

**GENERAL INSTRUCTION  
TO THE  
ENUMERATOR**

**Malaysia  
2000**

**CHAPTER A**  
**INTRODUCTION**

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## **CHAPTER A**

### **INTRODUCTION**

#### **A1 What are the Population and Housing Census?**

- Population and Housing Census is full census coverage for all living quarters and population at national level.
- For census 2000, all people will be enumerating at their usual place of residence on the Census Day (5<sup>th</sup> July 2000). It also includes the Malaysian citizens and non-Malaysian citizens.
- It is a normal practise to know the accurate total of living quarters and population.

#### **A2 Why the importance of Population and Housing Census?**

- Population and Housing Census are important to the country because it gives information about total living quarters and population.
- Living quarters information that collected is type of living quarters and construction material of outer walls, also basic amenities such as water supply, electricity, toilet and garbage collection.
- In population aspect, amongst the important information that collected is an age, gender and ethnic group. Information about social-economics characteristics such as education, migration, and labour force were also collected.

- All the information was useful for infrastructures development planners, housing, education, health, agriculture, industrial, human resources etc.

### **A3 Population and Housing Census Occurrences**

- Population and Housing Census usually conducted once in 10 years. Previous census was conducted in 1991.
- Population and Housing Census are not conducted every year because it will involve high in cost. Total cost for 1991 Census was RM98 million and for 2000 Census is RM190 million.

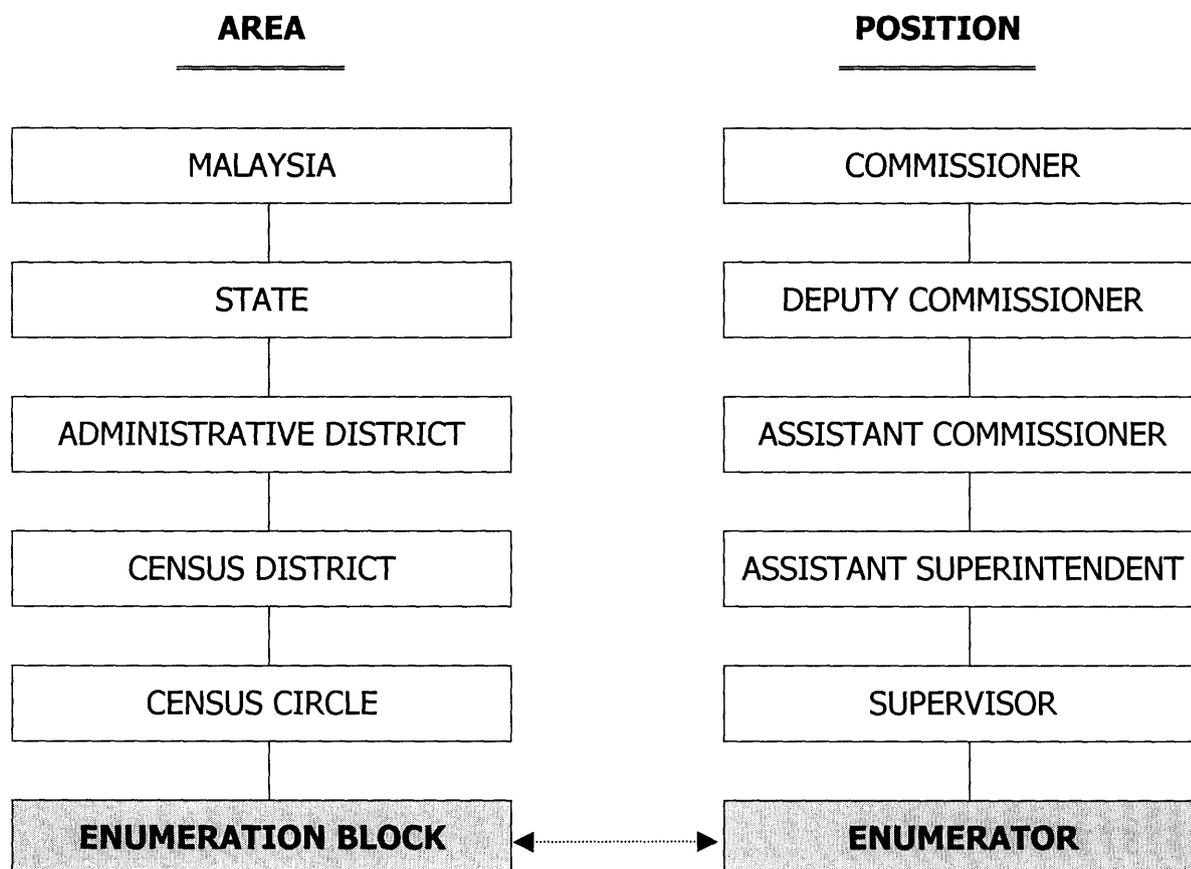
### **A4 The Implementation of Population and Housing Census**

- Population and Housing Census conducted under Census Act 1960.
- Information collected will keep confidential.
- Census Day is on 5<sup>th</sup> July 2000.
- Enumeration works will be held from 5<sup>th</sup> – 20<sup>th</sup> July 2000 for all types of living quarters.

### **A5 Census Structure and Organisation**

- For the Census purposes, Malaysia as overall is divided into small units call **enumeration blocks (EBs)**.
- An enumeration blocks, on average, consisted about 80 - 120 living quarters or about 500 persons.

