

Manual of the interviewed person
II Counting of Population and Dwelling 2005
National Institute of Statistics
Geography and Information services
[Mexico]

[p. 1]

1. The II Counting and the importance of the interviewer

In this chapter the general characteristics of the 2005 Counting are described and the importance of your participation as interviewer is pointed out.

What is the counting?

It is a statistical project, through which information of all inhabitants, households and dwellings in the country is obtained.

What information is obtained?

About the population: the total number of people who reside in Mexico, the number of men and women, how old they are, how many have medical benefits, how many migrated, how many speak an indigenous language, how many know how to read and write, among other aspects.

About the dwellings: the number of dwellings, the material of the floors, the number of rooms, the availability of light, water, sanitary and drainage services as well as some of the goods that they have.

About the households: how many exist, what size they are and the classes of families that there are in Mexico.

Who does it?

The National Institute of Statistics Geography and Information services, (INEGI), with the participation of a large work team, the support of different institutions and the collaboration of all people who live in Mexico, when providing the information.

[p. 2]

When is it carried out?

The design and planning activities began two years ago, but the phase of going out to get the information in all dwellings will be 4 to 29 of October 2005.

How is it carried out?

Every one of the dwellings of the country is visited and a questionnaire is filled out to get information about all the people, households and dwellings. Also, special activities for counting the population that does not reside in a dwelling and Mexican diplomats who are in other countries are carried out.

[Some portions of the original form are omitted.]

[p. 5]

2. Basic definitions

[p. 10]

2.2 Concepts about dwelling, households and population

Below the characteristics of dwellings are defined, so you can identify which you should visit during your job.

Dwelling

Place delineated by walls and covered by roofs, with independent entrance, where people generally eat, prepare food and are protected from the environment.

It is important to point out that the independent entrance permits its occupants to enter and leave the street, field or even a common space with other dwellings, like hallway, patio or stairwell, without passing through the rooms of another dwelling.

[p. 11]

Dwellings are divided into two large groups, according to their occupation characteristics.

Private: are those where one or more people inhabit who form households.

Collective: those used to lodge people subject to the norms of coexistence and behavior for reasons of health, education, discipline, readjustment, religion, work, or legal or military causes.

- Hotel, motel, inn.
- Boarding house, guest house, house of assistance.
- Hospital, sanitarium, house of health, center of medical treatment.
- House for minors, orphanage, cradle house.
- House for older adults, nursing home.
- Lodging for victims of domestic violence.
- Lodging or public rooms for indigents.
- Boarding school, student residence.
- Convent, monastery, religious congregation, seminary.
- Jail, prison, penitentiary, penal colony.
- Rehabilitation center for juvenile delinquents, correctional center.
- Work camp, work barracks, petroleum platform, medical residence.
- Barracks, camp, military, naval or police detachment.
- Refugee camp and lodging of victims.

It is your job to get information of all private dwellings that are located in your work area. Getting the information of the collective dwellings will be done by another team of interviewers.

On your route you can find different classes of private dwellings, such as:

- Independent house.
- Apartment in a building.
- Dwelling or tenement house
- Dwelling or room on the roof.

[p. 12]

- Premises not built for inhabitation.
- Mobile dwelling.
- Shelter.

Independent house

It is a private dwelling that does not share walls, roof or floor with another dwelling and has an independent entrance to a street, road or field.

Apartment in a building

A private dwelling that forms part of a building of many floors or levels; shares any wall, roof or floor with another dwelling and has an entrance from a common hallway, stairwell, etc.

[p. 13]

Dwelling or tenement house

A private dwelling that forms part of a collection of dwellings grouped in the same plot of land; it can share a wall, roof or floor with another dwelling; it has an independent entrance from a space or common area: patio, hallway or stairway. Generally its inhabitants share the sanitary services and access of water.

Dwelling or room on the roof

Room located on the roof of a dwelling or apartment building

Each room on a roof belongs to or is assigned to a dwelling or apartment; nevertheless, people can live here who do not share expenses for eating with the people who occupy this apartment. Only in this case is it considered a separate dwelling.

In some cities, like Mexico City, they are known as service rooms and are located on the roof of buildings.

It is not considered a dwelling when people who sleep in the room on a roof are domestic workers or members of the same household that occupies the apartment, or also when no one lives in the room.

[p. 14]

Premises not built for inhabitation

Building that was built for any economic or specialized activity, like factory, store, storage, lighthouse, workshop, wine cellar, office, school, but at the moment of the interview is used for living.

The space used for living can be the whole premises, or only part of it.

If during the visit, the premises or building is not inhabited, it is not considered a dwelling.

Mobile dwelling

A vehicle or instillation that can be transported from one place to another and that at the moment of the interview is used for living. For example, trailer, rolling house, railroad car, boat, camping tent, circus tent, or similar things.

It is only considered a dwelling if it is used for living at the moment of the dwelling.

[p. 15]

Shelter

An improvised or adapted place that at the moment of the interview is used for living. For example, a cave, sewer, drainage pipe, tunnel, etc.

It is only considered a dwelling if it is used for living at the moment of the census.

Uninhabited dwellings and of temporary use

During the route of your work area, it is possible that you find private dwellings like an independent house, apartment in a building or tenement house, where no one lives or are only occupied temporarily.

The Counting has a special interest in identifying and counting these dwellings; because of this it is important that you keep in mind the following aspects.

Uninhabited dwelling

Independent house, apartment in a building or tenement house, that is available to be inhabited, but that at the moment of the interview does not have residents and is not used for any economic activities, for example, commercial, industrial or service.

[p. 16]

If any independent house, apartment in a building or tenement house is used only as an office, school, or store etc, but no one lives there, it is not considered an uninhabited dwelling.

Dwelling of temporary use

Independent house, apartment in a building or tenement house that is available to be inhabited, but at the moment of the interview does not have residents and is only used at certain times or days of the year, for reasons of vacations, breaks or work.

Population

The number of people who reside habitually in the national territory at the moment of carrying out II Counting of Population and Dwelling 2005.

