

CHAPTER 1

INTRODUCTION

1.1 General

Spatial data and information should be provided to support the implementation of national and local development policies and programs in addition to existing sectoral data and information. Data and information on specific potential of all areas including small areas will provide key input into planning, implementation, control and evaluation of regional development in general or even locally specific development.

Podes data is the only spatial data the BPS has, focusing on an overview of spatial situations. As spatial data, it is very easy to identify accuracy and errors.

Village Potential (Podes) survey data has so far been the only thematic spatial data source to describe the potential of village-level areas across Indonesia. This data should be processed to produce key spatial information for various uses by those in need. For example, Podes data is used to identify villages classified as underdeveloped villages and perceived as areas inhabited by the poor. Over time, the needs for spatial data and information on areas and even the smallest areas are found to increasingly vary and urgently be met.

Podes data has been collected since 1980 in conjunction with the 1980 Population Census. There have been 3 times of Podes data collection over the past 10 years as part of the series of Population Census, Agricultural Census and Economic Census. However, since 2008, podes data has been collected independently as part of the series of census activities. There have also been 3 (three) types of questionnaire i.e. village questionnaire, subdistrict (kecamatan) questionnaire and district (kabupaten/kota) questionnaire. In this way, data accuracy and completeness can be ensured.

In 2011, Podes will not be related to the management of the 2013 Agricultural Census. However, the questionnaires used include some questions about agriculture in order to facilitate the Agricultural Census. Moreover, the 2011 Podes survey will be slightly different from the previous one because it is integrated into a Village Infrastructure Census. The village infrastructure census is conducted to collect data on health and public education infrastructure and facilities available in villages. The health facilities surveyed include Puskesmas, Pustu, Poskesdes, Polindes and Posyandu. The education facilities surveyed include all public elementary schools/equivalent, junior high schools/equivalent and senior high schools/equivalent.

The tight schedule of BPS' activities and the integration of Village Infrastructure Census into the 2011 Podes data collection significantly affect the field workload. Therefore, all relevant stakeholders are expected to design the best immediate division of tasks for implementers in order that all activities may be completed in a timely manner. Additionally, maximum attention should be given to ensuring data quality because the Podes data is spatial data, the accuracy and errors of which can easily be identified.

1.2 Objectives

Podes data collection is not only intended to produce specific data for regional development but also to provide initial indications of the facts of regional potential, infrastructure/facilities and socio-economic and cultural conditions in each village/kelurahan.

The general objectives of the 2011 Podes Data collection are to:

1. Provide data on the existence and development of villages/kelurahans' potential resources including social and economic infrastructure and facilities,
2. Provide data for various purposes related to national and regional planning,
3. Finalize a sampling frame for further statistical activities,
4. Provide data for classification/typology of urban and rural villages, disadvantaged and non-disadvantaged villages, and so on,
5. Provide basic data on small area statistics.

1.3 Legal Grounds

The legal grounds for the 2011 Podes Data collection are:

1. Law Number 16 Year 1997 on Statistics,
2. Government Regulation Number 51 Year 1999 on Provision of Statistics,
3. Presidential Decree Number 86 Year 2007 on Position, Task, Function, Authority, Organizational Structure and Workings of Non-Ministerial Government Agencies,
4. Decree of the BPS Head Number 007 Year 2008 on Organizational Structure and Workings of BPS.

1.4 Area Coverage and Activities

This 2011 Podes survey to be conducted covers the whole village-level administrative areas (villages, kelurahans, nagari/jorong throughout Indonesia, including Transmigration Settlement Units (UPT) and Transmigration Settlement Entities (SPT) still under the control of relevant ministries. In its planning, the 2011 Podes survey was designed according to situations in December 2009 where there were 77,126 village-level areas in 6,651 subdistricts in 497 districts. However, in implementation there will be changes to the number of village-level areas as a result of regional splitting or merger during the field survey.

1.5 Types of Data Collected

The data collected under Podes 2011 is general data indicative of the potential available in an area.

1. The **potential of villages/kelurahan** is identified by questionnaire **PODES11-VILLAGE**. The questionnaire contains questions about population's socioeconomic conditions, infrastructure and development of villages/kelurahans across Indonesia. It consists of 2 (two) parts, i.e. Core and Module. Core questions will be asked during the Podes survey while Module questions will be tailored to specific needs. In the 2011 Podes survey, the Module questionnaire contains questions about agriculture. In terms of *nagari* and *jorong* in the Province of West Sumatra the survey will use questionnaires **PODES11-NAGARI** and **PODES11-JORONG**. In principle, both questionnaires collect the same data but only relevant questions will be addressed to both areas.
2. The **potential of subdistricts (kecamatan)** is identified by questionnaire **PODES11-KEC**. The questionnaire contains questions about relevant issues at the subdistrict

- level due to their limited availability at the village level or their more complete availability at the subdistrict level than the data collected from each village. The questionnaire contains questions about the existence of: social protection facilities, historical sites/buildings, tourist attractions, transport infrastructure and subdistrict apparatus.
3. The **potential of districts (kabupaten/kota)** is identified by questionnaire **PODES11-KAB/KOTA**. The questionnaire contains questions about the existence of mines, industries, transport, politics and security and district apparatus. The questions contained in the questionnaire are aimed to collect relevant data at the district level.
 4. The **quality of education infrastructure** is identified by questionnaire **PODES11-KAB/KOTA**. The questionnaire contains questions about the existence and quality of public schools including students, teachers, room conditions and sanitary facilities available at those schools.
 5. The **quality of health infrastructure** is identified by 3 (three) types of questionnaire, i.e. **PODES11-PUSKESMAS/PUSTU**, **PODES11-POSKESDES/POLINDES**, **PODES11-POSYANDU**. These questionnaires contain questions about the existence and quality of health facilities including: room conditions and sanitary facilities available.

1.6 Instruments Used

The instruments used for the 2011 PODES are questionnaires and manuals as shown in the following table:

Table 1.1. Types and Purposes of Questionnaires & Manuals for Podes 2011

No.	Name	Purpose	Used by	Held by
(1)	(2)	(3)	(4)	(5)
Questionnaires				
1.	PODES11-DESA	Identification of villages/kelurahans' potential	PCL	District BPS Office
2.	PODES11-JORONG	Identification of jorong's potential	PCL	District BPS Office
3.	PODES11-NAGARI	Identification of nagari's potential	PCL	District BPS Office
4.	PODES11-KEC	Identification of subdistrict's potential	PCL	District BPS Office
5.	PODES11-KAB/KOTA	Identification of district's potential	PCL	District BPS Office
6.	PODES11-LISTING FASKESDIK	Listing of education and health facilities	PCL	District BPS Office
7.	PODES11-SEKOLAH	Identification of School Facilities	PCL	District BPS Office
8.	PODES11-PUSKESMAS/PUSTU	Identification of Puskesmas/Pustu facilities	PCL	District BPS Office
9.	PODES11-POSKESDES/POLINDES	Identification of Poskesdes/Polindes facilities	PCL	District BPS Office
10.	PODES11-POSYANDU	Identification of Posyandu facilities	PCL	District BPS Office
Manuals				
1.	Technical Manual for Provincial and District BPS Office Heads	Providing a reference for Provincial and District BPS Office Heads to collect data	BPS Provincial and District Office Heads	Provincial and District BPS Offices

No. (1)	Name (2)	Purpose (3)	Used by (4)	Held by (5)
		under the 2011 Podes		
2.	Enumeration Manual	Providing a reference for enumerators to collect data under the 2011 Podes	PCL	-
3.	Oversight Manual	Providing a reference for supervisors in overseeing the Podes survey in the field	PML	-
4.	Processing Manual	Providing a reference for processing workers in data entry under the 2011 Podes	Processing workers	-

1.7 Statistics Produced

Podes will be conducted in all villages/kelurahans across Indonesia. The output of Podes will be a publication containing data on the potential of such villages/kelurahans. A provincial publication contains the potential of villages by district and an Indonesian publication is detailed by province. The general data presented will be classified by subject, including:

- a. Human Resources
- b. Natural Resources
- c. Environment
- d. Education facilities
- e. Health facilities
- f. Economic facilities
- g. Transport and communication infrastructure and facilities
- h. Agriculture

The 2011 Podes output is expected to provide reliable spatial data. Also, it will provide a reference in developing a sampling frame for administrative areas to conduct a BPS census/survey or activity.

1.8 Timeline

The 2011 Podes timeline from planning to processing and presentation is as follows:

Table 1.2 2011 Podes Data Collection Timeline

[illegible]

[illegible]

1.9 Data Source, Interview Strategy and Oversight

- a. The data available at the village/kelurahan office in some aspects does not enable the proper completion of Podes forms as expected. Village/kelurahan officers significantly lack ability to update and have nearly actual data. Additionally, in some villages/kelurahans, the village heads/lurahs lack knowledge about few issues. With such limitations, Podes enumerators have collected data as available and provided by the village/kelurahan office. This is where the Podes data has been weak.
- b. However, the limited availability of data in villages/kelurahans should not inhibit them to produce quality data. The step to be taken now is to create a middle way between being aware of such limitations and trying to minimize them.
- c. The BPS continues to minimize such limitations by creating user friendly questionnaires and engaging Kecamatan Statistics Coordinators (KSK) and Statistics Partners as enumerators but changing the pattern of communication between the enumerators and respondents where the respondents serve as partners in discussions and as resource persons to obtain data together.
- d. From the perspective of the above situations all Podes administrators in BPS Provincial/District Offices and all instructors will continue to communicate to enumerators the importance of such user friendly interviews. All BPS Provincial/District Offices will be asked to oversee field data collection.
- e. To assist in field oversight, enumerators and supervisors should report on field data collection through an integrated SMS gateway to facilitate supervision exercised by District BPS Offices over field enumeration and over the quality of data produced.

Field supervision over Podes 2011 is expected to be exercised in an active, integrated and focused way (in terms of target enumerators and target types of data that should be maintained and improved). Local BPS offices' initiative is encouraged and Podes 2011 should be able to produce reliable and prestigious spatial data.

CHAPTER 2

METHODOLOGY

2.1 Definition of Village/Kelurahan/Nagari

The 2011 Podes survey will be conducted in all village/kelurahan/nagari-level administrative areas throughout Indonesia. The concept and definition of a village, kelurahan and nagari are as follows:

A **village**, or named otherwise, hereinafter called village, is a legal community unit authorized to regulate and take care of local community interests based on local origin and tradition recognized in the National Governmental System and located in a district.

A **kelurahan** is a lurah area as an apparatus of a district and/or municipality under kecamatan (Indonesian Law No. 32 Year 2004 on Local Administration).

A **nagari** is a common-law (*hukum adat*) community unit having an area with specific boundaries, having its own resources and authorized to regulate and take care of its own affairs (Regulation of the West Sumatra Province Number 9 Year 2000).

2.2 Mechanism for the 2011 Podes Survey in the District BPS Office

As in the previous Podes, the 2011 Podes enumeration will be conducted through direct interviews by enumerators and respondents. The document must not be filled in by respondents. However, the mechanism for the 2011 Podes field activity is slightly different because the main data entry will be done by KSK.

In broad outline, the 2011 Podes field enumeration consists of 4 activities, i.e. enumerations of the potential of villages/kelurahans, the potential of kecamatan, the potential of districts and village facilities. The mechanism for such field activities is described as follows.

1. Data collection on the potential of villages/kelurahans/nagari (PODES11-DESA, PODES11-NAGARI)

The 2011 Podes data will be collected through a complete enumeration. The data collection on villages/kelurahans/nagari will take the form of visiting all villages/kelurahans/nagari for a direct interview with the village/kelurahan apparatus (village head/lurah or other relevant respondents). For villages with status as nagari in the Province of West Sumatra, enumeration units under Podes 2011 will be nagari and jorong/Korong/kampung.

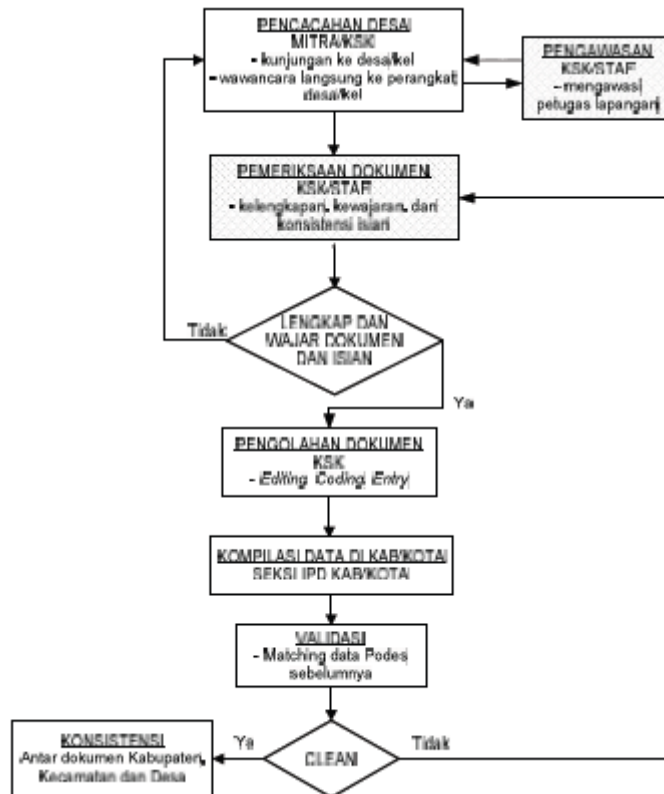
Enumerators' field activities will be the responsibility of field supervisors. Supervisors will also function as checkers of documents delivered by enumerators to them. If the document received is found incomplete, unfair or inconsistent, supervisors may assign enumerators to re-visit the village/kelurahan. On the contrary, if the document is complete, it should be delivered to KSK/workers dealing with data entry.

Prior to the data entry, KSK is required to do editing coding. The documents entered and their softcopies will then be delivered to the District BPS Office for compilation. In addition, the District BPS Office will also validate the data entered. If the data is declared to be clean, the next step is to synchronize it with kecamatan and district

documents for particular interrelated variables. If the data does not pass validation, the District BPS Office will forthwith contact the enumerator for confirmation and follow-up.

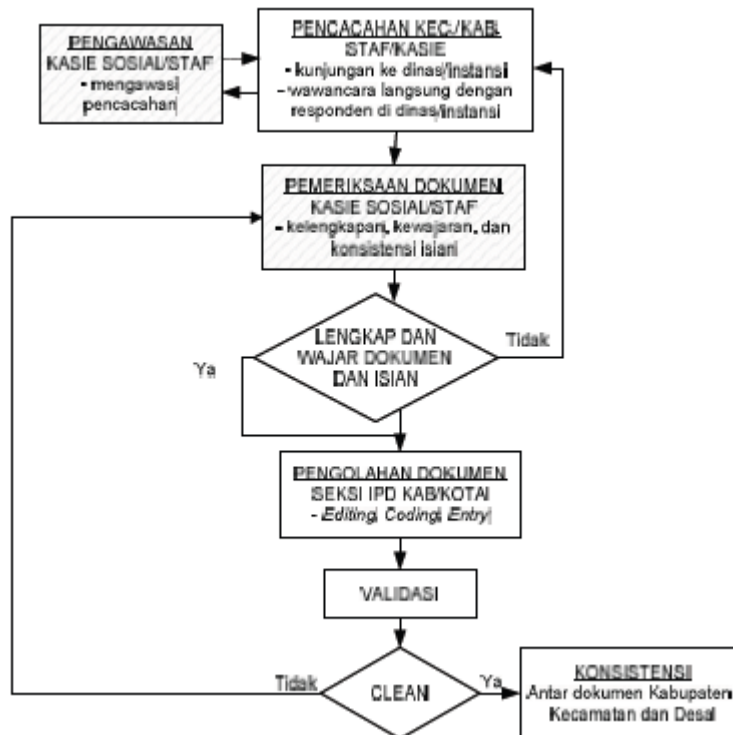
The following flowchart is a mechanism for field Podes data collection of Villages/Kelurahans/nagari:

Figure 1. Mechanism for PODES11-DESA Data Collection



2. Data collection on the potential of kecamatan (PODES11-KEC)
The data collected on the potential of kecamatan will take the form of visiting all kecamatan for a direct interview with the kecamatan apparatus (camat or other relevant respondents such as Puskesmas).
3. Data collection on the potential of districts (PODES11-KAB/KOTA)
Enumerators will visit some relevant dinas offices across the district (i.e. Mining Office, Industry Office, Transport Office and Agricultural Office) and hold a direct interview with respondents from the offices according to the contents of questions asked in the offices. The mechanism for enumerating the potential of districts is the same as the one for enumerating the potential of kecamatan.
The following flowchart is a mechanism for field Podes data collection of Kecamatan and Kabupaten:

Figure 2. Mechanism for 2011 PODES11-KEC and PODES11-KAB/KOTA Data Collection



4. Data collection on village infrastructure

Village infrastructure will be enumerated by village enumerators by visiting all primary health facilities (puskesmas, pustu, poskesdes, polindes, posyandu) and public school facilities (elementary, junior high and senior high/equivalents). The Posyandu (integrated health posts) visited are those having their own buildings (not located in villagers'/village heads' homes). This has the same mechanism as used in enumeration of the potential of villages/kelurahans.

A large amount of information to be collected by village enumerators including questionnaires for PODES11-DESA and health facilities (PODES11-PUSKESMAS/PUSTU, PODES11-POSKESDES/POLINDES, PODES11-POSYANDU) and public school facilities (elementary, junior and senior high/equivalents) requires enumerators to re-visit their respondents. Consequently, a good plan is needed by enumerators to do what is necessary in their visit and to monitor the field implementation. The following is a scheme of field activities for village enumerators and supervisors/checkers for reference in order to fill in these questionnaires completely and correctly during enumeration and finish them on schedule.

1. The number of visits for PODES11-VILLAGE enumeration will not be limited. But the field activity scheme illustrates that all questions in the questionnaire are answered completely and correctly with a minimum of 2 (two) visits.
2. Activities in Week 1 of the enumeration month (April 2011)
 - a. The enumerator pays visit 1 to all villages/kelurahans in his/her working area.
 - b. The enumerator lists existing health and education facilities in each village (interview with respondents at the village office) in the interest of Village Infrastructure Census.
 - c. The enumerator enters specific data in the questionnaire directly obtained from the visit.

- d. The enumerator informs that other data that has not been obtained should be prepared for the following visit.
 - e. In each village visited, the enumerator sends a report by SMS (the SMS contains the variable or block that has been completed).
 - f. If in one week the enumerator has not reported on field progress by SMS, the system will warn him/her automatically.
3. Activities in Week II to IV of the enumeration month
 - a. The enumerator pays the next visit to all villages/kelurahans in his/her working area.
 - b. The enumerator completes all entries to questions in the questionnaire.
 - c. In each village visited, the enumerator sends a report by SMS (the SMS contains the variable or block that has been completed).
 - d. If in one week the enumerator has not reported on any progress, the system will warn him/her.
 4. Visiting village health and education facilities
 - a. The enumeration of village facilities goes with the PODES11-DESA enumeration.
 - b. The enumerator visits the listed village health and education facilities including Puskesmas, Pustu, Poskesdes, Polindes, Posyandu, public schools (elementary school/equivalent), junior high school/equivalent, senior high school/equivalent).
 - c. The enumerator sends an SMS to report on the number of health and education facilities visited at the end of the week.
 5. Oversight during the field enumeration month
 - a. Each supervisor holds a schedule of villages/kelurahans to be visited by each enumerator.
 - b. Supervision is exercised by accompanying the enumerator or re-visiting the villages/kelurahans to ensure that the enumerator has accomplished his/her task.
 - c. At least three times of supervision over three different enumerators are exercised.
 - d. In each village visited, the supervisor sends a report by SMS.
 - e. If in one week the enumerator has not reported on any progress, the system will warn him/her.
 6. Checking documents

The checker also serves as a supervisor so that the documents completed by the enumerator can be checked immediately for completeness and accuracy. The complete and accurate documents are directly submitted to the entry officer.

