

**PUBLIC EXPENDITURE
AND
SERVICE DELIVERY IN PAPUA NEW GUINEA**
A Survey of 220 Schools

SURVEY INSTRUMENTS FOR

SCHOOL (S1)	220 schools from 8 Provinces
TEACHER (S2)	One Grade 5 teacher per school, or alternate grade if Grade 5 not available
BOARD OF MANAGEMENT (S3)	Chairman, or one alternative member per school
PARENT (S4)	One parent per school
DISTRICT EDUCATION ADMINISTRATOR (D1)	Covering the ten selected schools in a district
PROVINCIAL EDUCATION ADVISOR (P2)	Covering the eight provinces
HEALTH FACILITY (H1)	One local facility per school, if relatively easily accessible from the school

**A STUDY CARRIED OUT BY THE NATIONAL RESEARCH INSTITUTE
FUNDED BY AUSAID AND THE WORLD BANK**

S1 - SCHOOL SURVEY

A. BACKGROUND

			Codes/units
1	Interviewer name		
2	Province		Name
3	District		Name
4	Village		Name
5	Census enumeration area		See codebook
6	School code		See codebook
7	Interview Date	/ / 2002	Day / Month / Year
8	Name of School		Name
9	School address		
10	Telephone number		0 = have telephone - but it doesn't work 99 = Don't know
11	What level is this school?		Level
12	Agency Type		1=Government, 2=Catholic, 3=Lutheran, 4=Other religious, 5=Other Private
13	Type of school		1=Community, 2=Primary
14	<i>If Primary</i> In what year did this become a primary school		Year
15	In what year was this school established?		Year
16	How many elementary classes are located within the grounds of this school?		Number
17	What is the name of the member from this electorate in National Parliament?		Name
18	Is the member from this local area?		1 = yes , 2 = no , 99 = Don't know
19	How long ago did you find out that we were coming to visit your school ?		0 = No warning 1 = 1 week or less 2 = More than 1 week 99 = Don't know

B. CHARACTERISTICS OF THE PRIMARY RESPONDENT

			Codes / Units
1	Name		
2	Gender		1=Male, 2=Female
3	Age		Years
4	Are you the Head Teacher		1=Yes, 2=No
5	If not the Head Teacher: What is your position?		1 = Deputy Head Teacher 2 = Senior teacher 3 = Teacher 4 = Other
6	Born in this district?		1=Yes, 2=No
7	Born in this province?		1=Yes, 2=No
8	Number of years as a head teacher?		Years (including this one)
9	Number of years as a head teacher at this school?		Years (including this one)
10	Number of years as a teacher before you became a head teacher?		Years (including this one)
11	Number of years as a teacher at this school, before you became a head teacher?		Years (including this one)
12	Highest education level completed?		1 = 2 yr teaching certificate 2 = 2 yr teaching diploma 3 = 3 yr teaching diploma 4 = 4 yr teaching degree 5 = degree + post graduate teaching qualification 6 = Other

13	Did you apply to be posted to this school?		1=Yes 2=No
14	<i>If No</i>	Why were you posted to this school?	1 = Don't know 2 = The Province thought it was best 3 = There was no other school for me 4 = No-one else wanted to come to this school
15	Who had the most say in appointing you to this school?	a	Most say
		b	Who else had a say
			Use codes from Key A
16	How much say did you have in the decision?		0 = None 1 = A little 2 = A lot
17	Do you want to stay at this school next year?		1=Yes , 2=No , 3 = No opinion

C. CHARACTERISTICS OF THE SCHOOL

18	Are there any other schools that local children could go to instead of this one?		1 = Yes , 2 = No , 99 = Don't know
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	If yes, please list the closest (up to three)	Type of school	Agency Type		How long would it take to get from this school to the other school?			
			1 = Community 2 = Primary	1=Government 2=Catholic, 3=Lutheran	4=Other religious 5=Other Private	1 = Walk 2 = Vehicle 3 = boat 4 = Plane	Days	Hours
	a	b	c		d	e	f	g
19								
20								
21								

22	What are the main reasons children or parents choose this school?	
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		How many ... are there at this school?	How many are in such a bad state that they need to be completely rebuilt?	How many are in such a bad state that they need some maintenance?
		a	b	c
23	Permanent classrooms			
24	Semi-permanent classrooms			
25	Bush material classrooms			

		How many ... are there at this school?	How many are in such a bad state that they need to be completely rebuilt?	How many are in such a bad state that they need some maintenance?
		a	b	c
26	Permanent teacher staff houses			
27	Semi-permanent teacher staff houses			
28	Bush material teacher staff houses			

29	How many classrooms have a blackboard?		Number
30	How many classrooms have a roof that leaks when it rains?		
31	How many classrooms have a chair <i>and</i> table for the teacher?		
32	How many classrooms have storage space that can be locked at night?		
33	How many classrooms have electricity that works?		

	What is the availability of the following:		
34	Library		0 = No provision 1 = Poor provision 2 = Adequate provision, 3 = Good provision,
35	Staff-room		
36	Administration block		
37	Clear radio reception		
38	School vehicle		
39	Agriculture area for student use		
40	Agriculture area for teacher use		
41	Land for expansion		
42	Sports area		
43	Sports equipment		
44	Specialist Science classroom		
45	Specialist Technology classroom		
46	Specialist Home Economics classroom		

47	Who owns the land used by the school?		1 = Customary 2 = State 3 = Church 4 = BOM member	5 = Other individual 6 = School 7 = Under dispute (specify) 99 = Don't know
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48	Did the school close down for any unusual reasons for half a day or more (eg. for water problems)	1=Yes , 2=No	Reasons	How many times during the year?	Total number of days
		a	b	c	d
	2001				
	2002				

49	Does the school have electricity (public grid / Elkom)		1 = Yes , 2 = No
50	Does the school have a usable water tank?		1 = Yes , 2 = No
51	What is the main source of drinking water supply for the school?		0 = None 1 = Rain water tank 2 = Spring/Lake/River 3 = Well/Bore hole 4 = Piped 5 = Other
52	Are the students able to drink water from that source today?		1 = Yes , 2 = No , 99 = Don't know
53	Was water available all year round from that source in 2001?		1 = Yes , 2 = No , 99 = Don't know

54	What is the main type of toilet facilities for teachers at the school?		0 = None 1 = Pit or shore drop latrine 2 = Flush
55	<i>If flush</i> How reliable is the water supply for the toilets?		0 = Disconnected 1 = Very unreliable 2 = Unreliable 3 = Reliable

56	What is the main type of toilet facilities for male students?		0 = None 1 = Pit or shore drop latrine 2 = Flush
57	<i>If flush</i> How reliable is the water supply for the toilets?		0 = Disconnected 1 = Very unreliable 2 = Unreliable 3 = Reliable
58	Are there enough toilets for boys?		1 = Yes , 2 = No , 99 = Don't know
59	<i>If No</i> How many more are needed?		1 = 1-3, 2 = 4-6 3 = 7-10 4 = more than 10

60	What is the main type of toilet facilities for female students?		0 = None 1 = Pit or shore drop latrine 2 = Flush
61	<i>If flush</i> How reliable is the water supply for the toilets?		0 = Disconnected 1 = Very unreliable 2 = Unreliable 3 = Reliable
62	Are there enough toilets for girls?		1 = Yes , 2 = No , 99 = Don't know
63	<i>If No</i> How many more are needed?		1 = 1-3, 2 = 4-6 3 = 7-10 4 = more than 10

How far is the closest source for the following								
		Distance		<i>If more than 1 km</i>				
		How many kilometers?		How would you get there		How long does it take to get there?		
		0 = in school 1 = within 1 km 2 = within 5 kms	3 = within 20kms 4 = within 100 kms 5 = more than 100 kms 99 = Don't know	1 = Walk, 2 = Vehicle	3 = Boat 4 = Plane	Days	Hours	Minutes
		a		B		c	d	e
64	High school or Secondary school							
65	Health center/aid post							
66	Vocational center							
67	Nearest store that sells basic materials (eg. books and pencils)							
68	Trade store							
69	Postal service							
70	Bank							
71	Police station							
72	Bitumen road							
73	PMV pickup point							
74	Town / station							
75	Provincial capital (of this province)							
76	Air strip							
77	Telephone that is working							
78	VHF radio that is working							
79	For coastal and island schools: Regular boat service							

D. SECURITY ISSUES

		2000	2001	2002	
1	Did the school have effective security fencing around the school in ...				1 = Yes 2 = No 99 = Don't know
2	Did the school have effective security fencing around teachers houses in ...				
3	Did you employ security guards in ...				
4	How much did you spend on security in ...				Kina
5	How many times was the school broken into in ...				Number of times (0 = none)
6	Estimate value of goods stolen or damaged				Kina

