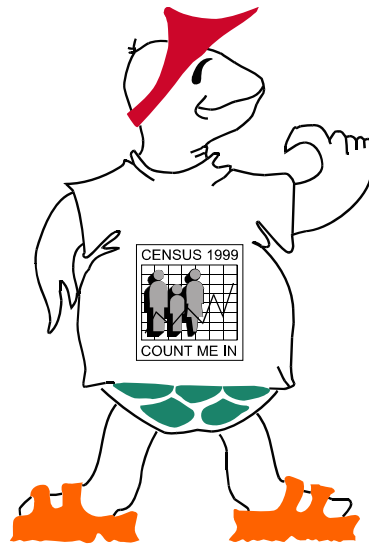




***TO THE
CAYMAN
ISLANDS
1999
POPULATION
&
HOUSING
CENSUS***

***FIELD
MANUAL***

Count me in!



National Census Day, October 10, 1999

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INTRODUCTION

This Field Operators Manual is designed to provide supervisors and enumerators with a working knowledge of 'in the field' census activities. It furnishes some background information on the census itself as well as explanations and reasons why certain questions are asked.

It provides definitions of terms commonly used in census taking and instructs individuals on how to complete both the questionnaire and the log of field visits, including the multi purpose visitation record.

The manual also provides a step by step guide to census field activities, together with detailed information, where necessary, on certain aspects of the field operation. It is meant to be a handy guide for both supervisors and enumerators and should equip them to answer most, if not all, of the questions the public may ask.

BACKGROUND

WHAT IS A CENSUS?

1. Population Census

A population census is the total process of collecting, compiling, evaluating, analysing and publishing or otherwise disseminating demographic, economic and social data pertaining to all persons in a country or in a well-defined part of a country at a specific point in time.

2. Housing Census

A housing census is the total process of collecting, compiling, evaluating, analysing and publishing or otherwise disseminating statistical data pertaining to all living quarters and occupants thereof in a country or in a well defined part of a country at a specific point in time.

A census of population and housing therefore provides a snapshot of the populace and their living conditions at a particular point in time. That point in time is Census Day.

WHY HAVE A CENSUS?

A census is conducted in order to provide facts essential to governmental policy-making, planning and administration. Information on the size, distribution and characteristics of a country's population is essential for describing and assessing its economic, social and demographic circumstances. It is also necessary in order to develop sound policies and programmes aimed to promote the well-being of a country and its population.

WHAT ABOUT CONFIDENTIALITY?

The Statistics Law of 1970 and its subsequent revisions provide the base upon which a census is taken. In the Cayman Islands, a census is conducted every ten years. The law protects the confidentiality of the information provided on the census form. All staff in the Census Office, yourselves included, must take an oath of secrecy, and only employees who work with the census data can access the information on the forms. Personal census information cannot be accessed by anyone outside of the Census Office.

WHAT ARE THE USES OF THE CENSUS?

Information from the census is primarily used by government in policy development and in management and evaluation programmes in areas such as education, literacy, employment, manpower, housing, and transportation.

Researchers use the information for scientific analysis and appraisal of the composition, distribution, and past and prospective growth of the population.

The information is also vital for formulating reliable estimates of consumer demand for a variety of goods and services.

HOW WILL THE CENSUS BE CONDUCTED?

Enumerators from the Census Office will visit every household in the Cayman Islands. Each individual and each set of living quarters will be enumerated. In Cayman, the questionnaires used for enumeration will be distributed before Census Day. The forms are to be completed by individuals in each set of living quarters on the night of Sunday, October 10. Forms will be collected from the evening of Monday, October 11, 1999 or can be mailed to the Census Office. Where problems are encountered, assistance in completing the forms will be provided by the field staff of the Census Office.

WHEN WILL THE CENSUS BE HELD?

Census Day in the Cayman Islands will be on Sunday, October 10, 1999.

WHY ARE THE PEOPLE IMPORTANT?

