



BUREAU OF STATISTICS
LESOTHO



2016 LESOTHO POPULATION AND HOUSING CENSUS



INSTRUCTIONS MANUAL

FOR

ENUMERATORS

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PART 1

INTRODUCTION

What is a Population census?

1. A population census is a complete count of every inhabitant of a given geographic entity at a given time. It is usually done every ten years in Lesotho.
2. The definition used by the United Nations is as follows: “A census of population may be defined as the total process of collecting, compiling and publishing demographic, economic and social data pertaining, at a specified time or times, to all persons in a country or delineated territory”

Objectives and uses

3. To review, facilitate and update periodic planning and evaluation of population activities.
4. Lesotho policy makers and development planners need to know the number of Basotho, young children, adults of working age and old people in order to formulate sound development plans and make effective administrative decisions. They need the information in the preparation of realistic plans for the provision of adequate infrastructure and services
5. The data is not only used at the national level but it is also used for small areas such as villages and towns.

Legal Basis

6. The Statistics Act of 2001 authorizes the Bureau of Statistics to collect information in relation to population and housing as directed by the Minister of Development Planning. According to the act, every person shall to the best of his knowledge and belief answer, when so required, all questions asked. The Statistics Act therefore provides the legal authority for the 2016 Population and Housing Census of Lesotho. The act also provides penalties in the form of a fine or imprisonment if either enumerator or members of the public fail in their duties.

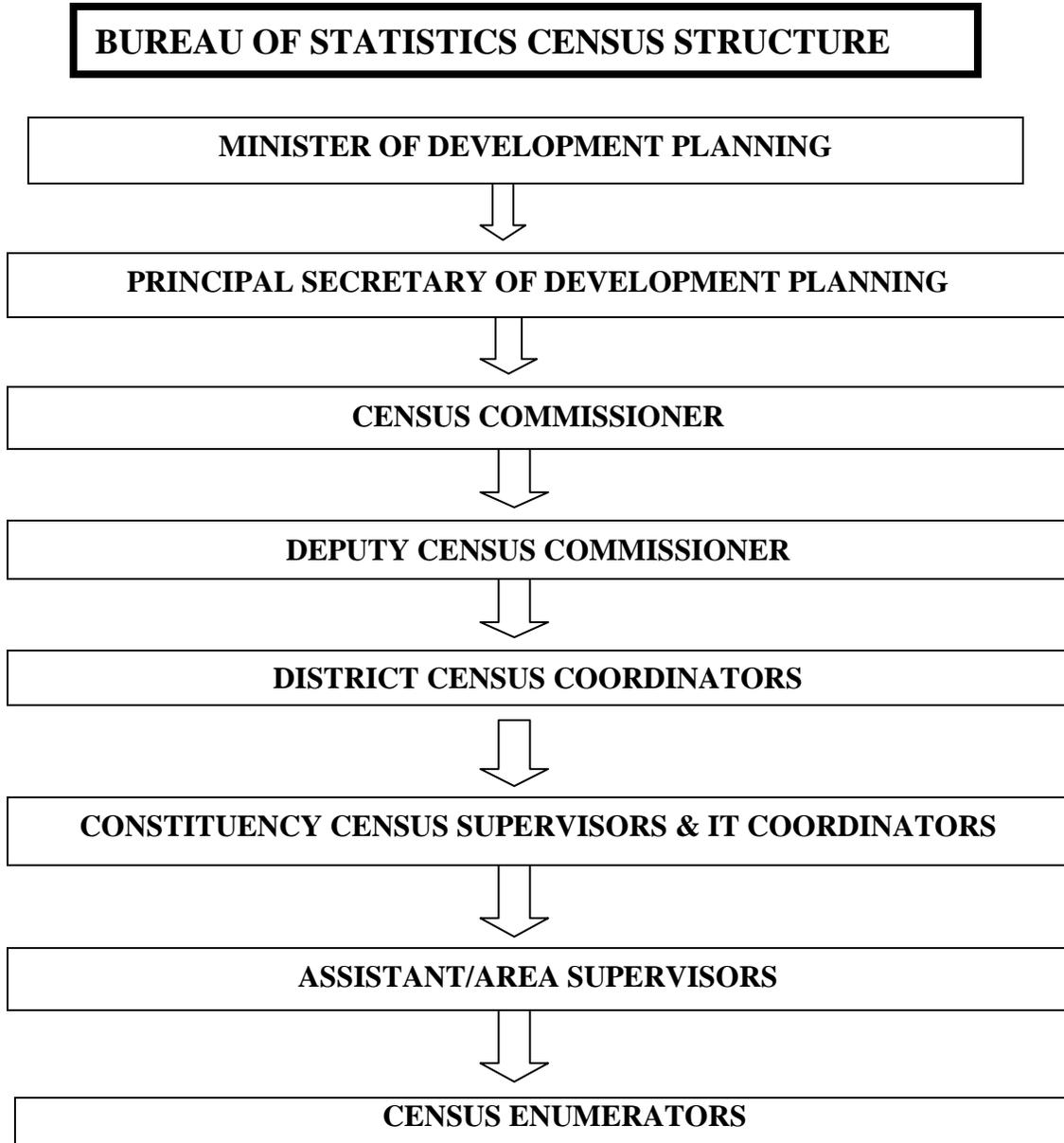
Confidentiality

7. All information obtained from persons and households will be in strict confidence as required by the law (Statistics Act, 2001). All information will be used and made available to other persons in the aggregate form only. No individual information (Or questionnaire) will be released to anyone except to the personnel of the Bureau of Statistics for the compilation of the required statistics.

8. You are not permitted to discuss information obtained, gossip about it or show your records to anyone who is not an authorized officer in the census organization. Make all entries of the questionnaire yourself. Do not leave your census tools lying around where an unauthorized person may have access to it.

The Census Organization

9. The Director of the Bureau of Statistics who is the Census Commissioner is responsible to the Lesotho Government for censuses undertaking.



10. Lesotho is divided into 80 constituencies and about 6000 enumeration areas within constituencies.

Role of Enumerator

11. **Your job is to ENUMERATE EVERY HOUSEHOLD IN YOUR ENUMERATION AREA.**

It is to ask questions, to record the answers that are required. It is the most important single job in the census. You must make an effort to obtain complete and accurate answers and to record them correctly. Do not think that few households that are not counted will be of no importance. If each enumerator does think the same, a few omitted by all the enumerators individually could sum up to a considerable number.

12. The success of the census depends mainly on good enumeration. Bad enumeration may only mean that a lot of resources would have been spend on worthless information which can only lead to wrong decisions being made by Government.

Interviewing Techniques

13. Initially, when approaching a household for interview, gain the confidence of the respondent to secure his/her willingness to answer your questions.

14. The first impression and the first things you do or say are of vital importance in gaining the co-operation and confidence of the respondent. Start by introducing yourself, stating your name (if you are not known to the respondent) that you are an employee of the Bureau of Statistics and what your visit is all about. The following example may be followed.

“ Good morning. I am (your name) working for the Bureau of Statistics. My visit today is part of the nation-wide census...”

15. As far as possible the questions on individuals should be answered by the person concerned, that is himself/herself. Emphasize the confidentiality of the data being sought and explain that no individual's name will be used and that information pooled will be made to public only in the form of statistical aggregates.

16. It is important that you remain absolutely neutral as you administer the questionnaire. Do not lead the respondents to certain answers; do not show surprise, approval of the responses by your tone of voice or facial expression.

17. During the interview let the respondents take their time, never put answers in their mouths. It may happen that the respondent's answer to a question be incomplete or irrelevant, or that he/she has not been able to understand the question. If that

happens, you will need to obtain complete or relevant answers by asking some additional questions. This is called **probing**. It may take the form of repeating or explaining the question. But again make sure that you do not suggest answers to the respondent.

18. When leaving the household and or village remember to thank the people for their cooperation.

Refusal and Difficult cases

19. Should you come across someone who refuses to answer questions, continue to be courteous. Point out the importance of the census to the national development. Inform him/her that the operation is not being undertaken in connection with the political activities, such as elections or for tax collection purposes. Also information about individual persons will be treated with utmost confidentiality. Should the person still be uncooperative, report the matter to the village headman first and, if still necessary, to your supervisor.
20. Inform the respondents that the individual names listed on the questionnaire are purely to make sure that every householdmember's information relates to that particular person. It also helps to ensure complete coverage and good quality information, and that it will never appear anywhere again in an individual form (for legal backup, refer to paragraph 7 above).
21. Should it also happen that an entire village refuses to cooperate, you must report back this matter to the headman and your supervisor at the earliest opportunity, either on his next visit to you or when you have completed the enumeration of the other villages in the E.A, despite the refusals continue with enumeration.

Equipment

22. When you have completed your training you will be supplied with a bag containing the following: -

- (a) Questionnaires
- (b) Hand held devices, solar chargers and accessories
- (c) EA Map
 - (d) Enumerators' Manual
 - (e) Calendar of events
 - (f) Identity cards
 - (g) Letters of introduction
 - (h) Pen
 - (i) Household stickers
 - (j) Village lists
 - (k) Pencil
 - (l) Pencil sharpener
 - (m) Eraser
 - (n) Literacy card

- (o) T-Shirts
- (p) Reflective Vests
- (q) Caps
- (r) Bottle flask

Careful Handling of Materials

23. When you receive your field material you have to check the equipment and make sure that it is complete before you sign for it. You are solely responsible for equipment until you have completed the assignment and handed everything to your supervisor who will in turn record the number of items received.
24. In the case where a paper questionnaire has been used, the enumerator should capture the information into the device(tablet) as soon as possible.
25. You should handle the census documents and other materials carefully. You should never destroy any document. At the completion of your work, all census documents unused or canceled questionnaires should be returned to your supervisor.

Conditions of Service

26. Because of the importance of the census and the complexity of the questionnaire, Certificate in Statistics and Diploma holders will be engaged in enumeration.
27. Engagement will only be offered to those who will satisfy the standards set at the training course in both theoretical as well as practical work.
28. You will be trained for the period of two weeks.
29. You will also be working irregular hours starting your interviews very early in the morning. Remember it is you who has to find the household members at their homes at those times, which are convenient to them. They have no obligation to await your arrival. **DURING THE FIELDWORK, YOU WILL BE EXPECTED TO WORK EVERYDAY INCLUDING SATURDAYS, SUNDAYS AND HOLIDAYS. IT IS IMPORTANT TO UNDERSTAND THIS, AS THERE WILL BE NO EXCEPTIONS.**
30. Transport to your area of work, if necessarily far, will in all cases be provided by the Bureau of Statistics Office. In hard to reach areas, your supervisor will authorize you to hire horses to take you to your areas whenever this should be necessary. However, as soon as you reach your area of work, you will have to travel on foot from village to village, household to household, cattlepost and so forth.

31. On reaching your area of work, you have to seek and find your own accommodation in one of the villages, preferably one that is centrally situated within the area. In this connection you will find most village headmen very helpful.
32. You have to provide your own food and clothing.

PART II ACTIVITIES OF ENUMERATION

Training

33. You have been recruited as enumerators for the 2016 Population and Housing Census. Before you actually go out to the field you will undergo an intensive two-weeks training.
34. The training will include reading of the manual paragraph by paragraph, giving examples, discussions, tests and practicals.
35. Engagement will be offered to those who satisfy the standards set at the training course in both theoretical as well as practical work.

The Enumeration Area

36. You will be allocated an enumeration area (EA), and you are required to visit every dwelling unit in the area and complete the questionnaire relating to all persons in each unit.
37. An EA in the rural areas has a well-defined boundary and may be a village or a group of villages. In the urban areas, an EA will comprise of well-defined block of dwelling units as well as well-defined boundaries.
38. You will be provided with an EA boundary description and a list of villages within your EA. Your supervisor will accompany you to your EA and show you its boundaries. Make sure that you are familiar with your EA and its boundaries before you record particulars of the households.
39. You are expected to complete your work within an allocated time. This will be possible if you work conscientiously every day of the week of enumeration. You should however not stop work in the area until all households have been covered. If you realize that you may not be able to complete the work within an allocated time, you should inform your supervisor as soon as such an eminent delay is apparent.
40. All EA's have been assigned a numerical code with 11 digits. The first two specify the district, the second two show the constituency, the third pair indicate the community council, the seventh number shows the ecological zone, the eighth shows the settlement and the last three indicate the E.A. number.

41. This EA code is very important for identifying the location of any cluster of villages; it is the principal guide for the office in directing all enumerators to their respective areas of work.
42. On reaching their EA's there is a possibility that enumerators may find that in a few cases names of villages have been mis-spelt or village names misplaced. It is therefore very important that, on reaching their respective areas, all enumerators should ascertain that the villages listed for each EA are actually located in the area. Check with the village headman and make the necessary corrections.
43. Should it happen that a listed village is not known in the neighborhood, or existing village has not been listed, the enumerator must report this to his/her supervisor during the first visit. If the enumerator is unable to report earlier she/he should continue with enumeration of this unlisted existing village but report afterwards.

Preparation of Itinerary

44. Once you are familiar with your EA and its boundaries, prepare an itinerary in an orderly fashion.
45. You should use whatever means at your disposal to advise and warn villagers about the approximate time you should expect to enumerate their villages. This will greatly facilitate your work in a large number of cases.

PART III ENUMERATION DOCUMENTS

46. All information collected/required during the census is to be recorded in the soft copy (PDA) or hard copy of the questionnaire.

Enumerators Record of Visits

47. At the end of village enumeration, before you move to the next village, make sure that every household in that village is enumerated.

Retrieval and Delivery forms

48. For all material supplied, the enumerator has to acknowledge the receipt with signature. Similarly when he/she returns the material after completing the assignment, the enumerator has to make sure that the receipt is acknowledged with signature by the supervisor.

