Israel Central Bureau of Statistics

Instructions for the Enumerator Census of Population and Housing: 1983 Israel

Translated from Hebrew by Hagai Dror

Israel Social Sciences Data Center The Hebrew University of Jerusalem

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Chapter One

The Enumeration Stage

At this stage you have two main tasks:
One, to ensure full coverage of the cell's area.
Two, to collect questionnaires, check them, and complete filling them, when necessary.

1. Covering the cell's area

You should search the cell's area with comparison to your previous registrations in the enumerator-notepad, in order to make sure that you haven't skipped any building or apartment during the distribution stage: you should check in all buildings, entrances and apartments. At this stage, just as in the distribution stage, you should keep the order of enumeration: use the map, and go according to the enumerating direction line.

2. Collecting and filling the questionnaires

In the enumeration stage, you will return to the apartments and collect the questionnaires handed out in the distribution stage. You should check that indeed all details in the questionnaire have been filled. If members of the household did not fill the questionnaire, you should fill it with their assistance. In case you do not find the questionnaire handed in the distribution stage, you will need to fill a new one.

In the enumeration stage you will have with you a sticker booklet, including stickers with identification details of all persons registered in the population registry as living in the area of your cell. When filling the questionnaire, you should search for a sticker for each person you enumerate and attach it in the designated spot in the questionnaire. If you do not find a fitting sticker, you will write the ID number of the person you enumerated, according to the instructions you receive in later chapters.

You should complete filling the "current registration page" in the enumeratornotepad. This you will learn in more detail in the chapter about the enumeratornotepad in the enumeration stage.

In this booklet you will find a detailed description of the actions you should perform in the enumeration stage: to whom and how to fill questionnaires, the use of the sticker booklet, registering in the enumerator notepad and the working process.

Chapter Two

Questionnaire Structure and Filling a Continuation Questionnaire

Questionnaire structure

1. Structure of the short questionnaire.

The short questionnaire includes eight pages and has space for filling details for twelve persons. The first page is the cover and includes an address to the resident and space for filling details by you (you have already filled part of the details in the distribution stage).

In the second page there are instructions and explanations for the family, regarding the people for whom details in the questionnaire are to be filled, and who should be included in the table "list of persons living in the apartment" – which appears next to the instructions.

On the lower part of the page are instructions regarding the manner in which the questionnaire should be filled.

The next six pages are designated for filling the details of house members included in the "list of persons living in the apartment": each page has space for filling details of two persons. For each person, two columns in which there are 10 questions should be filled.

On the upper part of each page there is place for a sticker – on which you will learn later.

1.1 short continuation questionnaire

If there are more than twelve persons in a household filling a short questionnaire, a short continuation questionnaire will be filled – which is intended for filling the details for three more persons (instructions on how to fill a continuation questionnaire appear later in the chapter).

2. Structure of the extended questionnaire

The extended questionnaire includes sixteen pages, divided into three parts:

Part A - identical to the short questionnaire described above and intended for all living in the apartment and who should be enumerated in it. In this part there is space for filling the details for six persons.

Part B – includes five pairs of pages, where each pair of pages is intended for one person, and in it is space for the filling of details for five persons. In this part, details should be filled for persons aged 15 and over, only, meaning: whoever born before June 1, 1968.

Part C – found on page 16 and includes questions about the family apartment, home equipment and incomes from sources other than work.

2.1 extended continuation questionnaire

If in a household filling an extended questionnaire, there are more persons than the allotted space in the questionnaire – an "extended continuation questionnaire" will be filled. The questionnaire consists of two parts:

Part A – intended for filling details for each additional person, and has space for five additional persons.

Part B – intended for filling details for aged 15 and over only, and has space for two additional persons.

3. Filling the continuation questionnaire

Before filling the continuation questionnaire (either short or extended) you should fill all the necessary details in the cover page of the continuation questionnaire – you will copy these details from the cover of the questionnaire you have filled earlier for the family.

Notice!

The name written on the cover page of the continuation questionnaire should be the first name (in addition to the family name) you have written on the cover of the original questionnaire – not the name of the additional person/persons for whom you are filling details in the continuation questionnaire.

Chapter Three

Whom to Fill a Questionnaire for?

When receiving the questionnaire from the family, you should check for which of the people living in the apartment, a questionnaire should be filled. This should be done before you proceed to check the answers in the questionnaire, and before you fill it yourself.

For this check you can use the instructions for the family included in the questionnaire (on the second page) and the table "for whom to fill a questionnaire" – on the inner side of this guide's cover.

In this chapter you will learn in detail, for which people a questionnaire should be filled.

1. For whom to fill a questionnaire

In the address you enumerate, a questionnaire should be filled for a person, when three conditions are met: (a) the person is included in the census population, (b) the person is to be enumerated in this address and not another, and (c) there is a household in this address. These conditions should be met in the "critical day" (see explanation later in the chapter).

Meaning, if a person is not included in the census population (as detailed hereinafter) details should not be filled for him in the questionnaire. If the person is included in the census population, you should check whether he/she should be enumerated in this address. This check should be performed since many people have more than one address, but should be enumerated only once — in their permanent and main address.

Our efforts are intended to prevent a situation, in which you enumerate a person in the apartment, when as a matter of fact they should be enumerated in a different address. Whenever you are not sure whether to fill a questionnaire for a specific person, fill one, and report this to the chief enumerator. When in doubt, it is better to fill a questionnaire since not filling will harm the census more than filling two questionnaires for the same person. In addition, if two questionnaires have been filled for the same person, this will be revealed in the data processing stage and the extra questionnaire will be cancelled.

2. The critical day

The critical day for the census is the day ending at midnight of June 4, 1983. The enumeration stage starts the following day. The census should refer to a specific day, since the size of the population changes each day. Filling all the questionnaires in reference to the same day will give us a picture of the whole population on that day.

The critical day is very important when deciding if a person is included in the census population and if they should be enumerated in the address you are enumerating. Now we turn to the detailed instructions according to which you should decide whether to fill details for a person or not.

Who is included and who isn't included in the census population?

3. The critical day

The decision whether to enumerate the people mentioned in this clause will be made according to their status on the critical day.

3.1 Infants

A baby born **before** midnight on 6/4/83 **should** be enumerated.

A baby born **after** this time **should not** be enumerated.

3.2 Deceased

A person who passed away **after** midnight on 6/4/83 **should** be enumerated. A person who passed away **before** midnight on 6/4/83 **should not** be enumerated.

3.3 Immigrants

Immigrants who arrived in the country **before** midnight 6/4/83 **should** be enumerated. Those who arrived **after** midnight **should not** be enumerated.

4. Staying in the country more than a year

The decision whether to enumerate the people mentioned in this clause will be made according to their length of stay in the country or abroad.

4.1 Temporary residents, tourists and residents of the occupied territories Temporary residents, tourists and non-Jewish residents in Judea, Samaria and the Gaza region, present in the country **a year and more will be enumerated**. Temporary residents, tourists and non-Jewish residents in Judea, Samaria and the Gaza region, present in the country **less** than a year **will not** be enumerated.

Notice!

"In the country" means the area of the state of Israel before June 1967 (inside the green line), east Jerusalem, and the Golan heights.

4.2 Israeli residents staying abroad

Israelis staying abroad **less** than a year **will** be enumerated, even if other residents, who should be enumerated, are living in their apartment.

Israelis staying abroad **more** than a year **will not** be enumerated.

5. Diplomats

Holders of a foreign diplomatic passport, UN personnel and holders of a foreign service-passport **will not** be enumerated in any case, no matter their length of stay in the country. Notice the difference between holders of a foreign diplomatic passport and temporary residents holding a foreign passport.

Who is to be enumerated in this address?

6. The critical day

Generally, every person that this was his/her only or permanent address on the critical day should be enumerated at this address. Therefore, a person who left the apartment

and moved elsewhere before that day or a person who moved into the apartment after that day – will not be enumerated in this apartment but rather in the address where he/she lived on the critical day. Also, a person who lived in the apartment on the critical day and left it after that day will be enumerated in this apartment, despite not living in the apartment at the time of your visit, during the enumeration stage.

7. Additional address

Hereinafter are the different possibilities, in which a person can have an additional address, and instructions regarding the address in which to enumerate him/her. (The answer to question 2 in the questionnaire refers to the additional address and will assist you in deciding whether to enumerate a person or not).

7.1 Married persons

A **married person** living in this apartment and has an additional address for the purpose of a job or study **will be enumerated in this apartment** – together with his/her spouse. Therefore, a married person living in a certain address **only** for the purpose of a job or study **will not** be enumerated in that address, but rather in his/her permanent address, where he/she lives with his/her spouse.

7.2 Unmarried family member

An unmarried family member living also in a different address for the purpose of study or a job – will be enumerated in the address where he/she slept most nights in the past month. Meaning, if the person slept most of the nights (in the past month) in the address used by him/her for the job/study, he/she will be enumerated there, and vice versa, if slept most nights at the address not used for the job/study, he/she will be enumerated there.

Notice!

An unmarried family member, who has an additional address for study/job and slept there most nights in the past month, will be enumerated at that address – even if returning to his parents' home for weekends and holidays.

- 7.3 Family member temporarily staying away from home A family member staying on vacation/military reserve service/general hospital, and this is his/her permanent address will be enumerated in this address together with his/her family, even if absent on the critical day.
- 7.4 Family member staying in an institute for a long stay A family member/spouse staying in an institute for a long stay will be enumerated in that institute and not in his/her family's/spouse's address. For example:
 - A. A family member studying in a boarding school and sleeping there will be enumerated in the boarding school and not in his/her parents' home.
 - B. A spouse/family member staying in an elderly citizens' home/hospital for the chronically ill/hospital for the mentally ill/prison and so forth, will be enumerated in the institute where staying and not in the address you are enumerating.

7.5 National service

A young lady serving on national service instead of joining the army, living in an additional address for the purpose of her service, and who slept there most nights in the past month will be enumerated in that address and **not in her parents' home**.

Occasionally there are cases of a young man who postponed his enlistment date and is volunteering for a year of service to community. In this case, when living in an additional address for the purpose of his service and when slept there most nights in the past month, he will be enumerated in that address and not in his parents' home.

7.6 Soldier

A soldier serving in compulsory/regular army service and that this is his/her permanent civilian address – will be enumerated in it.

Notice, the soldier will be enumerated in his/her **civilian address** even though staying and sleeping most of the time in the army. The reason for this is that his/her military address is not considered an "additional address" for the purpose of the census.

7.7 Pilot and Air-crew personnel

Seamen or air crew personnel staying and sleeping away from their permanent address for a long period of time, will also be enumerated in their permanent civilian address, since the vessel or plane are not considered an "additional address" for the purpose of the census.

7.8 Guests

Guests with a permanent address in another country will not be enumerated in the address where staying, even if slept in the apartment on 6/4/83.

8. Non-family members

Persons who are not family members but this is their permanent address, such as subtenants, will be enumerated in this address.

Full coverage of the population is a necessary condition for the census' success

Chapter Four

What is a Household?

1. What is a household?

When a person lives alone in an apartment he/she will be considered a household. When a number of persons permanently live together in an apartment, there are two possibilities in which they can be seen as **one household**:

- A. When having family relations between them, such as: husband and wife, parents and children, grandmother residing with her son, daughter-in-law and grandchildren, son residing in his parents' home together with his wife, etc (usually a household consists of family members).
- B. When having no family relations between them, they will be considered a household if preparing most of their meals together.

 For example: university students living together and one of them cooks for his/her friends, or a sub-tenant the landlady cooks for.
 - B.1 When there are no family relations between the residents of an apartment and they do not prepare their meals together, each resident will be considered a separate household.

 For example: Three persons live in an apartment: Two of them prepare their meals together and the third prepares his/her own meals

their meals together and the third prepares his/her own meals separately. In this case, there are two households in the apartment. If each of the three prepares his/her own meals separately, they will be considered three households.

If the residents oppose this definition of a household, accept their division into households.

Notice!

- This definition of a household refers only to the residents of a regular apartment. For residents of an irregular apartment, there is a different definition (see chapter twelve, clause 7).
- For simplicity we sometimes use the term family instead of household. For example: head of family, instead of head of household.
- 2. Handing questionnaire to household

A questionnaire is intended for a household. For each household, a separate questionnaire should be filled. Therefore, in apartments with more than one household, the number of questionnaires handed should equal the number of households.

Each household in the apartment will receive the same type of questionnaire (short or extended) and the same "number of apartment in cell".

Few examples of households

Residing in the apartment:

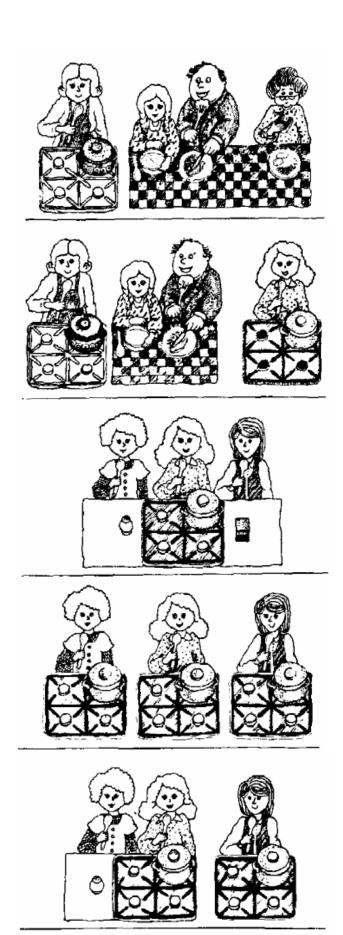
1. Family (parents and children, and the husband's mother). All prepare most of their meals together.

2. Family (parents and children) and a sub-tenant. The sub-tenant prepares her meals separately.

3. Three students. They prepare their meals together.

4. Three students. They prepare their meals separately

5. Three students. Two prepare most of their meals together. The third prepares her meals separately.



Chapter Five

How to Fill a Questionnaire?

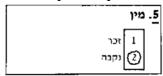
The questionnaire should be filled in pencil only. For each question mark only one answer.

1. Where to write answers?

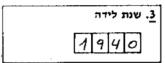
General instructions regarding **how to fill the questionnaire** appear on the second page of the questionnaire. Read the instructions thoroughly. Notice especially that on the right hand side of the questions there is a white area for marking answers. There are **three possibilities for marking or writing the correct answer**.

A. When numbers appear, circle the number to the right of the correct answer.

for example: In question 5, for a woman fill in this manner:

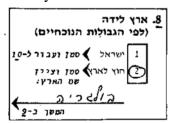


B. When there are slots, write the answer inside the white slots – one digit in each slot. For example in question 3, for a person born in 1940 fill in this manner:



C. When there is a line, write the answer above it, in words. Occasionally the answer should be circled and written in words.

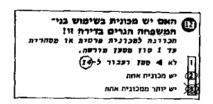
for example: In question 8 regarding country of birth, when referring to a person born abroad, number 2 should be circled and the name of the country of birth should be written in words.



2. Correction of a mistake

If you have erred in writing, cancel the mistaken answer and write the correct one in its place.

For example: if you have mistakenly circled the number 3, cancel the circle with an "x" and circle the correct number.



3. Further instructions

Fill the questions in their order of appearance in the questionnaire, while noticing special instructions such as "mark and move to question ...". In such cases, skip the questions not regarding that person and continue according to instructions in the questionnaire.

4. Data processing

The data written in the questionnaires will be handed to typists in the computer unit. The typists' job is to transfer the answers from the questionnaires to the computer. A typist might err due to difficulties reading unclear writing, because two answers are marked for the same question, or because of faulty marking. Such errors distort and falsify the results.

Notice!

Write the answers according to instructions and in a clear manner.

Chapter Six

Detailed Instructions for Filling the Short Questionnaire or Part A of the Extended Questionnaire

When arriving at an apartment in the enumeration stage, you should make sure that all details on the cover of the questionnaire, intended to be filled by the enumerator in the distribution stage, have been filled properly. Afterwards, check whether the family fully filled the questionnaire. If the family filled the questionnaire, make sure they filled it according to instructions. In case not, you should fill the questionnaire or complete missing details.

1. List of persons living in the apartment

Before filling the questionnaire the family should write on the second page the names of the people living in the apartment. The list should be prepared according to the instructions on its right. You should make sure the list includes everyone supposed to be enumerated in this address and does not include persons who should not be enumerated in it.

2. Filling the short questionnaire

A questionnaire should be filled for each person appearing in the "list of persons living in the apartment", and for whom you have confirmed he/she should be enumerated in this apartment and are part of the household whose questionnaire you are checking.

Above questions 1-10 (in each and every page) there is a designated space for writing, by the family, of the details: family name, first name, father's name and ID number of the household member.

The ordinal number will be written by **you**, after checking that the questionnaire is fully filled or after filling it yourself.

3. Purpose of the short questionnaire

The short questionnaire is the main means by which to receive details regarding the size of population in the country and in each locality. It is also the source for data about the residents' basic characters.

From summing up the answers collected we can learn about the population's composition by sex – the number of men and women; by age – the number of people in each age group: infants, children, teenagers, adults and the elderly; by family status – the number of bachelors, married, divorced and widowers; by origin group and by seniority in the country. In addition, data will be received regarding households, their size and their composition – these data can be summed for the whole country, for each district and sub-district and for each locality.

These data are of high importance for the central and local administrations, for area and countrywide planning of services supplied to the population, and for other social research.

Questions 1-10 in the short questionnaire

4. Question 1 Relation to head of family



According to the answer we will be able to define the types of relations between persons. Also, we will receive data regarding the household's structure and composition. Meaning, we will know the number of households including parents and children/one parent/couples with no children, etc.

The answer will assist you in determining the persons belonging to the household: all who have family relations to the head of family or his spouse belong to the household. If you found in the apartment a person who is not related to the head of family, and for whom answer 8 was marked – "not a relative", you should check whether they and the family prepare most of their meals together. If they prepare most of their meals together they will be considered one household. If not, the person will be registered as a separate household. Therefore, if details have been filled for this person in the household's questionnaire, they should be erased and a separate questionnaire should be filled for him (for the complete definition of household – see chapter four).

Remember!

This check is very important, since it will determine the number of households in the apartment and therefore also the number of questionnaires to be filled in the apartment.

4.1 Who is head of the family?

Head of the family is that person whom members of the family see as their head. Only when members of the family find it difficult to define this – set the oldest person as head of family.

In case a person has two wives:

If	Then
The wives live in the same apartment and	The husband will be registered as head of
conduct one household, meaning: they	family, and each wife will be registered
prepare most of their meals together	as his wife $-$ in the same questionnaire.
The wives constitute two households in the same apartment or in different apartments, meaning: they do not prepare most of their meals together	Each wife will receive a separate questionnaire and the husband will be included in one questionnaire only – in which he will be registered as head of family.

4.2 Additional explanations Other relations (answers 3-7)

Notice: answers 3-7 refer to type of relation to head of family or their spouse. Meaning: A wife's parent will be registered in answer 6 – "parent", since they are the parent of the head of family's spouse.

Notice!

Stepson/adopted son should be registered as sons of the head of family.

5. Question 2 – objective

Additional address



The question's objective is to determine whether the person should be enumerated in this address. Through this question you will determine the person's permanent address, when he/she has an additional address. Meaning: if a person has more than one address, you should make sure (according to clauses B-C hereinafter) that he/she should indeed be enumerated in this apartment and not in another address.

5.1 Explanations

Check according to the following instructions whether to enumerate a person in this address **only if he/she is part of the census' population** (see chapter three in this guide and table "for whom to fill a questionnaire" on the inner side of the cover page).

- A. If a person does not have an additional address, for the purpose of job/study, you should enumerate him/her and register details for him/her in the questionnaire.
- B. If a person has an additional address, and has slept there most nights in the past month, do not enumerate him/her and do not fill details for him/her in the questionnaire, unless the following:
 - 1. The person is married and his/her spouse lives permanently in **this address**. In this case the person should be enumerated here, even if slept most nights of the past month at a different address.
 - 2. The person is a **soldier**, the additional address is a military address and he/she has no other civilian address in the country. In this case the person should be enumerated in **this address**.
 - 3. The person is a seaman/air-crew person and does not have any other address in the country. In this case the person should be enumerated in this address.
 - 4. The person is an Israeli resident, staying abroad for less than a year. In this case the person should be enumerated in this address.
- C. A person with another address in which slept most nights in the past month and is not included in one of the above clauses will not be enumerated in this address. If registered in the questionnaire and you have determined that he/she should not be enumerated in this address, erase all details filled for him/her by drawing a line across the columns regarding him/her.

If you have filled an extended questionnaire in the apartment, remember to erase the details for this person also in part B of the questionnaire.

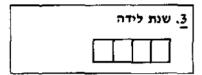
In case a person has an additional address, check thoroughly, so you do not omit a person supposed to be enumerated in this address. If in doubt, it is better to err by adding a person than by omitting him/her since it will be revealed and fixed in the data processing stage. But in case a person is omitted from the census – there is no means of supervision and no way to correct the mistake. Therefore, when not sure whether to enumerate a person, include him/her in the questionnaire and write the reasons for your doubt at the top of the page. Also, report this to the chef enumerator.

Remember!

You should make sure what the address was on the "critical day"

6. Question 3 - explanations

Year of birth



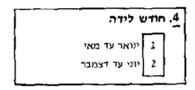
Write the person's year of birth and not his/her age.

- A. If the age and month of birth are known, use table I converting number of years into date. The table is found on the back cover of the enumerator notepad. Look in the table for the person's age and determine the year of birth according to the month born in.
 - For example: if the person is aged forty-seven and was born on May, look in the table for the corresponding year of birth. You will find that the year is 1937. If born in January the year of birth is 1936.
- B. If only the Hebrew year and month of birth are known, use table G to convert Hebrew year into calendar year.

