

Receipt & control of survey documents

Receipt of documents

The following documents should be collected from each Supervisor

- Completed schedules (HBS1, HBS2, HBS3, HBS4, HBS5)
- Identity cards for Supervisors and Interviewers
- 2 sets of 5 maps
- List of selected households
- Any unused schedules/documents
- The form "Record of field visits"
- The form "Assessment of interviewers"

Control of completed schedules

For each Supervisor, there should be 5 sets of documents, each set relating to one Interviewer.

For each Interviewer, there should be 8 pink files(control document), each file relating to one household, and containing the following:

- One Household Schedule (HBS2)
- 4-days diaries (HBS3)
- Weekly diaries (HBS3) for all completed weeks of the Survey Reference month
- One Income Schedule (HBS4)
- One Point of Purchase questionnaire

Check for the presence of all documents against the entries in the box “FOR OFFICE USE ONLY” on the cover of the Control document.

For rented dwellings, check for the location map of the house.

Ensure that all schedules have their covers appropriately filled in.

Control of other documents

Check all documents for completeness, ensuring that:

- the maps have been updated
- the reasons for replacement have been recorded on the list of selected households (if there has been replacement)

Coding scheme

Introduction

The following instructions are meant to help you in the editing, coding and transcription of HBS data. If you have any difficulty while performing these operations, you should seek explanation from your team leader, the SSO or the Statistician.

The Household Schedule (HBS2)

HBS2 - Cover page

Serial number

This is a 4-digit code ranging from 0001 to 6720.

Reference month

This is a 2-digit code as follows:

July 2006	07
August 2006	08
September 2006	09
October 2006	10
November 2006	11
December 2006	12
January 2007	01
February 2007	02
March 2007	03
April 2007	04
May 2007	05
June 2007	06

Geographical district

Port Louis	11
Pamplemousses	12
Riviere du Rempart	13
Flacq	14
Grand Port	15
Savanne	16
Plaines Wilhems	17
Moka	18
Black River	19
Rodrigues	21

PSU –Number, PSU-RDI & Enumeration Area

These are codes appearing on all schedules and on the map.

PSU Number

This is a 4-digit and 1 alphanumeric code, e.g. 2039A, 7089C

PSU-RDI

This is a one-digit code between 1 and 4

Enumeration Area

This is a 6-digit code

Population stratum

Hindu	1
Muslim	2
General Population	3
Sino-Mauritian	4

Household number

This is a 1-digit code ranging from 1 to 8.

HBS2 - Section 1 – Demographic and other characteristics of household members

Column 1.1 – Serial number

For households with more than 12 persons, write “Continued in second questionnaire” on the first questionnaire.

On the second questionnaire, please ensure that the serial numbers have been modified to 13, 14, 15, etc.

Column 1.3 – Relationship to head

Head of household	1
Spouse	2
Son/daughter	3
Son in law/daughter in law	4
Grand child	5
Father/mother	6
Father in law/mother in law	7
Other relative	8
Non-relative	9

Column 1.4 – Sex

Male	1
Female	2

Column 1.5 – Age

Under 1 year	00
1 year to 97 years	01, 02,, 97
98 years and over	98
Not stated	99

Column 1.6 – Marital Status

M - Married/in a union	1
W- Widowed	2
D - Divorced	3
SEP – Separated (incl. unmarried mother)	4
S - Single	5
Not stated	9

Column 1.7 – Whereabouts in survey month

Here	1
Not here	2

Column 1.8 – School attendance

Now	1
Past	2
Never	3
CNYS	4

Note : For a child not yet at school(CNYS), put a dash in boxes of columns 1.9 to 1.12

Column 1.9 – Level of education

If Column 1.8 = "never" or "CNYS", leave boxes in column 1.9 empty

Pre-primary	01
Standard 1	11
Standard 2	12
Standard 3	13
Standard 4	14
Standard 5	15
PSLC, CPE	16
Standard 6-Not Passed	17
APEIM	18
Form 1	21
Form 2	22
Form 3	23
Form 4	24
Form 5	25
SC/GCE "O" level	26
Lower 6	27
Upper 6	28
HSC, GCE "A" level or BAC	29

Column 1.10 – when studied

Now - FT	1
Now - PT	2
Past	3
Never	4

Column 1.11 – Qualification/Course

If Column 1.10 = "Never", column 1.11 should be blank. Otherwise, refer to manual ISCED for Tertiary/Technical/Vocational qualifications.

