Yes or “9” for do not know.

QUESTION k.

Highest Grade Level:

You will find an unnumbered column in which you should enter “No” if the respondent indicates that he or she has never attended school. When the respondent replies that he or she attended school, etc., you should enter in this unnumbered column the highest grade he or she attended, for example, Standard 1—write S1; Standard 2—write S2, etc. If Form 1 write F1, Form 2, write F2, etc., up to F6. If the respondent attended university for first year write U1—second year write U2, etc. However, if he or she had obtained a diploma or a degree (i.e. a diplomate or graduate) write D or G respectively. *Columns 29 and 30* should be left blank.

QUESTIONS l TO t: *Apply only to persons aged 10 years and above.*

QUESTION l Marital Status:

The following should be entered in the unnumbered column as follows—

N—Never married

M—Married

W—Widowed

D—Divorced or separated

Column 31 will be left blank.

NOTE: Use N only if a person has never ever been married.

QUESTION m.

Number of Wives Applicable to Men only: The present number of wives, if any, write in column numbered 32 in the number of wives, 0 if none, 1, 2, 3, etc.

QUESTION n.

Number of Children Women only: Number of children born alive—write number in *columns 33 and 34* as follows—

If no children write 00; if one child write 01; if two children write 02; if ten children write 10, etc., putting the first digit in *column 33* and the second digit in *column 34*.

The next two columns are numbered 35 and 36 and refer to the number of children born to her who are still living. The digit should be entered in the same way as in *columns 33 and 34*. The next two columns numbered 37 and 38 refer to the number of children born during the last twelve months. In *column 37*, enter the number of male children and in *column 38*, enter the number of female children born to that woman since 1st October, 1976.

QUESTIONS o, p, q and r.

Economic Activity: *Applicable to persons aged 10 years and above.*

QUESTION o.

Work last Week: Did you work last week? In the unnumbered columns, write the answer “Yes” or “No”.

QUESTION p.

Activity Status: You will notice one unnumbered column and two smaller numbered columns. At the bottom you will see five categories of persons ACTIVELY engaged in some form of work. These categories will be used if the answer to Question o is “Yes” and you will write one of these categories in the unnumbered column as fits the respondent.

You will also find nine other categories which apply to persons who are either UNEMPLOYED or INACTIVE and these categories will apply where the answer to Question o. is “No”. As the descriptions of these categories are long it is necessary to use abbreviations and the ones to use are as shown at the foot of the column and you will write in the appropriate category in the unnumbered column. The two numbered columns, 39 and 40 will be left blank. To obtain the correct category you should use the list of questions which is at the back of this manual and which has been explained elsewhere.

QUESTION q.

Occupation: In the unnumbered columns write the actual occupation as given by the respondent for active and unemployed persons. If none write N/A (not applicable). Columns numbered 41 and 42 should also be left blank. Note that occupation for those who are unemployed but had worked previously will be their previous occupation, and this should be stated.

QUESTION r.

Industry: In the unnumbered column write down the actual industry in which he is or was working. This obviously applies only to those who are actively or have been previously engaged in some sort of industry. Therefore if they have not been so engaged, leave the column blank. Columns 43 and 44 should also be left blank.

QUESTIONS s and t.

Worked Abroad: *Applicable to Malawians only.* Have you worked abroad?

QUESTION s: In the unnumbered column enter the following—

If the person has never worked abroad write “No”. If he has worked abroad on contract, i.e. through WENELA, Mthandizi and Employment Service Division, write “YC”. If he has worked abroad other than for the above organizations write “YO”. The column numbered 45 should be left blank.

QUESTION t.

Number of Years since Return: In columns numbered 46 and 47 enter the number of years in the usual way—that is, if he returned one year ago write 01, if five years ago write 05, if 13 years ago write 13. If less than one year write 00.

COMPLETION OF BLOCK D.