PART IV HOW TO COMPLETE THE QUESTIONNAIRE

49. Fill in the questionnaire yourself. Remember that the information is strictly confidential and that it must not be left lying about or given to anyone other than a census officer.
50. List the names of the household members in the following order: -
 - Head of the household regardless of whether he/she has slept in the household during the reference night or not. A polygamously married man with two or more wives would be recorded only in the household where he slept during the reference night. If he did not sleep in any of the household, he will be recorded in the house of the senior wife. For a polygamously married man, there should be communication to find out where to record him especially if he is in a different EA.
 - Usual members of the household who slept in the household during the reference night.
 - Visitors who slept in the household during the reference night.
 - Usual members of the household who did not sleep in the household during the reference night and were absent and are elsewhere in Lesotho.
 - Usual members who are absent and are in the Republic of South Africa or any other country for less than 3 years, include those in institutions (e.g Prisons, schools etc) regardless of the duration outside Lesotho.
 - Usual members who are absent, not in Lesotho and not in the Republic of South Africa and are on diplomatic mission.
51. Make sure that you list all members in B2 appropriately before moving to other questions.
52. Fill in the particulars of each person column by column until you get to the end.
53. Remember to use **A FRESH QUESTIONNAIRE** form for each household you interview.
54. In the rare event that a household has more than 10 members you should continue on the next form. Fill in all household particulars in part A of the second questionnaire and change the serial numbering on this form so that the first person on the second form will be number 11.
55. Use the pencil provided.
56. Write legibly and keep the questionnaire clean.
57. If you make a mistake do rub it off neatly and write the correction legibly.

PART V WHO TO ENUMERATE

58. A household is one person or a group of persons who live together and have common catering arrangements, whether or not they are related by blood or marriage.
59. The household is the most convenient small group of persons; for the purpose of a census; and you will enumerate the population by household.
60. If two or more groups of persons live in the same dwelling unit and have separate living and eating arrangements, treat them as separate households.
61. A domestic servant who eats with the household should be included in the household. However, if the servant cooks and eats separately she/he should be enumerated as living in a separate household.
62. In the same way, a visitor and any of his/her children who eat with the household are counted as members of the household. Visitors are persons who do not stay or intend to stay longer than 6 months with the household members.

VISITORS-persons found in the household who slept there on the reference night whose purpose of stay is visit. The census cut-off duration of visit is **six months** if a person says s/he is a visitor but is with the household for more than six months s/he should be included among present members.

Examples of visitor

A married child, his wife and children who usually live with own family elsewhere but are found at parent's house at the time of the census, should be treated as visitors.

An unmarried child who works elsewhere and usually lives in his/her own household should also be treated as a visitor in his/her parent's house if found there during the census.

If a person lives alone but at night of the census was visiting friends or parents. In his residence there will be a callback and when he is found he will be considered as having been elsewhere in Lesotho.

Students

- living with a household of which they are not usual members but are there for the purpose of schooling should be treated by that household where they were found as visitors.
- those at boarding school will be considered as members elsewhere in Lesotho
- those in Malaeneng will be households at Malaeneng and will not be captured in their own households

63. A household may consist of one or more persons and may occupy a whole building, part of a building or many buildings.
64. You should enumerate all usual members of the household and those visitors who spent the reference night with the household.
65. Persons to be enumerated in private households will therefore be the following: -
- The household head irrespective of residential status
 - Usual members of the household who spent the reference night in the dwelling unit.
 - Visitors who spent the reference night with the household and lived with the household for less than six months.
 - Usual members of the household who were elsewhere in Lesotho for less than six months. Absent members who were in institutions such as boarding schools, Residence, Prisons, Barracks, Hospitals and Hotels. Members in institutions like the convent should be excluded irrespective of duration of residence.
 - Usual members of the household who were in the Republic of South Africa (RSA) during the reference night and have been away (since their last visit) from the household for a period not exceeding three years e.g. migrant workers.
 - Usual members of the household who were not in Lesotho nor in the Republic of South Africa during the reference night and have been away since their last visit for a period of less than three years. Members in institutions such as in schools should be included irrespective of duration of residence.

Period of enumeration

66. Enumeration is expected to take two weeks.

Who to interview

67. You must interview all members in the household as may be necessary to enable you to obtain accurate information of all persons who were in the household on the reference night. It will be best if the head of the household is present for interview, if not, one responsible adult can give the information required, except for child headed households.

PART VI THE QUESTIONNAIRE SCHEDULE

68. Remember that you will have to pay particular attention to understanding and mastering thoroughly this part of the instructions; if you are to be offered appointment as enumerators.
69. The questionnaire schedule consists of eight parts: A, B, C, D, E, F, G, and H

Section A of the questionnaire

70. Section A is for the purpose of identifying households, as well as for checking purposes both in the field and in the office.

Geographic Identification Particulars

- **District:** Record the code of the district under which the village is administered. Code according to the list provided.

Code	District
01	Botha-Bothe
02	Leribe
03	Berea
04	Maseru
05	Mafeteng
06	Mohale's Hoek
07	Quthing
08	Qacha's Nek
09	Mokhotlong
10	Thaba-Tseka

- **Zone:** Record the code of the zone, under which the village falls which could be Lowland, Foothills, Senqu River Valley or Mountain. The village list provided will have this information.

Code	Zone
1	Lowland
2	Foothill
3	Mountain
4	Senqu River Valley

- **Ward:** Record the code of the ward under which the village falls. You will get this information from your supervisor. A ward number is a number assigned to an administrative division of the country allocated for the principal chief.

CODE	WARD	CODE	WARD
1	Botha-Bothe	13	Tebang
2	Makhoakhoeng	14	Likhoele
3	Leribe	15	Tajane le Pontseng
4	Tsikoane, Peka le Kolobere	16	Matelile
5	Mamathe le ThupaKubu	17	Phamong
6	Kueneng le Mapoteng	18	Taung
7	Maqhaka	19	Likoeneng
8	Thaba-Bosiu le Ratau	20	Thaba-Tsoeu
9	Matsieng	21	Sebapala
10	Rothe, Kolo le Thaba-Tseka	22	Qacha's Nek
11	Kubake le Ramabanta	23	Mokhotlong
12	Maama	24	Tlokoeng

- **EA code:** Record in the appropriate space the enumeration area to which you will be assigned by the office. The village lists provided will also have this information.
- **Household number:** A unique number that identifies a household among other households in an Enumeration area.
- **Village:** write number of the village in the space provided
- Record all the names by which the village is known, beginning with the one which appears more permanent than the others, e.g. if a village is called after the name of the present headman, such a name is not very permanent because it may die with that headman. So try to find out if there are other names of a permanent nature.
- Be careful about the villages, which share a common area name. An example of this phenomenon will be found in villages, which surround Qeme Plateau. Such villages should be clearly distinguished from one another by local names, e.g. Qeme Ha Mantsebo, Qeme Ha Mpo, Qeme Ha Ramorakane etc. If it is a town, write the name of the township e.g. Ha Hoohlo Maseru, Lisemeng in Hlotse and Mampoboleng in Moyeni.
- **Local Community Council:** Record the number of the local community council under which the recorded village falls.
- **Settlement Type (Urban/Peri-Urban/Rural):** Record whether the area is Urban, Peri-Urban or Rural. Your supervisor will make this known to you. Write code 1 for urban, code 2 for peri-urban and code 3 for rural, in the appropriate box.
- **Household head:** Record the names of the head of the household (first name and surname) as given by the head or a responsible member of the household. In the absence of the entire household, the neighbors or the headman will supply this information. The head of the household (hloohoealelapa) is generally the one who is responsible for the upkeep and maintenance of the household. He/She is not necessarily the oldest person in the household. However, your main guide to who is the head is whoever will be pointed to you as the head when you ask.
- **Constituency:** Record the number of the constituency under which the recorded village falls.

- **Number of visits:** Record the number of visits to the household whether there is any household member or not; neighbors and the village chief should also be consulted.
- **Final Result Code:** Code according to the list provided

Section B of the questionnaire

FOR ALL PERSONS

B2 MUST BE COMPLETED BEFORE ENTRIES ARE MADE ANYWHERE ELSE IN THE QUESTIONNAIRE

71. B1. Person Number

72. B2. List of household members.

- **Name commonly known by:** beginning with name of the head of the household, enter names of all the household members in the order of the closeness of the relationship to the household head. If there is a baby who has not been given a name yet, record 'baby'. If in the reference night, the household member was alive and died after the Reference Night record his/her status according to the reference night, that is, as alive.
- Do not forget to include the names of domestic servants, visitors (persons who do not stay longer than six months with the household members), small children and babies who slept in the household on the reference night.
- Include as present also persons who should have slept at the household during the reference night and did not sleep at any other household. Such people are policemen on night duty, night-watchmen, hospital, hotel and prison staff working throughout the night and persons who spent the night at the wake (Tebelong), or border post or accidentally slept on the way home not at any other household.
- A person who is temporarily absent from the household, of which she/he is usually a member, should be included, e.g. staying as a visitor in another household, studying at and living in a boarding school or being a patient at the hospital.

Member elsewhere in Lesotho: Do not include persons who are living in Lesotho but have been away from the household for more than 6 months except those specified in paragraph 65; i.e. those in all institutions but not in convents.

- Migrant Workers outside Lesotho should be counted as temporarily absent, provided they have not been away from Lesotho longer than 3 years. (Do not include persons who have been away from Lesotho longer than 3 years).
- On the other hand, members within Lesotho should be excluded, if they are living permanently elsewhere in the country.

73. **B3. Relationship to head**

- The relationship of each member of the household to the head of the household must be shown in B3 by using the codes listed. Spouse means husband or wife (MOHATSA).

01 Household Head
02 Spouse
03 Partner (Cohabiting)
04 Son/Daughter
05 Son/Daughter in-law
06 Step child
07 Sibling
08 Own Parent
09 Step Parent
10 Parent in-law
11 Grandmother/father
12 Grandchild/Great Grandchild
13 Other relative
14 Not related

Sibling refers to brothers and sisters of the head of the household while brothers and sisters of the spouse will be coded **other relative** to the head of the household.

74. **B4. Sex**

- Use the codes given to indicate whether each member of the household is male or female
Code 1 if male
Code 2 if female

75. **B5. Age**

- Age in Completed Years: The question to be asked here is “ Lilemotsahao li kaetseo o li qetileng?” (How old are you in completed years) e.g. if a person is aged 37 years and 11 months, the exact age in completed years to be recorded is 37. Sometimes the person will not know his/her age, but will remember his/her birth year and you will have to work out his/her age in completed years. In the event that the person does not know his/her age but remembers historical event associated with his/her birth, use the calendar of events. If the event is not included in the calendar, ask how old the person was at some recorded event. Note that the question on age is one of the most important ones on the questionnaire. If the above methods on ascertaining age prove to be fruitless, obtain an estimate of his/her age from relatives, the neighbours, and the village headman and then put a circle around it after recording it.
- Always try to get answers that are accurate or reasonable in the sense that they are consistent with the person’s status in the family. For example, a 65-year-old grandmother is not expected to have a 1-year-old child, or an 18-year-old son be mothered by a 19 year old woman. Please note that children under the age of 1 should be entered as ‘000’ in the column of age.

76. **B6. Date of birth**

- Enter month and year of birth in the boxes provided, these should be consistent with the age given in B5.

IF BOTH MONTH AND YEAR ARE GIVEN. If the month of birth is before the census night (she/he has had her/his birthday this year), then her/his age should be equal the year of interview (2016). If the month of birth is after the census night (she/he has not had her/his birthday this year), then her/his age plus her/his year of birth should equal the previous year 2015. If the month of birth is the same as the month of interview, then a sum of either 2015 or 2016 is acceptable. If the sum is incorrect, then either the year of birth or the age (or both) are incorrect and need to be corrected. If the sum is off by exactly one year, then it is possible that the month of birth is incorrect and the other information is accurate. In such cases, the age and the month of birth all need to be reviewed to see where the error lies.

Example: If respondent tells you that she/he was born in January 1955, she/he is 61 years old, and you are interviewing him/her in April 2016, you would add 1955 to 61. If the information the respondent gave you is consistent, the sum should be 2016, since April comes after January. If another respondent tells you that she/he was born in December 1968 and she/he is 47 years old, the sum should equal 2015 since she/he will not become a full year older until December (April is before December).

IF ONLY YEAR OF BIRTH IS RECORDED. Add the year of birth to the respondent's age and accept a sum of either 2015 or 2016. For example, if she/he says she was born in 1970, but she/he does not know the month, she should be either 45 (since $1970+45=2015$) or 46 (since $1970+46=2016$). If the sum does not equal either 2015 or 2016, probe to find out whether the year of birth or age is incorrect.

HOW TO CORRECT INCONSISTENT ANSWERS. If the age plus the year of birth do not add to 2015 or 2016 as appropriate, probe to get consistent information. For example, the sum equals 2014 and it should be 2015, then you need to add 1 to either the age or the year of birth after checking with the respondent to see which one is wrong. If the sum adds to 2017 and it should be 2015, you need to subtract 2 from either the age or the year of birth or else subtract 1 from both the age and the year of birth. It is important to understand that either the age or year of birth or both may be incorrect.

77. **B7. What is (name's) current residential status?**

- Members of the household and visitors are present if they spent the reference night in the household. This includes members who ought to have slept in the household and were away on night duty such as nurses, night watchmen etc or at a wake.
- Head of the household will be coded present at his household if found there at reference night. She/he will be coded elsewhere if found at her/his workplace where she/he spends most of her/his time, after reference night.

- Absent members are those who did not spent the night in the household, these are usual members who were elsewhere in Lesotho, in the RSA or outside Lesotho and RSA.

- 1 Present
- 2 Visitor
- 3 Member elsewhere in Lesotho
- 4 Member in RSA
- 5 Outside Lesotho and RSA

If coded 2 skip to the next person i. e. this is the end of the question for the visitor.

78. B8. If (name) is absent / outside Lesotho where is he/she now staying?

Please code according to the list. If place of residence is RSA code 13.