- Each enumeration block was the area of responsibility of an enumerator.
- The supervisor was responsible for the enumeration in a **census circle**, which consisted of an average of seven enumeration blocks.
- **District Superintendents** was responsible for the census operation within his / her **census districts (CD)** which comprised about 15 census circles (CCs).
- **Assistant Commissioners** were responsible for a number of District Superintendents in **Administrative Districts (AD)**.
- Assistant Commissioners for the respective state are under responsibilities of the **State Deputy Census Commissioners**, whereby the State Deputy Census Commissioners were responsible to the **Commissioner of Census**.
- Separate census structure and organisation were develop for aboriginal enumeration blocks under Department of Orang Asli Affairs (Aboriginal) jurisdiction and responsible which control direct from the Commissioner of Census.
- Level of Census Organisation in terms of operation are shown below:



- Your positions in the Census Organisation are shown above.

#### **A6 Your role in the census**

- You are the person been appointed to do the enumeration work.
- As enumerators, you are the important persons in the Census Organisation because involve directly with the data collecting.
- Since Census 2000 is the big project, your full and active commitments are very important to ensure the project will be successful. If you're failing, the Census also fails.

**CHAPTER B**  
**TASK AND RESPONSIBILITY**

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**CHAPTER B**  
**TASK AND RESPONSIBILITY**

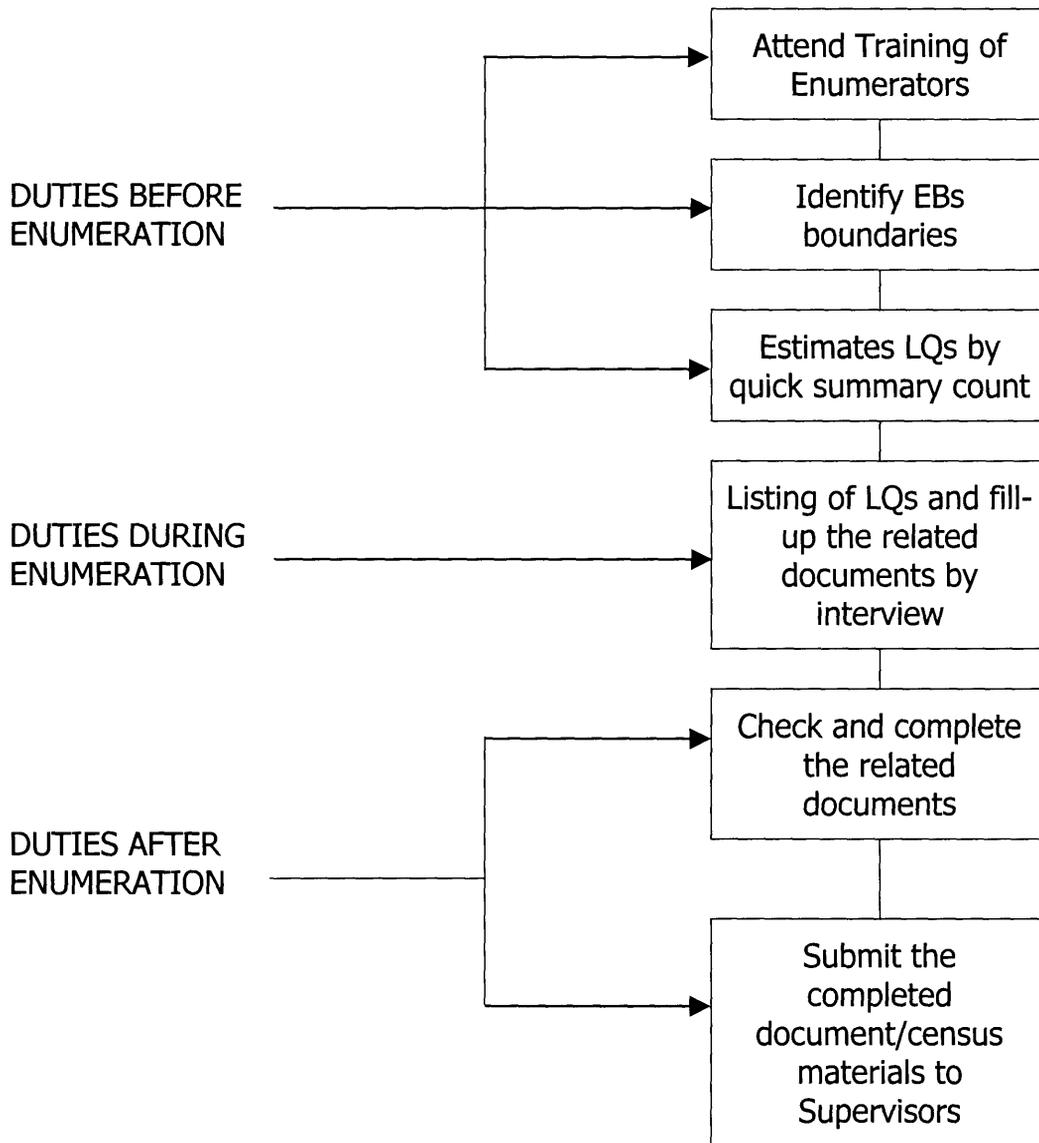
**B1 RESPONSIBILITY**

- Attend Training of Enumerators.
- Identify enumeration block (EBs) boundaries.
- Make a visit and list all Living Quarters (LQs). Information of each LQs and persons will collect by direct interview.

**B2 TASK**

- Attend Training by Supervisors.
- Identify enumeration block (EBs) boundaries.
- LQs by quick count estimation.
- Listing of LQs and fill-up the related documents by interviewing the respondents.
- Check and complete the related document as homework.
- Submit the documents / census materials to Supervisors.

**B3 FLOW CHART**



**B4 CENSUS TIME-TABLE**

- Census time-table is attached inside the front cover of the book. The enumerators are requested to study the scheduled bearing in mind the dates of the census activities.
- It is important to follow the Census time-table carefully.

