

INTRODUCTION

1.1 General

Susenas (National Socio-economic Survey) was held for the first time in year 1963. In the last two decades, up to year 2010, *Susenas* was conducted every year. *Susenas* was designed to have 3 modules (Module of Household Consumption/Expenditure, Module of Education and Socio-culture, and also Module of Health and Housing) and each module should be conducted every 3 years. Household Consumption/Expenditure Module of *Susenas* shall be conducted in year 2011 .

To improve the accuracy of data result and in line with the increased frequency of household consumption/expenditure data request for quarterly GDP/GRDP and poverty calculation, data collection of household consumption/expenditure, it is planned that starting in 2011 it should be held quarterly. Each year, collecting data shall be conducted in March, June, September, and December.

In accordance with the 5-year cycle, in year 2012, *BPS* (Central Statistical Agency) shall have planned *Survei Biaya Hidup-SBH* (Cost of Living Survey) with the aim to generate a commodity package and a weigh diagram in the calculation of Consumer Price Index (CPI). Data of food and non-food consumption expenditures as well as household characteristics collected in *SBH* and *Susenas* has the same concept/definition, but different implementation time. In order to be more efficient in the utilization of resources of the two surveys and to have a better quality of results achieved, in year 2011 a trial of *Susenas* and *SBH* integration shall be conducted in 7 cities (Medan, Sampit, Denpasar, Kudus, Bulukumba, Tual, and South Jakarta).

Poverty data, CPI/Inflation data, GDP/GRDP are *BPS* strategic data that have to be released on time. Therefore, planning, field preparation, processing, and presentation of data *Susenas* 2011 activities and trial of integrating *Susenas* and *SBH* must be in accordance with the set schedule.

Activities of Susenas 2011 preparation shall be conducted in year 2010, covering activities of workshop/training of chief instructor with the aim to synchronize the perception toward the concept/definition as well as procedure and protocol of survey implementation. National instructor training will also be conducted in year 2010.

This book contains explanations on the implementation of Susenas 2011 that must be followed by the Heads of BPS-Province and BPS-District/City in order that data resulted is of higher quality and in accordance with the set schedule.

1.2 Purpose

In general the development of this manual is intended to provide explanations on 2011 Susenas activities to the Head of BPS-Province and Head of BPS-District/City as the accountable person and executor of 2011 Susenas activities in the regions. Susenas activities discussed in this manual among others are survey methodology, organizing trainings, processing documents, setting schedules, site implementations, site supervisions and processing data.

1.3 Scope

Implementation of 2011 Susenas covers 300.000 household samples spreading in the entire provinces and 497 Districts/Cities in Indonesia, where each quarter as many as 75 thousand households will be distributed. Data of each quarter census result can be presented both at national and provincial levels, whereas data from census implementation cumulative of four quarters can be presented up to the district/city level.

1.4 Type of Data Collected

The type of data collected by Core questionnaire (VSEN11.K) covers:

- a. General description of household members, i.e. name, relation with household head, gender, age, marital status; Information on household members who are victims of crime; Information on household members who travel; Birth certificates information; and Information on household members who attended pre-schools;

- b. Information of birthplace, residence of 5 years ago and the presence of natural mother in the household.
- c. Information on health, among others, covers the health of residents and toddlers;
- d. Information on education of household members aged 5 years and older and also access to internet;
- e. Information on employment activities of household members aged 10 years and older;
- f. Information on fertility for women who had been married and birth control for married women;
- g. Information on housing, among others, covers housing possession, drinking water sources, toilet facilities, etc.;
- h. Other socio-economic information, among others, covering utilization of poverty alleviation program facilities (free health care services, rice for the poor/*raskin*, health card, credit facility utilization), as well as assets and insurances of household;
- i. Information on communication and information technologies which covers possession of landline phones, cellular phones (HP), total cellular phone numbers and computer possession;

Type of data collected by the questionnaire of Consumption Module (VSEN11.M) covers:

- a. Information on quantities and values of food, drink, and tobacco consumption both from buying and own production or gifts. Consumption on food, drink and tobacco covers 215 commodities divided into 14 groups;
- b. Information on household expenditures for non-food goods covers groups of housing and household facilities, various goods and services, clothing, footwear and headgear, durable goods, tax, collection, and insurance, as well as expenditure for parties and ceremonies. Non-food consumption includes 108 details divided into 6 groups.

