NATIONAL STATISTICAL OFFICE

HOUSEHOLD INCOME & EXPENDITURE SURVEY

2009

Interviewer's Manual

HIES

Population and Social Statistics Division
National Statistical Office
Waigani
March 2009

Contents

The first part of this manual is intended to inform you, the interviewer, of the design and purpose of the broader study in which you are playing a crucial role. It is not necessary that you memorize this information; it is provided here simply to help you understand how your role as a survey interviewer fits in the grand scheme of this study, and how your work contributes to the goals of the research.
The second part of this manual, which begins on page 10, provides detailed guidelines on how to conduct household interviews, and detailed instructions for the questionnaire, which you may need to refer to during your household visits in the field.

1. INTRODUCTION

You have been selected as one of the interviewers for the implementation of the HIES 2009.

The main objective of the survey is an issue of interest to us all: the well-being of individuals and households. The survey data will be used in analyses to determine cost-effective approaches to improving family and child health, education and well-being. The information collected in this survey will be used in a range of topics, including examining employment, health and PNG household's consumption and expenditures.

The analyses of these topics will be used to inform policy recommendations to governments and organizations around the world regarding reducing child mortality and improving family health and quality of life. These analyses and policy recommendations can only be as good and accurate as the data they are based on.

Each interviewer will be responsible for the complete administration of the household survey questionnaire to 72 households during the 12 months that the survey is being implemented.

It is extremely important that you make it clear to respondents that their participation in the survey is voluntary, and that this survey effort respects their rights to privacy and confidentiality first and foremost. It is also crucially important that you recognize that the information collected in this survey must remain confidential to the NSO and its affiliated researchers, and must therefore not be divulged to any unauthorized person.

(A) THE SURVEY TEAMS

There are basically three persons directly involved with all the HIES' questionnaires:

- Interviewers;
- Data entry operators (DEO) and,
- Supervisor also called the team leader.

The interviewers' role is to accurately fill the questionnaires with the answers provided by the respondent(s). Data entry operators create a database with the information from the questionnaires.

As sometimes an error may occur, the data entry program is able to check data consistency and creating an 'errors list' for every household or personal questionnaire entered.
This way, the DEO is equipped to do his/her job well and is responsible to assess whether the error or data inconsistency is related to the interview or to the entry process. Your supervisor

will determine if the error has to be solved by rechecking the information during the next visit(s) to the household or if the problem is solved by properly re-entering the data.

The HIES will have twenty teams in the field for the twelve months of the survey. Each team will be composed of five persons: a Supervisor, 3 Enumerators, and one Data Entry Operator

It is crucial that you establish a rapport and team atmosphere before you go out to the field. You will be living together as a team for up to a month in a census unit and most likely up to 12 months to complete the survey. So establishing team atmosphere at the initial stage is essential for team spirit in the field. **You will be expelled from the team if your behaviour disturbs the team's performance in the field.**

2. SURVEY TEAM ORGANIZATION

Your work will be monitored by your supervisor who will be responsible for the work of three interviewers, plus one data entry operator, in your team's survey areas. The field supervisor is responsible to assist you in solving any problems that you encounter in administering the survey.

This is a complex survey. The household questionnaire is quite detailed and long, the sample size is large, and the time it takes to interview a sufficient number of households make you, as one of the interviewers, the critical foundation upon which a quality data set for use in analysis for decision-making can be built.

Your immediate supervisor is the field supervisor. In order for you, the interviewer, to be able to do a good job, you need to be able to easily request rapid assistance if required. **Your field supervisor is responsible for making sure that you are able to do your work properly – that you have the correct information and tools needed for the job. He or she will regularly sit in on some of your interview sessions with household members to assess your work.**

When the interviewer comes back from the household, the data entry operators' work begins. His/her task is to accurately enter the information recorded in the different questionnaires <u>on a daily basis</u>. In other words, the entry operator enters <u>exactly</u> what is in the questionnaire. **He/she must not try to fix any error he/she thinks may be in the questionnaire but only to enter the data.**

After the daily entry is completed, your field supervisor will have an error report generated by the entry program. He must review each error listing to make sure that, when errors, there are no entry typo errors. If the identified errors are interview related, then he or she will return to you those of your questionnaires that are incomplete or that contain errors. In such cases, you will usually have to go back to the survey households to make the corrections. As the survey management team will assess the performance of your field supervisor primarily on the basis of the quality of the data that comes from you and the other interviewers under his or her supervision, you should expect your field supervisor to subject your household questionnaires to rigorous examination.

Field supervisors will be responsible for the completion of the Community Questionnaire. One community questionnaire will be completed for each village in which the household survey is administered.

Although the community questionnaire completion is the responsibility of the field supervisors, you as an interviewer may be asked to assist the field supervisor in this task.

Field supervisors will themselves be under the supervision of national supervisors, also called the Quality Assurance Team (QAT). These individuals are permanent staff of the NSO and they have been assigned to oversee the administration of this survey. The national supervisor is responsible for both the quality of the data which the interviewers and field supervisors provide and for the logistical arrangements of these staff. They are expected to make frequent visits to both the interviewers and the field supervisors whom they oversee. They will receive the completed questionnaires from the field supervisors and subject them to an additional review. Those questionnaires that are incomplete or erroneous will be returned to the interviewer for correction. The field supervisors are also responsible for any work related issues that the interviewers or field supervisors encounter as they do their work.

3. ROLES OF THE PROVINCIAL COORDINATOR, SUPERVISOR AND DATA ENTRY OPERATORS

It is important that you know about the expected roles of the Provincial Coordinators and your Supervisors. These are the very people who you will seek assistance from when out in the field.

Provincial Coordinators

Provincial Coordinators will be responsible for checking your field progress in the field as well as your well being. These include making arrangement for your logistics, security and provide back up support, if required. Part of his job is to ensure the completed forms are packed and sent on time to NSO headquarters. Again all these will take place after the field data has been completed by the DEO at the enumeration point into the computer.

Team Supervisor

You will have a field Team Supervisor to a team of three interviewers. He /She will help you both at training and on the field. It is his/her duty to check every form, schedule or diary that you complete. You must make sure your Supervisor checks your completed forms the day after you complete them if this is at all possible. This is so that you can go back to the household and correct any mistakes if necessary while the team is still in the CU. Always refer any problems or queries to your Supervisor as soon as possible. He/she is there to help you. You and your Team Supervisor must make sure that all your forms are complete and accurate. Your Team Supervisor will observe at least one of your interviews each week and again help you as much as possible as you go along.

Data Entry Operator

The position of the DEO is important to the survey. Their main duty will be to enter and then sort a list of errors for all completed questionnaires submitted by the Interviewers. These DEO's will move around with the teams.

They will closely monitor the quality and coverage and answers on the questionnaires and advise the Team Supervisor to send Interviewers back to the selected households for corrections where necessary. Each DEO will be responsible for the workloads allocated to their respective teams.

4. PRE-ENUMERATION LISTING AND HOUSEHOLD SELECTION

(A) PRE-ENUMERATION LISTING

The Census Units (CUs) for the survey will have been pre-selected by the survey management staff from a listing of all CUs in a rural district or urban centre using a randomised selection procedure. You will be assigned to carry out the survey with several households in a CU over the period that the survey is being implemented. The households will be randomly selected from a listing of all eligible households in a CU.

As part of the survey exercise, when first arriving to a new CU your team must conduct a complete listing of all households in that CU.

The aim of this exercise is to develop a list of all private dwellings within the CU. Non-private dwellings, such as prisons and hospitals, will not be listed, although private dwellings associated with institutions (e.g., caretakers' residences at a hospital) should be listed. Dwellings that are in ruins or have been destroyed by fire so that they cannot be inhabited should not be included.

However, vacant buildings that could be inhabited should be found on the list. The list will include a unique dwelling unit number for each dwelling found in the CU, together with some identifying characteristics of the dwelling so that you and others can readily identify the dwelling. Households residing in each dwelling will then be listed. When using the list, you should bear in mind that it is possible for a single household to be resident in several dwellings or, vice versa, for several households to be resident in a single dwelling.

(B) HOUSEHOLD SELECTION

The supervisor will select 18 households within each rural Census Unit and 6 within urban CUs, plus additional replacement households, in the event that one of the originally selected households cannot be found or is unwilling to participate in the survey. You will be given a tracking sheet that will indicate the selected households for this CU. You will locate these households within the CU and begin interviewing them as soon as possible.

If you are unable to interview one of the selected households, you must contact your field supervisor as soon as possible. Your field supervisor will investigate the problem and if necessary instruct you on the replacement household to be interviewed. However, there should be few cases where you need to replace one of the originally selected households, and must replace only when all efforts have been made to interview the originally selected household.

Locating the households and beginning the interviews cannot be delayed. You will have to make at least two or three separate visits to a survey household over the course of different days, in order to ask questions of all household members that you need to interview. This is because some or all of the appropriate respondents may not be available at the time of your first visit, because administering the questionnaire all at one time is too time-consuming for the family, or because the administration of the survey is interrupted by the household members.

5. THE SURVEY SAMPLE

This survey is designed to be representative of the population of households in the different areas in PNG. This is made possible through the use of scientific sampling techniques to select households for interviewing by you and other interviewers.

(A) INCLUSION IN THE SURVEY

You and the other interviewers each will work in pre-selected enumeration areas over the course of the survey period. A number of eligible households in each area are to be interviewed. Broadly speaking, the households eligible for the survey comprise all people who live in the area. However, you will only attempt to conduct surveys with those households assigned to you. You should note several criteria that render a household ineligible for the survey, outlined in the in the next sub-section.

(B) EXCLUSION FROM THE SURVEY

Members of the following households are not eligible for inclusion in the survey:

- All residents of dwellings other than private dwellings, such as prisons, hospitals, army barracks, and military bases.
- Tourists and others visiting the enumeration area for a short period of time (less than three months).

(C) DEFINITIONS OF HOUSEHOLD AND HOUSEHOLD MEMBERS

A household may be either a person living alone or a group of people, either related or unrelated, who live together as a single unit in the sense that they have common cooking arrangements. A standard definition of a household is “a group of people who live together, pool their money, and eat at least one meal together each day.” It is possible that individuals who are not members of the household may be residing with the household at the time of the survey. In most cases, but not all, someone who does not live with the household during the survey period is not a current member of the household. The definition of who is and who is not a household member is given below.

It is important to recognize that members of a household need not necessarily be related by blood or by marriage. On the other hand, not all those who are related and are living in the same compound or dwelling are necessarily members of the same household. Two brothers who live in the same dwelling with their own wives and children may or may not form a common housekeeping arrangement. If they do not, they should be considered separate households.

One should make a distinction between family and household. The first reflects social relationships, blood descent, and marriage. The second is used here to identify an economic unit. While families and households are often the same, this is not always the case. You must be cautious and use the criteria provided on household membership to determine which individuals make up a particular household.

In the case of polygamous men or women and extended family systems, household members may be distributed over two or more dwellings. If these dwelling units are in the same compound or nearby (necessarily within the same enumeration area) and they have a common housekeeping arrangement with a common household budget, the residents of these separate dwelling units should be treated as one household. If they do not all eat together which often occurs, the head should be included *with the wife with whom he spent the most time***.** The other wives will form separate households without the husband for survey purposes. Discuss any unusual cases with your supervisor. The HCF you will be given will identify a dwelling which will be a house or flat etc. In most cases, one dwelling will have only one household.

The head of household is the person commonly regarded by the household members as their head. The head may many times be the main income-earner and decision-maker for the household, but you should accept the decision of the household members as to who is their head. There must be one and only one head in the household. If more than one individual in a potential household claims headship or if individuals within a potential household give conflicting statements as to who is the head of household, it is possible that you are dealing with two or more households (or Multiple Households), rather than one. In such cases, it is extremely important that you apply the criteria provided to define membership in the survey household. Bring all cases of new or changed multiple households to the attention of your supervisor and make a note on your CU folder.

Note that it is possible that the person whom other household members regard as the household head may not be residing in the dwelling at the time of the interview. He or she may be living and working, temporarily or permanently, in another part of the country or abroad. In such cases, it is necessary for household members to identify the de facto resident head of household, who is the primary decision-maker regarding the day-to-day operation of the household.

Having identified a social unit that shares a common cooking arrangement—that is, a household—it then becomes necessary to determine who is and who is not a member of that household. <u>. A usual resident is a person who has been living in the household for the last three (3) months prior to the survey, but don't forget to include:</u>

- New spouses who have recently come into the household and are now residing with the household.
- Household members residing in an institution elsewhere, but still dependent on the household. This mainly includes boarding school students, or patients in long-term health care facilities outside the primary residence. However, it does not include military personnel, prisoners, or other individuals who are not primarily dependent on the household for their welfare.

It is important to highlight that non-relatives who are resident in the household for more than three months and are included in a common household keeping arrangement under the head of household are to be considered household members. However, servants, other hired workers, and lodgers (individuals who pay to reside in the dwelling of the household) should not be considered to be household members if they have their own household elsewhere which they head or upon which they are dependent.

Regarding both households and individuals within them, you should be very careful when dealing with this rather complex task of determining who should be included and who should not be included as a member of a survey household. You must carefully check the rules laid out here. The rules should enable you to handle the vast majority of household situations that you encounter, but they may not cover all.

If you are in doubt, initially, as to whether to include a household among the list of eligible households in an enumeration area, discuss the problem with your supervisor. Likewise, once the survey households have been selected for you to interview in an enumeration area, if you find that you remain unsure whether an individual should be included in a survey household, discuss the problem with your supervisor.

(D) OTHER IMPORTANT HIES CONCEPTS' DEFINITION

HIES collects information about work-related issues. The main concepts are occupation and economic activity.

Occupation: this concept is referred to the activities the individual performs in his/her work. This information corresponds to the question *"What do you do in your job?"* As you can see, this information will apply in the vast majority of cases, only to individuals.

Economic Area: this concept is referred to the economic area where the activity can be classified. This information corresponds to the question *"What does this enterprise do?"* As you can see, this information will apply in the vast majority of cases, only to enterprises or organizations. A normal exception is private individuals.

To easily make the difference between these two concepts, imagine two women doing the same job: they are both secretaries. The first one works for Digicel and the other one works for Air Niugini. The occupation is the same, but the activity sector is, in the first case "Communications" and for the second, "Transport".
Secretary – Digicel – Post & Telecommunications (Code 64) – Telecommunications (Code 6420).
Secretary – Air Niugini – Air Transport (Code 62) – Scheduled Air Transport (Code 6210).

6. HOUSEHOLD VISITS AND ELIGIBLE RESPONDENTS

In each household you visit, your first task is to obtain the consent of the respondent. When consent is granted, you should then proceed to interviewing a knowledgeable adult member of the household to fill in the first few sections of the Household Questionnaire. Note that there are some parts of the questionnaire that you will need to administer to the mother or primary adult caretaker of each young child living in the household. This means that you may complete the household interview with more than one respondent answering to different sections. Furthermore, there are some modules which need to be repeated for different individuals.

If no one is at home when you go to interview the household, you should ask the neighbours whether the house is inhabited. If it is occupied, ask the neighbours when the household members will return. Arrange with your supervisor to go back to the dwelling when it will be occupied or at the end of the day. Note the time you are to return on the first page of the questionnaire. Do not substitute another household.

If no adult is at home, arrange to come back at another time. Do not interview a temporary caretaker of the children, such as a babysitter; do not interview anyone who does not usually live in the household.

Ask your supervisor if you are in doubt about what to do when you cannot locate a household, or you cannot complete an interview. Always keep a record on the cluster control sheet of the households you visited where nobody was at home.

7. HOW AND FOR WHAT REASONS THE HIES DATA IS COLLECTED

The HIES will serve three main objectives: (1) feeding up National Accounts, (2) creating a new basket for the CPI, and (3) calculating Poverty Line. Here we try to summarize what these three instruments are, and to explain how the job made by fieldwork teams is relevant for the three goals.

National Accounts is a system that measures the economic activity of a country in terms of the amount of production, expenditure and income of all the different economic sectors – government, private enterprises and households. Ideally, all the transactions between the different sectors are measured in terms of money by means of matrixes of income-output giving a value to the mass of goods and services being transferred from a given sector to another. The measures are aggregated into four main accounts: current accounts (production, income and expenditure), capital, financial and balance of assets. Central banks and finance ministries have many sources for measuring most of these components, but from time to time need to re-estimate the values involving households.

HIES is designed to provide accurate information in this regard: all the expenditures made by the surveyed households (normal consumption, health expenses, dwelling acquisition and housing maintenance, utilities and other services, daily consumption, etc) will be computed and imputed to the different economic sectors where the products consumed come from, the supply side of the matrix. Wages, salaries and other forms of income will also be consolidated for feeding up the demand side of the matrix. The harmonized information on employment and household business is a relevant source of data too.

