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## The Hashemite Kingdom of Jordan Department of Statistics

### Population and Housing Census 2004

#### Enumeration Manual

##### 1. CENSUS: DEFINITION, GOALS, AND USES

###### 1.1 General Background

The Department of Statistics conducts the fifth population and housing census in October 2004. This is the first census in the new millennium. Despite that the Statistics Law clearly stipulates that the census should be conducted once every ten years, undertaking population censuses in Jordan was not characterized by the continuity and periodicity as stipulated by the law. This is due to myriad factors, most important among which are the political circumstances of the countries in the region including Jordan especially in the sixties and seventies of the previous century.

The First General Census was conducted in the Kingdom in 1952. The principal goal of that census was to count all buildings, houses, and inhabitants without gathering any data about the characteristics of the building, houses, and inhabitants. In fact, the census was limited to a quick count of the buildings, houses and inhabitants, and the population number then was 582.6 thousand people.

The second Census of Population and Housing Units was implemented in November 1961 and covered both banks of the Kingdom. Scientific methodologies in conducting censuses in line with UN recommendations were employed in this census compared to the first census. Detailed data on population such as demographic and socio-economic characteristics were collected. More ever, detailed data on buildings, housing units and associated services were also collected. The total population of the eastern bank of the Kingdom was 900.8 thousand.

The third Population and Housing Units Census was conducted in November 1979. It covered the eastern bank of the Kingdom only because the occupation of the west bank prevented conducting it in both banks. The total population of the eastern bank of the Kingdom was 2133 thousands.

The Department of Statistics has carried out the fourth census on October 10, 1994 when the population and housing censuses were merged together. Data on buildings and housing units were collected. Total population was 4139.5 thousands.

It is known that the census is the largest statistical operation conducted by the Department of Statistics. It requires massive human and financial resources in order to provide diverse data that serve various administrative, statistical and executive purposes.

###### 2.1. Definition of the Census

The general census is defined as the comprehensive procedure for collecting, preparing, classifying, analyzing, and disseminating various demographic and socio-economic data on all components of the population and housing units in a specific country or any specified part of it without deletion or repetition. This procedure takes place at a specific time point called the reference period of the enumeration operations.

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###### 3.1 Main Goal of the Census

The findings obtained from the general census of population and housing benefit the planning and the implementation of the administrative, industrial, economic and environmental activities in a way that

helps take the right decisions that are based on correct scientific foundations. The population census helps provide comprehensive and detailed data on smallest administrative unit in the Kingdom. The census of houses helps evaluate the quality of houses and their suitability, which allows an assessment of the living and health conditions of the population. The general census is distinguished from other statistical processes in that it provides:

1. Comprehensive and detailed data on all population of the Kingdom, their demographic and socio-economic characteristics at the lowest administrative or geographic level. This data also includes rates and indexes (rate of population growth, age and gender distribution, educational characteristics, and the Jordanian and non-Jordanian workforce.)
2. The necessary data for evaluating the population status in the Kingdom during period separating the censuses, in addition to monitoring the demographic and socio-economic changes that happened to the population during that period for all administrative regions from the locality level till the governorate level.
3. Data on the size, distribution, and characteristics of non-Jordanians in the Kingdom including the expatriate labor force. This data is characterized by a high level of accuracy instead of estimations. Data also helps identify the size of Jordanians abroad where certain specifications apply to them.
4. Data on available housing units, their utilities, and living conditions characteristics. It also provides the essential basic data for formulating a clear housing policy that is targeted at providing welfare for all members of society. Such data also provides indices about the housing conditions, and how connected they are to public services.
5. A comprehensive and modern frame for the buildings, housing units, households according to various localities and administrative divisions. This frame is fundamental in the process of designing and drawing of samples for carrying out various household surveys, which positively reflects on the measurement accuracy of the variety phenomena studied such as fertility, death, migration, and which are basically used to calculate the rates of population growth, and estimations on the number of inhabitants for the period after the census.
6. It provides a database for each household that can be linked to available maps through the geographic information system (GIS). These data could be linked to other available services information such as schools, health centers, roads, universities, civil defense centers, police stations, etc... It is also possible to identify the household and individuals' addresses quickly through the use of the computer.

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## **2. DEFINITIONS AND CLASSIFICATIONS**

### Locality

This is the place where inhabitants, individually or in groups, reside in buildings and mobile or permanent houses. The locality could be a site for practicing one economic activity or more. Localities vary greatly in the size of their populations. Usually, the locality carries a name that distinguishes it from other localities, and it has clear boundaries and it consists of one block or more.

For census purposes, each locality in the kingdom follows a designated sub-district (whether it is virtual or real), and that each sub-district follows a district, and that each district follows a governorate. Each population gathering is given a code that distinguishes it from others. This coding is done at the various levels of all census and administrative divisions.

### Area

According to the system of labeling and enumeration in the municipalities, each town was divided to service areas. Each area has a name and number that distinguishes it from other regions. For census purposes, the localities that were not divided to areas by the municipalities that are in their jurisprudence are considered one area.

### Neighborhood

Each area in the towns and the other localities has been divided, according to the system of labeling and enumeration, to neighborhoods. Each neighborhood was given a name and number that differentiates from other neighborhoods. For census purposes, the locality is considered one neighborhood within one

area should such locality not be divided to areas and neighborhoods.

#### Block

It is a group of buildings that constitute a locality or part of a locality. It has artificial boundaries such as paved and non-paved streets, entries and passageways, stairways, electric poles, telephone, railroad...etc, or natural boundaries such as mountains, rivers that are easy to recognize in nature. Around each block, distinctive signs with rectangular shapes were placed to designate the external boundaries of the block. These signs carry a number that distinguishes the block from other blocks.

#### Street (road)

It is a public or private passageway that leads to the entries of one building or more. The road could be paved or not paved (dirt). It could be straight or meandrous. It could be open from two sides or closed from one side. The street could have a name that distinguishes from neighboring streets or not. And the name of the street could have an official status or it could have been given to it without an official status.

#### Building

It is any construction that is independent and built on the ground or water whether permanently or temporarily. This building consists of any building material that exists. It is made of one storey or more and has a ceiling. It is used for the residence of humans or for working, prayer, or fun. It has a door (entry) or more that leads through a private or public road to all or most of what it contains. The annexes of the building such as the garage, the shop, the water closet, the storage are considered fundamental affiliates of the building and are not independent buildings. The following are not considered buildings: bus-stop shades, bridges, Kiosks, electric transformers, and deserted buildings.

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#### Permanent number of the building

It is the number that is placed on the building in a permanent way. It is placed on the entry of the building by parties in charge of organization and services. An example for that are the metal numbers that the Greater Amman Municipality placed in the Amman City, and the numbers that were placed by the Municipality of Azzaraqak in the City of Azzaraqak.

#### Main entry for the building

It is the entry or the door that faces the street or the passageway, or the entryway, or the stairway, and it leads to the inside of the building and its floors. It is possible that the building has more than one entry that has the same characteristics. However, only the entry that is most frequently used is chosen and considered the main entry.

#### Side entry of the building

It is the entry or door that leads to the interior of the building. It is not considered a main entry because it does not meet the required conditions.

#### Serial number of the building in the block (the census number of the building)

This is a number that is spray-painted on the right of the main entry and the same number is spray-painted while adding the letter [ ] on the right for the side doors if they exist. This number starts by the number 001 in each block and continues to the last building in the block in a serial way.

#### Type of building and it is one of the following types:

[ ] 1 Apartment building (Amarah): This building consists of one floor or more. It has an internal or external stairway that serves all the floors in the building. It could be used exclusively for residence or for various purposes such as residence and work, or residence and worship etc.

[ ] 2 House (Dar): This traditional building which consists of one room or more. These rooms could be lined in one row or scattered within a wall or courtyard. A Dar also refers to old buildings and some modern building that consist of one floor or two floors and that include an internal or external staircase that leads to the terrace.

[ ] 3 Villa: It is an independent building that is usually constructed with Cut stones. One of the wings of

the building, floor one or two, is designated for sleep and the other wing or ground floor is reserved for reception, kitchen, and other various services. The villa also usually has a garden that surrounds it regardless of the area of this garden in addition to a fence that surrounds it and a garage for the car. The upper surface of the villa is mostly covered by tile.

[ ] 4 Barrack: this is an independent building that consists of one room or more. The external walls are usually made of zinc, tin, or asbestos.

[ ] 5 Hair tent/tent: it is an independent building characterized by the lack of stability. The material for construction is hair, wool, or fabric.

[ ] 6 Establishment: This building is used for work only. It could be a factory, school, governmental establishment, even if this building contains a part that is reserved for the use of the guards. The building could be a social facility that was initially established to offer shelter to a group of individuals who share similar conditions

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and similar situations such as a hospital, a prison, students' housing units. The hotel and the rooms in the hotel are considered establishments and they are considered as one type of social housing that is erected for the purpose of renting rooms for residence to groups of individuals or families on a temporary basis.

[ ] 7 Under construction: It is the building that is in the process of construction or cleaning currently. This means that the construction is not complete and it cannot be used in the time of the census.

[ ] 8 Others: It includes the hut, the cave, and the gorge and things like that.

#### Housing unit

It consists of an entire building or a part of it that has walls and a ceiling. It was originally constructed for the residence of one household or more regardless of the type of its usage or whether it was empty, closed, or under construction during enumeration. The housing unit consists of one room or more with their utilities. It has a door that separate from other housing units. This door leads directly or through a passageway or stairs to the public street without going through other housing units. Forsaken buildings that are fit for human residence are not considered housing units.

For the purposes of the census, any place that was found to be populated during the time of the enumeration is considered a housing unit even if it was not designed for use as a housing unit. One example for that would be the shop.

On the basis of that, the housing unit could be in the following cases:

[ ] 1 A building that is originally built for one household or more such as the villa and the house (Dar).

[ ] 2 A part of a building such as the apartment in the apartment building

[ ] 3 A populated place within a building such as the house of the guard and the manager of the building.

[ ] 4 A building that is originally designed for residence, but it is used as an establishment and residence at the same time.

[ ] 5 Marginal buildings during the time of the enumeration

[ ] 6 A non-residential building such as the store or the establishment and it is not populated at the time of the enumeration.

#### Collective housing unit

It is a housing unit that is designated for collective occupancy for a group of individuals that share common circumstances or special situations, or common goals. Examples for that are prisons, hospitals, retirement homes, orphanages, students housing, housing for nurses and physicians, housing for laborers, hotels and hotel rooms. All the residents in the collective housing unit are considered one household or more provided that the number of the household cannot exceed 99 members.

#### Main entry for the housing unit

It is the entry or the door that leads to all inner parts of the housing units. It is possible that the housing

unit has more than one entry, but the entry that is most often used is the one treated as the main entry.

Number of the housing unit (census number for the housing unit)

It is the number of the housing unit in the building. The number of the housing unit is written using a wax pen on the right of the unit and at an appropriate height. This number starts with 01 and continues until the last unit in the building in a serial way.

### **Household**

It consists of one or more members who occupy the entirety of the housing unit or a part of it. For census purposes, there will be two types of households: the private household and the collective household.

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### **Private Household**

It consists of one more members. It has a head and the members share an independent housing unit or a part of it, and they contribute together to the expenditure from the income of the head of the household or some of its members. It is typical that there is kinship relationship among the members of the household. It is also possible that a member of the household does not have a kinship relationship with the remaining members. It is also typical (but not necessary) that the members of the household share the meals or some of them. All those who are absent from the household residence for a temporary period out of Jordan that does not exceed one year is considered a member of the household who comes and resides with the household after this period. This excludes the students, the sick, and the military that are considered members of the household, regardless of the period they stay out of Jordan.

### **Collective Household**

It consists of a group of individuals who share a collective residence, but do not share the living arrangements. Examples for that are: hotel guests, inmates, patients in public and private hospitals and the group of nurses who live together in the part of the building reserved for them. This also applies to students, orphans, the elderly, temporary or non-temporary workers who live together in collective housing. The military that live in army bases or other military establishments are excluded from this definition. They are enumerated in a special way.

It should be taken into consideration that some of the collective houses (where the collective households reside) could be inhabited by a special family. For example: the family of the hotel manager who live in a part in a special suite in the hotel; the director of the hospital and his family; the director of the prison and his family. Data about these families should be included in the data on special families.

It is also considered as a collective household any group of individuals whose number attains 6 members and more who live in a traditional residence (apartment, house, barrack), they are not related through kinship, each of them support himself even if he shares with others some meals. Examples of these families are: workers who live in work site, or live together in one apartment or house... If there are five people or less who are related through kinship, they are not considered a collective household, but a special family. The individuals absent from the collective household are not considered members of the household because there is no relationship that connects them.

### **Room**

It is the housing unit or a part of it. It is surrounded by walls and has a ceiling. It is used for purposes of sleep, sitting, eating, or studying. The kitchen, the bathroom, the toilet, the attic, the passageway, the patio, and the internal and external balconies do not count as rooms. Similarly, Rooms that are used for work purposes are not considered rooms for residence. For example the room used for the doctor's office, or for sewing for other, or the hall, except if they are actually used for sleeping, eating, sitting, studying, or for fun. It is meant by the rooms for sleeping the rooms that are actually used for sleeping or designated for sleeping.

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Type of residence which is one of the following types:

[ ] 1 House: (see the definition of the type of building on page 4)

[ ] 2 Apartment: part of a building; it consists of one room or more, with special amenities for it. It has

one entry or more that leads to all its contents.

- 3 Villa (see definition of the type of building on page 4)
- 4 Barrack (see definition of the type of building on page 4)
- 5 Hair tent (see definition of the type of building on page 4)
- 6 Work place: places used by employees for sleeping. Examples for that are gas stations, workers in construction sites, and such.
- 7 Under construction (see definition of the type of building on page 4)
- 8 Other: includes hut, cave, and gorge or places like that.

Type of Occupancy and it is one of the following types:

- 1 Occupied by a private household
- 2 Occupied by a collective household
- 3 Hotel
- 4 Public residence. This means a residence with special living arrangements. Examples are hospitals, prisons, female students housing, nurses housing...
- 5 Empty: it is the housing unit where nobody lives at the time of the enumeration either because it is for rent (furnished or not furnished) or because its residents are emigrants to another country, and they keep the housing unit to spend vacations and holidays, or it was just finished, or for any other reason.
- 6 Closed: It is the housing unit that is inhabited, but the residents were not present at the time of the visit (time of census), for example they went to visit another family, or carry out a mission, or for tourism inside or outside Jordan. In other words, absence is for a short time.
- 7 Under construction: The housing unit that has a ceiling and walls, and it is being constructed or being cleaned. In other words, the construction is not complete, and not ready to be inhabited at the time of the enumeration.
- 8 Other (other than what was mentioned above).