The people are the most important part of the census because their information helps to complete the statistical portrait of these Islands, from which many meaningful decisions will be made. **Please encourage them to complete their forms and be counted in on Sunday, October 10, 1999.**

THE STATISTICS LAW AND CONFIDENTIALITY

THE STATISTICS LAW

The Statistics Law is the legal means by which employees of the Census Office are empowered to collect information. It lays out the penalties for not providing information as well as penalties for breach of confidentiality. You should make sure that you have read through the Statistics Law so that you are familiar with its requirements. You should pay close attention to the penalties for breach of confidentiality.

Copies of the Statistics Law and the Census Order are provided for your perusal.

Respondents are legally obliged to provide information requested in the Census; however the Census Office prefers that people answer the questions of their own free will.

CONFIDENTIALITY

The success of the survey depends on full public cooperation. A poor response will NOT provide the information needed. One way to encourage cooperation is to stress and uphold the confidentiality of the Census, which is guaranteed under the Statistics Law. We must reassure the public in this respect.

You have signed an oath or affirmation which guarantees the public that the information they give you will not be revealed to anyone outside the Census Office. There are penalties for disclosing information, even if it is done simply through carelessness, so be on your guard throughout.

Following the simple "Do's" and "Don'ts" below will help you gain public confidence and reduce some of the problems associated with confidentiality.

SOME "DO'S"

- * **ALWAYS** carry your authorization card and show it upon introducing yourself.
- * **ALWAYS** confirm that you are talking to the correct person if you have to phone back to discuss the questionnaire.
- * **ALWAYS** treat the public with respect. This applies no matter how badly you think they have treated you. Remember you are a government representative on official business.
- * **ALWAYS** remember that confidentiality covers **ALL** information obtained during your duties, including anything you are told or observe for yourself. **REMEMBER THAT CONFIDENTIALITY COVERS ANY INFORMATION RECEIVED ABOUT INDIVIDUALS OR HOUSEHOLDS.**
- * **ALWAYS** take a positive line on confidentiality. Reassure the public, by your actions, that you take confidentiality seriously.
- * **ALWAYS** report any loss of materials immediately to the Survey Supervisor.

SOME "DON'TS"

- * **DON'T** discuss the contents of an interview with unauthorised persons – even members of your immediate family. In the office, also be discreet. Even a casual remark is a breach of confidentiality.

- * ***DON'T*** give questionnaires with any information, even if they are incomplete, to anyone outside the Census Office.
- * ***DON'T*** leave any questionnaires with information unattended. Keep them with you at all times when in the field and store them safely at home.
- * ***DON'T*** let any unauthorised person accompany you on your visits.
- * ***DON'T*** ask respondents to supply answers in front of visitors.

Additionally, all materials issued to you must be returned to the census supervisor so that they may be carefully stored or destroyed.

DEFINITIONS

Some of you are familiar with the terms used in census taking, but many of you may not have heard them before. Listed below are the most commonly used terms, with their definitions. It is very important that you understand them since they form the basis of the census exercise. A few examples will serve to emphasise this point:

- a building may have more than one usage e.g. commercial, industrial, residential or commercial *and* residential
- a dwelling unit may span more than one building
- one building may house more than one dwelling unit
- one dwelling unit may encompass more than one household
- there may be several buildings on one parcel of land

DISTRICT

The Cayman Islands is divided into seven (7) districts for the purpose of the census. These are:

- 1 George Town
- 2 West Bay
- 3 Bodden Town
- 4 North Side
- 5 East End
- 6 Cayman Brac
- 7 Little Cayman

For the most part, district boundaries on Grand Cayman follow the electoral boundaries.

ENUMERATION AREA

Each district is divided into a number of smaller areas, known as enumeration areas (EAs). These areas have been defined so that there is no overlap between them and they can each be conveniently enumerated by a single interviewer. They are well-defined areas with boundaries, which may be roads, paths, the sea, ponds, waterways, canals and parcel boundaries. They serve as the smallest units of enumeration for which information from the census will be published.

SUB-DISTRICT

Each district has been sub-divided into smaller areas that reflect the growth of human settlements or communities. EA boundaries, while practical for enumeration purposes, do not for the most part reflect the ways in which communities are formed. Communities may span several EAs or parts of EAs or in some cases may be just one EA. The boundaries for these sub-districts have been defined so that there is no overlap.

