



THE REPUBLIC OF UGANDA

**UGANDA NATIONAL HOUSEHOLD SURVEY
1995 - 96**

**MANUAL OF INSTRUCTIONS TO
FIELD WORKERS**

**THE STATISTICS DEPARTMENT
MINISTRY OF FINANCE AND
ECONOMIC PLANNING
P.P. BOX 13, ENTEBBE
TELEPHONE: 20320/20165**

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CHAPTER 1: Introduction and Objectives of the Survey

.01 The Statistics Department of the Ministry of Finance and Economic Planning started its programme of continuing annual household surveys with the Integrated Household Survey in 1992-93 followed by two Monitoring Surveys in 1993-94 and 1994-95. In continuation of this series, during 1995-96, the department has decided to conduct the Crop farming survey as the core subject along with the continuing socio-economic survey. At the request of the National Council of Children, Uganda some additional sections on housing and child-health and mother-care have been included in the socio-economic survey questionnaire.

.02 While planning the integrated survey which was conducted in 1992-93, it had been envisaged that periodic, preferably, annual, monitoring surveys would be conducted to watch and monitor the effects of the adjustment programmes as well as to provide time-series data to measure economic growth and social development. Accordingly, two monitoring surveys have also been completed in 1993-94 and 1994-95 and the third is being planned to be conducted in 1995-96. The diagnostic crop-survey conducted in 1994-95 along with the second monitoring survey confirmed the feasibility of conducting annual crop surveys through enquiry method to provide reliable estimates of output of major crops. Accordingly, the Government of Uganda decided that with effect from 1995-96, the annual national household survey programme should include crop survey as the core subject for some years to come. Additional sections introduced at the instance of National Council of Children will, however, be only for 1995-96 survey. The objectives of the 1995-96 survey will be as follows:

- a) To plan, design and conduct a national household crop farming survey and to prepare reports thereon providing estimates of area and output of major crops on a continuing annual basis;
- b) To integrate monitoring socio-economic household and community surveys in the total programme to provide integrated dataset to understand the mechanisms and effects of structural adjustments and other policy measures on a continuing basis;
- c) To meet the data-needs of Users in the National Council of Children, UNICEF, Ministry of Health and others to monitor the progress of project activities aimed towards improvement of child-health and mother-care;
- d) To fill-in gaps in socio-economic data to serve needs of planning for social and economic indicators to serve needs of planning for social and economic development of the country; and
- e) To consolidate efforts made in building permanent national household survey capability in the Statistics Department of the Ministry of Finance and Economic Planning.

HAPTER 2: Coverage, Survey questionnaires and reference periods

.01 The Uganda National Household Survey, 1995-96 (UNHS) like the earlier household surveys covers the entire country. Subject-wise this survey will collect data on area and outputs of major crops grown by households along with socio-economic aspects including child-health and mother care. UNHS will also include a community survey collecting information on markets and prices and other infrastructure and facilities available for the residents at RC1 level.

.02 UNHS will have 4 questionnaires namely: i) Listing Questionnaire; ii) Crop-Survey Questionnaire; iii) Socio-economic Survey Questionnaire; and iv) Community Questionnaire. The Listing Questionnaire is meant for preparation of comprehensive lists of households and selection of a sample of households in the elected EAs. The Crop-Survey Questionnaire will collect data on household characteristics including education and health of the members of the household and on employment, areas and outputs of the crop-farming activity of the household. Through the Socio-economic Survey Questionnaire, important socio-economic data relating to household and its members, will be collected. Community Survey Questionnaire will collect community level data as mentioned in the previous paragraph.

0.3 The survey will be spread over a period of about 6 months commencing from September, 1995. Reference periods will vary subject-wise which will be discussed along with respective questionnaires in the subsequent chapters.

CHAPTER 3: Sampling design of the Uganda National Household Survey, 1995-96

3.01 The sampling design of UNHS is stratified multi-stage sampling. Each district is a separate stratum with further sub-stratification as district-town, other urban areas and rural areas. There is a total of 103 strata. In rural areas, further stratification by crop-types by grouping sub-counties in a district growing similar major crops, has been done. The procedure of sample selection is given in the following paragraphs.

3.02 In those districts where formation of Enumeration Areas (EA) with mapping exercise had been completed during 1991 Census of Population, EAs and households are the first stage units (FSU) and second stage units (SSU) respectively. In other districts, a three stage sampling design has been adopted with parish as the first stage unit, RC1 as the second stage unit and household as the third and last stage unit. Based on time and resource constraints, it has been decided to have a total sample of 597 first stage units, out of which 252 will be the common sub-sample from the 1992-93 Integrated Household Survey. Allocation of the sample of FSUs between strata has been given in Table 1.

3.03 The common sample had been selected stratum-wise on the basis of simple random sampling out of the sample-list of the 1992-93 survey. The new FSUs have been selected stratum and sub-stratum-wise with probability proportional to number of households. In the common EAs/RC1s, the ten households which had been surveyed in 1992-93 will be arranged in random order and the first traceable five households will be surveyed both for the crop-survey as well as the socio-economic survey. The 5 households henceforth will be treated as panel households to be surveyed every year thereafter. In these common EAs/RC1s after

listing, another fresh sample of 5 households in urban areas and 15 households in rural areas will be selected on the basis of simple random sampling. All these households will be surveyed for the crop-survey. Where as in urban areas all 5 new households will be surveyed for the socio-economic survey but in rural areas, five out of 10 selected households only will be surveyed. From the new EAs/RC1s, a sample of 20 households in rural areas and 10 households in urban areas will be selected on the basis of simple random sampling. All the 10 selected households will be surveyed for both crop and socio-economic survey in the urban areas. In rural areas, all the 20 selected households will be surveyed for the crop-survey, but only 10 households will be surveyed for the socio-economic survey. In the new EAs/RC1s, at the listing stage, households will be grouped according to land-size classes and households will be selected proportionately from each class. The procedure will be explained in the next chapter in some details.

3.04 For the community survey, from EAs/Parishes, one and two RC1s respectively will be selected on the basis of simple random sampling and surveyed using community survey questionnaires.

TABLE 1: STRATUM-WISE DISTRIBUTION OF SAMPLED FIRST STAGE UNITS (FSU)

Region/District	District Town			Other Urban			Rural			Town
	Stratum Code	No. of FSUs selected		Stratum Code	No. of FSUs selected		Stratum Code	No. of FSUs selected		Number of FSUs selected
		From I.S	Fresh		From I.S	Fresh		From I.S	Fresh	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Central										
Kalangala	011	2	-	-	-	-	013	2	2	6
Kampala	021	12	12	-	-	-	-	-	-	24
Kiboga	031	2	2	-	-	-	033	2	2	8
Luwero	041	2	2	042	1	1	043	3	5	14
Masaka	051	4	6	052	1	1	053	8	10	30
Mpigi (Entebbe)	060	2	4	-	-	-	-	-	-	6
Mpigi (Others)	061	2	2	062	1	1	063	6	12	24
Mubende	071	2	2	072	1	1	073	3	6	15
Mukono	081	2	2	082	2	2	083	4	14	26
Rakai	091	2	2	092	1	1	093	3	5	14
Sub-total		32	34		7	7		31	56	167
Eastern										
Iganga	111	2	2	112	1	1	113	6	12	24
Jinja	121	6	6	122	1	1	123	2	4	20
Kamuli	131	2	2	132	1	1	133	3	6	15
Kapchorwa	141	2	2	-	-	-	143	2	4	10
Kumi	151	2	2	-	-	-	153	3	5	12
Mbale	161	4	6	162	1	1	163	6	6	24
Pallisa	171	2	2	-	-	-	173	3	5	12
Soroti	181	2	2	182	1	1	183	4	6	16
Tororo	191	2	2	192	1	1	193	3	6	15
Sub-total		24	26		6	6		32	54	148

Table 1: (Continued from pre-page)

Western										
Bundibugyo	211	2	2	212	1	1	213	2	2	10
Bushenyi	221	2	2	-	-	-	223	4	8	16
Hoima	231	2	2	-	-	-	233	2	2	8
Kabale	241	2	2	-	-	-	243	3	5	12
Kabarole	251	4	4	252	1	1	253	6	8	24
Kasese	261	2	2	262	1	1	263	3	8	15
Kibaaie	271	2	2	-	-	-	273	2	2	8
Kisoro	281	2	2	-	-	-	283	2	2	8
Masindi	291	2	2	292	1	1	293	2	4	12
Mbarara	311	6	6	312	1	1	313	4	6	24
Rukungiri	321	2	2	322	1	1	323	2	4	12
Ntungamo	331	-	2	-	-	-	333	2	4	8
Sub-total		28	30		6	6		34	53	157

Northern										
Apac	411	2	2	-	-	-	413	3	8	13
Arua	421	2	4	422	1	1	423	4	6	18
Gulu	431	2	6	-	-	-	433	4	6	18
Kitgum	441	2	2	442	1	1	443	3	3	12
Kotido	451	2	2	452	1	1	453	2	4	12
Lira	461	2	2	-	-	-	463	6	6	16
Moroto	471	2	2	472	1	1	473	2	4	12
Moyo	481	2	2	482	1	1	483	2	4	12
Nebbi	491	2	2	492	1	1	493	2	4	12
Sub-total		18	24		6	6		28	43	125
TOTAL		102	114		25	25		125	206	597

CHAPTER 4: INSTRUCTIONS TO COMPLETE THE LISTING QUESTIONNAIRE

INTRODUCTION

4.01 The purpose of the listing questionnaire which will be common for crop survey and the socio-economic survey questionnaires is to obtain a comprehensive list of households in the selected EA/RC1 and to select a sample of households for both the surveys. The key question to be posed to the head of the household will be whether there is any member of the household who is growing a crop. Like the 1994 Diagnostic Survey, emphasis will be on operation and not ownership. Each selected agricultural household will be visited between 2 and 5 times. The following paragraphs give the instructions for completing the questionnaire section-wise.