If only the age or Hebrew year of birth are known, but not the month of birth, write the earlier of the two possible calendar years, according to the table. For example: if a woman is 35 and her month of birth is unknown, write year 1947 (the years appearing in the table are 1947 or 1948).

7. Question 4 – explanations

Month of birth



It is important to know a person's month of birth, in order to determine his/her exact age. This is especially important for persons born in 1968, due to the need to check if they have turned 15, in order to decide whether to fill details for them in part B of the extended questionnaire.

For persons born between January and May, mark answer 1.

For persons born between June and December, mark answer 2.

- A. If only the Hebrew month is known, use table H, on the back cover of the enumerator notepad, to convert Hebrew month into calendar month.
- B. If month of birth is unknown (either Hebrew or calendar) the question should not be answered. Meaning: do not circle any of the possible answers.

8. Question 5 – explanations **Sex**



Circle the appropriate number

9. Question 6 – explanations **Family status**



Ask the person about his/her family status and accept the answer – do not ask for any document for verification. Also, do not determine the family status according to your impression. For instance, if a couple lives in the apartment, do not register them as married without receiving this answer from them, since they might be living together without being married.

10. Question 7 **Are you**



The purpose of the question is to distinguish between the main groups constituting the population.

Ask the person and mark his/her answer in the questionnaire. Do not determine the answer according to impression. Meaning, do not rely on his/her name, accent etc.

A. If the person is a Christian, belonging to a sect different than the ones mentioned in the questionnaire, circle no. 6 and write the name of the sect above the line next to it.

- B. If the person does not belong to any of the groups mentioned in the answer, or you receive answers such as Atheist, Canaanite, Israeli, etc. circle no. 8 and write the answer above the line.
- C. If a person answered he/she is Greek, inquire whether he/she is Orthodox or Catholic and mark the full answer: for a Greek Orthodox, mark answer 3 and for a Catholic, mark answer 4.
- D. If a person answered that he/she is Armenian, Syrian or Coptic, inquire whether a Catholic or Orthodox, mark no.6 and write the appropriate answer.

Notice!

If a person answered in Arabic that he/she is "Rom Catholic" – mark answer 4, Greek-Catholic.

If a person answered that he/she is Roman-Catholic, mark answer 5, Latin (Catholic).

11. Question 8 – explanations

Country of birth



If a person was born abroad, circle no. 2 and write the name of the country above the line.

Write the name of the country according to present boundaries and borders. The borders of many countries have changed due to wars and we are interested in the name of the present country in which the locality the person was born in is found, not the country it was in at the time of birth.

For persons born in Israel, circle answer no. 1 and skip to question 10.

Notice!

Persons born in Israel are persons who were born in Israel according to British mandate borders and persons born in the territories occupied, or that were occupied by the IDF.

12. Question 9 – explanations

For the born abroad – year of immigration to Israel



- A. When a person does not remember the year of his/her immigration to Israel, but remembers how many years he/she is in Israel, use the table for converting number of years into date.
- B. For a person who immigrated to Israel more than once and stayed abroad for less than ten years, write the year in which first immigrated.

- For a person absent from Israel more than ten years, write the latter year of immigration (do not take into consideration visits in Israel, only the year of immigration).
- C. For a person who stayed in Israel as a "temporary resident" or tourist, left the country and then came back as an "immigrant" write the year in which came as an immigrant.
- D. For a person who arrived in Israel as a "temporary resident" or tourist and after a while received the status of immigrant, write the year in which received "immigrant" status as the year of immigration.
- E. A "potential new-immigrant" will be considered "immigrant" for the purpose of this question, meaning: the year in which arrived as a "potential new-immigrant" or the year in which turned from tourist/temporary resident into potential new-immigrant will be registered as year of immigration.
- F. For a person who stayed in a detention camp in Cyprus and arrived in Israel after independence, write the year of arrival as year of immigration.
- G. For tourists and temporary residents, staying in the country for more than a year, write the year of entrance into Israel as year of immigration.

Notice!

For the born abroad the questionnaire ends in this question – move on to next person.

13. Question 10 – explanations

For Israeli natives – father's country of birth.



In this question, too, the country should be registered according to present borders. For Israeli natives, whose father was born in Israel, mark number 1. For Israeli natives whose father was born abroad, mark number 2 and write the

Chapter Seven

Detailed Instructions for Filling Parts B & C in the Extended Questionnaire

Part B – questions for aged 15 and over

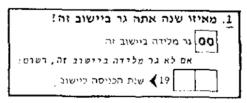
The questions in this part relate to seven subjects:

- A. residence, questions 1,2
- B. marriage and births, questions 3-7
- C. education, questions 8-12
- D. spoken languages, question 13
- E. work, questions 14-23
- F. work five years ago, questions 24-26
- G. income, questions 27-28
- 1. Purpose of questions regarding residence questions 1-2

The purpose is to receive information about the seniority of the population in different localities and about the characteristics of persons who came to live in the localities at different periods of time. Along with that, information will be received regarding the inner-immigration between localities, meaning: information regarding the number of people moving from place to place in the country. For instance: it is possible to know how many moved from a rural locality to an urban locality or vice versa, where do the ones moving from the city-center to the suburbs work, etc.

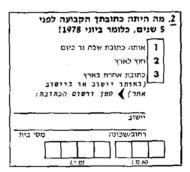
2. Question 1 – explanations

Seniority in locality



- A. If the person has not lived in the same locality since birth, write the last two digits of the calendar year in which moved into this locality.
- B. If the person knows only the Hebrew year convert it to a calendar year, according to "table for converting Hebrew into calendar year" found in the enumerator notepad.
- C. If a person can not remember the year try and help him/her through questions relating to historic events, like: did you enter this locality before or after the Yom-Kippur war? In this case, write the approximated year.
- D. If the person left the locality for a period of less than 10 years and returned to it, write the year in which he/she first started living in the locality.
- E. If a person left the locality for more than 10 years and returned to it write the year in which he/she returned to the locality.
- 3. Question 2 explanations

Address five years ago



Write the exact address at which the person lived five years ago, meaning: name of locality and street (or neighborhood) and house number.

- A. Lived permanently the place where he/she regularly lived five years ago, meaning June 1978, even if he/she was absent from it temporarily, due to study, job, etc.
 - Whoever was in compulsory service in the army will write his/her civilian address at the time.
- B. Abroad when his/her permanent address five years ago was abroad. This does not mean a temporary stay abroad. (No need to specify name of country, just circle number 2).
- C. Other address in Israel different house than the one living in today, either in the same locality or not.

In Israel – meaning also people who lived in Judea, Samaria, Gaza region, Golan Heights and Sinai.

You should write the exact address in which he/she lived five years ago, including: name of locality, street and house number

4. Purpose of questions about marriage & births – questions 3-7 From the data received in the answers to these questions, and in consideration of the details regarding each spouse **separately**, and both of them **together**, we will be able to learn about the "marriage habits" and fertility of the population and the different groups composing it.

The intention in "marriage habits" is the age at which people get married and the differences between spouses in age, education, origin etc.

5. Question 3

Marriage



This question is intended for the whole population.

6. Question 4

Year of marriage - for persons who married once

מי שהתחתן רק פעם אחת:	$\overline{}$
נאיזו שנה התחתנת!	<u>.4</u>
רשום את השנה ועבור ל-7ַ 19	

This question is intended for those who marked answer 2 in the previous question, meaning: persons who married only once.

7. Questions 5-6

Years of marriages – for persons who married more than once

: למי שהתחתן יותר מבעם אחת
ב. באיזו שנה התחתנת בפעם האחרונה?
19
6. באיזו שנה התחתנת בפעם הראשונה!
19

Questions 5-6 are intended for those who marked answer 3 for question no. 3. In question 5 mention the year in which the person last married. In question 6 mention the year in which the person first married.

8. Question 7 **Number of births**



The question is not intended for single women or men, but for married women/divorced women/widows.

Write the number of children the woman gave birth to throughout her whole life (also in previous marriages) – even if deceased.

Do no include abortions and children born dead.

9. Purpose of questions regarding education – questions 8-12 The purpose of the questions is to receive information about the level of education and kind of education of the population.

Each person (aged 15 and over) is asked whether ever studied in school, how many total years studied in school, what kind of school did he/she last study in, what is the highest degree/certificate he/she ever received and what was his/her major field of study (if studied in a vocational or agricultural school).

From the data received it will be possible to learn, for instance: what is the number of people whose last school was a vocational or a general high-school, what part of them received a matriculation certificate and how many years the ones not receiving a matriculation degree studied. It is also possible to inquire the number of academics in the country and how many of them have a Bachelor's, Master's or PhD degree.

The data received from these questions also enables us to notice the relations between education and occupation, income, level of housing and more. For instance: it is possible to check the percentage of teachers from among the persons studied in post-secondary teacher-training colleges – as their last school, or how many of them are occupied in different jobs or not working at all at the time of the census.

10. Question 8 – explanations

Have you ever attended school?



The question divides the population into three groups: persons who never attended school, persons who attended school in the past, persons attending school now.

School also includes evening-school, a course of over than a year, yeshiva, a school preparing for external matriculation exams, school for apprentices, university, Technion, teacher-training college etc.

School does not include kindergarten, study in a course shorter than a year, study by correspondence (e.g. Open University), language or music course even when longer than a year, private lessons, self-tutoring etc.

Notice!

The term school, as explained above, is valid for the following questions regarding education as well.

11. Question 9 – explanations

Total years of schooling



- A. Write the total number of years, including all kinds of school the person attended.
 - For example: if a person studied in elementary school abroad for 8 years, then studied high school in Israel and then studied in university for 2 years, the total years studied is 14.
- B. For persons studying at the time of the census, count the current year as well do not count the current year when stopped studying this year.
 - For example: a person who studied 8 years in elementary school and is about to complete his/her third year of study in a vocational school will write 11 years.
- C. The following should not be included in the total of years studied:

- Additional year of study in the same grade (for persons who repeated a year of school).
- Unfinished year of study in the past.
- Years of study in programs not regarded as school (see explanations for question 8).

12. Question 10 – explanations

Type of school last attended



In this question, specify the type of the last school the person attended, even if he/she hasn't completed his/her study in it.

If a person is still attending school, specify the type of school he/she is attending.

Types of schools (as appearing in the questionnaire)

- A. Elementary school, Heder, Kutab: also including special-education school and Talmud torah (Torah studies for elementary school ages). Kutab: religious school in Muslim countries.
- B. Junior high-school: school grades between elementary and high school.
- C. Yeshiva: including all kinds of Yeshivas, except for yeshiva high-school.
- D. Vocational/Agricultural high school: including vocational yeshiva-high school, vocational trend in comprehensive school, industrial school, school for apprentices, pre-military vocational courses and military boarding schools next to vocational schools.
- E. General high school: including yeshiva-general high school, general trend in comprehensive school, school preparing for external matriculation exams, kibbutz high school, and military boarding school next to a general high school.
- F. Post secondary teacher training college: including colleges for the training of art teachers.
 - Does not include academic-teacher training in university.
- G. Other post-secondary school: post high-school schools issuing certificates such as authorized nurse, practical engineer etc. These schools **do not issue academic degrees**.

Also included in this category are nurse authorization schools, practical

engineer and technician schools, art academy, social-workers school (not through university) etc.

H. University/Technion: including other institutes issuing academic degrees.

Notice!

If a person answers that he/she attended college, post secondary school or Academy – inquire whether his/her studies were towards an academic degree or a post-secondary certificate. In case of academic degree mark answer 8. In the case of post secondary certificate, mark answer 7.

I. Other school: in this answer include any other kind of school according to the definition in question 8, which is not included in any of the previous answers. For example: pre-academic preparatory program, pre-practical engineering preparatory program, school for the elderly.
If a person attended school abroad and can not classify the type of school, he/she is entitled to write the type of school in foreign language, under this answer.

Notice!

If a person is attending evening school, mark the most suitable type of school. For example, if attending an evening school preparing for external exams, mark number 5 (general high-school).

13. Question 11 – explanations

Major field-of-study at vocational/agricultural school



The question is intended only for those whom the last school they attended/attend is a vocational/agricultural school (meaning: persons who answered number 4 in question 10).

Mark one answer only – the most suitable.

List of fields-of-study (as appear in the questionnaire):

- 1. Agriculture including fishing
- 2. Electricity including car-electricity, ship-electricity etc.
- 3. Electronics
- 4. Metalworking, Mechanics including etching, welding, tinsmithing, exact mechanics, pipe & building locksmithing, plumbing etc.
- 5. Motor mechanics including car mechanics, ship mechanics, aeromechanics etc.
- 6. Clerical/Secretarial work, Accounting
- 7. Sewing, Fashion including knitting, weaving etc.

- 8. Hotel trades, Home economics, Nursing including cooking, waiting, accommodation and housekeeping, nannies and practical nurses.
- 9. Other in this answer, include any field-of-study not classified under the previous answers, e.g. carpentry, print, lab technicians, etc.

Notice!

Maintain exact registering, for instance write "dental technician" instead of "technician".

14. Question 12 – explanations

Highest certificate (degree)



In this question the intention is to the highest degree the person received for studies in a school (see definition in explanations for question 8). This does not mean excellence/participation/appreciation certificates.

Notice!

A certificate the person is entitled to should also be specified, even if he/she doesn't have it yet. For example: a person who completed the matriculation exams successfully, but still has not received the certificate or a student who completed his/her studies in the university and is entitled for a degree, but the ceremony hasn't been held yet.

List of types of certificate (as appear in the questionnaire)

- 1. Certificate of graduation from elementary school/junior high
- 2. Certificate of graduation from high school this category will include persons who graduated from high school and do not have a matriculation certificate.

For a person who studied in high school and passed only part of the matriculation exams, and therefore is not entitled for the matriculation certificate, mark this answer (2).

- 3. Matriculation certificate including external matriculation certificate.
- 4. Non-academic certificate of graduation from a post-secondary school, e.g. teaching authorization certificate, practical engineer certificate, authorized nurse certificate, etc.

- 5. Academic Bachelor's degree if a person received an academic degree and another certificate, register the academic degree and not the other certificate (answer no. 5).
- 6. Academic degree master's or above
- 7. Other certificate a certificate which can not be classified as fitting one of the previous answers should be specified in this answer.

If the person studied abroad and can not classify the certificate, he/she is entitled to write the type of certificate, in foreign language, under this answer.

15. Question 13 - languages spoken

purpose of question

Since Israel is an immigration country, many different languages are spoken in it. The purpose of the question is to evaluate the extent of use in each language.

15.1 Explanations

Languages spoken



In answer to this question, specify the main language spoken by the person in everyday life.

If a person speaks more than one language in everyday life, register first – as "only or main language" the language which he/she speaks more than any other language. As "second language" – register the second language he/she speaks in everyday life. Do not register more than two languages.

Notice!

Register only languages spoken in everyday life. Do not register languages the person speaks but does not use as an everyday spoken language.

16. Purpose of questions regarding work & employment – questions 14-21 The purpose – to receive information regarding the "work force" in Israel: number of employed, job scope of the employed, their status on the job, their division into economic branches and their occupation.

"The work force" includes the employed workers, the workers temporarily absent from their jobs and the ones searching for a job.

The data received will enable us to apprehend the characteristics of workers in the different branches: age, sex, family status, education, income and more. Processing of the data will be done by geographical division and this data is necessary for the planning and development of employment sources around the country.

17. Definition of "work"

"Work" – means any work, full or partial in exchange for salary, profit or any other return. Including also:

- A person's work in his/her own business.
- The work of a family member in a family business or farm, even without pay

Considered as worker is a person that worked (according to the definition in this clause) even one hour in the past week.

Also considered as work:

- Work of an apprentice/trainee even if worked without pay
- Work of a pupil in agricultural school
- Yeshiva student aged 18 and over, engaged in teaching in the yeshiva.
- Work of apprentices, for pay as part of vocational course.
- Work of a pupil in a kibbutz not as part of school/national service.
- Work in hospital of a student in nurse school.
- Work as part of "service year" by religious girls (instead of military service).
- Work of students or pupils giving private lessons or working as babysitters for pay.

Notice!

Work of students serving as tutors will also be considered as work.

- A nanny/housekeeper receiving wage or sleeping arrangements, support and allowance for her work.
- A woman taking care of children as part of a foster family. If both spouses are taking care of the children and have no other job refer only to the wife as working and the husband should be registered as "not working".
- Civilian working for the IDF.
- The work of air crews on civilian aircraft and seamen aboard civilian ships.
- Work abroad of Israelis staying outside the country for less than a year, whether they are salaried employees of a governmental/public institute or factory in Israel, or selfemployed, staying abroad (less than a year) for the purpose of their business in Israel.
- Persons sent for general training/study not occupational by their workplace, for a period of up to one week.
 If the study lasts more than a week – the employees will be considered absent from their job.
- Persons sent on occupational training by their workplace– even for a period of more than a week.

Activities not considered as "work" for the purpose of these questions:

- Work of a housekeeper in her home.
- Regular/reserve army service.

Notice!

Regular service in the border-guard is considered work in the police, not the army.

- Volunteer work without receiving pay
- Work of pupils in vocational school (except agricultural school).
- Work abroad of Israelis staying outside the country for less than a year, but more than 30 days, which is not for a governmental/public institute or factory in Israel, or: the work of a self-employed for a business abroad.
 For example: an Israeli working abroad as a salesman for a Japanese company or an Israeli running a night-club abroad.
- Inactive partnership in a foreign business/factory abroad.

18. Question 14 – explanations

Work in the last week



- 1. Whoever was in regular military service will mark answer 1 and will not answer the work & employment questions, but rather turn to question 24 work five years ago.
- 2. Whoever was in compulsory (not reserve) service will mark answer no. 2 and turn to question 17.
- 3. Whoever worked will mark answer 3 and turn to question 17.
- 4. Whoever did not work and was not in compulsory/regular army service will turn to question 15 job search.

19. Question 15 – explanations

Job search



considered as "searching for job" is

A person who actively searched for a job, for instance by turning to the employment bureau, applying for ads on newspapers, investigating among friends, trying to open a private business etc.

If the person is waiting for an answer from the workplace he/she has applied to or the results of a tender applied for – he/she will be considered as searching for a job in the two weeks following the application. If more than two weeks have passed, without the person searching for another job – he/she will not be considered as searching for a job.

Notice!

Self-employed professionals not working in pre-defined hours, such as a taxi driver waiting for passengers, a doctor waiting for patients, or a carpenter waiting for costumer orders will be considered working and not searching for a job.

Not considered "searching for a job" is:

- A person not actively searching for a job.
- A person who searched for a volunteer-job (job with no returns).
- A person whose details are at the hands of an employer who turns to him/her at time of need, like a nurse not regularly working but being called for special duties or a substitute teacher.

20. Question 16 – explanations

Absence from job



Considered absent from his/her job is:

- A. If a person has a job, business or farm but he/she were absent from it last week due to a paid leave, sickness, reserve army service etc.
- B. A woman on maternity leave for up to 12 weeks (the period of absence from job paid for by social-security). A woman continuing her maternity leave beyond this period is not considered absent from job.
- C. A person on an unpaid leave of up to 30 days.
- D. When there is a temporary recess in work (for a period no longer than 30 days), due to completion of work in the branch (industrial or agricultural), due to unsuitable weather or because of a labor dispute. Workers in seasonal jobs (such as life guarding, fruit-picking) are not considered absent at the end of working season.
- E. A person promised a job in a month's time.
- F. When a person is in an occupational training program on behalf of his/her workplace for less than a year.

Notice!

When a person does not work regularly, but rather is sometimes called to carry out a job – he/she should not be considered as absent from the job and answer number 2 should be marked for him/her.

21. Question 17 – explanations

Number of work weeks in the past year



The purpose of the question – to check the scope of work in a period of one year: the last 12 months.

- A. For whoever did not work at all in the past 12 months or whoever worked abroad but not in Israel circle "00".
- B. For whoever worked during all of the last 12 months, circle "52" for work during the 52 weeks in a year.

If a person did not work several weeks, due to army reserve service, holiday, etc – mark he/she worked during all months of the year.

C. For whoever worked less than 12 months (in Israel), write in the squares the number of weeks worked (in Israel) during this period.

To simplify the calculation of weeks, subtract the number of weeks not worked from the 52 weeks of a year.

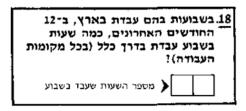
For example: if a person specified he/she did not work for 9 weeks: subtract this number from the total weeks in a year (52-9=43) and write 43 in the squares.

Notice!

For a soldier in compulsory service who worked - during the past year - prior to his/her enlistment, write the number of weeks worked during that period. Also, he/she must answer the following questions regarding the work place.

22. Question 18 – explanations

Number of working hours in a week



- A. In the answer, write the number of working hours the person usually works during a week: if a person worked regularly in a number of working places, write in the answer the total sum of all (weekly) working hours in all workplaces in which the person worked.
- B. The sum of working hours should also include:
 - Overtime hours (usually worked)
 - Waiting hours (such as by doctor, driver, porter etc.).
 Include all hours of stay in the workplace but not alertness hours.
 - Working hours of a person who worked without pay in a farm or business owned by the family.
 - Preparation hours related to work, even when were not carried out at the workplace.
 For example: lesson preparation by teachers or rehearsals by artists.

23. Question 19 – explanations

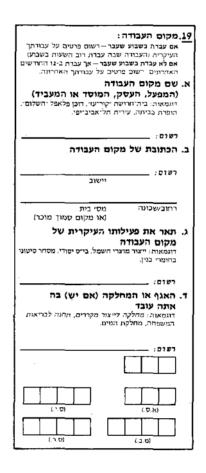
Workplace

In this question, details regarding the person's **workplace** and not the work carried out (he/she will be questioned regarding this in the next question), should be filled.

The question refers to the last 12 months, meaning even if the person did not work in the **last week**, but did work some other time **during the last year** – refer to his/her workplace during that period.

