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ST. LUCIA
SUPERVISOR'S MANUAL

**Census Office, Chreiki Building
Micoud Street, Castries
Telephone: 452-4410 / 452-3716**

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LIST OF ABBREVIATIONS

| | | |
|-----|------|--------------------------------|
| ED | ---- | Enumeration District |
| SA | ---- | Supervisory Area |
| VR | ---- | Census Visitation Record |
| PVR | ---- | Pre-Census Visitation Record |
| CSC | ---- | Census Supervisors Coordinator |
| OJT | ---- | On-the-job Training |

1. OVERVIEW

A population and housing census is the single most extensive, complicated, and expensive statistical operation that will ever be undertaken by a national statistics office. It is a snapshot and portrait of a country's population at a particular point in time. This point in time is called Census Night. The census is the main source of nationwide statistics, not only at the national level, but also at sub-national levels, down to the smallest geographical unit. This smallest collection unit is referred to as an "enumeration district. The Enumeration District can be considered the census or statistical "building block".

For operational, financial and other reasons, censuses have limitations to the amount and level of sophistication of information that can be collected on a full-coverage basis. Censuses do not usually collect complicated, detailed, and specialized information; instead follow-on surveys usually collect these data on a sample basis.

The success of a census depends on many factors. However, in the final assessment, the most important criteria of success are:

- The level of completeness (coverage) achieved, and
- The quality (the content) of the collected information.

Coverage and quality are the two key words that should be at the back of your mind during the entire census operation.

A good census requires not only good enumeration but also good field supervision. In other words the success of the Census does not depend solely on the enumerator; to a large extent it also depends on you the supervisor. This *Supervisor's Manual* is a comprehensive guide to the field supervision aspects of the census activity. It provides census supervisors with complete descriptions of their roles and responsibilities, including guidelines for supervising enumerators. It is intended for use as a training and reference guide during the course of your work in your supervisory area.

The importance of this Manual cannot therefore be over-emphasized. All supervisors should be thoroughly familiar with its contents and instructions. As a supervisor, therefore, it is your responsibility to read and understand its contents.

As a supervisor you are also expected to be familiar with the contents of the *Enumerator's Manual*. That Manual is a comprehensive guide to the field collection aspects of the census activity. It details the roles and responsibilities of enumerators, including their four main tasks – canvassing, listing, interviewing, and map spotting – in terms of the procedures involved in the enumeration of the housing unit members and the housing conditions. The *Enumerator's Manual* also gives specific instructions in the form of notes to enumerators with respect to the various questions on the Population and Housing Census questionnaires.

2. THE CENSUS

2.1 What is a population and housing census?

A modern population and housing census is the process of collecting, compiling, analyzing, and publishing demographic, socio-economic, and other data pertaining to all persons in a country and the national housing stock and characteristics at a specified time. A census is a form of national stocktaking. Since the census is a complete count of the population and living quarters, it provides detailed benchmark data on the size of the population, age structure, educational attainment, economic activity, disability, housing, and household amenities as well as other major socio-economic characteristics.

2.2 Why take a census?

Most countries conduct censuses every 10 years. Many changes in the social fabric of a country take place over a decade. These changes include fluctuating rates of population growth, changes in employment and unemployment, changes in the annual births and death, immigration and emigration, and internal migration. All of these changes affect the demand for services including hospitals and health clinics, schools and classrooms, basketball courts and other recreational facilities, and infrastructure (including water, electricity, and transportation systems). Census data are useful to both the public and private sectors, including government policy makers, private industry, the media, academia, researchers, labour organizations, small and large businesses, and the general public itself.

2.3 How do we take the census?

The term “census” generally means counting the country’s population as well as recording their characteristics as a snapshot in time. We must complete several distinct and inter-related operations before a picture of the population can be presented.

First, the country’s statistical office must draw up strategic and detailed operational plans outlining what information we will collect, how we will record it, and how we will analyze and present the findings. After we determine this sequence of tasks, we must then organize the field data collection, under careful supervision and with extensive quality control. For this purpose we divide the country into small areas called Enumeration Districts (EDs) and assign an enumerator to each ED. The field supervisor coordinates the activities of several enumerators, monitoring their work and resolves any problems arising during the fieldwork. The supervisor also acts as the link between enumerators and the Census Office.

At the Census Office, staff check and code the completed questionnaires, and prepare them for data capture and subsequent electronic data processing. The data are then edited, tabulated and disseminated. But without proper supervision of the enumeration process, the quality of the collected data is likely to suffer. Effective supervision is necessary if enumeration is to be of a high standard. Only then can the final published tabulations and analysis be of good quality and maximized for informed policy decision making.

2.4 Who provides the census information?

Ideally, the census enumerates every individual in the household directly, but this is not always possible. Therefore, responsible adults can act as proxy respondents to provide the information about other persons in that household, if these adults know the required answers.

2.5 Confidentiality

You must not reveal census data to anyone who is not working with the Census Office. Never reveal any information about a particular person or household except to your Census Area Supervisor (called the Area Supervisor) or a Census Data Evaluator. The Census Act/Law requires respondents to answer census questions to the best of their knowledge, but it also protects their right to confidentiality. Under this Act/Law *you can be severely penalized if you reveal any information about individuals, or their households or places of residence, to any unauthorized person.* This legislation is included in the Privacy Notice which the enumerators are required to carry, it encourages the public to participate in the census because they understand that their personal information will remain confidential.

3. THE SUPERVISOR'S RESPONSIBILITIES AND DUTIES

As a Census Supervisor you will supervise the work of several census enumerators within your Supervisory Area (SA). You are responsible for ensuring that your enumerators complete their work accurately and in a timely manner. The Statistical Office will provide you with credentials to show that you are an official Census worker.

To perform your job well you should, first of all, know your responsibilities and duties and be familiar with the supervisor and enumerator materials. Since part of the supervisor's job is to direct enumerators, it goes without saying that you should be at least one step ahead of them. You also need to be able to communicate effectively with your enumerators as well as with your Census Area Supervisor. You will also need to organize your work properly within your Supervisory Area (SA) if you are to achieve maximum efficiency.

During the census enumeration, you will verify that your enumerators are:

- listing all buildings and DWELLING UNITS in their assigned Enumeration District (ED)
- completing questionnaires for all households in their ED and, within those questionnaires, all questions on the questionnaire for each member of every household and for every dwelling unit
- completing their Visitation Records (VRs)
- Ensuring that the PVR (Pre-Census Visitation Records) building numbers are entered into the VR
- updating their ED maps with new buildings as required.