This has two parts or items dealing with radios and water supplies—

“Is there a radio in working condition in the D.U.?”—Write “Yes” or “No” in the space provided.

QUESTION v.

Drinking Water Supply:

Write “X” in the appropriate box and leave the other three boxes empty. You will also find two boxes numbered 48 and 49 which you should leave blank. The information we are seeking is regarding drinking water only and not water used for other purposes.

COMPLETION OF BLOCK E: *Details of any deaths which may have occurred in D.U. within the last 12 months.*

QUESTION w.

Deaths in D.U.:

You will find a number of boxes in this block which provide enough space to record details of up to four deaths. If there has been one death in the D.U. you should write in the first unnumbered box the sex of the deceased, namely “M” if male or “F” if female, then in the boxes numbered 50 and 51 the age of the deceased in the usual way, e.g. young boy of 5 years write “M 05”, if a man of 50 years write “M 50” and leave the last box numbered 52 empty. If there was a second death in the same D.U. complete the second lot of boxes accordingly and leave box numbered 55 blank and so on.

If there were no deaths then tick the box at the bottom of that column. If a person died at the hospital you will treat him as having died at the D.U. if he were living in the D.U. prior to going into the hospital.

If there are more than four deaths in the D.U. then record the others at the foot of the form.

COMPLETION OF BLOCK F:

This box provides for successful interview or call-back failure. You will write "1" in box 62 if the interview is successful, and you will write "2" in box 62 if the call-back is a failure.

The second part of block F is a simple summary of the numbers of male and female persons occupying a D.U. and you will check from Question d. in Block C; that is, the sex column, the number of "Ms" (males) and "Fs" (females) and having counted them separately enter their number in the appropriate boxes and then record the total number of persons and check that males plus females equals total.

COMPLETION OF BLOCK G:

This is for you to sign your name in the spaces provided and put date. The other spaces will be signed by the Field Supervisor after he has checked your work. The remaining spaces are for use at Census Headquarters.

CHECKS AND COMPLETION

In order to ensure the smooth running of the census during enumeration your Field Supervisor should visit you several times during enumeration to see if you have any problems and give you his general assistance. At those times you should hand over to him all completed pads together with the appropriate summary sheets for which you should obtain a receipt.

When you have completed the enumeration of every D.U. in your area and have spent further time going round to check that no D.U. has been missed, you should check with the village headman before you send a message to your Field Supervisor who will come to your area to examine your remaining questionnaire pads and discuss with you any points of doubt. When he has checked all your pads, and is satisfied that your area has been properly completed he will then sign the certificate on the front of the last questionnaire pad.

If you have knowledge of any village or part of a village or other area which, although not listed as being in your enumeration area, is within or close to your boundary and this area does not appear to have been enumerated by any other person **YOU MUST DRAW THE ATTENTION OF YOUR FIELD SUPERVISOR TO THIS AREA.**

The enumerator will report to the Field Supervisory Centre at the time and date stipulated by the Field Supervisor when he collected the final questionnaire pad. The enumerator will bring with him his satchel and all other items to hand to the Supervisor. If the Field Supervisor is satisfied with the enumerator's work, has signed the certificate on the final pad, and has no further work for the enumerator, he will issue him with a discharge slip which the enumerator will need to present when he collects his honorarium. It may be that the Field Supervisor will have some other work for enumerators to do, such as helping in areas where the enumeration has run into unexpected difficulties or helping to check pads from other E.A.s, and enumerators will be required to help with this work before they get their discharge slip.

REMUNERATION

Because of the very large number of persons engaged on the census, it is not possible to pay a "wage" for the work performed by Civil Servants, and as this is part of the national effort the Government knows you would not expect this. However, to cover any out-of-pocket expenses in which you may be involved by reason of your participation in the census, enumerators will receive an honorarium of K10 for the work performed, when it has been satisfactorily completed.

