

Slovenia 2002 Census Guidelines for Enumerators

I. General explanations

[pp. 2-3 not presented here]

[p. 4]

Census methods

At the 2002 Census three methods are used for collecting data with fieldwork:

- 1) Classical method of enumeration, when census questionnaires are filled in by enumerators on the basis of data given to them by the enumerated person or an adult member of the household for absent household members and children under 15;
- 2) Self-enumeration, when answers to most of the questions on census questionnaires for dwellings P-2 and persons P-3 are entered by enumerated persons (for themselves or for other household members) without an enumerator being present;
- 3) Postal method for collecting data on nationality/ethnicity and religion for those persons aged 14 or more who were temporarily absent from the household during the enumerator's visit.

[p. 5]

II Census units

1. Census units

Population (persons):

Persons actually living in the place of enumeration (they mostly spend their nights there);

Persons actually living elsewhere but usually temporarily present in the place of enumeration.

Households:

Private,

Institutional,

whose members actually live in the place of enumeration, irrespective of whether they were present in the household at the time of the 2002 Census or some of them were temporarily absent.

Dwellings:

Permanently occupied,

Occasionally occupied (intended for leisure and recreation or used only during seasonal work),

Unoccupied,

Other premises that were not built for dwellings but were used as dwellings at the time of the 2002 Census (e.g. occupied rooms in collective living quarters, hotels, occupied business premises, temporarily occupied premises),

Dwellings that were used as business premises at the time of the 2002 Census but were not specially converted for the purpose,

Collective living quarters.

Buildings:

Residential and non-residential buildings in which occupied or unoccupied dwellings are located;

Buildings without dwellings but with other occupied premises that were used as dwellings at the time of the 2002 Census;

Other structures (e.g. huts, containers, wagons, trailers, tents, etc.) that were used as dwellings at the time of the 2002 Census.

Buildings without dwellings for which the P-1 Census questionnaire for buildings was pre-printed.

2. Definitions of census units

Population (persons):

Inhabitants are people actually living in the place of enumeration (they mostly spend their nights there), irrespective of whether they were at the time of the 2002 Census temporarily absent from the place of enumeration. An inhabitant is every person who is at the address at which (s)he is enumerated:

Permanently registered,

Temporarily registered,

Registered according to the Temporary Asylum Act,

Unregistered.

These are:

Citizens of the Republic of Slovenia with permanent or temporary residence in Slovenia;

Foreigners with issued permits for permanent or temporary residence in Slovenia who have registered permanent or temporary residence in Slovenia;

Persons under temporary protection in Slovenia;

Other persons who were present at the time of the 2002 Census in the territory of Slovenia (e.g. persons without a regulated status in Slovenia, asylum seekers, illegal aliens, etc.).

[p. 6]

Private household:

A private household is every family or other community of persons who live together and use the means for basic consumer goods (housing, food, other basic consumer goods, etc.) - hereinafter household. Household members can be temporarily absent from the household. They can be related (e.g. parents and children, grandfather and grandchild) or not (e.g. foster children in the family).

A family household is a household of:

Members of one family,

Members of several families,

Members of one family or several families and persons who are not members of these families.

A non-family household is a household of:

Persons who are not a family (e.g. a brother and a sister, an aunt and a niece, etc.),

A person living alone -- a single household.

Institutional household:

An institutional household is a community of persons who live in communities that can not be determined as family or non-family private households and as a rule live in collective living quarters (old people's homes, convents) but can also live in usual dwellings (e.g. monastic communities).

Family:

A family is a community of persons within a private household, namely:

Community of parents (one or both) and unmarried children (or children who do not live in consensual unions) living with them or with one of the parents;

Community of a married man and woman;

Community of partners who live in a consensual union.

A consensual union is a long-time community of a man and a woman who are not married. The marital status of partners is not important.

Dwelling:

A dwelling is every construction unit intended for residence, irrespective of whether the dwelling was used at the time of the 2002 Census:

Only for residence,

For residence and for business purposes,

Only for business purposes,

For leisure and recreation or for residence during seasonal work,

Or was unoccupied but appropriate for residence.

Institutional dwelling:

An institutional dwelling is a dwelling intended for residence of a greater number of persons, such as:

Members of an institutional household,

Members of a private household,

Persons who are not household members.

An institutional dwelling is for example an old people's home, a monastery/convent, an asylum, an upper secondary school or student residence, a residence for single persons, a refugee centre, etc.

[p. 7]

Building:

A building is any structure that has four walls and at least one entrance and is built to be lived in, performing an activity or keep material goods.

A building is also:

A building that does not meet all mentioned construction conditions (e.g. does not have four walls), but is shaped like a building and is intended for residence, for business purposes, etc. (e.g. a building leaning against another building, the wall of which is used for the fourth wall, a building leaning against or partially built into a slope, etc.);

Buildings leaning one against the other and connected only with an interior corridor;

Every entrance in the so-called "row house" or semi-detached house that has its own house number and one or two common walls or a common roof.

3. Definitions of other 2002 census units

Census district:

A census district is the basic and the smallest territorial unit that is not divided by borders of other territorial units.

Settlement:

A settlement is a compact or a non-compact group of buildings that comprise a settled geographical unit and has a common name, its own system of numbering buildings and a determined area made up of one or more census districts.

Municipality:

A municipality is a basic local self-government community which within the constitution and laws independently regulates and performs own matters and implements tasks transferred to it by legislation. The area of a municipality comprises the area of a settlement or several settlements that are connected with common needs and interests of their people.

Administrative unit:

An administrative unit is a unit organised for the area of one or more local communities with the purpose to provide rational and efficient implementation of legally determined state government tasks.

District census centre:

A district census centre is a territorial unit which is at the 2002 Census organisationally covered by the municipal census commission.

[p. 8]

4. Exceptions in enumerating census units

At the 2002 Census the following units are not enumerated:

- a) Diplomatic personnel in foreign diplomatic and consular missions in the Republic of Slovenia and members of their families;
- b) Persons who were only visiting the household at the time of the 2002 Census;
- c) Dwellings owned by foreign countries;
- d) Empty dwellings in buildings for which the permission for moving in has not yet been given;
- e) Dwellings from which people moved due to demolition or dwellings that are decrepit and are no longer fit for living;
- f) Structures used only for keeping agricultural tools and machinery, agricultural crops, fuelling, etc.
- g) Temporarily present persons in these institutions (They are enumerated in the households whose members they are):

Upper secondary school and student residence halls,
Special social welfare institutions for adults,
Institutions for training children and youth with special needs,
Residence communities,
Communities for addicts,
Prisons,
Hospitals,
Tourist accommodations (hotels, health resorts, etc.).

Persons (household members and temporarily present persons) are enumerated in the following institutions:

- a) Old people's homes,
- b) Residences for single persons,
- c) Maternity homes,
- d) Asylums

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[p.9]

III. Guidelines for enumerators

["1.Type of questionnaires" is not presented here.]

2. Pre-census Database

The fundamental premise of the 2002 Census is that for collecting data with fieldwork census questionnaires must be prepared so as to fulfil four basic requirements:

1. Contents that can be entirely provided from various administrative sources do not need to be put on the census questionnaires;
2. Contents that can be provided from administrative sources only for a part of the census population will be put on the census questionnaires but there will be a mark at the question that people do not need to answer these questions if data are available in the administrative source;
3. On census questionnaires basic data for individual census units (surname, name, address) must be stated in text or number;
4. Census questionnaires must be prepared so that each is properly identifiable.

To this end the Office set up a special database called PRE-CENSUS DATABASE, which combines data from various administrative and statistical sources used for pre-printing identifications of census questionnaires, for pre-printing addresses and surnames and names, and for marking those questions on the P-3 Census questionnaires for persons for which data are provided in advance. To this end the Office used:

Central Population Register kept by the Ministry of the Interior;
Permanent Population Register kept by the Ministry of the Interior;
Register of Spatial Units kept by the Surveying and Mapping Administration of the Republic of Slovenia;
Statistical Register of Employment kept by the Office;
Business Register of Slovenia kept by the Office;
Unemployment Register kept by the Employment Service of Slovenia;
Data from the Pension and Disability Insurance Institute on people receiving pensions;
Data of the statistical survey on students and graduates conducted by the Office;
Data of the 1991 Census conducted by the Office.

[p.10]

Data in the pre-census database for buildings, dwellings and persons were taken over as of 9 November 2001.

From the pre-census database data are provided for contents stated in Article 6 of the Census Act. Data that are thus not on the P-3 Census questionnaire for persons are:

Place of birth,
Last migration,
Citizenship,
Marital status,
Employment status,
Activity,
Occupation,
Usual working hours,
Place of work.

For individual groups of population from the pre-census database the following data were provided for questions on the P-3 Census questionnaires for persons:

Question No. - Content
4 - Sex
23 - Address one year before the census, i.e. on 31 March 2001
24 - First residence after birth
35 - Education in the program for obtaining recognised education
36 - Level and type of education after finishing the program
37 - Place of education
42 - Activity status

If on the P-3 Census questionnaire for persons the box left of the question number is marked X, the question needs not be answered because the data have been obtained from the pre-census database.

[pp. 11-17 not presented here.]

[p. 18]

IV. Guidelines for answering census questionnaires

1. OS/PO list of persons in the census district and overview of interviewing

General explanations

The OS/PO List of persons is the list of all persons with registered permanent or temporary residence in the census district. Persons are entered into the OS/PO List of persons in the following order:

1. Street in alphabetical order,
2. House number in the ascending order of the number within the street,
3. Addition to the house number in ascending letter within the house number,
4. Surname in alphabetical order within the house number,
5. Name in alphabetical order within the surname.

[some text not presented here.]

In columns census -- census day, self-enumeration -- day of visit and actual day of collecting the enumerator enters dates only with the number (e.g.: 4. 4. 2002 = 4, 10. 4. 2002 = 10).

In columns self-enumeration the agreed time of collection and revisit the day and hour should be entered (e.g.: 16.00, 18.15). The hour must be entered so that the enumerator can plan work in the census district. It serves as a reminder for agreed visits and collection of material.

In column P-3/NV (agreed time of collecting the P-3/NV Statement) the enumerator enters dates in two ways:

As a rule, in the left column the enumerator enters the day when for individual person in the household the P-3/NV Statement and the envelope for the answer were left. In this case household members will send the completed P-3/NV Statement by mail.

If only persons who due to old age, sickness or other reasons can not send the P-3/NV Statement themselves are present in the household, the P-3/NV Statement must be collected by the enumerator. In this case the enumerator marks in the left column the day and in the right column the hour when (s)he arranged with the household to collect the P-3/NV Statement.

In columns revisit the day and hour does not need to be entered for all persons living in an individual household but only for one person in the household. As a rule, the notice about the repeated visit must be addressed to an adult person in the household.

[p. 19]

In columns census, self-enumeration and P-3/NV the enumerator enters the required data for every person from the OS/PO List of persons.

Explanations to columns in the OS/PO List of persons

[Table on page 19 not presented here.]

[p. 20]

2. ST/PO list of buildings and dwellings in the census district and first results for the census district

The ST/PO List of buildings and dwellings is the print of all buildings with house number in a census district and dwellings in an individual building. The data for the census district are arranged by buildings and within a building by dwellings. Buildings and dwellings in an individual building are entered in the list in the following alphabetical order:

1. Street in alphabetical order,
2. House number in the ascending order of the number within the street,
3. Addition to the house number in ascending letter within the house number.

The ST/PO List of buildings and dwellings is intended for the preparation of first results for the census district.

The basic census unit to which all collected data on persons and households for the preparation of first

results for the census district are linked is a dwelling.

General explanations

The ST/PO List of buildings and dwellings is printed on two pages; the number of pages depends on the number of pre-printed P-2 Census questionnaires for dwellings in the census district or the number of printed IDST in the census district. If there are not enough rows on the ST/PO List of buildings and dwellings to enter new IDST or IDHI from the national reserve, the enumerator uses the list which is a part of the Guidelines for Enumerators. In this case the enumerator first enters the code of municipality, settlement and census district from the pre-printed ST/PO List of buildings and dwellings.

The last row (sum for the page) on each page of the ST/PO List of buildings and dwellings is intended for the sum of entered data for an individual page. The following data are summed:

1. Buildings with dwellings (column B, sum of answers 1-yes),
2. Dwellings (column C, sum of answers 1-yes),
3. Number of households in the dwelling (column D),
4. Number of persons in the dwelling (column E),
5. Number of persons who are household members -- total (column F),
6. Number of persons who are household members -- men (column G).

If there are fewer than 26 dwellings in the census district (pre-printed or entered from the national reserve), the sum on the first page is the sum total for the census district.

If data that need to be summed are on two or more pages, first results for the census district are compiled so that sums of individual pages are summed.

The sum total of all pages is the sum for the entire census district and the enumerator enters it into the census questionnaire PRVI/REZ First result for the census district.

Explanations to individual columns for entering census questionnaires of the national reserve

[table omitted]

[p. 21]

If the enumerator finds out that a house does not have a house number, but people live in it or it has dwellings that have to be enumerated according to Guidelines for Enumerators, the name of the street or settlement where the building is located should be entered in the ST/PO List of buildings and dwellings and instead of the house number NN (no number) should be entered.

The name of the street (settlement) and NN is entered by the enumerator also for structures that are not buildings according to the definition but that were settled during the 2002 Census (e.g. trailer, wagon, tent, etc.).

Building with dwellings (column B)

If there is at least one dwelling in the building, the enumerator enters 1 in the row with the IDHI of this building, column (1-yes). In this case at least one P-2 Census questionnaire for dwellings must be answered for this building. If there are no dwellings in the building (e.g. a factory, a business building, etc.), the enumerator enters 2 in the row with the IDHI of this building, column (2-no).

The enumerator also enters in column B number 1 if a space that is according to the definition not a dwelling or an inhabited room or a business premise is used during the 2002 Census as a residence (shed, garage, hut, wagon, trailer, tent, etc.).