If the person worked in several workplaces in the **last year**, register the details regarding hi/her **last** workplace.

If the person worked in several jobs in the **last week**, refer to his/her main work – the one in which worked most hours in the last week.



Details necessary for the question:

- A. Name of workplace
- B. Exact address of workplace
- C. Main activity of **workplace** (not of person)
- D. Name of **department/division** in which the person works

A. Name of workplace

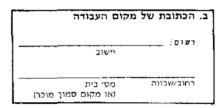


• Write the name of the factory/business/employer in full detail. For instance: if a person works in a government ministry, public bureau, or other place.

Do not write	Write
1. government ministry —	Ministry of Trade & Industry
2. labor union —	Tax chamber of the "Histadrut
	Haclalit" labor federation
3. law firm	"Aharoni" law firm
4. factory —	"Etz Ha'zait" factory
5. municipality —	Kiryat-Gat municipality
6. investment company —	Africa-Israel investment
	company

- For a civilian working for the IDF or the ministry of defense write "IDF" or "ministry of defense" with no further detail, but first inquire whether he/she is working in the security system or in a factory belonging to it.
- If a person is working in his/her own business and that business does not have its own name, but the name of the person write only the occupation. There is no need to write the name.
 - For example: a private music teacher, an independent insurance agent, the owner of a carpentry, etc.
- For workers in a kibbutz, write the name of the kibbutz. If a person works in a certain factory in the kibbutz, specify its name. The same for moshav (co-operative settlement). Specify the type of farm if there is one.

B. Workplace address



• Write the address of the workplace specified in clause A. the address should be written in maximal detail: if the address is unknown, write general location, closeness to a well-known place etc.

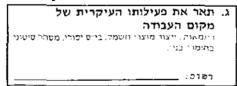
Notice!

Be sure to mention the name of locality in which the workplace is found – even when the same as person's locality of residence.

- If a person works in different places during the day, write the main workplace.
 - For example: for a person working in transport and distribution of products: write the place in which he/she receives the products for distribution, the place of concentration or the meeting place with costumers. For instance, for a bread-distributor, write the address of the bakery from which he leaves for the job. For a bus driver arriving at the garage and leaving it for different places, write the garage's address.
- When there is no permanent address for the workplace
 - 1. Inside a locality or specific region: For whomever his/her job is not carried out in a permanent address, write the name of the

- locality/region and specify "no permanent address". For example: porters, gardeners etc.
- 2. Outside a locality: For a person working in road construction or another job outside a locality and who when leaving home for work, does not arrive at a permanent place, write "no permanent address".

C. Workplace's main activity



Notice!

Describe the workplace's activity and not the person's activity. Meaning: if a person works as an accountant in a candy factory, he/she should describe the activity as "candy manufacturing" – even if he/she is not engaged in the production itself. Similarly, a typist working in a school will register the main activity as "teaching children aged 6 to 12", even though her job is not directly related to teaching.

Describe the activity/products and services the workplace manufactures in detail – a general description is not enough.
 For example: when a person works in a parent company with many different subsidiary companies, refer to the subsidiary company he/she works in.

Notice the following examples:

Do not write	Write
School	Special education school
Electricity works →	Sub-contracting & electricity works in buildings
Clothing	Manufacture of children's clothes

- For persons working in government ministries and municipalities there is no need to fill this clause their activity is well known.
- For persons working in a factory/institute/farm manufacturing several products/engaged in several areas of activity – write the organization's main activity.

The "main activity" can be determined according to various principles/standards.

Accept the interviewee's answer as it is.

Examples:

- A. for a person working in a factory manufacturing meat conserves and vegetable conserves: if the factory manufactures **more** meat conserves write "meat conserves manufacture"
- B. If a person works in a transport company, transporting passengers and cargo and **most of the revenue** is generated by passenger transportation write "passenger transportation".

- C. If a person works in a workshop repairing and manufacturing shoes and **most of the workers' time** is dedicated to manufacture write "shoe manufacture".
- If it is impossible to determine the main activity write all activities.

D. Department/division in which the person works



- Many workplaces consist of different departments and divisions. You should inquire in which unit the person works and write the unit's name. Examples for the manner in which to fill clauses A,D of this question: Example 1: in the questionnaire of a person working in the "Histadrut" labor federation's tax chamber –write:
 - o Clause A "name of workplace" "Histadrut" labor federation.
 - o Clause D "department or division" tax chamber

Example 2: in the questionnaire of a person working in the sanitation department of Kiryat-Gat municipality – write:

- o Clause A "name of workplace" Kiryat-Gat municipality
- o Clause D "department or division" sanitation department.
- If the person works in several departments/divisions/units write the unit in which he/she worked most of the time last week.
- If the workplace is not divided into units or the person does not know the unit he/she belongs to' do not fill this clause.

24. Question 20 – explanations

Worker's main occupation



A. Main occupation

• In this question, describe the worker's occupation and specify its title – if any.

Notice!

While the previous question referred to the main activity of the workplace, this question refers to **the worker's occupation**.

If a person has several occupations in the same workplace – refer in the

question to the occupation he/she dedicates **most of his/her time** to. For instance: In case of a woman working as a typist and an operator and dedicates most of her time to typing, write "typist".

Write a detailed description of the occupation. In any case, do not
write a general definition, such as: laborer, clerk, and technician. Inquire
what kind of laborer/clerk/technician and specify in detail.
 For example:

Do not write	Write
Radio technician —	→ Repair of radio and TV sets
Unit director —	→ Planning and supervision of tax clerks
Teacher —	→ Math teacher for 11 th grade

B. Job title – if any

Clause B of the question is intended for salaried employees only

- The intention is to the official/accepted title of the job or the name of the occupation in the plant where working.
- If there is no title for the job, do not fill clause B

Notice!

In this question the intent is not to a person's occupation, once he/she does work in his profession any more. For instance: an electronics engineer working as a sales manager of electrical appliances will not write "electronics engineer" in his/her answer. Similarly, a lawyer working as a tax clerk will not write "lawyer" in his/her answer.

25. Question 21 – explanations

Status on the Job



[&]quot;Status on the job", means salaried employee, self-employed, etc. and not "temporary"/"permanent".

Salaried employee – is a person working for someone in return for a daily/monthly/per job wage or for some other return.

Also regarded as salaried employees are:

- A person working in a cooperative and receiving a salary only (meaning, he/she is not a member of the cooperative).
- An apprentice receiving wage
- A yeshiva student aged 18 and over, occupied as a teacher in the yeshiva.
- A pupil in an agricultural school, or a vocational school, receiving wage.
- A citizen working for the army

• A housekeeper, nanny etc.

Self-employed not employing salaried employees Includes also:

- A person working in a business/farm of his/her own and not employing others for wage or any other returns.
- An active partner in a business not employing others.
- A person employing workers without pay or return (such as: a person employing family members in his/her business/farm without pay).
- A private teacher.

Self-employed employing salaried employees

Considered as self-employed employing salaried employees is a person employing others for wage or any other return. Including:

- An active partner in a business employing salaried employees.
- The owner of a farm employing a worker for wage
- A craftsman employing an apprentice

Member of cooperative

Considered as member of cooperative is an employee sharing the cooperative profits on top of his/her salary.

A member of a communal Moshav will also be considered as member of a cooperative.

Member of kibbutz

• Including:

Kibbutz members and their sons/daughters; parents and relatives of kibbutz members, living in the kibbutz and working in it; candidates for membership in the kibbutz; members of groups planning to establish or join a kibbutz and teenagers living in the kibbutz and working in it; kibbutz members working outside their kibbutz without receiving pay from their workplace.

- Not including:
 - 1. Kibbutz members working outside the kibbutz for wage.
 - 2. Persons who are not kibbutz members but live in the kibbutz and work in it for wage
 - 3. persons studying Hebrew in a kibbutz
 - 4. Volunteers in the kibbutz.

Family member working without pay in the family business/farm

A son working for his father or a woman working for her husband, in a farm or business, without receiving payment.

For example: a woman helping her husband in a grocery store or a son helping his father in his workshop – without receiving pay.

26. Question 22 – explanations

Manner of arrival to work



In the answer refer to the workplace registered in question 19.

If the workplace is the person's home, circle "0" and skip to question 24

If a person arrives at a gathering place in one vehicle and leaves it for work in a different vehicle – mark the **vehicle in which he/she travels to the gathering place**.

If a person travels to work in different vehicles on different days of the week, mark the vehicle in which he/she travels **most days**.

If a person is part of a car-pooling group of people, in which every day a different member of the group is the driver - mark answer 7, since most of the week he/she arrives in private car as a **passenger** (and not as a driver).

If a person uses several types of vehicles on his way to work (while alternating between them) – specify the vehicle in which travels the longest distance.

27. Question 23 – explanations

Time of departure for work



In this question also refer to the workplace registered in question 19.

"Time of departure" means the time in which the person **leaves home** and not the time he/she arrives at work.

For a person working a split day, meaning: works until noon, goes back home and leaves for the **same workplace** again in the evening, write the time of **first** departure.

If a person works shifts, write time of departure for the shift worked most days last week.

For example: for a nurse who worked morning and night shifts in the last week and most of her shifts that week were night shifts – mark time of departure for the night shift.

Notice!

You should make sure the person marks "1" – if leaves before noon and "2" if leaves after noon.

28. Questions 24-26 – work five years ago

Questions' Purpose - Receiving details regarding the mobility of workers between workplaces. Comparison of the current job with the job a person had 5 years ago will enable us to know the extent to which persons changed occupations or workplaces in the past 5 years. These data will give us a general picture of trends and changes in the "job market".

29. Question 24 – explanations

Work five years ago



For whoever served in compulsory/regular army service (answer 1) or did not work (answer 5) – mark the appropriate answer and skip to question 27.

For whoever does not work today, but worked 3 years ago – mark answer 2 and continue to question 25.

For whoever worked in the same workplace – mark answer 4 and skip to question 26.

For whoever worked in a different workplace – mark answer 2 and continue to question 25.

For whoever worked abroad – mark answer 5 and skip to question 26. For whoever did not work five years ago – mark answer 6 and skip to question 27.

30. Question 25 **Workplace 5 years ago**



Answer this question according to instructions for question 19.

31. Question 26

Main occupation of worker 5 years ago

n	מה היתה העבודה העיקרית שעשיו. במקום בו עבדת לפני 5 שנים?
	אל תרשום הגדרה כללית כמו: "רופא", "פועל", "פקיד", "נהג".
יִד	רשום: "רופא עיניים: יפועל בייצור גבינות". "פק אשנב", "נהג אוטובוס".
	רשום:

Answer this question according to instructions for question 20.

32. Questions 27-28 – Income from work

Purpose of questions – Receiving data regarding the income level of families and persons, the sources of income from work as a salaried employee/self-employed, the type of providers (family head, wife, other providers) and the number of providers in the family.

From the data we can learn about the relations between income and: sex, education, occupation, geographical region and other data.

For example: It is possible to check the average income of a salaried employee in the hotel business in Eilat in comparison to workers in this business in Haifa, or what is the average income of a garage-owner in Tel-Aviv in comparison to a garage-owner in Beit-Shean.

33. Question 27 – explanations

Income from work as salaried employee

- A. In this answer include incomes from salaried-work, including: incomes of cooperative members from salaried work and from cooperative profits, incomes of a soldier in compulsory/regular service. If a person works in several jobs, include the gross income from all workplaces.
 - If a person has income from salaried-work as well as self-employed work, specify his/her income from salaried work in question 27 and income from self-employed work in question 28.
- B. Whoever received salary for his/her work in at least one of the three months mentioned in the question, is asked to **examine his/her paycheck and copy the gross wage for each month separately.** We are interested in the gross income, since it is not affected by random deductions in one month or another or deductions to the worker's personal status.

Notice!

In order to avoid mistakes, encourage the person to copy the sum from his/her paycheck.



C. "Gross income" includes all payments received by the worker (such as: overtime pay, premiums, 13th salary, refund of expenses, etc.), payments for car allowance, board & lodging and other additions. The gross income should also include payments received from the employer/other sources for periods of absence from work due to sickness, holiday, reserve army service, accident, birth, etc.

"Gross income" is the income before the following deductions: income tax, uniform tax, social security, insurance payments, pension payments, labor union taxes, etc.

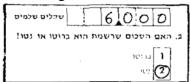
"Net income" is the sum left after deducting income tax and social security payments from the gross income and **before** deducting all other payments.

"Sum for payment" is the sum left in the workers hands after all other deductions (uniform tax, repayment of loans, etc.).

D. If a person does not know his/her gross income, he/she should write his/her net income.

If a person does not receive a paycheck, but receives his salary each month in cash — with no deductions whatsoever, he/she should register the sum received as **net salary**.

For example: A nanny receiving a sum of 6000 shekels a month, and the sum is not taxed – should register her income as following:



- E. If a 13th salary has been received in one of the three months, it should be divided in 12 and the quotient **added to the monthly gross amount**.
- F. The sum of the monthly income should be rounded to the nearest shekel and written in the squares, from right to left.

 For example: if the gross income in April was 10,340.35 shekels, write—



In any case, mark whether the amount specified is net or gross income (circle the appropriate number).

Notice!

If the family has not written the sum properly, you should correct it and write the sum from right to left, rounded to the nearest shekel.

34. Question 28 **Incomes from work as self-employed or partner in a business**



A. "Work as self-employed" – means the work of a person in his/her own business (such as: grocery store, private clinic the work of a farmer in his farm) and any other self-employed job (such as: private teacher, whitewasher).

Partners in a limited company – will be registered as self-employed or salary-employees, according to their choice.

In the answer, refer to tax-year 1982/83 – in the period between 4/1/82 and 3/31/83.

If income in the tax year 1982/83 is unknown, refer to the previous tax year 1981/82 and write the answer in the bottom square.

B. "Gross income from work as self-employed" means business revenue after deducting current expenditures for maintenance of the business (such as: materials, wage, rent) but before deducting private taxes (such as income tax, social security).

"Revenue" – means the sum the business receives for the product/service it sells.

In the gross income of a self-employed should be included payments received from social security, insurance funds (payments for army reserve service or accidents etc.) and also withdrawals for private uses.

Notice!

Do not include in income from work as self-employed, income from an inactive partnership in a business, income from interest & dividends etc. (these types of income will be included in question 14 in part C of the questionnaire).

- C. If a person had incomes from work as self-employed in **only part of the year**, specify these incomes.
- D. In a business belonging to several partners, register only **the questioned person's share** as income from the business.
- E. If in addition to being self-employed the person was a salaried-employee in one of the three months, register his/her income as a salaried employee in question 27 in addition to specifying his/her income as self-employed in this question.
- F. If a self-employed lost money in his business, write the sum and next to it the word "losses".
- G. If the person knows only his/her **net income**, write the sum and mark "net" under it.

Part C – Questions for the family

Part C consists of 11 questions regarding the apartment and home equipment, 2 questions regarding a car and one question regarding incomes from sources other than work.

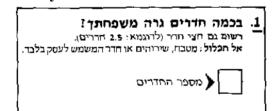
1. purpose of questions regarding apartment – questions 1-11 The purpose – receiving information about the population's housing conditions.

Each family is asked how many rooms it lives in, when did the family's head start living in the apartment, in what year was the apartment built, arrangements for heating in winter, existence of bathrooms, shower and bath, arrangements for waterheating in the bath/shower, existence of different types of equipment in the apartment and type of ownership of apartment.

From the above data we can learn about the population's housing conditions and the relations between housing conditions and other characteristics of the population, such as: education, income, seniority in the country etc.

For example: it is possible to learn about the relations between the density level in an apartment and number of schooling years of the family's head, or between the equipment found in the apartment and the number of years a couple is married, or between the type of ownership of the apartment (ownership/rent) and the family's head seniority in the country.

2. Question 1 – explanations **Number of rooms the family lives in**



A. Include in the answer all rooms and half-rooms used by the family for living: a room used for living as well as for business will be considered as a living room.

For example: The room of a seamstress, used also for living after work hours, will be considered as one of the living rooms.

If a family considers a hall/dining room as a room/half room – include it in the total number of rooms.

- B. Do not include in the total number of rooms: kitchen, bathroom and room used for business purposes only.
- C. In an apartment in which two or more households are living:
 - Include only the rooms used by the household for which the questionnaire is filled
 - o If two households living in the same apartment share some of the rooms add half a room to each household for each shared room.

For example:

■ Two students living in a 3-room apartment. Each student lives in a room of her own and the guest room is used by both of them (the students prepare their meals separately and therefore are considered two different households). In this case, write

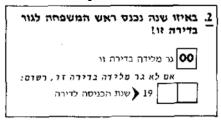
- each student lives in a 1.5-room apartment (the room in which living and half the shared room).
- Three households live in three separate rooms in a 4-room apartment. The dining room is shared by all three households. In this case, write 1.5 rooms for each household the room in which living and half the shared room (notice, do not write 1/3 room for each household).

Notice!

If the family finds it difficult to determine what a room is and what half a room is, decide according to the following: an area of 2x3 sq. meters will be considered a room. A smaller area will be considered half a room.

3. Question 2 – explanations

Year of family head's entrance into apartment



- A. If the family head lives in the apartment since birth, circle "00".
- B. If the family head does not live in the apartment since birth, write the last two digits of the year in which entered the apartment.

For example:

If the family's head started living in the apartment in 1973, write in the square: year of entrance to apartment * 19 7 3

C. If a person left the apartment for a period of less than 10 years and returned to it, write the year in which first started living in the apartment.

If a person left the apartment for a period of 10 years or more and returned to it, write the year in which returned to the apartment.

4. Question 3 – explanations

Year apartment's construction ended



In each answer to this question, a range of years is mentioned. The person should

match the completion year of the apartment's construction to the **fitting range of years**.

For example: if the apartment's construction was completed in 1970, circle number "3".

Notice!

In the answer refer to the completion of the whole apartment. If renovation has been carried out in the apartment in a certain year and new rooms have been built – do not refer to the renovation year as the construction completion year.

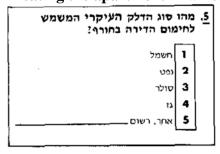
5. Question 4 – explanations

Main arrangement for heating in winter



- A. Specify only the **main** arrangement for heating the apartment in winter.
- B. If there is more than one means of heating and the family finds it difficult to determine the main arrangement, mark the arrangement usually used more hours in a day.
- 6. Question 5 explanations

Main type of fuel used for heating the apartment in winter



- A. Mark one answer only
- B. If there is more than one type of fuel used for heating and the family finds it difficult to determine the **main** type of fuel mark the type of fuel used more hours in a day.
- 7. Question 6 explanations

Bath and/or shower



- A. If the bath and/or shower are located outside the apartment mark the apartment has a bath and/or shower.
- B. Mark the apartment has a bath and/or shower even when the bath/shower is shared by several apartments.
- 8. Question 7 explanations

Main device for heating water in bath or shower

Device for water-heating – is a fixed device, connected to the water pipe, and which heats the water for the shower/bath (not a pot/water tank heated on the stove).



- A. If several methods of water-heating are used throughout the **year**, mark the arrangement used most months.
 - For example: If water-heating is done via central heating in Dec.- Feb. and by an electric boiler the rest of the year mark answer 2.
- B. If several methods of heating are used during the **day**, mark the arrangement used more hours.

Notice!

If the apartment has a **solar water heater** in which the water can also be heated using electricity – mark **solar water heater** as the main water-heating arrangement.

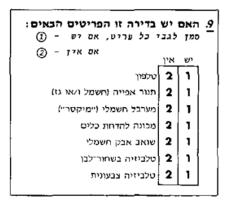
9. Question 8 – explanations

Bathroom



- A. If the bathroom is located outside the apartment mark the apartment has a bathroom.
- B. Mark the apartment has a bathroom even when it is shared by several apartments.
- 10. Question 9 explanations

Home equipment



In this question, the family is asked about the home equipment found in the apartment. An answer should be marked regarding each item. If a certain item is not found in the apartment, circle number "2".

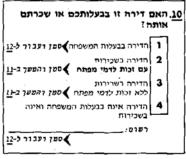
Notice!

Specify the existence of every item, even when not belonging to the person living in the apartment.

For example: A person renting an apartment in which there are an oven and TV belonging to the landlord – will mark the existence of the oven and TV even though not belonging to him/her.

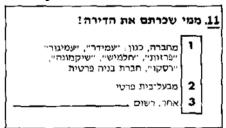
11. Question 10 – explanations

Apartment ownership or rent



- A. In answer 2 "rented with right to receive key money" the meaning is that the family pays rent for living in the apartment and is entitled for some payment, depending on the apartment's worth, when it wishes to leave.
- B. When the apartment is not owned by the family and not rented by it circle number 4 and specify the owner of the apartment. For example: when the apartment belongs to a factory in which the family's head works, and he/she is not paying rent.
- 12. Question 11 explanations

From whom did you rent the apartment?



Notice!

The question is intended only for families who replied they live in a rented apartment. Meaning - those who answered "2" or "3" in question 10.

13. Question 12 – explanations

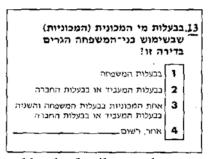
Car



- A. If no car is in use by the family members mark answer "1".
- B. If there is one car in use by the family members living in the apartment, mark answer "2" (even when the car is not owned by the family).
- C. If more than one car re used by the family members, mark answer "3".

14. Question 13

Ownership of car



Mark the owner of the car used by the family members.

15. Question 14

Income from sources other than work

The purpose of the question – Receiving data regarding the family's total income family, in addition to the data regarding income from work (received in part B). The total income indicates the standard of living of different populations.

This information is of high importance when displayed in the context of the family's size, the level of education, occupation, dwelling place and other data received in the census.