END OF PART II

AGE CONVERSION CHART

Age	Year of Birth	Age	Year of Birth	Age	Year of Birth
Less than 1 year 1977					
1	..	1976	31	..	1946
2	..	1975	32	..	1945
3	..	1974	33	..	1944
4	..	1973	34	..	1943
5	..	1972	35	..	1942
6	..	1971	36	..	1941
7	..	1970	37	..	1940
8	..	1969	38	..	1939
9	..	1968	39	..	1938
10	..	1967	40	..	1937
11	..	1966	41	..	1936
12	..	1965	42	..	1935
13	..	1964	43	..	1934
14	..	1963	44	..	1933
15	..	1962	45	..	1932
16	..	1961	46	..	1931
17	..	1960	47	..	1930
18	..	1959	48	..	1929
19	..	1958	49	..	1928
20	..	1957	50	..	1927
21	..	1956	51	..	1926
22	..	1955	52	..	1925
23	..	1954	53	..	1924
24	..	1953	54	..	1923
25	..	1952	55	..	1922
26	..	1951	56	..	1921
27	..	1950	57	..	1920
28	..	1949	58	..	1919
29	..	1948	59	..	1918
30	..	1947	60	..	1917
61	..	1916	62	..	1915
63	..	1914	64	..	1913
65	..	1912	66	..	1911
67	..	1910	68	..	1909
69	..	1908	70	..	1907
71	..	1906	72	..	1905
73	..	1904	74	..	1903
75	..	1902	76	..	1901
77	..	1900	78	..	1899
79	..	1898	80	..	1897
81	..	1896	82	..	1895
83	..	1894	84	..	1893
85	..	1892	86	..	1891
87	..	1890	88	..	1889
89	..	1888	90	..	1887

EDUCATION CONVERSION CHART HIGHEST LEVEL OF SCHOOL ATTENDED

				RECORD THIS COLUMN 1966-1977	Years of Schooling	Examination Level
UP TO 1961		1961-1963	1964-1965			
PRIMARY SCHOOL:						
Class	Sub-A*	Standard 1	Standard 1	Standard 1	1	
Class	Sub-B*	" 2	" 2	" 2	2	
Standard 1 (I)		" 3	" 3	" 3	3	
" 2 (II)		" 4	" 4	" 4	4	
" 3 (III)		" 5	" 5	" 5	5	
" 4 (IV)		" 6	" 6	" 6	6	
" 5 (V)		" 7	" 7	" 7	7	
" 6 (VI)		" 8	" —	" 8	8	Primary Certificate, "Std. 8" or old "Std. VI".
SECONDARY SCHOOL:						
Standard 7 (Form 1)		Form I	Form 1			
" 8 (Form 2)		" II	" 2	Form 1	9	
" 9 (Form 3)		" III	" 3	" 2	10	Junior Certificate.
" 10 (Form 4)		" IV	" 4	" 3	11	
" 11 (Form 6 Lower)		" VI (Lower)	" 5	" 4	12	School Certificate, or G.C.E. "O" Level
" 12 (Form 6 Upper)		" VI (Upper)	" 6	" 6	13	
			" 7	" 6	14	Higher School Certificate, or G.C.E. "A" Level

* Persons may report attending village school Classes 1 to 4: record Classes 1 and 2 as Std. I and Classes 3 and 4 as Std. 2

P.C. 1/1977

OATH OF OFFICE AND SECRECY

I,
do solemnly swear that I shall faithfully and honestly fulfil my duties as
in conformity with the requirements of the Statistics Act, 1967, and the regulations made thereunder, and that
I shall not without due authority reveal any information acquired by virtue of my said duties, nor, until such
information is made public, directly or indirectly use it for personal gain.

.....
Signature

Sworn at on the day of
....., 19....., before me.