Dwelling (column C)

For every building with a house number the number of dwellings in the building is pre-printed on the basis of data on the number of persons living in the dwelling according to the following rule:

Number of people in the building Number of pre-printed dwellings in the building

1-3 1

4-6 2

7-9 3

10-11 4

12-13 5

14+ Number of persons divided by 2.6

[p. 22 not presented here.]

[p. 23]

3. POM/GO list of persons in the household

The auxiliary census questionnaire POM/GO List of persons in the household is a questionnaire with which the enumerator starts interviewing the household. The enumerator fills it in after entering all pre-printed identifications and establishing:

- a) Which persons are household members and which are not but live in the household/dwelling;
- b) That a private household lives in an institutional dwelling;
- c) That an institutional household lives in an institutional or usual dwelling;
- d) That persons who are not household members temporarily live in the institutional dwelling.

The POM/GO List of persons in the household is printed on two pages and has enough space to enter up to 20 household members (on the first and second page) and up to 5 persons who are not household members but were at the time of the 2002 Census present in the household or dwelling (on page two).

The basic purpose of the POM/GO List of persons in the household is to collect data on:

- a) Household,
- b) Relationships between household members,
- c) Families,
- d) Absence of household members,
- e) Persons who are not household members and reasons for their presence in the household/dwelling.

The number of persons in the household or dwelling on the first page of the POM/GO List of persons in the household is intended for preparing cumulative figures for the household.

The POM/GO List of persons in the household is always completed by the enumerator.

All the necessary lists of codes for coding data on the POM/GO List of persons in the household are on the inner pages of the Guidelines for Enumerators.

At HOME the enumerator:

- a) Codes all data (columns 8, 9 and 11);
- b) Enters data from the POM/GO List of persons in the household on individual P-3 Census questionnaires for persons;
- c) And completes the number of persons in the household or dwelling on the POM/GO List of persons in the household from which the data have to be entered on the ST/PO List of buildings and dwellings.

3.1 Private households (household)

Name and surname of the household member

Into row 01 on the first page the enumerator enters the surname and name of the household reference person. As a rule the reference person is an adult member of the household determined by other household members.

If there is more than one person in the household, the enumerator enters in other rows in logical order surnames and names of other household members:

- a) Household members within their families are entered so that the spouse or the partner of the reference person is entered first followed by their children.
- b) If more than one family lives in the household, the enumerator enters members of the second family after the last member of the first family.
- c) At the end the enumerator enters persons who are not members of the family.

[p. 24]

The enumerator enters surnames and names of household members from pre-printed P-3 Census questionnaires for persons. If the enumerator uses reserve P-3 Census questionnaires for persons, surnames and names are entered as given by the reference person.

Name and surname of the person who is not a household member but was at the time of the 2002 Census temporarily present in the household or dwelling

The enumerator enters surnames and names of persons who are not household members but are

temporarily living in the household on page 2 rows 01 to 05. The order of persons is not important. For them the enumerator must use reserve P-3 Census questionnaires for persons.

If there are several households in the dwelling, the enumerator must enter temporarily present persons into the POM/GO List of persons in the household at the household in which the actually live.

If for an individual household there is not enough space to enter household members or persons living in the household/dwelling, the enumerator must not use an additional POM/GO List of persons in the household (because it has a different IDGO). In this case the enumerator will have to enter all data usually entered from the POM/GO List of persons in the household directly into the P-3 Census questionnaire for persons.

The enumerator enters private households living in institutional dwellings (e.g. a married couple living in an old people's home, a mother living in a maternity home) in the POM/GO List of persons in the household in the same way as all other private households in usual dwellings.

Identification number of the person IDOS

The IDOS Identification number of the person is entered by the enumerator from the P-3 Census questionnaire for persons. In copying the enumerator should pay attention:

- a) To copy it correctly,
- b) To attribute it to the right person on the POM/GO List of persons in the household.

It is the best to enter IDOS at the same time with entering the surname and name of members of a private household or persons who are not members of the household.

Relationship to the household reference person (description) and relationship to the household reference person (column 8)

The text for the household reference person, entered in row 01, is already entered. The code of the relationship in column 8 is also already determined and entered.

If more than one person lives in the private household, the enumerator must determine for each person the relationship to the household reference person and enter in column 8 the code of the relationship. The list of codes for coding the relationship is on the last page of Guidelines for Enumerators.

Child (son/daughter) is entered by the enumerator for every child living in the household with one or both parents. The age of the child is not important. It is only important that the child has never been married or that the child does not live in a consensual union with another person. It is also not important whether the reference person is the child's biological father/mother, which means that the answer "child" is entered by the enumerator also for the child(ren) of the spouse or partner and for all adopted children.

If the entered relationship to the household reference person is not specially mentioned in the list of codes (e.g. aunt, uncle), the enumerator enters in column 8 code 12 (other relative).

[p. 25]

For persons who are not members of the household in which they temporarily live, the enumerator enters temporarily present and code 60 in column 8.

For persons temporarily living abroad for more than a year, the enumerator enters in column 8 code 61, irrespective of the relationship to the reference person.

A person temporarily living abroad while other members live in his or her household must not be entered as the household reference person.

If the entire household is temporarily living abroad, the enumerator enters all persons into the POM/GO List of persons in the household as other private households. For all household members code 61 must be entered in column 8. The already entered code 00 for the household reference person should be crossed and left of the field code 61 should be entered.

Status of the person in the household (column 9)

Status of the person in a private household depends on:

- a) Type of dwelling in which the household lives (usual or institutional dwelling), which the enumerator defines on the P-2 Census questionnaire for dwellings, question 2;

b) Relationship to the household reference person (household reference person, household member, not a household member), which the enumerator defines on the POM/GO List of persons in the household and enters in column 8.

Only the household reference person living in a usual dwelling has code 1 for the status of the person in the household.

Only the household reference person living in an institutional dwelling has code 3 for the status of the person in the household.

All other persons in the household can have the following codes:

- a) If the status code of the person in the household is 1, all other household members have status code 2;
- b) If the status code of the person in the household is 3, all other household members have status code 4.

The enumerator enters status code 9 of the person in the household (not a household member) for persons for whom these relationship codes to the household reference person were determined:

- 60 (temporarily present),
- 61 (temporarily living abroad).

Serial number of the family in the household (column 10)

The enumerator must enter data for all members of a private household whose status of the person in the household is 1-4.

In column 10 the enumerator enters the same serial number of the family for all members of one family. For members of the first family code 1 is entered, for members of the second family code 2 is entered, etc.

If a household member is not a member of any family, the enumerator enters zero (0) in column 10. For a person living in the household alone (a single household), the enumerator always enters code 0.

[p. 26]

If members of three generations live in the household, members of the younger two generations form the family. For example, if a mother, a daughter and a grandson live in the household, the daughter and the grandson form the family while the mother is not a family member.

Position of the person in the family (column 11)

Family composition is determined by the position of a member within the family.

Code 1 (husband/wife, father/mother) is entered by the enumerator if a married couple with unmarried children or one of the parents with unmarried children live in the household.

Code 3 (unmarried partner) is entered by the enumerator only if both partners live in the same household.

Code 2 or 4 (child) is entered by the enumerator only for the child that has never been married or does not live in a consensual union and lives together with one or both parents. The child's age is not important.

Code 2 or 4 (child) is entered by the enumerator irrespective of whether the person for whom code 1 (father/mother) or code 3 (unmarried partner) was determined is child's biological father/mother. Code 2 or 4 (child) is also entered by the enumerator for all children of the spouse/unmarried partner and for all adopted children.

If a household member is not a member of any family, the enumerator enters code 5 in column 11. For a person living in the household alone (a single household), the enumerator always enters code 5.

If only a husband and a wife form a family (marriage), the enumerator enters code 1 for both of them. If unmarried children live together with their parents (father and mother), the enumerator enters code 1 for both parents and code 2 for their children.

If a father or mother lives in a single-parent family with unmarried children, the enumerator enters code 1 for the parent and code 2 for their children.

Unmarried partners are given code 3, irrespective of their marital status, while unmarried children living with them are given code 4.

12 Reason for the person being absent from the household

For every person temporarily absent from a private household at the time of the 2002 census the enumerator must determine the reason for absence.

13 Absence from the household for one year or more

Sign X is entered by the enumerator only for persons living abroad for more than one year. Shorter presence at the dwelling's address (e.g. visits at holidays, spending vacation) is not counted as living in Slovenia.

14 Reason for the person being present in the household or dwelling

For persons who are not household members but were temporarily living in the household/dwelling at the time of the 2002 Census, the enumerator determines the reason for presence and enters the appropriate code from the list of codes in column 14.

[p. 27]

15 Presence in the household or dwelling for one year or more

For persons who are not members of a private household but were temporarily living in the private household/usual dwelling at the time of the 2002 Census, the enumerator must not enter sign X. If a person has been living in a private household continuously for more than a year, the enumerator must count this person among members of the private household or as the second household in the same dwelling.

3.2 Institutional households

As a rule, an institutional household lives in an institutional dwelling; exceptionally also in a usual dwelling.

For members of an institutional household the enumerator enters data directly on the P-3 Census questionnaire for persons (questions 7 to 15).

Surname and name of the household member

In institutional households the enumerator does NOT enter surnames and names of household members but enters in row 01 on the first page the total number of members of the institutional household. For each person in an institutional household the enumerator must always fill in the P-3 Census questionnaire for persons. The enumerator must also not enter surnames and names of persons who are only temporarily present in the institutional household.

Identification number of the person IDOS

For members of an institutional household the enumerator does NOT enter the IDOS identification number of the person on the P-3 Census questionnaire for persons.

Relationship to the household reference person (description) and relationship to the household reference person (column 8)

For members of an institutional household the enumerator does not enter the relationship to the household reference person. The code of the relationship is entered directly on the P-3 Census questionnaire for persons so that for the first person in the institutional household code 20 is entered and for all other persons in the institutional household code 21 is entered.

Status of the person in the household (column 9)

Status of the person in the institutional household depends on:

Type of dwelling in which the household lives (usual or institutional household), which the enumerator determines on the P-2 Census questionnaire for dwellings, question 2;

Relationships to the household reference person (the reference person of an institutional household, member of an institutional household, not a member of an institutional household).

For members of an institutional household and persons who are not members of an institutional household, the enumerator does not enter the status of the person in the household. The code of the status of the person in the household is entered by the enumerator directly on P-3 Census questionnaires

for persons.

If an institutional household lives in a usual dwelling, the enumerator enters for the first person who has code 20 for the relationship to the household reference person code 5 for the status of the person in the household and for all other persons in the institutional household code 6.

If an institutional household lives in an institutional dwelling, the enumerator enters for the first person who has code 20 for the relationship to the household reference person code 7 for the status of the person in the household and for all other persons in the institutional household code 8.

If people live in an institutional household who are only temporarily present in the institutional household, the all get code 9.

[p. 28]

Serial number of the family in the household (column 10)

There is no family in an institutional household. For members of an institutional household the enumerator enters data on the serial number of the family directly on the P-3 Census questionnaire for persons so that all persons in the institutional household are given code 0.

Position of the person in the family (column 11)

For members of an institutional household the code of the position of the person in the family is entered by the enumerator directly on the P-3 Census questionnaire for persons so that all persons in the institutional household are given code 5.

12 Reason for the person being absent from the household

In an institutional household the enumerator does not collect data on absence.

13 Absence from the household for one year or more

In an institutional household the enumerator does not collect these data.

14 Reason for the person being present in the household or dwelling

For persons who are not members of an institutional household but were temporarily living in the household/dwelling at the time of the 2002 Census, the enumerator determines the reason for presence and enters the code of presence from the list of codes directly on the P-3 Census questionnaire for persons.

15 Presence in the household or dwelling for one year or more

For persons who are not members of an institutional household but were temporarily living in the household/dwelling at the time of the 2002 Census, the enumerator must not mark X. If a person lives in an institutional household continuously for a year or more, the enumerator must count them among members of an institutional household.

3.3 Persons temporarily residing in institutional dwellings

As a rule, these persons live in institutions for which the Ministry of the Interior is competent (e.g. asylum). For these persons no pre-printed P-3 Census questionnaires for persons exist because they have no residence status in Slovenia (e.g. asylum seekers, illegal refugees).

For persons living in institutional households for whom the enumerator according to the Guidelines for Enumerators filled in P-3 Census questionnaires for persons, the data are entered directly on the P-3 Census questionnaires for persons.

Surname and name of the household member

In institutional households the enumerator does NOT enter surnames and names of persons who are temporarily present in them. On page 2 in row 01 of the POM/GO List of persons in the household the enumerator enters the total number of persons temporarily living in the institutional household.

[p. 29]

Identification number of the person IDOS

For persons temporarily living in institutional households, the enumerator does NOT enter the IDOS identification number of a person on the P-3 Census questionnaire for persons.

Relationship to the household reference person (description) and relationship to the household reference person (column 8)

For persons temporarily living in institutional dwellings, the enumerator does not enter the relationships to the reference person. The code of the relationship is entered directly on the P-3 Census questionnaires for persons so that every person gets code 60.

Status of the person in the household (column 9)

For persons temporarily living in institutional dwellings, the enumerator does not enter the status of the person in the household. The code of the status of the person in the household is entered directly on the P-3 Census questionnaires for persons so that every person gets code 9.

14 Reason for the person being present in the household or dwelling

For persons temporarily living in institutional dwellings, the enumerator determines the reason for presence and enters the code of presence from the list of codes directly on the P-3 Census questionnaires for persons.

15 Presence in the household or dwelling for one year or more

Mark X can be entered by the enumerator on the P-3 Census questionnaires for persons only for persons who are not citizens of the Republic of Slovenia, who have been living in Slovenia for a year or more but who do not have the residence status regulated in Slovenia.

3.4 Number of persons in the household or dwelling

Data on the number of persons in the household or dwelling are entered by the enumerator at home.

For every household the enumerator enters in column F the total number of persons who are household members and are entered in column Surname and name of the household member.

The enumerator does not count persons temporarily living abroad for more than a year (in column 8 they have code 61) among household members; their number is shown in column H (persons who are not household members).