## **NOTES**

The following chapters explained duties of enumerators in detailed: -

- Before enumeration
- During enumeration
- After enumeration

**CHAPTER C**  
**DUTIES BEFORE ENUMERATION**

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## **CHAPTER C**

### **DUTIES BEFORE ENUMERATION**

#### **C1 TRAINING OF ENUMERATORS**

##### **C1.1 IMPORTANCE OF TRAINING**

Before enumeration, the enumerators are supposed to attend Training of Enumerators given by Supervisor. The enumerators are not allowed to enumerate unless they attend the Training of Enumerators. The main aim of the training is: -

- Equip enumerators on the concept and methodology of the Census.
- Enable the enumerators to perform their duties smoothly.

The training session encompassed the following aspects:

- Work area
- Census definitions and concepts
- Method of listing the living quarters
- Techniques of interviewing
- Procedures of filling census forms
- Discipline and enumeration procedure
- Procedures of returning census documents and materials

##### **C1.2 TRAINING TIME-TABLE**

- Seven (7) days are allocated for Training of Enumerators.

- The time-table for Training of Enumerators is shown in Appendix 1, page number 50.

### **C1.3 TRAINING APPROACH**

The training session is divided into several aspects: -

- Training in the form of classroom
- Audio visual
- Mock interview and
- Field work – identify the EB boundaries and to make quick summary counts of living quarters

### **C1.4 IDENTIFYING EB BOUNDARIES**

- During the Training of Enumerators, a special field visit session is arranged for two (2) days to identify EB boundaries and collective living quarters.
- Refer to EB Map and EB Sketch Map (inside the pocket of Listing Book) helps to identify EB boundaries.
- Make sure that you understand and know your boundaries as well as your area of work so that no areas overlap or being left out. Please inform your Supervisor, if there is any difficulties arises in identifying EB boundaries.

### **C1.5 ESTIMATION OF LQs BY QUICK COUNT SUMMARY**

- Estimation is important to ensure the workload are covered and completed as scheduled.

- Estimation is done by visiting all areas of work and count each LQs in the EB.
- Estimation need to be recorded in the Listing Book (front cover of the Document 1) and EB Boundary Description (Form M3 of the Document 1) and informed to the Supervisor.
- Inform the Supervisor, if cases of Collective LQs are found in additional to those mentioned in the EB Boundary Description (Form M3 of the Document 1).

## **C2 DOCUMENTS AND CENSUS MATERIALS**

### **C2.1 DOCUMENTS / CENSUS MATERIALS FOR TRAINING OF ENUMERATORS**

- During training session, a locked beg containing documents and census materials will be given to enumerators as listed in Appendix 2.
- Make sure that all documents and census materials received shown in Appendix are marked "✓" in the available box. If the enumerator's do not receive any of the documents and census materials, please obtained from the Supervisors.

## **C2.2 PURPOSE OF DOCUMENTS AND CENSUS MATERIALS**

### **C2.2.1 TYPE OF DOCUMENTS**

#### **DOCUMENT 1 - House Listing Book**

- Record all LQs in the work area of the enumerators.
- Contains EB Map, EB Sketch Map and EB Boundaries Description to assist the enumerators to perform their duties smoothly.
- This book is used as a reference during enumeration and training session and enumerators are not allowed to make notes or sketches in the book during the training session.

#### **DOCUMENT 2 – Person, Household and LQ Particulars**

- To record person, household and living quarters particulars. The document should be filled on Census Day that is during interviewing the respondent.

#### **DOCUMENT 2a – Continuation Person Form**

- To collect person particulars and is used only for household with more than seven (7) members.

## **DOCUMENT 2b – 2h**

- Document 2 is translated into several languages as follows:
  - (i) Document 2b (English Translation)
  - (ii) Document 2c (Chinese Translation)
  - (iii) Document 2d (Tamil Translation)
  - (iv) Document 2e (Iban Translation)
  - (v) Document 2f (Kadazan Translation)
  - (vi) Document 2g (Japan Translation)
  - (vii) Document 2h (Korea Translation)
- These documents are used as a reference. The enumerator should fill-up Document 2 but not Document 2b-2h.

## **DOCUMENT 3 – Self Enumeration Form (LQ / Household)**

- Collect information relating to educational / health institutions (e.g. hostels, hospitals), charitable or social welfare institutions, prison, army camps etc.
- The **enumerator should fill up** these documents.

### **DOCUMENT 3a – Self Enumeration Person Form**

- To collect information relating to **persons** at educational / health institutions (e.g. hostels, hospitals), charitable or social welfare institutions, prison, army camps etc. Detailed on enumeration approach is shown in Document 15 (Special Enumeration Instructions).
- These documents should be filled up by every person who live in the LQ on Census Day.

### **DOCUMENT 4 – Code Card**

- To assist the enumerator in giving an appropriate codes for questions in Documents 2, 2a and 3a.

### **DOCUMENT 5 – Listing Card of Living Quarters**

- This card should be pinned as an identification whether the living quarter is occupied or vacant.
- Also as an identification that the living quarter had / had not been visited by the enumerator.

### **DOCUMENT 6 /6a/6b – Re-Visit Letter**

- To inform the occupant of the living quarters of the date and time of next visit.

- Document 6 is used in Peninsular Malaysia only. Document 6a and 6b are applicable to Sabah (inclusive of Federal Territory of Labuan) and Sarawak respectively.

## **DOCUMENT 7 – EB Box Label**

- Purpose of the labels are: -
  - (i) As an identification of EB
  - (ii) EB count summary
  - (iii) Indication to the number of documents available in each box

The pre-printed label indicates the type of document in the respective cardboard box. If additional boxes are required, the label should be glued with glue supplied to the enumerator.