As interviewer, you are responsible for counting all habitual residents of the dwellings located in the work

area assigned to you.

[p. 17]

Habitual resident of a dwelling

A person who normally lives in a dwelling, where he or she generally sleeps, prepares food, eats and is protected from the environment.

Household

Collection of habitual residents of a dwelling who share expenses, principally for eating.

Adequate informant

It is the head of household or a person 15 years old or older, who is a habitual resident of the dwelling and knows the necessary information.

[Page 18 does not exist.]

[p. 27]

3.3 Questionnaire

The Questionnaire is the instrument where specific information of each one of the dwellings and the population is registered. It is organized in eight pages.

The first is named Title page, in it is written down all information that permits us to locate and identify the dwelling.

[Below the text is a copy of the Title page.]

[p. 28]

In the second page the questions begin that are asked to know the characteristics of the dwelling, the number of occupants and the list of people

Section I. Characteristics of the dwelling consists of seven questions.

Section II. Residents, households and list of people consists of four questions.

[Below the text is a copy of page two.]

[p. 29]

Section III. Characteristics of people, consists of 11 questions that are asked to every one of the residents of a dwelling.

[Below the text is a copy of page three.]

Each Questionnaire has six pages equal to this so that there is enough space to register the information of six members of each household.

[Page 30 does not exist.]

[p. 31]

[Some portions have been omitted.]

[p. 35]

5. How to fill out the inventory of dwellings

The Inventory of dwelling is the instrument that permits us to do a complete registration of all the dwellings that exist in the work area assigned to you. An inventory is filled out for each:

- a. Rural locality with no city blocks
- b. City block
- c. Segment whose key is from A to H.

5.1 Title page

Geographic references are registered corresponding to locality, city block or segment, also, in it the control number of inventories used is registered. It is organized in six parts:

1. Geographic identification
2. Control of inventory
3. Validation
4. Name and key of those responsible
5. Drawing of the work area
6. Observations

Below, how to register information in each one of the parts is explained.

Geographic identification

The data that is written down in this part is basic for knowing which geographic place corresponds to the information.

In the office, before going to your work area, register the information of federal state, municipality and key of *ageb*.

When you are in the work area, register the name and key of locality, the city block and segment key.

[To the right of the text is a filled out form.]

[p. 36]

[Some portions have been omitted.]

5.2 List of dwellings

In the list, one by one the addresses of all dwellings that exist in the city block, locality or segment are registered. It has room for listing 22 dwellings.

Serial number of the dwelling

Assign a number to identify each one of the dwellings of the city block, locality or segment; begin with number 1, then 2, 3 and so on, successively until finishing them.

[p. 39]

In the case that there are more than 22 dwellings in a city block, locality or segment, use another Inventory and continue writing down the following numbers 23, 24 etc, according to the number of dwellings that exist.

[To the right of the text is a filled out form.]

Address of the dwelling

Register the address of the dwelling with the goal of identifying it and locating it and distinguishing it from the rest of the dwellings of the city block, locality or segment.

Write down only the name of the street, avenue, alley, highway or road that is indicated in the signs that are generally located on the corners, as well as the exterior and interior number.

[Below the text is a filled out form.]

When the street where you find yourself does not have a name, you can write down a particular sign or characteristic of the dwelling that distinguishes it from the rest; blue door, red railing, etc.

[Below the text is a filled out form.]

[p. 40]

When a dwelling does not have an exterior number, register N, which means without number and in the blank numbers for street, some information that permits us to easily identify it, for example:

[Below the text is a filled out form.]

This particular sign or characteristic of a dwelling is useful for identifying or remembering the location of

the dwelling easily when you have to return to it.

If in a plot of land there is more than one dwelling and they do not have interior numbers, write N.

When a dwelling does not have an interior or exterior number, write down in the boxes that are blank for street, avenue, alley, highway, road any of the following information:

- The number of the light or water meter.
- The number of the SSA of IMSS.
- The name of the head of household.
- A distinct feature of the dwelling.
- Any brief description of the location of the dwelling.
- The number of the National Campaign for the Eradication of Malaria (CNEP)

[Below the text is a filled out form.]

Total number of households

To fill out this column, it is necessary that you knock on the door of the dwelling and ask: Here in this piece of land (terrace, plot, address, building), how many dwellings (houses, apartments) are there counting yours?

[p. 41]

Write down the Total number of dwellings existing in the piece of land or plot confirming what the person indicates to you.

[Below the text is a filled out form.]

Code of the result

This column is registered after having applied the Questionnaire in the cases in which you have not filled out the Questionnaire because you did not find an informant, they refused to supply the information or it is an uninhabited dwelling or of temporary use.

1 Complete interview. When you get the complete information of the Questionnaire write down code 1.

2 Incomplete interview. If an informant responds to part of the Questionnaire and for any reason cannot continue the interview and the information remains incomplete, register code 2, which means that this dwelling remains unresolved.

3 Absence of informant. Write down code 3 when the occupants of a dwelling are not there at the moment of the visit; when you find people who cannot give you information because they are not residents of the dwelling and they do not know the information of all who live there; when it is a person less than 15 years old, they are domestic employees; do not speak Spanish, or are not capable to give information.

[p. 42]

Also register this code when an informant, for any reason, cannot attend to you at this moment and does not supply any information to you.

4 They refused to give information. Register 4 when an informant refuses to provide information, in spite of you having insisted in an amicable way to get their collaboration.

5 Uninhabited. Write down code 5 for independent houses, apartments in a building or tenement houses, that are available for being occupied, but do not have residents, or are not used for any economic, commercial, industrial or service activity.

To determine that is it in this situation, you should ask at least two neighbors so that you are sure when assigning this code for the dwelling.

6 Temporary use. Write down code 6 if you find independent houses, apartments in buildings or tenement houses that are available to be occupied and in the majority of cases furnished, but where no person resides normally, and they inform you that the dwelling is only used at certain times or days

of the year for reasons of vacations, breaks or work.