Column 1.12 – Activity status

EPE - Employee	1
SE - Self-employed	2
CFW - Contributing family worker	3
HM - Home maker	4
ST - Student	5
R - Have been working but now retired	6
NWLW - Not working but looking for work	7
DIS - Disabled/Invalid	8
O - Other	9

HBS2 - Section 2 - Characteristics of dwelling

Question 2.1

Circle the appropriate code; check that only 1 code has been circled

Question 2.2

The total number of rooms for living purposes equals the sum of all types of room from (i) to (viii), except those of type (vi) “open verandah”.

Question 2.3

Circle the appropriate code; check that only 1 code has been circled

Question 2.4

If code for question 2.3 = 2 (supplied free by employer), insert the serial number in the boxes and check that the serial number corresponds to the name as per Section 1 : Demographic and other characteristics of household members.
Otherwise, strike off the answer space.

HBS2 - Section 3 - Owned and free accommodation

If not applicable, strike off answer space

Table 3.1

If "Yes" in second column

Enter the **monthly** equivalent in the boxes found in column "Amount (Rs)"

If "No" in second column

Leave boxes found in column "Amount (Rs)" empty

Question 3.2

Enter the rent payable in the boxes provided

HBS2 - Section 4 - Rented accommodation

If not applicable, strike off answer space

Question 4.1

Yes	1
No	2

Question 4.2

Enter the amount in the boxes

Table 4.3

If "Yes" in second column

Enter the **monthly** equivalent in the boxes found in column "Amount (Rs)"

If "No" in second column

Leave boxes found in column "Amount (Rs)" empty

Question 4.4

Yes	1
No	2

Questions 4.5

Enter the amount in the boxes

Questions 4.6

If household is subletting any rooms then compute the net rent paid for the selected household and code amount in boxes.

HBS2 - Section 5 – Minor repairs and maintenance

If not applicable, strike off answer space

If "Yes" in second column ;insert a box and write 1 for “yes” and 2 for “no”.

Enter the amount in the boxes found in column “Workman’s wages” and “Materials and fitting”. If Workman’s wages = nil or Materials and fittings = nil, write 0 in the appropriate boxes.

If "No" in second column

Leave boxes found in column “Workman’s wages” and “Materials and fitting” empty

HBS2 - Section 6 – Fuel used for cooking

Question 6.1

Circle the codes.

Most frequently used	1
Second most frequently used	2
Third most frequently used	3
Fourth most frequently used	4
Fifth most frequently used	5
Sixth most frequently used	6
Not used	do not circle anything

Question 6.2

If not applicable, strike off answer space

Estimate the monthly expenditure on cooking gas. This figure is to be recorded in the boxes. Consider a month as equal to 4 weeks.

HBS2 - Section 7 – Household possessions

Question 7.1

Circle the number of units owned for each item. Do not circle anything if no units are owned.

HBS2 - Section 8 – Vehicles

If not applicable, strike off answer space; insert a box and write 1 for “yes” and 2 for “no”.

Table 8.1 – code appropriately

Yes	1
No	2

If "Yes" in second column

Enter the no. of vehicles in the boxes found in third and fourth columns. If none, insert 0.

For vehicles **used solely for household purposes**, insert the **yearly amount** paid for road tax and insurance in the respective boxes.

If "No" in second column

leave boxes in following columns empty.

Tables 8.2 and 8.3

Only vehicles to be used or used for household and personal use are to be considered; please read any notes that the Interviewer may have written beside the table before coding these tables.

<u>Type of vehicle</u>	<u>Code</u>
Car	01
Van	02
Double cab	03

Lorry	04
Motorcycle / auto cycle	05
Minibus	06
Bus	07
Other	09

Insert amount in boxes.

HBS2 - Section 9 – Domestic Services

If no domestic services are resorted to, strike off the table; insert a box and write 1 for “yes” and 2 for “no”.

If some types of domestic services are resorted to

For the type of domestic services resorted to, enter the figures in the appropriate boxes.

For those types of domestic services not resorted to, leave the boxes blank.

HBS2 - Section 10 – Overseas Travel

If not applicable, strike off answer space; insert a box and write 1 for “yes” and 2 for “no”.