14. מה היו הכנסות בני־המשפחה בחודש אפריל 1983 מהמקורות הבאים! ענה על כל סעיף. הרשום את הסכום בשקלים שלמים. אם אין הכנסה בסעיף מסיים רשום יסי.
א. קיצבת ילדים מביטוח לאומי
ב. קיצבת זיקנה מביטוח לאומי
ג. הכנסות מפנסיה ממקום העבודה בארץ או מקופת תגמולים
שקלים שלמים ד. הכנסות מפנסיה או מרנטה מחו"ל
שקלים שלמים
ה. שך הכל ההכנסות השוטפות, שלא מעבודה, שהתקבלו בחודש אפריל 1983 ולא צוינו לעיל (כנון: הכנסות אחרות מביטוח לאומי, הכנסות ממקורות ממשלתוים וממוסדות ציבוריים, הכנסות חייל
בשירות חובה, הכנסות מרכוש).

- A. The answer should include all incomes **regularly** received every month, whether received from Israel or from abroad. **Do not** include one-time incomes such as: compensations, inheritance, lottery winning, etc.
- B. Register the **family** incomes, meaning if more than one family member has incomes not from work write the **total sum** of incomes of all household members
- C. If a family has regular incomes from several sources other than work make sure to write all kinds of income in the answer. For example: a family receiving payments from abroad, pension payments from the ministry of defense and income from rent.
- D. If the family does not have any income in one of the clauses in the question, write "0" in the appropriate square. For example: if the family receives a social security children's allowance, but has no other not-from-work incomes write "0" in all other clauses of the question.
- E. If the family has not registered the income correctly, correct accordingly: round the sum to the nearest shekel and write it from right to left.

F.

- 1. **Social security children's allowance** meaning the allowance received by each household for children under the age of 18 (in accordance with the number of children).
- 2. **Social security old-age pension** meaning the pension received in each household for persons aged 60 or 65 and over, in accordance with their family status.
- 3. **Incomes from pension from workplace in Israel or a pension fund** meaning the payments received for persons who worked for a continuous period prior to his/her retirement. The pension's sum depends upon the salary and time worked.

- 4. **Income from pension or reparations from abroad** Immigrants from Germany and other countries, harmed by the Nazis are usually entitled for a monthly payment by the German government.
- 5. Other incomes from sources other than work meaning incomes from sources other than work received from various institutions.

Chapter Eight

The Sticker Booklet and Registering of ID number

13. What is the sticker booklet?

In the sticker booklet there is a sticker for every person, registered in the population registry of the Interior Ministry, as living in your enumeration cell. The stickers have on them the identifying details and address of each person – as they appear in the population registry. Despite the effort to update it, the population registry is not totally updated: whether due to residents who haven't notified changing their address on time, or because of failures in processing the data regarding address and personal details of persons. Therefore, you might not find a sticker for every person living in the cell, or on the other hand, find stickers for persons no longer living in it, since they moved to an apartment in another cell.

In the enumeration stage you should find in the booklet a sticker for each person you enumerate, and stick it in the designated spot in the questionnaire.

- For persons who are to be enumerated and for whom you have not found stickers, you will need to register the ID number.
- At the end of enumeration in an apartment, you will check the stickers remaining in the booklet, which for some reason have not been moved to the questionnaire, and act according to specified later in this chapter.

14. Purpose of use of sticker booklet

- A. The booklet is used as an assistance tool for enumerating all persons supposed to be enumerated in your cell. Through the matching of stickers to persons living in the apartment and by trying to find the persons having stickers in the booklet, it is possible to enumerate persons who otherwise would not have been enumerated. For instance: if the family you are visiting has not reported a son temporarily missing from home due to reserve military service you will be able to discover this when you find his sticker in the booklet and ask where is the person this sticker belongs to.
- B. Use of the booklet is intended to ensure exact reception of the ID number (appearing on the sticker) and prevent reception errors due to incorrect registry of the ID number.
- C. The booklet serves also as a means to update the Interior Ministry's population registry. The fact that there are no stickers for persons living in the cell but who aren't in the registry means that persons lacking stickers should update their address by filing a "notification regarding change of address" form. Leave one form for each person lacking a sticker and the family will fill it and mail it to the Interior Ministry.

15. Structure of the sticker booklet

The stickers in the booklet are arranged according to the address in the cell, meaning, according to the street symbol in a sequential order. Inside each street the stickers are sorted according to house numbers, inside each house according to alphabetical order of the family name and inside each family name according to the first name and year of birth – in case the first names are identical.

In some cases the address is not fully given and a house number is missing. In these cases, the house number given in the booklet is "0".

All persons with house number "0" appear at the top of the list of persons in their street.

Notice!

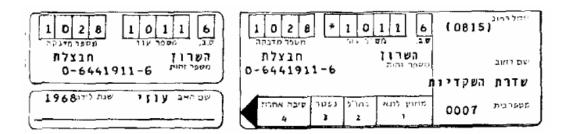
When not finding a sticker under a certain address in the booklet, check whether it appears among the ones without a house number.

Also, there is a possibility that the person's name has been written incorrectly and in this case the sticker will appear at a different place under the same address.

For the enumerator in a small village or Moshav!

In a small village/moshav the booklet will be arranged according to alphabetical order of the family name and not according to address. Other than this, act according to regular instructions.

16. The data in the booklet and the supplement sticker

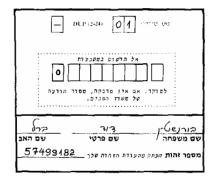


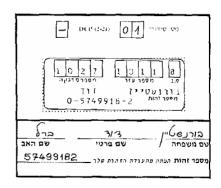
- A. in the booklet you will find the following data for each person:
 - 1. Address: street symbol, street name and house number
 - 2. Assistance number
 - 3. Sticker number
 - 4. Family name and first name
 - 5. ID number
 - 6. Reasons for not enumerating
 - 7. Father's name γ appear to the left of reasons for
 - 8. Year of birth \(\int \) not enumerating
- B. Next to the above details, on their left, you will find a supplement sticker with the following details:
 - Assistance number
 Sticker number
 Family name and first name
 ID number
 these details are identical to the details in the booklet, to the right of the sticker

The supplement sticker should be attached to the questionnaire in the designated slot (in which appear the slots for writing ID number) found above the two columns intended for filling details. The sticker should be attached only after making sure it belongs to the person for whom details have been filled in the columns underneath.

Questionnaire before sticker attachment

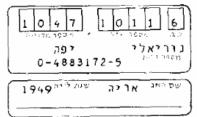
Questionnaire after sticker attachment

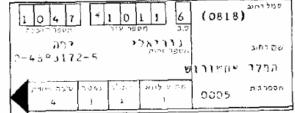




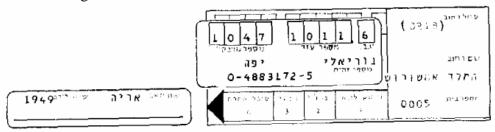
For persons not living in the cell and for whom details in the questionnaire have not been filled, move the sticker to the right and stick it on top of the details above the reasons for not enumerating.

Before moving sticker





After moving sticker



- C. At the end of the sticker booklet there are blank stickers. The blank sticker is identical to the supplement sticker, other than the fact that no details appear on it. The blank stickers are intended for correcting mistakes when using the stickers and attaching them. In case a supplement sticker is damaged, stick a blank one in its place and write in it the sticker number, assistance number, the control digit and the name these details you will copy from the sticker booklet.
- 17. Assistance number and sticker number

On the sticker appear the following numbers:

- A. Control digit
- B. Assistance number a four-digit number representing the cell's number (without the cell's control digit)
- C. Sticker number a four-digit number.

 The sticker number's first three digits represent the page number in the booklet, when the first page is numbered 101, the second 102 and so forth.

The 4th digit represents the row in which the sticker is found. Each page has 8 rows and therefore the row number can be 1-8.

The number of stickers in each booklet is identical to the number of persons registered in the population registry as living in the cell. The "sticker number" will assist you in opening the booklet in the fitting page, and you will be able to know whether the sticker is to be found at the start of the booklet or at its end. You will also be able to know the sticker's location in the page (top, middle or bottom).

For example: Levi Pinchas's sticker number is: 4367

Levi Pinchas's sticker is therefore on page 136 (the 36th page in the booklet), on the bottom of the page (one before last).

18. Remainder of stickers

The remainder of the stickers includes all supplement stickers left in the booklet and belonging to persons that have not been enumerated, for any reason.

In case you have not found a person for whom there is a sticker in the booklet, inquire with the help of the family members/neighbors the reason for not enumerating the person. If the reason is known, attach the supplement sticker to the right of its location and specify (according to detailed in clause 6.1) the reason for not enumerating. In this way, by the end of the enumeration stage, most of the supplement stickers will be moved from their place in the booklet to the questionnaires or the right side of the booklet. Only stickers belonging to persons you have not yet enumerated or that you have not been able to identify the reason for not enumerating them, will be left in their place.

18.1 Specifying the reason for not enumerating a person

When a person is not enumerated, circle the reason for not enumerating as appears in the booklet under the person's identifying details. This will be done immediately after moving the supplement sticker to its right. Following are the reasons for not enumerating persons in the cell (as specified in the sticker booklet):

A. "Outside the cell" (1) –

If turns out that a sticker belongs to a person **not living in the cell**, move the supplement sticker to the right and circle number "1".

If the person has moved to a different address inside the same cell, leave the sticker in its place until you arrive at the person's new address as part of the enumeration.

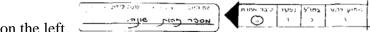
B. "Abroad" (2) -

As mentioned earlier, do not fill a questionnaire for a person staying abroad over a year. Therefore, move his/her supplement sticker and circle "2". If the person is staying abroad for less than a year – fill his/her details and attach the sticker in the questionnaire.

C. "Deceased" (3) –

A sticker belonging to a person who died **before midnight**, **June 4**, **1983**, should be moved and number "3" should be circled.

D. "Other reason" (4) – If the reason for not enumerating is other than the above reasons, move the sticker, circle number "4" and specify the reason



Notice!

If the ID number on the sticker does not match the number in the ID certificate – move the sticker, circle number "4", specify on the left "different ID number" and write the correct ID number in the questionnaire (in the designated slots).

If the reason for not enumerating is unknown, do not circle number "4", and leave the sticker in place. Treatment of such cases will be done in the enumeration-completion stage.

19. Damaged sticker and error in attaching sticker

- A. **If a sticker is ripped/folded** and therefore can not be attached to the questionnaire, take a blank sticker, write the necessary details on it and stick it in the appropriate spot in the questionnaire/sticker booklet.
- B. A sticker may be attached in the wrong place. There are two possibilities for such a mistake:
 - i. A certain person's sticker has been attached in another person's place in the questionnaire/sticker booklet. In this case prepare a new supplement sticker (by means of a blank sticker) for the person whose sticker you have used by mistake. The sticker prepared should be attached in the questionnaire/sticker booklet, according to need. The sticker belonging to the person for whom you have mistakenly attached a wrong sticker, should be attached on top of the sticker attached by mistake and fully cover it. If this person does not have a sticker, cover the wrong sticker with a blank one. Later in this chapter you will learn that in case you do not find a sticker you should write the person's ID number and this you will do after you correct the mistake.
 - ii. A certain person's sticker has been attached in another household's questionnaire.

In this case, take a blank, write the necessary details (name and sticker number) on it and attach it in the sticker booklet in place of the original sticker. All other actions to be taken are identical to the ones in the previous clause.

20. Purpose of use of the alphabetical index

The alphabetical index is a tool designed to assist you in finding stickers of persons whose details have been filled in the questionnaire but a sticker has not been found for them in the booklet. The index includes a list of all persons appearing in the sticker booklet, meaning: a person having a sticker in the booklet will also appear in the index. Therefore, if you have not found a certain person's sticker, look for his/her name in the index, since he/she may be registered in a **different address** in the population registry and in the sticker booklet, and this could be the reason you did not find the sticker. The index is arranged according to alphabetical order of family name and first name. It also includes the father's name and year of birth.

Next to each person's name appears his/her sticker's number. According to this number you will know the page and line in which the sticker is located in the booklet.

20.1 Using the index

When searching the index for a person's name, search according to alphabetical order of family name, inside the family name by first name and inside the first name by year of birth. If you do not find the person, try other techniques. The name may have been written differently. There are a few possibilities for this:

- A. **Some names may be spelled in various ways** therefore you should check all possibilities in the index. For example: the name Abraham could also be spelled Abram and vice versa.
- B. In some names it is difficult to distinguish between the first and the family name. In these cases you should check both possibilities.
- C. Some names can be spelled in more than one way, due to resemblance of letter pronunciation. In these cases you should check all possibilities.

Notice!

- 1. The father's name, year of birth and sticker number will help you distinguish between persons with identical names.
- 2. Members of the sane family may be registered differently in the population registry and therefore appear in different places in the index.

Alphabetical index for example:

_					
ł I	מס. ו	אלור דף 97	תת אלור 98	קטע 97 10	תא 11-6
 	שנת לידה	שם האב	שם פרטי	שם משפחה	מספר ן מדבקה (
i_ !	1907	יצחק	יעקב	אברהמי	1013
1	1958 1970 1945	ריצרד מיכאל אברהם	סטינ בועו מיכאל	או הרה אלרן אלרן	1 1046 1 1015 1 1014
İ	1948	בנימין	תרצה	אלרז	1016
1	1927 1939 1919	משה ברל אברהם	יצחק דוד מתילדה	אמנלג בורנשטיין בורנשטיין	i 1017 [1 1027 1026
	1949 1972	יחנקֿאל יעקב	יעקב טיגל	בלשר בלשר	1023
; ;	1949 1956	מנתם דוד	רבקה דינה	בלשר בן -חמו	1021
1	1938	וקס גרישה בער	גושו אסתר	ברבר בר גמן	1 1054
_	1953	עקנב.	√,′××<	ברוקמו	1018

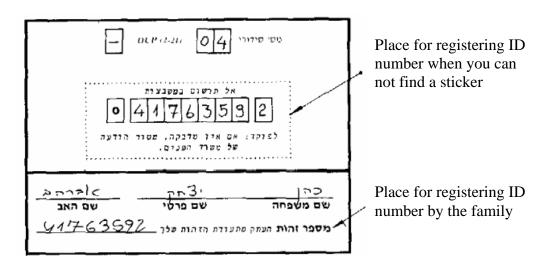
21. Determining match between sticker and person

To determine whether the sticker belongs to a certain person use the following details: name, father's name, year of birth, ID number.

Attach the sticker only **if you are sure** it belongs to the person. If you are not sure or a mistake has fallen in one of the details appearing on the sticker – do not attach the sticker in the questionnaire, but instead write the ID number according to instructions given in the next clause.

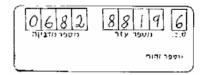
22. Sticker not found and person's name missing from index / ID number on the sticker is wrong.

If you have not found a sticker for a person, even after looking in the index, or the ID number on the sticker is wrong – you should **write the person's correct ID number in the designated slots**, at the top of the page.



- A. If the ID number **has been** registered by the family, copy it to the slots intended for registry of ID number by the enumerator.
- B. If the ID number **has not been** filled by the family, fill it yourself.
- C. If the family does not remember the ID number, ask to see an identity certificate/other certificate in which the number appears and copy it to the designated slots.
- D. If you have mistakenly written a **wrong number** or used the slots intended for the number for some other use cover the slots with a blank sticker and write the correct number on it.

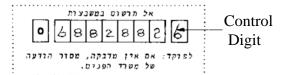
Write the ID number in the slots intended for the control digit, assistance number and sticker number, appearing on the blank sticker.



23. Correct registration of ID number

The ID number does not appear identically in all certificates. The number of digits can varies from one person to the other and also the manner in which it is written in the certificate. A full ID number consists of 9 digits (including the zero at the head of the number), but a person's certificate might not have the full 9 digits written in it. In order to prevent disruption of the data processing by the computer, it is important to fill all slots correctly, **even when a person's number includes less than 9 digits**.

A. Place of registry in questionnaire at the top of the each page in the questionnaire, above the two columns in which a person's details should be filled, appear nine slots, intended for copying the ID number. The first slot on the left and the last one on right are separated from the rest of the slots.



The first digit in every ID number is "0" and is typed in advance in the questionnaire – in the left slot.

The last slot on the right is intended for the control digit, which will be registered in the questionnaire only if appearing in the certificate.

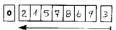
- B. How will you know if the number includes a "control digit"?
 - i. If the ID number has 8 or 9 digits, the last digit on the right will always be the control digit. For example: in the number 021578693 "3" is the control digit.

In the number 69881670 – "0" is the control digit.

ii. If a number consists of 7 digits or less it will usually not contain a control digit.

When such a number does contain a control digit, it is separated from the other digits by a hyphen (-). For example: in the number 563795-6, the digit "6" is the control digit and will be registered in the last slot – on the right.

- C. Registering ID number
 - i. Always write all ID numbers from right to left.
 - ii. If the number contains a control digit, start registering from the first slot on the right intended for the control digit.For example: the number 21578693 should be registered in the following manner (order of digits marked by arrow):

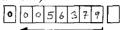


iii. If the number does not contain a control digit, skip the slot intended for the control digit and begin registering from the 2nd slot from the right.

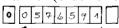
For example: the number 1320574 should be registered in the following manner (order of digits marked by arrow):



iv. If the number consists of 7 digits or less, fill the remaining slots on the left with "0". For example the number 56379 should be registered in the following manner (order of digits marked by arrow):



The number 576591 should be registered in the following manner (order of digits marked by arrow):



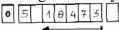
v. When a number contains less than 7 digits and appear together with a "series letter", such as B/2379 – convert the letter into a number and write it in the left slot, not in the slot intended for a regular control digit. Afterwards, register the ID number as usual, from right to left.

For example: the number is E/18473.

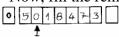
- First, convert the letter E into a digit -5 – and write it in the left slot (marked by arrow).



- Afterwards, write the number from right to left (order of writing marked by arrow):



- Now, fill the remaining slots with zeroes (marked by arrow)



vi. For a resident of the occupied territories/holder of foreign passport who does not have an Israeli ID certificate, but should be enumerated, write 9999999.

0	9	9	9	9	9	9	9	

24. Summary of actions regarding sticker booklet

- A. Search in the sticker booklet for the sticker belonging to the person you are enumerating, according to street symbol, house number and family name. Persons lacking a house number in the booklet are listed at the beginning of the list of houses in their street.
- B. Remove the supplement sticker and attach it in the designated spot in the questionnaire (for every person to be enumerated).
- C. If a fitting sticker has not been found, search for the person's name in the alphabetical index. Next to the name appears the sticker number, and you can return to the booklet and find the fitting sticker according to it.
- D. If a sticker has not been found in the booklet and the name does not appear in the index, write the ID number in the designated slots in the questionnaire.
- E. In case you have mistakenly registered a different ID number or that for some reason you are not able to use the designated slots, cover the slots with a blank sticker.
- F. In case you have not enumerated a person for whom there is a sticker in the booklet and **the reason for not enumerating is known** attach the person's supplement sticker to the right of its current location in the booklet, and specify the reason for not enumerating.

When the reason for not enumerating is unknown – leave the sticker in its place.

G. If you have found a fitting sticker but its supplement sticker is damaged and can not be used anymore, attach a blank sticker and fill the necessary details in it, according to the details in the sticker booklet.

Chapter Nine

Enumerator Notepad – Enumeration Stage

This chapter describes the tables to be filled in the enumerator notepad during the enumeration stage. The chapter includes **general** explanations regarding usage and filling of the tables. Detailed explanations regarding the manner of registration in the notepad will be brought **aside the parallel actions** that should be done in the enumeration stage, in the chapter regarding the work process.

Open the "current registration page" for example, appearing on page I-4. Leave this page open while reading the next few clauses.

In the distribution stage, you filled the current registration page up to column (12). Hereinafter are the instructions for filling the rest of the columns.

Perform your writing in the enumerator notepad in pencil only

1. Number of household in apartment or second apartment for household (digits 1-6 in column 13)

Column (13) is intended for a number of purposes:

A. Registering household number

Digits 1-4 are used as ordinal numbers of the household, in an apartment, in which there are one or more households.

In an apartment containing more than one household, each household will be registered in a separate line but will receive the same "number of apartment in cell".

Digit 5 represents a household staying abroad for less than a year while another household is living in its apartment.

You will find detailed explanations in the chapters regarding the regular procedure and the special procedure.

- B. Second apartment for household
 - Digit 6 marks a second apartment for household when both apartments are at the same address. Usually, this has already been specified in the distribution stage. You will find an extended explanation regarding the manner of treatment of a second apartment for household in the chapter discussing the special procedure.
- 2. Apartments not enumerated reason (digits 7,8,9 in column 13) In the enumeration stage you should finally determine the reason for not enumerating the apartment. The type of apartment which its residents have not been enumerated should be specified by the numbers on the right sub-column of column (13). Types of apartments appearing in the column are as follows:
 - A. An "apartment with residents not for enumeration" is an apartment which all its residents on the critical day are not to be enumerated (detailed explanations in chapter 12). For this apartment register "7".
 - B. An "empty apartment" is an apartment without residents and which is not used for any other purpose either, on the critical day. For this apartment register "8".

- C. A "non-residential apartment" is an apartment without residents, but which is used for business purposes such as clinic, office, kindergarten etc. For this apartment register "9".
- D. An "apartment with unknown number of residents at end of census" (digit "0") will not be specified in the enumeration stage but in the enumeration completion stage and therefore do not register "0" at this stage.

3. Further treatment – column (14)

This column is intended for registry of further treatment of apartments in which enumeration has not been completed. Specify the needed treatment by digits on the right sub-column in column (14):

- A. If in the enumeration stage you need to return to an apartment which was closed at the time of your first visit, register "1".
- B. If you have returned to the apartment and found it closed also at the time of the second visit, register "2".
- C. If you have to return to the apartment in order to receive an ID number (when you haven't found a sticker), register "3".
- D. If you have to return in order to receive details missing in the questionnaire, register "4".
- E. If you have left a postcard for registry of ID number, to be sent by mail, register "5".
- F. Digit "6" will be used only in the enumeration completion stage.