## **DOCUMENT 8 – Enumerator's Identification Card**

- This card: -
  - (i) As a recognition on the appointment of the enumerator.
  - (ii) **Always bring** along during enumeration.
  - (iii) **Return** the identification card to the Supervisor after enumeration is done.

### **DOCUMENT 10 – Letter requesting permission for entry**

- Document 10 is used to get permission for entry for purpose of interviewing persons (respondent) who live in condominium and institutions such as hostels, hospitals, hotels, charitable or social welfare institutions, prison, army camps etc.
- The document is contained in the **Special Enumeration Instructions (Document 15)**.

### **DOCUMENT 12 – Instruction Manual For Documents 1 and 2**

- This document gives a detailed description on the following: -
  - Definition and Census concept
  - Introduction to EB Sketch Map and Enumeration Block Map
  - As a guide to fill Document 1 and 2
- Is used as a main reference during training session and field work.

### **DOCUMENT 13 – Training Workbook**

- To increase level of understanding on items mentioned in Document 12 (Instruction Manual For Documents 1 and 2).

- This book contains several questions relating to topics in Documents 1 and 2 that should be answered during training session.

#### **DOCUMENT 14 – Answers to the Training Workbook**

- Give answers to questions contained in Document 13 (Training Workbook).
- The document is only given to the enumerator after Training Workbook are answered during the Training of Enumerators.

#### **DOCUMENT 15 - Special Enumeration Instructions**

- The document explained on method of enumeration in special areas such as hostels, hospitals, hotels, charitable or social welfare institutions, prison, army camps and other areas where permissions is needed.

#### **DOCUMENT 16 - Instructions to Enumerator**

- Document 16 gives a general explanation on purpose of Census. Role, responsibilities and task as a Enumerator is also explained.

**DOCUMENT 26 - Record of Despatch / Receipt of Census Documents / Stationary**

- This form records flow of despatch / collection and return of documents and census materials at all levels.

**DOCUMENT 27 - Meeting Schedule Between Enumerator and Supervisor**

- This form records place and time agreed to meet by both Supervisor and Enumerator for purposes of discussion and problem solving during enumeration.

**C2.2.2 Uses of Census Materials**

- Census Bag
  - To carry sufficient amount of documents and census materials required for daily enumeration work
  - Used as a based during filling in the documents
  - Documents and census materials should carry are as follows:-

<u>Document</u>	<u>Type of Document</u>
1	Housing Listing Book
2	Living Quarters, Household and Persons Particulars (Please carry sufficient amount on a daily basis)
2a	Persons Form (Continuation)

<b><u>Document</u></b>	<b><u>Type of Document</u></b>
2b – 2h	Translation for Document 2 in selected languages (if necessary)
3	Self Enumeration Form (Living Quarters / Household)
3a	Self Enumeration Persons Form
4	Code Card
5	Listing card of Living Quarters
6/6a/6b	Re-visit Letter
8	Enumerator's Identification Card
10	Letter requesting permission for entry
12	Instruction Manual For Documents 1 and 2 (for reference)

### **Census Materials**

Pencil 2B

Eraser

Pencil sharpener

Paper clip

Double sided adhesive tape

Scissor

- Cardboard Box
  - Cardboard box that contains Document 2 (unused) is given at the end of training session.

- Do not carry the Box during enumeration. It must be kept at home where security is guaranteed, as it will be used to pack the documents when returning to the Supervisor.
- Place every document that has been filled into the Box as the enumeration work is completed on a daily basis.
- At the end of the enumeration, ensure that all forms that have been filled to be placed in the Box. If insufficient, obtain additional boxes from the Supervisor.
- After enumeration work is completed, submit the Box containing Documents 1, 2, 2a, 3 and 3a that have been filled and arranged to the Supervisor.
- Unused documents should be submitted to the Supervisor separately.

<b>REMINDER</b>
<ul style="list-style-type: none"><li>◆ Do not throw away the box</li><li>◆ This cardboard box will be re-used during submission of documents and census materials to the Supervisor after enumeration work is completed</li></ul>

- Stationary

A set of stationary consists of 2 units of 2B pencils, an eraser and a pencil sharpener.

- Paper Clip

Use to clip Persons Form (Continuation) Document 2a and Document 2 if Document 2a is used.

- Double-sided adhesive tape

Use to stick Listing Card of Living Quarters (Document 5) at every LQS. Technique of sticking the card is shown in page 32.

- Scissor

Use to cut double-sided adhesive tape according to specific measurement

### **C3 Collection of Documents and Census Materials**

At the end of the training session, the enumerator will be given documents and census materials as follows: -

**(A) CENSUS DOCUMENTS**

Document Number	Type of Document	No. of Requirement	Remarks
1*	House Listing Book (EB maps)	1 Book	i. Separate book for each EBs ii. Please obtain from the Supervisor, if additional book is required
2	Living Quarters, Household and Persons Particulars	1 Box	i. Each box contains 100 set ii. Please obtain from the Supervisors, if additional book is required iii. If quick count estimates of LQs is more than 100, please obtain additional books from the Supervisor
2a	Persons Form (Continuation)	50 Sheets	i. 50 sheets of Document 2a for each Enumerator ii. Please obtain from the Supervisor, if additional book is required
2b –2h	Translation of Document 2 in English, Chinese, Tamil, Iban, Kadazan, Japan and Korea		Document will be given, if necessary
3  3a	Self Enumeration Form (Living Quarters/ Household)  Self Enumeration Persons Form		i. This document is obtainable from the Supervisor ii. Document is used to enumerate hostels, hospitals, charitable or social welfare institutions, prison, army camps and other areas
4*	Code Card	1 card	One card for each Enumerator
5	Listing Card of Living Quarters	1 packet	i. One packet contains 100 sheets ii. One packet for each Enumerator iii. Additional card is obtainable from the Supervisor, if quick count estimates of LQs is more than 100
6  6a  6b	Re-Visit Letter (Peninsular Malaysia)  Re-Visit Letter (Sabah inclusive of Wilayah Persekutuan Labuan)  Re-Visit Letter (Sarawak)	}  } 20 sheets  }	Each enumerator will be given 20 sheets of the document Additional document is obtainable from the Supervisor