Otherwise, enter the total amount spent on air and sea tickets in the boxes provided below the table.

Please note that this amount corresponds to non-business trips, and to trips that have been paid by the respondents or could have been cashed if payment is not effected by the respondent, e.g passage benefits for civil servants.

HBS2 - Section 11 – Irregular expenses made during past 12 months

Item 1 – Household furniture and furnishings

Bed – metal	11
Bed – wooden	12
Chair – wooden / metal / formica / plastic	13
Table – wooden / metal / formica / plastic	14

Sofa	15
Cupboard / wardrobe / Kitchen furniture	16
Garden furniture	17
Furnishings (mirrors, lampshades, etc)	18
Other	19

Item 2 – Household appliances

Cooking appliance

Gas cooker	21
Rice cooker	22
Electric cooker	23
Microwave oven	24
Kerosene stove	25
Electric / gas oven	26
Other cooking appliance	29

Major household appliance

Refrigerator	31
Washing machine – clothes	32
Electric brush / Vacuum cleaner	33
Electric shower / heater	34
Sewing machine	35
Solar water heater	36
Washing machine – dish	37
Air conditioner	38
Gas water heater	39
Other	30

Small electric household appliances

Electric iron	41
Electric fan	42

Electric kettle	43
Toaster	44
Grinder	45
Mixer	46
Electric heater	47
Other	49

Item 3 – Other electrical goods

Electrical goods

Radio cassette / compo cassette	51
Audio / CD player/VCD/DVD/Hifi set	52
TV set	53
Video set (VCD, DVD, VHS)	54
Decoder – TV	55
Computer	56
Printer	57
Other audio, video and information processing equipment (e.g. radio, transistor, walkman, antenna, etc.)	59

Item 4 – Health related goods and services

Medicine	61
Spectacles & contact lenses	62
Doctor's fees	63
Surgical operation fees	64
Optician / ophthalmologist fees	65
Dental services	66
Laboratory services, X-ray & other paramedical services	67
Clinic fees	68
Other	69

Item 5 – Educational expenses

Textbooks	71
Dictionaries (hard copy)	72

Encyclopedia (hard copy)	73
Software (educational)	74
Examination fees	75
Registration fees	76
Tuition fees (primary, secondary)	77
Tertiary education fees	78
Other	79
<u>Item 6 – Expenditure in hotels and bungalows</u>	
Expenditure in hotels	81
Rental of bungalows	82
Other	89
<u>Item 7 – Other expenses</u>	
Photo camera (digital etc.)	91
Video camera equipment	92
Toys	93
Bicycle	94
Mobile phone	95
Wedding	96
Funeral	97
Religious ceremonies	98
Other	99

Schedules HBS3 (Household expenditure)

1. Editing

The household expenditure has been noted in details on a daily basis in the diaries HBS3. Check whether information is available for each day of the survey month.

Edit all entries in each diary so that every entry contains details on *unit, quantity* and *value*. The unit value of important items should be checked with available prices from the CPI unit.

2. Consolidating expenditure data from the HBS3 diaries to the monthly schedule

The cover page of the monthly schedule: Enter the serial number and the reference month, etc, in the boxes provided. These entries should be the same as in the corresponding HBS2 schedule. For type of respondent, the information needs to be looked from list of 8 selected households for interviewers and should be coded:

Household selected at initial sampling stage	1
Substitute	2

For each week of the month,

- Calculate the total expenditure and total quantity for recurrent items in Sections A, B and C. For Section C, only the column 'Cost to household' is to be considered and quantity must be estimated.
- Write these weekly totals in pencil beside the item description in the Monthly Schedule.
- For other non-recurrent items, transfer relevant quantity and amount paid to monthly schedule (MS).

For each item in the Monthly Schedule (from Division 01 to Division 12)

- Sum the weekly totals to obtain the monthly total for quantity and expenditure on each item.

- These are to be entered in red in the appropriate columns in the Monthly Schedule. While making these entries, consideration must be given to the prescribed units. The expenditure is to be entered in CENTS. For example, if expenditure is equal to Rs 20.75 code as follows:

				2	0	7	5
--	--	--	--	---	---	---	---

In case there any entries on page 39/40 for division “00”, write a note “See page 39/40 MS” on the cover of the monthly schedule and pink file.

