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## CHAPTER ONE

### BACKGROUND

The Uganda Bureau of Statistics (UBOS) was established by an Act of Parliament in 1998 as a semi-autonomous body *"to provide for the development and maintenance of a national statistical system which will ensure collection, analysis and dissemination of integrated, relevant, reliable and timely statistical information"*<sup>1</sup>. During the phase of revival of statistical activities and with support from the Government and various donors, UBOS and her predecessor department undertook various activities to update and collect data on a wide range of economic, social and demographic indicators to meet pressing needs for statistical data and information in the country and to improve on the methodology, timeliness, accuracy and scope of the National Accounts.

### JUSTIFICATION FOR UNHS 2012/13

Household surveys have provided valuable information for the National and international Development Frameworks in Uganda. Monitoring the performance and outcome of these interventions is critical to the whole evaluation of the progress made and challenges that require remedies.

Over the years, household surveys have mainly aimed at addressing data gaps and demands that characterized the pre UBOS era. To a large extent, these have been addressed through the provision of baseline information on a number of indicators. However, there are still data gaps in employment/unemployment, labour force and Governance in general which are key in determining the performance of our economy.

Although previous household surveys have provided baseline information and monitored some of the indicators, the regularity has been limited by resources and competing demands. Yet important government programmes need to be monitored regularly to guide policy makers and other users of the information. This calls for an inclusion of some indicators that have baseline data so that trends could be built to guide/inform future decisions.

### SURVEY OBJECTIVES

The main objective of the survey is to collect high quality and timely data on socio, demographic and economic characteristics of household population for monitoring economic performance of the country. Specifically, the survey aims;

- (a) To provide information on the selected economic characteristics of the population including their economic activity status among others,
- (b) To meet special data needs of Key data users namely Ministries, Departments and Agencies other collaborating Institutions like Economic Policy Research Centre, together with donors and the NGO community so as to monitor the progress of their activities and interventions.
- (c) To generate and build social and economic indicators and to monitor the progress made towards social and economic development goals of the country.

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<sup>1</sup> Uganda Bureau of Statistics Act, 1998

## **SURVEY PERIOD AND QUESTIONNAIRES**

The survey will take 12 months of fieldwork in order to be comparable with past surveys taking into account the seasonality factors. The sample of EAs will be spread in equal proportion for each quarter of the year across districts. A qualitative module will be conducted at an appropriate time to address any issues requiring further investigation.

## **SURVEY DESIGN**

The UNHS V will use the 2012 Population and Housing Census List of Enumeration Areas (EAs) as its sampling frame. The selected EAs will then be subjected to a fresh listing exercise to obtain updated numbers of households. A stratified two stage sample design will be used with EAs constituting the first stage. At the second stage, ten households will be selected for interview.

## **SURVEY ORGANIZATION**

The UNHS is a comprehensive survey involving several agencies and many individuals. The Uganda Bureau of Statistics has the major responsibility for conducting the survey.

Each field staff selected to work on the survey will work in teams consisting of one supervisor, one field editor and about four or five Interviewers. Supervisors and Interviewers may be either male or female. Each field supervisor will be responsible for one team of Interviewers. In the central office, editing officers, data entry staff and computer programmers will also be assigned to the project.

## **YOUR ROLE AS AN INTERVIEWER**

Your job is to interview the sampled households in the EA. Your task is to ask questions and record the answers as required. You must make every effort to obtain complete and accurate answers and then record them correctly. The success of the survey depends on the respondents' willingness to co-operate and it is your job to obtain it by being polite, patient and tactful.

The information you obtain is **very confidential** and will be used to compile national statistics. You are not permitted to discuss it, gossip about it or show your records to anyone not employed on the survey project. At no time should questionnaires be left lying around where unauthorised people may have access to them.

You may only ask such questions as are necessary to enable you to complete the questionnaire. It is the duty of adults in the sampled households to give you such information about themselves and other household members.

## **TRAINING OF INTERVIEWERS**

Although some people are more adept at interviewing than others, one can become a good interviewer through experience. Your training will consist of a combination of classroom training and practical experience. Before each training session, you should study this manual carefully along with the questionnaire, writing down any questions you have. Ask questions at any time to avoid mistakes during actual interviews. Interviewers can learn a lot from each other by asking questions and talking about situations encountered in practice and actual interview situations.

Each of you will receive the following materials:

- Household Questionnaire
- Labourforce Questionnaire

- Community Questionnaire
- Interviewer's Training Manual

Please ensure that you bring these materials each day during training and to the field during fieldwork.

During training, the questionnaire sections, questions, and instructions will be discussed in detail. You will see and have demonstration interviews conducted in front of the class as examples of the interviewing process. You will practice reading the questionnaire aloud to another person several times so that you may become comfortable with reading the questions aloud. You will also be asked to take part in role playing in which you practice by interviewing other trainees.

The training also will include field practice interviewing in which you will interview household respondents. You will be required to check and edit the questionnaires just as you would do in the actual fieldwork assignments.

*You will be given **TESTS** to see how well you are progressing during your formal training period. At the end of the training course, the interviewers will be selected based on their test results and performance during the field practice.*

The training you receive as an interviewer does not end when the formal training period is completed. Each time a supervisor meets with you to discuss your work; your training is continuing. This is particularly important during the first few days of fieldwork. As you run into situations you did not cover in training, it will be helpful to discuss them with your team. Other interviewers may be running into similar problems, so you can all benefit from each other's experiences.

## SUPERVISION OF INTERVIEWERS

Training is a continuous process. Observation and supervision throughout the fieldwork are a part of the training and data collection process. Your team supervisor will play a very important role in continuing your training and in ensuring the quality of the data. He/She will:

- Spot-check some of the households selected for interviewing to be sure that you interviewed the correct households and the correct respondents.
- Review each questionnaire to be sure it is complete and consistent.
- Observe some of your interviews to ensure that you are asking the questions in the right manner and recording the answers correctly.
- Meet with you on a **daily basis** to discuss performance and give out future work assignments.
- Help you resolve any problems that you might have with finding the assigned households, understanding the questionnaire, or dealing with difficult respondents.

## HOW TO APPROACH THE PUBLIC

**Interviewers should ensure that their dress code is acceptable within the community they are working.**

Act as though you expect to receive friendly cooperation from the public and behave as though you deserve it. Before you start work, introduce yourself to the LC 1 officials of your EA. Use the introduction letters provided by UBOS and the respective District Local Governments. Start interviewing only when you have identified yourself and exchanged greetings, explained the purpose of the survey, and what it is about, and you have answered all the questions about the survey that people may ask.

During interviews, let people take their time. Do not suggest answers for them. Work steadily and make sure that answers are clear to you before you record them down. Do not accept at once any statement you believe to be mistaken but tactfully ask further questions (probe) to obtain the correct answers.

Someone may refuse to be interviewed because of a misunderstanding. Remain courteous and stress the importance of the survey that it has nothing to do with taxation or any similar government activity. Further, point out that the information will be kept confidential and that the survey results will be published as numerical tables in such a way that it will be impossible to identify characteristics of individual persons and households.

You should be able to clear any misunderstandings, but if you cannot persuade a person to respond, or if his/her refusal is deliberate, tell the person that you will report the matter to your supervisor and do so at the earliest opportunity.

## **CONDUCTING AN INTERVIEW**

Successful interviewing is an art and should not be treated as a mechanical process. Each interview is a new source of information, so make it interesting and pleasant. The art of interviewing develops with practice but there are certain basic principles that are followed by every successful interviewer. In this section you will find a number of general guidelines on how to build rapport with a respondent and conduct a successful interview.

### **BUILDING RAPPORT WITH THE RESPONDENT**

The supervisor will assign an interviewer to make the first contact with each of the households selected for interview. Any capable adult member of the household is a suitable respondent for the household interview.

As an interviewer, your first responsibility is to establish a good rapport with a respondent. At the beginning of an interview, you and the respondent are strangers to each other. The respondent's first impression of you will influence their willingness to cooperate with the survey. Be sure that your manner is friendly as you introduce yourself. Before you start to work in an area, your supervisor will have informed the local leaders, who will in turn inform selected households in the area that you will be coming to interview them. You will also be given a letter and an identification card that indicates that you are working with UBOS.

**1. Make a good first impression.**

When you arrive at the household, do your best to make the respondent feel at ease. With a few well-chosen words, you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greeting such as "good afternoon" and then proceed with your introduction.

**2. Always have a positive approach.**

Never adopt an apologetic manner, and does not use word such as "Are you too busy?" Such questions invite refusal before you start. Rather, tell the respondent, "I would like to ask you a few questions" or "I would like to talk with you for a few moments."

**3. Confidentiality of responses when necessary.**

If the respondent is hesitant about responding to the interview or asks what the data will be used for, explain that the information you collect will remain confidential, no individual names will be used for any purpose, and all information will be grouped together to write a report.

Also, you should never mention other interviews or show completed questionnaires to the supervisor or field editor in front of a respondent or any other person.

**4. Answer any questions from the respondent frankly.**

Before agreeing to be interviewed, the respondent may ask you some questions about the survey or how he/she was selected to be interviewed. Be direct and pleasant when you answer.

The respondent may also be concerned about the length of the interview. If he/she asks, tell him/her that the interview usually takes about 40 to 60 minutes. Indicate your willingness to return at another time if it is inconvenient for the respondent to answer questions then.

The respondent may ask questions or want to talk further about the topics you bring up during the interview. It is important not to interrupt the flow of the interview so tell him/her that you will be happy to answer his/her questions or to talk further after the interview.

## **TIPS FOR CONDUCTING THE INTERVIEW**

### **1. Be neutral throughout the interview.**

Most people are polite and will tend to give answers that they think you want to hear. It is therefore very important that you remain absolutely neutral as you ask the questions. Never, either by the expression on your face or by the tone of your voice, allow the respondent to think that he/she has given the “right” or “wrong” answer to the question. Never appear to approve or disapprove of any of the respondent’s replies.

The questions are all carefully worded to be neutral. They do not suggest that one answer is more likely or preferable to another answer. If you fail to read the complete question, you may destroy that neutrality. That is why it is important to read the whole question as it is written.

If the respondent gives an ambiguous answer, try to probe in a neutral way, asking questions such as the following:

“Can you explain a little more?”

“I did not quite hear you; could you please tell me again?”

“There is no hurry. Take a moment to think about it.”

### **2. Never suggest answers to the respondent.**

If a respondent’s answer is not relevant to a question, do not prompt her/him by saying something like “I suppose you mean that. . . Is that right?” In many cases, she/he will agree with your interpretation of her/his answer, even when that is not what she/he meant. Rather, you should probe in such a manner that the respondent herself/himself comes up with the relevant answer. You should never read out the list of coded answers to the respondent, even if she/he has trouble answering.

### **3. Do not change the wording or sequence of questions.**

The wording of the questions and their sequence in the questionnaire must be maintained. If the respondent has not understood the question, you should repeat the question slowly and clearly. If there is still a problem, you may rephrase the question, being careful not to alter the meaning of the original question. Provide only the minimum information required to get an appropriate response.

### **4. Handle hesitant respondents tactfully.**

There will be situations where the respondents simply say, “I don’t know,” give an irrelevant answer, act very bored or detached, or contradict something they have already said. In these cases, you must try to re-interest them in the conversation. For example, if you sense that they are shy or afraid, try to remove their shyness or fear before asking the next question. Spend a few moments talking about things unrelated to the interview (for example, their town or village, the weather, their daily activities, etc.).

If the respondent is giving irrelevant or elaborate answers, do not stop them abruptly or rudely, but listen to what they have to say. Then try to steer them gently back to the original question. A good atmosphere must be maintained throughout the interview. The best atmosphere for an interview is

one in which the respondent sees the interviewer as a friendly, sympathetic, and responsive person who does not intimidate them and to whom they can say anything without feeling shy or embarrassed.

If the respondent is reluctant or unwilling to answer a question, explain once again that the same question is being asked all over Uganda and that the answers will all be merged together. If the respondent is still reluctant, simply write REFUSED next to the question and proceed as if nothing had happened. Remember, the respondent cannot be forced to give an answer.

**5. Do not form expectations.**

You must not form expectations of the ability and knowledge of the respondent. For example, do not assume respondents from rural areas or those who are less educated or illiterate do not know about some governance issues.

**6. Do not hurry the interview.**

Ask the questions slowly to ensure the respondent understands what is being asked. After you have asked a question, pause and give the respondent time to think. If the respondent feels hurried or is not allowed to formulate their own opinion, they may respond with “I don’t know” or give an inaccurate answer. If you feel the respondent is answering without thinking just to speed up the interview, say to the respondent, “There is no hurry. Your opinion is very important, so consider your answers carefully.”

## **FIELDWORK PROCEDURES**

Fieldwork for the UNHS 2012/13 will proceed according to a timetable, and the survey will be successful only if each member of the interviewing team understands and follows correct field procedures. The following sections review these procedures and describe the proper procedures for keeping records of selected households.

### **1 Making callbacks**

Because each household has been carefully selected, you **must** make every effort to conduct interviews with the respondent in that household. Sometimes, an adult household member will not be available at the time you first visit. You need to make at least 3 visits at three separate times of the day or days when trying to obtain an adult respondent to maximize the possibility of successfully completing the interview.

If no appointments were made, make your call-backs to a respondent at a different time of the day than the earlier visits; for example, if the initial visits were made in the early afternoon, you should try to arrange your schedule so you make a call-back in the morning or late afternoon. Scheduling call-backs at different times is important in reducing the rate of non-response (i.e., the number of cases in which you fail to contact a household). You will return the household questionnaire to your team supervisor as soon as you have completed work in a household

### **2. Keeping questionnaires confidential**

You are responsible for seeing that the questionnaires are kept confidential. Do not share the results with other interviewers. You should not attempt to see the completed questionnaires for a household nor discuss the interview results with your colleagues

### **3. Supplies and documents needed for fieldwork**

Before starting fieldwork each morning, ensure that you have everything you need for the day’s work. Some necessary supplies include:

- A sufficient number of questionnaires
- Interviewer’s manual
- Your personnel identification
- Clip board
- Blue ink pens
- A bag to carry questionnaires and materials



## CONTACTING HOUSEHOLDS

A **structure** is a freestanding building, for a residential or commercial purpose. It may have one or more rooms in which people live; it may be an apartment building, a house, or a thatched hut, for instance.

Within a structure, there may be one or more dwelling (or housing) units. For instance, there would be one dwelling unit in a thatched hut, but there may be 50 dwelling units in an apartment building or five dwelling units in a compound. A **dwelling unit** is a room or group of rooms occupied by one or more households. It may be distinguished from the next dwelling unit by a separate entrance.

Within a dwelling unit, there may be one or more households. By definition, a **household** consists of a person or group of persons, related or unrelated, who live together in the same dwelling unit, who acknowledge one adult male or female as the head of household, who share the same living arrangements, and are considered as one unit. In some cases one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households. Collective living arrangements such as hostels, army camps, boarding schools, or prisons are not considered as households in this survey.

Specific households will be selected to be interviewed, and you should not have any trouble in locating the households assigned to you if you use the listing questionnaire.

## CHECKING COMPLETED QUESTIONNAIRES

It is the responsibility of the interviewer to review each questionnaire when the interview is finished. ***This review should be done before you leave the household so that you can be sure every appropriate question was asked, that all answers are clear and reasonable, and that your handwriting is legible.*** Also check that you have followed the skip instructions correctly. You may be able to make minor corrections yourself, but in many cases you will need to talk further with the respondent. Simply explain to the respondent that you made an error and ask the question(s) again.

**Do not recopy questionnaires.** As long as the answers are clear and readable, it is not necessary that the questionnaire itself be neat. Every time you transcribe the answers to a new questionnaire, you increase the chance of an error. For this reason you are not allowed to use work sheets to collect information. ***Record ALL information on the questionnaires provided.*** Any calculations you make should be written in the margins or on the back of the questionnaires.

Anything out of the ordinary should be explained either in the margins near the relevant question or in the comments section at the end. These comments are very helpful to the supervisor in checking questionnaires. Comments are also read in the office and used to resolve problems encountered during data entry.

### Submission of the Questionnaires to the Field Supervisor

After reviewing the questionnaires for obvious errors, you will submit the completed questionnaires to your field supervisor for an initial round of review. The field supervisor will review the questionnaires for completeness, consistency, and accuracy, and highlight mistakes and inconsistencies to be corrected by the interviewer. The field supervisor will then return the questionnaires with errors to the enumerators for correction.

## DATA QUALITY

It is the responsibility of the supervisor to review the Household Questionnaires from a sample cluster while the interviewing team is still in the cluster. It is especially important for the supervisor to conduct thorough edits of questionnaires at the initial stages of fieldwork. The supervisor should discuss with each interviewer the errors found in the collection of data. It may sometimes be necessary to send an interviewer back to a respondent in order to correct some errors.

## GENERAL PROCEDURES FOR COMPLETING THE QUESTIONNAIRE

To collect the information needed by the UNHS, you must understand how to ask each question, what information the question is attempting to collect, and how to handle problems that might arise during the interview. You must also know how to correctly record the answers the respondent gives and how to follow special instructions in the questionnaire. This part of the training manual is designed to familiarize you with the UNHS questionnaires.

### ASKING QUESTIONS

It is very important that you ask each question exactly as it is written in the questionnaire. When you are asking a question, speak slowly and clearly so that the respondent will have no difficulty hearing or understanding the question. At times you may need to repeat the question to be sure the respondent understands it. In those cases, do not change the wording of the question but repeat it exactly as it is written.

If, after you have repeated a question, the respondent still does not understand it, you may have to restate the question. **Be very careful when you change the wording, however, that you do not alter the meaning of the original question.**

In some cases, you may have to ask additional questions to obtain a complete answer from a respondent (we call this 'probing'). If you do this, you must be careful that your probes are "neutral" and that they do not suggest an answer to the respondent. Probing requires both tact and skill, and it will be one of the most challenging aspects of your work as an interviewer.

### RECORDING RESPONSES

In the UNHS, all interviewers will use pens with **blue ink** to complete all questionnaires. Supervisors will do all their work using pens with red ink. **Never use a pencil to complete the survey questionnaire.**

The questions in the UNHS questionnaires are questions that have pre-coded responses.

#### Questions with pre-coded responses;

For such questions, we can predict the types of answers a respondent will give. The responses to these questions are listed in the questionnaire. To record a respondent's answer, you merely circle/write the number (code) that corresponds to the reply.

Example:

Has [NAME] ever attended any formal school?

1= Never attended

2= Attended school in the past

3= Currently attending

If [NAME] has never attended, record code 1, if [NAME] is currently attending, record 3.

In some cases, pre-coded responses will include an "Other (specify)" category. The "Other (specify)" code should be circled/recorded when the respondent's answer is different from any of the pre-coded responses listed for the question. Before using the "Other (specify)" code, **you should make sure the answer does not fit in any of the specified categories.** When you circle/write the code "OTHER" for a particular question you must always write the respondent's answer in the space provided. If you need more room, use the margins or the comments section at the end. If you use the comments section, write, "see note in comments section" next to that question.

### CORRECTING MISTAKES

It is very important that you record/circle all answers neatly. For pre-coded responses, be sure that you write/circle the code for the correct response carefully. If you made a mistake in entering a respondent's answer or he/she changes his/her reply, be sure that you cross out the incorrect response and enter the right answer. Do not erase an answer. Just put two lines through the incorrect response.

**Remember** that if you are not careful to cross out mistakes neatly, it may not be possible to determine the correct answer when the data are entered later into the computer.

## **FOLLOWING INSTRUCTIONS**

Throughout the UNHS questionnaires, instructions for the interviewer are printed in CAPITAL LETTERS or in bold, whereas questions to be asked of the respondent are printed in small letters. You should pay particular attention to the skip and filter instructions that appear throughout the questionnaire.

### **1. Skip instructions**

It is very important not to ask a respondent any questions that are not relevant to his/her situation. In cases where a particular response makes subsequent questions irrelevant, an instruction is written in the questionnaire directing you to skip to the next appropriate question and in other instances an instruction is written at the start of the next question directing you to check the previous responses coded. It is important that you carefully follow skip instructions.

*Example:* Is [NAME] currently receiving a scholarship or subsidy given by the government or school to support his/her education?

1= Yes

2= No (>>Next Person/Section)

*In Section 4, notice that if you recorded '2' in column E15, you would skip to next person or if there is no other person, to Section 5.*

## **CHECKING COMPLETED QUESTIONNAIRES**

After you have completed an interview, you must review the questionnaire by carefully checking the answer to each question. It is important to check that you have followed all the appropriate skip patterns and that you have not omitted any sections. You should check that all answers are legible, particularly in questions where you corrected mistakes that you made in recording the respondent's answers. You should review the questionnaire BEFORE you leave the household, so that if you need to question the respondent further, he/she is likely to still be available.

You should write any comments about the interview that you feel would clarify the answers you recorded or that would be of interest to your supervisor. If you have any doubts about how to record an answer, feel free to write a note on the questionnaire and then check with your field supervisor. They are there to help you.

## CHAPTER TWO

### INSTRUCTIONS TO COMPLETE THE SOCIO-ECONOMIC SURVEY QUESTIONNAIRE

#### SECTION 1A: HOUSEHOLD IDENTIFICATION PARTICULARS

Each household will be given a set of code numbers which will uniquely identify it. The identification is very important so accuracy should be observed here. The identification consists of the Stratum name and code which will be recorded against item 1, District name and code which will be recorded against item 2, Sub-stratum against item 3, County/Municipality name against item 4, Sub-county/Division/Town Council name against item 5, Parish/Ward name against item 6, EA name and code against item 7. The information to be filled in items 1 to 7 will be provided from the office. The three digit serial number assigned to this household during the listing exercise will be recorded against item 8 and the sample number will be recorded against item 9. Sample number refers to the order number during the process of selecting the 10 households that will be interviewed in the EA. In item 11 you will record the name of the household head. In case the name is different from what was recorded in the listing questionnaire, the reason should be explained as remarks on page 1 of this questionnaire. In item 12, record the location address of the household surveyed. This will be used as reference in the subsequent visits.

#### SECTION 1B: HOUSEHOLD LOCATION PARTICULARS

Against Item 1, the GPS coordinates of the household being surveyed should be recorded. *(The details of how to use the GPS Sets will be fully explained in another session).*

#### SECTION 1C: PARTICULARS OF FIELD STAFF

The Interviewer should record his/her name and code against item 1 and the date of interview against item 2. The Interviewer should also record the time of starting and ending the interview against items 3 and 4 in 24 hour format. The Supervisor will record his/her name and code against item 5 and the date of inspection against item 6. The Supervisor should also record the response code against item 7 using the codes provided.

#### Interviewer/Supervisor Codes

Personal identification codes will be assigned to all the interviewers and supervisors. This will be done at the end of the training. Items 8 to 10 are for **Office use** only and should be left blank.

#### SECTION 2: HOUSEHOLD ROSTER

**Purpose:** The purpose of this section is to:

- (i) identify all persons who are members of the household;
- (ii) provide basic demographic information such as age, sex and marital status of each household member;

**Respondent:** The respondent for this section should be the household head. You must ask a few questions to be able to identify the head of the household. If the household head is absent the next person who is acting as household head should be interviewed. This respondent should be a **usual** member of the household and should be capable of providing all the necessary information about other members of the household. Note that other members can help by adding information or details in the questions concerning them.

#### Definitions

**Household:** In this survey a household is defined as a group of people who have been living and eating their meals together for at least 6 of the 12 months preceding the interview. Therefore, the member of the

household is defined on the basis of the usual place of residence. There are some exceptions to this rule as described below:

1. The following categories of people are considered as household members even though they have lived for less than 6 months in the past 12 months:
  - (i) infants who are less than 6 months old,
  - (ii) newly married who have been living together for less than 6 months,
  - (iii) students and seasonal workers who have not been living in or as part of another household, and
  - (iv) other persons living together for less than 6 months but who are expected to live in the household permanently (or for a longer duration).
2. Servants, farm workers and other such individuals who live and take meals with the household are to be identified as household members, even though they may not have blood relationship with the household head.
3. People who have lived in the household for more than 6 months of the past 12 months but have permanently left the household (e.g. divorced or dead) are not considered as members of the household. However, they should be listed in the household roster.

People who live in the same dwelling, but do not share food expenses or eat meals together are not members of the same household. For example, if a man has two or more wives who (with their children) live and eat together, then they form one household. Alternatively, if each wife and her children live and eat separately, then this family will form more than one household. Similarly, if two brothers each having his own family live in the same house, but maintain separate food budgets, they would constitute two separate households. The following are examples of a household:

- a household consisting of a man and his wife/wives and children, father/mother, nephew and other relatives or non relatives;
- a household consisting of a single person; and
- a household consisting of a couple or several couples with or without their children.

**Head of Household:** In most cases, the head of the household is the one who manages the income earned and expenses incurred by the household, and who is the most knowledgeable about other members of the household. He/she will be the person named when you ask the question "Who is the head of this household?"