Identification of First Stage Sampling Units

SECTION 1:

4.02 Names for items 1 to 4 and codes for items 1 and 5 are to be collected from the Headquarters by the Team Leader before proceeding to field work. Enumeration Areas may consist of parts and/or one or more complete RC1s. The survey will cover about 250 common EAs/RC1 surveyed earlier from IHS and 350 new EAs/Parishes to be selected afresh whose names and codes will be given from Headquarters. In the common sample, in those districts where EAs were not formed, item 5 will relate to RC1s selected from the parishes which were surveyed. Items 6 and 7 will not be filled-in. For the new sample, in these districts, item 5 will not be applicable. Lists of RC1s will be prepared in the selected parishes and recorded against item 6. RC1s will be selected on the basis of simple random sampling and circled. Sampling details will be recorded against item 7. Codes of the selected RC1s are to be recorded in the boxes below item 6. First two boxes will be the codes for the parish and the next two will be the serial numbers of the selected RC1s and the fifth box will have code 1 to indicate a new RC1.

SECTION 2: Summary information from listing

4.03 Item 1 will be copied and entered as the last serial number in column (2) of Section 3. Items 3 to 5 are to be filled-in after the survey questionnaires have been filled-in. If all the households selected in the sample as recorded against item 3 and 4 could be surveyed without substitution, 'nil' will be recorded against items 5 and 6 and the same figures as recorded in 3 and 4 will also be recorded against item 9 and 10.

4.04 If on the other hand one or more households selected in the sample could not be surveyed and were substituted and the substitution(s) fully surveyed, the substituted number should be recorded, in items 5 and 6. Finally, if one or more households could not be surveyed and became casualties, this number should be recorded against items 7 and 8. Entry against items 9 and 10 will be the difference between item 3 and 7, 4 and 8 respectively.

4.05 After completing the listing questionnaire, the Investigator should record his name, dates of listing and sign below section 2. The boxes should be left empty to be filled-in at the Headquarters. Similarly the Supervisor should also record his name, dates of inspection and sign leaving the boxes empty.

SECTION 3: Household-list and order of selection

4.06 This is the main section for listing of houses and households and for selection of a sample both for socio-economic and crop surveys. The listing should be done in a manner as to include all houses and households exhaustively without any duplication. Every building structure, hut, unconventional shelter etc. is a House irrespective of its use. It may be used for residential or non-residential purpose or both or may be even vacant. Many times, especially in urban areas one building structure defined as house may contain independent flats.

These should be treated as sub-houses within a house and listed separately with all particulars.

4.07 Column (1) House Serial No: A running serial number starting from 001 should be given to each house in this column. If there are sub-houses in a house, serial numbers to these sub-houses are to be given suffixing numbers 01 to 99 and details recorded in the following rows one by one. For example say house with serial no. 051 has 3 sub-houses. The serial numbers to be given to these sub-houses will be 05101, 05102 and 05103. These serial numbers will be recorded in the rows following the main house serial no.051. Relevant entries in columns (2) to (9) will be recorded against each serial number.

4.08 Column (2) Household Serial No: Columns (2) to (9) are relevant only for houses which are used for residential purposes whether partly or wholly. For vacant and houses for non-residential purposes only, record dash (-) in column (2) and vacant or non-residential across the line. One or more households may live in a house or sub-houses, all of them will be listed one by one. The first household will be listed in the same row as the house or a sub-house and given serial no. 001. The next household will be listed in the next below line and given serial no., 002 and so on till all the households in that house or sub-house have been listed. The next house or sub-house will be listed only after listing all the households in the previous house. Households in subsequent houses will be given a running serial number.

4.09 Column (3) and (4) - Name and Sex of Head of Household:

The member of the household under whose authority the activities of the household including expenditures are carried out and who is accepted as such by all the members of the household, will be termed as the Head of the household. The name of the head will be recorded in column (3) and sex in column (4).

4.10 In column (5) find out whether any member of the household operates a holding. If 'Yes' enter 1 otherwise enter 2 for 'No'. Usually, the head of household will also be the holder.

4.11 For each agricultural household, obtain the holder's estimate of the area of all land cultivated last season (in acres) and record it in column (6). Classify each household by size as follows: less than or equal to 5 acres = 1 and greater than 5 acres = 2, and enter the appropriate code in column (7). In column (8) serially number the small holdings as 1001, 1002, ... and for large holdings as 2001, 2002, At the bottom of each page, record the cumulative number of households listed by size class and check the totals with the number of households given in column (2). Non-agricultural households will be given class code '0' in column (7) and serially numbered 0001, 0002 etc. in column (8).

4.12 Column (9) - Order of sample selection There will be two sets of household samples to be surveyed after listing. One will be the common set of EAS/RC1s out of those surveyed earlier during IHS while the other set will be the freshly selected EAS/RC1s. From the common set of EAS/RC1s the common set of 5 households in IHS will again have to be traced and surveyed to complete both the questionnaires. Details of common households to be surveyed will be given by Headquarters. Another 5 for the socio-economic and 15 for the crop-survey will be selected on the basis of stratified random sampling without replacement with proportional allocation from the total number of households minus 10 households from the Headquarters. If there is any shortfall from amongst the common households, it will be added to the sample size from amongst unsurveyed households.

4.13 Sample numbers of common households will have a prefix of 9 and new sample numbers will have prefixes 0, 1 or 2 for non-farming, small farming or large farming households respectively.

4.14 For the ACS for both sets of EA/RC1, a total number of 20 agricultural households in the rural areas and 10 in urban areas will be selected in proportion to the number of households listed per size with at least one household per class on the basis of simple random sampling without replacement. Such lists are available in column (8). Suppose 10 non-farming, 78 small farming and 62 large farming households have been listed in a rural EA in which we want a sample of 20 households. This will mean $\{10/78+62+10\} \times 20 = 1.3$ non-farming; $78/150 \times 20 = 10.4$ small farming and $62/150 \times 20 = 8.3$ large farming households. Rounding off and fixing total sample size to 20, the final sample will be 1, 11 and 8 respectively to be randomly selected without replacement. In column (9) record the sample numbers of the selected households in each class, that is, for non-crop farming households as 001, for small farming households as 101 to 111 and for large farming households as 201 to 208 respectively in the order of selection.

Section 4: Details of Sample Selection

4.15 In this section, complete details of sample selection procedure adopted should be recorded which should also be thoroughly checked by the Supervisor (if the space provided in the questionnaire is not sufficient, separate sheets should be used). Details include:

- (i) total number of households listed;
- (ii) total number of non-agricultural households;
- (iii) list of households with serial numbers and sample number selected in the sample for both the surveys.
- (vi) details of selection procedures (including procedure for proportional allocation) including page number of random number used and row and column from which the selection was started.

Random Numbers

4.16 Each field worker will be provided with 4 pages of random number tables 1, 2, 3 and 4. Each table is made up of 55 rows, 5 main columns and 4 sub-columns within each main column. Thus, the digit in row 2, column 43 of Table 1 is 6 etc. The procedure to use random numbers for selection of a sample will be explained in the class.

CHAPTER 5: INSTRUCTIONS TO COMPLETE CROP SURVEY
QUESTIONNAIRE

Section 1: Identification particulars

5.01 Items 1 to 5 will be copied from the listing questionnaire of the relevant EA/RC1. It may be noted that stratum has been given four digit codes. First three boxes have codes as per the code-list. The fourth box will have code 0 for common EAs, and codes 1 to 3 for crop-types. The EA may consist of one or more RC1s. The name of the RC1 to which the household to be surveyed belongs is to be recorded against item 5 and the code in the box. Household serial number is to be recorded in item 6 from column (2) of the listing questionnaire. The sub-stratum code to which this household belongs which is to be copied from column (7) of section 3 of the listing questionnaire, will be recorded against item (7). Item 8 will be the 3 digit sample number for the selected household to be copied from column 9 of section 3 of the listing questionnaire.

Against item 9 household codes will be recorded as follows:-

- (i) In first four boxes, record stratum code from item 1 of section 1;
- (ii) In boxes 5 to 9 EA/RC1 code is to be recorded from item 5 of section 1;
- (iii) In boxes 10 to 12 enter the sample number as recorded against item 8 of section 1.

5.02 Against item 10, the name of the head of the household is to be recorded. In case the name is different from what was recorded in column (3) of the listing questionnaire, the reason should be explained in section 8 (or as additional remarks in the last page if more space is required) of this questionnaire. If the head of the household is in-charge of crop-farming activity record "Not different" against item 11, but if other members of the household are in-charge, their names should be recorded. Against item 12 location address of the household in precise form has to be recorded so as to enable tracing the household.