E. INSPECTORS, BOARD OF MANAGEMENT AND PARENTS

1	How often did the inspector visit in ...	Codes/Units
	2000	Number of times
	2001	
	2002	

			Codes/Units
2	What was the purpose of the last inspector's visit		1 = Personal inspection 2 = Advisory visit 3 = Compulsory inspection 4 = Other (specify)
3	At that visit, did the inspector ...		1 = Yes , 2 = No , 99 = Don't know
3a	... meet with the head teacher		
3b	... meet with teachers		
3c	... meet with the board of management		
3d	... meet with parents/PNC/community		
3e	... observe classes		
3f	... check school records		
4	What kind of feedback was given at the end of that visit?	4a	0 = none 1 = verbal report at staff meeting 2 = verbal report to head teacher only 3 = verbal reports to individual teachers 4 = written report for head teacher 5 = written reports to individual teachers
		4b	
		4c	
5	Did you get any feedback in writing that was sent to the school at a later time?		1 = Yes , 2 = No
6	<i>If yes</i> How long did it take before you received the written report?		Number of weeks after visit

7	How many times did the school BOM meet in 2001?		Number of times
8	How many times has the BOM met in 2002?		Number of times
9	When was the last BOM meeting?	/ / 2002	Day / Month / Year
10	What are the four most common agenda items at the BOM meetings	10a	1 = Discipline 2 = finance issues 3 = Fees 4 = school budget 5 = Staff issues 6 = Curriculum matters 7 = Fundraising 8 = Projects 9 = Maintenance 10 = Other
		10b	
		10c	
		10d	
11	Is the chairman of the BOM a parent of a student?		1 = yes , 2 = no

12	How many people are on the school's BOM		Number of members
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13	How many of the following types of people are on the school's BOM	Number of members	
		Male	Female
13a	Head-teacher		
13b	Staff representative		
13c	Parent representative		
13d	Representative from a Church agency		
13e	Local politician		
13f	Other		

			Codes / Units	
14	Is there a PNC at this school?		1 = Yes , 2 = No	
15	<i>If Yes</i>	How many times did the PNC meet in 2001?	Number of times	
16		How many times has the PNC met in 2002?	Number of times	
17		When was the last PNC meeting?	/ / 2002	
18		What percentage of parents attend PNC meetings?	0 = Very few 1 = Less than half 2 = About half	3 = More than half 4= About all
19	Do parents come to the school to collect assessment reports when these are ready?		1=Yes , 2=No	
20	<i>If Yes</i>	What percentage of parents do this?	0 = Very few 1 = Less than half 2 = About half	3 = More than half 4= About all
21	Does the head teacher or BOM ever call a meeting to discuss school issues with parents?		1 = Yes , 2 = No	
22	<i>If Yes</i>	What percentage of parents attend?	0 = Very few 1 = Less than half 2 = About half	3 = More than half 4= About all
23	Do teachers ever take children out of the classroom to learn in the community?		1 = Yes , 2 = No , 99 = Don't know	
24	Does the school invite community members to help develop school programs and activities?			
25	Do teachers organize community activities such as adult classes, sporting competitions?			
26	Do community members teach cultural activities in the school?			
27	Does the village or community allow the school to use its land for agricultural classes?			
28	Is the school ever used by the community for ...			
28a	... community meetings in classrooms or grounds		1 = Yes , 2 = No , 99 = Don't know	
28b	... adult education classes			
28c	... adult sports activities			

F. SCHOOL FINANCES AND SOURCES OF SUPPORT

1	How much do parents have to pay for the school fee (per student, per year)?			
		a	b	
		Lower primary	Upper primary	
	2000			Kina (0 = Nothing)
	2001			
	2002			

2	How much do parents have to pay for the project fee - for the first child in a family (per student, per year)?			
		a	b	
		Lower primary	Upper primary	
	2000			Kina (0 = Nothing)
	2001			
	2002			

3	How much do parents have to pay for the project fee - for the second child in a family (per student, per year)?			
		a	b	
		Lower primary	Upper primary	
	2000			Kina (0 = Nothing)
	2001			
	2002			

4	How much do parents have to pay any additional fees, for example uniform fees, book fees ... (per student, per year)?			
		a	b	
		Lower primary	Upper primary	Units
	2000			Kina (0 = Nothing)
	2001			
	2002			

		2000	2001	2002	
5	When were fees due at this school?				1 = All at beginning of school year 2 = Some at beginning, rest monthly 3 = Monthly 4 = according to ability 5 = other
6	What percentage of parents <i>could</i> afford the fees?				Write percentage
7	What happened to a student if they were <i>not</i> able to pay fees?				1 = Exempted 2 = Allowed to pay according to ability 3 = Must leave school 4 = Not allowed to go to next grade 5 = Other (specify)
8	How many disadvantaged families or students got financial assistance for fees at this school?				Number
9	How much money was still owed by parents at the end of the year?				Kina

10	What was the total amount that the school raised from fees charged to parents?			
		2000	2001	Units
10a	School fees			Kina
10b	Project fees			
10c	Other school specific fees			

11	Was question 10 based on school or BOM records or respondent's memory?		1 = School records 2 = BOM records	3 = Memory
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12	What was the amount of the government school subsidy per student in ...				
		2000	2001	2002	Units
12a	Lower Primary				Kina
12b	Upper Primary				

Education subsidy in 2001						
		First quarter	Second quarter	Third quarter	Fourth quarter	Codes / Units
13	Did you receive any of this subsidy in cheque, direct transfer to bank, or cash?					1 = yes 2 = no
14	<i>If Yes</i>	How much money was received?				Kina
15		In what month was that money transferred to the school?				1 = Jan, 2 = Feb, ...
16		How long did it take before you could spend that money?				Weeks
17	Did you receive any of this subsidy in any other form, e.g. books, materials ... ?					1 = yes 2 = no
18	<i>If Yes</i>	What was the value of the supplies received?				Kina
19		In what month were those supplies received?				1 = Jan, 2 = Feb, ...
20		What was the name of the supplying company?				Name

Education subsidy in 2002					
			First quarter	Second quarter	Codes / Units
21	Did you receive any of this subsidy by cheque or direct transfer to a bank account?				1 = Cheque 2 = Direct transfer 3 = Not received
22	<i>If received</i>	How much money was received?			Kina
23		<i>If it was a cheque</i>	Who handed it to you?		1 = Public servant 2 = Politician
24		In what month was that money transferred to the school?			1 = Jan, 2 = Feb, ...
25		How long did it take before you could spend that money?			Weeks

26	Besides the education subsidy, how much financial support did you receive in 2001 from the following sources?			
26a	National government			Kina
26b	Provincial government			
26c	District and Local Level government			
26d	Church organizations			
26e	NGOs			
26f	Local politicians			
26g	Donor agencies			
26h	Other private institutions			
26i	Fundraising activities (e.g. School fete)			
26j	Other			

27	Besides the education subsidy, how much support in other forms (e.g. materials, infrastructure) did you receive in 2001 from the following sources?			
27a	National government			Kina
27b	Provincial government			
27c	District and Local Level government			
27d	Church organizations			
27e	NGOs			
27f	Local politicians			
27g	Donor agencies			
27h	Other private institutions			
27i	Fundraising activities (e.g. School fete)			
27j	Other			

		2000	2001	2002	Code
28	How many classroom building projects started at this school in ...				Number
29	How many teacher housing projects started at this school in ...				
30	How many other building projects (e.g. administration block, library) started at this school in ...				
31	How many of these projects have been completed?				

32	How many bank accounts are there for this school?			Number
	<i>If more than one</i>	Is there a joint account managed by the school and the BOM?		1 = Yes , 2 = No
33		Is there a separate account managed by the school?		
34		Is there a separate account managed by the BOM?		
35		Are there any other accounts?		

IF THERE IS A JOINT ACCOUNT MANAGED BY THE SCHOOL AND THE BOM:

36	In 2001, how much was spent out of the joint account managed by the school and the BOM on ...		Units
36a	Maintenance		Kina
36b	Infrastructure		
36c	Basic materials		
36d	Textbooks		
36e	Consumables / Expendable items		
36f	Equipment		
36g	Transport		
36h	Extra staff		
36i	Other		

IF THERE ARE ACCOUNTS MANAGED BY THE SCHOOL ALONE:

37	In 2001, how much was spent out of accounts managed by the School alone on ...			Units
		Account 1	Other Account(s)	Kina
37a	Maintenance			
37b	Infrastructure			
37c	Basic materials			
37d	Textbooks			
37e	Consumables / Expendable items			
37f	Equipment			
37g	Transport			
37h	Extra staff			
37i	Other			

H. ROLES AND RESPONSIBILITIES IN EDUCATION

We are interested in who influences education decision making.