Type of ownership of the housing unit which is one of the following types:

- 1 Owned by the household or one of its members
- 2 Rented without furniture
- 3 Rented with furniture
- 4 Owned by one of the relatives
- 5 In return for work: If the employer reserves this housing unit for the individual(s) who work for it whether this employer is governmental or private, and whether this housing unit is owned by the employer or the employer pays rent to the original owner.
- 6 Free of charge
- 7 Other

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Type of heating which is one of the following sources:

- 1 Central heating: uses liquids as a medium for heat
- 2 Gas or heating apparatuses such as green houses that work by burning solar or gas
- 3 Electricity: heating units that work by heating wires
- 4 Gas: heating units that work by burning gas from tanks
- 5 Coal or firewood
- 6 Other
- 7 Does not exist

Main source of drinking water which is one of the following sources:

- 1 Public grid: it is required that there will be a faucet or more inside or outside the housing unit that is connected to the public grid.
- 2 Public faucet: a faucet that is connected to the public grid of water, but it is located outside the housing unit. It is used by more than one household and serves many housing units.
- 3 Tank: mobile water tanks
- 4 Well/rain water
- 5 Mineral water/purified: bottled water.

6 Artesian well: ground water, where water is extracted either through pumping or by the force of the water itself. It is used without transporting it via a tank.

7 Spring: suitable underwater

8 Other: includes river, waterway, or pond.

The area of the housing unit:

It refers to the area where the housing unit is erected in square meters and does not include the ground or air around the building.

Source of lighting which is one of the following

1 Public grid: the housing unit is connected to the public grid of electricity.

2 Private generator: It is a generator designed to produce electricity for one or several housing units.

3 Gas: It is lamps for lighting using small and big cans of gas.

4 Kerosene: light bulbs that use kerosene

5 Other: Includes other than what was mentioned such as candles, batteries and other than that.

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Type of sewage system, and it could be:

1 Public sewers if the house is connected to the public sewage system

2 Absorbing hole

3 Other

4 Does not exist

Year of laying the foundation

It means the year when the main foundation for the building was laid.

Nature of the occupancy of the building, and it is one of the following cases

1 For residence only

2 For work only

3 For worship

4 For entertainment/culture

5 Polyvalent

6 Closed (i.e., the building is neither useful to be residential or for work)

7 Empty

8 Under construction

Dominant construction material for external walls. It is one of the following materials:

1 Cut Stones: It is required that there will be three facades of the cut stones at least.

2 Cut stone and reinforced concrete: It is required that there is one or two sides of stone and the rest is concrete.

3 Reinforced concrete

4 Cement bricks

5 Mud bricks, mud and stones

6 Asbestos, zinc, wood

7 Hair, wool, and fabric.

8 Others

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### 3. ADMINISTRATIVE DIVISIONS

The Kingdom includes a number of administrative divisions (governorates, districts, and sub-districts).

Following is a presentation of these divisions as it is in year 2004.

### 1.3. Governorates

The Hashemite Jordanian Kingdom is divided administratively into 12 governorates. The area of the Kingdom is 89342 Km<sup>2</sup>. Table 1 shows the governorates and the areas of each one of them. Figure 1 also shows the map of the Jordanian Hashemite Kingdom by governorates.

Table 1: Governorates and area (in Km<sup>2</sup>)

Al-Asima: 8231 [Muhafazat al-Asima is the official name of Amman Governorate]  
Al-Balqaa': 1076  
Azzarqaa: 4080  
Madiba: 2008  
Arbed: 1621  
Al-Mafraq: 26435  
Jarash: 402  
Ajloun: 412  
Al-Karaq: 3217  
A-Tafila: 2114  
Maaan: 33163  
Al-Aqaba: 6583

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[Figure 1: The Map of the Hashemite Jordan Monarchy by Governorates is not reported here]

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### 2.3. District

The governorates are subdivided into main administrative units known as districts. For statistical purposes, the governorate consists of one district or more. In the case, there is one district in the governorate, the district is the governorate, but this administrative division is not used in practice, given that the goal for keeping it is to unify the chain of hierarchical division between various governorates starting from the governorate and ending with the locality where the nature of the census work requires that each locality has its unique and special number. This number is not similar to any other number in any other locality for purposes of differentiating from others. The number of census districts in the Kingdom is 51 districts. Table 2 below shows the number of the districts and sub-districts by governorates. Table 3 shows the distribution of the districts by governorates.

### 3.3. Sub-districts

The district consists of census administrative units which are the sub-districts. The district could include a group of sub-districts or one sub-district. In the case there is one sub-district in the district, the sub-district is treated as the district. The goal of keeping this label is to unify the administrative divisions as mentioned previously. The number of sub-districts in the Kingdom reached (89) sub-districts. Table 2 shows the number of sub-districts by governorate. Table 3 shows the distribution of sub-districts by districts and governorates.

Table 2: Number of Census Districts and Sub-Districts by Governorates in the year 2004

Governorate: Al-Asima  
Number of census districts: 9  
Number of census sub-districts: 13

Governorate: Al-Balqaa  
Number of census districts: 5  
Number of census sub-districts: 8

Governorate: A-Zarqaa  
Number of census districts: 3  
Number of census sub-districts: 6

Governorate: Madiba  
Number of census districts: 2  
Number of census sub-districts: 7

Governorate: Arbed  
Number of census districts: 9  
Number of census sub-districts: 9

Governorate: A-Lmafraq  
Number of census districts: 4  
Number of census sub-districts: 14

Governorate: Jarash  
Number of census districts: 1  
Number of census sub-districts: 3

Governorate: Ajloun  
Number of census districts: 2  
Number of census sub-districts: 4

Governorate: Al-Karaq  
Number of census districts: 7  
Number of census sub-districts: 10

Governorate: A-Tufila  
Number of census districts: 3  
Number of census sub-districts: 3

Governorate: Maan  
Number of census districts: 4  
Number of census sub-districts: 8

Governorate: Al-aqaba  
Number of census districts: 2  
Number of census sub-districts: 4

Governorate: Total  
Number of census districts: 51  
Number of census sub-districts: 89

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Table 3: Administrative Divisions of the Hashemite Jordanian Monarchy in the Year of 2004

Governorate: Amman

District: Qasabat Amman  
Sub-district: Amman

District: Marqa  
Sub-district: Marka

District: Quaismeh  
Sub-district: Quaismeh

District: Jami'ah  
Sub-district: Jami'ah

District: Wadi Essier  
Sub-district: Wadi Essier

District: Sahab  
Sub-district: Sahab

District: Jizeh  
Sub-district: Jizeh, Um Rsas

District: Mowaqqar  
Sub-district: Mowaqqar, Rojom Eshami

District: Na'oor  
Sub-district: Na'oor, Um El-basatien, Hesban

Governorate: Balqa

District: Qasabet Essalt  
Sub-district: Salt, Ardhah, Zayy, Ira and Yarqa

District: Shooneh Janoobiyyeh  
Sub-district: Shooneh Janoobiyyeh

District: Dair Alla  
Sub-district: Dair Alla

District: Ain El-Basha  
Sub-district: Ain El-Basha

District: Mahes and Fohais  
Sub-district: Mahes and Fohais

Governorate: Zarqa

District: Qasabet Ezzarqa  
Sub-district: Zarqa, Bierain, Dhlail, Azraq

District: Russeifa  
Sub-district: Russeifa

District: Hashemiyyeh  
Sub-district: Hashemiyyeh

Governorate: Madaba

District: Qasabet Madaba  
Sub-district: Madaba, Jraineh, Ma'ien, Faisaliyyeh

District: Dieban  
Sub-district: Dieban, Ariedh, Mlaih

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Continuation of Table 3: Administrative Divisions of the Hashemite Jordanian Monarchy in the Year of 2004

Governorate: Irbid

District: Qasabet Irbid  
Sub-district: Irbid

District: Ramtha  
Sub-district: Ramtha

District: Kora  
Sub-district: Kora

District: Bani Kenanah  
Sub-district: Bani Kenanah

District: Aghwar Shamaliyyeh  
Sub-district: Aghwar Shamaliyyeh

District: Bani Ebaid  
Sub-district: Bani Ebaid

District: Mazar Shamali  
Sub-district: Mazar Shamali

District: Tayybeh  
Sub-district: Tayybeh

District: Wasatiyyah  
Sub-district: Wasatiyyah

Governorate: Mafraq

District: Qasabet El-Mafraq  
Sub-district: Mafraq, Bal'ama, Rhab, Manshiyyeh

District: Badiyah Shamaliyyeh  
Sub-district: Salhiyyeh, Sabha, Um Ejjmal, Dair El-Kahf, Um El-Qottain

District: Badiyah Shamaliyyeh  
Sub-district: Badiyah Shamaliyyeh

District: Gharbiyyeh  
Sub-district: Gharbiyyeh, Serhan, Husha, Khaldiyyeh

District: Erwaished  
Sub-district: Erwaished

District: Qasabet Jarash  
Sub-district: Jarash, Mastabah, Borma

District: Qasabet Ajloun  
Sub-district: Ajloun, Sakhras, Erjan

District: Kofranjah  
Sub-district: Kofranjah

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Governorate: Karak

District: Qasabet El-Karak  
Sub-district: Karak

District: Mazar Janoobi  
Sub-district: Mazar Janoobi, Mo'aab

District: Qasr  
Sub-district: Qasr, Moojeb

District: Aghwar Janoobiyyeh  
Sub-district: Ghour Essafi, Ghour El-Mazra'ah

District: Ayy  
Sub-district: Ayy

District: Faqqoo'  
Sub-district: Faqqoo'

District: Qetraneh  
Sub-district: Qetraneh

Governorate: Tafileh

District: Qasabet Ettafileh  
Sub-district: Tafileh

District: Bsaira  
Sub-district: Bsaira

District: Hesa  
Sub-district: Hesa

Governorate: Ma'an

District: Qasabet Ma'an  
Sub-district: Ma'an, Iel, Jafer, Mraighah, Adroh

District: Petra  
Sub-district: Petra

District: Shoabak  
Sub-district: Shoabak

District: Husseinyyeh  
Sub-district: Husseinyyeh

Governorate: Aqaba

District: Qasabet El-Aqaba  
Sub-district: Aqaba, Wadi Arabah

District: Quaira  
Sub-district: Quaira, Dieseh

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## **4. STATISTICAL DIVISIONS AND METHODS OF DELINEATION AND NUMBERING**

### **1.4. Statistical Divisions**

The census administration has adopted in its statistical divisions the naming and numbering system used by the cities and municipalities. Based on this system, large cities or municipalities were divided into areas; each area has been divided into neighborhoods. Most cities consist of one area or more, and each area consists of one neighborhood or more, whereas, each village is considered as one area and one neighborhood. Each neighborhood is divided into blocks, and each neighborhood consists of one block or more.

[Figure 2: Areas of the Greater Amman Municipality not reproduced here]

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[Figure 3: Neighborhoods of the Abdali Area in the Greater Amman Municipality not reproduced here]

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[Figure 4: Neighborhood of the Sports City not reproduced here]

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### **2.4. Delineation**

The delineation phase is considered the most basic and most important. It constitutes the basis of the process of delimiting and enumerating buildings and housing units. Enumeration is conducted without being first preceded by delineation. The delineation operation aims at assigning the administrative borders of the localities (cities and villages), in addition to assigning the borders of the internal divisions of these

localities, the borders of areas, neighborhoods and blocks in the cities and block borders in the villages. Delineation operation includes:

- 1 use of plans and maps
- 2 communication with official authorities in the locality
- 3 identification of the geography of the area and delineation of the statistical divisions (blocks).

Once the process of identifying the external limits of the locality is completed, the delineation team went on a tour to identify the boundaries of the areas and neighborhoods. They were assisted in this process by the surveyor of the municipality in the jurisdiction of which the locality is located. The delineation team went on a tour of the streets, passageways, in the locality in order to identify natural and industrial landmarks in these neighborhoods. The purpose of this is to develop a background on the basis of which the neighborhood could be divided into statistical units (blocks). With regard to the localities where there is no system of labeling and are not divided to areas and neighborhoods, they are treated as neighborhoods, and are considered in this case one area and one neighborhood, and are treated the treatment of neighborhood in their division to statistical units (blocks).

A rectangular sign on which the term "Block" was printed at the top of the sign (see figure 5). It is divided into two parts by a straight line. The upper part represents the neighborhood and the area code which consists of 4 digits. The two first digits from the left stand for the area code. The code 02 means the second area in a given locality. The two digits from the right represent the code of the neighborhood. Code 01 means the first neighborhood in this area (second area). The lower part of the rectangular sign contains the code of the block in the neighborhood. It is made of three digits. In this regard, the code (024) refers to the number of the block in the neighborhood. This sign is put at the beginning and at the end of the boundaries of the block. It is also put at the outside walls of buildings surrounding the block, and constitutes a part thereto. It is preferable that this sign is put at a suitable height so that it is easily visible and it allows the identification of the boundaries of the block and distinguishes it from other neighboring blocks.

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[Figure 5: Block Sign not reproduced here]

### 3.4. Enumeration

This operation aims at determining the place of the buildings, the housing units and the households to facilitate the enumeration process to prevent repetition or deletion. It aims also at identifying the number of buildings, the housing units and the households in each block by locality, neighborhood and other administrative units and uses of the buildings the area covered by the enumeration. Building may be designated for residence only, establishment or it could be a manufacturing or economic establishment, etc... Therefore, the enumeration process is necessary to determine the type of occupancy which is very important in the following statistical operations.

Enumeration of buildings is one of the most important field operations for dividing areas to census/enumeration units. This ensures that there will be no deletion or repetition. Moreover, the division of areas relies entirely on the process of enumerating the buildings in these areas in order to determine the number of households.

#### a. Determining the starting points:

The Team determined the starting point by using the block signs placed on the corners of the block. It should be most usually be the south west corner of the block where the delineation starts unless there are obstacles that prevent beginning from this corner.

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#### b. Enumeration of buildings, housing units, households, and establishments:

Once the point of departure is determined (i.e., the south western corner), the operation of enumerating buildings, housing units, households in the block starts very easily. It needs to be pointed out that the south western corner is the usual point of departure for operations of enumeration in cities or villages.

1. Right after the determination of the departure point, the operation of enumeration began by following the direction of the geographical north, and by following the rule of the right hand. Figure 6 illustrates the pathway of the operation of enumerating buildings, housing units, households, and establishments. The team has to follow the direction of the arrows on the aforementioned figure during the enumeration.