So you can identify this situation, it is necessary that you always ask if any person normally lives in this place, for example, if people who take care of the property live there, you should carry out the interview with these people and, therefore, it would not be considered a dwelling of temporary use.

7 Is not a private dwelling. Register 7 if in the Inventory of dwelling you wrote down the address of a construction that is not used for living.

Example:

You arrive at a construction that seems to be a dwelling, nobody answers your knock, you cannot find any neighbors who give you any reason, so you determine that there is an absence of informants and write down code 3. The next day you return at another time, you knock and a person tells you that it is an accounting office; you should register code 7, to indicate that it is not a private dwelling.

[Below the text is a filled out form.]

[p. 43]

Questionnaires received by the SE

In this column do not make any notation; it is filled out by the supervisor of interviewers.

Boxes

The boxes that are found in the bottom part of the list of dwellings Subtotal (page) and Total number of questionnaires (city block, locality or segment) are for the use of the supervisor of interviewers.

[Below the text is a filled out form.]

Observations

In page four this part appears and it is used so that you write the reasons that justify the assigning of codes of result of the visits of the dwellings, as well as anything that permits you to clarify any specific situation.

Also, you can register the date and time in which you can return to an unresolved dwelling to get information,

[Below the text is a filled out form.]

Summary of the report

Register the summary that you have in the cut off date, using the information from the list of dwellings.

Be very careful, since a dwelling can have different codes of result; because of this, you should only consider the last that appears to the right. This applies for all columns.

The chart is formed by lines and columns that you fill out with information that you have registered in the list of dwellings.

[p. 44]

[Below the text is a filled out form.]

Dwellings with interview, codes 1 and 2

Register the sum of dwellings with complete and incomplete interview.

Unresolved dwellings, codes 3 and 4

Register the sum of the dwellings with absence of informant and where they refused to give information

Uninhabited dwellings, code 5

Register the sum of uninhabited dwellings.

Dwellings of temporary use, code 6

Register the sum of the dwellings of temporary use.

Code 7 It is not a private dwelling; it is not registered in the chart.

When you have to fill out this chart again, in the following cut off date, add again the last codes of result that each dwelling has; it does not matter that they have been counted before.

[p. 54]

6.4 How to fill out the questions of the Questionnaire?

Below the information that you must find out in each one of the questions of the Questionnaire of the Counting 2005 are explained in detail and the precise form in which the answers should be written down.

Section I: Characteristics of the dwelling

If the class of private dwelling is an independent house, apartment in a building or tenement house and dwelling or room on a roof, ask questions of section 1.

If it is a premises not built for inhabitation, mobile dwelling or shelter, do not ask the questions of section I: Characteristics of the dwelling.

1.1 Floors

In this question, it interests us to know the material that covers the floor of the dwelling.

Dwellings exist that do not have any type of covering for the floor, of which you should include in the first option, Earth.

If it is pointed out that if the floor of a dwelling is covered by more than one different material, ask for the predominant one and mark the corresponding option.

[Below the text is a filled out form.]

[p. 55]

1.2 Number of rooms

The first question refers to the number of rooms (delineated by walls and roof) that are regularly used to sleep, although they have another use.

With the second question, it is to know the total number of rooms that a dwelling has: kitchen, living rooms, dining room, large room, bedroom, or study.

Verify that an informant does not include hallways or bathrooms in any of the two questions.

When in a dwelling, wine cellars, granaries, commercial premises, stores, depots and others similar spaces exist, they are thought of as rooms only if they are used regularly for sleeping. That is, count them as bedrooms and also in the total number of rooms. But if nobody sleeps there, do not count them.

Be careful to point out that all rooms of a dwelling are counted since in some places, the dwellings have separate or independent rooms in the same plot of land.

[To the right of the text is a form for 1.2 Number of rooms.]

[p. 56]

There are dwellings that have a single room that is used for sleeping, cooking, eating, etc; you should consider that the dwelling has a room for sleeping in the first question one room total, for the second question.

[To the right of the text is the filled out form 1.2 Number of rooms.]

1.3 Electricity

With this question it is known if a dwelling has electric light.

Electric energy that is used can be provided from different sources: public system, private plant, storage battery, etc.

[To the right of the text is a form for 1.3 Electricity]

1.4 Goods

This question identifies if a dwelling has television, refrigerator, washer or computer.

You should read each one of the options of goods and mark those where they respond Yes.

Option 5 should be marked in those cases where they do not have any of the four appliances that you mention.

[To the right of the text is a form for 1.4 Goods.]

[p. 57]

1.5 Availability of water

With this question, dwellings that have water from a pipe that is supplied by the public service system are identified (whether inside or outside the dwelling): as well as the form in which people are supplied water when not from the public service in their dwelling or in their property.

Read each one of the options until getting an affirmative answer and mark only one answer in the Questionnaire. Keep in mind the following considerations to help the informant and identify the option of the correct answer.

[To the right of the text is the form for 1.5 Availability of water.]

1. The public system within the dwelling?

If water is provided by the public service system and the dwelling has a system of pipes so that it can come to the kitchen, toilet, bathroom or other similar installations.

2. The public system away from the dwelling but within the plot of land?

If water is provided by the public service system, but only to a hydrant or faucet within the plot of land

3. A public well or hydrant?

If inhabitants are provided water, carrying it from a hydrant or faucet in the street.

4. Another dwelling?

If inhabitants are provided water, carrying it from another dwelling.

5. A pipe?

If inhabitants are provided water through means of service of a tanker. Generally it is stored in cans, tanks, or another class of recipients.

6. A well?

If inhabitants are provided water that comes from wells, which can be located within or away from the plot or piece of land.

7. A river, stream, lake or other?

If inhabitants get water from a river, stream, lake, canal, reservoir, etc.

[p. 58]

[Below the text are forms and drawings of four of the seven options.]

[p. 59]

1.6 Lavatory or sanitary services

The objective of the first question is to know if in a dwelling an installation exists for the evicition of human wastes.