2.3 Mechanism for Data Processing in Provincial BPS Offices

The 2011 Podes processing is slightly different from the previous Podes. This time the KSK will enter data in an effort to optimize the use of a laptop. Some important points in the 2011 Podes data processing are as follows:

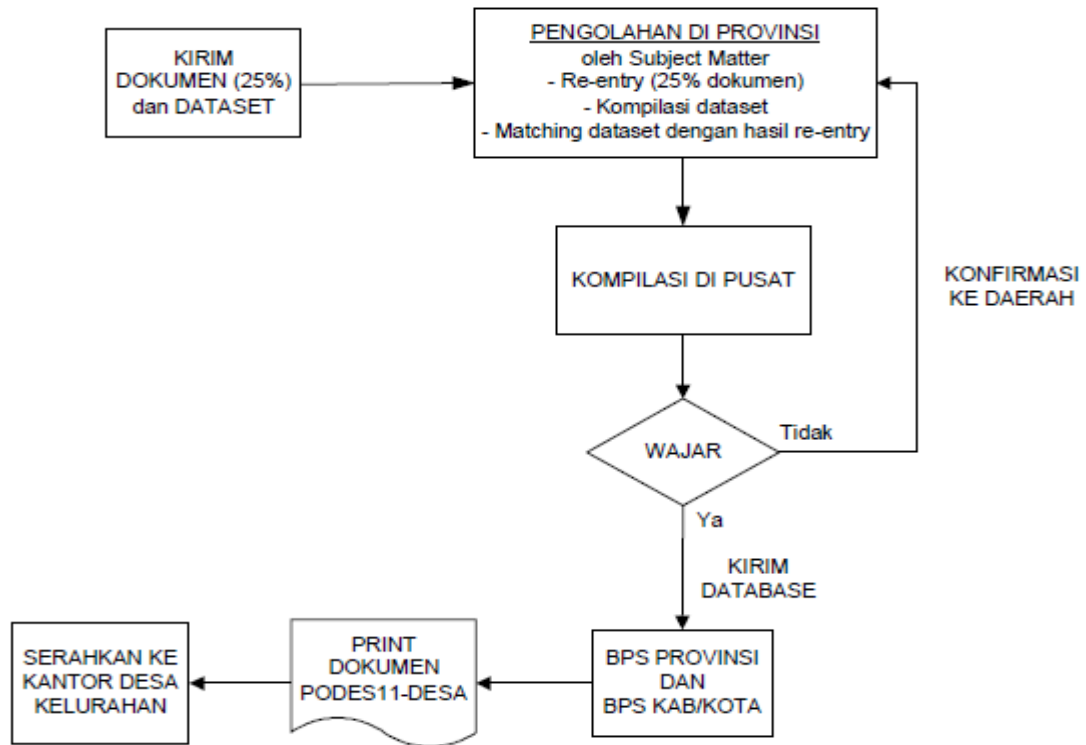
1. The software to be used for data processing (recording and checking of reasonability) is prepared by the National BPS Office. Podes data processing officers in the Provincial BPS Office and District Office will be trained specifically according to

the schedule set. For data processing to finish on time, the Provincial and District BPS Offices' Heads are expected to meet the schedule set.

2. PDES11-DESA documents are processed by an entry officer using a program prepared by the National BPS Office. The entry officer is KSK or District BPS staff who has received training in data processing. Prior to data entry, the officer will conduct an editing-coding activity, examine the reasonability of contents and accuracy of identity. The data entry will be conducted immediately after documents have been completed fully and accurately. Files on data entry and documents of PODES11-DESA will be submitted to the District BPS Office on a weekly basis.
3. The PODES11-DESA entry data will be compiled and validated in the District BPS Office. The validation is intended to achieve clean data. Some issues worthy of note include:
 - a. Weekly compilation and report on the compilation of the number of villages on which the data has been received by the District BPS Office sent by SMS.
 - b. In the process of validating data and matching the 2011 Podes data to previous Podes data. A report on the number of villages validated will be sent by SMS on a weekly basis.
 - c. If some errors are still found in the process of cleaning data, the supervisor will immediately correct them to achieve clean data.
4. PODES11-KEC and PODES11-KAB/KOTA document processing will be conducted by the District BPS Office using a program prepared by the National BPS Office.
5. Consistency between village and kecamatan data for relevant variables will be checked in the District BPS Office.
6. Reports on supervision and checking will be processed and documented in the District BPS Office. Data processing for tentative figures for some quantity variables related to health and education facilities will be conducted in the District BPS Office.
7. After the data has been cleaned in the District BPS, 25 percent of the PODES11-DESA documents will be sent to the Provincial BPS for re-entry by Provincial BPS staff.
8. The provincial BPS will compile data from District BPS Offices and re-enter the 25 percent of PODES11-DESA documents. Some issues that should be addressed by the Provincial BPS are:
 - a. Matching datasets from District BPS offices to re-entry results and analyze them,
 - b. Checking completeness and reasonability of data across districts.
9. After the data has been cleaned in the Provincial BPS, the dataset will be sent to the National BPS' Sub-Directorate for Data Processing Integration, c.c. Sub-Directorate for Area Security Statistics, Directorate for Social Security Statistics.
10. Sub-Directorate for Area Security Statistics (IPD) will compile, check and tabulate all data from the Provincial BPS. Podes Database will be sent back to the Provincial and District BPS, and the District BPS will print it by village and distribute it to village head (lurah) offices for file copy at the village/kelurahan level.

The following is a flowchart of data processing at the provincial and national level:

Figure 3. Mechanism for Data Processing in Provincial BPS and National BPS



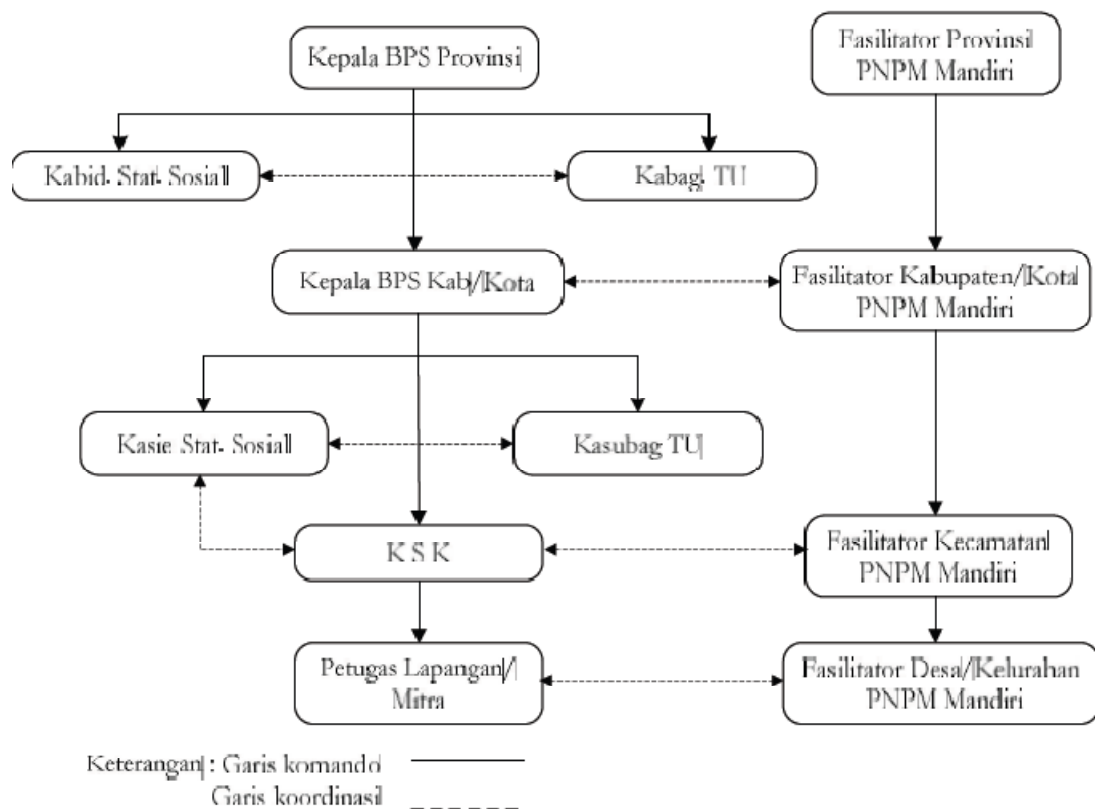
CHAPTER 3

FIELD ORGANIZATION

3.1 Organizational Structure in Local BPS

A field organization structure is developed to allow any actors in the organization to ensure their tasks, responsibilities, powers and rights. The 2011 Podes organizational structure at the local level is shown in Figure 4.

Figure 4. Organizational Structure



3.1.1 Provincial BPS

- 1) The person responsible for overall census at the regional level is the Provincial BPS Head.
- 2) The person responsible for technical affairs is the Social Statistics Head. The person responsible for census processing is the Head for Statistics Processing and Dissemination Integration.
- 3) To support the village infrastructure census, the person responsible for technical affairs at the provincial level will coordinate with the PNPM Mandiri provincial facilitator to contact the district facilitator.

3.1.2 District BPS

- 1) The person responsible for overall census at the district level is the District BPS Head.

- 2) The person responsible for technical affairs is the Social Statistics Head. The person responsible for census processing is the Head for Data Processing Integration Section.
- 3) To support the village infrastructure census, the person responsible for technical affairs at the district level will coordinate with the PNPM Mandiri's district facilitator to liaise with the sub-district facilitator. Further, KSK will coordinate with the sub-district facilitator to liaise with the village facilitator.

3.2 Tasks and Responsibilities

3.2.1 Provincial BPS Head

- 1) The Provincial BPS Head should provide technical and administrative directions for District BPS Heads.
- 2) Set up the structure of employees, BPS organic or non-organic, related to Kinerja payroll conditions within the Provincial BPS.
- 3) Monitor and evaluate training for workers at the local level.
- 4) Monitor and evaluate the course of coordination and supervision over field implementation.

3.2.2 Social Statistics Head

- 1) Coordinate the 2011 Podes data collection, including coordinating with the PNPM Mandiri's Provincial Facilitator.
- 2) Provide guidelines for the District BPS Head on recruitment of enumerators.
- 3) Supervise enumeration and check the results of 2011 Podes data collection.
- 4) Draw up a technical report on 2011 Podes implementation.

3.2.3 Administrative Head

- 1) Distribute documents to District BPS offices.
- 2) Together with the Social Statistics Head, provide training for enumerators.
- 3) Draw up a report on training administration.

3.2.4 Head for Statistics Processing and Dissemination Integration

- 1) Integrate processing results at the district level.
- 2) Send clean integrated data on a disk to BPS.
- 3) Draw up a technical report on 2011 Podes processing.

3.2.5 District BPS Head

- 1) The District BPS Head will be responsible for overall implementation of the 2011 Podes in the District BPS.
- 2) Coordinate with the PNPM Mandiri's District facilitator.
- 3) Exercise supervision over field implementation and check the data collection results and ensure the reliability of data produced.
- 4) Recruit field workers.
- 5) Distribute documents to supervisors.
- 6) Draw up a report on 2011 Podes data collection.

3.2.6 Kecamatan Statistics Coordinator (KSK)

- 1) Coordinate with the PNPM Mandiri's Kecamatan facilitator.

- 2) Ensure that the 2011 Podes in his/her working area takes place well.

3.2.7 2011 Podes Supervisor/Inspector (PML)

- 1) The 2011 Podes PML workers will consist of PML for 2011 Podes enumeration at the village/kelurahan level and kecamatan/district level,
- 2) Attend training for 2011 Podes field workers,
- 3) Supervision/inspection of village/kelurahan Podes11 will be exercised by a Kecamatan Statistics Coordinator (KSK),
- 4) Supervision/inspection of kecamatan Podes11 will be exercised by the Social Statistics Section Head or District BPS Staff,
- 5) Supervision/inspection of District Podes11 will be exercised by the District BPS Section Head,
- 6) Organize enumerators under his/her supervision,
- 7) Provide supervision according to guidelines, working area and schedule set.
- 8) Check enumeration results presented by enumerators (completeness of documents, completeness of entries and quality of data collected) and, in the case of unreasonableness, ask the enumerator to make a re-visit,
- 9) Warn PCL who fails to make a progress report for each visit to each village,
- 10) Provide guidelines and solutions to field problems reported by enumerators,
- 11) Weekly report on 2011 Podes data collection results to the District BPS,
- 12) Collect and compile enumeration-resulting documents and submit them to KSK for processing.

3.2.8 2011 Podes Enumerators (PCL)

- 1) Enumerators (PCL) will consist of statistics partners/KSK for 2011 Podes enumeration at the village/kelurahan level, KSK for 2011 Podes enumeration at the kecamatan level and staff/social section head of the District BPS for enumeration at the district level.
- 2) Attend training for 2011 Podes field workers.
- 3) Cooperate with the PNPM Mandiri's village/kecamatan facilitator in visiting villages and all health and education facilities integrated into the village infrastructure census.
- 4) Collect data according to the guidelines and schedule set.
- 5) Review the data collection results (completeness of documents, completeness of entries and quality of data collected).
- 6) Submit the 2011 Podes documents completed and reviewed to the supervisor/checker and draw up a report on field implementation to the supervisor.

3.3 PNPM Mandiri's Facilitators

3.3.1 PNPM Mandiri's Provincial Facilitators

The PNPM Mandiri's Provincial Facilitator will give guidelines and coordinate District PNPM facilitators to support the village infrastructure census.

3.3.2 PNPM Mandiri's District Facilitators

- 1) Provide guidelines and coordinate Kecamatan PNPM facilitators to collect data on village/kelurahan infrastructure.
- 2) Coordinate with the District BPS Office.

3.3.3 PNPM Mandiri's Kecamatan Facilitators

- 1) Provide guidelines and coordinate PNPM Village/Kelurahan facilitators on village/kelurahan infrastructure data collection.
- 2) Coordinate with KSK in the field implementation of village/kelurahan infrastructure census.

3.3.4 PNPM Mandiri's Village/Kelurahan Facilitators

- 1) Serve as a guide for PODES11-DESA workers who are visiting villages and all health and education facilities integrated into the village infrastructure census.
- 2) Work with PODES11-DESA workers in implementing the village infrastructure census expected to facilitate village enumerators' task and provide lessons from their experience for facilitators in village/kelurahan infrastructure data collection in the field.

3.4 Requirements for Field Workers

3.4.1 Supervisors/Checkers (PML)

The 2011 Podes Supervisor/Checker is a Section Head or staff member appointed and coming from District or Provincial BPS. If the statistics partner is PCL then KSK may be PML. The requirements for a supervisor/checker are:

- 1) Minimum education of senior high school or equivalent;
- 2) Being authoritative;
- 3) Ability to communicate with and coordinate enumerators;
- 4) Good familiarity with supervised areas.

3.4.2 Enumerators (PCL)

2011 Podes enumerators are statistics partners/KSK or other workers selected. The requirements for an enumerator are:

- 1) Minimum education of senior high school or equivalent;
- 2) Preferably former enumerator, well performing in providing training for workers and implementing BPS surveys;
- 3) Honesty and adherence to all enumeration regulations specified;
- 4) Good familiarity with supervised areas.

Regional Development (Law No. 32 Year 2004) requires each Regional Government to have good spatial data which will be obtained only from Podes. Therefore, Provincial BPS Heads and their lineups should empower Inda to continuously convince potential workers of that.

CHAPTER 4

PROCEDURES FOR FILLING IN FORMS

4.1 General Provisions for Filling in Forms

- a. All entries must be written using a black pencil. The enumerator cannot fill in enumeration documents with a pen, ballpoint or colored pencil.
- b. The concepts and definitions used to fill in the Podes-2011 Forms should follow the manual.
- c. For questions answered with codes, circle an appropriate code and copy it to a box provided on the right hand.
- d. For questions answered with non-codes, write the correct answer in capital letters or figures and copy it to a box provided in the right hand.
- e. Entries should be so copied upon completion of the census. The copying for each detail will start with the far right box (aligned to the right).
- f. Fill a dash (-) in each question with an entry answer of zero (0) and write 0 (zero) in the box.
- g. If the entries exceed the number of boxes provided, e.g. two boxes then write 98 and if don't know, write 99 in the box provided. For example, in terms of a distance, if $\geq 98\text{km}$, write 98.0 but if don't know, write 99.0.
- h. Review each entry and rectify any error before the questionnaire is submitted to the supervisor/checker,
- i. If the respondent/village/kelurahan apparatus cannot answer/is doubtful about answering some questions (usually quantitative/individual data), the enumerator should ask the source directly. A sample case is data on the number of households receiving ASKESKIN cards to participate in the health insurance program for the poor, ask Puskesmas or the District Health Office,
- j. **Question about distance:**
All questions about distance from a village/kelurahan to a facility or to the capital of kecamatan/district are calculated from the location of the village head (lurah) office.

All questions refer to the situation when enumeration is occurring except they have time references specified.

4.2 Data Sources that can be contacted

In questionnaires, some information cannot be obtained from the village/kelurahan level but from relevant kecamatan or district agencies. The information includes:

No.	Entries in Questionnaires	Data Sources
(1)	(2)	(3)
1	PLN Customer Households (B.V.R.501.1)	PLN
2	Traditional Birth Attendants (B.VII.R.707.e)	Posyandu/Puskesmas
3	Recipients of JAMKESMAS cards during 2010 (B.VII.R.711)	Midwives/Puskesmas
4	Households subscribing to fixed telephone services (B.X.R.1005.b)	PT. Telkom

4.3 Example of how to fill in questionnaire

a) Circle an answer code

If the administration to be enumerated is categorized as a kelurahan, the entries in **Block III Item 301** are:

Village	1	
Kelurahan	<input checked="" type="radio"/> 2	<input type="text" value="2"/>
Other	3	

b) Fill with an answer and put it in the box

If there are 1,550 males and 2,330 females, the entries in **Block IV, Items 401.a** and **401.b** are:

a. Males	1,550	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>
b. Females	2,330	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="0"/>

c) Fill with an empty answer

If there is no male doctor in the village/kelurahan, the entry in **Block VII Item 707.a.1** will be = — while the box will be filled with zero (0) with the following example:

a.1. Number of male doctors — persons	<input type="text" value="0"/>	<input type="text" value="0"/>
---------------------------------------	--------------------------------	--------------------------------

d) Fill the box directly

If a village/kelurahan has a public elementary school and a private Madrasah Ibtidaiyah (MI) and does not have any junior high school/equivalent, and the nearest junior high school is located 30km from the village, the entries in **Block VII Items 701.b and 701.c** Column (2) to (4) are as follows:

Education	Number of schools				If column (2) = 0 and column (3) = 0, the distance from the nearest school (km)			
	Public		Private					
(1)	(2)		(3)		(4)			
Elementary/Equivalent	0	1	0	1				
Junior High/Equivalent	0	0	0	0	3	0	.	0

I. INFORMATION ON PLACE											
NO.	DETAILS	NAME	Code (Podes 2008)			Code (SP2010)			Code (During Census)		
101	Province	SOUTH KALIMANTAN		6	3		6	3		6	3
102	Kabupaten/Kota*)	TANAH BUMBU		1	0		1	0		1	0
103	Kecamatan	MANTEWE	0	5	3	0	5	3	0	5	3
104	Village/Kelurahan *)	EMIL BARU	0	1	0	0	1	0	0	1	0
105	Area Status	Urban-1 Rural-2				2				2	
106	Full address of village head (lurah) office	KM.94									

BLOCK II. INFORMATION ON OFFICERS

In item 201 to 208, write the names of Enumerator and Supervisor/Checker, NIP (if no NIP, leave it blank), dates of visit I to III, date of checking and supervision and signatures of Enumerator and Supervisor/Checker. Before asking the village head/lurah to attach his/her signature, name and seal to the form, confirm that the interview results have been in accordance with the actual conditions of the village/kelurahan.

