

**REPUBLIC OF GHANA  
STATISTICAL SERVICE**

**GHANA LIVING STANDARDS SURVEY FOUR  
(WITH LABOUR FORCE MODULE)**

**INTERVIEWER'S INSTRUCTION MANUAL**

**SAMPLE SURVEYS SECTION  
ANALYTICAL STUDIES AND DEVELOPMENT DIVISION  
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**GHANA LIVING STANDARDS SURVEY  
(WITH LABOUR FORCE MODULE)**

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# **PART 1: FIELD PREPARATIONS**

## **1: INTRODUCTION**

### **BACKGROUND**

Despite the successes of the structural adjustment programme being implemented by the Government to strengthen and rehabilitate the economy of Ghana, there are high social costs. The monitoring and evaluation of these costs on sub-groups of the population are therefore essential for planning suitable compensatory programmes for those adversely affected. This implies that the necessary data must be available for such purposes.

Since the Ghana Living Standards Survey (GLSS) is an extensive survey and detailed in its coverage of various topics, it serves as a good basis for in-depth analysis of living standards in the country and lends itself to the monitoring, evaluation and analysis of poverty in its various ramifications

Poverty alleviation has been identified as a focal point of government policy and programmes. In addition to poverty alleviation is the issue of labour information systems particularly on employment, underemployment and unemployment on continuous basis consequent on the Structural Adjustment Programme (SAP) launched as a component of the Economic Recovery Programme (ERP). The emergence of vulnerable groups as a result of the implementation of SAP calls for a clearer identification and composition of these groups, and monitoring of their performance over a period of time.

Existing surveys on employment and earnings do not allow the generation of comprehensive labour market statistics (including trends in unemployment, the number of people looking for work, and the number of self-employed workers) that could provide a monthly or annual snapshot of the activities of the country's population of working age. Policy-makers, business persons, and academic analysts need more expanded information for purposes such as evaluating living standards and conditions of work and the labour force, especially that engaged in the informal sector of the economy. Hence, the need for a fourth rounds of the GLSS with a labour force module.

### **OBJECTIVES OF THE SURVEY**

The survey has the following objectives:

- \* To provide information on patterns of households consumption and expenditure at a greater level of disaggregation.
- \* In combination with earlier data from the GLSS to give a database for national and regional planning and for the estimation of consumption as a proportion of household production.

- \* To give an in-depth enquiry into the structure and distribution of wages and conditions of work of the country's labour force
- \* To provide comprehensive benchmark data for use in the compilation of current statistics on average earnings, hours of work, and time rates of wages and salaries so as to indicate wage/salary differentials between branches of industry, geographic regions, occupations and the sexes.

To achieve these objectives, in-depth data will be collected on the following key elements:

- \* Demographic Characteristics.
- \* Health and Fertility Behaviour.
- \* Education and Skills / Training.
- \* Employment and Time Use.
- \* Housing and Housing Conditions.
- \* Household Income, Consumption and Expenditure.

Also to be compiled are statistics on:

- i) Establishments by size and type of labour employed;
- ii) Educational background and skills of the labour force;
- iii) Time use, job characteristics, hours of work, activity status and employment search, employment history;
- iv) Establishment practices with respect to wage/salary, payment schedules, shift operations, payments for overtime, incentive bonuses, and contributions to pension and social security schemes.

The information gathered from this survey would generally aid decision makers in the formulation of economic and social policies by,

- \* identifying target groups for government assistance;
- \* constructing models to stimulate the impact of the various policy options on individual groups;
- \* analysing the impact of decisions that have already been implemented and of the economic situation on living conditions of households; and
- \* Monitoring and evaluating employment policies and programmes, income-generating and maintenance schemes, vocational training and other similar programmes. The joint measurement of employment and income provides the basis for analysing the adequacy of employment of different categories of workers and the income-generating capacity of employment-related economic hardships.

User agencies such as the National Development Planning Commission, the Ministry of Finance, Ministry of Education, District Assemblies and the general public will greatly benefit from the survey.

## METHODOLOGY OF THE SURVEY

It is proposed to study about 6,000 households in 300 EAs (195 rural and 105 urban) in order to achieve the

survey objectives. The sample design follows the methodology adopted for the third round of the GLSS with minimal modification. It is expected that about 30,000 household members will be covered (based on 20 households per EA with an average household size of 5 persons). There will be an additional 5 replacement households for each EA. Each selected workload will be visited a total of 7 times every 5 days. Specific portions of the questionnaire will be covered on each visit.

## SURVEY PERIOD

The survey will be spread over a 12-months period in order to ensure a continuous recording of household consumption and expenditures and changes occurring thereof. The year has been divided into 10 cycles of 36 days each. Interviews will be conducted on the first 35 days of each cycle while the 36th day is used for travelling by the team to the next set of EAs.

Eleven teams will be involved in the data collection. The purpose of the eleventh team is to afford each of the 10 regular teams the opportunity to take 1 month off as annual leave. The leave arrangements will be such that there will always be 10 teams at work.

## QUESTIONNAIRE

One household questionnaire, divided into Part A and Part B, will be administered. Features of the questionnaire and precautions that have been taken to ensure that good quality data are collected and processed without delay include the following:

- \* The questionnaire is almost entirely pre-coded. This obviously eliminates the very slow and tedious coding process, which is often liable to various types of errors.
- \* Microcomputers are installed in all data collection centres located in regional offices of the Statistical Service. This is to facilitate the quick entry of data close to the points of data collection.
- \* A software programme has been designed to check the data automatically to detect inconsistencies so that any errors can be corrected by the interviewer in consultation with the supervisor.
- \* Supervision will be close with one supervisor to a team of four interviewers and one data entry operator. One interviewer will stand by for emergency relief.
- \* Two types of skips have been used in the questionnaire.- Answer specific skips, listed directly under the answer and enclosed within brackets e.g. (>> 6).  
- Skips that apply after a question, regardless of the answer and printed in capitals in a box at the bottom of the question  
e.g. 

|             |
|-------------|
| >>PART D >> |
|-------------|
- \* The Project Directorate will pay periodic surprise visits to the teams in the field.

## ORGANISATION OF THE SURVEY

The Ghana Living Standards Survey (with a Labour Force module), is being conducted by a Project Directorate which is assisted by a staff of technical officers, and ten data collection and entry teams based in the regional offices of the Statistical Service.

A microcomputer is installed in these regional offices for the immediate entry of data from all questionnaires that may be completed by each team.

## THE PROJECT DIRECTORATE

The Project Directorate is composed of:

i) The Project Technical Co-ordinator: He is responsible for the administration of the survey; implementation of its broad guidelines, direction of the work of the Directorate; authorising expenditures; and making the necessary contacts for the smooth running of the project. He is generally responsible to the Government Statistician, who is the Project Director for the conduct of the survey.

ii) The Survey Manager (Interviews) acts as assistant to the Project Technical Co-ordinator in the conduct of the survey. He trains interviewers, keeps in touch with the survey teams and sees to it, by frequent visits to the field, that instructions for completing the questionnaires are followed. He must be ready to give prompt and appropriate solutions to any technical or other problems that may arise in the field.

iii) The Survey Manager (Data Entry/Processing) is responsible for the design of the data entry software and data processing programmes. He is to ensure that all supervisors and data entry operators follow all instructions for running the programmes and for the efficient use of the microcomputers.

iv) Project Assistants: One of these is responsible for Data Processing and the others for interviews. They assist the Survey Managers in their duties.

The Project Directorate is assisted by a staff of technical officers. The most senior assists in the administration of the Secretariat while the others are stand-by supervisors.

## DATA COLLECTION AND ENTRY TEAMS

There will be 11 data collection teams. The constitution of a team is shown below:

- 1 Supervisor
- 4 Interviewers
- 1 Driver
- 1 Data Entry Operator

The Supervisor is the team leader and is responsible for overseeing, monitoring and, where necessary, correcting the work of the interviewers and the data entry operator. In addition, he is responsible for managing the team's equipment, vehicle and funds. He also represents the Project Director at the regional level.

The duties of the supervisor will be taken over by a senior interviewer who will be selected (by the GLSS Secretariat) from the 4 interviewers in the team. The senior interviewer will conduct his/her normal interviewers

and only assumes the role of the supervisor when the latter is not available, for example when he/she is indisposed.

The interviewers conduct daily interviews with the household. To avoid any interruption in the survey schedule, three interviewers are always at work while the fourth takes some rest.

The data entry operator is responsible for entering the data collected from the field onto a microcomputer.

The driver drives the team from the regional office to the place where the survey is being carried out.

## INTERVIEWER WORKLOAD

Each interviewer is expected to complete 4 interviews a day, whether urban or rural. There will be 7 interviewer visits to the household at 5-day intervals in a cycle of 36 days. Thus a workload for the 36 days is 20 households.

The workload divides into 5 batches of 4 households. The Batches are visited according to the following days of the cycle:

Batch 1: day 2, 7, 12, 17, 22, 27 and 32.

Batch 2: day 3, 8, 13, 18, 23, 28 and 33.

Batch 3: day 4, 9, 14, 19, 24, 29 and 34.

Batch 4: day 5, 10, 15, 20, 25, 30 and 35.

Batch 5: day 6, 11, 16, 21, 26, 31 and 36.

**NOTE:** The 1st day of each cycle is used for travelling to the EAs. Note also that these numbers are not actual calendar dates since the cyclic period of 36 days will lead to workloads in different EAs starting on different dates.

The fourth interviewer will take over the work of interviewers (one at a time) at the discretion of the supervisor to suit the team's itinerary.

You will be expected to undertake a minimum of four interviews each day (more if non-contact or illiterate urban households are met). If you make any errors, this will create more work for you in resolving them, so please be careful in your work.

A dairy of daily consumption and expenditure will be used to support the urban interviews. During the first visit a literate person already identified in each urban household will be trained to record all subsequent expenditures made by the household and to submit the dairy to the interviewer on his next visit for entry into the appropriate sections. Where a household has no literate member the supervisor will make daily visits to the household to record all expenditures in the dairy meant for the household. Throughout the period of the survey interviewers will work in separate EAs.

## 2: INTERVIEWER'S TASK

Your role as an interviewer is crucial to the survey. The quality of the data to be collected will be determined by the quality of your work. You should keep in constant touch with your supervisor and inform him of any problems you encounter in your work in the field.

The Supervisor, on his part, will provide you with all the necessary materials and instructions and will also collect and check your work and help you solve any problems that may arise.

Your principal task is to conduct interviews with households at the rate of at least 5 per day during the survey period. You must follow strictly all instructions contained in this manual. Read all questions exactly as they appear in the questionnaire.

You will be provided with the following materials for use in carrying out the interviews:

- Calculator
- Briefcase/satchel
- Instruction Manual
- Writing Pad
- Lead pencils and erasers
- Tape measure
- Identification card, which identifies you as an employee of the Statistical Service.

You are solely responsible for keeping these working materials in order.

### CHECKING THE COMPLETED QUESTIONNAIRE

After finishing each interview, you must verify that all the sections have been filled out correctly and legibly. You must make sure that you have recorded the required information for all the household members indicated in each section.

This must be done immediately after the interview before you hand in the questionnaires to your supervisor and, most importantly, before leaving the EAs.

Although you may correct minor errors due to your having written down the answers badly, you must never under any circumstance make any other changes in the completed questionnaire without asking the respondents the same questions again. Do not copy the information you have collected into a new questionnaire. At the end of each day's work, all filled questionnaires must be submitted to your supervisor for editing. Errors detected must be corrected during your next visit to the households.

## RELATIONS WITH THE SUPERVISOR

You should always follow the advice given to you by your supervisor who is the representative of the Project Directorate at the regional level. He will assign you work at the beginning of each cycle of the survey. In order to satisfy himself that your work is up to standard, the supervisor will carry out the following checks in the field.

- \* He will examine in detail all questionnaires filled out by you to verify that each interview has been carried out properly and in full.
- \* He will make random visits to some of the households that you have already interviewed to make sure that you went to the correct addresses.
- \* He will observe three more of your interviews in a cycle to evaluate your method of asking questions. You will not be informed in advance.
- \* Each day he will discuss your work with you and make regular reports to the Project Directorate on your performance in the field.

Your supervisor is the link between you and the survey organisation. Just as you will receive instructions from him, you must inform him of any difficulties or problems that you encounter. For instance, if you do not understand a procedure or the meaning of a question in the questionnaire, you should ask your supervisor for an explanation.

## QUESTIONS REJECTED BY THE DATA ENTRY PROGRAMME

Your work will also be reviewed by the data entry programme, which will carry out checks on the answers to various questions, parts and sections of the questionnaire.

The data entry operator will enter the data in two stages. The first stage of data entry will be done at the end of the third visit and the second will be at the end of the cycle. The questionnaire will be printed in two parts. Sections 1-7 in one booklet will constitute part A and sections 8-12 in another is part B. At the end of the third visit you will have to submit sections 1-7 to the supervisor for verification and onward submission to the Data Entry Operator. He will then printout all the answers that are not consistent regardless of whether it is the fault of the interviewer or the respondent.

After reviewing the data entry print-outs, your supervisor will circle in red ink all the answers in the questionnaire that were rejected by the data entry programme and return the questionnaire (if necessary) to you by the 6th or 7th visits. You should resolve these problems in consultation with your supervisor immediately. The second part i.e. sections 8-12 will be submitted for data entry at the end of the last visit in the EA. The printouts and review will be given to you during the 3rd visit of the next EA. You must resolve any problems in consultation with your supervisor immediately.

### **3: INTERVIEWING PROCEDURES**

#### ARRIVAL IN THE COMMUNITY

The team will arrive in the community a day before the start of the survey. Accompanied by the interviewers the supervisor will visit the chief, Assemblymen, Town Development Committee (TDC) members, and other prominent individuals to explain the purpose of the survey, and introduce the members of the team and discuss the survey program.

#### FINDING THE ADDRESS

First, you should look for the address written on the first page of the questionnaire and make sure that it is the household of the head indicated on the sample household sheet. Sometimes you will have difficulties in finding a household. You may be unable to find either the dwelling or the household:

- \* The dwelling at the address may be abandoned, the household having moved without being replaced by another,
- \* The household of the head whose name is on the sheet may have left and another household may be living in the dwelling.