13 RSA	21 Tanzania	29 Sudan	36 Germany
14 Swaziland	22 Malawi	30 Kenya	37 France
15 Botswana	23 DRC	31 Uganda	38 Australia
16 Namibia	24 Mauritius	32 Other Africa	39 Other Europe
17 Zimbabwe	25 Seychelles	33 America(USA, Canada)	40 Other Asia
18 Zambia	26 Madagascar	34 China	41 South America
19 Mozambique	27 Nigeria	35 UK(England, Ireland,	42 India
20 Angola	28 Ghana	Scotland, Wales)	99 Don't know

Ask all those coded 4 and 5 in B7

79. B9. Duration of stay outside Lesotho

- Give duration of stay in completed years. Enter 00 for those who lived outside Lesotho for less than one year; 02 for those who lived outside Lesotho for 2 years and some months even if it is more than six months. Note that duration to be entered starts from the time of last visit home. **Consider the last visit home which is supposed to be less than 3 years except for those in institutions such as barracks and correctional institutions.**

80.B10.Where was (name) born?

- Code 11 if the person was born in the village/town of enumeration.
- Code 12 if born in a different village/town but in the same district.
- Code 01-10 if the person was born in another district.
- Code 13 if person was born in RSA
- Code 14 to 42 if person was born in another country other than RSA.
- Code 99 for Don't Know.

The place where the person was living in during birth not Hospital or Clinic.

11 Same village/town	09 Mokhotlong	22 Malawi	33 America
12 Different village /town, same district	10 Thaba-Tseka	23 DRC	34 China
01 Botha-Bothe	13 RSA	24 Mauritius	35 UK(England,Scotland, Wales)
02 Leribe	14 Swaziland	25 Seychelles	36 Germany
03 Berea	15 Botswana	26 Madagascar	37 France
04 Maseru	16 Namibia	27 Nigeria	38 Australia
	17 Zimbabwe	28 Ghana	

84.B16. What language does (name) speak most often at home?

The language refers to the one that is commonly spoken in the household. Code according to the following list:

- 1 Sesotho
- 2 English
- 3 Xhosa/Sethepu
- 4 Sephuthi
- 5 Ndebele/Zulu
- 6 Chinese
- 7 Other (Specify).

85. B17. Is father of (name) alive?

- Code 1 if biological father is still alive. Code 2 if biological father is dead. The question concerns the biological father only not social. Code 9 for Don't Know

86.B18. Is mother of (name) alive?

- Code 1 if biological mother is still alive. Code 2 if biological mother is dead. The question concerns the biological mother only not social. Code 9 for Don't Know.

87.B19. What is (name's) present marital status?

- Please code according to list giving the PRESENT status; thus a person divorced and remarried is married.

- 1 Never married
- 2 Monogamously married
- 3 Polygamously Married
- 4 Living together
- 5 Separated
- 6 Divorced
- 7 Widowed
- 9 Don't Know

A man who is married to one woman and a woman who has no co-wives is monogamously married, irrespective of past status (Code 2).

A man who is married to more than one woman or a woman who has co-wives (whose husband has more than one woman) is polygamously married (Code 3).

88. B20. What is (name's) age at first marriage?

- Enter age in completed years. Ask only those who have ever married that is those coded 2,3,4,5,6 and 7 in B19.
- Code 88 for those living together (coded 4 in B19) but never married before, go to section C.
- If coded 4 in B19 probe further to find out if never married before to get correct age at first marriage.

- Age at first marriage refers to the age at which one first entered into marriage not number of years spend in marriage.

89. **B21. If ever married, is first or only spouse still alive?**

- Avoid code 9 ‘Don’t know’ if possible. Remember for a person who has been married only once in life, he/she answers for this only spouse; for a person who has been married more than once, the answer is for his/her first spouse.
 - 1 Yes
 - 2 No
 - 9 Don’t know

Section C of the questionnaire

FOR ALL PERSONS (Disability and Albinism)

90. **C22. Is name an Albino?**

Code 1 for Yes and Code 2 for No

91. **C23. Does (name) have difficulty in the following:**

- A Seeing, even when wearing glasses for those who usually wear them?
 - B Hearing, even when using hearing aid (for those who usually use them)?
 - C Communicating in his/her language (i.e. understanding others or being understood by others)?
 - D Walking or climbing stairs?
 - E Remembering or concentrating?
 - F With self-care such as washing all over, dressing or feeding?
- 1 No difficulty
 - 2 Some difficulty
 - 3 A lot of difficulty
 - 4 Cannot do at all
 - 5 Cannot yet be determined
 - 9 Don’t know

If coded either 5 or 9 in all and coded 2 in C22 skip to Section D

If coded either 5 or 9 in all and coded 1 in C22 skip to C25

If coded 1 in all skip to C25

92. **C24. What was the MAIN cause of difficulty.**

- Code 01 for born disabled. Code 13 for other disability besides the ones listed and 99 for don’t know

- | | |
|---------------------------------|----------------------|
| 01 Born disabled | 08 Playing/sport |
| 02 Illness | 09 Animal accident |
| 03 Road/Railway accident e.t.c. | 10 Unknown |
| 04 Domestic accident | 11 Domestic violence |
| 05 Mine accident | 12 Albinism |

06 Other work/ farming accident
07 Fight/assault

13 Other (specify).....
99 Don't know

93.C25: Does (name) use any of the following:

- Code 1 if the person uses A,B,C,D, E, F, G or H. Code 2 if the person does not use any of those and code 9 for don't know.

A Eye glasses?
B Hearing aid?
C Walking stick or frame/ Crutches?
D A wheelchair?
E Chronic medication?
F White Cane
G Guide Dog
H Sign language
 1 Official
 2 Non Official

Chronic medication is illness under medical treatment such as Hypertension, Diabetes etc.

Code 1 Yes 2 No 9 Don't know

Section D of the questionnaire

FOR PERSONS AGED 3 YEARS AND OVER

94. D26: Has (name) ever attended School?

- Code 1 for persons who have never at any time Attended or received full-time education,
- Code 2 for persons who are still attending school and are receiving full-time education at the time of the census. (still attending in the classroom)
- Code 3 for persons who have ever received full-time education in the past and are no longer receiving it. (Left school)

1 Never Attended

2 Still Attending
3 Left school
9 Don't know

95.D27: What is (name's) highest level of education completed?

- Give highest qualification held, even if obtained through part-time education, using codes from the list provided. Make sure that code 88 is for those who never attended and do not have a qualification.
- Code 18 in D27 is for persons who ever attended school (still attending and left school in D26) but do not have any qualification. A child who is still in Pre-school is also included
- Code 19 is for persons who had never attended school but had been assisted in a way that can lead her/him to be able to read and write.

- Code 01 for persons who have passed standard 1; 02 for persons who have passed standard 2 etc; 07 for those who have passed standard 7 or the old standard 6 (refer to conversion table in paragraph 97). For persons who have passed Form A, enter code 11; Form B, code 12, Form C, code 13 and Form E or GCSE/COSC/Matric code 15.
- Code 20 for persons who have had any training in diploma/certificate after primary.
- Code 22 for persons with post JC qualifications other than Form D or E, these include persons who have had vocational or technical after JC, nursing, LPTC etc.
- Code 24 for persons with post COSC qualifications, these include persons who have had vocational and technical after COSC, S.T.C, S.T.T.C, Certificate in Agriculture, Diploma in Agriculture, Diploma in Science and Certificate in Statistics. **Note:** These qualifications are not equivalent to a University Degree. Codes for University Degrees, Masters and PHD are 26 to 29.

00	Pre – schools	24	Diploma /certificate after high school
01-07	(Std1-7)	25	Vocational and technical after high school
11-15	(Form 1-5)	26	Graduate
18	None	27	Post graduate Diploma/Honors
19	Non-Formal Education	28	Masters
20	Diploma/certificate after primary	29	PHD
21	Vocational and technical after primary	30	Other (<i>specify</i>)_-----
22	Diploma /certificate after secondary	88	Not Applicable
23	Vocational and technical after secondary	99	Don't know

- Give highest qualification held, even if obtained through part-time education, using codes from the list provided.
- For example Limkonkwin University of Creative Technology, Associate Degree certificate is equivalent to Diploma while Honors Degree is equivalent to Degree.

96. The following conversion table will help you write the appropriate standard for respondents who attended the former “elementary” school and the comparatively new school system and reached a particular grade.

OLD SYSTEM	NEW SYSTEM	CODE
Sub A&B	Standard 1	01
Standard 1	Standard 2	02
Standard 2	Standard 3	03
Standard 3	Standard 4	04
Standard 4	Standard 5	05
Standard 5	Standard 6	06
Standard 6	Standard 7	07

97. **D28-29: Does (name) know how to read and write?**

- Provide each eligible member (i.e. those coded 00-07, 18 & 19 in D27) with a literacy card and ask them to read out one of the given sentences; alternate the sentences as some members might memorise what some of the members read out even if they cannot read themselves.
- Code 1 for those who read with ease, code 2 for those who read with difficulty, code 3 for those who could not read at all.

READ	WRITE

98.D30:What is (name’s) field of specialization?

For those coded 20 to 29 in D27

Major Groups

Unit Group	Description
1000	Physical and earth science professionals
1001	Physics
1002	Astronomy
1003	Meteorology
1004	Chemistry
1005	Geology
1006	Mathematics
1007	Actuaries
1008	Statistics
1009	Demography and Population
2000	Life science professionals
2001	Biology
2002	Zoology
2003	Farming
2004	Forestry
2005	Environmental protection
2006	Agriculture
3000	Engineering professionals
3001	Industrial and production engineering
3002	Civil engineering
3003	Environmental engineering
3004	Mechanical engineering
3005	Chemical engineering
3006	Mining engineering
3007	Electrical engineering
3008	Electronics engineering
3009	Telecommunications engineers
3010	Ships' engineers

3011	Aircraft pilots and related associate professionals
3012	Air traffic controllers
4000	Architects, planners, surveyors and designers
4001	Building architecture
4002	Landscape architecture
4003	Product and garment design
4004	Town and traffic planners
4005	Cartographers and surveyors
4006	Graphic and multimedia design
5000	Health professionals
5001	Medical doctors
5002	Generalist medical practitioners
5003	Specialist medical practitioners
5004	Nursing professionals
5005	Midwifery professionals
5006	Paramedical practitioners
5007	Veterinarians
5008	Dentists
5009	Pharmacy
5010	Physiotherapists
5011	Dieticians and nutritionists
5012	Audiologists and speech therapists
5013	Optometrists and ophthalmic opticians
5014	Medical Lab Technology
6000	Teaching professionals
6001	University and higher education teachers
6002	Vocational education teachers
6003	Secondary education teachers
6004	Primary school teachers
6005	Early childhood teachers
6006	Other teaching professionals
6007	Education methods specialists
6008	Special needs teachers
6009	Other language teachers
6010	Other music teachers
6011	Other arts teachers
6012	Information technology trainers
7000	Business and administration professionals
7001	Finance professionals/ Internal Audit
7002	Accountants
7003	Financial
7004	Investment analysts
7005	Administration professionals

7006	Management, procurement and organization
7007	Policy administration professionals
7008	Personnel and careers professionals
7009	Training and staff development professionals
7010	Sales, marketing and public relations professionals
7011	Advertising
7012	Marketing professionals
7013	Public relations professionals
7014	Tourism and hospitality
7015	Secretarial Studies
8000	Information and communications technology professionals
8001	Systems analysts
8002	Software developers
8003	Web and multimedia developers
8004	Applications programmers
8005	Database designers and administrators
8006	Systems administrators
8007	Computer network professionals
8008	Computer science or IT
9000	Legal professionals
9001	Legal studies/Law
9002	Peace and conflict studies
1100	Social and religious professionals
1101	Economists
1102	Sociologists, anthropologists and related professionals
1103	Philosophers, historians and political scientists
1104	Psychologists
1105	Social work and counseling professionals
1106	Religious/Theology professionals
1107	Authors, journalists and linguists
1108	Authors and related writers
1109	Journalists
1110	Translators, interpreters and other linguists
1111	Creative and performing artists
1112	Visual artists
1113	Musicians, singers and composers
1114	Dancers and choreographers
1115	Film, stage and related directors and producers
1116	Actors
1117	Announcers on radio, television and other media
1118	Sports coaches, instructors and officials
1119	Fitness and recreation instructors and program leaders
1120	Interior designers and decorators
1121	Gallery and museum

1122	Chefs
1123	Hardy crafts and designers
1124	Home Science/Home Economics
1125	Development Studies
1126	International Baccalaureate
	Arts
1300	Librarians, archivists and curators
1201	Archivists and curators
1301	Sub-groups
1302	Librarians and related information professionals
1400	VIP Protection
1300	Other (Specify) major group.....(1)

Part E of the questionnaire

FOR PERSONS AGED 10 YEARS AND OVER

99. **E31: Main activity status in the past 7 days**

- Here ask for the work that occupies most time of each eligible member of the household and code according to list. Own account worker refers to a self - employed person.
- Code 32 casual workers for a laborer who gets a piece-job casually.
- Code 40 unpaid family worker for all persons 10 years and over who worked without pay in an establishment or farm operated by a member of their family. Code 40 also refers to the spouse and his children if the head is the farmer in his own fields.

This category of unpaid family worker includes the following:-

(i) Wive/husband who during the reference period worked at their husband's/wife's store or farm or other economic enterprise. If these wive/husband are paid they should not be classified as unpaid family workers or housewives.

(ii) Children aged 10 years and over, who during the reference period helped in the father's or family member's farm, shop or assisted them on other economic activities such as fruit/vegetable selling.

- Remember to exclude as unpaid family workers, all persons aged 10 years and over who helped family members in their farm, shop or business but were full-time students in educational institutions. The code is 80 for students.
- Housewives are persons who are only engaged in household activities.
- Homemakers are persons who are considered active; they do household activities as well as other income generating activities such as selling vegetables from the backyard gardens. Enumerators have to probe in order to find out these extra activities.
- Job seekers coded 50 and 55 are persons who have been actively looking for a job and are still looking e.g Making application or going from place to place seeking employment. Code 50 are people who once worked but are currently out of a job

and actively looking for a job. While code 55 are people who never worked but are currently looking for a job.