This installation is known by different names (lavatory, sanitary system, toilet, WC, etc) mention it

according to how it is known in the region or locality where you carry out the interview.

It is considered that a dwelling does not have a lavatory when it does not have any instillation for the eviction of human wastes, so its inhabitants do their duties outside (yard, patio, field, garden, etc) or use the lavatory of another dwelling.

[To the right of the text is a form for 1.6 Lavatory or sanitary service.]

In the second question, read each one of the options until getting an affirmative answer and mark it.

[Below the text are forms and drawings of two of the five options.]

The option *It does not have water?* should be marked when an instillation does not need water to function. For example, dry latrines, black holes and blind wells.

[p. 60]

1.7 Drainage

A dwelling has drainage if it has a system of pipes that permit eviction away from the dwelling of waters used in the sanitary service or lavatory, in the kitchen sink, in the shower or in other similar instillations.

Some synonyms of drainage are: pipes, pipe system, drains, or sewers, among others. When you ask the question, mention the name with which it is known in the region.

Take into account the comments of the following chart to locate correctly the answer option.

[To the right of the text is the form for 1.7 Drainage.]

1. The public system?

Dwelling whose sewage system is connected to the drain system in the street.

2. A septic tank?

Dwelling whose sewage system discharges into an instillation, excavation or special preparation in the plot of land of the dwelling.

3. A pipe that goes to a gully or crack?

Dwellings whose sewage system discharges directly to a gully or crack.

4. A pipe that goes to a river, lake or sea?

Dwellings whose sewage system discharges in a river, lake or sea.

5. It does not have drainage?

Dwellings that do not have a sewage system to evict water used away from the dwelling.

[Below the text are forms and drawings of four of the options.]

[p. 61]

Section II. Residents, homes and the list of people

2.1 Number of people

This question is asked to know the total number of people who reside habitually in a dwelling.

[Below the text is a form for 2.1 Number of people.]

Write down the number of people the informant indicates. If there are doubts about who should be considered habitual residents, keep in mind the following criteria.

Habitual residents are:

- Newborns who have not come home yet because they are still in the hospital.
- Those who are temporarily absent because of vacation, hospitalization, traveling for work or business, scholarly practices or any other cause.
- Those who cross the border daily to work in another country, if they return to Mexico on weekends.

- Domestic workers and their families who sleep in the dwelling.

[p. 62]

[Below the text are drawings of six of the options.]

[p. 63]

- Foreigners who normally live in the dwelling.
- People who at the moment of the interview are present in the dwelling and do not have another place to live.
- People who because of a work or study dynamic do not eat in the dwelling, but sleep there.
- Guests who sleep in the dwelling and pay for the service of lodging.
- Those who go from one locality to another to work or study, daily or many days a week, or those who return to the dwelling on weekends.
- People who because of their job, do not sleep in the dwelling or require frequent trips to other cities, but recognize the dwelling as their place of habitual residence, such as the case of truck or railroad drivers, traveling salespeople, nurses who work at night, etc.

Habitual residents of the dwelling are not:

- People who are visiting and have another place of habitual residence.
- People who left to live in another place because of studies, work or another cause.

If an informant does not know how to determine if a person is a habitual resident or not, apply the following criteria in the order indicated, that is, if with the first of these the informant still does not know how to define the condition of residence of any person, ask the second. It is very important that you respect the established order.

1. Recognizing the address. Say to an informant: "If I asked this person directly where he or she lived, what would the answer be?" If the answer is "here" (dwelling where the interview is carried out), it is a habitual resident. If another dwelling is the answer, do not include the person.

[p. 64]

If after applying this criterion, the informant still does not know, apply the second.

2. Time of absence. Ask for the time that the person has been absent from the dwelling. If it is less than six months, consider as resident of the dwelling. If it has been a six months absence or more, do not include the person.

Example:

Informant: He goes for a time to work, but returns.

Interviewer: If I ask him, where do you live, what would he say?

Informant: Here.

Then he is considered a habitual resident and should be included in the number of people.

If the answer is there.

He is not considered a habitual resident and should not be included in the number of occupants.

If the answer is I wouldn't know what to tell you, apply the second criteria.

Informant: I wouldn't know what to tell you.

Interviewer: How long has it been since Eugenio left the last time?

Informant: A little more than seven months ago.

Do not consider him a habitual resident and do not include him in the total number of people in the dwelling.

If the answer is five months ago, he is considered a habitual resident and is included in the total number of people in the dwelling.

2.2 Agricultural, livestock and forestry activities

With this question it is identified if any occupants of a dwelling uses land that is under their responsibility,

whether their property or not, in which are done:

[Below the text is a form for 2.2 Agricultural, livestock and forestry activities.]

- Agricultural activities: like seeding plants, planting fruit trees or pastoral cultivations.
- Livestock activities: like raising, feeding or shelter of animals on their property, like cows, pigs, chickens, goats, horses, mules, etc.
- Forestry activities: getting benefits from the cutting of trees for wood or charcoal, the cultivation of flowers, plants and trees in a nursery or greenhouse, and the collecting of resin, sap, rubber, gum, wax and others.

[p. 65]

2.3 Number of households

The objective of this question is to know the number of households that there are in the dwelling.

Remember that a household is a collection of people who habitually reside in the dwelling and who share expenses, principally for eating.

[Below the text is a form for 2.3 Number of households.]

To respond correctly to these questions, you should consider the following:

- A person forms part of a household if residing habitually in the dwelling.
- A person who lives alone and does not share eating expenses with other people although living in the same dwelling, constitutes a household.
- In the same dwelling, people can reside who although they have ties of kinship between them, do not share the same eating expenses, therefore, consider both households and expenses separate.

[p. 66]

- In other dwellings, there can be residents who do not have ties of kinship, but who share expenses for food and drink, for example students, workers or friends. As all of them share expenses for food, it should be considered that they form a single household.

If in the first question they tell you *Yes*, it means that there is only one household in the dwelling and you should go to question 2.4 List of people.

If they respond *No*, ask the next question to know how many households exist in the dwelling and register the answer you get with a number.