Remind this: National Accounts work on monetary values. When gathering information at the field, HIES fieldworkers must try to get accurate responses on the money spent or received for each questions, especially the prices of items purchased in the diary.

Consumer Price Index or **CPI** is a normalized statistic providing an average measure of the cost of goods and services. The CPI is popularly known for measuring the cost of living and less known as a valuable tool for helping producers and investors in planning, pricing and developing new economic activities. All the countries need a CPI that reflects as accurately as possible the consumption needs and patterns of the population.

They are calculated on consumption aggregates that include the most consumed goods and services, and discard less frequently consumed items. The calculations for setting up a CPI rely on both the physical measurement and the monetary value of the consumption and expenditure of the households. The HIES is the key source for building up a new CPI urgently needed in PNG, since the existing one was constructed around 30 years ago. The results from updating the CPI basket will assist the Government to make informed policy decisions.

<u>Remind this:</u> *everything has to be recorded in the diary: don't ignore the items taken from the stocks, don't forget to record the firewood gathered for free – and to ask for the value the respondent assigns to the latter! Analysts know how to deal with this seemingly irrelevant information, leave to them the job of discriminating what is useful and what is not – your task is getting the most accurate and complete data possible from your respondents.*

Poverty Line is the third instrument. It aims at measuring the poverty threshold, or the minimum level of income for having a reasonable standard of living in the country. Measuring the poverty line is a powerful tool for supporting social reforms or social protection measures to improve the quality of life of the population.

Poverty line is a multi-dimensional measure, having different values in different regions or environments. People can be poor even if they have more money than others, depending where they live in. Fishermen communities in the coastal border can live decently with less cash money than their equivalents in POM or other big cities, but lack of the same level of access to education and health services than those in urban areas.

Economic planning for development rely strongly on poverty maps, using all the information available on households from census, health and education statistics, employment indexes and other permanent sources of data. But they are not enough: the richest source of data on the households is the households themselves, their people, and the population of the country. This is why most of countries try to keep updating this key indicator measuring from time to time (e.g. every 5 years).

<u>Remind this</u>: *Poverty Line requires complex data, ranging from <u>welfare indicators</u> like health or educational information of the population to accurate measures of <u>monetary values</u> paid for very well measured <u>physical goods or services</u>. It's obtained through the most complex analysis, relying on the precision and the accuracy of all the information collected by the HIES. This is why we insist so much on taking care of the quality of the information collected at the field. All the information in the HIES is used in this analysis. Nothing is discarded, and the last-stage analysts wait for the most reliable information for achieving their job.*

In summary, the HIES project covers most of topics required for the contemporary governments for reporting to the highest powers of the society how the population lives, which are their needs and what they want for their lives and their country. Actually, the name of the survey means *Household Income and Expenditure Survey*, something that better fits another type of studies known as *HBS* (*Household Budget Surveys*). During its inception phase, and at the request of several national and international organizations, the accent moved to a different profile, an *LSMS* (*Living Standards Measurement Survey*) instead, a type of study far richer and deeper than the original study goals. This survey requires committed staff loving their people and their country, devoted to get the highest quality information possible for meeting the goals

> *Remind this: the HIES is an opportunity for the staff involved, andwilly get clearly measurable benefits for the country. We are proud of participating in such an endeavor.*

8. LEGAL REQUIREMENT TO GET INFORMATION FROM THE PEOPLE

A law, the **Statistical Services Act, of 1981 (Revised**), governs the conduct of censuses and surveys in the country**.** As Interviewers, you will be acting under the instructions of the National Statistician, who is the overall head of Censuses and Surveys operation for the Government of Papua New Guinea.

Confidentiality of the information from the respondents is protected under the same Law. The same law, the **Statistical Services Act of 1981 (Revised)**, also protects everyone and provides that;

- Interviewers must keep everything they learn from the people very private.
- At the end of their training Interviewers take an undertaking that they will **NEVER** tell anybody else about what people say to them during their interviews.
- They must sign an **Oath or Declaration of Secrecy Form** (*see attachment 1*) which forbids every survey worker from giving information about other people. You are sworn to secrecy before starting your field duties. This means you must not discuss a household's form to other people and must be careful not to leave forms lying around where other people can see them. <u>You must impress the households by your words and actions that you are respecting their confidence.</u>
- Interviewers may discuss problems with their Supervisor or other Interviewers and other survey workers but with nobody else.
- People can be confident that only officials working on the survey will ever know what they said during the interviews.
- The survey forms are then destroyed under strict supervision.

Only the National Statistical Office (NSO) officials process the information collected out in the field and at the headquarters and then forms are destroyed. The information is then put on computers so it can be tallied, tabulated and analysed. No individual person's name is included in the final files as it is against the statistical services act to do so

9. KNOWING YOUR WORKLOAD

You will be supplied with a Workload Folder for 6 houses or households that you will interview in a census unit. This workload folder should contain all the information, and forms you need to help you with your interview in the selected households. It is important that you study your workload and area that your team has been assigned and that you go exactly to these houses. You must not replace a household by another without following replacement rules and discussion with your supervisor. A sample survey is valid only if the randomly selected households are interviewed.

During the field time of 12 months, each team is expected to cover 216 households in 12 randomly selected "Clusters". A "Cluster" is equivalent to a Census Unit in all areas except for metropolitan areas of Lae and Port Moresby, and in all but these metropolitan areas the CU will have 18 households selected to interview. . In Lae and Port Moresby, a "Cluster" is 3 CU's from which 6 households will be interviewed in each CU, so again there are 18 households in total to interview in metropolitan clusters. . Within each rural CU, a sample of 18 households will be randomly selected to be interviewed. interviewed. In each metropolitan CU, 6 hoseholds in 3 CU's will be There are three This means each Interviewer will interview 6 households each in a selected CU.
A team will be expected to stay in a CU for a month, meaning that all households selected in the CU must be covered in full within a month before you go onto next selected CU.

10. COMPLETION OF THE QUESTIONNAIRE

There will be four questionnaires administered regarding the household and/or its members and a fifth addressed to gather information about the community. As an interviewer, you will be responsible for the completion of household and household members' questionnaires; the community form is the supervisors' responsibility. The data entry operator will be the person entering the data and in this way creates the database which will be analyzed.

The questionnaires gathering information about the household are the Household Control Form and Household Schedule. The only two separate questionnaires are the Personal Schedule and the Personal Diary. Village information is gathered in the Community Questionnaire.

(A) GENERAL GUIDELINES

- Practice and be familiar with the questions.
- All questions need an answer. Nevertheless some questions will be skipped because of the logic of the flow of questions.
- Be sure to read the instructions that should be read out loud.
- Especially for the Personal Schedule, be aware of whether other adults are listening to the conversation. Some of the questions require privacy in order to be administered:
  - Because we want their opinion not to be influenced by someone else.
  - Because the information is very personal and sensitive and the respondent may not be willing to discuss the topic in front of anyone else, e.g. perceived stress and maternal depression.
- If it will take time to calculate something, write down the information you need to do so, and calculate immediately after you leave the house, rather than taking time to do calculations during the interview.

- Do not take personal calls on your cell phone. If it is necessary to take a call, apologize to the interviewee, and keep the conversation as brief as possible.

It is extremely important that you make it clear to respondents that their participation in the survey is voluntary, and that this survey effort respects their rights to privacy and confidentiality first and foremost. It is also crucially important that you recognize that the information collected in this survey must remain confidential to the NSO, and must therefore not be divulged to any unauthorized person.

(B) YOUR INTERACTIONS WITH THE RESPONDENTS

Here are some general points about going through the questionnaire during the interview:

- Before you go to a selected household, you should ensure that you are ready to begin the interview—that is, you are presentable, that you know how you are going to begin the interview, that you have at least two ball point pens and at least two household questionnaire forms with you for every household that you plan to interview, and that you have the location and code numbers of the survey households with you.
- Dress well, be very polite and carry your official Workload Folder when you meet up with your respondents
- Be confident, and remember you are on official business.
- Approach each household and introduce yourself, giving your name.
- State that you are from the National Statistical Office (NSO) and that you are working as an Interviewer for the 2009 HIES, which is recommended by the National Government.
- Carry your Identification Card (ID) at all times. Just wearing your Survey T-shirt is not enough – you must also show your official ID.
- Show your ID and give the person time to read it. In the case of urban areas, check that you are at the right location by checking the section and allotment numbers or other information on the Listing and Sketch Maps with the head of the households.
- Explain that only selected households in selected areas in PNG both in rural and urban will be interviewed during the survey.
- Be knowledgeable about the survey and be ready to answer any questions about its purpose and importance.
- Try to find out the best time to call in to conduct your interviews and, if possible, make an appointment to conduct the interviews when necessary.
- Record answers using a pen, not a pencil, since pencil writing may smudge and become illegible between interview and data entry.
- Ensure that you understand the exact purpose of each question. This will help you to know if the responses you are receiving are adequate.
- Record answers immediately. Write down any significant remarks made by other people present, and mention who the other people are.
- Check the whole questionnaire before you leave the household to be sure it is completed correctly.

Before you start interviewing

Before you start interviewing you should work out a plan to cover your workload area. Which household to start with and which route you will follow.
Preferably you could use the listing order in the workload folder, but you may find some changes necessary and readjust your routes if necessary.

It is often best to make appointments with household members And when you do this, make sure you keep to the appointments. You will find that you will be a bit slow on the first day of interviewing but as you progress on, you will become confident and faster. But never rush your interviews. Always give yourself time to check your work well.

At the start of the interview, you should always determine if the respondent has any appointments in the next hour or two. If there is sufficient time available, complete several modules of the questionnaire or as much of the interview as possible before the respondent's appointment elsewhere.. When the respondent must leave, arrange for another meeting in the next day or two at which the interview with the individual respondent can be completed.

When conducting an interview, if it is clear that the respondent has understood the question you have asked, you must accept whatever response the respondent gives you. Probe questions can be used to make sure the respondent understands the key element of the question being asked.
However, you must never second-guess the respondent or make the assumption that you have a better understanding of the condition of the individual or household other than the respondent does. <u>The function of the interviewer is not to verify that the information provided is correct</u>. The analysts of the survey data are interested in what the respondent actually says. It is always possible that the respondent will lie to you or provide inaccurate information, but you, as the interviewer, should not make any judgements on the information provided.

There are exceptions, of course. At all stages of the interviews with members of a survey household, you should be alert to errors. These can be accidental or deliberate. You can never force people to give answers that they do not want to give, but you can approach the true facts by diplomatic and intelligent interviewing. For example, if the respondent says that the household has no animals and there are chickens pecking at your feet or pigs tied up nearby, you should inquire about these animals. However, you should not probe excessively after seeking initial clarification from the respondent. In any case, you should never go outside of the household to get information. This is beyond the scope of your work.

Disciplinary action will be taken against any interviewers who treat their respondents with condescension or a lack of respect, or who show a pattern of re-interpreting the answers provided by the respondents.

Interview Sequence

At each of the selected household, you will first use the **Household Control Form** to collect information for all persons who usually live there. Then you identify all persons 15 years and over and issue a **Personal Diar**y and a notepad to record everything they spend money on for ***two weeks***. In the notepad, the respondents will have to record an exact description of what they buy, including the brand so that we will know what items people mostly buy, for example a packet of 'roots rice' or packet of 'magi 2 minute noodle**'** or a string of fish etc and the cost. At the end of each day, you as the Interviewer will record this information on to the persons Personal Diary.

You will also collect information on people's employment and income and on the household expenditure itself including major household bills and any other major spending on big items in the past two weeks. These will be collected on two separate questionnaires, the **Personal Schedule** and the **Household Schedule.** The interviews on the Personal Schedule and

Household Schedule can be completed any time during the two enumeration weeks. As these two questionnaires are very long, you can organise with the respondent to have the questionnaire completed with couple of sections each day. This is essential to reduce respondent from getting bored or to give him/ her chance to attend to other chores. **The order or sequence of completing the questionnaires is as follows;**

Household Control Form → Personal Diary → Personal Schedule → Household Schedule

A PERSON NUMBER (PN) is assigned to each individual in the household in Module 1, depending on which row is used to record the presence of the individual in the household. This same PN should be used for that same individual in all subsequent modules.

Information on a particular individual within the household is to be recorded consistently using the same PN in each module in which information on that household member is collected. This is an extremely important instruction for you to follow in completing the questionnaire.

Who to Interview

Take particular care on who you should interview for each of the forms. Before you begin your interviews for every respective household, you are required to introduce the questionnaires to the household head and inform him/her which persons in the household are likely to be interviewed particularly the eligible ones. **The Household Control Form** will require the household head, the spouse (most probably the wife) or other responsible adult in the household to respond to the questions**.** For NPDs**,** the manager or officer in charge should be consulted and interviewed. **The Household Schedule** will also require the household head to respond to questions except for Part II and III of the questionnaire, which requires individual personal diary keepers and NPD managers to respond to the questions. **The Personal Diary and Personal Schedule** is to be completed by usual residents and visitors of the household who are 15 years and above and indicated that they will be staying in the household for the next fourteen (14) days.

If necessary you should call back at a household another time if the head of the household is not available, and particularly if any other responsible adult present is worried about completing the HCF and the Household Schedule without the presence of the household head. Some men have been known to be very annoyed if their wife gives information for the household. However, if the head of the household is away for an indefinite period beyond the 2 week enumeration schedule, then the spouse or a knowledgeable person can respond to the **HCF** questionnaire. In general, even if you are interviewing the head of the household for most questions, it is best to ask or confirm answers for other adults with the persons themselves. Often the head does not know the date of birth or age, for example, of his wife's brother or similar information for other usual or visiting members of the household.

The eligible respondents for each questionnaire are specified at the top of each section of the Questionnaires. Study these and know that you are interviewing the correct respondent.

(C) FREQUENTLY ASKED QUESTIONS AND COMPLETION

The following are examples of frequently appearing questions and its proper completion:

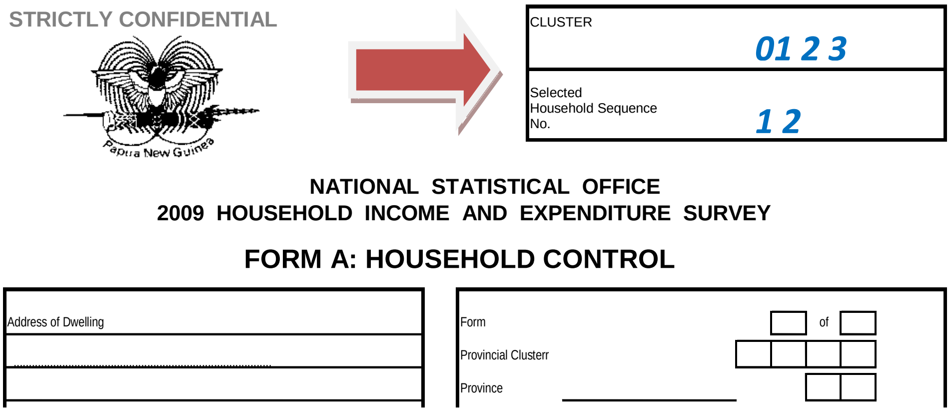
Cover Pages

Every HIES form has a cover. The first form to be completed is the Household Questionnaire. The first is the Household Questionnaire cover. This one is very important because is the main source of information for the other forms.

You must understand very clearly how to fill every field of this cover. First you have to complete the identification fields: cluster and Household number (upper right corner).

Your supervisor will provide this information. Complete these fields before visiting the household.
Cluster number will always be a 4-digit number. This number will be copied from the workload folder.
The household sequence number will always be a 2-digit number (between numbers 1-18). This number will come from the selected households in a census unit (CU).

For example, if in a CU, 18 households were selected (highlighted) and you were given dwelling number 036, that happens to be the 4th (out of the 18th selected households) selected household. You enter 04 in the code box provided.


STRICTLY CONFIDENTIAL

Papua New Guinea

CLUSTER 01 2 3

Selected Household Sequence No. 1 2

NATIONAL STATISTICAL OFFICE
2009 HOUSEHOLD INCOME AND EXPENDITURE SURVEY

FORM A: HOUSEHOLD CONTROL

Address of Dwelling

Form of

Provincial Clusterr

Province

In the second part of the cover you will find two boxes where you add information for this particular household. Note that the questionnaire can gather information for up to 20 usual residents. Be prepared to find households with more than 20 usual residents, so never forget to be carrying more than one form for each household you will visit. One example on the layout of the indicative information should come out as follows.