### Instructions

The household roster must be filled out with the greatest care. In order to do so you must have a clear understanding of the definition of a household and the guidelines for identifying household members. In this survey, people who are going to be listed in the household roster are categorized as follows:

Usual members present on the date of interview	1
Usual members not present on the date of interview	2
Children and other regular members away from home for six months or more for education, search of employment, business transactions etc. but present on the date of interview	3
Same as above but not present on the date of interview	4
Non-members or guests staying temporarily on the date of interview	5
Those who were usual members and have stayed abroad for six months or more	6
Those who have left the household permanently or died in the last 12 months	7

**Usual members** are defined as those persons who have been living in the household for 6 months or more during the last 12 months. However, members who have come to stay in the household permanently are to be included as usual members, even though they have lived in this household for less than 6 months. Furthermore, children born to usual members on any date during the last 12 months will be taken as usual members. Both these categories will be given code "1" or "2" depending upon whether they are present or absent on the date of the interview.

**Regular members** refer to those persons who would have been usual members of this household, but have been away for more than six months during the last 12 months, for education purposes, search of employment, business transactions etc. and living in boarding schools, lodging houses or hostels etc. These categories will be given code "3" or "4" depending upon presence or absence on the date of the interview.

There may be **guests or visitors** present in the household on the date of the interview these will be given code "5". Note that, relatives to the head who happen to be visitors on the date of survey will be recorded as visitors.

Persons considered members of the household who have lived outside the household for 6 months or more during the last 12 months and **are abroad or overseas** for reasons of schooling and other reasons will be given code "6".

Persons who were household members during the last 12 months but left the household permanently or died will be given code "7".

#### **Column (R00): ID number (Person ID)**

Each household member will be assigned a two-digit identification number, **beginning with the head of the household with '01'**. The head **must** be a **usual member** of the household. The rest of the household members will be assigned codes '02', '03', '04' and so on until all the household members have been recorded, starting with the spouse, children (preferably starting with the eldest to the youngest), etc.

The identification code is extremely important, as it allows the information gathered in the various sections of the questionnaire that pertains to the same household member to be linked together. For instance if a person is assigned identification code 05 in the roster, then in all other sections of the questionnaire where information is collected for individual household members, the information pertaining to this particular person should always be entered in the row corresponding to identification code 05.

Particulars of each household member in this section will be filled in a separate row. Provision has been made for 12 rows. If there are more than 12 persons to be listed on the household roster, use another questionnaire and complete the roster there. You will record the information on these people in that questionnaire and assign ID numbers starting from 13. Questionnaires must be stapled together and household identification particulars should be copied to all used questionnaires.

#### **Column (R01): Name of household member**

You will record the names of all the household members as given by the respondent, starting with the surname. In case of long names, you will record the surname and an initial for the other name. Newly born babies without names may be recorded as 'Baby Boy' or 'Baby Girl'.

The following steps must be followed:

1. The first person must be the head of the household, even if he/she is not the respondent and even if he/she is absent;
2. Next enter the names of members of his/her immediate family (wives/husband and children) who sleep in the dwelling and take their meals together. If there is more than one wife, start with the first wife, followed by her children in order of age, then the second wife and her children in order of age, and so on.
3. Other persons related to the head of household and his/her husband/wife who sleep in the dwelling and take their meals together;
4. Persons not present but who normally live, sleep and eat together with the household i.e. those who are temporarily away for education purposes, search of employment, business transactions etc. and living in boarding schools, lodging houses or hostels etc.
5. Unrelated persons who sleep in the dwelling and take their meals with the household.
6. None members and guests staying temporarily on the date of the interview;
7. Those who were usual members and have stayed abroad for six months or more; and
8. Those who have left the household permanently or died in the last 12 months.

Now administer the questions beginning from column R05 for each of the persons listed. Make sure you finish the set of questions in this section for each person before going onto the next person on the list.

**Columns (R02) and (R03): Sex of household members and relationship to household head**

Against each of names listed indicate the sex and relationship to the household head by checking in the appropriate codes. For instance, if a particular person is a son of the household head then you will write code '1' for sex and code '3' for relationship with the head of the household. Be careful in column R03 to obtain the relationship to the head of the household. Pay special attention when the respondent is not the head of the household because the respondent in this case may give the relationship of the person in question to him or herself rather than the head of the household. Therefore, reconfirm the relationship to the head of the household before filling out the answer.

**Column (R04): Residence status**

The persons listed in column (R01) will be categorized by codes as follows:

1. Usual members *present* on the date of enumeration
2. Usual members *not present* on the date of enumeration
3. Children and other regular members away from home for six months or more for education, search of employment, business transactions etc. but *present* on the date of enumeration
4. Same as in 3 above but *absent* on the date of enumeration
5. Non-members or guests staying temporarily on the date of enumeration
6. Those who were usual members and have stayed abroad for six months or more
7. Those who have left the household permanently or died in the last 12 months

**Column (R05): Duration of stay in the household**

In column (R05), write the number of months each person has lived with the household during the last 12 months. If the person has been away irregularly, estimate the total time away in months. If the person has always been present during the last 12 months, write '12'. If the duration of stay of a person is less than one month, record '00'. Assume a month is equal to approximately four weeks. Count the completed months only. Be careful to record the correct duration for children aged less than one year.

**Column (R06): Reason for staying for less than 12 months**

If the person has stayed less than 12 months with the household, ask the main reason for absence and record the relevant answer using the codes provided in Annex 1 of the Manual of Instructions.

The next questions of this section are only applicable to categories 1-4 in column R04, i.e. to usual and regular members only. Note also that the rest of the sections of this questionnaire should be administered one after the other to only those you have identified as usual and regular members of the household.

**Column (R07): Age in completed years**

This refers to age at last birthday. The person's age should be recorded in completed years on the day of the interview in two digits. For instance, if the person is an infant (age less than 1 year), write '00'; if the person is aged seven years and some months but not yet eight, write '07'.

**The age of a person should not be left blank.** Documents like birth certificates, immunization cards, baptism certificates and others can be used to ascertain age. If the person does not know his/her age, refer to events of national or historical importance to estimate his/her age or age will be indirectly estimated based on another member of the household.

**Column (R08a) – (R08c): Date of Birth**

Ask for each household member's exact date of birth. This will serve to check the accuracy of ages of household members. Record the person's exact date of birth as follows:

- i). Day using a 2 – digit code ranging from 01 to 31;
- ii). Month using a 2 – digit code ranging from 01 to 12 that is January to December; and

- iii). Year using a 4 – digit code,
- iv). If Day or Month of birth is unknown record 98 and if Year of birth is unknown record 9998.

For example, if somebody was born on Thursday, 17<sup>th</sup> February 2011, record the Date of Birth as 17/02/2011.

Some people may not know their age but may know when they were born. Ask, "*When was this person born?*" If the age is not known but the year of birth is given, then you will compute the age of the person. If the person has already had her/his birth day subtract the year of birth from the current year (2012), otherwise subtract the year of birth from last year (2011). If the month of birth is not known but the year of birth is known then you subtract year of birth from current year (2012). If the date of birth is known, calculate the age.

A reliable date of birth of one of the Household members may help you to work out the birth dates of other members if it is known whether they are older or younger and by how many years.

If all fails, make the best estimate you can, judging by such things as the person's appearance and position in the Household and by using your common sense knowledge, that women do not usually bear children below the age of twelve or over fifty years, that people who were in the same class at school are generally in similar age bracket and so on.

Annex 2 (Age/Birth-date Consistency Chart) will help you to calculate the age in completed years while use of historical events will help you to estimate the age in completed years.

If a person's age is known but his/her date of birth is unknown; by computing or referring to the age/birth-date consistence chart establish and record his/her year of birth in R08c and write code "98" for Don't Know date and month of birth.

There should be consistency between the age of an individual and his/her date of birth.

#### **Column (R09): Marital status**

The present marital status refers to the person's marital status as on the date of the interview. "Married" includes all types of marriages - e.g., civil, traditional and common law – with legal, religious and cultural obligations. For the purpose of this survey, persons who are currently cohabiting are classified as "married" if they consider themselves as such. Note that polygamy refers to males having more than one wife even if they are not staying in the same household. Make sure that only those people who have never been married are classified as "never married" not those who are presently not married, but have been married in the past. That is individuals who are divorced or separated should be listed explicitly as such using code '3'. Similarly, those who were married but lost their partners should be recorded using code '4'.

#### **Column (R10): Birth Certificate**

This question seeks to find out whether a person has a birth certificate or not. For purposes of the survey, Birth Registration shall be by a civil authority at district or Sub-County levels, as well as from the Uganda Registration Services Bureau, Town Councils and Municipalities and referral hospitals. If the household member has a birth certificate, probe further to establish whether it is a long or short certificate then use the correct code from the codes given.

Samples of the short and long birth certificates are provided in Annex 3 of the Manual and you may show them to the respondent if he/she is not sure.

### **SECTION 3: SURVIVAL STATUS OF PARENTS**

**Purpose:** This section captures information on survival status of parents of both usual and regular household members aged less than 18 years as well as whether they live in the household, their level of education and their usual occupation. The section also captures information on some governance issues and mosquito net usage.

**Respondent:** The questions in columns (S01) – (S10) are for household members who are aged below 18 years while the questions in columns (S11) – (S13) are for those members who are aged 18 years and



older and questions in columns (S14) – (S15) are for all household members irrespective of age. To the extent possible ask each person directly. If someone is not available or too young to answer then the household head, the spouse, or another well-informed member of the household may answer these questions.

### **Instructions**

#### **Column (R00): Person ID**

In this column, record the Person ID of each member of the household with residential status code 1-4 in column (R04) of the household roster. Make sure that the identification codes are exactly the same as that in the household roster (Section 2).

#### **Columns (S01) and (S06): Survival status of Parents**

You are required to fill in information on the survival status of parents of household members aged less than 18 years in columns (S01) and (S06) respectively. Take note of the skip patterns in these questions.

#### **Columns (S02) and (S07): Whether Parents live in the Household**

If the natural father and mother of the respondent are alive, you are required to fill in columns (S02) and (S07) indicating whether they live in the household or not. If they do not live in the household, follow the skips.

#### **Columns (S03) and (S08): Person ID of Parents**

If the father and mother live in the household, copy their Person IDs from the household roster and follow the skip pattern.

#### **Columns (S04) and (S09): Highest Education Level of Parents**

For parents who are alive but not living in the household, in columns (S04) and (S09) you are required to record their highest level of education completed. The highest level of education completed means the last grade or level actually completed not the last grade or level attended.

If a person has never enrolled in school, code "No formal education".

"Some Primary" means some education but the person did not complete the P 7.

"Completed Primary" means the person completed P 7.

"Some O-Level" means some secondary education but the person did not complete the S 4.

"Completed O-Level and above" means the person completed S 4 and/or above.

#### **Columns (S05) and (S10): Usual Occupation of Parent**

Information on usual occupation is filled in for parents who are alive but not living in the household. Occupation refers to the nature of tasks and duties performed during the reference period i.e. it refers to the main work carried out by the parent of the respondent. The main criterion in determining usual occupation is time spent on the activity. The codes to be used are in Annex 4 of the Manual.

#### **Column (S11): Participation in Local Leadership**

This question seeks to find out whether any member of the household is a committee member of the LC system i.e. LCI, LCII and LCIII. Note that it is asked for only household members **aged 18 years and above**.

#### **Column (S12): Registered Voter**

This question seeks to find out whether household members aged 18 years and above are registered voters. Record the response appropriately.

#### **Column (S13): Voting in the last elections**

This question seeks to find out whether household members aged 18 years voted in the last elections. Record the response appropriately.

#### **Column (S14): Mosquito net**

A mosquito net is usually hung over a bed or sleeping mat and is used at night when asleep. Ask whether [NAME] slept under such a net the night before the day of the interview and if so whether it was an

untreated net or an insecticide treated net (ITN). If the answer to this question is 'No' or 'Don't Know', then skip to the next person. Note that this question is **applicable to all** usual and regular household members.

**Column (S15): Insecticide treated net (ITN)**

This question is applicable to respondents who slept under a mosquito net the night before the day of the interview. An ITN is a mosquito net that has been dipped or soaked in recommended insecticide for the purposes of repelling or killing mosquitoes and other bugs. There are different types of nets that are common in Uganda:

**(i) Permanent net:** This is a factory treated net that may not require re-treatment for up to three years. examples are "Permanet", "Duranet", "Interceptor", "Olyset", etc

**(ii) Pretreated net:** This is a net that has been pre-treated but requires further treatment after 6-12 months. Such nets are sold together with the insecticide for the purchaser or community agent to dip it into the insecticide after the specified period of time; examples include Safi Net, Cooper Net, KO Net, MusiNet etc.

Most nets coming into Uganda are labeled. When you get to a household, ask the respondents for permission to see the nets if it is agreeable with them. Look for the label which will enable you to identify the net and code it appropriately.

**SECTION 4: EDUCATION**

**Purpose:** The objective of this section is to measure the level of education or formal schooling of **all usual and regular household members aged 5 years and above**. It collects information on:

- (i) the literacy status of household members – i.e. member of the household who can read and write;
- (ii) the educational attainment of each household member and the type of school attended;
- (iii) amount spent on education of household members during the past 12 months; and
- (iv) area of specialization and skills acquired.

**Respondent:** An attempt should be made to ensure that each member of the household aged 5 and older responds for him/herself – i.e. each person has to be interviewed directly. If the person is not available or is too young to give information for himself/herself, then parents or the best informed person could provide the answer.

**Instructions**

**Column (R00): Person ID**

Record the identification number of the person to be interviewed (i.e. aged 5 years and older). The ID code should be exactly the same as the one in the household roster.

**Column (E01): Person ID of Respondent**

This column seeks to indicate whether the information is self reported or proxy information. Record the ID of the person responding.

**Column (E02): Literacy status: Read and write**

This question is applicable to all eligible household members. Record the information on whether the household member can read and/or write with understanding in any language using the appropriate list of response codes.

**Column (E03): Formal schooling**

For the purpose of this survey, formal schooling includes schooling at primary or secondary school, vocational/technical or professional training. This question refers to whether the person has attended any formal education or not. Note the skip pattern carefully.

"Never attended" applies to those household members who report never having attended any formal schooling. In this case, you must ask the question in column E04 and skip to the next person.

“Attended school in the past” applies to those household members who have attended school in the past, but are not currently attending school. In this case, you fill in column E03 and skip to column E05.

“Currently attending school” applies to those household members who are currently attending any formal school. Students out of school on holidays, vacation or because of the temporary closure of the school or institution are to be included here (code ‘3’). Similarly, respondents who are temporarily absent from school/institution due to illness or other unavoidable circumstances but will be going back are to be included here. Students who are attending school as such, but are preparing to take examinations privately are to be included here. In this case, if code 3 is recorded, skip to column E08.

#### **Column (E04): Reasons for never attending school**

This question should be asked only for those individuals who have never attended any formal schooling, i.e. persons with code ‘1’ in column E03. Do not read the list of possible answers; rather directly ask the respondent why he/she did not attend school and record the main reason in case of more than one answers. Note that “too young” is a common reason given for never attending school for a child of school going age. You should politely probe to be sure that it is not actually “distance” or “insecurity” that is the reason for never attending before recording the answer. After filling in the answer, skip to the next person.

#### **Column (E05): Highest grade completed**

The highest level of education completed will be recorded for persons who attended in the past (left school), i.e. code ‘2’ in column E03. Completing a level means having passed the formal examinations at the end of the academic year – the last full grade completed. For instance, for a person who dropped out in S4 without completing the end of year examinations, then the highest grade completed will be S3 since he/she did not completed S4. Use the education codes provided in Annex 5 of the Manual.

#### **Column (E06): Aggregates scored in PLE**

This question is **only** applicable if in column E05 the response recoded is code “17” i.e. the person completed Primary 7. Record the aggregates scored.

#### **Column (E07): Specialization of studies**

People who have completed education at the post primary specialized training or certificate level and above (codes 41 and higher in question (E05)) should be asked what area they specialized in and record the response appropriately using the codes provided. Information on the distribution of educated persons by field of study is important for examining the match between the supply and demand for qualified manpower with specific specializations within the labour market.

#### **Column (E08): Reason for leaving school**

The main reason for leaving the school is asked in this question. Do not read the list of possible responses to the respondent; rather ask him/her to tell you the main reason why he/she left school and record the answer that best reflect his/her response from the list. Then go to the next person.

#### **Column (E09): Grade attended in the last completed school year**

The purpose of this question is to establish the level of repetition among individuals that are attending school. Ask for the grade attended in the last completed school year and record the response using the codes in Annex 5.

#### **Column (E10): Aggregates scored in PLE**

This question is only applicable if in column E09 the response recoded is code “17” i.e. the person attended Primary 7 in the last completed school year. Record the aggregates scored.

#### **Column (E11): Grade currently attending**

This question is asked of people who are currently attending school, i.e. code ‘3’ in column (E03). It is important to ensure that the response from individuals currently **in school** is their **current grade** rather than the “highest grade completed”, which would be the grade immediately preceding their current grade.

For students out of school on holidays, vacation or because of the temporary closure of the school or institution, information will be collected in this column as on the last working day of the school/institution. If

a person is temporarily absent from the school/institution due to illness or other unavoidable circumstances but will be going back, the information will relate to the school/institution attended before the illness or other unavoidable circumstances. Use the codes in Annex 6 of the Manual.

**Column (E12): Name of the School**

Ask the respondent for the name of the school he/she is attending and record the corresponding code from the code-list provided.

**Column (E13): Management of the institution**

For the respondents currently attending school, inquire and record the type of management of the institution using the codes provided. Care should be taken to distinguish between government and religious institutions.

**Column (E14): Type of school currently attending**

This question asks about the type of school the person is currently attending. Fill in the type of school appropriately. Note the skip pattern carefully.

**Column (E15): Distance to school in Km**

This question should be asked only to those respondents who are **day scholars**. Ask the respondent to estimate the distance to his/her school in kilometers (km). If the distance is given in miles, it should be converted it into km, by multiplying the distance in miles by 1.6.

**Column (E16): Time taken to School**

This question too applies only to those respondents who are **day scholars**. Ask the respondent to estimate the time he/she/[NAME] takes to travel to school. Record the response in minutes. If the time is given in hours, convert it to minutes.

**Column (E17): Usual mode of transport**

For each day scholar, find out the usual mode of transport to school and record the response appropriately.

**Column (E18a) – (E18g): Cost of schooling**

This question is intended to cover all the educational expenses made by the household for pupils/students attending school during the past 12 months. These expenditures may include those for the current academic year, and those of the previous academic year, provided they fall within the reference period, i.e. within the last 12 months. It is likely that the information on education expenses will be obtained from the head of the household or the parent of the child, rather than from the student him/herself. If there are no expenses under a certain item, write '0'.

Only fill in columns (E18a) – (E18f) if the respondent can give you the breakdown of expenditures by category. If, after probing and help from you, the respondent cannot recall expenditures by category, leave columns (E18a) to (E18f) **blank** and write only the total expenses in column (E18g). If you fill in columns (E18a) to (E18f), it is not necessary to sum up the total in column (E18g). **Note that the breakdown of expenses by type is extremely important, and hence try to obtain the expenses separately for each of the categories by probing.**

**Column (E19): Scholarship or subsidy**

This question seeks to find out whether a particular pupil/student is currently receiving a scholarship or subsidy to support his/her education. A scholarship/subsidy is any kind of grant, bursary or sponsorship offered to the respondent by the government, school or any other institution.

**Column (E20): Source of funding**

For each student currently receiving a scholarship or subsidy to support his/her education, establish the source of funding and record the response appropriately.

## SECTION 5: HEALTH STATUS OF HOUSEHOLD MEMBERS

**Purpose:** This section collects information on the following:

- (i) Illness and injuries among household members during the past 30 days, use of health facilities and medical expenses for treating the illnesses or injuries.
- (ii) It also aimed at gathering information on illness and injuries during the past 6 months and their impact on the economic activities of the respondents.

**Respondent:** This section should be administered to all members of the household, but parents or knowledgeable adult (preferably female) can answer for young children.

### **Column (R00): Person ID**

In this column, copy the identification code (person ID) of all members of the household (i.e. usual and regular members) directly from the household roster (section 2).

### **Column (HE01): Self reporting status and Respondent's ID**

This column seeks to indicate whether the information is self reported or proxy information. Record the ID of the person responding.

### **Column (HE02): Illness/injury during the past 30 days**

This question seeks to find out whether the respondent was ill or injured during the last 30 days before the date of the interview. For respondents who have not been ill or injured during the last 30 days (i.e. code '2' recorded in column (HE02), skip to column (HE18). You should probe to make sure that the respondent has not forgotten any recent illness or injury whether treatment was sought or not.

### **Column (HE03): Number of times of illness/injury during the past 30 days**

Ask the **number of times** the respondent fell ill or was injured during the last 30 days. Record the response given.

### **Column (HE04): Days suffered**

Ask the number of days the respondent suffered due to illness or injury during the last 30 days. If the respondent reports that he/she has suffered for more than 30 days, record only 30 days since the reference period of interest is the last 30 days

### **Column (HE05): Days of usual activities lost due to sickness during the past 30 days**

Usual activities mean the work or duties or activities that the respondent performs on a regular basis. Note that these are not limited to income generating activities. If the respondent is a student, ask for the number of days he/she was not able to go to school due to the illness or injury. If the respondent is a housewife, ask the number of days she was not able to do housework due to illness or injury. Also the reference period here is the last 30 days before the date of the interview. Be careful to probe for days lost for children/babies who almost play everyday. You should record those days the child has lost when it is not active.

### **Columns (HE06a) – (HE06b): Symptoms**

This question attempts to collect self-reported data on symptoms. Choose the code that best fits the symptoms described by the respondent and record up to 2 symptom codes. The response to this question is likely to be imprecise, so do not be too concerned with attempting to code a precise diagnosis.

### **Column (HE07): Consultation**

This question seeks to find out whether the respondent consulted anyone for diagnosis and treatment during the last 30 days. To "consult" means to go to someone, for example a doctor, nurse, traditional healer or other health practitioners to seek diagnosis and treatment for an illness or injury. Note the skip pattern carefully.

**Column (HE08): Reason for not consulting**

This question seeks to investigate the reasons why some respondents who fell sick did not seek treatment. The question in this column is applicable to persons who did not consult anyone. In case there are more than two reasons for not consulting, record only the **one** that the respondent considers to be **major**.

**Column (HE09): Place of first consultation**

In this column, ask the respondent where he/she sought the first consultation during the past 30 days. If the respondent made several visits during the last 30 days for consultation record the place of first visit.

“Government Hospital” is a government owned hospital.

“Government Health Centre” is a health unit owned by government (Health Centre II, III, IV).

“Outreach” Outreach programs usually support projects that demonstrate creative or effective models of outreach and service delivery in rural communities. The purpose of outreaches is mainly to promote rural health care services outreach by expanding the delivery of health care services to include new and enhanced services in rural areas. Be sure to probe and find out whether the outreach was provided by the public or private sector.

“Fieldworker/VHT” is a person who keeps custody of, and distributes the HOMAPAK medicine at the community level, under the MOH home based management of fever strategy.

“Community health worker” is a person who has been trained to handle health issues at the community level.

“Private Hospital” is a hospital owned by a private individual or group of individuals

“Drug shop/Pharmacy” is a shop that specializes in selling of medicines which may be simple or complicated medicines.

“Private Doctor/Nurse/Midwife/Clinic” is a health unit which may be run by an individual like a Doctor, Nurse, Paramedical, etc. and charges money for the health services provided

“NGO Community Based Distributor” is a person employed by an NGO to distribute medicines.

“Ordinary shop” is any retail shop that sells commonly used commodities.

“Religious Institution” A religious institution is an institution that is established as not-for-profit and is for religious purposes only. Basically, it is an establishment, organization or association instituted to advance or promote religious purposes or beliefs. Places of worship such as churches, mosques, temples and synagogues, charities supported by religious organisations and religious societies founded by members of a faith all fall under the umbrella of religious institutions.

“Neighbor/Friend” refers to anyone from the neighborhood, who is not a health worker, from whom you may have collected medicine when a member fell sick.

“Traditional healer” is a person who uses herbs to cure the sick.

**Column (HE10): Payment for service**

This question seeks to establish whether any payment was made at the place of first consultation and the reason for the payment.

**Column (HE11): Distance to facility**

Ask for the distance in kilometers (km) to the facility where the first consultation for the **major** illness was sought. If the respondent gives you the distance in miles, convert the distance into kilometres by multiplying the distance given in miles by 1.6.

**Column (HE12a) – (HE12b): Time taken and waiting time**

Ask about the time it took to the source of first consultation and the waiting time in minutes. Record the travel time to and from the source and the waiting time separately.

**Column (HE13): Mode of transport**

For each member who fell ill or was injured, find out the mode of transport used to the place of first consultation and record the response appropriately.