2.4 List of people in the household

The objective is to register the name and first surname of all members who form part of each household.

[Below the text is a form for 2.4 List of people in the household.]

If all residents of a dwelling share expenses for eating, that is, there is only one household, follow the instructions below:

- Begin the list with the name of the person considered by the rest of the members as head of household. The head of household can be man or woman, and there should be only one per household.
- Read the question word for word so that you get a precise answer and register the names in the order in which the informant gives the information.
- If an informant is not designated head, as for example, groups of students or friends, ask that one of them be selected and continue until completing the list.

[p. 67]

- For recently born children who still do not have a name, write down "newborn" and the corresponding surname. Refer to them in this form in the rest of the questions.
- In the list you can register up to six people; if there are more, continue with the registration of the other names in another Questionnaire. Use as many questionnaires as necessary.

[Below the text are two forms of 2.4 List of people in the household.]

- When you finish writing down all names, mark a circle that corresponds to the person giving the information.
- Once you have written down all names of the members of the household, check that the total number of people listed is equal to the information registered in question 2.1 Number of people (where you wrote down the total number of residents in the dwelling). If any inconsistencies exist, clarify it with the informant.

If in a dwelling there are two or more households, make two independent questionnaires starting with the list of people and follow these instructions:

[Below the text are two filled out forms.]

[p. 68]

- Ask that the information of each household is given to you by one of the members (adequate informant). If in any case you do not find an informant for each household, ask for the information from a person who lives in the same dwelling and knows the information.
- The list of each one of the households should begin with the name of the person who is considered the head of household by the rest of the members.
- Each household should have a single head.
- Follow the same instructions pointed out previously for each one of the households.
- When finishing writing down all names of the members of all households, check that the total number of people listed is equal to the information registered in question 2.1 Number of people (where you wrote down the total number of residents of a dwelling). If you observe any inconsistency, clarify the situation with the informant.

II. Characteristics of the people

In this section of the Questionnaire information for each one of the members of a household is registered. In the Questionnaire, a page has been designated for writing down the information of each one of them.

[Below the text are six forms.]

Before beginning with the questions for each person, write down the name of each one of them in the space with the phrase *Now I am going to ask you for (Name)*, respecting the order of the list.

[Below the text is a filled out form.]

[p. 69]

Questions 3.1, 3.2, 3.3 and 3.4 are asked to all people whatever their age.

[Below the text are forms for questions 3.1 to 3.4.]

3.1 Relationship

The objective is to identify the relation or link that each one of the members of the household has with the head of household; for example, spouse, child, grandchild, son-in-law, mother, etc.

When asking this question, consider the following:

- For the first person do not read this question, only confirm being head and mark the circle with code 1. For the rest of the people mention the name and ask the question.
- The relationship should be established in relation to the head of household and not the informant, unless he or she is the head.
- Remember that there can only be one head for each household and it can be man or woman.

[To the right of the text is a form for 3.1 Relationship.]

- When the answer is spouse, child or grandchild, mark the circle or the corresponding code.
- If they tell you that the relationship with the head is father, niece, brother, daughter-in-law, godson or sister-in-law, among others, write the answer in Other.
- You should not write down their names, for example it is incorrect to write Son of Juan, or Grandson

of Petra.

- When the household is formed by a group of people without relationship, establish it with respect to the first person in the list (who remains registered as head) and write down in the box what they tell you: friend, does not have relationship, without relationship.

[p. 70]

- When they say the word companion or pair, investigate if it refers to a conjugal relationship; if so, mark circle 2, corresponding to the option spouse or companion; if the relationship refers to another situation, like for example, companion of work or school companion, write down friend.

[Below the text is a filled out form.]

- If in a household domestic workers exist, write down in Other, the service done in the dwelling, for example, domestic worker, cook, gardener, etc; if family members live with a domestic worker, write down: son of domestic worker, niece of the cook, etc.

- If one is declared to be a guest, register in Other.

- If they give you descriptions that imply a double relationship or relation with the head, like friend and nephew, sister and godmother or also cousin and brother-in-law, give priority to the closest relationship, in this case nephew, sister and cousin, respectively.

3.2 Sex

With this question the biological sex of people is identified.

If by the name of a person you know that it is a man or a woman, or if you asking the information about the informant, do not ask the question, only mention the name of the person and the sex it corresponds to, as a way of confirmation.

[p. 71]

If a name is not common (Andárani, Yuritzí, Erubey, Éder, among others) or is used both for man and for woman (Guadalupe, Rosario, Inés, Asunción, Refugio, Concepción, Trinidad or others), ask making reference to the name.

[Below the text is a filled out form.]

3.3 Age

The question makes reference to the age that people have in completed years.

When a person is younger than a year, (is hours, days or weeks old or is still not a year), write down 000 in the boxes.

If an informant does not remember the age of any person, help to think about any event (marriage, birth of a child, school year taken, among others) or ask him or her to consult the birth certificate, voter credential, driver's license or other document where the date of birth appears, to be able to calculate the age.

[p 72]

If an answer is not precise, investigate the age in complete years, asking for the date of birth.

[Below the text is a filled out form.]

If they tell you the year of birth, help the informant calculate the age.

3.4 Beneficiary

The question permits us to identify people who have the right to medical services in public or private health institutions, as well as those who are not beneficiaries of these services.

Beneficiary to a medical service is the right that a person has to receive medical attention in public or private health institutions.

[To the right of the text is a form for 3.4 Beneficiary.]

- As a result of labor benefits for the worker, when the company, factory or institution where worked, pays for public or private health organization, so that a worker and family members receive medical services.
- For being pensioned or retired, as well as family members who receive this benefit.
- For being registered in popular insurance of the Secretary of Health.
- For paying an installment in a voluntary manner or having acquired insurance for accessing medical services in any institution.

[p. 73]

In Social Security?

Workers, pensioned, retired and family members who are registered in the Mexican Institute of Social Security (IMSS).

People who acquired an option or voluntary insurance in IMSS.