Document Number	Type of Document	No. of Requirement	Remarks
7	EB Box Label		<ul style="list-style-type: none"> <li>i. EB Box Label is pre-printed on each box</li> <li>ii. If more than one box is used for one EB, please obtain additional labels from the Supervisor</li> </ul>
8	Enumerator's Identification Card	1 Card	<ul style="list-style-type: none"> <li>i. Enumerator's Identification Card will be given by the Supervisor / District Superintendent</li> <li>ii. Please ensure that the card is complete (with photo attached and is endorsed by Issuing Office)</li> </ul>
10	Letter Requesting Permission for Entry		<ul style="list-style-type: none"> <li>i. This Letter is used when interviewing respondents living in condominium and institutions such as hostels, hospitals, prison, detention camp, army camps, charitable or social welfare institutions and other areas where permissions is needed</li> </ul> <p><u>Note:</u> Document 10 is required if institutions mentioned above falls in EBs allocated to the Enumerator</p>
12*	Manual Instruction For Document 1 and 2	1 Book	Each Enumerator will be given a book
13*	Training Workbook	1 Book	Each Enumerator will be given a book
14	Answers to the Training Workbook	1 Book	<p>Each Enumerator will be given a book.</p> <p>This book will only be given to the enumerator upon completion of answering the Training Workbook (Document 13)</p>

Document Number	Type of Document	No. of Requirement	Remarks
15*	Special Enumeration Instructions	1 Book	Each enumerator will be given a book.
16*	Instructions to Enumerator	1 Book	Each enumerator will be given a book.
26	Record of Despatch / Receipt Of Census Documents / Stationary	1 Form	Each enumerator will be given a copy of the form for purposes of returning documents / census materials after enumeration
27	Record of Despatch / Receipt Of Census Documents / Stationary	1 Form	Each enumerator will be given a copy of the form for purposes of returning documents / census materials after enumeration

\* Documents are already given to the Enumerator during Training Session

### **(B) CENSUS MATERIALS**

Type of Material	No. of Requirement	Remarks
Census Bag*	1 unit	One bag for each enumerator
Pencil 2B*	2 units	Two pencils for each enumerator
Eraser*	1 unit	One eraser for each enumerator
Pencil Sharpener*	1 unit	One pencil sharpener for each enumerator
Paper Clip*	1 Box	One box contains 100 paper clips
Double-sided adhesive tape*	1 Roll	One roll for each enumerator
Scissor*	1 unit	A pair of scissor for each enumerator

\* Materials are already given to the Enumerator during Training Session

**CHAPTER D**  
**TASK DURING ENUMERATION**

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## CHAPTER D

### TASK DURING ENUMERATION

#### D1 Introduction

- July 2000 was chosen as **CENSUS DAY** and enumeration work could only begin on that day.
- On 5<sup>th</sup> July 2000, the Enumerator should visit LQs such as hostels, hospitals, hotels, charitable or social welfare institutions, prison, army camps and other areas if these LQs are in the EB allocated. The Supervisor should inform the enumerator, if such cases are within their EBs.

#### D2 Listing of living quarters

- During listing, the enumerator should concentrate on place of living such as house, flat and others. These places are named as Living Quarters (LQs).
- During enumeration, the enumerator should list all LQs (whether occupied or vacant) in his / her EBs and filled information of the LQ and every persons in the respective LQ.
- Do not forget to enumerate if his / her living quarter is included in the EB.
- Please make sure that all villages and population settlement areas in your EBs are covered.
- During enumeration work at every LQ, the enumerator need to assign a number by filling Listing Card of Living Quarters (Document 5) and stick it to every LQ.

- Then, the enumerator should filled details such address / post codes / date of visit in the related space of the House Listing Book (Document 1).

### **D3 Interviewing population**

- Upon completion of listing the LQ, the enumerator should then interview the persons in the respective LQ.
- During interviewing, the enumerator should filled Document 2 (Living Quarters, Household and Persons Particulars).
- For every listed LQ, the enumerator should record particulars pertaining to type of LQ, basic amenities such as water supply, electricity, toilet facilities, garbage collection etc.
- For every person living in the particular LQ on Census Day (5<sup>th</sup> July 2000), the enumerator should collect and complete information relating to gender, age, marital status, ethnic group, education, migration and etc.

### **D4 Home work**

- After enumeration work is completed, the enumerator should do home work as follows: -
  - Complete Document 1 (House Listing Book).
  - Check Document 2, 2a, 3 and 3a to make sure that all information are correctly filled.
  - Arrange and keep documents that are completed in the EB box.

**CHAPTER E**  
**RULES DURING ENUMERATION**

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## CHAPTER E

### RULES DURING ENUMERATION

#### E1 Discipline

##### E1.1 Discipline During Enumeration

- **Clothes**
  - First impression of respondent towards you is your clothes. So, your clothes must be neat and clean. Your behaviour also must be good and polite.
  - Make sure that you always wear an enumerator's identification card.
- **Way to introduce yourself**
  - Wide publicity regarding the Census makes your enumeration work easier.
  - Introduce yourself to the respondent, explain to them who you are, your purpose over there and get their permission to do an interview.
  - As an example, you can begin with:

“Good day / good morning, I am ....., an enumerator from The Commissioner of Census office. I would like to do some interviews to get an information about population and living quarters”.
  - Cooperation received was depends on your style of interview.