FORM A: HOUSEHOLD QUESTIONNAIRE

Address of Dwelling	
Name of H/H Head	Telephone
Name and Telephone of neighbors or relatives:	

CLEAR HANDWRITTING

Form		1 of 1
Cluster		0 3 0 2
	LEALEA VILLAGE	0 3
	KAIRUKU HIRI	0 3
	CENTRAL PROVINCE	0 7
Ward /Urban Area		0 5
CU		0 0 5
Dwelling number in the enumeration listing		0 1 2 2
Household in dwelling		1

Don't forget that the information on the right is provided by your supervisor. The actual address, name of the household head and the name and telephone of neighbours or relatives must be completed by you.

Global Positioning System (GPS) information: you can see that there are three fields to be completed. Be sure your supervisor gives you the GPS reading and complete this information with him/her before going into the household. Please refer to GPS manual to see how to calibrate the GPS and choosing the proper measurement unit.

GLOBAL POSITIONING SYSTEM (GPS) READING		
ALTITUDE	SOUTH (LONGITUDE)	EAST (LATITIUDE)
_ _ _ _	_ _ _ . _ _ _ _ _	_ _ _ . _ _ _ _ _

Interviewers visit and result: there are two dates (commenced and completed dates). This information applies to the questionnaire, so these dates will be the same for some forms and different for some others. The total number of visits is only completed <u>after</u> the last visit.

Interviewers Visits And Result		
Date Commenced ☐☐ / ☐☐ / ☐☐ (For commencement of Sections A1: Household Information, A2: Household Stocks and A3: Main Meal)		
A1: Household Information Date Completed ☐☐ / ☐☐ / ☐☐ Result* ☐	**A2: Household Stocks** Date Completed ☐☐ / ☐☐ / ☐☐ Result* ☐	**A3: Main Meals** Date Completed ☐☐ / ☐☐ / ☐☐ Result* ☐
***Result Code** 1. Completed 2. Entire household absent for extended period 3. Refused 4. Other ______________	***Result Code** 1. Completed 2. Entire household absent for extended period 3. Refused 4. Other ______________	***Result Code** 1. Completed 2. Entire household absent for extended period 3. Refused 4. Other ______________

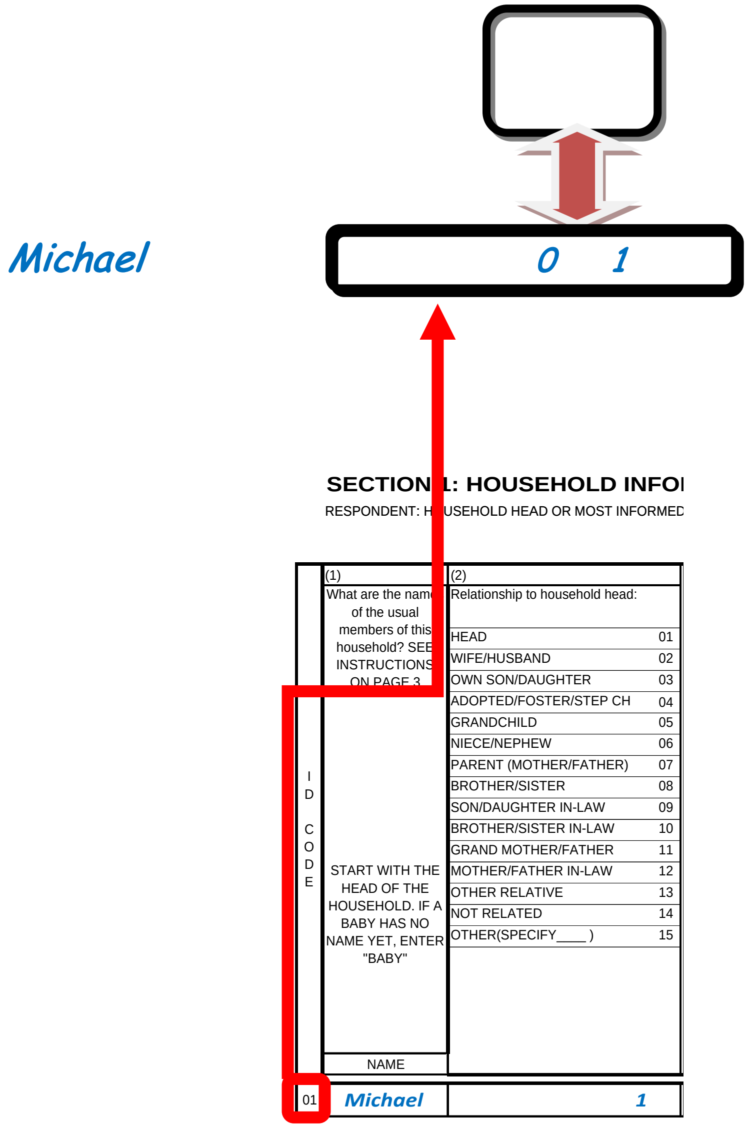
The result code is the information regarding the status of the questionnaire <u>after</u> the last visit. This is why you have only two reasonable reasons (codes 2 and 3) to not have the questionnaire completed.

The last three fields are the codes for the interviewer, your supervisor and data entry operator. This information must be completed with the help of your supervisor. Note that these codes will remain the same during the whole field work, unless some person within the team is replaced.

Personal Questionnaires (Schedule, Diary and Notepad)

The Personal Questionnaires is addressed to all eligible persons within the household. It is very important to be able to identify them as members of a particular household. In general you will need to copy all the information regarding the household and add information for this very particular individual.

The person number (also named Person ID or simply PID) is exactly the same number this person appears in the Household Questionnaire's first roster.



Skipped Field

For completing these forms you will just skip the box and write nothing inside: if the flow is respected, it is normal to find an empty space. But let's suppose you have made a mistake and the skipped field must contain certain information. With an empty space you will be able to add the missing information without problems, just think you would have to write something inside a little box and already filled with a line!

Nevertheless there are some questions where you will be asked to put some information even if there is nothing to record; this is because you must ascertain that you didn't forget to ask. Be sure to follow the instruction.

ID CODE	(1)	(2)	(3)	(4)	(5)	(6)		(7)
	What are the names of the usual members of this household? *Interviewer:* Ask Q1 - Q6 for everyone before continuing with Q7 to Q20 START WITH THE HEAD OF THE HOUSEHOLD. IF A BABY HAS NO NAME YET, ENTER "BABY"	What is [Name]'s Relationship to the head of this household? HEAD 01 WIFE/HUSBAND 02 OWN SON/DAUGHTER 03 ADOPTED/FOSTER/STEP CH 04 GRANDCHILD 05 NIECE/NEPHEW 06 PARENT (MOTHER/FATHER) 07 BROTHER/SISTER 08 SON/DAUGHTER IN-LAW 09 BROTHER/SISTER IN-LAW 10 GRAND MOTHER/FATHER 11 MOTHER/FATHER IN-LAW 12 OTHER RELATIVE 13 NOT RELATED 14 OTHER(SPECIFY____) 15	SEX What is (Name)'s sex? MALE 1 FEMALE 2	What was [NAME's] age last birthday? Please give an estimate if exact age is not known IF LESS THAN ONE YEAR, WRITE "00" YEARS	What is the present marital status of [NAME]? IF CHILD LESS THAN 15 YEARS THEN USE CODE 1 NEVER MARRIED 1 ► 7 MARRIED 2 DIVORCED 3 ► 7 SEPARATED 4 ► 7 WIDOWER 5 ► 7	COPY THE ID CODE OF THE WIFE/HUSBAND. USE SECOND COLUMN IF TWO WIVES/HUSBANDS. WRITE 97 IF NOT LIVING IN THE HOUSEHOLD 1ST ID CODE	2ND ID CODE	Is the father of [NAME] still alive? YES 1 NO 2 ► 10 DON'T KNOW 8 ► 10
01	Michael	01	1	31	2	02	00	2
02	Juliet	02	2	27	2	01	00	1
03	baby	3	1	00	1			1

In the above example, Person 03 is a baby so record '00' (if less than 1 year). The next question asks for marital status, so babies and children you obviously will enter code '1': Never married and **skip** to Question 7: Father alive (as per the instruction).

Distance between two points

Example: Household Questionnaire / *Section B3: HEALTH ACCESS Question 2: HOW FAR DID YOU TRAVEL TO USE THE HEALTH SERVICE?*

HEALTH PROVIDER NUMBER	HEALTH PROVIDER	(1) Have you or any household member used this [HEALTH PROVIDER] during the past 12 months? YES 1 NO 2 ▶ NEXT PROVIDER DON'T KNOW 8 ▶ NEXT PROVIDER	(2) How far did you travel to use the services? IF DISTANCE IS IN METERS, WRITE "000" KM (000)	(3) How did you travel to the health provider? WALK 1 MOTOR VEHICLE 2 CANOE 3 BOAT 4 PUBLIC BUS / PMV 5 OTHER (_) 6	(4) How long did it take to reach the facility/person? WRITE "00" IF NONE FOR BOTH OR EITHER HOUR OR MINUTE ONE WAY ONLY TRAVEL TIME HOURS	MINUTES
01	Traditional healers	1	00	1	00	5
02	Traditional birth attendant	1	2	5	00	20
03	Pharmacist	1	2	1	00	20
04	Midwife in government health facility	2				
05	Midwife in private health facility	1	00	1	00	5

Important

- Record **always** the most recent visit to the service / facility.
- Consider always that for this survey, a distance under 1 kilometer will be recorded as "00".

Transportation mode

Example: Household Questionnaire / Section B3 HEALTH ACCESS
Question 3: HOW DID YOU TRAVEL TO THE HEALTH PROVIDER?

HEALTH PROVIDER NUMBER	HEALTH PROVIDER	(1) Have you or any household member used this [HEALTH PROVIDER] during the past 12 months? YES 1 NO 2 ▶ NEXT PROVIDER DON'T KNOW 8 ▶ NEXT PROVIDER	(2) How far did you travel to use the services? IF DISTANCE IS IN METERS, WRITE "000" KM (000)	(3) How did you travel to the health provider? WALK 1 MOTOR VEHICLE 2 CANOE 3 BOAT 4 PUBLIC BUS / PMV 5 OTHER (_) 6	(4) How long did it take to reach the facility/person? WRITE "00" IF NONE FOR BOTH OR EITHER HOUR OR MINUTE ONE WAY ONLY TRAVEL TIME HOURS	MINUTES
01	Traditional healers	1	00	1	00	5
02	Traditional birth attendant	1	2	5	00	20
03	Pharmacist	1	2	1	00	20
04	Midwife in government health facility	2				
05	Midwife in private health facility	1	00	1	00	5

Important

- ➢ You will always find the same alternatives: walk, Private/own vehicle, canoe, boat, PMV and other (specify). Consider that it is only the transportation mode which is important in this question and not, for instance, who owns the vehicle, question asked in other modules. Therefore, in this case it will not be important whether the vehicle is, for example, the family car or a taxi.
- ➢ If more than one mode of transportation used, record the one where the respondent took 'more time' or traveled 'more distance'.
- ➢ Ensure that the most recent travel is recorded for this question.

Time to reach a certain point

Example: Household Questionnaire / Section B3 HEALTH ACCESS
Question 4: HOW LONG DID IT TAKE TO REACH THE PROVIDER/PERSON

HEALTH PROVIDER NUMBER	HEALTH PROVIDER	(1) Have you or any household member used this [HEALTH PROVIDER] during the past 12 months? YES 1 NO 2 ▶ NEXT PROVIDER DON'T KNOW 8 ▶ NEXT PROVIDER	(2) How far did you travel to use the services? IF DISTANCE IS IN METERS, WRITE "000" KM (000)	(3) How did you travel to the health provider? WALK 1 MOTOR VEHICLE 2 CANOE 3 BOAT 4 PUBLIC BUS / PMV 5 OTHER (_) 6	(4) How long did it take to reach the facility/person? WRITE "00" IF NONE FOR BOTH OR EITHER HOUR OR MINUTE ONE WAY ONLY TRAVEL TIME HOURS	MINUTES
01	Traditional healers	1	00	1	00	5
02	Traditional birth attendant	1	2	5	00	20
03	Pharmacist	1	2	1	00	20
04	Midwife in government health facility	2				
05	Midwife in private health facility	1	00	1	00	5

Important
Note that, when the answer is given in minutes (less than 60 minutes), use only the "Minutes" box and write '00' in the "Hours" box. There may be a very rare case when the respondent will answer "90 minutes". To avoid any mistake, both during the interview and later during the entry, convert every answer given in minutes and greater than 60 (one hour) into an Hour and Minutes record. See examples below.

Eg. 90 minutes or 75 minutes or 2 hours 40 minutes

Hours	Minutes
1	30

Hours	Minutes
1	15

Hours	Minutes
2	40

Time Periods

Example: Household Questionnaire / Section B6 CONSUMPTION/EXPENDITURE

SECTION B6: CONSUMPTION/EXPENDITURE **B - 1**

PART B: MONTHLY AND ANNUAL NON-FOOD EXPENDITURE

RESPONDENT: HOUSEHOLD HEAD OR MOST INFORMED HOUSEHOLD MEMBER

				LAST 30 DAYS		LAST 12 MONTHS
	(1)			(2)	(3)	(4)
	Has your household bought, spent money on or received gifts of any [ITEM] during the past 12 months? EXCLUDE ANY [ITEM] PURCHASED FOR PROCESSING OR RESALE AS A BUSINESS *ASK QUESTION 1 FOR ALL ITEMS FIRST, PUTTING A TICK IN THE APPROPRIATE BOX. THEN ASK Q 2-4 FOR ALL ITEMS THAT WERE PURCHASED/RECEIVED/CONSUMED (if code box 'YES' is ticked)* *For DEO - if the response is a 'YES' = 1 and 'NO' = 2*			Did you buy or receive any [ITEM] for free (as a gift, or as payment for work) during the past 30 days? YES 1	How much did your household spend on [ITEM] in the past 30 days? ADD THE VALUE OF ANY [ITEM] RECEIVED FOR FREE	How much did your household spend on [ITEM] in the past 12 months? ADD THE VALUE OF ANY [ITEM] RECEIVED FOR FREE
CODE	ITEM	NO	YES	NO 2 ► 4	KINA	KINA
	DURABLE GOODS					

Important

- You will find three different time periods throughout the questionnaires. The information gathered applies to completed time units. In other words, the actual day of the interview is not finished yet and some relevant events still are to happen, so the question refers to the <u>last completed day or month</u>.
  - PAST 7 DAYS: last 7 days until the day before the interview
  - PAST 30 DAYS: last 30 days until the day before the interview
  - PAST 12 MONTHS: last 12 months until the month before the interview

Other Code

Example: Household Questionnaire / Section 1 HOUSEHOLD INFORMATION

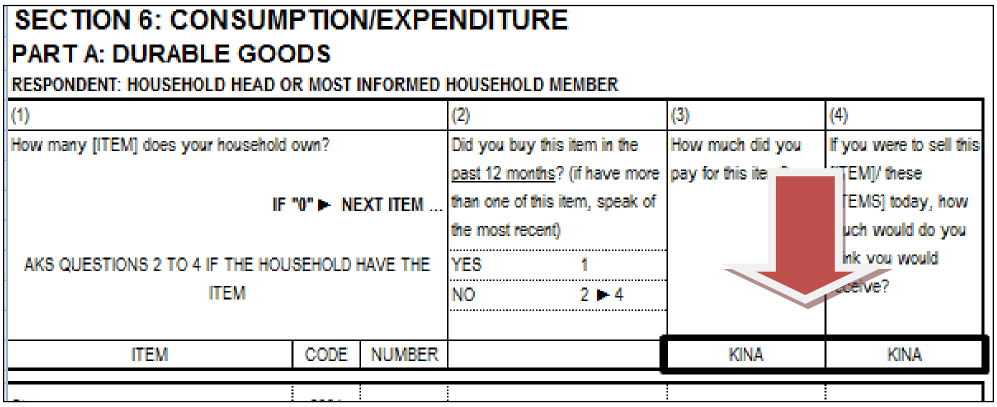
As you can see in the image, the "Other" code is provided for some cases when we are not sure to be covering all the possibilities for a certain event. Before coding "Other", be completely sure that the answer does not correspond to any given category. If unsure, code "Other" and add a <u>written clear description</u>.

Note that the "Other" code will vary depending on the categories available for the different questions.