Students of preparatory or high school, professional or post graduate school, who receive medical services in IMSS.

Do not consider as beneficiaries people who receive services of IMSS Opportunities, which at the moment is known as IMSS-Solidarity. When you identify these cases, mark option 6. Then there is no right to medical services.

In the ISSSTE?

Current workers of the federal government, pensioned and family members.

By Pemex, Defense or Navy?

Workers of Mexican Petroleum (Pemex), of the Secretary of National Defense (SEDENA), and the Secretary of Navy (MARINA), also those finished with military service, pensioned, retired as well as family members.

By Popular Insurance?

They are people registered in Popular Insurance who receive medical services that the Secretary of Health (SSA) offers.

It should not be confused with the occasional or regular attention that people get in the health centers and hospitals of SSA, since they are not beneficiaries.

By an insurance in private institutions?

People who directly pay for insurance for medical expenses or those whose company gives them medical insurance in hospitals or private clinics, in an anticipated manner, like those that are obtained by bank employees or insurance of larger medical expenses. It is important that they not be confused with occasional or regular medical attention that is paid at the moment when the service is received, since in these cases they are not considered beneficiaries.

In another institution?

Workers of state and city governments and other public organization as well as their beneficiaries, who have medical insurance from state governments. In each entity, they can have a different name, that is, known by the abbreviation that identifies them, for example, in the State of Mexico ISSEMyM, in the state of Sonora, ISSSTESON, in Aguascalientes, ISSSSPEA and in Nuevo León ISSSTELEON. In these cases, you should write down the name of the institution in the option "Other institution", using the abbreviations, since the complete name does not fit in the boxes. Also include people who have the right to medical service in an institution different than those that appear in the answer options, as well as cases in which you cannot identify the institution.

Then, there is no right to medical service?

People who declare to not have the right to receive medical service, as well as people who only have the right to medical services in the United States of America, or in any other country.

You should include in this option those who receive attention in IMSS-Opportunities or IMSS-Solidarity.

A person can have rights to medical service in more than one institution, which is why it is important that you read all options, even when they have responded affirmatively in the first.

[p. 74]

When a person is going through the procedures to receive medical attention, consider it a right.

Take into account the following:

When registering the name of the institution, do not use articles or prepositions (the, a, an, for, by of, etc). If the name of the declared institution has too many letters, use the following abbreviations: for hospital (H), clinic (CL), health center (CS), and for medical unity (UM).

Questions 3.5, 3.6, 3.7, 3.9 and 3.10 are asked to people who are 5 years old or older. For this, check the answer that you wrote down in question 3.3 Age.

If a person who you are interviewing is less than 5 years old, go to the next person in the list.

3.5 Place of residence five years ago

The objective of the question is to know where that person lived in October 2000.

If a person declares to reside in a different state than the one where the interview takes place, mark Here, in this state.

If a person lived in a different state than that of the interview, write down the name of the federal entity in the boxes In another state.

[To the right of the text is a form for 3.5 Place of residence five years ago.]

Keep in mind the Republic of Mexico is divided into 32 federal entities and they are commonly known by the following names:

[Below the text is a list of the 32 federal entities.]

[p. 75]

If they respond with the name of a place different than those in the list, for example, that of municipality (delegation), city, community, locality or colony, ask in what state of the Republic of Mexico it is located and write it down in the boxes. If you do not succeed in identifying the state that it belongs to, write down the answer given to you.

When an informant responds with Mexico or Mexico City, ask for clarification if it is the Federal District of the state of Mexico. If an informant is not able to determine it, but knows the name of the municipality or delegation, register it in this manner.

If a person lived anywhere in the United States of America, mark option 2.

If a person lived away from Mexico and in a country other than the United States of America, mark circle 3 In another country.

3.6 Indigenous language

The first question permits us to identify if a person speaks any indigenous language or dialect.

Although you think that in your work area no one speaks an indigenous language, always ask this question.

[Below the text is a filled out form.]

When they answer No, mark and go to question 3.7 Illiteracy.

When they answer Yes, you should ask the next two questions about indigenous language.

[p. 76]

With the second question the name of the indigenous language or dialect is obtained. It is important that you know that in Mexico more than 80 indigenous languages are spoken, among them are the following:

[Below the text is a list of indigenous language.]

If at the moment of the interview you do not know how to spell the name of the indigenous language, write it down as you hear it, without using abbreviations.

If they tell you that they speak a dialect, ask what dialect and write down the answer.

With the purpose of getting the correct answer, clarify the following situations.

- In the case that they answer Chontal, ask if it is Chontal from Oaxaca or Chontal from Tabasco and write down the answer.
- If they answer Amuzgo, ask if it is Azmugo from Guerrero or Azmugo from Oaxaca and write down the answer.
- If they answer Tepehuano or Tepehuán, ask if it is from Chihuahua or Durango and write down the answer.
- With the third question, find out if the person, along with the indigenous language, speaks Spanish.

[p. 77]

3.7 Illiteracy

With this question, people who know how to read and write a message are distinguished from those who do not know how to do it.

Take into account that following indications:

- A person does not read or write when he or she can only write their name, some words or numbers.
- If an informant responds, "a little, not much, more or less," it is necessary that you ask them if they can write about something that has happened to him or her. If it is indicated affirmatively, mark Yes, in the contrary case, register No.

[To the right of the text is a form for 3.7 Illiteracy.]

Although an informant does not know how to read or write, always ask questions 3.8 Attendance and 3.9 Level of instruction.

3.8 Attendance

The question permits us to distinguish people who attend school from those who do not do it.

Consider that a person *Does attend school*:

- If registered as student in any educational center of any scholarly level, from preschool and primary school to masters or doctorate.
- If registered in open education and comes with some regularity to receive consulting.
- If taking courses for a degree or its equivalent (engineering, medicine, chemistry) masters or doctorate, at a distance (through Internet).

Consider *Does not attend* if a person:

- Goes to classes only to learn how to read and write (illiteracy)
- Attends classes of personal development, to learn any office or other type of activities or workshops for fun or pastime (dressmaking, beauty stylist, handicrafts, music, etc)

[To the right of the text is a form for 3.8 Attendance.]