If in accordance with the Guidelines for Enumerators the enumerator does not enter in the POM/GO List of persons in the household surnames and names of household members, the data on the number of persons in the household are copied from the first row.

In column G the enumerator enters the number of men who are household members.

In column H the enumerator enters the total number of persons entered in column Surname and name of the person who is not a member of the household but was at the time of the 2002 Census temporarily present in the household/dwelling on page 2 of the POM/GO List of persons in the household.

[p. 30]

If in accordance with the Guidelines for Enumerators the enumerator does not enter surnames and names of persons who are not household members, the data on the number of persons are copied from row 01 on page 2 of the POM/GO List of persons in the household.

Column E is the sum of data from columns F and H.

[p. 31]

4. P-1 Census questionnaire for buildings

With the P-1 Census questionnaire for buildings data on buildings are collected. For each building the enumerator completes one P-1 Census questionnaire for buildings.

The enumerator completes the P-1 Census questionnaire for buildings in full for:

Buildings with at least one dwelling (occupied or not);

Buildings with other occupied premises that are not dwellings but are at the time of the 2002 Census used as dwellings;

Buildings with an institutional dwelling in which there is usually also a usual dwelling (e.g. the dwelling of the housekeeper or guard) or at the time of the 2002 Census a household lives in the premises of the institutional dwelling which does not use the services of the institutional dwelling (e.g. a room occupied by

a nurse in an old people's home);

Other structures (e.g. sheds, containers, wagons, trailers, tents, etc.) which are at the time of the 2002 Census used for residence.

The enumerator completes only questions 1 and 2 for:

Buildings without dwellings or other occupied premises for which the pre-printed P-1 Census

questionnaire for buildings was prepared (e.g. business buildings, schools, etc.);

Buildings with only institutional dwellings.

For buildings which according to the Guidelines for Enumerators do not need to be enumerated and no pre-printed P-1 Census questionnaire for buildings exist for them, the enumerator does not complete the P-1 Census questionnaire for buildings.

If there is no pre-printed P-1 Census questionnaire for buildings, but there are people, dwellings or other occupied premises in the building that according to the Guidelines for Enumerators must be enumerated, the enumerator completes in full only the P-1 Census questionnaire for buildings of the reserve of the census district (exceptionally also of the national reserve).

Address

On pre-printed P-1 Census questionnaires for buildings the address of the building is already printed. The pre-printed address is not corrected by the enumerator in case of renumbering or renaming.

If on pre-printed P-1 Census questionnaires for buildings the house number is missing and the enumerator establishes the actual house number while visiting, the number is entered into appropriate boxes.

On all P-1 Census questionnaires for buildings of the reserve of the census district or the national reserve the enumerator must enter the entire name of the settlement and street (if a settlement has a street system) and the house number or the addition to the house number, if the house has one. If the settlement has no street system, the name of the settlement does not need to be entered into the Street field.

[p. 32]

1 Filling in the questionnaire

Enumerator is marked by the enumerator if, on the basis of answers provided by the enumerated person, the enumerator entered most of the answers into the questionnaire.

Assessment is marked by the enumerator if most of the answers were entered by the enumerator on the basis of own observations or on the basis of other similar buildings in the census district or on the basis of data on the dwelling obtained from neighbours.

Questionnaire is not filled in is marked by the enumerator if:

According to the Guidelines for Enumerators the building does not need to be enumerated,

The census questionnaire can in no way be answered (e.g. a person prohibits access to the building or staying close to the building).

2 Why was the building not enumerated?

The question is answered if at question 1 the answer Questionnaire IS NOT FILLED IN was selected.

According to the census methodology it does not have to be enumerated is marked by the enumerator for:

A non-residential building which is entirely used for other purposes (business buildings, farm buildings, schools, kindergartens, hotels, etc.);

A building with only an institutional dwelling (old people's homes, upper secondary school and student residence, convents, asylums, etc.);

A building owned by a foreign country;

A building into which people can not yet move;

A building which is empty due to demolition.

It has been pulled down, i.e. it no longer exists is marked by the enumerator for a building which has been pulled down or is collapsing and is thus no longer fit for living or at this address a building no longer exists.

It is not possible to gather information is marked by the enumerator if in no way the P-1 Census questionnaire for buildings can be completed in full or at least in part, not even by providing an assessment.

There is no co-operation is marked by the enumerator if a person prohibits access to the building or staying close to the building.

If the enumerator marked It is not possible to gather information or There is no co-operation, data at questions 3, 4 and 5 MUST nevertheless be assessed and then the P-1 Census questionnaire for buildings must be completed.

3 Type of building with regard to construction:

Detached individual house is marked by the enumerator for a building that stands alone on the land and is by its original method of construction not a multi-dwelling building (e.g. block of flats, skyscraper, villa-block) even though there may be more than one dwelling in it (e.g. children and parents each have their own dwelling in the house which was built as a one-family house). This answer is also selected by the enumerator for vineyard cottages with dwellings.

Semi-detached house is marked by the enumerator when two houses are joined together on house fronting or have a common wall.

Row house is marked by the enumerator for the type of building constructed in a row. A row house has its entrance, its house number and two (or at least one) common walls or a common roof. Row houses can be single storey or multi storey, chain or atrium, built in a straight row, shifted row or terraced row. Multi-dwelling building (blocks of flats) that are built in a row are taken into account in the category of multi-dwelling buildings.

House with agricultural premises is marked by the enumerator for a building which in addition to residential area has agricultural premises (e.g. stable, hay barn, granary, etc.).

Multi-dwelling building is marked by the enumerator for blocks of flats, skyscrapers and older urban multi-dwelling buildings (e.g. buildings in city centres that were built close one to another and they do not look like modern multi-dwelling buildings). Multi-dwelling buildings have common staircases from which entrances lead into individual dwellings. In addition to dwellings, they can have business areas and other non-residential premises, which, however must not account for more than half of the building's total area.

Other type of building is marked by the enumerator for a building that can not be classified into any of the mentioned answers but has at least one dwelling or another occupied premise (e.g., various business buildings, schools, hospitals, hotels, old people's homes, upper secondary school and student residence, etc.)

Other is marked by the enumerator for various kinds of provisional premises which are not intended for permanent residence and do not meet the definition of a dwelling but were used by people at the time of the 2002 Census for residence (huts, containers, trailers, tents, wagons and other provisional premises). The enumerator enumerates these premises only if they are occupied.

[p. 33]

4 Type of building with regard to use:

Only residential is marked by the enumerator for buildings that are entirely used for residence. Thus they have no business premises (store, office, etc.) or premises for performing an agricultural activity (stable, hay barn, granary, etc.)

Important

A garage which is used only by residents in the building is not counted as a business premise.

Mostly residential is marked by the enumerator for buildings in which the major part of the area (more

than a half) is residential (dwellings) and the smaller part is non-residential (business premises or premises for agricultural activity).

For leisure and recreation is marked by the enumerator for buildings in which residential premises are used for leisure and recreation. These are houses for leisure and recreation (holiday house, vineyard cottage, etc.) and multi-dwelling buildings in which the major part of the area is used for leisure and recreation (dwellings that are used for leisure and recreation represent the major part of the building, while the smaller part is used for dwellings or other premises).

Building containing old people's home, student's residence, monastery, etc. is marked by the enumerator for buildings in which the major part of the area is intended for people living in an institutional dwelling, for student residence, etc. These buildings can have usual dwellings or other premises but they must represent the smaller part of the building's area.

Hotel is marked by the enumerator if at the time of the 2002 Census the hotel was used for permanent residence by one or more persons. Motels and similar accommodations (guesthouses) are also counted.

Other mostly non-residential building is marked by the enumerator for various business buildings, schools, kindergartens, hospitals and other buildings which are in full or predominantly used for non-residential purposes but were at the time of the 2002 Census used for permanent residence by one or more persons.

[p. 34]

5 Number of storeys in the building:

In boxes the enumerator enters the number of storeys in the building. Storeys are counted from the ground floor up. Ground floor and attic are not counted as storeys. For a building that has a basement, ground floor and first floor the enumerator enters 1 and for ground floor buildings 0.

6 Number of dwellings in the building:

When the enumerator enumerates all dwellings in the building, the number of dwellings in the building must be entered into the boxes.

The enumerator obtains the data by summing for an individual building data on dwellings entered in column C (1=yes) from the ST/PO List of buildings and dwellings.

7 Material mainly used for the bearing structure of the building (the frame or the bearing walls):

The enumerator marks the material used for most of the construction (bearing) walls and in case of frame (skeletal) buildings of the building's frame.

For buildings in which the predominant bearing system is the frame, the enumerator marks the material used for constructing the building's frame and the material used as filling. Frame structures are built so that first the frame bearing structure is set up and then it is closed. Frame structures are mostly made of reinforced concrete, sometimes also of steel. Frame structures are used for new office buildings and multi-dwelling buildings.

Masonry buildings are the so-called wall constructions. In this case the enumerator marks the material used for constructing bearing walls of the building. Masonry buildings are most frequently constructed of clay bricks, concrete bricks, stone or some other material. Walls can be reinforced with reinforced concrete anti-earthquake bonds (e.g. corners).

Individual houses are mostly masonry buildings.

Prefabricated houses are mostly made of wood (slabs attached to a wooden frame).

Brick is marked by the enumerator when bearing walls of the building are made of brick.

Concrete, reinforced concrete is marked by the enumerator when bearing walls of the building or the frame are made of concrete or reinforced concrete.

Stone is marked by the enumerator when bearing walls of the building are made of stone.

Wood is marked by the enumerator when bearing walls of the building are made of wood.

Combination of different construction materials is marked by the enumerator if it is not possible to

determine the predominant material used for the bearing structure.

Other is marked by the enumerator if the bearing structure is made of the material not stated in the classification above. The type of material must be written on the line.

8 Type of roofing:

At this question it is important what the material of the roofing is. The shape of the roof (flat, covered with tiles or corrugated plate, etc.) is not important.

Asbestos-cement is marked by the enumerator for roofing that contains environmentally dangerous asbestos. Most frequently it appeared in the form of corrugated asbestos-cement roofing and roofing sheets known as "eternit". Production of asbestos-cement roofing was prohibited at the end of the 1990s.

Fibre-cement (without asbestos) is marked by the enumerator for roofing which replaced asbestos-cement roofing and no longer contains asbestos. Fibre-cement sheets are corrugated or flat, small or large.

Brick is marked by the enumerator for roofing made of brick or baked clay.

Concrete is marked by the enumerator for roofing made of concrete that can be flat or the so-called concrete bricks (e.g. Bramac).

Sheet metal is marked by the enumerator for roofing made of e.g. tinned sheet, aluminium, copper, laminated sheet, etc. (e.g. Dekra, Gerard, Trimo).

Bitumen is marked by the enumerator for e.g. bituminous roofing shingles, bituminous membrane, roofing felt and other bitumen-based roofing. Bitumen roofing appears in the form of slabs or rolls that are usually sanded.

Natural materials is marked by the enumerator for roofing made of straw, stone, wood, etc.

Other is marked by the enumerator if the roofing is made of material that is not stated in the classification above.

[p. 35]

9 Has the roofing ever been changed?

The answer to this question is marked by the enumerator if at question 8 answer asbestos-cement was marked.

If the enumerator marked Yes, the year of the last change of roofing is entered into the fields. The four-digit year must be entered.

10 Year of construction of the building:

The enumerator enters the year in which the building was constructed. The four-digit year must be entered.

For buildings that were damaged or almost ruined but were later on restored, the enumerator enters the year of reconstruction or restoration and not the year of construction.

For finished dwellings in unfinished buildings, the enumerator enters the year when the dwelling was finished.

For unfinished but occupied buildings, the enumerator enters code 9997.

For provisionally occupied buildings, the enumerator enters code 9998.

[p. 36]

5. P-2 Census questionnaire for dwellings

With the P-2 Census questionnaire for dwellings data on dwellings are collected for each dwelling in the building and other premises that were at the time of the 2002 Census used as dwellings.

The enumerator completes the P-2 Census questionnaire for dwellings in full for:

- a) Occupied dwellings;
- b) Non-occupied dwellings;

- c) Temporarily occupied dwellings;
- d) Other premises that are not built for dwellings but were at the time of the 2002 Census used as dwellings;
- e) Dwellings that were at the time of the 2002 Census used as business premises but were not rearranged for this purpose;
- f) Usual dwellings in buildings with an institutional dwelling (e.g. the dwelling of the housekeeper or guard);
- g) Premises in an institutional dwelling in which at the time of the 2002 Census a household lives which does not use the services of the institutional dwelling (e.g. a room occupied by a nurse in an old people's home).

The enumerator completes only questions 1 and 2 for:

- a) Institutional dwelling;
- b) Other premises that according to the Guidelines for Enumerators do not need to be enumerated;
- c) Too many pre-printed P-2 Census questionnaires for dwellings in the building.

Answering the P-2 Census questionnaire for dwellings

The P-2 Census questionnaire for dwellings can be completed by:

The enumerator in full,

An adult household member (questions 8 to 29).

Questions 1 to 7 must always be completed by the enumerator.

If there is no pre-printed P-2 Census questionnaire for dwellings, but there are people in the dwelling or other occupied premise that according to the Guidelines for Enumerators need to be enumerated, the enumerator completes in full only the P-2 Census questionnaire for dwellings of the reserve of the census district (exceptionally also of the national reserve).

Address

On pre-printed P-2 Census questionnaires for dwellings the address of the dwelling is already printed. The pre-printed address is not corrected by the enumerator in case of renumbering or renaming.

If on pre-printed P-2 Census questionnaire for dwellings the house number is missing and the enumerator establishes the actual house number while visiting, the number is entered into the appropriate box.

On all P-2 Census questionnaires for dwellings of the reserve of the census district or the national reserve the enumerator must enter the entire name of the settlement and street (if a settlement has a street system) and enter the house number or the addition to the house number, if the house has one. If the settlement has no street system, the name of the settlement does not need to be entered into the Street field.

[p. 37]

1 Filling in the questionnaire

The answer to this question is entered by the enumerator after establishing whether or not the household decided for self-enumeration.