	According to you, who has the most say in ...	a	b	c
		Most say	Who else has a say?	How much say do you have?
		Use codes from Key A	Use codes from Key A	Key B: 1 = None 2 = A little 3 = A lot
1	... deciding on teaching methods used in this school			
2	... deciding who enrolls at this school			
3	... deciding class size in this school			
4	... assessing students in this school			
5	... setting the policy for assessing students			
6	... appointing a teacher to this school			
7	... assessing teachers in this school			
8	... setting the policy for assessing teachers			
9	... deciding which teachers get promoted			
10	... taking disciplinary action against a teacher in this school			
11	... dismissing a teacher from this school			
12	... deciding who attends in-service training			
13	... deciding the level of project fees			
14	... deciding how to spend project fees			
15	... deciding how to spend school subsidy			
16	... deciding to upgrade a community school to a primary school			
17	... deciding on maintenance work in this school			
18	... deciding to build a new classroom in this school			
19	... organizing PNC activities			
20	... organizing activities with the community			
21	... deciding to have a fete or fundraising			

I. STRENGTHS AND WEAKNESSES

1	What are the three major strengths and weaknesses of the school ?		
	a		b
	Strengths		Weaknesses
1		1	
2		2	
3		3	

J1. TEACHERS

		2000	2001	2002	Codes
1	How many teachers were, or are, supposed to be posted to this school?				Number
2	How many teachers were actually working at this school?				Number
3	<i>If ever short of teachers</i> <i>Were you short of teachers for more than one term?</i>				1 = Yes , 2 = No
4	How many new teachers were appointed to this school in each year...				Number

5	If teachers are absent for a short time how do you cover classes?		1 = Use relief teacher 2 = Combine classes 3 = Set the students unsupervised work 4 = Set the students work and visit now and then 5 = Let them play sports 6 = Send students home
6	If teachers are absent for a long time how do you cover classes?		

J2. CHARACTERISTICS OF TEACHERS

Teacher listing								
1	2	3	4	5	6	7	8	9
ID	Name	File number	What grade(s) does the teacher teach?	Gender	Age	Present level	Is the teacher at the school today?	Selected for in-depth section*
			Grade	1=Male, 2=Female	1 = less than 20 2 = 20-29 ; 3 = 30-39 4 = 40-49 5 = 50 or more		1 = Yes , 2 = No	1 = yes leave others blank
1	(Head teacher)							1
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Use supplementary sheets if necessary

* IN ADDITION TO THE HEAD TEACHER, SELECT TWO TEACHERS. **TEACHER 1** FROM GRADES 3 OR 4 - **TEACHER 2** FROM GRADES 6, 7 OR 8. CHOOSE THE TEACHER IN EACH GROUP BY TAKING THE ONE WHOSE FAMILY NAME IS FIRST IN ALPHABETICAL ORDER.

Information about head teacher and selected other teachers					
		a	b	c	
		Head Teacher	Teacher 1	Teacher 2	Codes/Units
	Name				
10	Teacher ID (see previous page)	1			
11	Born in this district?				1 = Yes , 2 = No
12	Born in this province?				1 = Yes , 2 = No
13	Number of years as teacher				Number
14	Number of years teaching in this school				
15	Highest education completed				1 = 2 yr teaching certificate 2 = 2 yr teaching diploma 3 = 3 yr teaching diploma 4 = 4 yr teaching degree 5 = degree + post graduate teaching qualification 6 = Other
16	When did the teacher report for work this year (2002)?				0 = Not reported yet Otherwise enter: Day / Month
17	Is the teacher present today?				1 = yes , 2 = no
18	<i>If no</i> How many days has the teacher been away?				School days
19	Why is the teacher away?				1 = Sick 2 = Training 3 = Official function 4 = Travel to town 5 = Approved paid leave 6 = Approved unpaid leave 7 = Other 99 = Don't know
20	How many days has this teacher been away from school since they reported for work?				School days

Information about head teacher and two other teachers						
		a	b	c		
		Head Teacher	Teacher 1	Teacher 2	Codes/Units	
	Name					
	Teacher ID (see previous page)		1			
21	Did this teacher attended any approved inservice activity in 2000, 2001, or 2002?				1 = yes , 2 = no	
22	<i>If yes</i>	What was the name of the course?				
23		How long was the course?			Weeks	
24		Who paid for the course?				
25	Does this teacher live in a school provided house?				1 = yes , 2 = no	
26	<i>If school provided house</i>	Who owns the house that the teacher lives in?			1 = National govt. 2 = Provincial govt. 3 = District govt./LLG 4 = Church / NGO 5 = School BOM	6 = Head Teacher 7 = Customary 8 = Other
27		How much rent is paid fortnightly?			Kina	
28		What construction type is the house in which the teacher currently lives			1 = Permanent 2 = Semi-permanent 3 = Bush materials	

Information about head teacher and two other teachers					
		a	b	c	
		Head Teacher	Teacher 1	Teacher 2	Codes/Units
	Name				
	Teacher ID (see previous page)	1			
29	How much does the teacher receive in salary in each fortnight?				Kina
30	How much is automatically deducted from the payslip?				
31	<i>[Check]</i> So the total amount is <i>[add previous two questions]</i>				
32	How is the teacher paid?				1 = Cheque 2 = Direct deposit
33	When was the last time this teacher was <i>supposed to be</i> paid				Day / Month
34	When was the last time this teacher was <i>actually</i> paid				Day / Month
35	How long after the salary was paid was the teacher able to spend the money?				Weeks
36	Was this teacher eligible for a leave fare last year (2001)?				1 = yes , 2 = no
37	<i>If yes</i> Which province was that leave fare for?				Write Province name
38	How much does the teacher receive in additional monetary allowances (per year)?				Kina e.g. Disadvantage, Responsibility, Multigrade, Housing, ...
39	Were there allowances that the teacher was eligible for that they didn't get in 2001				1 = yes , 2 = no
40	<i>If yes</i> Which allowances?				

K. DATA APPENDIX

1	How many classes are there at each grade at this school?	
Grade 1		Cnty. schools only
Grade 2		Cnty. schools only
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Grade 7		Prim. schools only
Grade 8		Prim. schools only

If there is only one class per grade, fill in the following and skip to question 3

If there is more than one class per grade, fill in the table for Class "A" and then for "B" and "C" as needed.

2a	How many students are/were there enrolled at this school (Term 2 enrollments)?						
	2000		2001		2002		
	Boys	Girls	Boys	Girls	Boys	Girls	
Class 1(A)							Cnty. schools only
Class 2(A)							Cnty. schools only
Class 3(A)							
Class 4(A)							
Class 5(A)							
Class 6(A)							
Class 7(A)							Prim. schools only
Class 8(A)							Prim. schools only

If there is more than one class per grade, fill in the following (as needed)

2b	How many students are/were there enrolled at this school (Term 2 enrollments)?						
	2000		2001		2002		
	Boys	Girls	Boys	Girls	Boys	Girls	
Class 1(B)							Cmty. schools only
Class 2(B)							Cmty. schools only
Class 3(B)							
Class 4(B)							
Class 5(B)							
Class 6(B)							
Class 7(B)							Prim. schools only
Class 8(B)							Prim. schools only

2c	How many students are/were there enrolled at this school (Term 2 enrollments)?						
	2000		2001		2002		
	Boys	Girls	Boys	Girls	Boys	Girls	
Class 1(C)							Cmty. schools only
Class 2(C)							Cmty. schools only
Class 3(C)							
Class 4(C)							
Class 5(C)							
Class 6(C)							
Class 7(C)							Prim. schools only
Class 8(C)							Prim. schools only

Use supplementary sheets if necessary.

3	How many students completed the listed grade last year but did not return to this school this year?		
	Boys		Girls
Grade 1			Cnty. schools only
Grade 2			Cnty. schools only
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			Prim. schools only
Grade 8			Prim. schools only

4	How many students continued on to the next grade?			
	2000		2001	
	Boys	Girls	Boys	Girls
Grade 6				
Grade 8				Prim. schools only

5	How many students were present at school this day last week (that is, 7 days ago)? [From Roll book]						
	Class (A)		Class (B)		Class (C)		
	Boys	Girls	Boys	Girls	Boys	Girls	
Grade 1							Cnty. schools only
Grade 2							Cnty. schools only
Grade 3							
Grade 4							
Grade 5							
Grade 6							
Grade 7							Prim. schools only
Grade 8							Prim. schools only

Use Supplementary sheets if necessary

6	In 2002 did the school have to turn away any children because of overcrowding?		1 = yes, 2 = no
7	<i>If yes:</i> How many?		Number

How many textbooks do you have at each grade level - and how many did you get in 2001?