I D C O D E	(1)	(2)		(3)	(4)
	What are the names of the usual members of this household? SEE INSTRUCTIONS ON PAGE 3 START WITH THE HEAD OF THE HOUSEHOLD. IF ...ABY HAS NO ...E YET, ...ER "BABY"	Relationship to household		SEX What is (Name)'s sex?	What ... [NAM... last bi... Plea... estim... age is... IF LE... ON... WF...
		HEAD	01		
		WIFE/HUSBAND	02		
		OWN SON/DAUGHTER	03		
		ADOPTED/FOSTER/STEP CH	04		
		GRANDCHILD	05		
		NIECE/NEPHEW	06		
		PARENT (MOTHER/FATHER)	07		
		BROTHER/SISTER	08		
		SON/DAUGHTER IN-LAW	09		
		BROTHER/SISTER IN-LAW	10		
		GRAND MOTHER/FATHER	11		
		MOTHER/FATHER IN-LAW	12		
		OTHER RELATIVE	13		
		NOT RELATED	14		
		OTHER(SPECIFY____)	15	MALE 1	
				FEMALE 2	
	NAME				Y...

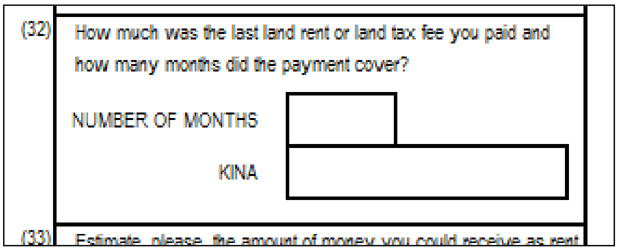
Payments

Within the forms you will find many places to register a payment made by one or more of the household's members. <u>In all of the questionnaires except for items recorded in the Personal Diary, all amounts will be written in whole Kina only, with no toea specified, and no decimal point written</u>.


SECTION 6: CONSUMPTION/EXPENDITURE
PART A: DURABLE GOODS
RESPONDENT: HOUSEHOLD HEAD OR MOST INFORMED HOUSEHOLD MEMBER

(1)			(2)	(3)	(4)
How many [ITEM] does your household own? IF "0" ► NEXT ITEM ... AKS QUESTIONS 2 TO 4 IF THE HOUSEHOLD HAVE THE ITEM			Did you buy this item in the past 12 months? (if have more than one of this item, speak of the most recent) YES 1 NO 2 ► 4	How much did you pay for this ite…	If you were to sell this …TEM]/ these …EMS] today, how …uch would do you …nk you would …ceive?
ITEM	CODE	NUMBER		KINA	KINA

Please note that for this particular example, you need to record both time period and money paid: remember the general instructions about how to record time, in this case, the <u>last completed month</u>.

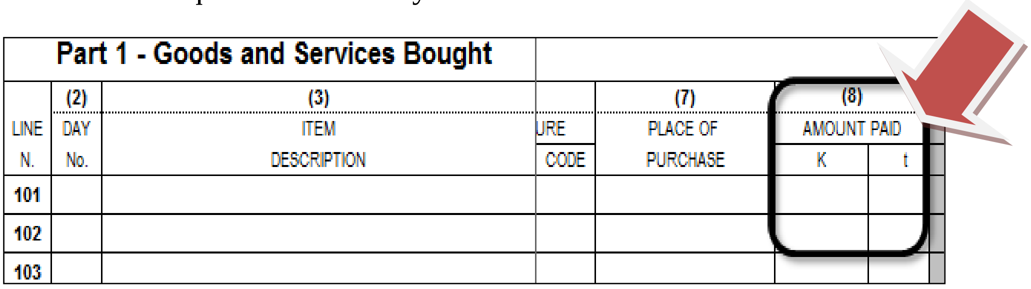

(32) How much was the last land rent or land tax fee you paid and how many months did the payment cover?

NUMBER OF MONTHS

KINA

(33) Estimate, please, the amount of money you could receive as rent

This third example shows the Diary form requiring the detailed amount spent by the respondent. Note that the instruction requires the exact and precise amount (Kina and toea) to be accurately recorded in here. The Diary is the only questionnaire where we will recored Kina and toea – in all other quesionnaires only the rounded Kina amount will be recorded.


Part 1 - Goods and Services Bought

	(2)	(3)		(7)	(8)	
LINE N.	DAY No.	ITEM DESCRIPTION	URE CODE	PLACE OF PURCHASE	AMOUNT PAID K	t
101						
102						
103						

Correcting Mistakes

It is very important that you record all answers neatly. For pre-coded responses, be sure to write down the correct code number and or tick the code box for the correct responses carefully.

A. Pre-coded Response

- If you make a mistake in entering a respondent's answer or they change their answer, be sure to cross out the incorrect code and enter the right code. <u>Do not try to erase an answer.</u>

  Just put two lines through the incorrect code.

A3 **SEX**
WHAT (*NAME)'s* SEX? 1=Male 2=Female
~~2~~ 1

- And if you make a mistake by ticking (✓) the wrong code box or respondent's change their answer, be sure to cross out the incorrect tick and tick the right code box. <u>Do not try to erase the tick.</u> Just put two clear diagonal lines through the incorrect tick.

  Example:
  You must make sure to put two diagonal lines from the opposite direction of the tick to show a cross out representation. And then neatly put the correct tick on the right code box.

<u>MISTAKE</u>			**<u>CORRECTION</u>**		
YES	☑	**1**	YES	~~☑~~	**1**
NO	☐	**2**	NO	☑	**2**

B. Open-ended Responses

- For open-ended responses, the reply should be written clearly so that it can be easily read. For mistakes just draw a line through the text. For numbered answers put two diagonal lines across the figure as illustrated in the pre-coded responses and write the correction neatly.

11. KNOW THE QUESTIONNAIRES

During the training, make it a point to study the questionnaires, their structure and flows. There are four (4) basic questionnaires or forms that you will be using for interviews. These are:

- Form A: the Household Control Form,
- Form B: the Household Schedule,
- Form C: the Personal Schedule, and
- Form D: the Personal Diary.

Listed below is information on completing the various questionnaires.

Form A: The Household Control Form

You are expected to complete only ONE for each selected household. On this form you will collect such information as age, sex, marital status, education level and province of birth for all individual members of the household. Also from this form, you will identify persons eligible to complete the Personal Diaries and Personal Schedules (Persons 15 years and over). Information on household stocks is also collected. You will need to use an additional HCF if there are more than 20 persons in the household, as the individual sections of the HCF has 20 lines, one for each member of the family up to 20 members.

Form B: The Household Schedule

Form B, the household Schedule, is attached to Form A, the household Control Form. Only ONE Household Schedule is required for each of the selected households. Information must be collected from the head of the household as well as all members over 12 years of age, and mothers or guardians give information on children under 12. Information on household member's education, health, and disabilities are recorded for each individual. Sections on household access to health facilities, housing and utilities, and household assets, consumption and remittances follow. Finally, sections on dispute resolution, anthropometric measurement (height and weight) for children under 6, and household business complete the schedule.

Form C: The Personal Schedule

The Personal Schedule is developed to record details of each person's economic and non-economic activities. This provides a means of identifying and measuring all employment status through formal and informal economic activities and sources of income. The total income earned by individuals and households provides useful information on the income distribution among individuals and households, and the spending patterns of the differing income groups. The Personal Schedule also asks for personal opinions on who makes household decisions and personal questions on security.

Form D: The Personal Diary

This is an extremely important collection form. On it, you will collect personal details of everything the respondent spends money on, over a period of two weeks (14 days). You will also collect details of individual income, spending, home produce and gifts in and out on a daily basis for 14 days through the diary questions for an eligible person. The Personal Diary is completed by household members aged 15 years and older who will be present in the household for the next 14 days. Every eligible person is required to complete this Form. The number of these questionnaire in a household will depend on the number of eligible persons you identified in the household using the Household Control Form – generally it's every households member 15 years and over.

Form E: Personal Notepad

There is another form which is a notepad form given to persons filling out a diary – the interviewer will not use the Personal notepad except to transfer information to the diary. The Personal notepad is used for the respondent (if he or she, or someone in the household is literate) to record the information on the money and goods spent and received during the 14 days of the diary keeping. You the enumerator use this information recorded in the notepad to transfer to the person's diary.

12. FORM A: HOUSEHOLD CONTROL FORM

The Household Control Form (HCF) is the basic reference form for each household. It is the first form to be completed for the Household Income & Expenditure Survey (HIES). Its main purpose is to collect personal information of individual members of the household.
The HCF has three main purposes.

(a) It provides information on the coverage of households and population enumerated in the survey. Out of total persons listed as members of each household, persons who are eligible for answering questions on the Personal Diary and Personal Schedule are identified.

(b) It provides information on personal characteristics such as sex, age, marital status, spouse number, survival status of parents, place of birth, place of residency, economic activity, and duration of stay of usual residents. This information is used to estimate total population and other demographic indicators for each area covered in the survey.

(c) It will also provide information on nutrition. The opening and closing stocks of major food items consumed by a household will be measured together with the expenditure on food which will allow for the calculation of actual physical consumption by the household during the survey period. Information on the number of persons eating the main meal with the household will allow for the calculation of consumption per person over the 14 days period.

There HCF consists of the following:

- Cover page (interviewer's visit and result)
- A1: Household Information
- A2: Household stocks
- A3: Main Meals at the Household
- A4: Interviewer Control Checks

The cover page: Cover page information is crucially i**mportant** because it identifies the household. Any error may result in having two households with the same identification and lose the information of both.

☞**Information about the following fields will be provided by your supervisor. Check with him/her on how to complete these details properly.**

CLUSTER No.
The cluster number is a three digit number from 1 -216; it denotes one of the 216 HIES clusters chosen for the survey.

PROVINCE NAME: Write the name of the province the census unit is located in and enter the correct code in the boxes provided.
DISTRICT NAME: Write the name of the district the census unit is located in.
LOCAL LEVEL GOVERNMENT (LLG) NAME: Write the name of the LLG the census unit is located in and enter the correct code in the boxes provided. For example: Lealea village is in Hiri Rural LLG 07.
WARD NAME: Write the name of the ward in the space provided and enter the correct code in the boxes provided. For example, Lealea village is Kataipa Ward 05.
CENSUS UNIT (CU) NAME: Write the name of the census unit in the space provided and enter the correct code in the boxes provided. For example, Lealea village is CU 005.
DWELLING No.: Copy the dwelling number from your listing form and record in the boxes provided.
HOUSEHOLD No. within dwelling: The Household number is the number of the household in the dwelling. In the usual case of one household per dwelling, this household number will be 1. In some cases there are more than one household in a dwelling, and if so the households will be numbered 1, 2 etc.

COMPLETING THE HOUSEHOLD CONTROL FORM (HCF).

☞ COMPLETE THE HH ROSTER before THE OTHER QUESTIONS

Household Roster

The Roster is designed to collect information on the personal characteristics of household members. There are twenty (20) questions on the form (Name, Relationship to Head of Household, Sex, Age, Marital Status, Spouse No., Information about father, Information about mother, Place of birth, Residency, Economic Activity, Presence in the household for the next 14 days).

Identifying your Respondent

In order to complete the Roster, you will need to find a matured, responsible or competent adult respondent. The Household head is usually the main respondent. It is very **important** that a competent adult respondent is available during the interview to provide answers to all the questions in the HCF.

The first interview should, if possible, be conducted with all adult residents in the household present. However, if one competent adult is present, then try to complete the Roster as much as possible on ‘Day Zero’ initial interview. The household roster must be completed on ‘Day Zero’ because it determines the distribution and completion of all other subsequent schedules for the household.

PERSON TO BE INTERVIEWED: PREFERABLY THE HEAD OF THE HOUSEHOLD. IF HE/SHE IS NOT AVAILABLE, FIND A “PRINCIPAL RESPONDENT” TO ANSWER THE QUESTIONS IN HIS/HER PLACE. THE PERSON SELECTED MUST BE A MEMBER OF THE HOUSEHOLD WHO IS ABLE TO GIVE INFORMATION ON THE OTHER HOUSEHOLD MEMBERS.

The person number column allocated at the side of the form serves as identification as well as record. It identifies a person in the household and generally the last record or person number serves as sum of persons that make up the size of a household at the time of visit. Each person number represents one person, which means that <u>each person in a household hase his/her own person number.</u>

One HCF has twenty (20) person numbers from 01 to 20, which means that up to 20 persons can be recorded on one form. When there are more than 20 persons in a household, you will have to use a second form for that household:

☞***If you use two Household Control Forms for a large family, use the same household number in the Household Indicative information on the cover. Change the person numbers on the second HCF to 21 to 40.***

<u>Question 1</u>: The question asks for all the people who usually live in a household. Write down the names of all persons who usually live in the household in the spaces provided. **The <u>order</u> of recording names in each household is as follows**:

1. Household Head
2. Wife or Husband (Spouse)
3. Unmarried Sons and Daughters of the Head of Household in descending order of age.
4. Married sons and daughters with their wives and husbands and their children if they eat and sleep in the same household as their parents.
5. Others (Includes grandparents, uncles, cousins’ friends, etc).

Usual Resident:

In order to get a correct listing you will have to know what we mean by usual resident. Include all Households or Usual Residents:

A household maybe a person or groups of person that usually live and/or eat together. This is not the same as a family. A family only includes people who are related, but a household includes any persons who live and eat together regardless of whether they are related or not.

A usual resident is a person who has been living in the household and eating with the other household members for the last three (3) months prior to the survey.

Do not include Visitors to household:
Visitors are temporary members to the household who are not usual residents but temporarily living in the household for less than 3 months that includes less than 14 days as required by the survey. Do not include these people in the household roster (HCF).

ALWAYS WRITE DOWN THE HEAD OF THE HOUSEHOLD FIRST, FOLLOWED BY HIS/HER SPOUSE AND THEIR CHILDREN IN ORDER OF AGE.
WRITE DOWN THE NAME IN CAPITAL LETTERS, SEX AND RELATIONSHIP TO THE HEAD OF HOUSEHOLD FOR EACH PERSON.
Record the relationship of each person to the head of the household using the codes that are listed below the question. Be particularly careful in doing this if the respondent is not the head of the household. Make sure that you record the relationship of each person to the head of the household and not to the respondent.
For example, if the respondent is the wife of the head of the household and she says that Mark is her brother, then Mark should be coded as 10 'BROTHER IN-LAW' not BROTHER OR SISTER, because Mark is a brother-in-law to the head of the household. If the head of the household is married to a woman who has a child from a previous marriage, that child's relationship to the head of the household should be coded as 04 'ADOPTED/FOSTER/STEP CHILD'.

Suggested phrasing

This is the beginning of the interview. Use these suggestions:

"I would like to make a complete list of all the people who normally live and eat their meals together in this dwelling".

IMMEDIATE FAMILY MEMBERS

"First, I would like to have the names of all the members of your immediate family, who normally live and eat their meals together in this dwelling. Start with the head of the household, wife/husband of household head, his/her children in order of age."

OTHER FAMILY MEMBERS

"Please give me the names of any other persons related to the head of the household or to his/her wife/husband, together with their families, who normally live and eat their meals here."

NON FAMILY MEMBERS

"Please give me the names of any other persons not related to the head of household or to his/her wife/husband but who normally live and eat their meals here. For instance, tenants, lodgers, servants or other persons who are not relatives".

✓ BE SURE YOU DON'T FORGET ANYONE

"Are there any other persons not now present but who normally live and eat their meals here? For example, any person studying somewhere else or who is on vacation or who is visiting other people?"

FOR EACH PERSON LISTED IN QUESTION 1, ASK THE QUESTIONS 5-20. COMPLETE THE ENTIRE LINE BEFORE GOING ON TO THE NEXT PERSON LISTED.

Continue with the interview:
"Now I would like to have some information about each of the persons you mentioned. "

IMPORTANT:
DECEASED INDIVIDUALS SHOULD NEVER BE CLASSIFIED AS HOUSEHOLD MEMBERS

HIRED WORKERS AND SERVANTS WHO LIVE AT THE HOUSEHOLD AND TAKE MEALS WITH THE HOUSEHOLD ARE CLASIFIED AS HOUSEHOLD MEMBERS

GUESTS WHO HAVE BEEN LIVING IN THE HOUSEHOLD FOR THREE (3) OR MORE MONTHS ARE CLASSIFIED AS HOUSEHOLD MEMBERS

When a household has more than 20 persons continue with a second form. In the second form, cross off Person Number 01 and write 16 beside it. Do the same for Person Number 02, replace with 17 and so forth depending on the number of persons you need to record on the second form.

IMPORTANT:

Indicative information should be the same on the second HCF form used for a large household with more than 20 members.

Indicate the number of forms used accordingly using the form number indicative on the cover page.

In cases where more than 1 HCF is used (i.e. more than 20 persons in the household), 'Total number of persons in the Household, and Person No. of respondent to HCF must be recorded on the FIRST HCF (Form 1 of 2). The total persons in the household include all the persons listed in all the HCF's of that particular household.