If time for a repeat visit has been set, write the date and hour of the visit next to the digit registered in the column.

Column (14) is also intended for registry of additional comments, such as: language difficulties, differences between the number/name of the building/street and the number/name registered in the map, and any other comment that can assist you in the course of your work.

4. Total number of persons in household – column (15)

Copy the total number of persons in the household from the cover of the questionnaire – from the "total number" slot – to column (15). Write the total number of persons only after confirming the questionnaire is full and no details are lacking in it.

Notice!

If there is more than one household in the apartment write the total number of persons in each household separately.

In case of a household living in two apartments, write the total number of persons belonging to the household in the two apartments (in the first apartment's line).

5. End of treatment – column (16)

Apartments you have finished treating should be marked with the symbol "+" in column (16). According to the "+" you will know to which apartments you do not need to return. Following are the cases in which treatment has been completed as far as you are concerned:

- A. Apartment/household that you have filled details in the questionnaire for all persons living in it.
- B. Non-residential apartment and empty apartment.

C. After a third visit to a household to which you have returned in order to receive an ID number, even when the number has not been given to you – but provided you have left a postcard to be sent by mail.

According to the symbol "-" you will recognize apartments to which you will need to return in the completion stage. You should mark "-" for apartments which you have not finished treating in the enumeration stage.

Do not mark "-" for apartments you have not registered a number of apartment in cell for (meaning: apartments you have confirmed are non-residential), since there is no need to return to these apartments.

6. For use by the chief enumerator only – column (17)

Column (17) is intended for use by the chief enumerator.

If the chief enumerator will mark (+) it means your treatment of the household is finished (and the chief enumerator will keep this questionnaire). If the chief enumerator will mark (-), he/she will explain to you the further treatment needed in order for you to complete the missing details in the household's questionnaire.

7. Summary of current registration page

On the lower part of each current registration page there are slots intended for summarizing the results of the enumeration of apartments registered in that page. The summary will not be done in the enumeration stage but in the enumeration completion stage. The **summary table F** will also be filled only in the completion stage.

8. Additional tables for the enumeration stage

In the enumeration stage too you will use table C – for registering your meetings with the chief enumerator, and table D – for registering difficulties encountered. In the table for registering difficulties encountered you should register difficulties such as:

- A. Refusal to answer.
- B. Language difficulties.
- C. Corrections you have made in the map.
- D. Doubts regarding registration in the questionnaire/enumerator notepad.

These registrations are intended for clarification with the chief enumerator. You can also use tables G, H, I, on the notepad's cover.

Table G is intended for converting Hebrew year into calendar year, in case the residents know only their Hebrew year of birth/immigration. Use this table to determine the calendar year to be registered in the questionnaire.

Table H is intended for converting Hebrew month into calendar month. Use this table to determine the calendar month in case it is unknown.

Table I is intended for converting number of years into date. When a person only knows his/her age but does not know his/her date of birth, or in case he/she knows only how many years have passed since his/her immigration, but not the date of immigration, use this table to determine the year to be registered in the questionnaire.

Current Registration Page Number:	Sample Digits:
· · · · · · · · · · · · · · · · · · ·	1 0

Line number	Street name (when missing write neighborhood's name)	Street symbol	House numi	Sub- number Convert letter into number A >> 1 B >> 2 C >> 3	Second add building (if		Type of building 1. for living only 2. mixed: living & business 3. non-residential 4. under construction or yet to be occupied 5. ruined/deserted	Entrance number	Family name (When apartment/ building are not used for living, specify use, e.g, warehouse, dental clinic, etc.)	First name	Number of apartment in cell	Left extended questionnaire	Household & apartment classification 1. First household in apartment 2-4. Second – fourth household in apartment s. Household abroad less than a year and household living in apartment has been enumerated. 6. Second apartment for household 7. Apartment whose residents not for enumeration s. Empty apartment 9. Non-residential Apartment 0. Apartment whose total number of residents is unknown at end of census.	Further treatment 1. return for second visit 2. return for third visit 3. return to receive ID number 4. return to complete missing details 5. left postcard 6. left absentee questionnaire	Total number of persons in household	End of treatment by enumerator	For use by chief enumerator for further treatment of Questionnaire mark "-" For end of questionnaire's treatment mark "+"	Line number
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
1																		1
2																		2
3																		3
4																		4
5																		5
6																		6
7																		7
8																		8
9																		9
10																		10
11																		11
12																		12
14																	ļ	14
15																		15

	First household in apartment	Additional households in apartment	Second apartment for household	Apartments whose residents are not for enumeration	Empty apartments	Non-residential apartments	Apartments whose total number of residents is unknown	Total number of apartments whose residents have been enumerated	Total number of apartments	Total number of households	Total number of persons
	A	В	С	D	Е	F	G	Н	I	J	K
	1 in column (13)	2-5 in column (13)	6 in column (13)	7 in column (13)	8 in column (13)	9 in column (13)	0 in column (13)	A + C	A+C+D+E+F+G	A + B	Column (15)
. [

Chapter Ten

Special Forms

1. Postcard for registration of ID number

A. Purpose of postcard

The ID number is a highly important datum. The purpose of the postcard is to assist in its obtainment in cases when there is no matching sticker in the booklet and the family is unable for some reason to report the number at the time of your visit.

The use of the postcard is intended to prevent the need of leaving the questionnaire in the hands of the family. The reason for this is the concern that the family may be absent at the time of the second visit and therefore we will also lose the data we already have in the questionnaire.

Л	ספרי זהוו	רישום מ	גלויה ל	
	מסיהתא		מסי דירה.	מייב
א מולאו בשאלון. : מחק המיותר		הבא של הפ		אנא רשום המס ושמור הגלויה
מסי זהות	מסי סידורים.ב.	שנת לידה	שם פרטי	שם משפחה
0				
0 0				
0				
יישוב	בית	מספר	רחוב	הכתובת: מא. 2/7065

B. Postcard description

On **one side** of the postcard appears the address of the central bureau of statistics. On the **other side** appear slots for the registration of the household number, apartment number and cell number.

Under these slots there is a possibility to specify whether the members of the household should keep the postcard until your next visit or mail it.

In the **center** of the postcard appears a table for filling the name, year of birth, ordinal number and ID number of the members of household that their numbers are missing.

On the lower part of the postcard, write the address at which you enumerated the family.

C. How to fill the postcard

If the cell's number has not been stamped in advance, write the number in the postcard. Copy the household number, number of apartment in cell, ordinal number and names of the household members whose ID numbers are missing, from the questionnaire.

Perform up to three visits to the apartment in the enumeration stage.

1.1 First or second visit

When you leave the postcard in the apartment at the first/second visit in the enumeration stage, draw a line (in pencil) across the line instructing the family to mail the postcard. Also, in column (14) of the current registration page mark number "3"—"return to receive ID number".

If you can obtain the ID number through the phone, you do not need to return to the apartment.

1.2 Third visit

If this is your third visit to the apartment) and you have already left a postcard in a previous visit) – erase the line drawn in a previous visit across the instruction to mail the postcard, and draw a line across the first instruction, asking to keep the postcard until next visit.

Also, erase the number "3" marked in column (14) of the current registration page in the previous visit and write "5" instead – to mark "left postcard for delivery".

2. Notification regarding visit

A. When do we leave a notification regarding visit?

A notification regarding visit will be left at the time of your first or second visit only, when you intend to return to the apartment:

- If the apartment was closed.
- If the apartment was open, but you found people who were not able to give you details. For instance: only children were present in the apartment at the time of the visit.

B. What to do as part of a "notification regarding visit"

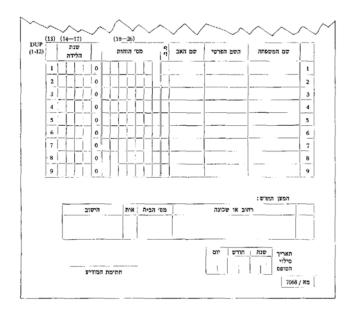
- In case of an open apartment, where the person present can not give you details, hand a "notification regarding visit". Try to set with him/her an exact date/time for the next visit, when there will be a person present who can answer your questions. Write the date/time you set in column (14) in the current registration page.
- In case the apartment is closed: insert the notification under the door or between the door and lintel (do not attach to door), without setting a time for the next visit.
 - If the apartment is closed at the time of the second visit too, leave an additional notification.
- If in your third visit you still have not found the apartment's residents, do not leave a notification regarding visit and do not mark anything in column (13) of the current registration page but leave it empty.



3. Notification regarding change of address

This notification deals with updating the address of persons who are not registered in their current address in the population registry.

Persons, for whom there is no sticker in the sticker booklet, should be handed a notification regarding change of address form, which they will fill and then mail to the interior ministry.



Chapter Eleven

The Regular Enumeration Procedure

The work process' different components have already been mentioned in the chapters regarding the enumerator notepad and the sticker booklet. This chapter will describe the full enumeration process in an orderly fashion.

In the enumeration stage you will return to the apartments you visited during the distribution stage and collect the questionnaires you left there: you will need to review the questionnaires and make sure each question has been answered appropriately. When encountering a partial/unreasonable answer – you will have to clarify the details with the family members and write the appropriate answer.

In case the family has not filled the questionnaire, you will have to fill it yourself, with their assistance.

1. The enumerator's equipment

When enumerating you will have with you:

- A. The cell's map.
- B. A list of the persons living in the cell according to the population registry:
 - 1. In the sticker booklet, arranged according to the street symbol and house number.
 - 2. In the alphabetical index arranged according to alphabetical order of family names in the cell.
- C. Enumerator notepad.
- D. Short and extended questionnaires (including continuation questionnaires).
- E. Postcard for registry of ID number.
- F. "Notification regarding change of address" form.
- G. "Notification regarding visit" form.
- H. Enumerator guide for the enumeration stage.
- I. Two envelopes for filing questionnaires.
- J. Envelope for storage of cancelled questionnaires.
- K. Flashlight and batteries.
- L. Pencil, eraser and pencil-sharpener.
- M. Enumerator certificate.

For the enumerator of a small village!

You will have with you a sticker booklet arranged according to alphabetical order of family names – without an alphabetical index.

- 2. Walking according to the enumeration-direction-line using the map
- A. Now, as in the distribution stage, make sure to walk according to the enumeration-direction-line. Now, as then, it is important in order to ensure enumeration of all persons and scanning of all buildings. By walking correctly and checking the writings in the enumerator notepad you will be able to locate buildings and apartments you might have missed or forgot to register in the distribution stage, and discover apartments registered in the notebook but at which you forgot to leave questionnaires.
- B. Find the enumeration-direction-line's "enumeration start point" on the map, and start enumerating the first house.
- C. Go up to the top floor and start enumeration in the apartment on the left hand side.

- 3. Enumeration according to registered in the enumerator notepad
- A. In the questionnaire distribution stage you registered the names of all families to whom you handed out questionnaires. Now, you must enumerate each and every family, according to the order of registration in the enumerator notepad.
- B. The families' order of registration in the enumerator notepad must be parallel and identical to the enumeration-direction-line. There is a possibility that an apartment/floor/building has been left out in the questionnaire distribution stage or that a questionnaire has not been left for it. Therefore, in order to ensure full enumeration of every apartment in the cell, you must scan every building and check every building in this stage also.
- C. If during enumeration you discover an **apartment not registered in the enumerator notepad**, or an **additional household in an apartment**, add it at the end of the list of apartments in the enumerator notepad and give it a "number of apartment in cell" sequential to the last "number of apartment in cell" given in the distribution stage.
 - For example: If the last number of apartment in cell is 238, the number given to the first apartment you discover in the enumeration stage will be 239 and so on.
- D. If at the time of enumeration you discover an apartment not for enumeration, for some reason, **do not erase the apartment number**, but specify the reason for not enumerating in column (13).
 - 4. Initial check of questionnaire

When entering an apartment, ask the family for the questionnaire you handed out in the distribution stage. If the questionnaire is, for some reason, missing, take out a new questionnaire - short or extended according to the sample digits – copy from the enumerator notepad the details that should be filled on the cover and then fill it with the help of the family members.

5. Comparison between number of apartment in cell and address written in the enumerator notepad and the ones written on the cover of questionnaire

Compare the number of apartment and address written in the current registration page and the ones written on the questionnaire's cover.

If the apartment's number is not identical, you most probably erred in registering – correct it now according to the correct number (you can check this in the enumerator notepad, according to the numbers of the previous and next apartments).

There is also a possibility that the discrepancy in registration is due to the fact that the family is holding a different questionnaire than the one you left in the apartment in the distribution stage. In this case, you will also find a different address. For this reason, you should check where the family lived on the critical day:

- If in this apartment, you should fill a new questionnaire with the correct address.
- If the family lived in a different address (the one registered on the questionnaire's cover), check the manner in which the questionnaire is filled and hand it to the chief enumerator.

- 6. Comparison between name of family living in the apartment and the name registered on the questionnaire's cover and in the enumerator notepad
 - A. Ask for the name of the family living in the apartment and check whether it matches the name written on the questionnaire's cover and in the notepad.
 - B. When the names do not match, inquire which family lived in the apartment on the critical day and fill the questionnaire for it.
 - 1. If the questionnaire bears the name of a family no longer living in the apartment, inquire whether it lived there on the critical day:
 - a) If the family left after the critical day and filled the questionnaire treat it like all other questionnaires.
 If the family did not fill the questionnaire, notify the chief enumerator.
 - b) If the family left **before** the critical day, cancel the questionnaire (draw an x on it) and store it in the envelope intended for cancelled questionnaires.
 - 2. Inquire whether the family **currently living in the apartment** lived there on the critical day.
 - a) If lived in the apartment on the critical day, correct the name registered in the current registration page accordingly (put the name appearing on the page in brackets) and fill a questionnaire for the family.
 - b) If did not live in the apartment on the critical day (arrived afterwards) do not fill a questionnaire and store the questionnaire in its possession.
 - C. If no family lived in the apartment on the critical day, register "8" in column (13) in the current registration page to mark an "empty apartment" and mark "+" in column (16) to mark end of apartment treatment.

Notice!

- If two families, consisting two households, live in the apartment act according to the special procedure (described in the next chapter).
- If the family that used to live in the apartment left after the critical day or is staying abroad (for less than a year) you will have to fill a questionnaire for it in the enumeration completion stage according to instructions from the chief enumerator.

7. Determining the persons for whom to fill a questionnaire

After determining the questionnaire belongs to the family you are about to enumerate you should check which family members should be enumerated.

- 7.1 Checking the "list of persons living in the apartment"
- A. If the family has written the persons' names read the list to the family members and ask whether an additional person, not appearing in the list, lives in the apartment.
- B. If the family has not written the persons' names, fill the list. Inquire who is the family head and list him at the head of the list. Afterwards, ask the family to dictate to you the names of the persons **regularly** living in the apartment. Finally, read the list and **ask whether any additional persons live in the apartment** or if the family has not included someone in the list because they are unsure whether he/she should be included.

If an additional person lives in the apartment and is not included in the "list of persons living in the apartment", add his/her name and fill details for him/her in the questionnaire.

7.2 Determining whom to fill details for in the questionnaire The decision for whom to fill a questionnaire will be made according to the answers to question 2 – regarding additional address and question 1 – regarding relation to head of family.

You must check these answers for each and every person!

In order to determine for which of the persons appearing in the "list of persons living in the apartment" details should be filled in the questionnaire you are holding, you can use the instructions "for whom to fill a questionnaire" appearing on the questionnaire's second page. In addition, you can use the table on this guide's cover and the third chapter.

7.3 Questionnaire correction

If it turns out the family did not include in the questionnaire a person who should be included, add his/her details to the questionnaire.

If it turns out the family included a **person who should not be enumerated**/should not be enumerated in this address/consists a **separate household** – draw an x on the details filled for this person in the questionnaire, specify the reason for erasing the details at the top of the page and write "cancelled".

If the whole household should not be enumerated, draw an x on the questionnaire's cover, write "cancelled" in big letters and specify the reason for canceling the questionnaire.

Following are a few examples for questionnaire correction:

For adding persons

- A son serving in the army was not included since the family assumed, mistakenly, that he should not be listed because he is not at home.
- A husband hospitalized in a general hospital due to accident whose wife, mistakenly, did not include him in the list and in the questionnaire.
- A daughter studying abroad for 10 months, whose parents did not know she should be included in the questionnaire.

For erasing persons

- A single son, regularly living in another city but spending his vacation with his parents, and was mistakenly included in the questionnaire.
- A sub-tenant not related to the family's head and not preparing his meals together with the family, but was mistakenly included in the questionnaire.
- 8. Filling the short questionnaire/part A of the extended questionnaire After determining the persons for whom details in the questionnaire should be filled, act as follows:

A. If the questionnaire has been filled by the family

- For every person, check if there is an answer to each question. If not complete the missing details.
- When the number of persons in the family is bigger than the number possible to fill details for in one questionnaire, add an additional questionnaire short or extended, according to the type of the first questionnaire and fill in it the details for the remaining family members.

B. If the questionnaire has not been filled by the family

Write the following details for each person in the "list of persons living in the apartment": family name, first name and father's name (ID number will be written only when sticker is missing). For each person, fill all questions (from 1 to 10), according to order of their appearance in the questionnaire.

9. Attachment of stickers or registration of ID number

A. As mentioned, for every person whose details are registered in the questionnaire – a sticker from the sticker booklet should be attached in the designated place.

- 1. Look for the sticker in the booklet according to the street symbol' house number and family name. If you have not found look under house number "0".
- 2. Attach the sticker above the name details written in the questionnaire, inside the indicated slot.

Notice!

Before attaching the sticker, make sure the sticker belongs to the right person, since if you are mistaken, a sticker can not be removed without harming the questionnaire. Attach the sticker in the indicated slot. Do not stick it on top of other details you have filled at the top of the questionnaire.

If the sticker has been damaged, for some reason, fill the person's details on a blank sticker and attach the sticker you filled in the designated place.

For the enumerator in a small village

Remember that the sticker booklet in a small village is arranged according to alphabetical order of family name.

B. If a person belongs to a household but does not have a sticker in his address in the sticker booklet, act as following:

- 1. Look for the person in the alphabetical index. It is possible you did find him/her in the booklet because his/her family name is spelled differently, or because he/she appears in a different address.
- 2. If you have found the person's name in the index, you will be able to find his/her sticker in the booklet according to the sticker's number (indicating the sticker's page and line in the booklet).
- 3. If the first name does not appear on the sticker, **but all other details match** attach the sticker in the questionnaire.

C. If, after using the index, you still have not found a sticker, register the ID number.

- 1. **If the ID number is not written** in the questionnaire, inquire what the number is. If necessary use an ID certificate or any other certificate in which the number appears, such as: driver's license, birth certificate, etc.
- 2. **If you are incapable of obtaining the ID number**, leave a "postcard for registering ID number" in the apartment and ask the family members to find out the number and write it on the postcard.

In addition, together with the family you should set a time for an additional visit for the purpose of receiving the ID number.

Write "3" in column (14) of the current registration page – "return to receive ID number".

Perform up to 3 visits to an apartment. If you have not obtained the ID number by the end of your third visit, ask the family to mail the postcard, after writing the missing ID numbers on it.

Notice!

Even if it is possible to obtain the ID number – you must leave the postcard in the apartment, in case you will not be able to establish telephone contact with the family.

10. Inquiry regarding remainder of stickers

Once you have finished attaching stickers for all persons for whom details have been filled in the questionnaire, you must thoroughly check whether any **stickers bearing the same family name in the same address** are left in the sticker booklet.

If you have found such a sticker, inquire whether it belongs to one of the household members living in the apartment.

- A. If the sticker belongs to one of the household members living in the apartment, attach it in the questionnaire and fill the person's details (if you have not done that yet).
- B. If the sticker does not belong to a household member but to a person living in a different address in the cell, **leave it in the booklet**, since you will enumerate that person when you reach his/her address.
- C. If the sticker belongs to a person living outside the cell, **move the sticker to the right of its current place** in the booklet and specify the reason for not enumerating.

Note!

It is possible the sticker belongs to a family member but he/she does not belong to the household and therefore should not be enumerated in this address.

For example:

For a daughter staying abroad more than a year, circle number 2. For a son who got married and moved to an address outside the cell, circle number 1.

- D. If the family does not know the person, leave the sticker in its place.
- 11. Determining ordinal number and total number of persons in household
- A. Give an ordinal number to every person for whom details have been filled in the questionnaire. The ordinal number should always be written in two digits and sequential order: the first person will get the number 01, the second 02, and so forth.

If you find that the person written in the questionnaire is not supposed to be enumerated in this household but you have already given him/her an ordinal number – erase the number. **Do not change the rest of the ordinal numbers due to this correction**.

- B. Sum the number of persons in the household for whom details have been filled and write the total number in two places:
 - 1. The designated slots on the questionnaire's cover ("total" slot)
 - 2. Column (15) in the enumerator notepad.
 - 12. Registering number of household in apartment

Now, after you have confirmed the questionnaire you are holding contains details of one household only, you must specify the number of household in apartment on the questionnaire's cover and in the notepad.

For an apartment with one household only, write "1" in column (13) in the current registration page, to mark "first household in apartment". Also write "1" in the "household" slot on the questionnaire's cover.

Notice!

In the enumeration stage, the household's number should be specified only in open apartments.

The manner of registration of household number in an apartment containing more than one household is described in the next chapter, dealing with the procedure in special cases.

- 13. Filling an extended questionnaire in every fifth apartment In every apartment whose number of apartment in cell ends with the sample digits, an extended questionnaire should be filled.
- A. After checking that part A of the questionnaire has been filled, including attachment of stickers and ordinal numbering **copy from part A to part B the identifying details of every person aged 15 and over**: year of birth, sex ("1" for male and "2" for female) and ordinal number.