1.5 Schedule

2011 Susenas implementation includes various activities conducted in Central BPS and in the regions. Its activity and schedule includes all activities from preparation to publication, as follows:

Draft of Susenas 2011 Activities Schedules

No.	Activity Description	Schedule
(1)	(2)	(3)
	A. Preparation	
1	Trial	4-29 October 2010
2	Completing guidelines and questionnaires	2-6 November 2010
3	Submission of softcopy documents to the regions	8 November 2010
4	Workshop/Training of Chief Instructor	8-13 November 2010
5	Copying documents for National Instructors Training	8-13 November 2010
6	Training of National Instructors	18-24 November 2010
7	Training of Processing National Instructors	December 2010
8	Training of officers	January 2011
9	Training of processing officers	January-February 2011
10	Training Supervision	January 2011
11	Refreshing of officers	July 2011
	B. Implementation	
	1st Quarter	
10	Updating Census Block	21-28 February 2011
11	Control and verification of census block updating results	21-28 February 2011
12	Selection of household samples	23-28 February 2011
13	Enumeration of household samples	1-17 March 2011
14	Control/Verification	3-20 March 2011
15	Quality Monitoring	5-10 March 2011
16	Submission of enumeration result to District/City BPS	10-23 March 2011
	2nd Quarter	
17	Updating Susenas Census Block	21-31 May 2011
18	Control and verification of census block updating results	21-31 May 2011
19	Selection of household samples	23-31 May 2011
20	Enumeration of household samples	1-17 June 2011
21	Control/Verification	3-20 June 2011
22	Quality Monitoring	5-10 June 2011
23	Submission of enumeration result to District/City BPS	10-23 June 2011
	3rd Quarter	
24	Updating Susenas Census Block	21-31 August 2011
25	Control and verification of census block updating results	21-31 August 2011
26	Selection of sample households	23-31 August 2011
27	Enumeration of sample households	1-17 September 2011
28	Control/Verification	3-20 September 2011
29	Quality Monitoring	5-10 September 2011
30	Submission of census result to District/City BPS	10-23 Sept 2011

No.	Activity Description	Schedule
(1)	(2)	(3)
	4 th Quarter	
31	Updating Susenas Census Block	21-30 November 2011
32	Control and verification of census block updating results	21-30 November 2011
33	Selection of household samples	23-30 November 2011
34	Enumeration of household samples	1-17 December 2011
35	Control/Verification	3-20 December 2011
36	Quality Monitoring	5-10 December 2011
37	Submission of enumeration result to District/City BPS	10-23 December 2011
	C. Processing	
	1 st Quarter	
38	Receiving and batching	11-24 March 2011
39	Data processing (editing, coding, entry and validating)	12-31 March 2011
40	Evaluation of data quality at district/city level	15-31 March 2011
41	Data submission to provinces	1-5 April 2011
42	Verification of data quality and data completion by Provincial BPS	6-13 April 2011
43	Submission of raw data to Central BPS	14-15 April 2011
44	Data compilation in Central	15 April-15 May 2011
	2 nd Quarter	
45	Receiving and batching	11-24 June 2011
46	Data processing (editing, coding, entry and validating)	12-30 June 2011
47	Evaluation of data quality at district/city level	15-30 June 2011
48	Data submission to provinces	1-5 July 2011
49	Verification of data quality and data completion by Provincial BPS	6-13 July 2011
50	Submission of raw data to Central BPS	14-15 July 2011
51	Data compilation in Central	15 July- 15 August 2011
	3 rd Quarter	
52	Receiving and batching	11-24 Sept 2011
53	Data processing (editing, coding, entry and validating)	12-30 Sept 2011
54	Evaluation of data quality at district/city level	15-30 Sept 2011
55	Data submission to provinces	1-5 October 2011
56	Verification of data quality and data completion by Provincial BPS	6-13 October 2011
57	Submission of raw data to Central BPS	14-15 October 2011
58	Data compilation in Central	15 Oct-15 Nov 2011
	4 th Quarter	
59	Receiving and batching	11-24 December 2011
60	Data processing (editing, coding, entry and validating)	12-31 December 2011
51	Evaluation of data quality at district/city level	15-31 December 2011
62	Data submission to provinces	1-5 January 2011
63	Verification of data quality and data completion by Provincial BPS	6-13 January 2012
64	Submission of raw data to Central BPS	14-15 January 2012
65	Data compilation in Central	15 Jan-15 Feb 2012
	D. Evaluation of Results and Publication	
66	Poverty Computation	26 April–15 June 2011
67	Release of poverty number	1 July 2011
68	Evaluation and discussion of results	February 2012
69	Publication	April 2012