2. The closest building to the point of departure was determined as well as the main entry to the building. Other entries were explored to ensure that buildings are repeatedly enumerated. It was also taken into consideration that the main entry to the building is situated on the street where the enumeration will continue enumerating.

3. Once the main entry and the secondary entries (if they exist) are determined, the number of the building was placed by spraying the number with paint using the board of metal numbers at a proper height from the ground on the main entry of the building. The same number was placed on the other secondary entries while adding the letter [ ] which means "continue/follows".

4. The number placed on the first building in the block is number 1.

5. Once the placement of the number of the building is completed, the nature of the use of the building is established, meaning by this the purpose of the building. The building could be used for living only or for work only, or for residence and work purposes, or for worship, or entertainment. It could also be one housing unit or several housing units.

6. If the building is devoted entirely for residence, the number of housing units included in the building was determined (according to the definition of the housing unit).

7. The number of the housing unit was placed using wax pen at a proper height from the ground.

8. If the building includes several housing units, they were enumerated in a serial fashion inside each building, not inside the block.

9. Once the nature of the use of building is known, the lists of enumeration specific to buildings, housing units, households, and the establishments in the block are used.

10. Once the number of building number 1 in the block is completed, transition to the second building occurred following the same enumeration style. This operation is followed till all the buildings in the work area are covered. Figures 7, 8, and 9 illustrate the way the buildings in the block are numbered.

It is worth noting that the numbering operation is carried out in various ways. In organized areas number takes place using the rule of the right hand. In the non-organized areas, the numbering operation occurs using the rule of the closer and the second in proximity. There is also the spiral style which consists of conducting the number operation in a spiral manner in order to cover all buildings and housing units in the block. This method is used in the case the housing units are scattered in the block (System of cutting).

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[Figure 6: The method of moving in the block using the rule of the right hand not reproduced here]

[Figure 7: Number of the buildings using the rule of the right hand not reproduced here]

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[Figure 8: Numbering of buildings using the rule of the closer and the next in proximity not reproduced here]

[Figure 9: Numbering of buildings using the method of the system of cutting not reproduced here]

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## **5. THE NEEDS AND DUTIES OF WORKERS**

### **1.5. Human Cadres**

Census requires the undertaking of numerous procedures and operations that ensures the continuation and the fluidity of work and ensuring field control. Whether it is during the preparation process for the phase before the census or all-through the census phase, the accomplishment of this operation entails the provision of capacities for field workers. There should be enough of these capacities, they should be characterized by maximum readiness, and they should be available at the right time.

One of the priorities of field organization is that the field workers should operate according to unified

specifications and instructions in all areas. This requires close monitoring. This further entails that the organization of monitoring the provision of effective lines of communication in the census team should be given great importance. The technical census group in particular should ensure that the specifications and operations followed by field teams are unified. The technical census group is also required to keep constant direct contact with all teams and areas. All teams must be visited regularly during field work. During these visits the completed surveys that were reviewed by supervisors and overseers should be reviewed by visiting technical group.

All necessary arrangements were made to provide the required number of workers in their different levels so that they are supplied with the necessary field teams with all their necessities. There needs to be plenty of supplies so that everyone is able to fulfill all field work without any obstacles due to lack of supplies. Communication with the main census center could not be emphasized enough. This center should be continuously updated about the progress of field work.

In order to carry out the census according to the plan and the within the designated schedule, a hierarchy of responsibilities was set up for the census. Following is an explanation of the duties and responsibilities of workers in charge of carrying out field work:

1. The coordinator: In charge of the census in a governorate or a part of it. He oversees all workers in the area. His time is fully dedicated to the census, and he must be a leader and has complete knowledge of the area he is overseeing.
2. The assistant coordinator: Helps the coordinator in the carrying out of the census in the area under the oversight of the coordinator or a part of it. His time should be totally dedicated to the census. It is preferable that he knows the area that he is going to help the coordinator oversee.
3. Supervisor: In charge of the census in part of the area overseen by the coordinator. He oversees all workers in that area. His time is totally dedicated to the census. It is preferable that he has complete knowledge of the area he will oversee.
4. Inspector: In charge of the census in part of the area where the supervisor works. His time must be totally dedicated to the census. It is preferable that he knows the area where the census will be conducted.
5. Controller: In charge of the census in a part of the area of the supervisor/inspector. This part could be a town, a village, or a set of blocks in a town. He supervises a group of 4 to 5 enumerators. His time needs to be totally dedicated to the census. He must know the area where the census will be conducted.
6. Enumerator/enumerator: Is in charge of a number of buildings and housing units in a specific enumeration area that consists of between 500 and 750 housing units approximately. The enumerator time is fully dedicated to the census. It is preferable that he is one of the residents of the area or one of the workers there.

## **2.5. Needs of the Workers**

### **A. Needs of the Coordinator and his Assistants**

The following needs are provided for each coordinator/assistant coordinator:

- A car for each coordinator, and for each assistant coordinator (if there is a need for that) so that they could conduct field visits and oversee the work, and attempt to solve difficulties/obstacles that could occur in the field.
- An office for each coordinator and his assistants so that he could meet with the workers, direct work, and resolve any problems they face. This office must be equipped with a television and a VHS for training, a fax for communication, a direct line phone, and supporting administrative services.
- A map that shows the area where the coordinator works, and other maps that show work areas of supervisors and inspectors.
- Census needs such as stationary and other materials as they are specified by the supplies determined for each area.
- A sufficient number of enumerators, controllers, inspectors, and supervisors in order to conduct the enumeration.

- A copy of lists of the enumeration of buildings, housing units, and households.

- Extra copies of instruction manuals and the rules of auditing.

#### B. Needs of the Supervisor/Inspector

The following are provided for the supervisor/inspector:

- An office for each supervisor/inspector that hosts meetings between the supervisor/inspector and controllers, and other workers within the team. This office needs to have a phone line, and it needs to be equipped with the required necessities (bags, folders, pins, paper clips, scissors, erasers, pencil-sharpener, sticky notes, paper with lines, envelopes, calculators, pencils, dry ball point pens (blue, red, black), note pads, wax pens for numbering, materials for binding and wrapping, guides, IDs).

- A car for each supervisor/inspector.

- Maps for the area that he supervises for the census.

- Enumeration lists or copies of these list for the area which he supervises for the census.

- The required number of controllers and enumerators to carry out the census in the area where he works.

- A census ID card for each worker working with him.

- Various census print-outs (registers, work verification reports, reports of the work conducted...).

- Enough copies of instruction books and rules of auditing.

#### C. Needs of the Controller

The following necessities are provided for each controller:

- A suitable place for daily meetings with enumerators to verify data at the office and save registers, print-outs, and other necessities to ensure confidentiality.

- Set of necessities for numbering the buildings and housing units. Also there needs to be a sufficient number of related questionnaires, and print-outs.

- A sufficient number of bags, for enumerators, and stationary, and other various necessities for carrying out the census operation.

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- ID card for each enumerator working with him.

- The necessary number of enumerators who will conduct the census and whose number ranges between 4 to 5 enumerators.

- Maps and sketches for the work area, and related enumeration lists.

- Enough copies of instruction books and rules of auditing.

- Census posters (if needed).

#### D. Needs of the Enumerator

- ID card for each enumerator.

- Map or sketch that specifies the area of work, the building, the housing units, and the households that are targeted for the data.

- Census registers (questionnaires) and related needs.

- A bag for the registers, pens, papers, etc...
- Wax pens for numbering the buildings, the housing units that were not enumerated and numbered in the previous phases.
- A copy of the book of instructions and the rules of auditing.
- Census posters for each housing unit visited.

### 3.5. The Duties of Workers

The responsibilities of each individual mentioned earlier can be summarized in a set of duties they need to fulfill so that the census can succeed. These duties consist of accomplishing the work expected of them in the specified times and following the methods and guidelines given to them.

#### A. The Duties of the Coordinator and his Assistants

The coordinator and his assistant have the following duties:

1. Attend the training meeting for coordinators and their assistants.
2. Grasping all the information of the census as they relate to concepts, the questionnaires used, the instructions for the questionnaires, and the method of working.
3. Know the boundaries of the area of work and the localities that follow it.
4. Participate in the training of the supervisors, inspectors, controllers, and oversee the training of the enumerators.
5. Develop a work plan in collaboration with principal census unit and hand the work plan to the census operations' room so that they could implement it and distribute it to the controllers and inspectors as they receive them.
6. Assignment of the work areas to the controllers and inspectors.
7. Reporting on the accomplished work, the unfinished work and the time necessary for finishing it.
8. Take a random sample of questionnaires and verify it on the field and approve it if it is accurate, or reject the errors in them, give them back to the inspector/supervisor so that they revise it, and rectify it before they leave the field.

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9. Resolve all the problems reported to him in a written manner when possible. And pass the problem and the proposed solution to the executive director of the census.
10. Prepare a list of areas that were enumerated, verify the number of questionnaires, and double-check the comprehensiveness of the enumeration, and officially hand it to the main office in Amman after it is registered in a special register for receipt.
11. Keep a sufficient number of empty questionnaires in hand them to his assistants for field work.
12. Receive the questionnaires that were filled and were cancelled by the supervisors/inspectors in the same number that was given to them.
13. Daily and continuous updates of main operations room about the situation in the field, and the preparation of periodic and final reports about the progress of work according to the milestones of the census.
14. Get back print-outs, equipments, and all other work necessities from supervisors and inspectors and hand them to specialists.
15. Direct oversight of the preparation of the preliminary findings of the area of his work

16. Ensure that the cars and the census missions are not used for personal purposes.
17. Conduct field tours to get to know the area of his work and develop a complete and refined grasp of its components.
18. Participate in the implementation of the information program in the area of his work.
19. Display personal characteristics required by the nature of work such as patience, endurance, and assiduity, execution of the work in the best way possible, and behavior as a role model.

#### B. Duties of the Supervisor/Inspector

The supervisor and inspector must do the following:

1. Attend the training session for supervisors/inspectors.
2. Grasp the requirements of the census as they apply to concepts, questionnaires and related instructions, and the enumeration style.
3. Get acquainted with the area of his work and localities or areas surrounding it.
4. Participate in the training of controllers and enumerators in his work area.
5. Set up the daily and weekly action plan in collaboration with the coordinator and his assistants.
6. Present the action plan to the controllers, and oversee its implementation.
7. Conduct final verification of samples of questionnaires in the field and the office.
8. Endorse correct questionnaires and return them in the same night to the controller, and also return the erroneous questionnaires to the controllers with the error highlighted.
9. Hand the correct and completed questionnaires to the coordinator to verify and endorse them.
10. The supervisor/inspector takes a sample from the work he receives and verifies it on the field. This is done by filling out a questionnaire from the field and comparing it with the one from the sample.

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10. The supervisor/inspector writes a daily official report to the coordinator and his assistants on the work conducted. This is done in addition to immediate written updates on any problems he encounters on the field.
11. Keep a sufficient number of empty questionnaires and hand them to controllers for work.
12. Get back the print-outs, equipments, and all other work necessities from controllers and hand them to the specialists.
13. Ensure that the census cars are not used for personal purposes.
14. Oversee the arrangements pertaining to enumerating collective households and hotels in his work area, on the first day of the census.
15. Directly oversee the preparation and revision of the preliminary findings in his work area.

#### C. Duties of the Controller

Each controller has to fulfill the following duties:

1. Attend the training session for controllers.
2. Grasp all the prerequisites of the census related to concepts, questionnaires and related instructions, and census method.

3. Coordination with neighboring controllers in defining their work area boundaries to avoid deletions or repetitions.
4. Set up a daily work plan for enumerators in his work area and directly oversee its implementation.
5. Divide his work area into work areas for enumerators.
6. Acquaint the enumerator with the external boundaries of his work area, and guide him to the numbers of buildings and housing units when necessary.
7. Ensure that that the enumerator is accomplishing his work proficiently.
8. Verify questionnaires to ensure that the work was done accurately and according to instructions in order to avoid missing items or mistakes before the leaving the work area.
9. Schedule interviews with households, after the enumerators met with them to make sure that the enumerator collected accurate data from households.
10. Receive the necessities of field work such as questionnaires, instruction booklet, and lists and addresses of households (which specify in a exact way the location of the households to be visited in his work area). Other necessities are sketches, maps, and other stationary. The controller gives the necessary amount of these supplies to the enumerator.
11. Ratify the accomplished and accurate work and return the erroneous work to the enumerator with the error highlighted.
12. Hand the accomplished, accurate, and verified work to the supervisor/inspector.
13. Accompany enumerators at a rate of one visit a day if possible in order to take notes of the way questions are asked and provide guidance to enumerators about how to overcome difficulties. Other responsibilities include verifying a sample of the questionnaires on the field in addition to a revision of all questionnaires in the office.

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14. Write a daily report about the production and the flow of work by using a special template used specifically for that and handing it to the supervisor/inspector.
15. Write a comprehensive report when the work is completed in the assigned area about housing units in that area. This report covers what was completed in these housing units and what is empty. The report is handed to the supervisor. The Controller is assigned a new work area after that.
16. Revise the preliminary findings for each block as they come and register results in a summarizing account of his work area (the preparation of data to prepare the preliminary findings).
17. Carry out assigned duties in the field action plan and fully comply with the timeline designated for that.

#### D. Duties of the Enumerator

The work of the enumerator is the cornerstone of the census (field work). This is because he is the one who collects the necessary information from the field. The more competent he is in fulfilling his duties, the more accurate is the obtained information. Therefore, he should:

1. Pay careful attention during the theoretical and practical training. He should ask for clarifications from the trainers whenever it is necessary. He should make sure that he understands the questionnaire in the concepts therein. He should understand the shapes and meanings of the census signs and things like that.
2. Know the area of his work that the controller assigns him.
3. Receive the work supplies from the controller which includes (a sufficient number of questionnaires, booklet for instructions, sketches, blue ball pen, census id card...etc).

4. Revise lists of buildings and the sketch that he uses on the ground to be sure about his work area.
5. Accurately conduct the census within the region assigned by his controller.
6. Keep office hours as is required by the work circumstances.
7. Double check his questionnaires before he leaves the housing unit or the household.
8. Give the completed and revised questionnaires to the controller.
9. Correct errors in resubmit the work to the controller.
10. Comply with the order of the work within the blocks and inside them. He is not allowed to change this order.
11. Write the data using the pens designated for that.
12. Prepare preliminary findings for each housing unit/household, and each block completed using models for this purpose, and revise the results before submitting them to the controller.