**Column (HE14) – (HE16): Caretaker**

This question seeks to find out the primary caretaker for each household member who fell ill or was injured during the last 30 days. If the primary caretaker is a member of the household, go on to record his/her Person ID in column (HE15) and the number of days he/she spent caring for the sick/injured in column (HE16).

**Column (HE17a) – (HE17g): Cost of health and medical care during last 30 days**

For each household member who fell ill or was injured during the last 30 days, ask how much was spent on health and medical care (for the consultation reported in column (HE09)). The cost of consultation includes the fee for examining the patient and diagnosing the illness (laboratory test costs etc.). If there are no expenses under a certain item, write '0'. The amount spent on transport to the facility and back to the home will include the cost for the patient and all members who accompanied the patient, particularly if the fare was charged on a per person basis. In case of overnight stays, include also hotel and other related expenses under this category.

Only fill in columns (HE17a) – (HE17f) if the respondent can give you the breakdown of expenditures by category. If, after probing and help from you, the respondent cannot recall expenditures by category, leave columns (HE17a) to (HE17f) **blank** and write only the total expenses in column (HE17g). If you fill in columns (HE17a) to (HE17f), it is not necessary to sum up the total in column (HE17g). **Note that the breakdown of expenses by type is extremely important, and hence try to obtain the expenses separately for each of the categories by probing.**

**Column (HE18): Illness/injury during the last 6 months**

The reference period in this question is the last 6 months before the date of interview rather than the last 30 days. Note that this question includes the last 30 days.

**Questions in columns (HE19) to (HE21) are applicable to only persons aged 10 years and above.**

**Column (HE19): Tobacco Use**

Ask if the household member is currently using or has in the past used any tobacco products such as cigarettes, cigars, pipes or chewable tobacco. If the answer to this question is "No", skip to column (HE21).

**Column (HE20): Period respondent has smoked (in completed years)**

Record the number of years that the household member has been using or had used tobacco products in the past. It should be recorded in completed years on the date of the interview. For instance, if the person smoked for less than 1 year, then write '0'; if the person smoked for 1 year and 8 months, write '1'.

**Column (HE21): Non-communicable diseases**

The question in column (HE21) seeks to establish whether the respondent is currently suffering from diabetes, high blood pressure and/or heart disease. Multiple responses are allowed so circle all that apply.

**SECTION 6: HOUSEHOLD CONSUMPTION EXPENDITURES**

**Purpose:** This section covers expenditures of the household with different reference periods depending on the frequency of purchases. It is separated into four parts which include food, beverages and tobacco, non-durable goods and frequently purchased services, semi-durable and durable goods and services and non-consumption expenditure.

**This section is one of the most important sections in the socio-economic questionnaire and you need to be very careful while dealing with it to avoid omissions, under-estimates and over-estimates. Note that it is the section where most of the poverty indicators are derived.**

Note also that the emphasis in this section is on consumption, and not monetary expenditures. Although the two are very close, they are not the same. Household **consumption** expenditures in cash, kind or through barter will be recorded for the household only. For bartered items record the value of the item paid for, and not the value one is getting in exchange. Food, beverages or tobacco served to other members and guests in the household during the reference period will, however, be included in this section.

**Respondent:** The respondent for this section should be the person (household member) who manages the household budget and is the best informed about the household's consumption expenditure.

**Part A: Number of households present in last 7 days**

Record the number of persons who were present in the household during the last 7 days. Note that the number of persons includes guests of the household in the last 7 days.

**Part B: Expenditure on Foods, Beverages and Tobacco during Last Seven (7) Days**

This part determines the household's total expenditures on food purchased at the market place, and to estimate the value of home produced or home-grown food items consumed by the household as well as food received as gifts, presents from relatives and/or friends, or as payment in-kind i.e. remuneration for work done on someone else's farm.

In cases where food can be and is stored over long periods of time, "food consumed" should be distinguished from "food purchased". It is the value of the former over the recall period, i.e., the last 7 days that should go into the consumption aggregate. Therefore, record values on the basis of what was actually consumed by the household. For example, if 5 kilograms of maize flour were **purchased** 7 days before the date of interview, but only 3 kilograms have been **consumed** at the time of the interview, you will record information relating to 3, not 5 kilograms in the relevant columns. Food expenses for agricultural laborers and other workers (who are not household members) should not be included in this section. Also expenses on functions and occasions should be excluded.

Answer boxes are shaded for the items not needing quantity and/or value to be recorded.

First, record the number of people who on average were present in the last seven days separately for adults and children by sex. Children are persons who have not attained the age of 18.

**Column (CEB01) and (CEB02): List of Food, Beverage and Tobacco**

A complete and extensive list of food, beverages and tobacco items is provided in column (CEB01) with their corresponding codes in column (CEB02).

**Column (CEB03): Whether household consumed**

For each food, beverage and tobacco item listed, find out whether during the last 7 days the household consumed it or not and code the response appropriately.

**Column (CEB04): Number of days consumed**

Record the number of days the item was consumed in the last 7 days.

**Column (CEB05): Unit of quantity**

Record the unit of quantity. Use the units of quantity codes are provided in Annex 7 of the Manual. Note that the same unit of measurement should be used in a given row i.e. if an item has been consumed from more than one source (e.g. purchased, home produced or received in-kind) then the same unit applies.

**Columns CEB06 – CEB09: Consumption out of purchases**

This group covers purchased items consumed at home and away from home during the past 7 days. Record the quantity and value of the purchased items consumed at home in **columns (CEB06) and (CEB07)** respectively. In **columns (CEB08) and (CEB09)**, record quantity and value of purchases



consumed away from home. If the item was purchased on barter, report the value of goods exchanged to acquire it. The quantity may be given in whole units, i.e. 2 kg, 500g, 1 bunch, etc. However, if fractional amounts are reported, for instance ½ kg, ½ lts, etc., record them as 0.5 kg (or 500 g), 0.5 lts, etc.

#### **Columns CEB10 – CEB11: Home produced items**

Home production refers to items produced or grown by the household which have been consumed by the household during the past 7 days. For instance, a household that owns an enterprise may consume some output from that enterprise: the enterprise could be a garden or a shop. In this case the quantity and value of that consumption will be recorded in **columns (CEB10) and (CEB11)** respectively. Ask the respondent to estimate the amount of money that he/she would normally sell the quantity reported. This should be valued at farm gate/producer price. **Farm gate price** refers to the price a farmer receives for his or product at the boundary of the farm. This price excludes any transport cost and marketing services.

#### **Columns CEB12 – CEB13: Food received in-kind/free**

In **columns (CEB12) and (CEB13)**, record the quantity and value of items that the household received in-kind as a gift, presents from relatives and/or friends, or as payment in-kind and consumed during the past 7 days. Note that these questions refer to food and other items received in-kind and that was **consumed** by the household. Valuation of the quantity consumed should be based on the market price. **The market price** refers to the price prevailing in the market that includes cost of transport, marketing services and profit margins.

There are persons who might have spent their last 7 days prior to the interview eating elsewhere, not even in restaurants, and may not have purchased any food item. Fill in item 161 for “other foods” and then record the imputed value of the food taken under column (CEB13) i.e. “received in-kind”. Such cases are common to single household members who may eat at their parents or any other relative’s place.

Care should be taken where items are sourced separately. Two bunches of *Matooke*, for example, should be recorded in separate rows especially if they are of different size.

The consumption expenditures on other food, drinks and tobacco not listed in the questionnaire, if any, are to be grouped together and included under code 161. Note that beer and soda consumed with a meal in a restaurant or hotel will be recorded separately from those consumed in other places or occasions. Juices and other drinks consumed in the restaurant will be included in item 157.

#### **Columns (CEB14) – (CEB15): Market Price and Producer Price**

The market price and the farm gate/producer prices of only the items that were consumed by the household should be recorded in **columns (CEB14) and (CEB15)** respectively. These prices should refer to the unit of measure recorded in **column (CEB05)**.

#### **Part C: Non-Durable Goods & Frequently Purchased Services (During Last 30 Days)**

The actual expenditure data during the last 30 days on the items listed in column (CEC01) will be collected as purchases, consumption out of household enterprise stocks, imputed values of items received in-kind/free collection, gifts etc. The emphasis here is again on **household** and **not enterprise** expenditures. Rent (both actual and imputed), electricity bills, salaries and wages to houseboys, maids etc. are to be converted to monthly values. In the case of ‘rent of rented houses’ – item 301 – the actual rent paid by the household during the last 30 days should be recorded. On the other hand, imputed rent of owned houses should be included. Imputed rent refers to the rent the owner occupier would have been receiving from a tenant had he/she not been living in the house they owned.

Unit prices will be at market prices of the commodity consumed. In cases where item expenses are incurred in periods of more than 30 days (e.g. rent pre-paid for a whole year in advance) such expenses should be converted to monthly values by dividing the entire figure by 12. Expenditures in Hotels should exclude food and drink expenses which are captured in Section 9B. Under item 469 “expenditure on phones not owned” refers to household expenditures on calls made from telephone booths, mobile phones or fixed phoned not owned by any member of the household.

#### Part D: Semi-Durable Goods & Services Purchased (During the Last 365 Days)

Data on expenditures on durable and semi-durable goods and services during the last 365 days will be collected. In **column (CED03)** record the actual expenditure on goods and services purchased during the last 365 days. In **column (CED04)**, record goods and services received from the household enterprise stock, if any, valued at farm-gate/producer prices. In **column (CED05)** record the market value for items received in-kind as gifts, presents, and imputed value for free collections that the household received in the last 365 days.

Expenditures on household functions (code '701') include expenses on functions and occasions such as weddings, funerals, etc. at the household.

#### Part E: Non-Consumption Expenditure During the last 12 months

To get a complete account of total household expenditure, data on non-consumption expenses during the last 12 months are to be collected in this section. The non-consumption expenses have been grouped in categories as given in column (CEE01), on which data relating to the last 12 months are to be recorded in column (CEE03).

The categories include:

- (i) Taxes and duties paid by the household members: This will comprise of Income Tax and other direct taxes; and duties, fees and other compulsory charges unrelated to the consumption of goods and services. Separate rows are provided for income tax, property tax, user fees and charges and Local Service tax. **Taxes paid by any enterprises will be excluded from this section.**
- (ii) Pension, social security contribution and insurance premiums. These will cover pension, provident funds and other social security contributions made by household members; life insurance, health insurance, property insurance and all other insurance premiums paid by the household members.
- (iii) Remittances, gifts and other transfers to others: these will include current transfers from the household to other residents (within the country) and non-resident (outside the country) households in the form of gifts in cash or kind.
- (i) Contributions to funerals and other social functions to other persons and other households. Separate rows have been provided for each.
- (v) Others will include subscriptions, contributions and donations to trade unions, political associations, social organizations and interest paid on consumer debts.

It is important to note that disbursements **that will not be included in this section are:** additions to bank deposits and savings, amounts invested in stocks, shares, debentures etc., amounts invested in real estate, and amounts invested in corporate or household or other enterprises.

### SECTION 7: LOANS IN THE LAST 12 MONTHS

**Purpose:** This section collects information on the following:

- (i) potential borrowing sources for different household members; and
- (ii) loans contracted over the past 12 months.

**Respondent:** The appropriate respondent for this section is the household head or the person who is best informed about the borrowing activities of the household members.

#### Definition

**Credit:** Refers to the trade of money, goods, or services at the present time for a payment in the future. It can be provided in many different forms and under a wide variety of arrangements. It can be provided in the form of standard, formal loans or by a variety of informal means. While lenders may be individuals or institutions whose main function is the provision of financial services, they may also be traders, employers, landlords, or relatives of the borrower who lend money only in particular circumstances. Record borrowing

for economic or daily life purposes in the last 12 months. Exclude daily borrowing due to forgetting to bring money at a particular time, but it is repaid immediately to the lender.

### **Instructions**

People may be sensitive about providing information on their borrowing activities. You must do your best to ensure that the respondent has confidence in you: remind the respondent that the information they give is confidential. You should also probe carefully here. Make sure you ask these questions in private as much as possible.

### **Column R00: Person ID**

Copy the Person IDs of the eligible household members from Section 2.

### **Column L01: Person ID of respondent**

This column seeks to indicate whether the information is self reported or proxy information. Record the ID of the person responding.

### **Column (L02) Potential sources of funds:**

This question deals with the potential borrowing sources of the individual household members. This is a multiple response question so probe for as many responses as the respondent can give. Do not read out the responses to the respondent.

### **Columns (L03) – (L05) Demand for Credit**

These questions obtain information on loans sought by the household members aged 18 years and above in terms of money or goods over the past 12 months. Loans refer to the amount of money, goods or services borrowed from various sources for business or consumption purposes, which may or may not have been paid back.

### **Column (L03): Sought for loan in last 12 months**

This question seeks to find out if any members of the household ever sought for or applied for a loan in the last 12 months. Follow the skip patterns carefully.

### **Column (L04): Reason for not seeking loan**

Ask the respondent the reason for not seeking/applying for a loan. Do not read the list of possible answers; rather directly ask the respondent why he/she did not apply for loan to the source. Then record the response appropriately.

### **Column (L05): Sources loan was sought from**

This question is asked if the response in column (L03) is a 'Yes' (i.e. code '1'). The most appropriate respondents are those members of the household who applied for loans over the past 12 months. A person who is knowledgeable about the borrowing activities of the household and of each household member can also provide information. Provision has been made to record information on up to three recent sources of loans in the last 12 months.

### **Column (L06): Reason for seeking/applying for loan**

Record the **main** reason for which the loan was sought/applied for. Do not read the list of possible answers; rather directly ask the respondent why he/she applied for loan and record the main reason in case of more than one answer.

### **Column (L07): Amount asked for**

Record the total amount in Uganda Shillings that the respondent asked for regardless of whether he or she was successful in borrowing.

### **Column (L08): Status of loan request/application**

Ask the status of the loan request/application and record the appropriate code. If the response is "Rejected" or "Still pending" (waiting for a response from the prospective lender), skip to the next loan.

**Column (L09): Amount received**

Record the amount in Uganda Shillings of the loan approved by the lender. Exclude interest or other fees from this amount; the principal only should be reported here.

**Column (L10): Total paid back**

Ask how much of the loan has been repaid or is to be repaid to the lender. Include charges, interest on loans and all payment in-kind. Record the amount in Uganda Shillings.

**Column (L11): Outstanding balance**

Record the total amount outstanding (still have to be paid back to the lender) in Uganda shillings. Include both principal and interest as on the interview date.

**Column (L12): Repayment Period**

If there is a fixed term, record the duration of the repayment period in **months**. If no fixed term, record '99'.

**Column (L13): Number of times borrowed from source**

Record the number of times the individual has borrowed in the last 12 months from that source.

**SECTION 8: CULTURAL PARTICIPATION**

**Purpose:** This section gathers information on cultural participation for all usual and regular household members aged 18 years and above.

**Respondent:** To the extent possible ask each person directly. If someone is not available then the household head, the spouse, or another well-informed member of the household may answer these questions.

**Definition**

The 2009 UNESCO framework for cultural statistics (FCS) defines cultural participation as including: cultural practices that may involve consumption as well as activities that are undertaken within the community, reflecting quality of life, traditions and beliefs. It includes attendance at formal and for-fee events, such as going to a movie or to a concert, as well as informal cultural action, such as participating in community cultural activities and amateur artistic productions or everyday activities like reading a book. Moreover, cultural participation covers both active and passive behaviour. It includes the person who is listening to a concert and the person who practices music. Cultural participation does not concern activities carried out for employment purposes; for example, cultural participation would include visitors to a cultural site but not the paid guide.

Cultural practices can be defined according to three categories:

1. **Home-based:** refers to the amount of time spent on watching TV, listening to the radio, watching and listening to recorded sound and images, reading and using computer and the Internet.
2. **Going out:** includes visits to cultural venues such as cinema, theatre, concerts, museums, monuments and heritage sites.
3. **Identity building:** covers amateur cultural practices, membership of cultural associations, popular culture, ethnic culture, community practices and youth culture.

**Column (R00): Person ID**

In this column, copy the identification code (Person ID) of all the eligible members of the household (i.e. usual and regular members) directly from the household roster (section 2).

**Column (CP01): Religion.**

Religion refers to an individual's faith or belief. For each household member aged 18 years and above, ask for the religion and record appropriately.

**Column (CP02): Listening to/watching music videos**

For each eligible household member, ask if he/she listens to/watches **any** music videos. Record the response appropriately.

**Columns (CP03) – (CP04): Reading**

For each eligible household member, ask if he/she does any kind of reading. Record the response appropriately. If the response is a 'No', record code '2' and skip to column CP05. If the response is 'Yes', then go on to ask what kind of materials he/she reads in column CP04. Provision has been made for multiple responses so circle all that apply.

**Column (CP05): Participation in cultural activities in last 12 months**

Find out for each household member if he/she participated in any cultural activity in the last 12 months. Do not read out the responses to the respondent. Provision has been made for multiple responses.

**Column (CP06): Income from cultural activities.**

Find out for each household member if he/she got any income from any cultural activities in the last 12 months. This is a multiple response question so circle all that apply. Do not read out the responses to the respondent.

**Column (CP07): Amount received in last 12 months**

For each household member who got any income from any cultural activities in the last 12 months, find out how much he/she received from that/those activity/activities. Record the amount in Uganda shillings.

**SECTION 9: HOUSING CONDITIONS**

**Purpose:** This section aims at measuring the quality of housing occupied by the household currently. Thus, it collects information on the type of dwelling, occupancy status and the physical characteristics of the dwelling, and access to basic services (including water, electricity and sanitation).

**Respondent:** The appropriate respondent is the head of the household. If the head is not available, ask the most informed person.

**Definition**

A housing unit is a unit designed/intended for habitation by one household. A housing unit may be a detached house, a flat, a hut, a room in labour lines, or other place intended to be habited by one household. A housing unit, although intended to be inhabited by one household, may in fact house two or more households. For example, a house or flat may be shared by two or three households. Another example is where one household occupies the main house and another occupies the garage. In such cases there are two Households in one housing unit.

A dwelling unit is the unit actually occupied by the Household. Most of the questions on housing conditions can be answered by observation. However, in case of doubt, please ask the respondent. The response should refer to the characteristics of the biggest part of the dwelling unit.

**Q. HC01: Occupancy Tenure of Dwelling Unit**

This question is concerned with the arrangements by which a household occupies its dwelling or living quarters i.e. is the household staying in it FOR FREE or SOME PAYMENT is made in order for the household to stay in it? Write the code which most appropriately describes the arrangements under which the Household occupies its dwelling. If the Household owns the dwelling, write code 01 for "Owner occupied".

If the Household members neither own the dwelling nor pay rent of any kind but occupy the dwelling free of charge because it belongs to government, record 02 for "Free Public". Probe to ensure that the household does not pay any rent either directly or indirectly (e.g. deducted by the employer). Public housing is owned by the Central Government, Local Governments, or Parastatal Organisations. All other housing is private.

If a private company or private school or a relative or a friend offers a free house where the household members live, then record 03 for "Free-Private".

Households occupying public housing may pay part of the rent (nominal rent). If such is the case, record 04 for "Subsidised Public". Households occupying private housing may pay part of the rent (nominal rent), record 05 for "Subsidised Private" in such cases. If any government organization/agency pays full rent for the housing unit, record 06 for "Rented Public". If a household member pays full rent for the dwelling unit, record code 07 for "Rented Private". If no code is appropriate, write code '96' and specify.

#### Q. HC02: Type of Dwelling Unit

This question seeks to establish the type of dwelling unit occupied by the household. You are required to record the most appropriate code.

**A semi-detached house** commonly refers to two or more separate residences, attached side-by-side. This type of dwelling unit can appear as a single house with two different entrances, though some times the houses have a shared entrance but with two separate doors. The semi-detached house often looks like either two or more houses put together. It can be single or multiple storied, with a common roof and shared walls between units.

**A detached house** is one that stands alone without being attached in any way to another building. NOTE: This excludes storied houses structurally built for use by one household.

**A Tenement (Muzigo)** is a building for human habitation especially one that is rented to tenants. It is a rundown, low rented apartment building where facilities and maintenance barely meet minimum standards, often over crowded especially in a poor section of an urban area. It is also a multi-unit dwelling made up of several apartments.

If none of the stated dwelling unit types are appropriate, record code 96 for "Others" e.g. if the type of dwelling unit is containers and unipots. The household may occupy a unit which is not intended for habitation e.g. a garage. In such cases, record code 07 for "Garage".

#### Q. HC03: Number of Rooms used by household for sleeping

This question seeks information on the number of rooms in the dwelling that are used for sleeping. A room is enclosed by at least three walls or partitions and is used for living. If a sitting room or kitchen is used for sleeping, they should also be considered as sleeping rooms. However places such as corridors, balconies, verandahs or storage places are not to be considered as sleeping rooms. Record the actual number of rooms that the household members use for sleeping. If there is more than one building (including huts), add rooms in all buildings.

#### Q. HC04 – HC06: Type of Material mainly used for Construction of the Roof, Wall and Floor

These questions deal with the physical characteristics of the dwelling: record the main construction material of the roof, the external wall and the floor of the main dwelling unit. Ask the respondent for the main type of material used for construction and write the appropriate code. However, if the main material used is obvious, record as observed. If more than one kind of material is used, record the **main** type of material (i.e. the material that covers the largest part of the floor/roof/wall of the dwelling unit). The quality of the material does not matter.

Construction materials are usually obvious. Descriptions of some of the materials are given below:

- i) **Roof:** Thatch: this includes grass, papyrus, banana fibre, banana leaves etc.
- ii) **Wall**
  - **Bricks:** These are building materials molded from earth or clay. They may or may not be burnt, and may or may not be stabilized with another material such as lime or cement or mud.
  - **Cement Blocks:** These are building materials made out of a mixture of cement and sand. They are usually larger than bricks.

## iii) Floor

- **Cement screed:** This is a thin layer on the floor made of sand and cement.
- **Concrete:** Is a thick layer of hard core stones mixed with grained stone and cement.
- **Rammed Earth:** Earth mixed with water, rammed and left to dry.

**Q. HC07: Source of Water for Drinking**

The purpose of this question is to assess the safety of the household water used for drinking. If several sources are mentioned, probe to determine the main source. Write the two digit code for the Household's main source of drinking water in the provided space. Note that for purposes of the Survey, the following definitions of water sources shall be used.

<b>Response Categories</b>	<b>Definition</b>	<b>Where they are common</b>
<b>Piped water into dwelling</b>	Pipe connected with in-house plumbing to one or more taps, e.g. in the kitchen and bathroom. Sometimes called a house connection.	Urban/peri-urban, small towns high density area
<b>Piped water to yard/plot</b>	Pipe connected to a tap outside the house in the yard or plot. Sometimes called a yard connection.	-do-
<b>Public tap or standpipe</b>	Public water point from which community members may collect water. A standpipe may also be known as a public fountain or public tap or water kiosk. Public standpipes can have one or more taps and are typically made of brickwork, masonry or concrete.	-do-
<b>Tube well or borehole</b>	A deep hole that has been driven, bored or drilled with the purpose of reaching ground water supplies. Water is delivered from a tube well or borehole through a pump which may be human, animal, wind, electric, diesel or solar-powered.	Rural areas Low density areas
<b>Protected dug well</b>	A dug well is one that is (1) protected from runoff water through a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well and (2) covered so that bird droppings and animals cannot fall down the hole and (3) fitted with a pump. Both conditions must be observed for a dug well to be considered as protected.	-do-
<b>Open/unprotected dug well</b>	A dug well which is unprotected from runoff water; 2) unprotected from bird droppings and animals; or (3) both.	-do-
<b>Protected spring</b>	A spring protected from runoff, bird droppings, and animals by a "spring box" which is typically constructed of brick, masonry, or concrete and is built around the spring so that water flows directly out of the box into a pipe without being exposed to outside pollution.	-do-
<b>Open/unprotected spring</b>	A spring that is subject to runoff and/ or bird droppings or animals. Unprotected springs typically do not have a "spring box".	-do-
<b>Rainwater</b>	Rain that is collected or harvested from surfaces by roof or ground catchment and stored in a container, tank or cistern.	-do-
<b>Tanker truck</b>	Water is obtained from a provider who uses a truck to transport water into the community. Typically the provider sells the water to households.	Peri-urban slums
<b>Vendor</b>	Water is obtained from a provider who transports water into a community using a cart and then sells the water. The means for pulling the cart may be motorized or non-motorized (e.g., a donkey or bicycle).	do

<b>Surface water</b>	Water located above ground and includes rivers, dams, lakes, ponds, streams, canals, and irrigation channels	
<b>Gravity flow water</b>	A gravity-flow scheme is whereby supply is from a small upland river, stream or spring, is harnessed at the top of a hill, piped and supplied to homes in the valley using the force of gravity.	Hilly/mountainous areas (mainly rural growth centres)
<b>Bottled water</b>	Water that is bottled and sold to the household in bottles.	Urban areas

**Q. HC08a – HC12:** *This information will only be collected if the response recorded in Q. HC07 is either code 03, 05, 06, 07, 08, 10, 11 or 13 i.e. the water source is outside the compound/homestead.*

**Q. HC08a – HC08b: Traveling and waiting time**

Record the travel time to and from the source and the waiting time separately.