Self-enumeration is marked by the enumerator if the P-2 Census questionnaire for dwellings was answered by the person in the dwelling.

Enumerator is marked by the enumerator if answers on the P-2 Census questionnaire for dwellings were entered by the enumerator on the basis of answers provided by the enumerated person in the dwelling.

Assessment is marked by the enumerator if on the P-2 Census questionnaire for dwellings answers were entered by the enumerator on the basis of own observations or on the basis of other similar dwellings in the building or in the census district or on the basis of data on the dwelling obtained from neighbours.

Questionnaire is not filled in is marked by the enumerator for:

- An institutional dwelling;

Other premises that according to the Guidelines for Enumerators do not need to be enumerated;

Too many pre-printed P-2 Census questionnaires for dwellings in the building (dwelling does not exist);

A dwelling for which data can not be collected;

A dwelling in which a household lives that refused to give the data on the dwelling.

2 Why was the dwelling not enumerated?

The answer is entered by the enumerator determining why the P-2 Census questionnaire for dwellings could not be completed and why the dwelling for which the pre-printed P-2 Census questionnaire for dwellings exists was not enumerated.

The question is answered if at question 1 the answer Questionnaire is not filled in was selected.

According to the census methodology it does not have to be enumerated -- collective living quarters is marked by the enumerator for institutional dwellings (old people's homes, upper secondary school and student residence, convents, asylums, etc.) in which only people who are users of services of the institutional dwelling live.

According to the census methodology it does not have to be enumerated -- other premises is marked by the enumerator for dwellings owned by a foreign country; for dwellings that are empty and for which the permission to move in has not yet been issued; for dwellings from which people moved out due to demolition or which are no longer fit for living.

Dwelling does not exist is marked by the enumerator in case that the dwelling does not exist at the pre-printed address (e.g. the building was demolished) or the premise does not meet the definition of the dwelling and is not occupied. This answer is also marked by the enumerator if the number of pre-printed P-2 Census questionnaires for dwellings in the building is greater than the actual number of dwellings in the building.

It is not possible to gather information is marked by the enumerator if in no way (not even with an assessment) the P-2 Census questionnaire for dwellings can be completed in full. Even if the enumerator marked the answer "It is not possible to gather information", answers to questions 3, 4 and 9 must still be assessed.

There is no co-operation is marked by the enumerator if a person prohibits access to the dwelling. Even if the enumerator marked the answer "There is no co-operation", answers to questions 3, 4 and 9 must still be assessed.

[p. 38]

3 Number of the dwelling in the building:

The enumerator enters the answer for the dwellings in multi-dwelling buildings (block of flats, skyscraper, older multi-dwelling buildings).

The enumerator enters into appropriate fields the serial number of the dwelling, which is usually found above the entrance to the dwelling, or asks the people in the dwelling about it. The enumerator also enters other marks (e.g. letters, /, -, etc.), if the number has them.

All dwellings in multi-dwelling buildings must have the number of the dwelling. Dwellings that did not have the number got it before the 2002 Census. If the dwelling in a multi-dwelling building does not have a serial number (e.g. new entrance without a number, tenants do not want to attach it, etc.) but other dwellings in the building have it, persons in the dwelling or other tenants if the dwelling is empty tell the number to the enumerator. If no one can be asked about the dwelling's number, it is established on the basis of inferring from the numbers of neighbouring dwellings on the same floor or in the same building.

If no dwelling in a multi-dwelling building has a visible serial number of a dwelling, the enumerator must check with tenants if dwellings have serial numbers and enter it.

If no dwelling in a multi-dwelling building has a serial number and tenants do not have data on the serial

number, the enumerator enters NN (no number).

In the so-called individual houses dwellings do not have separate numbers. This is also true in the case of several dwellings in the house.

4 The housing unit is:

One of the first four answers is marked by the enumerator for occupied or non-occupied dwellings.

A dwelling is any structurally unified whole intended for residence, with one or more rooms, with or without appropriate utility spaces (kitchen, bathroom, toilet, hallway, larder, etc.) and with at least one separate entrance.

As a rule, the enumerator enumerates only finished dwellings. A finished dwelling is a dwelling in which all designed construction, finishing and installation works have been done so that it can serve its designated purpose.

With the 2002 Census exceptionally unfinished dwellings are enumerated if at the time of the 2002 Census they are used for residence. In the P-2 Census questionnaire for dwellings the enumerator enters data only for that part of the dwelling that is used by the household.

If the household throughout the year uses another room or kitchen which is separated from the main premises of the dwelling (e.g. it is located in another building in the yard or in the same building but has a separate entrance), the enumerator enumerates it as part of the dwelling and not as a separate dwelling. Separate auxiliary premises (toilet, larder, summer kitchen, etc.) which are not used during the entire year are not enumerated.

[p. 39]

If due to specific system of construction rooms are accessed directly from a hallway, a veranda or a yard, the enumerator enumerates all premises that the household uses as one dwelling.

One dwelling house is marked by the enumerator in case when there is only one dwelling in the building or when the entire house is used as one dwelling.

Apartment is marked by the enumerator for a dwelling with one or more rooms in a house, block of flats or other type of building. A house that was built as the so-called "family" house can have more than one dwelling, but each dwelling must have a separate entrance. In this case the enumerator enumerates each dwelling as a floor dwelling. If a building has e.g. a ground floor and another floor and premises on the first floor have entrance from a hallway which leads from a premise on the ground floor (e.g. hallway, living room), this is one dwelling on two floors.

Bedsit is marked by the enumerator for a small dwelling with one room, a bathroom and a hallway, and with or without a small kitchen (less than 4 m²).

Separate room is marked by the enumerator for a dwelling with one room without a kitchen and a bathroom. It can have a hallway, a toilet or a larder, but the total useful floor space of these utility spaces must not exceed 6 m².

Occupied room in a hotel, home, hospital (old people's home, student residence, etc.) is marked by the enumerator if at the time of the 2002 Census the room is occupied by a household that does not use the services of the institutional dwelling.

In this case the enumerator enters data for premises used ONLY by the enumerated household.

Occupied business premises is marked by the enumerator for premises that were not converted into a dwelling but were at the time of the 2002 Census used by the household as a dwelling (e.g. occupied shop, office, etc.).

In this case the enumerator enters data for premises used only by the enumerated household.

Provisionally occupied premises is marked by the enumerator for premises that are by the definition not dwellings or occupied rooms or business premises but were at the time of the 2002 Census used for dwelling (basement, attic, garage, hut, wagon, trailer, tent, etc.). The premise is enumerated only if occupied.

In this case the enumerator enters data for premises used ONLY by the enumerated household.

5 Ownership of the dwelling:

Private property of natural persons is marked by the enumerator for a dwelling:

That is owned by household members living in it;

That is privately owned by individuals who do not live in it but let it to other people;

Or the dwelling is unoccupied.

Property of the state, municipalities, public funds is marked by the enumerator for a dwelling owned by:

State (e.g. ministries, government offices, government agencies, etc.),

Municipalities,

Public funds (e.g. Housing Fund, Pension and Disability Insurance Fund, Health Insurance Fund, etc.).

[p. 40]

Property of public companies, public institutes is marked by the enumerator for a dwelling owned by:

Public companies (e.g. public utilities from the fields of municipal services, water supply, electricity supply, and other public companies),

Public institutes (universities, kindergartens, elementary schools, upper secondary schools, libraries, other public institutes from the fields of education, culture and health).

Property of private companies and other organisations (banks, insurance companies and other companies, chambers, co-operative societies, institutes) is marked by the enumerator for a dwelling that is not owned by the public sector but by various private companies, banks, insurance companies, chambers, institutions, etc., that are not public.

Property of religious institutions, societies, political parties, trade unions, charity organisations, etc. is marked by the enumerator for a dwelling owned by religious institutions and other organisations (societies, political parties, charity organisations, etc.).

Other is marked by the enumerator if the ownership of the dwelling cannot be determined with any of the answers given above. The enumerator enters the ownership of the dwelling in the appropriate fields.

6 Number of persons in the dwelling:

After all households in the dwelling are enumerated the enumerator enters in boxes the number of persons in the dwelling.

The enumerator copies the data for individual dwellings from the ST/PO List of buildings and dwellings, column E.

If the dwelling is not occupied or the P-2 Census questionnaire for dwellings is completed for another dwelling that the household uses at the same address, the enumerator enters 0.

7 Number of households in the dwelling:

After all households in the dwelling are enumerated the enumerator enters in boxes the number of households in the dwelling.

The enumerator copies the data for individual dwellings from the ST/PO List of buildings and dwellings, column D.

If the dwelling is not occupied or the P-2 Census questionnaire for dwellings is completed for another dwelling that the household uses at the same address, the enumerator enters 0.

[p. 41]

8 Position of the dwelling in the building:

Basement is marked by the enumerator for a dwelling in the basement (floor is more than 1 m below the ground).

Semi-basement is marked by the enumerator for a dwelling in the semi-basement (floor is less than 1 m below the ground).

Ground floor is marked by the enumerator for a dwelling on the ground floor (above the basement, semi-basement or above the ground if the building does not have a basement). This answer is marked also for a dwelling in mezzanine (between the ground floor and the first floor) and for provisionally occupied premises (hut, wagon, tent, etc.)

Floor above the ground floor is marked by the enumerator for a dwelling on the first, second, third, etc., floor. Floors are counted from the ground floor up. Basement, semi-basement, ground floor and attic are not counted as floors. The answer is marked by the enumerator also for dwellings that are on two floors in a multi-dwelling house or a multi-storey building (e.g. a block of flats, a skyscraper). In this case the enumerator enters the floor from which the dwelling is entered.

Two floors or more is marked by the enumerator for a dwelling that is on two floors or more (e.g. ground floor and first floor). These are mostly dwellings in one-dwelling houses.

Attic is marked by the enumerator for a dwelling located directly below the roof structure of the building.

9 Use of the dwelling

Only for residence is marked by the enumerator for a dwelling used by one or more households;

For a dwelling with only persons who actually live elsewhere (temporarily present);

For a dwelling of household members who temporarily live abroad and nobody lives in their dwelling.

For residence and business purposes is marked by the enumerator for a dwelling that is used by the household for residence as well as for business purposes (tailoring, hairdressing, shoemaking, etc.; letting rooms to tourists, practicing legal profession, painter's studio, dentist's practice, representative office, etc.).

Only for business purposes is marked by the enumerator for a dwelling in which nobody lives but which is entirely used for business purposes. In architectural sense, the dwelling is not converted into business premises. Dwellings used exclusively for letting rooms to tourists are also included here.

Temporarily unoccupied dwelling is marked by the enumerator for an unoccupied (empty) dwelling:

That is new and has not yet been occupied even though the permission to move in has been issued;

That was emptied due to moving, conversion, repair;

The owner of which lives in another dwelling and does not use this dwelling and does not let it to other persons.

Unoccupied (abandoned) dwelling is marked by the enumerator for a dwelling which has been abandoned for some time:

Because the owner moved out of the dwelling and did not let the dwelling to other people;

Because the owner died and the heirs did not let the dwelling to other people or do not use it for leisure and recreation.

The enumerator enumerates the dwelling as unoccupied (abandoned) if in architectural sense it is still fit for use or can be made fit for use with relatively small repair.

Other dwelling that the household uses at the same address is marked by the enumerator for the second, third, etc., dwelling that the household uses at the same address (in the same building or in the same yard). In boxes the enumerator enters the identification of the household (IDGO) that uses this dwelling.

During seasonal works in agriculture is marked by the enumerator for a dwelling that according to the definition is a dwelling but that the household uses only during seasonal works in agriculture.

For leisure and recreation is marked by the enumerator for a dwelling that according to the definition is a dwelling and is occasionally or several months a year used exclusively for leisure and recreation. Such a dwelling can be in a holiday house, a villa, a family house, a small wooden house, a multi-dwelling building, etc.

If at the time of the 2002 Census a household lives in a dwelling for leisure and recreation, the enumerator marks the answer only for residence.

Residential premises in so-called vineyard cottages are also enumerated by the enumerator as dwellings for leisure and recreation.

[p. 42]

10 The dwelling for leisure and recreation is in a

The answer is marked by the enumerator if at question 9 the answer for leisure and recreation was marked.

Holiday house is marked by the enumerator for a dwelling built or bought exclusively for leisure and recreation (in a holiday house, a villa, a fishing or hunting lodge, a log cabin, etc.), irrespective of the type of building material.

Family house is marked by the enumerator for a dwelling that was not built for leisure and recreation or which used to be used for residence but was at the time of the 2002 Census used exclusively for leisure and recreation.

Multi-dwelling building is marked by the enumerator for a dwelling for leisure and recreation in a multi-dwelling building (apartments, etc.).

11 Useful floor space of the dwelling in m2:

The enumerator enters whole numbers, right aligned.

Useful floor space of the dwelling is the sum of useful floor space of all rooms, kitchen and other utility spaces (bathroom, toilet, hallway), rooms that are smaller than 6 m2 and areas of enclosed terraces and verandas. The useful floor space includes floor space under walk-in closets.

The dwelling's floor space includes:

Floor space of the room and kitchen which are architecturally separated from the dwelling but were used throughout the year as part of the dwelling;

Floor space of rooms used for business purposes.

The dwelling's floor space does not include:

Floor space of open terraces, balconies and lodges;

Floor space of architecturally separated auxiliary premises (e.g. summer kitchen, bathroom, toilet);

Floor space under partition walls and outside walls;

Floor space of garages, basements, attics not fit for living.

[p. 43]

12 Number of rooms in the dwelling:

A room is a space intended for living and separated from other residential area with walls. It has direct daylight and at least 6 m2 of floor space.

An architecturally separate room that the household used throughout the year as part of the dwelling is

also taken into account in the number of rooms.

Rooms smaller than 6 square meters are not taken into account in the total number of rooms, even though their floor space is counted in the total floor space of the dwelling.

If there are no rooms with at least 6 m² of floor space, the enumerator must enter 0 into appropriate fields.

13 If the dwelling is used for business purposes, enter the number of rooms used only for business purposes

The enumerator enters the number of rooms used exclusively for business purposes.