SECTION 2: HOUSEHOLD CHARACTERISTICS, EDUCATION AND HEALTH

5.03 In this section all the household members are to be listed and their characteristics are to be recorded in different columns as explained in the following paragraphs. The category of members and non-members who will be associated with household and have been assigned codes are as follows:-

CATEGORY	CODE
-Usual members present on the date of survey	1
-Usual members not present on the date of survey	2
-Children and other regular members away from home for six months or more for education, search of employment, business transactions etc but present on the date of survey	3
-Same as above but not present on the date of survey-----	4
-Non-members or guests staying temporarily on the date of survey	5
-Those who were usual members and have left permanently during the last 12 months	6

5.04 Usual members are those who have been living with the household for 6 months or more during the last 12 months. Members who have come to stay in the household permanently are to be included as usual members even though they would have lived in this household for less than 6 months. Children born to usual members on any date during the last 12 months will be taken as usual members, and given code 1 or 2 depending upon whether they are present or absent on the date of survey.

5.05 Other regular members who are close relatives and would have been usual members of this household but for having been away for more than six months during the last 12 months for purpose of education, search of employment, business transactions e.t.c and living in boarding schools, lodging houses or hotels

e.t.c will be given code 3 or 4 depending upon presence or absence on the date of survey. There may be temporary guests, visitors e.t.c present on the date of the survey who will be given code 5.

5.06 Members of the household who have lived in the household for 6 months or more during the last 12 months but have left permanently are to be given code 6.

5.07 Columns (1) and (2): Usual members present on the date of survey will be listed first, beginning with the head of the household if present on the date of survey who will be given a four digit identification number (I.D. No.) in column (1). The first digit will relate to the category of the household member, the next digit will indicate the reason for not being in the household for all the months during the last 12 months. The respective codes for the reasons are given in the code-list booklet. The last two digits will indicate the running I.D no. of household members, whose names are to be recorded in column (2). Other usual members present on date of survey will be listed in following rows one after another with four digit I.D NO. in column (1) and names in column (2). The head of household must be one of the usual members of the household. In case the normal head ceases to be a usual member by definition, another usual household member second in command will have to be taken as head and given I.D.No. as applicable to the first person in the list. In case the head of the household is temporarily absent on the date of survey this, I.D.No as applicable for the first person in the list will go to some other usual member present on the date of survey and the head will get I.D.No. starting with digit 2. After completing listing of usual members present on date of survey, one row will be left blank and a horizontal line across should be drawn from column (1) to column (19).

5.08 There may be household members who have just joined the household and are therefore usual members as on date of survey,

reasons for joining the household will have to be sought and respective codes indicated in the I.D. No. Similarly for those who have left the household permanently or temporarily, reasons for leaving the household will have to be recorded. From the next row, the usual members absent temporarily on the date of survey will be listed with I.D. No. starting with digit 2. If head of household belongs to this category he/she will be first to be listed in this category, to be followed by others. After listing all members in the category with code 2, once again a horizontal line across should be drawn after keeping a row blank. From the next row, the category of member with code 3, are to be listed with I.D. nos. and names in columns (1) and (2) respectively. This process of recording Nos. and names has to follow until all categories of persons have been exhausted. The reason code as the second digit of I.D. No. will be '0' for absence of less than 15 days from household.

5.09 Column (3): Duration of stay in the Household: For all members the period of stay in the household during the last 12 months should be recorded in months.

5.10 Column (4): Relationship and Orphanhood: Relationship to the head of the h/h should be recorded in this column as per the code-list. For guests and other visitors, columns (1) and (2) are only applicable and in other columns dashes are to be recorded.

5.11 Column (5): Sex: Record 1 for male and 2 for female.

5.12 Column (6): Age: The age should be recorded in completed years in two digits. Those aged less than one year are to be recorded 00, those having completed seven but not yet eight are to be recorded 07 and those having completed 99 and above as 99. Where available and possible, documents like birth certificates, immunisation cards and so on to ascertain age should be referred to. Where this is not possible, age will be indirectly estimated based on the age of another member of the household, or reference to important events of national and

historical importance or as a last resort by looking at the person.

5.13 Column (7): Marital status: marital status codes are given in the code-list. Columns (7) and onwards are only applicable for I.D. Nos. with first digit 1 to 4 only.

5.14 Columns (8), (9) and (10): Activity Status: Main activity status and secondary activity status will be recorded as per codes given in the code-list booklet. Usual activity is defined as the normal activity situation obtaining for a person in respect of his or her participation in gainful and also non-gainful activities during the last 365 days. Gainful activities or work are for pay, profit or family gain. A person may be engaged in more than one activity, in that case, the most important activity according to time spent and not monetary gain should be recorded in column (8). In column (9) the next important activity in terms of time spent during the last 365 days, should be recorded. In column (10), the most important activity in terms of time spent during the last seven days, should be recorded which will be called main current activity status. The first two digits will indicate activity status, while the next two would indicate the industry code and the last two digits would indicate the occupation code. Code 00 is meant for those persons who are not able to work because either they are too young or too old to be able to work. Generally children below the age of 07 and old people more than 65 years of age will fall into this category, but a decision will have to be taken after proper enquiry. Persons with major disability unable to do any work, will be given code 01. Full-time students even if they are sometimes helping the household enterprise or attending to domestic duties, will be assigned code 02. Part-time or students studying privately at home but regularly engaged in household enterprise or employed else where, will be coded based on time spent in different activities. Persons who are engaged in their own farm or non-farm enterprise are defined as self-employed. There are different kinds of self employed. Some may operate their enterprise without hiring any labour. Some others

operate their work on their own but occasionally hire a few labourers. This is also a third category who, by and large regularly run their enterprise by hiring labour. The first two groups of self-employed are called own-account workers and will be given code 03. The third group is called "Employers" and will be given code 04. Persons working in farm or non-farm enterprises and in Government or non-Government offices, institutions etc. and getting in return salary or wages on a regular basis are termed "Employees". Employees working in Government Ministries, Departments and all other Government non-enterprise Organisations will be given code 05. But employees of Government non-profit institution will be given code 06. All public sector commercial employees will be given code 07. All non-government non-profit institution employees will be coded 08. All private employees whether of privately owned enterprise or working with individual or households will all be given code 09. Employees will include not only salary and wage earners getting time-wage but also earners getting piece-wage or salary whether in cash or kind or both. Paid apprentices, both full and part-time will also be included in this category. Apprentices not paid whether in cash or in kind will be treated as trainees/students and will be given code 02. But the concept of time spent will continue to hold good. Helpers (code 10) are a category of working persons who keep themselves engaged in household enterprises working full or part-time and do not receive any cash or kind payment in return for the work performed or any share of the family earnings from the enterprises. They are household members, most of them being near or distantly related to the household head, and others who are not related but are dependent members of the household. All of them live and take their food in the household as normal members of the household. One may also come across persons in a household who do not receive any cash remuneration for their work in the household enterprise but have a share in the family earnings out of such enterprise activities. Such persons are not 'helpers' but are self-employed. House-wives or other members of the household who regularly attend to domestic and house-keeping

duties without receiving any wages are to be given code 11. House-girls and boys with paid salary/wages in cash or kind are to be classified as employees with code 09. Persons engaged in non-gainful activities like political, social, religious work etc. without receiving any payment or remuneration whatsoever will be given code 12. Members interested in working and seeking wage employment or self-employment opportunities but not yet employed during the major part of the last 365 days will be given code 13. Persons receiving pension and/or rents from their properties and not doing any gainful activity as such will be given code 14. It should, however, be noted that if 'renting of properties' is an enterprise activity involving outputs as well as inputs, activity code 03 or 04 will have to be assigned depending upon whether the activity is carried out without any hired labour or otherwise. Members not doing any work nor seeking any employment and leading retired life will also be given code 14. Code 99 will be given to all other categories of persons, if any (examples are beggars, prostitutes etc.). This also includes people not interested in work.

5.15 The next two digits of the code to be recorded in columns (8), (9) and (10) of section 2 indicate the industrial classification of the activities carried out by self employed persons and of the enterprise or the place of work of the employees. The classification (codes) is based on International Standard Industrial Classification (third revision) with modification to accommodate important industries and activities relevant to Uganda is in 2 digit code, given in code-list.

5.16 The last two digits of the six-digit activity status code to be entered in columns (8), (9) and (10) of section 2, will relate to the occupation of the concerned member of the household. Occupation is the nature of work performed by a person. For classifying the occupation of a person the code-list book will be used, which has been derived from the International Standard Classification of occupations.

5.17 Column 11: Literacy status: Using codes given in the code-list literacy status of each and every person with codes 1 to 4 should be entered in the column.

5.18 Column (12) Current Schooling status: This column will be for all persons with codes 1 to 4. For students, in case of holidays, vacation or temporary closure of school/institution, the information will be collected in this column as on the last working day of the school/institution. If a person is temporarily absent from the school/institution due to illness or other unavoidable circumstances but will be going back, the information will relate to school/institution attended before illness etc. Current schooling status codes are provided in the code-list.

5.19 Column (13): Reasons for never attending School: This column will be filled in for those who have never attended any formal schooling. Information is to be recorded using the code-list.

5.20 Column (14): Reasons for dropping out Column (14) will be applicable to persons having codes, 01, 03 and 04 in column (12). For other codes, this column is not applicable and therefore record dash. The reasons for dropping out are to be coded on basis of the code-list.

5.21 column (15): Highest level attained: In this column, the highest level of education completed or attained will be recorded as per the codes given in the code-list booklet. Complete will mean having passed formal education.

