

National Statistics Administrative Department  
DANE [Initials in Spanish]

Office of Census and Demography – DCD [Initials in Spanish= Office of Census and Demography]

Methodological Memo  
General Census 2005—CGRAL [Abbreviation in Spanish= General Census]

April 2006

DANE [National Statistics Administrative Department, Initials in Spanish]

Census Methodological Memo  
General 2005—CGRAL [Abbreviation in Spanish= General Census]

Code: CM-CGRAL-FME-01 [Initials in Spanish: CM=Census Methodology; CGRAL= General Census;  
FME=Methodological Memo]

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Revised by: CM Coordinator [CM= Census Methodology]  
Approved by: CGRAL Coordinator [CGRAL= General Census]

Concept or Variable:  
Description

Name of the Investigation:  
General Census 2005

Abbreviation of the Investigation:  
CGRAL

Antecedents:

In fulfillment of the recommendations of the United Nations, for the worldwide realization of the 2000 round of National Population Census Program, the country has moved forward with the planning and programming for the Census, which was programmed for the year 2000. Budget difficulties obligated postponement of its start to May 22, 2005. With the recent changes, an alternative methodology is available, which favors the revision of the project in terms of its reaches beyond the demographic variables, objectives, technology, strategies, processes, organizations, and resources, incorporating the important advances reached in the preceding periods.

General Objective:

Carry out a census characterized as general which will permit us to have information available that is precise, opportune, reliable and integrated on the volume and composition of the population, the households, and the dwellings, as well as the basic census framework for economic establishments and agricultural units.

Specific Objectives:

- Have up-to-date information available on the number, location and characteristics of the population and the households in all of the territorial levels of the country.
- Have up-to-date information available on the number, locations, and characteristics of the dwellings in all of the territorial levels.
- Have up-to-date information available on the number, location, and characteristics of the economic establishments in all of the territorial levels.
- Have up-to-date information available in the department capitals and the population centers of the municipalities to create homogenous zones of environment and indicators, which will permit the improvement of the methodologies for characterization of dwellings, leading to their stratification.

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- Make available up-to-date information that permits the basic identification, location, and characterization of the agricultural units associated with the private dwellings; fundamental requirements for the construction of the unique agricultural geo-statistical framework
- Produce specialized socio-demographic information, that is strategic and representative of all of the territorial levels through a cocensus survey, applied to a fraction of the totality of the enumerated households, representative of each locality.
- Generate precise cartography for all of the country.
- Actualize and integrate administrative systems of registry related to the population, the dwellings, the lots, the industrial and commercial establishments, and the agricultural units associated with a dwelling. At the same time, have them available for statistical uses, with the goal of reducing the posterior operations of creating a primary census.
- Contribute to the consolidation and strengthening of the administrative system for basic official information, through the generation of fundamental databases for the conformation of municipal, territorial, and sector-level information systems. Strengthen the National Statistics System through the actualization of the statistical framework for the integrated system for surveys by DANE and with the improvement and integration of all of the possible sources of information that are available to the country. Contribute to the strengthening of the technical capacity of DANE and the rest of the entities that are part of the census project.

Basic Definitions:

Building:

This is an independent and separate construction composed of one or more units.

Independent, because it has direct access from the via, roads, paths, of spaces for public circulation.

Separate, because generally it has wall that delimit it and differentiate it from other constructions.

Unit:

This is an independent and separate space that constitutes part, or the totality of a building whose uses can

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be economic, dwelling, or mixed.

-Economic: when it is destined or is being used for industry, commerce or services;

-Industry: This is the physical and/or chemical transformation of materials and components in new products, whether the work is effected with machinery or by hand, in a factory or in a home, that the products are sold in wholesale and retail commerce.

-Commerce: Wholesale and retail buying and selling of merchandize (goods that go to the market), new and used and that are not submitted to intrinsic transformation of their nature during the activities inherent in the commercialization, transportation, storage, packaging, repackaging, baling, etc., or in those of stocking, exhibiting, presenting or promoting the merchandize which is the object of the sale.

-Services: These are heterogeneous products generated each time that they are solicited, over which there are no property rights on the part of the user and that cannot be negotiated separately from their production nor can be transported nor stored.

-Economic Activity Associated with the Households: When in a dwelling, spaces that are part of the household are regularly shared for developing a commercial, service, or industrial activity that generates income.