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## **6. GENERAL CONSIDERATIONS**

### **1.6. Confidentiality of Information**

The Law of General Statistics stipulates the confidentiality of the information gathered from individuals and institutions. This means that no information could be divulged to anyone. Therefore, workers should comply with the following:

1. Not to reveal any information gathered to any individual except to those in charge of the census following administrative hierarchy.
2. Not to allow any person to accompany you in your visit to the household except for the individual that is responsible for you.
3. Not to leave any filled or unfilled questionnaire anywhere.
4. Not to keep any copy of the filled questionnaires or any information from it. They should be given to the direct superior.
5. Interview the respondent personally. If this is not possible, you need to obtain the data from one of the members of the household who are of legal age.
6. Not to conduct any interview in the presence of someone who is not a member of the household, except if the respondent consents to that. The presence of strangers could result in inaccurate data.
7. Maps are confidential. However, should it be necessary, the controller or the enumerator could enlist the help of a local person to mark specific locations on it.

### **2.6. Important Instructions for the Enumerator**

Each enumerator should comply with the following requirements:

1. Make sure you are presentable and you are wearing suitable clothes before you head for the area assigned to you by the controller.
2. Ensure that you have all necessary items for your work for example census registers, personal ID card, the sketch, the map, the instruction booklet, the list of names, and other related items.
3. When you reach the housing unit, knock the door gently. Present yourself by showing your personal ID, and by summarizing the goals of the census in a way that is simple and understood.

4. During the visit: you should be firm but gentle when you register the responses of the respondent. Don't discuss his answer with him except if you feel that the answer is not logical.
5. Respect the habits and the traditions of the local people. Communicate and behave with them following the rules and the general codes of etiquette followed.
6. Address the doubt that the respondent might have by explaining the positive aspects of the census and highlighting the confidentiality of the information.
7. Stay calm and do not be affected by emotional reactions. The more self-control you exhibit, the more successful you will be in obtaining the necessary information from the respondent.

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8. Modesty, cheerfulness, and avoidance to show oneself to have a higher level or more knowledge than the respondent, and disposition to accept the other party's argument.
9. Not to discuss political, social, or religious issues with the members of the household interviewed.
10. Not to engage in selling or buying, and not to accept gifts.
11. Ensure understanding of the outlines used. These outlines illustrate the limits of the block within the determined region, the enumerator should ask for the controller's help when he faces difficulties or obstacles.
12. Never engage in heated arguments about the details of the work or personal conduct with any of your bosses when they accompany you in any of your visits to the household.
13. Be careful not to hint or give fake promises about the intention of the government to disburse rewards or assistance as a result of this census.
14. Ask questions in way that is clearly understood and which preserves its content.
15. If you encounter a difficulty, a problem, or an obstacle in your work during your visit to the household, you should refer back to the instructions booklet. If you cannot resolve the issue contact your controller immediately for assistance.
16. Fill out the data in a clear and legible writing, and keep the questionnaire safe and clean.
17. Revise the questionnaire once you complete filling it and before you leave the housing unit. This is done in order to ensure there are no missing answers, and not to leave the household before making sure the questionnaire is complete.
18. Leave a good impression on the respondent about the department of general statistics. Make sure you thank the respondent and you inform him that the respondent may make a second visit for purposes of verification.
19. It is prohibited to use the census ID card for any other purpose other than to identify its holder for census purposes.

### **3.6. Neutrality and Treatment of the Public**

Most people are by nature polite and agreeable when they meet strangers. Therefore, they give answers and impressions that they think will please others. Thus, the enumerator much should be completely neutral regarding the topic of the interview. He should not hint agreement or lack thereof about the answers of the respondent. He should not show facial or vocal expressions that give a wrong impression of satisfaction or lack thereof about these answers. The enumerator should also not share his private ideas with the respondent even if he asks him about them. He should rely on his patience and expertise to avoid that.

The questionnaire was designed so that the questions are as careful and neutral as possible. Care was taken to stay out from hinting preference of an answer over another. Therefore, if the enumerator fails to ask the question in the appropriate way, this could nullify the neutrality characteristic of the question. In

other words, if the respondent gives a vague answer, the enumerator cannot impose or guess the answer by, for example, saying "I see this", "I believe you mean... is this true?" The reason behind this is that the most often the respondent will agree with the explanation of the enumerator even if it is not accurate. Neutrality of the question could also disappear if emphasis is on one part of the question at the expense of the other part.

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If the respondent is hesitant or is not disposed to answer a given question, the enumerator should try to dispel the fears of the respondents by explaining the goals of the census, the nature of information that needs to be collected, and the absolute anonymity that would characterize the names. The enumerator should also explain that the same questions will be posed to all individuals in the Kingdom. If, despite all these clarifications, the respondent insists on declining to answer a given question, there must be a note of "decline" in front of the question. The enumerator should continue to ask questions in a natural way. Once the enumerator fills out the questionnaire, it is essential that he tries another time to obtain the missing answers when possible.

The officials responsible for the census inform the population and prepare them for the census and its importance. This is done through the mass media. Therefore, when the enumerator visits the housing unit, he should try to get accurate data. To do that, he primarily relies on his personality, appearance, and how he poses the questions. If through and indirect questions, the enumerator discovers a contradiction in the data provided by the members of the household, he should use courtesy in re-asking the questions in order to obtain accurate and non-contradictory data. If the enumerator finds it difficult to have a mutual understanding with the members of the household during the time of the visit, he should schedule another appointment for the interview so as to get accurate information from the head of the household, or one member of the household in case there are members who refuse to give information, or give erroneous information. The enumerator has to convince them to provide accurate information. If he fails, he should report that to the controller.

#### **4.6. Other Instruction**

1. The enumerator cannot resort to personal inferences in order to obtain data. For example, the enumerator cannot infer the sex from the name, the nationality of the wife from the nationality of the husband, etc...
2. When the data from the questions are completed, the enumerator should use the categorizations and labels specified in the instruction booklet.
3. The enumerator must keep the names, the addresses, and the phone numbers of the officials responsible for the census in order to facilitate communication with them when necessary.
4. The controller will be responsible for filling out page 1 of the register (identifying information which include the governorate, the district, the sub-district, the name of the locality, etc...) in addition to the name of the controller and the name of the supervisor/inspector, and their addresses. This is done before the registers are handed to the enumerator. The enumerator should also ensure that this information is on the cover page when receiving the registers and before leaving for the field.

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### **7. INSTRUCTIONS ON THE ENUMERATION OF THE BUILDINGS AND HOUSING UNITS**

#### **1.7. Components of the Register of Buildings and Housing Units**

The register of buildings and housing units consist of:

1. The outer cover: it is made of cardboard paper. It does not have a known or specific color. It includes the identifying information and a comprehensive summary of the data on buildings, housing units, households, the members in the block, in addition to the names of workers.
2. The inner cover: It is made of regular paper. It contains the same information on the outer cover.
3. A number of census questionnaires. It should be enough for one block in most of the cases. The number of pages in the register book ranges from 15 to 25 pages. The appropriate register is used the number of housing units in each block.
4. One page at the end of the register that summarizes data about buildings, housing units, households,

and individuals.

5. One page for taking notes of the observations which officials could make in the field during the process of field verification.

6. One page for office verification and coding. The field workers have no connection with this page. They should not write any information in this page during the stage of field work.

## **2.7. Work Method of the Enumerator in the Field**

Field work (collecting information from the field) will be conducted according to pre-planned timeline. Given that this phase is principal and the most important one, its success and the success of the census is premised on each enumerator and team, doing their assigned tasks in specific times and following the methods and instructions given to them.

This part revises these methods in detail and addresses some problems that the enumerator could encounter in the field and how he could solve them. Therefore, the enumerator must follow the following steps before he heads for the field.

a. Before receiving the registers, the controller should ensure that geographical data are completely and clearly entered on the outer and internal covers of the housing units' registers. At that point, the enumerator enters his personal information and his address in addition to information about the controller and his address on the outer and inside cover. Information about the supervisor/inspector and coordinator and their addresses should be on the covers as well.

b. Number the pages of the register serially starting from number 1 until the end of the register. Complete identifying information at the head of the pages of the register as it is listed on the cover.

Before starting the work, and in order to have a clear and accurate plan for how to cover the buildings, housing units, and households, the enumerator must thoroughly examine the map or sketch, and the enumeration lists that are specific to buildings and housing units. The controller could help him with his plan about the coverage process. The enumerator must use the routes and pathways shown in the sketch (approximate map) and the lists of buildings. This would reduce the time of movement (by avoiding to pass several times from the same pathway way or street). To ensure that, the principal step is to divide

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The block to parts when possible, provided that the starting point should be a prominent landmark. We should also not forget that the starting point should be the ending point to avoid deletion. It is possible that the work in the block does not finish in the same day. In that case, the enumerator should put a sign on the sketch that point to where he stopped working according to the arms of the clock and beginning from the starting point. Therefore, the building visited will always be on the right of the enumerator. The enumerator should direct the sketch while moving to ensure correct direction. This occurs at each turning point and at each corner of the corners of the block or streets so that the layout of the sketch reflects the layout of the buildings on the ground. The enumerator should exercise caution when taking difficult routes to avoid deletion or repetition of any of the buildings. Therefore the method of working in the field is as follows:

1. The enumerator begins working immediately in the first block that he receives from the controller. The controller should have already specified the order of working in blocks for the enumerator. The enumerator cannot modify this order.

2. Work in the block continues until the last building and housing unit. The rule is that no more than one enumerator work in one block whatever are the reasons, except if it was made absolutely necessary. This should be under the effective supervision of the controller.

3. The work of the enumerator starts from housing unit number (1) in building number (1). Work continues until the last housing unit and in the last building in the block. The enumerator must follow the sequence as it is listed in the list of the register of the enumeration of building, housing units, households, and establishments in the block. It must be noted, that the data of the register of frame enumeration were collected in 2003. A field verification of this register was conducted in March through May 2004. It is, however, anticipated that there will be changes to the enumeration register whether it is through additions or deletions. Following is a presentation of all these issues and how to address them:

a. No Change:

When the situation is stable in that there no deletion or addition or change in the characteristic of

occupancy of the buildings and households. In this situation, the enumerator collects the data of the building and its contents.

b. Additions:

1. Addition of buildings: Additions could include the existence of buildings that were built after the previous enumeration operation, or they were dropped during that operation. In this case, the enumerator adds these buildings to the enumeration list and gave them serial numbers after the last number that originally exists in the list. Regardless of the sites of these buildings on the ground, it is placed on the sketch on the basis of its location. This means that if the last building in the enumeration register provided to the enumerator is 76, the enumerator should give the new buildings numbers that start from 77 and above.

2. Addition of housing units or establishments: it is possible that housing units or establishments or built or added to the buildings that were previously enumerated. It is also possible that the nature of occupancy of some housing units could change to be become housing units used for residence. Or it is possible there are housing units that were dropped during the previous enumeration. In this case the enumerator adds these housing units and registers them at the end of the enumeration list of buildings and housing units

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and households. These housing units take serial numbers whether at the level of the building inside the block, or at the level of housing units inside the buildings. The enumerator should put the word "continue" in the serial number field of the building where housing units were added.

3. Addition of buildings and housing units: They are treated following the specification in the previous clauses (1) and (2) regarding how to deal with additions.

c. Deletion

1. Deletion of building: This includes the buildings that were removed for any reason. The buildings that could be a part of another block and were enumerated with the current block, should be omitted from the list of buildings, housing units, and households. In some cases, one of the buildings is given more than one number because the enumerator taught in the primary enumeration phase that it encompasses more than one building. In this case, the additional building numbers are deleted and only the first number of the building is kept. In the case there were an deletion of buildings for any reason, the enumerator deleted these buildings from the enumeration list. The numbers of the deleted buildings are assigned to the last number of the buildings in the list. After that the final totals of the block are corrected.

2. The deletion of the housing units: the housing units are deleted from the list when they are demolished or deleted for any reason, or when the nature of its occupancy has changed. The housing unit and its number are deleted at the level of the building. The deletion is done by a horizontal line. The numbers of deleted housing units are replaced by the last serial numbers of the housing units in the building. There should also be a revision of the number of members, number of housing units and households on the first line of the building of which any housing units were deleted. On the basis of that, the totals affected by the changes are rectified. The totals on the sketches are also amended.

3. The deletion of the buildings and housing units: They are treated as it was specified in the preceding clauses 1 and 2 regarding how to treat deletion operations.

d. Different situations that could be found by the enumerator during data collection:

- The building/housing unit is occupied by a new household different from the one in the list.
- The building/housing unit is empty.
- The building/housing unit was empty before and is occupied during the time of enumeration.
- The building/housing unit is closed, i.e., the household is out of the housing unit temporarily, be it in Jordan or outside Jordan.
- The building/housing unit has shifted to a different activity.

In all cases, these changes are reflected on the enumeration register. They are addressed as much as possible by referring to the controller.

e. Ensure that there are individuals who reside in the same places where they work, especially incoming laborers. Data on workers' housing units need to be completed.

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4. The enumerator may come across a family that is temporary absent from the housing unit where such absence does not exceed the period of enumerating housing units, June-August 2004. In this case, the enumerator asks the neighbors about this housing unit. He then gives it a serial number before moving to the following housing unit.

5. Obtain the summary of data on buildings, housing units, and households from the controller during office work in the evening of each day and at place agreed upon previously. During the same day, the data on the enumerated buildings and housing units is verified by the team of enumerators under the supervision of the controller. In addition to that, the summary of data on each page is transferred to the summary of registry data in the block at the end of the registry.

6. After completing the enumeration of the buildings and housing units in each block, the enumerator must hand the register of the buildings and housing units of the block to the controller. The controller reviews it with the enumerator and draws the enumerator's attention to oversights or missing data so that he could return to complete the missing data before moving to the another block.

7. In addition to the reports of the daily production, the enumerator must, by writing, inform the controller of the end of the work in each block as he finishes. He must then specify the duration of his work in the block on the cover of the register.

8. If the enumerator encounters any obstacles preventing the continuation of work according to plan and according to the rate of production specified for him, he should write a report about these obstacles and hand it to the controller for action and resolution of the problem.

9. If the enumerator encounters technical problems where instructions do not apply, he should study the situation and propose solution for addressing the problem to the controller. The controller should communicate his decision on the subject to the main operations room so as to amend the instructions and generalize them to all workers if necessary.

### **3.7. Locate the Enumerator in the Field**

1. To facilitate the location of the enumerator during work from his supervisors, the enumerator, when entering a housing unit to complete the data regarding that unit, has to put a sign under the census number of the housing unit at the main entry of the unit using a wax pen.

[Empty box not reproduced here]

2. When the enumerator finishes his visit to the housing unit and when he completes the required data from all the residences therein, he put the sign (x) in the rectangle that he placed in step (1) as follows.  
[Box marked with two crossing diagonal lines not reproduced here]

This means that the enumerator completed all required data from the housing unit.