- For some cases like only the housewife in the house during the visits, it is not suggested for you're to enter the house except with permission. Sit where people can see you.
- During the visits, if you found that respondent is busy and not been able to spend their time for interview, you should ask them for a suitable time to re-visits. Write down the agreed date in Document 1 (column 12).

- **Good Interviewers Characteristics**

**You should** (i) Asked the question with clear and comfort voice.

(ii) Explain if any question rise up by the respondent.

(iii) Always be patient.

**Don't** (i) Show your power

(ii) Use unnecessary words or threat

(iii) Angry

## **E1.2 Working hours**

- There are no specific times for doing enumeration like office work.

- You have to do enumeration work **in the evening** or during **holidays** so that enumeration work will be done during the census period.
- Make sure the specific time to do enumeration work in your area.
  - **In urban areas**, you might be facing some minor problems to contact the respondent during office hours. In this case, you might have to work after 5 pm in the evening.
  - **In rural areas**, time for respondent will be in the house is different for certain areas depending on their type of work (such as paddy workers, smallholder, estate workers and etc) in the area. You have to determine the suitable time to do enumeration work.
- Don't visit them in the midnight. People will not like you when you disturb them during that time.

## **E2 Census information is confidential**

- Under Census Act 1960, you are prohibited to inform / let known the information collected during the enumeration to others. Laws action can be taken after you if you inform / let known the census information to your family, friends, neighbours and anybody else.
- This act are used to you and all the officers that doing the census work.

### **REMINDER**

- \* **Do not interview respondent in groups.**
- \* **Do not seek help from your family to do your enumeration homework.**

## **E3 Problems during the enumeration interviews**

### **E.3.1 Refusal respondents**

- If respondent refuse to co-operate and interviewed for giving the answers to the questionnaire, a few solution might be helpful:
  - (i) Explain in a soft manner to the respondent the importance of the census.
  - (ii) Tell them that you received a good co-operation with the neighbours.
  - (iii) Explain that all information collected will be kept confidentially.
  - (iv) Ask in a polite way for re-visits.
  - (v) In your second visit, if you receive not good responds and co-operation, inform your Supervisors.

### **E3.2 Respondent not in the house**

During visits, it is possible that the respondent will not at home. Problem that respondent will not be around during working hours majority happened in the urban areas including the condominiums. Action that must be taken is:

- Make sure there is no-one in the occupied house

- Make sure it by looking at the condition of the house and environment. If there any signs that the house is occupied (such as shoes, clothes and etc outside the house), don't assume that the house is not occupied. Also ask the neighbours when is the dweller usually will be in the house and you must do the re-visits at the suitable time (fill in re-visits form – document 6 or 6a or 6b).
- If you're not sure, ask the neighbours.
- For housing like condominiums, you must get the permission to enter from the security guards and ask help from the building manager to make a visits and interviews with the dweller. If the dweller not in the house, you must re-visits at the suitable time (fill in re-visits form – document 6 or 6a or 6b).

### **E3.3 Not occupied living quarters**

- If you are sure that the living quarters are not occupied, you should also fill in the Document 1 and 2 and other section that related. Fill in also Document 5.

### **E3.4 No adult respondent in the house**

- If there are no adult / mature respondent during your visit, you should come again when the adult / mature person is in the house.

### **E3.5 Re-visits problem**

- After three times re-visits and you still can't get any adult / mature person in the house, you can get the information from the neighbours or head of the village even though the information given is not complete.
- In the rural areas, you might also do a few time re-visits because of the distance. In this case, you might need to fill in the information given by the neighbours and local people.

### **E3.6 Language difficulties**

- Whenever you are facing a difficulties in language with the respondent, a few action should be taken:
  - (i) Get help from any family members that can speak in a language that you can understand.
  - (ii) To cater language difficulties, document translated in a few languages can be used.
  - (iii) If nobody in the family members can help you to understand the language, you can get help from the neighbours with the permission from the respondent.
  - (iv) If you still facing the difficulties, please report to the Supervisors.

### **E3.7 Workload problems**

- Whenever you cannot finishing enumerate your enumeration blocks (EBs) during a specific period, please inform your Supervisors **immediately**. Supervisors will take action to cater this problem.

### **E3.8 Not enough documents and census materials**

- Contact your Supervisors **IMMEDIATELY** if you're facing with not enough documents and census items needed.

**The success of the census is depending on how complete the information that you receive. You must make an effort to get the information accurate and complete.**

**CHAPTER F**  
**AFTER CENSUS DUTIES**

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<b>F2 RETURNING THE DOCUMENTS AND CENSUS ITEMS TO THE SUPERVISORS</b>	<b>42</b>

## CHAPTER F

### AFTER CENSUS DUTIES

#### **F1 Action taken before handling over the documents to Supervisors**

Before you handling over the documents and census materials to the Supervisors, a few things should be done:

- **Preparing Summary Count in Document 1**
  - After finish fieldwork, summary count for living quarters, households and person should be prepared. Please refer to page 31, Document 1 (House Listing Books).
  - Before preparing the summary count, checking must be done as follows:
    - (i) Check Document 1 especially column (5) and (7) in page 1 to 30.  
  
If "x" stated at column (5), make sure there is **NO** name for Head of Households in column (7).
    - (ii) In page 31, Document 1, make sure the total number on line "TOTAL COLUMN" is correct i.e.:

$$\text{Column (2) + Column (3) = Column (4)}$$

$$\text{Column (6) + Column (7) = Column (8)}$$

- **Estimate Living Quarters Difference**
  - Make sure that total living quarters enumerated not different from the **“Estimation of Living Quarters by Quick Count Summary”**.
  - If summary count for living quarters is lower than Estimation of Living Quarters by Quick Count Summary, you must make a visit to that particulars Enumeration blocks again to make sure that no other living quarters left behind during the enumeration.
  