.....
*Magistrate, Justice of the Peace or
Commissioner of Oaths*

INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATIONS (ISCO—1968)

Major Group 0/1.—Professional, technical and related workers:

- 0-1. Physical scientists and related technicians.
- 0-2/3. Architects, engineers and related technicians.
- 0-4. Aircraft and ships' officers.
- 0-5. Life scientists and related technicians.
- 0-6/7. Medical, dental, veterinary and related workers.
- 0-8. Statisticians, mathematicians, systems and analysts and related technicians.
- 0-9. Economists.
- 1-1. Accountants.
- 1-2. Jurists.
- 1-3. Teachers.
- 1-4. Workers in religion.
- 1-5. Authors, journalists and related writers.
- 1-6. Sculptors, painters, photographers and related creative artists.
- 1-7. Composers and performing artists.
- 1-8. Athletes, sportsmen and related workers.
- 1-9. Professional, technical and related workers not elsewhere classified.

Major Group 2.—Administrative and managerial workers:

- 2-0. Legislative officials and government administrators.
- 2-1. Managers.

Major Group 3.—Clerical and related workers:

- 3-0. Clerical supervisors.
- 3-1. Government executive officials.
- 3-2. Stenographers, typists and card and tape-punching machine operators.
- 3-3. Bookkeepers, cashiers and related workers.
- 3-4. Computing machine operators.
- 3-5. Transport and communications supervisors.
- 3-6. Transport conductors.
- 3-7. Mail distribution clerks.
- 3-8. Telephone and telegraph operators.
- 3-9. Clerical, related workers not elsewhere classified.

Major Group 4.—Sales workers:

- 4-0. Managers (wholesale and retail trade).
- 4-1. Working proprietors (wholesale and retail trade).
- 4-2. Sales supervisors and buyers.
- 4-3. Technical salesmen, commercial travellers and manufacturers' agents.
- 4-4. Insurance, real estate, securities and business services salesmen and auctioneers.
- 4-5. Salesmen, shop assistants and related workers.
- 4-9. Sales workers not elsewhere classified.

Major Group 5.—Service workers:

- 5-0. Managers (catering and lodging services).
- 5-1. Working proprietors (catering and lodging services).
- 5-2. Housekeeping and related service supervisors.
- 5-3. Cooks, waiters, bartenders and related workers.
- 5-4. Maids and related housekeeping service workers not elsewhere classified.
- 5-5. Building caretakers, charworkers, cleaners and related workers.
- 5-6. Launderers, dry-cleaners and pressers.
- 5-7. Hairdressers, barbers, beauticians and related workers.
- 5-8. Protective service workers.
- 5-9. Service workers not elsewhere classified.

Major Group 6.—Agriculture, animal husbandry and forestry workers, fishermen and hunters.

- 6-0. Farm managers and supervisors.
- 6-1. Farmers.
- 6-2. Agriculture and animal husbandry workers.
- 6-3. Forestry workers.
- 6-4. Fishermen, hunters and related workers.

Major Group 7/8/9.—Production and related workers, transport equipment operators and labourers.

- 7-0. Production supervisors and general foremen.
- 7-1. Miners, quarrymen, well drillers and related workers.
- 7-2. Metal processors.
- 7-3. Wood preparation workers and paper makers.
- 7-4. Chemical processors and related workers.
- 7-5. Spinners, weavers, knitters, dyers and related workers.
- 7-6. Tanners, fellmongers and pelt dressers.
- 7-7. Food and beverage processors.
- 7-8. Tobacco preparers and tobacco product makers.
- 7-9. Tailors, dressmakers, sewers, upholsterers and related workers.
- 8-0. Shoemakers and leather goods makers.
- 8-1. Cabinet-makers and related woodworkers.
- 8-2. Stone cutters and carvers.
- 8-3. Blacksmiths, toolmakers and machine-tool operators.
- 8-4. Machinery fitters, machine assemblers and precision instrument makers (except electrical).
- 8-5. Electrical fitters and related electrical and electronics workers.
- 8-6. Broadcasting station and sound equipment operators and cinema projectionists.
- 8-7. Plumbers, welders, sheet metal and structural metal preparers and erectors.
- 8-8. Jewellery and precious metal workers.
- 8-9. Glass formers, potters and related workers.
- 9-0. Rubber and plastics product makers.
- 9-1. Paper and paperboard products makers.
- 9-2. Printers and related workers.
- 9-3. Painters.
- 9-4. Production and related workers not elsewhere classified.
- 9-5. Bricklayers, carpenters and other construction workers.
- 9-6. Stationary engine and related equipment operators.
- 9-7. Material-handling and related equipment operators, dockers and freight handlers.
- 9-8. Transport equipment operators.
- 9-9. Labourers not elsewhere classified.