3. If the enumerator cannot complete the data of the housing unit, he should complete the sign he put when he entered the unit as follows:

[Box marked with one diagonal line not reproduced here]

This is done in order to make it easy for the enumerator to return to the housing unit to complete his data.

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## **8. INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE ON BUILDINGS AND HOUSING UNIT**

### **1.8. Identification Data**

Before heading for the field, the enumerator must make sure that the identification data; which include the governorate, the district, the sub-district, the name of the locality, the area, the neighborhood, the

number of the block; are clearly written by the controller on the registry cover. These data pertain to questions 101-107. It should be noted that these data should be identical to the identification data in the registry for the enumeration of buildings, housing units, households, and constructions in the block. This registry should have been prepared previously, as the current census operation is based on it. Data should also be identical to the sketch which illustrates buildings and main housing units in the block. The enumerator should make sure he writes geographical data, he numbers the registry pages at the top of each page and in a serial way, and, when more than one register are one used for one block, the second register will be numbered will be number according to where the first register ended. The enumerator must identify the boundaries of his area which he received from the controller. He should be able to know the direction of sequence of the numbering of the buildings inside that area (block).

The enumerator will find that all buildings in the area of his work have already been serially numbered with blue, green, or red paint. If there is a building that is not numbered, the enumerator must refer to the controller for explanation, except if available data prove that the number was removed and it is possible to recognize it. The enumerator will find that all housing units in the building are serially numbered with a wax pen as well.

The work of the enumerator starts on the first day in building number 001 on the first block where work begins. In the following days, the daily work of the enumerator begins with the building number that follows the last building number in that block whose data he completed on the preceding.

- The numbers of the questions as listed in the instructions are the printed numbers on the top of each question. There are as well fields reserved for writing codes (The guide). It is not permitted to write anything in it.

- Questions 110-131 are for housing units. Questions 132-141 are for buildings. Questions 142-154 are for the total of data of the page. Questions 155-167 are for the register data.

- The building data are completed once on the data line of the first housing unit in it no matter the number of the housing units. The data of the building cannot be repeated with the data of each housing units in the building. It should be left blank or a long line should be put on all the building data fields for these housing units. When the data of the housing units of the building are completed on a page following the page where the data of the building are entered, the building data cannot be repeated another time.

- Two empty lines should left without writing between the data of the last housing unit in the building, and the data of the first housing unit and the building that follows.

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- Any place (apartment, villa, house...) used entirely for work, entertainment, or worship cannot be considered a housing unit and does not take the number of a housing unit. This means that it is not numbered with the black wax pens. However, it must be written on all its entries or on the right of these doors the word establishment.

- Any place that is originally designed for residence, and where nobody resides at the time of enumeration of the buildings and housing units, is not numbered as a housing unit. The data specific to buildings are not written on it except if it was previously numbered as a building. This applies to the caves and hut that are non-occupied or deserted. It also applies to all places reserved for work, and where nobody spends the night except the guards who have another place for residence, after asking the guard about his residence outside the establishment. On the opposite of that, any place that is not originally designed for residence but is used by an individual for sleeping at night in a regular way, has to be enumerated and has to have its data recorded. This is done for the purpose of enumerating its population at the time of enumerating the population. This means the probability of the existence of some of buildings that do not have housing units at all.

- To ensure that the enumerator has visited all the establishments and asked about all the individuals residing there, he should be requested not to give housing units numbers to establishments where nobody lives. The enumerator should also record the number of the building in question 112. He should write the name of the establishment in question 113. In the other housing units' questions that do not apply to the establishment, put the sign (-). It is possible that a building has one or more establishments, and that should be recorded for all establishments in that building.

## 2.8. Data on Housing Units: Questions 110 - 131

Question 110 - the name of the street:

Some large municipalities have names the streets within their borders. It is usually the case that the metal plate which carries the name of the street is placed at the beginning and end of the street. It is also placed in other places along the street. In the case it exists, the enumerator records the name of the street in the field reserved for that. In the case when there is no name in actuality and there is a name in the map, the name of the street is recorded using the maps available from the controller. When the street does not have a name, the phrase the name of the street does not exist is written.

The enumerator should note that the name of the street should be the same as the name of the street written in the register of frame enumeration. When there is any change in the name of the street, this change should be reflected on the register of frame enumeration.

Question 111 - the permanent number of the building, if it exists:

Some large municipalities have enumerated the buildings within their borders. It is usually the case that the numbers of the building are placed at the main entry in the form of metal plates. Therefore, it should be ascertained that these numbers exist. In the case they exist, the number on the building should be recorded in the appropriate field, which includes the address (the permanent building number if it exists) on the same line of the serial number of the building in the block.

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Question 112 - the serial number of the building in the block (the enumeration number):

When the process of determining the first building in the block is over, the number of the building is recorded in the reserved field. The serial number has to be composed of three cells. Therefore, the serial number for the first building is 001, the second building is 002, and so in a serial manner for all the buildings in the block.

Question 113 - the name of the owner or renter of the housing unit/establishment:

The residents in the housing unit are asked about the name of the owner or the renter of the housing unit. The name of the owner or renter is recorded in the field reserved for that. This field includes the name of the owner or renter of the building. On the same line the number of the housing unit in the building. It is preferable that the name of the owner or renter consists of three parts when possible. In the case of a [industrial] plant, the name of the name of the plant is recorded. If this plant does not carry a commercial/business name, the name of the owner of the plant is recorded with the word plant written. This name could be the same as the name of the owner of the building or it could be different. It is also possible that more than one name will appear in the field. Each of these names will represent the head of the household in the case more than one family lives in the housing unit. The name of the first head of the household is recorded in front of the number of the housing unit. The name of the second head of the household is recorded on the following line without repetition of the number of the housing unit.

In the case the owner or the renter are not present in the housing unit, or due to the inability of the enumerator to meet with him for one reason or another, the enumerator should investigate the name of the owner or renter from the neighbors. When it is not possible to get the name of the owner or renter, the line is left blank for that housing unit, and the enumerator returns to that housing unit later on. The enumerator should write not shown. In the case it is an establishment and nobody lives there, the name of the establishment is recorded in question 113. The sign (-) is put in the remaining questions of the housing unit. The enumerator moves to question 131. The enumerator records code 3, meaning that there are no housing units in the building.

Question 114 - the number of the housing unit in the building:

The enumerator enters the building to enumerate the housing units located in there. The housing units are enumerated entirely without deletion or repetition. The first housing unit in the building which is also the nearest to the main entry is always given number 01.

The name of the housing unit is recorded in the field which is reserved for the number of the housing unit on the same line as the name of the owner of the housing unit/renter.

Once done from the enumeration of the first housing unit in the building, the enumerator moves to the second housing unit. The housing unit takes a number in the building. The name of the housing unit is 02. It is recorded in the reserved field which includes the address the number of the housing unit in the building. The same preceding steps in the operation of the enumeration of housing units in the building are followed. The housing units inside the building are numbered using the rule of the right hand.

The numbers of the housing units in the building which are recorded in the field reserved for the number of the housing unit in the building should always be serial within the same building (see figure number 10.)

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[Figure 10: the method of numbering housing units in the buildings not reproduced here]

Question 115 - the type of housing unit:

In most cases the enumerator determines the type of the housing unit by looking at it. It could either be a house, a flat, a villa, a barrack, a hair tent/tent, etc... The housing unit could be occupied at the time of the census. It could be available for rent. It could be closed or empty or under construction. It is important that the enumerator makes sure that the housing unit was originally designed for human residence regardless of whether it was occupied at the time of the census or not. In this case, the enumerator records the code of response that applies in the appropriate place.

It is worth noting that there are workers in some establishments, plants, and factories who spend the night in their work places. It is prevalent among non-Jordanian nationalities where the individual sleeps in his work place knowing that it is not for sleep. A special classification was provided for this type of housing units. It is called "work place". Therefore, it is required of the enumerator to ask, when visiting business and industrial plants or any other type of plant, whether there are individuals who sleep in these plants after the end of daily work. In this case, the plant is considered as a housing unit. Its type is "work place"; i.e. code 6.

However, if the enumerator noted that there is a place in the plant that is reserved for the residence of the workers, and is, accordingly, used as a place of sleep; in this case, the enumerator needs to determine the type of the housing unit. The type of the building should be plant. The description of the occupancy of the building in question 135 is multi-purpose.

In the case there is a building -- whatever its type is -- in the question 133, be it an apartment building, villa, or under construction, and it happened that during the time of the census, there was a group of workers who were building or completing the construction of the building and are using a part of it for sleep, in this case, the type of the building is considered in question 115 as under construction. The nature of the occupancy of the housing unit is determined on the basis of the situation that applies to it.

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Question 116 - type of occupancy of the housing unit:

To complete the data of this question, the enumerator must fully know the difference between private household and collective household (see definition). He should also distinguish between the place used as a hotel and the other types of collective housing units.

The enumerator has to be accurate in the operation of data collection. He should carefully investigate whether there are in private housing units within the collective housing units. It is possible that the enumerator may encounter a building meant to be used as a hotel. However, after probing, it is possible that this hotel has a wing used as a residence for the hotel manager and his family (being a private household). Data about this private housing unit should be collected independently of the hotel despite the fact that it is located within it. It is also possible that the hotel has a set of rooms that are used for the residence of personnel under the framework of collective household. In this case, these rooms should take a special number as a collective housing unit. The type of housing unit in question 115 is apartment. All the data are compiled as if they were for a private or collective household depending on the case. The other rooms in the hotel that are reserved for guests take independent numbers. This also applies for the other public housing units such as hospitals, prisons, students housing in universities and some schools with boarding units, etc...

The enumerator must distinguish between the types of occupancy of housing units that are not populated. Examples of these are closed housing unit, empty housing unit, and housing unit under construction. The enumerator should link the types of occupancy with the types of housing units listed in question 115. It is not allowed that the type of the unit is hair tent/tent whereas the type of occupancy is marked as empty or under construction. Similarly, it is not allowed that the type of housing unit is "under construction" and the type of occupancy of the housing unit is hotel, empty, or occupied by a private or collective household. The type of occupancy is only described as under construction if the type of the housing unit is under construction. This being said, it is possible that the type of the housing unit is house, apartment, villa, whereas the type of housing unit is under construction.

In the case the type of occupancy of the housing unit is populated by a private or collective household,

the enumerator continues to complete data for question 117 if the type of occupancy of the housing unit is hotel or public housing unit, move to question 129 in the case the type of occupancy of the housing unit is empty, closed, under construction, or other, move to question 131.

Question 117 - type of ownership of the housing unit:

This question is only addressed to housing units which are populated by private or collective households; meaning, if the reply in question 116 is one of the codes 1 or 2. The enumerator enters the code of the reply in the appropriate place. In general and prevalent cases it is when the housing unit is owned by the household or one of its members, code 1. In this case, move to question 119 it is also possible that the housing unit is unfurnished rent, code 2. It could be furnished rent, code 3 in this case, so continue to complete the data for question 118.

In some cases, the housing unit could be owned by one of extended family members, but not a member of the household, code 4 the housing unit could be occupied by a private or collective household and no rent is paid in return for occupancy. A public or private establishment could agree with an individual to work in Jordan. It is possible that one of the terms of the contract is to provide furnished or non furnished housing for this individual and his family. Some companies or institutions could provide in some cases housing

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for some categories of workers per specific conditions. For all these cases, the ownership of the building is return for a work; i.e. code 5. In this case the residents in the housing unit do not pay a monetary rent in return for the housing benefit. In some cases, the housing unit could be occupied by a private household and none of the residents pays the rent. The housing unit is used by its residents without a payment for a limited or non-limited period. For all these cases, the ownership of the housing unit is free of charge; i.e. code 6. The type of the occupancy of the housing unit could be other; i.e. code 7. For all these cases, codes 4 -- 7, it is directly proceeded to question 119. When the type of occupancy of the housing unit is owned by the household or one of its members, it is proceeded to question 119.

Question 118 - monthly rent for the rented housing unit:

This question is only asked if the answer for question 117 is code 2 or 3 if the housing unit is rented without or with furniture, the value of the rent is recorded using Jordanian Dinar in the space reserved for that in three cells. For example, if the monthly rent is 65 dinar, .065 is recorded. If the monthly rent is 240 Dinar, .240 is recorded. If the rent is paid annually, the value is divided by 12 and recorded according to the case that applies.

Question 119 - the duration of the occupancy of the building that is populated for years:

This question is about how long the household has occupied the housing unit where it resides. The duration of the occupancy is recorded using full years. If the response is that the household has been in the housing unit for ten years and a half, the duration of 10 years is written in the corresponding field. If the period is under one year, 00 is recorded.

Question 120 - type of heating:

The enumerator writes the code of the response that applies in the corresponding place.

Question 121- main source of drinking water:

The enumerator writes the main source of drinking water. After that, he records the answer code that applies in the corresponding space. This should be done while taking into consideration question 115. To illustrate, it is not allowed that the answer is the public grid, code 1, if the type of the housing unit is hair tent/tent, etc...

Question 122 - lighting source:

The source of lighting is written. After that, the enumerator records the code of the source of lighting that applies in the corresponding space. This takes into consideration the type of the housing unit listed in question 115. For example, it is not possible that the answer for the question is connected to the public

electric grid if the type of the housing unit is hair tent/tent, etc...

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Question 123 - the area of the housing unit is square meters:

This question is about the entire area of the housing unit. This means to the standing building with its ceiling and what it comprises. The area does not include the garden surrounding the housing unit or the non-built ground around it. The area is recorded in the reserved place using square meters. If the area of the housing unit is 125, the enumerator records the number 125. The enumerator has to consider that some housing units could consist of two floors or more. In this case, the enumerator should add the area of the floors and records the total area in the reserved field in three cells. If the area of the housing unit is 999 meters and more, number 997 is recorded.

Question 124 - type of sewage system:

The type of sewage system is written. Then, the enumerator records the answer code that applies in the reserved space. He should consider the type housing unit listed in question 115. For example, the answer cannot be connected to the public sewage system if the type of building or housing unit is hair ten or barrack, and so forth.

Question 125 - the availability of a toilet in the housing unit:

The enumerator asks about the presence of a toilet in the housing unit. The code of the answer that applies is written in the reserved area. The enumerator should consider that the question is about the type of toilet regardless of whether it is Arab or European or it is inside or outside the building.

Question 126 - the availability of an independent kitchen in the housing unit:

The enumerator asks the residents in the housing unit whether they have an independent kitchen in the housing unit; i.e. (a placed reserved independently for the kitchen). The enumerator writes the code of the answer that applies in the corresponding place.