**Q. HC09: Distance to the Source of Water**

This question seeks to get the respondent's perception of the walking distance from the household to the water source. The perception of distance from one place to another varies depending on the route being used. A person on foot can afford to use a short cut to the water source which a person using a motor vehicle may not be able to use. Hence the distance to the same water source by the two persons will differ. If the distance is given in miles, convert to kilometres. Record the actual distance given in kilometres (Km) to one decimal place. For those who use water truck/water vendor as the main source of water, establish whether the water is delivered at the household or the respondent moves a certain distance to get the water. If the water is delivered at home then the water source is on premise.

**Q. HC10 –HC11: Persons who normally collect the drinking water in the household**

These questions aim to identify who bears the burden of collecting water. For each household, try to identify the person(s) primarily responsible for this task. If the water is collected by non household members, probe to establish their sex and whether they are minors or adults. If the water is collected by household members, record the Person IDs of the members who normally do it.

**Q. HC12: Mode of transporting the water**

Establish the mode of transporting the water and record the response appropriately.

**Q. HC13: Quantity of water used per day**

This question is intended for all households irrespective of their water source and includes water for **all** other uses. Determine how much water the household on average uses each day. Record the response in litres

**Q. HC14: Toilet Facilities**

This question seeks information about the type of toilet used by the household. Note that it refers to **use** rather than **ownership**. Below is the description of the different types of toilet facilities.

<b>Definitions of Toilet Facility</b>	
<b><u>Response Categories</u></b>	<b><u>Definition</u></b>
<b>Flush/pour flush toilet</b>	A <u>flush</u> toilet uses a cistern or holding tank for flushing water and has a water seal, which is a U-shaped pipe, below the seat or squatting pan that prevents the passage of flies and odors. A <u>pour flush</u> toilet uses a water seal, but unlike a flush toilet, a pour flush toilet uses water poured by hand for flushing (no cistern is used)
<b>Pit latrine</b>	Excreta is deposited without flushing directly into a hole in the ground



- ventilated improved pit latrine (VIP)	A latrine ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark
- pit latrine with slab	A latrine with a squatting slab, or a platform or seat. A latrine has a "slab" if the floor of the latrine is made of a hard, smooth material that can easily be thoroughly cleaned: e.g. cement, very smooth wood with no gaps, or smooth stone. Latrines with floors made of dirt, mud covered floors, or floors of mud and sticks do not have a slab. The "slab" does not have to be raised above ground level. A platform or seat must be firmly supported on all sides and raised above the surrounding ground level to prevent surface water from entering the pit and for ease of cleaning
- pit latrine without slab/ open pit	A latrine without a squatting slab, platform or seat. An open pit is a rudimentary hole in the ground where excreta is collected
-covered pit latrine	A latrine with a structure consisting of at least 3 walls and a roof over it. The cover on the pit latrine keeps rainwater from entering the latrine.
-uncovered pit latrine	A latrine that does not have a structure over it or the structure lacks either walls or a roof.
Ecosan toilets	A toilet where faeces and urine is either composting or dehydrating (using ash and /or other materials) on site before it's exposed to the environment.

For those who go to the bush, use polythene bags or buckets, write code 08 for "No facility". For households that use different toilet facilities during day and night, consider the facility used during day time.

#### Q. HC15: Shared Toilet Facilities

Sharing a toilet facility is an important measure of the level of hygiene in the household. The question asks about whether the toilet facilities are shared with one or more other households. Not shared" facilities are used by one household only while "Shared" facilities are used by more than one household. In case of pit latrine, even if you have different stances, provided it is one pit, it shall be regarded as shared. For households with no facility (using the bush, bucket or polythene bags, record code 7 for 'Not Applicable'

#### Q. HC16: Number of other households sharing the toilet facilities

Probe to determine the number of other households that share the toilet facility. Record the number in the space provided under.

#### Q. HC 17: Hand Washing facility next to toilet

Hand washing is one of a range of hygiene promotion interventions that can interrupt the transmission of diarrhoea-causing pathogens. Ask the respondent whether there is a hand washing facility near the toilet. Probe carefully to establish whether there is water and soap.

#### Energy for Lighting and Cooking

Information on the source of energy used for lighting and cooking is collected as one of the measures of the socio-economic status of the household. The use of some lighting and cooking energy can also have adverse health consequences. Heat and smoke emitted from firewood, charcoal and paraffin stove may cause respiratory disorders.

These questions ask about the **main** source of energy for lighting and cooking. If the household uses more than one source of energy for lighting or cooking, find out the source of energy **MAINLY** used in the household.

**Q. HC18: Source of energy for lighting**

Write the two digit code for the **MAIN** type used by the Household for lighting in the provided boxes. In case of Pressure Lamps, record it under Paraffin-Lantern.

**Q. HC19: Source of Energy for Cooking**

Write the two digit code for the **MAIN** source used by the Household for cooking in the space provided. For households that do not cook at all, probe to establish the energy source they use when they cook once in a while.

**Q. HC20 – HC25** are only applicable for households that report firewood as the main source of energy used for cooking.

**Q. HC20: Source of Firewood**

This question seeks to establish the source of firewood that the household normally uses. Record the response appropriately.

**Q. HC21a – HC21b: Time Taken**

Record the travel time to and from the source and the waiting time separately.

**Q. HC22: Distance**

This question seeks to get the respondent's perception of the distance from the household to the water source. If the distance is given in miles, convert to kilometres. Record the actual distance given in kilometres (Km) to one decimal place.

**Q. HC23 – HC24: Persons collecting the firewood**

These questions aim to identify who bears the burden of collecting firewood. For each household, try to identify the person(s) primarily responsible for this task. If the firewood is collected by non household members, probe to establish their sex and whether they are minors or adults. If the firewood is collected by household members, record the Person IDs of the members who normally do it in column HC24.

**Q. HC25: Usual mode of transporting the firewood**

Establish the mode of transporting the firewood and record the response appropriately.

**Q. HC26: Kitchen**

The purpose of this question is to determine the level of exposure of the household members to smoke from fuels used for cooking. Smoke is an air pollutant, and exposure to it increases the risk of respiratory infections. A kitchen is a room inside the house or a separate unit outside the main house, used mainly for cooking and related activities. Information on whether the household has a separate room used as a kitchen provides additional information on the indoor air quality and hygiene status of the household. If the Household cooks from a verandah or in the open, Record 5 for "Open space". For households that cook in a room used for other purposes e.g. living room, record 2 for "Inside, no specific room".

**Q. HC27: Solid Waste Disposal**

Solid waste includes all waste material generated as a result of the daily domestic activities excluding water and human excreta. Examples are peels from fresh foods, food left over, litter from house and compound. Usually households have various methods of solid waste disposal. Some first keep in dustbins, polythene bags, buckets, large plastic/metallic containers, etc. for a few days then eventually dispose it. We are referring to the **FINAL** method of solid waste disposal. For example households that heap garbage for one or more days and eventually burn it, write code 05 for "burning".

A "Skip Bin" refers to a container for garbage disposal placed in a community and used publicly. It is usually managed by the urban authority. Even if the Skip Bin was removed but the garbage is still thrown where it was, treat it as a "Skip Bin". You should take note of "heap" and "Burning" because sometimes what is heaped is eventually burnt.

#### **Q. HC28: Type of Bathroom**

A bathroom is constructed/mainly for bathing. Presence of a bathroom shows that the home is taking care of their hygiene and privacy while bathing. Water from bathroom gets smelly and is a good breeding ground for germs and mosquitoes.

Privacy ensures that the person uses the bathroom without interference from others while drainage ensures that the water from the bathroom is properly disposed of and not left to pollute the environment.

A “makeshift” bathroom is a temporary structure usually constructed with temporary materials for walls (thatch, cardboards, old iron sheets, polythene bags etc.), with no door, roof or floor, at times. This also includes households that use a planted hedge as bathrooms.

### **SECTION 10: HOUSEHOLD ASSETS**

**Purpose:** This section is aimed at estimating the value of household assets.

**Respondent:** The head of the household or well informed adult member of the household.

#### **Instructions**

It should be noted that assets will be varying in conditions and their valuation should be based on the market value of purchasing a similar good taking into consideration its current condition. For example, if a new chair costs 20,000/= then value of a similar chair owned by the household will be equal to 20,000/= if it is still new, or any value less than 20,000/= depending on the condition of the chair.

**Ownership in this case refers to personal property irrespective of the purpose it serves. Any asset got on credit shall be treated as owned.**

By a computer we mean a programmable electronic and digital device that performs mathematical calculations and logical operations. It can process, store and retrieve large data and produce results. Mobile phones that have computer facilities SHOULD BE EXCLUDED for this question. The main reason why someone buys a phone is to make and receive calls and not for purposes of being used as a computer facility.

If any of the Household members has access to the assets, but he/she actually does not own it, record code 3 for “No”.

#### **Columns (HA01) and (HA02): List of Physical Assets and their codes**

A list of household assets is provided in column (HA01) with their corresponding codes in column (HA02).

#### **Columns (HA03) – (HA04): Current ownership of assets and Person IDs of owners**

In column (HA03) find out whether any member of the household owns any of the items listed at present and whether they own the items singly or jointly. If the response in column (HA03) is a ‘Yes’ (i.e. code 1 or 2) then in column (HA04), record the Person ID(s) of the owner(s). You should follow the skip pattern carefully.

#### **Columns (HA05) and (HA06): Number and total value of asset**

These questions determine the number and estimated current value of the listed items owned by the household.

#### **Columns (HA07) and (HA08): Ownership of assets 12 months ago and Person IDs of owners**

In column (HA07) find out whether any member of the household owned any of the items listed 12 months ago and whether they owned the items singly or jointly. If the response in column (HA07) is a ‘Yes’ (i.e. code 1 or 2) then in column (HA08), record the Person ID(s) of the owner(s). You should follow the skip pattern carefully.

#### **Columns (HA09) and (HA10): Number and total value of asset**

These questions require the number and estimated value of the listed items owned by the household 12 months ago.

## SECTION 11: PROPERTY AND OTHER INCOMES DURING THE LAST 12 MONTHS

**Purpose:** This section gathers information on income transfers i.e. all incomes of household members including that from paid and/or self employment during the past 12 months. It also completes the income and expenditure current accounts of the household.

**Respondent:** The respondent for this section is either the head of the household or main respondent identified by the household.

### Definitions

#### Property Income:

This income consists of imputed rents of owner-occupied dwellings and the actual payments received by the household from others for the use of buildings, land, financial assets and intangible assets such as copyrights and patents.

Imputed rents of owner-occupied dwellings should be calculated as the gross imputed rental value of the dwelling less the sum of expenditure on current maintenance and up-keep and mortgage interest paid. Receipts of rents on land and buildings should be net of taxes, current maintenance and expenditure on mortgage interest.

Income received as royalties is from copyrights and patents. Interest comprises actual receipts of interest on financial claims such as savings, deposits, bonds and loans etc. Dividends received are on shares of corporate enterprises.

#### Current Transfers and other Benefits

This group consists of contracted transfers like pensions and life insurance annuity benefits and other social security benefits that are from public authorities to individual households.

*Pension and life insurance annuity benefits:* This mainly refers to money paid at regular intervals to the beneficiaries of a retirement pension and annuity benefits.

*Remittances and assistance:* These are regular or irregular contributions in terms of money or in kind made to person living elsewhere in the country or abroad. For example, any money, food or good received or sent out by the household from/to a relative staying elsewhere in the country or abroad is a remittance.

*Other incomes:* include income from other sources not previously reported – for example in the form of gifts, inheritances, alimony (child support/maintenance), scholarship, etc.

### Instructions

For each item listed in column (PY02), in columns (PY03) and (PY04), record the amount received during the past 12 months in cash and in kind respectively.

## SECTION 12: WELFARE INDICATORS AND SUBJECTIVE POVERTY

**Purpose:** This section collects information on vital needs and living conditions of households. It provides additional information to assess household welfare.

**Respondent:** The appropriate respondent is the head of the household.

### Instructions

These questions can be sensitive and hence you should be tactful and address the issue with care. Make sure to ask these questions in private as much as possible.

**Qn. W01: Source of household earnings**

This question seeks information on the major source of income for the household during the last 12. Using the codes provided record the major source income as reported by the respondent.

**Qn. W02: Sets of clothes**

In this question, you should consider clothes in good or average condition only. Tatters should be excluded. There is need to establish whether every household member has two sets of clothes. School uniform should be excluded.

**Qn. W03: A blanket**

A blanket is a type of bedding used as a covering intended to keep the user warm, especially while sleeping. Blankets are distinguished from sheets by their thickness and purpose; the thickest sheet is still thinner than the lightest blanket. Blankets are generally used for warmth, while sheets are for hygiene and comfort. Blankets are subdivided into many types including quilts, duvets, and comforters, depending on their thickness, construction and/or fill material. Blankets exclude light bedcovers and any other garments used as a blanket e.g. bed sheets, gomesi, etc.

Ask the respondent whether every child (below 18) in the household has a blanket. The question refers to each child having his/her own blanket and not sharing a blanket with another member of the household. If a child shares a blanket with another person, record code 2' for 'No'.

**Qn. W04: A Pair of shoes**

In this question, we want to find out whether every member of the household has a pair of shoes in good condition. Slippers, "tire" shoes (lugabire), and gumboots are not considered as shoes.

**Qn. W05: Number of meals**

A **meal** is a substantial amount of food, eaten at one time. It can be of any of the usual occasions, for example breakfast, lunch or dinner. In this column record the average number of meals taken by household members per day in the last 7 days.

**Qn. W06 - W07: Salt**

Ask what the household did when it last ran out of salt in W06 and in W07 ask whether the household currently has any salt.

**Qn. W08: Breakfast for children below 5 years**

Ask what children below 5 years had for breakfast yesterday morning and circle the appropriate response. If there are no children aged less than 5 years in the household, record code '99' for no under 5 year olds in the household.

**Qn. W09: Breakfast for children 5-13 years**

Ask what children between 5-13 years had for breakfast yesterday morning and circle the appropriate response. If there are no children aged 13 - 15 years in the household, record code '99' for no 13 - 15 year olds in the household.

**Subjective poverty**

Subjective poverty is an individual's assessment of his or her own welfare. Conventional definitions of poverty describe it as an economic condition. Subjective poverty aims to capture the inherent subjectivity and multidimensionality of poverty. The use of subjective measures involves the poor in the debate on poverty reduction from the beginning – from the assessment phase. The questions that follow are opinion questions.

**Qn. W10: Classifying household by status**

This question seeks the opinion of the respondent on the poverty status of the household. Read the whole question to the respondent before accepting an answer. Circle the appropriate response.

**Qn. W12: Households living standard in relation to other households**

The household's standard of living concerns the level of material comfort as measured by the goods, services, and luxuries available to the household. Using the 5 point scale provided, ask the respondent his/her perception of the household's standard of living in relation to other households in the community.

**Qn. W13: Stability of household income during the last 12 months**

This question is a perception question which seeks information on the stability of the household's income during the last 12 months. Read the whole question to the respondent before you accept an answer.

**Qn. W14: Change in household's living standard in the past 12 months**

In this question the respondent is asked about perceived change in the household's living standard in the past year. Read the whole question to the respondent before you accept an answer.

**Qn. W15: Indicators of poverty**

This question seeks the respondent's opinion on factors that indicate that an individual is poor. It is a multiple response question so circle all that apply. Do not read out the coded responses to the respondent. Code the responses appropriately.

**Qn. W16: Satisfaction with household's ability to meet minimum needs**

This question is a three in one. Ask the respondent to what extent he/she is satisfied that his/her household meets the minimum needs such as those listed in the question. Record the response to each separately.

**Qn. W17: Assistance during difficulty**

This is a hypothetical question. Ask the respondent who his/her household **can** depend on for assistance during difficult times. There is provision for multiple responses so circle all that apply.

**SECTION 13: NON-AGRICULTURAL HOUSEHOLD ENTERPRISES/ACTIVITIES**

**Purpose:** This section gathers information on the portion of a household's income and employment derived from non-agricultural household enterprises. It identifies which household member is responsible for each enterprise in terms of decision making and the allocation of income it generates. It also covers the involvement of household enterprises in the credit market. Therefore, it is important to list and obtain data on non-agricultural enterprises regardless of size.

**Respondent:** The respondent for each enterprise should be a member of the household best informed about the enterprise.

**Definitions**

**Enterprise:** An undertaking which is engaged in the production and/or distribution of some goods and/or services meant mainly for the purpose of sale whether fully or partly.

**Household Enterprise:** A Household Enterprise is one which is run by one or more members of a household or run jointly by two or more households on partnership basis irrespective of whether the enterprise is located in the premises of the household(s) or not. If a household runs a street corner stall, report it in this section. Likewise, if the household owns a major factory, report it in this section. If the women in the household make local drinks, straw mats, carpets or baskets, then the share of these activities that are used to generate income should be reported here. It also includes any trade (in food, clothes or various articles) or professional activity (like that of a private lawyer, a doctor, a carpenter, etc.) offering services for payment in cash or in-kind. Overall, all proprietary and partnership enterprises are household enterprises.

**Instructions**

**Question NA1** establishes the existence of non-agricultural enterprises (as defined above) in the household during the past 12 months. It refers to non-agricultural enterprises that are currently operating and those they may be currently non-operational, but were operating in the past 12 months. If no member of the household operates an enterprise, then end the interview. Households that operate non-agricultural

enterprises will be asked the rest of the questions in this section. Ask all questions about each enterprise before moving on to the next enterprise.

**Column (N00): Enterprise ID**

This is enterprise serial number. Use one row for each enterprise.

**Column (N01) and (N02): Description of the enterprise and industry code**

Write the description of the enterprise under column (N01) and put the appropriate industry code in column (N02). Use the industry codes in Annex 10.

**Column (N03): ID code of person responsible**

This question identifies who should be the respondent to each enterprise operated by the household. The respondent should be the person in charge of the enterprise and/or most knowledgeable about the enterprise. Write the Person ID of the household member responsible here. You must make every effort to schedule an appointment with this person. If the person is not available, then accept proxy answers from another member of the household.

**Column (N04): Year started**

Ask the year in which the enterprise was started. The year should be recorded using four digits e.g. 1996, 2004, etc.

**Column (N05): Source of start-up money**

This question seeks to find out the main source of start-up capital for setting up the enterprise. Do not read out the codes for source of capital but allow the respondent to answer this question and code the response appropriately. If the respondent mentions several sources of money, ask him/her to rank them in order of importance and record the **main** one. Own savings could also include money obtained from the sale of crops, livestock, or any other household possession.

**Column (N06) and (N07): Credit and its source**

Ask whether the household has ever received any credit to operate or expand the enterprise during the past 12 months. If the household has received loans from more than one source, ask for the main one based on its size, i.e. record the most important one. If the response is 'No', skip to column (N08a); otherwise continue with column (N07). In column (N07), record the appropriate code of the main source of credit for operating and/or expanding the enterprise.

**Column (N08a) – (N08e): Household members involved in the enterprise**

Write the identification code (person ID) of all household members who work in the enterprise/activity. Note that a given household may have several different non-agricultural enterprises, with family members participating in all or some of them. Thus, a single household member may be listed in several rows in this question. Up to 5 members should be listed based on the participation.

**Column (N09): Number of months enterprise operated in past 12 months**

Ask for how many of the past 12 months the enterprise/activity has been operating. The remaining questions in this section relate to a "normal" month (4 weeks) period that the enterprise has been operating in the past 12 months.

**Column (N10): Average monthly gross revenue**

Ask the average gross revenue during a "normal" month when the business is/was operating in the past 12 months. Gross revenue of goods producing industry is the revenue that is/will be generated from the sale of goods produced without deducting expenses. In case of the service enterprises, it is the gross revenue from the services provided. In case of trading enterprises, it is defined as the value of sales. Record the gross revenue without deducting cost of purchases of goods for resale.

Here, "normal" refers to average conditions and hence we want neither peak times nor slow times.

**Column (N11): Hired labor**

Record the number of employees during a “normal” month when the enterprise is/was operating in the past 12 months. Do not count household members here.

**Column (N12): Average expenditure on wages**

Expenditures on wages include all payments to hired workers during a “normal” month when the business is/was operating in the past 12 months. It can take the form of cash and/or in kind payments. Ask the value of in kind payments such as meals, clothing, lodging, and any other items provided to the worker during that month.

**Column (N13): Average expenditure on raw materials**

Here ask about expenditures on raw materials during a “normal” month when the business is/was operating in the past 12 months. For instance, it includes items like cloth, thread and other such items in the case of a tailor; goods purchased for resale from a wholesaler in the case a shop-keeper; tea, sugar, milk and other such expenses in the case of a tea stall; etc. In cases when the raw materials produced by the household are used, the market value of the goods used as raw materials should be entered in this column. For trading enterprises, the cost of purchasing the goods that were sold during the normal month should be considered here. Total purchases during the reference period must not be reported. There must be consistency in reporting the amount of goods sold and purchased for resale.

**Column (N14): Other expenses**

Other operating expenses include the cost of fuel, kerosene, electricity, water, the rent of the building and equipment; any interest paid on loans; the cost of maintenance, repairs spare parts for equipment; the cost of packing, transportation, storage of products; the cost of insurance; any taxes paid by the enterprise. Record how much was spent to cover fuel, electricity, kerosene etc. expenses.

Make sure that the expenditures do not include expenditures for personal matters. If there are expenditures shared between the enterprise and the household, assist the respondent in calculating the share that is directly related to the enterprise.



## CHAPTER THREE

### INSTRUCTIONS TO COMPLETE THE LABOURFORCE QUESTIONNAIRE

#### SECTION A: IDENTIFICATION OF THE CURRENTLY EMPLOYED

##### **Purpose**

This section acts as a screen to determine which respondents to administer the section of the survey about employment and to which ones to administer the section that addresses labor force participation, unemployment, and job search. It also determines the reason for absence for those people who had a job or business but were not at work last week.

##### **Background and definitions**

We classify all household members 5 years of age or older into three broad groupings: employed, unemployed, and not in the labor force.

Employed persons are those who were working at a paid job or business or who were unpaid workers at a household business or farm for at least one hour during the reference week, or who did not work during the reference week but held a job or had a business from which they were temporarily absent.

Unemployed persons are those individuals who did not work at all during the reference week and who were not absent from a job, but who actively looked for work during the past four weeks and were available to work in the reference week. Persons who were on layoff from a job to which they expected to return and were available to work during the reference week are also classified as unemployed, even if they did not actively look for work.

The sum of the employed and the unemployed is the labour force.

Persons not in the labour force are neither employed nor unemployed. They did not work, they were not absent from work, and they did not actively look for work in the past four weeks.

**SNA production boundary.** The 1993 System of National Accounts (SNA) defines production in terms of the activities carried out under the control and responsibility of institutional units (i.e. non-financial and financial corporations, government units, non-profit institutions and households, including unincorporated enterprises owned by households that use inputs of labour, capital and goods and services to produce outputs of goods or services).

It includes the following activities:

- (a) the production of all individual or collective goods or services that are supplied to units other than their producers, or intended to be so supplied, including the production of goods or services used up in the process of producing such goods or services (intermediate inputs);
- (b) the production of all goods that are retained by their producers for their own final consumption or gross fixed capital formation;
- (c) the production of housing services for own final consumption by owner-occupiers and of domestic and personal services produced by employing paid domestic staff.

Since the 1993 SNA includes the production of all goods within the production boundary, whether destined for the market or for own final use, the following types of production by households are included:

- (b1) The production of agricultural products and their subsequent storing; the gathering of berries or other uncultivated crops; forestry; wood-cutting and the collection of firewood; hunting and fishing.
- (b2) The production of other primary products such as mining salt, cutting peat, supplying water, etc.
- (b3) The processing of agricultural products; the production of grain by threshing; the production of flour by milling; the curing of skins and the production of leather; the production and preservation of meat and fish products; the preservation of fruit by drying, bottling, etc.; the production of dairy products such as butter or cheese; the production of beer, wine, or spirits; the production of baskets or mats; etc.
- (b4) Other kinds of processing such as weaving cloth; dressmaking and tailoring; the production of footwear; the production of pottery, utensils or durables; making furniture or furnishings; etc.
- (b5) The construction, major renovation or extension of own dwellings, farm buildings, etc.

For convenience, the activities corresponding to (a) above are often designated as 'market activities', or 'market production', and those corresponding to (b) and (c) as 'non-market economic activities', or 'non-market production'. In total, they constitute the scope of economic activity used to measure the economically active population. All other activities are referred to as 'non-economic activities'.

Although the above list covers the most common types of production by households for their own final use, it is not exhaustive. In general, whenever the amount of a good produced within households is deemed to be quantitatively important in relation to the total supply to that good in a country, its production should be recorded.