The above tasks this will involve visiting your enumerators in the field during the data collection process and again after the enumeration has been completed. You may also be called upon to explain to householders or community groups the purpose of the Census, why they should give information to an enumerator, and the importance of providing complete and accurate data.

Below is an overview of your job as a census supervisor. For more detailed information, refer to the appropriate chapters of this manual. As a supervisor, you will do the following:

- Know your interviewers – the census office will provide you with the scores and details about the enumerators under your supervision. In addition, you should have an initial meeting with your enumerators so you can get to know them and exchange additional information with them.
- Become familiar with your Supervisory Area. You will be given a supervisor's map of the area you will be required to supervise and an Enumeration District map of each area to be covered by the enumerators assigned to you.
- Distribute assignments to each enumerator under your supervision.
- Show each enumerator under your supervision the boundaries of his/her Enumeration District prior to enumeration.
- Provide on-the-job training (OJT) and other assistance for your enumerators, as needed.
- Conduct an intermediate review of questionnaires, Visitation records, and maps for completeness and accuracy, and provide any assistance needed. using PART IX: Checking Your Questionnaires for Errors in the Enumerators Manual will assist you in conducting this review.
- Conduct visits to a sample of randomly selected occupied DWELLING UNITS.
- Visit and interview households with occupants who refused to cooperate with an enumerator, or assign these households to other enumerators.
- Provide assistance with Enumeration Districts that enumerators were unable to complete due to difficult and unusual circumstances.
- Reassign Enumeration Districts that require more work to be completed or corrected to other enumerators.
- Conduct a formal check of each enumerator's work at the end of the enumeration process.
- Periodically report on the progress of interviewing in your Supervisory Area and turn in your completed work to your Census Area Supervisor by submitting the Supervisor's transmittal form.

During the course of the enumeration certain challenges will arise which will require special intervention by supervisors. The most likely challenges and the recommended interventions are given below:

- *Refusal by some householders to give information.* In cases where the enumerator has not been able to secure the cooperation of householders, the supervisor should intervene and explain to them the importance of their providing information and the confidentiality of the information that they provide.
- *Difficulty in gaining entrance into gated communities.* The supervisor should make contact with the agency which provides security services to the gated community to

secure permission for his enumerators to be admitted. If he/she encounters difficulty then the matter should be referred to the Census Office for its intervention.

- *Ensuring safety of enumerators entering crime prone areas.* In such areas the principle of “safety in numbers” should be followed, i. e. interviews should be conducted in groups of two or more enumerators accompanied by their supervisor. In areas where this approach is felt to be inadequate, police services should be requested to provide protection. In order to reduce the time enumerators spend in such areas, team-enumeration should be employed to accelerate the process.
- *Securing cooperation from immigrants in giving information.* Where enumerators encounter difficulty in obtaining information from such groups, the supervisor should emphasize to them that all information given will be treated confidentially and will not be used for immigration purposes or shared with any other agencies.

4. CENSUS DOCUMENTS AND MATERIALS

4.1 Census Documents

As a supervisor you must have a thorough knowledge and understanding of the documents involved in the conduct of the Population and Housing Census. These include the Enumerator’s Manual, Supervisor’s Manual, Visitation Record, Pre-Census Visitation Records, Household and Personal Questionnaires, Institutional Questionnaires, Aerial Photos, Enumeration District Maps of your supervisory area, Call-back Cards and Census Control Forms.

Enumerator’s Manual. The satisfactory completion of the Census questionnaires and forms used in the Census requires a good understanding of the *Enumerator’s Manual*. As a supervisor it is even more important for you to completely master it because one of your duties would be to assist interviewers whenever the need arises.

Visitation Record (VR). This is the first Census document to be completed by the interviewer as they start each household enumeration. While its main purposes are clearly indicated within the document, it must be emphasized that it can be used as the basis to assess the rate of progress of the interviewer. You must monitor the progress of the interviewer through the Visitation Record to ensure that enumeration will be completed in the expected time.

Pre-Census Visitation Record (PVR). This document will be used as a basis for assessing the degree of completeness of the Census VR. This document was completed in the months prior to the census and will give a good indication of the number of buildings expected, building numbers and the name and addresses of household, businesses and institutions within the Enumeration District. It should be used by you and the enumerator as a guide to ensure that every building and household in the ED is accounted for.

Census Questionnaires. These are the basic instruments for collecting and recording the Census data. A thorough understanding of them is absolutely necessary if you are to be a successful

supervisor. It consist of a main booklet containing a household and three person questionnaires and single person booklets to be used for households which contain more than three members.

Census Maps. In addition to the Enumeration District Map there is, a numbered Aerial Photo of each enumeration District and the Supervisory Area Map. The latter shows every Enumeration District in your supervisory area. It shows major roads, names, boundaries and important landmarks along with the boundaries of each Enumeration District. This map will help you to find and travel the Enumeration Districts in your Supervisory Area and supervise your enumerators. You are free to mark these maps in any way to aid your work and track the progress in your Supervisory Area.

As a supervisor it is important that you be well skilled in reading maps. If you are experiencing any difficulty in this regard you should again study the section of the *Enumerator's Manual* that covers this topic. If after this you still have any doubt about your map reading skill, you should speak to your Area Supervisor to arrange for re-training in map reading **before the start of census field work**. Note that the Census Office has a team of Mapping personnel who will be available to assist you, please inform your Area Supervisor if you need such assistance and it will be provided to you.

As soon as the area to be supervised has been assigned to you, you should collect all the Enumeration District maps relating to your area, and travel around the entire area with a view to identifying the boundaries of all the Enumeration Districts contained therein.

4.2 Census Control Forms

Census Control Forms (CFs) are specific forms which must be completed by the interviewer and the supervisor to ensure that there is complete coverage of the Enumeration District (ED) and information of the highest quality is being collected; and to keep track of the flow of completed questionnaires from field to office.

A Supervisor's Assignment Form must be completed at the initial stage of the enumeration to record the assignment of EDs to enumerators. This form will contain not only the enumerator's name, the assigned ED and his/her contact information, but also the number of blank questionnaires issued and an estimate of the size of the ED, i.e. number of DWELLING UNITS/households.

The Supervisor's Weekly Control form is another type of control form. It is completed on a weekly basis and submitted to the Census Office to show each enumerator's progress in the field. This form will be used as a supervisory tool when an enumerator's work is being reviewed.

The Enumerators Weekly Transmittal Form is completed by the enumerator at the end of each day of enumeration and shows the total number of questionnaires completed and handed in by each enumerator. This information forms the basis of the Supervisor's Weekly control form for each of the EDs in his supervisory area.