If any of these happens, you should stop and ask for advice from your supervisor.

#### CONTACTING THE RESPONDENTS

You should contact each of the heads of households to be interviewed a day before the interview. The purpose of this is to introduce yourself, explain the purpose of the survey, and confirm that the interview will take place the next day. At the same time you will be able to find out whether an interpreter will be needed or not and make the necessary arrangements.

In the Urban Areas, you will have to deliver a letter addressed to each household and ensure that the necessary people will be present on the date set for the first interview. During each visit, you must constantly remind respondents of the need to be present on each scheduled visit.

#### EXPLANATION OF THE SURVEY

When you enter a household the first thing you should do is to greet every one, introduce yourself and say that you are working for the Statistical Service. You should automatically show your interviewer's card in all cases.

**You must explain that:**

- \* You are conducting a survey of Ghanaian and non-diplomatic households living in Ghana, and that the purpose is to find out about the present patterns of household consumption and expenditure, employment, and living conditions in the country. The survey is thus very important for planners to know how to improve the quality of people's living standards.
- \* The communities and the households that will be interviewed have been selected at random. Other neighbouring communities and households have been selected in the same way.
- \* The survey is not concerned in any way with taxes, and all the information recorded will be regarded as confidential and covered by the obligation of statistical secrecy.
- \* The survey will be done in stages, each interview taking place 5 days apart. Daily visits will be required in urban areas if the household is illiterate and cannot keep a diary of expenditures.

You should frequently remind the respondent of the purpose of the survey and of the fact that the data obtained would be kept confidential. This is very important at the beginning of each visit. As several people are interviewed on each visit, these reminders must be given to each of them in turn. You must also ensure that the interpreters understand the confidential nature of the interviews. If you are accompanied by a supervisor or a member of the Project Directorate, you should introduce him/her at the beginning of each interview. Explanations play a great part in the willingness of people to reply to questions.

**USE OF INTERPRETERS**

When you first enter a household, you must find out whether you will need an interpreter or not. If no one in the household speaks English well enough to interpret and none of the team members speaks the language of the household, you must ask the household to choose someone (for instance, a friend, a neighbour or a relative) to interpret for the interviewer. This person should be someone who speaks English well and is trusted by the household, since the questions are confidential.

You should be aware that in either case certain problems can arise from the use of interpreter:

1. It is difficult to know how good the translation is. It is possible that the respondent's friend who speaks English does not speak it well enough to translate everything said during the interview, and he will not want to admit it.

If you find that the replies do not correspond to the questions, try tactfully to help the interpreter or to replace him. You could for instance, suggest that interpreting is a very tiring job, and that the interpreter should take a rest while someone else carries on. Or you might say that you have already taken up too much of his (interpreter's) time, and that the job should be shared among a number of people.

2. Another difficulty often encountered is that the interpreter is so familiar with the household that he starts to answer for the respondent without directing the question to him (respondent). In such a situation you must politely remind the interpreter that it is the respondent that has been chosen for the interview, and that it is only his/her answers that you can write in the questionnaire.

## FILLING OUT THE SURVEY INFORMATION SHEET

The SURVEY INFORMATION SHEET covers the first two pages of the questionnaire. There are a number of different parts, which must be filled out by different members of the team. Some information will already have been written by the supervisor e.g. the name and number of the EA, the household number, the name of the head of household, and the address of the house.

### FIRST VISIT

When you arrive at the household, you must complete the first page. Write your name and in the space to the right, your code number and the date of interview. The particulars of the initially selected household will be provided before hand by the supervisor. Write also the name of the supervisor, and in the space to the right his code number. In the event of a dwelling not found or not occupied contact your supervisor.

**NOTE:** The nature of the survey is such that no interview can be deferred.

### HOUSEHOLD FOR INTERVIEW

Enter the particulars of the household that is actually interviewed. Code the language used by respondent in answering questions, and indicate whether an interpreter was used or not.

### CONTINUATION QUESTIONNAIRE

The household questionnaire has enough space for only 15 people. If your household consists of more than 15 people, you will need a CONTINUATION QUESTIONNAIRE. This questionnaire is just the PART A questionnaire, containing the household Roster (section 1) plus sections 2, 3, 4 and 5. You must not fill section 6 for the continuation questionnaires.

If you use a continuation questionnaire, you must write "1/2" (meaning "the first of two rosters") on the main questionnaire, and "2/2" (meaning "the second of two rosters") on the continuation questionnaire.

### THE INTERVIEW

You must be careful to follow all the instructions set out in this manual the most important of which is to ask the questions exactly in the form in which they appear on the questionnaire. The questionnaire should be filled during the interview. You must not record the answers on scraps of paper with the intention of transferring to the questionnaire later. Neither should you count on your memory for filling in the answers once you have left the household.

### TEMPO OF THE INTERVIEW

You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers, do not break in too suddenly, but listen to

what the respondent is saying and then lead him/her back to the original question. Remember it is you who are running the interview and therefore you must be in control of the situation at all times.

## OBJECTIVITY OF THE INTERVIEWER

It is extremely important that you should remain absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to give answers and adopt attitudes that they think will please the visitor. You must not express surprise, approval or disapproval about the answers given by the respondent and you must not tell him/her what you think about these things yourself.

You must also avoid any preconceived ideas about the respondent's ability to answer certain questions or about the kind of answer he is likely to give. Your most important task is to read the questions exactly as they are written in the questionnaire.

## PRIVATE NATURE OF THE INTERVIEW

All the data collected are strictly confidential. Any breach of the confidentiality is forbidden by your oath of secrecy. In principle, all the questions should be asked in complete privacy to ensure that the answers remain confidential. The presence of other people during the interview may cause him embarrassment and influence some of his/her answers.

There are some sections, which are very sensitive and might require more privacy;

- \* Health (section 3 which asks questions concerning fertility, pregnancies and birth control)
- \* Agriculture (section 8 where questions on assets and income generated from agricultural activities would be asked).
- \* Non-Farm Enterprises (section 10 where questions on income and assets of these enterprises will be asked).
- \* Income Transfers and miscellaneous income and expenditure (section 11).
- \* Assets and Credits (section 12).

When you get to these sections you should explain to the respondents that some questions are confidential and ask him/her for the best place in the house where he/she is least likely to be disturbed. If another adult does not understand and refuses to leave, you must use tact and imagination to try and get rid of him/her.

- \* Ask the respondent to persuade the other person to leave.
- \* Explain as politely as possible that the interview must be conducted in private.
- \* Try to satisfy the person's curiosity by reading the first few questions, and then say something like "you have heard some of the questions. Will you now excuse us for a little while?".

## SURVEY SCHEDULE

It is essential to make the respondent understand that there will be 7 repeated visits to the household and that each interview will last no longer than 1 hour. Inform them that it is important for them to be present at each visit so that all information about their daily consumption and expenditure could be accurately captured.

## DATE OF NEXT VISIT

Before leaving, you must thank all the members of the household who took part in the interview and inform them of the date for the next visit. This should be exactly 5 days apart for all households. You should emphasise on the need for the respondents to keep appointments.

## COMPLETING THE QUESTIONNAIRE

The questionnaire will be administered in a piecemeal fashion so as not to overburden the respondents. This means that the total interviewing workload will be spread over the 7 visits to a household. With the exception of the consumption/expenditure section for frequently purchased items which must have short recall periods and so will need to be repeated at every visit, all other sections will be administered only once. You must start administering the questionnaire on frequently purchased items on your second visit to a household and must be repeated at every subsequent visit. Questions on less frequent expenditures will be asked on the last visit.

The whole questionnaire will be completed by the teams as follows:

| <u>VISIT</u> | <u>SECTIONS</u>      |
|--------------|----------------------|
| 1st          | 1, 2, 5, 6, 7        |
| 2nd          | 3, 8H, 9A2, 9B       |
| 3rd          | 4, 8H, 9A2, 9B       |
| 4th          | 8A-G, 8H, 9A2, 9B    |
| 5th          | 8H, 9A2, 9B, 9C, 10  |
| 6th          | 8H, 9A2, 9B, 11      |
| 7th          | 8H, 9A2, 9B, 9A1, 12 |

## AFTER THE INTERVIEW

After each visit to the household, you must fill out the "summary of the survey result" page of the questionnaire (see attached form). For each visit you should show the date on which you asked the questions and outcome. COMPLETE means all the questions were asked of all the persons concerned. PARTIAL means that certain questions were not asked, or that the questions were not asked of all the appropriate persons, for instance, if some persons were not available. NOT APPLICABLE means that the household should not be surveyed for that section. This can happen in only two sections: Section 8 (if the household is not engaged in any agricultural activities) and section 10 (if the household is not engaged in any non-farm enterprises).

Do not write in the columns reserved for the supervisor and the data entry operator.

## OBSERVATION SHEET

You must also fill out the observation sheet. You should indicate on this page how far the respondents were willing to co-operate, the problems they had in answering any of the questions, any unfavourable circumstances, and any comments you wish to make for the benefit of the supervisor. You should write down the comments immediately after the interview, but never in the presence of respondents.

## CONDUCT OF THE INTERVIEWER

The interviewer must observe the following rules:

1. You must be courteous towards everyone (the respondent and his/her family and friends, the supervisor, the other members of the team and everyone else involved). Your behaviour can have an enormous influence on people's opinions in the localities covered by the survey.
2. You must avoid disturbing or upsetting anyone by your behaviour.
3. You must be properly dressed, so that the respondent will be inclined to trust you, as a reliable and responsible person.
4. You must arrive at the stated time, and never keep the respondents waiting.
5. You must exercise patience and tact in conducting the interview, to avoid antagonising the respondent or leading him to give answers that are not in conformity with the facts.

## PART 2: THE HOUSEHOLD QUESTIONNAIRE

### 4: GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

There are a number of basic principles that the interviewer must observe throughout the questionnaire.

1. Questions must be read to the respondent just as they are written in the questionnaire. Read all questions in a clear and comprehensive manner, and wait patiently for the reply. Respondents may delay in giving the reply because either he/she (a) has not heard the question well or (b) not understood the question or (c) does not know the answer.

In any case, repeat the question much clearly. If there is still no answer, ask whether the question has been understood and, if necessary, reword the question without changing the sense. If it is difficult to get the right answer, you should help the respondent to consider his/her reply.

#### CODES

2. Most answers in the questionnaire are pre-coded. You must write only the code corresponding to the answer given by the respondent in the appropriate box or column. e.g.

Question: Were these remittances made on a regular basis?

DAILY-----1  
WEEKLY-----2  
MONTHLY-----3  
QUARTERLY-----4  
ANNUALLY-----5  
OTHER (SPECIFY)-----6

If the answer is "quarterly", for example, you will write 4 in the box or in the appropriate column.

3. In order to ensure that the correct answers are always recorded, it is suggested that you might circle the code before recording the answer in the box provided. This can only be done in sections where there is only one answer for the whole household. It should not be done in sections where answers are required for each household member, agricultural holder or other multiple answer situations.
4. For those questions which are not pre-coded, the interviewer should write the answers in figures, that is, numerals and not in words. For example, if the question is "how many acres of farm were cultivated by the member of the household in the past 12 months?" and the answer given by respondent is twenty acres, write 20 in the box or column as below:

|    |
|----|
| 20 |
|----|

## SKIP PATTERN

5. There are special directives given to the interviewer at the end of a question or after answering a question.

a) If there are no special instructions, go on to the next question. example:

Question 3: Does the father of (NAME) live in this dwelling?

Yes-----1

No-----2

Whatever the response to question 3 go to question 4.

b) An arrow (>>) after a reply or answer shows that the interviewer must go to the question or part just after the arrow.

Example: Question 4: How did this pregnancy end?

LIVE BIRTH-----1

STILL BIRTH-----2

MISCARRIAGE-----3 (>>8)

This means if the response is miscarriage, the interviewer must put 3 in the box or column and go to question 8. However, if the answer is Live birth or Still birth, the interviewer goes to next question.

c) An arrow placed well below the bottom of the answers shows that whatever the reply given by the respondent, the arrow must be followed.

example: Question 9. Was any portion of the harvest given to the landlord?

Yes-----1

No-----2

[>>12]

This means that whether Yes or No, go to question 12.

d) A skip pattern or arrow may be followed by an instruction.

Example: Question 13. Was the school you attended Public or Private?

PUBLIC-----1

PRIVATE-----2

[>> PART C]

This means whatever the response you must go to Part C of the same section.

example: Question 14: Is the enterprise currently operating?

YES-----1

NO-----2

[>> SECTION 5]

This shows that whatever the reply go to section 5 of the questionnaire.

6. You may have to provide or insert the name of a person, place, thing, animal, etc. into a question. This is always indicated by the sign..... and it occurs very often throughout the questionnaire.

Examples:

- a) How old is .....NAME ? You will insert the name of household member (say, Patience) to read "How old is Patience?"
- b) How much was the .....ITEM..... purchased? Here a number of items are pre-listed and the question is asked for each of the items in turn, each time inserting the name of the next item on the list.

7. OTHER (SPECIFY). If the reply given by the respondent does not fit in the list of pre-coded responses, you must use the code number of "other (specify)". In this case you should give details briefly in the space provided.

Example: Question: Who paid for most of these health expenses?

Household Member-----ID  
Other Relative-----80  
Government-----81  
Employer-----82  
Other (Specify)-----83

Supposing the reply is FRIEND, code 83 in the box or column and write FRIEND in the space provided under "other".

8. Write names of persons, places or things very legibly and in capital letters too. This applies to figures as well.
9. When dealing with distances and lengths or heights, and if no special instruction is given, round off the reply.

examples: 0.00 to 0.49 miles = 0 miles  
0.50 to 1.49 miles = 1 mile  
1.50 to 2.49 miles = 2 miles etc.

10. Do your best to avoid accepting answers like "I don't know" by helping the respondent to consider his answer. In this manual there are many sample questions that can be asked to help the respondent to estimate for example the area of a field, income, quantity of crops harvested or sold, the age of a household member etc. Nevertheless, it does happen that even with the help of the interviewer, the respondent cannot give an answer. In that case, you should refer to the supervisor who will help you.