The answer is entered for the dwelling which is used for residence and for business purposes or only for business purposes. If the dwelling is used for residence and for business purposes and none of the rooms is exclusively intended for business purposes, the enumerator enters 0 in appropriate boxes.

If a dwelling is used only for business purposes, the number of rooms for business purposes at question 13 must be the same as the number of rooms at question 12.

Letting of rooms to tenants is not counted as activity.

14 Kitchen in the dwelling:

Yes is marked by the enumerator if the dwelling has a premise which was during construction or later during conversion intended for kitchen and was at the time of the 2002 Census used as a kitchen.

A kitchen is also a so-called small kitchen and an architecturally separate kitchen that the household used throughout the year as part of its dwelling.

No is marked by the enumerator if the dwelling does not have a kitchen or if the household cooks in the hallway, bathroom, larder or some other auxiliary premise.

15 Floor space of the kitchen in m²:

The answer to this question is marked by the enumerator if at question 14 answer yes was marked. The enumerator enters whole numbers, right aligned.

If the kitchen is composed of two parts, a dining space and a working space (so-called kitchen niche), which are not entirely separated by a wall, the enumerator enters the floor space of the entire premise as a kitchen. A living room by the kitchen is entered as a room even if it is not separated from the kitchen by a wall.

[p. 44]

16 Bathroom in the dwelling:

Yes is marked by the enumerator if a dwelling has a premise with a bath or shower, piped water supply and sewage system, irrespective of whether they are connected to the public network or to some other facility.

No is marked by the enumerator if there is no bathroom or it is outside the dwelling in the same building.

17 Toilet in the dwelling:

A toilet in the dwelling can be in a separate premise or in the bathroom.

Flush toilet is marked by the enumerator if the dwelling has a flush toilet. Such a toilet has a device for flushing water under pressure, irrespective of whether it is connected to the sewage system or to a cesspool.

Non-flush toilet is marked by the enumerator if the dwelling has a toilet that does not flush.

There is no toilet in the dwelling is marked by the enumerator if there is no toilet in the dwelling or the toilet is outside the dwelling in the same building or in the yard.

18 Other premises within the dwelling:

At this question the enumerator can mark several answers.

Balcony is an enclosed protrusion in the wall above the ground floor or higher, which is connected with the interior by a door and has at least 1 m2 of floor space.

Terrace is a premise on a part of the building or along it.

Atrium is the interior yard surrounded by the building. It can be the result of constructing row houses in the shape of letters L, H and U.

Winter garden is a glazed premise on a part of the building or along it (e.g. extension of the living room into the garden).

Pantry is a premise intended for storing food.

Cellar is a floor below the ground floor or below the ground. This answer is marked by the enumerator for multi-dwelling buildings and individual houses.

The dwelling has none of the listed premises is marked by the enumerator if the dwelling does not have any of the mentioned premises.

Installations in the dwelling

The dwelling has piped water, sewage, electricity, gas and central heating installations if certain installation is in at least one premise of the dwelling. It is not important whether the installation is connected to a public network or some other facility. The answer about the piped water supply and sewage system which was at the time of the 2002 Census not yet connected is marked by the enumerator in view of the type of installation after it will be connected.

[p. 45]

19 Piped water supply:

From the water supply network is marked by the enumerator if water supply in the dwelling is connected to the public water supply network. A public water supply network is a network with associated facilities that supplies drinking water to at least five households or 20 people and is managed by a public service provider or a manager that is not a public service provider.

From individual rainwater tank is marked by the enumerator if piped water supply in the dwelling is connected to rainwater. A rainwater tank is a water supply facility that has at least a collection surface from which water is collected, a filter for water treatment and a collector.

From individual water accumulation facility is marked by the enumerator if water supply in the dwelling is connected to own water reservoir. Own water accumulation facility is a water source for less than 5 households or 20 people.

No piped water supply is marked by the enumerator if the dwelling does not have a piped water installation (is without running drinking water) or running drinking water is outside the dwelling in the building or in the yard.

20 Sewage system:

Sewage network is marked by the enumerator if the sewage system in the dwelling is connected to the public sewage network. A public sewage network is a network for discharge of waste water and rainwater from a connection in the settlement to outflow into open waters, ground or a treatment facility.

Non-drainable septic tank is marked by the enumerator if the sewage system in the dwelling is connected to a non-drainable septic tank. A non-drainable septic tank is a watertight collector of waste water from an individual building from which the collected waste water and excrement are taken

to a municipal treatment plant. A non-drainable septic tank can only be emptied by taking away the excrement.

Drainable septic tank is marked by the enumerator if the sewage system in the dwelling is connected to a drainable septic tank. A drainable septic tank is a collector of waste water from an individual building from which the collected waste water and excrement can be taken in three ways: by taking away the excrement, by discharging into groundwater or by discharging into surface waters.

Untreated discharge into the environment is marked by the enumerator if waste water from a pipe leading from the building is discharged directly into the environment (frequently on surface into a canal by the house, into a stream, a river, a lake, a sea, etc.).

No sewage system is marked by the enumerator if the dwelling does not have a sewage system or a flush toilet.

21 Electricity supply:

Yes is marked by the enumerator if the dwelling or at least one premise has electricity supply.

It is not important if electricity supply is connected to the network or not.

[p. 46]

22 Piped gas supply:

Natural gas supply network is marked by the enumerator if gas supply is connected to the public natural gas supply.

Liquefied petroleum gas supply network is marked by the enumerator if gas supply is connected to the public liquefied petroleum gas supply.

Dwelling's own tank or tank for a few neighbouring buildings is marked by the enumerator if the dwelling has liquefied petroleum gas supply (propane-butane) from own tank or a tank for a few buildings.

No piped gas supply is marked by the enumerator if the dwelling does not have a gas supply.

Gas supply is not a propane-butane gas cylinder installed in the dwelling.

23 Connection to telephone network:

Yes is marked by the enumerator if the dwelling has a connection to a stationary telephone network.

24 Connection to cable TV network:

Yes is marked by the enumerator if the dwelling has a connection to a cable TV network.

25 Central heating:

Yes is marked by the enumerator for a dwelling that has central heating or storey central heating.

A dwelling has central heating even if it has storey central heating but the installation is not used.

26 Type of heating in the last heating season:

District heating (heating plant or large district boiler house) is marked by the enumerator for a dwelling that receives heat from a heating plant or a boiler house supplying a city or a larger area. Supply takes place via a public heat distributing company.

Boiler house supplying neighbouring buildings is marked by the enumerator for a dwelling that receives heat from a common boiler house in one of the buildings or from another heat source supplying several neighbouring buildings.

Central heating device only for your building (in a house or block of flats) is marked by the enumerator if a one-dwelling house or a multi-dwelling house (building) in which the dwelling is located has its own boiler room supplying the dwelling or dwellings in the building.

Storey central heating (only for the apartment) is marked by the enumerator for a dwelling where heating is installed in one or more dwellings in a multi-dwelling building (block of flats, house, etc.) that does not have common central heating.

The dwelling has no central heating (it is heated by various stoves, fireplaces) is marked by the enumerator for dwellings that have no central heating but are heated by various individual heating devices such as solid fuel stoves, gas stoves, electricity stoves or fireplaces.

The dwelling is not heated is marked by the enumerator for dwellings that are not heated.

[p. 47]

27 Source of heating in the last heating season:

If any of the mentioned sources was used for heating the dwelling, the enumerator must mark it. Several answers can be marked.

The enumerator marks sources of heating used in the last heating season (from 15 October 2001 to the census day).

The dwelling is heated if at least one premise in the dwelling is heated, irrespective of whether cooking takes place in it.

28 If you marked more than one source under question 27, enter the number of the main source of heating:

The answer to this question is marked by the enumerator if at question 27 more than one answer was marked.

The enumerator enters the number in brackets at the source of heating used the most in the last heating season.

If the enumerator marked only one answer at question 27, question 28 is not answered.

29 Has the dwelling ever been renovated?

If yes is marked by the enumerator, in the fields the year of the last renovation must be entered. The enumerator enters a four-digit year.

Renovation and other major works must be taken into account with which exterior and interior walls can be changed, the arrangement or purpose of rooms can be altered, the life span of the dwelling can be prolonged or its value can be considerably increased.

As renovation of the dwelling the enumerator takes into account the conversion of the attic into a dwelling, conversion of the basement or a business premise into a dwelling, etc.

The enumerator does not take into account maintenance, e.g. painting, lacquering parquet, replacing windows, doors, etc. Maintenance preserves the value of the dwelling and enables its normal use.

[p. 48]

6. P-3 Census questionnaire for persons

With the P-3 Census questionnaire for persons data on persons will be collected as provided for in Article 6 of the Census Act and which the Office could not take over from appropriate administrative or statistical sources.

Answering the P-3 Census questionnaire for persons

The P-3 Census questionnaire for persons can be completed by:

The enumerator in full,

The enumerated person (questions 22 to 49),
An adult household member for other household members (questions 22 to 49).

Questions 1 to 21 must always be completed by the enumerator.

1 Surname

Name

On the P-3 Census questionnaire for persons of the regular pre-print the surname and name are already printed in full. Surnames and names printed on the P-3 Census questionnaire for persons are not corrected by the enumerator.

If the enumerated person changed the surname or name, the enumerator enters the new surname or name into the POM/GO List of persons in the household.

If reserve P-3 Census questionnaires for persons are used, surnames and names are copied from the POM/GO List of persons in the household.

f

2 Address

On pre-printed P-3 Census questionnaires for persons the address of the person's permanent or temporary residence is printed. The pre-printed address is not corrected by the enumerator in case of renumbering or renaming.

If on pre-printed P-3 Census questionnaires for persons the house number is missing and the enumerator establishes the actual house number while visiting, the number is entered into appropriate boxes.

On all P-3 Census questionnaires for persons of the reserve of the census district or the national reserve the enumerator must enter the entire name of the settlement and street (if a settlement has a street system) and the house number or the addition to the house number, if the house has one. If the settlement has no street system, the name of the settlement does not need to be entered into the Street field.

3 PIN (personal identification number)

On most pre-printed P-3 Census questionnaires for persons PIN is printed in full. Only for persons who have an invalid PIN the last six digits have zeros. In this case at question 4 the sex is not marked.

On all P-3 Census questionnaires for persons of the reserve of the census district or the national reserve the enumerator must enter PINs. In this case the enumerated person must present the appropriate document with PIN (e.g. identity card, passport, driver's licence, birth certificate for children). If the enumerator can not obtain PIN for a person, in the first seven boxes the date of birth must be entered and the next six boxes must be left empty. Entering the date of birth the enumerator must take into account the following rules:

In boxes marked DD the day of birth is entered, including the leading zeros (01, 02, etc.);

In boxes marked MM the month of birth is entered, including the leading zeros (January - 01, February - 02, etc.);

In boxes marked LLL the year of birth is entered without the first digit marking the century (e.g. 1954 - 954, 2001 - 001).

The date of birth 9 April 1965 is entered in this way: (picture from the questionnaire with entered numbers).

[p. 49]

4 Sex

On pre-printed P-3 Census questionnaires for persons sex is marked with X, except for persons without valid PINs. In this case the sex is marked by the enumerator. Sex is also marked on all P-3 Census questionnaires for persons of the reserve of the census district or the national reserve.

5 Filling in the questionnaire

For persons who answered the P-3 Census questionnaire for persons themselves (self-enumeration), the enumerator marks the answer only after collecting census questionnaires, irrespective of who in the household answered the P-3 Census questionnaire for persons for household members.

Enumerated person (self-enumeration) is marked by the enumerator if the P-3 Census questionnaire for persons was answered by the enumerated person according to the self-enumeration method. The P-3/NV Statement is not necessary.

Other household member (self-enumeration) -- in the presence of the person enumerated is marked by the enumerator when answers to the P-3 Census questionnaire for persons for the enumerated person aged 14 or more were entered by another person from the same household. The P-3/NV Statement is not necessary.

Other household member (self-enumeration) -- the person was not present, P-3/NV Statement exists is marked by the enumerator if the P-3 Census questionnaire for persons for the enumerated person aged 14 or more was answered by another member of the same household and the enumerated person was absent. In this case questions on nationality/ethnicity and religion on the P-3 Census questionnaire for persons for this person must not be answered. The P-3/NV Statement is collected by the enumerator in the household together with the P-3 Census questionnaire for persons.

Other household member (self-enumeration) -- the person was not present, P-3/NV Statement does not exist is marked by the enumerator if the P-3 Census questionnaire for persons for the enumerated person aged 14 or more was answered by another member of the same household and the enumerated person was absent. Answers to questions on nationality/ethnicity and religion on the P-3 Census questionnaire for persons for this person must be marked Answer not possible because for the absent person the P-3/NV Statement does not exist.

Other household member (self-enumeration) -- P-3/NV Statement is not necessary is marked by the enumerator on every P-3 Census questionnaire for persons on which a person who has not yet completed 14 years of age was enumerated.

[p. 50]

Enumerator -- in the presence of the person enumerated is marked by the enumerator when the P-3 Census questionnaire for persons was answered by the enumerator for a person aged 14 years or more in the presence of the enumerated person. The P-3/NV Statement is not necessary.

Enumerator -- the person was not present, P-3/NV Statement exists is marked by the enumerator if the P-3 Census questionnaire for persons was answered by the enumerator and the person aged 14 years or more was not present. Questions on nationality/ethnicity and religion on the P-3 Census questionnaire for persons for this person must not be answered. They must be marked on the P-3/NV Statement that the enumerator collected from the household.

Enumerator -- the person was not present, P-3/NV Statement does not exist is marked by the enumerator if the P-3 Census questionnaire for persons was answered by the enumerator and the person aged 14 years or more was not present. Answers to questions on nationality/ethnicity and religion on the P-3 Census questionnaire for persons for this person must be marked Answer not possible because for the absent person the P-3/NV Statement does not exist.

Enumerator -- P-3/NV Statement is not necessary is marked by the enumerator on every P-3 Census questionnaire for persons answered for a person who has not yet completed 14 years of age.