13. FORM B: HOUSEHOLD SCHEDULE

Form B, the household Schedule, is attached to Form A, the Household Control Form.

There are the following sections in the Household Schedule:

- Cover (to record the interviewers visit dates and result)
- Section B1: Education – filled out individually for all household members 5 years and above. Each member answers for himself or herself, except parents or guardians are the respondents for children 5-12 years of age.
- Section B2: Individual Health – filled out individually for all household members. Each member answers for himself or herself, except parents or guardians are the respondents for children less than 12 years of age.

- Section B3: Health Access – this is filled out at the household, not individual, level. The household head or other informed member is the respondent.

- Section B4: Disabilities - filled out individually for all household members. Each member answers for himself or herself, except parents or guardians are the respondents for children less than 12 years of age.

- Section B5: Housing – this section is filled out at the household level. The household head or other informed member is the respondent. Information on the dwelling and utuilites are included.

- Section B6: Consumption/ Expenditure – this section has three parts, to record information at the household level on durable goods owned by the household, and expenditures for all non-food items.

- Section B7: Remittances – this section is filled out at the household level, and records cash and goods given to the household by persons or groups not living in the household.

- Section B8: Dispute Resolution – this section is filled out at the household level. It asks questions on disputes the household has been involved in during the past 12months, and where they sought help to resolve the disputes.

- Section B9: Anthropometric Measurement. All children under 6 years in the household will have height and weight measurements taken, and recorded in this section.

- Section B10: Self-Employment and Family Businesses – this section records income and expenses for up to three family businesses.

INFORMATION FOR SECTION B9: ANTHROPOMETRIC MEASUREMENT

Source: UN (1986) How to Weigh and Measure Children: Assessing the Nutritional Status of Young Children*, and Bruce Cogill (March 2003)* Measuring Anthropometric Indicators*, FANTA.*

Initial preparation. Ensure that the mother or caretaker understands what is happening to the child. The measurement of weight and length can be traumatic. Participants need to be comfortable with the process. The equipment should be cool, clean and safely secured. Work out of direct sunlight since it can interfere with reading scales and other equipment and it is more comfortable for the measurer and child.

Two trained people required. When possible, two trained people should measure a child's height and length. The measurer holds the child and takes the measurements. The assistant helps hold the child and records the measurements on the questionnaire. If only one trained person is available to take the measurements, then the child's mother can help. The measurer would also record the measurements on the questionnaire.

Measuring board and scale placement. There will usually be several choices on where to place the measuring board or scale, but the choice should be made carefully. Be sure that you have a sturdy, flat surface for measuring boards, a strong place to hang scales from and adequate light so the measurements can be read with precision.

When to weigh and measure. Weighing and measuring should not be the first thing you do when you start an interview. It is better to begin with questions that need to be answered. This helps make the mother and child feel more comfortable before the measurements begin. Weigh and measure one child at a time. You should complete the questions and measurements for one child at a time. This avoids potential problems with mix- ups that might occur if you have several children to measure.

Control the child. When you are taking weight and length/height measurements the child needs to be as calm as possible. A child who is excited or scared can make it difficult to get an accurate measurement.

Recording measurements. All measurements should be recorded in pencil. If a mistake is made when recording a measurement, it can be corrected.

How to Measure Age, Height, Length, Weight

The following suggestions are adapted from How to Weigh and Measure Children: Assessing the Nutritional Status of Young Children in Household Surveys, UN Department of Technical Cooperation for Development and Statistical Office, 1986.

Age

The child's accurate age is required for sampling, deciding on whether the child is measured standing or reclining for height or length, and for converting height and weight into the standard indices. At the time of measurement, an age estimate is needed for decisions on sampling and for the position on the measuring board.

To complete the determination, the enumerator needs to examine documentary evidence of the birth date (such as clinic book, birth or baptismal certificate). Cross checking is necessary even if the mother knows the birth date or ages of the child as errors in recall are common. Where there is a general registration of births and where ages are generally known, the recording of age is a straightforward procedure, with age measured to the nearest month or year as the case may be. For example, an infant whose date of birth is 13 July, 2006 could be recorded as being 6 months if seen between 13 December, 2006 and 12 January, 2007 (both dates inclusive). Similarly, a child born on 13 July, 2002 could be recorded as 6 years old if seen between 13 July 2008 and 12 July, 2009 (both dates inclusive). If dates cannot be recalled, use your Notable Events book to assist mothers in recalling the date of birth.

Length for children 2 years and more

1. Measurer or assistant: Place the measuring board on a hard flat surface against a wall, table, tree, staircase, etc. Make sure the board is not moving.

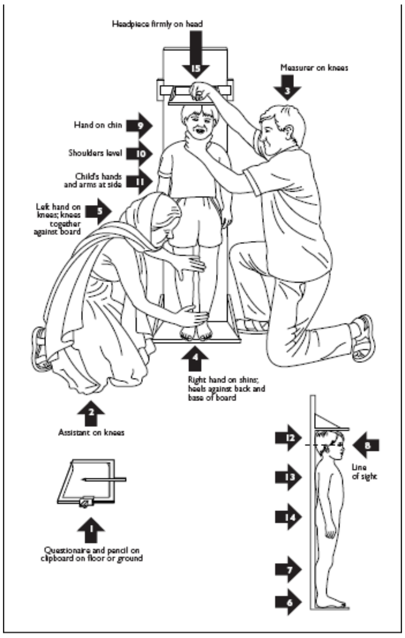
2. Measurer or assistant: Ask the mother to remove the child's shoes and unbraid any hair that would interfere with the height measurement. Ask her to walk the child to the board and to kneel in front of the child. Stand the child vertically in the middle of the platform.

3. Assistant: Place the questionnaire and pencil on the ground. Kneel with both knees on the right side of the child (Arrow 2).

4. Measurer: Kneel on your right knee on the child's left side. This will give you maximum mobility.

5. Assistant: Place the child's feet flat and together in the center of and against the back and base of the board/wall. Place your right hand just above the child's ankles on the shins, your left hand on the child's knees and push against the board/wall. Make sure the child's legs are straight and the heels and calves are against the board/wall. Tell the measurer when you have completed positioning the feet and legs.

6. Measurer: Tell the child to look straight ahead at the mother who should stand in front of the child. Make sure the child's line of sight is level with the ground. Place your open left hand under the child's chin. Gradually close your hand. Do not cover the child's mouth or ears. Make sure the shoulders are level, the hands are at the child's side, and the head, shoulder blades and buttocks are against the board/wall. With your right hand, lower the headpiece on top of the child's head. Make sure you push through the child's hair.



Source: How to Weigh and Measure Children: Assessing the Nutritional Status of Young Children, UN 1986.

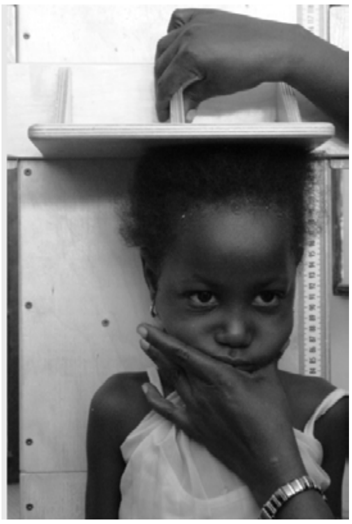
7. Measurer and assistant: Check the child's position. Repeat any steps as necessary.

8. Measurer: When the child's position is correct, read and call out the measurement to the nearest 0.1 cm. Remove the headpiece from the child's head and your left hand from the child's chin.

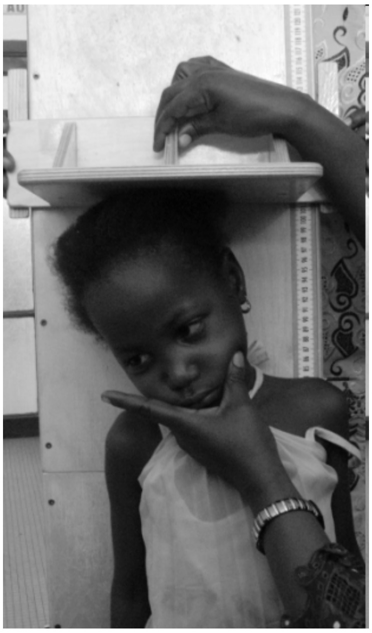
9. Assistant: Immediately record the measurement and show it to the measurer.

10. Measurer: Check the recorded measurement on the questionnaire for accuracy and legibility. Instruct the assistant to erase and correct any errors.

Examples of correct positions:



Examples of bad positions

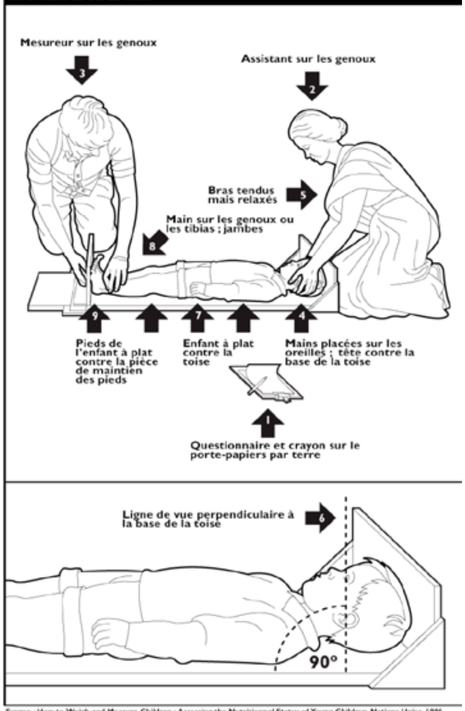


1. Measurer or assistant: Place the measuring board on a hard flat surface, i.e., ground, floor, or steady table.

2. Assistant: Place the questionnaire and pencil on the ground, floor, or table. Kneel with both knees behind the base of the board if it is on the ground or floor.

3. Measurer: Kneel on the right side of the child so that you can hold the foot piece with your right hand.

Figure 5-2. Mesure de la longueur de l'enfant – Longueur pour les nourrissons et les enfants de 0 à 23 mois



Source : How to Weigh and Measure Children : Assessing the Nutritional Status of Young Children, Nations Unies, 1986.

4. Measurer and assistant: With the mother's help, lay the child on the board by supporting the back of the child's head with one hand and the trunk of the body with the other hand. Gradually lower the child onto the board.

5. Measurer or assistant: Ask the mother to kneel close on the opposite side of the board facing the measurer as this will help to keep the child calm.

6. Assistant: Cup your hands over the child's ears. With your arms comfortably straight, place the child's head against the base of the board so that the child is looking straight up. The child's line of sight should be perpendicular to the ground. Your head should be straight over the child's head. Look directly into the child's eyes.

7. Measurer: Make sure the child is lying flat and in the center of the board. Place your left hand on the child's shins (above the ankles) or on the knees. Press them firmly against the board. With your right hand, place the foot piece firmly against the child's heels.

8. Measurer and assistant: Check the child's position. Repeat any steps as necessary.

9. Measurer: When the child's position is correct, read and call out the measurement to the nearest 0.1 cm. Remove the foot piece and release your left hand from the child's shins or knees.

10. Assistant: Immediately release the child's head, record the measurement, and show it to the measurer.

11. Measurer: Check the recorded measurement on the questionnaire for accuracy and legibility. Instruct the assistant to erase and correct any errors.

Child Weight Using UNICEF UNISCALE or similar

Figure 5.4. Pesée de l'enfant en utilisant la balance électronique

Source: How to Use the UNISCALE UNICEF, 2000

The UNICEF electronic scale requires the mother and child to be weighed simultaneously. Minimize the clothing on the child. Ensure the scale is not over- heated in the sun and is on an even surface enabling the reading to be clear. Ask the mother to stand on the scale. Record the weight and include the reading with one decimal point (e.g. 65.5 kg). Pass the child to a person nearby. Record the second reading with just the mother (e.g. 58.3 kg). The difference (e.g. 7.2 kg) is the weight of the child.

Assessing the Accuracy of Measurements

Accuracy is achieved through good training and supervision. There are techniques for measuring the accuracy of the measurements. When taking more than one height or weight measurement on the same person, the two measurements can be averaged. If they are vastly different from each other, the measurements should be disregarded and the measuring should start again (Table 5.1 provides specific parameters).

<u>Largest acceptable differences between repeated measurements:</u> **Weight 0.5kg Height 1.0cm** * Checking the measurements recorded and submitted by field staff, to see whether they look reasonable. Accompanying field staff on interviews to watch how measurements are taken.

Conducting repeat visits to some households that have already been interviewed by the field staff. Measurements should be repeated to determine if the previous measurements are supported by the repeat measurements. Child weight: Record the child's weight in kilograms to one decimal. Read the supporting notes carefully as they should be known to all interviewers and supervisors. For example, Mary’s weight was 9.5 kg, the entry would be 09.5. **Always note the zeros and the decimals**.

Child length: Record the child's length in centimetres to one decimal. For example, Mary’s length was 67.3 centimetres. The entry is made as 067.3. **Always note the zeros and the decimals**. Make sure the information is entered accurately and fully on each child.

14. FORM C: PERSONAL SCHEDULE

The Personal Schedule is developed to record details of each person's economic and non-economic activities. This provides a means of identifying and measuring all employment status through formal and informal economic activities and sources of income. We can then produce figures on those who are:

a) Employed, by their various activities,

b) Unemployed, by several definitions and by their activities.

c) Neither employed nor unemployed by their activities.

Overall information generated from the Personal Schedule would provide data on proportion of persons;

1. Currently Employed in the Wage Sector
2. Currently Engaged in Informal Sector
3. Involved in Household Business and Agricultural Business
4. Involved in Casual Labour
5. Employment and Unemployment in general

The Personal Schedule is an extremely important component of the Household Income and Expenditure Survey (HIES) and will provide an overview of economic activities at both household and individual level. The total income earned by individuals and households provides useful information on the income distribution among individuals and households, and the spending patterns of the differing income groups.

1.0 SECTIONS IN THE PERSONAL SCHEDULE

There are six main sections to the Personal Schedule:

- **Section C1 Employment and Labour**

  Part A: Wage Jobs
  Part B: Informal Sector Activities
  Part C: Casual Labour
  Part D: Household Business Non-Agriculture)
  Part E: Household Agriculture Business
  Part F: Subsistence Farming
  Part G: Work Without Pay

- **Section C2 Looking for Work**

- **Section C3 Other Income**

- **Section C4 Money Given and Loaned and Money Borrowed**

Part A: Money and Goods Given and Loaned
Part B: Borrowing

- **Section 5 Household Decisions**

- **Section 6 Security**

2.0 SCOPE AND OPERATIONS

The Personal Schedule is asked to all persons 15 years and over recorded on the Household Control Form (HCF). You will have identified these individuals upon the completion of the HCF.
Short-term visitors in the household who stayed for less than 3 months must be excluded. Usual residents who won't be available in the household for the next 14 days should not be interviewed. Usual residents who will be away for a few days and returning should be interviewed.

3.0 SECTION C1 – EMPLOYMENT & LABOUR

This section requires you to record information on the respondent's participation in employment or income earning activities. We want to find out the number of persons who are engaged in a wage job and get regular income from the jobs they do. Assure the respondent that information from him/her will remain confidential.

- **PART A: WAGE JOBS**

In this section you record what the respondents did to earn money in the last 7 days prior to the time of interview. This is a very important part of the questionnaire and it is essential that the information you record is accurate. Information on wage or pay earned is easier to collect and more accurate when you have the necessary documentation such as pay slips.
Tell the respondents in advance that you will require detailed information about their income so they have their pay slips and other necessary documents ready before you start asking the questions.
You should read through the questions slowly and give the respondents time to think about their answers.

- **PART B: INFORMAL SECTOR ACTIVITIES**

The purpose of this section is to record information on the participation of respondents in informal sector activities such as selling;
Cooked and uncooked food such as Chicken, Fish, Vegetable other Food, Baskets, Bilums, Carvings, Laplaps, Meri blouses, Jewelry, Buai, Cigarettes, Newspaper, Ice blocks, Sweets, Scrap metal, Soft drink cans, Empty soft drink bottles, Mowing lawn, Babysitting, doing sewing and others.