BLOCK III. GENERAL INFORMATION ON VILLAGE/KELURAHAN

Item 301: Administration status

This item is filled with the administration status of this village/kelurahan.

Village (Desa) or named otherwise, hereinafter called village, is a legal community unit with boundaries, authorized to regulate and take care of local community interests based on local origin and tradition recognized and respected in the National Governmental System of the Unitary State of the Republic of Indonesia (Law No. 32 Year 2004). A village head will directly be elected by the village community.

Under Government Regulation Number 12 Year 2007 on **Village** or named otherwise hereinafter called village, a village is a legal community unit with boundaries, authorized to regulate and take care of local community interests based on local origin and tradition recognized and respected in the National Governmental System of the Unitary State of the Republic of Indonesia. It has the right to regulate its wider area. However, in its development, a village may improve its status to be kelurahan. The creation of a village may include a merger of some villages or parts of proximate villages, or splitting of a village into two or more villages, or creation of a village in addition to existing villages. The village whose status is changed to kelurahan has local assets to be managed by the kelurahan for the benefit of the local community.

A village has its own administration. The village administration consists of a village head and apparatus and a Village Representative Board (BPD).

A village has the authority to:

- Implement existing administrative functions based on the village's original rights.
- Implement district administrative functions assigned to the village, i.e. administrative functions directly improving public service delivery.
- Carry out co-administration from the government, provincial government and district government.
- Implement other administrative functions assigned to the village.

Kelurahan is an area led by a lurah as apparatus of a regency (kabupaten) and/or municipality under kecamatan (Law No. 32 Year 2004). Lurah is appointed by Regent/Mayor.

Others if the administration status is other than village/kelurahan, e.g. Transmigration Settlement Unit (UPT) or Isolated Community Settlement (PMST) under the guidance of relevant ministries.

Item 302: Village/kelurahan location

This item aims to find out the location of a village/kelurahan including the name of island and the existence of village head (lurah) office.

Item 302.a: Name of island where the largest part of the village/kelurahan is located

Write the name of island (in capital letters) where the largest part of the village/kelurahan is located. If the village/kelurahan area includes equal portions of some islands then write the name of island where the village head (lurah) office is located.

Village head (lurah) office is the village's building specifically intended for operations of the village/kelurahan administration and it is not a personal building.

Item 302.b: Existence and location of the village head (lurah) office

Entries in the village head/lurah office:

- If it is located in the village/kelurahan, write code '1'.
- If it is located outside the village/kelurahan, write code '2'.
- If the village/kelurahan does not have it, write code '3'.

Item 303.a: Village Representative Board/Kelurahan Council

The question of this item is addressed to each village/kelurahan whether it has created a Village Representative Board/Kelurahan Council including Representative Council.

Village Representative Board (BPD)/Kelurahan Council/Representative Council is a discussion forum as a manifestation of democracy in village administration. It functions as village/kelurahan-level legislative agency with members elected by people and composed of community organization leaders and village/kelurahan community leaders.

If a village/kelurahan does not have a BPD, ask them why and write it in the space provided.

Item 304.a: Smallest Local Administration Unit (SLS) under the village/kelurahan

This item is filled with names, codes and number of SLS starting from the lowest level.

Local Administration Unit (SLS) is a sub-area under the village/kelurahan as working environment of the village/kelurahan administration. The criteria for establishing it should take into account population, area size, geography, infrastructure and facilities and local economic conditions. Circle the lowest SLS code in the questionnaire and write the code in the box provided.

Item 304.b: Levels of SLS under the village/kelurahan

The SLS levels under the village/kelurahan are ones ranging from the village/kelurahan level to the lowest level. For example, a village/kelurahan has SLS of RW under the village/kelurahan and RT under RW (as the lowest SLS). So, there are two (2) lowest SLS levels from the village/kelurahan.

Item 304.c: Levels of SLS under the village/kelurahan

Enter the number of the lowest SLS (Item 304.a) in the village/kelurahan. For example, a village has RT as the lowest SLS so this item will be filled with the number of existing RTs throughout the village/kelurahan.

Item 305.a: Village/kelurahan location

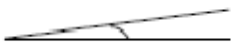
Village/kelurahan location is where the most portion of the village exists. The village/kelurahan location is divided into:

1. Peak is the top of a mountain.
2. Slope is part of a mountain/hill located between the peak and valley.
3. Valley is a low land between two mountains or two mounts or areas, lower than its surroundings. A valley in a fold area is often known as syncline. A valley in a fault area is known as graben. And a valley in a hilly area is known as intermontane valley.
4. Plain is a flat, level and stretching area of land.

Item 305.b: Land Steepness

The land steepness is the level of steepness of the largest portion of land of a village. It is divided into:

1. Gentle if the steepness of the largest portion of the village/kelurahan land is less than 15 degrees.
2. Middle if the steepness of the largest portion of the village/kelurahan land is between 15 and 25 degrees.
3. Steep if the steepness of the largest portion of the village/kelurahan is more than 25 degrees.



Less than 15 degrees



Between 15 and 25 degrees



Above 25 degrees

Item 305.c: Village/kelurahan elevation from sea level (DPL)

The **village/kelurahan elevation from sea level (DPL)** is the village/kelurahan elevation measured from the village head (lurah) office's position. In the absence of any village head/lurah office, if the village/kelurahan is near a railway station the village elevation may refer to the station elevation. On the contrary, in the absence of any railway station the DPL can be estimated from the elevation of another key infrastructure such as airport, power station (PLTA/PLTU), etc.

Item 305.d: village/kelurahan areas bordering on the sea

Village areas directly bordering on the sea are village areas directly bordering on the sea in terms of coasts and cliffs.

- If the village/kelurahan directly borders on the sea, enter code '1'.
- On the contrary, if the village/kelurahan does not directly border on the sea, enter code '2'.

Item 305.e.1: Sea level has been rising in the past 5 years.

The **rise of sea level** is a phenomenon indicated by the sea water going towards the land.

Item 305.e.2: Sea utilization

Sea utilization is all activities carried out by the community to utilize the sea (people from local village/kelurahan and other villages/kelurahan, such as fisheries (fishing and aquaculture), salt-pan production, marine tourism and public transport.

1. **Fishing (including other marine biota)** is an activity to catch and collect fish or other marine biota (such as seaweed, mollusca, shrimps) living in nature using equipment or other methods.
2. **Aquaculture (including other marine biota)** is an activity to look after, raise and/or propagate fish or other marine biota (such as seaweed) and harvest them in a controllable environment.
3. **Salt pans** are terraced farm fields surrounded by dikes (channels) to hold/distribute seawater to keep salt from seawater in the pans and allow the salt to be harvested by farmers.
4. **Marine tourism** is a business of tourism and water sports including facilities and infrastructure and other services commercially managed on the sea and beach. Examples: Ancol Beach, Parangtritis, Pangandaran, Bunaken, Wakatobi, Kepulauan Seribu, Pulau Anyer and so on.
5. **Public transport** is to provide transport services managed by a system acceptable to the local community.

Item 305.e.3: Mangrove forest in village/kelurahan

Mangrove forests (often locally known as *hutan bakau*) are forests grown around waters, outfalls, tidal areas or seaside areas. The plant community is tolerant of salt. The plants often grown in a mangrove forest include: bakau, api-api, pedada, tanjang, etc. If there is a mangrove forest in the village/kelurahan, enter code '1'. If there is not, enter code '2'.

Item 306: Village/kelurahan location in relation to forest area

The question of this item is asked to find out the village/kelurahan location in relation to a forest area. The village location near a forest area is feared to deplete the forest area.

Forest area is a particular area designated and/or gazetted by the government to maintain its existence as **permanent forest**.

Forest is an ecosystem forming an expanse of land containing biological resources dominated by trees integrated into the nature as one integral unit.

- a. **The village/kelurahan location in relation to forest area** is divided into:
 1. **Within a forest area**, i.e. a village/kelurahan located in the middle of or surrounded by a forest area, including a village enclave. **Enclave** is a third party's rights to the forest area, which may take the form of settlements and/or cultivated land.
 2. **At the edge of/around a forest area**, i.e. a village/kelurahan directly bordering on a forest area, or some of the village located within a forest area.
 3. **Outside a forest area**, i.e. a village/kelurahan not directly bordering on a forest area.
- b. **A forest area serves the following functions :**
 - **Conservation Forest** is a forest area with specific typical features having the main function of conserving diverse plants and animals and their ecosystems. The conservation forest area consists of Land Nature Reserve and Nature Conservation Area, Water Nature Reserve and Nature Conservation Area, and Hunting Ground.

- **Protection Forest** is a forest area having the main function of protecting a life buffer system to regulate water systems, prevent flood, control erosions, prevent seawater intrusions, and maintain soil fertility.
- **Production Forest** is a forest area having the main function of producing forest products. Production forests include Permanent Production Forest (HP), Limited Production Forest (HPT), and Convertible Production Forest (HPK).

BLOCK IV. POPULATION AND MANPOWER

Item 401: Population and households in January 2011 (excluding those having not lived in the village/kelurahan)

- Population** includes all people having been domiciled at the village/kelurahan for 6 months or more and/or those having been domiciled at the village/kelurahan for less than 6 months but intending to reside. The village/kelurahan population registered is the number of people registered in the village/kelurahan population administration book (excluding those no more living at the village) and subject to probing according to the population concept. The population data recorded is data from the 2010 Population Census plus the number of births and immigrants and minus the number of deaths and emigrants during the period of May to December 2010.
- Household** is the smallest community unit composed of husband-wife, or husband-wife and their child (children), or father and his child (children) or mother and her child (children).
- Agricultural household** is a household in which at least one member is carrying out a business of agricultural products (at his own risk) with the aim of partially/wholly selling the output or making an income/profit. Households who grow rice and food crops despite using them for their own consumption will be categorized as agricultural households. Agricultural products include: food crops, horticulture, plantation, livestock, fishery, forestry. For example: Mr. Budi's household has a piece of farmland and rents it out to Mr. Soleh. In this case, Mr. Budi's household does not manage the farmland at all and is consequently not an agricultural household.
- Farm worker** is a person who works in the agricultural sector for one or more employers/institutions and is paid on a daily or piecework basis. For example: rice harvest workers, field cultivation workers, rubber tapping workers, shrimp harvest workers at farms, workers for harvesting coffee beans, coconuts, cloves, and so on.

Item 402: Village/kelurahan members working as migrant workers abroad

The question of this item is asked to identify villages/kelurahan who send migrant workers. The number of migrant workers is based on the latest data during the census.

Indonesian Migrant Workers (TKI) are Indonesian citizens qualified to work abroad under an employment contract for a specific period of time for payment. The specific period is usually indicative of the length during which such workers will stay abroad but they remain to be Indonesian citizens. The number of migrant workers counted is the number of village/kelurahan members working abroad. If they do not leave the country

and still stay at the PJTKI's lodging house and are known to the village head (lurah) they will not be considered migrant workers.

Item 403a: Main income sources for most households

The main income sources for most households are in sectors or business fields where most village/kelurahan members make income.

The main income sources for most households include:

1. **Agriculture**, including food crops, horticulture, plantation, livestock, forestry, fishery and farming services.
2. **Mining and quarrying**, including business activities/fields in the mining and quarrying sector such as coal, oil and gas, metal ore, rock, clay, sand, salt, chemical minerals and fertilizer input, gypsum, asphalt, etc.
3. **Manufacturing industry**, i.e. an economic activity to change base materials (raw materials) into intermediate goods or finished goods and/or other more value-added goods, including:
 1. Food, drink and tobacco industry;
 2. Textile, garment and leather industry;
 3. Wooden industry, including furniture;
 4. Paper and paper-based, printing and publishing industry;
 5. Chemical, oil, coal, rubber and plastic industry;
 6. Non-metal mineral industry, except oil and coal;
 7. Base metal industry;
 8. Metal-based goods, machinery and equipment industry;
 9. Other manufacturing industry.

This activity includes industrial services and assembly work.

4. **Wholesale/retail and restaurants** i.e. sale and purchase of goods (new and second-hand), including restaurants, beverages, catering, restorations, cafés, canteens, shops, etc.
5. **Transport, warehousing and communication**

Transport includes providing passenger or cargo/livestock from a place to another with a scheduled system by land, water and air. Other activities such as providing terminal, parking and cargo handling facilities and others are categorized as transport activities.

Warehousing includes temporary storage of goods (not stock) before they are carried to the final destination for commercial purposes.

Communication includes telecommunications, publications, post and giro.
6. **Services** are education, health, social and public and private services.
7. **Others** are activities in the sectors outside the above, such as water, gas, electricity, construction, banking, etc.

Item 403.b: types of commodity/agricultural sub-sectors

This item will be filled if item 403.a has code '1', i.e. agricultural sector. Enter the type of commodity/agricultural sub-sector managed by most households as their main income source and then copy it to the box provided according to the code.

The types of commodity/agricultural sub-sectors include:

1. **Food crops**, i.e. rice and non-rice crops. Non-rice crops include corn, soybean, peanut, green mung, cassava, sweet potato, taro, etc.
2. **Horticultural crops**, i.e. horticultural crops including fruits, vegetables, ornamental plants and medicinal plants.
3. **Plantation**, i.e. growing estate crops including annual crops such as cotton, sugar cane, cacao, pepper, nutmeg, vanilla, and kapok, etc.
4. **Livestock**, including large livestock (cattle, cow, horse, etc), small livestock (goat, sheep, pig, rabbit, etc) and poultry (chicken, duck, bird, etc). The products from animal breeding include egg, milk, honey, feather, etc.
5. **Fishing (including other marine biota)** i.e. catching fish and collecting fish or other marine biota (such as seaweed, mollusca, shrimps) living in nature using equipment or other methods.
6. **Aquaculture** i.e. an activity to look after, raise and/or propagate fish or other water biota and harvest them in a controllable environment, including loading, transporting, storing, refrigerating, handling, processing and/or preserving them.
7. **Forestry** i.e. an activity to grow, look after, harvest, manufacture, cultivate forest products, including wildlife reserve and nature reserve.
8. **Agricultural services** i.e. services to support agricultural and post-harvest services such as management of seeds for propagation, ornamental plant seedling, tractor rental, rice milling, etc.

BLOCK V. HOUSING AND ENVIRONMENT

Item 501: Power consumer households

This item aims to see households' access to electricity. The number entered in Item 501 should not exceed Item 401.c.

Households consuming power from the State Power Company (PLN) are households using electricity from PLN as indicated by a bill issued by PLN.

Households consuming non-PLN power are households using electricity as indicated by a non-PLN bill. Non-PLN power includes diesel/generator and electricity generated by local government or community, including power obtained by households "hitchhiking with" their neighbors.

Item 502: Village/kelurahan main road illumination

This item aims to obtain information on the availability of illumination facilities and types in the village/kelurahan's main roads.

Main road is a road considered by the village/kelurahan community the most important and prominent in transportation to a nearby camat office.

Note: the road illumination financed by the community or a company though generated by PLN is categorized as non-government power.

Item 503: Fuel used by most households for cooking

This item aims to identify fuel used by a majority of households in the village/kelurahan for cooking.

Municipal Gas is the use of gas obtained from a gas company to meet households' needs for fuel for daily cooking.

Liquid Petroleum Gas (LPG) is liquefied gas fuel produced from petroleum through a high-pressure distillation. It originates from some sources i.e. natural gas and petroleum processing (light-end).

Others include charcoal, chaff, shells, coal briquettes, biogas, etc.

Note: If a majority of households cook with more than one type of fuel in equal percentages, the code taken is the smallest one.

Item 504: Place of defecation for most households

This item aims to identify the place of defecation for most households in the village/kelurahan.

Latrine is a closed area for defecation, whether using a septic tank or not.

Own latrine is one used only by a household.

Shared latrine is one used by two or more households.

Public latrine is one that can be used by any member of the village/kelurahan and others.

Non-latrine includes defecation places where final containers include ponds/fields, ground holes/open areas/gardens, river/lake/sea, etc.

Item 505.a: Place of garbage disposal for most households

This item aims to identify the place of garbage disposal used by most households in the village/kelurahan.

Garbage can is a container used to hold garbage put around the yard or fence and made of cement or drum or bucket or a large hole and the like, closed or open.

Garbage can then taken away if garbage is held temporarily in a container/can before it is taken away to a temporary dumping site (TPS) or directly to a final dumping site (TPA).

Putting in a hole/burning if garbage is disposed of into a hole, man-made or natural, or garbage is burned.

River if garbage is disposed of to a river.

Drainage (ditch) if garbage is disposed of into drainage or ditch basically functioning as water channel.

Others if garbage is collected and processed into compost.

Item 505.b: Temporary Dumping Site (TPS)

Temporary Dumping Site (TPS) is a place or area used to hold garbage temporarily at the village/kelurahan level before it is taken away to a final dumping site (TPA).

Item 506.a: Rivers, irrigation channels and lakes/reservoirs/situ

This item aims to find out the existence and use of rivers, irrigation channels and lakes/reservoirs/situ across the village/kelurahan.

River is a water place, container and network formed naturally from a spring (upstream) to an estuary (downstream). It includes tributaries but excludes canals, irrigation channels, sodetan.

Irrigation channel (including canal and sodetan) is a unit of structure and channel to regulate supply, collection and distribution of irrigation water. Canal and sodetan are put in this category.

Lake is a trench formed naturally and filled with water from some sources such as rainfall, rivers and groundwater. **Situ** is a lake of relatively smaller size. **Reservoir** is a dam or container of streams for specific purposes, such as power generation, water supply, irrigation, etc.

Item 506.b: Use of rivers, irrigation channels and lakes/reservoirs/Situ

Write the use of river, irrigation channels and lakes/reservoirs/situ by the community in the box provided. The uses of rivers, irrigation channels and lakes/reservoirs/situ include: bathing/washing, drinking, farm irrigation, tourism or recreation (e.g. rapids shooting, Musi River tourist attraction, etc), and transportation. Shaded boxes should not be filled.

Item 507: Write the name of river crossing the village/kelurahan

This item aims to identify rivers crossing villages/kelurahans from upstream to downstream. Write the standard names of rivers and other names (local names). This item is filled if the village/kelurahan is crossed by a river (Item 506.a has code '1').

Rivers crossing the village are rivers whose channels are crossing the village/kelurahan including rivers that serve as borders for the village/kelurahan. If there is a tributary having no name, write the name of the main river.

Item 508: Settlements at riverbanks

This item will be filled if Item 506.a column (2) has code '1'. This item aims to identify the number of locations, houses and households residing along riverbanks.

Riverbank is an area on both sides of the river, calculated from the riversides to the inner part of dike foot (Government Regulation No. 35 Year 1991 on Rivers). The distance from the riverside should be approximately 15 meters.

The question in this item should be addressed to the village apparatus by seeking a confirmation from RT/RW Heads whose jurisdiction covers such riverbanks.