Questionnaire is not filled in is marked by the enumerator only on pre-printed P-3 Census questionnaire for persons if for various reasons a contact with a person from the OS/PO List of persons was not established or a person no longer lives in the census district.

6 Why was the person not enumerated?

The answer is entered by the enumerator determining why the P-3 Census questionnaire for persons was not answered or why the person for whom the pre-printed P-3 Census questionnaire for persons exists was not enumerated.

Further answering of the P-3 Census questionnaire for persons depends on the reason that the

enumerator marked at question 6.

Lives elsewhere in Slovenia is marked by the enumerator for a person who no longer lives at the pre-printed address because between the preparation for pre-printing of the P-3 Census questionnaire for persons and the census date this person moved or no longer lives at this address even though this is still his or her registered permanent or temporary residence. The enumerator marks this answer only if other household members or persons living at this address or neighbours could provide this information.

The enumerator does not enter persons living elsewhere in Slovenia into the POM/GO List of persons in the household. On the P-3 Census questionnaire for persons the enumerator does not enter identifications of the census questionnaire (IDST and IDGO) and finishes enumeration for this person. In this case the P-3 Census questionnaire for persons is eliminated and put at the beginning of the folder with already answered census questionnaires.

Moved abroad more than one year ago is marked by the enumerator for a person who no longer lives at the pre-printed address because he or she moved abroad but did not de-register permanent or temporary residence in Slovenia. The enumerator marks this answer only if other household members or persons living at this address or neighbours could provide this information.

The enumerator does not enter persons living abroad for more than a year into the POM/GO List of persons in the household. On the P-3 Census questionnaire for persons the enumerator does not enter identifications of the census questionnaire (IDST and IDGO) and finishes enumeration for this person. In this case the P-3 Census questionnaire for persons is eliminated and put at the beginning of the folder with already answered census questionnaires.

Lives abroad temporarily is marked by the enumerator only for persons temporarily living abroad who still have registered permanent residence in Slovenia. For these persons the enumerator must enter in column 12 of the POM/GO List of persons in the household code 4 or 7 and mark X in column 13.

The enumerator marks this answer only if all household members live temporarily abroad. Such a household can have a dwelling in Slovenia; in some cases it has no dwelling in Slovenia. The enumerator marks this answer only if other persons living at this address or neighbours could provide this information.

[p. 51]

Further answering of the P-3 Census questionnaire for persons

The enumerator enters persons temporarily living abroad (entire household temporarily living abroad) into the POM/GO List of persons in the household. On the P-3 Census questionnaire for persons the enumerator enters identifications of the census questionnaire (IDST and IDGO) and answers for these persons all data in the POM/GO List of persons in the household as required by the guidelines. Then they are copied to individual P-3 Census questionnaires for persons. Questions 16 to 49 on the P-3 Census questionnaire for persons are not answered.

If a household has a dwelling in Slovenia, it is enumerated according to guidelines for answering P-1 Census questionnaires for buildings and P-2 Census questionnaires for dwellings.

If a household does not have a dwelling in Slovenia or the enumerator can not determine it, on the P-2 Census questionnaire for dwellings at question 1 the answer Questionnaire is not filled in is marked and at question 2 the answer Dwelling does not exist is selected. The P-1 Census questionnaire for buildings is answered according to Guidelines for Enumerators.

Was not accessible at the time of the Census is marked by the enumerator only for persons who could not be reached. (The person could not be reached at the address pre-printed on the P-3 Census questionnaire for persons in four attempts despite leaving in the household the Notice about the repeated visit three times).

The enumerator marks this answer only if all household members could not be reached and the enumerator got from other persons living at this address or from neighbours the information that the person for whom the pre-printed P-3 Census questionnaire for persons exists actually lives at this address.

Further answering of the P-3 Census questionnaire for persons

The enumerator enters persons who are not accessible (the entire household is not accessible) into the

POM/GO List of persons in the household. On the P-3 Census questionnaire for persons the enumerator enters identifications of the census questionnaire (IDST and IDGO) and answers for these persons all data in the POM/GO List of persons in the household as required by the guidelines. Then they are copied to individual P-3 Census questionnaires for persons. Questions 16 to 49 on the P-3 Census questionnaire for persons are NOT answered. In accordance with Guidelines for Enumerators, the enumerator answers the P-1 Census questionnaire for buildings and the P-2 Census questionnaire for dwellings for the dwelling in which the household lives.

[p. 52]

Died is marked by the enumerator for a person who died between the preparation for pre-printing of the P-3 Census questionnaire for persons and the census date. The enumerator marks this answer only if other household members or persons living at this address or neighbours could provide this information.

The enumerator does not enter the person who died into the POM/GO List of persons in the household. On the P-3 Census questionnaire for persons the enumerator does not enter identifications of the census questionnaire (IDST and IDGO) and finishes enumeration for this person. In this case the P-3 Census questionnaire for persons is eliminated and put at the beginning of the folder with already answered census questionnaires.

Is not known at the address is marked by the enumerator for a person for whom the pre-printed P-3 Census questionnaire for persons exists but this person is not known at the address or the enumerator could not obtain information upon which a different reason for not enumerating the person could be determined.

The enumerator does not enter the person who is not known at the address into the POM/GO List of persons in the household. On the P-3 Census questionnaire for persons the enumerator does not enter identifications of the census questionnaire (IDST and IDGO) and finishes enumeration for this person. In this case the P-3 Census questionnaire for persons is eliminated and put at the beginning of the folder with already answered census questionnaires.

Did not co-operate is marked by the enumerator for a person who refused to provide answers or a person who could not be persuaded to co-operate even by the regional instructor.

The enumerator can mark this answer only for an individual person in the household or for all persons who are household members. In the household the enumerator must obtain basic data on household structure.

The enumerator enters persons who refuse to co-operate (individual member of the entire household) into the POM/GO List of persons in the household. On the P-3 Census questionnaire for persons the enumerator enters identifications of the census questionnaire (IDST and IDGO) and answers for these persons all data in the POM/GO List of persons in the household as required by the guidelines. Then they are copied to individual P-3 Census questionnaires for persons. Questions 16 to 49 on the P-3 Census questionnaire for persons are not answered. In accordance with Guidelines for Enumerators, the enumerator answers the P-1 Census questionnaire for buildings and the P-2 Census questionnaire for dwellings for the dwelling in which the household lives.

[p. 53]

7 IDOS of the household reference person

IDOS of the household reference person is the Person's identification number entered in row 01 of the first page of the POM/GO List of persons in the household. The data for household members must be copied by the enumerator from the POM/GO List of persons in the household.

All members of the same household have the same IDOS of the household reference person.

For the household reference person IDOS of the reference person must also be entered.

For persons who according to Guidelines for Enumerators are not entered into the POM/GO List of persons in the household (institutional households), the enumerator enters data directly on the P-3 Census questionnaire for persons so that all persons in the institutional household have the IDOS of the person for whom at question R 8 code 20 was selected.

For persons who are not household members, the enumerator does not enter anything in boxes a

question R 7 (leaves the boxes empty).

8 Relation to the household reference person

The data are copied by the enumerator from column 8 of the POM/GO List of persons in the household for all persons, irrespective of whether they are household members or they are only temporarily present in the household/dwelling.

For a person living in the household alone (a single household), the enumerator always enters code 00.

For persons who according to Guidelines for Enumerators are not entered into the POM/GO List of persons in the household (institutional households), the enumerator enters data directly on the P-3 Census questionnaire for persons so that the first person in the institutional household gets code 20 and all other persons in the institutional household get code 21.

For persons who are not household members and who according to Guidelines for Enumerators are not entered into the POM/GO List of persons in the household, the enumerator enters for all persons code 60 directly on the P-3 Census questionnaire for persons.

9 Status of the person in the household

The data are copied by the enumerator from column 9 of the POM/GO List of persons in the household, irrespective of whether they are household members or they are only temporarily present in the household/dwelling.

For a person living in the household alone (a single household), the enumerator always enters code 1.

For persons who according to Guidelines for Enumerators are not entered into the POM/GO List of persons in the household (institutional households), the enumerator enters data directly on the P-3 Census questionnaire for persons so that first it is established whether the institutional household lives in a usual or institutional dwelling.

If an institutional household lives in a usual dwelling, the enumerator enters for the first person who has code 20 as relationship to the household reference person code 5 as status of the person in the household and to all other members in the institutional household code 6.

If an institutional household lives in an institutional dwelling, the enumerator enters for the first person who has code 20 as relationship to the household reference person code 7 as status of the person in the household and to all other members in the institutional household code 8.

For persons who are not household members and who according to Guidelines for Enumerators are not entered into the POM/GO List of persons in the household, the enumerator enters for all persons code 9 directly on the P-3 Census questionnaire for persons.

[p. 54]

10 Serial number of the family in the household

The data for household members are copied by the enumerator from column 10 of the POM/GO List of persons in the household for all persons.

For a person who is living in the household alone (a single household) or is not a member of any family, the enumerator always enters code 0.

For persons who according to Guidelines for Enumerators are not entered into the POM/GO List of persons in the household (institutional households), the enumerator enters data directly on the P-3 Census questionnaire for persons so that for all persons in the institutional household code 0 is entered.

For persons who are not household members, the enumerator does not enter anything in boxes at the serial number of the family in the household (leaves the boxes empty).

11 The position of the person as a family member

The data for household members are copied by the enumerator from column 11 of the POM/GO List of persons in the household for all persons.

For a person who is living in the household alone (a single household) or is not a member of any family, the enumerator always enters code 5.

For persons who according to Guidelines for Enumerators are not entered into the POM/GO List of persons in the household (institutional households), the enumerator enters data directly on the P-3 Census questionnaire for persons so that for all persons in the institutional household code 5 is entered.

For persons who are not household members and who according to Guidelines for Enumerators are not entered into the POM/GO List of persons in the household, the enumerator enters for all persons code 5 directly on the P-3 Census questionnaire for persons.

12 The reason for the person being absent from the household

The data for household members are copied by the enumerator from column 12 of the POM/GO List of persons in the household.

The reason for a person's absence from an institutional household is not entered.

13 The person has been absent from the household for one year or more

The data for household members are copied by the enumerator from column 13 of the POM/GO List of persons in the household.

The reason for a person's absence from an institutional household for more than a year is not entered.

14 The reason for the person being present in the household/dwelling

For persons who are not household members and who according to Guidelines for Enumerators are not entered into the POM/GO List of persons in the household, the enumerator enters the code of the reason for presence directly on the P-3 Census questionnaire for persons.

[p. 55]

15 The person has been present in the household/dwelling for one year or more

For persons who are not household members and who according to Guidelines for Enumerators are not entered into the POM/GO List of persons in the household, the enumerator enters X directly on the P-3 Census questionnaire for persons.

16 Housing situation of the person:

Owner, co-owner is marked by the enumerator for persons who own or co-own the dwellings in which they live. This answer can be marked for one or more persons if they are joint owners or co-owners of the dwelling.

Tenant is marked by the enumerator for persons in whose name the dwelling was rented.

Subtenant is marked by the enumerator for persons who have subtenancy agreement with the owner or tenant in the dwelling.

Family member or relative of the owner, co-owner is marked by the enumerator for example for the spouse, children, brothers, sisters, parents, grandparents and other relatives of the owner or co-owner who are not owners, co-owners, tenants or subtenants in the dwelling in which they live. The owner or co-owner of the dwelling may or may not live in the dwelling together with others.

Family member or relative of the tenant, subtenant is marked by the enumerator for example for the spouse, children, brothers, sisters, parents, grandparents and other relatives of the owner or co-owner who are not owners, co-owners, tenants or subtenants in the dwelling in which they live. The tenant or subtenant of the dwelling may or may not live in the dwelling together with others.

Other is marked by the enumerator for persons who are not owners, co-owners, tenants or subtenants or their family members or relatives. These can be persons who live in the dwelling with owners, co-owners, tenants or subtenants but are not related to them. Or they can be members of the household using the dwelling but not renting, sub-renting or owning it.

17 Does the person own/co-own a dwelling?

The question refers to dwellings, residential houses or holiday houses.

If the person is the owner/co-owner of the dwelling in which (s)he is enumerated, the enumerator does not take the dwelling into account. The answer is marked by the enumerator only for possible second dwellings owned by the person.

Yes, owner is marked by the enumerator if a person owns one or more dwellings in Slovenia or abroad.

Yes, co-owner is marked by the enumerator if a person is a co-owner of one or more dwellings in Slovenia or abroad.

No is marked by the enumerator if a person is not owner or co-owner of any other dwelling in Slovenia or abroad.

If a person is the owner or co-owner of another dwelling in Slovenia and/or abroad, the enumerator marks the answer at item 1 and item 2.

[p. 56]

For questions 18 to 21 the enumerator enters answers only for the household reference person

18 Number of persons in the household

The enumerator enters the data about the number of persons in the household at home. The data are copied from column F -- Number of persons in the household/dwelling on the POM/GO List of persons in the household.

19 Tenure status of the dwelling

Owner, co-owner is marked by the enumerator if one of the household members is the owner or co-owner of the dwelling.

Tenant in a non-profit dwelling is marked by the enumerator if the household lives in a non-profit dwelling and pays a non-profit rent. The tenancy agreement is concluded for an unspecified time.

Tenant in a profit dwelling is marked by the enumerator if the household pays to the owner a profit rent.

Tenant in a social dwelling is marked by the enumerator if the household lives in a social dwelling and pays a non-profit rent. The tenancy agreement for a specified time is concluded with the municipality which provides the social dwelling to the beneficiary.

Tenant in an employment-tied dwelling is marked by the enumerator if the household lives in a dwelling owned by the employer. The tenancy agreement is concluded for a specified time. Caretakers' dwellings are included here.

Subtenant is marked by the enumerator if the household uses only a part of the owner's or tenant's dwelling. This answer is marked by the enumerator also if the entire dwelling whose owner or tenant is abroad is used by the household (in this case two households are enumerated in the same dwelling).