Question 127 the total number of rooms in the housing unit:

The enumerator asks the residents in the housing unit about the total number of the rooms in the housing unit (revisit the definition of the room). He writes the number in the corresponding field. The number of the rooms cannot be under 1. For the hair tents, tents, and caves, they are classified as consisting of one room only. The answer to this question is written in two cells.

Question 128 the number of bedrooms in the housing unit:

The enumerator asks the residents in the housing unit about the number of rooms used for sleeping. Their numbers could be equal to the total of number of rooms or less. Its number cannot be under 1.

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Question 129 - number of households in the housing unit:

This question is about the number of households in the housing unit (go back to the definition of household). The housing unit may be populated by one household or more. The enumerator records the number of households in the corresponding space.

Question 130 - the number of individuals in the housing unit:

The question is about the number of individuals in the housing unit. The enumerator takes into consideration whether the housing unit includes more than one household (Go back to the definition of household). The number of individuals in the household is added up including the heads of the household. The total is recorded in the corresponding field.

Question 131 - first housing unit in the building:

The question aims at knowing whether the housing unit under investigation is the first of housing unit in the building or not. If it is the first housing unit, revisit question 114, code 114 is recorded. In this case, the data of the building are completed on the line of the first housing unit. However, if the serial number of the housing unit in question 114 is 2 or more, code 2 is recorded. The enumerator proceeds to the following housing unit in the same building or the next building and so on. In the building there can be a commercial building, factory, or some kind of establishment, the answer to question 131 is no housing units; meaning code 3. The enumerator continues to complete data on the building 132-141 on the basis of how it applies.

### **3.8. Building Data: Questions 132 - 141**

The questions aim to collect data about the building. The enumerator should postpone entering these data until he finishes enumerating all the housing units of the building. This is more accurate. However, if the building consists of only one housing unit or it does not include any units at all, the enumerator should enter the data on the building directly.

Question 132 - name of the owner of the building/name of the building:

The enumerator records the name of the owner of the building in three parts at least. There could be more than one owner of one building. In this case, the enumerator writes the name of one of them. Directly below that, he uses the phrase (and partners). If the building has a name, it is preferable to cite it. For example, "Apartment Building Jandawil, Apartment Building Azzahraa, Ministry of Finance, Department of Statistics, Sifwi, Pharmacy of Jordan, Freeway Supermarket, Firas Supermarket, Abu Nassir Mosque, etc..." In this case, the name most commonly used for the building is recorded. In addition to the most commonly used name, the enumerator could also record the name of the owner of the building.

Question 133 - type of the building:

The enumerator writes the type of the building. After that, he records the answer code that applies in the corresponding field. If the type of the building is "apartment building", code 1 is recorded in the corresponding space. If the type of the building is "hair tent/tent", code 5 is entered.

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The enumerator should pay attention to the following cases:

1. It is possible to know the type of some buildings. They could be an apartment building, a house, or villa. However, these buildings are yet populated or occupied due to being under construction, finalization, or not ready for use at the time of the census. In this case, the enumerator has to determine the type of the building and record it.
2. Some buildings are under construction. Their type is not yet clear to the enumerator. Only the ceiling of one floor has been completed. This is regardless of the blueprints in place for the building. The future of this building could be an apartment building, villa, or any other type of buildings illustrated in this question. In this case the enumerator should enter under the code of the answer about the type of building "under construction" or code 7.
3. The building under construction could be a factory, a school, a commercial building. This means that the building will, in the future, be an establishment, but it is now under construction, and this condition is clear to the enumerator. In this case, the enumerator records the type of building as an establishment. The nature of its occupancy in question 135 is under construction.
4. It is also possible that the type of the building is an establishment. However, it is not in the process of production yet. It is possible the establishment is closed during the census for any reason. It is also possible that it is empty and for rent. In this case, the type of the building is entered as establishment.
5. It is possible that the type of the building is under construction. However, workers who are participating in its construction reside in it. In this case, the type of the building stays under construction if the enumerator cannot determine its type. If he manages to determine its type, he records apartment building if the building is an apartment building or an establishment if it is an

establishment.

Question 134 - the year of beginning of construction (laying the foundation):

This question is about the year when the construction of the building began. This is the year when the foundation of the building, or a part of it, was laid. The question is not about the year or the years when there were other additions to the building. For example, if the construction began by the building that consists of three rooms and their annexes in the year 1962. Then another floor was added in year 1975. In this case, the year of construction of the building is 1962 and not 1975. The enumerator in this case enters the year of construction in the corresponding field in the question. The entry fills four cells as follows 1962. In the case the year of the construction of the building is not known, the enumerator should write the phrase "not known" in the corresponding field.

With respect to marginal buildings (barracks, tents and hair tents, caves, caravans), they don't have a year of construction because they are marginal buildings. In this case, the enumerator put the sign (-). For industrial buildings (hangars and pre-fabricated buildings) used for purposes of industry or commerce, they should have year of construction.

Question 135 - nature of the occupancy of the building:

This question is about the nature of occupancy of the building; in other words whether the building specializes for "residence only". The enumerator writes the code of the answer, 1, in the appropriate field. The building could be for "work only" or "worship only", or it could be for different purposes (residence and work, residence and worship, or work or worship...). This means that the building is multipurpose. The enumerator in this case

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Records code 5 in the corresponding field. What was mentioned earlier is about occupied and busy buildings. For the non-occupied buildings, or not used regardless of its type, the enumerator records the code of the answer that applies. It is possible that the building is closed. For example, the building is occupied but the occupants are absent at the time of the census. It is also possible that the building is empty. In other words, it is not occupied either because it is for rent, or its occupants are in emigrants to another country. With respect, to the nature of the occupancy of the building "under construction", this means that the building is under construction and not complete nor ready for residence or use at the time of census regardless of whether it was possible to know its type or not.

It should be noted that some building could have a part or parts that are populated while other parts are closed or empty, or under construction. In this case, the description of the building is "for residence only". The enumerator cannot describe the building as multipurpose. It is also possible that the type of the building is "apartment building" or house of which the construction is complete, but it is still being cleaned. It is also known that this building will become a mosque for example, and that it will be used for worship. However, regardless of the fact that the nature of future occupancy of the building is known, the enumerator has to enter the answer code "under construction" because this building is still under construction like the villa being cleaned currently and it is known that it will be occupied in the future. However, since it is currently under construction, the code that corresponds to the nature of its occupancy at the time of the census, rather than its future use, is the one that is written.

However, if the type of the building in the question 133 is "under construction", the enumerator has to characterize the building occupancy as "under construction".

With respect to the furnished building which are for rent and which are unpopulated at the time of the census of the housing units, the nature of their occupancy is considered as empty just like the other non furnished buildings that put out for rent and of which the occupancy characteristic is empty as well.

Question 136 - type of the construction material that is dominant in the external walls:

This question concerns the dominant building material used for building the external walls of the building. This is considered as an approximating indicator of the expected age of the building. The enumerator should, therefore, be very accurate in filling out the data of this question. The type of the construction material is:

- Cut stone: if three facades or more of the building are built with cut stone.
- Stone and concrete: if one or two facades of the building are built with cut stone.

- Concrete: If the external walls of the building are built with concrete or what is referred to as "dakka".

- Cement brick: If the external walls of the building is built with "cement brick." In this case, the building could have cement pillars that are reinforced with iron (i.e., what is called wax). This type is considered however cement brick.

- Mud bricks, mud, and stone: this type is prevalent in old buildings where external walls are built by mud, meaning dirt, or mud with stone, what is called "dabsh". Mostly, these buildings consist of one floor or two at most. Their ceiling is composed of mud even if, in sometimes, the ceiling consists of concrete.

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- Asbestos, wood, zinc: These materials are mostly used in marginal buildings such as pre-fabricated buildings or barracks. The external walls are made of asbestos, wood, or zinc. Sometimes, the enumerator could find that the material of the external walls of the building is cut stone whereas other floors in the building or a part of it have walls that are built with other materials. In this case, the material that is dominant in the walls of the building is the one that is considered.

- Hair, wool, fabric: These building materials are prevalent in marginal mobile buildings such as hair tents and tents.

- With respect to the buildings that the type of which in question 133 is under construction, and the nature of its occupancy in question 135 is under construction, meaning the nature of the material used in the walls is not known yet, no response is written for this question. The symbol (-) is put in this case.

- With regard to other buildings of which the nature of occupancy in question 135 is "under construction", it is possible for the enumerator to know the nature of building materials used for the external walls. If he cannot identify the building materials, he writes the answer "not known".

Question 137 - the number of floors in the building:

This question concerns the number of floors in the building. This includes the basement as it is considered a one of the floors of the building. The room used for residence on the roof is considered a floor as well. It is not expected that the number of floors in a villa exceeds four floors. For the house it is two floors. With regard to the cave, hut, hair tent, caravan, tent, they all consist of one floor. The number of the floors is recorded as one floor.

For all cases, the enumerator records the number of floors in the corresponding field. It is preferable that the recording stage occurs after the enumerator finishes inputting data on all the housing units of the building. This makes it easy for him to determine the number of floors.

Question 138 - the presence of the elevator:

This question is about the presence of an elevator in the building regardless of whether the elevator reaches all the floors or not. The enumerator enters code 1 if the elevator is available, code 2 if there is no elevator. The codes should be entered in the corresponding field.

Question 139 - number of housing units in the building:

This question concerns the number of housing units in the building. The enumerator should look at the answer to question 114 concerning the number of the housing unit in the building. The number of the last the housing unit in the building refers directly to the total of housing units in the building. The enumerator should input it in question 139.

Question 140 - number of households in the building:

This question concerns the number of households in the building. The enumerator should make use of question number 116. This question is about the type of occupancy of the housing unit. Codes 1, 2, 3,

and 4 in question 116 refer to household.

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Question 141 - number of individuals in the building:

The enumerator gathers the number of individuals in question number 130 for all the housing units in the building. Then, the total of the addition is input in the corresponding field.

#### **4.8. Total Data of the Page: Questions 142 - 154**

Once the inputting of the data is completed for one of the pages of the register, the total data are completed on the top of the page after making sure the serial number of the page is written clearly.

Question 142 - number of buildings:

This question is about the number of buildings whose data were included in the page. If the data on one building show on more than one page, given the multiplicity of housing units, the data on the building should only show once on the one page where the enumerator began to input data on the housing units in the building. As a result, an error should not be expected in the total account in question 142.

Question 143 - non-populated housing units:

To complete the information for question number 143, the enumerator should add up all the housing units on the page which are empty, under construction, closed and other by referring to question 116. He then records the total in two cells using the corresponding field.

Question 144 - the housing units which are populated by a private household:

To complete the data for question 144, the enumerator should refer to question 116 as well in order to identify the number of housing units that are occupied by private households. He enters the total in question 144.

Question 145 - collective households:

To complete the data of question 145, the enumerator should also refer to question 116 so that he could identify the number of housing units that are occupied by collective households, hotel households, and the public housing. The total is recorded in the corresponding field.

Question 146 - total housing units:

This question is about the total housing units on the page regardless of whether it is occupied or not occupied. This number should equal the total of housing units in question 116 and the total of housing units of which there numbers were cited in question 114 on the same page.

Question 147-150 - the total of households on the page:

Questions 147, 148, 149 respectively comprise the number of private, collective, hotel, and public housing unit households which were listed under occupied housing units in question 116. The total of the households in question 150 should be the same as the total number of households in question 129 and the number of households in questions 147-149.

Question 151-154 - the number of individuals:

These questions are about the number of private, collective, hotel, and public housing unit households. The enumerator should connect the type of the household in question 116 to the number of individuals in question 130. The total number of individuals should also be the same as the one listed in question 130.

After completing the entry of data on page one, the following should be considered:

- When transitioning from one page to the next to enter data, it should be ensured that the data are on top of the page are carefully entered. This includes the number of the page.

- A register is reserved for the housing units of the one block. Under no condition should the housing units of more than one block be entered in more than one register. This being said, it is possible in very special cases, the data about one block could be entered in two registers. In this case, before the registered are submitted, they should be numbered serially as follows:

1. If the number of registers used for one block is one register, the number of the register is recorded in the question 108 as follows 1/1.

2. If the number of the registers used for a block are two: the number of register one is recorded as 1/2. Register two is registered as 2/2. The first number refers to the serial number of the register. The second number refers to the total number of registers used this block and so on.

3. Number 1/4, 2/4, 3/4, 4/4 mean that the number of registers used for the block is four registers.

- After the housing units of any block are enumerated, a new register is used for the housing units of the block that follows. Before moving to the new block, the accuracy of the data written about the first block should be verified. Total accounts of the pages are then copied at the end of the register. They are summed up to come up with the summary data for the block. After that the register is submitted to the inspector for verification.

- It should be ensured that the data on the cover of the register are recorded carefully before it submitted to the inspector.

- It should be ensured that the summary for the data of the registry is carefully recorded on each register. When more than one register is used, the summary of all these registers should show on the first register.

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## **9. FIELD AUDITING OF THE OPERATION OF ENUMERATING BUILDINGS AND HOUSING UNITS**

One of the goals of the census is to reach high levels of comprehensiveness and accuracy in the collected data. Erroneous data reduced the level of success of the census and its scientific value. They result in studies and conclusions that are far from reality. Their use leads to erroneous decisions and development plans that are less successful than they should be. Therefore, workers in data collection and supervisors should do their best to reach results that are highly accurate which would truly reflect the population and housing reality of the Kingdom. To achieve this goal, workers should consider the following:

1. Make sure they maximize understanding in the training sessions.
2. Accomplish the assigned tasks and comply with the required and specific instructions.
3. Comply with the rules and procedures of the field verification that we will address in this part.

### **1.9. Concept of Field Auditing**

Field auditing means auditing all the tasks and operations that get accomplished. The purpose is to ensure the comprehensiveness and accuracy of the data which are collected from their sources. This auditing occurs before the surveys and registers are retrieved from the field. Field auditing includes the following tasks:

1. Each enumerator vets his daily work to discover mistakes that could happen and correct them. This requires going back to the respondent if necessary.
2. Each person in charge, using all possible means of verifying the work of his subordinates, to double check tasks are carried out according to plan and to specified instructions. The supervisor examines a sample of the data that they collected to control for mistakes. The supervisor's instructions should be given on the field. One of the most dominant methods in general censuses are:
  - a. The supervisor conducts a tour in the work area of his subordinates to make sure the enumeration and counting are exhaustive.
  - b. The supervisor accompanies his subordinates, whenever possible, to check their compliance with the rules and conventions for collecting data.
  - c. The supervisor selects a sample of the census units (housing units, and buildings) and collects data about them. He, then, compares his data with the one of his subordinates.

d. The supervisor does partial or comprehensive office auditing of the data collected by his subordinates.