Compared to the general definition of production, the 1993 SNA production boundary is more restrictive. It excludes the following types of activities:

- purely natural processes without any human involvement or direction, such as the unmanaged growth of fish stocks in international waters;
- basic human activities, such as eating, sleeping or taking exercise, that it is impossible for one person to obtain another person to perform instead; activities not producing any output, such as begging or theft, unless the acquired goods are resold.

With the exception of domestic and personal services produced by employing paid domestic staff and housing services produced by owner-occupiers, the 1993 SNA production boundary excludes the production of all services for own final consumption within the same household. Thus, the following domestic and personal services are excluded, if provided by unpaid household members for own final consumption by the household:

- (i) the cleaning, decoration and maintenance of the dwelling occupied by the household, including small repairs of a kind usually carried out by tenants as well as owners;
- (ii) the cleaning, servicing and repair of household durables or other goods, including vehicles used for household purposes; the preparation and serving of meals for immediate consumption;
- (iii) care, training and instruction of children; care of sick, infirm or old people; transportation of household members or their goods. The importance that the production of unpaid domestic and personal services for own final consumption within households has in terms of the amount of labour involved and the contribution to economic welfare is widely recognized. Nevertheless, such activities remain excluded from the SNA production boundary for a number of reasons. Unlike goods, which can be stored or offered on the market, the services in question have to be consumed immediately when they are produced. Moreover, as most household domestic and

personal services are not produced for the market, there are typically no suitable market prices that can be used to value such services. Imputing values for them would not only be difficult, but would yield values which, for analytic or policy purposes, would have a different economic meaning from monetary values. Finally, since employment is defined as the engagement in production included within the SNA production boundary (see below), an extension of the boundary to include unpaid domestic and personal services produced for own final consumption within households would lead to virtually the whole adult population being considered employed and unemployment being statistically eliminated.

The fact that activities corresponding to (i), (ii) and (iii) above at present fall outside the production boundary does not, however, mean that such activities (which are mainly carried out by women) should not be statistically measured at all. In fact, the 13<sup>th</sup> ICLS Resolution contains a provision for separately identifying persons engaged in unpaid community and volunteer services and other persons engaged in activities that fall outside the boundary of economic activities from among the non-economically-active population as a whole. For example, volunteer work is not considered an economic activity if it comprises the voluntary production of services either for non-market organizations or households.

The 1993 SNA is currently being updated; however, there will be no changes to the delineation of the production boundary in the updated (2008) version.

**Economic activity.** The concept of economic activity adopted by the 13<sup>th</sup> International Conference of Labour Statisticians (ICLS) (1982) for the measurement of the economically active population is defined in terms of the production of goods and services as set forth by the SNA. The 13<sup>th</sup> ICLS Resolution specifies that “the economically active population comprises all persons of either sex who furnish the supply of labour for the production of economic goods and services, as defined by the United Nations systems of national accounts and balances, during a specified time-reference period.” Thus, persons are to be considered economically active if, and only if, they contribute to or are available to contribute to the production of goods and services falling within the SNA production boundary. The use of a definition of economic activity based on the SNA serves to ensure that the concepts used in employment and production statistics are consistent, thus facilitating the joint analysis of the two bodies of data.

**Economically active population.** The 13<sup>th</sup> ICLS distinguishes between the concept of ‘currently active population’ and ‘usually active population’. Current economic activity is measured in relation to a short reference period (generally one week), whereas usual economic activity is measured in relation to a longer period (such as the preceding 12 months). The economically active population includes both employed and unemployed persons. The currently active population is also known as the ‘labour force’.

**Employed.** Individuals are defined as employed if they are engaged (for one or more hours during the reference period) in the production of economic goods and/or services for pay or profit or without pay in a family farm/business or if they did not work but had a job or business from which they were temporarily absent.

**Unpaid apprentices** in training are considered to be ‘employed’, and their employment status is considered to be that of ‘employee’. The classification of employers and own-account workers engaged in seasonal activities as either ‘employed’ or ‘unemployed’ when they are not at work should be based on the continued existence of their enterprise. Unpaid family workers should be classified as either ‘employed’ or ‘unemployed’ based on whether or not they are looking for and are available for work during the reference period, since they are not considered to have an enterprise of their own (even though they participate in the activities of a household enterprise).

**Unemployed.** Individuals are defined as unemployed if they did not work and had no job attachment during the reference period but were actively looking for work (i.e., had taken specific steps in the past four weeks to find work) and were ready to start work if an opportunity presented itself.

**Out of the labour force.** Individuals who are neither employed nor unemployed are considered to be out of the labour force. Examples include students, homemakers, individuals who have given up looking for work (‘discouraged workers’) and retired individuals.

**Non-economic activity.** Activities that fall outside the production boundary of the UN SNA are considered to be 'non-economic activity'. Such activities include services rendered by and for household members, such as preparing and serving meals; mending, washing and ironing clothes; shopping; caring for siblings and sick/disabled household members; cleaning and maintaining the household dwelling; repairing household durables; transporting household members and their goods; etc.

**Household tasks.** Household services carried out by and for household members, such as preparing and serving meals; mending, washing and ironing clothes; shopping; caring for siblings and sick/disabled household members; cleaning and maintaining the household dwelling; repairing household durables; and transporting household members and their goods are non-economic activities that are referred to as 'household tasks'.

**Occupation.** An occupation is a type of economic activity that a person usually pursues to earn income in cash or in kind. If an individual has more than one occupation during the reference period, the occupation in which the maximum working hours are spent is considered to be his/her main occupation. If equal time is spent in the two occupations, the one that provides the larger share of income is designated as the main occupation.

**Industry.** Includes all types of establishments or businesses in which individuals are engaged in the production and/or distribution of goods and services during the reference period.

**Household.** A household is defined as a person or group of persons who live together in the same house or compound, who share the same housekeeping arrangements and who are catered for as one unit. Members of a household are not necessarily related to each other either by blood or marriage. Conversely, members who live together in the same house or compound and are related by blood or marriage do not necessarily belong to the same household. In order to be considered a household member, an individual must reside with the other household members in the dwelling for a substantial part of the year (some countries use a 6-month criterion) and must not be a member of any other household.

## **The Questions**

### **Question A0: Person ID of respondent**

This question requires the interviewer to copy the Person ID number of the person providing the information about the household member from R00 of the household roster (Socio-Economic Questionnaire).

The first five questions in part A1 of the survey ask if the person has engaged in various types of income generating activities. The questions ask if the person has engaged in the activity in the last week. This is the full week from Sunday through Saturday, before the one in which the interviewer is visiting.

### **Question A1a: Worked for wage, salary, commission last week**

Ask *"In the last week, did you work for a wage, salary, commission or any payment in kind, including doing paid domestic work, even if it was only for one hour?"* "Yes" should be marked if the person was employed by someone to do at least an hour of work. It could have been on a regular job, under a contract, casual work, piecework, paid domestic work, or work in exchange for food or housing.

### **Question A1b: Run business last week**

Ask *"In the last week, did you run a business of any size, for yourself or with one or more partners, even if it was only for one hour?"* "Yes" should be marked if the person was self-employed doing such things as having a phone shop, a legal or medical practice, a commercial farm, or a crèche business; hairdressing, collecting wood or water and selling it to others, brewing beer for sale, repairing things, making things for sale, selling things or doing construction.

### **Question A1c: Unpaid helper last week**

Ask *"In the last week, did you help without being paid in any kind of business run by your household, even if it was only for one hour?"* "Yes" should be marked if the person was an unpaid family worker doing things like cleaning up at the end of the day, doing the accounts, making things for sale or exchange, or selling things.

**Question A1d: Membership of producer's cooperative**

Ask *"In the last week, were you a member of a producer's cooperative?"*

A Producer's Cooperative is a kind of cooperative uniting small-scale producers (artisans and handicraft workers) for joint production of goods and rendering of services. Record the response appropriately.

**Question A1e: Volunteer**

Ask *"In the last week were you a volunteer?"* Voluntary work is defined as unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organization or directly for others outside their own household. This means that it involves activities that produce goods and/or services which contribute something of potential value to its recipients. The voluntary work should contribute to the production of goods and services that fall within the general production boundary of the economy as defined in the System of National Account (SNA).

Volunteer work by definition is work without pay or compensation, in cash or in kind. However, sometimes some forms of monetary or in-kind compensation may still be applicable e.g. reimbursements for the out-of-pocket expenses they incur in their assignment (e.g. travel costs or cost of equipment).

Record the response appropriately.

**Question A2: Working on household farm**

Ask *"In the last week, did you work on your household's farm?"* "Yes" should be marked if the person worked on their household's farm or plot of land. He/she may have been planting crops, weeding, chasing birds away from newly seeded fields, taking livestock to water, collecting eggs, milking cows, repairing tools, building fences, or other such activities.

**Question A3: Ownership of land worked on**

Ask *"Was this work done on your own land or that of another household?"* This might be borrowed land. The work includes livestock farming, land cultivation and other agricultural activities.

**Question A4: Purpose of production**

Ask *"In general, are the products obtained from this land for sale/barter or mainly for your own family use?"* The purpose of this question is to determine if the household generates any income from the agricultural activities operated on this land. If the products are only for own or family use i.e. code 4, skip to section G to determine whether they were either unemployed or not economically active.

**Questions A1a to A4 should all be asked.** You should not stop just because a respondent has said "Yes" to one of them. We want to know all of the types of activities a household member was involved in and to get the person thinking about activities he/she might not have thought of telling us about. Additionally, the responses to these questions will be used to route the person through subsequent sections of the questionnaire.

**Question A5: Temporary absence from work**

This question determines if the person was absent from a job in the past week. If the person did not have any type of work from which he/she was not absent from, you should skip to section G of the questionnaire.

**Question A6: Reason for absence**

This question determines why the person was absent. If reasons 10 through 13 i.e. unrest, layoff/reduction in activity, work is seasonal, or waiting to start a new job in the next 30 days are given, skip to Section G to ask about their job search activities. If the respondent gives any of the other responses, go to Section B to find out more about his/her employment.

For each person, you will next ask either SECTION B or SECTION G. You will not ask one person both of these sections. Doing so would be a major error and the questions in one of the sections would not apply to the person's situation.

## **SECTION B: CHARACTERISTICS OF THE MAIN JOB/ACTIVITY**

**Purpose:** This section gathers information on the income generating work activities of household members aged 5 years and older in the past week. We will sometimes call these incomes generating activities “jobs” or the person’s “job/business.” When we do this, our intention is not to limit the question to wage paying employment, it is simply a shorter way of referring to the concept and a more commonly used word. Any of the types of income generating activities that are asked about are welcome responses.

Detailed information is required about the occupation, industry, class of worker of the respondent's main job. The main job/activity during the last 7 days (if more than one) is the one in which the respondent usually works the greatest number of hours per week. If the usual hours of work are the same in each job/activity, the main job/activity is the one that generates the highest income.

Ask if the respondent had more than one job or business in the last week. All income generating activities should be noted somewhere, not only jobs where the person is paid a wage. Examples of people who have more than one job or business and should answer ‘Yes’ to this question include:

- A person who has a job as a cashier in a grocery store during the day and who sells airtime on the street in the evening,
- A person who makes baskets and sells them in the market and also milks the household's cows every day, and
- A person who runs a roofing business and also drives a boda-boda for hire.

It is important that you emphasize that you are asking about the person's main job in the later questions.

### **The Questions**

#### **Question B1 and B2: Main Occupation**

The goal of question B1 is to find out the respondent's occupation on their job, or their **main** job if they have more than one. In question B1, write the occupation title, while in question B2, you should describe the tasks performed i.e. what they do in at least two words and be as specific as possible. Primary school teacher, men's clothes salesman, and hotel maid are good descriptions. Driver and repairer are not good descriptions because they do not give enough detail. Taxi driver and watch repairer would be better entries. Also enter the appropriate four digit code that represents the occupation. These codes are found in Annex 9. If you are having a hard time determining the code, leave it blank and consult your colleagues/supervisor later after the interview.

#### **Question B3 and B4: Industry**

The questions ask what the respondent's place of work produces or what its function is. The goal is to determine what industry it is in. In question B3, describe the activity carried out at the place of work. Then in question B4 write the goods or services produced at the place of work. Good examples might be flour mill, elementary school education, or chicken feed factory. For both of these questions, it is important to record as much information as possible. The codes for B4 are found in Annex 10.

The codes in questions B2 and B4 will be reviewed later by someone in the central office to check and determine the most appropriate occupation and industry codes.

#### **Question B5: Status of worker**

Question B5 sorts people into six groups that are largely based on class of worker status on their main job so appropriate sets of questions may be asked about that job. The categories are:

- (1) Employee – this includes all employees including those doing casual, piece, or domestic work. They may be paid in cash or in kind (e.g., food or housing)
- (2) An employer – a self employed person who pays others to work for him, either long or short term. An example might be a person who owns a shoe store and hires people to sell the shoes.

- (3) An own account worker – a self-employed person who does not pay anyone to work for her. An example might be a person who has a stall in a market alone.
- (4) Helping without pay in a household business – an example might be children putting stuffing in the seats of chairs built by their parents.
- (5) Members of Producers' cooperatives
- (6) Volunteering - involves work that is productive and non-compulsory. It is fundamentally unpaid though some forms of compensation are permissible. It is done outside someone's own immediate family.

Based on the answer given, follow the skip to the section of questions for that type of worker. The sections are also marked by grey bars so they may be found more quickly.

**Questions B6 to B17:** should only be asked for **employees** (persons working for pay). These questions ask about entitlement to various types of benefits through this job, as well as the type and duration of employment agreement the person has with his/her employer. The goal of these questions is to get an idea of the degree of formality and stability of the job.

**Question B6: Nature of employment agreement**

In question B6, the respondent is asked if his/her employment agreement is verbal or written. It must be one of these two types, though people with verbal agreements often don't think of them as actual agreements. A verbal agreement can be something as simple as an understanding that if the person works every day that he will be paid a certain amount at the end of the week. Without such an agreement, the person would not show up and do the work.

**Question B7: Type of Contract**

This question addresses the type of employment agreement the respondent has with his/her employer. If the duration of contract is unlimited, circle code 2 and skip to B10.

**Question B8: Nature of Position**

In **question B8**, an open ended appointment is a situation where the person is hired and will continue working until that person decides to stop or they are fired or laid off. An example might be a waitress who is hired by a restaurant. Neither the waitress nor the restaurant set a date that she will stop working there and either could decide to end the agreement.

Permanent and pensionable means that the person is hired permanently and can expect to work there until retirement, at which time he will get a pension. A pension scheme is non-contributory and for someone to qualify for it, he/she must have worked for a specified period of time and must be of a specified age. If someone reaches the retirement age and certifies the above conditions, he/she is paid about half of his salary until he/she dies. The pension scheme is mostly applicable to civil servants.

If it is a fixed term, someone with a formal contract lasting a year would be included here as would a casual laborer who was only hired for the day.

**Question B9: Duration of the contract/agreement**

This question seeks to establish the duration of the contract or agreement. If the response is in years, convert to months.

**Question B10: Social security scheme**

This is contributory scheme. By law in Uganda, if a company or an individual employs five or more persons, 5 percent of the monthly salary of the employee must be deducted. The employer also is supposed to contribute 10 percent of the monthly salary. The money is then sent to the National Social Security Fund as a saving by the employee. It is only accessible when a person reaches 55 years of age.

**Question B11: Paid annual leave or payment in lieu**

Annual leave is paid time off work granted by employers to employees to be used for whatever the employee wishes. Depending on the employer's policies, differing number of days may be offered, and the employee may be required to give a certain amount of advance notice. It is considered a benefit for the

employees. This question seeks to find out whether the respondent gets paid annual leave or receives payment for leave not taken. Record the response appropriately.

**Questions B12A – B12B: Sick Leave and Maternity/Paternity Leave**

Sick leave (or paid sick days or sick pay) is time off from work that workers can use during periods of temporary illness to stay home and address their health and safety needs without losing pay. Some employers offer paid sick time as a matter of workplace policy. Maternity leave refers to the period of time that a new mother takes time off from work following the birth of her baby. Many employers have similar policies for fathers, which allow for paternity leave.

In question B12A, find out from the respondent whether he/she would get paid sick leave in case of illness or injury. In question B12B, find out whether the respondent would get maternity/paternity leave. Note that both questions are not asking whether the respondent got the specified leave but rather whether he/she would get such leave if they so wished. Record the responses appropriately.

**Question B14: Deduction of income tax**

The question asks about deduction of income tax from the employee's salary or wage. Income tax refers to tax levied on net personal or business income. For an individual who earns a salary, the income tax deduction is Pay As You Earn (PAYE).

**Question B15: Member of a Trade union**

When a trade union is formed in accordance with the Trade Union Act and before it can fully function, it is registered by the Registrar of Trade Unions who is also the Commissioner for Labour, Employment and Industrial Relations. The trade unions registered in Uganda affiliate to the National Organisation of Trade Unions (NOTU) or Central Organisation of Free Trade Unions (COFTU).

Examples of Trade unions are National Union of Plantation and Agricultural Workers, Uganda National Teachers Union (UNATU), Uganda Nurses Union, Uganda Medical Workers' Union, etc.

Ask the respondent whether on his/her job he/she is a member of a trade union or a similar employee association and record the response appropriately.

**Question B16: Nature of Employer**

This question seeks to establish the nature of the respondent's employer. The question is phrased in such a way that the interviewer has to read out the options to the respondent.

**Question B17: Type of ownership**

This question seeks to establish the type of ownership of the business/farm where the respondent worked. Record the response appropriately.

**Questions B18a and B18b: VAT and Income Tax registration status**

These questions establish from the respondent the VAT and Income Tax registration status of his/her business or the business where he/she works. If a business is registered for VAT, it must keep detailed records of the VAT it pays on purchases as well as the VAT it collects on sales and submit these records to the tax authority on a regular basis. If a self-employed person is doing this at his/her business, he/she will be aware of it. Being registered for VAT is not the same thing as having to pay VAT when you buy something. Income tax refers to tax levied on net personal or business income. In this case, it relates to tax levied on the business's net income.

**Question B19: Record of accounts**

Ask the respondent whether his/her business/farm keeps a complete record of accounts i.e. assets and expenditures. Record the response appropriately.

**Question B20: Number of Workers**

Question B20 asks how many people including the respondent work at the respondent's place of work. The categories are ranges, so respondents do not need to know the exact number of employees at their place of work. If a person works for a chain store that has a number of locations, only the number of



employees who work at the respondent's location should be reported. For example, a pump attendant at a Shell station would report the number of people who worked at that particular station, not try to guess how many people work at all of the Shell stations that exist.

**Question B21: Exact Number of Workers**

For those respondents who report less than 10 workers at their place of work, in question B21 establish the exact number of workers.

**Questions B22 – B24: Location of work place**

Questions B22 – B24 gather information on the location of the respondent's place of work. Question B22 asks for the location of the place where the respondent usually works. Question B23 asks the district in which the respondent's place of work is located and in B24 the name of the district or country. Record the information appropriately. The codes for districts are in Annex 8.

**Questions B25: Duration of work**

In this question, establish from the respondent how long he/she has worked for this employer or in this business/activity.

**SECTION C: MULTIPLE JOB HOLDERS AND CHARACTERISTICS OF SECONDARY ACTIVITY**

This section is for multiple job holders' i.e. persons with more than one economic activity. In this section, you will need to check where you noted the respondent's activities in Section A. The multiple job holders can be identified as those who had more than one 'Yes' in questions A1a to A1d, or codes '1' to '3' in question A3b. Begin by asking question C1. If he/she held more than one job last week, the next set of questions gathers essentially the same information but about the second ranked job the person did in terms of hours worked in the last week.

**SECTION D: HOURS OF WORK**

**Question D1**

The question seeks information on how many hours the respondent usually works at the main job/activity, secondary job/activity, and any other jobs/activities each week. If the respondent has more than three jobs/activities, record the hours worked on the main job/activity under main job. Then add the hours worked on the second and third job and record them under other jobs. Please stress that we are interested in usual hours in this question. This is the number of hours the person works on that job most weeks, even if last week was different because of sickness, holiday, or other reasons.

**Question D2**

Question D2 asks the respondent to report the number of hours they actually worked on their main job/activity, secondary job/activity, and any other jobs/activities each day last week. Please stress to the respondent that we are interested in actual hours. These may be different than a respondent's usual hours due to sickness, holiday, childcare issues, or a number of other reasons.

**SECTION E: TIME RELATED UNDEREMPLOYMENT AND INADQUATE EMPLOYMENT SITUATIONS**

**Purpose:** This section allows us to determine the desire and availability of household members aged 5 years and older who were working during the last week to work additional hours. These, along with several other questions, attempt to measure underemployment.

**Questions E1 and E2: Desire to work additional hours**

Question E1 asks the respondent if he/she would have liked to work more hours than they actually worked provided that the extra hours would have been paid for. Record the appropriate answer in E1. If the answer is Yes in E1, record the additional hours he/she would have worked in E2. Take note of the skip pattern.

**Question E3: Increasing working hours**

In question E3, the respondent is asked how he/she would have liked to increase his/her working hours. It could be on the current job/activity, additional job/activity or replacement with current job/activity with another one with more hours. Record the response appropriately.

**Questions E4 and E5: Changing current employment situation**

In question E4, ask the respondent if he/she would you like to change his/her current employment situation and record the appropriate response. If the response is a 'No', skip to CHK3. If the response is 'Yes', in question E5, ask for the main reason he/she wants to change his/her current employment situation and record the reason appropriately.

**Question E6: Looking for another job**

This question seeks to find out from the respondent whether he/she looked for another job/activity to replace his/her current one(s) during the last four weeks.

**Question E7: Extra work in addition to current job**

This question seeks to find out from the respondent whether he/she looked for extra work in addition to his/her current job(s)/activity(ies).

**SECTION F: INCOME FROM EMPLOYMENT**

**Purpose:** This section gathers information on the earnings of household members aged 5 years and older who had wage or salary employment on their main or second job during the reference period, that is, those whose response to question B5 or C8 was code '1'.

**The Questions**

For respondents who had wage and salary employment on their main job (the response to question B5 was code '1') the next section of the Labour module begins at question F1. Those who had one of these types of employment on their second job but not their first job (i.e. question B5 was not code '1' but question C8 was) should begin the section at F10. Respondents who had these employment types on both their main and second jobs should begin at F1 and complete both sections. Earnings should be reported before taxes or other deductions are taken out i.e. gross earnings.

**Question F1: Payment on main job**

This question seeks to find out from the respondent whether on his/her main job he/she is paid at a set rate, on the basis of sales, a combination of these, in kind only, or in some other way. Those who report being paid in kind only in question F1 are next asked question F7.

**Questions F2 – F3: Amount paid and periodicity**

Those who are paid a set rate or who are paid both a set rate and on the basis of sales are asked for the set rate they are paid in question F3. Respondents will likely give the units needed in question F3 as part of their answer to question F2 (e.g. – 10,000 schillings a day) in which case you may record the answers for both questions simultaneously. If they do not volunteer the frequency, you will need to ask for it in F3. Two of the response categories for question F3, bi-weekly and twice monthly, look like they would be the same but they are actually different. A person paid twice monthly gets two paychecks a month, regardless of the length of the month. This results in 24 paychecks a year. A person paid bi-weekly gets a paycheck every two weeks. This results in 26 paychecks a year. Payment on the basis of sales describes situations such as a barber who is paid for each haircut he gives, a carpenter who is only paid when a piece of furniture is sold, or a real estate agent who gets a commission when a house is sold.

Those who report one of the other types of payment in question F1 and who are also paid in kind should not include the value of their in kind payments when reporting their other earnings. They should report the value of their in kind payments separately when they are asked question F7.

**Question F4: Amount earned on basis of sales**

Question F4 is for respondents who are paid on the basis of sales. Some of these respondents will be self-employed individuals who must pay various expenses, such as a store owner who has to pay rent and utilities for her shop and buy inventory to sell, a taxi driver who needs to pay for fuel, or a carpenter who needs to buy wood and sand paper. Record the amount earned.

**Questions F6: Earnings in the last month**

Question F6 is to be asked to respondents who reported that they are in paid some other way (i.e. code '5' in question F1), and in most cases, it relates to piece rate payments. Estimate all these earnings of an individual during the month. The earnings should be before taxes or other deductions are made.

**Questions F7 - F9: In kind payments**

Questions F7, F8 and F9 determines the payment made in kind (such as through the provision of food or housing) and the estimated value of that payment. When entering the value, be sure to circle the corresponding unit of measure.

**CHK 4** is a check to determine where the respondent goes next. If the respondent had a secondary job which was in paid employment (i.e. question C8 is code '1') question F10 is applicable. Otherwise if code 2 is circled, skip to Section I.

Questions F10 through F20 are similar to F1 through F10 but are focused on the respondent's second job.

**SECTION G: UNEMPLOYED AND PERSONS NOT IN THE LABOUR FORCE**

**Purpose:** This section allows us to determine whether household members aged 5 years and older who were not working during the last week were in the labour force. If they were not, we are able to determine why that was – for example, if they did not want a job because they were engaged in another activity such as school, or if they had stopped looking for work because they gave up hope of ever finding any. If they were in the labor force, we gather information on their job search activities and duration of unemployment.