4.3 Supervisor's Kit

You will be provided with a supervisor's kit containing the materials listed below in order to help you complete your duties. Please ensure that you keep these materials with you at all times when you are working in the field and that you secure them in a safe place when you are not working, to prevent loss, damage, or anyone seeing information that is recorded on the forms.

You will be provided with the following items:

1. Your Identification Card (be sure to wear it where it can be seen)
2. Appointment letter
3. Census Supervisor's Manual – this manual
4. Supervisory Area map
5. Supervisor's Assignment Form
6. Census Visitation Records
7. Enumeration District maps
9. Additional Census questionnaires
10. Additional Call-back cards
11. Enumerator's manual (already distributed at training sessions)
13. 2B Pencils
14. Portfolio (satchel) for holding materials

A Description of each of these follows:

Your Identification Card (be sure to wear it where it can be seen) is your official Identification for the Census. It has a plastic casing and should be worn above the waist, when you are working, so that respondents, enumerators, and others can see that you are working for the Census. You will sign it, when you get it, and place it in the plastic casing. You must turn it in with your other materials at the end of the census in order to get your final pay cheque. It remains the property of the Census Office.

Appointment letter provides the official notification to you and others that you are a supervisor, employed for the period of the Census enumeration. You should carry this in your portfolio in case anyone asks you about your position in the Census operations.

Census Supervisor's Manual – this manual. Carry this manual with you when you travel, and when you meet with your enumerators. Refer to it when you are not sure about how to do a certain activity as your part of the Census. Note that sometimes you will need to refer to the Enumerator's Manual. When something is covered there, often it is not also covered here.

Supervisory Area map is a map that covers your entire supervisory area. The geography section of the Statistical Office made this map a complete mapping of the country, and its constituent parts. The map shows all of your enumerator's districts, and their boundaries. You will use this

map to assist in making sure that each enumerator knows his or her boundaries, and that they will not start enumerating in adjacent areas. You will also get together, probably in the central office, to make sure that you and the supervisors from adjacent areas are clear on where your boundaries are and where the adjacent Supervisors' Areas are. Any questions should be resolved in the Central Office with the Census Supervisors.

Supervisor's Assignment Forms provides a list of your enumerators, their addresses, cell contact numbers, email addresses and other information. You need to keep this with you, in your portfolio, during the enumeration so you can contact your enumerators when you need to get together with them.

Enumerator identification cards will be provided by the central Statistical Office. You will receive one card per enumerator and perhaps for substitute enumerators if you need to train another enumerator to replace one that has dropped out. These cards will contain the same information as the Supervisor's ID card, except that you will have a separate card for each enumerator.

Visitation Records. The visitation records are part of the address register, which will also contain callback sheets and sheets listing special places. You should receive one for each enumerator and some extra ones in case an enumerator fills the whole visitation record, or one gets lost, or is ruined because of water, fire, or other calamity.

Enumeration District maps. You should receive a complete set of enumerator maps for your Supervisory Area. You should be receiving one map (or set of maps) for each Enumeration District. These maps should be exactly the same as those the enumerators themselves will receive. The enumerator will update their own maps and turn them in at the end of the Census. After checking their maps, with the updates, against the Visitation Record and other materials, you will be turning in both the enumerator's map and your own.

Census questionnaires. In addition to the questionnaires used for enumerating households (for persons and DWELLING UNITS) there is a shorter form called an institutional questionnaire, which – as the name suggests – is for enumerating institutions. In any case you must keep enough blank census questionnaires on hand so that you can provide enough to enumerators when they need them to continue the enumeration. Do not run out. If you start running low on blank questionnaires, immediately contact the central Statistical Office to get more forms.

Call-back cards. These are also called appointment cards. The enumerators leave these cards if the respondents are not home on the initial or follow up visits. You need to keep a supply of these available, and take some with you when you meet with the enumerators for their reviews. Provide them with sufficient quantities at meetings so that they will not run out. If you are running low yourself, contact the central Statistical Office to obtain more cards.

Enumerator's manual. You will be provided with a copy of the Enumerator's manual for your use. The Central Statistical Office should provide you with additional copies in case you have to train additional enumerators on the job, or if an enumerator loses one.

2B Pencils. You should receive enough 2B pencils to supply your enumerators as required. If you are running low, contact the Central Statistical Office for more forms.

Blue Pens. You will use blue pen (or pens) to correct a sample of questionnaires (or all questionnaires if your supervisor tells you to) that the enumerator turns in. The blue colour will allow you, the enumerator, and office staff to know immediately, what was collected and what was corrected.

Portfolio (satchel) for holding materials. You should carry the portfolio when you travel, with the Census logo side out.

5. SUPERVISOR PROCEDURES

The Supervisor's Manual will be used as a training and reference guide during your supervisor's course of work within your supervisory area.

5.1 Your Census Area Supervisor

As a supervisor you are required to report to your Census Area Supervisor who is your link to (and in most cases *in*) the Census Office. However, you may contact your Census Area Supervisor whenever you have a question that is not covered in this manual, or if you are concerned about any of your job duties.

During meetings with your Census Area Supervisor, keep him or her informed about the progress in your supervisory area. If any of your enumerators produces poor quality work, resigns, or falls behind schedule, inform your Census Area Supervisor immediately. Your Census Area Supervisor will arrange for you to be provided with replacement staff and may also suggest ways to get the delayed work back on schedule.

5.2 Assigning Enumerators to ED's

Each enumerator will be assigned to one Enumeration District at a time by the Census Office. After the enumerator training and after the office assigns the Enumeration Districts, you will give each of your enumerators the material needed for interviewing. These items include an enumerator ID card (that the enumerator receives during training), the Enumerator's Manual, the Visitation Record, an Enumeration District map or maps, call-back cards, census questionnaires, refusal forms, pencils, pens and erasers.

As a rule, you should not give an enumerator his or her (next) second Enumeration District until you have received and reviewed a set of completed Enumeration District forms from that enumerator.

5.3 Showing the Enumerator his/her ED

After training, you will show each enumerator you are supervising the boundaries of his/her Enumeration District prior to enumeration. The cartography section of the Statistical Office did a complete mapping of the country, and its constituent parts. You will get a Supervisor's set of maps. These maps show all of your enumerators' districts and their boundaries. You will use these maps to assist in making sure that each enumerator knows his or her boundaries, and that they will not start enumerating in the same areas. You will also get together with other supervisors, probably in the central office, to make sure that you and the supervisors from adjacent areas are clear on where your boundaries are and where the adjacent Supervisors' Areas are. Any questions should be resolved in the Central Office with the Census Supervisors.