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## **2.9. Importance of Field Auditing**

The importance and advantages of field auditing are summarized as follows:

1. Provide an early opportunity for discovering any neglect, dereliction of duty, or complacency at work from the workers. This allows taking the appropriate measures to address that before it is too late.
2. The possibility of correcting mistakes that are discovered on the field by going back to the respondent. This way the correction is done in a definite way without having to resort to speculation and interpretation.
3. Provide the enumerator with the opportunity to improve the level of his performance once he knows his mistakes.
4. Achieve a high level of coverage of all the units and clean the data that is collected from errors before sending the survey and registers to the census administration.

## **3.9. Actions that Ensur from the Results of Field Auditing**

The actions ensuing from field auditing are divided into two groups according to the results of the auditing:

- a. First group: Correct errors when spotted. The correction is done immediately if the errors are linked to the form. If the errors are content errors, such as that some data is incomplete or contradictory, which makes it hard to correct it immediately, the respondent should be visited again so as to correct the error and complete the missing data.
- b. Second group: Take the appropriate action with the maker of the mistake. The nature of the action varies in its seriousness according to the level and scope of the error as follows:
  1. Re-explain the topics that were not adequately understood.
  2. The controller accompanies the enumerator for some time during the collection of data. He provides him with appropriate guidance. He increases the supervision of the enumerator until he attains an appropriate level of quality in his performance.
  3. Increase monitoring of the enumerator who has tends to be neglectful or to dereliction of duty.
  4. Expel the enumerator if substitute with one of the back-up workers when none of the necessary action for improving his performance have proven effective.

## **4.9. Responsibilities and Duties of the Workers in Field Auditing during the Stage of Enumeration of Buildings and Housing Units**

Supervisor: the supervisor has to fulfill the following:

1. Attend evening meetings that are held between inspectors and controllers in his work area and get to know the difficulties that face them in order to help them overcome these difficulties.
2. Study samples of the completed data in each register of the enumeration of the building and housing units to make sure that they are completed following the conventions and regulations.

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3. Conduct intensive field tours in the areas of the controllers at a rate that is not less than that area of one controller in the work area of each inspector. He should especially emphasize the scattered parts which are characterized by the scattered buildings. He should also emphasize areas that pose special difficulties. The goal of these tours is supervise work, ensure its going in a good and organized fashion, and ensure the coverage of the enumeration operation.
4. Visit the controllers' site of work. Meet the highest possible number of enumerator and study a

sample of the collected data.

5. Conduct field inspection visits to motivate the enumerators to improve performance and boost their morale. The supervisor should meet at least one enumerator in the work area of each inspector during the operation of actual enumeration and actual auditing of the number of buildings and housing units that were completed during this meeting, and were selected randomly.

Inspector: The inspector has to do the following:

1. Accompany each controller on the field for a period that is not less than one hour a day. The inspector continues accompanying the controller on the field until he is sure the controller does his job correctly.
2. Ensure that all the work areas (blocks) and buildings are covered in the operation of numbering and enumeration; including housing units and households. This done through field tours and reviewing the numbers on the field during random visits.
3. Intensify field monitoring and office auditing of the controllers who need assistance.
4. Hold evening meetings with the controllers in the office whenever possible. If this is not possible for some controllers, the inspector should visit them in their offices. During these meetings, the inspector gets to know the difficulties faced by the monitors and help them solve them.
5. Examine a sample of the work of the monitors and ensure they comply with instructions and provide them with the necessary guidance according to the results of the examination.
6. Examine the registers of the reports of the controllers and ensure that they comply with the specified performance rates.
7. Attend evening meetings which the controller holds with the enumerators and do the following:
  - Learn about the difficulties facing them and work on addressing these difficulties.
  - Auditing a sample of the data that is collected and ensure its accuracy.
8. Conduct field inspection visits in the enumerators' work areas and meeting a maximum number of them to bolster their morale, examine a sample of the data collected, and intensify visits to the utmost level possible in the first two days of work.

Controller: The controller has to do the following

1. Perform office auditing of the data collected day in day out. The same is done at the end of work.
2. Conduct tours in his work area to make sure that the operation of enumerating buildings and housing units is covering all the components of the work area.

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3. During the first two days of the enumeration operation, the controller does the following:
  - a. Accompany every enumerator on the field during his visits to the buildings and housing units, and continue to accompany him on the field until the controller is confident that the enumerator could do his task alone and correctly.
  - b. Completely verify the data collected by enumerators, bring the errors to the enumerators' attention, and provide guidelines to the correction methods of data entry.
4. During the period reserved for actual census, the controller exercises effective monitoring on the work of the enumerators in the ways below:
  - a. Hold evening meeting in his office for enumerators who could attend. The controller goes, in person, to meet the enumerators who could not attend these meetings due to the distance of their work areas for the office. During these meetings, the controller learns about the enumerators' difficulties and helps them resolve them. The controller also looks at a sample of the completed data, he verifies the data, and he guides the enumerators to their errors so that they avoid them in

the future.

b. Conduct inspection field tours to the enumerators' work sites. The enumerator particularly emphasizes those enumerators with weak performance levels.

c. Double check that the enumerators completed the required forms in the registers of their reports, and ensure that the enumerators do not exceed the specified limits for rates of performance.

d. Double check that the enumerators have reached their work sites. This is done by conducting tours in the work site for each enumerator and watching the sign that needs to be put at the side of the census number of the building which indicates that the enumerator visited the building and the housing unit. The enumerator also verifies that the enumerator has completed the data from their appropriate source.

e. Double check that the enumerators have covered all buildings, housing units, and households in their work site during the enumeration operation. This verification is done by going back to the register for the enumeration of buildings, housing units, and households. This register is with the controller.

f. Make sure that the enumerator behaves well with the people and spends appropriate time to obtain correct data, and that he asks questions in a way that guarantees accuracy.

5. Once the operation of enumeration of buildings and housing units is over, the controller receives the registers from every enumerator. He verifies the accuracy of the summary that is located on the cover of the register according to the following steps:

a. Verify the summary of the register of the enumeration of building and housing units listed on the top of each page. The summary should match the data input in the survey.

b. Verify the downloading of the totals of summaries in the register of the summary of the register which refers to the summaries of the contents of each register.

c. Match the totals of the summary of the register with the summary on the inside and outside covers of the register.

d. Verification of the register of buildings and housing units against the register of frame enumeration.

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The purpose of this operation is to ensure that the summary of the contents of each register, which is written on its cover, completely matches the contents of the register which include buildings, housing units, households, and individuals.

### **5.9. Revision of the Data in the Register of Buildings and Housing Units**

The revision is undertaken according to the methods and instructions, listed next, in order to spot, within the possible, errors and contradictions in the data.

#### **1. Causes and Sources of Error in the Data of the Survey**

Expertise drawn from the experience of many countries has demonstrated that survey data will not be complete error free regardless of the quality of the selection and training of the enumerators no matter how intense is the monitoring of their work. Therefore, data should be revised on the field before it is returned to the office for review, treatment, and preparation of the data.

The causes and sources of survey data error are numerous and varied. The most important among which are:

a. For some reason, the respondent deliberately gives inaccurate answers to the questions addressed to him. For example, he could exaggerate the number of rooms in the housing unit or the value of monthly rent under the assumption that this would give him a higher social status.

b. The individual does not know the correct answer for some of the questions asked.

c. The enumerator does not comply with specific instructions for entering data either because of lack of understanding, due to negligence and carelessness, or due to a non deliberate oversight or error.

## 2. Comprehensiveness of the Revision

The revision of the survey of the register of buildings and housing units cover form and content. Both of these aspects have conventions, rules and instructions. The rules of form revision are based on the fact that there are specific instructions that were provided for recording data in the survey. Any deviation from these instructions is considered an error that should be corrected. With regard to the rules of the correction of the content, they are based on the fact that there are deterministic, logical, or very probable relationships between the data of the housing unit and the data proper to the other housing units in the same building. These relationships exist as well between some of the data of the housing unit or building and some other of the same housing unit or building. These relationships provide us with an accurate basis for discovering errors and contradictions that could characterize the survey, and as a result, lead to the correction of the errors.

## 3. Rules of Revision

### a. Rules of formal revision and comprehensiveness:

The auditor should scan the survey to ensure that:

1. The enumerator only uses the pen that was handed to him for writing.
2. Compliance with the required sequence in recording the data of the units

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3. There are no loopholes or repetition in the sequence of the numbers of the completed units.
4. The use of words and phrases specified in the instructions.
5. Writing the data clearly in order to avoid errors in the subsequent phases.
6. Absence of paradox between the data written in the registers and the data in the reports.
7. The register is reserved for the buildings and housing units of one block only.
8. Completion of the data of the outside and inside cover of registers in addition to the identification data in each page inside the register.
9. That all the pages of the register/registers have been correctly and sequentially numbered whether they were completed or not. This guarantees that no single page of the pages of the register will be removed.
10. Not to leave any field reserved for the entry of data blank in order to fill it at a later stage. All the data in the questionnaire are completed before the enumerator leaves the housing unit of the household.
11. That the enumerator does not use the sign (=) when the data are similar.
12. That the enumerator writes number (two) and (three) in dialectal way.
13. Compliance of the researcher with writing the responses using symbols in some fields and with words in some other fields.
14. That the enumerator does not use fields reserved for coding to write answers.
15. The enumerator completes the geographic and identification data required on the cover of the register before using it.

### b. Rules for On-site Revision:

The reviewer of the survey needs to watch for the following:

1. Errors of contradiction in the data of the units of enumeration (housing unit/building) the unit.
2. Errors of contradiction between units of enumeration (housing unit/building) that are related.
3. Leaving fields blanks when instructions specify that they should be completed to the last word.
4. Placing the data of the unit of enumeration outside the scope of data. In this case, the coding booklets special for the census are used first. Not symbol outside what is used in the guide is accepted.
5. Errors in gathering the pages' data to obtain a page summary or the summary of the register or any other summaries.
6. The number of buildings and housing units on the page matches the total of the page data on the top part of the survey. The remainder of the content of the summary matches the data entered in the survey about the number and type of households and number of individuals on the page.
7. The observation that the building data are completed once on the line of the first housing unit in the building. it is very important to verify that the enumerator complies with instructions that determine that.

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c. Rules for Technical Revision (Logic and Consistency)

The enumerator needs to make sure that every datum written on any field of the fields of the survey is written using phrases stipulated in the instructions. Any deviance could lead to inability to codify and classify this datum. In addition, there are numerous digital relations that link the data listed in the registers so it is implemented after the formal review is completed, which is:

1. The data for questions 101-104 should be in accordance with what was listed in the guide for geographic localities.
2. The data for question 105-107 should be in accordance with what was listed in census divisions especially those listed in the enumeration of buildings and housing units.
3. The data for question 101-107 which are located on the cover of the register should be similar to the data located on the head of each page of the pages of the register.
4. Number of the page should be serial. Repetition or deletion of these numbers cannot be allowed.
5. Question 110 - the name of the street should be in accordance with what was listed in the guide for coding the streets; other than that should not be accepted. This holds for each locality.
6. Question 112 - the serial number for the building in the block should be:
  - a. Sequential. No deletion or repetition is allowed in the numbers of buildings.
  - b. The last serial number in the block should be equal to the number of the buildings listed in question 155 for all registers in the block.
  - c. The last serial number in the block should be equal to the total of buildings listed in question 142 for all pages.
7. Question 114 - number of the housing unit in the building should:
  - a. Begin from number 1 for each building. Repetition or deletion of the housing unit number is not allowed.
  - b. The last number of a housing unit in the building should be indicative of the total of housing units listed in question 139 for each building.
8. Question 115 - type of housing unit:

**a.** If the type of the housing unit is villa, i.e., code 3:

- The type of heating in question 120 should not be firewood/coal, other or nonexistent, i.e., codes 5 -- 7.
- The source of drinking water in question 121 should not be public faucet, code 2 or spring code 7, or code 8.
- The source of lighting in question 122 should not be gas, kerosene, or other codes 3 -- 5.
- The type of sanitary sewers in question 124 should not be other, or nonexistent codes 3 and 4.
- The answer about the availability of toilet in question 125 should not be "no", i.e., code 2.
- The answer about the availability of kitchen in question 125 should not be no, i.e., code 2.
- The total number of rooms in question 127 should not be equal to the number of bedrooms in question 128.
- The type of building in question 133 should be villa, i.e., code 3.
- The nature of the occupancy of the building in question 135 should not be for work or worship, code 2, 3.

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- The dominant construction materials in question 136 should not be from any of the codes 5 - 8.

**b.** If the type of the housing unit is house; i.e., code 1, it should be that:

- The type of building in question 133 is house; i.e., code 2.
- The type of dominant construction material in question 136 is any of the codes 1-5.
- The number of floors in question 137 cannot exceed 2.

**c.** if the type of the housing unit is apartment; i.e., code 2, it should be that:

- The type of the housing unit in question 133 is apartment building code 1 or house code 2.
- The type of the dominant construction material in question 136 is any of the codes 1 -- 5.

**d.** If the type of the housing unit is barrack; i.e., code 4, it should be that:

- The type of occupancy in question 116 cannot be hotel code 3 or public housing unit code 4, or under construction code 7 or other code 8.
- The type of housing unit in question 133 is barrack, i.e., code 4.
- The type of construction material in question 136 is code 6 or 8.
- The number of floors in question 137 is 1.
- The availability of the elevator in question 138 is blank.

**e.** If the type of housing unit is tent/hair tent, i.e. code 5, it should be that:

- The type of occupancy in question 116 is hotel, i.e., code 3, public housing unit, vacant, closed, under construction, or other; i.e., codes 3 -- 8.
- The type of occupancy in question 116 should not be empty, closed, under construction; i.e., codes 5 -- 8.

- The area in question 123 is equal to zero or blank.
- The type of housing unit in question 133 is hair tent; i.e., code 5.
- The type of construction material in question 136 is code 7 or 8.
- The number of floors in question 137 is blank.
- The availability of elevator in question 138 is blank.
- The nature of occupancy of the housing unit in question 135 cannot be for work only; i.e., code 2 or worship 3, closed; i.e., code 6 or empty; i.e., code 7, or under construction; i.e., code 8.
- The type of ownership in question 117 cannot be rental without furniture code 2, or furnished rental code 3.
- The type of heating in question 120 cannot be central code 1 or electric code 3.
- The source of drinking water cannot be the public grid code 1 or public faucet code 2.
- The source of lighting cannot be public grid code 1.
- The sanitary sewers cannot be public sewers code 1 or absorbing whole code 2.
- The number of rooms in question 127 equals (1), the number of bedrooms in question 128 equals 1.
- The type of building in question 133 is hair tent; i.e., code 5.
- The year of starting to lay the foundation for the building in question 134 is blank.