Figure 1: River parts

Item 509.a: Super High Voltage Network (SUTET)

This item intends to identify the existence of SUTET networks in the village/kelurahan. **SUTET** is a power network with a voltage of more than 500 KV to distribute electricity across areas.

Item 509.b: Households residing under SUTET

This item aims to identify number of locations, houses and households residing under SUTET networks. The locations, number of houses and number of households listed in this item are those under the networks and approximately 20 meters from the networks (Regulation of the Minister of Mining and Energy/Permentamben No. 1.P/47/MTE/1992).



Figure 2: High voltage networks

Item 510: Slum area

This item aims to identify the number of locations, houses and households residing in a slum area.

Slum area is a residential area crowded with unfit-for-habitation houses, poor sanitation and dense population. It is usually located in a marginal area (not allowed to be a residential area), e.g. riverbanks, railway sides, areas along drainage channels, under flyovers, markets, etc. A slum area has general features, such as:

1. Dense population/buildings,
2. Many unfit-for-habitation houses,
3. Poor sanitation.

Item 511: Environmental pollutions over the past year

This item aims to find out whether there has been environmental pollutions in the village/kelurahan surveyed in the past year, in terms of water, soil and air pollutions. These environmental pollutions are from the perception of the village/kelurahan apparatus but the enumerator should explain concepts and definitions to be understood easily by the respondent.

Environmental pollutions are something causing a direct and indirect change to the environment (water, soil and air) as may harm people's health, safety and welfare, normally in the long time. This may happen naturally or due to human activities, such as industrial waste, chemical fertilizers used for plants, waste from households/markets/shops/offices, etc.

Environmental pollutions in an area are indicated by people's discomfort at conditions and quality of water, soil or air around their area.

For example:

- a. Water pollution:
 - River water contaminated by industrial waste, waste from households, markets, shops and offices and so on. Such water becomes black due to such piles of garbage and smells unpleasant.
 - Lake water contaminated by fish in abundant floating nets so that water when used may cause irritation to skin and a fishy smell.
- b. Soil pollution: reduction in soil fertility for various reasons, destroyed soil composition due to mining and quarrying, land contaminated by radioactive waste above or under it, and so on.
- c. Air pollution: dust/soot from smoke of industry, limestone burning, motor vehicles, volcanic eruption, smells from: livestock, industrial waste, tannery; or smoke from forest burning, and so on.

Household waste is an example of domestic waste daily produced by family activities.

Industrial/manufacturing waste is an example of non-domestic waste daily produced by industrial/manufacturing activities.

Other waste is the sources of waste other than households and industries/manufacturers, such as the excessive use of chemical fertilizers for crops, contaminated seawater, gas station leak, etc. If item 511 column (3) has code '3', write the source of other pollutions in each of the rows in the column.

Item 512.a: Practice of burning land in the village/kelurahan to start up a farm in the past year

This item aims to find out whether there is a local practice of burning land to prepare a farm.

Land burning practice (including forest/field/garden) is a practice of burning land intentionally to prepare a farm. If the village/kelurahan has such practice, write code '1'. If it does not, write code '2'.

Item 512.b: Land burning causes environmental pollutions

This item will be addressed if Item 512.a has code '1'. Ask the respondent if the land burning in the village/kelurahan has caused environmental pollutions.

Item 513: Type-C quarrying locations in the village/kelurahan

Quarrying location is a place where Type-C quarrying occurs, such as river stones, sand, lime, kaolin, quartz sand, clay and others (corals, asphalt, gypsum and limestone), whether actively operating or not and holding a license or not.

BLOCK VI. NATURAL DISASTERS AND MANAGEMENT

Item 601: Natural disaster over the past 3 years

Natural Disaster is an event or a series of events that threaten and harm the life and living of the community due to natural factors such as earthquakes, tsunami, volcanic

eruption, flood, drought, hurricane, and landslides as may cause death toll, material losses (property), environmental damage and psychological impacts.

The natural disasters recorded have occurred over the past 3 years (*June 2008 to census*). One natural disaster may cause several natural events.

To be recorded in this item is whether a natural disaster has occurred in the village/kelurahan or whether it has had direct impacts on villagers from the village/kelurahan and from outside.

For example: A volcano in the past 2 months has erupted and caused quakes. In this case, the natural disaster includes eruption and quakes.

Column (1): Types of natural disaster

Landslide is a geological event where there are soil or rock movements downwards or out of the slope as a result of soil or rock instability such as a falling high mass of rock or soil.

Flood is the sinking of land due to a rising volume of water. Flood may occur as a result of an overflow of water in an area due to heavy rainfall, river water overflow or break in a dam.

Flash flood is a sudden flood with a large volume that destroys homes and causes deaths. There are some factors that cause a flash flood such as breaks in dams or reservoirs/*situ* and deforestation.

Earthquake is shaking of the earth's surface usually caused by plate movements. It may be caused by tectonic or volcanic activities. A tectonic earthquake is caused by ground faulting and a volcanic earthquake is caused by a volcanic eruption.

Tsunami is a great tidal wave as a result of vertical movements in the earth's crust caused by an earthquake, sea quake, volcanic eruption or meteor impact on the sea. Such vertical movements in the earth's crust cause sea level to move up or down suddenly thus creating instability of water on top. This leads to the flow of seawater energy creating a great wave when reaching land, known as tsunami. The negative impacts of a tsunami are destroying anything it passes through including buildings and plants and causing human deaths and contributing to flood and contamination of farmland, soil and fresh water with salty water.

Sea tides are seawater waves above normal and may lead to dangers both on the sea and land particularly along the shoreline. Generally, sea tides occur due to strong winds/typhoon, extreme weather changes and lunar and sun's gravity. Their speed ranges from 10 to 100 km/hour.

Hurricane/whirlwind/typhoon is an extremely strong wind with a circular movement at a speed of 120 km/hour.

Volcanic eruption or "eruption" is a natural phenomenon caused by volcanic activities with magma and volcanic material flowing out of craters.

Forest fire is a fire occurring accidentally in a forest and contributing to great smoke air pollution both in the village and outside the village, destroying lands and yields and causing losses.

Drought is a condition where there is no sufficient supply of water in an area for a long period of time (several months to years). Usually, this event occurs when an area has a long dry season thus contributing to drought because groundwater reserves are depleted by evaporation, transpiration or other human uses. A drought disaster may cause communities to lose their source of income, particularly in rural areas depending on farm. A short but intensive drought may also contribute to significant damage.

Column (2): Yes/No

Write an appropriate code.

Column (3): Number of Times

This item will be filled if Item 601 column (2) has code '1'. If more than 8 (eight) times of natural disaster have occurred in the village/kelurahan, just write 8.

The number of times refers to the number of times in an episode (series) of natural disaster occurrences over the past 3 years.

- For earthquakes, one episode ranges from the first shaking to the last. For example, in a 24-hour episode of earthquake leading to more than one time, only one time of quake will be counted.
- For volcanic eruptions, one episode ranges from the first eruption to the last as may take place in a period of several days to be counted as one time of eruption.

Column (4) and Column (5): Deaths and material losses

Deaths and material losses to be recorded refer to all occurrences within 3 past years (June 2008 until this census), not only in the peak of the natural disaster.

- If there has been no death, write 0 (zero) in column (4).
- If the material loss has been less than Rp 1 million, write 1 (one) in column (5).

Item 602.a: Natural disaster with worst impacts

This item will be filled if Item 601 Column (2) has code '1'. If the number of natural disaster occurrences/events under Item 601 is more than one, Item 602 will be filled with the natural disaster with the worst impacts, i.e. most deaths and material losses.

Item 602.b: Source and type of relief in responding to natural disaster

If according to the village/kelurahan apparatus there has been no relief at all, confirmation is needed from some local villagers.

Column (1): Source of relief in responding to natural disaster

The relief is received from the village/kelurahan's members, village/kelurahan government, district government, provincial government, national government, political parties, NGOs (domestic), disaster donations from the community, private companies (PT, CV, persero, and mass media), community organizations/community groups/religious groups, foreign relief (individual, organization and government), Armed Forces/Police (TNI/POLRI), and others.

Village/kelurahan's members are members of the village/kelurahan concerned. If some members have collected donations and deliver them on behalf of a youth's organization

(karang taruna)/pengajian, this will be categorized as community organization/community group/religious group. If donations come from members of other villages, categorize this as **others**.

Disaster donations from the community are relief donated by the public channeled through an organization/company or foundation focusing on facilitating public donations, including through the mass media.

Private company is an enterprise or a corporate body running a business under the existing laws and regulations and is not owned by the state. Private companies include PT, CV, Firms, etc, making donations through collecting funds from their employees and channeling them on behalf of the companies.

Community organizations/community groups/religious groups include pengajian groups, NU, Muhammadiyah, youth's groups, PKK, Kosgoro, etc.

Column (2): Yes/No

Write an appropriate code.

Column (3): The main type of relief is aid that can directly be used in an emergency situation in response to the impacts of a natural disaster. This column is filled with one of the codes: (1) emergency tents, (2) rescue boats, (3) food/beverages, (4) clothing/blanket, (5) soup kitchen, (6) free medical treatment or (7) others.

Column (4): The most significant relief providers do not only provide material aid needed during a natural disaster occurrence but also play an active role in coordinating, regulating and safeguarding the aid. Further, the aid will be handed to the victims. The entry is a code in Column (1) with the entry in Column (2) having code '1' i.e. between '01' and '13'.

Item 603.a: Efforts taken or facilities available to anticipate natural disaster

The natural disaster here refers to natural disaster occurrences (Item 601).

Tsunami early warning system is a facility for tsunami detection by giving an early warning before the disaster arrives/hits the village/kelurahan. This system uses a high technology instrument to monitor when and where tsunami will occur. The area coverage of the tsunami early warning system includes villages/kelurahans that can be reached, and thus not only the village where the system is located.

The tsunami early warning system here is a high technology device to monitor the arrival of tsunami tidal waves (the villages are within the coverage of the system, not where the system is established).

Safety equipment is equipment provided by local apparatus or local community to anticipate a natural disaster, such as rescue boats, tents, masks etc.

Community self-help is a spontaneous effort of the community to prevent or minimize the impacts of a possible natural disaster. Some examples of community self-help are cleaning water channels to prevent flood, planting mangrove to prevent abrasions, etc.

Counseling on safety (including disaster simulation) is information on how relevant officers/agencies will save them in disaster-prone areas and/or a rescue simulation to prevent or minimize the impacts of a potential natural disaster.

Others are efforts taken/facilities available in anticipation of other natural resources, e.g. volcanic early warning system.

Item 603.b: Source of aid in anticipation of natural disaster

This item will be filled if Item 603.a has an odd code. If there is an effort to anticipate a natural disaster, enter the source of aid by selecting an appropriate answer provided.

BLOCK VII. EDUCATION AND HEALTH

Item 701: Education Institutions

Column (2) and Column (3): Fill in the box the number of education institutions in operation according to level of education.

Education unit is an education service group that provides formal, non-formal and informal education at each level and type of education. Formal education is a structured and graded mode of education including primary education, secondary education and tertiary education. Non-formal education is a mode of education outside formal education that can be provided in a structured and graded manner. Informal education is a family and neighborhood mode of education.

The education units covered under Podes are formal and non-formal education.

Formal education consists of:

Kindergarten/equivalent, including Kindergarten (TK), Bustanuf Athfal (BA) and Raudatul Athfal (RA).

Elementary School (SD)/equivalent, including Elementary School, Madrasah Ibtidaiyah (MI), both public and private.

Junior High School (SMP)/equivalent, including Junior High School, Madrasah Tsanawiyah (MTs), both public and private.

Senior High School (SMU)/equivalent, including General Senior High School, Madrasah Aliyah (MA), both public and private.

Vocational High School (SMK)/equivalent, including Vocational High School, Vocational Madrasah Aliyah (MAK), both public and private.

Academy/Tertiary Educational Institution/equivalent, including Academy, Polytechnic, College, Institute and University, both public and private.

Special School (SLB) i.e. education facility for children with learning difficulties due to physical, emotional and mental disorders.

Non-formal education consists of:

Pondok pesantren (Ponpes) i.e. a community-based Islamic educational institution that provides *Diniyah* education or integrated with other types of education (Government Regulation No. 55 Year 2007). Pondok pesantren, in addition to teaching the yellow books or classic books, organizes education such as MI, MTs and MA. Ponpes that

organize formal and/or non-formal education such as MI, MTs, MA and madrasah diniyah have educational units classified into Ponpes as well as MI, MTs, MA and/or Madrasah Diniyah.

Pesantren consist of five key elements: Kiai, Santri, Masjid (Mosque), Pondok and Teaching of classic Islamic books. In other terms, Pondok Pesantren is characterized as follows:

- a. Full residential Islamic boarding school,
- b. Kiai functioning as central figures acting as teachers, educators and counselors,
- c. Mosque serving as center for activities,
- d. Teaching materials in addition to the yellow books.

Madrasah Diniyah is an integral part of the national education to meet the community's demand for religious education. It is institutionalized education intended to prepare students for knowledge about Islamic religion (Law No. 20 Year 2003 on National Education System followed by the enactment of Government Regulation No. 55 Year 2007, Education Law and Government Regulation, Department of National Education). Some Madrasah Diniyah are organized within Ponpes while the others outside Ponpes such as in Mosques, Musholla, homes and village head (lurah) offices. The learning materials in Madrasah Diniyah are Koran, Hadist, Fiqih/worship, aqidah/morals, Islamic culture history and Arabic Language, etc.

Diniyah Education Institutions in formal mode consist of:

- a. Diniyah Atfal (DA), Diniyah Ula (DU), Diniyah Wustha (DW), Diniyah Ulya (DUy) and Ma'had Aly holding operational licenses from the Ministry of Religion.
- b. Diniyah education institutions in non-formal graded mode consist of Diniyah Takmiliyah Awwaliyah (DTA), Diniyah Takmiliyah Wustha (DTW), Diniyah Takmiliyah Ulya (DTU), and Diniyah Takmiliyah Aly (DTA) holding operational licenses from the Ministry of Religion.
- c. Diniyah education institutions in non-formal ungraded mode consist of al-Qur'an Kindergarten (TKQ), Ta'limul Qur'an lil'Aulad (TQA), al-Qur'an Education Center (TPQ) and Majels Taklim (MT) holding operational licenses from the Ministry of Religion.

Seminaries or the like are Catholic/Christian colleges in pastoral profession, usually providing a dormitory for students in an educational complex. A similar example is Bible Education in Protestant Religion.

Column (4): Fill this with the distance from a nearby school (in km).

In the absence of educational education, fill it with the distance from a nearby educational institution (km). If the respondent does not know the exact distance from the nearby educational institution, fill this column with an estimate. If the distance is less than 100 m, write '00.0'.

Item 702: Skill education

Skill education is off-school education managed by training institutions/agencies/courses with the following features: relatively short term of education, intended to improve skills of the public and giving certificates to successful participants. Some examples of skill

education are: foreign language, computer, sewing/fashion, makeup/cosmetology, car/motorcycle mechanics, electronics (repairs of TV, AC, refrigerators, etc) and others (cooking, car driving, etc), including BLK (Job Training Centers).

Item 703.a: Illiteracy eradication/functional literacy (KF) program in the past 3 years.

This item aims to identify illiteracy eradication activities.

Functional literacy is a method of eradicating illiteracy and includes teaching reading, writing and counting skills, and other skills. The skills here depend on the proposal submitted, e.g. cooking, sewing, embroidery, etc.

Item 703.b: Package A/B/C equivalence education program in the past year

This item aims to identify Package A/B/C education program. Package A is equivalent to elementary school (SD)/MI, Package B is equivalent to junior high school (SMP)/MTs, and Package C is equivalent to senior high school (SMA)/MA.

Item 703.c: Early Childhood Education Post (Pos PAUD)

Early Childhood Education Post (Pos PAUD) is a place for developing children from birth to six years old by giving them an educational stimulant to physical and spiritual growth/development in order to make them prepared for further education.

Item 703.d: Playgroup/Daycare Facilities

Playgroup is education for children at 2-6 years of age to lay the foundations for developing their attitude, knowledge and skills needed to adapt to their environment and to further growth and development. This program better known as playgroup is a preschool educational program prior to kindergarten with the aim of teaching children to socialize among themselves by playing. Playgroups are organized by private institutions in terms of funding and teaching personnel.

Daycare facility is an educational intervention for children at 3 months of age until entering primary education in daycare institutions (a mode of taking care of children in place of their families for a certain period of time when their parents are at work). This is a childcare facility with preschool educational programs and child-stimulation programs including play-tools (gross motor), recognizing shapes (fine motor) and playing (socialization). A synonym for this is full-day.

Item 703.e: Community Reading Center (TBM)

Community Reading Center (TBM) is an institution originating from and for the community with the potential to empower citizens (public) to learn and access information/knowledge in order to improve their standard of living.

TBM is characterized as a room/place providing collections of readings to give the public access to readings.

Item 704: Health Facilities

Hospital (RS) is a health facility/building to serve victims of an illness to receive outpatient or inpatient treatment from doctors, nurses and other medical specialists.

The hospitals to be recorded are general and specialist hospitals. General hospitals may be owned by: national government, local government, TNI/POLRI or private

sector/BUMN. For example, a national government hospital is RSCM/RSUP Dr. Ciptomangunkusumo Jakarta, a local government hospital is RS Abdul Muluk in Lampung, a POLRI hospital is RS Bhayangkara and a private hospital is RS Stella Maris in Kota Makassar-South Sulawesi, and a BUMN hospital is RS Pelni/RS Pertamina. Specialist hospitals include lung hospitals and heart hospitals.

Maternity Hospital is a specialist hospital for births, including providing specialist prenatal care, childbirth, and maternal and pediatric inpatient and outpatient treatment under the supervision of a gynecologist.

Maternity Clinic is a health facility holding a license as a maternity clinic providing services including prenatal care, births, maternal and child care under the supervision of a senior midwife.

Both maternity hospitals and clinics are usually managed by the private sector, e.g. RSB Bunda Menteng Jakarta. Maternity hospitals (RSB) usually provide operating services while maternity clinics (RB) do not.

Polyclinic is a health facility/building used for outpatient treatment services. It is usually managed by the private sector or certain religious organizations.

Clinic is healthcare place under the supervision of a medical aide.

Puskesmas (Community Health Center) is a health facility/building used as community health center. Puskesmas is a government-owned health unit (technical unit of the district health office) responsible for public health in kecamatan, part of kecamatan or kelurahan/village. Puskesmas provides outpatient and inpatient services. Usually, Puskesmas is at the kecamatan level and one kecamatan may have 2-3 Puskesmas.

Sub-Puskesmas (Pustu) is a health facility/building used for public health services for a smaller area, e.g. village/kelurahan. Pustu is a government-owned health facility to support and help expand Puskesmas' services in a smaller geographic scope of activities and types and competencies of services adjusted to the capacity of manpower and facilities available. Pustu provides outpatient care. It is responsible to the Puskesmas at kecamatan.

Doctor's practicing place is a health facility/building used by a medical practitioner to provide outpatient treatment.

Midwife's practicing place is a health facility/building used by a practicing midwife usually to provide services for pregnant women and babies.

Village Health Post (Poskesdes) is a health facility/building established in the village/kelurahan to offer/provide primary health services to the village/kelurahan community. Poskesdes is a community-driven health effort (UKBM) so that the community should play an active role in improving the health standard within their environment and raising their early awareness of various risks and Poskesdes health problems will be managed by a midwife with the assistance of some cadre.