-Agricultural Activity Associated with the Dwelling:

This is only applicable in Class 3 (disperse rural). It is defined in the following manner: The agricultural activity is identified and located inside the rural lots or farms that have dwellings, households, and persons with habitual residency. For the purpose of the Census 2005 this category has been adopted as a unit of observation, defined in the following manner: land where the rural dwelling with households and persons who are habitual residents and also occupied for agricultural crops; transitory and permanent, forestry crops, pasture or grasses and weeds and stubble; breeding animals such as bovines, equines, porcine, goats, sheep, donkeys, corral poultry; and fish and shrimp breeding, that belong to a physical and geographical unit better

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called Farm. For the purposes of the census, do not take into account the type of administration, property title, rights of occupancy, or size of the unit.

- Dwelling: when it is inhabited and set up to be inhabited by persons.
- Mixed: when both uses are combined: economic and dwelling;

#### Dwelling unit

This is a space that is independent and separate with areas for exclusive use, inhabited or set up to be inhabited by one or more persons.

With the goal of facilitating the quantification of the stock of dwelling units and the analysis of the information, for the effects of the census, apply the following definitions:

#### House

This is a building constituted by one single unit whose use is that of dwelling, with direct access from the public via or from the exterior of the building. The sanitary service and kitchen can be inside or not. Also considered houses are those in which the garage, the living room, or some room is designated for economic uses.

#### Indigenous house

This is the building made up of only one unit whose use dwelling, built according to the customs of each ethnic group, conserving the traditional structure, no matter what materials it is built of. According to the ethnic group and the region, these houses have different names: Maloca, Bohio, Tambo, Choza, Casa, etc. [#tr since they are defined here and are regional terms, these words are not translated]

#### Apartment

This is a dwelling unit that is part of a building, in which there are other unit(s) which is (are) also consider a dwelling(s). It has direct access from the exterior or through passageways, patios, corridors, stairways, or elevators. It has sanitary services and kitchen in its interior.

#### Dwelling type "Room"

This is a dwelling unit that forms part of a building and has one or more spaces available. It has direct access fro the exterior or through passageways, patios,

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carports, corridors, or other spaces for common circulation. In general, it lacks sanitary service and kitchen in the interior, or only has one of these two services available.

#### Other type of dwelling

This is a space adapted for dwelling, where people are living at the moment of the interview. It generally lacks sanitary service and kitchen, such as: train cars, containers [railroad, trucking], docks, gypsy tents, caves, bridges and shacks.

#### Household:

This is the person or group of persons, related or not, who totally or partially occupy a dwelling; they attend to basic necessities covered by a common budget and generally share meals.

#### Habitual resident

This is the person who permanently or primarily lives in a dwelling or in a LEA—Special Housing Place [#tr: LEA is the abbreviation for Lugares Especiales de Alojamiento, in Spanish]—even if at the moment of the interview he/she is absent. Also considered habitual residents because they do not have a habitual residency elsewhere:

- The persons who are absent for special motives such as: vacations, training courses, business trips; always and as long as the absence is six months or less.
- Traveling agents, merchant marines.
- Kidnapped persons, no matter how long they are absent.
- Persons who are ill and patients in hospitals or clinics no matter how long they are absent.
- Displaced persons, no matter the length of permanence in the household that is being interviewed.
- Persons temporarily detained in the police station.
- Persons who live on the street are special residents of the Census Unit assigned for their enumeration.

Therefore, according to the definition, the following are not

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#### habitual residents of the household:

- The persons that for reasons of studies, work or other motive, remain in another site from where they reside in their household for the majority of the time. These should be considered habitual residents of the site where they carry out this activity, although they travel regularly to visit their home (weekends, every two weeks, monthly, etc.).

-Persons who in the moment of the census are in prison; doing military service in the barracks of the Army, Air Force or Navy; at boarding school; in an elderly care home; convents; monasteries. These persons are residents of said places or institutions; these persons will be enumerated in the Form for Special Housing Places, called LEA. [#tr: LEA is the abbreviation for Lugares Especiales de Alojamiento, in Spanish]

-The persons who study in another city or municipality and return to the dwelling of their parents or relatives only for vacations.

Head of household [male or female]

This is the habitual resident recognized as such by the rest of the members of his/her household.

Informant in the household

This is each of the habitual residents over 16 years old. In the case where a person is not present and will not be available for the interview, the information can be given by the head of household or his/her spouse or a person who is a resident over 18 years old who knows the information about the person. For the persons under 18 years old, the information should be given by the head of household or the spouse of the head of household.