**The Questions****Question G1a: Looked for work or tried starting own business**

In question G1a, code '1' "Yes - looked for work" should be marked if the respondent was looking for any kind of work – regular employment, casual work for a day, informal work on the street, farm work, work in someone else's private household, etc. Any type of work at all is acceptable. We will ask more questions about it later to see how it should be classified.

Code '2' "Yes – tried to establish own business" should be marked if the respondent was trying to start any kind of business – a shop, selling newspapers and groundnuts on the street, selling airtime, fixing shoes, etc. The type or formality of the business does not matter. We just want to know if the person was trying to start one in this question. We will ask more questions about the business later to see how it should be classified.

Therefore it is critical that the answers are accurate and that the skips are followed. If the response is either code '1' or '2', you should go to question G2. Otherwise, you should skip to question G3a.

**Question G2: Efforts undertaken to look for job/start business**

Question G2 asks about the steps the person has taken to search for work or start a business. Please circle as many as are necessary to fully capture what the person did. Do not read the list, only mark what the respondent tells you. Options A through I are active methods. They could have led directly to the person being offered a job or being able to start a business. Simply looking at an advertisement in the paper will not result in a job offer. The person must take the further step of answering the advertisement before a job offer can become a possibility.

### **Questions G3a and G3b: Why no effort was made**

In questions G3a and G3b we want to find out if the reason why the person wasn't doing something to search for work in question G3a or start a business in question G3b is because that they have already been successful in this and are now simply waiting until the date set to start. If the answer in either question G3a or G3b is 'Yes', skip to question G7.

### **Questions G4 – G5: Desire to work and reasons for not seeking work**

Question G4 ask whether the person would have liked to work last week if there had been an opportunity. If a person says "Yes" to question G4, next ask G5 for the reason why he/she did not look for work or start a business in the last four weeks. If a person says "No" to question G4, meaning that they did not want to work last week, skip to question G9 and ask for the reason why.

In question G5 we are looking for the main reason the person has not searched for work in the past four weeks. The person may have many reasons, but we need to know which of them was most important and the biggest obstacle. Only one answer should be recorded. Do not read the list to the respondent. Instead, read the question and wait for them to offer an answer. Reading the responses on this question may lead people to give answers that are different than what they would have otherwise said. It is important that the respondent comes up with an answer.

### **Question G6: Job search in the last 12 months**

Question G6 asks about job search in the last 12 months. Since this is a different reference period than has been asked about in the other questions, it is important that you emphasize it. Irrespective of the response skip to question G8a.

### **Question G7: Duration without work**

Question G7 asks how long respondents who are looking for work or who have recently found work had been without work as of the end of last week. "Last week" refers to the full week, Sunday through Saturday, prior to the interviewer's visit. Get the answer and circle the appropriate code in G7. If you get the response in weeks, convert into months and circle the appropriate code.

### **Questions G7a – G7b: Number of jobs applied and number of interviews done**

Questions G7a and G7b solicit information on the number of jobs applied for and the number of interviews done in the last 12 months respectively. Record the numbers.

### **Question G7c: Moving to find work**

Question G7c seeks to establish whether the respondent would consider moving (migrating) to find work. This is a multiple response question so probe and record as many as the respondent mentions.

### **Question G7d: Main obstacle to finding a good job**

Question G7d seeks to find out from the respondent what has been his/her main obstacle to finding a good job. Do not read out the responses but rather allow the respondent to give his/her response and you code it appropriately.

### **Questions G8a – G8b: Willingness to work in case of offer/opportunity last week**

Question G8a asks whether the respondent could have started to work if a job had been offered last week. Please be sure to emphasize that we are asking about last week. If the respondent says "No," he/she is asked the next question concerning starting a business. If the person says "Yes", skip to Section H.

Question G8b asks whether the respondent could have started to work if an opportunity to open a business had been offered last week. Please be sure to emphasize that we are asking about last week. If the respondent says "No," he/she is asked why they were not available in question G9. If the respondent says "Yes", skip to Section H.

### **Question G9: Reason for not wanting to work**

If there is a "No" response to question G8a or G8b, meaning that the respondent did not want to work last week, we would like to know the reason in this question. The response categories are some of the common reasons people give for not being in the labour force. If one of these reasons is given, mark it. If

another reason that is not on the list is given, mark "Other reason" and write the reason in the box provided.

## **SECTION H: PREVIOUS WORK EXPERIENCE**

**Purpose:** This section collects information on previous work experience of household members aged 5 years and older who were not in the labour force.

### **Question H1: Ever worked for a wage or salary**

Question H1 asks whether the person has ever worked for a wage or salary, or for other income in cash or kind (including income obtained from own or family business or farm). Be sure to emphasize that in this question we are asking about actual working instead of just looking for work, so that the respondent doesn't think the same question is being asked twice. "Ever" here refers to the person's whole lifetime. We are trying to cover anything the person may have done to earn money or help in a household enterprise.

### **Question H2: Reason for stopping work at last job**

Question H2 asks the main reason the respondent stopped working in his/her last job or business. There may have been several reasons but the most important needs to be chosen. Only one reason may be recorded. Response category 01 to 04 lists reasons that would have been initiated by the employer and that would mean the respondent didn't have a choice in whether or not the job ended. All of the other response categories are actions that would have been initiated by the respondent.

### **Question H3: Length of time since stopped work at last job/activity**

Question H3 asks when the respondent last worked at a job or business. The response categories are ranges, so even if the respondent does not remember exactly how long ago it was, he or she will likely be able to give an estimate that allows you to select the proper category.

### **Question H4 – H12:**

The rest of the questions i.e. H4 to H12 are similar to B2 to B5 and B16 and B25.

## **SECTION I: USUAL ACTIVITY STATUS**

**Purpose:** This section collects information on employment activities of household members age 5 and over in the last 12 months. It is asked of all household members who were employed in the past week as well as those who were unemployed or not in the labour force during the past week but who had worked at some point in the past 12 months. The goal is to find out about the job at which the person spent the most time over the course of the past 12 months. It could be work at a wage/salary job, in self-employment, as an unpaid worker in a household enterprise, or on a household farm. The person could still be engaged in the work or it could be a job that has ended.

### **The Questions**

#### **Question I1: Task spent most time on in last 12 months**

Question I1 determines whether the work on which the respondent spent the most time over the past 12 months was one of the jobs he/she already gave us information on. If it is, we record whether it was the main or second job held during the last week and skip to question I9. If the main job or secondary job held over the course of the past 12 months was not one we already asked about, many of the questions that were asked in section B and C are asked about them. If the respondent did not work at all during the last 12 months, circle code 4 and skip to Section J.

Questions I2 to I8 are similar to those asked in section B. In question I9, all the months that the person worked at that job should be circled. Remember that we are interested in the past 12 months, not only the months in the current calendar year. For example, if the interview is being conducted in June 2012, we would be interested in knowing about June 2011 through May 2012.

After completing this section, all respondents should be asked Section J which is about domestic activities.

## **SECTION J: CARE LABOUR ACTIVITIES**

**Purpose:** This section collects information on some of the domestic activities of household members aged 5 and over. The activities asked here are those done for household use, not to earn money. This section is asked regardless of labour force status.

### **The Questions**

#### **Questions J1 – J5: Time spent on care labour**

For each question, record the time the respondent spent engaged in each type of activity last week. If the respondent did not engage in an activity or spent less than 30 minutes on it during the week, write "0." If they spent more than 30 minutes on it but less than an hour, write "1." Be sure respondents include travel time in their responses on time spent for tasks such as fetching water and collecting firewood.

## **CHAPTER FOUR**

### **INSTRUCTIONS TO COMPLETE THE COMMUNITY SURVEY QUESTIONNAIRE**

#### **Objective**

The community survey aims at collecting information relating to communities residing in the sampled EAs. This information comprises of demographic characteristics and historical events as well as various details on economic and social infrastructure. The information will be combined with information of other modules of the UNHS III survey to ensure more in-depth analysis.

In EAs with one LC1, the community survey will be done in that LC1. In EAs with more than one LC1, the community survey will be carried out only in one LC1, selected on the basis of simple random sampling. Hence, all the questions with respect to the community refer to the administrative unit (LC1). The community survey is to be done using group interviews of community leaders. As retrospective data are needed, it is necessary to include at least a couple of residents who have lived in the community for a number of years. It is recommended that the chairman of the LC1 be approached to help to organize this group of informants. Care should be taken to ensure that the numbers of respondents for the community survey include at least two men and two women leaders but that they do not exceed a total of 10 persons.

One problem with group interviews is that they might sometimes be hard to control. If the group of knowledgeable informants is composed of people with such different backgrounds making it unlikely to reach consensus, it may sometimes be better to conduct separate interviews with individual informants for some parts of the questionnaire. If the members of the group represent different areas of expertise, the supervisor can encourage the most knowledgeable member to take the lead in answering the questions about his or her topic (for example a teacher/head teacher on educational questions, a health worker on health-related questions, etc.).

#### **SECTION 1A: COMMUNITY IDENTIFICATION PARTICULARS**

Items 1 to 6 should be copied from the relevant household-listing questionnaire. After selecting one LC1 on the basis of simple random sampling from the EA, record the name and code of the LC1 against item 7. Against item 8 record the code that best describes the characteristics of the settlement pattern in the LC1 being surveyed.

#### **SECTION 1B: COMMUNITY PARTICULARS**

Against item 1, record the total number of households in the LC1. The information should be got from the listing questionnaire. Item 2 in section 1B asks for the GPS coordinates of the center of the LC1. These coordinates will be read as instructed in the section on taking GPS readings in the listing questionnaire. In item 3, distances to district town, nearest municipality, and Kampala are to be recorded as reported by the respondents. If necessary, the distances should be verified from the district offices.

#### **SECTION 1C: STAFF DETAILS AND SURVEY TIME**

This section should be completed as instructed for the socio-economic questionnaire.

#### **SECTION 2: COMMUNITY CHARACTERISTICS**

In this section, general information on the social infrastructure nearest to the community will be collected from the community leaders of the LC1. The social facilities include schools and various categories of health facilities.

Information is to be collected as on the date of survey. Distance in kilometres, common mode of transport, and time to the infrastructure in minutes will be recorded.

Trunk roads are main roads maintained by the central government and they are normally connecting a district to the other. They can either be tarmac or murrum roads and they are six meters and above in width.

Feeder roads are major roads joining trunk roads and are maintained by district authorities (local governments).

The rest of the section is generally self-explanatory.

### SECTION 3: COMMUNITY SERVICES AND OTHER AMENITIES

This section seeks information community services and other amenities as on the date of survey. There is a wide range of community services and amenities but they are self-explanatory.

### SECTION 4: MARKETS (GENERAL INFORMATION)

In this section, general information on consumer, inputs and producer markets will be collected from the community leaders of the LC1. Information on consumer markets selling goods and services will be recorded in items 1 to 4, markets selling agricultural inputs in items 5 to 11, and markets selling agricultural produce in items 12 to 18 in column (CM01).

In column (CM02), the availability of the types of markets mentioned in column (CM01) is to be recorded i.e. Yes = "1" or No = "2". Columns (CM03) to (CM06) will be relevant only if the entry in column (CM02) is "2". In column (CM03), the location code is to be recorded using codes provided in the questionnaire. In the case that the community members do not know where certain markets are available, code 7 ("Not Known") has to be recorded. In column (CM04), the distance of the location in column (CM03) should be recorded in kilometers. Columns (CM05) and (CM06) refer to common means of transport and time taken to reach the market respectively. Time is to be expressed in minutes.

#### **General Consumer Market**

*A limited consumer market or outlet* (Sr. No. 1) will be either a cluster of shops and traders (market) or one or a few scattered shops where generally only a limited number of fast selling commodities and services but with limited choice. *Periodic local markets* (Sr. No. 2) are held at fixed locations at fixed intervals where producers, traders, and buyers from around and from distant places converge and transact business. These markets are generally organized in open spaces with temporary structures built for the market-day and cater for the needs of both retailers and wholesalers. *Most common market* (Sr. No. 3) is the market where people of the LC1 would normally go for the purchase of consumer goods and services, on consideration of availability, price and variety of goods and services. *Others* (Sr. No. 4) will relate to any other market (to be specified) not covered by the above categories where people of the LC1 frequently go for the purchase of consumer items and services.

#### **Agricultural Input Markets**

*Agricultural Input Markets* will relate to the markets where farmers usually buy agricultural inputs (Sr. Nos. 5 to 11). *A trader selling at farm* (Sr. No. 5) relates to traders coming to farmers at the farm to sell farm inputs in cash or barter. If the trader provides inputs at the farm site on credit (to be recovered later through barter or cash) he will be included in Sr. No. 6 (generally referred to as inter-linked transactions). *General markets selling limited inputs* (Sr. No. 7) refer to markets that sell a variety of goods and services including farm inputs. These are not specialized farm-input markets and sell such goods to a limited extent only. *Local cooperatives* (Sr. No. 8) may be official cooperatives registered under the Co-operative Societies Act or informal cooperatives that are not registered but consist of a group of households/individuals that unite to buy or sell inputs and outputs and perform related activities jointly. *Periodic local market* (Sr. No. 9) is the same as Sr. No. 2. The *Most Common Market* that sells inputs widely (Sr. No. 11) is a specialized market where most of the needed farm-inputs are available for sale. Any other market or shops/outlets selling farm-inputs will be covered against Sr. No. 12, which, however, should be described in column (3) before filling in information in the subsequent columns.



### **Agricultural Producer Market**

*Agricultural Producer markets* relates to markets/ traders where agricultural produce are sold or bought in bulk or/and small quantities. A *Trader at farm-gate* (Sr. No. 13) is similar to Sr. No. 5 except that this trader comes for purchasing farm produce. A *Creditor at farm-gate* (Sr. No. 13) will be a trader or money lender who would have sold inputs or consumer goods or given loans and would have come to the farm at the harvest time to recover their loans as a barter arrangement. Sr. Nos. 15 to 18 are similar to Sr. Nos. 8 to 11 except that these are concerned with purchasing the farm-produce.

It should be noted that Sr. Nos 5 to 18 relate to crop-farming activity only. If there is no crop-farming activity in the concerned LC1, draw a bracket covering all the serial numbers and record "No crop-farming activity" in the LC1.

## **SECTION 5: EDUCATIONAL INFRASTRUCTURE**

In this section, information is to be collected on both the most popular, the nearest primary schools, nearest secondary school, and nearest early childhood center/pre-primary school used by the community. This school may not necessarily be in the LC1.

A knowledgeable school official should give the information, preferably the headmaster or some one nominated by him/her. Relevant codes for this section are provided in the questionnaire.

## **SECTION 6: HEALTH INFRASTRUCTURE**

In this section, information is to be collected on the most commonly used public and private health facilities. The section is to be answered by an authorized and knowledgeable health official at the facility as well as community leaders. The health facility will be a place that in addition to selling medicines has qualified doctors/nurses/medical attendants for treating patients including dressing and emergency attention facilities. Individual doctors etc. for consultation only with very limited supply of medicines will be excluded. Doctors with moderate treatment and medical attention facilities will, however, have to be included.

Initial consultation fee (item 22) will include medical practitioners' charge for the first consultation to the patient. In case the consultation fee cannot be separated, the total fee should be recorded. Other items in this section are self-explanatory.

## ANNEXES

### ANNEX 1: CODES FOR STAYING IN HOUSEHOLD FOR LESS THAN 12 MONTHS

#### **New arrivals**

New born.....	1
Returned home from abduction/displacement.....	2
To escape insecurity from home area.....	3
Bad living conditions at home.....	4
To look for work.....	5
Other economic reasons.....	6
Education.....	7
Marriage.....	8
Divorce.....	9

#### **Members that left**

Deceased.....	10
To escape insecurity from this area.....	11
Looking for work elsewhere.....	12
Other economic reasons.....	13
Illness.....	14
Education.....	15
Marriage.....	16
Divorce.....	17
Started own household.....	18
Abducted/disappeared.....	19
Other specify).....	20

**ANNEX 2: AGE/BIRTH-DATE CONSISTENCY CHART**

Current age	Has not had birthday in 2012	Has already had birthday in 2012	Current age	Has not had birthday in 2012	Has already had birthday in 2012
0	2012		47	1965	1966
1	2011	2012	48	1964	1965
2	2010	2011	49	1963	1964
3	2009	2010	50	1962	1963
4	2008	2009	51	1961	1962
5	2007	2008	52	1960	1961
6	2006	2007	53	1959	1960
7	2005	2006	54	1958	1959
8	2004	2005	55	1957	1958
9	2003	2004	56	1956	1957
10	2002	2003	57	1955	1956
11	2001	2002	58	1954	1955
12	2000	2001	59	1953	1954
13	1999	2000	60	1952	1953
14	1998	1999	61	1951	1952
15	1997	1998	62	1950	1951
16	1996	1997	63	1949	1950
17	1995	1996	64	1948	1949
18	1994	1995	65	1947	1948
19	1993	1994	66	1946	1947
20	1992	1993	67	1945	1946
21	1991	1992	68	1944	1945
22	1990	1991	69	1943	1944
23	1989	1990	70	1942	1943
24	1988	1989	71	1941	1942
25	1987	1988	72	1940	1941
26	1986	1987	73	1939	1940
27	1985	1986	74	1938	1939
28	1984	1985	75	1937	1938
29	1983	1984	76	1936	1937
30	1982	1983	77	1935	1936
31	1981	1982	78	1934	1935
32	1980	1981	79	1933	1934
33	1979	1980	80	1932	1933
34	1978	1979	81	1931	1932
35	1977	1978	82	1930	1931
36	1976	1977	83	1929	1930
37	1975	1976	84	1928	1929
38	1974	1975	85	1927	1928
39	1973	1974	86	1926	1927
40	1972	1973	87	1925	1926
41	1971	1972	88	1924	1925
42	1970	1971	89	1923	1924
43	1969	1970	90	1922	1923
44	1968	1969	91	1921	1922
45	1967	1968	92	1920	1921
46	1966	1967	93	1919	1920

## ANNEX 3: Samples of Birth Certificates

K. No. **414183** FORM K. (r.5A (1))

  
THE REPUBLIC OF UGANDA

REG. No. ....

**SHORT BIRTH CERTIFICATE**

SURNAME		OTHER NAMES	
---------	--	-------------	--

DATE OF BIRTH	SEX	COUNTY	BORN IN GOMBOLOLA OF

NAME OF FATHER*	NATIONALITY OF FATHER*	NAME OF..... ...OF MOTHER*	NATIONALITY ... OF MOTHER*

Issued on.....20...

Fee: Shs. ....

By .....  
Registrar of Births and Deaths.

\*This Certificate is not conclusive proof of the paternity of the Child or of nationality either of the Father, Mother or the Child.

**ISHAKA ADVENTIST HOSPITAL**  
A Seventh - Day Adventists Institution  
P. O. Box 111 Bushenyi  
UGANDA

**Hospital Certificate of Birth**

Name of Baby \_\_\_\_\_ No. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Wt. \_\_\_\_\_

Name of Mother \_\_\_\_\_ IPNO \_\_\_\_\_

Name of Father \_\_\_\_\_

Tribe/Nationality \_\_\_\_\_

Village/Town \_\_\_\_\_

County \_\_\_\_\_

Midwife/Doctor \_\_\_\_\_

Matron \_\_\_\_\_

Medical Director \_\_\_\_\_

**WE CARE, GOD HEALS**



THE REPUBLIC OF UGANDA

**BUSHENYI DISTRICT ADMINISTRATION**

**Birth Certificate**

This copy has been taken from the birth register of the

Sub-County.....

in the County of .....

Number.....

Date of birth.....

Name of Child.....

Sex.....

Father's name.....

Mother's name.....

Address.....

Date of registration.....

Signature of Sub-County Chief.....

Remarks.....

Official stamp and

Date of Certification.....

Shs. 500/=

*Note: A child should be registered within a month.*



THE REPUBLIC OF UGANDA

**ARUA DISTRICT LOCAL  
ADMINISTRATION**

**Birth Certificate**

No. 11183

Name of Child..... Sex.....

Date.....

Place of Birth.....

Father's Name.....

Mother's Name.....

Occupation of Parents.....

Sub-Parish.....

Parish.....

Sub-County.....

County.....

Signature :.....

Lc I.....

Lc II.....

Lc III.....

REGISTRATION FEE SHS.

Date.....

Sub-County Chiefs Sign. & Stamp.

**Uganda Midwives Association**  
**RECORD OF CHILD BIRTH**

No. \_\_\_\_\_ Address \_\_\_\_\_  
Date \_\_\_\_\_

Name: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_  
Father's Name: \_\_\_\_\_  
Village: \_\_\_\_\_  
Date of Delivery: \_\_\_\_\_  
Sex: \_\_\_\_\_ Weight: \_\_\_\_\_  
Date of Discharge: \_\_\_\_\_  
Weight on Discharge: \_\_\_\_\_  
Midwife's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

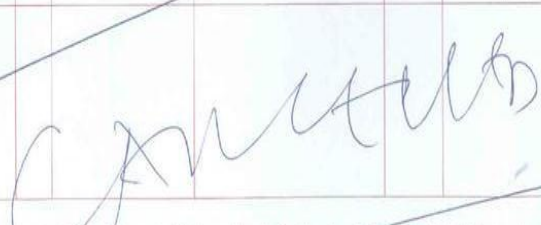
**NB: Above is an example of a *discharge form* that should not be mistaken for a *birth certificate*.**

### Long Certificate

Page..... KAMPALA A 454501

Birth in the Sub-County of ..... County of ..... in the District of ..... Province of .....

in the Republic of Uganda.

No.	Date of Birth and Time of Birth	Place of Birth	Name	Sex	Full Name, Residence and Occupation of Father	Full Name and Maiden Name, Residence and Occupation of Mother	Nationality of Parents	Full Name, Occupation and Residence of Declarant in what capacity he gives information	When Registered	Signature of Sub-County Chief	Name if added after Registration of Birth
											

I, ..... the Registrar-General of Births and Deaths for Uganda, do hereby certify that this is a true copy of the return/register of births for the Birth Registration.

District of the Sub-County of ..... County of ..... Province of ..... relating to the birth of .....

WITNESS my hand at Kampala this ..... day of ..... 20.....

Fee: Shs. 5,000

Registrar-General of Births and Deaths.