Major Group X.—Workers not classifiable by occupations

- X-1. New workers seeking employment.
- X-2. Workers reporting occupations unidentifiable or inadequately described.
- X-3. Workers not reporting any occupation.

Armed Forces.—Members of the armed forces.

POPULATION CENSUS INDUSTRIAL CLASSIFICATION

- NOTE 1. Headings throughout the table are inserted merely for guidance.
 2. n.e.c.=not elsewhere classified.
 3. ()=give details of the product in brackets.
 4. Government: name of department to be shown.

<i>To be written:</i>		<i>Description:</i>		<i>To include:</i>
1. Agriculture, Hunting, Forestry and Fishing				
Agriculture	Agriculture	Agricultural and livestock production and agricultural services
Hunting	Hunting	Hunting, trapping and game propagation
Forestry	Forestry and logging	Forestry and logging
Fishing	Fishing	—
2. Mining and Quarrying				
Quarrying	Stone quarrying, clay and sand pits	Salt pan operation
Salt	Salt mining	Mining for precious stones
Mining	Metal ore or other mining	
3. Manufacturing				
Food	Food manufacture	Bakeries, slaughterhouses, canning factories, grain mills, sugar factories, etc.
Beverages	Beverages industry	Manufacture of alcoholic beverages, vinegar and soft drinks
Tobacco	Tobacco manufactures	Cigarette factory (tobacco preparation, e.g. grading, prior to auction to be shown in agricultural series)
Textiles	Manufacture of textiles	Spinning, weaving and manufacture of carpets, rope and other textiles
Clothing	Manufacture of wearing apparel except footwear	—
Leather	Manufacture of leather and leather products except footwear	Include manufactures of fur or leather substitutes (other than footwear)
Footwear	Manufacture of footwear (except footwear from plastic or rubber)	—
Wood	Manufacture of wood products (excluding furniture)	Sawmills, manufacture of wood, cane or cork products n.e.c.
Furniture	Manufacture of furniture and fixtures except primarily of metal	—
Paper	Manufacture of paper and paper products	Manufacture of pulp and paper products
Printing	Printing, publishing and allied industries	—
Industrial chemicals	Manufacture of industrial chemicals	Basic industrial chemicals, fertilizers, pesticides, plastic materials
Paint	Manufacture of paints, lacquers and varnishes	—
Medicines	Manufacture of drugs and medicines	—
Soap	Manufacture of soap and other toilet preparations	Manufacture of perfumes, cosmetics and other toilet preparations
Tyres	Manufacture of tyres and tubes	Retreading of tyres
Plastic products	Manufacture of plastic products n.e.c.	Manufacture of plastic shoes, buckets, hosepipe, etc.
Pottery	Manufacture of pottery, china and earthenware	Include manufacture of structural clay items
Glass	Manufacture of glass and glass products	—
Cement	Manufacture of cement, lime and plaster	—
Iron and steel	Iron and steel basic industries	—
Non-ferrous metals	Non-ferrous metals basic industry	—
Metal products	Manufacture of metal products (except machinery and equipment)	Manufacture of cutlery, hand tools, general hardware, metal furniture and fittings and structural metal products
Machinery	Manufacture of machinery and equipment (electrical and non-electrical)	Manufacture of machinery including woodworking machinery, radios, electrical household appliances and motor vehicles; ship building (and repairers)
Jewellery	Manufacture of jewellery and related articles	—
Musical instruments	Manufacture of musical instruments	—
Sporting goods	Manufacture of sporting and athletic goods	—