Make sure the details in part B are totally identical to the ones in part A.

B. After copying the details to part B, check that details for all persons aged 15 and over and for them only have been filled.

If the family filled details in part B for a person less than 15 years old, draw an x across the two pages relating to this person and specify the reason for canceling at the top of the page.

Check thoroughly before canceling. In case of doubt regarding the age – do not cancel.

- C. If the questionnaire has been filled by the family, check whether **part B** has been filled correctly and add missing details if necessary.
- D. If the family has not filled part B or has filled only for part of the persons (aged 15+) read them the questions **for each person separately** and mark the fitting answers.
- E. Once you finish checking/filling **part B**, make sure the family has filled **part C** in which there are questions for the whole family. If necessary, fill this part/complete missing details.

Notice!

In any case you must take the questionnaire with you, even when not receiving all necessary details from the family.

14. Address update

When a person lacks a sticker in the booklet, this means he/she was not registered in the population registry as living in this address, at the time the booklet and alphabetical index were issued. Since it is important to update the address in the registry, a "notification regarding change of address" form should be handed in case a sticker is missing.

The form can be used for updating the address of a full family, but details should be filled only for the persons whose address is not updated, meaning: persons lacking stickers in the booklet.

For instance: It is possible that a family moved into a new apartment but the addresses of only part of the persons in the family have been updated.

In the "notification regarding change of address" form write the following data: **cell number, number of apartment in cell, household number, family name** and **first name** of the person lacking a sticker. Afterwards, write the address and ask the family to fill the missing details and mail the form (the envelope is stamped).

15. Registering of telephone number

If there is a telephone in the apartment, write its number on the questionnaire's cover. This reason for this is to enable making inquiries and clarifications with the family (according to instructions in chapter twelve, clause number 12).

16. End of treatment

In case you have finished enumeration in the apartment, mark (+) in column (16) in the current registration page. This sign marks "end of treatment". You should mark "end of treatment" even when you did not succeed in receiving all details needed in the questionnaire, except for a case when you need to return in order to receive ID number.

17. Questionnaire filing

You should put the questionnaires in the designated envelopes in sequel order, according to the number of apartment in cell.

You will have two envelopes: one, for filing full questionnaires immediately after you finish enumeration in the apartment and before you hand them over to the chief enumerator. The second, for filing questionnaires the chief enumerator will return to you for correction and completion of details, and questionnaires lacking ID numbers.

18. Repeat visit in apartment

As a rule, perform up to three visits to an apartment in the enumeration stage.

18.1 When to return to an apartment?

- A. When at the time of your first/second visit, persons who can answer your questions were not present/the apartment was closed (your actions in such cases are described in the next chapter).
- B. When it is impossible to receive the ID number of a family member/s, after a sticker has not been found for him/her/them.
- C. When you were asked by the family to return at a different time since they could not dedicate time to filling the questionnaire at that moment. In this case, if the questionnaire has been partly filled, take it with you. If it has not been filled at all, leave it in the apartment and ask the family to fill it until your next visit.
- D. When the chief enumerator instructs you to return to an apartment and complete missing details.

18.2 Setting date and time for visit

When you are visiting a family for the first/second time and there is need of a repeat visit, set an exact date (date and time) for the next visit, together with the family. You should specify the reason for the repeat visit in column (15) in the current registration page and write the time and date for the repeat visit.

- A. When an ID number is missing, **take the questionnaire** and leave a "postcard for registration of ID number". Also, set time and date for your return to collect the postcard.
 - Notice, you may be able to obtain the ID number through the phone instructions regarding telephone use you will find in clause 12 of the next chapter.
- B. When the apartment is closed, act according to the procedure detailed in the next chapter.

If this is your third visit but you have not finished treatment, do not set time for an additional visit, and mark "-" in column (16) in the current registration page. You will return to the apartment in order to complete treatment in the enumeration completion stage.

Notice!

Make sure you arrive at the apartment at the time and date set with the family.

- 19. Inquiry regarding remainder of stickers
- A. During enumeration of apartments in a building or when completing enumeration of the last apartment in a building, you must check that there are no stickers for persons registered as living in the address you are enumerating left in the booklet. Meaning: check whether there are stickers

that have not been displaced and that the reason for not enumerating the person they belong to has not been specified.

- B. If you found a person who has not been enumerated and the reason for not enumerating him/her has not been specified, ask the neighbors about him/her:
 - If turns out the person **lives in this address** inquire in which apartment, visit him/her and enumerate him/her.
 - If turns out the person **lives in a different address in the cell** inquire his/her exact address, visit in his/her apartment, enumerate him/her and attach his/her sticker in the questionnaire.
 - If turns out the person **lives outside the cell** (moved to a different address, staying abroad for more than a year, deceased) move the sticker to its right and mark the reason for not enumerating.

If the neighbors do not know the person whose sticker is left in the booklet, leave the sticker in place and do not perform any further action at this stage. You will return to deal with this problem in the enumeration completion stage.

Chapter Twelve

The Enumeration Procedure in Special Cases

1. Closed apartment

A "closed apartment" is an apartment whose residents are not present at the time of your visit. You should visit an apartment up to three times.

- 1.1 When the apartment is closed in your first visit Inquire with the neighbors when will the residents return to the apartment and act accordingly.
 - A. If turns out the residents are usually present in their apartment and will be back during the enumeration stage, meaning before the end of June, or if you are unable to obtain information regarding the time of their return:
 - 1. Mark "1" "return for second visit" in column (14) in the enumerator notepad. Ask the neighbors when the family members are usually at home and write this in the notes in column (14).
 - 2. Leave the family a "notification regarding visit".
 - B. If turns out the residents will return only after the end of enumeration write in the notes in column (14) that the residents will be back only after the end of the enumeration stage. If known to you, specify the date at which they are supposed to return. In any case you will return to this apartment in the completion stage.
 - 1.2 When the apartment is closed in second visit
 - A. In your **second visit**, in case the family members are at home, enumerate them according to the regular procedure.
 - B. If the apartment is closed in this visit also, mark "2" "return for third visit" in column (14) in the current registration page in the notepad.
 - C. Leave the family a "notification regarding visit"
 - 1.3 When the apartment is closed in third visit
 - A. In your **third visit**, in case the family members are at home, enumerate them according to the regular procedure.
 - B. If the apartment is closed in this visit also mark "-" in column (16). You will return to the apartment in the completion stage.
 - C. Since number of household in the apartment is given only in an open apartment, when the apartment is closed in the third visit, do not specify anything in column (13).
 - 2. Apartment in which it is impossible to receive information

This is an apartment which the persons present in it at the time of your visit are incapable of handing you the information needed to fill the questionnaire. Examples:

- New immigrant who can not speak Hebrew
- Little children

Ask the neighbors if there are persons living in the apartment who can give you the information, and when are they usually at home.

- A. If there are persons living in the apartment who can assist you in filling the questionnaire, **treat the apartment as a closed apartment** and do the following:
 - a. Inquire when these persons will be home
 - b. Mark "1" "return for second visit" in column (14) in the notepad
 - c. Leave the family a "notification regarding visit".
 - d. Perform the second and third visits according to the instructions regarding a "closed apartment".
- B. If turns out that all persons living in the apartment are unable to assist you in filling the questionnaire write the difficulty you have encountered in the notes for column (14) in the notepad. Also, write these difficulties in the table "registration of difficulties encountered" and report this to the chief enumerator and act according to his/her instructions.

If you were unable to enumerate the residents with the chief enumerator's help, mark "-" in column (16) and continue treatment of the apartment in the enumeration completion stage.

3. Apartment suspected as non-residential

A "non-residential apartment" is an apartment in which nobody lives, and is used for other purposes – usually business, such as: office, clinic, kindergarten, etc. you should now check whether nobody lives in it.

- 3.1 Non-residential apartment- open
 - A. If you found someone in the apartment inquire whether someone lives in it and if he/she lived there at the critical day also.
 - 1. **If a person who lived in the apartment on the critical day is living in it**, treat the apartment as an ordinary apartment: complete the missing details in the current registration page and fill a questionnaire for the resident/s.
 - 2. If no one lives in the apartment/no one lived in it on the critical day mark "9" "non-residential apartment" in column (13) in the current registration page. Afterwards, mark "+" in column (16), to mark end of treatment.
- 3.2 Non-residential apartment-closed
 - A. If you have not found anyone in the apartment ask the neighbors whether someone lives in it. After asking one neighbor, ask a second one, in order to verify the first neighbor's answer.
 - 1. If the neighbors say **someone lives in the apartment** treat it as a "closed apartment": perform up to three visits to the apartment.
 - 2. If the neighbors say **no one lives in the apartment** mark it in the current registration page as a non-residential apartment.
 - B. If there is a **contradiction between what the neighbors say**, meaning: one says someone lives in the apartment and the other says no one lives in

it – you must perform up to two more visits to the apartment in the enumeration stage.

- 1. If, as part of your additional visits, you have found someone in the apartment, act according to instructions regarding non-residential apartment open (clause 3.1)
- 2. If you have not found anyone in the apartment in your additional visits there, regard the apartment as a "closed apartment": mark "-" in column (16) and return to the apartment in the completion stage.

4. Apartment suspected as empty

An "empty apartment" is an apartment that on the critical day, no one lived in and was not used for any other purpose (business etc.) either.

For example: An apartment yet to be occupied in a new building (containing at least one occupied apartment), or an old apartment whose residents have left and has not been sold yet.

At the distribution stage, when suspicion arose that a certain apartment is empty, you were not able to determine this because of the possibility the apartment would be inhabited before the critical day. Now, at the enumeration stage, you must perform a thorough check and determine whether the apartment was empty on the critical day or not.

- A. If you found someone in the apartment inquire whether its residents lived there on the critical day.
 - 1. If lived in the apartment on the critical day, enumerate them according to the regular procedure.
 - 2. If the residents arrived in the apartment after the critical day. Register "8" in column (13) of the current registration page, to mark the apartment was empty on the critical day. Also, register "+" in column (16) to mark end of treatment.
- B. If **you have not found anyone in the apartment** ask the neighbors whether someone lives in the apartment. After inquiring with one neighbor, turn to another neighbor, to confirm the first answer.
 - 1. If told by the neighbors that **persons are living in the apartment**, treat it as a "closed apartment" and perform up to three visits.
 - 2. If told by the neighbors that the apartment is not inhabited mark it as a closed apartment in the current registration page.
- C. If there is a **contradiction between what the neighbors say** you must perform up to two more visits to the apartment in the enumeration stage.
 - 1. If, as part of your additional visits, you have found someone in the apartment, act according to instructions regarding empty apartment (clause A).
 - 2. If you have not found anyone in the apartment in your additional visits there, regard the apartment as a "closed apartment": mark "-" in column (16) and return to the apartment in the completion stage.

Notice!

Determining an apartment as empty is difficult but important. If an apartment has been mistakenly determined as empty when persons are actually living in it – they will not be included in the country's population. Therefore, check strictly. The chief enumerator will also devote extreme attention to this and will visit apartments determined by you as empty.

- 5. Apartment suspected as containing residents not for enumeration
- 5.1 Definition

An "apartment whose residents are not for enumeration" is an apartment which all persons living in it are not to be enumerated.

There are two possible reasons for not enumerating in a certain apartment:

A. All persons living in the apartment are not part of the census population. For example: diplomats, UN personnel, temporary resident or tourists staying in the country for **less than a year**.

Remember!

Not every person holding a foreign passport is a diplomat. Therefore, you should enumerate persons holding foreign passports if they are not diplomats should.

B. **All persons** living in this address should be enumerated in a **different address**. For example: A married person living in this address for the purpose of study/work only and his/her main address is his/her family's home, or a family who moved into the apartment after the critical day.

Notice!

Before marking the apartment as "apartment whose residents are not for enumeration", you must thoroughly check that indeed no person supposed to be enumerated lives in it. For example: it is possible for an Israeli resident supposed to be enumerated to live in a diplomat's apartment.

5.2 The inquiry procedure

You must perform up to three visits to an apartment suspected as containing residents not for enumeration.

- A. If **you found someone in the apartment** check if there is at least one resident in the apartment belonging to the census population.
 - a. If there is, enumerate the apartment as a normal apartment (fill a questionnaire only for persons included in the census population).
 - b. If **all residents are not for enumeration**, register "7" "apartment whose residents are not for enumeration" in column (13) and mark "+" in column (16) to mark end of treatment.
- B. If you have not found anyone in the apartment during your three visits there ask a neighbor whether all persons living in the apartment are not for enumeration.
 - a. If told all persons living in the apartment are **not for enumeration** mark it in the enumerator notepad as an apartment whose residents are not for enumeration.
 - b. Is according to information received from the neighbors at least part of the residents should be enumerated, or if the neighbors are unable to supply the needed information treat the apartment as a "closed apartment" at this stage, and further treatment of it will be performed in the completion stage.
- 6. Apartment whose residents refuse to be enumerated
- A. Try to convince the residents and bring them to cooperate with you and be enumerated. Bring up the following subjects in your conversation with them (according to context and reason for refusal):

- 1. Explain the census' importance
- 2. Explain that the details received will remain confidential and will not be handed to anyone, but used for the purpose of the census only.
- 3. Explain that response is obliged according to the law and that all residents of the country are filling questionnaires.
- 4. Explain that filling the questionnaire will not take long and will not be a burden.
- B. If the residents still refuse to fill the questionnaire try and receive the names of the persons living in the apartment. If unable, at least try and inquire how many persons live in the apartment.
 - If refusal comes from the members of a certain community (e.g. ultra-orthodox), inquire the name of the community's head so it will be possible to contact him/her and ask him/her to influence the persons in the community to cooperate.
- C. If unable to convince them to cooperate act as following:
 - a. Write "refusal" in column (14) in the current registration page.
 - b. Mark "-" in column (16).
 - c. Write the apartment's details in the "table for registration of difficulties encountered" and report to the chief enumerator.

Remember!

Talk politely and tolerantly to persons.

7. Irregular apartment

7.1 Definition

An irregular apartment is an apartment which its boundaries are not clear and it is difficult to distinguish between it and other apartments in the building. For example: an apartment with scattered rooms – without a common entrance, an apartment consisting of rooms situated along a hall shared by few families or an apartment which some of its rooms are outside the building.

When having difficulties determining the apartment's boundaries, in order to determine the number of questionnaires handed, **regard each household's area of living as a separate apartment**. For example: if you have found four rooms along one hall, when each room has a separate entrance, but persons living in the rooms are part of one household – treat the rooms as one apartment.

7.2 Determining households

The definition of a household in an irregular apartment is different than in a regular one. The definition is: a **group of persons living together regularly will be regarded one household only if they prepare most of their meals together.** In other words, in an irregular apartment family relations have no importance – a family is not necessarily a household, unless the family members prepare their meals together.

If the family objects to this definition of a household, determine the households according to the division made by the family.

- 8. Apartment containing two or more households
- 8.1 Two or more households in an apartment discovered in the distribution stage

In some cases, you may have already determined in the distribution stage that two or more households are living in the apartment. In this case, you registered - in the current registration page - each household in a separate line with an identical "number of apartment in cell". In this case you have also handed each household a separate questionnaire.

Now, you must check whether the division of residents into households – made in the distribution stage – was indeed correct.

8.2 Households you have discovered in the enumeration stage Usually you will discover that few households live in the apartment only in the enumeration stage. Most of the times you will notice this through one of the following:

A. When several family names are written on the door

In this case, you must check if the residents are part of one household. First check whether they are related and then:

- If they are not related but prepare most of their meals together, they are **one household**.
- If the are not relatives and prepare most of their meals separately they consist **separate households**.
- B. When you check the answers to **question 1** relation to head of family –you might discover that **a person not related** to the other house members is living in the apartment.

In case the term "not related" appears in the answer, you must check whether the person belongs to the household. Meaning: check whether he/she prepares most his/her meals together with the family living in the apartment.

8.3 Registration of households in the enumerator notepad

Each household should be registered in a separate line in the enumerator notepad. If, when filling a questionnaire in the enumeration stage, it becomes clear that there is an additional household in the apartment, you should register it in the line following the last apartment registered in the notepad (in this case, in contrast to the distribution stage, the households living in the same apartment will not appear next to each other). Write in the enumerator notepad the following details for the additional household:

- A. Address in columns (1) to (8).
- B. Family name and first name in columns (9) and (10).
- C. Number of apartment in cell (11). This will be the **same number as** registered for the first household in the apartment.

Remember, when there is more than one household in an apartment – they will all receive the same number of apartment in cell in the notepad and in the questionnaire.

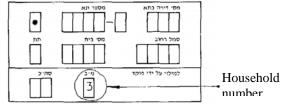
Notice!

Make sure the additional households you discovered during the distribution stage are registered properly.

8.4 Registration of household number

Specify the "household number" in column (13) in the current registration page: for the first household write "1" for the second "2" and so on until the fourth. For the **fifth and more household do not register** a household number and report this to the chief enumerator in your next meeting. Also, the household number should be

specified in the designated slot on the questionnaire's cover – in the upper left corner of the page.



8.5 Each household receives a questionnaire

All households living in the same apartment will receive the same type of questionnaire. Meaning: if the apartment is included in the sample, all households will receive an extended questionnaire and if it is not in the sample – they will receive short questionnaires. Each household will receive a separate questionnaire.

8.6 Registration on questionnaire's cover

Do not forget to register the household's identifying details on the questionnaire's cover: the **number of apartment in cell, number of household in apartment, street symbol, house number** and **sub-number** (if exists).

Copy these details from the enumerator notepad.

8.7 Filling the questionnaire

If the family filled in the questionnaire details regarding persons who **do not belong** to the household, **leave in the questionnaire only those details relating to one household** (draw a line across other residents' answers). For the rest of the households, fill additional questionnaires – one questionnaire per household.

8.8 Household staying abroad for less than a year, when a different household lives in the apartment.

In the enumeration completion stage you will have to enumerate every household staying abroad **less than a year**. Therefore, if a different household – staying abroad less than a year and **this was its last address in Israel** – used to live in the apartment you are enumerating, you must enumerate it in this address also.

For a household staying abroad less than a year you will register "5". The reason for this is to differentiate it from a regular additional household living in the apartment.

9. Second apartment for household

9.1 Definition

When a certain household lives in two apartments **at the same address**, the second apartment according to order of enumeration will be considered as a second apartment for household. When there is an inner passageway between apartments they will be considered as one apartment (and registered in one line in the notepad). The two apartments can be situated in the same building (e.g. multi-story building) or in two adjacent buildings (e.g. private home and an additional building in its yard). In each and every case you will have to make sure the apartments are indeed **one household** – even when there are family relations between the residents. This inquiry is important since there is a possibility that two related households will be living in the same address. For example: an old mother living in the 3rd floor and her married

son living with his family on the 2nd floor – but still they are not one household since they prepare most their meals separately.

Following are few examples of one household living in two apartments:

- A. A family of 15 persons has two adjacent apartments on the same floor, and the apartments do not have an inner passageway between them.
- B. A family lives in a 3-room apartment. In the basement they have an additional room that used to be a storeroom but is now used for living.
- C. A family living in a private home has renovated and expanded the shed in their yard and their 17 year old son lives in it now.

Notice!

In the following explanations in this guide, when relating to the "first" apartment for household the intention is to the first apartment (out of the two) registered in the enumerator notepad – according to enumeration's order – and not the first apartment in which you discovered the household has more than one apartment. The second apartment for household is the apartment registered following the first one in the notepad.

- 9.2 Rules for correction of registration in the enumerator notepad Once you find out a household has two apartments, you must **give both the same** "number of apartment in cell". Therefore you will have to correct your registration in the current registration page as following:
 - A. Locate the lines in which registered the first and second apartments of the household
 - B. Erase the number of apartment in cell (column 11) given to the second apartment.
 - C. For the second apartment, register "6" "second apartment for household" in column (12) and write "belongs to apartment number ...". Then write the **first apartment's number of apartment in cell** to indicate the connection between the two apartments and the fact they belong to the same household.
 - 9.3 Principles of filling the questionnaire for a household living in two apartments

Following are the principles of filling a questionnaire for a household living in two separate apartments:

- A. Fill **one questionnaire** for the residents of both apartments (as you remember, you have also registered them under the same number of apartment in cell).
- B. Specify the **first apartment's** number of apartment in cell on the questionnaire's cover.
- C. Determining whether to fill an extended/short questionnaire will be done according to the "sample digits" and the **first apartment's** number of apartment in cell.
- D. If filling an extended questionnaire, in answer to question 1 part C write the total number of rooms in **both apartments**.
- 9.4 The procedure when the enumerator is in the first apartment
- A. If two questionnaires have been handed out to the family in the distribution stage and the questionnaire left for residents of the second apartment is in the hands of the first apartment's residents, ask them to hand it to you and store it (put it in the envelope intended for storing cancelled questionnaires).

- B. In the questionnaire left, fill also the details of the family members living in the second apartment.
- 9.5 The procedure when the enumerator is in the second apartment You may discover that a household has two apartments only once you enter the second one. This is possible if the family members did not report it while you visited the first apartment or if the second apartment was closed at the time of your visit in the distribution stage.
 - A. If you have already filled a questionnaire for the first apartment and have it with you take it out and check whether all household members, living in both apartments, are included in it. In case you omitted a family member living in the second apartment' add him/her to the questionnaire and correct the total number of persons in the household in the notepad and on the questionnaire's cover.
 - B. If you have **yet to fill a questionnaire for the first apartment** fill in this apartment a questionnaire for the persons living in both apartments.
 - C. If the questionnaire filled for the first apartment is already in the hands of the chief enumerator:

You must check whether you included **all** family members' including those living in the second apartment, in the questionnaire filled for the first apartment. Since you do not have the questionnaire, inquire how many persons live in **both apartments** and compare it to the "total number of persons in household" registered in column (15) in the current registration page.