Printed by Uganda Printing and Publishing Corporation

**ANNEX 4: USUAL OCCUPATION CODES FOR PARENTS**

Legislators, Senior Officials, Managers and Administrators	1
Professionals (Graduates)	2
Associate Professionals (Diploma and Certificate Holders)	3
Clerks	4
Service Workers, Shop and Market Sales Workers	5
Agricultural and Fishery Workers	6
Craft and Related Workers	7
Plant, Machine Operators and Assemblers	8
Elementary Occupations	9

**ANNEX 5: CODES FOR HIGHEST EDUCATION LEVEL ATTAINED**

Some schooling but not Completed P.1.....	10
Completed P.1.....	11
Completed P.2.....	12
Completed P.3.....	13
Completed P.4.....	14
Completed P.5.....	15
Completed P.6.....	16
Completed P.7.....	17
Completed J.1.....	21
Completed J.2.....	22
Completed J.3.....	23
Completed S.1.....	31
Completed S.2.....	32
Completed S.3.....	33
Completed S.4.....	34
Completed S.5.....	35
Completed S.6.....	36
Completed Post primary Specialized training or Certificate.....	41
Completed Post secondary Specialized training or diploma.....	51
Completed Degree and above.....	61
Don't Know.....	99

**ANNEX 6: CODES FOR CURRENT SCHOOLING STATUS**

Attending nursery, kindergarten etc (lower than P.1) .....	01
Attending P.1.....	10
Attending P.2.....	11
Attending P.3.....	12
Attending P.4.....	13
Attending P.5.....	14
Attending P.6.....	15
Attending P.7.....	16
Attending S.1.....	30
Attending S.2.....	31
Attending S.3.....	32
Attending S.4.....	33
Attending S.5.....	34
Attending S.6.....	35
Attending post primary/junior specialized training or certificate or diploma....	40
Attending Post secondary Specialized training or diploma.....	50
Attending Degree and above.....	61
Don't Know.....	99



**ANNEX 7: CODES FOR UNIT OF QUANTITY**

Sr. No.	UNIT	COD E
1	Kilogram (kg)	01
2	Gram	02
3	Litre	03
4	Small cup with handle (Akendo)	04
5	Metre	05
6	Square metre	06
7	Yard	07
8	Millilitre	08
9	Sack (120 kgs)	09
10	Sack (100 kgs)	10
11	Sack (80 kgs)	11
12	Sack (50 kgs)	12
13	Sack (unspecified)	13
14	Jerrican (20 lts)	14
15	Jerrican (10 lts)	15
16	Jerrican (5 lts)	16
17	Jerrican (3 lts)	17
18	Jerrican (2 lts)	18
19	Jerrican (1 lt)	19
20	Tin (20 lts)	20
21	Tin (5 lts)	21
22	Plastic Basin (15 lts)	22
23	Bottle (750 ml)	23
24	Bottle (500 ml)	24
25	Bottle (350 ml)	25
26	Bottle (300 ml)	26
27	Bottle (250 ml)	27
28	Bottle (150 ml)	28
29	Kimbo/Cowboy/Blueband Tin (229)	29
30	Kimbo/Cowboy/Blueband Tin (130)	30
31	Kimbo/Cowboy/Blueband Tin (0.5)	31
32	Cup/Mug (0.5 lt)	32
33	Glass (0.25 lt)	33
34	Ladle (100 g)	34
35	Table spoon	35
36	Tea spoon	36
37	Basket (20 kg)	37
38	Basket (10 kg)	38
39	Basket (5 kg)	39
40	Basket (2 kg)	40
41	Loaf (1 kg)	41
42	Loaf (500 g)	42
43	Buns (200 g)	43
44	Buns (100 g)	44

Sr. No.	UNIT	CODE
44	Buns (100 g)	44
45	Buns (50 g)	45
46	Bathing soap (Tablet)	46
47	Washing soap (Bar)	47
48	Washing soap (Tablet)	48
49	Packet (2 kg)	49
50	Packet (1 kg)	50
51	Packet (500 g)	51
52	Packet (250 g)	52
53	Packet (100 g)	53
54	Packet (Unspecified)	54
55	Fish – Whole (Up to 1 kg)	55
56	Fish – Whole (1 - 2 kg)	56
57	Fish – Whole (Above 2 kg)	57
58	Fish - Cut piece (Up to 1 kg)	58
59	Fish - Cut piece (1 - 2 kg)	59
60	Fish - Cut piece (Above 2 kg)	60
61	Tray of 30 eggs	61
62	Ream	62
63	Crate	63
64	Heap (Unspecified)	64
65	Dozen	65
66	Bundle (Unspecified)	66
67	Bunch (Big)	67
68	Bunch (Medium)	68
69	Bunch (Small)	69
70	Cluster (Unspecified)	70
71	Gourd (1 – 5 lts)	71
72	Gourd (5 – 10 lts)	72
73	Gourd (Above 10 lts)	73
74	Gologolo (4 - 5 lts)	74
75	Calabash (1 - 5 lts)	75
76	Calabash (Above 5 lts)	76
77	Jug (2 lts)	77
78	Jug (1.5 lts)	78
79	Jug (1 lt)	79
80	Tot (50 ml)	80
81	Tot (sachet)	81
82	Tot (Unspecified)	82
83	Tobacco leaf (Number)	83
84	Pair	84
85	Number of Units (General)	85
86	Acre	86
87	Other Units (Specify)	99

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**ANNEX 9: INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATIONS (ISCO)**

**1 Managers**

11 Chief executives, senior officials and legislators

- 111 Legislators and senior officials
  - 1111 Legislators
  - 1112 Senior government officials
  - 1113 Traditional chiefs and heads of village
  - 1114 Senior officials of special-interest organizations
- 112 Managing directors and chief executives
  - 1120 Managing directors and chief executives

12 Administrative and commercial managers

- 121 Business services and administration managers
  - 1211 Finance managers
  - 1212 Human resource managers
  - 1213 Policy and planning managers
  - 1219 Business services and administration managers not elsewhere classified
- 122 Sales, marketing and development managers
  - 1221 Sales and marketing managers
  - 1222 Advertising and public relations managers
  - 1223 Research and development managers

13 Production and specialized services managers

- 131 Production managers in agriculture, forestry and fisheries
  - 1311 Agricultural and forestry production managers
  - 1312 Aquaculture and fisheries production managers
- 132 Manufacturing, mining, construction, and distribution managers
  - 1321 Manufacturing managers
  - 1322 Mining managers
  - 1323 Construction managers
  - 1324 Supply, distribution and related managers
- 133 Information and communications technology service managers
  - 1330 Information and communications technology service managers
- 134 Professional services managers
  - 1341 Child care services managers
  - 1342 Health services managers
  - 1343 Aged care services managers
  - 1344 Social welfare managers
  - 1345 Education managers
  - 1346 Financial and insurance services branch managers
  - 1349 Professional services managers not elsewhere classified

14 Hospitality, retail and other services managers

- 141 Hotel and restaurant managers
  - 1411 Hotel managers
  - 1412 Restaurant managers
- 142 Retail and wholesale trade managers
  - 1420 Retail and wholesale trade managers
- 143 Other services managers
  - 1431 Sports, recreation and cultural centre managers
  - 1439 Services managers not elsewhere classified

**2 Professionals**

21 Science and engineering professionals

- 211 Physical and earth science professionals
  - 2111 Physicists and astronomers
  - 2112 Meteorologists
  - 2113 Chemists

- 2114 Geologists and geophysicists
- 212 Mathematicians, actuaries and statisticians
  - 2120 Mathematicians, actuaries and statisticians
- 213 Life science professionals
  - 2131 Biologists, botanists, zoologists and related professionals
  - 2132 Farming, forestry and fisheries advisers
  - 2133 Environmental protection professionals
- 214 Engineering professionals (excluding electrotechnology)
  - 2141 Industrial and production engineers
  - 2142 Civil engineers
  - 2143 Environmental engineers
  - 2144 Mechanical engineers
  - 2145 Chemical engineers
  - 2146 Mining engineers, metallurgists and related professionals
  - 2149 Engineering professionals not elsewhere classified
- 215 Electrotechnology engineers
  - 2151 Electrical engineers
  - 2152 Electronics engineers
  - 2153 Telecommunications engineers
- 216 Architects, planners, surveyors and designers
  - 2161 Building architects
  - 2162 Landscape architects
  - 2163 Product and garment designers
  - 2164 Town and traffic planners
  - 2165 Cartographers and surveyors
  - 2166 Graphic and multimedia designers
- 22 Health professionals
  - 221 Medical doctors
    - 2211 Generalist medical practitioners
    - 2212 Specialist medical practitioners
  - 222 Nursing and midwifery professionals
    - 2221 Nursing professionals
    - 2222 Midwifery professionals
  - 223 Traditional and complementary medicine professionals
    - 2230 Traditional and complementary medicine professionals
  - 224 Paramedical practitioners
    - 2240 Paramedical practitioners
  - 225 Veterinarians
    - 2250 Veterinarians
  - 226 Other health professionals
    - 2261 Dentists
    - 2262 Pharmacists
    - 2263 Environmental and occupational health and hygiene professionals
    - 2264 Physiotherapists
    - 2265 Dieticians and nutritionists
    - 2266 Audiologists and speech therapists
    - 2267 Optometrists and ophthalmic opticians
    - 2269 Health professionals not elsewhere classified
- 23 Teaching professionals
  - 231 University and higher education teachers
    - 2310 University and higher education teachers
  - 232 Vocational education teachers
    - 2320 Vocational education teachers
  - 233 Secondary education teachers
    - 2330 Secondary education teachers
  - 234 Primary school and early childhood teachers
    - 2341 Primary school teachers

- 2342 Early childhood educators
- 235 Other teaching professionals
  - 2351 Education methods specialists
  - 2352 Special needs teachers
  - 2353 Other language teachers
  - 2354 Other music teachers
  - 2355 Other arts teachers
  - 2356 Information technology trainers
  - 2359 Teaching professionals not elsewhere classified
- 24 Business and administration professionals
  - 241 Finance professionals
    - 2411 Accountants
    - 2412 Financial and investment advisers
    - 2413 Financial analysts
  - 242 Administration professionals
    - 2421 Management and organization analysts
    - 2422 Policy administration professionals
    - 2423 Personnel and careers professionals
    - 2424 Training and staff development professionals
  - 243 Sales, marketing and public relations professionals
    - 2431 Advertising and marketing professionals
    - 2432 Public relations professionals
    - 2433 Technical and medical sales professionals (excluding ICT)
    - 2434 Information and communications technology sales professionals
- 25 Information and communications technology professionals
  - 251 Software and applications developers and analysts
    - 2511 Systems analysts
    - 2512 Software developers
    - 2513 Web and multimedia developers
    - 2514 Applications programmers
    - 2519 Software and applications developers and analysts not elsewhere classified
  - 252 Database and network professionals
    - 2521 Database designers and administrators
    - 2522 Systems administrators
    - 2523 Computer network professionals
    - 2529 Database and network professionals not elsewhere classified
- 26 Legal, social and cultural professionals
  - 261 Legal professionals
    - 2611 Lawyers
    - 2612 Judges
    - 2619 Legal professionals not elsewhere classified
  - 262 Librarians, archivists and curators
    - 2621 Archivists and curators
    - 2622 Librarians and related information professionals
  - 263 Social and religious professionals
    - 2631 Economists
    - 2632 Sociologists, anthropologists and related professionals
    - 2633 Philosophers, historians and political scientists
    - 2634 Psychologists
    - 2635 Social work and counselling professionals
    - 2636 Religious professionals
  - 264 Authors, journalists and linguists
    - 2641 Authors and related writers
    - 2642 Journalists
    - 2643 Translators, interpreters and other linguists
  - 265 Creative and performing artists

- 2651 Visual artists
- 2652 Musicians, singers and composers
- 2653 Dancers and choreographers
- 2654 Film, stage and related directors and producers
- 2655 Actors
- 2656 Announcers on radio, television and other media
- 2659 Creative and performing artists not elsewhere classified

### **3 Technicians and associate professionals**

- 31 Science and engineering associate professionals
  - 311 Physical and engineering science technicians
    - 3111 Chemical and physical science technicians
    - 3112 Civil engineering technicians
    - 3113 Electrical engineering technicians
    - 3114 Electronics engineering technicians
    - 3115 Mechanical engineering technicians
    - 3116 Chemical engineering technicians
    - 3117 Mining and metallurgical technicians
    - 3118 Draughtspersons
    - 3119 Physical and engineering science technicians not elsewhere classified
  - 312 Mining, manufacturing and construction supervisors
    - 3121 Mining supervisors
    - 3122 Manufacturing supervisors
    - 3123 Construction supervisors
  - 313 Process control technicians
    - 3131 Power production plant operators
    - 3132 Incinerator and water treatment plant operators
    - 3133 Chemical processing plant controllers
    - 3134 Petroleum and natural gas refining plant operators
    - 3135 Metal production process controllers
    - 3139 Process control technicians not elsewhere classified
  - 314 Life science technicians and related associate professionals
    - 3141 Life science technicians (excluding medical)
    - 3142 Agricultural technicians
    - 3143 Forestry technicians
  - 315 Ship and aircraft controllers and technicians
    - 3151 Ships' engineers
    - 3152 Ships' deck officers and pilots
    - 3153 Aircraft pilots and related associate professionals
    - 3154 Air traffic controllers
    - 3155 Air traffic safety electronics technicians
- 32 Health associate professionals
  - 321 Medical and pharmaceutical technicians
    - 3211 Medical imaging and therapeutic equipment technicians
    - 3212 Medical and pathology laboratory technicians
    - 3213 Pharmaceutical technicians and assistants
    - 3214 Medical and dental prosthetic technicians
  - 322 Nursing and midwifery associate professionals
    - 3221 Nursing associate professionals
    - 3222 Midwifery associate professionals
  - 323 Traditional and complementary medicine associate professionals
    - 3230 Traditional and complementary medicine associate professionals
  - 324 Veterinary technicians and assistants
    - 3240 Veterinary technicians and assistants
  - 325 Other health associate professionals
    - 3251 Dental assistants and therapists

- 3252 Medical records and health information technicians
- 3253 Community health workers
- 3254 Dispensing opticians
- 3255 Physiotherapy technicians and assistants
- 3256 Medical assistants
- 3257 Environmental and occupational health inspectors and associates
- 3258 Ambulance workers
- 3259 Health associate professionals not elsewhere classified
- 33 Business and administration associate professionals
  - 331 Financial and mathematical associate professionals
    - 3311 Securities and finance dealers and brokers
    - 3312 Credit and loans officers
    - 3313 Accounting associate professionals
    - 3314 Statistical, mathematical and related associate professionals
    - 3315 Valuers and loss assessors
  - 332 Sales and purchasing agents and brokers
    - 3321 Insurance representatives
    - 3322 Commercial sales representatives
    - 3323 Buyers
    - 3324 Trade brokers
  - 333 Business services agents
    - 3331 Clearing and forwarding agents
    - 3332 Conference and event planners
    - 3333 Employment agents and contractors
    - 3334 Real estate agents and property managers
    - 3339 Business services agents not elsewhere classified
  - 334 Administrative and specialized secretaries
    - 3341 Office supervisors
    - 3342 Legal secretaries
    - 3343 Administrative and executive secretaries
    - 3344 Medical secretaries
  - 335 Regulatory government associate professionals
    - 3351 Customs and border inspectors
    - 3352 Government tax and excise officials
    - 3353 Government social benefits officials
    - 3354 Government licensing officials
    - 3355 Police inspectors and detectives
    - 3359 Regulatory government associate professionals not elsewhere classified
- 34 Legal, social, cultural and related associate professionals
  - 341 Legal, social and religious associate professionals
    - 3411 Legal and related associate professionals
    - 3412 Social work associate professionals
    - 3413 Religious associate professionals
  - 342 Sports and fitness workers
    - 3421 Athletes and sports players
    - 3422 Sports coaches, instructors and officials
    - 3423 Fitness and recreation instructors and program leaders
  - 343 Artistic, cultural and culinary associate professionals
    - 3431 Photographers
    - 3432 Interior designers and decorators
    - 3433 Gallery, museum and library technicians
    - 3434 Chefs
    - 3435 Other artistic and cultural associate professionals
- 35 Information and communications technicians
  - 351 Information and communications technology operations and user support technicians

- 3511 Information and communications technology operations technicians
- 3512 Information and communications technology user support technicians
- 3513 Computer network and systems technicians
- 3514 Web technicians
- 352 Telecommunications and broadcasting technicians
  - 3521 Broadcasting and audio-visual technicians
  - 3522 Telecommunications engineering technicians

#### **4 Clerical support workers**

- 41 General and keyboard clerks
  - 411 General office clerks
    - 4110 General office clerks
  - 412 Secretaries (general)
    - 4120 Secretaries (general)
  - 413 Keyboard operators
    - 4131 Typists and word processing operators
    - 4132 Data entry clerks
- 42 Customer services clerks
  - 421 Tellers, money collectors and related clerks
    - 4211 Bank tellers and related clerks
    - 4212 Bookmakers, croupiers and related gaming workers
    - 4213 Pawnbrokers and money-lenders
    - 4214 Debt-collectors and related workers
  - 422 Client information workers
    - 4221 Travel consultants and clerks
    - 4222 Contact centre information clerks
    - 4223 Telephone switchboard operators
    - 4224 Hotel receptionists
    - 4225 Enquiry clerks
    - 4226 Receptionists (general)
    - 4227 Survey and market research interviewers
    - 4229 Client information workers not elsewhere classified
- 43 Numerical and material recording clerks
  - 431 Numerical clerks
    - 4311 Accounting and bookkeeping clerks
    - 4312 Statistical, finance and insurance clerks
    - 4313 Payroll clerks
  - 432 Material-recording and transport clerks
    - 4321 Stock clerks
    - 4322 Production clerks
    - 4323 Transport clerks
- 44 Other clerical support workers
  - 441 Other clerical support workers
    - 4411 Library clerks
    - 4412 Mail carriers and sorting clerks
    - 4413 Coding, proof-reading and related clerks
    - 4414 Scribes and related workers
    - 4415 Filing and copying clerks
    - 4416 Personnel clerks
    - 4419 Clerical support workers not elsewhere classified

#### **5 Service and sales workers**

- 51 Personal service workers
  - 511 Travel attendants, conductors and guides
    - 5111 Travel attendants and travel stewards
    - 5112 Transport conductors



- 5113 Travel guides
- 512 Cooks
  - 5120 Cooks
- 513 Waiters and bartenders
  - 5131 Waiters
  - 5132 Bartenders
- 514 Hairdressers, beauticians and related workers
  - 5141 Hairdressers
  - 5142 Beauticians and related workers
- 515 Building and housekeeping supervisors
  - 5151 Cleaning and housekeeping supervisors in offices, hotels and other establishments
  - 5152 Domestic housekeepers
  - 5153 Building caretakers
- 516 Other personal services workers
  - 5161 Astrologers, fortune-tellers and related workers
  - 5162 Companions and valets
  - 5163 Undertakers and embalmers
  - 5164 Pet groomers and animal care workers
  - 5165 Driving instructors
  - 5169 Personal services workers not elsewhere classified
- 52 Sales workers
  - 521 Street and market salespersons
    - 5211 Stall and market salespersons
    - 5212 Street food salespersons
  - 522 Shop salespersons
    - 5221 Shop keepers
    - 5222 Shop supervisors
    - 5223 Shop sales assistants
  - 523 Cashiers and ticket clerks
    - 5230 Cashiers and ticket clerks
  - 524 Other sales workers
    - 5241 Fashion and other models
    - 5242 Sales demonstrators
    - 5243 Door to door salespersons
    - 5244 Contact centre salespersons
    - 5245 Service station attendants
    - 5246 Food service counter attendants
    - 5249 Sales workers not elsewhere classified
- 53 Personal care workers
  - 531 Child care workers and teachers' aides
    - 5311 Child care workers
    - 5312 Teachers' aides
  - 532 Personal care workers in health services
    - 5321 Health care assistants
    - 5322 Home-based personal care workers
    - 5329 Personal care workers in health services not elsewhere classified
- 54 Protective services workers
  - 541 Protective services workers
    - 5411 Fire-fighters
    - 5412 Police officers
    - 5413 Prison guards
    - 5414 Security guards
    - 5419 Protective services workers not elsewhere classified

## **6 Skilled agricultural, forestry and fishery workers**

- 61 Market-oriented skilled agricultural workers

- 611 Market gardeners and crop growers
  - 6111 Field crop and vegetable growers
  - 6112 Tree and shrub crop growers
  - 6113 Gardeners, horticultural and nursery growers
  - 6114 Mixed crop growers
- 612 Animal producers
  - 6121 Livestock and dairy producers
  - 6122 Poultry producers
  - 6123 Apiarists and sericulturists
  - 6129 Animal producers not elsewhere classified
- 613 Mixed crop and animal producers
  - 6130 Mixed crop and animal producers
- 62 Market-oriented skilled forestry, fishery and hunting workers
  - 621 Forestry and related workers
    - 6210 Forestry and related workers
  - 622 Fishery workers, hunters and trappers
    - 6221 Aquaculture workers
    - 6222 Inland and coastal waters fishery workers
    - 6223 Deep-sea fishery workers
    - 6224 Hunters and trappers
- 63 Subsistence farmers, fishers, hunters and gatherers
  - 631 Subsistence crop farmers
    - 6310 Subsistence crop farmers
  - 632 Subsistence livestock farmers
    - 6320 Subsistence livestock farmers
  - 633 Subsistence mixed crop and livestock farmers
    - 6330 Subsistence mixed crop and livestock farmers
  - 634 Subsistence fishers, hunters, trappers and gatherers
    - 6340 Subsistence fishers, hunters, trappers and gatherers
- 7 Craft and related trades workers**
  - 71 Building and related trades workers, excluding electricians
    - 711 Building frame and related trades workers
      - 7111 House builders
      - 7112 Bricklayers and related workers
      - 7113 Stonemasons, stone cutters, splitters and carvers
      - 7114 Concrete placers, concrete finishers and related workers
      - 7115 Carpenters and joiners
      - 7119 Building frame and related trades workers not elsewhere classified
    - 712 Building finishers and related trades workers
      - 7121 Roofers
      - 7122 Floor layers and tile setters
      - 7123 Plasterers
      - 7124 Insulation workers
      - 7125 Glaziers
      - 7126 Plumbers and pipe fitters
      - 7127 Air conditioning and refrigeration mechanics
    - 713 Painters, building structure cleaners and related trades workers
      - 7131 Painters and related workers
      - 7132 Spray painters and varnishers
      - 7133 Building structure cleaners
  - 72 Metal, machinery and related trades workers
    - 721 Sheet and structural metal workers, moulders and welders, and related workers
      - 7211 Metal moulders and coremakers
      - 7212 Welders and flamecutters
      - 7213 Sheet-metal workers
      - 7214 Structural-metal preparers and erectors

- 7215 Riggers and cable splicers
- 722 Blacksmiths, toolmakers and related trades workers
  - 7221 Blacksmiths, hammersmiths and forging press workers
  - 7222 Toolmakers and related workers
  - 7223 Metal working machine tool setters and operators
  - 7224 Metal polishers, wheel grinders and tool sharpeners
- 723 Machinery mechanics and repairers
  - 7231 Motor vehicle mechanics and repairers
  - 7232 Aircraft engine mechanics and repairers
  - 7233 Agricultural and industrial machinery mechanics and repairers
  - 7234 Bicycle and related repairers
- 73 Handicraft and printing workers
  - 731 Handicraft workers
    - 7311 Precision-instrument makers and repairers
    - 7312 Musical instrument makers and tuners
    - 7313 Jewellery and precious-metal workers
    - 7314 Potters and related workers
    - 7315 Glass makers, cutters, grinders and finishers
    - 7316 Sign writers, decorative painters, engravers and etchers
    - 7317 Handicraft workers in wood, basketry and related materials
    - 7318 Handicraft workers in textile, leather and related materials
    - 7319 Handicraft workers not elsewhere classified
  - 732 Printing trades workers
    - 7321 Pre-press technicians
    - 7322 Printers
    - 7323 Print finishing and binding workers
- 74 Electrical and electronic trades workers
  - 741 Electrical equipment installers and repairers
    - 7411 Building and related electricians
    - 7412 Electrical mechanics and fitters
    - 7413 Electrical line installers and repairers
  - 742 Electronics and telecommunications installers and repairers
    - 7421 Electronics mechanics and servicers
    - 7422 Information and communications technology installers and servicers
- 75 Food processing, wood working, garment and other craft and related trades workers
  - 751 Food processing and related trades workers
    - 7511 Butchers, fishmongers and related food preparers
    - 7512 Bakers, pastry-cooks and confectionery makers
    - 7513 Dairy-products makers
    - 7514 Fruit, vegetable and related preservers
    - 7515 Food and beverage tasters and graders
    - 7516 Tobacco preparers and tobacco products makers
  - 752 Wood treaters, cabinet-makers and related trades workers
    - 7521 Wood treaters
    - 7522 Cabinet-makers and related workers
    - 7523 Woodworking-machine tool setters and operators
  - 753 Garment and related trades workers
    - 7531 Tailors, dressmakers, furriers and hatters
    - 7532 Garment and related pattern-makers and cutters
    - 7533 Sewing, embroidery and related workers
    - 7534 Upholsterers and related workers
    - 7535 Pelt dressers, tanners and fellmongers
    - 7536 Shoemakers and related workers
  - 754 Other craft and related workers
    - 7541 Underwater divers
    - 7542 Shotfirers and blasters

- 7543 Product graders and testers (excluding foods and beverages)
- 7544 Fumigators and other pest and weed controllers
- 7549 Craft and related workers not elsewhere classified

**8 Plant and machine operators and assemblers**

- 81 Stationary plant and machine operators
  - 811 Mining and mineral processing plant operators
    - 8111 Miners and quarriers
    - 8112 Mineral and stone processing plant operators
    - 8113 Well drillers and borers and related workers
    - 8114 Cement, stone and other mineral products machine operators
  - 812 Metal processing and finishing plant operators
    - 8121 Metal processing plant operators
    - 8122 Metal finishing, plating and coating machine operators
  - 813 Chemical and photographic products plant and machine operators
    - 8131 Chemical products plant and machine operators
    - 8132 Photographic products machine operators
  - 814 Rubber, plastic and paper products machine operators
    - 8141 Rubber products machine operators
    - 8142 Plastic products machine operators
    - 8143 Paper products machine operators
  - 815 Textile, fur and leather products machine operators
    - 8151 Fibre preparing, spinning and winding machine operators
    - 8152 Weaving and knitting machine operators
    - 8153 Sewing machine operators
    - 8154 Bleaching, dyeing and fabric cleaning machine operators
    - 8155 Fur and leather preparing machine operators
    - 8156 Shoemaking and related machine operators
    - 8157 Laundry machine operators
    - 8159 Textile, fur and leather products machine operators not elsewhere classified
  - 816 Food and related products machine operators
    - 8160 Food and related products machine operators
  - 817 Wood processing and papermaking plant operators
    - 8171 Pulp and papermaking plant operators
    - 8172 Wood processing plant operators
  - 818 Other stationary plant and machine operators
    - 8181 Glass and ceramics plant operators
    - 8182 Steam engine and boiler operators
    - 8183 Packing, bottling and labelling machine operators
    - 8189 Stationary plant and machine operators not elsewhere classified
- 82 Assemblers
  - 821 Assemblers
    - 8211 Mechanical machinery assemblers
    - 8212 Electrical and electronic equipment assemblers
    - 8219 Assemblers not elsewhere classified
- 83 Drivers and mobile plant operators
  - 831 Locomotive engine drivers and related workers
    - 8311 Locomotive engine drivers
    - 8312 Railway brake, signal and switch operators
  - 832 Car, van and motorcycle drivers
    - 8321 Motorcycle drivers
    - 8322 Car, taxi and van drivers
  - 833 Heavy truck and bus drivers
    - 8331 Bus and tram drivers
    - 8332 Heavy truck and lorry drivers
  - 834 Mobile plant operators