<i>To be written</i>			<i>Description</i>			<i>To include:</i>
4. Electricity, Gas and Water						
Electricity	Electric light and power	ESCOM
Water	Water works and supplies	—
5. Construction						
Construction	Construction	Building and construction
6. Trade, Hotels and Restaurants						
Wholesale trade	Wholesale trade	—
Retail trade	Retail trade	Including petrol stations
Hotels	Hotels	Places specializing in sleeping accommodation
Restaurants	Restaurants	Places specializing in food and drink (cafes, bars, etc.) with little or no accommodation
7. Transport, Storage and Communication						
Land transport	Land transport	Passenger and freight transport by rail and road and supporting services
Water transport	Water transport	Passenger and freight lake or river transport and supporting services
Air transport	Air transport	Passenger and freight air transport, including supporting services; Air Malaŵi
Communication	Communication	Telephone and telegraph (not M.B.C.—see below)
8. Finance, Insurance, Real Estate and Business Services						
Banking	Monetary and financial institutions and services			Commercial Banks and Reserve Bank of Malaŵi
Insurance	Insurance	—
Business Services	Real estate and business services	Property agents: legal, accounting, data processing, engineering, architectural and advertising services including machinery rental.
9. Community, Social and Personal Services						
Public administration	Public administration and defence	—
Sanitary services	Sanitary and similar services	—
Education	Education services	—
Research	Research and scientific institutions	—
Health	Medical, dental and other health services	—
Veterinary	Veterinary services	—
Religious organizations	Religious organizations	—
Social	Social and related community services n.e.c.	—
Films	Action picture production, distribution and projection	—
Radio	Radio broadcasting; M.B.C.	—
Theatre	Theatrical production and entertainment services n.e.c.	—
Author	Authors, musical composers and other independent artists n.e.c.	—
Library	Libraries	—
Museums	Museums	—
Zoos	Zoological gardens	—
Recreation	Recreational services n.e.c.	—
Motor vehicle repairs	Repairs of motor vehicles and motorcycles	—
Repairs ()	Repair services n.e.c.	Repairs of shoes, watches and clocks, radios and electrical items
Laundry	Laundries and laundry services	Dry cleaners; carpet cleaners
Domestic	Domestic services	Domestic servants
Barbers	Barbers and beauty shops	—
Personal services	Personal and household services n.e.c.	Photographic studio
Diplomatic	International and other extra-territorial bodies n.e.c.	U.N. administration, Embassies and High Commissions (specialized personnel not at Headquarters should be categorized in accordance with their personal occupation)

ECONOMIC ACTIVITY STATUS

The sequence of questions attached is designed to enable you to determine the activity status of every person you interview. Follow the sequence through, asking the next question or jumping to another numbered question box in accordance with the answers given by the respondent until you reach the appropriate category as shown at the right hand side of the table. Some examples follow in order to demonstrate how this will be done.

Record the answer to the first question “ Did you work last week ” in *column “ o ”* of the form (writing in “ Yes ” or “ No ”). If the answer was “ Yes ” then go to the next question in the sequence: “ Where did you work ? ” If the answer to that question is that the respondent works on their own family smallholding or garden then in the case of a male respondent you should write *MLIMI* in *column “ p ”*, in the case of a female respondent you should go to question box (5) to determine whether or not she should be shown as *MLIMI* or *HOMEWORKER*.