## DATA ENTRY

The data will be entered directly from the questionnaire. Everything that you write on the questionnaire will be entered in the computer straight away. Notes, explanations and calculations should be written onto the

questionnaire in order to facilitate edit resolution, but this should be written in the left-hand column or at the top or bottom of the page. These notes, etc. should never be written in the data entry area. Consider the following points seriously;

1. Write legibly in pencil without crossing out or over writing. If you make a mistake don't cancel. Erase it off completely and write the right response.
2. Write in capital letters and in the case of figures don't use roman numbers: i.e. write 6 instead of VI. If you are not sure of the spelling of a place or name see the supervisor.
3. Never go beyond the space allotted for a question, even when the next space is not used.
4. In writing amounts and other figures, always separate each group of three figures with a comma, starting from the right: e.g 100000 as 100,000; but not 100 000.
5. In a question whose reply is a quantity, just write only the figure as directed in (4) above without the units.

Examples:

(a) "How much was .ITEM..... purchased."

Reply: "Twenty five thousand cedis".

So in the box or column just write 25,000 without the cedi sign.

(b) "How old is .NAME.....now?"

Reply "Forty three years"

Write 43 in the box or column without years.

(c) "What was the quantity of goods and services produced or supplied since my last visit?"

Reply: "Nine thousand, four hundred and twenty

Write 9,420 in the box or column.

Generally where a question specifically calls for a unit of measurement, the CODE for the unit will be shown in the appropriate page for your reference.

## 5: SECTION 1: HOUSEHOLD ROSTER

### PURPOSE

The purposes of this section are to;

- (i) Identify every person who could be classified as a member of the household.
- (ii) Provide basic demographic data such as age, sex and marital status of household member, regardless of his or her occupation.

### RESPONDENT

The respondent for the household roster should preferably be the head of the household. If he/she is absent the next person who is acting as head of household should be interviewed. This person should be a member of the household and must be capable of providing all the necessary information on each household member. You have to ask a few questions to be able to know who the head of the household is. Other members can help by adding information or details in the questions concerning them.

### DEFINITIONS

**HOUSEHOLD:** In this survey, a household will be defined as a group of people who have usually slept in the same dwelling and taken their meals together for at least 9 of the 12 months preceding the interview. The following are examples of a household.

- (i) A household consisting of a man and his wife/wives and children, father/mother, nephew and other relatives or non-relatives;
- (ii) A household consisting of a single person;
- (iii) A household consisting of a couple or several couples with or without their children. All listed persons who have been away from the household for more than three months are **not** considered to be household members except,
  1. The person identified as the head of household even if he has not been with the household for 9 months or more;
  2. Newly born children;
  3. Students and seasonal workers who have **not** been living in or as part of another household.

**HEAD OF HOUSEHOLD:** Usually the head of the household is the person who provides most of the needs of the household and is familiar with all the activities and occupations of the household members. He will be the

person named when you ask the question "Who is the head of this household?"

**DWELLING:** This is the structure or group of structures (rooms or buildings), separate or contiguous, occupied by members of the household. It can be:

- \* a single family house/hut
- \* a flat/apartment (self-contained)
- \* rooms (compound house)
- \* several huts/buildings (same compound)
- \* several huts/buildings (different compound).

**TENANT:** A tenant is someone who pays for board and/or lodging. If a tenant lives in the dwelling being interviewed but does not eat with the rest of the household, then he/she is not a member of that household being interviewed and should therefore be considered as a separate single person household together with his/her spouse(s) and children if any. However, if the tenant eats with the family, then by definition (above) he/she is part of the household and should be included in the household roster.

## INSTRUCTIONS

The household roster must be filled out with the greatest care. The following steps must be followed:

1. Fill the NAME column first. Ask the head of the dwelling and enter his/her name first, even if absent.
2. Next, enter the names of members of his/her immediate family (wife or wives/husband, and children) who sleep and also take their meals together in the dwelling. If he has more than one wife record their names according to their ranks with their children, i.e. the most senior wife followed by her children, and then the next wife and her children all in that order.
3. Enter the names of other persons who are related to the head of household and his/her wife or husband who also sleep in the dwelling and take their meals with the household.
4. Other persons unrelated to the head of household or his/her wife (or wives)/husband who sleep in the dwelling and take their meals with the household, e.g. servants, lodgers etc.
5. Also list those people who have slept under the same roof as the household during the night preceding the interview even if they do not normally live with the household.
6. Lastly, list all the persons not present but who normally live, sleep and eat together with the household, i.e. those who are temporarily away for schooling, temporarily left for marriage, vacation, seasonal work, illness, giving birth, military training, prisons etc.

Against each of the names listed, indicate the sex and relationship to the head of household by checking in the appropriate code. For instance, if you write Moses Zilly, a son of the head of household, then you will write 1 for his sex and 3 for relationship with the head of household.

Next, administer the questions beginning from question 4 for each of the persons listed. Make sure you finish the set of questions in this section for each person before going onto the next person on the list.

QUESTIONS 4 and 5: Age and exact date of birth are among the most important information sought for in this

survey. Ask for official documents like Birth Certificate, Vaccination Card, Affidavit of Birth, Baptismal Certificate and copy out the exact date of birth. If the person has none of these, ask him/her for his/her age and put the reply as an answer to question 5.

AGE: This refers to age as at last birthday. If the person does not know his/her age refer to events that have taken place in his/her life or in the Community (village, town, country) or the World such as the independence day of Ghana, World Wars, Earthquakes etc. as shown in the Calendar of Events.

QUESTION 6: Present marital status refers to the respondent's marital status on the day of interview. "Married" includes all types of marriages e.g. civil, traditional and common law. It does not include loose/informal unions or boy/girl friend relationships. A loose union refers to a relationship contracted by two adults living together without civil or traditional recognition. Such people may report that they are married, so probe carefully and sensitively to find out the actual relationship.

QUESTION 8: If the name of the husband or wife is listed already, enter the appropriate identification number (ID) in question 8 as already coded in column 2. Each person has a unique ID code or number that will apply to him or her throughout the questionnaire. If a man has several wives record the ID code for the senior wife only.

QUESTIONS 10 and 11: If the respondent was born in Ghana enter the appropriate code for the region of birth from the codes provided. Using the country codes provided, enter the appropriate code for the respondent's nationality.

QUESTION 13 asks if the respondent's father lives in the household. If yes, locate his name on the list and copy out his ID. Father here means biological father.

QUESTION 15: The "highest educational level" means the highest level of formal schooling completed. If someone (respondent's parent) dropped out of school at a level it means he/she has not completed that level and so it should not be recorded as the highest. For instance, a drop out from secondary school form three during the second term will have his/her highest educational level completed to be probably the middle school level since he could not finish the secondary school.

QUESTION 17 asks if the respondent's mother lives in the household. If yes, locate her name on the list and copy out her ID. Mother here means biological mother.

QUESTION 20: "Most of her life time" means the work she spends most of her time doing. Probe to identify the work done by the woman, as most of them are likely to say/answer housework while they may actually be engaged in farming or trading.

QUESTION 21: Write the exact number of months the respondent was away from the household during the past 12 months. Note that the answer to this question will be used to identify the household members in question 23. Ask respondent to be as specific as possible.

QUESTION 23: Here, listed persons who qualify as household members are identified. Refer to the answer to question 21 and use the following criteria;

- \* If the answer is three (3) months or less the respondent is classified as a household member.
- \* If the answer is more than three (3) months, only the following persons should be classified as household members;

- the head of the household
- children under 9 months old
- those who answered No to question 22

And for all those identified as household members, using the above criteria, enter the appropriate code (1 or 2) in question 23 and immediately put a cross (X) against their names in column A headed MEMBER. Also for all those with crosses (Xs) against their names in column A enter their respective ages in column B headed AGE. If a child is less than one (1) year old write zero for his age in column B. Leave columns A and B blank for all those listed but who are not household members. That is, only household members must have crosses and their ages entered in columns A and B respectively. Read out clearly the names of the household members and tell them that they are the people from whom information is required for the survey. Administer the rest of the questionnaire in this section, one after the other, to only those you have identified as household members. At the end of question 23, move on to the next household member on the list.

## 6: SECTION 2 EDUCATION

### PURPOSE

The objective of this section is to measure the level of education or formal schooling of all household members aged five (5) years or more. It is also intended to measure how much was spent on education of household members during the past 12 months. Time spent on primary schooling is also measured by the section.

Questions are also asked to obtain information on the type of school (public or private) attended and the highest qualification achieved, including short training course. The section also collects information on literacy levels and apprenticeship of persons who have never attended school.

### RESPONDENTS

Respondents are household members aged 5 years or more. Each member of the household should respond for him/her self but parents may answer for small children.

### DEFINITION

Formal schooling refers to attendance of either a Primary, Middle/JSS or Secondary school, Vocational/Technical or Professional school or Training or an Apprenticeship course. Attendance of a Koranic school is included only if the respondent attended no other school.

### INSTRUCTIONS

Always record the identification number or code (ID) of the person actually interviewed in the ID OF PERSON INTERVIEWED column.

**PART A:** This part covers general information related to education in the past 12 months. Questions are asked on the highest class/form and qualification attained, and the expenses made on education in the past 12 months.

**QUESTION 1:** See definition of schooling above. Enter the proper code and note carefully the skip pattern.

**QUESTION 2:** The **HIGHEST CLASS/FORM** is the last full class or form completed and not the present one being attended. For example if the person is now in primary class six (6), then the highest class completed will be P5 since he has not yet completed P6.

**QUESTION 3:** The **HIGHEST QUALIFICATION** achieved is that attained after completing an educational level or course. A student who dropped out from school will not achieve the qualification for that level. For

instance, if one dropped out in secondary Form 5 then one would probably have achieved the MSLC if he/she has finished middle school level.

A TECHNICAL or PROFESSIONAL DIPLOMA refers to a diploma received for the above types of training, for example, a diploma in statistics, etc.

A TECHNICAL or PROFESSIONAL CERTIFICATE received from such types of training institutes like technical and advanced specialist colleges. Certificates awarded by such training institutes include the following: an advanced diploma, a state registered nurse's certificate and others.

QUESTION 5: In this question, the respondent could have completed school; in that case, code 98 as the answer.

QUESTIONS 6 to 13: These questions are intended to cover all the expenses made by the household members who were attending school at any time during the past 12 months. These expenditures may include those for the current academic year, and those of the previous academic year, provided they fall within the reference period, i.e. within the last 12 months. For instance, if the interview took place in December 1997, the school expenses for the first term of the current year will be included plus those for the last two terms of the previous academic year.

When the respondent is unsure of the amount, you should probe and, if possible, ask for an approximate value. On the other hand, the respondent may know only the total (or just part of the amount). In that case, put the total amount in the column of question 6 with an indication of the letter 'T'. In most cases, the authorities of the school will send the parent/guardian a bill, so you can ask for it and copy out the expenses under each category.

QUESTIONS 15 and 16. 'Scholarship' is any kind of grant, bursary or sponsorship offered to the respondent. Ask for an official document (if any) and copy out the amount, otherwise ask the respondent for the amount.

The value of the scholarship for the past 12 months may include one or two school years. If during the last academic year the student in question received a scholarship but is not receiving one for the current year, ask how much the termly scholarship payments were, and the number of months in the past 12 months that the scholarship was received, and then calculate the total. If during the past 12 months the person had two scholarships of different amounts the total amount for each must be calculated taking into account the number of months in each case.

For instance, you may be asking the question in March 1998 about a student enrolled in the first year of the university. You want to know the value of all scholarships received since April 1997. In this case, you need information regarding the scholarship he enjoyed in the first semester of the university and in the last term in the sixth form.

**PART B.** This part is on educational career.

QUESTION 2. This is the second question on the portion dealing with Technical/Vocational education. In most technical and vocational schools, school years run on course basis and not classes or forms. You are therefore required to find out the course year the respondent completed.

QUESTION 3. The City and Guilds, and the National Vocational Technical Institute (NVTI) award certificates to qualified candidates. These certificates may be graded.

QUESTION 5 and 7. Here, college includes the specialist/diploma awarding institutions. They are the Advanced Teacher Training institutions. These institutions do NOT include the University of Cape Coast and the University College of Education at Winneba, which come under tertiary level (code 3).

**PART C.** In this section, you will need to accept without extensive probing, the respondent's replies on whether they can read, write or do calculations.

QUESTIONS 2 and 4: If respondent mentions more than one language record the one in which he/she is most proficient.

QUESTION 5: Written calculation refers to simple arithmetic calculations like addition, multiplication, subtraction and division. You may have to explain this to the respondents.

QUESTION 6: Literacy course refers to any course (other than formal schooling course) which takes one through simple reading and writing. Such courses are normally organised for older persons and for children who do not have access to the formal school system.

QUESTION 12: A 'Short training course' refers to any course organised for respondents outside the normal routine of work. For instance, courses organised by management, employers etc. for their staff. It could be a course organised by the government, district assembly, churches or school authorities. A code of 2 means go to the next person on the household roster.

QUESTIONS 13: Probe and record the appropriate subject of the most recent short training course reported in question 12 and not for previous courses.

## **7: SECTION 3 HEALTH**

### ***PART A: HEALTH CONDITIONS IN THE PAST TWO WEEKS***

#### **PURPOSE**

The purpose of this section is to gather information on health which will be used to measure the cost of medical care and the use made of the different kinds of health services and facilities. It is also aimed at discovering the use made of preventive services during the past 12 months. It will also be used to determine fertility and child mortality rates.

#### **RESPONDENTS**

This part should be administered to each member of the household but parents or guardians can answer for young children.

#### **DEFINITIONS**

To 'consult' a health practitioner means to be examined by a Doctor, Medical Assistant, Nurse, Pharmacist, Midwife, Traditional healer or other health practitioners to discover what illness the person is suffering from in order to prescribe treatment. Consultation is the visit made for the purpose of being examined by a health practitioner for treatment.