BLOCK AND PARCEL

The Lands & Survey-operated Land Information System has divided the Cayman Islands into a series of Blocks and Parcels. This has served to identify dwelling units and households in the Islands.

VISITATION RECORD

A visitation record, as the name implies, is a record of the visits that each interviewer makes in the field. It provides a quick snapshot of a number of key elements. In our case, it will provide a running total, by interviewer, of the number of buildings, the number of dwelling units and the number of households visited. It will also record the number of persons, by gender. When combined with figures from all other interviewers, preliminary totals for the Islands will be readily available.

The visitation record is also a useful tool for updating maps to be used by interviewers in the field. If properly completed, it will provide information on the location of landmark buildings such as schools, churches and other prominent sites. These in turn can be input on maps, making them that much easier to read.

It is also a useful indicator of the completeness of coverage, which the interviewer will find particularly useful in completing his or her assignment.

An example of a Visitation Record sheet is shown at Attachment I.

BUILDING

A building is any independent free-standing structure comprising one or more rooms or spaces, covered by a roof and usually enclosed within external or dividing walls which extend from the foundations to the roof. However, in tropical areas, a building may consist of a roof with supports only, that is, without constructed walls. For example, some detached garages consist of only a roof and supports.”

The census will concentrate its enumeration efforts on buildings used for residential purposes only, but will include a count of all buildings.

DWELLING UNIT

For the purposes of this census, a dwelling unit is synonymous with living quarters. A dwelling unit is therefore defined as a structurally separate and independent place of abode. The essential features of dwelling units are *separateness* and *independence*. An enclosure may be considered separate if, surrounded by walls, fences and covered by a roof, occupants can isolate themselves from others in the community for the purposes of sleeping, preparing and taking meals, and protecting themselves from environmental hazards. Such an enclosure may be considered independent when it has direct access from the street or from a public or communal staircase, a passage, gallery or grounds, allowing occupants to move in or out of their dwelling unit without passing through someone else's premises.

HOUSEHOLD

You must identify each separate **"HOUSEHOLD."** This is essential as the household is the basic unit on which we wish to collect data.

A household comprises **EITHER:**

- ★ one person living alone; or
- ★ a group of persons (not necessarily related) living at the same address **AND** with common housekeeping.

Common housekeeping means sharing at least one meal a day **OR** sharing a living room. This concept is used for persons sharing an apartment or house together.

In most cases, the dwelling unit will also be the household. There are cases however, where this is not the case. In the Cayman Islands, **rooms in dwelling units are rented individually by the 'owner.'** While these persons may share a common living area, **EACH ROOM SHOULD BE TREATED AS A SEPARATE HOUSEHOLD.**

Please note that on the Visitation Record, these separate households will all be part of the same dwelling unit, and therefore have the same dwelling unit number.

DO NOT confuse the terms "family" and "household." It is possible for one family to be living on the same parcel of land and consist of three households. It is also possible for members of three families to form one household on the same parcel. You are to make contact with the **HOUSEHOLD**.

Typically a household will have its own private entrance from outside or a common passageway distinctly NOT a part of any living area. However, if persons are living in different buildings on the same parcel AND have common housekeeping (i.e. share at least one meal a day) they will be considered one household.

VACANT

A building or a dwelling unit is considered to be vacant if construction is completed but the structure is not occupied. Vacant buildings for purposes other than residential use are only reported on the Visitation record. In the case of an Apartment unit, there may be furniture present. If the apartment is up for rent and there are no tenants occupying the unit on Census Day then the apartment should be coded as vacant on the Cover sheet.

NO CONTACT

A dwelling unit is reported as a NO Contact if it is established that there are persons living in the unit but all attempts to contact them have failed.

ENUMERATOR LOG

This is a record of visits, which the enumerator must complete. It details all of his/her activities and the time spent doing these activities. The Comments Section should be used to provide information on the nature of the activity. E.g. Distribution of forms, call back or collection of forms. A copy of the form is show included as Attachment II.

SUPERVISOR LOG

This form keeps track of time spent by supervisors in checking the work of their enumerators. A copy of this form is shown as Attachment III.