[p. 78]

3.9 Level of instruction

The question permits us to know the highest grade passed by the person in the highest educational level.

Register in the corresponding box the educational level declared, grades or years that a person passed.

[To the right of the text is a form for 3.9 Level of instruction.]

None

They are people who did not pass any grade of studies in school. Include those who only took literacy classes also.

Preschool

They are people who took classes in any grade in preschool or kindergarten.

Primary school

They are people who passed grades 1 to 6 offered in this level.

Secondary school

They are people who passed grades 1 to 3 in this level.

Preparatory school or high school

They are people who passed grades 1 to 3 offered at this level. Some of the schools that offer equivalent studies are:

- High school.
- National Preparatory School.
- Schools of Sciences and Humanities (CCH).
- Center of Artistic Education (CEDART).
- Center of Technical, Industrial and Services School (CBTIS).
- Center of Agricultural and Livestock Technology School (CBTA).
- Center of Scientific and Technology Studies (CECYT) before vocational.
- Center of Studies of the Sea (CETMAR).
- Center of Technological Studies of Continental Waters (CETAC).
- Center of Forestry Technology Schools (CBTF).
- Center of Technological, Industrial and Service Studies (CETIS).
- National School of Professional Technical Education (CONALEP).

Normal

They are people who study or studied to become professors of preschool, primary or secondary schools.

Technical or commercial career

They are people who passed any grade of technical or commercial studies.

Professional

They are people with studies for degrees or its equivalent (engineering, medicine, chemistry) done in universities, technological universities, polytechnic or other institutions of superior education.

Masters

They are people with any grade passed at this level. Include people with grades passed in any medical specialization.

Doctorate

They are people who passed any grade at this level.

[p. 79]

Take into account the following indications:

- If a person declares the grade being taken, write down the previous grade passed.

[Below the text is a filled out form.]

- If a person stopped studying an educational level in more or less years, register the grade passed as if the system of regular or scholarly education had been taken.

[Below the text is a filled out form.]

[p. 80]

- When the answer is in semesters, trimesters, etc. ask for the equivalent in years passed.

[Below the text is a filled out form.]

- If the name of a school (Unitec, Conalep, Monterrey Technology or others) or the name of a major (accounting, architecture, social work, nursing, etc) is declared to you, ask for the level the studies correspond to and write down the grades passed according to the answer.

- If a person studied in another country, ask for the equivalent level of studies in relation to the answer options and write down the grades passed in the corresponding boxes.

3.10 Academic requirements

This question is a complement to the previous. It is applied when the answer in 3.9 Level of instruction, corresponds to any of the codes from 5 to 9 (normal, technical or commercial career, professional, masters or doctorate).

[Below the text are forms for 3.9 Level of instruction and 3.9 Scholarly objective.]

[p. 81]

Ask the question mentioning the level marked previously.

[Below the text is a filled out form.]

- If for studying the normal they indicate to you that the requirement was normal basic, mark code 3, Preparatory school or high school.

3.11 Number of children

The question of number of children is asked if the person is a woman 12 completed years old or older.

Because of this, check the answers written down in 3.2 Sex and 3.3 Age.

The first question permits us to know the total number of children born alive of women 12 years old or older.

In some places of the country women begin to have children at very young ages, because of this you should always ask this question to women 12 years old or older.

[p. 82]

[Below the text is a form for 3.11 Number of children.]

Children born alive are those who after being born showed some sign of life, like crying, moving, breathing, heart beat, etc.

When children are aborted or stillborn, do not consider them in the total number of children.

If a woman has not had any children in her life, write down 00 and go to the next person on the list.

If a woman had a child born alive, register the name and ask the next question to know the number of children that are currently living, even if they do not reside in the same dwelling.

[p. 102]

8.8 What to do in special cases?

Below some special situations are presented that you can find during the interview and the manner in which you can resolve them; first for urban localities and later for rural localities.

In urban localities

Dwellings with more than one entrance

Dwellings exist that have more than one entrance, to two different streets, which can happen that you duplicate it accidentally in the list of dwellings.

For example: A house on a corner has two entrances to different streets; for this reason, when following the procedure of the route, going clock-wise to get the information in the dwellings, leave it or the other informant of the dwelling that you had registered and the previously applied Questionnaire.

[p. 103]

Confirm the situation with the person and assign code 7 It is not a private dwelling, to the second that you have registered and in the part Observations, of the last page of the Inventory of dwellings clarify the reason why you duplicated the dwelling.

Apartments in buildings and rooms on the roof

Ask the porter, superintendent or doorman how many apartments are in the building, or also, find it out in the first apartment you go to.

Register the Total number of dwellings on the line where you wrote the address of the first apartment; for the rest of the apartments of the same building, leave the boxes from that column blank.

If a basement exists, begin there, then follow with the lowest floor and continue to the higher levels, in the manner that the apartments always remain to your right side.

Ask for permission to go up to the rooms on the roof and investigate if they are used as dwellings.

If in a room on a roof there lives or sleeps any person who forms a part of the same household who lives in the apartment in which it belongs, check that the occupants of this room are included in the Questionnaire applied in the apartment. In the case that they have not been registered, write them down in the Questionnaire.

[p. 104]

When a room is rented or loaned to other people who do not share expenses for eating with the occupants of the apartment that this room on the roof belongs to, it is considered a private dwelling and should be registered in the Inventory as a separate dwelling. In part 4. Private dwelling, of the title page of the Questionnaire mark code 4 Dwelling or room on a roof; apply the Questionnaire and make sure that only the people who reside here are included.

Dwellings or rooms in tenement homes

In the dwelling where you are located, ask the question about the number of dwellings and write down the total number in the column Total number of dwellings on the line where you registered the address of the first dwelling. For the rest of the dwellings of the same tenement home, leave the boxes in this column blank.