To be "Admitted" means to stay in a health facility or centre (hospital, clinic, dispensary, etc.) for at least a period of one night on the recommendation of a consulted health practitioner for treatment. This does not include people staying in the hospital premises or healthy persons staying or sleeping at the hospital just to attend to sick relatives.

#### **INSTRUCTIONS**

**QUESTION 1:** If the respondent reports more than one illness or injury or both ask for the most serious one.

**QUESTION 3:** "Usual activities" refers to the activities or activity (or work) that the respondent spends most of her or his time doing.

**QUESTION 5:** This question seeks to find out whether the respondent made a visit to a health practitioner to be examined for treatment. The reference period here is 2 weeks.

QUESTION 6. If the respondent reports more than one consultation, record the most recent one. Note that a spiritualist is one who uses only prayers to cure the sick and traditional healer is one who uses only herbs (or concoction).

QUESTION 7: If respondent made several visits during the two week period for consultation, record the most recent visit. "Vaccination" here refers to the act of injecting a healthy person with a vaccine in order to protect him/her from an illness or disease e.g. Smallpox. Vaccination is very different from injection given to a patient by a doctor or nurse to treat an illness.

"Pre-natal Care" refers to a pregnant woman going for consultation on the conditions of the pregnancy before childbirth. Note that the woman need not be ill.

"Post-natal Care" refers to the mother and child (aged 5 years or less) going for consultations after delivery. They need not be ill.

"Check-up" refers to a visit made to a health institution for physical or laboratory checks to find out about possible ailments one might be suffering from. This is also referred to as medical examination.

QUESTION 10: The amount in this question refers to only the consultation fee.

QUESTION 13: (see definition of "Admitted" above). Health centre is any place where people go for only consultations and treatment. It could be a clinic, maternity home or those set up by traditional or spiritual healers. Those admitted also refer to persons detained by traditional or spiritual healers as long as they had spent at least one night there.

QUESTION 15: This amount does not include consultation fees and cost of medicines bought.

QUESTION 17. "Medicine and medical supplies" include tablets, capsules, syrups, bandages, plaster, cotton and any item used for the purpose of treatment.

QUESTION 19: Ask the respondent for the person who paid for most of the expenses incurred from the consultations, treatment, admission, and for the purchases of medicine and medical supplies. If the person responsible is a member of the household enter his/her ID. If the respondent's employer paid the costs and is also the government, write code 82 for employer.

## ***PART B: PREVENTIVE HEALTH, VACCINATION, IN THE PAST 12 MONTHS***

### **PURPOSE**

The purpose of this part is to collect information on vaccinations, the effects of vaccination programmes, and vaccination services offered through health centres, clinics and hospitals.

### **RESPONDENTS**

This part covers all children who are 7 years or under but information may be provided by the child's mother or

another responsible person, father or parent but not a house help.

## INSTRUCTIONS

QUESTION 2: "Vaccination book or card" refers to any official document (usually a small booklet or folded card) which indicates among others the child's name, age and the type of vaccinations he or she has ever received. Inside this booklet or card you will see the number of times the child has been vaccinated against the illness or disease listed

with the dates he received the vaccinations. Sometimes a child needs more than one vaccination to acquire full immunity. For every disease indicate with one of the codes: all columns must be filled in for each disease or illness. Read the explanation below and code accordingly.

### **DPT/POLIO**

The first dose of DPT and POLIO vaccination are given at 6 weeks, the second dose at 10 weeks and the third dose at 14 weeks. This means that those aged between 6 and 9 weeks should have received one DPT/Polio vaccination while those between the ages of 10 to 13 weeks should have received two such vaccinations. A child who is 14 weeks and above should have had 3 doses of DPT/Polio to complete a set. (Note that in some cases the first dose of this vaccination is given at birth).

If a child is 12 weeks old and has received only one dose of DPT/Polio, code 2 will be entered for him in the appropriate columns. On the other hand, N/A will be recorded for a 4 week old child who has no vaccination card and whose mother answered NO to the DPT/Polio vaccination.

### **MEASLES**

The vaccination against measles is given only once at the age of 9 months although some children receive it at the age of 7 months. Code 3 should therefore be entered for any child older than 9 months and has not received this vaccine while N/A should be recorded for those aged less than 9 months and who do not possess any immunisation card.

### **BCG**

BCG vaccine is also given to the child only once in the first week after birth. Therefore code 3 should be recorded for all children who have not yet received this vaccination. Interviewers must keep in mind the age of the child when choosing a response.

If the person interviewed does not know whether the child has been vaccinated or not against a particular disease record the code for "DO NOT KNOW".

## ***PART C: POST-NATAL CARE***

### PURPOSE

This section is designed to gather information on the health care of the child after delivery.

### RESPONDENTS

The respondents are all the children in the household who are 5 years (60 months) or under. Again the respondent should be the child's mother or any appropriate adult member of the household.

## INSTRUCTIONS

QUESTION 1: Refer to definition of "Post-natal Care" under Part A.

QUESTION 4: Ask for only the consultation fee. This does not include the cost of medicines and medical supplies.

QUESTION 6: "Wean" here refers to where breastfeeding of the child is totally discontinued. Record answer to the nearest month. If the child is breastfeeding at the time of interview record code 87.

QUESTIONS 7 to 9: "Liquid" here does not include pure water (which is required in Q8), but beverages, any type of milk other than breastmilk etc. Note that water with sugar is "Liquid". Food asked in question 9 refers to solids.

QUESTION 10: "Community Feeding Programme" refers to programmes initiated by some communities or group of individuals in the community whereby they secure foodstuff, process it and give to participating mothers for a token fee.

QUESTION 11: "Usually looks after" means the person who spends most of his/her time taking care of the child.

## ***PART D: FERTILITY - PRENATAL CARE - CONTRACEPTIVE USE***

### **PURPOSE**

The purpose of this sub-section is to ascertain the number of pregnancies and children the respondent has had during her lifetime, and to determine the mortality rates. It also asks whether the respondent uses maternity services for her childbirth. Information on the use of birth control methods is also collected.

### **RESPONDENTS**

The respondents are all the female household members who are aged between 15 and 49 years. Each member should answer for herself.

### **DEFINITIONS**

**PREGNANT:** A woman is said to be pregnant if fertilization has taken place after sexual intercourse, that is, if she has ceased to have her monthly 'period', though she is not yet in her menopause.

**LIVE BIRTH:** It is one in which the new born baby or infant showed signs of life, by crying or breathing even if it died shortly afterwards.

**STILL BIRTH:** It is an infant which showed no sign of life when born.

**MISCARRIAGE:** It is a spontaneous involuntary abortion during the first six months of pregnancy.

**ABSTINENCE:** It is a non-scientific method of birth control which involves staying away from sexual intercourse either permanently or for a period of time.

**RHYTHM:** It is a non-scientific method of birth control which involves deliberate avoidance of sexual intercourse during the "unsafe period" of a woman's menstrual cycle but indulging in the sex act during her "safe period". Safe period is that period outside the woman's ovulation period.

**WITHDRAWAL:** It involves the man withdrawing before ejaculation during sexual intercourse.

**DOUCHE:** It involves the use of syringe to wash the vagina with water or chemical solution immediately after intercourse with the aim of preventing the sperm from fertilizing the ovum.

**I.U.C.D.:** It is the abbreviated version of Intra Uterine Contraceptive Device. It is a special loop or coil which is inserted into the womb to prevent sperm from fertilizing the female egg after sexual intercourse.

**MALE STERILIZATION:** It is also known as Vasectomy. It involves a surgical operation to cut, and tie separately the vas deferens (i.e. the male ducts which conduct sperms) with the aim of preventing the sperms from entering the womb during sexual intercourse.

**FEMALE STERILIZATION:** Also called tubal ligation or tubectomy. It involves a surgical operation that cuts and ties separately the fallopian tubes (i.e. the female ducts through which the female egg passes into the womb after being released from the ovaries) with the aim of preventing fertilization by the sperms.

Note that the vasectomy and the tubectomy are different from other surgical operations on the male or female organ for other purposes.

## **INSTRUCTIONS**

The interviewer must be very tactful in dealing with respondents on this Part, especially on the most sensitive areas like birth control, in order to gain full confidence and co-operation of the respondents. Assure the respondent that her answers are confidential and let her suggest a convenient place where she will want to answer questions "freely".

**QUESTION 2:** If respondent answers "NO", probe for further clarification since some children might have lived for some few hours after birth.

**QUESTION 5:** "Total number" of children refers to those who are still alive plus those dead. This does not include adopted children.

**QUESTION 8:** Such pregnancies refer to those which ended in a miscarriage or still-birth.

**QUESTION 9:** This asks for the total number of miscarriages and still-births.

**QUESTIONS 16 and 17:** These ask for the place visited and the health practitioner consulted. "Doctor" in question 17 refers to those privately engaged by the respondent, and do not include the doctor normally consulted at the health centre. A "traditional birth attendant" is someone who has never had any formal training in childbirth but who has enough practical experience in the act of assisting childbirth. Note that the traditional birth attendants being trained in the country recently come under the non-formal education programme.

**QUESTION 20:** "Not necessary" means that the woman does not see any reason(s) why she should go for pre-natal care.

**QUESTION 23:** If respondent has not bought any contraceptives during the last month, ask for the amount she paid the last time she bought some. If the cost is only known to her partner find out from him if he/she is a member of the household, otherwise help her to make a reasonable approximation.

## 8: SECTION 4 EMPLOYMENT AND TIME USE

### PURPOSE

This section is designed to gather information on employment, time use and the different sources of income for household members aged 7 years and over. Respondents must be assured that their responses will be treated with utmost confidence. Where a respondent, for some reasons is reluctant to disclose his/her income in the presence of other household members, the interviewer should ask other members of the household to excuse them.

### RESPONDENT

This section concerns all household members aged 7 years or over. You should endeavour to find each household member to respond to questions personally. If the children are not present, however, someone else (e.g. parents) could answer on their behalf.

Where some household members are absent, proceed with the interview for all those present but make the necessary arrangements to come back and continue the interview with absentee members after ascertaining the appropriate time that they could be found at home.

### DEFINITIONS

**MAIN OCCUPATION:** This is the work to which most time is devoted when a respondent has several jobs. For instance, the main occupation for the past 12 months of a respondent who farms mostly but often goes fishing during the dry season is farming.

**SECONDARY OCCUPATION:** This is the work to which much of the respondent's time is devoted after the main occupation. In the example given above, fishing would be the secondary occupation of the farmer in the past 12 months.

**OTHER OCCUPATIONS:** These refer to other works done in order of importance according to time devoted to each after the main and secondary occupations. So we could talk about third, fourth and fifth occupations, etc.

**SELF - EMPLOYMENT:** This is the work done by the person on his own account; that is she/he pays all expenses and controls all income she/he generates. Examples are a trader, fisherman, carpenter, etc.

**A FAMILY WORKER:** A person who helps in a family enterprise (farm or non-farm). She/he may or may not receive remuneration or payment for this work.

**A BUSINESS:** This may be some kind of trade (selling gari, bananas, or other types of goods) or a profession (doctor, lawyer, accountant, etc) or an industrial activity (mining & quarrying, construction, manufacturing, etc).

**THE PAST 12 MONTHS:** This refers to the period of 12 consecutive months just before and including the interview day. During the interview you should be specific. For example, if the interview takes place on September 10, 1998, then we are referring to all preceding months down to September 11, 1997.

**THE PAST 7 DAYS:** Refer to the seven consecutive days immediately preceding the day of interview. For example, if the interview takes place on September 10, the interviewer should specify that it is the period between September 3 and September 9 inclusive that is being referred to.

***PART A: SCREENING QUESTIONS AND LIST OF OCCUPATIONS***

**QUESTIONS 1-4:** These determine whether a respondent is eligible to answer further questions from this section. A 'Yes' answer to any of these questions means that respondent must answer to this section.

**NOTE:** If answers to questions 1-4 are all 'Noes', skip to Part F.

**QUESTIONS 5-9** help to establish the number of different occupations that a respondent has held in the past 12 months and which ones (if any) were held simultaneously with the main occupation.

**QUESTIONS 5 and 8:** Write the occupation name. But do not code. Coding of occupations and industries will be done by the supervisor.

**QUESTION 6:** The activities and their codes are on the right hand margin of the page.

**QUESTIONS 9 and 10:** The occupations mentioned in this question refer to those listed in question 8.

**QUESTIONS 12-16:** The weeks referred to are those mentioned in question 11. None of the answers to these questions should exceed that of question 11.

**QUESTIONS 18 and 19:** Answers to these questions should not exceed that of question 17.

***PART B: CHARACTERISTICS OF MAIN OCCUPATION FOR THE PAST 12 MONTHS***

**QUESTION 1:** This deals with the kind of work or industry a respondent is mainly engaged in.

Question 2 finds out why a respondent is no more engaged in the work she/he used to do. **NOTE:** "Sacked From Job" means a dismissal or termination of appointment.

Question 3 is concerned with finding out whether the respondent's parent does/did the same kind of work.

**QUESTION 4:** The respondent will describe the activity and you will write the industry. Leave the International Standard Industrial Classification (ISIC) code for the supervisor.

**QUESTIONS 11 to 13: BONUSES, COMMISSIONS;** These are extra sums of money paid to a worker in addition to his/her regular earnings and is usually to serve as an incentive to increase output or profitability of the enterprise.

**TIPS/DASH** are small amounts of money given to a worker in appreciation for a piece of work well done or as a favour or encouragement by his/her employer or other persons.

ALLOWANCES (BENEFITS); These are payments stipulated by law: e.g. social security benefits, etc. Probe in question 13.

QUESTIONS 10-21: These inquire about any payments, either cash or in kind received, tax obligation and subsidies the respondent enjoys.

QUESTION 18: Note that Reduced Fare or Free Transport means subsidy and not allowances. Allowances are covered in Questions 11-13.

QUESTION 20: Any Other Form here refers to packages, clothes or any other type of payment usually received, especially by factory workers.

QUESTIONS 22-24 concern the distance covered by respondent from his/her residence or house to the workplace. In Question 23, round off to the nearest kilometre.