CLAIMS FORM

This form is used to make claims for mileage in the field and will be used by both supervisors and enumerators. This form ties in closely with the Enumerator Log form as it details the distance traveled in familiarising, distributing and collecting, including call backs, the census forms. The form should also be

use by supervisors for accompanying their enumerators in the field and for all spot checks they carry out. A copy of this form is shown as Attachment IV.

BUILDINGS

IMAGE #1 COMMERCIAL



IMAGE #2 INDUSTRIAL



IMAGE #3 SERIES OF "ONE ROOMS"



IMAGE #4 CHURCH



IMAGE #5 TOWN HOUSE (UC)



IMAGE #6 APARTMENT COMPLEX (UC)



BUILDINGS (CONT'D)

IMAGE # 7 DUPLEX



IMAGE # 8 DUPLEX



IMAGE # 9 PRIVATE DWELLING



IMAGE # 10 PRIVATE DWELLING



IMAGE # 11 COMMERCIAL/PRIVATE



IMAGE # 12 APARTMENT COMPLEX





EXERCISE 1

How many dwelling units would you expect to find in the buildings shown in Images # 1, # 5, # 7 and # 10?



EXERCISE 2

There are five (5) buildings on Image # 3, each consisting of 4 “one rooms”. The occupants of each building, share a common entrance and kitchen facilities. How many dwelling units and how many households would you be required to list.

THE CENSUS OPERATION

The taking of a census involves a number of different processes; planning, publicity, testing, training, field activities, data entry, data compilation and dissemination included. However, most crucial are the field activities that facilitate the collection of data from the general population. This **Field Operators Manual** is primarily concerned with these activities, including the enumeration of households and persons and the supervision of this exercise.

The Census Enumerator forms part of a team comprising the Census Officer, the Census Supervisor, District Supervisors and the general public. The duties of District Supervisors and Enumerators are outlined in this segment of the manual.

Field activities for a census can be divided into four (4) major stages, Familiarisation, Distribution, Collection and Hand Over. These will be examined in greater detail throughout the remainder of the manual.

- **Familiarisation**

In the Familiarisation stage, field staff meet each other, become acquainted with their enumeration areas and the census material which they are expected to distribute.

- **Distribution**

In the Distribution stage, enumerators, in particular, visit the buildings in their assigned area, determine the usage of these buildings, deliver questionnaires to appropriate dwelling units and prepare a record of their visits (visitation record). Supervisors, while not actively involved in the delivery of questionnaires, should make at least one field visit with the enumerators assigned to them, as well as conduct 'spot checks' to determine the progress of the distribution exercise.

- **Collection**

During the Collection stage, enumerators will be collecting the forms that they had left off during the Distribution stage. At this point they may have to assist persons in completing forms. They will also be required to double check that all pertinent information has been provided by the respondent(s) and check for consistency of answers. The visitation record, per household, should be completed during this stage.

Supervisors are expected to conduct 'spot checks' during this stage also. In addition, they may be required to approach persons with whom the enumerators are having problems.

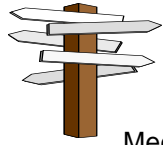
- **Hand Over**

Finally, in the Hand Over stage, enumerators leave completed questionnaires with their supervisors, who will in turn perform further checks. Enumerators may be required to return to specific households to collect additional information. Supervisors will pass on all completed and checked questionnaires to the Census Supervisor for further checks.

A separate, step by step guide for Supervisors and Enumerators is outlined below. Greater detail on specific topics is provided under separate heading.

STEP BY STEP GUIDE

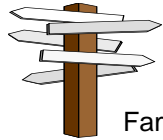
SUPERVISORS



STEP 1

Meet with the Census Supervisor to discuss meeting schedules and collect census material, which will include;

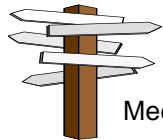
- a list of enumeration areas and enumerators to be supervised;
- questionnaires
- census guides
- maps
- census bags
- identification cards for yourself and the enumerators assigned to you
- other items necessary for conducting field work



STEP 2

Familiarise yourself with the boundaries of the enumeration areas under your supervision.