8	Mathematics			
	How many do you have?	How many received in 2001?		
		Got free	Paid for	
	a	b	c	
Grade 1				Cnty. schools only
Grade 2				Cnty. schools only
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				Prim. schools only
Grade 8				Prim. schools only

9	Language			
	How many do you have?	How many received in 2001?		
		Got free	Paid for	
	a	b	c	
Grade 1				Cnty. schools only
Grade 2				Cnty. schools only
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				Prim. schools only
Grade 8				Prim. schools only

Supplementary enrollment sheets: School Name _____ School Code _____

2()	How many students are/were there enrolled at this school (Term 2 enrollments)?						
	2000		2001		2002		
	Boys	Girls	Boys	Girls	Boys	Girls	
Class 1()							Cnty. schools only
Class 2()							Cnty. schools only
Class 3()							
Class 4()							
Class 5()							
Class 6()							
Class 7()							Prim. schools only
Class 8()							Prim. schools only

2()	How many students are/were there enrolled at this school (Term 2 enrollments)?						
	2000		2001		2002		
	Boys	Girls	Boys	Girls	Boys	Girls	
Class 1()							Cnty. schools only
Class 2()							Cnty. schools only
Class 3()							
Class 4()							
Class 5()							
Class 6()							
Class 7()							Prim. schools only
Class 8()							Prim. schools only

2()	How many students are/were there enrolled at this school (Term 2 enrollments)?						
	2000		2001		2002		
	Boys	Girls	Boys	Girls	Boys	Girls	
Class 1()							Cnty. schools only
Class 2()							Cnty. schools only
Class 3()							
Class 4()							
Class 5()							
Class 6()							
Class 7()							Prim. schools only
Class 8()							Prim. schools only

Supplementary student presence sheets:

School Name _____ School Code _____

5	How many students were present at school this day last week (that is, 7 days ago)? [From Roll book]						
	Class (D)		Class (E)		Class (F)		
	Boys	Girls	Boys	Girls	Boys	Girls	
Grade 1							Cnty. schools only
Grade 2							Cnty. schools only
Grade 3							
Grade 4							
Grade 5							
Grade 6							
Grade 7							Prim. schools only
Grade 8							Prim. schools only

5	How many students were present at school this day last week (that is, 7 days ago)? [From Roll book]						
	Class (G)		Class (H)		Class (I)		
	Boys	Girls	Boys	Girls	Boys	Girls	
Grade 1							Cnty. schools only
Grade 2							Cnty. schools only
Grade 3							
Grade 4							
Grade 5							
Grade 6							
Grade 7							Prim. schools only
Grade 8							Prim. schools only

Key A:

1 = National-level government agencies (NEB, NDOE, TSC, CDD)

2 = Provincial-level government agencies (PEB, PEA, PEO)

3 = District/LLG government agencies (DEB, DEA, LLGs)

4 = Inspectors

5 = School Board of Management

6 = Head teacher

7 = Teachers

8 = Parents / PNC

9 = Church agencies

10 = Politicians

11 = Donors

12 = Private businesses

13 = Other

Key B:

1 = None

2 = A little

3 = A lot

S2. TEACHER SURVEY (Usually Grade 5 teacher)

			Codes/units
1	Name of Interviewer		
2	Questionnaire number		
3	Name of School		Name
4	School code		See codebook
5	Province		Name
6	District		Name
7	Village		Name
8	Census enumeration area		See codebook
9	Interview Date	/ / 2002	Day / Month / Year
10	Respondent's name		
11	Gender		1=Male, 2=Female
12	Highest education level completed?		1=2 yr teaching cert, 2=3 yr teaching diploma, 3=4 yr teaching degree, 4=degree + post graduate teaching qualification
13	Teacher's File Number		Number

B. CLASSROOM ENVIRONMENT

		Codes/Units
14	Which class are you teaching in 2002?	E.g. Class 5a, 5gold
15	Is it a multigrade class?	1=Yes, 2=No
16	How many children are enrolled in your class?	Number
17	How many of them are at school today?	Number
18	How many of your children miss more than 10 days in term 1, 2002?	Number
19	How many of them are male students?	Number
20	How many of them are female students?	Number
21	Why do they miss so many days?	Write answer
22	What actions does the school take in the case of students who miss a lot of days from school?	Write answer
23	How many students from your class last year did not return to school this year?	Number
24	What were the reasons?	Write answer
25	How many children in your class do not have an adequate amount of food before they come to school in the morning?	1=none 2=a few 3=some 4=most 5=all
26	How many children in your class do not have an adequate amount of food at lunchtime?	1=none 2=a few 3=some 4=most 5=all

C. ROLES AND RESPONSIBILITIES IN EDUCATION

We are interested in who influences education decision making.

		Most say	Who else has a say?	How much say do you have?
	According to you, who has the most say in ...	Use codes from Key A	Use codes from Key A	1 = None, 2 = A little 3 = A lot
27	... deciding on teaching methods used in this school			
28	... deciding who enrolls at this school			
29	... deciding class size in this school			
30	... assessing students in this school			
31	... setting the policy for assessing students			
32	... appointing a teacher to this school			
33	... assessing teachers in this school			
34	... setting the policy for assessing teachers			
35	... deciding which teachers get promoted			
36	... taking disciplinary action against a teacher in this school			
37	... dismissing a teacher from this school			
38	... deciding who attends in-service training			
39	... deciding the level of project fees			
40	... deciding how to spend project fees			
41	... deciding how to spend school subsidy			
42	... deciding to upgrade a community school to a primary school			
43	... deciding on maintenance work in this school			
44	... deciding to build a new classroom in this school			
45	... organizing PNC activities			
46	... organizing activities with the community			
47	... deciding to have a fete or fundraising			

D. TEACHER ACTIVITY

48	How many hours do you spend each week preparing lessons and marking student work?		1=1-5 hours 2=6-10 hours 3=11-20 hours 4=more than 20 hours
E. Resources for Teaching			
49	Do you have sufficient textbooks for student use in your classroom?		1=Yes 2=No 99=Don't know
50	Are you able to produce the teaching aids that you need for use in your classroom?		1=Yes 2=No
51	If No, why not?		Write answer
52	Do you have enough desks in your classroom for all of the students?		1=Yes 2=No 3=Not relevant
53	If No, how many more desks do you need?		Number
54	Did the Head Teacher allocate any money for you to spend for your classroom?		1=Yes 2=No
55	If Yes, how much were you allocated?		Kina
56	What did you spend it on?		List items
School Management			
57	Does the school have regular staff meetings?		1=Yes 2=No
58	Are you encouraged to contribute to decision-making within the school?		1=Yes 2=No

59	Does the school enforce the 30-day rule relating to absences and termination of students?		1=Yes 2=No 99=Don't know
60	Does the school have a rule for children about bringing lunches to school?		1=Yes 2=No 99=Don't know
61	If Yes, what is it?		Write answer
School/Community Interaction			
62	How would you describe the interest level of parents toward the school?		1=none 2=low 3=high
63	Have you involved the local community in classroom activities?		1=Yes 2=No
64	If Yes, in what ways?		Write answer
65	Has the BOM helped you as a teacher?		1=Yes 2=No
66	If Yes, in what ways?		Write answer
67	How many primary age children in this area would you estimate are not enrolled in school?		1=none 2=a few 3=some 4=most 5=all
68	Does the school take any actions to try to enrol these children?		Write answer

69	Does the school provide any counselling services for students who are having difficulties at school?		1=Yes 2=No 99=Don't know
70	What happens to a student if he/she is unable to pay fees?		1 = Exempted 2 = Allowed to pay according to ability 3 = Must leave school 4 = Not allowed to go to next grade 5 = Other (specify)
71	Does the community assist families of needy students?		1=Yes 2=No 99=Don't know
Teacher's Pay			
72	What is your current teacher level?		Write the level
73	Are you being paid at that level?		1=Yes 2=No 99=Don't know
74	Did you usually get your pay on time in 2001?		1=Yes 2=No
75	If No, how many weeks on average was it delayed in 2001?		1=1-2 weeks 2=2-3 weeks 3=3-4 weeks 4=4-6 weeks 5=more than 6 weeks
76	Did you get paid the allowances that you were eligible for in 2001?		1=Yes 2=No 99=Don't know
77	If No, which allowances?		Write answer
78	Do you have to supplement your income after school?		1=Yes 2=No
79	What do you do to get that income?		Write answer