5.4 Your Responsibility

It is essential that you take all the necessary actions to ensure that the enumerators under your supervision complete their work correctly and on time, and that you inform your Census Area Supervisor in the case of a delay or expected delay. You will also turn in your completed work to the Census Area Supervisor when your Supervisory Area has been completely enumerated.

6. INITIAL OBSERVATION

6.1 Guidelines

At the start of enumeration you will conduct an initial observation of each of your enumerators as they canvass and conduct interviews in their Enumeration Districts. This will help to ensure that the enumerators understand their training and follow the interviewing procedures. It will also help you to correct any problems early in the enumeration period.

Answer enumerator questions. During these observation visits, be prepared to answer any questions that the enumerators might have. Try to schedule initial observations during an enumerator's first few days in the field. These procedures will help the enumerator to get a good start, as well as correct any misunderstandings about census procedures.

The enumerator's job. During the initial observation visit you should verify that enumerators are following the rules concerning canvassing, interviewing, entering information in the Visitation Record, updating their maps, and completing questionnaires, as well as answering respondents' questions.

Observe the enumerator canvass and record at least five addresses in the Visitation Record and try to observe him/her complete the interviewing of at least three households. If the enumerator is unable to find any knowledgeable respondents at home, reschedule the observation for a time of day when people are more likely to be at home.

Observing enumeration in action. Try to schedule your first few visits with the weakest enumerators, as determined by their scores on exercises given during the training and your own observations. While conducting an observation visit, allow enumerators to proceed normally with their interviews. Never interrupt the enumerator *unless you see serious problems*.

Correcting enumeration. For example, you may want to provide correct information if an enumerator is giving incorrect information to a respondent. You may also want to interrupt the enumerator if it will help encourage participation by a household that is refusing to be interviewed. Otherwise, you should wait for the enumerator to leave the household before you take any corrective action or offer suggestions to the enumerator. If you find that an enumerator is not following instructions properly, you need to go over the correct procedures with the enumerator using the Enumerator's Manual before he or she goes to the next household.

Correcting enumerator's work. If you are not satisfied with the performance of an enumerator, instruct him or her on the proper procedures to follow, using the Enumerator's Manual. After you have instructed him or her on the proper procedures, observe the same enumerator at three additional households to see if the enumerator's performance improves.

On-the-job training. If an enumerator performs his work satisfactorily, he or she should continue their work without any immediate supervision. If an enumerator's work is below average or poor, you will schedule an on-the-job training (OJT) for him/her. Following this OJT, you will make a final decision about the enumerator's ability to perform the job and discuss it with your Area Supervisor. See on-the-job procedures below.

Additional enumeration areas. When an enumerator has demonstrated the ability to do acceptable work, consider giving him or her a second Enumeration District to work on if one of the following situations applies:

- the enumerator is likely to complete the Enumeration District currently in progress before your intermediate review of his work and will need an additional Enumeration District before that time, and
- the enumerator has completed the Enumeration District except for a few call-backs or other unresolved cases that cannot be completed immediately. Record the assignment and completion of each Enumeration District by each enumerator on the Supervisor's Control Form.

6.2 The Visitation Record

The Visitation Record is a log of the census enumeration process. It is completed by the enumerator who records each building visited and certain basic information such as street address and type of building, and for each dwelling unit contained, the number of persons living in the household or households. Serial numbers are assigned separately to each building, dwelling unit and household for identification purposes.

The Visitation Record serves a number of purposes. Firstly, it constitutes a quality control document which a supervisor can use to check on the progress and completeness of an enumerator's work. Secondly, by totalling the number of persons listed in each Visitation Record

a quick count of the population can be derived before the data processing stage of the census is completed. Thirdly, the household listing derived from the Visitation Records can also be used as a sampling frame for conducting inter-censal surveys. However it would be necessary to update the listing periodically if it is to be used for this purpose.

In general countries should avoid including too many data items in their Visitation Records so as not to slow down the enumeration process. Again the greater the amount of information the enumerator is required to record, the greater the likelihood of errors being made.

Here is the list of the data items entered in the Visitation Record:

- (1) Date of First Visit to building.
- (2) Building Number.
- (3) Dwelling Unit Number.
- (4) Household Number.
- (5) Name of Head of Household (Alias of Head) or Establishment.
- (6) Full Address
- (7) Building Number from Pre-Census Visitation Record
- (8) Total Number of Persons (Both Sexes)
- (9) Male
- (10) Female
- (11) Number of Foreign Visitors in Household on Census Night
- (12) Occupancy Status of Dwelling
- (13) Business Unit Number
- (14) Activity or Business
- (15) Number of Employees
- (16) Size of Holding (in Acres)
- (17) Livestock – Type
- (18) Livestock – Number
- (19) Date Enumeration of household (or Listing of Establishment) was completed.

The following illustration shows a page from a typical Visitation Record. Additional information on agriculture, such as acreage operated by household, principal crop, etc., is also collected.

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6.3 Checking the Visitation Record

On encountering a building in the course of your enumeration you must first complete Columns 1 - 7 of the Visitation Record before commencing to complete any questionnaire.

In the case of occupied dwelling units Columns 8 -12 are filled in after completing Page 2 of the household questionnaire from which the information is transferred.

For all other buildings Columns 13 - 19 should be the appropriate times (see below).

The Visitation Record consists of (17) numbered columns each of which serve a specific purpose.

Col. (1) – Date of First Visit Enter here the date you first visited each building, dwelling unit or business place for enumeration.

Col. (2) – Building Number The purpose of this column is to provide a precise count of the number of buildings in each enumeration district. Each building that you visit must be given a number in serial order as you visit it, starting from 001, 002, 003 etc. IT MUST BE EMPHASIZED that the building number recorded on your enumeration district (ED) map must agree with the number in the Visitation record and on the front cover of the questionnaire and you must follow exactly the route indicated on your enumeration district (ED) map.

The last recorded building number should indicate the total number of buildings in the ED and will be located close to the stop point on your ED map. Remember that a building may contain several dwelling units. In such cases, repeat the building number for each dwelling unit recorded on your visitation record and on your ED map, sub-divide the symbol representing a building to show that the building contains more than one dwelling unit.

Col (3) – Dwelling Unit -Number You are required to number the dwelling units in serial order starting from 001, just as you did for the building numbers. Remember that it is possible to have more than one dwelling unit in a building. In addition, there may be more than one household in a dwelling unit in which case the same dwelling unit number is to be repeated for each household. Thus it will be possible to identify each household with the dwelling unit, which accommodates it. The last number appearing in this column should represent the total number of dwelling units in the ED. Remember a vacant dwelling should not be numbered on the visitation record.