Village Maternity Clinic (Polindes) is a building constructed with financial donations from the government and villagers to help births and provide a place for delivering women to stay and for a village midwife to reside. In addition to births, it also provides Maternal

and Child Health (KIA) services, Birth Control (KB) and other health services, which are needed by the community and consistent with the midwife's technical competencies.

Posyandu is a vehicle for public participation, managed and organized from, by, for and together with the community to provide primary health services and monitor under-5 growths in the framework of improving the quality of human resources early. The activities include immunization, public nutrition education and maternal and child health services.

Pharmacy is a health facility used for pharmaceutical works and distribution/selling of medicines or pharmaceutical material. A pharmacy serves non-prescription and prescription drugs. A pharmacy should always have a pharmacist as person in charge.

Medicine/herb shop is a particular place used to store and sell medicines/special materials for medicines/herbs. It serves purchases of limited non-prescription drugs and non-prescription drugs.

Note: A medicine/herb shop unnecessarily has a permanent building. It may take the form of a sidewalk trader using an immovable kiosk on the sidewalk.

Column (2): Yes/No

Write whether there is a health facility in the village/kelurahan.

Column (3): Number of health facilities

Write the number of health facilities (row a to row k) operational in the village/kelurahan. This item will be filled if column (2) has code '1'.

The number of health facilities is the physical number of buildings used as health facilities still in operation (providing health services) in the village/kelurahan.

Column (4): Distance to a nearby health facility

If there is no such health facility in the village (Column (2) has code '2'), it is then necessary to ask column (4). Write the distance (in kilometers) from the village head (lurah) office to a nearby similar health facility in column (4). If the respondent does not know the exact distance, fill this column with an estimate. If the distance is less than 1 km, write '00.0'.

Column (5): Access to health facility

Column (5) will be filled if such health facility does not exist in the village (Column (2) has code '2'). Fill Column (5) with the perception of the village head/lurah or village/kelurahan apparatus about access to a similar health facility taking into account means of transport or mode of transport used. The choice will be very easy, easy, difficult or very difficult.

Item 705: Number of Posyandu according to activity in the past year

This item will be filled if Item 704.j Column (2) has code '1' meaning there is posyandu in the village/kelurahan. Posyandu has 2 types of activity, i.e. main activities and extra activities. The main activities include:

1. Maternal and child health services, i.e. weighing and iron tablets for pregnant women by health cadres and establishment of a pregnant women forum on the day the posyandu opens or another day as agreed.
2. Postnatal services, including health counseling, birth control, breastfeeding and nutrition, postnatal mothers, vaginal cleanness, vitamin A and iron tablets, breasts care, gym for postnatal mothers and other healthcare.
3. Infant and under-5 health services, including weighing, determining growth status, counseling and other healthcare.
4. Family Planning.
5. Immunization.
6. Nutrition.
7. Prevention and management of diarrhea.

Extra activities include:

1. Environmental health improvement
2. Eradication of infectious diseases
3. Other village development programs.

The number of Posyandu by activity is divided into 3, i.e.:

- No activity, if the posyandu in the village/kelurahan does not carry out any activity at all.
- Carrying out activity every month if the posyandu in the village/kelurahan carries out activity at minimum every month.
- Carrying out activity every 2 months or more if the posyandu in the village/kelurahan carries out activity but not every month.

Item 706: Information on Poskesdes health activities/services

This item will be filled if Item 704.h column (2) has code '1' meaning there is Poskesdes in the village/kelurahan. This item asks how many poskesdes there are in the village/kelurahan, whether providing services or no more. Write the number of poskesdes in column (2). In addition, write the number of midwives and cadres in the poskesdes actively providing services.

Item 707: Health workers residing in the village/kelurahan

This item aims to see if the community has easy access to health services. If health workers reside in the village/kelurahan, villagers are expected to have easy access to medical treatment.

Health worker is a person who has medical knowledge and/or skills and provides health services for the public directly and indirectly. Health workers include medical doctors, dentists, midwives, nurses, medical aides, traditional birth attendants, etc.

Medical doctor is a professional health worker with a medical education background and provides health services, such as medical diagnosis and necessary actions. The doctors include general practitioners and medical specialists, excluding veterinarians.

Midwife is a paramedic domiciled or residing in the village/kelurahan or assigned as a midwife to the village/kelurahan under a government decree (village midwife).

Other health workers include medical aides, pharmacists, assistants to pharmacist, nurses, health visitors, physical therapists, etc.

Traditional birth attendant or *paraji* is a woman who has traditional ability to help births.

Item 708: Epidemic in the past year

Epidemic is the spread of an infectious disease in the community in a particular area with a significant increase in victims in a relatively short time causing calamity (Law No. 4 Year 1984 on Epidemic).

Extraordinary Occurrence (KLB) is the epidemiologically significant existence or increase in morbidity or mortality cases in an area in a particular period of time and constitutes a condition potentially contributing to an epidemic (Government Regulation No. 40 Year 1991 and Regulation of the Minister of Health No. 949/MENKES/SK/VIII/2004).

Note:

1. Rapid spread of a disease though with a small number of victims should be considered an epidemic if the health authority or village/kelurahan apparatus intervenes in addressing the issue/taking prevention (e.g. by house spraying).
2. One case occurring may be considered an epidemic if the case is very dangerous. The examples are Tetanus Neonetorum (affecting newborns) and birth flu.

Diarrhea is watery defecation happening more than 3 times daily and usually taking place for two days or more. The causes of diarrhea include: bacteria, virus, allergy and parasite in food.

Dengue Fever (DB) is an infectious disease caused by the dengue virus and transmitted by female Aedes Aegypti. The symptoms of DB are: sudden fever 2-7 days, listless, disturbed, pain in stomach and some petechiae as indicated by small red spots on the skin, bruises, occasionally bleeding from the nose, dysentery/hematemesis (vomiting of blood), reduced level of consciousness.

Measles (Rubiola) is a highly communicable viral infection indicated by fever, cough, conjunctivitis (inflammation of the conjunctiva and skin rash).

Acute respiratory tract infection (ISPA) is an acute infectious disease involving respiratory tracts, nose, sinuses, pharynx or larynx.

Malaria is an infectious disease caused by protozoa parasites (genus plasmodium) with the main symptom of prolonged and repeated fever. It is spread by female anopheles mosquito.

Avian influenza is an infectious disease caused by influenza virus type A and transmitted by poultry.

TB (Tuberculosis) is an infectious disease caused by a complex infection of Mycobacterium Tuberculosis. This infection may attack lungs (Lung TB) and non-lung organs (e.g. meninges, pericardium, lymph glands, bone joints, skin, intestines, kidneys, ureters, genitals and others).

Others include *chikungunya*, tetanus neonetorum, swine (pig) influenza, etc.

Item 709: Number of malnourished persons in the past 3 years

Malnutrition is lack of nutrition indicated by weight and height not proportional to age (below average) and is established by a medical professional. Kwashiorkor is a form of malnutrition.

Item 710: Number of deaths in the past year

This item aims to seek information on the number of deaths (all age groups), number of under-5 deaths (aged 0 to 4 years and 364 days) and women deaths during pregnancy, birth or after birth in the past year in the village/kelurahan.

Death is loss of signs of life in someone, such as no breath, no heartbeats and no movements of other organs.

Under-5 deaths are deaths of children aged 0 year to 4 years and 364 days.

Women deaths during pregnancy are deaths happening to pregnant women. Such deaths may be caused by any factor, including pregnancy problems such as hemorrhage and abnormal blood pressure.

Women deaths during birth are deaths happening to women during giving birth. Such deaths may be caused by hemorrhage during birth, abnormal placenta position, mistakes in helping birth, etc.

Women deaths after birth are deaths happening after 40 days of birth.

Item 711: Number of JAMKESMAS/JAMKESDA card recipients during 2010

JAMKESMAS or Social Health Insurance is a national government program to provide free health services for the poor. It was Health Insurance for the Poor (Askeskin) program.

JAMKESDA or Local Health Insurance is a local government program to provide free health services for the poor who are excluded from the Jamkesmas program.

The period of observation of Jamkesmas/Askeskin issuance is from January to December 2010.

Item 712: Letters of Poverty/SKTM issued by village during 2010

Letter of poverty or Certificate of the Poor (SKTM) is a certificate given by village head/lurah to the poor for specific purposes.

The period of observation of Letters of Poverty/SKTM issuance is from January to December 2010.

Item 713.a: Water source for drinking/cooking purposes by most households

Water sources covered are water sources for drinking/cooking purposes by most households in the village/kelurahan.

Bottled water is water produced by a company through a hygienic process registered with the Ministry of Health.

Water Supply Company (PAM) is a company that distribute purified drinking water, such as Perusahaan Daerah Air Minum (PDAM) and Dinas Air Minum (DAM).

Electric/hand pump is groundwater taken using an electric pump or a hand pump, including artesian well.

Well is groundwater taken by a bailer or a pail, whether using a pulley or not. Well water is grouped into 2 categories, i.e. water from protected and unprotected wells.

Protected well is a well with a circular wall at least 0.8 meter above ground and 3 meters below ground and a cement floor 1 meter from the well circle.

Unprotected well is a well without protective wall and cement floor 1 meter from the well circle.

Item 713.b: Type of water facilities

This item will be filled if Item 713.a is filled with code '2' to '8'. The type of water facility may be own, shared, public or other facility. The answer to this item is a multiple entry.

Own, if the water facility is used only by one household.

Shared, if the water facility is used by several surrounding households.

Public, if the water facility may be used by (any) many households freely.

Other, if the water facility is used in other ways than above, e.g. no facility (villagers take water directly from a water source or request water for drinking/cooking from other villagers), and so on.

Item 713.c: Average time taken to reach a public water facility

This item will be filled if Item 713.b does not have code '1'. Write the time taken by villagers to reach the water facility mostly used by villagers in minutes. The time refers to 'round-trip' time taken to get water from the facility.

Item 713.d: Households in the village/kelurahan buy water for drinking/cooking

If some villagers in the village/kelurahan buy water for drinking/cooking, write code '1'. Meanwhile, if no villagers buy water for drinking/cooking, write code '2'. If Item 713.a has code '1' or '2', fill this item with code '1'.

Item 713.e: How to buy water for drinking/cooking

This item will be filled if Item 713.d has code '1'. The entry to this item includes subscription (code '1'), retail (code '2') or subscription and retail (code '3').

Subscription, if households buy water for drinking/cooking regularly by periodic/monthly payment, e.g. buying water from PAM/PDAM, or bottled water by subscription.

Retail if households buy water for drinking/cooking irregularly.

BLOCK VIII. SOCIOCULTURAL

Item 801: Religions/beliefs embraced by villagers

This item contains the existence of each religion/belief held by villagers in the village/kelurahan as described in Residence Identification Card (KTP). If in the village/kelurahan, some villagers embrace a particular religion/belief, write an odd number code. If in the village/kelurahan no villagers embrace it, write an even number code.

Islam, Catholic, Hindu, Buddhist and Confucius – self-explanatory

Christian has some schools including: Protestant, Advent, Pentecost, Baptist, Charismatic, etc.

Belief refers to belief in God as a cultural inheritance from forefathers. It is often known as *kebatinan*, *kejiwaan* and *kerohanian* maintained to preserve and develop the national culture. Some examples of beliefs existing in Indonesia are: *Organisasi Aji Dipa*, *Organisasi Hak Sejati*, *Paguyuban Jaya Sampurna*, etc.

Item 802: Religion/belief embraced by most villagers in the village/kelurahan

The entry in the box should refer to Item 801 where column (2) has code '1'. Write a code of religion/belief under Item 801 column (1) embraced by most villagers in the village/kelurahan (Item 801, column (2) has code '1').

Item 803: Number of Places of Worship

Place of worship is a building/room permanently located and specifically used for worship by the public according to their religions without considering ownership status, including a building/room permanently located and specifically used for worship in public facilities. It excludes personal/family places of worship.

Mosque is a place of worship for Moslems, which may be used for Friday Prayer (*Sholat Jum'at*).

Surau/Langgar is a place of worship for Moslems, smaller than a mosque and cannot be used for Friday Prayer.

Christian Church is a place of worship for Christians.

Catholic Church is a place of worship for Catholics including Chapel.

Chapel is a place of worship for Catholics in which there is no Priests.

Shrine (Pura) is a place of worship for Hindus.

Monastery (vihara) is a place of worship for Buddhists.

Temple (Klenteng) is a place of worship for Confucians.

Item 804: Non-profit institutions

Non-profit Institution (LNP) is a formal or informal institution established by an individual, a community group or a business to provide social services for members and particular community group without motivation to make profits. Their existence is indicated by their office/secretariat and management.

The types of LNP in the LNP sector are as follows:

1. **Mass Organization (Ormas)** is an organization established by a community group on a voluntary and similar function basis such as Muhammadiyah, ICMI, MKGR and Kowani.
2. **Social Organization (Orsos)** is a social institution, organization or association established by community members with status whether as a legal entity or not, to provide a vehicle for community participation in social welfare efforts. This organization includes all social institutions such as orphanages, nursing homes, disability rehabilitation centers, etc.

3. **Professional organization** is an organization established by intellectual community members from the same or similar discipline to provide a vehicle for improving knowledge and skills of members and for public dedication such as IDI, ISEI and Indonesian Statistics Association.
4. **Social/cultural/sports/hobby association** is an organization established by community members interested in developing ability and appreciation for culture, sports, hobbies and social activities such as Women International Club, *Padepokan Seni Budaya*, *Himpunan Penghayat Kepercayaan*, *Ikatan Motor Indonesia*, *Ikatan Penggemar Anggrek Indonesia*, RAPI and ORARI.
5. **Non-Governmental Organizations (NGOs)** are organizations established by community members to show their awareness and participation in improving their living standard and welfare based on self-reliance. They include *Lembaga Studi Pembangunan (LSP)*, WALHI, YLBHI, Yayasan Bida Swadaya, Yayasan Dian Desa, Lembaga Pengkajian Strategi Indonesia (LPSI) and CIDES.
6. **Religious organization** is an organization established by community members with the aim of building, developing and disseminating religions such as *pondok pesantren*, Churches, PGI, KWI, Walubi and Parisadha Hindu Dharma Indonesia.
7. **Relief/scholarship organization** is an organization established by community members with the aim of providing aid to natural disaster victims, relief scholarships, love for fellow humans, and solidarity such as *Yayasan Amal Bakti Muslim Pancasila*, *Yayasan Kanker Indonesia* and *Yayasan Jantung Sehat*.

Number of Institutions

Fill this with the total number of nonprofit institutions in the village/kelurahan.

Institutions' Activities

Fill this with the number of nonprofit institutions that serve households. Write code '1' if in the village/kelurahan there is at least one activity of the nonprofit institution. Write code '2' if in the village/kelurahan there is no activity of all the nonprofit institutions.

Item 805: Disabled

The disabled are disabled people with problems in carrying out an activity properly. The disabled are categorized into physically, mentally and physically and mentally disabled people.

Blindness is a condition of a person having a problem with their visibility. Blindness is divided into two, i.e. total blindness and low vision.

Total blindness is when both eyes cannot see anything.

Low vision is when both eyes cannot count hand fingers that are moving 1 meter in front although they wear spectacles or there is sufficient light to see.

Mental disability/deafness is a physical condition indicated by reduced ability or inability to hear.

Muteness is inability to speak.

Deafness-muteness is inability to hear and speak. Muteness is commonly caused by deafness.

Physical disability is a disorder in bones, muscles or joints of extremities and body parts, and paralysis/incompleteness of bones thus preventing proper movements.

Mental disability is mental disorder/retardation leading to inability to do general activity as others of the same age do, e.g. idiots.

Behavioral disability/ex-mental illness is a disorder in emotional and social control. Behavioral disability (tunalaras) is caused by a mental disorder for ex-mental illness victims.

Ex-leprosy disability is disability caused by leprosy declared medically well.

Double disability/physical-mental disability is mental disability (behavioral disability) and physical disability (deafness, blindness, muteness, muteness-deafness or physical disability).

Item 806: Villagers in the village/kelurahan consist of more than one ethnic group

This item aims to identify a diversity of ethnic groups in the village/kelurahan.

Ethnic group is an ethnic group living in the village/kelurahan typically indicated by a particular culture and tradition.

Item 807: Majority ethnic group in the village/kelurahan

Write the majority ethnic group living in the village/kelurahan. The ethnic code will be written by the supervisor/checker (PML).

Item 808: Work in public interest since 2011

This item aims to identify communal work in the village/kelurahan.

Communal work is a shared activity for mutual benefit on a voluntary basis such as: constructing/repairing public facilities. Write code '1' if there is communal work in the village and code '2' if not.

BLOCK IX. AMUSEMENTS AND SPORTS

Item 901.a: Movie Theater

This item identifies the existence of a movie theater in the village/kelurahan. If there is, write code '1'. Otherwise, write code '2'.

Movie theater is a special building used for film show usually along with a ticket counter and an advertisement board for current and future films.

Item 901.b: Distance to the nearest theater

This item will be filled if Item 901.a has code '2'. The nearest distance here is the distance from the village head (lurah) office to the nearest theater.

Item 902.a: Pub/discotheque/karaoke

This item identifies the existence of pub, discotheque or karaoke. If there is, write code '1'. Otherwise, write code '2'.

Pub/discotheque/karaoke is a place/building used for pub/discotheque/karaoke. It excludes karaoke instruments rented.

Item 902.b: Distance to pub/discotheque/karaoke

This item will be filled if Item 902.a has code '2'. The nearest distance here is the distance from the village head (lurah) office to the nearest pub/discotheque/karaoke.

Item 903: Playing field and sport groups

This item aims to identify the existence of a playing field and sport groups.

Playing field is an open ground for sports in the village/kelurahan according to the criteria for sports. The playing field should be owned not only by the village/kelurahan but also by an individual person for commercial use to which the public can have access.

Football field is a field for football with the dimensions of 110m x 70m.

Volleyball court is a sport infrastructure for volleyball with a common size of 18m x 9m and with a ground/concrete floor. The height of net for men is 2.43 meters and for women 2.24 meters.

Badminton court is a sport infrastructure for badminton with the dimensions of 14.40m x 6.10m and with a ground/concrete/wooden floor.

Basketball court is a sport infrastructure for basketball with the dimensions of 28m x 15m and with a concrete floor.

Tennis court is a sport infrastructure for tennis with the dimensions of 23.77m x 10.97m and with a grass/gravel/concrete floor.

Futsal pitch is a field for indoor football. The rules of the game for futsal are the same as for the common football. However, there are some modifications, e.g.: each team has five players and the match is controlled by a referee. If the ball is off the field, it will not be thrown in, but be kicked over, etc.

Swimming pool is a sport infrastructure in the form of a swimming pool for swimming with the dimensions of 50m x 25m or 25m x 15m.

If one field is used for more than one type of sport, for example, for football and volleyball, two types of fields will be recorded i.e. football and volleyball fields, on condition that they meet the criteria for dimensions.

Martial arts include *pencak silat*, karate, etc.

Sport groups are groups whose members are local villagers who exercise regardless of such sports are played at the village/kelurahan or elsewhere.

BLOCK X. TRANSPORT, COMMUNICATION AND INFORMATION

Transport is a business activity to provide passenger and/or cargo/livestock transport services from a place to another using motor or non-motor vehicles, by land and by water.

Communication is a process of conveying symbols containing a meaning between one person and another. It includes telecommunications and post and giro activities.

Information is the results of data processing or communication between one person and another through communication media, such as: TV, radio, newspaper, etc.