5.22 Column (16), (17), (18) and (19): Health: These columns relate to all those household members who during the last 30 days fell sick or got injured once or more during the reference period. Record codes Yes = 1 or No = 2 in column (16), based on the response. The type of medical attention is to be recorded using the code-list booklet taking into account the latest sickness/injury. In case a household member visited a medical

facility for treatment, record the most recent visits starting with the previous - to -the-recent visit in column (17) and the recent one in column (18). In case no sickness/injury was reported, dash should be recorded in columns (17) through 19.

5.23 Column (19): The reasons for not consulting are to be recorded using the code-list booklet. The reference period is last 30 days from the date of survey, and the data for these columns need to be collected for all persons, who fell sick or were injured once or more during the period but considering the latest sickness.

Section 3: Number of persons engaged in the agricultural activity

5.24 In this section, the number of different categories of persons working on operated holdings during the reference period will be recorded. For collection of data in this section, two reference periods will be used. During the first visit to the holding, information in columns (3) to (6) will be collected for the period beginning from January, 1995 to the date of the first visit. Similar information will be again collected during the last visit, for the period starting from the following date of the first visit till the date of the final visit. The category of workers included in column (2) are explained as: Working proprietors (included working partners) are those owners of the enterprise who regularly work there but do not get any salary or wage from the enterprise. If they receive salaries/wages, they should be classified as employees. The term "regular paid employees:", includes all wage and salary earners including directors, managers who are working regularly and are on contract/understanding to work for a long term. On the other hand, other paid workers taken for short-term and laid off as soon as specified work is over are termed 'casual workers' and will be included in item 3. Apprentices who are paid regularly in cash or kind will be included in item 2. All those household members who work for the enterprise without any payment neither

5.17 Column 11: Literacy status: Using codes given in the code-list literacy status of each and every person with codes 1 to 4 should be entered in the column.

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facility for treatment, record the most recent visits starting with the previous - to -the-recent visit in column (17) and the recent one in column (18). In case no sickness/injury was reported, dash should be recorded in columns (17) through 19.

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in cash or kind as compensation for the work done, will be included in item 4. All other unpaid helpers including unpaid apprentices will be included in item 5.

5.25 In columns (3) to (10) number of workers by sex, adulthood and category are to be recorded. To work out estimated number of persons, modal average rather than arithmetic average will be used. In these columns the number of persons normally working during the reference period for categories 1, 2, 4 and 5 are to be recorded. For category 3 persons working for even a single day during the reference period are to be included. Persons, 18 years and above, will be taken as adults and those who are below 18 will be treated as children.

Section 4: Land Characteristics

5.26 In this section, information on types of lands possessed by the household including areas under crops corresponding to first and second seasons will be collected. Data relating to the first season should be collected on the first visit by recalling since the season would be over by then. For the second season, data should be collected on the second visit when all sowing is expected to be complete. The types of land mentioned in column (2) are described as follows:

5.27 Total land owned: All land whether agricultural or non-agricultural including residential owned legally, traditionally or conventionally by members of the household singly or jointly with other members of the same household or other households will be included in this item. Land owned jointly with member of other households will have to be allocated to this household determined legally or by any other form of agreement. This will not include land leased-in or taken on rent but obtained free will include the land leased out or given on rent out of land owned. The area in acres will be entered in columns (4) on first visit and in column (5) on second visit of item 1.

5.28 Cultivable land owned: Out of the total land included against item 1, the land under actual cultivation and land although not currently cultivated but arable land will be covered in item 2. This item will exclude land under permanent pastures, wood or forest land and all other non-agricultural land put under residential use or for other enterprise activities. The areas will be entered in columns (4) and (5) on first and second visits relating to the first and second season respectively in item 2.

5.29 Land for cultivation leased - in, taken on rent, etc: This item (Sl. No.3) will include land taken from others either on lease, or on rent or obtained free without ownership rights or through rights or through other means with the objective of cultivation. This will include squatter land also. The areas will be entered in columns (4) and (5) as on first visit relating to cultivated land for the first season in item (3) and the areas entered in columns (4) and column (5) as on second visit relating to cropped area for the second season.

5.30 Land for cultivation leased out, given on rent, etc. Out of land included in item (2) and 3, the portion of land that is given to others on lease, on rent or otherwise, will be covered by item (4).

5.31 Parcel The number of undivided blocks or pieces of land under cultivation during the first season are to be recorded on the first visit in column (4) and in column (5) on second visit for the second season.

5.32 Land Tenure: The respondents are to be asked for the mode of tenure of the parcels of their holding. Lines 6.1 ^{up to} and 6.5 are to be used, one to each relevant tenure arrangement. Thus, suppose 3 out of 5 parcels of the holding under 'Kibanja' and 2 are owned as leasehold during the first season to be recorded on first visit, 'Kibanja' should be written in column (2) followed by code 2 in column (3) and the total area of the 3 parcels in column (4) of line 6.1. Against line 6.2 'Leasehold' should be written in column (2), code 4 in column (3) and the

in cash or kind as compensation for the work done, will be included in item 4. All other unpaid helpers including unpaid apprentices will be included in item 5.

5.25 In columns (3) to (10) number of workers by sex, adulthood and category are to be recorded. To work out estimated number of persons, modal average rather than arithmetic average will be used. In these columns the number of persons normally working during the reference period for categories 1, 2, 4 and 5 are to be recorded. For category 3 persons working for even a single day during the reference period are to be included. Persons, 18 years and above, will be taken as adults and those who are below 18 will be treated as children.

Section 4: Land Characteristics

5.26 In this section, information on types of lands possessed by the household including areas under crops corresponding to first and second seasons will be collected. Data relating to the first season should be collected on the first visit by recalling since the season would be over by then. For the second season, data should be collected on the second visit when all sowing is expected to be complete. The types of land mentioned in column (2) are described as follows:

5.27 Total land owned: All land whether agricultural or non-agricultural including residential owned legally, traditionally or conventionally by members of the household singly or jointly with other members of the same household or other households will be included in this item. Land owned jointly with member of other households will have to be allocated to this household determined legally or by any other form of agreement. This will not include land leased-in or taken on rent but obtained free will include the land leased out or given on rent out of land owned. The area in acres will be entered in columns (4) on first visit and in column (5) on second visit of item 1.

5.28 Cultivable land owned: Out of the total land included against item 1, the land under actual cultivation and land although not currently cultivated but arable land will be covered in item 2. This item will exclude land under permanent pastures, wood or forest land and all other non-agricultural land put under residential use or for other enterprise activities. The areas will be entered in columns (4) and (5) on first and second visits relating to the first and second season respectively in item 2.

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total area of the 2, parcels in column (4) of line 6.2. The tenure systems are identified as follows:

5.33 Freehold Mailo - Registered and Unregistered: Mailo is the type of land tenure where by history the ownership has come to a particular member of a household which will continue to be so until the channel of inheritance ceases. If the owner possesses all the legal documents, the sale deeds etc (including registration with the land authorities, this mailo will be termed registered and will be coded - 1. In case of transfers of mailo where the current owner although has sale deeds, etc but has not as yet got this mailo land registered with the land authorities, this will be termed as unregistered freehold mailo (Kibanja) and recorded code 2.

5.34 Freehold (others) Freehold mailo lands are prevalent in Buganda, Busoga and some parts of western region of Uganda only. All the freehold lands in other areas registered or unregistered by land Authorities but with some form of agreement/recognition regarding ownership but not with lease will be recorded as freehold (others) with code - 3.

5.35 Leasehold All lands with ownership rights upto a specified period usually 49 or 99 years with lease documents or other legal agreements, etc will be termed as Leasehold and given code 4.

5.36 Customary: Lands owned through prevailing customs, traditions or tribal laws not included under codes 1 to 4 will be called customary and given code 5.

5.37 Public: Government lands occupied by private households on the basis of verbal agreements from the concerned Authorities for a temporary period till the government decides to take it over for building roads, schools, hospitals or other public activities, etc will be coded 6.

- 5.38 Squatter mailo and squatter (others): Mailo lands occupied by households other than the owners without any formal/informal agreements will be termed as squatter mailo and given code - 7. Squatters on all other lands will be given code 8.
- 5.39 Others: All other types of tenureship will be given code 9.
- 5.40 In case the respondent does not know the tenureship of his/her hand and the tenureship could not be ascertained from RC officials also will be coded 0.
- 5.41 Gross Area Refers to all land area under land-use classes. In addition to cropped area and other cultivated areas, it also includes uncultivated patches, bunds, footpaths, ditches headlands, shoulders and shelter belts. Net area is obtained by deducting these areas. In this section, the net area concept will be used for temporary crops and gross area concept for permanent crops. Note that temporary crops particularly grains (such as sorghum and millet) are grown and harvested as mixtures. It is best to treat a mixture of this kind as a single crop without attempting to estimate the area under each. The three most important constituent crops in the plot will be enumerated. For long-duration crops such as cassava or plantations; it is the area planted and harvested during the reference period that is to be recorded. In section 5.1 area as on the first visit should be recorded while in section 5.2 areas should relate to as on the second visit. For temporary crops, section 5.1 will relate to the first season while 5.2 to the second season to be recorded on the first and second visits respectively. Finally area under crops will comprise planted area including areas under preparatory work before sowing stage.
- 5.42 While estimating the total area possessed by the household in section 4 and to fill-in section 5, it will be necessary to know the number of parcels operated by different

total area of the 2, parcels in column (4) of line 6.2. The tenure systems are identified as follows:

5.33 Freehold Mailo - Registered and Unregistered: Mailo is the type of land tenure where by history the ownership has come to a particular member of a household which will continue to be so until the channel of inheritance ceases. If the owner possesses all the legal documents, the sale deeds etc (including registration with the land authorities, this mailo will be termed registered and will be coded - 1. In case of transfers of mailo where the current owner although has sale deeds, etc but has not as yet got this mailo land registered with the land authorities, this will be termed as unregistered freehold mailo (Kibanja) and recorded code 2.