80	How much do you make on average each week?		1=1-10Kina, 2=11-20Kina 3=21-50Kina 4=More than 50Kina
81	Does anyone else in your family who lives with you earn money?		1=Yes 2=No
82	How much do they earn on average each week?		1=1-10Kina, 2=11-20Kina 3=21-50Kina 4=More than 50Kina

S3 – SCHOOL BOARD OF MANAGEMENT SURVEY

A. BACKGROUND

			Codes/units
1	Name of Interviewer		
2	Questionnaire number		
3	Name of School		Name
4	School code		See codebook
5	Province		Name
6	District		Name
7	Village		Name
8	Census enumeration area		See codebook
9	Interview Date	/ / 2002	Day / Month / Year

10	Name		
11	Gender		1 = Male , 2 = Female
12	Age		Years
13	Are you the BOM Chairman?		1 = Yes, 2 = No
14	If No What is your position?		Write in
15	Were you born in this district?		1=Yes, 2=No
16	Were you born in this province?		
17	How much schooling have you got?		1 = None 2 = Primary 3 = High School 4 = Post school

B. FINANCIAL INFORMATION

		Codes/Units
18	Is there a joint account managed by the school and the BOM?	1 = Yes, 2 = No
19	Is there a separate account managed by the school?	
20	Is there a separate account managed by the BOM?	
21	Are there any other accounts?	

IF THERE IS A JOINT ACCOUNT MANAGED BY THE SCHOOL AND THE BOM

22	In 2001, how much was spent out of the joint account managed by the school and the BOM on ...		Units
22a	Maintenance		Kina
22b	Infrastructure		
22c	Basic materials		
22d	Textbooks		
22e	Consumables / Expendable items		
22f	Equipment		
22g	Transport		
22h	Extra staff		
22i	Other		

IF THERE ARE ACCOUNTS MANAGED BY THE BOM ALONE

23	In 2001, how much was spent out of accounts managed by the BOM alone on ...			Units
		Account 1	Other Account(s)	
23a	Maintenance			Kina
23b	Infrastructure			
23c	Basic materials			
23d	Textbooks			
23e	Consumables / Expendable items			
23f	Equipment			
23g	Transport			
23h	Extra staff			
23i	Other			

C. ROLES AND RESPONSIBILITIES IN EDUCATION

We are interested in who influences education decision making.

		Most say	Who else has a say?	How much say do you have?
	According to you, who has the most say in ...	Use codes from Key A	Use codes from Key A	1 = None, 2 = A little 3 = A lot Key B
24	... deciding on teaching methods used in this school			
25	... deciding who enrolls at this school			
26	... deciding class size in this school			
27	... assessing students in this school			
28	... setting the policy for assessing students			
29	... appointing a teacher to this school			
30	... assessing teachers in this school			
31	... setting the policy for assessing teachers			
32	... deciding which teachers get promoted			
33	... taking disciplinary action against a teacher in this school			
34	... dismissing a teacher from this school			
35	... deciding who attends in-service training			
36	... deciding the level of project fees			
37	... deciding how to spend project fees			
38	... deciding how to spend school subsidy			
39	... deciding to upgrade a community school to a primary school			
40	... deciding on maintenance work in this school			
41	... deciding to build a new classroom in this school			
42	... organizing PNC activities			
43	... organizing activities with the community			
44	... deciding to have a fete or fundraising			

S4. PARENT SURVEY

			Codes/units
1	Name of Interviewer		
2	Questionnaire number		
3	Name of School		Name
4	School code		See codebook
5	Province		Name
6	District		Name
7	Village		Name
8	Census enumeration area		See codebook
9	Interview Date	/ / 2002	Day / Month / Year

B. BACKGROUND

10	Gender of Respondent		1=Male, 2=Female
11	Did you go to this school as a student?		1=Yes, 2=No
12	How much schooling have you got?		1=none, 2=primary 3=high school, 4=post school
13	How many children do you have?		number
14	Is there another school that your children could go to?		1=Yes 2=No 99=Don't know
15	If Yes, why did you choose this school?		Write reasons
16	How often do you visit the school?		1=Often, 2=sometimes, 3=hardly ever,, 4=never
17	What are the reasons for visiting the school?		Write reasons

18	Do your children like this school?		1=Yes 2=No 3=Indifferent 99=Don't know
19	What do your children say about this school?		Write answer
20	How many of the school age children in this community go to school		1=none 2=a few 3=some 4=most 5=all
21	If some children do not go to school, why don't they go to school?		Write answer
22	What should be done about children who stay away from school a lot?		Write answer
23	Are teachers usually in class on time each day?		1=never, 2=rarely, 3=sometimes 4=often, 5=all the time
24	Do teachers spend most school days teaching at the school?		1=never, 2=rarely, 3=sometimes 4=often, 5=all the time
25	Does the Head Teacher visit the local community and mix with parents?		1=never, 2=rarely, 3=sometimes 4=often, 99=don't know
26	Do the teachers visit the local community and mix with parents?		1=never, 2=rarely 3=sometimes 4=often, 99=don't know
27	What does the BOM do?		Write answer
28	Does it do a good job?		1=Yes 2=No 99=Don't know

29	What are the four biggest problems facing the school?	1. 2. 3. 4.	
30	Who should pay for the cost of education?		1=government 2=parents 3=combination of govt/parents 4=other
31	Were you involved when the school fee was set in 2001?		1=Yes 2=No
32	If No, should you have been involved? (NOW GO TO Q36)		1=Yes 2=No 99=Don't know
33	If Yes, in what way were you involved?		Write answer
34	What did you think about the level of the school fee in 2001?		1=too low 2=about right 3=too high 99=Don't know
35	Were you involved when the project fee was set in 2001?		1=Yes 2=No 99=Don't know
36	If No, should you have been involved? (NOW GO TO Q38)		1=Yes 2=No 99=Don't know
37	If Yes, in what way were you involved?		Write answer
38	What did you think about the level of the project fee in 2001?		1=too low, 2=about right 3=too high, 99=Don't know
39	In 2001, were you able to pay the fees set by the school?		1=Yes, 2=No, 3=some of the fees

40	If a family is poor, what kind of help should it get to send children to school?		Write answer
41	Who should give help?		1=government, 2=school 3=community, 4=relatives of the family
42	Why do you send your children to school?		Write answer
43	Will this school help your child to achieve that goal?		1=Yes 2=No 99=Don't know
44	Did the MP for this electorate help this school in 2001?		1=Yes 2=No 99=Don't know
45	If Yes, what form of help did the MP give?		1=paid for new buildings 2=gave out the subsidy cheque 3=provided equipment 4=paid school fees 5=other
46	Did the MP for this electorate help this school in 2002?		1=Yes 2=No 99=Don't know
47	If Yes, what form of help did the MP give?		1=paid for new buildings 2=gave out the subsidy cheque 3=provided equipment 4=paid school fees 5=other

C. Community/School Interaction

48	Is there a PNC at this school?			1 =Yes, 2 = No
49	If Yes	How many times did the PNC meet in 2001?		Number of times
50	If Yes	How many times has the PNC met in 2002?		Number of times
51	If Yes	When was the last PNC meeting?	/ / 2002	
52	If Yes	What percentage of parents attend PNC meetings?		0 = Very few 1 = Less than half 2 = About half 3 = More than half 4= About all
53	Do parents come to the school to collect assessment reports when these are ready?			1=Yes , 2=No
54	If Yes	What percentage of parents do this?		0 = Very few 1 = Less than half 2 = About half 3 = More than half 4= About all
55	Does the head teacher or BOM ever call a meeting to discuss school issues with parents?			1 =Yes, 2 = No
56	If Yes	What percentage of parents attend?		0 = Very few 1 = Less than half 2 = About half 3 = More than half 4= About all
57	Do teachers ever take children out of the classroom to learn in the community?			1=Yes, 2=No, 99 = Don't know
58	Does the school invite community members to help develop school programs and activities?			1=Yes, 2=No, 99 = Don't know
59	Do teachers organize community activities such as adult classes, sporting competitions?			1=Yes, 2=No, 99 = Don't know
60	Do community members teach cultural activities in the school?			1=Yes, 2=No, 99 = Don't know
61	Does the village or community allow the school to use its land for agricultural classes?			1=Yes, 2=No, 99 = Don't know
62	Is the school ever used by the community for ...			
62a	... community meetings in a school			1=Yes, 2=No, 99 = Don't know
62b	... adult education classes			
62c	... adult sports activities			