QUESTION 25 asks for the total workforce in the respondent's workplace (e.g. Min. of Youth and Sports, Accra; Statistical Service, Ho; etc). Note that what is required is not the number of persons a respondent works with in his/her section or office in the organisation but the total number of workers in the organisation in that locality or town where the respondent is employed (e.g. G.C.B. Aburi).

QUESTION 26: Signing 'a written contract' also includes a letter of employment/appointment in which the respondent's wage/salary has been specified. Otherwise, there is no contract signed, that is, if the letter of appointment does not specify pay and other conditions of work.

QUESTION 27: Union refers to a Trades Union - example, Industrial and Commercial Workers Union (ICWU).

QUESTION 30. Pension is the sum of money paid at regular intervals to retired or disabled workers e.g. Service pension (normally paid to government employees).

QUESTION 31: SUBSIDIZED means part payment(s) by employer on account of medical expenses on behalf of respondent, thereby making it cheaper for him/her to attend hospital or have medical care.

QUESTION 32: SOCIAL SECURITY BENEFITS; These are payments stipulated by law: e.g. super annuation benefits paid by the Social Security and National Insurance Trust (SSNIT) to retired workers.

QUESTIONS 33-38 are concerned with TRAINING; that is, additional skills or knowledge that a worker is made to acquire either on the job or by undergoing some particular type of orientation. Here, respondents are asked about the time spent on such training programmes, cost responsibility and the manner in which the respondent's salary was affected during the period of training.

In Question 36, if respondent answers 'free', interviewer should probe to find out who really is paying for the training. In some cases, the respondent may not know who is paying at all. If this happens, write "Don't know" under Other (specify) and give code 6.

### ***PART C: SECONDARY OCCUPATION DURING PAST 12 MONTHS***

This part follows similar pattern as PART B. However, questions in this part are less disaggregated in order to save time. Take particular note of the instructions at the heading.

### ***PARTS D and E: THIRD AND FOURTH (OTHER) OCCUPATIONS DURING PAST 12 MONTHS***

These consist of a set of 14 identical questions on occupation. Follow the skip patterns carefully.

QUESTION 7 deals with how often respondent worked on this occupation at the same time as his/her main or secondary occupation.

### ***PART F: EMPLOYMENT SEARCH IN THE PAST 12 MONTHS***

QUESTIONS 1 and 2: Respondent is asked to give the number of weeks that she/he has had no job and was available for work, as well as aspects of job search activity in the past 12 months. Salaried workers on paid annual or sick leave are considered to have a job.

This part has many skips, mainly to PART G. So take note and skip accordingly.

QUESTIONS 9 and 13 particularly distinguish between respondents who desire self-employment, wage/salary, etc. Skip to PART G after question 9.

QUESTION 15: Formal training requires the award of a certificate.

### ***PART G: ACTIVITY STATUS AND EMPLOYMENT SEARCH IN THE LAST 7 DAYS***

This part, though seeking information which covers the last 7 days, also concerns those respondents who have reported some occupation over the past 12 months. This completes information on current activity, time use and potential labour supply, both for additional as well as replacement work. This part is very important and must be administered carefully.

In Question 2, write the correct occupation number, e.g. occ2, occ3, etc. Remember that occ1 refers to the main occupation while occ 2 refers to secondary occupation, etc. If respondent answers "Other occupation" follow the instructions and check that this occupation is reported in parts B-E.

QUESTION 3: Check that the total for each day does not exceed 24 hours.

QUESTIONS 4-9: These questions concentrate on the desire of the respondent to work and his/her employment search as well as the type of employment he/she sought. Available for work means that the respondent would have accepted a job if he/she was offered one.

Question 10 looks particularly at reasons for not seeking employment.

QUESTION 16. Other types of institutions as used here refer to organisations like churches, private schools, World Vision International, Red Cross/Crescent, etc.

QUESTION 19: Write only the occupation name and leave the coding for your supervisor.

Question 20 examines the possible lowest wage/salary level at which a respondent is prepared to work if they are seeking a wage earning job.

### ***PART H: EMPLOYMENT HISTORY***

This part solicits information on the employment history of those respondents who were not working during the past 12 months. You will have to remind the respondent that the questions refer to 12 months prior to the date of the interview.

QUESTION 1: You are required to fill out this section carefully and identify respondents who did not report any main occupation during the last 12 months. Questions 2-4 ask for employment history of such respondents as referred to in Question 1. Where required, write only occupation name and leave the code for your supervisor.

QUESTION 5 concerns employment history of respondents who had reported a main occupation in the last 12 months.

In all cases above, you should probe for information to about 3 years prior to the reference period.

### ***PART J: HOUSEKEEPING***

While questions 1, 3, 5, 7, etc. (odd number questions) seek information on the type of housekeeping activity the respondent undertook for the household during the past 7 days, questions 2, 4, 6, etc (even number questions) concern the actual time spent on each of these household activities listed. Question 23 refers to any activity not already mentioned in the question asked.

## 9: SECTION 5: MIGRATION

### PURPOSE

The purpose of this section is to gather data on the geographic mobility of household members. The section focuses on the most recent migration and elicits information on previous place of residence, distance moved and travel time, employment and length of stay at previous place of residence, and reasons for moving.

### RESPONDENTS

This section covers respondents aged 15 years and above since it is assumed that younger children would normally migrate with their parents. If a respondent is not available, another household member who is well informed may answer in his/her place.

### DEFINITIONS

Migration refers to a change in usual residence, which involves the crossing of an administrative boundary.

**NOTE.** For the purpose of this survey, a migrant must have lived at the present place of residence continuously for a period of time or intends to do so.

### INSTRUCTIONS

QUESTION 5. Refer to the codes for countries and regions of Ghana at the extreme right of the page.

QUESTION 6. 'Other Urban Area' and 'Rural Area' refer to other towns and villages other than those explicitly stated as codes 1-4.

QUESTIONS 7 -9 are designed to gather information on time use and occupation as well as the employer of the respondent before he/she migrated.

Questions 10 asks for the reasons for migrating from previous place of residence.

## **10: SECTION 6: RESPONDENTS FOR SECTION 8-12**

### **PURPOSE:**

The main aim of this section is to identify members of the household to be interviewed for sections 8 - 12. Section 6 will be completed on the first visit to the household and you should remind the identified respondents that you will need to interview them later on during the survey period. This reminder should be made on the visit immediately preceding the appropriate visit.

### **RESPONDENT**

The respondent is the person who is best informed about activities undertaken by the household, preferable the head. This is because the rest of the questionnaire focuses on specific household activities rather than on individual household members.

### **DEFINITIONS**

**NON-FARM ACTIVITY** means all forms of activity/business other than agriculture or livestock keeping.

### **INSTRUCTIONS**

Identify the different household members who are well informed on agriculture, food processing, expenditure and other non-farm activities.

You are to make appointments with all persons identified in Questions 2, 3, 5, 6, and 7, and arrange for them to be present at your next visit to answer questions on activities for which they are responsible.

**QUESTIONS 1 and 2** seek to identify agricultural, livestock keeping or fishing activities undertaken by the household and persons best informed about these activities. Enter the IDs of these persons in question 2 for transfer to Part A of Section 8.

**QUESTIONS 3 and 5** identify person(s) responsible for the processing of crops and fish whether grown or caught by the household or not. Enter their corresponding IDs for transfer to Part G of Section 8.

**QUESTION 6.** This identifies person(s) mainly undertaking food preparation for the household. Enter their ID codes for transfer to Part H of Section 8.

**QUESTION 7** concerns person(s) who usually make(s) purchases for the household. Enter their appropriate IDs for transfer to Section 9.

QUESTIONS 9 to 10 are used to identify all the different trades, businesses, etc that the household members undertake. List all such activities undertaken by the household under Question 8. Let the head of household identify the 3 most important of such activities which are the main source of income to the household and list these under Q10, beginning with the most important activity.

## **11: SECTION 7: HOUSING**

### **PURPOSE**

This section aims at measuring the quality of housing occupied by the household. In this regard, it seeks information on the type of dwelling, occupancy status of the dwelling, expenditures, utilities and amenities as well as the physical characteristics of the dwelling.

### **RESPONDENTS**

The main respondent is the head of household.

### **DEFINITIONS**

**DWELLING:** This includes all types of structures occupied by members of a household. These may consist of a room inside a house, a group of houses, a multi-storeyed house, and a hut or group of huts.

**RENT FREE** means that no rent is paid, either in cash or in kind.

### **INSTRUCTIONS**

#### **PART A: TYPE OF DWELLING**

**QUESTIONS 1 and 2** solicit information on the type of dwelling and the number of rooms that the dwelling contains. Exclude kitchens, toilets and bathrooms.

**QUESTION 3** helps to find out whether the dwelling is shared with other households.

#### **PART B: OCCUPANCY STATUS**

**QUESTION 1** deals with present occupancy status of respondent (e.g. whether respondent is a tenant, house owner, etc).

**QUESTION 2** finds out from whom the respondent rents the dwelling.

#### **PART C: HOUSING EXPENDITURES.**

**QUESTIONS 1-5** seek information on rent payment(s) either cash or in-kind (Note the time unit in questions 1 and 3).

**QUESTION 6** asks for the amount spent on minor constructions, repairs or paintings in the last 12 months.

## PART D: UTILITIES AND AMENITIES.

QUESTIONS 1-7 deal with the source(s) of drinking water for the household. The distance of the source(s) from the dwelling and monies paid in respect of bills are covered. Note that Questions 6 and 7 are used to investigate whether the household earns some money from selling water.

QUESTIONS 8 and 9 ask about lighting, its source and bill paid in respect of the use of light. The main source of fuel for cooking in the household is also catered for in question 10. TAKE NOTE OF SHARED BILLS FOR WATER AND LIGHTING.

QUESTIONS 11-13 deal with sanitation in the dwelling, particularly garbage disposal and costs incurred in its disposal. Code 4 of question 13 refers to what is popularly called "free range".

## PART E. PHYSICAL CHARACTERISTICS OF THE DWELLING

QUESTIONS 1-3: If the exterior walls of the dwelling are composed of several materials, for instance, one part of the wall is of bamboo, another part of earth and yet another part of concrete, choose the predominant material.

### THE SKETCH

A detailed sketch must be drawn of all separate structures or apartments that make up the dwelling, showing all dimensions. These dimensions may be the length and width if the building is rectangular or square; the diameter (preferably) or circumference if it is round; and if it has more than 4 sides, that is a polygon, then measure all sides, and try to show angles in the sketch as close to the actual angles used in the dwelling as possible.

The sketch should correspond with information recorded in Part A of this section. For example, if the household lives in a compound of 3 buildings, the sketch should be that of a compound of 3 buildings.

If during the measurement of the dwelling, you discover that the household either under- or over-reports its occupied space in Part A of this section, re-administer questions in Part A after you have completed all measurements.

### HOW TO MEASURE THE DWELLING

You will need the help of someone, preferably a member of the household being interviewed. This person should hold the zero end of the tape measure and go on to one end of the building, taking care to place the zero mark exactly on the end of the building. Interviewer should then read and take down the measurement from his/her end of the tape.

If the household occupies a single house, take all measurements from outside. When the dwelling is an apartment or is linked to another house, measure the size of the dwelling from the inside/interior.

Note that measurement taking from inside or the interior is likely to meet with some outright refusal or hesitation from respondents. Take measurements from the interior/inside of the dwelling only if it is impossible to take measurements from outside.

If it becomes necessary to take measurements from the interior/inside, you can ask the household member who is helping you to go to the far end of the wall inside the room while you stand at the outside end of the wall so that you avoid upsetting the household.

Explain to the household in the first instance that measurements to be taken are very important since they make it possible to calculate the size of the living space of the dwelling, which is also a measure of the standard of living.

Give them the assurance that all information gathered from the household will remain strictly confidential in accordance with the secrecy that governs all statistical surveys.

NOTE: You must endeavour to take all measurements in metric units. However, where measurements are taken in imperial units, that is in yards etc, convert all such measurements to the metric unit. Refer below for units to help you make the necessary conversions.

If you do convert measurements in this way please inform your supervisor so that he can check the conversion.

| IMPERIAL UNIT |   | METRIC UNIT             |
|---------------|---|-------------------------|
| -----         |   | -----                   |
| 1 Yard        | = | 0.914 metres.           |
| 1 Square yard | = | 0.836 square metres     |
| 1 Square inch | = | 6.45 square centimetres |
| 1 Square foot | = | 929 square centimetres  |
| 1 Foot        | = | 30.5 cm                 |

It is important to record measurements to at least one decimal place (for example, 5.2 meters) or better still to two decimal places (e.g. 5.18 meters).

## 12: SECTION 8: AGRICULTURE

### PURPOSE

The purpose of this section is to collect data on the household's agricultural activities. It covers agricultural assets such as land, livestock and equipment. Furthermore, it provides data on agricultural production, technology, processing, marketing, income and consumption patterns.

### RESPONDENT :

The respondent is the head of the household or the person best informed about the agricultural activities of the household. In some parts the individual holders identified in section 6 must be invited to give the answers.

### INSTRUCTIONS

The agriculture section is divided into eight parts.

#### PART A: AGRICULTURAL ASSETS; LAND, LIVESTOCK AND EQUIPMENT LAND.

**QUESTIONS 1 AND 2.** The land referred to in this section covers all land owned by the household whether for agricultural or non-agricultural purpose. This includes land rented out to other persons. Land under cultivation by household members but owned by government or other households should be excluded.

**QUESTIONS 3 AND 4.** You should record the local units given by respondents. For example local farmers may use Poles and Ropes.

**QUESTIONS 5-8.** Refer to land purchased in the last 12 months or 24 months by any member of the household. The value of any payments in kind must be estimated and added to any cash payments and the total recorded.

**QUESTIONS 9-12.** You should note that the transfer of land for only a period of time (lease) is not equivalent to the sale of land.

**QUESTIONS 13-15:** Land rented out refers to land that has been given out for which periodic payments are received as well as land that has been leased out. You should record only those pieces of land rented out for which payment(s) have been received during the past 12 months (For example if land has been leased for ten (10) years and the amount was received in bulk during the last 12 month period, then the whole amount must be recorded.