User is marked by the enumerator if the household lives in a dwelling but is not the owner, co-owner, tenant or subtenant and does not pay a rent for living in it. The owner or tenant can be a legal person (e.g. a monastic society lives in a usual dwelling) or a close relative (parents, children, grandparents, etc.). It is not important whether the relative lives in the dwelling or not.

Other is marked by the enumerator for:

Single or family household living in an old people's home, in a residence for single persons, in a hotel, etc.;

Institutional household living in an old people's home, a monastery.

Into the appropriate field the enumerator enters e.g. monastery, old people's home.

20 Does your household have a garage?

A garage:

Is a part of an individual house,
Is a part of a multi-dwelling building,
Stands as a separate building,
Is in a garage building which can be above ground or below ground.

Yes, its own is marked by the enumerator if the household owns the garage.

Yes, rented is marked by the enumerator if the household uses a rented garage.

Yes, its own and rented is marked by the enumerator if the household owns a garage but also uses a rented one.

Rented parking premises in public car-park buildings should not be taken into account as garages.

[p. 57]

21 Does your household produce food for market or home consumption?

The area of the land that the household uses for producing food is not important. Rented kitchen gardens are also taken into account.

Yes, crop products is marked by the enumerator if the household produces various types of cereals, other arable crops, vegetables, fruit and other food products of plant origin for market or home consumption.

Yes, animal products is marked by the enumerator if the household breeds cattle, pigs, horses, sheep, goats, poultry, rabbits, etc., for meat and/or for producing other animal products such as milk, wool, honey, etc., for market or home consumption.

Yes, crops and animal products is marked by the enumerator if the household produces at least one of the mentioned types of food of plant or animal origin for market or home consumption.

22 At the address entered under question 2, on 31 March 2002 at 12 p.m. you were

Present is marked by the enumerator for household members who do not have in the POM/GO List of persons in the household entered answer to the question about the reason for the person being absent from the household.

Temporarily absent is marked by the enumerator for household members who have in the POM/GO List of persons in the household entered answer to the question about the reason for the person being absent from the household.

Temporarily present is marked by the enumerator for all persons who are not household members.

23 One year ago, that is on 31 March 2001, you lived

For most persons the data are collected from the pre-census database. The question will be answered mostly by persons who during the last year moved to Slovenia from abroad, i.e. were not living in Slovenia one year ago.

At the address entered under question 2 is marked by the enumerator for persons who did not move during the last year.

In the same locality but at a different address is marked by the enumerator for persons who during the last year changed their residence within the settlement in which they are enumerated.

In another locality in Slovenia is marked by the enumerator for persons who during the last year moved to the census settlement from another settlement in Slovenia. In this case the enumerator enters the entire name of the settlement in which the person lived on 31 March 2001 and the name of the municipality to which the settlement belongs.

In a foreign country is marked by the enumerator for persons who a year ago did not live in Slovenia but in a foreign country. In this case the enumerator enters the name of the country.

The question does not need to be answered for children born between 1 April 2001 and 31 March 2002.

[p. 58]

24 Your first residence after birth was

The first residence after birth is the place (settlement and municipality or foreign country) in which the mother had her residence when the enumerated person was born. The enumerator thus does not enter the actual birthplace (e.g. place of the maternity hospital) but data on the first residence after the person's birth.

In the town entered under question 2 is marked by the enumerator if the person still lives in the settlement in which (s)he lived after birth.

In a different locality in Slovenia is marked by the enumerator if the person no longer lives in the same settlement in which (s)he lived after birth. In this case the enumerator enters the full name of the settlement in which the person lived after birth and the name of the municipality to which the settlement belongs.

In a foreign country is marked by the enumerator if after birth the person did not live in Slovenia but in a foreign country. In this case the enumerator enters the name of the foreign country.

The enumerator must take into account countries that are internationally recognised at the time of the census, which is especially important for persons who after birth lived in the former Yugoslavia. In addition to Slovenia, in the territory of former SFRJ the following countries existed at the time of the census: Bosnia and Herzegovina, Croatia, Macedonia and Yugoslavia.

For persons born during World War II whose mother was deported into another place in Slovenia or into another country, the enumerator enters as the first residence after birth the place from which the mother was deported.

25 From which country did you first move to Slovenia?

The question is answered by persons who had their first residence outside Slovenia, which means that they had to move to Slovenia. For these persons the enumerator marked the third answer at question 24 and entered the foreign country of first residence.

The enumerator enters the foreign country from which the person first moved to Slovenia. See explanation for entering countries at question 24.

The country of first residence, entered at question 24, is not necessarily the country from which the person first moved to Slovenia.

In case of several moves from abroad to Slovenia, the enumerator must take into account only the first move.

26 Year when you first moved to Slovenia

The question is answered by persons who answered question 25.

Answering this question, the year of actual first move to Slovenia must be taken into account and not the year of administrative registration of this move in Slovenia (registration of permanent or temporary residence in Slovenia).

[p. 59]

27 Have you immigrated to the locality of the census?

Migration is the change of locality of residence.

Yes is marked by the enumerator for persons who:

- a) No longer live in the settlement of the first residence or in the settlement in which they lived after birth;
- b) Live in the settlement in which they lived after birth but they moved from it in the past and returned some time later.

Migration is not:

- a) Birth in a maternity hospital if the person moved immediately after birth to a settlement where the mother had her first residence;
- b) Temporary absence from the settlement of work, schooling, etc.;
- c) Deportation during World War II if after the war the person returned to the settlement in which (s)he had lived and in which (s)he is living at the time of the 2002 Census;
- d) Change of residence in the same settlement if the person moved from one part of the settlement to another, from one street to another (the enumerator must be careful about that, especially in larger settlements such as Ljubljana, Maribor, Novo mesto, Koper, etc.);
- e) If a person moved from one settlement to another but later on these two settlements were joined into one (e.g. entvid pri Ljubljani joined Ljubljana).

28 What was the main reason for immigrating to this locality?

The answer must be marked by the enumerator for persons for whom at question 27 yes was marked.

Employment is marked by the enumerator if immigration to the settlement in which the person is enumerated was the result of first employment, change in employment or reemployment.

Change in the housing situation is marked by the enumerator if the person immigrated in order to buy or rent a dwelling, conclude a subtenancy agreement for the dwelling, because (s)he built own house in the settlement in which (s)he was enumerated.

Migration of the "family" is marked by the enumerator for dependent family members or dependent household members who immigrated to the settlement together with the person supporting them and for whom the enumerator marked the actual reason for immigration.

Education is marked by the enumerator if the main reason for immigration was education.

Marriage, cohabitation is marked by the enumerator for the household member who moved in with the spouse/partner - who had already been living in the settlement in which they are enumerated - in order to form a family or a consensual union.

Other is marked by the enumerator for all other reasons that are not stated above (e.g. humanitarian reasons, asylum seeking, divorce, etc.). In this case the enumerator enters the reason for immigration.

[p. 60]

29 Nationality/ethnicity

Nationality/ethnicity is being a member of a group of persons with the same origin and/or culture, expressed in language and/or religious and/or other characteristics by which the group differs from other groups of population.

The question is intended for all persons. According to Article 61 of the Constitution of the Republic of Slovenia, everyone has the right to freely express national or ethnic affiliation.

For persons over 14 years of age who were at the time of the census and visit by the enumerator absent from the household, the enumerator leaves the P-3/NV Statement and a pre-paid envelope.

According to Article 10 of the Census Act a person is not obliged to state his or her national/ethnic affiliation.

The enumerator must read to persons the possible answers. The answer to the question about nationality/ethnicity must be entered as stated by the enumerated person.

Slovenian, Italian, Hungarian is marked by the enumerator if the enumerated person stated one of the

mentioned nationalities/ethnicities.

Other nationality/ethnicity is marked by the enumerator and in the field the answer as stated by the enumerated person is entered.

I'm nationally/ethnically indeterminate is marked by the enumerator when the enumerated person according to Article 61 of the Constitution of the Republic of Slovenia does not wish to state his or her nationality/ethnicity.

I don't wish to answer this question is marked by the enumerator if according to Article 10 of the Census Act the enumerated person does not wish to answer the question.

Answer is not possible as there is no P-3/NV Statement for the absent person is marked by the enumerator if the P-3/NV Statement was left in the household for a pers

on aged 14 or more.

For children under 14, the information about nationality/ethnicity is given by one of the parents, adopter or guardian.

If the enumerator collects the answered P-3/NV Statement, data from the P-3/NV Statement are not copied to the P-3 Census questionnaire for persons.

30 Religion

The question is intended for all persons. Religion may be freely professed in private and public life. According to Article 41 of the Constitution of the Republic of Slovenia and Article 10 of the Census Act, no one is obliged to declare his or her religious beliefs.

For determining religion the only important thing is a person's attitude towards religion.

[p. 61]

For persons aged 14 or more who were temporarily absent from the household during the enumerator's visit the enumerator leaves the P3/NV statement and a pre-paid envelope.

The enumerator must read the possible answers to persons.

If the enumerated person wishes to answer the question about religion, the enumerator marks the first box and enters the answer into the appropriate field (e.g. Evangelist, Catholic, Roman Catholic, Orthodox, Islam, etc.).

I don't belong to any religion, although I'm a believer is marked by the enumerator if the enumerated person answers that (s)he does not belong to any religion but is a believer.

I don't belong to any religion as I don't believe, I'm an atheist is marked by the enumerator if the enumerated person answers that (s)he is an atheist.

I don't wish to answer this question is marked by the enumerator if the enumerated person answers that according to Article 41 of the Constitution of the Republic of Slovenia and Article 10 of the Census Act (s)he does not wish to answer the question.

Answer is not possible as there is no P-3/NV Statement for the absent person is marked by the enumerator when for a person aged 14 or more the P-3/NV Statement was left in the household.

For children under 14, information about religion is given by one of the parents, adopter or guardian.

If the enumerator collects the answered P-3/NV Statement, data from the P-3/NV Statement are not copied to the P-3 Census questionnaire for persons.

31 Mother tongue

Mother tongue is the language that the person learned in early childhood within the family or in another primary environment (if as a child the person lived with relatives, in various institutions, etc.).

If in early childhood the person learned several languages, mother tongue is the language that the person thinks is his or her mother tongue.

It is not necessary that a person's mother tongue is the language spoken by his or her mother.

For a child that does not speak, the mother tongue is the language most frequently spoken in the household.

For deaf persons the mother tongue is the language most frequently spoken in the family or household.

Slovenian, Italian or Hungarian is marked by the enumerator if the enumerated person answered that his or her mother tongue is one of the mentioned languages.

Other is marked by the enumerator and the language stated by the enumerated person is entered into the appropriate field.

[p. 62]

32 Language that you usually speak in your household/family

As the answer the enumerator enters the language in which the person communicates orally or in writing with the household or family members. The person can communicate with the household or family members in one, two or more languages. The enumerator can mark or enter two most frequent languages stated by the person.

If the person lives alone, this is the language with which (s)he communicates the easiest in the environment in which (s)he lives.

For a child that does not speak, this is the language most frequently spoken in the household.

For deaf persons this is the language most frequently spoken in the family or household.

Slovenian, Italian or Hungarian is marked by the enumerator if the enumerated person answered that one of the mentioned languages is most frequently spoken in his or her household or family.

Other is marked by the enumerator and the language(s) stated by the enumerated person is (are) entered into the appropriate field.

33 How many live-born children have you had?

The question is answered by women aged 15 or more. Their marital status is not important.

The total number of live-born children borne by the woman is taken into account, even those that are no longer alive. Still-born children are not taken into account.

None is marked by the enumerator for a woman aged 15 or more who has not yet had a live-born baby.

One or more is marked by the enumerator for a woman aged 15 or more who has given birth to a live-born child and in the field the total number of live-born children is entered.

34 What is the highest recognised education you have achieved?

The question is answered by people aged 15 or more.

A person's highest recognised education can be proven by a public document (school certificate, diploma, etc.).

The person obtained a certain level of education by finishing schooling:

According to publicly recognised programs in regular school;

In a school replacing regular school (part-time education, long-distance education, etc.) by courses, examinations or in some other way according to regulations governing the obtaining of publicly recognised education.

No education is marked by the enumerator for a person who finished no elementary school grade.

1-3 grades of primary school is marked by the enumerator for a person who finished less than 4

elementary school grades.

4-7 grades of primary school is marked by the enumerator for a person who finished at least 4 but not more than 7 elementary school grades (even if when the person attended school higher elementary school grades were called higher national school, lower gymnasium, city school, etc.).

[p. 63]

Unfinished primary school and work training is marked by the enumerator for a person who did not finish elementary school but finished a publicly recognised work training program (first level).

Finished primary school is marked by the enumerator for a person who finished:

- 4 elementary school grades and 4 grades of higher national school, city school, lower gymnasium, lower grades of full secondary modern or classical gymnasium;
- 7 grades of the seven-year elementary school when elementary school lasted only 7 years;
- 8 grades of the eight-year elementary school.

Short-term vocational is marked by the enumerator for a person who finished 1-2.5-year vocational education (semi-skilled workers, assistants, narrow occupations, second level).

Vocational is marked by the enumerator for a person who finished:

- School or examinations for skilled workers;
- School such as industrial plant schools, apprentice schools, schools for wider occupations (third and fourth levels);
- 3-year vocational education.

Technical is marked by the enumerator for a person who finished:

- School or examinations for highly-skilled workers;
- 4-5-year school or program of upper secondary technical or other professional education or a vocational course (fifth level);
- Master's or foreman or plant manager school or examination.

General is marked by the enumerator if a person finished:

- Gymnasium;
- Upper secondary program and passed a matura exam;
- Pedagogical, socio-linguistic, culturological or natural science-mathematics school in job-oriented education (fifth level).

Vocational college is marked by the enumerator if a person finished a 2-year program of higher vocational education at a higher vocational school. These programs can be entered from the academic year 1996/97 onwards.

Vocational college education that can be obtained according to presently valid regulations is not the same as the one from previous periods. If a person finished a 2- or 2.5-year vocational program at a university college, faculty or academy (sixth level), the enumerator marks education as university college, university college specialisation.