1.6 Document Used

Documents used in the field/site implementation of Quarterly 2011 Susenas include reference books and list. The reference books consist of nine (9) guidelines:

- Book I. Guidelines for Head of BPS-Province and Head of BPS-District/City (allocated to Head of BPS-Province and Head of BPS-District/City)
- Book II.A. Guidelines of Core Census (allocated to all officers, both Supervisors and Enumerators in 497 Districts/Cities)
- Book II.B. Guidelines of Consumption Module Census (allocated to all officers, both Supervisors and Enumerators in the entire District/City Susenas of 497 Districts/Cities)
- Book II.C. Guidelines of VSEN11.M1 Enumeration/Census (allocated to all officers, both Supervisors and Enumerators in 7 Cities of CPI)
- Book III.A. Guidelines of Core Supervision and Consumption Module (allocated to Supervisors in all District/City Susenas)
- Book III.B. Guidelines of Core Supervision and VSEN11.M1 (allocated to Supervisors in 7 Cities of CPI)
- Book IV. Commodity Codes Master (allocated to all officers, both Supervisors and Enumerators)
- Book V. Guidelines of Organizing National Instructors Training (allocated to National Instructor candidates)

Meanwhile, list that shall be used consists of ten (10) lists as stated in the following table:

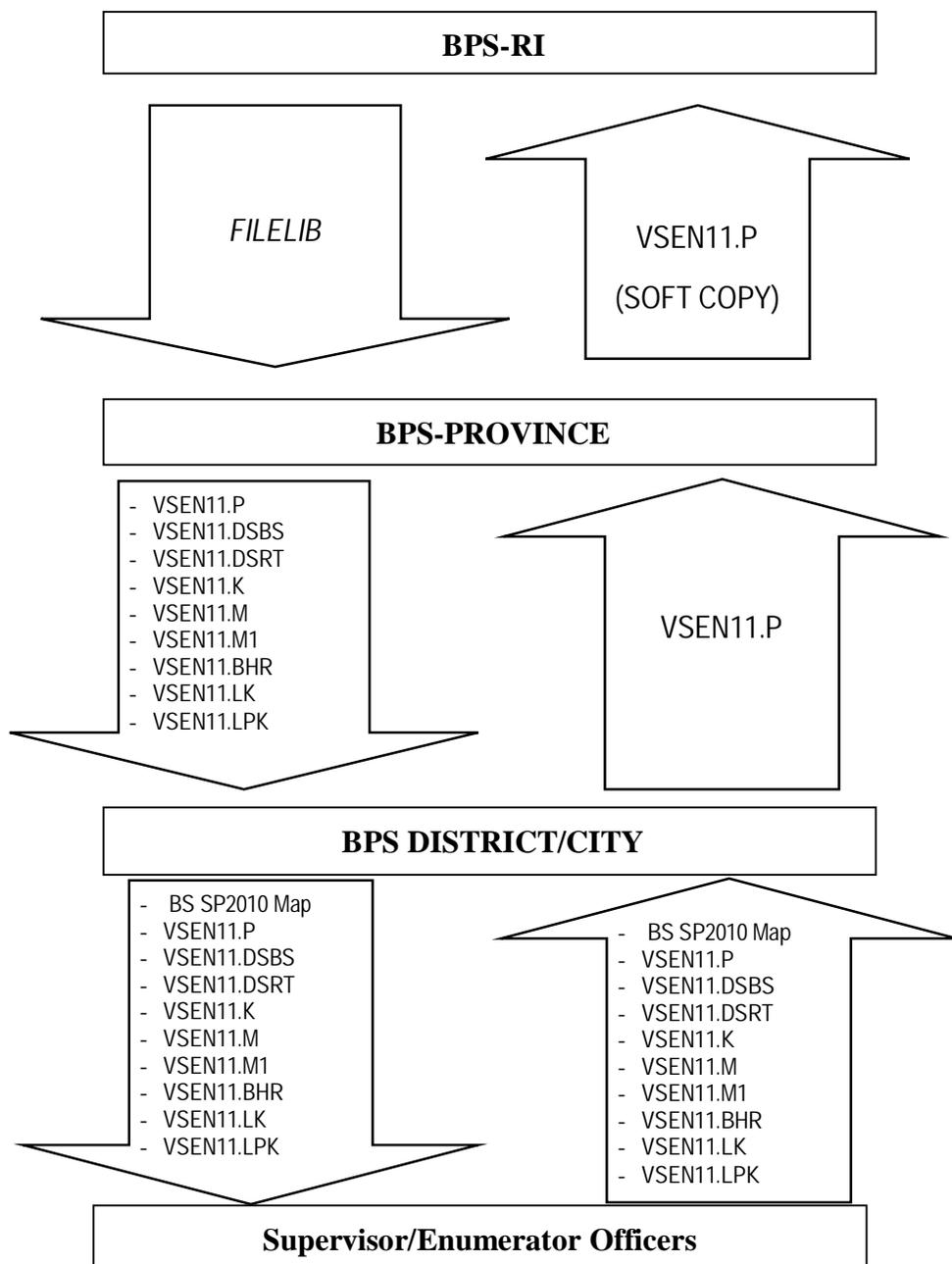
Nr.	List Type	Description	Person in Charge	Archived in	Remarks
1.	VSEN11.DSBS	Census Block Sample List	1. BPS Province 2. BPS Dist./City	BPS District/City	Printed locally
2.	VSEN11.P	List of Updated Household Content in Census Block	1. BPS Province 2. BPS Dist./City	BPS RI (soft copy)	Printed locally
3.	VSEN11.DSRT	Selected Sample Households List (2 copies)	Supervisor	BPS District/City	Printed locally (in CPI cities and non CPI cities)
4.	Census Block Map SP2010-WB	Supporting device for familiarizing the territory/area	Supervisor	BPS District/City	Printed locally
5.	VSEN11.K	Core Census	Enumerator	BPS District/City	Printed locally
6.	VSEN11.M	Census of Consumption Module in Susenas Census Block	Enumerator	BPS District/City	Printed locally
7.	VSEN11.LPK	Supporting sheet of cooked food / delicatessen	Enumerator	BPS District/City	Printed locally
8.	VSEN11.M1	Census of Consumption Module in SBH Census Block (7 CPI cities)	Enumerator	BPS District/City	Printed locally
9.	VSEN11.BHR	Census of daily journals	Enumerator	BPS District/City	Printed locally
10.	VSEN11.LK	Supporting Sheet of Consumption	Enumerator	BPS District/City	Printed locally