Col. (4) – Household Number Following an identical procedure to that used for Cols. (2) and (3) the numbering of households must be in serial order, starting from 001 and continuing 002, 003 etc. Always check back to verify the last number used in order to avoid repeating numbers. The last

number appearing in this column should represent the total number of households in the enumeration district.

Col. (5) – Name and Surname

Head of Household (Alias)

Name of Establishment/

Name of Institution

You are required, in the case of a household, to write in BLOCK LETTERS the name of the head of the household in this column, putting the surname first and the given (Christian) name or names after e.g. MILLER, THOMAS. This is because surnames quickly identify members of a family, which is represented by the head of the household. The surname of the head will also allow you to link the Census Visitation record with the pre-census Visitation record. Note that an Alias can be inserted in brackets where the respondent is not known in the community by this legal name.

With respect to a business place you must write both the name of the proprietor and the name of the establishment, e.g. “John Black, Green Café”. In the case of an Institution write the full name of the institution e.g. St. Rose’s Nursing Home.

If it is a Vacant Dwelling unit, write “Vacant” here.

Col. (6) – Full address

You must record as much detail as possible. In urban and semi-urban areas where houses are numbered, you must record the number of the house, the name of the road or street, and the town, village or locality. In rural and remote areas, where addresses may be vague, the name of road, track (if named), mile post, electricity pole (lamp post) or other permanent landmarks must be written here.

Col. (7) – Building Number

From Pre-Census

Visitation record

Ensure that column 7 contains the building number which was recorded for this building during the pre-census enumeration record. This number must be transferred to the Census Visitation record from the pre-census visitation record based on the name/surname of the head/owner of business and the address of the household(s) resident in the dwelling unit(s) of the building. The building number from the Pre-census will also be used on the Aerial photograph as a further guide to ensure that the correct building number is transferred from the Pre-Census Visitation Record to the Census Visitation Record.

Cols. (8), (9) and (10)

Number of persons –

Both Sexes, Male and

- Female respectively Enter the total number of males in col.(9) and the total number of females col. (10). Include usual residents who live or expect to stay at this location for at least 6 months as at midnight on Census Night.
- Col. (11) Number of Foreign Number of foreign visitors found in the household on May 10
Of Foreign visitors 2010 are listed here. These are persons who spent census
On Census Night night at the household listed, who were not usual residents of St. Lucia as defined in Section 5.1 number 10 preceding this section. That is, these persons even if related to household members had not lived in St Lucia at least six of the past twelve months and did not intend to live in St Lucia for at least six of the next twelve months.
- Col. (12) Occupancy Status This column will be assumed to be listed as occupied unless otherwise stated. This column tries to ascertain the period of time during the year that the dwelling is actually occupied. Seasonally vacant means that the dwelling is usually only occupied on a seasonal basis and any residents have a permanent residence elsewhere. Otherwise, the building may be non-seasonally vacant, in which case the building is vacant on occasions but not necessarily on a seasonal basis.
- Col. (13) Business Unit No. As in Cols. (2), (3) and (4) you are required to number the business units in serial order starting from 01. Remember more than one business may be operated in the same building in which case use a separate line for each, giving each such business in col. (6) a number. The last number used should be the total number of business units in your area. When this number exceeds 99, start numbering at 01 again and continue.
- Col.(14) – Type of Activity In the case of a business place, you must enter in detail the type of activity carried on there. Examples are: dry goods store, grocery, boutique, motor car repairs, etc.. This information is important in allowing the Census Office to properly classify businesses by type of activity they engage in. Use the remarks column for any additional information.

Please note that in some dwellings a business/activity may be carried on in part of the dwelling unit. Where no place is actually set-aside for this, then the business unit number is put on the same line as the dwelling unit number. **Where a place is set aside for the business/activity, then the business unit number is put on a separate line.**

Note that many such businesses may not have a name. Use the remarks column as appropriate.

Col. (15) Number of paid Employees

The total number of paid employees i.e. persons entered on the pay-sheet of the business place during the last pay period (week, fortnight, month etc.) must be recorded in this column.

Col. (16) No. of Acres operated

Every respondent must be asked if he or any other member of the household operates land for agricultural purposes or keeps any type of livestock. If the answer is NO, skip cols. (16), (17) & (18). Record the total land area operated for agricultural purposes, **regardless of tenure or location**. The total acreage operated by all members of the household should be entered if there is more than one holder in the household. One lot (43,000 sq. ft.) is equivalent to 1 acre. Express value in acres. If the area is less than one lot please indicate by <1 lot. NOTE: 1 carre of land is 3.3 acres.

Col. (17 & 18) Type and No. of Livestock Kept

If the respondent rears more than one type of livestock enter up to a maximum of three types and the number of each type in brackets after the code for that type of livestock. The codes to be used for each type are shown at the bottom of each page of your visitation record

Col. (19) Date of Completion of Enumeration

Enter the date on which the interview ends here. Remember the format for the date to be entered in this column is DD/MM, example and interview completed on the 2nd of June 2010 would be written, 02/06.

You need to check the Visitation Record closely and work with the enumerator, if needed, to make sure that it is filled properly. If remedial re-learning is necessary, do it early in the process to obtain the best results.

6.4 Checking the Maps

The second job is to make sure that the information in the visitation record agrees with the census map and is linked to the pre-census visitation record (PVR) via the PVR number, the fourth of the enumerator's tasks. Note that the enumerator, as seen in the Enumerator's Manual, and other materials including in this manual, has four tasks: canvass, list, interview, and update the map with a building point assigned from the Census Visitation Record. As they travel through their EDs, they mark their maps. The building numbers assigned by the enumerator on the map must agree with the information on the Visitation Record. The ED Number, Building No, Dwelling Unit No, and Household Number must also agree with what is on the front cover of the

questionnaire as well. That is, the information down to the household level must agree on (1) the Visitation Record, (2) the Population and Housing Questionnaire and (3) the map. If any of these does not agree, you and the enumerator must determine what is wrong, and correct the errors at the earliest opportunity. Remember that the government needs a complete census, so every place that people live or could live must be included (and all persons living in these DWELLING UNITS must be included.)