- **Checking and ensuring the documents is complete:**
  - (i) Document 1 - House Listing Book
  - (ii) Document 2 - Living Quarters particulars,  
(include document 2a)  
Households and Person
  - (iii) Document 3 - Self-Enumeration form  
(Living Quarters / Households)  
– if necessary
  - (iv) Document 3a - Self-Enumeration form  
(Individual) – if necessary
  
- **Compilation of Documents**
  - (i) Compile all documents 2, 2a, 3 and 3a (if necessary) by Enumeration blocks and make sure it's arrange with series:

- Documents need to be arranged by living quarters numbers, from 001 on top followed by 002, 003...etc.
  - If any living quarters had more than 1 households, documents must be arranged by households numbers, such as living quarters 001 have 3 households, household 01 should be on top followed by household 02 and household 03.
- (ii) Make sure the total of complete documents are the same as what stated in Document 1.
- (iii) Arrange all Documents 2, 2a, 3 and 3a (if necessary), and put in the Enumeration blocks cardboard box. Document 1 should be put on top of it. If more than 1 boxes used for 1-Enumeration blocks, Document 1 will only be in the first box for that Enumeration blocks.
- (iv) Fill in the particulars (Document 7) that already printed at the boxes. If extra boxes used for that Enumeration blocks, place the Document 7 at the box.
- (v) If Document 2, 2a, 3 and 3a (if necessary) for Enumeration blocks cannot fit in one box, please take action as follows:

- Get an extra box from the Supervisors and write down necessary particulars on top of the box (Document 7).

Example: 3 boxes used for 1-Enumeration blocks

- ★ At first box, write down 1/3 at labels for Enumeration blocks boxes
  - ★ At second box, write down 2/3 at labels for Enumeration blocks boxes &
  - ★ At third box, write down 3/3 at the labels for Enumeration blocks boxes
- Write down all particulars needed on the labels for Enumeration blocks boxes (Document 7) for all boxes.
  - Total stated at the box must be the total for overall Enumeration blocks and not the total for the boxes only.

## **F2 Returning the Documents and Census Materials to the Supervisors**

- Supervisors will arrange to collect documents and census items.

- As soon as fieldwork for enumeration finish, you need to sign an acknowledge form (please refer to page 33, Document 1) before returning / surrendered documents to the Supervisors.
- Documents and items that should be return are:
  - (i) Document 1 - House Listing Books
  - (ii) Document 2 - Living Quarters particulars, households and Individual (inclusive Document 2a)
  - (iii) Document 3 - Self-Enumeration form (living quarters / households) - if necessary
  - (vi) Document 3a - Self-Enumeration form (Individual) - if necessary
  - (v) Document 8 - Enumerators Identification Card
- Document 1, 2, 2a, 3 and 3a which not been used or cancelled also must be return separately by filling Document 26 (Sending / Receiving Document / Census Item Record).

**REMINDER**

**All documents and census materials should return to the Supervisors not later than 22 July 2000.**

**CHAPTER G**  
**SUMMARY OF ENUMERATOR WORKS**

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**PAGE NO.**

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<b>G2</b>	<b>ENUMERATORS CHECK LIST</b>	<b>45</b>

## **CHAPTER G**

### **SUMMARY OF ENUMERATOR WORKS**

#### **G1 Introduction**

- In previous chapter already mention the detailed about duties and census activities that should be done.
- To make sure that your duties are clear during the enumeration period, enumerators checking list are provided.

#### **G2 Enumerators check list**

- This check list are divided into 3 main activities:
  - (i) Attend Enumerators Training
  - (ii) Enumeration Works
  - (iii) After Enumeration Works
- For every stage mentioned above, please refer to the list to ensure that activities must be finished at the date stated.
- Tick "✓" for each activities that been done into the Check List. Enumerator's duties are at page 46 – 48.

DATE	ITEMS	IF DONE TICK "✓"
20 June 2000 – 4 <sup>th</sup> July 2000	<p><b>i) Attending Enumerators Training</b></p> <ul style="list-style-type: none"> <li>● Make sure that you understand your responsibilities and duties <input data-bbox="1157 448 1241 504" type="checkbox"/></li> <li>● Make sure that you examine your EBs map and clear with the boundaries. Go on the ground to make sure how the boundaries been made. [Refer : pg.12] <input data-bbox="1157 600 1241 656" type="checkbox"/></li> <li>● Make sure that you understand the contents and instructions. <input data-bbox="1157 817 1241 873" type="checkbox"/></li> <li>● Get all the documents and census item for your EBs from your Supervisors when training session ends. [Refer : pg. 24 – 26] <input data-bbox="1157 969 1241 1025" type="checkbox"/></li> </ul>	
5 <sup>th</sup> July 2000 – 20 July 2000	<p><b>ii) Enumeration Works</b></p> <ul style="list-style-type: none"> <li>● Make sure to start enumeration on Census Day (5<sup>th</sup> July 2000). <input data-bbox="1157 1249 1241 1305" type="checkbox"/></li> <li>● If there are any of university hostel, hospital, hotel, welfare institution, enumeration must be start on the 5<sup>th</sup> July 2000. [Refer : pg. 28] <input data-bbox="1157 1384 1241 1440" type="checkbox"/></li> <li>● Make sure that enumeration work finished not later than 20<sup>th</sup> July 2000. <input data-bbox="1157 1601 1241 1657" type="checkbox"/></li> <li>● On the 2<sup>nd</sup> day (6<sup>th</sup> July 2000), meet your supervisor to check your work and settle any problem occurred. <input data-bbox="1157 1758 1241 1814" type="checkbox"/></li> <li>● During enumeration time, make sure that : <ul style="list-style-type: none"> <li>a) LQ Listing was fully covered and organise <input data-bbox="1157 1982 1241 2038" type="checkbox"/></li> </ul> </li> </ul>	