3. Consolidating data from the HBS3 diaries to the income schedule (HBS4)

Section C

In the column “Office use”, obtain the actual amount received free by subtracting “Cost to household” from “Retail value”.

(a) “FROM EMPLOYER”

Sum all the amounts in the column “Office use” under this part for all diaries and enter in income schedule HBS4, **Section 2.7 in the appropriate column.**

(b) “FROM SOCIO-RELIGIOUS ORGANISATION”

Sum all the amounts in the column “Office use” under this part for all diaries and enter in income schedule HBS4, at **Section 6.2(ii).**

(c) “OTHER”

Sum all the amounts in the column “Office use” under this part for all diaries and enter in income schedule HBS4, Section 5.1 – **TOTAL OTHER RECEIPTS (IN KIND).**

Section F

Sum all the amounts in the column “Retail value” for all diaries and enter in income schedule HBS4, Section 5.1 (vi) – *Other (please specify) e.g lump sum, inheritances.....*

Section G

Transfer all items in this section to page 42 of the Monthly Schedule. There is a need to look for the corresponding code from detail consumption expenditure on page 1 to 39. You must also insert the unit, quantity and expenditure for all these items.

HBS 4 – Income schedule

Cover page

Enter only the serial number and the reference month in the boxes provided. These entries are the same as those on the cover of HBS2 and HBS5.

Section 1 – Employment characteristics

Check whether all persons reported in HBS 2 as employed (employee, self-employed or apprentice with pay) are covered in this section.

Also check the serial number against the corresponding name from HBS 2 schedule. This serial number should be entered in the boxes provided at the beginning of each section.

1.1 – Name of employer (type of establishment, 1-digit code)

The type of establishment has to be deducted from the name before entering the appropriate code.

Central Government		00
Local Government:	Municipal Councils	01
	District Councils	02
Publicly owned and/ or controlled enterprises (parastal bodies)		03
Privately owned enterprises	Sugar	04
	EPZ*	05
	Other (OAW)	06
Private household services (maid, gardener, cook ...)		07
Co-operative enterprises		08
Not stated		09

* consult list of enterprises

For establishments not having a trade name, the name of the employer has been entered. Refer to Q1.3 (Industry) to decide which code is appropriate among codes 04 (sugar plantation), 06 (Privately owned enterprises – Other) or 07 (private household services).

1.2 – Address of place of work (2-digit code)

Working abroad	00
Rodrigues	01
Port Louis	11
Pamplemousses	29
Riviere du Rempart	39
Flacq	49
Grand Port	59
Savanne	69
Plaines Wilhems	
<i>Beau Bassin / Rose Hill</i>	71
<i>Quatre Bornes</i>	72
<i>Vacoas / Phoenix</i>	73
<i>Curepipe</i>	74
<i>Other</i>	79
Moka	89
Black River	99
Not stated	98

1.3 – Industry (5-digit code)

Refer to the list – Description of NSIC by section. Insert the 5-Digit code of the appropriate industry.

1.4– Occupation (4-digit code)

Refer to the National Classification of Occupations. Insert the first 4 digits of the appropriate occupation code.

1.5- No. of hours worked last week (2 digits)

Enter the stated number of hours worked last week. If not stated insert 99.

1.6—Employment status: (1 digit-code)

Employer	1
Own Account Worker	2
Employee	3
Apprentice	4
Not stated	9

1.7—Mode of salary payment (1 digit-code)

Monthly	1
Fortnightly	2
Daily	3
Piece rate	4
Other	8
Not stated	9

Section 2– Income from paid employment

This section should be filled in for all respondents who derived income from paid employment, i.e. for all employees and apprentices with pay. **Insert the monthly equivalent in the boxes provided for each entry.** If not applicable, leave boxes empty.

Q2.1.7 – Check whether the *Total gross pay before deduction* equals the sum of 2.1.1 to 2.1.6 and make the necessary corrections if not.

2.2.3 Section (vi)—Please code refund of other loan (1 digit-code)

Insert a box and then code

Wedding	1
Funeral	2
Personal	3
Other	4
Not stated	9

Q2.2.4 – Check whether the *total deductions* equal the sum of 2.2.1 to 2.2.3 and make the necessary corrections if not.