The enumerator's map which you are supplied shows the basics of what you need to check. You should see the following:

1. The geographical identification on the map down to the building level should be exactly the same as in the Visitation Record and on Questionnaires as they are turned in. You will do a complete correspondence at the end, to ensure that this is the case.
2. The map should have a START point where the enumerator should begin enumeration – this will also help orient you if you need to go back to check on any units. The map will also contain canvassing arrows and a STOP point. The Aerial Photo will also assist you in canvassing the ED. Where your Aerial Photo does not contain PVR numbers follow the canvassing arrows and move in a clockwise direction enumerating all buildings on your right.
3. The enumerator should have moved in a direction suggested by the directional/canvassing arrows on the map and PVR numbers on the Aerial Photo, including all buildings and/or dwellings. Each building unit must be numbered on the map.
4. Single family units will normally have one building number, but may have more than one if they contain more than one structure that qualifies as a dwelling unit, based on the definition in the Enumerator's Manual. This information should be verified with reference to the Visitation Record.
5. Apartment buildings will normally have one building number. Again, this information should be verified by the Visitation Record.
6. The enumerator should have started work on the lowest numbered block in the apartment building or the bottom floor, then number the dwelling unit from the ground floor going up.
7. In places where dwelling units are added after the initial visit or an error was made when the number of dwelling units in the building was initially assessed, some numbering may be out of order. Check for these, and ensure that they are corrected using the assigned building number using the next blank line of the visitation record.

8. Sign all completed questionnaires.

6.5 Checking the Questionnaires

The supervisor must check the Visitation Record against the ED map to ensure that they match. She/he should also check the geographical identification on the front page of the questionnaire against both the Visitation Record and the ED map. When the geographical identification is not identical in all three, the supervisor must work with the enumerator to reconcile and differences when they meet. New sets of questionnaires need to be evaluated whenever the supervisor and enumerator get together.

Besides checking the geographical identification data on the questionnaire, the supervisor needs to check for internal consistency in the questionnaire itself.

AS YOU CHECK THE QUESTIONNAIRES, CHANGES (IF ANY) SHOULD BE MADE WITH THE BLUE PEN PROVIDED IN YOUR KIT. DO NOT ERASE ANY INFORMATION COLLECTED BY THE ENUMERATOR. IF THE INFORMATION IS COLLECTED INCORRECTLY, AND YOUR OWN SUPERVISOR AGREES, HAVE THE ENUMERATOR GO BACK TO RE-COLLECT THE DATA. IF YOUR SUPERVISOR INSTRUCTS YOU TO DO THE RE-ENUMERATION, THEN YOU WILL GO BACK TO THE DWELLING UNITS. WHEN YOU DO MAKE CHANGES ON THE QUESTIONNAIRE, MAKE THEM IN PEN, AND DO NOT COVER THE ORIGINAL RESPONSE.

The checks to be made include:

COVER PAGE

1. Ensure that the ED No, Building No, Dwelling No and Household No information completed for every questionnaire.
2. Ensure that the ED No and Household Number is transferred to the top of each person questionnaire in the main booklet and on individual person questionnaires.
3. Note the majority of main questionnaires **MUST** contain the Phone Number of the household. Verify this, if this is not the case this must be investigated since it would be very unusual.

PAGE 2

4. Ensure that the number of persons listed in the listing of household members is equal to the total number of persons in the box provided below the listing.

NATIONAL ARCHIVES AND INTERNATIONAL MIGRATION

5. Ensure that persons over the age of 15 respond to the question on the national archives.
6. Check to make sure the count of persons in 2b is the sum of the people listed below.
7. Check to make sure that if Question 2.(a) on International Migration is “Yes” that people appear below ... and if “No” that the section is blank.
8. Does each person listed have a complete record ... are the numbers easy to read and are the boxes filled complete?

SECTION 2 - HOUSING

9. Dwelling related questions (Q11 to Q17) should only be filled on the first household questionnaire for the specific dwelling unit and not on other household forms where there is more than one household in a dwelling unit.
10. Make sure that boxes are filled completely and that only one box per item is filled where appropriated.
11. We have removed the “Don’t know” and “Not reported” boxes, so each question should be answered. If the respondent did not know the answer, the item should have been left blank. But enumerator instructions tell the enumerator to probe the respondents when necessary.
12. In boxes for rooms and bedrooms (Q23 and Q24), the enumerator should fill the second (the one’s box) when less than 10, there is no need to put in a leading zero.
13. Households should have more than or the same number of rooms as bedrooms. They should not have more bedrooms than rooms.
14. For appliances, Question 29, each item should have a yes or no response.
15. For crimes, the enumerator should x only those crimes which happened. They should leave the others blank.
16. If there was a death in the house, then that death or deaths should be listed by age and sex. If no death, no one should be listed.

SECTION 3 – PERSONAL CHARACTERISTICS

17. Ensure that the ED No and the Household No was correctly transferred to the top of the first page of the person questionnaire.
18. For the person questionnaire – check to be sure of the correspondence between the household listing page (page 2 of the household questionnaire) and the person number is correct at Q34. The person questionnaires should be in order by person number and **always** filled, even if only one person is in the household.
19. Check for obvious problems in the Relationship codes at Q35 – like a parent 3 years old or a grandchild 70 years old – sometimes the enumerators relate the head to each person instead of the other way around, for example.
20. At Q36 and Q37. Check for obvious problems in the date of birth and year of birth. Q36 and Q37 MUST always be complete, they are LAST RESORT questions, there must AT LEAST be an estimate of the person's age.
21. Check to see that ethnic origin and religion (Q38 and Q39) are filled for each person – enumerators tend to forget these questions for the children and other relatives.

SECTION 4 – MIGRATION

22. Check usual residence for completeness.
23. For foreign born at Q43, if never moved from district after arrival in St Lucia move to Q44 and then to Q49.
24. Check the migration items for completeness and that the enumerator has properly followed the skip patterns.
25. People who are born in St. Lucia get certain questions (Q41, Q43, Q45 etc), people who were born elsewhere get other questions (see previous check at 23 above), and everyone gets some questions.
26. Make sure that responses for residence in 2005 are only for those 5 and over and residence in 2001 for those 9 years and over.
27. Check to make sure that at least one citizenship entry is filled.

SECTION 5 – DISABILITY

28. Check the disability items for the skip patterns, if all options are none at Q54 skip to Q57 ... seeing and origin of seeing .. etc. Note that more than one can apply.

29. Ensure that the boxes here are not X'ed and that if applicable a number is written into them.

30. For health aids, more than one can apply, but if none do, the enumerator should have filled "none"

SECTION 6 – HEALTH

31. People can have more than one illness. But if they have none, then "none" should be filled.

32. People can have more than one insurance, but if they have none, then "none" should be filled.

SECTION 7 – EDUCATION AND INTERNET

33. Check the education items for the skip patterns. And for common sense. Very old people should not be in primary school. Check for consistency across the items, age at Q37 and Q60.