In case of discrepancy between the total number of persons in the household and the figure written in column (15), you must enumerate the persons in the second apartment.

- 1. Write "second apartment for household in apartment number ..." in big letters, on the questionnaire's cover and specify the first apartment's number in the cell.
- 2. If residents of the second apartment have stickers' do not attach them in the questionnaire at this stage but specify in the designated slot that there is a sticker in the booklet.
- 3. When meeting the chief enumerator, trace the first apartment's questionnaire. Add to it using the questionnaire you have filled the details regarding persons living in the second apartment and attach the stickers for these persons.
- 10. Replacing short questionnaire with an extended one If, in the distribution stage, you have mistakenly handed out a short questionnaire instead of an extended questionnaire, you must correct this at this stage.
 - A. In case the family **has not filled the short questionnaire** store the questionnaire and fill an extended questionnaire for this family.
 - B. In case the family has **filled the short questionnaire** copy from the short questionnaire to the extended questionnaire the details appearing on the questionnaire's cover and the details the family has filled, and attach stickers. Explain to the family that you must fill more details for them (apologize for

the mistake) and complete the missing details in parts B, C of the questionnaire.

Store the short questionnaire in the designated envelope.

11. Receiving questionnaire belonging to another cell

It is possible that over the course of the enumeration you will be asked to receive **questionnaires not belonging to your enumeration cell**. In such cases, inquire whether the person asking can wait until arrival of his/her cell's enumerator. Accept his/her questionnaire only when he/she can not wait for the enumerator's arrival or when he/she absolutely refuses to wait (in this case, take the questionnaire in order to avoid losing it).

Following are few cases in which you should take a questionnaire belonging to another cell: When a family moved into a new apartment and has a questionnaire handed to it in its previous address (outside the cell), When an old lady - living outside the cell - refuses to open her door but has given her questionnaire to her son in order for him to hand it to you, or when a person who left the country handed his/her questionnaire to his/her father, living in your cell.

If you have received a questionnaire belonging to another cell, you must check it in the same way as you check the questionnaire belonging to your cell. When necessary, try and complete missing details. Write "questionnaire belonging to another cell" at the top of the questionnaire's cover and hand it to the chief enumerator, in your next meeting.

If some of your friends/relatives living outside the cell ask you to take their questionnaires – tell them to wait for their own cell's enumerator and do not take their questionnaires.

12. Using the phone

12.1Purpose of using the phone

As a rule, enumeration is done through visiting the apartment and interviewing the residents face-to-face, and under no circumstance through the phone. In some cases, when you discover you need to clear few more details, after you have finished filling a questionnaire, you may use the phone for completing those missing details. For example:

- A. In case the ID number of a person living in the apartment is missing, but **only** after you have already left a postcard in the apartment.
- B. In case of doubt regarding the need to enumerate a certain person. For example, as a consequence of checking the answer to question 1 relation to head of family.
- C. For checking any other issue, in accordance with the chief enumerator's instructions.

Notice!

Using the phone does not rid you of your duty to perform up to three visits to an apartment, in case you were not able to obtain information through the phone.

12.2 Rules for using the phone

When you call a family, make sure to call in decent hour: not during rest hours and not after 9 p.m. introduce yourself by saying your name and your job as an enumerator for the CBS. Ask to speak with one of the adults in the family – desirably with the person you interviewed – and ask for his/her permission to complete details through the phone. **Be polite and purposeful during the call**.

13. Foreign language questionnaires

In the enumeration stage you will carry in your bag sample questionnaires in foreign languages. The questionnaires will be in languages you discovered in the distribution stage that are spoken by persons in your cell. These are not formal questionnaires and are not meant to be filled. They include translated questions, appearing only once – and not for every person like in the standard questionnaire. Therefore, the answers should be marked in the questionnaire handed in the distribution stage. Questionnaires are available in the following languages: English, Russian, Spanish, Yiddish, and Georgian.

When you arrive at a family not able to fill the questionnaire due to language difficulties, try and inquire whether someone (perhaps a neighbor) can serve as a translator. If not, try to fill the questionnaire with the help of the sample questionnaire in the family's language: point to questions in the sample questionnaire and the family will point to the answer – then **mark the answers in the standard questionnaire**.

If at the time of your visit you do not have a questionnaire in the desired language and were not able to enumerate with the help of neighbors-translators – set with the family a date for a repeat visit, in which you will bring a questionnaire in the family's language. If there is no such questionnaire and no translator available – report to the chief enumerator.

14. Discovery of an institution during the enumeration stage

14.1 What is an institution?

An institution is defined as an administrative unit supplying sleeping arrangements and usually also feeding services for at least five persons.

14.2 Discovering an institution

If you have discovered an institution in one of the apartments in a building, which is not listed in table B – institutions in the cell's area that should not be entered – enter the institutions office and inquire how many persons live in it.

14.3 When up to 30 persons live in the institution

Enumerate the apartment/s housing the institution just like you enumerate an **ordinary residential apartment**, and fill the questionnaire according to the following instructions:

- A. Fill **one** questionnaire for all residents of the apartment (if necessary, fill a continuation questionnaire)
- B. List the **eldest person** as "head of family". For other residents, mark answer 8 "not related" in question 1.
- 14.4 When more than 30 persons live in the institution

Do not enumerate the apartments housing the institution, and act according to instructions:

- A. If you have not registered the apartment/building during the distribution stage register the apartment/s housing the institution in the current registration page.
 - Register the institution's name in column (9) and (10), usually intended for the family and first names.
- B. Mark an "x" in the current registration page, next to all lines in which you registered during the distribution stage the apartments in the institution's building.
- C. Enter the institution's office and inquire the following details: institution's name, type, phone number and estimated number of residents.
- D. List the details and the discovery of the institution in table D in the enumerator notepad.
- E. Urgently report the discovery to the chief enumerator, in your meeting/on the phone. In case you are unable to contact the chief enumerator, report to the inspector's office.

Notice!

Do not collect questionnaires in this building and move on to next building. In case you have collected questionnaires prior to discovering the institution, stop collecting and hand the questionnaires already collected in the building to the chief enumerator.

Chapter Thirteen

The Interview

During enumeration you will encounter different persons and situations. You must remember a few rules that will guide you in performing your job:

- A. You might encounter difficulties/refusal once you arrive at an apartment. In such cases, try and convince the persons of the high importance of the census and that each citizen is obliged to answer the questionnaire. Explain that the details given will be held secret. Talk patiently and politely.
- B. Perform the interview politely, while finding the balance between formality and friendly relations.

Remember!

The purpose of your visit is filling the questionnaire and receiving full and correct details/ therefore you must focus only on what is related to the questionnaire, while maintaining a pleasant atmosphere.

Over-friendly relations may harm the answer's accuracy and result in the person trying to please you rather than answering the questions correctly.

C. Ask the questions as they appear in the questionnaire, without extra commentary – if you add/omit to the question's wording you will risk changing its meaning. The questions are phrased as they are in order to prevent misunderstandings. Therefore you must make sure not to change the phrasing. If the question has not been understood, use the enumerator's guide.

The questions have been phrased so they will not to leave doubt regarding the desired answer. Still, a clarification may be needed and in this case use the guide for giving further explanations (use the index to quickly find what you are looking for).

- D. You should accept persons' answers as they are. Write the answers without criticizing and without commenting on them. When necessary, ask clarification questions according to the rules in the guide, but do not express your own opinion, since it is not important during the interview and may influence the interviewee's answer.
- E. Do not express your opinion regarding the census, its manner of implementation or the questions' quality. Explain things in the manner you have learned, without mixing your personal opinion or arguing.
- F. Do not ask questions not appearing in the questionnaire.
- G. Make sure not to reply in place of the interviewee directly or indirectly. Sometimes you might influence his/her answers by saying something or even by your facial expressions. For instance, if you look

- surprise by the answer, you might make the interviewee change his/her answer according to what he/she may think you want to hear.
- H. Wear the enumerator's certificate. Showing the certificate is highly important: it indicates your legal authority to enter the apartment and receive information regarding its residents and also makes you look trustworthy.
- I. Be strict regarding your external appearance and manner of speech.

Chapter Fourteen

Meetings with the Chief Enumerator

Your contact with the chief enumerator will continue throughout the enumeration stage. The chief enumerator will constantly review your work and will assist you in solving problems that will arise.

1. Types of meetings

Four types of meeting will be carried out during your work:

- A. entry into job meeting
- B. review meeting in the office
- C. review meeting in the field
- D. review meeting at enumeration's conclusion

After the entry into job meeting, you will meet the chief enumerator once every two days – three times a week: twice in the bureau's office and once in the field.

2. Purpose of meetings

A. Entry into job meeting

In this meeting, the chief enumerator will accompany you and enter a few apartments together with you. He/she will check whether you interview and enumerate the family according to the correct procedure.

B. Review meeting in the office

To this meeting you should bring the questionnaires you have collected, the enumerator notepad, sticker booklet, map and alphabetical index. The chief enumerator will review the material you have filled: questionnaires and notepad. The chief might send you back to some apartments, in order for you to complete missing details or to correct mistakes occurred during enumeration.

C. Review meeting in the field

This meeting is intended to check the quality of your actions and make sure you act according to instructions. In this meeting the chief will observe your actions and will not receive questionnaires from you.

D. Enumeration stage conclusion meeting

In this meeting the chief will receive the material you brought and summarize the enumeration stage.

Notice!

Your meetings with the chief enumerator are held once every two days, but in case you can not come to a certain meeting, you must call the chief enumerator during that day and set a meeting in the evening or the day after.

3. Secrecy of data in the questionnaire

The full questionnaires you have collected from the families are classified data – do not show them to anyone and do not report their content. Until your next meeting with the chief enumerator, **keep the questionnaires in a place where no one can access them**.

Secrecy of the data filled in the questionnaires is necessary and anchored in law, since the information is private and has been given **only for the purpose of the census**. Therefore, each census employee is obliged to keep the promise given to the residents – that their answers will be kept in absolute secrecy.

Chapter Fifteen

Conclusion of the Enumeration Stage in the Cell

To your last meeting with the chief enumerator you must bring, in addition to the full questionnaires you have collected, the enumerator bag with all the equipment you received in it:

- A. Enumerator notepad
- B. Sticker booklet and alphabetical index
- C. Cell's map
- D. Excess material

Bring all materials you have left, meaning: empty questionnaires, follow up questionnaires, ID registration postcards and visit notifications.

- E. Enumerator certificate
- F. **Enumerator guide**Bring both guides you have
- G. Flashlight
- H. Writing implements

Chapter Sixteen

Brief Order of the Actions in the Enumeration Stage

The regular procedure

1.

- Adjust the map and find the "enumeration starting point". Start enumerating according to the enumeration direction line.
- When walking according to the enumeration direction line compare the buildings appearing on the ground with your registrations in the current registration page. If you notice you have skipped a building during the distribution stage and omitted it from the notepad register the building in the notepad and enter it. If necessary, enumerate its residents.

2.

- When entering a building, enumerate the apartments in it according to the enumeration direction (start with the apartment on the left of the top floor).
- Compare registration of the apartments in the enumerator notepad to the apartments in the building.
- In case you discover an apartment you have not registered in the distribution stage, register it in the enumerator notepad, enter it and enumerate its residents.

3.

- Enter the apartment, introduce yourself (remember to wear the enumerator's certificate) and ask for the questionnaire you left in the distribution stage.
- Make sure you handed out the correct type of questionnaire according to the "sample digits" and the "number of apartment in cell".
- When the family does not have a questionnaire, fill a new one fill the necessary details on the cover (according to the procedure detailed in the distribution stage guide).

4.

- When receiving the questionnaire, compare the address and apartment's number in cell written on the cover to the ones written in the enumerator notepad: if you find any discrepancies, check and correct your mistake.
- Compare between the name of the family living in the apartment and the name written in the notepad and on the questionnaire's cover: if you discover different names, act according to the procedure detailed in chapter nine.

5.

- Check whether the family filled the "list of persons living in the apartment":
- If the list has been filled, read it at loud and ask if there is an additional person living in the apartment and does not appear on the list, or a person the family is not sure he/she should be included in the questionnaire.
- If the list has not been filled, fill it yourself.

6.

• Check whether the family filled the questionnaire (if received an extended questionnaire, check part A at this stage).

- If filled, make sure there are full answers to all 10 questions, for each person.
- If did not fill/omitted details, make sure to fill the questionnaire, including all questions in it, according to their order of appearance.

7.

- Look for a sticker for each person registered in the questionnaire. Attach the sticker in the designated slot at the top of the questionnaire.
- If you have not found a sticker, use the alphabetical index. If you still can not find the sticker, write the person's ID number in the slots.

8.

- Once you have finished attaching stickers for each person detailed in the questionnaire, check thoroughly whether any stickers bearing the same family name in the same address are left in the booklet.
- If you find such a sticker, inquire with the household members if that person should be enumerated in this address.

9.

• Register an "ordinal number" for each person: for the first person write "01", for the second "02" and so on.

10.

• Count the persons registered in the questionnaire and write the total number of persons belonging to the household on the questionnaire's cover and in column (15) in the current registration page in the enumerator notepad.

11.

• Specify the household's number in apartment on the questionnaire's cover and in column (13) in the notepad.

12.

- If the household received an extended questionnaire, copy from part A to part B the identifying details of each person over 15 years old: family name, first name, ordinal number and sex ("1" for male, "2" for female).
- While filling the above details, check that details for all the aged 15 and over and for them only have been filled in part B.

13.

- Make sure the family answered all questions in part B and complete missing details if necessary.
- If the family has not filled part B for all persons 15 and over' fill it yourself. Read the questions at loud as they are written and according to their order of appearance.

14.

- Check whether part C in the extended questionnaire questions regarding the apartment and family incomes has been filled.
- If not, or if details have been omitted fill it now with the family's assistance.

15.

• In case a sticker is missing for one or more persons in the household, fill details for them in a "notification regarding change of address" letter and leave the letter for the family to complete filling and to mail it.

16.

- If you have finished enumerating in the apartment and do not need to return to this household, mark "+" in column (16) to mark end of household enumeration.
- If you have already visited the apartment three times but still have not finished enumerating the household, mark "-" in column (16) and return to complete treatment of the apartment in the completion stage.

17.

- While enumerating apartments in a building / once you finish enumeration in a building, check that no stickers for persons registered as living in this address are left in the booklet.
- If you find a sticker for a person you have not enumerated, ask the neighbors about him/her. In case he/she no longer lives in the cell move his/her sticker in the booklet to its right and specify the reason for not enumerating, when it is known.

18.

• Move on to the next apartment - according to the enumeration direction.

The procedure in special cases

1. Closed apartment

1.1

- A "closed apartment: is an apartment its residents are absent at the time of your visit.
- You must perform up to three visits to an apartment.

1.2

- Inquire with the neighbors when will the residents return home.
- If they are set to return only after the enumeration stage (after June) specify this in the comments column in column (14) and return to enumerate them in the completion stage.
- If they are set to return during the enumeration stage (before end of June) or you do not know when they are set to return specify in the enumerator notepad that you should return to a closed apartment and leave a "notification regarding visit".

1.3

• In your second visit, if the residents are at home, enumerate them as usual. If the apartment is closed, leave a "notification regarding visit".

1.4

- In your third visit, if the residents are not home mark "-" in column (16) and return in the completion stage.
- 2. Apartment in which impossible to receive information

2.1

An "apartment in which impossible to receive information" is an apartment which the persons present in it at the time of your visit are unable to give you the information needed in order to fill a questionnaire.

2.2

- Inquire with the neighbors (or with persons present in the apartment) if there are other residents in this apartment who will be able to give you details and when will they be home.
- If such residents exist, treat the apartment as a closed apartment and leave a notification regarding visit.
- If no such residents live in the apartment, write the difficulties you have encountered in the comments column in column (14) and report to the chief enumerator.
- If you were not able to enumerate the persons with the help of the chief enumerator' mark "-" in column (16) and return to the apartment in the completion stage.
- 3. Apartment suspected as non-residential

3.1

• A "non-residential apartment" is an apartment in which nobody lives, and is used for other purposes – usually business, such as: office, clinic, kindergarten, etc.

3.2

- If the apartment is open, inquire whether persons live in it if a person lives in it and lived there on the critical day, treat the apartment as a normal residential apartment.
- If no one lives in the apartment/the person living in it did not live there on the critical day, mark "9" in column (13) and "+" in column (16) in the current registration page.

3.3

- If the apartment is closed ask one of the neighbors whether someone lives in it. Afterwards, verify his/her answer with another neighbor.
- If notified that persons are living in the apartment, treat it as a "closed apartment" and perform up to three visits to it.
- If notified that no one lives in the apartment, mark it in the enumerator notepad as a non-residential apartment (in column 13).

3.4

- In case of contradiction between what the two neighbors say, perform up to two more visits to the apartment in the enumeration stage.
- If you find someone in the apartment during your further visits, act as in a non-residential apartment open (see above).
- If you have not found anyone in the apartment during your further visits, treat the apartment as a "closed apartment": mark "-" in column (16) and return in the completion stage.

4. apartment suspected as empty

4.1

 An "empty apartment" is an apartment that on the critical day, no one lived in and was not used for any other purpose (business etc.) either.

4.2

- If you found someone in the apartment at the time of your visit, inquire whether lived there on the critical day as well. If yes, enumerate the residents according to the regular procedure.
- If the residents arrived at the apartment after the critical day, write "8" in column (13) and "+" in column (16) in the current registration page.

4.3

- If the apartment is closed' ask one of the neighbors whether someone lives there and confirm his/her answer with another neighbor.
- If reported that persons live in the apartment' treat it as a "closed apartment" and perform up to three visits to it.
- If reported no one lives in the apartment, mark it in the enumerator notepad as an empty apartment.

4.4

• In case of contradiction between what the two neighbors say, perform up to two more visits to the apartment in the enumeration stage.

- If you find someone in the apartment during your further visits, act as in an open apartment (see above)
- If you have not found anyone in the apartment during your further visits, treat the apartment as a "closed apartment": mark "-" in column (16) and return in the completion stage.
- 5. Apartment suspected as containing residents not for enumeration 5.1
 - An "apartment whose residents are not for enumeration" is an apartment which all persons living in it are not to be enumerated: whether because they are not part of the census population (e.g. diplomats, UN personnel) or should be enumerated in a different address (for married persons) and live in this address for the purpose of study/work/recreation only.
 - You must perform up to three visits in this apartment

5.2

- If you find someone in the apartment, check whether at least one of its residents should be enumerated: if yes, enumerate him/her and treat the apartment as an ordinary residential apartment.
- If all residents are not to be enumerated register "7" in column (13) and "+" in column (16) in the current registration page.

5.3

- If you have not found anyone in the apartment after your third visit ask a neighbor whether the persons living in the apartment are indeed not for enumeration (diplomats/tourists/temporary residents staying in the country less than a year). If reported that all residents are not to be enumerated register "7" in column (13) and "+" in column (16).
- If reported that at least part of the residents should be enumerated, or if the neighbors lack the information treat the apartment as a "closed apartment" and return for further treatment in the completion stage.
- 6. Apartment whose residents refuse to be enumerated 6.1
 - If the residents refuse to be enumerated, try and bring them to cooperate with you
 - If the residents still refuse, try and find out the persons' names/number of persons in the apartment.

6.2

- If you have not succeeded in convincing them, write "refusal" in column (15) and "-" in column (16) in the current registration page, register the case in the "table for registration of difficulties encountered" and report to the chief enumerator.
- 7. Apartment containing two or more households 7.1

• Register the household you have discovered after the last apartment registered in the current registration page and give it the same

"number of apartment in cell" and same type of questionnaire you gave the first household. Each household will receive a separate questionnaire.

7.2

- Specify the household's number in column (13) in the current registration page and on the questionnaire's cover.
- For the second to fourth households register numbers 2 to 4 respectively.
- For the fifth and more household, do not register a household's number and report to the chief enumerator.

7.3

- If details for more than one household have been filled in the same questionnaire, leave in the questionnaire the details relating to one household only.
- 8. household staying abroad for less than a year when a different household lives in the apartment
 - For a household staying abroad less than a year and which this was its last address in Israel register "5" in column (13) in the current registration page. Enumeration of the household and filling of the questionnaires will be performed in the completion stage.
- 9. Second apartment for household
 - See procedure detailed in chapter twelve.
- 10. Irregular apartment
 - See procedure detailed in chapter twelve.
- 11. Replacing short questionnaire with extended

11.1

• In case you have mistakenly handed out a short questionnaire instead of an extended one, replace the questionnaire.

11.2

• Store the short questionnaire the family has and fill an extended questionnaire for them.

11.3

- If the family filled the short questionnaire, copy the details in it to port A of the extended questionnaire and attach stickers.

 Afterwards, fill parts B, C.
- 12. Receiving questionnaire belonging to another cell

12.1

 Review the questionnaire just as you review your own cell's questionnaires.

12.2

 Write "questionnaire belonging to another cell" on the questionnaire's cover and hand it separately to the chief enumerator.

13. Using the phone

13.1

• You can use the phone only once you have finished filling a questionnaire. The phone can be used in order to: receive missing data such as ID number (after leaving a postcard), inquire in case of doubt whether a person should be enumerated, or according to the chief enumerator's instructions.

13.2

• Using the phone does not rid you of your duty to visit the apartment up to three times – in case you were not able to obtain the data through the phone.

13.3

• Be polite and purposeful during the call.

14. Foreign language questionnaires

14.1

- When you arrive at a family not able to fill the questionnaire due to language difficulties, try and fill the questionnaire with the help of a translator.
- If you can not find a translator, hand the family a sample questionnaire in their spoken language and fill their answers in the standard questionnaire you are holding.

14.2

• In case you do not have a sample questionnaire in the family's language at the time of your visit, set together with the family a date for your return visit – in which you will bring a questionnaire in their language.