- **PART C: CASUAL LABOUR**

These questions are asked to record persons participating in casual labour. Casual labour is mainly a non-regular kind of labour provided when needed (is short term based). These persons are likely to be paid upon completion of the job or labour. These persons can also be used by companies, organizations or individuals to do casual labour (work).
Examples can include;

1. ***A person employed for Arnorts Biscuits doing packing of biscuits for two weeks (mainly at peak times) only when needed and later released.***
2. ***Mr. Geno engages his unemployed neighbor to cut grass and do flower gardening in his yard for two hours last Tuesday and later gave him K20.00 for the work done.***
3. ***At a logging camp in Kiunga, young men from a clan are engaged for two months in clearing the bush for tree felling. They are later paid by the logging company.***
4. ***A coffee plantation in the outskirts of Goroka asks the neighboring women to pick coffee during harvesting season.***

- **PART D: HOUSEHOLD BUSINESS (NON-AGRICULTURE)**

In this section, information is collected for households with a non – agriculture business and for persons in the household who worked in a business owned by a member of the household in the last 7 days. Information is collected on the main economic activity of the business, the number of hours worked in the business in last 7 days, the number of weeks worked in the last 12 months, number of household members working in this business and if the business is registered.

- **PART E: HOUSEHOLD AGRICULTURE BUSINESS**

In this section, information is collected for households with an Agriculture Business. The question is asked for persons in the household who own or get money from any agriculture cash crops or projects. Information given relates to the main economic activity of the business, the main cash crop of livestock in the business, the number of hours worked in the business in last 7 days, the number of weeks worked in the last 12 months and number of household members working in this business.

- **PART F: SUBSISTENCE FARMING**

The purpose of this section is to record whether the respondents are engaging in subsistence activities. Food or items from Subsistence activities are for household's own consumption and not for sale. The number of hours spent doing this activity in the past 7 days and number of weeks worked on subsistence farming activity is also asked for here.

- **PART G: WORK WITHOUT PAY**

The purpose of these next questions is to record if the respondent worked without pay in the last 7 days. A respondent can be helping a friend or family member, such as working in the store or operating a boat or worked for a church or mission. Number of hours and weeks worked on this activity are also recorded. The respondent is also asked for the place where the work was done.

4.0 SECTION C2: LOOKING FOR WORK

A major purpose of this survey is to find out how many people are looking for work (or more work) of any kind, either a wage job or other type of work. These next set of questions will provide some information on the number of economically active persons who are looking for work or want (more) work.

5.0 SECTION C3: OTHER INCOME

For this section, you want to find out if the respondent has some other sources income. Some households may have some source of income and you need to probe or ask further, to determine this source(s) of income. Such examples would include Government pension for example; the army, or police, Superannuation such as NasFund or Nambawan Super, rent from a property etc).

Q2: Amount received from each source of income

This question is about the amount in total received in the last 12 months from source of income such as government pension, superannuation, interest and dividends, rents, commission, scholarship and others.

Recording of codes:

A. **Government Pension** is the money that persons who have worked for the state for a very long time and at the end of retirement, they are entitled to a pension which is paid to them fortnightly, monthly, quarterly or yearly. Examples are Police officers, Army officers, Politicians etc.

B. **For Superannuation**, are persons receiving income from superannuation after retirement or resignation. Respondents who contributed a portion of their income whilst working while they were employed and are now receiving income from these organization. Examples of these organizations are Nasfund, Nambawan Super etc.

C. **Interest and Dividends receivers** are respondents who have invested money or bought shares from Finance institutions such as Kina Finance, the Banks etc.

D. **Income from rent** is for respondents who are renting their utilities or assets such as vehicles, houses, office space or land and are paid either weekly, fortnightly, monthly or quarterly depending on the arrangement of the agreement.

E. **Royalty** refers to money received by respondents who have land used by the government or NGO for development or special projects. Examples of companies paying royalties are mining (oil search), logging (RH), or Communication Companies (Telikom), etc.

F. **Commission** is money paid to someone (some percentage of the total cost of the asset, product or service provided), separate from their wage. Examples of such activities are real estate agents or car dealers. For instance, a car salesman receives 2 or 5% for every car he sells.

G. **Scholarship** refers mostly to individuals studying or playing sports here or abroad or within the country and are sponsored by the government, private company or by their employers or and individuals.

H. For **others sources** of income, record code "H" and write source of income in the space given.

Note here that all income earned from the above sources must be converted to 12 months if money earned either weekly, fortnightly, monthly, or quarterly.

6.0 SECTION 4: MONEY GIVEN AND LOANED AND MONEY BORROWED

People borrow or loan money for lots of reasons. Money can also be given or loaned to others as well. These loans or money borrowed are then repaid through pay deduction or (for smaller loans) are most likely to be paid directly to the lender.
A Loan refers to money which is loaned out and which is expected to be paid back with or without interest over a specified time period.
Borrow refers to money, livestock or goods received that are expected to be paid back with or without interest over a time period.

This section is designed to capture information on;

- Money given/loaned and assistance given as food or other goods to non- household members.
- Money, livestock or goods borrowed from non-household members.

7.0 SECTION 5: HOUSEHOLD DECISIONS

This section collects information on Household Decisions, such as decisions on purchasing housing food and other household items such as clothing, medicine or paying for education. Ownership of assets in the household and who makes decision about the assets if sold or transferred and opinion on wife beating is also collected in this section.

8.0 SECTION 6: SECURITY

This section gives an indication of crime in the community and the effects on household members. Information gathered here will give law enforcement authorities an indication of the number of unreported law and order cases within the community. These questions refer to each security concern in the last 12 months. For each security concern, record whether it happened inside or outside a person's dwelling. This is important as it will enable us in determining the safety of the home environment.

15. FORM D: PERSONAL DIARY

The Personal Diary is an important questionnaire that must also be completed during the 2009 Household Income and Expenditure Survey (HIES). The information on a person's daily transactions will be captured in this questionnaire over a 14 day period (approximately 2 weeks). In many ways, the success of this survey will depend on the accuracy of the diary collection exercise.

1.1 Purpose and Scope

The aim of the Personal Diary is to record the different types of individual transactions in the households on a daily basis that were not recorded on other questionnaires. The Personal Diary provides information that will be used in re-basing the Consumer Price Index (CPI) of the country.

The Personal Diary is to be completed by persons 15 years and over in the Household Control Form (HCF).

Usual residents and visitors who have been living in the household for more than three (3) months should be included. Usual residents who will be away for a few days and returning should also be interviewed. Short-term visitors in the household who stayed for less than 3 months should be excluded, including usual residents who won't be available in the next 14 days.

The Personal Diary is composed of two parts:

1. Personal Notepad – this is a notepad you will be given to eligible members of the household to fill in their daily income and expenditures over a period of 14 days.

2. Personal Diary – this is where you the interviewer will copy information directly from the 'Personal Notepad', before giving it to the data entry operator to key in.

In this manual, we will discuss the Personal Notepad before moving onto the Personal Diary. This is because information has to be recorded by an eligible respondent in the Notepad before it is transcribed by the Interviewer into the Personal Diary.

2.1 The Personal Notepad

Household Indicative Information (Cover page)

On the cover page you will find indicatives such as the *Cluster number*, the *Selected Household Sequence number* and the *Person number* which are the same as those recorded on the workload folders. This information can be copied directly onto the appropriate boxes in the Personal Notepad.

How to record:

- Copy the cluster number and the household sequence number.
- Copy the respondent name and the person number.

For example, Michael Kaivepa is the head of the household and lives in a village in the Central Province. From the 18 households selected, his house will be the first to be visited. The indicatives of the selected household should be filled in as follows.

Cluster No.	**303**
Selected Household Sequence No.	**01**
Person No.	**01**

Take note that the Person number must always be identical.

NAME OF RESPONDENT:	Michael Kaivepa	PERSON NUMBER:	**0**	**1**

<u>Diary Keeping Dates Table</u>

The respondent is required to fill in the correct dates; that is the actual 'Days and Month' for the diary-keeping period. From the first interview, you are to identify and enter the actual dates of the 14-day period in the "*Diary- keeping Dates*" table.

Date for Day 1 should be the actual date at which you commenced to interview the respondent on the diary. Day 2 should be the next date and so on until the 14th identified date.

How to record:

- Record the day and the month (dd/mm) for each diary-keeping day until you have identified all the dates for the 14 days period. Do not worry about the year as it would already be included in the commencement date.

<u>Remember:</u> The diary starts after the completion of the HCF, that is, the next day.

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14
DATE	10/12	11/12	12/12	13/12	14/12	15/12	16/12	…..	……	…….	……	…….	……	……

Interviewer instruction

This is for the Interviewer to show whether he/she recorded the information from the Notepad into the Diary or not.

How to record:

- ➢ Record a check mark (✓) if information has been recorded for transaction(s) for the day.
- ➢ Record a cross (X) if there was no record copied for transaction(s) for the day.

INTERVIEWER: ☐ Record copied ☐ No record	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Interviewer & Supervisor Codes

The Interviewer and Supervisor write their identification codes here for checks to be done when verifying the information given later on.

INTERVIEWER				**SUPERVISOR**			

Checks

Before you copy information recorded by the respondent on his/her notepad onto the diary, you should do the following checks:
Check the type of expenditure to be included in the notepad by the respondent, and;

You should check if the respondent has not forgotten any items by reading out the prompt list of 'EASILY FORGOTTEN ITEMS' provided in the questionnaire.

WHAT TO INCLUDE HERE? EACH DAY, DURING THE 14 DAYS INDICATED BY THE INTERVIEWER, YOU MUST WRITE THE FOLLOWING:
- ALL PURCHASES IN CASH - ALL PURCHASES MADE BY CHEQUE OR ON CREDIT - ALL EXPENDITURES SUCH AS PAYMENT OF BILLS, TAX - ANYTHING TAKEN FROM OWN GARDEN OR LIVESTOCK OR CAUGHT - ANY GOOD, SERVICE OR MONEY GIVEN TO INDIVIDUALS IN OTHER HOUSEHOLDS - ANY GOOD, SERVICE OR MONEY RECEIVED FROM INDIVIDUALS BELONGING TO OTHER HOUSEHOLDS

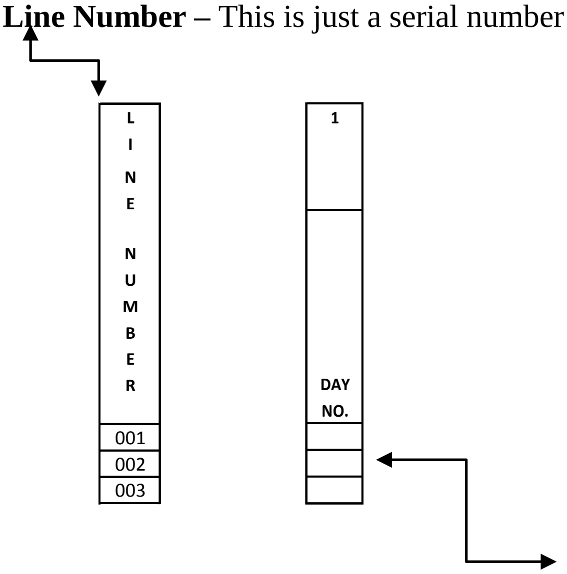
EASILY FORGOTTEN ITEMS	
- PMV, TAXI AND BOAT FARES - NEWSPAPERS - CIGARRETES - BOX OF MATCHES - SWEETS FOR KIDS - PETROL - KAIKAI BUS FOOD (CANTEEN) - BETEL NUT (BUAI) - HIRE CAR - RENTAL	- LUNCH BOUGHT AT HOTEL - PAYMENT FOR ANYTHING BY CHEQUE - PAYMENT FOR ANYTHING BY CREDIT - POSTAL CHARGES (STAMPS, ETC.) - GAMES ADMISSION FEES - HIRE VIDEO (AND TAPES) - COSMETICS - PHONE CARDS (DIGICEL/TELIKOM CARD

Filling in the Notepad

The Personal Notepad is to be filled by the eligible household member. He/she will fill this Personal Notepad by himself/herself. He/she must use one different line for each different transaction.

How to record:

Line Number – This is just a serial number that serves to identify one item from another.



Q1. Day number – The respondent will write the day of the current month in which the transaction took place.

For example, if Michael bought some items on the 6th December, then write **6/12** or if it is the third day of diary-keeping then write **'03'** as the day number. Either way is still okay.

Q2. Item Description – The respondent is to write the whole description of the item clearly so you can understand it easily later for transcribing.

For example, Michael did some transactions for the following items on the 6th of December. He bought a bunch of bananas, received a bag of kaukau from his aunt, gave some money to his uncle, and collected firewood in the bush. So, he is expected to fill his Notepad for the transactions as follows by writing the description clearly in the 'Item Description' column.

2 **Write the description of the Item**
Item Description
Bought a bunch of bananas for cooking
Received a bag of kaukau from aunt
Gave money to uncle
Collected firewood in the bush

Q3. Quantity – Here the respondent will write the quantity with the unit of measurement.

For example, for each of the items described by Michael, he has to record a reasonable quantity with the unit. So, one bunch = 1 bunch, bag of kaukau = 10kg, money = K50.00, etc.

2 **Write the description of the Item**
Item Description
Bought a bunch of bananas for cooking
Received a bag of kaukau from aunt
Gave money to uncle
Collected firewood in the bush

3 **Write the Quantity with the Unit**
For example: 3 kilograms, 4.5 Litres, K150.00, 4 pieces, 2 pairs, 1 bundle a bunch, heap, etc.
1 bunch
10 kilograms
K50.00
3 kilograms

Q4. Total amount – If it was a purchase it will be what he/she paid for in total for the item in the line. If it is money, goods and services from home production, received or given away then the person is to put the total estimated value.

4 **Total amount paid or received or estimate value**	
Please write the amount you paid or received or the estimated value.	
K	**t**
1	50
20	00
50	00
3	00

Note: Check that the total value of goods given is reasonable to that of market value.
An example would be that a small bunch of banana would *<u>normally cost around K1.00 – K5.00.</u>*

Q5. Description - We want the respondent to write here all details that will help the interviewer to identify transactions such as the:

TYPE; PURPOSE; ORIGIN OR DESTINATION; and PLACE OF PURCHASE OR PAYMENT.

5
DESCRIPTION Please describe the purpose and the place of the transaction indicating urban and rural Also describe if it was: a purchase, paid for (yu baim) or; you took from home production (garden, livestock) (Yu kisim lo gaden blo yu o kilim ol laipstok o ketsim pis), or something given away (yu givim samting go) or received (kisim samting) from someone who is not your household.
Bought at the market to cook for dinner
Received from aunt at next village to sell
Gave money to uncle in town
Collected firewood from the bush for cooking

After completion of the notepad, the form should look like this.

PERSONAL NOTEPAD

LINE NUMBER	(1)	(2)	(3)	(4)		5
	DAY	ITEM Write the description of the item	Write the quantity with the unit For example 3 kilograms, 4.5 liters, 150 kinas, 4 pieces, etc.	TOTAL AMOUNT PAID OR RECEIVED OR ESTIMATED VALUE Please write the amount you paid or received or the estimated value		DESCRIPTION Please describe the purpose and the place of the transaction indicating urban and rural Also describe if it was: a purchase, paid for (yu baim) or; you took from home production (garden, livestock) (Yu kisim lo gaden blo yu o kilim ol laipstok o ketsim pis), or something given away (yu givim samting go) or received (kisim samting) from someone who is not your household.
	No.	DESCRIPTION		K	t	
001	03	Bought a bunch of bananas for cooking	1 bunch	1	50	Bought at the market to cook for dinner
002	03	Received a bag of kaukau from aunt	10 kilograms	20	00	Received from aunt at next village to sell
003	03	Gave money to uncle	K50.00	50	00	Gave money to uncle in town
004	03	Collected firewood in the bush	3 kilograms	3	00	Collected firewood from the bush for cooking

It is necessary that the respondent be asked to give a detailed description so that it is easy for the interviewer to understand and transcribe into the Personal diary.

2.2 Personal Diary

<u>Household Indicative Information (Cover page)</u>

On the cover page you will find indicatives such as the *Cluster number*, the *Selected Household Sequence number* and the *Person number* is the same as those recorded on the workload folders. This information can be copied directly onto the appropriate boxes on the Personal Diary.

How to record:

- Copy the Cluster and the Selected Household Sequence Number from the Household Questionnaire onto the appropriate boxes.
- Copy the Respondent's name and Person number from the workload folders onto the appropriate boxes.

Cluster No.	**303**
Selected Household Sequence No.	**01**
Person No.	**01**

Take note that the Person number must always be identical.

RESPONDENT'S NAME:	Michael Kaivepa	PERSON NUMBER:	0	1

Diary Keeping Dates Table

You are required to fill in the correct dates; that is the actual 'Days and Month' for the diary-keeping period. From the first interview, you are to identify and enter the actual dates of the 14-day period in the "*Diary- keeping Dates*" table. Date for Day 1 should be the actual date at which you commenced to interview the respondent on the diary. Day 2 should be the next date and so on until the 14th identified date.

How to record:

- Record the day and the month (dd/mm) for each diary-keeping day until you have identified all the dates for the 14 days period. Do not worry about the year as it would already be included in the commencement date.