34. Check the internet series for the skip patterns. If they don't have internet, then place should not be filled.

SECTION 8 – TRAINING

35. Check the training section for skip patterns and completeness. Note that years of training at Q69 is recorded in months, and not in years.

SECTION 9 – ECONOMIC ACTIVITY

36. Make sure the entries for occupation and industry are legible and complete, that is, a full description is given in each case.

37. Check the economic activity section for the skip patterns, particularly the "unemployment" items – Q82 and Q83.

SECTION 10 – INCOME AND LIVIHOODS

38. Make sure both income questions are filled for those working for pay.

39. Make sure the livelihood is filled for each person 15 years and over.

40. Make sure the remittances amount, if present, is right justified in the boxes.

SECTION 11 – MARITAL AND UNION STATUS

41. Make sure the correspondence between marital status and current union status makes sense.

42. No one should be listed as being married at an older age than they are now.

SECTION 12 – FERTILITY

43. For children ever born and surviving (Q91 and Q92), the total should be the sum of the males and females. Children surviving should never be greater than the children ever born.

44. For first birth and last birth (Q93 and Q94), these numbers should be the same if only one child. And, they should both be less than the current age.

45. Date of last birth should (Q95) only occur if at least one birth (as noted in the skip patterns). If last birth present, then sex, and vital status should be filled.

46. Check for common sense in the deaths to last births.

Make sure the enumerator signs the form, and you sign it too.

7. INTERMEDIATE ACTIVITIES

7.1 Guidelines

As a census supervisor, you must make sure that enumerators complete their work in their Enumeration Districts accurately and on time. You must conduct at least one an intermediate check of all your enumerators to assess their progress and the quality of their work. This second or intermediate review is done near the middle of the enumeration period. You may need to do subsequent reviews if any problems remain.

Timing. You probably will not be able to meet with all of your enumerators the same day to conduct this intermediate review of their questionnaires, Visitation Records, and Enumeration District maps. Therefore, you should schedule meetings at different times and places throughout your supervisory area, allowing you sufficient time to meet with each of your enumerators during the intermediate review period.

Who you review. You should schedule your interim checks so that early in the process you visit any enumerators who received a “below average” or a “poor” rating during the census training. Do not make any assumptions prior to your observations. Sometimes a good enumerator can pick up bad habits; and, sometimes enumerators who started with problems may become very good. During the intermediate check, you will evaluate enumerators work and observe them interviewing, to determine the quality of their work. This intermediate check may be conducted in conjunction with on-the-job training (OJT) or retraining as needed.

If enumerators perform their work satisfactorily during the intermediate check, they may work without further observation. However, if you observe problems with an enumerator’s work, you should conduct on-the-job training at that time or schedule a time to do so. If the enumerator’s work does not improve after on-the-job training, then you should contact your Area Supervisor and request a replacement enumerator.

What to check. During an intermediate check with enumerators, you will need to cover several tasks. You should review all completed documents from the enumerators (Questionnaires, Visitation Records, Census maps, institution questionnaires etc). The review is based on definitions and guidelines found in the Enumerator’s Manual.

During your review of Visitation Records and Enumeration District maps, be sure to cover the following:

- Make sure that all entries are written in pencil are clear and legible. If the enumerator is not writing entries in clearly suggest that they sharpen their 2B pencils more frequently.
- Make sure that the enumerator is staying within his or her Enumeration District boundary
- Make sure that the enumerator is canvassing or updating the ED buildings.
- Note the Aerial photos are more up to date than the Census Map since they were taken in early 2009 whereas the Census Maps were updated in some cases prior to that time. Therefore, pay special attention to the Aerial Photo and PVR number where available. If the PVR number is not available do not include it on the Census Visitation Record the office will enter this later in the month.
- Make sure that the enumerator is showing his or her progress on the Enumeration District map by writing in the building numbers.
- Check that there is an entry in the Visitation Record for each building.
- Verify that the building numbers are unique throughout the Enumeration District.

- Review the enumerator's progress as recorded in the Visitation Record to see how much work the enumerator is performing each day and compare it to predetermined interviews/day rate based on estimated population.

7.2 Dealing with Reluctant Respondents

If an enumerator cannot enumerate at a dwelling unit because the respondent refuses to be enumerated, the enumerator will fill out a refusal form and provide it to you with his or her work. You will then return to that dwelling unit, using information from the enumerator's map to locate it, and try to enumerate the household yourself. You use the same procedures as presented in the Enumerator's Manual, stressing the importance of the census, and that everyone is to be counted. If the respondent still refuses to be interviewed, indicate it on the refusal form, and turn it in to your own supervisor with the rest of the materials.

7.3 Quality control checking

You should perform quality checks on a sample of the data that your enumerators collect. This means that you will be reviewing the work of your enumerators and will revisit some households in your supervisory area to check the data that your enumerators have collected. Your job and your enumerators' jobs will not always be easy. There may be times when your progress is slow, even though you and your enumerators want to do a good job and keep on schedule.

Data falsification. However, you or your enumerators must not complete questions or questionnaires on your own, outside of recording answers that are given by an appropriate respondent in an interview. If any of your enumerators can be shown clearly to have submitted data that have been falsified, the enumerator will be dismissed from his or her job and will not be paid.

Delays in work. Here are some examples of situations where you could expect a delay in the work involving one or more of your enumerators:

- An enumerator resigns.
- Some of your enumerators are slow in producing work. You will need to monitor the productivity of these enumerators carefully to determine if they will be able to complete their Enumeration Districts during the enumeration period.
- One or more of your enumerators are completing fewer questionnaires per day than expected. You will need to monitor their interview rates to see if it is a temporary problem or a more serious problem that may delay interviewing in those Enumeration Districts.
- A larger than expected number of Dwelling Units are in your Supervisory Area. If your enumerators are consistently finding more households than expected, this means that enumeration may take longer than expected in those Enumeration Districts.

Any of these problems may require organizers to add or replace staff to complete the enumeration on time. It is therefore critical that you inform your Census Area Supervisor of any of these events.

7.4 On the job training

On-the-job training occurs in two circumstances:

- (1) an enumerator is not doing his or her job properly and has to be retrained in all or parts of it; or
- (2) a new enumerator is hired because one dropped out, or because an ED was too large and had to be split thereby requiring the training of an additional enumerator for the new Enumeration District. (and enumeration was split because it was too large and another enumerator must be trained for the new Enumeration District.)