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5.42 While estimating the total area possessed by the household in section 4 and to fill-in section 5, it will be necessary to know the number of parcels operated by different

holders in the household. Starting with the parcel nearest to where the interview is taking place, find out how many crop plots there are. This parcel is no.1 which is to be entered in column (1). Serially number the plots on this parcel in column (2). For each crop plot, record the crop stand in column (3) as follows: Pure stand = 1, Mixed cropping = 2 or Associated crops = 3.

5.43 Ask the holder for an estimate of the plot area (in acres). If the farmer is able to give you the area of the parcel plot, perhaps using some local unit of measure such as 'Mugo' or 'Kipande', convert this to acres and write down in column (4) to the nearest 0.05 acres. Do not disagree openly with the respondent.

5.44 Then, independently make your own eye-estimate of the plot area in acres and put down the area to your best judgement to the nearest 0.05 acres in column (5) using the following guidelines given during the training:-

- (i) An acre is a measure on the ground of approximately 70 yd x 70 yd or half a standard foot ball field;
- (ii) By casually walking round a square of 50 steps by 50, one covers an area of approximately 1/4 or 0.25 acre;
- (iii) An area measuring 22 yd x 22 yd covers 0.1 acres;
- (iv) An area measuring 16 yd x 16 yd covers 0.05 acres and,
- (v) Any plot less than 16 yd x 16 yd be recorded as 0.05 acres.

5.45 In this survey, when a plot has two or more crops (mixed or associated) we shall enumerate up to 3 crops in the plot crop 1, crop 2, and crop 3 roughly according to their importance to the farmer. Thus, in column (6) write down the name of the crop and record the code in column (7) and the date it was sown or planted in column (8). You may have to wait for the second visit to fill-in the date of harvest in column (9). Similarly, for the second constituent, enter the crop name and

code in column (10) and (11), the date of sowing in column (12) and date of harvest in column (13) and like wise for crop 3 in columns (14) to (17).

5.46 Since it will be difficult for the farmers to remember exact dates of sowing or harvesting, dates will be recorded to nearest fortnight using the following convention:

Any date before November, 1994	-	record as	0000;
First fortnight of November, 1994	-	" "	1114;
Second fortnight of November, 1994	-	" "	1124;
First fortnight of December, 1994	-	" "	1214;
Second fortnight of December, 1994	-	" "	1224;
First fortnight of January, 1995	-	" "	0115;
Second fortnight of January, 1995	-	" "	0125;
.....			
First fortnight of March, 1996	-	" "	0316;
Second fortnight March, 1996	-	" "	0326;

5.47 For crops such as cassava which are continuously harvested, record date of complete harvest last carried out. When you have exhausted all plots in the first parcel, list and record serially for other parcels in increasing distances from parcel number one. If the next parcel is some 10-15 minutes of walk away, make all effort to visit it with the farmer. It will be useful for you to write down on a piece of paper the names of the locations of the other parcels of the household using village or hill names. You will then ask the farmer to estimate the area of the other parcels and plots within those relative to the 'home parcel or where you are currently standing with the farmer. Section 5.2 is to be similarly filled-in during the second season when sowing/harvesting have been completed.

5.48 Note that section 5.1 and 5.2 are to be entered for all plots regardless whether the crop is seasonal or permanent, pure, mixed or associated. If the crop is in pure stand, put dashes(-)

holders in the household. Starting with the parcel nearest to where the interview is taking place, find out how many crop plots there are. This parcel is no.1 which is to be entered in column (1). Serially number the plots on this parcel in column (2). For each crop plot, record the crop stand in column (3) as follows: Pure stand = 1, Mixed cropping = 2 or Associated crops = 3.

5.43 Ask the holder for an estimate of the plot area (in acres). If the farmer is able to give you the area of the parcel plot, perhaps using some local unit of measure such as 'Mugo' or 'Kipande', convert this to acres and write down in column (4) to the nearest 0.05 acres. Do not disagree openly with the respondent.

5.44 Then, independently make your own eye-estimate of the plot area in acres and put down the area to your best judgement to the nearest 0.05 acres in column (5) using the following guidelines given during the training:-

- (i) An acre is a measure on the ground of approximately 70 yd x 70 yd or half a standard foot ball field;
- (ii) By casually walking round a square of 50 steps by 50, one covers an area of approximately 1/4 or 0.25 acre;
- (iii) An area measuring 22 yd x 22 yd covers 0.1 acres;
- (iv) An area measuring 16 yd x 16 yd covers 0.05 acres and,
- (v) Any plot less than 16 yd x 16 yd be recorded as 0.05 acres.

5.45 In this survey, when a plot has two or more crops (mixed or associated) we shall enumerate up to 3 crops in the plot crop 1, crop 2, and crop 3 roughly according to their importance to the farmer. Thus, in column (6) write down the name of the crop and record the code in column (7) and the date it was sown or planted in column (8). You may have to wait for the second visit to fill-in the date of harvest in column (9). Similarly, for the second constituent, enter the crop name and

code in column (10) and (11), the date of sowing in column (12) and date of harvest in column (13) and like wise for crop 3 in columns (14) to (17).

5.46 Since it will be difficult for the farmers to remember exact dates of sowing or harvesting, dates will be recorded to nearest fortnight using the following convention:

Any date before November, 1994	-	record as	0000;
First fortnight of November, 1994	-	" "	1114;
Second fortnight of November, 1994	-	" "	1124;
First fortnight of December, 1994	-	" "	1214;
Second fortnight of December, 1994	-	" "	1224;
First fortnight of January, 1995	-	" "	0115;
Second fortnight of January, 1995	-	" "	0125;
.....			
First fortnight of March, 1996	-	" "	0316;
Second fortnight March, 1996	-	" "	0326;

5.47 For crops such as cassava which are continuously harvested, record date of complete harvest last carried out. When you have exhausted all plots in the first parcel, list and record serially for other parcels in increasing distances from parcel number one. If the next parcel is some 10-15 minutes of walk away, make all effort to visit it with the farmer. It will be useful for you to write down on a piece of paper the names of the locations of the other parcels of the household using village or hill names. You will then ask the farmer to estimate the area of the other parcels and plots within those relative to the 'home parcel or where you are currently standing with the farmer. Section 5.2 is to be similarly filled-in during the second season when sowing/harvesting have been completed.

5.48 Note that section 5.1 and 5.2 are to be entered for all plots regardless whether the crop is seasonal or permanent, pure, mixed or associated. If the crop is in pure stand, put dashes(-)

in column (10)-(17), and if there is no third crop, put dashes in columns (14) to (17).

Sections 6 and 7: Output, stock, sales etc. of seasonal and perennial crops

5.49 Sections 6 and 7 are the main blocks to collect respondent's estimates of crop-production and other related characteristics. Data will be collected for each major crop (enclosed in code-list booklet) from codes 01 to 21 separately and a combined figure for all other crops taken together with code 99. For the purpose of this survey, although a calendar year from January to December is considered to be an agricultural year data relating to seasonal crops will refer to two seasons separately. In general, there are two seasons in Uganda: the main or first season normally refers to the growing cycle of temporary crops that are planted and harvested in the first half of the year, occasionally extending up to the end of June or even beyond June in some cases. The second season is generally the period between July and December. But due to delays in beginning or closing of rains, the seasons may change which need to be taken due note of.

5.50 It should be noted that seasons are indirectly related to the growing cycle of crops. The first rains are generally longer than the second rains. Temporary crops grown and harvested generally during a specific period, once or twice (or even more), during an agricultural year will be treated as seasonal crops. Crops having successive harvests from the same standing crop will be termed as perennial. Permanent crops (e.g., trees) may bear fruit during specific periods or almost throughout the year.

5.51 For the survey, two distinct groups of crops have already been demarcated and termed as 'Seasonal' and 'Perennial'. However, for purposes of reducing on recall errors, coffee will be grouped together in sections 6.1 and 6.2 while in section 7.1

to 7.4, data will be collected on bananas, sweet potatoes and cassava.

5.52 Sections 6.1 and 6.2 will be filled-in during the first visit in September-October, 1995, and the final visit in February-March, 1996 respectively. But in case the harvesting of the second season gets completed earlier 6.2 should be filled-in an earlier visit. In section 6.1 information on temporary crops planted and harvested in or around the first half of the year or so will be recorded. It must be noted that this section relates to information from the first season only. It is expected that at the time of the first visit almost all the crops of the first season would have been harvested. However, in exceptional circumstances some crops might not have been harvested. At the top of the section record; 'From January, 1995' or any other month if different to date when first season ended in the area you are in. This will be considered as the reference period for section 6.1. Recording should start first with crops harvested. For the crops fully harvested, information for all the columns should be collected. For crops partially harvested or not harvested information should be collected on the visit when harvesting is complete and on the first visit leave columns (4) to (18) blank. In columns (2) and (3) description and code of relevant crops acre to be recorded. In column (4), codes for units of quantity are to be given using the code-list book-let.