Examples of several list types used can be seen in the Attachment.

1.7 Document Flow

Document flow as illustrated in Diagram-1: Document flow of Quarterly 2011 Consumption Module Susenas from the Central to Enumerator Officer. The writing printed in bold shows that the lists already have entries. *Italic writing shows that all document files can be downloaded through Susenas filelib.*

Diagram-1: Document Flow of 2011 Susenas from Central to Field Officers



Notes: Text in bold indicates lists that already have entries/been filled out

Explanation:

- Map of census block result of SP 2010 (SP2010-WB) prepared by BPS District/City (printed from digital census block map).

1.8 Statistic Result

Statistics resulted from Susenas 2011 among others are statistics/indicators of people's welfare, consumption pattern, and household expenditures.

1. Statistic/Indicator of People's Welfare (*Kesra*)

Kesra Statistic/Indicator that can be formulated from core data collection among others is Number of School Participation, Average Length/Years of School, Literacy Rate (education sector); Number of Sickness (health sector), Average Age at First Marriage, Number of Family Planning Participation (fertility sector); Average of Housing Floor Area per capita, Percentage of Drinking Water Utilization (housing sector); etc.

2. Consumption and Expenditure

Statistic that can be formulated from data collection of consumption model, among others, the average of people's spending detailed by the type of food and non food consumption, the average of people's consumption detailed by type of food, the average of calories and proteins consumption, Gini ratio figure, publication of total poor citizens titled Analysis and Calculation of Poverty Level and also Data and Information of Poverty by Sub-Directorate of Social Insecurity Statistic, Directorate of Social Resilience.

3. Others

1.9 Financing

All costs of survey activities shall be allocated to BPS budget. Details of Central BPS costs are included in *POK* (Operational Guidance Activities) of Sub Directorate of Household Statistic, Directorate of People's Welfare Statistic. Details of regional costs are included in *DIPA* (Budget Implementation Entry List) of BPS-Province and BPS-District/City.