Telecommunications are long-distance communication through transmission, sending or receiving any types of signs, cues, wordings, pictures, sounds, or news by cable, radio, visually or electronically, e.g. telephone, telegraph, telex, etc.

Post and giro are mail, money, goods and other services.

Item 1001: Inter-village/kelurahan transport facilities and infrastructure:

This item aims to identify inter-village/kelurahan transport facilities and infrastructure.

Item 1001.a: Traffic from and to village/kelurahan through

This item will be filled with transport facilities and infrastructure most frequently used by villagers from and to other villages/kelurahans.

Item 1001.b.1: Type of widest road surface

This item will be filled if Item 1001.a has code '1' or '3'.

The **widest road surface** refers to the widest road surface existing in the village/kelurahan. It consists of: asphalt/concrete, paved (with gravels or stone), ground and others made of wood usually used for swamp areas including footpaths, forest roads and so on.

Item 1001.b.2: Can it be passed by 4-wheeled or more motor vehicles all year-round?

This item will be filled if Item 1001.a has code '1' or '3'. If the road can be passed by 4-wheeled or more motor vehicles all year round, then write code '1'. Otherwise, write code '2'.

Item 1002

This item aims to identify village/kelurahan transport facilities and infrastructure to the nearest camat office.

Item 1002.a: Transport infrastructure to the nearest kecamatan office

Transport infrastructure is a facility of transport for passengers and/or freights consisting of roads, bridges, quays, ports, etc used by village/kelurahan members to mobilize from and to the nearest kecamatan office.

Land transport infrastructure is roads and bridges.

Water transport infrastructure is quays and ports.

Item 1002.b: Widest village/kelurahan main road surface (to the nearest kecamatan office)

Main road is a road the local villagers consider most important and prominent for transportation to the nearest kecamatan office.

The **widest village/kelurahan main road surface** is the widest road surface on the village/kelurahan main road. The main road surface consists of asphalt/concrete, paved (with gravels or stones), ground and others made of wood usually used for swamp areas or forest areas.

Item 1002.c: Village/kelurahan main road can be passed by 4-wheeled or more motor vehicles

The entry in this item is “year-round, year-round except particular time, year-round except during rainy season or cannot be passed by 4-wheeled or more motor vehicles”.

Year-round, if the village/kelurahan main road can be passed by 4-wheeled or more motor vehicles throughout the year if the road is paved with compacted sand and stone, concrete rebate and asphalt.

Year-round except particular time, if the village/kelurahan main road cannot be passed by 4-wheeled or more motor vehicles during a rain because it is slippery and wheels of the vehicle are feared to sink below the ground, in wide puddles over some places, during landslides or during high tide.

Year-round except during rainy season, if the village/kelurahan main road cannot be passed by 4-wheeled or more motor vehicles during rainy season because it is muddy and may cause the car to skid and stagnant water in many large holes in some places.

Cannot be passed by 4-wheeled or more motor vehicles, if the village/kelurahan main road cannot be passed by 4-wheeled or more motor vehicles at all.

Item 1002.d: Damage on the village/kelurahan main road

The entry in this item is “no damage, damage in a small part of the road, damage in a large part of the road, or damage along the road”.

No damage, if no damage is found on the village/kelurahan main road.

Damage in a small part of the road, if damage is found on some sections of the road.

Damage in a large part of the road, if damage is found on many sections of the road.

Damage along the road, if damage is found on the whole surface of the road.

Item 1003: Bridge on the village/kelurahan main road

Item 1003.a: Existence of bridge on the village/kelurahan main road

This item aims to identify any bridges on the village/kelurahan main road. Write code ‘1’ if existing and code ‘2’ if not.

Bridge is a structure to cross a barrier such as river, stream or irrigation channel. The bridges recorded in this 2011 Podes survey are at least 2 meters in length.

Item 1003.b: Number of bridges

Write the number of bridges on the village/kelurahan main road in the village/kelurahan.

Item 1003.c: Bridge characteristics

Write the characteristics of each bridge, including identity (name), type and condition of the bridge.

The types of bridge are seen from the girders of the bridge. Girder is a part fixed horizontally below the bridge floor to support the load.

There are types of bridge as follows:

1. **Concrete bridge** is a bridge with a superstructure construction (floor and beam), made of concrete.

2. **Wooden bridge** is a bridge with a superstructure construction (floor and beam), made of wood.
3. **Concrete and iron bridge** (iron girder and concrete floor) is a bridge with concrete floor and iron beams.
4. **Concrete and wooden bridge** (concrete girder and wooden floor) is a bridge with wooden floor and concrete beams.
5. **Iron and wooden bridge** (iron girder and wooden floor) is a bridge with wooden floor and iron beams.
6. **Suspension bridge** is a bridge with the main construction of steel ropes hung on pylons on both sides of the river and steel rope ends fixed to anchor blocks.
7. **Others** are if in the village there are bridges in the village with girders made of materials other than the above.

Bridge conditions consist of:

1. **Good** if substructure construction (foundation) and superstructure (floor and beam) are not damaged, including ramps that are not declining/damaged.
2. **Slightly damaged** if the bridge is damaged in a small part of its floor with declining/damaged entrances/ramps.
3. **Fairly damaged** if the bridge is damaged in its floor and/or foundation but can be passed properly.
4. **Severely damaged** if the bridge is damaged in its floor and/or foundation and consequently the bridge cannot be passed properly.

Item 1003.d: Village/kelurahan main road requires an additional bridge

This item aims to seek information on the village main road that needs an additional bridge. This information is expected from the village head (lurah) or secretary directly. Write code '1' if the village/kelurahan requires an additional bridge, or otherwise, write code '2'.

Item 1004: Distance Traveled and public transport used by villagers

This item aims to identify public transport commonly used by villagers and distance traveled.

Transport is a business activity to provide passenger and or goods/livestock carriage services from one place to another using motor and non-motor vehicles by land, water and air. This item addresses passenger transport only.

- More than one mode of public transport can be used under column (3) (codes are counted up). However, the distance traveled under column (2) refers to the main public transport.
- The main public transport is one mostly used by villagers. If to reach the destination they should change several modes of public transport, select the one with the longest distance.

If the respondent is not sure about the distance, fill this column with an estimate. If the distance is less than 1 km, write '00.0'.

Route is public transport route for the carriage of passengers, goods and/or passengers and goods having regular origin, destination and range of travel.

Pedicabs, carts/cars/wagons/dokar/bendi are means of passenger/goods transport pulled by people and buffalo/cow/horse. Pedaling bicycle taxis are included in this category.

Motorcycle taxis are means of transport using motorcycles to carry people.

3-wheeled motor vehicles are 3-wheeled motor/engine-powered means of transport to carry passengers/goods.

4-wheeled or more motor vehicles are 4-wheeled or more, motor/engine-powered means of transport to carry passengers/goods.

Non-motor boat is a boat not powered by an engine/motor but by sail or oar.

Motor boat is a boat powered by a motor. The motor is fixed permanently in it.

If no public transport is available or walking is needed, enter '000' into the box.

Item 1005.a: Households subscribing to fixed line telephones

Households subscribing to fixed lines are those subscribing to fixed lines with operational network system using cable connections to landline telephones.

Item 1005.b: Number of households subscribing to fixed line telephones

This item will be filled if Item 1005.a has code '1' or '2'. Write the number of subscribers to fixed lines in the village/kelurahan.

Item 1006: Active coin/card public telephones

Coin public telephone is a telephone that requires coins to operate and may be used by any villagers and other community members.

Card public telephone is a telephone that can be used by any villagers and other community members and that requires ordinary cards or chip cards.

The public telephones enumerated here are ones provided by PT Telkom and actively used, excluding telephones provided by families.

Item 1007.a: Base Transceiver Station (BTS) in the village/kelurahan.

BTS is an instrument functioning as transceiver for cellular communication signals. It is indicated by a tower furnished with an antenna as a component of the transceiver. The public often call this a hand-phone/cellular tower. If there is BTS in the village/kelurahan, write code '1'. If there is no BTS in the village/kelurahan, write code '2'.

Item 1007.b: Cellular/hand phone signals

Cellular phone signals are the amount of electromagnetic force changing in space and time to bring information which confirms that cellular services are available. Such cellular telephone is not a satellite mobile phone. The answer to this item is none (code '0'), weak (code '1'), or strong (code '2').

Item 1008: Telecommunications café (Wartel)/telephone kiosk (Kiospon)/Warparpostel

Telecommunications café (Wartel)/telephone kiosk (Kiospon) is a place made available to provide telecommunications services.

Post and telecommunications café (Warpostel) is a place made available to provide post services and telecommunications services.

Tourism, Post and Telecommunications Café (Warparpostel) is a place made available to provide post services, travel/agent services and telecommunication services.

Item 1009: Internet café (Warnet)

Warnet is a place made available to provide internet services.

Item 1010: Post Office/Sub-Post Office/Post House

Post Office is service provider for written communications and/or electronic mail, package services, logistics services, financial transactions and postal agency services to the public. **Post House** has the same function as a post office and a sub-post office but is usually located in a remote area.

If the village/kelurahan does not have a post office/sub-post office/post house (R.1010.a code '2'), specify the distance traveled (in km) from the village head (lurah) office to the nearest Post Office/Sub-Post Office/Post House located outside the village/kelurahan.

Item 1011: Mobile Post Offices

Mobile post office provides mobile postal services (selling, sending and receiving postal items) with a car or other means of transport functioning the same as a post office or a sub-post office.

Item 1012: Television programs that can be received

TV programs are programs designed by TV stations, in terms of TVRI, Local TV, national private TV and foreign TV. The TV programs here are TV programs without parabola antenna or cable TV.

Local TVs are programs designed by TV stations to meet local needs for entertainment, excluding local TVRI. Some examples are Riau TV, Bali TV, etc.

BLOCK XI. LAND USE

Item 1101: Village/kelurahan area

This item is filled with the village/kelurahan area data. The data on area should be in km² (1km² is equivalent to 100 Ha). The area of the village/kelurahan does not cover a state forest/state plantation except the area cultivated by the community to be included according to the reality. It may include rice or non-rice fields, and so on.

Item 1102: Land use purposes

Item 1102.a: Rice field farmland

Rice field farmland is terraced farmlands delimited by embankments or irrigation channels usually planted with rice, non-rice crops or other crops. This farmland consists of irrigated and non-irrigated rice field farmland.

1. Irrigated rice fields:

- a. Technical irrigated rice field has an irrigation network where the inflow channel is separated from the outflow channel in order that water supply and distribution in the field can fully be regulated and easily measured. Usually, technically irrigated

- fields have primary and secondary channels, and their structures are controlled and maintained by the Public Works Office (PU). Technical irrigation features: water can be regulated and measured up to its tertiary channels and permanent structures.
- b. Half-technical irrigated field is a rice field receiving water from half-technical irrigation. Similar to technical irrigation, in this case, PU only controls intake to regulate and measure water inflows while the rest of the network will not be measured and controlled by PU. Half-technical irrigation features: Water can be regulated throughout the system but can partially be measured (primary/secondary). Some structures are not permanent (secondary/tertiary) but primary structures are permanent.
 - c. Simple irrigated rice field is a rice field receiving water from simple irrigation with most of its network (dam) built by PU. Simple irrigation features: controllable water and non-permanent structures (ranging from primary to tertiary).
 - d. Village/non-PU irrigated rice field is a rice field receiving water from an irrigation system self-managed by the community or village irrigation organization.
2. **Non-irrigated rice fields:**
- a. Rain-fed rice field is a rice field depending on rainfall.
 - b. Tidal rice field is a rice field depending on river water affected by sea tides.
 - c. Lowland rice field is a rice field depending on water from lowland swamp reclamation (not tidal).
 - d. Polders and other rice fields are rice fields in a river delta where the irrigation is affected by the river water. The other rice fields are swamp seepages usually planted with rice.
 - e. Temporarily uncultivated rice fields are fields usually cultivated but for the time being not cultivated for more than 1 year and less than 2 years.

Item 1102.b: non-rice farmland, consisting of:

- a. **Tegal/kebun** is unirrigated field (dry land) separated from house yards planted with annual crops.
- b. **Ladang/huma** is unirrigated field (dry land) usually planted with seasonal crops, used for one or two seasons and left if no more fertile.
- c. **Plantation** is land planted with estate/industrial crops such as rubber, coconut, coffee, tea and so on.
- d. **Land planted with smallholders' trees** is land planted with smallholders' forest including bamboo, sengon and angkana, self-growing as well as planted (trees producing wood). This land is potentially planted with food crops such as paddy or non-paddy, but the main plants grown are bamboo and wood.
- e. **Fishponds** are terraced farmland delimited by embankments (channels) to hold/distribute brackish water usually used to look after milkfish, shrimp or other water biota. Fishponds are located near the sea with brackish water.
- f. **Pool/dam/empang** is land used to look after/breed fish and other water biota.
- g. **Pasture** is land used for cattle to feed on. Temporarily uncultivated land (>1 year and ≤2 years) is not considered a pasture although there are cattle there.
- h. **Temporarily uncultivated non-rice land** is non-rice land usually cultivated, but for the time being (>1 year and ≤ 2 years) not cultivated.

Item 1102.c: Non-agricultural land

Non-agricultural land includes land used for houses, industries, offices, shops, streets, public infrastructure, fields, etc.

Item 1103: land conversion in the past year

This item aims to identify land conversion in the village/kelurahan over the past year. Write code '1' if yes, there has been land conversion and specify the percentage of such land conversion.

Land conversion under this item includes:

- Conversion from rice fields to non-rice fields and non-agricultural land.
- Conversion from non-rice fields to rice fields and non-agricultural land.
- Conversion from non-agricultural land to rice fields and non-rice agricultural land.

BLOCK XII: ECONOMY

This block aims to identify economic facilities in the village/kelurahan.

Item 1201: Kiosks selling agricultural production equipment

Kiosks selling agricultural production equipment sell fertilizers, seeds and others to meet the needs for food crops, plantation, livestock and fishery distinguished by ownership (KUD or non-KUD).

Item 1202: Small and micro industries (less than 20 workers)

Leather-based industry is an industry whose key input is leather. The examples are bags, shoes, sandals, etc.

Wooden industry is an industry whose key input is wood and the like, e.g. furniture, wooden toys, wooden floor, etc. Carving is not a wooden industry because it is an art.

Precious metal and metal-based industry is an industry whose key inputs are precious metals and metal materials, e.g. earrings, bracelets, rings and other jewelries made of gold or silver and metals (e.g. household equipment).

Cane-work industry is an industry whose key inputs are bamboo, rattan, pandanus, grass and the like, e.g. doormats, floormats, bags, wall decorations, baskets, hats, fans, and so forth.

Pottery/ceramic/stone industry is an industry whose key inputs are pottery/ceramic/porcelain/stones and the like, e.g. kitchen utensils (cooking, etc) made of clay burned (e.g. jugs, roof tiles, bricks), porcelain, floor tiles, ceramic, etc. This excludes arts such as sculptures, portals, etc.

Weaving/clothing industry is an industry whose key input is cloth/thread and the like, e.g. weaving, jersey, embroidery, garment, curtain, blanket, batik, etc.

Food and beverage industry is an industry producing food/beverage products and the like, including processing and preservation of meat, fish, fruits, vegetables, oil and fat, milk and milk-based food, grain milling, etc.

Item 1203: Shopping Complex

Shopping complex is a number of shops consisting of at least 10 shops. In a shopping complex, there may be more than one physical building. **Examples:** Pasar Baru complex, Pasar Senen shopping complex.

Distance to the nearest shopping complex is a distance from the village head (lurah) office to the nearest shopping complex stated in km.

Item 1204.a: Kerosene agents

This item aims to identify the existence of kerosene agents in the village/kelurahan. Write code '1' if there are kerosene agents and code '2' if there are no kerosene agents in the village/kelurahan.

Item 1204.b: LPG agents/sellers

This item aims to identify the existence of LPG vendors/shops/stores/agents in the village/kelurahan. Write code '1' if there are, or code '2' if otherwise.

Item 1205.a: Market in a Permanent/semi-permanent building

Market is a place of meeting between sellers and buyers of goods and services. It may use a permanent or semi-permanent building or no building.

Market in a permanent/semi-permanent building is a market that uses cement floor or tiles, steel or wood pillars, zinc roof or roof-tiles or shingles, whether with walls or not.

Item 1205.b: Distance to the nearest market

This item will be filled if Item 1205.a has code '1'.

Distance to the nearest market is the distance from the village head/kelurahan office to the nearest market with permanent/semi-permanent buildings, stated in km.

Item 1206: Market without building

Market without building is a market that is not in a building, including a **floating market**.

Specify the number of markets without building in the village/kelurahan.

Item 1207: Minimarket

Minimarket is a self-service system to sell a wide range of goods in retail and each of these goods have a price label, with a building area of less than 400m².

Item 1208: Grocery stores/shops

Grocery store/shop is a building serving as a business place to sell groceries in retail, without a self-service system, managed by a seller.

Item 1209: Food and drink stalls

Food and drink stalls are a business to sell fast food and drink in a permanent building without tax on buyers.

Item 1210: Restaurants/bistros

Restaurant is a business that uses a permanent building to provide food services processed and prepared on the spot as required by customers with tax on them. The

license and qualifications of a restaurant are established by the Directorate General for Tourism/local Parpostel Office.

Bistro is a business that provides food processed outside the bistro with tax on buyers. The license for a bistro is issued by Diparda (at the district level) under the Tourism Office. Usually licensing affairs are dealt with by the local government's Directorate for Economy/Economic Division.

Item 1211: Hotels

Hotel is a type of accommodation using a part or the whole of a building to provide board and lodging services and other services (such as restaurant, laundry, etc) for the public, commercially managed with a business license as a hotel.

Item 1212: Lodging houses: hostel/motel/inn/guesthouse

Lodging houses (hostel/motel/inn/guesthouse) is a type of accommodation using a part or the whole of a building to provide lodging services for the public, usually without victuals facility, managed commercially with a non-hotel business license. The examples are hostels, teen lodging house, campground, cottage, inn, guesthouse and the like.

Item 1213: Cooperatives still active/operational

This item aims to identify the number of cooperatives still active/operational.

Cooperative under Law No. 25/1992 on cooperatives is a business entity whose members are individuals or legal entities carrying out its business activities on the principles:

1. Voluntary and open membership
2. Democratic management
3. Fair distribution of its business profits in proportion to each member's business service
4. Limited return on capital
5. Independence and people's economic movement on family principles.

Village Unit Cooperative is an economic, social-character, organization serving as vehicle for developing rural economic activities organized by and for the community itself.

Small and Local Handicraft Industry Cooperative (Kopinkra) is a cooperative whose members are small and local handicraft industries in the village/kelurahan.

Loan and Savings Cooperative (Kospin) is a cooperative dealing with savings and loans.

Other Cooperatives include agricultural cooperatives, pensioner cooperatives, civil servant cooperatives, school cooperatives, etc.

Item 1214: Credit facility received by villagers in the past year

Credit facility is a financial facility enabling individuals or enterprises to borrow money to buy products and repay it in a specified time. This excludes loans from individuals.

Smallholder Business Credit (KUR) is a credit/financing to Micro, Small, Medium Business Cooperatives (UMKM-K) in terms of providing working capital and investment supported by a guarantee facilities for productive businesses. KUR is a government-initiated program but is fully financed by banks. The Government provides a guarantee for 70% of KUR risks and the implementing bank guarantees the remaining 30%. The guarantee for

KUR is provided to increase UMKM-K's access to financial sources in order to promote the national economic growth. KUR is channeled by 6 implementing banks, i.e. Bank Mandiri, RI, BNI, Bukopin, BTN and Bank Syariah Mandiri (BSM).