**QUESTIONS 16-19:** Share cropping is a system of sharing the produce of a farm between the landlord-farmer and the tenant farmer for a period of time. For instance, in Ghana we have the `abunu' and `abusa'. With the `abunu' system, the landlord-farmer and the tenant farmer share the produce of the farm equally while with the

`Abusa' system the tenant farmer is entitled to one part and the landlord-farmer two parts of the produce. Another variation of the `abusa' involves both the tenant farmer and the landlord-farmer each taking one part of the produce (in money value). The third part is used in maintaining or developing the land or farm. The proportion received by the household is to be entered in percentages (%) e.g.  $1/2=50\%$ ,  $1/3=33\%$ ,  $1/4=25\%$ ,  $1/5=20\%$ .

## LIVESTOCK/FISHING:

QUESTIONS 20-31. Concern livestock owned or fish/crab caught. The list of livestock is given in the questionnaire. Draught animals refer to animals used for the pulling of loads. These include bullocks used for ploughing. Such bullocks must therefore be excluded from the number of cattle owned by the household to avoid duplication between "draught animals" and "cattle". NOTE that the units for questions 22, 25 and 28 for fishing are listed on the right side of the page.

QUESTION 27. Livestock bought refer to those animals bought for raising and not those intended for the preparation of meals.

QUESTION 30. Renting of animal is restricted to draught animals only. Animals rented for other purposes like mating are not to be recorded.

## AGRICULTURAL EQUIPMENT

Ask question 32 for all types of equipment listed and record the appropriate code. For the purpose of valuing the assets, the sequence of questions must be followed.

## ***PART B: PLOT DETAILS***

At this stage, you should try and interview the various holders belonging to the household separately. The names of these household members have already been recorded in Section 6. In any case record the holder and person interviewed ID for each holding.

Listing of farm: The interviewer must list all the farms/plots for each holder. When the first holder's ID is recorded, all plots owned or operated by him must be listed before going on to the second holder. For each holder, plots that were cultivated twelve (12) months ago must be recorded first, followed by those planted during the year and finally plots owned but which have remained fallow for the 12 months preceding the interview.

Plots rented out/share cropped refer to plots owned by members of the household but which have been rented or given for sharecropping to people outside the household. These are to be excluded from the list of farms/plots. Record the units and the code given by the respondent.

QUESTION 5. 'Land Title Deed' refers to a written or printed and signed document that is an official record of an agreement concerning the ownership of land or plot.

QUESTION 6. Refers to the right on the part of the household to either sell the land or use it as a collateral security. To use land as a collateral security means to promise giving it to a person or institution if one is unable to repay a loan obtained from that person or institution.

QUESTION 12. Only the four main crops in terms of revenue should be recorded (including tree crops). The codes for the various crops are provided, at the right side of the page.

QUESTION 13: The seasons refer to the separate periods for the cultivation of the particular crop. If there is only one season, record this information in the first column and put 99 in the second.

### ***PART C: HARVEST AND DISPOSAL OF CROPS***

This part is divided into 2. The first covers staple grains, field crops such as legumes (e.g. beans and peas) and cash crops (e.g. cocoa and coffee). These are crops which are harvested in bulk and for which the holder may be expected to have a relatively good idea of how much was harvested and sold during the last 12 months.

The second covers root crops (e.g. cassava & yams), fruit and vegetables. Their harvest tends to be spread more evenly over the year than the first group of crops and are usually harvested piecemeal. For these crops the respondent may not be able to give reliable estimates of production over the 12-month period, hence the question "was any harvested during the last 2 weeks?". However, if some of these crops are not harvested piece-meal but the whole farm at a time, they should be added to the first group (refer to crop lists C1, and C2).

QUESTION 2: You should read from the list of crops. All crops under the responsibility of one household member, must be listed before moving on to the next household member.

Units of Measurement are whatever unit the holders normally use. The codes for the various units of measurement are provided. The asterisk (\*) shown against a unit code indicates that this is the preferred code to use.

### ***PART D: SEASONALITY OF SALES AND PURCHASES (KEY STAPLES ONLY)***

The respondent for this part is the main holder because the market avenues and seasonality of sales and purchases are expected to be most common among holders of the household.

QUESTIONS 1-4: You should enter '1' in the cells corresponding to the months in which harvest, sales and purchases have taken place.

### ***PART E: OTHER AGRICULTURAL INCOME (IN CASH AND IN KIND)***

You should help respondents to estimate the income obtained from such activities. Only items actually sold should be taken into consideration. Note should be taken of the fact that income from these activities should not constitute the main/major source of income of the household.

QUESTION 2: Sales from honey include those generated from what is collected from the woods as well as

from constructed bee hives.

**QUESTION 3:** Any alcoholic beverage brewed from agricultural activities (e.g. Pito, Akpeteshie, Palm wine).

### ***PART F: AGRICULTURAL COSTS AND EXPENSES***

Crop Costs are costs associated with processing or transforming of crops or fish caught and other agricultural products.

**QUESTION 2:** Amount spent in kind must be estimated and added to the amount in cash.

**QUESTION 3:** All sources related to the Ministry of Agriculture, such as Cocoa Services Division, Crop Extension Services, etc should be coded under the Ministry of Agriculture.

NGOs refer to Non-Governmental Organizations like Global 2000, FAO, ODA, USAID, World Vision International, etc.

Livestock Costs: Code 52 includes cost of veterinary services as well as the cost of vaccines and other drugs.

### ***PART G:- PROCESSING OF CROPS AND FISH***

**QUESTION 3:** The code for processed/transformed goods are listed on the right side of the page.

**QUESTION 9:** This amount should not be included in that reported in question 7.

### ***PART H: CONSUMPTION OF OWN PRODUCE***

The respondent is the household member who is mainly responsible for preparing food for the household. This part relates to consumption of food items, which were produced by members of the household. You should ensure that only own produced items are included in this category.

**QUESTION 2:** You must find out all the months in the year in which the own produced item was consumed. All these months must be added up and the total number of months in which the item was consumed recorded. For example, if the item was consumed in January, July and October, "3" should be recorded as the answer.

**QUESTIONS 3-8:** Refer to goods for which the units are difficult to measure and are therefore determined by single units like one (1) pineapple, etc. ALL should be used for the unit code. The number of single items consumed is then recorded for the number of units. e.g. 64 coconuts could be 64 ALL. **NOTE** that for questions 3 to 8 fraction/decimals of units could be used. Non alcoholic beverages include tea and drinks such as Asaana (Mmedaa) or "ahey" made from corn. Also **NOTE** Part H is to be administered on every visit except the first. Accept any unit reported by the respondent, but you must record the unit code in question 9.

## **13: SECTION 9: HOUSEHOLD EXPENDITURE**

### **PURPOSE**

The section covers various expenditures of the household. The aim is to collect expenditure on food and non-food items over a cycle.

### **RESPONDENTS**

Respondents are persons mainly responsible for household purchases. It might not necessarily be the person who goes to the market but the one who controls the purchases. The names of these persons have been listed in section 6, question 6.

### **INSTRUCTION ON USE OF DIARY**

Diaries will be provided. You will be required to get a literate member of the household who will take up the responsibility of recording the household's own expenditure every day. These expenditures will cover all items purchased. At your next visit in five days time, you will record the entries made in the diary into the questionnaire. Since it is the total amount of money spent on each item that is required, you will have to add up amount spent in bits since your last visit and record the total in the appropriate column. For example, if you visit on Monday and the diary shows expenditures on tomatoes covering the period Friday to Sunday to be 50 cedis, 100 cedis and 60 cedis, you will have to sum up the three and record the total (210 cedis) in the appropriate column of the questionnaire.

Transfer of diary entries to the questionnaire will start from your second visit.

### ***PART A: NON-FOOD EXPENSES:***

This Part relates to general expenditure of the household on items other than food. This part is sub-divided into A1 and A2. Part A1 covers non-food items, which are purchased less frequently while part A2 covers non-food items, which are purchased more frequently. The collection of data on items under A1 will differ from those under A2.

### ***PART A1: LESS FREQUENTLY PURCHASED ITEMS***

Responses for these items will be solicited only once; during the last visit to the household (see **COMPLETING THE QUESTIONNAIRE**). Since expenditure on these items do not take place frequently, the reference period for the amount spent on any of these items will be either "... in the last 12 months", or "... in the last 3 months".

**QUESTION 1** is aimed at identifying the items on which the household spent money in the last 12 months. If the household did not spend anything on the particular item, skip to the next item.

QUESTION 2: If the item is purchased less than 12 times in the last 12 months then the reference period is the last 12 months (Q3). If it is 12 or more times then skip to question 4 where the reference period is "the last 3 months".

### ***PART A2: FREQUENTLY PURCHASED ITEMS***

These are non-food items, which are purchased more frequently. Responses for this part will be solicited during all visits with the exception of the first visit. In other words, it will be administered 6 times in all. In your second visit you will ask for how much was spent by the household since the past 6 days, starting from the day prior to your first visit. In other words, you will have to capture expenditure for the day you used to travel. You must carefully explain this aspect to the respondent, and help him/her to include expenditure for the day you travelled. For your next visits, you will ask for how much was spent by the household since your last visit. In urban EAs the diary of household expenditure will be used. You must however, ask for expenditures on your second visit in order to capture the six days prior to your second visit.

### ***PART B: FOOD EXPENSES***

This part covers expenditure of the household on various food items. Since food expenses are also frequently purchased, information will be collected in the same way as the frequently purchased items in Part A2, In other words, with the exception of the first visit, you will have to obtain information during all the visits for both the rural and urban households. The diary will also be required in this part for urban EAs.

### ***PART C: AVAILABILITY OF CONSUMER ITEMS***

This part is aimed at checking on shortages of consumer items. Respondents are expected to be able to compare any shortages this year to that of the previous year.

## **14: SECTION 10 - NON - FARM ENTERPRISES (NFE)**

### **PURPOSE**

This section is designed to obtain information on income for the household, and in particular from Non-Farm Enterprises (NFE). It is also aimed at identifying which household members are responsible for each non-farm enterprise in terms of decision making and the allocation of income it generates. To accomplish these aims, it is important to list (and obtain data on) all NFE that are currently operating and those that may be currently non-operational, but were operating some time in the past 12 months.

### **DEFINITION**

'Enterprise' refers to any trade (in food, clothes or various articles) or professional activity (like that of a private lawyer, doctor, a carpenter, mason, etc) offering services for payment in cash or in kind.

### **INSTRUCTIONS**

All the questions in this section (i.e. for parts A,B, and C) should be completed for each enterprise before going to the next.

### ***PART A: BASIC CHARACTERISTICS OF NON-FARM ENTERPRISE***

QUESTIONS 1 and 2 would be completed by the supervisor in advance of the interview, based on the responses obtained from section 6. In question 3, record the ID of the person actually interviewed. However, you should endeavour to interview the person responsible for each enterprise (see question 2) to give the answer.

QUESTION 4: 'Activity' here refers to the kind of goods or services the enterprise sells or produces. Whatever answers the respondent gives record only the activity name. The supervisor will do the coding.

QUESTION 8: If the respondent cannot give the answer in percentages, (a quarter, etc) you should convert the answer into percentages.

e.g. half = 50%, a third = 33%, a quarter = 25%, one fifth = 20% etc.

QUESTION 9: Government Agency here includes the Internal Revenue Service, Registrar General, District Assembly or any Union or Association acting on behalf of the government.

QUESTION 10: 'How many persons have usually worked here' includes apprentices, labourers and those working for wages or salaries. The household member responsible for the enterprise must be excluded, but all other usual workers are included. Note that the number of persons "usually working" in the enterprise is not the same as those who "spend most of their time there". E.g. a public servant with a shop may work there every night (a usual worker) but most of his time will be in the government job.

QUESTIONS 11-14: Here you are required to find out the number of workers in each category and make sure that the overall total agrees with the answer given in question 12.

QUESTION 15: 'Formal Wage Contracts' refers to any written document outlining the terms of employment, e.g. appointment letter.

QUESTION 18: For 'Other' code 96 and specify the source

QUESTION 20: 'Co-operatives' (code 4) does not include the co-operative bank (which actually falls in code 2) but other co-operative societies or unions.

QUESTION 22: Depending on the source and the terms of negotiating the loan, the borrower may have to make repayment both in cash and in kind.

You should record the total value of such payment(s) made with respect to the loan(s). In other words, value the in kind payment(s) and add that to the cash payment to obtain the total.

### ***PART B. EXPENDITURES ON THE ENTERPRISE***

'Articles for sale' here refers to those items bought or purchased by the enterprise that have been or will be sold out.

For each of the expenditure items listed, ask questions 2 to 8 or 9 to 15 before going to the next item. If a cell corresponding to an item is shaded, it means that the question does not apply to that item and so do not ask that question.

QUESTION 1: This question identifies whether the enterprise has been operating since the last two weeks. Questions 2-8 are therefore administered to enterprises operating in the last two weeks while questions 9-15 are administered to enterprises not operating in the last two weeks.

QUESTION 2: In this question, you will identify all the items on which the enterprise has made some expenditure during the past 12 months. If the answer coded is 2, skip to question 8 or 15 depending on the skip pattern.

QUESTIONS 3 to 7: In question 4, you will record how often the expenditures were made, and in questions 5-7 record, what the amounts were for each listed item in question 1.

QUESTIONS 8 and 15: These questions find out whether during the past 12 months an item was not available when the respondent wanted to purchase it and how often it was not available.

QUESTIONS 1 to 15 are repeated for the second and third enterprises. Endeavour to get the person responsible for these enterprises interviewed.

### ***PART C : ASSETS OF THE ENTERPRISE***

These assets, on which information is required are listed and pre-coded in the column headed ITEM. Ask questions 1 to 9 for each item on the list, before going onto the next enterprise.

"Other SPECIFY" (code 9) in the "Item" column means that the enterprise may have some other important assets not included in the list. Find out by asking the respondent whether the enterprise has any other asset(s) not mentioned in the list. If yes, list any such asset(s) and ask the questions on each item just as you have done for the ones listed. If an enterprise has many units of an item record the first three in the sub-columns numbered 1, 2 and 3.