5.53 In column (5), stocks (quantity) held from earlier harvests, on the date of beginning of the first season are to be recorded. In column (6) the total output crop-wise for the harvests during the first season are to be collected and recorded. In column (7) and (8), quantity and value of sales of produce between the period from the beginning of the first season and the date of the ~~survey~~ last harvest of the first season will be recorded. Columns (9) to (13) are for transfers of produce for other use during the same period. Quantity consumed by the household will be recorded in column (9); quantity transferred

as seeds for the same farming enterprise will be recorded in column (10); quantity given to hired labour as wages in kind will be recorded in column (11); quantities transferred to other enterprises of the same household will be recorded in column (12) and all other transfers namely payment as rent, gifts to others etc, are to be recorded in column (13). Quantity wasted will be recorded in column (14).

5.54 In column (15), stocks as on the date of ~~survey~~ *last survey of first season* will be recorded. In column (16), producer price will be recorded. Producer price is defined as the price at which bulk sales of the crop are carried out at the farm gate. Generally, the farmer should be able to provide precise data on these prices, but in case this has not been possible, RC official and or other knowledgeable farmers should be consulted. In column (17), the number of times normally the crop is grown and harvested successively in a year is to be recorded. Generally it should be one or two. In column (18), forecasts for output of crops for the second season should be recorded, but for crops not to be sown during the second season record a dash. Include crops newly sown during the second season in columns (2), (3) and (4), and complete columns (17) and (18). For other columns record dashes. As far as possible, quantity data should be recorded in standard units (kilograms or 20 litre tins). Non-standard units should be converted to standard units to the extent possible e.g, a sack of potatoes might contain 6 x 20 litre tins.

5.55 In section 6.2 similar information as recorded in section 6.1, will be recorded on the date of the final visit or earlier as close to the harvesting date as possible for the second season for seasonal crops. Description and codes of crops harvested during the second season are to be recorded in columns (2) and (3). Units have to be recorded in column (4) with reference to the Code-list book-let. Opening stock in column (5) will be as on the date of the first visit or the date of last harvest of the first season and should be equal to column (15) of section 6.1 for crops included in that section. Outputs for

crops harvested during the reference period are to be recorded in column (6). Column (7) to (14) are to be recorded in the same way as section 6.1. Closing stock in column (15) will be as on the final visit relating to the end of the second season. Columns (16) to (18) are to be completed in the same way as section 6.1.

5.56 Section 7.1 to 7.4 relate to the second crop group. Other perennial crops, if any, will be included in code 99. For completing, this section, five visits will be made starting from September, 1995 to March, 1996 with a gap of approximately 6 weeks between two visits. In section, 7.1, output during 30 days going backwards from the date of first visit will be recorded in column (5). Stocks as on the date of first visit will be recorded in column (6). Columns (7) to (15) will be completed in the same way as done for sections 6.1 but with reference to the period between first and second visits. Producer price in column (17) will be completed as per instructions given for sections 6.1 and 6.2. Sections 7.2 to 7.4 are to be completed in the same way as sections 6.1 but with reference periods between second and third visits, between third and fourth and last visits respectively.

5.57 In section 8, Investigators and Supervisors are to record their problems, deviations from instructions, if any and suggestions for improvement. Dates relate to dates of visits. All boxes for codes are to be left blank to be completed at the headquarters. This time there are five visits.

CHAPTER 6: **INSTRUCTIONS TO COMPLETE SOCIO-ECONOMIC SURVEY
QUESTIONNAIRE**

6.01 Item 1 to 9 in this section are identical to the crop-survey questionnaire except that name of in-charge has been dropped. The needed information should be copied from the crop-farming questionnaire. Items 10 to 14 are self explanatory codes, for (10), (12) and (14) should be completed at headquarters. Result code should be given based on codes given.

SECTION 2: CHARACTERISTICS OF DWELLING

6.02 The right codes should be circled in parts A, B, C, and D. In part D circle the appropriate codes for drinking and other water respectively. Multiple codes may be used as considered necessary.

6.03. Distance from dwelling to the various water sources, the time taken and the amount of water used by the household should be recorded in the boxes provided. Distance should be recorded in kilometres (up to two decimal places). Reasons for using codes (6) and (9) are to be completed using codes given in the code-list. For parts E & F relevant codes are to be circled. In part E, 'pit latrine covered' relates to latrines with a shelter and not covers of latrine-holes. VIP means latrines with pipes inserted to throw foul smell outside.

SECTION 3: ENTERPRISE PARTICULARS AND HOUSEHOLD ASSETS

6.04 Part A: Sub-heading Enterprise particulars
In this section, particulars of enterprise activity of household members owned/possessed singly or jointly are to be recorded. It will include all household enterprises and establishment in Uganda irrespective of whether those are in the selected EA or outside. In column (1), serial number starting from 1 are to be recorded. Enterprise is to be described in details in column 2 and in column 3, the corresponding 2 digit industry-codes are to be recorded. In column (4), the I.D. No. of the person in-charge

of the enterprise (may not necessarily be the owner) is to be recorded. In column (5) the total number of persons engaged who usually work on most of the days (mode) are to be recorded. These include working proprietors, paid employees, unpaid family worker and other unpaid family persons and casual workers who have worked for three months or more for at least 2 hours a day. Working proprietors are owners working for the enterprise without any wage or salaries but with share of profit. Paid employees are those who work on a regular basis and receive regular wages or salaries in cash or kind or both. Unpaid workers are all those who work without any regular payment or share of profit. These may or may not be household members. Casual workers are paid employees taken for a short-term work and laid off as soon as the specified work is over.

6.05 PART B: Household Assets In this section, all household assets including those which belong to the agricultural enterprise activity as on the date of survey are to be listed. Other enterprise activity assets are excluded. Household assets include land, livestock, poultry, buildings and durable goods like furniture, transport equipments, electronic equipments, machinery and equipments (including agricultural implements) etc,. Durable goods with codes 401, and 421-430 are to be included. Only those assets which are operational and of at least average quality are to be included. Those which are not operational and can not be repaired should not be considered.

6.06 In column (1) serial numbers of household assets should be recorded and items described in column (2). In column (3) codes for these assets are to be recorded using the code-list. In column (6) the market value of assets as on the date of survey is to be recorded taking into consideration depreciation costs. Quantity and value of additions or deletions of assets during the last 12 months are to be recorded in columns (7), (8) and (10) and (11) respectively while reasons for additions and deletions are to be recorded in columns (9) and (12) respectively, using the codes listed in the booklet.

SECTION 4: HEALTHPART A: HEALTH-CARE AND VACCINATION (FOR WOMEN 12 YEARS AND ABOVE)

6.07 In section 4~~B~~, part A, data on health-care and vaccination-status of mothers and children is to be collected from women of 12 years of age and above, from amongst usual members (codes 1 and 2) and regular but not usual members (codes 3 and 4). Columns (1) and (2) relate to the I.D. No. and age to be copied from section 2. Columns (3) to (5) relate to status of pregnancy, pre-natal and post-natal care of mothers during last 12 months. These columns are to be completed using codes given in the questionnaire.

6.08 Column (6) relates to respiratory problems seen in children (under 5 years), which mothers should observe leading to medical consultation, codes for which are given in the list. Columns (7) to (11) are self-explanatory.

PART B: VACCINATION, BREAST FEEDING DIARRHOEA AND VITAMIN A FOR CHILDREN UNDER 5 YEARS

6.09 In this section, information regarding immunisation against specified diseases and health-care will be recorded for children up to 5 years of age, who are usual members (codes 1 and 2) and regular members without being usual members (codes 3 and 4) of the household. In column (1) I.D.No of the relevant children and in column (2) their age in completed months will be recorded. In column (3) to (9) vaccination and source codes will be recorded on the basis of the codes indicated. In these columns whether partly or fully vaccinated, a two digit code is to be recorded starting with vaccination status followed by source of vaccination. Columns (12) and (13) are related to breast-feeding. Columns (14) to (17) relate to children suffering from Diarrhoea during the last 2 weeks and the type of drink and food taken using codes given in the list. Columns (18) and (19) relate to use of vitamin A capsule (to be shown) taken by children and if yes, when was last given. Column (20) relates

to the codes for respondent for this section. NOTE: In case a child was born subsequently after completing the household characteristics of the crop questionnaire, that child will have to be recorded in this section and an I.D no. added.

6.10 Part C: Salt: The salt used in the household needs to be seen and codes given as per the code-list. The salt is to be tested for iodine as explained in the class.

SECTION 5: HOUSEHOLD CONSUMPTION EXPENDITURE

6.11 In this section, household consumption expenditure in cash, kind or through barter will be recorded for usual members (codes 1 and 2) of the household only. For bartered items the value of the item paid for is to be recorded not the value one is getting in exchange. Food, Beverages and Tobacco served to other members and guests in the household during for reference period will, however, be included. Education expenses of regular dependent members residing in boarding school will be included.