Food Security Credit (KKP) is an investment credit or working capital provided for farmers or farmer groups to finance rice and crop intensification programs, sugar cane cultivation, beef cattle, free-range chicken and duck, fishing and aquaculture and for cooperatives to procure food.

Small Business Credit (KUK) is an investment credit or working capital provided for small enterprises to finance their productive business.

Mortgage (KPR) is a credit facility provided by a bank to individual clients to buy or renovate their houses with title deeds for collateral.

Other credits are in addition to Cattle Breeding Credits (KUPS) and not moneylending.

Item 1215: Banking Facility

This item aims to identify banking facilities (commercial banks and BPR) still active/operational in the village/kelurahan.

Commercial Bank is a bank that can provide services in payment traffic. Commercial banks run the business of collecting public money in terms of giro, time deposit, deposit certificate and savings and extending credits. The banks include all types of bank such as government banks, private banks, foreign banks and joint banks under categories of foreign exchange and non-foreign exchange banks.

Rural Bank (BPR) is a bank receiving deposits in terms of time deposit, savings or equivalents, channeling funds in credits to households in need. BPR may invest its fund in BI Certificate (SBI), time deposits or savings in other banks.

Distance to the nearest banking facility is the distance from the village head (lurah) office to the nearest shopping complex, stated in km.

BLOCK XIII. SECURITY

Item 1301.a: Mass brawls in the past year

This item aims to identify mass brawls among villagers, students, ethnic groups or others in the village/kelurahan in the past year caused by mockery, misunderstanding, juvenile delinquency, revenge or others. **The brawl noted here** is the one happening in the village/kelurahan although the actors and victims might not come from the village/kelurahan.

Item 1301.b: Types, victims and main causes of mass brawls in the past year

This item will be filled if Item 1301.a has code '1'.

Brawl between villager groups is a brawl between one villager group and another in the village/kelurahan.

Brawl between villages/kelurahans is a brawl between villagers of a village/kelurahan and villagers of another village/kelurahan.

Brawl between villagers and security apparatus is a brawl between village/kelurahan villagers and the security apparatus.

Brawl between villagers and government apparatus is a brawl between villagers and the government apparatus.

Brawl between students is a brawl between students of a school and students of another school.

Brawl between ethnic groups is a brawl between ethnics in the village.

Others: brawls between villagers and students, brawls between security officers and brawls involving villagers of other villages, etc.

Victims

This item will be filled if Item 1301.b. column (2) is not zero '0'. Specify the victims (dead and injured) as a result of the mass brawl.

Important causes of mass brawls in the village/kelurahan refer to the most frequent occurrence. The options of these important causes are:

- 1) Festivity
- 2) Love
- 3) Sports
- 4) Property
- 5) Power
- 6) Ideology/belief
- 7) Revenge
- 8) Dissatisfaction with government policy or service
- 9) Others

Item 1302.a: Has the most frequent mass brawl been solved?

This item will be filled if in the village/kelurahan a mass brawl occurred in the past year (Item 1301.a has code '1').

Among the brawls under Item 1301.b, the one noted in Item 1302.a is the most frequent brawl (the greatest in Item 1301.b column (2)) and has the brawl been solved or settled? If it has, write code '1', or otherwise, write code '2'.

If there are equally frequent mass brawls the noted one should be the last brawl.

Item 1302.b: Initiator/mediator that solves mass brawls:

The entry in this item may be security apparatus (code '1'), government apparatus (code '2'), community leader (code '4'), religious leader (code '8'), others (code '16') or no one (code '00'). The entry in this item is a multiple entry.

Security apparatus includes police, TNI, etc.

Government apparatus includes apparatus from local government, kecamatan, village/kelurahan, etc.

Community leader includes a person in authority or respected in his neighborhood, e.g. RT/RW Chairperson, traditional leader, mass organization leader, etc.

Religious leader includes a person with religious charisma and serving as a model for surrounding people, e.g. Ulema/Ustadz, Priests, etc.

The entry in this item is a multiple entry, write the selected code in the box.

Item 1303: Crimes in the past year

This item aims to collect information on crimes in the village/kelurahan in the past year.

Crime is a violation of existing laws committed by a person.

1. **Theft** is taking goods or livestock illegally to own them without violence against the victim, with or without destruction.
2. **Violent Theft** (or robbery) is stealing goods or livestock, preceded, accompanied or followed by violence or a threat of violence against the victim for the purpose of preparing or supporting the theft.
3. **Fraud** is an illegal act to benefit themselves or others using a false name or false condition, trickery, or deceit to obtain money or goods.
Embezzlement is an intentional act to illegally take property currently in the culprit's possession where the property is partly or wholly owned by someone else.
4. **Persecution** is an act of harming others physically causing the victim to be sick or injured or disabled.
5. **Burning** is an intentional act of burning something, such as a house or forest, which may harm property, life or body.
6. **Rape/immoral act** is forcing the victim to have sex by using violence or threat.
7. **Drug abuse** is an act of abusing or consuming drugs for fun.
Drug trafficking is an act of selling drugs for money or goods. The drugs noted here include both (abuse and trafficking).
8. **Gambling** is an act of risking money or property for luck, meaning that if they lose, the money or property they bet will disappear.
9. **Murder** is an act of killing someone whether in a planned way or not.
10. **Trafficking in persons** includes efforts to recruit, transport, transfer, accommodate and receive someone with threat or using violence or other forms of force, kidnapping, falsification, fraud, abuse of power or vulnerable position or giving or taking payment or benefits to achieve approval from the person in charge of others within the country or between countries for exploitation or causing someone to be exploited.
Trafficking is intended for the location where the trafficking occurs in the village/kelurahan, although the victim does not come from the village/kelurahan.

Tendency towards crimes compared to last year

The evaluation of the tendency towards crimes will be based on the frequency of cases and the amount of loss. The entry for this item is a decline (code '1'), no change (code '2') or an increase (code '3').

Most frequent crime

The entry in this item is the consecutive number of the crime under Item 1303 column (1). If the most frequent crime in the village/kelurahan is 'theft' with consecutive code '01', then write code '01' in the box.

Item 1304: Number of suicides in the past year

This item aims to identify the number of suicides in the village/kelurahan in the past year. If there is no suicide case, write 0.

Suicide is an act of intentionally killing himself/herself because of his/her own choice or others' persuasion, temptation and provocation, including suicide attempt but not dead.

Item 1305: Employment Agency for Female Migrant Workers (TKW)

This item is intended to identify the existence of TKW Employment Agencies in the village/kelurahan. If in the village/kelurahan there is an agency, write code '1' or otherwise, write code '2'.

TKW Employment Agency is a person or a group of persons who seeks, recruits, accommodates and places TKW (both legal and illegal).

Female Migrant Worker (TKW) is a woman eligible to work overseas for a certain period of time by receiving a wage.

Item 1306: Locations of street children to gather in the village/kelurahan

This item aims to identify the locations where street children gather in the village/kelurahan. If in the village/kelurahan there are locations for street children to gather, write code '1', or otherwise, write code '2'.

Street children are children 5-18 years old spending most of their time on making a living and hanging about on streets and in public places such as markets, malls, bus terminals, railway stations, city parks (Ministry of Social Affairs, Concept of PMKS).

Street children are composed of 3 categories, i.e.:

1. Street children who have no place to reside in, and lose home, parents and the people they loved. They live in public places such as railway stations, train cars and under bridges. Some of them cannot contact their families anymore while the others still contact their families though very rarely.
2. Street children who have place of residence but do not live with their parents. Some of them come from other towns, they live in a slum area, renting and sharing a room with their friends. They work as shoeshine workers, hawkers, newspaper sellers, etc. They live independently and do not go to school. Sometimes they contact their parents or relatives.
3. Street children who have a permanent place of residence with their parents or relatives. Most of them still go to school and they work before or after school as newspaper sellers or "three-in-one jockeys" around Soedirman street or other areas.

Item 1307: Localization/location/hangout for Commercial Sex Workers (PSK)

Localization/location/hangout for Commercial Sex Workers (PSK) is a place for PSK to offer themselves legally and illegally, managed collectively and individually.

Item 1308: Villagers' activities to keep the environment secure in the past year

This item is used to identify villagers' own activities or efforts to maintain security and order.

Neighborhood security post is a place for guards/villagers to maintain security and order (kamtibmas) in the surrounding area.

Environmental security team is a night patrolling group by local villagers under coordination of the village apparatus for the security of all villagers.

Item 1309: Neighborhood security facilities (Kamling)

This item aims to identify the existence of neighborhood security facilities (Kamling) in the village/kelurahan. If there are no security facilities (police station), the distance will be calculated from the village head (lurah) office to the nearest police station.

Hansip/kamling/night patrolling post is a place for guards/villagers to maintain security and order in the surrounding area.

Police station is a place where the police will maintain securing and order in the surrounding area, including police precincts, sub-precincts and regions.

Item 1301: Number of community security (Linmas/Hansip) members

Write the number of community security members in the village/kelurahan and copy the entry to the box provided.

BLOCK XIV: VILLAGE AUTONOMY AND COMMUNITY EMPOWERMENT PROGRAM

This block contains questions about village government financial sources and usage in 2010 and community empowerment programs implemented in the village over the past 3 years.

These questions are asked for areas having status as Villages (Desa).

Item 1401: Village financial sources and usage in 2010

Village financial sources are Village's Own Revenue (PAD) and grants from the government, other countries and the private sector. They do not include national assistance programs such as PKH, Raskin, Askeskin etc and sectoral programs such as BOS from the National Education Ministry, Infrastructure from the Ministry of Disadvantaged Areas, etc. Financial sources and usage cover the fiscal year 2010. The entry into Column (4) is a multiple entry.

PAD is a receipt from a wide range of efforts made by the Village Government to collect funds to meet their needs in financing routine/development activities. It consists of receipts from village treasury, village markets/kiosks, village-managed public bathing places, tourist attractions, village building rental, other village assets, villagers' contributions and participation and self-help. It also includes receipts from village retributions and business profits. The use of village financial sources in column (4) may be filled with more than one answer, for routine financing, posyandu, sports, worship place development, road and bridge construction, other physical development and economic empowerment of villagers.

District Government Grant is a grant/contribution from the District Government for village development activities.

Provincial Government Grant is a grant/contribution from the Provincial Government for village development activities.

National Government Grant is a grant/contribution from the National Government for village development activities, e.g. Special Allocation Fund (DAK), Economic Declaration (Dekon), etc.

Foreign Grant is a grant/contribution from another country in terms of institution/organization/government for village development activities.

Private Grant is a grant/contribution from private companies.

Others include assistance from local community associations or from individuals.

In-kind (goods and services) contributions should be converted into the local market value.

For example:

Routine financing in financial sources Column (4) includes staff expenditure, stationery expenditure, utilities, maintenance and other unforeseen expenditure.

Item 1402: Community empowerment programs/activities in the past 3 years

This item aims to identify the existence of community empowerment programs/activities, fund sources, implementers and beneficiaries.

a. Environmental infrastructure development/improvement

1. Transport includes transport infrastructure and complements actualized, e.g. roads, bridges, etc.
2. Education includes procurement and the area of education facilities and infrastructure actualized, e.g. school buildings and supporting facilities.
3. Residential and health facilities include housing, water supply, sanitation and procurement of buildings, health infrastructure actualized, e.g. road illumination, posyandu, etc.
4. Economy includes procurement of infrastructure to support economy e.g. markets, irrigation, TPI/PPI, etc.

b. Economic capacity building

Revolving funds/loans and savings include funding in revolving funds for farming/non-farming capital actualized.

Financial grant includes funding as a non-repaid gift for cultivation and non-cultivation productive business.

c. Community social capacity building

Production skill improvement includes trainings and mastery of technology to produce goods.

Marketing skill improvement includes training in marketing of products.

Community social organizational strengthening includes eradication of illiteracy, provision of scholarships, better education services, counseling on business skills, improved area of concern, other capacity building.

Fund sources are givers of money or goods used to implement programs/activities.

Implementers are those involved in implementing programs/activities.

Direct beneficiaries are those directly benefiting from programs/activities.

BLOCK XV: INFORMATION ON VILLAGE APPARATUS

Item 1501: Village/Kelurahan Government Apparatus

This item aims to record information on village apparatus in charge in the village/kelurahan visited by the Podes2011 enumerator. The apparatus includes Village Head or Lurah and village Secretary or Kelurahan Secretary.

Village/kelurahan secretary (Sekdes) is tasked with governmental, development and community administration in the village/kelurahan and assists the village head/lurah and provides administrative services for the public. To perform these tasks, the village/kelurahan secretary is tasked with:

1. Dealing with correspondence, files and reports.
2. Dealing with financial matters.
3. Dealing with governmental, development and community administration.
4. Assuming the task and function of the village head (lurah) if the village head (lurah) is unavoidably absent from his task.
5. Dealing with other administrative tasks.

Age is calculated in years rounded down or age at last birthday. The calculation of years is based on the Gregorian Calendar.

For example: if the village head/calendar is 45 years and 11 months old, write 45 years old.

Highest level of education completed is the last grade of education completed for which they have received a diploma. For example, attending grade 3 of the bachelor's degree education, then circle code 5 (Senior High/equivalent completed).

BLOCK XVI: AGRICULTURAL POTENTIAL

This block is used to identify agricultural potential in the village in the past year, in terms of agricultural households in each sub-sector, potential agricultural commodities/products and enabling factors and obstacles to farming in the past year.

Item 1601: Potential food crops in the village over the past year

Households growing food crops are households with a minimum of a member cultivating food crops (rice, corn, soybean, peanut, mung bean, cassava, sweet potato, taro, etc), on a self-cultivating or profit sharing basis.

Potential food crops are food crops planted on the widest area of land and significantly cultivated by households in the village/kelurahan. Write three food crop commodities planted on the widest area of land in the village/kelurahan and give code '1' to each commodity if the commodity is grown by many households, and give code '2' if grown by few households. For codes of food crop commodities, see the List of Codes for Commodities in the questionnaire.

Item 1602: Potential horticulture in the village over the past year

Households growing horticulture are households with a minimum of a member cultivating horticultural crops (fruits, vegetables, ornamental plants and medicinal

plants), on a self-cultivating or profit sharing basis, at their own risk where some or the whole of their production is to be sold.

Potential horticultural crops are horticultural crops grown on the widest area of land and significantly cultivated by households in the village/kelurahan. Specify three horticultural commodities grown on the widest area of land in the village/kelurahan, and give code '1' to each commodity if the commodity is cultivated by many households, and give code '2' if it is cultivated by few households. For codes of horticultural commodities, see the List of Codes for Commodities in the questionnaire.

Item 1603: Potential plantation in the village over the past year

Households growing plantation crops are households with a minimum of a member cultivating plantation crops (rubber, palm oil, cacao, coffee, pepper, sugar cane, etc), whether self-cultivating them or not, at their own risk where some or the whole of their production is to be sold.

Potential plantation is plantation commodities grown on the widest area of land and significantly cultivated by households in the village/kelurahan. Specify three plantation commodities grown on the widest area of land in the village/kelurahan, and give code '1' to each commodity if the commodity is cultivated by many households, and give code '2' if it is cultivated by few households. For codes of plantation commodities, see the List of Codes for Commodities in the questionnaire.

Item 1604: Potential forests in the village over the past year

Households growing forestry crops are households with a minimum of a member seeking to grow, tend, re-grow/move wooden plants, harvest products, cut timber and produce charcoal and other forest products.

Potential forestry is forest products (wood and non-wood) mostly produced and cultivated by many households in the village/kelurahan. Write three commodities of forest products (wood and non-wood) mostly produced in the village/kelurahan, and give code '1' to each commodity if the commodity is cultivated by many households, and give code '2' if it is cultivated by few households. For codes of forest commodities, see the List of Codes for Commodities in the questionnaire.

Item 1605: Potential livestock/poultry in the village over the past year

Livestock/poultry households are households with a minimum of a member keeping livestock regardless of ownership, at their own risk where some or the whole of the livestock are to be sold.

Potential livestock are livestock mostly kept and developed by many households in the village/kelurahan. Write three types of livestock mostly kept in the village/kelurahan, and give code '1' to each livestock type if the livestock type is kept by many households, and give code '2' if it is kept by few households. For codes of livestock types, see the List of Codes for Commodities in the questionnaire.

Item 1606: Potential "fishing" over the past year

Fishing households are households with a minimum of a member who goes fishing partially or wholly sold to make a living/profit at the business risk. Physically, fishing households can be divided into:

- a. Actively going to sea
- b. Inactively going to sea but involved in fishing by providing capital for fishing operations on the sea, usually called 'juragan darat' (land employer).

Potential fishing commodities in the village are types of fish mostly caught and sought by fishermen in the village/kelurahan. Write three fish commodities mostly caught in the village/kelurahan, and give code '1' to each type of fish if the fish is caught by many fishing households, and give code '2' if it is caught by few households. For codes of fish types, see the List of Codes for Commodities in the questionnaire.

Item 1607: Potential aquaculture over the past year

Fish farming households are households with a minimum of a member farming fish, managing individually or collectively, at their own risk where some or the whole of their production is to be sold.

Potential fish commodities to be farmed are types of fish with the widest area of farmland and farmed by many households in the village. Write three fish commodities with the widest area of farmland, and give code '1' to each type of fish if the fish is bred by many households, and give code '2' if it is bred by few households. For codes of fish types, see the List of Codes for Commodities in the questionnaire.

BLOCK XVII: ENABLING FACTORS AND OBSTACLES

Item 1701: List of Farmer Groups (POKTAN)

This item aims to identify farmer groups (POKTAN) in the village/kelurahan. Write the names of farmer groups existing in the village/kelurahan and enter the code of farmer group subsector in the box in column 2. The existence of a farmer group is indicated by the existence of a secretariat, management or routine meeting venues.

Farmer Group (POKTAN) is a group of farmers having common interests in utilizing agricultural resources to work together to improve its members' farm productivity and welfare and to cultivate farmland in a stretch or area of land, formalized by the Regent/Mayor or an authorized official.

Item 1702: Use of machinery for cultivating rice-field land

This item aims to find out whether the village/kelurahan has used machinery to cultivate fields. If no machinery is used, find out what is used to cultivate the land, e.g. men or animals.

Item 1703.a: Special building as barn for rice/food crop in the village

Rice/food barn is a special building still operational owned by the village, a cooperative or a farmer group to store rice/food crop as food stock for public benefits. If the village/kelurahan has a rice/food crop barn, write code '1' or if otherwise, write code '2'.

Item 1703.b: Agricultural Extension Workers (PPL) in the village

PPL (Agricultural Extension Workers) are workers from the local agricultural office, usually at the subdistrict level, in charge of providing advice and helping solve agricultural problems encountered by local farmers. If there is a PPL worker in the village, write code '3', or if otherwise, write code '4'.

Item 1703.c: Farmers attending an Integrated Crop Management School (SLPTT)

SLPTT (Integrated Crop Management School) is a means of learning for extension workers (PPL) attended by farmers to improve their capacity to manage plants in an integrated way (rice, non-rice crops/palawija, horticulture, plantation, etc). If farmers in the village/kelurahan have attended the Integrated Crop Management School (SLPTT), write code '5', or if otherwise, write code '6'.

Item 1703.d: Cattle Breeding Business Credit (KUPS)

Cattle Breeding Business Credit (KUPS) is a credit used to fund the business development of dairy and beef cattle breeding by business actors at a subsidized interest rate. Such business actors include companies, cooperatives, farmer group associations or farmer groups. The requirements for such business actors are ability to provide cattle, meet standard procedures and establish a partnership. If there is KUPS in the village/kelurahan, write code '7' or if otherwise, write code '8'.