QUESTION 1: It is possible that the enterprise may not have some of the items on the list. Thus, when the answer to question 1 is 2 (NO) for an item, you don't have to ask the rest of the questions for that item but repeat immediately question 1 for the next item on the list. You only proceed with the other questions when the answer to question 1 is Yes.

QUESTION 2: In this question, you will have to find out the value of the item, should the respondent decide to sell it on the day of the interview.

QUESTION 3: Record the number of years since it was obtained. If the item was a donation (gift) to the enterprise, record the time the enterprise received it. If the items are more than one, record the first three under sub-columns 1, 2, and 3 and indicate their respective years of receipt.

QUESTION 4: If the item was a donation (gift) to the enterprise and the respondent does not know the price, record 'O' and indicate gift. But if it were given to the enterprise in return for goods or services rendered, then you should find out the value of the goods/services and record this value as the price of the item. If more than one item, record the first three and indicate their corresponding prices/values.

QUESTION 9: 'Moving Business' means from one site (locality) to another e.g. moving from Accra to Tema. Note that it does not mean that the business has been changed. 'Upgrading Assets' means that the item(s) was/were sold out with the view to acquiring new and better ones.

The rest of the questions in part C are a repetition of what you have done for the first enterprise. However, enterprises concerned are the second and third so the person(s) responsible for these enterprises should be interviewed.

### ***PART D: REVENUE OF ENTERPRISE***

In this section, all goods and services should have their values estimated if they are not known by the respondent. Revenue here refers to 'Gross Revenue' from the sale of goods or services without any deduction of expenses. You have to ensure that the respondent does not report "Net Income". Tell the respondent not to make any deductions for any expenses made. Allay any fears of taxation by emphasizing on the confidentiality of the survey.

First, check the answer given to question 1 (Part B) for the particular enterprise. If it is 1 (i.e. YES), begin part D question 1, but if it is 2 (i.e. NO), start with part D question 6.

QUESTIONS 6 to 10: These questions are based on usual revenue or payments. The questions relate to any two-week period in the past 12 months.

QUESTION 11: "Rental" of building/land includes those leased out by the enterprise. If none, put code 2 (No) and skip to Question 13. `Leased' here means land/building given out to another person for use for a certain fixed period of time in return for cash or in kind payment. The items in these questions refer to those owned by the enterprise.

QUESTION 13: In this question, you will compare the gross (total) receipts/revenue of the current year with that of the previous or preceding year. NOTE: The respondent is not asked to compare his profits. If the enterprise was set up during the past 12 months, enter code 4 (i.e. not applicable).

### ***PART E: NET INCOME AND INVENTORY OF ENTERPRISE***

QUESTION 1: In this question, you will ask the respondent to find out the amount of money he takes for his personal use out of the sale of goods or services produced by the enterprise. Also record the rate (how frequently) at which he normally takes this amount. If the amount is not fixed, try to find an average for the particular time unit. This means that you will have to probe if the respondent is not sure of the value.

QUESTIONS 3-8: In questions 3 to 8, you will find out the amount of money used for purposes other than those mentioned in questions 1 and 2.

QUESTIONS 9 and 10: Here you will find out whether the enterprise has some goods/services not yet sold out, and try to get the value. If respondent does not know the value of the goods in stock, ask him to give you an approximate quantity and unit value.

## **15: SECTION 11: INCOME TRANSFERS AND MISCELLANEOUS INCOME AND EXPENDITURES**

### **PURPOSE**

This section obtains information on income transfers, that is all incomes of members of the household other than that from paid employment. The section also completes the income and expenditure current accounts of the household.

### **RESPONDENT**

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

### **DEFINITIONS**

**Remittances** are regular or irregular contributions in terms of money or goods and food made to person(s) living abroad or elsewhere. For example, any money, food or goods sent out or received by the household to/from a household member or relative staying abroad or elsewhere is a remittance. Read instruction at the top carefully and follow it.

### ***INSTRUCTIONS***

#### **PART A: TRANSFER PAYMENTS MADE BY THE HOUSEHOLD**

**QUESTION 1** finds out whether any member(s) of the household live (s) elsewhere. Example, students attending school in another town.

**QUESTION 2** deals with any remittances made by the household to individuals living outside the home or dwelling within the reference period of 12 months.

**QUESTION 3** is about non-household member(s) who receive remittances from the household.

**NOTE:** if answers to Questions 1 and 3 are NOES Skip to PART B Question 2 but to PART B Question 1 if answers to Question 2 and 3 are NOES.

**QUESTION 4:** List the names of all persons who have received remittances from the household.

## PART B: INCOME FROM TRANSFERS

Once again, note the instruction carefully before proceeding.

QUESTION 1: You are reminded to refer to the list for absent household member(s) from Part A, Questions 4 and 5 where ID codes are also marked. Mention the name of absent members to ascertain whether the household received or collected any moneys, goods or food items from them. Question 2 specifically deals with all non-household members who have remitted to the household any moneys, goods or food items.

## PART C: MISCELLANEOUS INCOME

Explain the question carefully to the understanding of the respondent.

QUESTIONS 1 to 3 deal with incomes from the following sources under Central Government: Social Security, State Pensions and any other which you should specify.

QUESTIONS 4-6 deal with incomes from other sources under which Retirement Benefits, Dowry or Inheritance, and others (to be specified) are treated. Exclude Susu under 'Other Specify'.

DOWRY refers to payments received on account of bride price etc.

## PART D: MISCELLANEOUS OUTGOINGS (EXPENDITURES)

This part is about expenditures, both cash or in-kind made by the household towards other tax obligations (e.g. property tax, poll tax, etc **excluding** income tax) in Question 1. Self-help contributions towards community projects etc in Question 2 and on wedding etc in Question 3.

Question 4 deals with expenditures on gifts and presents (excluding all things mentioned under transfers).

Question 5 finds out all other miscellaneous expenditures not captured so far. Do specify the source of these expenditures, and remember not to include SUSU.

## **16: SECTION 12: CREDIT, ASSETS AND SAVINGS**

### **PURPOSE**

This section is designed to collect information on loans contracted by the household as well as its assets and savings.

### **RESPONDENT**

The head of household is the main respondent. Read instructions at the top of the page carefully.

### ***INSTRUCTIONS***

#### **PART A: CREDIT**

This part obtains information on loans contracted or negotiated by the household in terms of money or goods.

QUESTIONS 1 and 2 deal with any loans contracted or repaid by any member of the household over the past 12 months. N/A means not applicable.

QUESTIONS 7 to 11 find out whether any household member had tried to contract any loan(s), what guarantee(s) was required, and whether refused and the reasons for a refusal.

QUESTION 9 asks for how much of the loan has been repaid even if repayment is being made by instalments or if only part payment has been (Include charges, interest on loans and all payments in-kind).

NOTE: RESPONDENT SHOULD NOT BE ASKED QUESTION 11 IF ANSWER TO QUESTION 10 IS 'YES'. JUST RECORD THE ID FROM THE ROSTER.

QUESTION 11: The security demanded by the lending individual or institution should be given as answer to this question.

#### **PART B: ASSETS AND DURABLE CONSUMER GOODS**

A list of items, durable consumer goods, is provided in column 1 with their corresponding codes in column 2.

The respondent is expected to answer question 1 for each item listed, and questions 2-4 if the response to question 1 is YES..

QUESTION 1 finds out about ownership of any of the items listed.

QUESTION 2 deals with the exact point in time that the item was acquired. The price of the item is covered in question 3 (Put zero if item is a gift).

QUESTION 4 requires the estimated current value of the listed items owned by the household.

#### PART C: SAVINGS

If the answer to question 1 is NO (code 1), end the interview. However, interview should continue if answer is YES (code 2).

QUESTION 1 demands information on household member(s) having savings account(s) (in cedis) with any banking institution.

QUESTIONS 3 and 4: These determine person(s) in whose name(s) the savings accounts are operated and the current values of the savings.

The amount of money that has been added to the savings over the past 12 months as well as the amounts withdrawn from it over the same period is sought in Questions 5 and 6 respectively. This does not include interest.

#### END OF CYCLE

At the end of the interview for the last visit (that is, the 7th visit) you should express your gratitude to the household interviewed before leaving. Thank them for their co-operation and assistance.

Also inform them that you will return for re-interviews if you detect that some responses given you are inconsistent or wrong.

## LIST OF HISTORICAL EVENTS

(to be used in Estimating Ages)

### *A-NATIONAL EVENTS*

| Event                                                                                                           | Year | No. of Yrs<br>up to the<br>end of 1997 |
|-----------------------------------------------------------------------------------------------------------------|------|----------------------------------------|
| Overland Telegraph opened in the Gold Coast.....                                                                | 1887 | 119                                    |
| Rev. T.B. Freeman died in Accra.....                                                                            | 1890 | 107                                    |
| Commotion over proposed Crown Land Ordinance.....                                                               | 1895 | 102                                    |
| Gold Coast Aborigines Rights Protection Society<br>Organised.....                                               | 1896 | 101                                    |
| Invasion of Kumasi; King Prempeh taken prisoner.....                                                            | 1896 | 101                                    |
| King Prempeh removed from Sierra Leone to the<br>Seychelles Islands.....                                        | 1900 | 97                                     |
| Yaa Asantewa War.....                                                                                           | 1900 | 97                                     |
| Capture of Yaa Asantewa.....                                                                                    | 1901 | 96                                     |
| First World War.....                                                                                            | 1914 | 83                                     |
| West African Currency Notes introduced.....                                                                     | 1918 | 79                                     |
| Armistice Day (End of 1st World War).....                                                                       | 1918 | 79                                     |
| Prince of Wales visited Gold Coast.....                                                                         | 1925 | 72                                     |
| First aeroplane arrived in Accra.....                                                                           | 1926 | 71                                     |
| Dr. J.E. Kwagyir-Aggrey died.....                                                                               | 1927 | 70                                     |
| Takoradi Harbour opened.....                                                                                    | 1928 | 69                                     |
| Introduction of Basic Rate.....                                                                                 | 1936 | 61                                     |
| Cocoa Hold-up.....                                                                                              | 1938 | 59                                     |
| Earthquake.....                                                                                                 | 1939 | 58                                     |
| Second World War started.....                                                                                   | 1939 | 58                                     |
| Eclipse of the Sun.....                                                                                         | 1947 | 50                                     |
| Looting in various parts of the country resulting.....<br>from the shooting of Sergeant Adjetey and others..... | 1948 | 49                                     |
| Arrest of six Leaders of the United Gold Coast<br>Convention.....                                               | 1948 | 49                                     |
| Founding of C.P.P. by Kwame Nkrumah.....                                                                        | 1949 | 48                                     |
| Positive Action declared.....                                                                                   | 1950 | 47                                     |
| Kwame Nkrumah made Leader of Government Business..                                                              | 1951 | 46                                     |
| Kwame Nkrumah made first Prime Minister of the<br>Gold Coast(Ghana).....                                        | 1952 | 45                                     |
| Ghana's Independence declared.....                                                                              | 1957 | 40                                     |
| R.R. Amponsah and M.K. Apaloo (both opposition<br>members)arrested.....                                         | 1958 | 39                                     |
| Prevention Detention Act came into force.....                                                                   | 1958 | 39                                     |
| French Togoland became Independent State.....                                                                   | 1960 | 37                                     |
| Ghana become a Republic.....                                                                                    | 1960 | 37                                     |
| Queen Elizabeth II visited Ghana.....                                                                           | 1961 | 36                                     |

|                                                                                                                                                         |       |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|
| Murder of former Congo Premier Patrice Lumumba.....                                                                                                     | 1961  | 36 |
| Railway Employees at Takoradi went on strike.....                                                                                                       | 1961  | 36 |
| The Kulungugu bomb explosion.....                                                                                                                       | 1962  | 35 |
| Tema Harbour opened.....                                                                                                                                | 1 962 | 35 |
|                                                                                                                                                         |       |    |
| Detention of Ako Adjei, Tawiah Adamafio and<br>H. Cofie Crabbe.....                                                                                     | 1962  | 35 |
| President Nkrumah dismissed Sir Arku Korsah from<br>his post as Chief Justice.....                                                                      | 1963  | 34 |
| Flagstaff House shooting incident involving<br>Ametewee.....                                                                                            | 1964  | 33 |
| Death of Dr. J.B. Danquah.....                                                                                                                          | 1965  | 32 |
| Formal opening of Akosombo Dam.....                                                                                                                     | 1965  | 32 |
| O.A.U. Summit Conference in Accra.....                                                                                                                  | 1965  | 32 |
| Introduction of Decimal Currency in Ghana (the old<br>Cedi and old pesewa).....                                                                         | 1965  | 32 |
| Military coup d'etat in Nigeria.....                                                                                                                    | 1966  | 31 |
| Overthrow of President Nkrumah by the Army<br>and the Police.....                                                                                       | 1966  | 31 |
| Introduction of the New Cedis and New Pesewas.....                                                                                                      | 1967  | 30 |
| Death of Lieutenant-General E. K. Kotoka.....                                                                                                           | 1967  | 30 |
| Lifting of ban on Political Activity in Ghana<br>after the 1966 coup d'etat.....                                                                        | 1969  | 28 |
| Dr K. A. Busia made Prime Minister of Ghana.....                                                                                                        | 1969  | 28 |
| Death of Asantehene Nana Sir Osei Agyemang<br>Prempeh II, M.O.V. K.B.F.....                                                                             | 1970  | 27 |
| Formation of "Justice Party" by a merger of National<br>Alliance of Liberals and three other opposition parties                                         | 1970  | 27 |
| Overthrow of Dr. K.A. Busia's Progress Party<br>Government by Colonel I.K. Acheampong.....                                                              | 1972  | 25 |
| Students harvest Sugar Cane at Asutsuare and Komenda...                                                                                                 | 1972  | 25 |
| Operation Feed Yourself programme launched.....                                                                                                         | 1972  | 25 |
| Death of Dr. Kwame Nkrumah in Rumania.....                                                                                                              | 1972  | 25 |
| Arrival of Dr. Kwame Nkrumah's corpse in Ghana<br>from Guinea.....                                                                                      | 1972  | 25 |
| Ghana broke diplomatic relations with Isreal.....                                                                                                       | 1973  | 24 |
| Introduction of Right Hand Traffic.....                                                                                                                 | 1974  | 23 |
| J.H. Mensah and two others arrested on sedition charge                                                                                                  | 1975  | 22 |
| Creation of Supreme Military Council (S.M.C.I.).....                                                                                                    | 1975  | 22 |
| Appointment of Dr. Koranteng Addo's Adhoc<br>Committee to gather information on how to<br>implement a Union Government for Ghana.....                   | 1977  | 20 |
| Closure of the three Universities following demons-<br>tration by the students against high price of food.....                                          | 1977  | 20 |
| Strike Action by members of Ghana Medical Association<br>demanding early re-opening of the closed Universities..                                        | 1977  | 20 |
| The Ghana Bar Association called on the S.M.C. I<br>government to handover power to a Presidential<br>Commission pending a return to Civilian Rule..... | 1977  | 20 |