Q2.3 – Check whether the *Net cash earnings for the month* equal (2.1.7 minus 2.2.4) and make the necessary corrections if not.

Q2.4 Code 1 for Yes and 2 for No

Q2.6 – Check whether the *Total net income of person in paid employment* equals (2.3 + 2.5) and make the necessary corrections if not.

Q2.7 – *Total income in kind of person* is to be obtained from schedules HBS3 Section C. Refer to coding instructions, page 16 – Consolidating data from the HBS3 diaries to the income schedule (HBS4) Section C – “FROM EMPLOYER”

Section 3 – Income from self employment

This section should be filled in for all respondents who derived income from self-employment (employers and own account workers). Insert the **monthly** equivalent for each entry.

Section 4 – Property income

Enter the **monthly** equivalent in the boxes provided. If not applicable, leave blank.

The monthly equivalent is computed as follows:

Let A = Gross rent received last month

B = Expenditure on repairs, etc.

C = Municipal rate paid for last financial year

Monthly equivalent = $A - \{(B + C)/12\}$

Q4.2 Insert the **monthly** equivalent in the boxes provided. If not applicable, leave blank.

Section 5 – Other receipts

For all receipts in cash enter the amount in the boxes provided.

Receipts in kind is to be obtained from schedules HBS3 Section C. Refer to coding instructions, page 16 – Consolidating data from the HBS3 diaries to the income schedule (HBS4) Section C – “OTHER”

Section 6 Transfer income

Q6.1 - Check for the value from the list of different transfer income rates and insert in the boxes provided.

Q6.3 - Insert the monthly equivalent (given amount divided by 12) in the boxes provided.

Section 7 – Debt repayment

First check from **Q2.2.3** whether these values have already been reported. If so, ignore these entries else enter the values in the boxes provided.

Other debt repayment should be coded as follows:

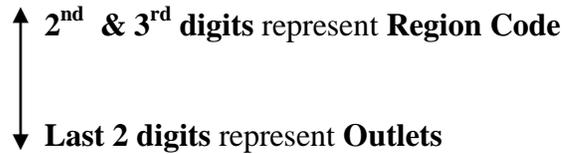
Wedding	1
Funeral	2
Personal	3
Other	4
Mobile (communication)	5
Not stated	9

Transfer any debt repayment which has been reported in diaries HBS3 and which has not been recorded in HBS4 (section 2.2.3 or 7.1).

HBS 5 – Point of Purchase Questionnaire

The first box is always 0

Last 4 Digits code to be used



For example, Supermarket Jumbo – Phoenix is to be coded as 07329

Region codes

Region	Code
Rodrigues	01
Port Louis	11
Pamplemousses	29
Riviere du Rempart	39
Flacq	49
Grand Port	59
Savanne	69
Plaines Wilhems	
<i>Beau Bassin / Rose Hill</i>	71
<i>Quatre Bornes</i>	72
<i>Vacoas / Phoenix</i>	73
<i>Curepipe</i>	74
<i>Other</i>	79
Moka	89
Black River	99
Not Stated	98

Outlet codes

Outlet	Code
Bakery (patisseries)	01
Bars	02
Bazar /Market	03
Bookshop	04
Boucherie	05
Boutique/Neighbourhood Shop	06
Cold Storage	07
Open Market (La Foire)	08
Magasin	09
Street Vendor (Marchand ambulant)	10
Pharmacy	11
Quincaillerie	12
Restaurants	13
Snack – bar/Canteen/KFC	14
Tabagie	15
Usine	16
Internet	17
Garage	18
Vegetable Shop	19
Menuisier	00
Banian poisson	99

SUPERMARKETS

SUPERMARKETS	Code
Ashraf	21
Winners	22
Chan Supermarket	23
Wong Min	24
Spar	25
Central Spar – Rose Hill	26
Way	27
Shoprite	28
Jumbo	29
Super U	30
Prisunic	31
How Hong	32
SikYen	33
Store 2000	34
Top Shop	35
Smart	36
Dyall Supermarket	37
Score 2000	38
Kong Supermarket	39
Pak Soo	40
Chan Voo Lin	41
Lolo supermarket	42
Other Supermarkets	43
Not stated	99

For services Section 2, insert code for Region first, and then put 00 for the last two boxes,

e.g Doctor Bunwaree, Curepipe 07400