Item 1704: Small and micro industries (less than 20 workers) in the village/kelurahan

This item aims to identify small and micro industries in the village/kelurahan. Specify the number of small and micro industries in the village/kelurahan and copy it to the box in column 2.

Small and micro industries are manufacturing industries employing less than 20 workers.

Item 1705: Endemic attack of crop pests (OPT) in the village/kelurahan over the past year

This item aims to identify crop pests by type in the village/kelurahan over the past year.

Crop pests (OPT) are all pests potentially leading to economic damage or harmful to crops. OPT includes insects, diseases and weeds. An endemic attack means that crops are damaged widely/unreasonably.

Item 1706: Transmission of animal diseases over the past year

This item aims to identify the transmission of a disease endemic in animals/livestock in the village. The disease endemic includes foot and mouth disease and rabies.

Foot and mouth disease (PMK) is a disease that attacks large livestock, particularly cattle and pigs. Another name for foot and mouth disease (FMD) is hoof and mouth disease. This disease is caused by a virus of Picornaviridae family. It has very high communicability and may threaten deer, goats, sheep and other even-toed ungulates. Elephant, mouse, rat and wild boar may also be infected.

Rabies is an acute infectious disease that affects the central nervous system and is caused by the rabies virus. The virus may attack warm blooded animals and humans. The animals that transmit rabies in Indonesia include: dogs, cats, monkeys, raccoons, and bats. They bite to transmit the disease.

BLOCK XVIII: NOTE

This block on note is used to record information needed to explain the entry in the PODES11-DESA Questionnaire. For example, in the case of a newly created village/kelurahan, its origin will be recorded in this block.

CHAPTER 6

FILLING IN PODES11-SEKOLAH (SCHOOL) QUESTIONNAIRE

BLOCK I. INFORMATION ON SCHOOL LOCATION

In item 101 to 104, write codes of province, district (kabupaten/kota), subdistrict, village/kelurahan/nagari. Fill item 105 with an appropriate type of school and consecutive number according to the listing under item 106. From item 107 to 111, write the school name, address, School Statistic Number (NSS), National School Registration Number (NPSN) and school telephone number and public school status.

- As guidance, NSS consists of 12 digits while NPSN consists of 8 digits.
- The schools included in the village infrastructure census are all public schools under the National Education Ministry (General Schools) as well as public schools under the Religious Ministry (Madrasahs).

BLOCK II. INFORMATION ON OFFICERS

From Item 201 to Item 210, write the names of Enumerator and Supervisor/Checker, NIP (If there is no NIP, leave it blank), signature, date of visit, date of checking and field supervision and signatures of Enumerator and Supervisor/Checker, and name and signature of facilitator. Before asking the Principal to attach his/her signature and name and school seal to the form, confirm that the results of this interview have conformed to the school's actual conditions.

BLOCK III. NUMBER OF STUDENTS AND TEACHERS

Item 301. Current number of students (2010-2011):

This item aims to identify the number of students in each classroom at the school.

- Request up-to-date data on the number of male and female students registered with the school for the school year 2010/2011. If there have been monthly changes to the number of students, note the number of students at the time of enumeration.
- For elementary school or equivalent, ask the number of students from grade 1 to grade 6. For junior high school (SMP) or equivalent, ask the number of students from grade 1 (grade 7) to grade 3 (grade 9). For senior high school (SMU) or equivalent, ask the number of students from grade 1 (grade 10) to grade 3 (grade 12).
- Study group (rombel) is the number of grades at the same level. For example: at a public junior high school there are grades 1A, 1B, 1C. So, there are 3 study groups for grade one. It is worth noting a study group is not equal to the actual number of grades. There may be 2 actual grades but 4 study groups, e.g. 2 study groups (2 grades) in the morning and 2 study groups in the afternoon.
 - a. The number of Male Students is the number of students of male sex
 - b. The number of Female Students is the number of students of female sex.

Item 302. Number of Teachers

This item aims to identify the number of teachers by status, education level and sex.

- Request up-to-date data on the number of permanent and nonpermanent (part-time) teachers in the school for the school year 2010/2011. The data requested is the number of teachers by sex and last education level completed. The teacher data is usually displayed on an information board in the teacher room or in the school principal's room. If the principal also teaches (under regulation of the Ministry of National Education, the principal shall teach a minimum of 6 study hours in one week), the principal is included in the teaching staff.

BLOCK IV. SCHOOL FACILITIES

Item 401. Rooms available and used

This item aims to identify school facilities and actual conditions of such facilities.

- The rooms categorized as school facilities are rooms that support teaching and learning activities at the school, excluding school janitor's house.
- Computer rooms are considered classrooms.

Item 402. Source of illumination

See Item 501 of PODES11-DESA Form

Item 403.a: Water Source used

This item aims to identify water sources used for student and teacher sanitation.

- PAM/PDAM is a water source managed by PAM (Water Supply Company), PDAM (Local Water Supply Company) or private or government BPAM (Water Supply Management Company).
- Electric/hand pump is a groundwater source taken by using a hand pump, an electric pump or windmill, including artesian well.
- Well is water taken from ground dug. Water is taken using a bailer or a bucket, with or without pulley. Well water is categorized into 2, i.e. water from protected and unprotected wells.
- Spring is a surface water source where water comes up naturally out of the ground.
- River/lake/pool is water sourced from river/lake/pool.
- Rain is one held in a container.
- Others are in addition to the above water sources.

Item 403.b. Water sources in the school location

Self-explanatory

Item 403.c. Average time to reach water sources

Self-explanatory

Item 404. Building status

Self-explanatory

Item 405. If the school fully uses another's building (R404 has code 3), specify the reason:

Self-explanatory

BLOCK VA. SCHOOLS (OBSERVATION)

Item 501. Widest roof type

Observe the roof and determine the type of roof. If only a small part can be observed, ask whether the invisible rest of the roof is of the same type as observed. If it consists of several types, choose the widest one.

Item 502. Leaking classrooms when raining

Observe leaks with confirmation. For example, if the observation finds signs of water seepage on the ceiling, ask confirmation from the school to ensure leakage. The leakage may have been repaired but the signs of seepage have not been removed or repainted. The leakage in this question is rain seepage on walls.

Item 503. Widest floor type

Observe the floor or base/bottom of the building and determine the type of floor. If only a small part can be observed, ask whether the invisible rest of the floor is of the same type as observed. If it consists of several types, choose the widest one. If it is a multi-storey building, include all floors in determining the widest one.

Item 504. Widest floor condition

- Slightly damaged; if the floor surface is slightly damaged in general. Concrete rebate floor or ceramic is cracked in a certain area (small). Floor tiles appear cracked or there are some holes in some parts (for wood/ground).
- Fairly damaged; if in general the floor surface is fairly damaged. Concrete rebate floor or ceramic is cracked in a significant area. Floor tiles appear cracked or there are some holes in some parts (for wood/ground).
- Severely damaged; if concrete rebate floor or ceramic breaks in a large area, groundwater comes up through gaps between ceramic tiles.
- Good; if in general the floor is not damaged.

Item 505. Widest wall type

Observe the wall and determine its type. If only a small part can be observed, ask whether the invisible rest of the wall is of the same type as observed. If it consists of several types, choose the widest one.

Other categories include tarpaulin, gypsum and so on.

Item 506. Widest wall condition

- Slightly damaged; thin cracks/hairline cracks on spackle, paint and peeled plaster in a certain area;
- Fairly damaged; a small part of wall breaks and falls, wall with wooden frames breaks,
- Severely damaged; a large part of wall breaks and falls, wall with wooden frames breaks and endangers life if it persists.
- Good; there is no damage.



BLOCK VB. BATHROOM/WC (OBSERVATION)

Item 507. Student bathroom/WC conditions

Self-explanatory

BLOCK VC. CLASSROOMS (OBSERVATION)

This block aims to identify the availability of tools to support learning and teaching activities such as tables and whiteboards. The entry in this block is based on observation of the classrooms used.

- For elementary schools, the classrooms observed are grade 4. If there are more than one room, choose one randomly.
- For junior high schools or equivalents, or senior high schools or equivalents, the classrooms observed are grade 2 (grade 8 or grade 11). If there are more than one room, choose one randomly.

Item 508. Teachers' Tables in Classrooms

Teacher's Table is a table in the classroom used by teacher during teaching.

Item 509. Whiteboards in Classrooms

Whiteboard is used for writing by students and teachers during classroom learning and teaching.

CHAPTER 7

FILLING IN PODES11-PUSKESMAS/PUSTU QUESTIONNAIRE

BLOCK I. INFORMATION ON PUSKESMAS/SUB-PUSKESMAS LOCATION

For item 101 to item 106, write appropriate codes of province, district, subdistrict, village/kelurahan/nagari, and health facilities and consecutive no. according to the listing results. In item 107 to item 110, write name, address, code and telephone number of the puskesmas/pustu.

- Not all puskesmas/pustu know their codes and consequently item 109 may be answered by 'don't know'. However, ensure that the respondent really does not know rather than is reluctant to search.
- Item 110 will be filled with the Puskesmas/Pustu telephone number. If not any, write the cellular number of Puskesmas/Pustu head or officer available to be contacted.

BLOCK II. INFORMATION ON OFFICERS

For item 201 to item 210, write the names of Enumerator and Supervisor/Checker, NIP (if no NIP, leave it blank), dates of visit, date of checking and supervision and signatures of Enumerator and Supervisor/Checker, and name and signature of facilitator. Before asking the Puskesmas/Pustu head to attach his/her signature, name and Puskesmas/Pustu seal to the form, confirm that the interview results have been in accordance with the actual conditions of the Puskesmas/Pustu.

BLOCK III. PUSKESMAS FACILITIES

Item 301. The Puskesmas/Pustu provides the following services:

This item aims to identify the services provided by the Puskesmas/Sub-Puskesmas.

- a. Inpatient Treatment is a treatment process by a health professional due to a particular disease where the patient is sent to the hospital/polyclinic/puskesmas.
- b. Dental health includes dental care and treatment.
- c. Prenatal care including pregnancy care ranging from physical examination to provision of vitamins and iron tablets (FeSO₄).
- d. Birth delivery by a medical doctor or midwife including delivery by a general practitioner or midwife at puskesmas. This includes birth delivery at patients' home by a puskesmas doctor or midwife in the framework of puskesmas services. This excludes delivery by puskesmas doctor/midwife doubling as providing private services by such doctor/midwife. Puskesmas will not be recorded as giving delivery services by a doctor/midwife if it only provides services in emergency conditions or cases.
- e. Immunization includes vaccination to infants/toddlers and prospective brides and bridegrooms.
- f. Birth Control includes contraception services, side-effect care and counseling/consultation.
- g. Lab includes blood tests, heart examination, urine examination, lung examination and others.

Item 302. Health personnel providing services:

See the Manual on PODES11-DESA under item 707.

Item 303. Incubators (for babies) at this puskesmas:

Incubator is a device to keep newborns at the temperature 36-37°C.

- Incubator is used to help premature babies or underweight babies. Premature/underweight babies will be put in an incubator at a regulated temperature of their mothers/wombs. These babies have a low level of resistance even to a change of room temperature.
- A simple incubator may take the form of a glass box with a bulb calculated as an incubator at the Puskesmas/Pustu.

Item 304. Vaccine storage facility available at this puskesmas:

Self-explanatory. Select appropriate one.

Item 305. Source of illumination

See the PODES11-SEKOLAH Questionnaire, item 402.

Item 306.a. Source of water used

See the PODES11-SCHOOL Questionnaire, item 403a.

Item 306.b. Source of water available in the school location

See the PODES11-SCHOOL Questionnaire, item 403b.

Item 306.c. If no source of water is available in the location (R.306.b has code 2), the average time taken to reach a source of water is:

See the PODES11-SCHOOL Questionnaire, item 403c.

IVA. GENERAL POLYCLINIC EXAMINATION ROOM CONDITIONS (OBSERVATION)

Item 401. Widest roof type

See the PODES11-SCHOOL Questionnaire, item 501.

Item 402. Leaking classrooms when raining

See the PODES11-SCHOOL Questionnaire, item 502.

Item 403. Widest floor type

See the PODES11-SCHOOL Questionnaire, item 503.

Item 404. Widest floor condition

See the PODES11-SCHOOL Questionnaire, item 504.

Item 405. Widest wall type

See the PODES11-SCHOOL Questionnaire, item 505.

Item 406. Widest wall condition

See the PODES11-SCHOOL Questionnaire, item 506.

IVB. PATIENTS' BATHROOM/WC CONDITIONS

Item 407.a. Bathroom/toilet/WC for patients

Self-explanatory

Item 407.b. Conditions of bathroom/toilet/WC for patients (R407a has code 1)

The toilets/WC to be observed are toilets for patients. In the case of toilets for both sexes, choose the men toilet. If toilets are not differentiated by sex, choose the most frequently used one. If all toilets are frequently used, select one at random.

CHAPTER 8

FILLING IN PODES11-POSKESDES/POLINDES QUESTIONNAIRE

BLOCK I. INFORMATION ON POSKESDES/POLINDES LOCATION

For item 101 to 106, write appropriate codes of province, district, subdistrict, village/kelurahan/nagari. In item 105, write the health facilities and consecutive no. according to the listing results under item 106. In item 107 to item 109, write Poskesdes/polindes name, address, code and telephone number.

Item 109 will be filled with the Poskesdes/Polindes telephone number. If not any, write the cellular number of Poskesdes midwife or cadre available to be contacted.

BLOCK II. INFORMATION ON OFFICERS

For Item 201 to Item 210, write the names of Enumerator and Supervisor/Checker, NIP (If there is no NIP, leave it blank), signature, date of visit, date of checking and field supervision and signatures of Enumerator and Supervisor/Checker, and name and signature of facilitator. Before asking the Midwife to attach her signature and name, and Poskesdes/Polindes seal to the form, confirm that the results of this interview have conformed to the Poskesdes/Polindes's actual conditions.

BLOCK III. POSKESDES/POLINDES FACILITIES

Item 301. Poskesdes/Polindes provides the following services.

Self-explanatory. Choose an appropriate answer.

Item 302.a. Number of existing midwives

Self-explanatory

Item 302.b. Number of existing nurses

Self-explanatory

Item 303. Incubators (for babies) in Poskesdes/Polindes

See the PODES11-PUSKESMAS/PUSTU Questionnaire, item 303.

Item 304. Vaccine storage facility in Poskesdes/Polindes

Self-explanatory. Choose an appropriate answer.

Item 305. Type of Poskesdes/Polindes Building

Self-explanatory. Choose an appropriate answer.

Item 306. Source of Illumination

See the PODES11-DESA Questionnaire, item 501.

Item 307.a. Source of water used

See the PODES-SEKOLAH Questionnaire, item 403a.

Item 307.b. Source of water in the Poskesdes/Polindes location

See the PODES-SEKOLAH Questionnaire, item 403b.

Item 307.c. Average time to reach water sources

See the PODES-SEKOLAH Questionnaire, item 403c.

IVA. MATERNITY WARD CONDITION

Item 401. Widest roof type

See the PODES11-SEKOLAH Questionnaire, item 501.

Item 402. Leaking rooms when raining

Self-explanatory

Item 403. Widest floor type

See the PODES11-SEKOLAH Questionnaire, item 503.

Item 404. Widest floor condition

See the PODES11-SEKOLAH Questionnaire, item 504.

Item 405. Widest wall type

See the PODES11-SEKOLAH Questionnaire, item 505.

Item 406. Widest wall conditions

See the PODES11-SEKOLAH Questionnaire, item 506.

IVB. BATHROOM/WC CONDITION

Item 407.a. Bathroom/toilet/WC for patients

Self-explanatory

Item 407.b. Condition of Bathroom/toilet/WC for patients (R407a has code 1)

See the PODES11-PUSKESMAS/PUSTU Questionnaire, item 407.b.

CHAPTER 9

FILLING IN PODES11-POSYANDU QUESTIONNAIRE

BLOCK I. INFORMATION ON POSYANDU LOCATION

For item 101 to 106, write appropriate codes of province, district, subdistrict, village/kelurahan/nagari. In item 105, write the health facilities and consecutive no. according to the listing results under item 106. In item 107 to item 109, write Posyandu name, address and telephone number.

Item 109 will be filled with the Posyandu telephone number. If not any, write the cellular number of Posyandu cadre available to be contacted.

BLOCK II. INFORMATION ON OFFICERS

For Item 201 to Item 210, write the names of Enumerator and Supervisor/Checker, NIP (If there is no NIP, leave it blank), signature, date of visit, date of checking and field supervision and signatures of Enumerator and Supervisor/Checker, and name and signature of facilitator. Before asking the Posyandu cadre to attach her signature and name, and Posyandu seal to the form, confirm that the results of this interview have conformed to the Posyandu's actual conditions.

BLOCK III. POSYANDU FACILITIES

Item 301. Posyandu provides the following services.

Self-explanatory. Choose an appropriate answer.

Item 302. Activities of Posyandu in the past 12 months

Self-explanatory

Item 303. Average number of cadre members active in services

Cadre members active in activity are the average number of cadre members involved in providing posyandu services, including recording of children administration/KIA/KMS. If others than cadre members are involved in posyandu activities such as Ibu RW, Ibu PKK etc., these visitors will not be considered in the number of cadre members. Midwives present in posyandu activities will not be recorded as cadre members.

Item 304.a. Number of households in the Posyandu's working area

Number of households in Posyandu's working area: If the posyandu working area is one RW, write the number of households in the RW.

Item 304.b. Number of infants/toddlers targeted in the Posyandu working area

Targeted number is the total number of infants/toddlers in the Posyandu's working area in 2010/2011.

Item 304.c. Average number of infants/toddlers served in each posyandu activity

Average number of infants/toddlers receiving posyandu services at least weighing services in the past 12 months.

Item 305.a. Visiting officers from Puskesmas or Village midwives to Posyandu in the past 12 months.

Self-explanatory. Choose an appropriate answer.

Item 305.b. If yes (R305a has code 1), how many visits in the past 12 months

Self-explanatory.

Item 306. Source of illumination

See the PODES11-DESA Questionnaire, item 501.

Item 307.a. Source of water used

See the PODES11-SEKOLAH Questionnaire, item 403.a.

Item 307.b. Source of water in the Posyandu location

See the PODES11-SEKOLAH Questionnaire, item 403.b.

Item 307.c. If no water source is available in the location (R307.b. has code 2), the average time taken to reach a water source

Self-explanatory

IVA. POSYANDU ROOM CONDITION

Item 401. Widest roof type

See the PODES11-SEKOLAH Questionnaire, item 501.

Item 402. Leaking rooms when raining

See the PODES11-SEKOLAH Questionnaire, item 502.

Item 403. Widest floor type

See the PODES11-SEKOLAH Questionnaire, item 503.

Item 404. Widest floor condition

See the PODES11-SEKOLAH Questionnaire, item 504.

Item 405. Widest wall type

See the PODES11-SEKOLAH Questionnaire, item 505.

Item 406. Widest wall condition

See the PODES11-SEKOLAH Questionnaire, item 506.

IVB. PARTICIPANTS' BATHROOM/WC CONDITION

Item 407.a. Bathroom/WC for participants

Self-explanatory

Item 407.b. Condition of bathroom/WC for participants

See the PODES11-PUSKESMAS/PUSTU Questionnaire, item 407.

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This document is translated accurately and consistently from English into Indonesian
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TJENG GOAN HALIM

Sworn Translator