On-the-job training must be done very carefully. The initial enumerators are trained for approximately 30 contact hours, using several exercises and test. Also, the enumerators did mock interviews with each other, and also actual interviews in the field with friends and family, as well as exercises in determining what a household is, canvassing and mapping, listing, and so forth. Since it is difficult to do this much training in the middle of the actual census, an operation called on-the-job training provides a short cut to the training. The problem with a short cut, of course, is that something important may be left out.

In doing on-the-job training, try to stay as close to the original training as possible. The training materials from the original training should be used, but in the one-on-one situation, you can stress the important parts of the job, particularly how to handle the questionnaires and Visitation Record.

If you are re-training an enumerator who is only has a few problem areas, then you go directly to those issues. Note that enumerators who are having trouble in interviewing should be tested in a situation that does not compromise the quality of the data – that is, you should monitor the enumeration, perhaps accompanying the enumerator, rather than letting the enumerator go on his/her own, and then finding that you have to return to the Household again because some parts of the questionnaire are left out or done improperly. This activity tends to make the respondents more than a little anxious.

When training from scratch – that is, new enumerators – all parts of the job should be covered. Practice questionnaires should be administered, perhaps on the new enumerator's own household. Make sure that you put large Xs across any filled questionnaires that are used for practice, and that these are turned in separately, so that they do not become mixed in with the good questionnaires.

7.5 Use of the Supervisor's Weekly Control Form

One of your responsibilities is to provide a weekly report on the enumeration activities in your Supervisory Area. The Supervisor's Weekly Control Form is the form used for this activity. An example appears below. Note that the spacing on the actual form differs because you will need space to record the information.

a

SAINT LUCIA
2010 POPULATION AND HOUSING CENSUS
CENSUS DAY - MAY 10TH, 2010

Name of Supervisor

Signature of Supervisor

Week: _____ to _____

SUPERVISOR'S WEEKLY CONTROL FORM

Supervisor No

| | | |
|--|--|--|
| | | |
|--|--|--|

| LINE | NAME OF ENUMERATOR | ED NUMBER | HOUSEHOLDS VISITED | | | | REFUSALS | | CALL BACK | CLOSED | VACANT | ENUMERATOR'S SIGNATURE |
|------|--------------------|-----------|--------------------|-----------|---------|---------|----------|---------|-----------|--------|--------|------------------------|
| | | | TOTAL | COMPLETED | PARTIAL | PERSONS | HOUSEHOL | PERSONS | | | | |
| | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) |
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |



Draft

Name of Area Supervisor

a

At the top of the form, you need to print the following identifying information:

Supervisory Area is your Supervisor Number, and, in some cases a geographical description of where it is located.

Supervisor is your name, printed.

Area Supervisor is your immediate supervisor. Print his or her name here.

WEEK: Next, record the week you are reporting on. Normally this week will run from Monday through Sunday, but some countries will report on weeks that are Saturday through Friday. Which ever it is, meet with the enumerators on a regular, *weekly*, basis to record the information. And, in these spaces, report the first day of the week before the **TO** and the last day of the reporting week after the TO. For example, Sun 9 May **TO** Sat 15 May.

Then, for each enumerator, fill in the following for information, **for each week:**

- (1) Line No
- (2) The Enumerator's name
- (3) The ED number of the enumerator.
- (4) The total number of households reported for that week by this enumerator on his or her Visitation Record.
- (5) The number of completed household questionnaires reported for that week by this enumerator on his or her Visitation Record.
- (6) The number of partially completed household questionnaires reported for that week by this enumerator on his or her Visitation Record.
- (7) Number of persons completely enumerated for that week by this enumerator on his or her Visitation Record.
- (8) The number of households refusals for the week.
- (9) The number of person refusals during the week.
- (10) Record the number of callbacks remaining **at the end of the weekly reporting period**
- (11) Record the number of closed dwellings **at the end of the weekly reporting period.**
- (12) Record the number of vacant buildings remaining **at the end of the weekly reporting period.**
- (13) Record any comments connected with this enumerator's weekly activities.

On the last line, add up the totals for each column.

Then, sign and date the form for the week.

8. FINAL REVIEW

The final review of the work of your enumerators is done before you accept the completed questionnaires. You should begin to schedule final reviews with enumerators when they have nearly completed their entire Enumeration Districts. You will conduct a final review when an enumerator completes his or her entire Enumeration District.

8.1 Guidelines

Acceptable completed Enumeration District. Do not accept incomplete, illegible, or inaccurate work from any enumerator. To minimize unacceptable work, have the enumerator make the necessary corrections in your presence, if possible. Some faults, such as faint or illegible writing by might be corrected easily without going back to the household involved by simply re-writing the information. This should be done in your presence.

Census Visitation Record review. Review completed Visitation Records to verify that entries are complete and legible and that they contain a Pre-Census Visitation Record (PVR) building number. If they are not, then return the Visitation Record to the enumerator for repair. If a completed Enumeration District has no dwelling units, question the enumerator to see how he or she reached this conclusion. If there are no dwelling units in an Enumeration District, you will need to re-canvass the Enumeration District, review the Aerial Photo or verify this information with someone from the Statistical Office.

Reconciliation of the Census Visitation Record with the ED map and the PVR. Use the Visitation Record, ED map to verify all listings and questionnaires. Note any inconsistencies found among the ED map, Visitation Record, and questionnaires. As in the intermediate steps, you may need to send the enumerator back to the field to collect any missing information or resolve inconsistencies.

Reconciliation of Visitation Record with Questionnaires. During the final review, you will put questionnaires in Visitation Record listing order and verify that there is a questionnaire with matching identification for each entry in the Visitation Record. You will also verify that there is a matching map building number for every entry in the Visitation Record. As a general guideline, follow all the steps of review that were followed during the intermediate review.

8.2 Return of Completed Documents

The enumerators will return any remaining completed questionnaires, the Visitation Records, ED maps, Pre-Census Visitation Record, Aerial Photo, control forms, and any blank questionnaires

for their completed Enumeration Districts. After checking all the questionnaires against the Visitation Record and the ED map, as well as checking all questionnaires for completeness, inconsistencies, and legibility, you will bundle all the questionnaires together along with the Visitation Record. You should also check the questionnaire counts on the cover sheet against preliminary population estimates (provided by the Census Office), and investigate any discrepancies.

As a supervisor, you are responsible for arranging for safe custody of the completed schedules and all other documents (used or unused) after enumeration, and their delivery to your Census Area Supervisor. The Census Area Supervisor will review all the work and will reject incomplete, illegible, or inaccurate work, returning it to you for correction. Your work is not completed until your Census Area Supervisor has deemed it to be satisfactory and has signed off on the documents you have delivered to him/her!