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14
DATE	10/12	11/12	12/12	13/12	14/12	15/12	16/12	……	……	…….	……	…….	……	……

Remember: The diary starts after the completion of the HCF, that is, the next day.
For example: If Michael starts recording on the 10th of December, then the next day should be the 11th, 12th, 13 and so on until the 14th identified date.

Result Codes

Record the result codes (1 or 2) for that day depending on the actual result or outcome of your visit to the respondent of the selected household.

How to record:

- Record 1 for day with transactions registered–when the respondent has provided information on transactions for that day.
- Record 2 for day without transactions – this is when there is no information provided as there was no income or spending for that day.

RESULT*														
*Result Codes:	1	There's transactions for the day.												
	2	No transactions for the day.												

Team Codes

The code number identifies one person from the other in each team responsible for the data collected. This may be the Interviewer, Supervisor and / or Data Entry Operator.

How to record:

- Record the codes of the Interviewer, Supervisor and Data entry operator in the appropriate boxes.

INTERVIEWER				SUPERVISOR				DATA ENTRY OPERATOR			

Filling in the Personal Diary

The Personal Diary is similar to the Personal notepad but different in some parts. These will be explained further. You will have to copy (every 2-3 days) the information from the Personal Notepad into this Personal Diary.

Q1. Day number – copy the number straight from the Notepad

Q2. Item description – again copy the description from the Personal Notepad.

Q3. Item code – this column is for 'Office Use' only and should remain empty when copying information from the notepad. The information will be recorded when data is entered into the computers.

Q4. Unit of measure - Identify and separate unit of measure from quantity in Q.3 of notepad and record only the unit of measure in the diary. This must be a unit that the item is commonly associated with.

How to record:

- Write the appropriate code for the named item and proceed to Q5 of the Diary. If codes 7 or 8 are provided, then go to Q6.

For example, Michael has decided that the bunch of bananas that he bought can be appropriately measured in <u>kilograms</u>. And he has written in the Notepad that that banana weighs 1kg. Therefore in the diary, the unit is identified by Code 1 (Kilogram).

3 Write the Quantity with the Unit
For example: 3 kilograms, 4.5 Litres, K150.00, 4 pieces, 2 pairs, 1 bundle, a bunch, etc.
1 bunch
10 kilograms
K50.00
3 kilograms

(4) UNIT OF MEASURE	
KILOGRAM	1
GRAM	2
LITRE	3
CC / ML	4
METRE	5
PIECE, PAIR, BUNCH, BUNDLE, HEAP, ETC.	6
VALUE IN KINA	7 ► (6)
OTHER	8 ► (6)
CODE	
6	
1	
7	
1	

Q5. Quantity – Write the number or amount of the item(s) in the spaces provided. Refer to Q3 of Notepad to complete this. This question will be answered if the responses in Q4 of the Diary were codes 1, 2, 3, 4, 5, and 6.

How to record:

- Write the quantity as written in the Personal Notepad.

3 Write the Quantity with the Unit
For example: 3 kilograms, 4.5 Litres, K150.00, 4 pieces, 2 pairs, 1 bundle, a bunch, heap, etc.
1 bunch
10 kilograms
K50.00
3 kilograms

(5) QUANTITY
1
10
3

Note: If you have to, convert some items to appropriate units before recording the quantity.

Q6. Exact or estimated value – Give the exact cost or price of the item bought or spent on and/or the estimated value received from or given to anyone outside the household or from home production.

How to record:

- ➢ Copy the exact amount(s) as written in the Notepad into the Diary.

(6)	
REAL OR ESTIMATED VALUE *Give the exact cost or price of the item bought or spent on value of the item if recieved from or given to anyone outside the household or from home production.*	
K	t
1	**50**
20	**00**
50	**00**
3	**00**

Q7. Type of transaction – Write the appropriate code for the type of transaction that has occurred using the information from Q.5 in the Notepad.

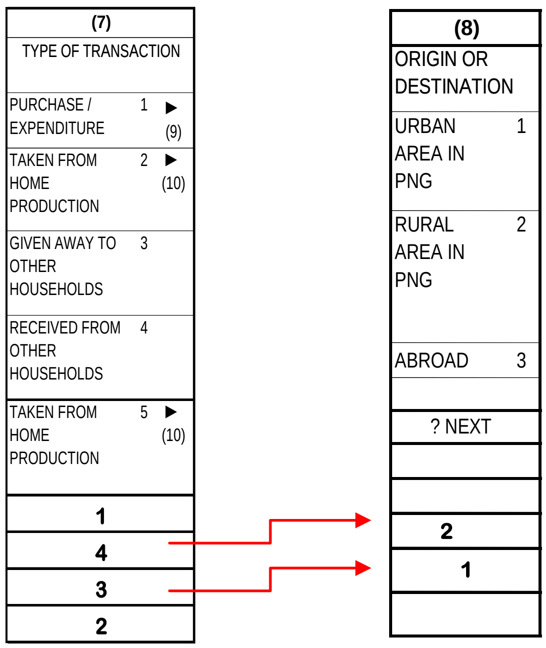
(7)		
TYPE OF TRANSACTION		
PURCHASE / EXPENDITURE	1	► (9)
TAKEN FROM HOME PRODUCTION	2	► (10)
GIVEN AWAY TO OTHER HOUSEHOLDS	3	
RECEIVED FROM OTHER HOUSEHOLDS	4	
TAKEN FROM HOME PRODUCTION	5	► (10)

5 DESCRIPTION Please describe the **purpose** and the **place** of the transaction indicating **urban and rural** Also describe if it was: a purchase, paid for (yu baim) or; you took from home production (garden, livestock) (Yu kisim lo gaden blo yu o kilim ol laipstok o ketsim pis), or something given away (yu givim samting go) or received (kisim samting) from someone who is not your household.	(7)
Bought at the market to cook for dinner	**1**
Received from aunt at next village to sell	**4**
Gave money to uncle in town	**3**
Collected firewood from the bush for cooking	**2**

Q8. Origin or Destination – Record the place where the transaction took place. This question will only be asked if the answers are codes *3 & 4* in Q.7 for goods or services that were received or given from outside the household. Use information given in Q.5 in the notepad to copy into the diary.

How to record:

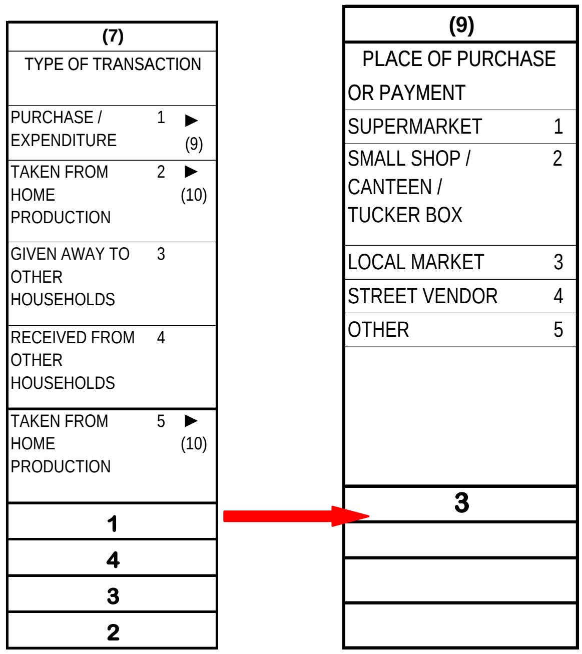
- ➢ Write codes 1, 2 or 3 and move to the next item in the next row.



Q9. Place of purchase or payment – Here you copy information from Q.5 in the notepad into the diary. This only applies if *code 1* was given in Q.7 in the diary.

How to record:

- Write the codes *(1, 2, 3, 4 or 5)* once you have identified the place of purchase/payment from Q.5 in the notepad. Then proceed to Q.10 in the diary.



Q10. Purpose – Copy down information from Q.5 from the notepad for purposes such as personal (household) consumption, household business and/or donation/gift. This only applies if *codes 2 & 5* were given in Q.7 of the diary.

How to record:

- ➢ Record codes 1, 2 & 3 and go to next line for next item registered.

(7) TYPE OF TRANSACTION	
PURCHASE / EXPENDITURE	1 ► (9)
TAKEN FROM HOME PRODUCTION	2 ► (10)
GIVEN AWAY TO OTHER HOUSEHOLDS	3
RECEIVED FROM OTHER HOUSEHOLDS	4
TAKEN FROM HOME PRODUCTION	5 ► (10)
1	
4	
3	
2	

(10) PURPOSE	
HOUSEHOLD CONSUMPTION	1
FOR HH BUSINESS AGRIC AND NOT AGRIC	2
DONATION, GIFT, ETC.	3
1	
1	

The completed Personal diary should look something like this:

PERSONAL DIARY (TO BE COPIED FROM THE PERSONAL NOTEPAD LEFT WITH THE HOUSEHOLD MEMBER)

LINE NUMBER	(1) DAY No.	(2) ITEM DESCRIPTION	(3) OFFICE USE ITEM CODE	(4) UNIT OF MEASURE KILOGRAM 1 GRAM 2 LITRE 3 CC / ML 4 METRE 5 PIECE, PAIR, 6 VALUE IN KINA 7 ► (6) OTHER 8 ► (6) CODE	(5) QUANTITY	(6) REAL OR ESTIMATED VALUE *Give the exact cost or price of the item bought or spent on value of the item if recieved from or given to anyone outside the household or home production.* K	t	(7) TYPE OF TRANSACTION PURCHASE / EXPENDITURE 1 ► (9) TAKEN FROM HOME PRODUCTION 2 ► (10) GIVEN AWAY TO OTHER HOUSEHOLDS 3 RECEIVED FROM OTHER HOUSEHOLDS 4 TAKEN FROM HOME PRODUCTION 5 ► (10)	(8) ORIGIN OR DESTINATION URBAN AREA IN PNG 1 RURAL AREA IN PNG 2 ABROAD 3 ► NEXT	(9) PLACE OF PURCHASE OR PAYMENT SUPERMARKET 1 SMALL SHOP / CANTEEN / TUCKER BOX 2 LOCAL MARKET 3 STREET VENDOR 4 OTHER 5	(10) PURPOSE HOUSEHOLD CONSUMPTION 1 FOR HH BUSINESS AGRIC AND NOT AGRIC 2 DONATION, GIFT, ETC. 3
001	03	Bought a bunch of bananas for cooking		6	1	1	50	1		3	1
002	03	Received a bag of kaukau from aunt		1	10	20	00	4	2		
003	03	Gave money to uncle		7		50	00	3	1		
004	03	Collected firewood in the bush		1	1	3	00	2			1

Note to Interviewer:

- Ensure that skip instructions are carefully followed so as to avoid unnecessary errors.
- If there was no transaction recorded for a particular day, probe by asking questions on the overleaf of the cover page of the diary.
- Please provide the examples attached to respondents to familiarise themselves as to how to complete the Notepad.

Note 1: TIPS FOR RECORDING

Respondent: You are only to fill in the record for the day only if you had done the following listed below on the day:

Q1) *English:* **DID YOU BUY ANY GOODS OR SPEND ANY MONEY ON SERVICES TODAY?**
Pidgin: ***Yu bin baim sampela samtin o yusim moni lon sampela sevis tete, o nogat?***

If response is a 'YES', write the item description.
If 'NO', read the next question.

Q2) *English:* **DID YOU TAKE ANYTHING FROM YOUR GARDEN, CATCH ANY FISH OR KILL ANY OF YOUR LIVESTOCK *(e.g.: chicken, pigs, ducks, etc.)*TODAY?**
Pidgin: ***Yu bin kisim sampela kaikai tete long gaden bilong yu, pulim pis o kilim kakaruk, pik o ol narapela animol, we yu save lukautim, o gat?***

If response is a 'YES', write the item description.
If 'NO', read the next question.

Q3) *English:* **DID YOU GIVE ANY MONEY, GOODS OR SERVICES TODAY (OR TO ANYONE OUTSIDE THIS HOUSEHOLD, (e.g., relatives, wantok's or friends) OR DONATIONS TO CHURCH, ORGANIZATONS, ETC?**
Pidgin: ***Yu bin givim sampela samting, moni or sevis tete long ol narapela manmeri husat istap ausait long dispela haus (olsem ol wantok o poroman) o givim halivim go lo ol haus lotu lain o nogat?***

If response is a 'YES', write the item description.
If 'NO', read the next question.

Q4) *English:* **DID YOU RECEIVE ANY MONEY, GOODS OR SERVICES TODAY FROM ANYONE OUTSIDE THIS HOUSEHOLD, (e.g., relatives, wantok's or friends) OR DONATIONS FROM CHURCH, ORGANIZATONS, ETC?**
Pidgin: ***Yu bin kisim sampela samting, moni o sevis tete long ol narapela manmeri husat istap ausait long dispela haus (olsem ol wantok o poroman) o kisim halivim blo ol haus lotu lain, o nogat?***

If response is a 'YES', write the items description.
If 'NO', read the next question.

IF YOU ARE CONFUSED ABOUT THE TABLE AND WHAT TO RECORD IN IT GO TO THE TOP PART OF PAGE 2 AND SEE THE EXAMPLES AND BRIEF EXPLANATIONS.
SAPOS YU NO KLIA LO WANEM SAMTING NA WE LO RAIT INSAIT LO TEIBOL, OL EKSAMPOL NA EKSPLANASEN STAP ANTAP LO PAIG 2.

Note 2: INTERVIEWER CHECK

<u>Interviewer: You are only to ask this questions as probing guides for situations where:</u>

A) ***Respondents are illiterate***

B) ***Respondents are too lazy to record anything or forgotten to do so.***

C) ***Others, such as lost Notepads, tore it or accidently throne away, misplaced, etc.***

Q1) DID YOU BUY ANY GOODS OR SPEND ANY MONEY ON SERVICES TODAY?

Yu bin baim sampela samting o usim moni lon sampela sevis tete, o nogat?

If response is a 'YES', ask for the item description,quantity (amount), value(exact/estimate), code 9 for column 7, place and purpose of purchase/expenditure.

If 'NO', ask the next question.

Q2) You must first establish if person owns a garden in the yard or somewhere else or goes fishing by asking :

I) DO YOU OWN A GARDEN, LIVESTOCK FARM OR USUALLY GO FISHING?

If the respondent owns either a garden or livestock farm or goes fishing then you TICK the boxes corresponding to the Type of Home production list below:

a) Garden b) Livestock c) Usually Goes Fishing

When asking this question ask accordingly to the identified home productions identified (ticked boxes) above. If member does not have or do any of the above 'Home production' **<u>do not</u>** ask part II below and always skip to Q3 to Q4 after Q1 unless eitherwise he/she decides to go fishing during the course of the 14 days.

II) DID YOU TAKE ANYTHING FROM YOUR GARDEN, CATCH ANY FISH OR KILL ANY OF YOUR LIVESTOCK *(e.g:chicken,pigs,ducks,etc.)* TODAY?

Yu bin kisim sampela kaikai tete long gaden bilong yu, o pulim pis (kesim pis) or kilim kakaruk o pik o ol narapela animol, we yu save lukautim, o gat?

If response is a 'YES', ask for the item description,quantity (amount), value and purpose.

If 'NO', ask the next question.

Q3) DID YOU GIVE ANY MONEY, GOODS OR SERVICES TODAY TO ANYONE OUTSIDE THIS HOUSEHOLD,

(e.g, relatives, wantoks or friends) OR DONATIONS TO CHURCH, ORGANIZATONS, ETC?

Yu bin givim sampela samting, moni o sevis tete long ol narapela manmeri husat istap ausait long dispela haus

(olsem ol wantok o poroman) o givim halivim go lo ol haus lotu lain, o nogat?

If response is a 'YES', ask for the item description,quantity (amount), value and purpose.

If 'NO', ask the next question.

Q4) DID YOU RECEIVE ANY MONEY, GOODS OR SERVICES TODAY FROM ANYONE OUTSIDE THIS HOUSEHOLD,

16. ATTACHMENTS

Attachment 1. DECLARATION OF SECRECY

THE INDEPENDENT STATE OF PAPUA NEW GUINEA

Statistical Services Act 1981 (Revised)

DECLARATION OF SECRECY

I, ……………………………………………………………………………………………

(Name in Block Letters) (Position held Under the Act)

do promise and declare that I will not except as allowed by law, divulge any information relating to an individual person, coming to my knowledge in the execution of my duties under the *Statistical Services Act 1981(Revised).*

………………………………….

(Signature)

Dated the…………………………………day of…………………………………2009

Signed in my presence

Witness…………………………….