6.12 Goods and services entering into final consumption expenditure of household have been divided into three groups Parts A, B, and C depending upon frequency of purchases and or/consumption. Part A, Part B and Part C will have 7 days, 30 days and 365 days as reference period, respectively. In Part A, data on quantity and value of consumption of items listed in column (1), out of purchases both for household and purchases away from home, produced or obtained free through collection, gifts etc. are to be collected. The emphasis is on actual ~~consumption~~ ^{consumption expenditure} during the reference period of 7 days and not ~~consumption~~ ^{expenditure}. In part B, actual expenditure data, during the last 30 days on items listed in column (1) will be collected, as purchases, as consumption out of household enterprise stocks as imputed value of free collection, gifts etc. Rent (both actual as well as imputed), electricity bills and salaries and wages to house-boys etc. are to be converted to monthly values on pro-rata basis. Enterprise expenditures in restaurants etc. are to be

excluded from section ~~5A~~^{5A}. In Part C data on actual expenditure during last 365 days on durable and semi-durable goods and on service will be collected, as imputed value of gifts etc. In Part A column (1), all the important items of Food and Beverages group have been listed and their codes given in column (2). Consumption expenditure on other food, drinks and tobacco, if any will all be grouped together and included under code 159. In case there are many items and precise information seems time consuming to collect, estimated value at the rate of 4% of the total of all items should be recorded. In Part B, similar action may be taken for 'others' of the Non-durable goods group with code 459, but the estimated value should be worked out at the rate of 6% of the total of all items in the group. In part C, similar action may also be taken for : code 209 at the rate of 7% of the total (201+202+203); code 229 at the rate of 5% if the total (221+222+223); code 409 at the rate of 6% of the total of items 401 to 405; and code 449 at the rate of 13% of the sum of items 441 to 445. These estimations are not to be done as a general rule. If information could be collected by probing, those only should be recorded. Care should be taken not to waste too much time in collecting minor information. Columns (12) and (13) are for scrutiny purposes and are meant to verify the quantity and value data recorded in columns 4, 5, 6, and 7 to be filled in by the, supervisor. Note should be taken when filling columns (10) and (11). If items are purchased and given as gifts then a market price should be recorded otherwise if it is collected from the garden then farm-gate price is to be estimated and recorded.

6.13 Section 5D: Non-consumption Expenditures: In order to get a complete account of total household expenditure, data on non-consumption expenses are to be collected in this section. The non-consumption expenses have been grouped in 4 categories as given in column (2), data on which relating to the last 12 months are to be recorded in column (3). The coverage of these 4 categories is given as follows:-

(i) Taxes and duties paid will comprise income and other direct

taxes; and duties, fees and other compulsory charges unrelated to the consumption of goods and services. *Taxes paid by enterprises will be excluded*

(ii) Pension, social security contribution and insurance premium Will cover pension, provident fund and other social security contributions made by household members; and life insurance, health insurance, property insurance and all other insurance ~~premia~~ *premia* by the household members.

(iii) Remittances, gifts and similar transfers to others will include current transfers from households to other resident and non-resident households in the form of gifts in cash or kind.

(iv) Other will include subscriptions, contributions and donation to trade unions, political associations and social organisations; and interest paid on consumer debts.

6.14 Other disbursements which will not be included are: additions to bank deposits and savings; amounts invested in stocks, shares, debentures etc.; amounts invested in real estate; and amounts invested in corporate or household or other enterprises.

SECTION 6: HOUSEHOLD INCOME

6.15 An operational definition of household income devised from the view point of household surveys is available from ILO recommendations, which states, "household income is the sum of money income and in kind and consists of receipts which, as a rule, are of a recurring nature accrue to the household or its members regularly at annual or more frequent intervals". The components of the total household income have been given in column (1) of the section and the amounts received during last (12) months against each item will have to be recorded in columns (3) and (4). Column (2) for code is to be left blank. These items are explained as follows:-

(i) Salaries and wages received by household members: Wages and salaries cover all payments which employees receive in respect of their work, whether in cash or kind and before deductions to social security, withholding taxes and the like. Contributions made by employers on account of their employees to social security schemes or to private pension funds, should be included in wages and salaries, if needed data could be procured. These are to be indicated, that is, spouse, daughters/sons or other household members who may be receiving income.

(ii) Gross enterprenual income: The gross enterprenual income of households consists of its operation surplus before deduction for depreciation of the unincorporated enterprises comprising household enterprises and small scale establishments not yet corporated and (b) withdrawals of income from quasi-corporate enterprise by owners. The enterprenuarial income will be collected separately for crop-farming, other agricultural, household and non-household non-agricultural enterprises. Household or cottage enterprises are those which are carried out in the household without an identifiable shop or establishment.

(iii) Property income: This income consists of imputed rents of owner-occupied dwellings and the actual payments received by the household from others of the use of buildings, land, financial assets and intangible assets such as copyright and patents. Imputed rents of owner occupied dwellings should be calculated as the gross imputed rental value of the dwelling less the sum of expenditure on current maintenance and upkeep and mortgage interest paid. Receipts of rents on land and buildings should be net of taxes, current maintenance expenditure and mortgage interest. Income received as royalties are form copyrights and patents. Interest comprises actual receipts of interest on financial claim such as savings, deposits, bonds and loans etc. dividends received are on shares of corporated enterprises.

(iv) Current transfers and other benefits: This group consists of contracted transfers like pensions and life insurance annuity

benefits and other social security benefits which are from public authorities to individual households. All other transfers, which are non-contractual are included in items 4.2 to 4.4

6.16 In column (5) of section 7, item-wise expected change in income during the next 12 months as compared to previous 12 months will be recorded in codes given as follows:-

More or less no change.....	1
Decrease marginally (1 to 10%).....	2
Some decrease (11 to 49%).....	3
Substantial decrease (50% or above)....	4
Marginal increase (1 to 10%).....	5
Some increase (11 to 49%).....	6
Substantial increase.....	7
Don't know	0

6.17 Household savings from enterprise (self employment) and other sources during the last 12 months are to be recorded at the bottom of this section.

SECTION 7: WELFARE INDICATORS

6.18 This section tries to investigate the level of poverty by examining some of the various poverty indicators as listed in this section. Care should be taken to check the consistency with similar information collected in earlier sections. Serial no. 1 is self explanatory with response codes (Yes = 1, No = 2). Serial no 2 should consider clothes in Good/Average condition only and tatters should be excluded. Check section 6c if any clothes were purchased. The response to be coded Yes = 1, No = 2 as the case may be. Against Sl. no. 3 consider towns with modern facilities such as Post Office, Banks, etc and not merely trading centres. A list of towns will be provided for quick reference. The period is to be recorded in days. The number of meals against Sl. No.4 will be recorded based on a Modal average over the 7 days period. For example if a household takes 2 meals a day for 4 days and 1 meal a day for 3 days then 2 meals will be recorded. Breakfast is to be taken as a meal if it includes solid foods.

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CHAPTER 7 - Instructions to fill Community Questionnaire
General Instructions

7.01 Community survey (CS) will be continued as a component of the Monitoring Survey - 1995-96. This Survey will aim at collecting data on consumer markets, farm-input markets and produce outlets, demographic information relating to communities residing in the sample RC1s and various details on economic and social infrastructure in those areas, It should also be noted that in the current survey, CS will be carried out only in one RC1 per EA., selected on the basis of S.R.S. Care should be taken, this time, to see that the number of respondents for the CS are at least two men and two women leaders but not exceeding a total of 8 persons. The instructions to complete the CS are given section by section in the following paragraphs.

Section 1: Identification particulars

7.02 Items 1 to 5 should be copied from the relevant household listing questionnaire. After selecting one RC1 on the basis of simple random sampling from the EA, record the name and code of the RC1 against item 6. Against item 7 code for the characteristics of RC1 is to be recorded using the code-list book-let.

7.03 Against item 8, distances are to be recorded on the basis of enquiry to be verified from the concerned offices, if considered necessary. Items 9 to 16 are to be filled-in after completing all sections of the questionnaire.

Section 2: Markets (General information)

7.04 In this section, general information on consumer, inputs and producer markets will be collected from the community leaders of the RC1. Information on consumer markets selling goods and services will be recorded in rows 01 to 04. S.No. 01 that is limited consumer market or outlet will be either a cluster of shops and traders (market) or one or a few scattered shops (outlet) where generally only a limited number of fast selling commodities and services at higher prices without much

SECTION 7 WELFARE INDICATORS

- 6.18 Serial No. 1 is self explanatory with response codes (Yes = 1, No = 2). Serial No. 2 should consider clothes in Good/Average Condition only and tatters should be excluded. Check section 5C if any clothes were purchased. The response to be coded Yes = 1, No = 2 as the case may be. Against serial No. 3 response will be recorded Yes = 1 and No = 2 depending on whether the household has any means or not. The transport means include cycles, motor-cars etc. for transporting household members as well as goods. Excluded are wheel barrows and make-shift equipment for carrying goods only. For Serial No. 4 check section 5C whether any shoes were purchased by the household. Record Yes = 1 and No = 2 as appropriate. If 4 is No then 5 cannot be Yes. In serial No. 6 consider containers in good condition. Check in section 5C if any of these items were purchased and record the response Yes or No as in serial No. 5. Serial No. 7 is self explanatory, record Yes or No as appropriate. For Serial No. 8 check section 5C if any blanket(s) was purchased. For children sleeping with their mothers, record Yes, if a mother has a blanket, otherwise record No. Blankets will include sheets meant to cover bodies during sleeping. Serial No. 9 record Yes, if the children have adequate supply of milk (at least $\frac{1}{2}$ litre per child per day). Against Serial No. 10 consider towns with modern facilities such as Post Office, Banks, etc and not merely trading centres. A list of towns will be provided for quick reference. The period is to be recorded in days. The number of meals against Serial No. 11 will be recorded based on a modal average over the 7 days period. For example if a household takes 2 meals a day for 4 days and 1 meal a day for 3 days then 2 meals will be recorded. Breakfast is to be taken as a meal if it includes solid foods.