Special Housing Places— LEA. [#tr: LEA is the abbreviation for Lugares Especiales de Alojamiento, in Spanish]

A Special Housing Place is an institution in which a collective group of persons, generally not related, lives (sleeps), for purposes of study (boarding schools), work (work camp in petroleum fields, banana plantations, etc.), religious cults (convents, monasteries), military discipline (barracks), child care centers, homes for the elderly, rehabilitation processes (jails), orphanages, and the places where inhabitants of the streets congregate for the purpose of being enumerated.

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Thematic approach:

Population and dwelling: The population Census, because of its universal population and geographic character, as well as the diversity and integral nature of the themes that it seeks to cover, constitutes a fundamental and un-substitutable base for knowing about the demographic, economic, social, and cultural conditions of the population of the country. After the Census of 1993, there have been profound transformations and changes in the Colombian society and changes in the focus of public politics oriented toward the search for development, in its economic dynamics, in the social, demographic and territorial evolution motivated by different factors that have drastically incited in the Columbian populational dynamics.

**Agricultural:** In the area rural the general census will carry out the complete enumeration of the lots with dwellings associated with them. The observation centers on the identification, localization and characterization of the agricultural, ranching, and forestry uses of the lots where the dwelling is located. The coverage is 70% of the total agricultural universe. For those rural lots with agricultural uses that do not have a dwelling associated, which corresponds to approximately 30%, work will be done later.

**Economic:** In this topic it is of vital importance for support in carrying out the population census for implementing a proposition for building an up-dated frame for economic units, through the formulation of basic questions that facilitate the identification, localization, and classification of the economic units according to the uniform international industrial classification for all of the economic activities –CIIU revision 3 adapted for Colombia. [#tr note: CIIU is the abbreviation for Uniform International Industrial Classification, in Spanish].

Currently there are no complete and consistent frameworks that reflect the current structure of the commercial and service sectors. For industry, this has been losing applicability for some industrial activities are more dynamic than the rest.

Lastly, to have complete frameworks for the above mentioned sections, we will also collect

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information about economic units whose activity is developed inside the households.

Urban environment, the urban environment permits profiling the urban setting in consideration of variables such as urban development, use of urban soil, level of deterioration, presence of negative or positive effect poles, in addition to other more specific aspects associated to the environment close to the dwellings such as access roads, paths and gardens and those of contamination. In this sense, the habitat is a reference for homogeneous conditions of quality of life for the inhabitants of determine city spaces. The unit of observation is the side of the block that is directly observable in its totality. It is represented through the construction of maps of zones characterized by a set of aspects of the habitat, urban setting, social prestige and quality of life.

Type of research:

The General Census through direct interview with each of the persons in the households, economic units and agricultural units (only rural lots with dwelling). Census through observation of the sides of the block. Cocensus sampling in Population and Dwelling.

Variable and indicators:

They are according to the phases.

Pre-census subsystem. This subsystem consists of five modules:

- a. Cartography
  - Preparation of the cartography
  - Generation of cartographic products
  - Distribution of cartography
  - Loading and functioning of cartographic products
- b. Awareness/preparation
  - Informed officials
  - Informed households
  - Production of printed materials
  - Shipping and receiving of printed materials
  - Reception of printed materials in the municipalities
  - Distribution of printed materials to the population
  - Production of radio ads and commercials for

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televisión.

- Signed municipal pacts.
  - Constituted Municipal Civic Groups
- c. Activity of field personnel
    - Publication of the convocation
    - Registration of the convocation
    - Pre-selection of field personnel
    - Training of field personnel
    - Selection of field personnel
    - Incorporation of field personnel
  - d. Distribution of materials and equipment
    - Reception of material for activity of personnel and awareness preparation
    - Reception of kits and office supplies
    - Verification of quantity and quality of the materials received
    - Reception of machinery (DMC) [#tr note- DMC is the abbreviation of a term that I have not found yet]
    - Verification of quality (DMC) [#tr note- DMC is the abbreviation of a term that I have not found yet]

Census Subsystem:

This subsystem develops all of the indicators of activity, evolution, advances, and state of the operation of collection of the census data in detail, discriminates to reach the quality curves and perfection of the collection itself; it is made up of:

- Progress of the coverage by Geographic Area
- Percentage of “pending units” by municipality
- Collection rates
- Percentage of “pending units” per operative personnel
- Coverage by Coordination Area
- Coverage by Municipality
- Coverage by Territorial Operative Unit
- Inconsistencies by Interviewer and Geographic Area
- Length of duration by section of the questionnaire
- Quality level of the interviewers
- Inconsistencies by Supervision Area, Coordination Area, and Regional Operative Unit [URO= initials of Area Operative Unit in Spanish]
- Quality level by Geographic Area, Coordination Area, and Regional Operative Unit [URO= initials of Area Operative Unit in Spanish]
- Indicators of quality and efficacy in the process of

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collection and supervisión.

-Subsystem Post field collection

With this subsystem the last processes for thematic validation of information collected in the field are done.

For this reason this subsystem has four thematic frames, which are managed with external referential information.

a. Demographic Reference Base

- Persons
- Households
- Dwellings
- Households per dwelling
- Persons per household
- Persons per dwelling
- Dwellings according to condition of occupancy
- Persons by age
- Persons by sex
- Relationship children per woman
- Masculinity index
- Total births in the past year

b. Economic Reference Base

- Level of industrialization of the municipality
- Level of services provided in the municipality
- Level of commercialization in the municipality

c. Agricultural Reference Base

- Land use by thermal ground
- Land use by agro economic structure
- Dwellings with agricultural units

d. Reference Base regarding Dwelling

- Presence of Precarious conditions
- Diversity of urban environment

Parameters to estimate or calculate:

Totals, averages, rates, reasons, and proportions for Population and Dwelling

Study Universe:

All of the country

Population Objective:

All of the dwellings, all of the households, the persons and the economic units that reside or operate in the national territory. In the rural zones the lots with dwellings associated with them will also be taken into account.

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Statistical units of observation, sampling, information analysis:

- Population and dwelling: the persons, the households, the dwellings
- Agricultural: the lots, plot of land with agricultural activity and at least one associated dwelling
- Economic: the economic establishments, businesses, auxiliary unit
- Urban environment: the side of the block

Quantity of primary and secondary sources of information:

The Census is supported in previous processes among which the following stand out: desk evaluations, simulation and field evaluations, cartographic actualization, the National Agricultural Survey, the Population Projections, the results of the Household and Quality of Life Surveys.

Statistical Framework:

Cartography IGAC-DANE

For the CoCensus Sampling [#tr: The text has “muestra” and I translated it as “muestra” which means sample. Muestra is not a word that I know and the following lines of the text include the word “muestra”.]

Sampling design:

Probabilistic in conglomerations with Bernoulli selection

Sampling Size:

Approximately 1,300,000 households in the country

Required precision:

An expected error of 3% for persons; 7% and 8% for Households and Dwellings; representative at municipal level for frequencies of 10% or more.

Maintenance of Sampling:

Not applicable

Quality indicators:

Opportunity

Efficiency-efficacy

Consistency

Geographic coverage:

National reach with information, disaggregated down to lot level.

Reference Period:

Five years back for topic of Migration.

For the rest of the variables, the census moment.

Collection period:

May 22 to November 30, 2005

Collection Cycle:

Every ten years.

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Frequency of providing results:

Permanently starting on June 22, 2005

Disaggregation of results:

National, departmental and municipal, for the municipal capitals, populated centers and the rest of the municipality.

Collection method:

Continuous, whether sweeping or by routes, carrying out interviews directly or indirectly with the informant who is an adult over age 18 who belongs to the household.

Available years and Periods:

Databases for the years 1973, 1985, and 1993; in yearbooks for the years 1905, 1912, 1928, 1951, 1964.

Methods of diffusion:

Newspaper bulletins, Statistical bulletins, special publications, databases, Web page, Intranet and Colombia Statistics.

Informatics System: Development tool:

- Collection program: Syssurvey developed in Visual C++
- Data processing and table generation: ORACLE, BEYOND 20/20, CSPRO, IMPS, and REDATAM.
- Database for WEB: ORACLE

Informatics system: Developed modules:

- Data collection
- Correction of inconsistencies
- Generation of exit frames
- Consulting system
- Generation of expansion factors

Informatics System: Architecture of Development:

- Collection system: mono-user
- Processing: multi-user

Database ORACLE: Client/ server and WEB.

Publications:

BEYOND 20/20, CSPRO, IMPS, REDATAM

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