|                                                                                                                                                           |      |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------|----|
| Discovery of Oil in commercial quantities offshore                                                                                                        |      |    |
| Saltpond by Agric-Petco Ghana Incorporated.....                                                                                                           | 1978 | 19 |
| Referendum on Union Government.....                                                                                                                       | 1978 | 19 |
| Strike Action by the Ghana Bar Association.....                                                                                                           | 1978 | 19 |
| Demonstration by University Students against<br>the Union Government concept and the invasion<br>of Legon Campus by Police armoured cars.....             | 1978 | 19 |
| Formation of People's Movement for Freedom and<br>Justice (P.M.F.J.) led by K.A. Gbedema,<br>A.A. Afrifa and Mr. William Ofori-Atta.....                  | 1978 | 19 |
| Banning of P.M.F.J., The Front for the Prevention of<br>Dictatorship and the Third Force by General Acheampong.                                           | 1978 | 19 |
| General Acheampong removed from office and Lt.-General<br>F.W.K. Akuffo became Chairman of the reconstituted<br>Supreme Military Council (S.M.C. II)..... | 1978 | 19 |
| Dr. K.A. Busia died in London.....                                                                                                                        | 1978 | 19 |
| Appointment of Mr Justice Amissah and Mrs Gloria Amon-<br>Nikoi as Attorney General and Commissioner for Foreign<br>Affairs respectively.....             | 1979 | 18 |
| Currency Change Exercise.....                                                                                                                             | 1979 | 18 |
| An abortive uprising in which Ft. Lt.J.J.<br>Rawlings was arrested.....                                                                                   | 1979 | 18 |
| The Revolution that overthrew S.M.C. II lead<br>by J.J. Rawlings as Chairman of the Armed<br>Forces Revolutionary Council (A.F.R.C.).....                 | 1979 | 18 |
| Execution of General Acheampong, General Akuffo,<br>General A.A. Afrifa, Maj.-General Utuka and<br>four other senior military officers.....               | 1979 | 18 |
| General Elections.....                                                                                                                                    | 1979 | 18 |
| Major General Odartey Wellington given a<br>state burial.....                                                                                             | 1979 | 18 |
| Demolition of Makola No. I market.....                                                                                                                    | 1979 | 18 |
| Mr. Justice Akuffo-Addo died and was buried at<br>Akropong.....                                                                                           | 1979 | 18 |
| Second round of Presidential election.....                                                                                                                | 1979 | 18 |
| Handing over of power to the people's<br>National Party (P.N.P) Administration<br>by the A.F.R.C.....                                                     | 1979 | 18 |
| Ussher Fort Jail Break by Captain Koda, Captain Okaikoi<br>and three other military personnel.....                                                        | 1979 | 18 |
| Pope John Paul II visited Ghana.....                                                                                                                      | 1980 | 17 |
| Head of Ahmadiya Muslim Mission visited Ghana.....                                                                                                        | 1980 | 17 |
| Visit to Ghana by Archbishop of Canterbury<br>(Head of the Anglican Church.....)                                                                          | 1980 | 17 |
| Commissioning of Ghana's first Statellite<br>earth-station at Nkuntunse.....                                                                              | 1981 | 16 |
| Overthrow of P.N.P. Administration by J.J                                                                                                                 |      |    |

|                                                     |      |    |
|-----------------------------------------------------|------|----|
| Rawlings as Chairman of P.N.D.C.....                | 1981 | 16 |
| Draught bush fires & hunger.....                    | 1983 | 14 |
| Voters' registration exercise.....                  | 1987 | 10 |
| District level elections.....                       | 1989 | 8  |
| Constitution for the 4th Republic Promulgated ..... | 1991 | 6  |
| Election for 1st Parliament for 4th Republic .....  | 1991 | 6  |
| Election for 2nd Parliament for 4th Republic .....  | 1995 | 2  |

## B-REGIONAL EVENTS

| Event | Year | up to the<br>end of 1997 | No. of Yrs |
|-------|------|--------------------------|------------|
|-------|------|--------------------------|------------|

### ***CENTRAL AND WESTERN REGIONS***

|                                                                                                         |      |    |     |
|---------------------------------------------------------------------------------------------------------|------|----|-----|
| Opening of Aboso Mines.....                                                                             | 1878 |    | 119 |
| Ten Winneba rioters executed in Accra.....                                                              | 1885 |    | 112 |
| Cape Coast district visited by locusts.....                                                             | 1894 |    | 103 |
| Deputation of Chiefs and dignitaries embarked for<br>England in connection with proposed Land Bill..... | 1897 |    | 100 |
| Rev. William Stephen died in Shama.....                                                                 | 1899 | 98 |     |
| First Train from Sekondi arrived at Kumasi.....                                                         | 1903 | 94 |     |
| Rev. Attoh-Ahuma died.....                                                                              | 1921 | 76 |     |
| Nana Attafua, Omanhene of Akim Kotoku died.....                                                         | 1927 | 70 |     |
| Governor Guggisberg died.....                                                                           | 1930 | 67 |     |
| Nana Mbra died.....                                                                                     | 1933 | 64 |     |
| First section of Sese Oil Palm Plantation started.....                                                  | 1934 |    | 63  |
| Secondary Schools in Cape Coast strike.....                                                             | 1948 | 49 |     |
| Ahanta/Dixcove Local Council was established.....                                                       | 1952 | 45 |     |
| Opening of St. Mary's College at Apowa.....                                                             | 1954 | 43 |     |
| Nana Baidoo Bonsoe X111 died.....                                                                       | 1954 | 43 |     |
| Tarkwa and Aboso Mines closed.....                                                                      | 1956 |    | 40  |
| Opening of Busia Pleasure Beach.....                                                                    | 1963 | 34 |     |
| Aboso Glass Factory started operation.....                                                              | 1963 | 34 |     |
| Nana Hima Dekyi X11 (K.C.), Omanhene of Upper Dixcove<br>died.....                                      | 1963 |    | 34  |
| Nana Aboayisa 11, Chief of Ewusijoe died.....                                                           | 1964 | 33 |     |
| Estoolment of Nana Hima Dekyi X111 of Upper Dixcove..                                                   | 1964 | 33 |     |

### ***GREATER ACCRA, EASTERN AND VOLTA REGION***

|                                                                                                     |      |     |     |
|-----------------------------------------------------------------------------------------------------|------|-----|-----|
| Glover (Anwuma) War.....                                                                            | 1873 |     | 124 |
| Sir Garnet Wolseley (Sagrante) War.....                                                             | 1874 |     | 123 |
| Anlo and Danish War Bombardment of Keta by the French<br>(Arbeille) Alaa and Havito set ablaze..... | 1874 | 123 |     |
| Anum township rebuilt after the Ashanti invasion.....                                               | 1879 | 118 |     |
| Location of the Juabens in Koforidua .....                                                          | 1882 |     | 115 |
| Agreement with Chiefs of Pe and Fetish Chiefs of Togo..                                             | 1884 | 113 |     |
| Ho Civil War: Ashantis invaded Ho and Eweland.....                                                  | 1884 | 113 |     |
| Togoland was proclaimed a German Protectorate.....                                                  | 1884 |     | 113 |
| Treaty between Mr. C. Riby-Williams and Chiefs                                                      |      |     |     |

|                                                         |      |     |     |
|---------------------------------------------------------|------|-----|-----|
| of Aggravie, Battor, Mepe and Blappa.....               | 1886 |     | 111 |
| Agreement by Chiefs of Krepi to keep road open.....     | 1888 |     | 109 |
| Krobos driven from the Shai Hills by Governor Griffiths | 1892 | 105 |     |
| Execution of Sotordugbe of Aflao Viefe at Viefe.....    | 1902 |     | 95  |
| Rev. A.W. Clerk of Basel Mission died at Aburi.....     | 1906 |     | 91  |
| -                                                       |      |     |     |
| Dedication of Larteh Basel Mission Church.....          | 1907 |     | 90  |
| Bubonic Plague Akpornabu.....                           | 1908 |     | 89  |
| Rev. Theophilus Opolu died at Akropong.....             | 1913 |     | 84  |
| Major Agricultural show took place at Krobo Odumasi.... | 1913 | 84  |     |
| Motor Car first climbed Aburi Hill.....                 | 1913 |     | 84  |
| Anum-Peki Political Unrest.....                         | 1920 |     | 77  |
| Korle Bu Hospital Foundation laid.....                  | 1921 |     | 76  |
| Death of Odiko Anakwa of Mamfe.....                     | 1925 |     | 72  |
| Achimota School opened.....                             | 1927 |     | 70  |
| Opening of the joint Provincial Council at Dodowa.....  | 1938 |     | 59  |
| Bishop Dr. John Ofreur Aglionby of the Anglican         |      |     |     |
| Mission visited Anum.....                               | 1941 |     | 56  |
| Governor Allan Burns visited Anum.....                  | 1946 |     | 51  |
| Anum and Boso Lands Boundary Commission inquiry         |      |     |     |
| by Justice John Jackson.....                            | 1953 |     | 44  |
| Adomi Bridge (Volta) opened.....                        | 1957 |     | 40  |
| The Golden Jubilee of Nana Kumi VII.....                | 1960 |     | 37  |
| Cutting of "Aryee Canal" at Kedzi near Keta.....        | 1963 |     | 37  |

### **ASHANTI AND BRONG-AHAFO REGIONS**

|                                                      |      |    |     |
|------------------------------------------------------|------|----|-----|
| Golden Axe sent to Queen Victoria.....               | 1881 |    | 116 |
| Kumasi defeated Adansi.....                          | 1886 |    | 111 |
| Invasion of Kumasi; King Prempeh taken prisoner..... | 1896 |    | 101 |
| Capt, R. Osborne Fraser died at Sampa.....           | 1899 |    | 98  |
| First Train Arrived in Kumasi.....                   | 1903 |    | 94  |
| Lieut. Lionel Henry Trafford Martin of the           |      |    |     |
| 1st Gold Coast Regiment died at Sampa.....           | 1905 |    | 92  |
| Basel Missionaries arrived at Sampa.....             | 1919 |    | 78  |
| King Prempeh I returned from exile.....              | 1925 |    | 72  |
| Ashanti Tekyiman killed their Omanhene Yao Kramo.... | 1927 |    | 70  |
| Muslims led by Malam Halidu, left Atebubu and        |      |    |     |
| settled at Prang.....                                | 1927 |    | 70  |
| Installation of King Prempeh II.....                 | 1931 |    | 66  |
| Kumasi for destroyed accidentally by fire.....       | 1932 |    | 65  |
| Restoration of Ashanti Confederacy.....              | 1935 |    | 62  |
| Suma became a member of the Ashanti Confederacy..... | 1935 | 62 |     |
| Telephone extension to Berekum.....                  | 1946 |    | 51  |
| Telephone service extended to Domaa-Ahenkro.....     | 1948 | 49 |     |

|                                                  |      |    |    |
|--------------------------------------------------|------|----|----|
| Telephone service extended to Nsoatre.....       | 1954 |    | 43 |
| Kwame Nkrumah visited Yeji.....                  | 1955 | 42 |    |
| Creation of the Brong-Ahafo Region.....          | 1959 | 38 |    |
| Foundation of Atebubu Training College laid..... | 1965 | 32 |    |

### ***NORTHERN AND UPPER REGIONS***

|                                                                                                                                                                               |      |     |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|-----|
| Treaty concluded with Trugu,Bole,Daboya,Bimbila,<br>for Friendship and Trade.....                                                                                             | 1892 |     | 105 |
| A Foreign Army led by Samori to Bole destroyed<br>towns and villages around Bole.....                                                                                         | 1892 |     | 105 |
| treaty with Dagati,Mamprusi,Moshie,Band, Chokosi,<br>Salaa, Devre, Buipe, Busumsu for Friendship and Trade..                                                                  | 1894 | 103 |     |
| Treaty for Friendship and Protection-Dagati,<br>Mamprusi, Lakhama (Dasima), Gbelu (Bolugu),<br>Achilon (Leo), Tumu, Kapan (Yela), Lobi, Bona,<br>Moshie, Yeji and Salaga..... | 1897 |     | 100 |
| Treaty for Friendship and Protection-Duruman,<br>Issa, Buse, Wagu, Nadewe, Gindi and Debre.....                                                                               | 1898 | 99  |     |
| First Chiefs meeting at Yapei.....                                                                                                                                            | 1923 | 74  |     |
| First Aeroplane to Northern Territories.....                                                                                                                                  | 1934 | 63  |     |
| Construction of Wa/Tamale Road.....                                                                                                                                           | 1940 | 57  |     |
| The initial operation of the Gonja Development<br>Company in Damongo (G.D.C.).....                                                                                            | 1948 | 49  |     |
| Gonja Development Company established.....                                                                                                                                    | 1950 | 47  |     |
| Chiefs from the Northern region visited Accra.....                                                                                                                            | 1956 | 41  |     |
| Epidemic known as "Accra Zukogli".....                                                                                                                                        | 1957 | 40  |     |
| Komkomba Nanumba/Gonja War.....                                                                                                                                               | 1980 | 17  |     |