If two answers are possible in question give status that claims most of his/her time.

For those coded 55 skip to the next section (F). If coded 10 – 40, 60 and 81 go to E33 and if coded 65 –80 and 99 skip to E38.

100. E32: If job seeking, what was (name’s) main activity status in the past 12 months?

- This question applies to those coded 50 in E31. For those coded 55 skip to the next section (F), If coded 10 –40, 60 and 81 go to E33 and If coded 65 – 80 and 99 skip to E38.

101. E33: If employed, who was (name’s) employer?

- This question applies to those coded 10-40, 60 and 81 in E31 and E32.
- Parastatal – Indirectly controlled or set-up by the government on a day to day running of the organization (performing a function usually associated with government) e.g. LRA, WASCO
- Private – not owned by the government and it is not involved in manufacturing
- Manufacturing – high production, typical firms

102. E34: Type of work done in the past 7 days

- State the occupation. If the person is job seeking for not longer than 5 years, give last type of work done. You have to avoid making entries of a generalized nature such as “civil servant” or “businessman”. Write the exact work that the person does, e.g. Medical doctor, stenographer, herbalist, teacher etc. Peasants will be classified as farmers. For people with two occupations enter the one that claims most of his/her time.

The “top-down” method

There are several ways of choosing an appropriate code for this question. One of such methods is the ‘top-down’ method explained below. The top-down method follows a hierarchical principle: the classification of a unit at the lowest level of the classification must be consistent with the classification of the unit at the higher levels. To satisfy this condition the process starts with the identification of the relevant category at the highest level and progresses down through the levels of the classification in the following way:

Step 1. Identify the section that has the response from the major group.

Step 2. Within this section from the major group, identify the division that has the sub-major groups.

Step 3. Within this division, identify the group that has the minor groups.

Step 4. Within this group, identify the class that has the unit groups.

For example, a chief would be found under managers - major group(1). The sub in this case is Chief executives, senior officials and legislators (11). The minor group would be

the legislators and senior officials (111), however, the appropriate code is that of four digits (1113), traditional chiefs and heads of village.

Major Groups

- 1 Managers
- 2 Professionals
- 3 Technicians and associate professionals
- 4 Clerical support workers
- 5 Service and sales workers
- 6 Skilled agricultural, forestry and fishery workers
- 7 Craft and related trades workers
- 8 Plant and machine operators, and assemblers
- 9 Elementary occupations
- 0 Armed forces occupations

Type of Work Done (E34) - ISCO

Major groups, sub-major groups, minor groups and unit groups

1 Managers

11 Chief executives, senior officials and legislators

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

12 Administrative and commercial managers

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

13 Production and specialized services managers

- 131 Production managers in agriculture, forestry and fisheries
 - 1311 Agricultural and forestry production managers
 - 1312 Aquaculture and fisheries production managers
- 132 Manufacturing, mining, construction, and distribution managers
 - 1321 Manufacturing managers
 - 1322 Mining managers
 - 1323 Construction managers
 - 1324 Supply, distribution and related managers
- 133 Information and communications technology service managers

1330 Information and communications technology service managers

- 134 Professional services managers
 - 1341 Child care services managers
 - 1342 Health services managers
 - 1343 Aged care services managers
 - 1344 Social welfare managers
 - 1345 Education managers
 - 1346 Financial and insurance services branch managers
 - 1349 Professional services managers not elsewhere classified

14 Hospitality, retail and other services managers

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

2 Professionals

21 Science and engineering professionals

- 211 Physical and earth science professionals
 - 2111 Physicists and astronomers
 - 2112 Meteorologists
 - 2113 Chemists
 - 2114 Geologists and geophysicists
- 212 Mathematicians, actuaries and statisticians
 - 2120 Mathematicians, actuaries and statisticians
- 213 Life science professionals
 - 2131 Biologists, botanists, zoologists and related professionals
 - 2132 Farming, forestry and fisheries advisers
 - 2133 Environmental protection professionals
- 214 Engineering professionals (excluding electrotechnology)
 - 2141 Industrial and production engineers
 - 2142 Civil engineers
 - 2143 Environmental engineers
 - 2144 Mechanical engineers
 - 2145 Chemical engineers
 - 2146 Mining engineers, metallurgists and related professionals
 - 2149 Engineering professionals not elsewhere classified
- 215 Electrotechnology engineers
 - 2151 Electrical engineers
 - 2152 Electronics engineers
 - 2153 Telecommunications engineers
- 216 Architects, planners, surveyors and designers

- 2161 Building architects
- 2162 Landscape architects
- 2163 Product and garment designers
- 2164 Town and traffic planners
- 2165 Cartographers and surveyors
- 2166 Graphic and multimedia designers
- 22 *Health professionals***
 - 221 Medical doctors
 - 2211 Generalist medical practitioners
 - 2212 Specialist medical practitioners
 - 222 Nursing and midwifery professionals
 - 2221 Nursing professionals
 - 2222 Midwifery professionals
 - 223 Traditional and complementary medicine professionals
 - 2230 Traditional and complementary medicine professionals
 - 224 Paramedical practitioners
 - 2240 Paramedical practitioners
 - 225 Veterinarians
 - 2250 Veterinarians
 - 226 Other health professionals
 - 2261 Dentists
 - 2262 Pharmacists
 - 2263 Environmental and occupational health and hygiene professionals
 - 2264 Physiotherapists
 - 2265 Dieticians and nutritionists
 - 2266 Audiologists and speech therapists
 - 2267 Optometrists and ophthalmic opticians
 - 2269 Health professionals not elsewhere classified
- 23 *Teaching professionals***
 - 231 University and higher education teachers
 - 2310 University and higher education teachers
 - 232 Vocational education teachers
 - 2320 Vocational education teachers
 - 233 Secondary education teachers
 - 2330 Secondary education teachers
 - 234 Primary school and early childhood teachers
 - 2341 Primary school teachers
 - 2342 Early childhood educators
 - 235 Other teaching professionals
 - 2351 Education methods specialists
 - 2352 Special needs teachers
 - 2353 Other language teachers
 - 2354 Other music teachers
 - 2355 Other arts teachers
 - 2356 Information technology trainers

- 2359 Teaching professionals not elsewhere classified
- 24 *Business and administration professionals***
 - 241 Finance professionals
 - 2411 Accountants
 - 2412 Financial and investment advisers
 - 2413 Financial analysts
 - 242 Administration professionals
 - 2421 Management and organization analysts
 - 2422 Policy administration professionals
 - 2423 Personnel and careers professionals
 - 2424 Training and staff development professionals
 - 243 Sales, marketing and public relations professionals
 - 2431 Advertising and marketing professionals
 - 2432 Public relations professionals
 - 2433 Technical and medical sales professionals (excluding ICT)
 - 2434 Information and communications technology sales professionals
- 25 *Information and communications technology professionals***
 - 251 Software and applications developers and analysts
 - 2511 Systems analysts
 - 2512 Software developers
 - 2513 Web and multimedia developers
 - 2514 Applications programmers
 - 2519 Software and applications developers and analysts not elsewhere classified
 - 252 Database and network professionals
 - 2521 Database designers and administrators
 - 2522 Systems administrators
 - 2523 Computer network professionals
 - 2529 Database and network professionals not elsewhere classified
- 26 *Legal, social and cultural professionals***
 - 261 Legal professionals
 - 2611 Lawyers
 - 2612 Judges
 - 2619 Legal professionals not elsewhere classified
 - 262 Librarians, archivists and curators
 - 2621 Archivists and curators
 - 2622 Librarians and related information professionals
 - 263 Social and religious professionals
 - 2631 Economists
 - 2632 Sociologists, anthropologists and related professionals
 - 2633 Philosophers, historians and political scientists
 - 2634 Psychologists
 - 2635 Social work and counselling professionals
 - 2636 Religious professionals

- 264 Authors, journalists and linguists
 - 2641 Authors and related writers
 - 2642 Journalists
 - 2643 Translators, interpreters and other linguists
- 265 Creative and performing artists
 - 2651 Visual artists
 - 2652 Musicians, singers and composers
 - 2653 Dancers and choreographers
 - 2654 Film, stage and related directors and producers
 - 2655 Actors
 - 2656 Announcers on radio, television and other media
 - 2659 Creative and performing artists not elsewhere classified

3 Technicians and associate professionals

31 Science and engineering associate professionals

- 311 Physical and engineering science technicians
 - 3111 Chemical and physical science technicians
 - 3112 Civil engineering technicians
 - 3113 Electrical engineering technicians
 - 3114 Electronics engineering technicians
 - 3115 Mechanical engineering technicians
 - 3116 Chemical engineering technicians
 - 3117 Mining and metallurgical technicians
 - 3118 Draughtspersons
 - 3119 Physical and engineering science technicians not elsewhere classified
- 312 Mining, manufacturing and construction supervisors
 - 3121 Mining supervisors
 - 3122 Manufacturing supervisors
 - 3123 Construction supervisors
- 313 Process control technicians
 - 3131 Power production plant operators
 - 3132 Incinerator and water treatment plant operators
 - 3133 Chemical processing plant controllers
 - 3134 Petroleum and natural gas refining plant operators
 - 3135 Metal production process controllers
 - 3139 Process control technicians not elsewhere classified
- 314 Life science technicians and related associate professionals
 - 3141 Life science technicians (excluding medical)
 - 3142 Agricultural technicians
 - 3143 Forestry technicians
- 315 Ship and aircraft controllers and technicians
 - 3151 Ships' engineers
 - 3152 Ships' deck officers and pilots
 - 3153 Aircraft pilots and related associate professionals
 - 3154 Air traffic controllers

- 3155 Air traffic safety electronics technicians
- 32 ***Health associate professionals***
 - 321 Medical and pharmaceutical technicians
 - 3211 Medical imaging and therapeutic equipment technicians
 - 3212 Medical and pathology laboratory technicians
 - 3213 Pharmaceutical technicians and assistants
 - 3214 Medical and dental prosthetic technicians
 - 322 Nursing and midwifery associate professionals
 - 3221 Nursing associate professionals
 - 3222 Midwifery associate professionals
 - 323 Traditional and complementary medicine associate professionals
 - 3230 Traditional and complementary medicine associate professionals
 - 324 Veterinary technicians and assistants
 - 3240 Veterinary technicians and assistants
 - 325 Other health associate professionals
 - 3251 Dental assistants and therapists
 - 3252 Medical records and health information technicians
 - 3253 Community health workers
 - 3254 Dispensing opticians
 - 3255 Physiotherapy technicians and assistants
 - 3256 Medical assistants
 - 3257 Environmental and occupational health inspectors and associates
 - 3258 Ambulance workers
 - 3259 Health associate professionals not elsewhere classified
- 33 ***Business and administration associate professionals***
 - 331 Financial and mathematical associate professionals
 - 3311 Securities and finance dealers and brokers
 - 3312 Credit and loans officers
 - 3313 Accounting associate professionals
 - 3314 Statistical, mathematical and related associate professionals
 - 3315 Valuers and loss assessors
 - 332 Sales and purchasing agents and brokers
 - 3321 Insurance representatives
 - 3322 Commercial sales representatives
 - 3323 Buyers
 - 3324 Trade brokers
 - 333 Business services agents
 - 3331 Clearing and forwarding agents
 - 3332 Conference and event planners
 - 3333 Employment agents and contractors
 - 3334 Real estate agents and property managers
 - 3339 Business services agents not elsewhere classified
 - 334 Administrative and specialized secretaries
 - 3341 Office supervisors

- 3342 Legal secretaries
- 3343 Administrative and executive secretaries
- 3344 Medical secretaries
- 335 Regulatory government associate professionals
 - 3351 Customs and border inspectors
 - 3352 Government tax and excise officials
 - 3353 Government social benefits officials
 - 3354 Government licensing officials
 - 3355 Police inspectors and detectives
 - 3359 Regulatory government associate professionals not elsewhere classified
- 34 *Legal, social, cultural and related associate professionals***
 - 341 Legal, social and religious associate professionals
 - 3411 Legal and related associate professionals
 - 3412 Social work associate professionals
 - 3413 Religious associate professionals
 - 342 Sports and fitness workers
 - 3421 Athletes and sports players
 - 3422 Sports coaches, instructors and officials
 - 3423 Fitness and recreation instructors and program leaders
 - 343 Artistic, cultural and culinary associate professionals
 - 3431 Photographers
 - 3432 Interior designers and decorators
 - 3433 Gallery, museum and library technicians
 - 3434 Chefs
 - 3435 Other artistic and cultural associate professionals
- 35 *Information and communications technicians***
 - 351 Information and communications technology operations and user support technicians
 - 3511 Information and communications technology operations technicians
 - 3512 Information and communications technology user support technicians
 - 3513 Computer network and systems technicians
 - 3514 Web technicians
 - 352 Telecommunications and broadcasting technicians
 - 3521 Broadcasting and audio-visual technicians
 - 3522 Telecommunications engineering technicians

4 Clerical support workers

- 41 *General and keyboard clerks***
 - 411 General office clerks
 - 4110 General office clerks
 - 412 Secretaries (general)
 - 4120 Secretaries (general)
 - 413 Keyboard operators