Some imaginary sequences of question and answer are as follows—

Question	Answer	Next Step
A. Did you work last week ?	Yes	Record “ Yes ” in <i>column “ o ”</i> and ask adjacent question
Where did you work ?	In the garden	As the respondent is female go to (5)
Over the year do you spend more of your time working in the garden or on domestic duties ?	Cooking and house-work	Record “ HOMEWORKER ” in <i>column “ p ”</i> Put NA under “ Industry ” and “ Occupation ” and go to question “ s ” on the form
B. Did you work last week ?	Yes	Record “ Yes ” in <i>column “ o ”</i> and ask adjacent question
Where did you work ?	In the forest	As it is “ another ” answer go to question box (2)
Do you work as an employee for a cash wage ?	Yes	Record “ EMPLOYEE ” then go on to find his industry and occupation (perhaps he is a labourer for the Forestry Department)
C. Did you work last week ?	Yes	Record “ Yes ”, etc.
Where did you work ?	In the forest	As in B above go to box (2)
Do you work as an employee for a cash wage ?	No	Continue with the question
For yourself ?	Yes	Then ask adjacent question
Do you employ others in your business or work on your own ?	My son helps me	Put in any extra check question such as “ Do you pay him a regular wage ? ” If the answer is “ No ” then record respondent as “ SELF ” (short for self-employed) (If the answer had been “ Yes ” then he would have been an “ EMPLOYER ”). Then go on to determine his industry and occupation (perhaps his occupation is sawyer in the forestry industry).

Note particularly that if a woman spends more time working in the garden *during the year* than on domestic duties (such as preparing food, fetching wood or water, cleaning the house) then she is to be recorded as “ Mlimi ”; if she spends more time on the domestic duties than in the garden then she is a “ Homeworker ”. The time scale for this question relates to the previous year; in the case of the man who gets his livelihood from working his own smallholding he too will be recorded as a “ Mlimi ” even if last week he did not actually do any work in the garden (because for example, none was needed, or he was not well, or he was away visiting relatives or it was raining). In all other cases without exception the answer to the economic status question will relate to what the respondent was doing the week before the interview. If for example he was employed as a tractor driver for that week then he will be recorded as an employee regardless of what he is doing this week or what he was doing prior to last week. The only possible conflict is where a mlimi was active with another job last week: in this case if he was actually working last week as an employee or in some other activity then he should be recorded accordingly and not a mlimi.

ECONOMIC STATUS QUESTION SEQUENCE

Record as:

(1) Did you work last week? (a) Yes: Where did you work? (i) Own family smallholding (ii) Other: (2)		Male Female (5)	MLIMI*
(b) No: (4)			
(2) Do you work: (a) as an employee for a cash wage or salary? (b) for yourself? Do you (i) employ others in your business (for wages)? (ii) work on your own (or with only unpaid family workers to help you)? (c) As a worker in the family business: Do you receive regular cash wage? (i) Yes (ii) No: (3)			EMPLOYEE† EMPLOYER† SELF† EMPLOYEE†
(3) Did you work last week for 15 hours or more in the family business? (a) Yes (b) No: (4)			FAMILY WORKER†
(4) What did you do most of last week? (a) Domestic duties: (5) (b) Nothing: Why not? (i) No work needed in garden (ii) No need, private income (e.g. pension) (iii) No need or not able (rely on others) (iv) School holidays (or private studies) (v) On leave from work: (6) (vi) No work available: (7)		Male: Female: (5)	MLIMI* INDEPENDENT‡ DEPENDENT‡ STUDENT‡
(5) Over the year do you spend more of your time working: (a) in the garden? (b) on domestic duties?			MLIMI* HOMEWORKER‡
(6) Are you on leave with pay? (a) Yes: (2) (b) No: Do you have a job to go back to? (i) Yes: (2) (ii) No: (7)			
(7) Have you ever worked? (a) Yes: Did you look for work last week? (i) Yes (ii) No			UNEMP (1a)† UNEMP (1b)†
(b) No: Did you look for work last week? (i) Yes (ii) No			UNEMP (2a)† UNEMP (2b)†

*Record occupation as "Farmer" and industry as "Agriculture".

†Ask questions to determine the occupation and industry.

‡Record "NA" under occupation and industry.