University college, university college specialisation is marked by the enumerator if the person finished:

- 2- or 2.5-year vocational program at a university college, faculty or academy and got the title of economist, specialist subject teacher, higher...;
- 1-year specialist program after finishing a university college and got the title of higher..., specialist for...

University colleges lasting 2- or 2.5-years (exceptionally 3 years) started to operate in Slovenia soon after World War II (e.g. teacher training college, college for health workers, college for business and commerce, etc.). Later on college studies were introduced at higher education institutions, faculties and academies. The last academic year when people could enrol in this type of studies was 1995/96, and it had to be finished by the end of the academic year 2001/2002.

[p. 64]

Higher undergraduate professional is marked by the enumerator if the person finished a 3-year

(exceptionally a 4-year) higher undergraduate professional study at a higher education institution, faculty or academy (and got the title graduate...).

For the first time people could enrol in these programs in the academic year 1995/96. As a rule they last 3 years, exceptionally 3.5 years.

Higher undergraduate professional education that can be obtained according to presently valid regulations is not the same as the one from previous periods, which is now counted as higher undergraduate academic education. If a person finished studies at a faculty or academy that lasted 4 years or more, his or her education is marked by the enumerator as higher undergraduate academic.

Higher undergraduate academic is marked by the enumerator if the person finished 4- to 6-year higher undergraduate academic study program at a faculty or academy (and got the title university graduate..., professor..., academic...).

Specialisation is marked by the enumerator if the person finished a 1- to 2-year postgraduate specialist study program and got the title of specialist.

Master's degree is marked by the enumerator if the person finished a 2-year postgraduate master's degree program and got the scientific title of Master of Science or Master of Arts.

Doctor's degree is marked by the enumerator if the person finished studies for obtaining a doctor's degree and got the scientific title of Doctor of Science.

35 Are you currently attending any educational program for obtaining recognised education?

People are attending educational program for obtaining recognised education if they participate in education programs in regular schools or other forms of education (part-time education, long-distance education, courses, examinations, etc.) for obtaining recognised education at any level.

Yes is marked by the enumerator also for persons who are attending education according to programs that enable retraining at the same level of vocational or professional education. By finishing these programs a person obtains vocational or professional education for a new occupation.

36 What recognised education will you obtain after you finish the program?

The question is answered by persons for whom the enumerator marked yes at question 35.

As explanations for classifying persons participating in education for obtaining publicly recognised education (depending on the level of education) that a certain education helps obtain, it is necessary to take into account explanations for classifying persons by the highest recognised education achieved (question 34).

[p. 65]

37 Place of education (schooling)

The enumerator must mark persons for whom answer yes was marked at question 35.

Locality of residence is marked by the enumerator if the person is attending education in the settlement in which (s)he is being enumerated.

Other locality in Slovenia is marked by the enumerator if the person is attending education in another settlement in Slovenia. In this case the enumerator enters the entire name of the settlement in which the person is attending education and the name of the municipality to which the settlement belongs.

Foreign country is marked by the enumerator if the person is attending education in a foreign country. In this case the enumerator enters the name of the foreign country.

38 How frequently do you return from school to the address of residence?

The question is answered by persons for whom the enumerator marked yes at question 35.

The answer is not entered by the enumerator for persons attending education according to programs for

obtaining higher postgraduate education (specialisation, master's degree, doctor's degree).

The method of education (full-time, part-time) is not important.

Every day is marked by the enumerator if the enumerated person returns from the place of schooling to the address of residence every day (and has no other residence in the place of schooling).

This answer is marked by the enumerator also for persons who due to the nature of education travel to the place of education and return from it only a few times a week (e.g. only three days of lectures per week, part-time students e.g. only once a month).

Once a week or less than once a week is marked by the enumerator only if during schooling the enumerated person lives in a different settlement than his or her household (in upper secondary school or student residence, in the second home or rented dwelling) and returns to his or her household:

Once a week or
Less than once a week.

39 How do you usually travel to school?

The question is answered by persons who answered question 38.

For household members, the enumerator marks the way of travelling from the address of residence (home) to the place of schooling or school location.

For persons who are not household members, the enumerator as a rule marks the way of travelling from the address of temporary residence to the school location.

In determining the usual way of travelling to school, it is necessary to take into account the period of the last school year and usual travelling conditions (weather, traffic, etc.).

Other is marked by the enumerator for all other ways of travelling that are not stated; in the field way of travelling the enumerator enters means of transport used.

[p. 66]

If for travelling to school the person uses different means of transport (or walks), the enumerator takes into account the one with which the largest part of the distance is travelled. If the person travels the same distance with different means of transport, the enumerated person should decide about the way of travelling to school.

If in the year before the 2002 Census the person moved or changed the place of schooling and therefore changed the way of travelling to school, the enumerator takes into account the way of travelling after the move or change of the place of schooling.

40 The time you spend for travelling to school in one direction:

The question is answered by persons who answered question 38.

The enumerator must enter time that the person usually spends for travelling to school or from it in one direction in minutes.

Average time spent for travelling by the usual way of travelling (determined at question 39) in normal conditions (weather, traffic, etc.) on the route usually taken to school must be taken into account.

For household members, the enumerator enters time spent by the person from the address of residence (home) to the place of schooling. For persons who are not household members, the enumerator as a rule enters time spent from the address of temporary residence to the school.

41 Have you participated in any other education or training in the last 12 months?

For a person both answers can be marked yes by the enumerator.

A person participates in any other education or training if at the time of the 2002 Census or in the last 12 months before the 2002 Census the person participated in programs or other forms of education or training that do not enable obtaining a level of publicly recognised education and are mostly intended for improving and expanding knowledge and skills for the needs of work or occupation that the person

performs or intends to perform, personal development, education for general needs and leisure time.

Yes, programs to improve job related knowledge, skills and competence is marked by the enumerator for persons attending education:

- a) In a publicly recognised training program after they obtained upper secondary education;
- b) In a publicly recognised study program for training after higher education (e.g. pedagogic and andragogic training, further defectologic training, further training in physics, etc.);
- c) In other education and training programs related to the job or occupation that the person performs (e.g. language, computer, administrative, bookkeeping and accounting, commercial, construction programs and courses, etc.);
- d) In programs preparing for national vocational qualifications if the national vocational qualification refers to the professional field in which the person works or intends to work.

Yes, programs to improve skills or competence for social and personal purposes is marked by the enumerator for persons attending education that is not directly related to the job or occupation that the person performs or intends to perform (e.g. personal development programs, informal education programs for general needs and leisure time, etc.).

[p. 67]

42 What is your current activity status?

Employed is marked by the enumerator for:

- Persons in paid employment in companies, enterprises and organisations,
- Persons employed by self-employed persons,
- Persons performing public works.

All persons with employment contracts belong in this group.

Self-employed is marked by the enumerator for:

- Individual private entrepreneurs,
- Own account workers (e.g. lawyers, cultural workers, independent researchers).

Farmer is marked by the enumerator for:

- Farmers, holders of agricultural holdings who have pension and health insurance,
- Members of agricultural holdings who have pension and health insurance,
- Farmers and members of agricultural holdings who only have health insurance.

Child, pupil, student is marked by the enumerator for:

- Persons who by the 2002 Census reference date have not completed 15 years of age,
- Persons who are older than 15 but are in education and are not employed, self-employed or farmers.

Pensioner is marked by the enumerator for persons receiving pensions:

- According to regulations in the Republic of Slovenia,
- From a foreign pension insurance carrier,
- Recipients of maintenance allowances for farmers.

Contributing family member (on a family farm, family enterprise) is marked by the enumerator for persons who are formally not employed, self-employed or farmers but work on a family farm, in a family craft establishment, family enterprise or some other form of family gainful activity and as a rule do not receive regular payment for their work.

Unemployed is marked by the enumerator for persons who are registered as unemployed at the Employment Service of Slovenia.

In the national military service is marked by the enumerator for persons who are in regular or civilian military service.

Homemaker is marked by the enumerator for persons who are engaged in housework and can not be included in any of the above answers.

Unable to work due to old age, disease, disability is marked by the enumerator for persons who are unable to work due to age, illness or disability and do not have their own means of livelihood.

Serving a term in prison is marked by the enumerator for persons in prison or in a correction facility or educational establishment.

Other is marked by the enumerator for persons who do not belong in any of the above categories. In this case the enumerator enters the activity status (e.g. rentier, top athlete, etc.), but only if the persons has no employment contract, is not self-employed or a farmer, inactive due to personal or family reasons, etc.

[p. 68]

Persons in paid employment, self-employed persons or farmers who are at the same time full-time or part-time students are counted among persons in paid employment, self-employed persons or farmers.

People receiving pensions are counted among pensioners and not:

- Among persons in paid employment if they work part-time;
- Among farmers if they receive pension and at the same time work on the farm;
- Among persons unable to work due to old age, disease or disability.

The following people are not pensioners:

- Children in education receiving family pension;
- People receiving partial pension (old-age pensioners who are partially retired and partially in employment relationship working part-time). They are counted among persons in paid employment or self-employed;
- Persons receiving partial pension (old-age pensioners who are partially retired and partially unemployed). They are counted among unemployed persons.

43 How frequently do you return from work to the address of residence?

The question is answered by persons for whom the enumerator marked Employed, Self-employed or Farmer at question 42.

Every day is marked by the enumerator if the enumerated person returns from the place of work to the address of residence every day (and has no other residence in the place of work).

This answer is marked by the enumerator also for persons who due to the nature of work travel to the place of work and return from it only a few times a week (e.g. only three days of work per week) or due to the nature of work they work continuously (e.g. for 24 hours) and do not return to the address of residence on the same day.

Once a week or less than once a week is marked by the enumerator only if due to work the enumerated person lives regularly in a different settlement than his or her household (in the second owned or rented dwelling, in the employer's dwelling) and returns to his or her household:

- Once a week or
- Less than once a week.

I work at home is marked by the enumerator for farmers working in own agricultural holding, for independent road transport operators, for door-to-door salespersons and for all other active persons working at the address of residence where they usually have their workshops.

44 How do you usually travel to work?

The question is answered by persons for whom the enumerator marked Every day, Once a week or Less than once a week at question 43.

For household members, the enumerator marks the way of travelling from the address of residence (home) to the place of work.

For persons who are not household members, the enumerator as a rule marks the way of travelling from the address of temporary residence to the place of work.

In determining the usual way of travelling to work, it is necessary to take into account the period of the last year and usual travelling conditions (weather, traffic, etc.).

[p. 69]

Other is marked by the enumerator for all other ways of travelling that are not stated; in the field way of travelling the enumerator enters means of transport used.

If for travelling to work the person uses different means of transport (or walks), the enumerator takes into account the one with which the largest part of the distance is travelled. If the person travels the same distance with different means of transport, the enumerated person should decide about the way of travelling to work.

If in the year before the 2002 Census the person moved or changed the place of work (employment) and therefore changed the way of travelling to work, the enumerator takes into account the way of travelling after the move or change of the place of work.

45 The time you spend for travelling to work in one direction:

The question is answered by persons who answered question 43.

The enumerator must enter time that the person usually spends for travelling to work or from it in one direction in minutes.

Average time spent for travelling by the usual way of travelling (determined at question 44) in normal conditions (weather, traffic, etc.) on the route usually taken to work must be taken into account.

For household members, the enumerator enters time spent by the person from the address of residence (home) to the place of work. For persons who are not household members, the enumerator as a rule enters time spent from the address of temporary residence to work.

46 Are you a dependent?

People are dependents if they do not have own means of subsistence or these means are too small so other people have to support them.

47 You answered that you are a dependent; mark therefore who supports you:

The question is answered by dependent persons, i.e. people for whom the enumerator marked yes at question 46. For a person several answers can be marked.

Member(s) of the same household is marked by the enumerator when the enumerated person is supported by the members of the same household (e.g. parent(s) spouse, consensual partner, grandparents, brothers, sisters, etc.). The enumerator enters IDOS of one or two supporters.

If people decided for self-enumeration, the enumerator enters IDOS data of supporters when collecting the census questionnaires in the household.

Member(s) of another household is marked by the enumerator when the enumerated person is supported by the members of another household (e.g. one of the parents living in another household, brother living in another household, etc.).

Legal person is marked by the enumerator if the enumerated person is supported by a legal person directly paying the costs for supporting the person (e.g. living in an old people's home, a social institution, etc.).

Other is marked by the enumerator for persons whose supporters can not be classified into any of the mentioned categories.

[p. 70]

48 Do you work abroad?

The question is answered only by persons aged 15 or more.

Yes is marked by the enumerator if in the last three months a person spent most of the time working

abroad.

49 In which foreign country do you work?

The question is answered only by persons who answered question 48 yes.

The enumerator enters the name of the foreign country in which the person works.

[p. 71]

7. P-3/NV Statement on the nationality/ethnicity and religion

The P-3/NV Statement is an auxiliary census questionnaire for collecting data on nationality/ethnicity and religion of people aged 14 and more who were temporarily absent from the household during the enumerator's visit.

According to Article 10 of the Census Act, data on nationality/ethnicity and religion for children under 14 are given by one of the parents, adopter or guardian.

For all persons aged 14 and more who were temporarily absent from the household during the enumerator's visit or at the time of self-enumeration, the enumerator leaves P-3/NV Statements in the household. On the P-3 Census questionnaire for persons at questions 29 and 30 Answer is not possible as there is no P-3/NV Statement for the absent person is marked.

Before the enumerator hands over the P-3/NV Statement, identification data and questions 1 to 3 must be completed.

Completed and signed P-3/NV Statements are sent to the Office. To this end the enumerator leaves in the household a pre-paid envelope. The enumerator must warn household members that data on nationality/ethnicity and religion will not be taken into account if the P-3/NV Statement is not signed.

If household members decided for self-enumeration, collecting the census questionnaires the enumerator checks if data at questions 29 (nationality/ethnicity) and 30 (religion) are entered. If they are not entered, the enumerator leaves in the household P-3/NV Statements for persons who were during self-enumeration temporarily absent from the household. On the P-3 Census questionnaire for persons at questions 29 and 30 Answer is not possible as there is no P-3/NV Statement for the absent person is marked.