Note in Section 5 Part C under sub-heading Education the investigator should ensure that any scholarship accruing to the members of that household in the last 12 months must be recorded as part of the education expenses. This item of expenditure will be counter balanced by the item 4.4 - scholarship as income to the household. Note scholarship to any member spent outside that household should not be included at all.

SECTION 8

Any remark and suggestions should be recorded in this section.

choice of specifications are available. Periodic local markets (serial no. 02) are held at fixed locations with frequency where producers, traders and buyers from quite distant areas accumulate and transact business. These markets are generally organised in open spaces with temporary structures built for the market - day and cater to needs of both retail and wholesale buyers and sellers. Serial no. 03 (Important Consumer Market) is the market where people of the RC1 would like to go for their purchases of consumer goods, on considerations of availability, prices and choice of goods and services. Serial No.04 will relate to any other market (to be specified) where people of the RC1 frequently or with regular periodicity go for their purchases of consumer items. In column (4), the availability of types of market mentioned in column (3) amongst consumer market category is to be recorded as Yes = 1 and No = 2. Only if, the entry in this column is '2', columns (5) and (6) will be relevant, otherwise record dashes in these columns. In column (5), the location code will be recorded using the code-list book-let. In column (6), the distance of the location coded in column (5) should be recorded in kilometres.

7.05 Serial numbers 05 to 12 relate to input markets. Trader or Traders (Serial No.05 & 06) are individuals or groups of individuals who buy and/or sell produce and inputs in bulk at the farmgate through mutually agreed terms and conditions. S.No.05 relates to traders coming to farmers at the farm to sell farm-inputs on cash or barter payment basis. If the trader provides inputs at the farm-site on credit to be recovered later through produce and/or cash, he will be included in S.No. 06. S.No. 07 refers to markets which sell a variety of goods and services including farm-inputs. These are not specialised farm-input markets and sell such goods to a limited extent only. Local cooperatives (S.No.08) may be official cooperatives registered under Cooperative Societies Act or informal cooperatives which are not registered but consist of a group of households/individuals who join together to buy/sell inputs/outputs and perform related activities jointly. Periodic

local market (S.No.09) is the same as S.No. 02. Market depot (S.No.10) will be office and godowns of Government or Commercial Organisations concerned with buying and selling of commodities in bulk. S.No. 11 is a specialised market where most of the needed farm-inputs are available for sale. Any other market or shops/outlets selling farm-inputs will be covered against S.No.12, which, however, should be described in column (2) before filling-in information in subsequent columns. Information pertaining to columns (4) to (6) will be recorded in the same way as for S.Nos. 01 to 04 described earlier.

7.06 S.No. 14 is similar to 05 except that this trader will come for purchasing farm/produce. S.No.15 will be a Trader or Money Lender who would have sold inputs or consumer goods or given loans for similar or other purposes respectively and would have come to the farm at the harvest time to recover their loans as barter arrangement with farm produce. S.No.16 to 20 are similar to S.No. 08 to 12 except that these are concerned with purchasing the farm-produce. Columns (4) to (6) are again to be filled-in the same way as for S.Nos 01 to 04.

7.07 It may be noted that S.Nos. 05 to 21 will relate to crop-farming activity only. If in the concerned RC1, there is no crop-farming activity, draw a bracket covering all the serial numbers and record 'No. crop-farming activity' in the RC1. All farming on lands equal or more than quarter of an acre (1 acre is approximately equal to half the normal foot-ball ground) whether in or outside of the compound of the house will be treated as crop-farming.

Section 3: Availability and price of consumer goods

7.08 This section deals with availability and price of some selected consumer goods at the nearest market where the people of this community buy these goods. In column (2), space is provided for 28 important commodities divided into 4 groups to be reported. The first group relates to staple food items

(concentrated carbohydrates providing major share of calories). The important items of this group are Matooke, Cassava, Maize-flour, Sweet Potatoes, Millet and Sorghum (in Uganda) to be collected irrespective of whether it is widely consumed in any RC1 or not. Apart from those selected one other important staple food item, if any in the RC1 may be included to and collect information in columns (3 to 11). A comprehensive list of commodities is given in of the Code-list book-let. Four most important items of animal proteins for example, beef, fish, poultry etc. are to be selected to be recorded in column (2) for collection of information in columns (3) to (11). Similarly, other food items are to be covered against serial numbers 15 to 16 other than those already included against serial numbers 12 to 14. Nine important non-food items have been included from S.Nos 17 to 25. Note that serial no. 18 women's second hand dress will include both skirt and blouse, women in that community buy and put on. Space has been provided to include 3 more important consumer goods, not specified elsewhere.

7.09 In column (3), codes are to be given to commodities recorded in column (2) using the book-let. Column (4) is for units of quantity. In column (4), local unit to sell commodities listed in column (2), for example: a heap; a debe, bottle (250 ml.) etc. are to be recorded in codes using the book-let. Codes to be used for column (5) are: Available, all days - 1; some days - 2; and Not available during last 7 days - 3. In column (6) modal average prices of the commodity during last 7 days in shillings per local unit to be recorded on the basis of replies received from the community leaders. If the commodity has not been available during the last 7 days record dash (-) in column (6). If the price data could not be collected record 'N.A.' Similar information will be collected in columns (7) and (8). Codes in column (7) will be as follows:-

Available, all months - 1; Available, some months - 2; Not available during the last 12 months - 3.

In column (11) information is to be recorded as per observation from the nearest market. This may not necessarily be as on date of survey, but will relate to the nearest market day within the week during the survey period(actual date of observation).

Section 4: Availability and price of inputs

7.10 In this section, information on availability and prices of agricultural and other common input items will be collected in the same way as section 3 but limited to agricultural inputs relating to crop farming only. All input items have been recorded in column (2). Columns (3) to (9) are common to section 3. The information in this section will relate to the most common input market. Bulk sales or purchases for fertilizer will be for 25 kgs or more. Less than 25 kgs will be treated as 'small'.

Section 5: Availability and price of produce

7.11 This section deals with availability and price of agricultural produce (crop farming only). In column (2) space has been provided to include nine important crops grown in the RC1. Codes for the crops included in column (2) are to be recorded in column (3) using list - 13 of the booklet. Columns (3) to (7) to be filled-in the same way as section 2 and 3. Column (9) will relate to the farmgate prices as reported by the community leaders and column (10) will be for recording producer prices. (bulk produce sale) from the nearest market.

Section 6: Demographic information

7.12 Demographic information for the community as a whole residing in the RC1, on a few characteristics will be collected in this section. Item 1 refers to the age of the village or community living in the area covered by the current RC1, which will be numerically equivalent to the number of years since when the first group of people came and settled down to live that location. Years 01 to 99 will be recorded in the block denoting 1 to 99 years and above. If the age is not known, record 00.

Item 2 related to in and out migration using the following codes:-

Many families have migrated but in-migration is larger than out-migration - 1; Many families have migrated but out-migration is larger than in-migration - 2; In-migration approximately equals out-migration - 3; Not known - 9. Item 2 relates to ethnic groups i.e mankind distinguished by custom, culture and practices, language, common history etc. Examples of ethnic groups in Uganda with codes are given in the book-let. The names of ethnic groups in order of importance according to percentage to total inhabitants are to be recorded in column (21) of the section and their codes with reference to list-14 of the book-let. Approximate percentages to total population of the RC1 are to be given in column (4). Total of column (4) should be 100. Codes to be used for items 4 and 5 are as follows:-

Spouse mainly - 1; Eldest son mainly - 2; Shared equally between sons - 3; Shared between spouse, sons and daughters but sons get larger share - 4; Next brother mainly - 5; Shared equally amongst brothers - 6; To be decided by community leaders - 7; Others (specify) - 9; No common practice - 0.

Section 7: General infrastructure

7.13 All items are self-explanatory except for 05 and 06 which will relate to bus and taxi (Matatu) for public and private transport respectively. If any item is in the RC1, record '00' as distance. Distances are to be recorded in kms. as 01 to 99, 99 denoting 99 and above.

Section 8: Economic infrastructure - Agriculture

7.14 Item 1 relates to land allocated to farmers for cultivation for a given period by administrative authorities (including RC system), Chief of tribes, Statutory bodies, Mill-owners etc. or unattended uncared land available for cultivation by anyone who intends to cultivate. The allocation may be with or without any terms and conditions. Item 2 relates to land for outright sale leading to change of ownership. Item 3 relates to land given for rent for specified periods. All other items are self explanatory.

Section 10: Social infrastructure - Education

7.15 This section relates to primary schools only and is to be answered by one knowledgeable school official preferably by the Headmaster or some one deputed by him. Items are self explanatory. However, item 13, formal education will mean teaching qualification approved by the Ministry of education (Education Board) in Uganda.

Section 11 - Social infrastructure - Health

7.16 This section is to be answered by an authorized and knowledgeable health official of one or two clinics as the case may be as well as community leaders. Clinic/Hospital will include Health centres and Pharmacies which in addition to selling medicines have qualified doctor/nurse/medical attendant for treating patients including dressing and emergency attention facilities. Individual doctors etc. for consultation only with very limited supply of medicines will be excluded. Doctors with moderate treatment and medical attention facilities will, however, be included. For items (3) to (5) record the numbers in 2 digit for the clinics. The first digit will indicate fulltime staff and the second digit will indicate part-time staff. For hospitals ,record the number of full-time staff only. Items in this section are self explanatory. Initial consultation fee (item 13) will include medical practitioners's fee charged for the first consultation of a patient for ones illness. In case consultation fee cannot be separated, the total fee should be recorded.