- 4131 Typists and word processing operators
- 4132 Data entry clerks
- 42** ***Customer services clerks***
 - 421 Tellers, money collectors and related clerks
 - 4211 Bank tellers and related clerks
 - 4212 Bookmakers, croupiers and related gaming workers
 - 4213 Pawnbrokers and money-lenders
 - 4214 Debt-collectors and related workers
 - 422 Client information workers
 - 4221 Travel consultants and clerks
 - 4222 Contact centre information clerks
 - 4223 Telephone switchboard operators
 - 4224 Hotel receptionists
 - 4225 Enquiry clerks
 - 4226 Receptionists (general)
 - 4227 Survey and market research interviewers
 - 4229 Client information workers not elsewhere classified
- 43** ***Numerical and material recording clerks***
 - 431 Numerical clerks
 - 4311 Accounting and bookkeeping clerks
 - 4312 Statistical, finance and insurance clerks
 - 4313 Payroll clerks
 - 432 Material-recording and transport clerks
 - 4321 Stock clerks
 - 4322 Production clerks
 - 4323 Transport clerks
- 44** ***Other clerical support workers***
 - 441 Other clerical support workers
 - 4411 Library clerks
 - 4412 Mail carriers and sorting clerks
 - 4413 Coding, proof-reading and related clerks
 - 4414 Scribes and related workers
 - 4415 Filing and copying clerks
 - 4416 Personnel clerks
 - 4419 Clerical support workers not elsewhere classified
- 5** **Service and sales workers**
 - 51** ***Personal service workers***
 - 511 Travel attendants, conductors and guides
 - 5111 Travel attendants and travel stewards
 - 5112 Transport conductors
 - 5113 Travel guides
 - 512 Cooks
 - 5120 Cooks
 - 513 Waiters and bartenders
 - 5131 Waiters

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

- 5412 Police officers
- 5413 Prison guards
- 5414 Security guards
- 5419 Protective services workers not elsewhere classified

6 Skilled agricultural, forestry and fishery workers

61 *Market-oriented skilled agricultural workers*

- 611 Market gardeners and crop growers
 - 6111 Field crop and vegetable growers
 - 6112 Tree and shrub crop growers
 - 6113 Gardeners, horticultural and nursery growers
 - 6114 Mixed crop growers
- 612 Animal producers
 - 6121 Livestock and dairy producers
 - 6122 Poultry producers
 - 6123 Apiarists and sericulturists
 - 6129 Animal producers not elsewhere classified
- 613 Mixed crop and animal producers
 - 6130 Mixed crop and animal producers

62 *Market-oriented skilled forestry, fishery and hunting workers*

- 621 Forestry and related workers
 - 6210 Forestry and related workers
- 622 Fishery workers, hunters and trappers
 - 6221 Aquaculture workers
 - 6222 Inland and coastal waters fishery workers
 - 6223 Deep-sea fishery workers
 - 6224 Hunters and trappers

63 *Subsistence farmers, fishers, hunters and gatherers*

- 631 Subsistence crop farmers
 - 6310 Subsistence crop farmers
- 632 Subsistence livestock farmers
 - 6320 Subsistence livestock farmers
- 633 Subsistence mixed crop and livestock farmers
 - 6330 Subsistence mixed crop and livestock farmers
- 634 Subsistence fishers, hunters, trappers and gatherers
 - 6340 Subsistence fishers, hunters, trappers and gatherers

7 Craft and related trades workers

71 *Building and related trades workers, excluding electricians*

- 711 Building frame and related trades workers
 - 7111 House builders
 - 7112 Bricklayers and related workers
 - 7113 Stonemasons, stone cutters, splitters and carvers
 - 7114 Concrete placers, concrete finishers and related workers
 - 7115 Carpenters and joiners

- 7119 Building frame and related trades workers not elsewhere classified
- 712 Building finishers and related trades workers
 - 7121 Roofers
 - 7122 Floor layers and tile setters
 - 7123 Plasterers
 - 7124 Insulation workers
 - 7125 Glaziers
 - 7126 Plumbers and pipe fitters
 - 7127 Air conditioning and refrigeration mechanics
- 713 Painters, building structure cleaners and related trades workers
 - 7131 Painters and related workers
 - 7132 Spray painters and varnishers
 - 7133 Building structure cleaners
- 72 ***Metal, machinery and related trades workers***
 - 721 Sheet and structural metal workers, moulders and welders, and related workers
 - 7211 Metal moulders and coremakers
 - 7212 Welders and flamecutters
 - 7213 Sheet-metal workers
 - 7214 Structural-metal preparers and erectors
 - 7215 Riggers and cable splicers
 - 722 Blacksmiths, toolmakers and related trades workers
 - 7221 Blacksmiths, hammersmiths and forging press workers
 - 7222 Toolmakers and related workers
 - 7223 Metal working machine tool setters and operators
 - 7224 Metal polishers, wheel grinders and tool sharpeners
 - 723 Machinery mechanics and repairers
 - 7231 Motor vehicle mechanics and repairers
 - 7232 Aircraft engine mechanics and repairers
 - 7233 Agricultural and industrial machinery mechanics and repairers
 - 7234 Bicycle and related repairers
- 73 ***Handicraft and printing workers***
 - 731 Handicraft workers
 - 7311 Precision-instrument makers and repairers
 - 7312 Musical instrument makers and tuners
 - 7313 Jewellery and precious-metal workers
 - 7314 Potters and related workers
 - 7315 Glass makers, cutters, grinders and finishers
 - 7316 Sign writers, decorative painters, engravers and etchers
 - 7317 Handicraft workers in wood, basketry and related materials
 - 7318 Handicraft workers in textile, leather and related materials
 - 7319 Handicraft workers not elsewhere classified
 - 732 Printing trades workers
 - 7321 Pre-press technicians

- 7322 Printers
- 7323 Print finishing and binding workers
- 74 *Electrical and electronic trades workers***
 - 741 Electrical equipment installers and repairers
 - 7411 Building and related electricians
 - 7412 Electrical mechanics and fitters
 - 7413 Electrical line installers and repairers
 - 742 Electronics and telecommunications installers and repairers
 - 7421 Electronics mechanics and servicers
 - 7422 Information and communications technology installers and servicers
- 75 *Food processing, wood working, garment and other craft and related trades workers***
 - 751 Food processing and related trades workers
 - 7511 Butchers, fishmongers and related food preparers
 - 7512 Bakers, pastry-cooks and confectionery makers
 - 7513 Dairy-products makers
 - 7514 Fruit, vegetable and related preservers
 - 7515 Food and beverage tasters and graders
 - 7516 Tobacco preparers and tobacco products makers
 - 752 Wood treaters, cabinet-makers and related trades workers
 - 7521 Wood treaters
 - 7522 Cabinet-makers and related workers
 - 7523 Woodworking-machine tool setters and operators
 - 753 Garment and related trades workers
 - 7531 Tailors, dressmakers, furriers and hatters
 - 7532 Garment and related pattern-makers and cutters
 - 7533 Sewing, embroidery and related workers
 - 7534 Upholsterers and related workers
 - 7535 Pelt dressers, tanners and fellmongers
 - 7536 Shoemakers and related workers
 - 754 Other craft and related workers
 - 7541 Underwater divers
 - 7542 Shotfirers and blasters
 - 7543 Product graders and testers (excluding foods and beverages)
 - 7544 Fumigators and other pest and weed controllers
 - 7549 Craft and related workers not elsewhere classified

8 Plant and machine operators, and assemblers

81 *Stationary plant and machine operators*

- 811 Mining and mineral processing plant operators
 - 8111 Miners and quarriers
 - 8112 Mineral and stone processing plant operators
 - 8113 Well drillers and borers and related workers

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

- 8331 Bus and tram drivers
- 8332 Heavy truck and lorry drivers
- 834 Mobile plant operators
 - 8341 Mobile farm and forestry plant operators
 - 8342 Earthmoving and related plant operators
 - 8343 Crane, hoist and related plant operators
 - 8344 Lifting truck operators
- 835 Ships' deck crews and related workers
 - 8350 Ships' deck crews and related workers

9 Elementary occupations

91 *Cleaners and helpers*

- 911 Domestic, hotel and office cleaners and helpers
 - 9111 Domestic cleaners and helpers
 - 9112 Cleaners and helpers in offices, hotels and other establishments
- 912 Vehicle, window, laundry and other hand cleaning workers
 - 9121 Hand launderers and pressers
 - 9122 Vehicle cleaners
 - 9123 Window cleaners
 - 9129 Other cleaning workers

92 *Agricultural, forestry and fishery labourers*

- 921 Agricultural, forestry and fishery labourers
 - 9211 Crop farm labourers
 - 9212 Livestock farm labourers
 - 9213 Mixed crop and livestock farm labourers
 - 9214 Garden and horticultural labourers
 - 9215 Forestry labourers
 - 9216 Fishery and aquaculture labourers

93 *Labourers in mining, construction, manufacturing and transport*

- 931 Mining and construction labourers
 - 9311 Mining and quarrying labourers
 - 9312 Civil engineering labourers
 - 9313 Building construction labourers
- 932 Manufacturing labourers
 - 9321 Hand packers
 - 9329 Manufacturing labourers not elsewhere classified
- 933 Transport and storage labourers
 - 9331 Hand and pedal vehicle drivers
 - 9332 Drivers of animal-drawn vehicles and machinery
 - 9333 Freight handlers
 - 9334 Shelf fillers

94 *Food preparation assistants*

- 941 Food preparation assistants
 - 9411 Fast food preparers
 - 9412 Kitchen helpers

- 95** *Street and related sales and service workers*
 - 951 Street and related service workers
 - 9510 Street and related service workers
 - 952 Street vendors (excluding food)
 - 9520 Street vendors (excluding food)
- 96** *Refuse workers and other elementary workers*
 - 961 Refuse workers
 - 9611 Garbage and recycling collectors
 - 9612 Refuse sorters
 - 9613 Sweepers and related labourers
 - 962 Other elementary workers
 - 9621 Messengers, package deliverers and luggage porters
 - 9622 Odd job persons
 - 9623 Meter readers and vending-machine collectors
 - 9624 Water and firewood collectors
 - 9629 Elementary workers not elsewhere classified

0 **Armed forces occupations**

- 01** *Commissioned armed forces officers*
 - 011 Commissioned armed forces officers
 - 0110 Commissioned armed forces officers
- 02** *Non-commissioned armed forces officers*
 - 021 Non-commissioned armed forces officers
 - 0210 Non-commissioned armed forces officers
- 03** *Armed forces occupations, other ranks*
 - 031 Armed forces occupations, other ranks
 - 0310 Armed forces occupations, other ranks

103. **E35: Main product/service/activity of place of work.**

- This refers to the main ACTIVITY of the establishment or enterprise in which the individual works, if job seeking, state the last establishment or enterprise employed in. Give an exact description of the activity or service of firm e.g. a driver for beer brewery (in E34 write driver, write beer brewery in E35); an accountant in a gold mine (E34 accountant, E35 gold mine); an owner of a café (E34 shop owner, E35 retail shop); a domestic worker (E34 domestic worker, E35 household); a waiter at a restaurant (E34 waiter, E35 restaurant); a driver for a transport company (E34 driver, E35 transport). Differentiation between Coal-Gold-Diamond mine or wholesale and retail trade must be clear. The main activity of a farmer is Agriculture that of a teacher is teaching or education. For persons unemployed but job seeking, enter the activity which they were last employed (not longer than five years ago).

Main Product/Service/Activity of place where worked (E35).

The individual categories of ISIC level 4 have been aggregated into the following 21 sections - to choose the right code, follow the same procedure as that used for E34.

TYPR OF ACTIVITY (E35) - ISIC

Section A: Agriculture, forestry and fishing

Division 01 Crop and animal production, hunting and related service activities

- 011 Growing of non-perennial crops
 - 0111 Growing of cereals (except rice), leguminous crops and oil seeds
 - 0112 Growing of rice
 - 0113 Growing of vegetables and melons, roots and tubers
 - 0114 Growing of sugar cane
 - 0115 Growing of tobacco
 - 0116 Growing of fibre crops
 - 0119 Growing of other non-perennial crops
- 012 Growing of perennial crops
 - 0121 Growing of grapes
 - 0122 Growing of tropical and subtropical fruits
 - 0123 Growing of citrus fruits
 - 0124 Growing of pome fruits and stone fruits
 - 0125 Growing of other tree and bush fruits and nuts
 - 0126 Growing of oleaginous fruits
 - 0127 Growing of beverage crops
 - 0128 Growing of spices, aromatic, drug and pharmaceutical crops
 - 0129 Growing of other perennial crops
- 013 Plant propagation
 - 0130 Plant propagation
- 014 Animal production
 - 0141 Raising of cattle and buffaloes
 - 0142 Raising of horses and other equines
 - 0143 Raising of camels and camelids
 - 0144 Raising of sheep and goats
 - 0145 Raising of swine/pigs
 - 0146 Raising of poultry
 - 0149 Raising of other animals
- 015 Mixed farming
 - 0150 Mixed farming
- 016 Support activities to agriculture and post-harvest crop activities
 - 0161 Support activities for crop production
 - 0162 Support activities for animal production
 - 0163 Post-harvest crop activities
 - 0164 Seed processing for propagation
- 017 Hunting, trapping and related service activities