DATE	ITEMS	IF DONE TICK "✓"
21 <sup>st</sup> July 2000 – 22 <sup>nd</sup> July 2000	b) No LQ and villages/locality were left from enumerate c) "Not occupied LQ" was really not occupied d) "Respondent not at home" cases were not classified as not occupied e) Re-visit should be done for "respondent not at home" cases f) All forms filled with complete and accurate information g) Update your homework h) Problems faced during enumeration should reported to the supervisors i) Meet the supervisors at date and time agreed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<b>iii) After census</b> <ul style="list-style-type: none"> <li>● Make sure that "respondent not at home" cases not classified as not occupied LQ. [Refer : pg. 34]</li> <li>● Make sure that all document are completed. [Refer : pg. 39]</li> <li>● Prepare summary count at Document 1 [Refer : pg. 39]</li> <li>● Check coverage by compare it with Total LQ summary at Document 1 (pg. 28) with :Quick count LQ Estimate" [Refer : pg. 39]</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

DATE	ITEMS	IF DONE TICK "✓"
	<ul style="list-style-type: none"> <li>• Document proper organise in Ebs cardboard box. [Refer : pg. 39-43]</li> </ul>	<input data-bbox="1155 360 1238 421" type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Documents and census items are returned to the supervisors not later than 22<sup>nd</sup> July 2000. [Refer : pg. 43]</li> </ul>	<input data-bbox="1155 528 1238 589" type="checkbox"/>

## **APPENDICES**

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**APPENDIX 2  
LIST OF DOCUMENTS AND CENSUS ITEM FOR  
CENSUS TRAINING**

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## **APPENDIX 1**

### **ENUMERATORS TIME-TABLE**

Training begin on ..... 26<sup>th</sup> June 2000 at all states.

Training duration ..... 7 days.

<b><u>DAY</u></b>	<b><u>SESSION</u></b>	<b><u>ITEMS/THINGS</u></b>
1 <sup>st</sup>	1	General
	2	General Instructions to the Enumerator (Doc 16)
	3	Guideline for Doc 1 and Doc 2 [Doc 12] – continued (Chapter A, B, C)
2 <sup>nd</sup>	4	Guideline for Doc 1 and Doc 2 [Doc 12] – continued (Chapter D - F)
	5	Guideline for Doc 1 and Doc 2 [Doc 12] – continued (Chapter G - H)
3 <sup>rd</sup>	6	Guideline for Doc 1 and Doc 2 [Doc 12] – continued (Chapter H)
	7	Guideline for Doc 1 and Doc 2 [Doc 12] – continued (Chapter H - I)
	8	Guidelines for Special Enumeration [Doc 15]
4 <sup>th</sup>	9	Training Book [Doc 13]
	10	Audio visual presentation
5 <sup>th</sup>	11	Mock Interview
6 <sup>th</sup>	12	Field-work to identify EBs boundaries and LQ Quick Count Summary
7 <sup>th</sup>	13	Final discussion (summary) Collecting documents and census item as a preparation for census work

**APPENDIX 2**

**LIST OF DOCUMENTS AND CENSUS ITEM FOR  
CENSUS TRAINING**

**(A) CENSUS DOCUMENTS**

<b><u>Document No.</u></b>	<b><u>Type of Document</u></b>	<b><u>Tick (✓) if had</u></b>
1	House Listing Book (Include maps for the EBS that used during enumeration works)	<input type="checkbox"/>
2	LQ particulars, Household and Persons	<input type="checkbox"/>
2a	Individual Form (continue)	<input type="checkbox"/>
2b*	Translating of Document 2 ( English)	
c	( Chinese )	
d	( Tamil )	
e	( Ibanese )	
f	( Kadazan )	
g	( Japanese )	
h	( Korean )	
3	Self-enumeration form (LQ / HH)	<input type="checkbox"/>
3a	Self-enumeration form (Individual)	<input type="checkbox"/>
4	Card code	<input type="checkbox"/>
5	LQ Listing Card	<input type="checkbox"/>
6	Re-visits form	<input type="checkbox"/>
6a	- Peninsular Malaysia	
6b	- Sabah (include Labuan Federal Territories)	
	- Sarawak	
8	Enumerator's Identity Card	<input type="checkbox"/>
10	Permission Letter	<input type="checkbox"/>
12	Instruction Manual for Documents 1 and 2	<input type="checkbox"/>
13	Training Workbook	<input type="checkbox"/>
14	Answer to the Training Workbook [Given after completed answering all the workbook (Document 13) during Enumeration's training	<input type="checkbox"/>

\* Given when necessary

<u>Document No.</u>	<u>Type of Document</u>	<u>Tick (✓) if had</u>
15	Instructions on Special Enumeration	<input type="checkbox"/>
16	Instructions to Enumerators	<input type="checkbox"/>
26	Dispatch Record / Receiving Document / Census Stationaries	<input type="checkbox"/>
27	Appointment Schedule with Supervisor and Enumerator's	<input type="checkbox"/>

**(B) CENSUS STATIONARIES**

Per Cardboard Box (contain Document 2) (Given at the end of training section)	<input type="checkbox"/>
1 unit of Census Bag	<input type="checkbox"/>
2 pieces of 2B pencils	<input type="checkbox"/>
1 piece of eraser	<input type="checkbox"/>
1 unit of pencil sharpener	<input type="checkbox"/>
1 box of paper clip	<input type="checkbox"/>
1 roll of double sided adhesive tape	<input type="checkbox"/>
Per pair of scissor	<input type="checkbox"/>