D. LIKES AND DISLIKES

63	What do you like about the school?	What don't you like about the school?	What do other parents think about the school?
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	

D1. DISTRICT EDUCATION ADMINISTRATOR SURVEY

			Codes/units
1	Name of Interviewer		
2	Questionnaire number		
3	Name of School		Name
4	School code		See codebook
5	Province		Name
6	District		Name
7	Village		Name
8	Census enumeration area		See codebook

B. BACKGROUND

9	If interview with DEA cannot be done ... Why is DEA unavailable? [END OF QUESTIONING]		1= position does not exist 2=position vacant 3=DEA away on approved business 4=DEA away on unapproved business 5=DEA ill during visit 6=other
	[IF DEA AVAILABLE FOR INTERVIEW THEN CONTINUE...]		
10	Interview Date	/ /2002	
11	Name of DEA		Name
12	Gender of DEA		1=Male, 2=Female
13	Age of DEA		Years
14	DEA born in this district?		1=Yes, 2=No
15	DEA born in this province?		1=Yes, 2=No
16	Number of years as District Education Administrator		Years (including this one)
17	Number of years as District Education Administrator in this district		Years (including this one)
18	Is this a substantive or acting position		1=substantive 2=acting

19	Highest education level completed		1=2 yr teaching cert, 2=2 yr teaching dip, 3 = 3 yr teaching diploma, 4=4 yr teaching degree, 5=degree + post graduate teaching qualification, 6=other (specify)
20	What kind of specialist training do you have for this position?		1=None, 2=Higher education degree, 3=Certificate in Administration, 4=Diploma in Administration, 5=Degree in Administration, 6=other (specify)
21	Have you been allocated a house in this District?		1=Yes, 2=No

C. ORGANISATION AND STRUCTURE

			Codes/Units
22	What is the established number of positions for the District Education office?		Number
23	Are all established positions filled at present?		1=Yes, 2=No
24	If No, how many positions are unfilled?		Number
25	How many DEAs have there been in the past five years in this District?		1=one 2=two 3=three 4=more than 4
26	Were you able to visit each school in the district at least once in 2001?		1=Yes, 2=No
27	If No, what percentage of schools were you unable to visit?		Write percentage
28	Why were you unable to visit all of them?		Write answer
29	Are you provided with any of the following as part of your job:		
29a	A vehicle		1=yes, exclusive use 2=yes, shared use 3=none available
29b	Personal office space		1=yes, exclusive use 2=yes, shared use 3=none available
29c	Computer		1=yes, exclusive use 2=yes, shared use 3=none available
29d	Telephone		1=yes, exclusive use 2=yes, shared use 3=none available
29e	VHF		1=yes, exclusive use 2=yes, shared use 3=none available

30	Does the DEA office operate a separate bank account?		1=Yes, 2=No
31	If Yes, what are the major items of expenditure from that account?	1.	List expenditure items
31a		2.	
31b		3.	
31c		4.	
32	What are the sources of revenue for that account?	1.	List revenue sources
32a		2.	
32b		3.	
32c		4.	
33	Bank facilities in some parts of a Province can be difficult and funds are sometimes transferred through Inspector and DEA personal accounts. Did you ever have to use your personal bank account during 2001 to manage spending on education business?		1=Yes, 2=No

C. SCHOOLS AND STAFFING

34	How many ___ schools are there in this District in	2000	2001	2002	Codes
34a	• Provincial high/Secondary schools				
34b	• Primary schools				
34c	• Community schools				
34d	• Elementary schools				

35	How many schools in this District are suspended or closed today?			
35a	• Provincial high/Secondary schools			Number
35b	• Primary schools			
35c	• Community schools			
35d	• Elementary schools			

Staffing			
36	What is the total number of established teacher positions in community and primary schools in this District in 2002?		Number
37	How many community and primary teachers are you short in the District today?		Number

Gender of Head Teachers		2000		2001		2002		Code/Units
		Male	Female	Male	Female	Male	Female	
38	What is the gender of head teachers in community schools in this District in ...							Number
39	What is the gender of head teachers in primary schools in this District in ...							Number

D. DISTRICT EDUCATION BOARD

40	Is there a District Education Board?		1=yes, 2=no
41	How many times did it meet in 2001?		Number
42	How many times has it meet in 2002?		Number
43	What are its major functions?	1.	
		2.	
		3.	
		4.	
44	How do you rate the effectiveness of the DEB?		1=very effective, 2=moderately effective, 3=not effective
45	How many people are on the District Education Board of the District?		Number of members

46	List the members of the District Education Board		
		Number of members	
	Representing (e.g. local politician, Church, parents, teachers, district)	Male	Female

E. BUDGET PROCESS

Budget formulation and approval		
47	What level of priority does Education have in this District?	1=top 2=high 3=medium 4=low 5=none
48	Did you prepare a budget to be presented to the District Planning and Budget Priorities Committee (DP&BPC) for 2002?	1=Yes 2=No
49	If Yes, what month was it submitted to the DP&BPC?	1=Jan 2=Feb 3=Mar 4=Apr 5=May 6=Jun 7=Jul 8=Aug 9=Sept 10=Oct 11=Nov, 12=Dec
50	If No, did LLGs seek your advice during their budget preparations?	1=Yes 2=No
51	If they sought your advice, did your advice make a difference to their budget submission?	1=not at all, 2=some, 3=a lot
52	Are you a member of the DP&BPC?	1=Yes 2=No
53	Can you provide me with a copy, or at least a summary of the 2001 budget submission?	1=Yes 2=No

F. FINANCIAL REVIEWS

Financial Reviews		Codes
54	Does the DEA ever review school financial accounts?	1=Yes, 2=No
55	If Yes, how many schools were reviewed in 2001?	number
56	How many schools in 2002?	number
57	What actions are taken by DEA if irregularities are found?	Write answer
58	Does the PDOE ever review school financial accounts in this District?	1=Yes, 2=No
59	If Yes, how many schools in 2001?	number
60	How many schools in 2002?	number
61	What actions are taken by PDOE staff if irregularities are found?	Write answer

G. COST OF PRIMARY EDUCATION

What is the fee structure set by Governments											Code
		2000			2001			2002			
		Subsidy set by National Government per child	Maximum parent contribution set by Province per child	Maximum project fee set by Province per child	Subsidy set by National Government per child	Maximum parent contribution set by Province per child	Maximum project fee set by Province per child	Subsidy set by National Government per child	Maximum parent contribution set by Province per child	Maximum project fee set by Province per child	
62	Lower primary										Kina value
63	Upper primary										

H. SCHOOL FEE SUBSIDY

		Q1	Q2	Q3	Q4	
64	What percentage of schools in this District received each quarterly subsidy payment in 2001?					Write percentage
65	For those that received a subsidy payment, what percentage of the full subsidy did they receive?	Q1	Q2	Q3	Q4	1=less than half 2=about half 3=more than half 4=all
66	What actions did you take if a school did not receive a subsidy payment?					Write answer
67	Did the District try to locate other resources to fill any shortfall?					1=Yes, 2=No
68	If Yes, how successful was it in locating other resources?					1=fully 2=partially
69	What kinds of resources were located?	1.				Write answer
		2.				
		3.				
70	If a school in your District is disadvantaged, does the District assist it directly through supplementary funding arrangements?					1=Yes, 2=No
71	If Yes, what were the arrangements?					Write answer

I. OTHER GOVERNMENT FUNDING

Did Education in this District receive any funding from the following government sources in 2001?

	Sources	Amount requested?	Amount Approved?	How was it used?
72	Provincial and Local Level Administration Grant			
73	Provincial Infrastructure Grant			
74	Local Level Government and Village Services Grant			
75	Town and Urban Services Grant			
76	District Support Grant			
77	Rural Development Fund			
78	Other (specify)			

J. NON-GOVERNMENT SOURCES OF FUNDING FOR EDUCATION IN 2001

Did Education in this District receive any funding from the following non-government sources in 2001?