0170 Hunting, trapping and related service activities

Division 02 Forestry and logging

021 0210 Silviculture and other forestry activities

022 0220 Logging

023 0230 Gathering of non-wood forest products

024 0240 Support services to forestry

Division 03 Fishing and aquaculture

031 Fishing

0311 Marine fishing

0312 Freshwater fishing

032 Aquaculture

0321 Marine aquaculture

0322 Freshwater aquaculture

Section B: Mining and quarrying

Division 05 Mining of coal and lignite

051 0510 Mining of hard coal

052 0520 Mining of lignite

Division 06 Extraction of crude petroleum and natural gas

061 0610 Extraction of crude petroleum

062 0620 Extraction of natural gas

Division 07 Mining of metal ores

071 0710 Mining of iron ores

072 Mining of non-ferrous metal ores

0721 Mining of uranium and thorium ores

0729 Mining of other non-ferrous metal ores

Division 08 Other mining and quarrying

081 0810 Quarrying of stone, sand and clay

089 Mining and quarrying n.e.c.

0891 Mining of chemical and fertilizer minerals

0892 Extraction of peat

0893 Extraction of salt

0899 Other mining and quarrying n.e.c.

Division 09 Mining support service activities

0910 Support activities for petroleum and natural gas extraction

0990 Support activities for other mining and quarrying

Section C: Manufacturing

Division 10 Manufacture of food products

101 1010 Processing and preserving of meat

102 1020 Processing and preserving of fish, crustaceans and molluscs

103 1030 Processing and preserving of fruit and vegetables

104 1040 Manufacture of vegetable and animal oils and fats

105 1050 Manufacture of dairy products

106 Manufacture of grain mill products, starches and starch products

1061 Manufacture of grain mill products

1062 Manufacture of starches and starch products

107 Manufacture of other food products

1071 Manufacture of bakery products

1072 Manufacture of sugar

1073 Manufacture of cocoa, chocolate and sugar confectionery

1074 Manufacture of macaroni, noodles, couscous and similar farinaceous products

1075 Manufacture of prepared meals and dishes

1079 Manufacture of other food products n.e.c.

108 1080 Manufacture of prepared animal feeds

Division 11 Manufacture of beverages

1101 Distilling, rectifying and blending of spirits

1102 Manufacture of wines

1103 Manufacture of malt liquors and malt

1104 Manufacture of soft drinks; production of mineral waters and other bottled waters

Division 12 Manufacture of tobacco products

120 1200 Manufacture of tobacco products

Division 13 Manufacture of textiles

131 1311 Preparation and spinning of textile fibres

1312 Weaving of textiles

1313 Finishing of textiles

139 Manufacture of other textiles

1391 Manufacture of knitted and crocheted fabrics

1392 Manufacture of made-up textile articles, except apparel

1393 Manufacture of carpets and rugs

1394 Manufacture of cordage, rope, twine and netting

1399 Manufacture of other textiles n.e.c.

Division 14 Manufacture of wearing apparel

141 1410 Manufacture of wearing apparel, except fur apparel

1420 Manufacture of articles of fur

1430 Manufacture of knitted and crocheted apparel

Division 15 Manufacture of leather and related products

151 1511 Tanning and dressing of leather; dressing and dyeing of fur

1512 Manufacture of luggage, handbags and the like, saddlery and harness

152 1520 Manufacture of footwear

Division 16 Manufacture of wood and of products of wood and cork, except furniture; Manufacture of articles of straw and plaiting materials

161 1610 Sawmilling and planing of wood

162 Manufacture of products of wood, cork, straw and plaiting materials

1621 Manufacture of veneer sheets and wood-based panels

1622 Manufacture of builders' carpentry and joinery

1623 Manufacture of wooden containers

1629 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials

Division 17 Manufacture of paper and paper products

1701 Manufacture of pulp, paper and paperboard

1702 Manufacture of corrugated paper and paperboard and of containers of paper and paperboard

1709 Manufacture of other articles of paper and paperboard

Division 18 Printing and reproduction of recorded media

181 Printing and service activities related to printing

1811 Printing

1812 Service activities related to printing

182 1820 Reproduction of recorded media

Division 19 Manufacture of coke and refined petroleum products

191 1910 Manufacture of coke oven products

192 1920 Manufacture of refined petroleum products

Division 20 Manufacture of chemicals and chemical products

- 201 Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic rubber in primary forms
 - 2011 Manufacture of basic chemicals
 - 2012 Manufacture of fertilizers and nitrogen compounds
 - 2013 Manufacture of plastics and synthetic rubber in primary forms
- 202 Manufacture of other chemical products
 - 2021 Manufacture of pesticides and other agrochemical products
 - 2022 Manufacture of paints, varnishes and similar coatings, printing ink and mastics
 - 2023 Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
 - 2029 Manufacture of other chemical products n.e.c.
- 203 2030 Manufacture of man-made fibres
 - 2100 Manufacture of pharmaceuticals, medicinal chemical and botanical products
- Division 21 Manufacture of pharmaceuticals, medicinal chemical and botanical products***
 - 210 2100 Manufacture of pharmaceuticals, medicinal chemical and botanical products
- Division 22 Manufacture of rubber and plastics products***
 - 221 Manufacture of rubber products
 - 2211 Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
 - 2219 Manufacture of other rubber products
 - 222 2220 Manufacture of plastics products
- Division 23 Manufacture of other non-metallic mineral products***
 - 231 2310 Manufacture of glass and glass products
 - 239 Manufacture of non-metallic mineral products n.e.c.
 - 2391 Manufacture of refractory products
 - 2392 Manufacture of clay building materials
 - 2393 Manufacture of other porcelain and ceramic products
 - 2394 Manufacture of cement, lime and plaster
 - 2395 Manufacture of articles of concrete, cement and plaster
 - 2396 Cutting, shaping and finishing of stone
 - 2399 Manufacture of other non-metallic mineral products n.e.c.
- Division 24 Manufacture of basic metals***
 - 241 2410 Manufacture of basic iron and steel
 - 242 2420 Manufacture of basic precious and other non-ferrous metals
 - 243 Casting of metals
 - 2431 Casting of iron and steel
 - 2432 Casting of non-ferrous metals
- Division 25 Manufacture of fabricated metal products, except machinery and equipment***
 - 251 2511 Manufacture of structural metal products
 - 2512 Manufacture of tanks, reservoirs and containers of metal

- 2513 Manufacture of steam generators, except central heating hot water boilers
- 252 2520 Manufacture of weapons and ammunition
- 259 Manufacture of other fabricated metal products; metalworking service activities
 - 2591 Forging, pressing, stamping and roll-forming of metal; powder metallurgy
 - 2592 Treatment and coating of metals; machining
 - 2593 Manufacture of cutlery, hand tools and general hardware
 - 2599 Manufacture of other fabricated metal products n.e.c.

Division 26 Manufacture of computer, electronic and optical products

- 261 2610 Manufacture of electronic components and boards
- 262 2620 Manufacture of computers and peripheral equipment
- 263 2630 Manufacture of communication equipment
- 264 2640 Manufacture of consumer electronics
- 265 Manufacture of measuring, testing, navigating and control equipment; watches and clocks
 - 2651 Manufacture of measuring, testing, navigating and control equipment
 - 2652 Manufacture of watches and clocks
- 266 2660 Manufacture of irradiation, electromedical and electrotherapeutic equipment
- 267 2670 Manufacture of optical instruments and photographic equipment
- 268 2680 Manufacture of magnetic and optical media

Division 27 Manufacture of electrical equipment

- 271 2710 Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
- 272 2720 Manufacture of batteries and accumulators
- 273 Manufacture of wiring and wiring devices
 - 2731 Manufacture of fibre optic cables
 - 2732 Manufacture of other electronic and electric wires and cables
 - 2733 Manufacture of wiring devices
- 274 2740 Manufacture of electric lighting equipment
- 275 2750 Manufacture of domestic appliances
- 279 2790 Manufacture of other electrical equipment

Division 28 Manufacture of machinery and equipment n.e.c.

- 281 Manufacture of general-purpose machinery
 - 2811 Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
 - 2812 Manufacture of fluid power equipment
 - 2813 Manufacture of other pumps, compressors, taps and valves
 - 2814 Manufacture of bearings, gears, gearing and driving elements
 - 2815 Manufacture of ovens, furnaces and furnace burners

- 2816 Manufacture of lifting and handling equipment
- 2817 Manufacture of office machinery and equipment (except computers and peripheral equipment)
- 2818 Manufacture of power-driven hand tools
- 2819 Manufacture of other general-purpose machinery
- 282 Manufacture of special-purpose machinery
 - 2821 Manufacture of agricultural and forestry machinery
 - 2822 Manufacture of metal-forming machinery and machine tools
 - 2823 Manufacture of machinery for metallurgy
 - 2824 Manufacture of machinery for mining, quarrying and construction
 - 2825 Manufacture of machinery for food, beverage and tobacco processing
 - 2826 Manufacture of machinery for textile, apparel and leather production
 - 2829 Manufacture of other special-purpose machinery
- Division 29 Manufacture of motor vehicles, trailers and semi-trailers***
 - 2910 Manufacture of motor vehicles
 - 2920 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
 - 2930 Manufacture of parts and accessories for motor vehicles
- Division 30 Manufacture of other transport equipment***
 - 301 Building of ships and boats
 - 3011 Building of ships and floating structures
 - 3012 Building of pleasure and sporting boats
 - 302
 - 3020 Manufacture of railway locomotives and rolling stock
 - 3030 Manufacture of air and spacecraft and related machinery
 - 3040 Manufacture of military fighting vehicles
 - 309 Manufacture of transport equipment n.e.c.
 - 3091 Manufacture of motorcycles
 - 3092 Manufacture of bicycles and invalid carriages
 - 3099 Manufacture of other transport equipment n.e.c.
- Division 31 Manufacture of furniture***
 - 3100 Manufacture of furniture
- Division 32 Other manufacturing***
 - 321 Manufacture of jewellery, bijouterie and related articles
 - 3211 Manufacture of jewellery and related articles
 - 3212 Manufacture of imitation jewellery and related articles
 - 322
 - 3220 Manufacture of musical instruments
 - 323
 - 3230 Manufacture of sports goods
 - 324
 - 3240 Manufacture of games and toys
 - 325
 - 3250 Manufacture of medical and dental instruments and supplies
 - 329
 - 3290 Other manufacturing n.e.c.
- Division 33 Repair and installation of machinery and equipment***

- 331 Repair of fabricated metal products, machinery and equipment
 - 3311 Repair of fabricated metal products
 - 3312 Repair of machinery
 - 3313 Repair of electronic and optical equipment
 - 3314 Repair of electrical equipment
 - 3315 Repair of transport equipment, except motor vehicles
 - 3319 Repair of other equipment
- 332 3320 Installation of industrial machinery and equipment

Section D: Electricity, gas, steam and air conditioning supply

Division 35 Electricity, gas, steam and air conditioning supply

- 351 3510 Electric power generation, transmission and distribution
- 352 3520 Manufacture of gas; distribution of gaseous fuels through mains
- 353 3530 Steam and air conditioning supply

Section E: Water supply; sewerage, waste management and remediation activities

Division 36 Water collection, treatment and supply

- 360 3600 Water collection, treatment and supply

Division 37 Sewerage

- 370 3700 Sewerage

Division 38 Waste collection, treatment and disposal activities; materials recovery

- 381 Waste collection
 - 3811 Collection of non-hazardous waste
 - 3812 Collection of hazardous waste
- 382 Waste treatment and disposal
 - 3821 Treatment and disposal of non-hazardous waste
 - 3822 Treatment and disposal of hazardous waste
- 383 3830 Materials recovery

Division 39 Remediation activities and other waste management services

- 390 3900 Remediation activities and other waste management services

Section F: Construction

Division 41 Construction of buildings

- 410 4100 Construction of buildings

Division 42 Civil engineering

- 421 4210 Construction of roads and railways
- 422 4220 Construction of utility projects
- 429 4290 Construction of other civil engineering projects

Division 43 Specialized construction activities

- 431 Demolition and site preparation
 - 4311 Demolition
 - 4312 Site preparation
- 432 Electrical, plumbing and other construction installation activities
 - 4321 Electrical installation

- 4322 Plumbing, heat and air-conditioning installation
- 4329 Other construction installation
- 433 4330 Building completion and finishing
- 439 4390 Other specialized construction activities

Section G: Wholesale and retail trade; repair of motor vehicles and motorcycles

Division 45 Wholesale and retail trade and repair of motor vehicles and motorcycles

- 451 4510 Sale of motor vehicles
- 452 4520 Maintenance and repair of motor vehicles
- 453 4530 Sale of motor vehicle parts and accessories
- 454 4540 Sale, maintenance and repair of motorcycles and related parts and accessories

Division 46 Wholesale trade, except of motor vehicles and motorcycles

- 461 4610 Wholesale on a fee or contract basis
- 462 4620 Wholesale of agricultural raw materials and live animals
- 463 4630 Wholesale of food, beverages and tobacco
- 464 Wholesale of household goods
 - 4641 Wholesale of textiles, clothing and footwear
 - 4649 Wholesale of other household goods
- 465 Wholesale of machinery, equipment and supplies
 - 4651 Wholesale of computers, computer peripheral equipment and software
 - 4652 Wholesale of electronic and telecommunications equipment and parts
 - 4653 Wholesale of agricultural machinery, equipment and supplies
 - 4659 Wholesale of other machinery and equipment
- 466 Other specialized wholesale
 - 4661 Wholesale of solid, liquid and gaseous fuels and related products
 - 4662 Wholesale of metals and metal ores
 - 4663 Wholesale of construction materials, hardware, plumbing and heating equipment and supplies
 - 4669 Wholesale of waste and scrap and other products n.e.c.
- 469 4690 Non-specialized wholesale trade

Division 47 Retail trade, except of motor vehicles and motorcycles

- 471 Retail sale in non-specialized stores
 - 4711 Retail sale in non-specialized stores with food, beverages or tobacco predominating
 - 4719 Other retail sale in non-specialized stores
- 472 Retail sale of food, beverages and tobacco in specialized stores
 - 4721 Retail sale of food in specialized stores
 - 4722 Retail sale of beverages in specialized stores
 - 4723 Retail sale of tobacco products in specialized stores
- 473 4730 Retail sale of automotive fuel in specialized stores

- 474 Retail sale of information and communications equipment in specialized stores
 - 4741 Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores
 - 4742 Retail sale of audio and video equipment in specialized stores
- 475 Retail sale of other household equipment in specialized stores
 - 4751 Retail sale of textiles in specialized stores
 - 4752 Retail sale of hardware, paints and glass in specialized stores
 - 4753 Retail sale of carpets, rugs, wall and floor coverings in specialized stores
 - 4759 Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores
- 476 Retail sale of cultural and recreation goods in specialized stores
 - 4761 Retail sale of books, newspapers and stationary in specialized stores
 - 4762 Retail sale of music and video recordings in specialized stores
 - 4763 Retail sale of sporting equipment in specialized stores
 - 4764 Retail sale of games and toys in specialized stores
- 477 Retail sale of other goods in specialized stores
 - 4771 Retail sale of clothing, footwear and leather articles in specialized stores
 - 4772 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in specialized stores
 - 4773 Other retail sale of new goods in specialized stores
 - 4774 Retail sale of second-hand goods
- 478 Retail sale via stalls and markets
 - 4781 Retail sale via stalls and markets of food, beverages and tobacco products
 - 4782 Retail sale via stalls and markets of textiles, clothing and footwear
 - 4789 Retail sale via stalls and markets of other goods
- 479 Retail trade not in stores, stalls or markets
 - 4791 Retail sale via mail order houses or via Internet
 - 4799 Other retail sale not in stores, stalls or markets