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- The answer about the availability of the kitchen to question 126 is blank.

**f.** if the type of the housing unit is establishment/workplace; code 6, it should be that:

- The nature of the occupancy of the housing unit in question 116 is occupied by a private household, occupied by a collective household, hotel, and public housing unit; i.e., code 1 - 4.
- In the case the answer to the type of occupancy of the housing unit question 116 is occupied by a private household code 1 or collective household code 2, the type of ownership of the housing unit in question 117 is in return for work; code 5, or free of charge; code 6, or other; code 7. The duration of occupancy of the housing unit in question 119 is equal to zero.
- In the case the nature of the occupancy of the housing unit is hotel code 3 or public housing unit code 4, no data should appear in questions 117 -- 128.
- The type of building in question 133 cannot be barrack, code 4, or hair tent; code 5 or under construction code 7.
- The nature of the occupancy of the building in question 135 cannot be for residence only; code 1, or closed, code 6, or vacant; code 7, or under construction; code 8.
- The construction material dominant in the outside walls in question 136 cannot be hair, wool, fabric; code 7.

**g.** If the type of housing unit is under construction; code 7, it should be that:

- The type of occupancy of the housing unit in question 116 is under construction; code 7, or occupied by a private household 1 or collective household 2.

- The type of occupancy of the housing unit in question 116 cannot be hotel, code 3, or public housing unit; code 4, or empty; code 5 or empty; code 6, or other; code 8.
- If the type of the housing unit in question 115 is under construction; code 7, the type of building in question 133 is barrack; code 4 or hair tent; code 5.
- h.** if the type of housing unit is other (caves, caverns, straw huts...), it should be:
  - The answer to question 116 is occupied by a private household or occupied by a collective household; codes 1 or 2.
  - The type of occupancy of the housing unit in question 116 cannot be a hotel; code 3, or public housing unit; code 4, or vacant; code 5, or closed; code 6, or under construction 7, or other code 8.
  - The answer to question 117 cannot be rented without furniture or furnished rental; codes 2 and 3.
  - The source of drinking water in question 121 cannot be the public grid; code 1 or public faucet code 2; nor can the source of lighting in question 122 is the public grid code 1, nor can the type of sanitary sewers in question 124 is public sewers code 1 or absorptive whole code 2.
  - The area of the housing unit in question 123 is zero.
  - The total of the rooms in question 127 is 1. the number of bedrooms in question 128 is 1.
  - The type of building in question 133 is other; code 8. The year of beginning to lay the foundation in question 134 is left blank.

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- The answer for question 136 related to the construction materials prevalent in the outside walls cannot be any of the codes 1 - 4, 6, and 7.
- The number of floors in question 137 is 1.
- The answer on the availability of the elevator in question 138 is blank. The number of housing units in the building in question 139 is (1).
- If the type of housing unit in question 115 is any of the codes 5 - 8, there should be no answer to question 123 connected to the area of the housing unit in square meters.

9. Question 116 - the type of occupancy of the housing unit:

- a.** If the type of occupancy of the housing unit is hotel; code 3, or public housing unit code 4, there should be not data appearing in questions from 117 - 128.
- b.** If the type of occupancy of the housing unit is any of the codes 5 -- 8, there should be no answers for questions 117 - 130.
- c.** If the type of occupancy of the housing unit is occupied by a private housing unit or collective housing unit, or hotel, or public housing unit; codes 1, 2, 3, 4, there should be answers for questions 129 and 130. Blank is not accepted as an answer. It is possible to accept the answer zero when the type of occupancy is public housing unit or hotel for questions 129 and 130. The nature of the occupancy the building in question 135 is for residence only; code 1 or multi-purpose; code 5, or work; code 2.

10. Question 117 - the type of ownership of the housing unit:

- a.** If the type of ownership of the housing unit is owned by the household or one of its members; code 1, or owned by one of the relatives in return for work or free of charge; codes 4 - 7, no answer should appear for question 118.

**b.** If the nature of the ownership of the housing unit is rented without furniture; code 2, or furnished rent; code 3, there should be an answer for question 118.

11. Question 124 - type of sanitary sewers:

**a.** If any housing unit in the building is connected to the public sewers, the rest of housing units should, as well, be connected to the public sewers, code 1.

**b.** If the answer for question 124 is absorptive hole; code 2 for one of the housing using units, all the housing units in the building should be connected to absorptive holes.

12. Question 128 - the number of bedrooms:

The number of bedrooms in question 128 should be equal or less than the total number of rooms in question 127.

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13. Question 129 - number of households in the housing unit. It should be that:

**a.** The number of households should be one and more if the nature of the occupancy in question 116 is occupied by private household; code 1, or occupied by a collective household code 2, or hotel code 3, or public housing unit code 4.

**b.** The number of households in one housing unit cannot exceed 3 households.

**c.** The number of households in question 129 is equal or less equal to the number of individuals in the housing unit in the question 130.

14. Question 130 - the number of individuals in the housing unit, should be:

**a.** The number of individuals in the housing unit should at least one person, and cannot exceed 99 individuals per household if the type of the housing unit in question 115 is establishment/workplace; code 6 and the answer to question 116 is hotel, public housing unit; codes 3 or 4.

**b.** The number of individuals in the housing unit is 6 individuals or more if the type of housing unit in question 115 is one of the codes 1 - 5, 6, and 8 and the answer to question 116 is occupied by a collective household; code 2.

15. Question 131 - first housing unit in the building:

**a.** The answer to question 131 should be "yes"; code 1 if the number of the housing unit in question 114 is 1.

**b.** If the number of the housing unit in question 114 is 2 and more, the answer to question 131 is "no"; code 2.

**c.** If the answer to question 131 is "yes"; code 1 or no housing unit code 3, there should be answers to questions 132 - 141 following their applicability. If the answer to question 131 is "no"; code 2, there should be no answers to questions 132 - 141.

16. The year of embarking on laying the foundation:

It should be that (2004 - the year of embarking) [is greater than] the duration of work listed in question 119

17. Question 133 - type of building:

Question 133 - type of building

- 1 Apartment building
- 2 House
- 3 Villa
- 4 Barrack
- 5 Hair tent
- 6 Institution/Establishment

- 7 Under construction
- 8 Others

Question 134 - year of beginning to lay the foundation of the building

- Is not less than 1911
- Is not less than 1911
- Is not less than 1911
- 
- 
- Is not less than 1911
- Is not less than 1990
- 

Question 136 - dominant construction material on outside walls

- Codes 1 to 4
- Codes 1 to 5
- Codes 1 to 4
- Codes 6 or 8
- Codes 7 or 8
- Codes 1 to 6
- Codes 1 to 4, and 6
- Code 8

Question 135 - type of occupancy of the building

- Codes 1 to 2, and 4 to 8
- Codes 1, and 4 to 8
- Codes 1, and 4 to 8
- Codes 1 to 2, and 4 to 6
- Codes 1, and 4 to 5
- Codes 2 to 7
- Code 8
- Codes 1 to 2, and 5

Question 137 - number of floors in the building

- Codes 1 to 15
- Codes 1 to 2
- Codes 1 to 4
- Code 1
- 
- Codes 1 to 15
- 
- Code 1

Question 138 - availability of the elevator

- Codes 1 to 2
- Codes 1 to 2
- Codes 1 to 2
- 
- 
- Codes 1 to 2
- 
- 

Question 139 - number of housing units in the building

- Zero and more
- Zero and more
- 1
- 1
- 1

- [] Zero and more
- [] Zero and more
- [] Codes 1 to 2

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18. Question 135 - the nature of the occupancy of the building:

If the nature of the occupancy is for residence only; i.e. code 1, there should answer to questions 114 and 131 and 139.

19. Question 139 - number of housing units in the building:

The number of housing units should equal to the last housing unit number listed in question 114.

20. Question 140 - number of households in the building:

The number of households should be equal to the number of households in all the housing units listed in question 129.

21. Question 141 - number of individuals in the building. Should meet the following criteria:

- a. The number of individuals should be equal to the number of individuals in all the households of the housing units in the building listed in question 130.
- b. The number of households in the housing unit in question 140 is equal or larger than the number of housing units in the building in question 139.
- c. The number of individuals in the building in question 141 should be equal or larger than number of households in the building in question 140.

22. Question 142 - the number of buildings in the page.

[#tr: Must be equal to the number of buildings in this question, the number of lines contained information on the buildings, no questions 132 - 141, and must be equal to the number of answers "yes" any symbol 1 nor any housing code 3 in question 131.]

23. The number of housing units in the page questions 143 - 146 should meet the following criteria:

- a. The number of non-occupied housing units in question 143 should be equal to the number of housing units listed in question 116; i.e., any of the codes 5 - 8, in addition to the codes 3 and 4 and the type of housing unit in question 115 was establishment, and for questions 129 and 130, the answer is zero.
- b. The number of housing units occupied by a private household in question 144 is equal to the number of housing units where the answer for question 116 is occupied by a private household; i.e. code 1.
- c. The number of housing units occupied by a collective household in question 145 is equal to the number of housing units which received in question 116 the answer of occupied by a public household or hotel, or public housing unit; i.e., codes 2 - 4.
- d. The total number of housing units in question 146 is equal to the number of housing units for which there numbers of housing units in the building in question 114. It should be equal to the number of answers in question 131 whether these responses are yes, or no. It should also be equal to the total number of housing units in questions 143 - 145.

24. Number of households on the page, questions 147 -- 150 should meet the following criteria:

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- a. That the number of private households in question 147 is equal to the total number of households in the building in question 129 if the answer to the question 116 is occupied by a private household; code 1.
- b. The number of collective households in the question 148 is equal to the total number of households in question 129 if the answer to the question 116 is occupied by a collective household,

or public housing unit; codes 2 and 4.

**c.** The number of households in the question 149 is equal to the total number of households in question 129 if the answer to the question 116 is hotel; i.e. code 3.

**d.** The total number of households in question 150 is equal to the total number of households in question 129. It should also be equal to the total of households in question 147 - 149.

25. The number of individuals on the page question 151 - 154 should meet the following criteria:

**a.** The number of individuals in the private household in question 151 is equal to the total of number of individuals in question 130 if the answer to question 116 is occupied by a private household; i.e., code 1.

**b.** The number of individuals in the collective households in question 152 is equal to the total number of individuals in the housing unit in question 130 if the answer to question 116 is hotel, i.e., code 3.

**c.** The total number of individuals in question 154 is equal to the total number of individuals in the housing unit for all the housing units in question 130. It is equal to the total number of individuals in questions 151 - 153.

26. Summary of the data of the block questions 155 - 167:

**a.** The number of buildings in the block question 155 should meet the following criteria:

- The number of buildings is equal to the last serial number of the building in the block in question 112.

- The number of buildings is equal to the total number of buildings in question 142 for all the pages.

**b.** Number of housing units question 156 - 159 should meet the following criteria:

- The number of housing units occupied in question 156 is equal to the total number of housing units in question 143 for all the pages of the register/the registers of the block.

- The number of housing units occupied by a private household in question 157 is equal to the total number of housing units in question 144 for all the pages in the register/registers of the block.

- The number of the housing units occupied by collective households in question 158 is equal to the total number of housing units in question 145 for all the pages of the register/registers of the block.

- The total number of housing units in question 159 is equal to the total number of housing units in question 146 for all the pages of the register/registers of the block.

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- The total number of housing units in question 159 is equal to the total number housing units for questions 156 - 158.

**c.** Number of households questions 160 - 163 should meet the following criteria:

- The number of private households in question 160 is equal to the total number of private households in question 147 for all the pages of the register/registers of the block.

- The number of collective households in question 161 is equal to the number of collective households in question 148 for all the pages of the register/registers of the block.

- The number of the hotel households in question 162 is equal to the total of hotel households in question 149 for all the pages of the register/registers of the block.

- The total of households in question 163 is equal to the total of households in questions 160 - 162.

d. The number of individuals questions 164 - 167 should meet the following criteria:

- The number of individual in the private household in question 164 is equal to the total of individuals in the private household in question 151 for all the pages of the register/registers of the block.

- The number of individuals in the collective households in question 166 is equal to the total number of individuals for hotel households in question 153 for all the pages of the register/registers of the block.

- The total number of individuals in question 167 is equal to the total number of individual in question 154 for all the pages of the register/registers of the block.

- The total number of individuals in question 167 is equal to the total number of individuals in questions 164 -- 166.

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The Hashemite Kingdom of Jordan  
Department of Statistics

Population and Housing Census 2004  
Document Number 3

Instructions on the enumeration of buildings and housing units

Prepared by  
The Census Preparatory Committee

January 2004

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## **Introduction**

The goal of conducting the general census of the population and housing units is to obtain up-to-date, comprehensive, and accurate data about all the individuals in a specific time period and about the different characteristics of the buildings, housing units, and households in the kingdom. These data are considered to be the cornerstone for measuring change over time, for preparing designing development plans and evaluating their results. The law of general census stipulates that the department of statistics conducts a general census of population and housing units once every ten years at the maximum. The last census was conducted in 1994. This is in accordance with international recommendations be it regarding its periodicity, or its methodology. The first census was conducted in Jordan in 1952.

The importance of the statistical data and numbers has increased whether they related to the different characteristics of the population or those that concern buildings and housing units. These data constitute necessary tools for the state in designing population and housing policies and setting development plans and other economic, social, and health programs...etc.

For purposes of comprehensiveness and accuracy during the enumeration process, the implementation of the census requires a complete and updated frame for all the buildings, housing units, and households in the Kingdom. This means that each building, each housing unit, and each household should be determined and each of them should be counted; in other words, counting every individual. The goal of this document is to lay the comprehensive and complete foundations for the different operations, which would facilitate the task of the enumerators during the actual enumeration process of the census of the buildings and housing units as a basis for the census of the population.

The administration of the census uses a De facto census style. All the data about the individual are collected where he is located at the time of the census. This is done through direct interviews using official documents such as the family book, passport, the birth certificate, the school certificates, and other documents.

The preparation of this document was principally based on the documents of relevance which were used in the censuses of 1979 and 1994 and the international recommendations in this respect. The department of

statistics looks forward to the full collaboration of individuals in all their positions in helping with the accomplishment of this large statistical work relying primarily on the implementation of the plans designed by the administration of the census and the census staff in all their supervisory positions in a manner that is accurate and timely.

We are grateful to the administration of the census and to all who have contributed to preparing this document and produce it in this form.

Hassan Shakhatra  
General Director of Statistics.

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[Pledge to respect ethical rules in conducting the census not reproduced here]