Keep in mind that a dwelling can be formed by separate rooms. If this is the case, verify with the informant the number of rooms that are part of the dwelling, with the goal of not duplicating or omitting any.

[p. 105]

You will do the route of tenement homes in such a way that the dwellings always are to your right. Assign the serial number and write down the complete address of all the dwellings in the Inventory and apply the Questionnaire to each one of them.

Dwellings in premises not built for habitation.

As it has been pointed out, in all the construction you find in your route always investigate if there are people who live inside them or if in the plot of land any dwelling exists. This question should be asked in any type of premises, establishment or instillation built for uninhabitable use: schools, businesses, offices, factories, grocery stores, fruit stands, butcher's shops, chicken shops, tortilla shops, bread stores, candy shops, ice cream shops, juice and fruit stores, paper stores, hardware stores, lumberyards, cafes, dry cleaners, cleaners, workshops, carpenters' workshops, house or studios of photography, department stores, vineyards, stables, granaries, sheds, lighthouses and any other type of instillations.

In all these cases proceed in the following manner:

- When people live within the offices, stores, factories and similar places, consider these places private dwellings and register them in the Inventory. In the title page of the Questionnaire in part 4. Private dwelling, mark code 5 Place not built for inhabitation, and apply the Questionnaire to all the people who live there.

- If in a plot or piece of land there is a dwelling, register it in the Inventory confirming the procedure already pointed out in the title page of the Questionnaire in part 4. Private dwelling, mark code 1. Independent house and apply the Questionnaire.

[p. 106]

Mobile dwellings

If in your route you locate any train coach, rolling house, ship or trailer, ask if anyone lives or sleeps there normally. If so, register it in the Inventory and mark code 5 in part 4. Private dwelling on the title page of the Questionnaire and apply the Questionnaire.

If these instillations or vehicles are not inhabited do not register them, since they are not considered private dwellings.

In cases of circuses and fairs, find the administrator and ask for the number of trailers, applying the definition of private dwelling and household. Later, go to each one of them and register them in the Inventory of dwellings in the city block where they are found, or in the Inventory of the closest city block and apply a Questionnaire for each mobile dwelling.

[p. 107]

Shelters

If in your interview route, you find caves, drainage pipes, water or electricity hatches, bridges, or similar shelters, in which people normally live or sleep, register them in the Inventory of dwellings where they are found or in the Inventory of the closest city block and apply the Questionnaire to them.

Remember that in premises not built for inhabitation, mobile dwellings and shelters questions corresponding to Section I. Characteristics of the dwelling are not asked but rather starting at Section II. Residents, households and list of people.

Boarding houses, guest houses and houses of assistance

It is possible that in the route of the city block, you find collective dwellings like boarding houses, guest houses and houses of assistance and you can identify them because they have a sign, remember that other people trained for it will get the information of this type of dwelling. You should not register them in the Inventory and do not apply questionnaire(s).

Nevertheless, there can be other dwellings that have guests or abandoned people and do not have a visible sign that identifies them. When it is this case, register them in the Inventory of dwellings and apply the Questionnaire(s) that are required according to the number of households.

Dwellings in city blocks with hard to identify limits

In certain places, the city blocks that appear in maps defined in a polygon, they do not coincide at a glance with the others that you are observing in the land, this can be because of the dispersion or concentration of dwellings, the lack of well defined street lines and the lack of names or visible signs in the streets as well as the topography of the land and recent increases in areas that still have not been divided or made into lots.

In this case, make a drawing and indicate the starting point of the route, in a manner in which you avoid the omission of dwellings. Register all the dwellings in the city block in the Inventory and apply the questionnaires.

[p. 108]

Dwellings in recreational areas

In recreational parks, zoos or sports parks, you should find the administrator and ask if dwellings in these installations exist; if there are, register them in the Inventory of dwellings apply the questionnaire(s) that are required.

In rural localities

Before beginning the interview, find the corresponding authority, who can be the municipal delegate or cooperative commissioner, present yourself, show your identification and explain that you are going to carry out interviews for II Counting of Population and Dwelling 2005.

[p. 109]

Rural localities with dispersed farmhouses

It is recommended that you get the support of any person from the place to tell you which dwellings belong to the locality and where the boundary is. Make the corresponding drawing.

Begin the route and make sure you are going the right way, find out from the occupants of the dwellings about the location of other dwellings that you cannot see because of the characteristics of the land.

Guide yourself by roads, paths or other trails. Visit each dwelling and verify that they belong to the same locality.

Register in the Inventory all dwellings of the locality and apply the Questionnaire in each one of them.

Rural localities that are bordered by urban localities

When they assign you a work area with these characteristics, the supervisor of interviewers will indicate to you the borders between the rural and urban localities, as well as the recommendations for carrying it out.

Guide yourself by roads, paths or other trails. Visit each dwelling and verify that they belong to the rural locality.

Rural localities with all the dwellings uninhabited

When you arrive at a locality and only find uninhabited dwellings, assign it an Inventory and fill in the title page, part 1. Geographic identification, draw a map and/or access to the locality in 5. Drawing of the work area and in 6. Observations, of the title page of the Questionnaire, write it is a locality with uninhabited dwellings.

Remember that independent houses, apartments in buildings and houses and tenement houses are only considered uninhabited dwellings.

[p. 110]

In the List of dwelling write down the addresses of the dwellings, although uninhabited, with the corresponding serial number and write down 5 in the column code of result.

Rural localities with buildings that are not dwellings

If in a dwelling no buildings exist, there are only constructions and premises without inhabitants, for example a stable, a chicken coop, a galley, a gas station, etc also fill out the Inventory of dwellings and register the missing information in the Geographic information and in Segment write the letter O.

Fill out the title page in the same way as in the previous case and in section 6. Observations point out that no dwellings exist and indicate what type of buildings are found.

[p. 111]

Rural city blocks or localities not found

When you cannot find a city block or locality that the supervisor of interviewers has assigned you, do not write anything in the Inventory of dwellings, go to the next locality or city block that is assigned to you for work that day and, at the end of the day, report it to the supervisor.