Section H: Transportation and storage

Division 49 Land transport and transport via pipelines

- 491 Transport via railways
 - 4911 Passenger rail transport, interurban
 - 4912 Freight rail transport
 - 4921 Urban and suburban passenger land transport
- 492 Other land transport

- 4922 Other passenger land transport
- 4923 Freight transport by road
- 493 4930 Transport via pipeline

Division 50 Water transport

- 501 Sea and coastal water transport
 - 5011 Sea and coastal passenger water transport
 - 5012 Sea and coastal freight water transport
- 502 Inland water transport
 - 5021 Inland passenger water transport
 - 5022 Inland freight water transport

Division 51 Air transport

- 5110 Passenger air transport
- 5120 Freight air transport

Division 52 Warehousing and support activities for transportation

- 521 5210 Warehousing and storage
- 522 Support activities for transportation
 - 5221 Service activities incidental to land transportation
 - 5222 Service activities incidental to water transportation
 - 5223 Service activities incidental to air transportation
 - 5224 Cargo handling
 - 5229 Other transportation support activities

Division 53 Postal and courier activities

- 531 5310 Postal activities
- 532 5320 Courier activities

Section I: Accommodation and food service activities

Division 55 Accommodation

- 551 5510 Short term accommodation activities
- 552 5520 Camping grounds, recreational vehicle parks and trailer parks
- 559 5590 Other accommodation

Division 56 Food and beverage service activities

- 561 5610 Restaurants and mobile food service activities
- 562 Event catering and other food service activities
 - 5621 Event catering
 - 5629 Other food service activities
- 563 5630 Beverage serving activities

Section J: Information and communication

Division 58 Publishing activities

- 581 Publishing of books, periodicals and other publishing activities
 - 5811 Book publishing
 - 5812 Publishing of directories and mailing lists
 - 5813 Publishing of newspapers, journals and periodicals
 - 5819 Other publishing activities
- 582 5820 Software publishing

Division 59 Motion picture, video and television programme production, sound recording and music publishing activities

- 591 Motion picture, video and television programme activities
 - 5911 Motion picture, video and television programme production activities
 - 5912 Motion picture, video and television programme post-production activities
 - 5913 Motion picture, video and television programme distribution activities
 - 5914 Motion picture projection activities
- 592 5920 Sound recording and music publishing activities

Division 60 Programming and broadcasting activities

- 601 6010 Radio broadcasting
- 602 6020 Television programming and broadcasting activities

Division 61 Telecommunications

- 611 6110 Wired telecommunications activities
- 612 6120 Wireless telecommunications activities
- 613 6130 Satellite telecommunications activities
- 619 6190 Other telecommunications activities

Division 62 Computer programming, consultancy and related activities

- 6201 Computer programming activities
- 6202 Computer consultancy and computer facilities management activities
- 6209 Other information technology and computer service activities

Division 63 Information service activities

- 631 Data processing, hosting and related activities; web portals
 - 6311 Data processing, hosting and related activities
 - 6312 Web portals
- 639 Other information service activities
 - 6391 News agency activities
 - 6399 Other information service activities n.e.c.

Section K: Financial and insurance activities

- 641 Monetary intermediation
 - 6411 Central banking
 - 6419 Other monetary intermediation
- 642 6420 Activities of holding companies
- 643 6430 Trusts, funds and similar financial entities
- 649 Other financial service activities, except insurance and pension funding activities
 - 6491 Financial leasing
 - 6492 Other credit granting
 - 6499 Other financial service activities, except insurance and pension funding activities, n.e.c.

Division 65 Insurance, reinsurance and pension funding, except compulsory social security

- 651 Insurance
 - 6511 Life insurance
 - 6512 Non-life insurance
- 652 6520 Reinsurance
- 653 6530 Pension funding

Division 66 Activities auxiliary to financial service and insurance activities

- 661 Activities auxiliary to financial service activities, except insurance and pension funding
 - 6611 Administration of financial markets
 - 6612 Security and commodity contracts brokerage
 - 6619 Other activities auxiliary to financial service activities
- 662 Activities auxiliary to insurance and pension funding
 - 6621 Risk and damage evaluation
 - 6622 Activities of insurance agents and brokers
 - 6629 Other activities auxiliary to insurance and pension funding
- 663 6630 Fund management activities

Section L: Real estate activities

Division 68 Real estate activities

- 681 6810 Real estate activities with own or leased property
- 682 6820 Real estate activities on a fee or contract basis

Section M: Professional, scientific and technical activities

Division 69 Legal and accounting activities

- 691 6910 Legal activities
- 692 6920 Accounting, bookkeeping and auditing activities; tax consultancy

Division 70 Activities of head offices; management consultancy activities

- 701 7010 Activities of head offices
- 702 7020 Management consultancy activities

Division 71 Architectural and engineering activities; technical testing and analysis

- 711 7110 Architectural and engineering activities and related technical consultancy
- 712 7120 Technical testing and analysis

Division 72 Scientific research and development

- 721 7210 Research and experimental development on natural sciences and engineering
- 722 7220 Research and experimental development on social sciences and humanities

Division 73 Advertising and market research

- 731 7310 Advertising
- 732 7320 Market research and public opinion polling

Division 74 Other professional, scientific and technical activities

- 741 7410 Specialized design activities
- 742 7420 Photographic activities

749 7490 Other professional, scientific and technical activities n.e.c.

Division 75 Veterinary activities

7500 Veterinary activities

Section N: Administrative and support service activities

Division 77 Rental and leasing activities

7710 Renting and leasing of motor vehicles

772 Renting and leasing of personal and household goods

7721 Renting and leasing of recreational and sports goods

7722 Renting of video tapes and disks

7729 Renting and leasing of other personal and household goods

773 7730 Renting and leasing of other machinery, equipment and tangible goods

774 7740 Leasing of intellectual property and similar products, except copyrighted works

Division 78 Employment activities

781 7810 Activities of employment placement agencies

782 7820 Temporary employment agency activities

783 7830 Other human resources provision

Division 79 Travel agency, tour operator, reservation service and related activities

791 Travel agency and tour operator activities

7911 Travel agency activities

7912 Tour operator activities

799 7990 Other reservation service and related activities

Division 80 Security and investigation activities

801 8010 Private security activities

802 8020 Security systems service activities

803 8030 Investigation activities

Division 81 Services to buildings and landscape activities

811 8110 Combined facilities support activities

812 Cleaning activities

8121 General cleaning of buildings

8129 Other building and industrial cleaning activities

813 8130 Landscape care and maintenance service activities

Division 82 Office administrative, office support and other business support activities

821 Office administrative and support activities

8211 Combined office administrative service activities

8219 Photocopying, document preparation and other specialized office support activities

822 8220 Activities of call centres

823 8230 Organization of conventions and trade shows

829 Business support service activities n.e.c.

8291 Activities of collection agencies and credit bureaus

8292 Packaging activities

8299 Other business support service activities n.e.c.

Section O: Public administration and defence; compulsory social security

Division 84 Public administration and defence; compulsory social security

- 841 Administration of the State and the economic and social policy of the community
 - 8411 General public administration activities
 - 8412 Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security
 - 8413 Regulation of and contribution to more efficient operation of businesses
- 842 Provision of services to the community as a whole
 - 8421 Foreign affairs
 - 8422 Defence activities
 - 8423 Public order and safety activities
- 843 8430 Compulsory social security activities

Section P: Education

Division 85 Education

- 851 8510 Pre-primary and primary education
- 852 Secondary education
 - 8521 General secondary education
 - 8522 Technical and vocational secondary education
- 853 8530 Higher education
- 854 Other education
 - 8541 Sports and recreation education
 - 8542 Cultural education
 - 8549 Other education n.e.c.
- 855 8550 Educational support activities

Section Q: Human health and social work activities

Division 86 Human health activities

- 861 8610 Hospital activities
- 862 8620 Medical and dental practice activities
- 869 8690 Other human health activities

Division 87 Residential care activities

- 871 8710 Residential nursing care facilities
- 872 8720 Residential care activities for mental retardation, mental health and substance abuse
- 873 8730 Residential care activities for the elderly and disabled
- 879 8790 Other residential care activities

Division 88 Social work activities without accommodation

- 881 8810 Social work activities without accommodation for the elderly and disabled
- 889 8890 Other social work activities without accommodation

Section R: Arts, entertainment and recreation

Division 90 Creative, arts and entertainment activities

900 9000 Creative, arts and entertainment activities

Division 91 Libraries, archives, museums and other cultural activities

9101 Library and archives activities

9102 Museums activities and operation of historical sites and buildings

9103 Botanical and zoological gardens and nature reserves activities

Division 92 Gambling and betting activities

9200 Gambling and betting activities

Division 93 Sports activities and amusement and recreation activities

931 Sports activities

9311 Operation of sports facilities

9312 Activities of sports clubs

9319 Other sports activities

932 Other amusement and recreation activities

Section S: Other service activities

Division 94 Activities of membership organizations

941 Activities of business, employers and professional membership organizations

9321 Activities of amusement parks and theme parks

9329 Other amusement and recreation activities n.e.c.

9411 Activities of business and employers membership organizations

9412 Activities of professional membership organizations

9420 Activities of trade unions

949 Activities of other membership organizations

9491 Activities of religious organizations

9492 Activities of political organizations

9499 Activities of other membership organizations n.e.c.

Division 95 Repair of computers and personal and household goods

951 Repair of computers and communication equipment

9511 Repair of computers and peripheral equipment

9512 Repair of communication equipment

952 Repair of personal and household goods

9521 Repair of consumer electronics

9522 Repair of household appliances and home and garden equipment

9523 Repair of footwear and leather goods

9524 Repair of furniture and home furnishings

9529 Repair of other personal and household goods

Division 96 Other personal service activities

9601 Washing and (dry-) cleaning of textile and fur products

9602 Hairdressing and other beauty treatment

9603 Funeral and related activities

9609 Other personal service activities n.e.c.

Section T: Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use

Division 97 Activities of households as employers of domestic personnel

970 9700 Activities of households as employers of domestic personnel

Division 98 Undifferentiated goods- and services-producing activities of private households for own use

981 9810 Undifferentiated goods-producing activities of private households for own use

982 9820 Undifferentiated service-producing activities of private households for own use

Section U: Activities of extraterritorial organizations and bodies

Division 99 Activities of extraterritorial organizations and bodies

990 9900 Activities of extraterritorial organizations and bodies

104. E36: Location of employment

- E36 refers to the place of work of an individual. Code 11 when the individual works in the same village or town of enumeration, e.g. Code 11, if a person lives in Maseru West and works in Maseru West. Code 12 if an individual works in a different village or town but in the same district, e.g. code 12 for commuters from Maseru to Roma. Code according to the list for persons employed at different district from where they are enumerated. For example code 01 for Botha-Bothe, code 13 for RSA.

11 Same village/town	10 Thaba-Tseka	24 Mauritius	35 UK(England, Ireland, Scotland, Wales)
12 Different village /town, same district	13 RSA	25 Seychelles	
01 Botha-Bothe	14 Swaziland	26 Madagascar	36 Germany
02 Leribe	15 Botswana	27 Nigeria	37 France
03 Berea	16 Namibia	28 Ghana	38 Australia
04 Maseru	17 Zimbabwe	29 Sudan	39 Other Europe
05 Mafeteng	18 Zambia	30 Kenya	40 Other Asia
06 Mohale'sHoek	19 Mozambique	31 Uganda	41 South America
07 Quthing	20 Angola	32 Other Africa	42 India
08 Qacha's Nek	21 Tanzania	33 America (USA,Canada)	99 Don't know
09 Mokhotlong	22 Malawi	34 China	
	23 DRC		

105. **E37: Location of employment in Urban areas/Peri-urban**

Code	Name	Code	Name
0101	Botha-Bothe	0411	Mantsebo
0201	Hlotse	0501	Mafeteng
0202	Maputsoe	0502	Tšakholo
0203	Pitseng	0503	Matelile
0204	Peka	0504	Makhakhe
0205	Kolonyama	0505	Kolo
0206	Seshote	0506	Thabana-Morena
0207	Lejone	0601	Mohale's Hoek
0301	Teya-teyaneng	0602	Ketane
0302	Mapoteng-Makhorroana	0701	Moyeni
0303	Sefikeng	0702	Mount Moorosi
0304	Mamathe	0703	Mphaki
0401	Maseru	0801	Qacha's Nek
0402	Semonkong	0802	Sekake
0403	Roma	0803	Sehlabathebe
0404	Mazenod	0901	Mokhotlong
0405	Morija	0902	Mapholaneng
0406	Matsieng	1001	Thaba-Tseka
0407	Marakabei	1002	Katse
0408	Likalaneng	1003	Mantsonyane
0409	Ramabanta	1004	Sehonghong
0410	Rothe		

Code according to the list provided. Code 8888 for those who work in the rural areas.

106. **E38 and E39: If ever worked in RSA in the past 10 years, how long has s/he worked in RSA?**

- Enter the number of completed years. Code 00 for less than one year.
- Code 1 if never worked in RSA, Code 2 if worked in the past 10 years, Code 3 if presently working in the RSA and code 9 if don't know.

If the response is Code 2 (worked in the past), ensure that a person has worked within the range of 2006 to 2016.

Section F of the questionnaire

FOR WOMEN AGED 12 TO 50 YEARS (FERTILITY)

107. **F40:Has (name) ever been pregnant?**

• We need to know the pregnancies that ever occurred regardless of whether the pregnancy went up to nine months.