Non-Government Funding					Codes
		Source 1	Source 2	Source 3	
79	Source of Funds				1=donors (E.g. EU, JICA, AusAID) 2=local business people 3= large companies (e.g. mines) 4= other
80	Purpose				1=maintenance 2=new infrastructure 3=basic materials 4=textbooks 5=other (specify)
81	How much was paid by cheque or bank transfer?				Kina value
82	How much of this subsidy did you receive in any other form, e.g. books materials?				Kina value
83	Were funds paid into an account held by ...				1=province 2=district 3=school/BOM 4=donor 5=special purpose trust account 6=other 99=don't know
84	Are you a signatory to this account?				1=Yes 2-No
85	How are the funds acquitted?				1=by the province 2=by the district 3=the donor has own acquittal system 4=no acquittal required 5=other 99=don't know

K. ROLES AND RESPONSIBILITIES IN EDUCATION

We are interested in who influences education decision making.

		Most say	Who else has a say?	How much say do you have?
	According to you, who has the most say in ...	Use codes from Key A	Use codes from Key A	1 = None, 2 = A little 3 = A lot Key B
86	... deciding the amount to be spent on education in this district			
87	... deciding how to spend those funds in this district			
88	... deciding on teaching methods used in this district			
89	... deciding who enrolls in this district			
91	... deciding class size in this district			
92	... assessing students in this district			
93	... setting the policy for assessing students			
94	... appointing a teacher to schools in this district			
95	... assessing teachers in this district			
96	... setting the policy for assessing teachers			
97	... deciding which teachers get promoted			
98	... taking disciplinary action against a teacher in this district			
99	... dismissing a teacher from schools in this district			
100	... deciding who attends in-service training			
101	... deciding the parent contribution to the school fee in this district			
102	... deciding the level of project fees			
103	... deciding how to spend project fees			
104	... deciding how to spend school subsidies			
105	... deciding to upgrade a community school to a primary school			
106	... deciding on maintenance work in schools in this district			
107	... deciding to build a new classroom in schools in this district			
108	... organizing PNC activities			
109	... organizing activities between schools and communities			

L. STRENGTHS AND WEAKNESSES

	What are the three major strengths and weakness affecting:	Strengths	Weaknesses
110	the delivery of education services in this District?	1.	1.
		2.	2.
		3.	3.
111	students learning at schools in this District?	1.	1.
		2.	2.
		3.	3.

P2. PROVINCIAL EDUCATION ADVISER SURVEY

A. BACKGROUND

			Codes/units
1	Name of Interviewer		
2	Questionnaire number		
3	<i>Province</i>		Name
4	Interview Date	/ / 2002	Day / Month / Year
5	Respondent's name		
6	Gender		1=Male, 2=Female
7	Highest education level completed?		1=2 yr teaching cert, 2=3 yr teaching diploma, 3=4 yr teaching degree, 4=degree + post graduate teaching qualification 5=other
8	What kind of specialist training do you have for this position?		1=None, 2=Higher education degree, 3=Certificate in Administration, 4=Diploma in Administration , 5=Degree in Administration , 6=Other

B. ORGANISATION AND STRUCTURE

			Codes/Units
9	How many PEAs have there been in the past five years in this Province?		1=one 2=two 3=three 4=more than 4
10	How many establishment positions do you have at provincial education headquarters?		Number
11	Are all of those positions filled at present?		1=Yes, 2=No
12	If No, how many positions are unfilled?		Number
13	Which district is the most disadvantaged educationally in your Province?		Name
14	Do you provide additional resources to it?		1=Yes, 2=No
15	If Yes, what kind of resources?		1=additional funds, 2=additional teachers, 3=additional infrastructure, 4=other
16	How many of your districts have a DEA in place?		1=All, 2=most, 3=few, 99=Don't know
217	How many of your districts have a DEB in place?		1=All, 2=most, 3=few, 99=Don't know
18	How long has Chairperson for Education been in that position?		1=1 year, 2=2-3 years, 3=more than 4 years
19	How often do you meet with Chairperson to discuss educational matters?		1=weekly 2=fortnightly 3=monthly 4=once a term 5=rarely
20	How many Chairpersons have there been in the past five years in this Province?		1=one 2=two 3=three 4=more than 4
21	Rank in order the three people/agencies that are likely to have the most influence over educational decisions in this Province?	1.	1=PEA, 2=PEB, 3=Chairman for Education 4=Administrator, 5=head teachers, 6=BOM, 7=DEB
		2.	
		3.	

D. SCHOOLS AND STAFFING

29	How many ___ schools are there in this Province i	2000	2001	2002	Codes
29a	• Provincial high/Secondary schools				
29b	• Primary schools				
29c	• Community schools				
29d	• Elementary schools				

30	How many schools in this Province are suspended c closed today?				
30a	• Provincial high/Secondary schools				Number
30b	• Primary schools				
30c	• Community schools				
30d	• Elementary schools				

31	What is the total number of established teacher positions in community and primary schools in this Province in 2002?			Number
32	How many community and primary teachers are you short in the Province today?			Number

Gender of Head Teachers		2000		2001		2002		Code/Units
		Male	Female	Male	Female	Male	Female	
33	What is the gender of head teachers in community schools in this Province in ...							Number
34	What is the gender of head teachers in primary schools in this Province in ...							Number

E. BUDGET PROCESS

Budget Formulation and Approval		
35	What level of priority does Education have in this Province?	1=top 2=high 3=medium 4=low 5=none
36	When do you start preparing your Divisional budget?	1=Jan 2=Feb 3=Mar 4=Apr 5=May 6=Jun 7=Jul 8=Aug 9=Sept 10=Oct 11=Nov 12=Dec
37	When is it submitted to Provincial Treasury?	1=Jan 2=Feb 3=Mar 4=Apr 5=May 6=Jun 7=Jul 8=Aug 9=Sept 10=Oct 11=Nov, 12=Dec
38	What are the constraints that affect your ability to prepare your budget?	Write answer
39	If cuts are made how are they usually done?	1= fixed percentage across all items 2=particular items are cut and others left alone
40	If answer is 2, which particular items are more likely to be cut?	1=Emoluments, 2=Leave fares, 3= Subsidy, 4=Travel, 5=Infrastructure
41	Do you ever attend Joint Provincial Planning and Budget Priority Committee meetings?	1=Yes 2=No
42	Has the Division of Education ever been asked by the Provincial Treasury to resubmit the education budget?	1=Yes 2=No
43	If 'Yes', what was the reason(s) for the resubmission?	Write answer
44	Did the Province carry out quarterly budget reviews in 2001?	1=Yes 2=No
45	What amount of additional funds did Education receive from the review in 2001?	Kina value
46	Can you give me a copy or at least a summary of the 2001 budget submission?	1=Yes 2=No

F. COST OF PRIMARY EDUCATION

What is the fee structure set by Governments?											Code
		2000			2001			2002			
		Subsidy set by National Government per child	Maximum parent contribution set by Province per child	Maximum project fee set by Province per child	Subsidy set by National Government per child	Maximum parent contribution set by Province per child	Maximum project fee set by Province per child	Subsidy set by National Government per child	Maximum parent contribution set by Province per child	Maximum project fee set by Province per child	
47	Lower primary										Kina value
48	Upper primary										

6. SCHOOL FEE SUBSIDY

In the past, the national government has been responsible for allocating subsidies to schools in the 1st and 3rd quarters. There has been a change in 2002 and the national government has provided subsidies for 1st and 2nd quarters to date.

National Government Subsidies								Codes/Units
		2000		2001		2002		
		Q1	Q3	Q1	Q3	Q1	Q2	
49	How has the national government subsidy been received in this Province?							1= through the mail, 2=deposited directly into a provincial administration account, 3=deposited directly into a provincial education account, 4=deposited directly into a school account, 5=hand delivered to Province, 6=hand delivered to schools
50	If answer is 5 or 6, who handed out the subsidy cheques?							1=public servant, 2= politician, 3=other
51	How much did you receive for each quarter?							Kina value
52	Was this figure consistent with your estimation?							1=Yes, 2=No, 99=Don't know
53	If No, what was difference?							1= More, 2=Less
54	What month did you receive the subsidy in the Province?							1=Jan 2=Feb 3=Mar 4=Apr 5=May 6=Jun 7=Jul 8=Aug 9=Sept 10=Oct 11=Nov 12=Dec
55	When was it passed on to schools?							1=within week, 2=within two weeks, 3=within one month, 4=more than one month
56	Did all schools receive their subsidy at the same time?							1=Yes 2=No
57	If No, what percentage of schools received it later than the majority?							1=up to 5%, 2=up to 10%, 3=up to 20%, 4=up to 40%, 5= more than 40%
58	Which schools are likely to receive it later than most?							1=Remote schools with a bank account 2=Remote schools without a bank account 3=other, explain
59	Was the Q3 subsidy for 2000 and 2001 adjusted based on calculations used in Q1?							1=Yes, 2=No
60	How does the Department of Education know that the schools have received the subsidy cheques?							1=cheques signed for by school 2=acquittal, 3=other, explain, 99=don't know

In the past, the provincial government has been responsible for allocating subsidies to schools in the 2nd and 4th quarters.