15. Discovery of an institution

15.1

• Enter the institution's office and inquire how many residents live in it.

15.2

- If up to 30 persons live in the institution, enumerate the apartment/s in which the institution is housed just as you enumerate an ordinary residential apartment.
- Fill one questionnaire for all residents in the apartment.
- Register the eldest resident as "head of family" and for all other residents specify "not related" in question 1.

15.3

• If more than 30 persons live in the institution, do not enumerate the apartments in which it is housed and discontinue enumeration in the building (the questionnaires you have collected prior to discovery of the institution should be handed to the chief enumerator separately).

15.4

- If you have not registered the apartment/building in the distribution stage, register the apartment/s in which the institution is housed in the current registration page.
- Write the institution's name in columns (9) and (10).
- Mark "x" in the current registration page, next to all lines in which you registered during the distribution stage the apartments in the institution's building.
- Enter the institution's office and inquire its type, telephone number and estimated number of residents. Write these details in table D in the notepad and immediately report discovery of the institution to the chief enumerator. If you are unable to contact the chief enumerator, report to the inspector's office.

The Enumeration Completion Stage

Chapter Seventeen

General Explanations

1. Your role in the enumeration completion stage

As part of the census we are interested in enumerating every person supposed to be enumerated. In the enumeration stage, some of the persons have not been enumerated, due to different reasons. Now, in the enumeration completion stage, the last effort will be done to **fill a questionnaire for every household and every person in the household**.

- 2. The apartments to which you should return in the completion stage The completion stage will last 6 days during which you should visit the following apartments:
 - A. Apartments in which an inquiry regarding remainder of stickers should be performed: when stickers that have not been displaced (to the questionnaire/ designated place in the booklet) remain in the sticker booklet a check should be performed for each person whose sticker has not been displaced, whether he/she should be enumerated in the cell. If not supposed to be enumerated, the reason for not enumerating should be clarified.
 - B. Apartments determined as "empty" in the enumeration stage: during the completion stage you will return to these apartments and leave an "absentee questionnaire" in them (see next chapter).
 - C. Apartments for which details are missing:
 - 1. Apartments that were closed during your three visits in the enumeration stage.
 - 2. Apartments suspected to be "empty" or "non-residential", which you were not able to determine their type due to contradictions between neighbors' reports.
 - 3. Apartments whose residents have left after the critical day whether inhabited or not.
 - 4. Apartments whose residents refused to be enumerated/had language difficulties.
 - 5. Apartments in which the household was reported to be staying abroad for less than a year.
 - 6. Apartments in which you forgot to leave a postcard for ID registration when you were not able to obtain the data through the phone
 - 7. Apartments suspected to be containing only residents who should not to be enumerated.
 - 3. Chief enumerator's registrations

The chief enumerator will mark the enumerator notepad with red marks that will guide you in performing your job. According to these marks you will know the apartments to which you must return and for what reason. These marks will be marked on the right margins of the current registration page.

- A. The addresses of buildings in which an inquiry regarding stickers should be performed, will be marked with an "x" next to line of the first apartment in that building.
- B. Closed apartments, apartments refusing to enumeration and the rest of the apartments you should visit will be marked by a "-".
- 4. The enumerator's equipment

In the completion stage you will have the same equipment as in the enumeration stage.

Chapter Eighteen

Absentee Questionnaire

In some cases, as listed in the following chapter, you will have to leave an absentee questionnaire. In these cases you will leave the absentees a short questionnaire (even when the apartment is part of the sample).

The questionnaire will be left together with an envelope in it (do not insert the questionnaire into the envelope), an explanations sheet and instructions to mail it.

1. Purpose of the questionnaire

The questionnaire is left in apartments in which, despite all efforts in the enumeration and completion stages, we were not able to reach the household and receive a full questionnaire from it. The questionnaire should also be left in apartments we were not able to determine whether persons live in them.

The questionnaire is left with hope that if persons live in the apartment they will fill it and mail it to the census' headquarters, so the important data will not be lost.

2. Filling the questionnaire

When leaving an absentee questionnaire, copy the following details from the enumerator notepad to the questionnaire's cover: name, address, number of apartment in cell, street symbol.

- A. In case the neighbors know how many persons live in the apartment:
 - a. Register "1" in the *household-number* slot and in column (13) in the current registration page.
 - b. Fill the *total* slot, according to the number of persons as reported by the neighbors. Also, fill column (15) in the current registration page.
 - c. Leave the questionnaire under the door/in the mail box.
- B. In case the neighbors do not know how many persons live in the apartment:
 - a. Register "0" in the *household-number* slot and in column (13).
 - b. Do not fill the *total* slot and column (15).
 - c. Leave the questionnaire under the door/in the mail box.

Remember!

In column (14) the number 6 - "absentee questionnaire was left" should be registered.

Chapter Nineteen

The Procedure in the Enumeration Completion Stage

In the completion stage you should enter buildings and apartments according to the marks marked in the notepad by the chief enumerator.

1. Completing enumeration in a closed apartment

You should return to all apartments that were closed during your third visit in the enumeration stage. In the completion stage, you must perform up to three visits to each closed apartment. If the apartment is open, enumerate the residents according to the regular procedure (as in the enumeration stage). If you have determined the apartment is "empty"/"non residential" act according to the special procedure (detailed in Ch. 11) and leave an absentee questionnaire.

1.1 When the apartment is closed in the first/second visit

In case the apartment is closed, ask the neighbors when its residents will return. If reported they will return before the end of enumeration in your cell (6 days after enumeration's beginning), or the date of return is unknown, act as following:

- A. Set date for a visit, according to information received from the neighbors. If you can not be assisted by neighbors, set the visit for a time of day different than the time of the present visit.
- B. Register "1" return for second visit or "2" return for third visit, in column (14) in the current registration page. Register this next to your listings from the enumeration stage.
- C. The time of the visit should be written in the comments column in column (14). After setting a time for your next visit, leave a notification regarding visit in which you will specify the exact time and date set for the next visit.
- 1.2 When the apartment is closed in the third visit/residents will return after end of enumeration

In case the apartment is closed in the third visit/ you have been notified by neighbors that the residents will return after enumeration's end – fill a questionnaire according to neighbors (how to fill such a questionnaire will be detailed later). Also, leave an absentee questionnaire for the residents to fill and mail.

Insert the absentee questionnaire underneath the door. If impossible, leave it with the neighbors. If also impossible, leave it in the mailbox.

2. Filling a questionnaire according to neighbors

During the completion stage, you will sometimes have to fill a questionnaire according to neighbors. In order to fill the questionnaire, you must inquire how many persons live in the apartment and what their names (family and first) are.

Notice, the type of questionnaire to be filled will be determined according to the "number of apartment in cell" and the "sample digits".

2.1 When the neighbors do not know the number of persons living in the apartment

In case you were unable to determine the number of persons living in the apartment' act as following:

- A. Fill the address and apartment's number in cell on the questionnaire's cover
- B. Register "0" in the household slot on the questionnaire's cover and in column (13) in the current registration page.

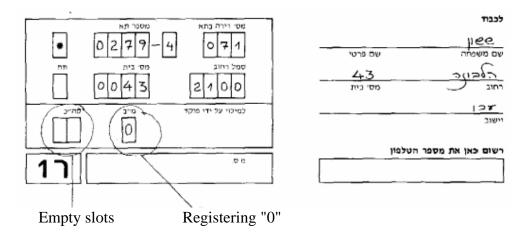
The number "0" marks an apartment which its number of residents is unknown at the end of the census.

C. Register "+" in column (16) – to mark end of treatment.

Notice!

You must fill a questionnaire for the household even when lacking details regarding the number of persons in the apartment.

Following is an example how to fill the questionnaire's cover when not receiving information from the neighbors (notice the "0" in the household slot).



- 2.2 When the neighbors know the number of persons living in the apartment In case the number of persons living in the apartment is known, act as following:
 - A. Fill the following details on the questionnaire's cover: name, address, number of apartment in cell, household classification (0 for closed apartment, x for refusing to be enumerated).
 - B. Write the first and family names of each person inside the questionnaire. When the neighbors do not know the name, write "unknown" instead.
 - C. Write the number of "records" on the questionnaire's cover and in column (19) in the notepad.
 - D. Search for the fitting sticker for each person living in the apartment.
- 2.3 Attaching stickers in a questionnaire filled according to neighbors. The search and finding of a sticker for a person enumerated according to neighbors but whose name is unknown demands special treatment:
 - A. When the number of stickers bearing the same family name in the address is identical to the number of persons reported by the neighbors attach the stickers in the questionnaire.
 - B. When there are less stickers than the number of persons reported attach the stickers and for the rest of the persons reported register the name/"unknown" only.
 - C. When there are more stickers than the number reported, read to the neighbors the names written on the stickers and attach stickers only for persons known to the neighbors as living in the apartment. Leave the rest of the stickers in place.

D. After dealing with the questionnaire and receiving information from the neighbors, mark "+" in column (20) in the current registration page.

In conclusion,

you must fill a questionnaire (including all details on its cover) in any case. When receiving information from the neighbors – the "records" and "household classification" slots will be full. Also, the persons' names should be written and stickers for them attached. When information is not available, the "records" slot will be marked "0" and the household classification "0" for empty apartment and "x" for refusing to be enumerated.

- 3. Apartments suspected as "empty"/"non-residential" In the completion stage you must return to apartments suspected as "empty"/"non-residential". You must perform up to three visits to these apartments:
 - A. In case you have found someone in the apartment ask whether anyone lives in it and act according to the information received, meaning:
 - When the apartment is used for business and reported no one lives in it, register "9" "non-residential apartment" in column (13) and "+" in column (16).
 If turns out persons live in the apartment, check whether they should be enumerated in this address (according to instructions in ch. 3) and act accordingly.
 - 2. When apartment is empty, and reported no one lives in it, register "8" "empty apartment" in column (12) and "+" in column (16). Even though determining the apartment is empty, leave an absentee questionnaire in case you are wrong (such a questionnaire should also be left in apartments determined as empty during the enumeration stage see clause 8).
- B. In case **you do not find any person in the apartment during your three visits**, and have not obtained information regarding the apartment, try and inquire among the neighbors whether someone lives in the apartment.

 Determine the type of apartment according to this additional information.

 When you are not able to determine whether someone lives in the apartment, even after inquiring among the neighbors due to contradictions/unreliable information leave an absentee questionnaire.

Remember!

An absentee questionnaire should be left in apartments determined as empty in the enumeration stage or in the completion stage.

- 4. Apartment whose residents refuse to be enumerated/have language difficulties When there is no possibility to fill a questionnaire according to the residents themselves, fill a questionnaire according to neighbors, as you learned in this chapter. In such cases, after enumerating according to neighbors, do not leave an absentee questionnaire.
 - 5. Household staying abroad less than a year

Households staying abroad for less than a year are part of the census population and should be enumerated. In the completion stage, you will fill a questionnaire for these households, **according to neighbors**/residents currently living in the apartment. In case you have not succeeded in determining the number of persons in the household, register on the questionnaire's cover the name, address and number of apartment in cell. **Register "0" in the household slot** on the questionnaire's cover and in column (13) in the current registration page.

Do not leave an absentee questionnaire for a household staying abroad.

6. Apartment whose residents left it after the critical day (whether occupied or empty)

Fill a questionnaire according to neighbors for the residents who left **after** the critical day. **Do not leave an absentee questionnaire!**

7. Apartment lacking an ID registration postcard

When noticing, at the end of enumeration, that you forgot to fill an ID number for one of the persons in the questionnaire and you have not left a postcard for this purpose, act as following:

- A. Copy the person's details to the postcard and write the phone number (if exists) on the postcard.
- B. Try to obtain the number through the phone.
- C. If you have not succeeded in this/the family does not have a phone you must visit the apartment in the completion stage. If you do not find anyone in the apartment/the family does not know the number leave the postcard you have filled in the apartment and ask the family to mail it.
- 8. Apartment suspected as containing residents not for enumeration You must perform up to three visits in an apartment suspected as containing residents not to be enumerated and which was closed in the enumeration stage.
 - A. If **you find someone in the apartment during your first/second visit**, check whether this person should be enumerated. If yes, enumerate him/her and treat the apartment as an ordinary apartment. If turns out all residents are not to be enumerated, register "7" in column (13) and "+" in column 16 in the current registration page.
 - B. If you have not found anyone in the apartment during all three visits, inquire among the neighbors. If reported persons who should be enumerated live in the apartment, fill a questionnaire according to neighbors and leave an absentee questionnaire. If reported the residents are not to be enumerated, register "7" in column (13) and "+" in column (16).
- 9. Apartments classified as "empty" in the enumeration stage In the completion stage you must return to all apartments classified as "empty" in the enumeration stage. Meaning: all apartments for which you have registered "8" in column (13) in the current registration page.

Leave an **absentee questionnaire** and an envelope for delivery in each of these apartments.

10. Inquiry regarding remainder of stickers

You must check whether a person whose supplement sticker has not been displaced should be enumerated in the cell and if not - why?

In this stage, you will attach the stickers in the questionnaire/to the right of their current location while specifying the reason for not enumerating.

- A. When reaching a building at the address specified on the stickers remaining in the booklet, **first check whether there is a closed apartment in the building whose treatment has not been completed yet**. In such a case, the stickers may belong to that apartment's residents.
- B. In case **there** is no **closed apartment** in **the building** or some of the stickers still remain in the booklet after treating the closed apartment, you must approach one of the apartments and ask the neighbors for information regarding the persons appearing on the stickers. If they are unable to help, try to inquire among veteran residents.
- 10.1 Clarification of reason for not enumerating
 - A. If the stickers belong to an apartment/household discovered only in this stage, act according to the regular procedure.

 Register the apartment/household at the end of the apartments' list in the current registration page and number it according to the last number registered in the enumerator notepad. Fill a short/extended questionnaire for the family, according to apartment's number and the sample digits. If the apartment is closed, you must perform up to three visits to it (leave a notification regarding visit) and act according to the procedure regarding closed apartments in the completion stage.
 - B. If the sticker belongs to a person whose household has already been enumerated during the enumeration stage:
 - i. Check whether the person should be enumerated in the address appearing on the sticker.
 - ii. If the person **should not be enumerated in this address**, specify on the sticker the reason for not enumerating (including "other reason" when the reason is unknown) and attach the sticker to the right of its current location in the booklet.
 - iii. If the person **should be enumerated in this address**, fill a continuation questionnaire, attach the sticker in it and write "supplement to household enumerated" on its cover. In your meeting with the chief enumerator you will need to check in this household's questionnaire whether the person was enumerated in a previous stage (you may have enumerated him but forgot to attach a sticker). Then you must act according to this check's result:
 - 1. In case the person has been enumerated in the enumeration stage store the continuation questionnaire you filled, copy the person's details from the supplement sticker to a blank sticker and attach the new sticker in the household's questionnaire on top of the person's details.
 - 2. In case the person **has not been enumerated** in the enumeration stage attach the continuation questionnaire to that person's household's questionnaire and register an ordinal number higher by one than the

number registered in the regular questionnaire. Change the total number of persons on the questionnaire's cover and in the enumerator notepad.

C. If the sticker belongs to a person who should not be enumerated in your cell and the reason for this is known or if you are unable to locate the person and the reason for this is unknown – move the sticker to the right of its current location in the booklet and specify the reason for not enumerating – when known, or circle number 4 ("other reason") – when the reason is unknown.

10.2 Sticker with "0" as house number

In order to locate persons whose stickers bear only the street's name, while the house number is "0", or when the street's name is no longer in use – ask the postman, grocer or any other person familiar with the persons in the neighborhood.

Chapter Twenty

Summary of the Completion Stage's Principles

- 1. When to fill a questionnaire according to neighbors?
- A. When apartment is closed after three visits
- B. When residents refuse to fill a questionnaire
- C. When language difficulties exist and no translator/sample questionnaire in the family's language is found.
- D. When household is staying abroad for less than a year.
- E. When reaching an apartment whose residents left **after** the critical day whether the apartment is occupied today or not.
 - 2. How to fill a questionnaire according to neighbors?

Ask the neighbors only about the total number of persons living in the apartment and their names.

When the neighbors do not know the number of persons, register "0" as household number on the questionnaire's cover and in column (13) in the current registration page. The rest of the details, address and number of apartment in cell should be registered as usual.

- 3. Attaching stickers in a questionnaire filled according to neighbors The number of stickers attached should **fit the number of persons living in the apartment** according to the neighbors' reports.
 - 4. Inquiry regarding remainder of stickers

You must check whether a person whose sticker has not been displaced should be enumerated in the cell and if not – why?

In this stage you must **displace all stickers in the booklet**: attaching them in the questionnaire or to the right of their current location in the booklet, while specifying the reason for not enumerating.

5. Absentee questionnaire

An absentee questionnaire should be left in an apartment which is closed after three visits in the completion stage and in all apartments classified as closed during the enumeration or completion stages.

Chapter Twenty One

Conclusion of the Enumeration Completion Stage

1. Enumerator notepad summaries

In preparation for your concluding meeting with the chief enumerator, you should summarize your listings in the notepad:

- A. Each current registration page should be summarized separately.
- B. All pages in part 2 of table F should be summarized.
- C. Summaries of part 2 should be copied to part 1 of table F.
- 1.1 Summary of the current registration page

On the lower part of the page appears a table. In it you should summarize your listings in that page.

First household in apartment	Additional households in apartment	Second apartment for household	Apartments whose residents are not for enumeration	Empty apartments	Non- residential apartments	Apartments whose total number of residents is unknown	Total number of apartments whose residents have been enumerated	Total number of apartments	Total number of households	Total number of persons
A	В	C	D	Е	F	G	Н	I	J	K
1 in column (13)	2-5 in column (13)	6 in column (13)	7 in column (13)	8 in column (13)	9 in column (13)	0 in column (13)	A + C	$\begin{array}{c} A+C+D+E \\ +F+G \end{array}$	A + B	Column (15)

The table is divided into 11 columns, each marked by a letter from A to K. Columns A to G refer to your listings in column (13) – classification of households and apartments.

At the top of each column appears one of the classifications and the number marking the type of household/apartment that should be summed in that column. For example: in column A you should sum the number of times in which registered "1" – "first household in apartment". In column C you should sum the number of times in which registered "6" – "second apartment for household".

If the number "1" was registered for 9 apartments in column (13) then you should register 9 in column A of the summary table. If the number "8" (empty apartment) was registered for one apartment only, register 1 in column E (empty apartments) of the summary table.

Column H should include the total number of apartments **enumerated** in this page - the sum of the numbers in columns A and C (10 in the example given in the sample page).

Column I should include the total number of apartments **registered** in this page – the sum of the numbers in columns A, C, D, E, F and G (13 in the example given in the sample page).

Column J should include the total number of **households** – the sum of columns A and B (11 in the example given in the sample page).

Column K should include the total number of **persons** in households – the sum of registrations in column (15) (29 in the example given).

1.2 Summary of all current registration pages

Once you finish summarizing all current registration pages – you should copy each and every page's summary into its designated line in part 2 of table F (for example, see sample table).

Notice: only summaries of columns D to K should be copied (do not copy summaries of columns A to C).

After copying summaries of all pages, you should sum each column separately – in the lower line of part 2 in table F (see sample table).

After summing all columns in part 2, copy the sums to part 1 of table F (see example).

Remember!

These summaries will be published and therefore must be done strictly. You will not be able to finish your job unless the summaries fit the registrations in the enumerator notepad.

2. Returning equipment

In the concluding meeting you will have to return all the equipment given to you:

- A. Enumerator bag
- B. Enumerator notepad
- C. Enumerator certificate
- D. Cell's map
- E. Enumerator guides
- F. Sticker booklet and alphabetical index
- G. Questionnaires
- H. Flashlight

Sample - Current registration page

	San	ipie	- Cu	rrem re	gis	stration page															
								į	16	המדגם	ספרוו							1	םפר:	' לרישום שוטף מ	עמוז
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	(17)	(16)	(15)	לגעדרים	(14)		(13	(12)	(11)	(10)	1	(9)	(8)	(7)	(6)	(5)	(4)	(3)	(2)	(1)	11
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Notice!

Without returning the enumerator notepad, cell's map, full questionnaires, sticker booklet and alphabetical index – the chief enumerator will not sign the forms regarding conclusion of your job and your salary will be delayed.

Table F– Enumerator notepad summaries

Instructions for filling the table:

- 1. Copy the summaries of each current registration page to the designated line in part 2 of this table, and sum each column.
- 2. Copy the sum to part 1 of the table.

Table F – Part 2

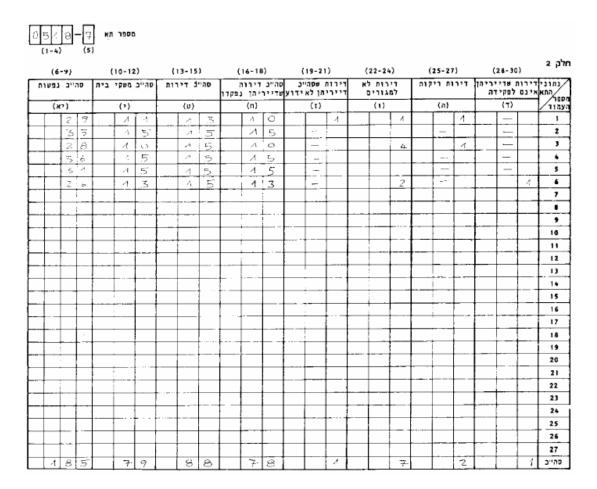


Table F - Part 1

	Apartments	Empty	Non-	Apartments	Total	Total	Total	Total
	whose	apartments	residential	whose total	apartments	apartments	households	persons
	residents		apartments	number of	whose			
Cell data	are not for			residents is	residents			
	enumeration			unknown	were			
					enumerated			
	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Total	1	2	7	1	78	88	79	185