- Code 1 for Yes, and Code 2 for No.

If coded 2 or 9 skip to the next section

108. **F41: Have you ever given a live birth even if the child died soon after birth.**
- Code 1 for Yes, and Code 2 for No.
If coded 2 or 9 skip to the next section
109. **F42: How many children has (name) ever had that were born alive?**
- Enter number of children ever born alive.
110. **F43:How many of (name's) children are still alive and living with her in this household?**
- Enter number of children who are still alive and living in the household
111. **F44:How many of (name's) children are still alive and living elsewhere?**
- Enter number of children who are alive but are living elsewhere.
112. **F45: How many of (name's) children are no longer alive?**
- Enter number of children who are no longer alive.
113. **F46: At what age did (name) have her first child born?**
- Enter the age in completed years.
114. **F47: When was (name's) last child born, even if the child died soon after? birth?**
- Enter the month and year on which the child was born.
115. **F48.Is (name's) last born child still alive?**
- Code 1 if the last-born is still alive, and code 2 if the last-born is dead code 9 for don't know.
116. **F49.When did (name's) last born child die?**
- Enter the month and year on which the child died.
117. **F50. Is/was (name's) last born child male or female?**
- Use the codes given to indicate whether the last born child is/was male or female or don't know

Section G of the questionnaire

DEATHS OF HOUSEHOLD MEMBERS IN THE PAST 5 YEARS

The deaths reported in this section should relate to the definition of usual household members as defined in Section B with exceptions for those who were the one member households.

118. **G51:Has any member of this household passed away in the past five years**

(since April 2011)?

- Code 1 if any member of the household passed away, Code 2 if no member passed away in the past five years and 9 for don't know.

119.G52: How many members of the household passed away in the past five years (since April 2011)?

- Enter number of household members who died in the past five years

120.G53: What was the first name of the deceased?

- Enter the first names of the deceased and list in order of occurrence.

121.G54: In what month and year did the death occur?

- Enter the month and year on which the death occurred

122.G55: Was (the deceased) a male or female?

- Use the codes given to indicate whether the deceased was male or female.

123.G56: What was (the deceased's) age in completed years at the time of death?

- Enter the deceased's age in completed years.

FOR WOMEN AGED 12 TO 50 YEARS (maternal mortality)

The deaths reported here should all relate to maternal issues only .

124.G57: Did the deceased die while pregnant?

- Code 1 for women who died during pregnancy(*If coded 1, move to Section H*)
- Code 2 for those that did not die while pregnant.
- Code 9 if don't know.

125. G58: Did the deceased die while giving birth?

- Code 1 for women who died while giving birth(*If coded 1, move to Section H*)
- Code 2 for those that did not die while giving birth
- Code 9 if don't know.

126.G59: Did the deceased die within six weeks after the delivery?

- Code 1 for women who died within six weeks after the delivery and
- Code 2 for those that did not die within six weeks after the delivery.
- Code 9 if don't know.

Section H of the questionnaire

Housing Characteristics and Household Possessions

127. H60:What is the tenure status of the MAIN dwelling of the household?

- 1 Leasehold
- 2 Title deed
- 3 Form C
- 4 No title
- 5 No Legal right
- 6 Other (specify).....
- 9 Don't Know

- Code 4 No Title refers to the tenure of the household where a person has the right to the place but has not yet obtained the documents.
- Code 5 No Legal right refers 'Moipehi' where the household do not have any document which considers him or her as the owner of the land

128.H61:From whom did the owner acquire his/her land?

- 1 Government Agency
- 2Private developer
- 3Bought from somebody
- 4Allocated by chief
- 5Inherited/gift
- 6Other (specify).....
- 9 Don't Know

129.H62:From which agency did the owner acquire his/her land?

- 1 LEHCOOP/Lesotho Housing/LHLDC
- 2 UDS/Mabote project
- 3 MCC/ Councils
- 4 Private developer
- 5 Other (specify).....
- 9 Don't Know

Ask only those coded 1 and 2 in H61

130. H63:Main type of house

- Ask for the main type of house and code according to list.

TYPES OF HOUSES

1. Rontabole/Mokhorro

A single storeyround building with a pitched thatched, tiled or corrugated iron roof and walls of local materials such as sandstone, rubble or mud brick and render. Floors are normally earth but can also be cement. There is normally no ceiling.

2. Heisi

A rectangular building with a thatched roof and walls of sandstone, rubble, mud, sand, cement, brick and render. Internally the heisi is normally finished as for the rontabole and the number of rooms is usually three or less.

3. Polata

A rectangular building with a flat corrugated iron roof and walls of concrete blocks, sandstone, rubble, burnt or mud bricks. This type of dwelling may be rendered and decorated externally. The level of internal finish is highly variable from flooring of earth or concrete covered by linoleum or vinyl tiles and ceilings either not installed or of decorated rhino board. It usually has three rooms or less.

4. Malaene

A rectangular building normally of concrete blocks or local bricks with corrugated iron roof or tiles which normally comprises single rooms for rent to individual household. The standard of internal is highly variable. The definition of habitable rooms in the Malaene accepted that the norm is to combine living, cooking, eating and sleeping arrangements in a single room.

5. Optaka

A single storey house of a rectangular, L or T design with a double-pitched roof of corrugated iron sheets or thatch. Walls are normally of sandstone, rubble, brick or concrete blocks. Internal finishes are highly variable. The Optaka is considered to have five or less habitable rooms.

6. Bungalow/ Mansion

A single or multiple storey house of variable design with either flat or double-pitched roof of corrugated iron sheets, tiles or thatch. Walls may be of sandstone, first grade brick or rendered and decorated concrete block. The level of internal finishes normally includes cement flooring and rhino board ceiling.

7. Apartment/Town house

A single or multi-storey complex of self-contained dwelling units built of modern construction materials such as concrete block or first-grade brick with flat or double-pitched roof of corrugated iron sheets or tiles. These housing units are normally rented out. The factor which distinguishes the apartment/town house units from malaene is the number of habitable rooms and the level of services.

8. Temporary structure/Mok'huk'hu/Parkhome

Informal housing structure commonly built of old and disused roofing materials. They don't normally have defined space and are characterized by inhabitable living conditions. In addition, a parkhome is characterized by a very tight and limited room space.

131.H64:What is the ownership status of the MAIN dwelling used by the household

- 1 Owned by household
- 2 Free government housing
- 3 Free Private housing
- 4 Subsidized government housing
- 5 Subsidized private housing
- 6 Rented by government
- 7 Rented private housing
- 8 Other (*specify*)_-----

132.H65: Main material of construction of roof of the main type of house.

- 1 Thatch/Grass/Straw
- 2 Corrugated Iron/Metal sheets
- 3 Corrugated roof tiles
- 4 Ceramic/Clay tiles
- 5 Slab
- 6 Other (*specify*)_-----

133. H66: Main material of construction of walls of the main type of house.

- 01 Cane/ Tree trunks
- 02 Stick and mud
- 03 Masonite/Cardboard
- 04 Stone with mud
- 05 Burned Mud Bricks
- 06 Mud Bricks
- 07 Stone with cement
- 08 Advanced Stone
- 09 Sand/Concrete Blocks
- 10 Advanced Burned Bricks
- 11 Corrugated Iron/ Metal sheets
- 12 Other (*specify*)_-----

134.H67:Main material of floor of the main type of house.

- 1 Mud or Dung
- 2 Laminatedboard
- 3 Brick tiles
- 4 Tiles
- 5 Cement
- 6 Vinyl/Linoleum
- 7 Carpet
- 8 Wood
- 9 Other(*specify*)_-----

135.H68:Number of housing units in thishousehold?

- Please record the number of housing units in the household. If the household has two rontaboles and one polata, then the number of housing units is 2 for rontabole and 1 for polata.

136.H69: Number of rooms.

- Please record the number of rooms for each housing unit in the household. Do not include bathroom and toilet, include garages if they are used for living purposes, exclude the garage if it keeps the car. If the household has more than one house, enter number of rooms in the spaces provided for each building excluding the stables and rooms used for agricultural purposes.

137. H70: What is the Main source of drinking water for the household.

- H70 relates to source of drinking water for the household.
Code according to the list given. If coded 01,02,04 and 05 go to H72

- 01 Piped water into dwelling
- 02 Piped water into yard/plot
- 03 Piped into someone else's yard/plot
- 04 Borehole into yard/plot
- 05 Rainwater harvesting at home
- 06 Rainwater harvesting, neighbor
- 07 Public tap/standpipe
- 08 Public borehole
- 09 Protected spring
- 10 Unprotected spring
- 11 Surface water (river, dam, lake, pond, stream, canal, irrigation channels)
- 12 Cart with small tank/drum
- 13 Tanker-truck
- 14 Other(*Specify*_____)

138.H71: How long does it take to get drinkingwater.

- Please record the minutes the household takes to get to the source of drinking water, get water and come back (walking). Time should be recorded in minutes.

139. H72-73: Relate to main sources of energy used by the household for cooking and heating

- Use the codes provided in each question.

- 01 Electricity(Grid)
- 02 Electricity(Generator)
- 03 Electricity(Solar)
- 04 Liquefied Petroleum Gas (LPG)
- 05 Biogas
- 06 Paraffin
- 07 Coal
- 08 Wood
- 09 Animal Dung
- 10 Crop Waste
- 11 Straw/shrubs/grass
- 12 Other (Specify) -----

140. H74. Relate to main sources of energy used by the household for lighting

- 01 Electricity (Grid)
- 02 Electricity (Generator)
- 03 Electricity (Solar)
- 04 Battery
- 05 Liquefied Petroleum Gas (LPG)
- 06 Paraffin
- 07 Candle
- 08 Other (Specify) -----

141. H75: Main type of sanitation facility.

- 1 Flush to piped sewer system
- 2 Flush to septic tank/Biogas Digester
- 3 Flush to pit latrine
- 4 Ventilated Improved Pit latrine (VIP)
- 5 Unimproved Pit latrine
- 6 Bucket toilet
- 7 Public toilet/Neighbour toilet
- 8 Open Defecation/bush/field
- 9 Other (*specify*-----)

142.H76: How Does this Household Dispose Off its Refuse/Rubbish.

- State where the household disposes off its refuse or rubbish. Code according to the list given.

- 1 Municipal collected/ Private
- 2 Communal collected
- 3 Communal refuse dump
- 4 Roadside dumping
- 5 Burnt
- 6 Burying/pit
- 7 Own refuse dump
- 8 Other (*specify*-----)

143.H77: Possession of certain assets in the household

- State whether any member (present)inthe household possessesa working radio, television,landline telephone, cellular phone,refrigerator (specify Refrigerant code...), bed/mattress, vehicle, scotch cart, internet facility, computer/laptop, tractor, electric/gas/coal stove and generator.These are considered to be ‘working’ if they were ‘working’ in the past month.An example of refrigerants are NH3 or Ammonia, HCL, R600A and R134A.

144.H78: Does this household own any fields?

- Code 1 if Yes and Code 2 if No

145. H79. Do you operate any (fields)?

- Code 1 if Yes and Code 2 if No

If the field was ploughed in 'lihalefote', the field will be recorded at the owners field.

146.H80. How many of the following does the household have?

- Please record the number of cattle, sheep, goats, horses, mules, donkeys, pigs, improved poultry, dogs owned by one of the household members and are present in the household include mafisad in (exclude mafisad out), bees hives, ducks, geese and turkey. Use the codes provided.

HOW TO ACHIEVE COMPLETE COVERAGE

147.Systematic coverage of the Enumeration Area

- On entering the village, introduce yourself to the village headman or his representative and request his assistance as you move in the village.
- Get to know your area as thoroughly as possible before you start work. Plan your work so that you visit each household. Work in an orderly way in order to save yourself much walking and a great deal of trouble. Tell your supervisor where you will start and which path you will follow so that he/she can find you.

Enumeration and Control Form

- At the end of village enumeration, before you move to the next village make sure that all households in that village are enumerated.

What happens if there is no one at home? (Call –Backs)

- It may happen when you visit an inhabited house that you are unable to obtain any information. This can occur because there is no one at home, or because all the adults are away at the time, or for some other reason.
- If there are no eligible people present enquire as to the best time to call. If there is no one at home, ask the neighbours if anyone was there on the reference night. Or ask when members of the household are likely to be at home and arrange your next visit accordingly.
- If after three visits you have not succeeded in finding anyone at home, make a note of the address and tell your supervisor when you meet.
- It may be that for some reason your call is at an inconvenient time for members of the household. Do not allow yourself to be put off, but arrange to return at a more suitable time.
- Callbacks will involve you in much extra work, be wise and send word ahead of you so that people know when to expect you. If you have to make callbacks, clear them early. If you made an appointment to return, keep it and be punctual.

Household Enumeration Stickers

You will be provided with stickers of two different colours (pink and white) which will be placed on household's door. Place **White** sticker for completed households and **Pink** sticker for call backs.

WHAT TO DO AFTER ENUMERATION

You have completed the questionnaire. Now check:

- In the case of hand held devices there will be pre-designed controls for you to complete all questions
- That there is no one you have omitted, that you should have included
- That no column has been left blank, that should have been completed
- That your entries can be read easily
- That your entries correspond item by item and that you have not written anything, which cannot be correct.

Check your work systematically:

- First, make sure that the information identifying the household, in Part A has been entered.
- Next, look at the household in terms of the relationship and ages of the people. Make sure that the children are not shown as older than their parents that men are not shown as having given birth, that babies and young children are not shown as having university education or are working etc.
- Then look at the questions you have completed for women and girls aged 12 to 50 years. Check the ages of all females check that the skip instruction has been followed appropriately.
- If you find that things have gone wrong or that there are mistakes or omissions, ask further questions and correct your record. It must be completed and accurate in all respects before you leave the household.
- Make sure that you fill in the rest of the information on the top cover of the questionnaire.
- When you have completed your work for the whole EA, return all documents to the supervisor for checking.