Address of Witness……………………………………………………………………

Attachment 2. INTRODUCING HIES TO THE COMMUNITY

We all know from our own experience that rising prices of goods and services affect the way we live. Presently, the price of basic household food items, clothes as well as basic goods and services such as transport, education, hospital and medicines is increasing everywhere. As a result, majority of ordinary people are being severely affected

NSO has been tasked to undertake this survey to take stock of information on basic food items and services people mostly depend on for their survival and to use this information to measure the rate of rise of prices with its Consumer Price Index (CPI). This index is made up of the prices of a list of things that people most often buy. It is important that this list be revised regularly as people change their spending habits from time to time. In a survey like this one, it is the best way we can find out what people are mainly spending money on and revise the list. The CPI is one of the major points in wage hearings and thus is very important to Unions, The Government and Businesses houses in the country.

We will also find out about people's income, the number of people living in each house and other social information or characteristics about the household members. This means that with this information, we can work out '<u>what</u>' different groups of people around the country are spending their income on. For example, what proportion of the expenditure of low income families is on food. Thus the survey information has a lot wider use than just improving the Consumer Price Index.

All this social information will be very useful to many departments and organizations, for example; Department of Treasury and Finance, Planning Department, Health Department, Housing Commission, The Banks, Trade Unions, Universities and NGO's to name a few. As well, many households will find it very interesting to keep their diaries and see where their money goes. This can lead to real benefits in planning their household budgets.

Attachment 3. COVERAGE CHECKS AFTER INTERVIEW

When filling the HCF, after you have written answers for the last person in the household, ask if anyone has been left out. Persons who are most likely to be left out are:

- *Visitors who have stayed for the last 3 months in the household prior to the interview*
- Babies and small children,
- The old people,
- People who are disabled or mentally ill.
- New spouse (even if less than 3 months)

For all four (4) questionnaires, go through the form again to check if there are any blanks that should be filled in. When you have finished, thank the respondent(s) politely. If you are to visit the household again, confirm the time of your next visit. **You must check the questionnaires to see if they have been filled in correctly BEFORE you leave the household.** Take your time and check properly.

Your completed questionnaires will be entered by the Data Entry operators in the field. The data entry program will flag inconsistencies, skipped answers, answers out of range, etc. You, your supervisor and the data entry operator must work together to understand the errors the program has listed. Then you , the interviewer, will return to the household to fill in any missed information or to clarify answers if things do not seem consistent or if answers seem out of the expected range.

Attachment 4. SITUATIONS THAT MIGHT CAUSE DIFFICULTIES

1 Difficulties when administrating HCF in selected households

In some cases you will have problems in locating the households that were selected because the people may have moved, or the listing teams may have made an error or some other reason. Here are examples of some problems you may find and how to solve them:

A) There is no one at home.

Go back to that house at a different time, and see if you can find anyone. In urban areas people might be at work, so go back after working hours.

- Ask neighbours when people are most likely to be at home.
- When you do contact someone in the household, they may be busy because they have just returned home, so be prepared to make an appointment to return again at another time that is convenient for them
- If you fail to make contact by the end of the fieldwork period (14 days), enter
- Code '2' (Entire household absent for extended period) in the Result Code box.

B) The household has moved away and absent.

- If no one is living in the dwelling after 7 days of visits, report and code that the entire household is absent for extended period of time in HCF.
- Fill in only the indicative information, and record <u>Code '2'</u> (entire household absent for extended period of time) in the box for the result Code on the HCF.
- Your supervisor must double check all these houses to be sure the household is really absent for extended period of time.

<u>Do not substitute households</u>

C) The house is all closed up and neighbours say the people are away in town or away visiting or for some other reason and will be back in less than 10 days

- Revisit the house at least two more times during the survey to see if the members are in. If contact is made, complete all the necessary forms with the household.
- If they do not turn up, you should enter <u>code '2'</u> (Entire household absent for extended period) in the result code box.

If the people are out fishing, gardening or camping for extended period of time, they must be <u>coded 2</u>.

D) The house is not there anymore, or has been so badly damaged that nobody could live there.

If the selected household **is not found** in the Census Unit and neighbours tell you it was destroyed in a recent fire. Enter <u>Code '4'</u> (Other) – *Specify* in the Result Code box.

Do everything possible to contact someone in occupied households. A good interviewer always makes contact with respondents.

E) People in the household refuse to be interviewed

This is a difficult situation. Your supervisor should make the first contact with the household and then introduce you as the interviewer. Nevertheless, sometimes you will have to contact the household by yourself. Introduce yourself and explain the purpose of the survey properly during the familiarization period**.**

Remember to:

- Explain that the interviews will be over a two week period.
- Explain that the information collected is **confidential**.
- Be patient and polite.
- Offer to call back at a different time and make an appointment for the interview.

Try **three** times. If the respondent still refuses to be interviewed on your third visit, then

- ✓ Report the refusal to your supervisor.
  Your supervisor will try to persuade the household to agree to be interviewed.

- ✓ If supervisor's attempts are unsuccessful then record <u>Code '3'</u> (refused) in the Result Code box.

F) Interview not completed.

For some reasons, the respondent refuses to answer any more of your questions. For example, there may be a death in the family and the family had to move away, the respondent may simply refuse to answer; the respondent becomes ill or there is an argument going on or a member in the household abruptly interrupts the interview due to personal reasons and so on.

Whatever the reason is, if an interview is incomplete, try to make an appointment to see the respondent again as soon as possible to obtain the missing information.
If still unsuccessful after two attempts consult with your supervisor for the appropriate code to enter, either as code 3 (refused) or code 4 (other) and move on.

Remember that the usefulness of the HIES sample in representing the entire country depends on the interviewers locating and visiting all the selected households, which they are assigned.

2 Possible difficulties faced after listing

Below is a list of problems and their solutions you may face out in the field with your listing forms during the main enumeration. Sometimes the people on the listing have moved, the listed information is wrong or the sketch map or listings do not match each other - in other words wrong map for a listing form or vice versa.

A. **Difficulty:** The original household members have moved away and new people are now living in the dwelling.
<u>Solution</u>: Interview the new household members.

B. **Difficulty:** In your listing, the selected HH 003 is headed by Rennie Vele. When you visit HH 003 you find the head is Luke Kwalu, not Rennie Vele

Solution: Update the tracking form, interview Luke Kwalu and record his responses on the form for HH 003.

C. **Difficulty:** In your listing Felix Komu is head of HH 005, but you discover that Felix Komu now lives in another household and Arnold Kali is head of HH 005.

Solution: Update the tracking form, interview Arnold Kali as head of household in HH 005.

D. **Difficulty:** The listing shows only HH 011 in a dwelling, but two households (multiple) are living there now.

Solution**:** Update the listing. The first household would be HH011 and the second will be HH012. This means that the household numbers on the listing will change.

E. **Difficulty:** The head of the household has changed since the listing.

Solution: Interview the person who is now the new head of the household.

Important note:
The above difficulties would not be faced if listing was done well. In other words, you may not face these situations as listing will be done a day or two before the interview.

3 Some difficulties that you may face in the field

- **Language problems –** In this situation, continue with the interview and you must use someone within the household who can speak the same language as you.

- **Dogs –** Try to call out to someone and ask to hold the dog. Do not hit the dog at all to force your way in. Wait till they come and allow you to go in. They may not be pleased if you hurt their dog.

- **Food and drink –** In general, try not to impose on people's hospitality. If you see a meal is almost ready, ask if you can come back later. If it would be rude to accept an offer of food, then by all means accept. You should not accept alcohol from respondents. It is an offence for government employees to drink while on duty. Tell people this if they offer you alcohol. You may share a buai or smoke with your respondent, just to get him her to relax and continue again with your interview.

- **Refusals –** If anyone refuses to co-operate, try to convince them but do not force or threaten them. Inform your Supervisor about this and he/she will come back to talk to them.

- **Friends/relatives –** When you receive your workload folders, check your listing and maps to make sure that you will not be interviewing any friends/relatives of yours. If this happens, tell your Supervisor and he/she will arrange to exchange this household with another. Friends/relatives often refuse to answer or give honest answers to interviewers they know.

- **<u>Respondents filling questionnaires themselves</u> –** Educated people may ask to fill in the questionnaires themselves, especially the HCF and the Household schedule. This is to be avoided as much as possible, however let them if they insist. In such cases, check completed questionnaires carefully as they may make mistakes in completing the questionnaires.

- **<u>Urban villages, self-help areas and settlements</u> –** In this type of areas, the local councillor and ward committee must be notified in advance of your going. See them when you arrive and introduce yourself and your reason for coming to the area. They will be able to assist you locate your selected household and you should be able to call on them for assistance if you have any difficulties.

  It is advisable that you must always get in contact with these people as they are the leaders in their communities and they have respect from their communities.

Attachment 5. CLARIFICATIONS AND CORRECTIONS AFTER TRAINING

Clarifications and Corrections for the HIES Interviewer Manual- FOR ALL TRAINING PARTICIPANTS
March 18/09, by Valerie Evans

During training we noticed several corrections required in the manual, and some points that needed clarification.
Rather than reproduce the entire manual, this addendum should be put with the manual you were given in training. Please read it carefully.

Corrections:
On Page 17: 8 lines from the bottom: Cluster Number will be always be 3 digits, *not 4 digits*.
On Page 33: The second paragraph should say: When a household has more than 20 persons continue with a second form. In the second form cross off Person Number 01 and write ***20*** beside it. Do the same for Person Number 02, replace with ***21*** and so forth…

Clarifications:

1. Definition of household member for students staying away from the household. Since school expenses are such a large part of many household's expenditures, and because we want detailed education information of members away at school, household members studying away, either boarding or staying with relatives/ wantoks should be included on the roster for the household. You can decide to include them or not by asking if they would be usual household members of this household if they were not away from school. This is a change from what was originally said and worked on in the exercises so please note this.

If the member is away from the household but returns on weekend, then the student should take a diary with him/her and fill it out while away (if the student is 15 years or older, of course). You can interview the student when he/she is home to get information on education, health, disability and then complete the Personal Schedule information. If the student is away for the month you are in the Census Unit, then you will do the following:

- Get the information on education, health and disability (for the Household Schedule) from a parent or guardian of the student.
- Do not assign a diary for the student, and do not fill out a Personal Schedule.

2. Order of interviewing.
   On your first visit to the household, you complete the roster with the household head or spouse or other adult respondent. You determine who to give notebooks to and explain how to fill in the notebook information, and you take the opening household stocks.

   You will be returning to the house for the next 14 days to check on the notebooks (or help to fill them out if the respondents don't understand or are not literate).

You also have to figure out how to interview all the persons in the household over 12 individually, and you will have to make a number of appointments to do this.

Everyone 12 and over should be asked personally the education, health and disability questions on the Household Schedule (Form B). So you interview the HH head for his (or her) information, going from education, to health to disability and recoding the answers on Row 1. Then you do the spouse (if there is one in this household), getting her information on Row 2. The spouse or any other household member is not necessarily interviewed on the same day as you interview the head. Likewise you do all the members, going along asking the education, health and disability questions and recording the answers on the correct row for that member (corresponding to their Person Number). You can do this anytime that you have the chance with a person – it doesn't have to be in a particular order that you interview members.

For anyone 15 and over, you also have to ask the Personal Schedule (Form C), so it may be that you are able to do the individual questions for a person on the Household Schedule (Form B) and then go on to the Personal Schedule. But you have to always pay attention not to burden a person by taking too much time in any one day.

The other sections of the Household Schedule are answered by the head or the spouse, since these sections are household level questions: the sections on health access, housing, durable goods, consumption, remittances and dispute resolution.

The Consumption modules should be one of the first parts of the questionnaire completed, before more than 1 or 2 diary days have gone by to confuse the people about remembering for the past 30 days and past year. The best approach could be to ask the head or the spouse their questions on education and health and disability (to get them a bit comfortable with you) and then go to the asset and consumption sections. You need to ask who is the best person to ask these questions about buying things is – the head or the spouse or someone else.

The other household level sections can be done little by little, as the respondents have time.

Once you have completed the roster on the first visit you will know how many children under 6 there are in the household who will need anthropometric measurements. You should arrange with your supervisor on the households and when those measurements could be taken.

3. Please be sure that you understand that in the Anthropometric Section, Section B9, page 34 of HH Form, you must start on the first line and write the name AND PERSON NUMBER of any child who will be measured. For example, if there was a girl of 4 years, named Sandra, with Person number 5 and a baby of 5 months, Samuel, person number 07, you would write :

   05 Sandra on row 1

   07 Samuel on row 2

   There is space for up to 12 children under 6 years in the household.

4. Neatness counts! Please make it easy for the Data Entry people to record the correct answer by writing carefully and legibly and not scribbling out answers. See page 27 of the manual for how to correct errors.

Changes in the questionnaires:

THE FOLLOWING REFER TO CHANGES MADE IN THE NEW QUESTIONNAIRES (THAT YOU WILL USE IN THE FIELD). PLEASE REVIEW THEM CAREFULLY AND ASK YOUR TRAINERS IF YOU DO NOT UNDERSTAND ANYTHING.

5. You will see the flap on the Household Form has been improved. There is a column for sex and a column for age on the flap. You do the roster exactly as trained in class, but once the roster is completed, you fill in on the flap the information on sex and age from Questions 3 and 4. Now with the flap open, you will know not only the names of the household members but their age and sex, to help you to interview the correct people for the different sections that have restrictions on the ages.

6. We have taken out Question 20 on the roster, about asking if the person would be there continuously for the next 15 days. You will record all information about who got diaries on this section on Page 8 – persons allocated a Personal Diary.

7. We have put notes to "Round off to the nearest Kina" in the Household and Personal Schedules on the appropriate questions. Toea are not to be used anywhere except in the notebooks/ diaries.

8. In the education module, in Question 5, as discussed in class we have changed the comment "Exclude tok ples schools" to " exclude old-type tok ples schools" because under the new system Elementary 1 and 2 are taught at tok ples schools.

9. Question 17 in Individual Health, page 18 of Form B. this is the questions that asks about purchasing medicines in the last 30 days on your own without a prescription. We have put in a note "if purchased for another household member, answer 'NO' and record on that member's row."

   This is to confirm what was discussed in class and on the exercises. For example, let's suppose we have a family with Emily as the spouse (Person 2) and her mother-in-law, Rose, as Person 6. If Emily purchases medicines for her mother-in-law ,Rose, you would say NO on Emily's row (row 2) for Q 17 and answer YES for Rose, followed by the information on the cost of the medicines on Rose's row, Row 6.

10. Section on Disability. Please be sure to ask each person these questions. Many people may answer no if asked generally if anyone has disabilities, but if you ask each question to each person, without mentioning that this is about "disabilities", but rather, as the question says, about difficulties, there will be much more true answers. PLEASE AVOID THE TEMPTATION OF RUSHING THROUGH THIS SECTION, ASSUMING THE ANSWERS WILL BE 'NO'.

11. Question 10 in Housing, page 24. This refers to all the rooms the household uses, even if it is 2 or more buildings in the compound/ area. You should not include common rooms used in the village by men for sleeping.

12. Question 28, on Page 25 (Housing)has been changed. We now are asking for two kinds of information on the communication means the household has – whether they <u>own</u> the means of communication or if it <u>is available to them</u>. For example, if a household says they own 3mobile phones, and they can use the satellite phone and the VHF radio of their wantok: You would record 1 (for Yes) in the first column(Column A: own) by mobile telephone, and all 2's for the rest of the column. And in the second column (Column B: available) you would put 1's by satellite phone and by VHF radio, and put 2's in the rest of the column.

13. In the Durable Goods section, page 27 HH Form, we have added the comment "if more than one item, refer to the most recent" to all three questions, as discussed in class. So if a person has bought 2 mobile phones in the past year, refer to the most rent purchase to get the price and ask the resale value.

    Also on your suggestion, we have added string mowers/grass mowers to the list, .Note the radio has been modified to read "radio (AM/FM)". This is not VHF radios – if a household has a VHF radio it should be recorded under "Other".

14. In Section B6: Consumption/Expenditure on page 28. Note that line 1094 has been changed from cash losses to “Losses from theft (estimate value of goods)”.
    And at your suggestion, line 1096 has been changed to “Legal and Compensation costs (lawyer, compensation paid, court fees, etc.)”

15. In Section B6: Consumption/Expenditure on page 29, line 1023 has been added: “Cost of personal goods transport (air, sea, road) NOT business costs.” On this line you record what people spent to move personal goods for themselves – whether they were moving or getting goods delivered to them. Of course, as with all these personal expenditures, we do not want any business costs recorded here. (The place to record business costs is in the section on household businesses, section 10, page 35.)

Good luck with the survey! We hope to see you in the field. It was a pleasure to meet you at training, and thanks for the good work.

Valerie and Tom