Provincial Subsidy Allocations		2000		2001		Codes/Units
		Q2	Q4	Q2	Q4	
61	How much did you receive for ...					Kina value
62	Was this figure consistent with your estimation?					1=yes 2=No
63	If No, what was difference?					1=More 2=Less
64	What month did you receive the subsidy?					1=Jan 2=Feb 3=Mar 4=Apr 5=May 6=Jun 7=Jul 8=Aug 9=Sept 10=Oct 11=Nov 12=Dec
65	How is the provincial government subsidy paid to schools?					1=through the mail 2=deposited directly into school accounts 3=formal presentation of cheques in the provincial capital to school representatives 4=hand delivered by PDOE officials 5=bulk purchase of basic materials 6=bulk purchase of textbooks
66	When was it passed on to schools?					1=within week, 2=within two weeks, 3=within one month, 4=more than one month
67	If it takes longer than one week, why?					1=inadequate staff to complete tasks at PDOE 2=need time to organise public handover ceremony 3=Provincial Treasury delayed release, 4=other
68	Was each school's subsidy passed on in full to the school?					1=Yes, 2=No, 99=Don't know
69	If No, what percentage was retained by the Provincial Education Office?					Percentage
70	What was that money used for?					1=Headquarter costs, 2=special projects, 3=other (specify)
71	Do all schools properly acquit school subsidies?					1=Yes 2=No, 99=Don't know
72	If No, what percentage of schools did not acquit funds?					Percentage
73	What are the reasons why schools have difficulty acquitting funds?					Write answer
74	List all the actions usually taken in these circumstances?					Write answer

H. AUDITING

Auditing			Codes
75	Does the National Department of Education audit the subsidy account?		1=Yes, 2=No
76	If Yes, how often are audits carried out?		1=Once every quarter, 2=Once every six months, 3=Once a year, 4=Other (specify)
77	How many audits were carried out in 2001?		1=once, 2=twice, 3=three times, 4=four times, 5 more than four
78	The NDOE audits are ...		1=Helpful to tighten up procedures, 2=Helpful to understand why subsidies are unspent, 3=Helpful to check on acquittals from schools, 4=Not helpful
79	Does Provincial Treasury carry out audits of your financial accounts?		1=Yes 2=No
80	If Yes, how often are audits carried out?		1=Once every quarter, 2=Once every six months, 3=Once a year, 4=Other (specify)
81	How many audits were carried out in 2001?		1=once, 2=twice, 3=three times, 4=four times, 5 more than four
82	The Provincial Treasury audits are ...		1=Helpful to tighten up procedures, 2=Helpful to understand why subsidies are unspent, 3=Helpful to check on acquittals from schools, 4=Not helpful

I. OTHER GOVERNMENT FUNDING

Did Provincial Education receive any funding from the following government sources in 2001?

	Sources	Amount requested?	Amount Approved?	How was it used?
83	Provincial and Local Level Administration Grant			
84	Provincial Infrastructure Grant			
85	Local Level Government and Village Services Grant			
86	Town and Urban Services Grant			
87	District Support Grant			
88	Rural Development Fund			
89	Other (specify)			

J. OTHER SOURCES OF FUNDING FOR EDUCATION

What other sources of government and non-government funding does PDOE receive in this Province?

Other Government and Non-Government Funding					Codes
		Source 1	Source 2	Source 3	
90	Source of Funds				1= internally raised provincial funds 2= donors (e.g. EU, JICA, AusAID) 3=local business people 4= large companies (e.g. mines) 5= other
91	Purpose				1=maintenance 2=new infrastructure 3=basic materials 4=textbooks 5=other (specify)
92	How much was paid by cheque or bank transfer?				Kina value
93	How much of this subsidy did you receive in any other form, e.g. books materials?				Kina value
94	Were funds paid into an account held by ...				1=province, 2=district 3=school/BOM, 4=donor 5=special purpose trust account 6=other, 99=don't know
95	Are you a signatory to this account?				1=Yes 2-No
96	How are the funds acquitted?				1=by the province 2=by the district 3=the donor has own acquittal system 4=no acquittal required 5=other 99=don't know

K. ROLES AND RESPONSIBILITIES IN EDUCATION

We are interested in who influences education decision making.

		Most say	Who else has a say?	How much say do you have?
	According to you, who has the most say in ...	Use codes from Key A	Use codes from Key A	1 = None, 2 = A little 3 = A lot Key B
97	... deciding the amount to be spent on education in this Province			
98	... deciding how to spend those funds in this Province			
99	... deciding on teaching methods used in this Province			
100	... deciding who enrolls in this Province			
101	... deciding class size in this Province			
102	... assessing students in this Province			
10-3	... setting the policy for assessing students			
104	... appointing a teacher to schools in this Province			
105	... assessing teachers in this Province			
106	... setting the policy for assessing teachers			
107	... deciding which teachers get promoted			
108	... taking disciplinary action against a teacher in this Province			
109	... dismissing a teacher from schools in this Province			
110	... deciding who attends in-service training			
111	... deciding the parent contribution to the school fee in this Province			
112	... deciding the level of project fees			
113	... deciding how to spend project fees			
114	... deciding how to spend school subsidies			
115	... deciding to upgrade a community school to a primary school			
116	... deciding on maintenance work in schools in this Province			
117	... deciding to build a new classroom in schools in this Province			
118	... organizing activities between schools and communities			

L. STRENGTHS AND WEAKNESSES

	What are the three major strengths and weakness affecting:	Strengths	Weaknesses
119	the delivery of education services in this Province?	1.	1.
		2.	2.
		3.	3.
120	students learning at schools in this Province?	1.	1.
		2.	2.
		3.	3.

H1. HEALTH FACILITY SURVEY

			Codes/units
1	Name of Interviewer		
2	Questionnaire number		
3	Name of Health Facility		Name
4	Type of facility		1=urban clinic, 2= rural health center, 3=sub-health center, 4=aid post
5	Province		Name
6	District		Name
7	Village		Name
8	Census enumeration area		See codebook
9	Interview Date	/ / 2002	Day / Month / Year
10	Time of interview		1=morning, 2=afternoon, 3=night
11	Gender of Respondent		1=Male, 2=Female
12	Did you visit the facility?		1=yes, 2=no
13	School code (for associated school)		See codebook
14	Agency Type		1=Government, 2=Catholic, 3=Lutheran, 4=Other religious, 5=Other Private
15	How many days a week is the facility open?		Write number of days
16	Are you open all day on each of those days?		1=yes, 2=no
17	Is the facility open for patient visits today?		1=yes, 2=no
18	If No, why not?		Write answer
19	If yes: What time did you open today?		Time
20	What time will you close today?		Time
21	How many patients are seen in a typical day at this facility?		number
22	How many patients have visited the facility today?		number
23	How many patients visited the facility yesterday?		number
24	How much do patients pay for each visit?		1=no fee, 2=50toea, 3=K1.00, 4=>K1.00
25	How many staff are posted to this facility?		number
26	How many of these staff are supposed to be present now?		number
27	How many of those staff are present at the facility now?		number

28	If No, why are some staff absent now?		Write answer
29	In 2001, how many staff attended refresher courses?		number
30	How often has a doctor visited this facility in 2002?		Number of visits
31	How often has a Health Extension Officer visited in 2002?		Number of visits
32	Where do you get your medical supplies?		1=Hospital dispensary, 2=rural health center, 3=private dispenser, 4=other

33	If a child is brought to the facility with diarrhea, what are the different actions you would take?		Write answer
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34 If a person needed the following today, would the facility be able to provide them?					
		Available? (1=yes, 2= no)	Is it free to the patient? (1=yes, 2=no)	If no, how much would a patient normally pay?	In 2001, what was the longest number of weeks this medicine was unavailable?
34a	Panadol				
34b	Fansidar				
34c	Camoquine				
34d	TB blister packs				
34e	Condoms				
34f	Liniment				

35	How far is the closest ...?	Distance: How many kilometers?		How would you get there?		How long does it take to get there?		
		1 = within 1 km 2 = within 5 kms 3 = within 20 kms	4 = within 100 kms 5 = more than 100kms 99 = Don't know	1 = Walk, 2 = Vehicle	3 = Boat 4 = Plane	Days	Hours	Minutes
35a	Aid post/Health Center to this one							
35b	Hospital							
35c	Source of commercially available drugs (e.g. Pharmacy, Shop that sells medicines)							