- 8341 Mobile farm and forestry plant operators
- 8342 Earthmoving and related plant operators
- 8343 Crane, hoist and related plant operators
- 8344 Lifting truck operators
- 835 Ships' deck crews and related workers
- 8350 Ships' deck crews and related workers

## **9 Elementary occupations**

- 91 Cleaners and helpers
  - 911 Domestic, hotel and office cleaners and helpers
    - 9111 Domestic cleaners and helpers
    - 9112 Cleaners and helpers in offices, hotels and other establishments
  - 912 Vehicle, window, laundry and other hand cleaning workers
    - 9121 Hand launderers and pressers
    - 9122 Vehicle cleaners
    - 9123 Window cleaners
    - 9129 Other cleaning workers
- 92 Agricultural, forestry and fishery labourers
  - 921 Agricultural, forestry and fishery labourers
    - 9211 Crop farm labourers
    - 9212 Livestock farm labourers
    - 9213 Mixed crop and livestock farm labourers
    - 9214 Garden and horticultural labourers
    - 9215 Forestry labourers
    - 9216 Fishery and aquaculture labourers
- 93 Labourers in mining, construction, manufacturing and transport
  - 931 Mining and construction labourers
    - 9311 Mining and quarrying labourers
    - 9312 Civil engineering labourers
    - 9313 Building construction labourers
  - 932 Manufacturing labourers
    - 9321 Hand packers
    - 9329 Manufacturing labourers not elsewhere classified
  - 933 Transport and storage labourers
    - 9331 Hand and pedal vehicle drivers
    - 9332 Drivers of animal-drawn vehicles and machinery
    - 9333 Freight handlers
    - 9334 Shelf fillers
- 94 Food preparation assistants
  - 941 Food preparation assistants
    - 9411 Fast food preparers
    - 9412 Kitchen helpers
- 95 Street and related sales and service workers
  - 951 Street and related service workers
    - 9510 Street and related service workers
  - 952 Street vendors (excluding food)
    - 9520 Street vendors (excluding food)
- 96 Refuse workers and other elementary workers
  - 961 Refuse workers
    - 9611 Garbage and recycling collectors
    - 9612 Refuse sorters
    - 9613 Sweepers and related labourers
  - 962 Other elementary workers
    - 9621 Messengers, package deliverers and luggage porters
    - 9622 Odd job persons
    - 9623 Meter readers and vending-machine collectors
    - 9624 Water and firewood collectors

9629 Elementary workers not elsewhere classified

**0 Armed forces occupations**

- 01 Commissioned armed forces officers
  - 011 Commissioned armed forces officers
    - 0110 Commissioned armed forces officers
- 02 Non-commissioned armed forces officers
  - 021 Non-commissioned armed forces officers
    - 0210 Non-commissioned armed forces officers
- 03 Armed forces occupations, other ranks
  - 031 Armed forces occupations, other ranks
    - 0310 Armed forces occupations, other ranks

## **ANNEX 10: INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION (ISIC)**

### **A Agriculture, forestry and fishing**

#### **Division 01 Crop and animal production, hunting and related service activities**

##### **011 Growing of non-perennial crops**

- 0111 Growing of cereals (except rice), leguminous crops and oil seeds
- 0112 Growing of rice
- 0113 Growing of vegetables and melons, roots and tubers
- 0114 Growing of sugar cane
- 0115 Growing of tobacco
- 0116 Growing of fibre crops
- 0119 Growing of other non-perennial crops

##### **012 Growing of perennial crops**

- 0121 Growing of grapes
- 0122 Growing of tropical and subtropical fruits
- 0123 Growing of citrus fruits
- 0124 Growing of pome fruits and stone fruits
- 0125 Growing of other tree and bush fruits and nuts
- 0126 Growing of oleaginous fruits
- 0127 Growing of beverage crops
- 0128 Growing of spices, aromatic, drug and pharmaceutical crops
- 0129 Growing of other perennial crops

- 013 0130 Plant propagation

##### **014 Animal production**

- 0141 Raising of cattle and buffaloes
- 0142 Raising of horses and other equines
- 0143 Raising of camels and camelids
- 0144 Raising of sheep and goats
- 0145 Raising of swine/pigs
- 0146 Raising of poultry
- 0149 Raising of other animals

##### **015 0150 Mixed farming**

- 016 Support activities to agriculture and post-harvest crop activities
- 0161 Support activities for crop production
- 0162 Support activities for animal production
- 0163 Post-harvest crop activities
- 0164 Seed processing for propagation

- 017 0170 Hunting, trapping and related service activities

#### **Division 02 Forestry and logging**

- 0210 Silviculture and other forestry activities
- 0220 Logging
- 0230 Gathering of non-wood forest products
- 0240 Support services to forestry

#### **Division 03 Fishing and aquaculture**

- 031 Fishing
- 0311 Marine fishing
- 0312 Freshwater fishing
- 032 Aquaculture
- 0321 Marine aquaculture

0322 Freshwater aquaculture

**B Mining and quarrying**

0510 Mining of hard coal

0520 Mining of lignite

0610 Extraction of crude petroleum

0620 Extraction of natural gas

072 Mining of non-ferrous metal ores

0721 Mining of uranium and thorium ores

0729 Mining of other non-ferrous metal ores

0810 Quarrying of stone, sand and clay

**089 Mining and quarrying n.e.c.**

0891 Mining of chemical and fertilizer minerals

0892 Extraction of peat

0893 Extraction of salt

0899 Other mining and quarrying n.e.c.

0910 Support activities for petroleum and natural gas extraction

0990 Support activities for other mining and quarrying

**C Manufacturing**

Division 10 Manufacture of food products

1010 Processing and preserving of meat

1020 Processing and preserving of fish, crustaceans and molluscs

1030 Processing and preserving of fruit and vegetables

1040 Manufacture of vegetable and animal oils and fats

1050 Manufacture of dairy products

106 Manufacture of grain mill products, starches and starch products

1061 Manufacture of grain mill products

1062 Manufacture of starches and starch products

107 Manufacture of other food products

1071 Manufacture of bakery products

1072 Manufacture of sugar

1073 Manufacture of cocoa, chocolate and sugar confectionery

1074 Manufacture of macaroni, noodles, couscous and similar farinaceous products

1075 Manufacture of prepared meals and dishes

1079 Manufacture of other food products n.e.c.

1080 Manufacture of prepared animal feeds

Division 11 Manufacture of beverages

1101 Distilling, rectifying and blending of spirits

1102 Manufacture of wines

1103 Manufacture of malt liquors and malt

1104 Manufacture of soft drinks; production of mineral waters and other bottled waters

Division 12 Manufacture of tobacco products

1200 Manufacture of tobacco products



Division 13 Manufacture of textiles

- 131 Spinning, weaving and finishing of textiles
- 1311 Preparation and spinning of textile fibres
- 1312 Weaving of textiles
- 1313 Finishing of textiles

139 Manufacture of other textiles

- 1391 Manufacture of knitted and crocheted fabrics
- 1392 Manufacture of made-up textile articles, except apparel
- 1393 Manufacture of carpets and rugs
- 1394 Manufacture of cordage, rope, twine and netting
- 1399 Manufacture of other textiles n.e.c.

Division 14 Manufacture of wearing apparel

- 1410 Manufacture of wearing apparel, except fur apparel
- 1420 Manufacture of articles of fur
- 1430 Manufacture of knitted and crocheted apparel

151 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur

- 1511 Tanning and dressing of leather; dressing and dyeing of fur
- 1512 Manufacture of luggage, handbags and the like, saddlery and harness
- 152 1520 Manufacture of footwear

Division 16 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials

1610 Sawmilling and planing of wood

162 Manufacture of products of wood, cork, straw and plaiting materials

- 1621 Manufacture of veneer sheets and wood-based panels
- 1622 Manufacture of builders' carpentry and joinery
- 1623 Manufacture of wooden containers
- 1629 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials

Division 17 Manufacture of paper and paper products

- 1701 Manufacture of pulp, paper and paperboard
- 1702 Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
- 1709 Manufacture of other articles of paper and paperboard

181 Printing and service activities related to printing

- 1811 Printing
- 1812 Service activities related to printing

1820 Reproduction of recorded media

- 1910 Manufacture of coke oven products
- 1920 Manufacture of refined petroleum products

201 Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic rubber in primary forms

- 2011 Manufacture of basic chemicals
- 2012 Manufacture of fertilizers and nitrogen compounds
- 2013 Manufacture of plastics and synthetic rubber in primary forms

- 202 Manufacture of other chemical products
  - 2021 Manufacture of pesticides and other agrochemical products
  - 2022 Manufacture of paints, varnishes and similar coatings, printing ink and mastics
  - 2023 Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
  - 2029 Manufacture of other chemical products n.e.c.
- 2030 Manufacture of man-made fibres
- 2100 Manufacture of pharmaceuticals, medicinal chemical and botanical products
- 221 Manufacture of rubber products
  - 2211 Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
  - 2219 Manufacture of other rubber products
- 2220 Manufacture of plastics products
- 2310 Manufacture of glass and glass products
- 2391 Manufacture of refractory products
- 2392 Manufacture of clay building materials
- 2393 Manufacture of other porcelain and ceramic products
- 2394 Manufacture of cement, lime and plaster
- 2395 Manufacture of articles of concrete, cement and plaster
- 2396 Cutting, shaping and finishing of stone
- 2399 Manufacture of other non-metallic mineral products n.e.c.
- 2410 Manufacture of basic iron and steel
- 2420 Manufacture of basic precious and other non-ferrous metals
- 2431 Casting of iron and steel
- 2432 Casting of non-ferrous metals
- 251 Manufacture of structural metal products, tanks, reservoirs and steam generators
  - 2511 Manufacture of structural metal products
  - 2512 Manufacture of tanks, reservoirs and containers of metal
  - 2513 Manufacture of steam generators, except central heating hot water boilers
- 2520 Manufacture of weapons and ammunition
- 259 Manufacture of other fabricated metal products; metalworking service activities
  - 2591 Forging, pressing, stamping and roll-forming of metal; powder metallurgy
  - 2592 Treatment and coating of metals; machining
  - 2593 Manufacture of cutlery, hand tools and general hardware
  - 2599 Manufacture of other fabricated metal products n.e.c.
- 2610 Manufacture of electronic components and boards
- 2620 Manufacture of computers and peripheral equipment
- 2630 Manufacture of communication equipment
- 2640 Manufacture of consumer electronics
- 265 Manufacture of measuring, testing, navigating and control equipment; watches and clocks
  - 2651 Manufacture of measuring, testing, navigating and control equipment
  - 2652 Manufacture of watches and clocks
  - 266 2660 Manufacture of irradiation, electromedical and electrotherapeutic equipment
- 2670 Manufacture of optical instruments and photographic equipment
- 2680 Manufacture of magnetic and optical media

- 2710 Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
- 2720 Manufacture of batteries and accumulators
- 273 Manufacture of wiring and wiring devices
  - 2731 Manufacture of fibre optic cables
  - 2732 Manufacture of other electronic and electric wires and cables
  - 2733 Manufacture of wiring devices
- 2740 Manufacture of electric lighting equipment
- 2750 Manufacture of domestic appliances
- 2790 Manufacture of other electrical equipment
- 281 Manufacture of general-purpose machinery
  - 2811 Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
  - 2812 Manufacture of fluid power equipment
  - 2813 Manufacture of other pumps, compressors, taps and valves
  - 2814 Manufacture of bearings, gears, gearing and driving elements
  - 2815 Manufacture of ovens, furnaces and furnace burners
  - 2816 Manufacture of lifting and handling equipment
  - 2817 Manufacture of office machinery and equipment (except computers and peripheral equipment)
  - 2818 Manufacture of power-driven hand tools
  - 2819 Manufacture of other general-purpose machinery
  - 282 Manufacture of special-purpose machinery
    - 2821 Manufacture of agricultural and forestry machinery
    - 2822 Manufacture of metal-forming machinery and machine tools
    - 2823 Manufacture of machinery for metallurgy
    - 2824 Manufacture of machinery for mining, quarrying and construction
    - 2825 Manufacture of machinery for food, beverage and tobacco processing
    - 2826 Manufacture of machinery for textile, apparel and leather production
    - 2829 Manufacture of other special-purpose machinery
- 2910 Manufacture of motor vehicles
- 2920 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
- 2930 Manufacture of parts and accessories for motor vehicles
- 301 Building of ships and boats
  - 3011 Building of ships and floating structures
  - 3012 Building of pleasure and sporting boats
  - 3020 Manufacture of railway locomotives and rolling stock
- 3030 Manufacture of air and spacecraft and related machinery
- 3040 Manufacture of military fighting vehicles
- 309 Manufacture of transport equipment n.e.c.
  - 3091 Manufacture of motorcycles
  - 3092 Manufacture of bicycles and invalid carriages
  - 3099 Manufacture of other transport equipment n.e.c.
- 3100 Manufacture of furniture
- 321 Manufacture of jewellery, bijouterie and related articles
  - 3211 Manufacture of jewellery and related articles
  - 3212 Manufacture of imitation jewellery and related articles

- 3220 Manufacture of musical instruments
- 3230 Manufacture of sports goods
- 3240 Manufacture of games and toys
- 3250 Manufacture of medical and dental instruments and supplies
- 3290 Other manufacturing n.e.c.

331 Repair of fabricated metal products, machinery and equipment

- 3311 Repair of fabricated metal products
- 3312 Repair of machinery
- 3313 Repair of electronic and optical equipment
- 3314 Repair of electrical equipment
- 3315 Repair of transport equipment, except motor vehicles
- 3319 Repair of other equipment

3320 Installation of industrial machinery and equipment

**D Electricity, gas, steam and air conditioning supply**

- 3510 Electric power generation, transmission and distribution
- 3520 Manufacture of gas; distribution of gaseous fuels through mains
- 3530 Steam and air conditioning supply

**E Water supply; sewerage, waste management and remediation activities**

- 3600 Water collection, treatment and supply

- 3700 Sewerage

381 Waste collection

- 3811 Collection of non-hazardous waste
- 3812 Collection of hazardous waste

382 Waste treatment and disposal

- 3821 Treatment and disposal of non-hazardous waste
- 3822 Treatment and disposal of hazardous waste

3830 Materials recovery

3900 Remediation activities and other waste management services

**F Construction**

- 4100 Construction of buildings
- 4220 Construction of utility projects (roads and railways)
- 4290 Construction of other civil engineering projects
- 4311 Demolition
- 4312 Site preparation
- 4321 Electrical installation
- 4322 Plumbing, heat and air-conditioning installation
- 4329 Other construction installation
- 4330 Building completion and finishing
- 4390 Other specialized construction activities

**G Wholesale and retail trade; repair of motor vehicles and motorcycles**

- 4510 Sale of motor vehicles
- 4520 Maintenance and repair of motor vehicles

- 4530 Sale of motor vehicle parts and accessories
- 4540 Sale, maintenance and repair of motorcycles and related parts and accessories
  
- 4610 Wholesale on a fee or contract basis
- 4620 Wholesale of agricultural raw materials and live animals
- 4630 Wholesale of food, beverages and tobacco
- 4641 Wholesale of textiles, clothing and footwear
- 4649 Wholesale of other household goods
- 465 Wholesale of machinery, equipment and supplies
- 4651 Wholesale of computers, computer peripheral equipment and software
- 4652 Wholesale of electronic and telecommunications equipment and parts
- 4653 Wholesale of agricultural machinery, equipment and supplies
- 4659 Wholesale of other machinery and equipment
  
- 4661 Wholesale of solid, liquid and gaseous fuels and related products
- 4662 Wholesale of metals and metal ores
- 4663 Wholesale of construction materials, hardware, plumbing and heating equipment and supplies
- 4669 Wholesale of waste and scrap and other products n.e.c.
  
- Division 47 Retail trade, except of motor vehicles and motorcycles
- 471 Retail sale in non-specialized stores
- 4711 Retail sale in non-specialized stores with food, beverages or tobacco predominating
- 4719 Other retail sale in non-specialized stores
- 472 Retail sale of food, beverages and tobacco in specialized stores
- 4721 Retail sale of food in specialized stores
- 4722 Retail sale of beverages in specialized stores
- 4723 Retail sale of tobacco products in specialized stores
  
- 4730 Retail sale of automotive fuel in specialized stores
- 474 Retail sale of information and communications equipment in specialized stores
- 4741 Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores
- 4742 Retail sale of audio and video equipment in specialized stores
  
- 4751 Retail sale of textiles in specialized stores
- 4752 Retail sale of hardware, paints and glass in specialized stores
- 4753 Retail sale of carpets, rugs, wall and floor coverings in specialized stores
- 4759 Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores
  
- 4761 Retail sale of books, newspapers and stationary in specialized stores
- 4762 Retail sale of music and video recordings in specialized stores
  
- 4763 Retail sale of sporting equipment in specialized stores
- 4764 Retail sale of games and toys in specialized stores
- 4771 Retail sale of clothing, footwear and leather articles in specialized stores
- 4772 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in specialized stores
- 4773 Other retail sale of new goods in specialized stores
- 4774 Retail sale of second-hand goods
  
- 478 Retail sale via stalls and markets
- 4781 Retail sale via stalls and markets of food, beverages and tobacco products
- 4782 Retail sale via stalls and markets of textiles, clothing and footwear
- 4789 Retail sale via stalls and markets of other goods

- 479 Retail trade not in stores, stalls or markets
- 4791 Retail sale via mail order houses or via Internet
- 4799 Other retail sale not in stores, stalls or markets

## **H      Transportation and storage**

- 4911 Passenger rail transport, interurban
- 4912 Freight rail transport
- 4921 Urban and suburban passenger land transport
- 4922 Other passenger land transport
- 4923 Freight transport by road
- 4930 Transport via pipeline
- 5011 Sea and coastal passenger water transport
- 5012 Sea and coastal freight water transport
- 5021 Inland passenger water transport
- 5022 Inland freight water transport
- 5110 Passenger air transport
- 5120 Freight air transport
- 5210 Warehousing and storage
- 5221 Service activities incidental to land transportation
- 5222 Service activities incidental to water transportation
- 5223 Service activities incidental to air transportation
- 5224 Cargo handling
- 5229 Other transportation support activities
- 5310 Postal activities
- 5320 Courier activities

## **I      Accommodation and food service activities**

- 5510 Short term accommodation activities
- 5520 Camping grounds, recreational vehicle parks and trailer parks
- 5590 Other accommodation
- 5610 Restaurants and mobile food service activities
- 5621 Event catering
- 5629 Other food service activities
- 5630 Beverage serving activities

## **J      Information and communication**

- 581 Publishing of books, periodicals and other publishing activities
- 5811 Book publishing
- 5812 Publishing of directories and mailing lists
- 5813 Publishing of newspapers, journals and periodicals
- 5819 Other publishing activities
- 5820 Software publishing

- 5911 Motion picture, video and television programme production activities
- 5912 Motion picture, video and television programme post-production activities
- 5913 Motion picture, video and television programme distribution activities
- 5914 Motion picture projection activities

5920 Sound recording and music publishing activities

6010 Radio broadcasting

6020 Television programming and broadcasting activities

6110 Wired telecommunications activities

6120 Wireless telecommunications activities

6130 Satellite telecommunications activities

6190 Other telecommunications activities

6201 Computer programming activities

6202 Computer consultancy and computer facilities management activities

6209 Other information technology and computer service activities

6311 Data processing, hosting and related activities

6312 Web portals

6391 News agency activities

6399 Other information service activities n.e.c.

## **K Financial and insurance activities**

6411 Central banking

6419 Other monetary intermediation

6420 Activities of holding companies

6430 Trusts, funds and similar financial entities

6491 Financial leasing

6492 Other credit granting

6499 Other financial service activities, except insurance and pension funding activities, n.e.c.

6511 Life insurance

6512 Non-life insurance

6530 Pension funding

6611 Administration of financial markets

6612 Security and commodity contracts brokerage

6619 Other activities auxiliary to financial service activities

6621 Risk and damage evaluation

6622 Activities of insurance agents and brokers

6629 Other activities auxiliary to insurance and pension funding

6630 Fund management activities

## **L Real estate activities**

6810 Real estate activities with own or leased property

6820 Real estate activities on a fee or contract basis

**M Professional, scientific and technical activities**

- 6910 Legal activities
- 6920 Accounting, bookkeeping and auditing activities; tax consultancy
- 7010 Activities of head offices
- 7020 Management consultancy activities
- 7110 Architectural and engineering activities and related technical consultancy
- 7120 Technical testing and analysis
- 7210 Research and experimental development on natural sciences and engineering
- 7220 Research and experimental development on social sciences and humanities
- 7310 Advertising
- 7320 Market research and public opinion polling
- 7410 Specialized design activities
- 7420 Photographic activities
- 7490 Other professional, scientific and technical activities n.e.c.

**N Administrative and support service activities**

- 7500 Veterinary activities
- 7710 Renting and leasing of motor vehicles
- 7721 Renting and leasing of recreational and sports goods
- 7722 Renting of video tapes and disks
- 7729 Renting and leasing of other personal and household goods
- 7730 Renting and leasing of other machinery, equipment and tangible goods
- 7740 Leasing of intellectual property and similar products, except copyrighted works
- 7810 Activities of employment placement agencies
- 7820 Temporary employment agency activities
- 7830 Other human resources provision
- 7911 Travel agency activities
- 7912 Tour operator activities
- 7990 Other reservation service and related activities
- 8010 Private security activities
- 8020 Security systems service activities
- 8030 Investigation activities
- 8110 Combined facilities support activities
- 8121 General cleaning of buildings
- 8129 Other building and industrial cleaning activities
- 8130 Landscape care and maintenance service activities
- 8211 Combined office administrative service activities
- 8219 Photocopying, document preparation and other specialized office support activities
- 8220 Activities of call centres
- 8230 Activities of collection agencies and credit bureaus
- 8292 Packaging activities
- 8299 Other business support service activities n.e.c.



**O Public administration and defence; compulsory social security**

- 841 Administration of the State and the economic and social policy of the community
- 8411 General public administration activities
- 8412 Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security
- 8413 Regulation of and contribution to more efficient operation of businesses
  
- 8421 Foreign affairs
- 8422 Defence activities
- 8423 Public order and safety activities
- 8430 Compulsory social security activities

**P Education**

- 8510 Pre-primary and primary education
- 8521 General secondary education
- 8522 Technical and vocational secondary education
- 853 8530 Higher education
  
- 8541 Sports and recreation education
- 8542 Cultural education
- 8549 Other education n.e.c.
- 8550 Educational support activities

**Section Q Human health and social work activities**

- 8610 Hospital activities
- 8620 Medical and dental practice activities
- 8690 Other human health activities
  
- 8710 Residential nursing care facilities
- 8720 Residential care activities for mental retardation, mental health and substance abuse
- 8730 Residential care activities for the elderly and disabled
- 8790 Other residential care activities
  
- 8810 Social work activities without accommodation for the elderly and disabled
- 8890 Other social work activities without accommodation

**R Arts, entertainment and recreation**

- 9000 Creative, arts and entertainment activities
  
- 9101 Library and archives activities
- 9102 Museums activities and operation of historical sites and buildings
- 9103 Botanical and zoological gardens and nature reserves activities
  
- 9200 Gambling and betting activities
  
- 9311 Operation of sports facilities
- 9312 Activities of sports clubs
- 9319 Other sports activities
  
- 9321 Activities of amusement parks and theme parks
- 9329 Other amusement and recreation activities n.e.c.

**S Other service activities**

941 Activities of business, employers and professional membership organizations

9411 Activities of business and employers membership organizations

9412 Activities of professional membership organizations

942 9420 Activities of trade unions

9491 Activities of religious organizations

9492 Activities of political organizations

9499 Activities of other membership organizations n.e.c.

951 Repair of computers and communication equipment

9511 Repair of computers and peripheral equipment

9512 Repair of communication equipment

952 Repair of personal and household goods

9521 Repair of consumer electronics

9522 Repair of household appliances and home and garden equipment

9523 Repair of footwear and leather goods

9524 Repair of furniture and home furnishings

9529 Repair of other personal and household goods

9601 Washing and (dry-) cleaning of textile and fur products

9602 Hairdressing and other beauty treatment

9603 Funeral and related activities

9609 Other personal service activities n.e.c.

**T Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use**

9700 Activities of households as employers of domestic personnel

9810 Undifferentiated goods-producing activities of private households for own use

9820 Undifferentiated service-producing activities of private households for own use

**U Activities of extraterritorial organizations and bodies**

9900 Activities of extraterritorial organizations and bodies