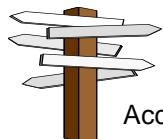
- Ensure that you receive all the maps of areas assigned to you.
- Visit the areas – drive or walk.
- Ensure that you understand the maps provided.
- Contact the Census Supervisor if you have any problems locating your boundaries.



STEP 3

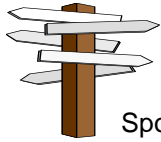
Meet with enumerators under your supervision.

- Arrange to meet with your enumerators in order to distribute census material.
- Outline EA boundaries to your enumerators, either through site visits or by outlining the boundaries on the maps provided.
- Set up meeting schedules with your enumerators for the duration of the census.
- Arrange to accompany your enumerators on at least one field visit during the distribution stage. You may need to schedule more than one visit in some cases.



STEP 4

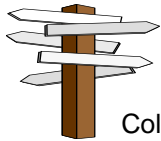
Accompany your enumerators on at least one field trip



STEP 5

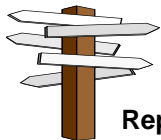
Spot check the work of the enumerators assigned to you

- Randomly visit dwellings in the areas where your enumerators are working, to determine the extent of their progress.
- Make arrangements with the Census Supervisor to have delinquent enumerators replaced.



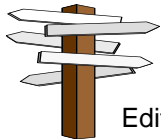
STEP 6

Collect questionnaires from your enumerators.



STEP 7

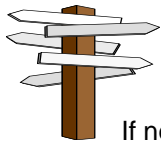
Repeat STEP 5



STEP 8

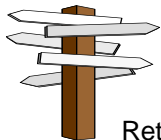
Edit questionnaires received from enumerators (see section on Edit Checks).

- Check forms for completeness and consistency.



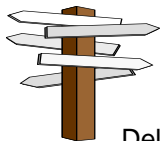
STEP 9

If necessary, arrange to visit persons with whom enumerators are having problems.



STEP 10

Return uncompleted questionnaires to enumerators for follow up, if necessary.



STEP 11

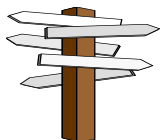
Deliver completed questionnaires to Census Supervisor.



STEP 12

Hand over all census material to the Census Supervisor on completion of the assignment.

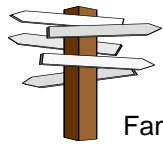
ENUMERATORS



STEP 1

Meet with the District Supervisor to discuss meeting schedules and collect census material, which will include:

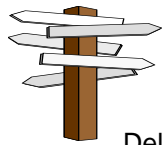
- your enumeration area(s)
- questionnaires
- census guides
- map(s)
- census bag
- your identification card
- other items necessary for conducting the enumeration



STEP 2

Familiarise yourself with the boundaries of the enumeration area(s).

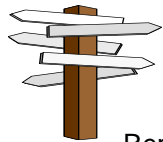
- Agree on a time with your supervisor, to be shown your EA boundary/boundaries.
- Visit the areas – drive or walk.
- Ensure that you understand the map(s) provided.
- Contact your District Supervisor if you have any problems locating your boundaries.



STEP 3

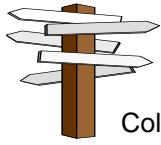
Deliver questionnaires (see section on CONTACTING THE HOUSEHOLD)

- Commence your field trip at the Block and Parcel number marked '**START**' on your map.
- Determine if the building on this parcel is used for residential purposes.
- If unable to determine the usage of the building, visit again at another time or ask neighbours for information.
- If residential, identify yourself and determine the number of dwelling units and households.
- If there is no-one available to answer your questions, leave a call-back card and visit at another time.
- Inquire about the number of persons living in each household and deliver the appropriate number of forms.
- Complete the relevant portion of the visitation record (see section on the **VISITATION RECORD**).
- Make arrangements for the retrieval of the form after October 10th.
- Remember, always be **POLITE**.



STEP 4

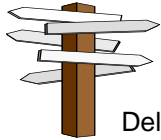
Report any problems you encounter to you supervisor.



STEP 5

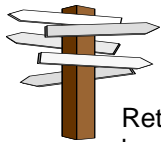
Collect questionnaires from households, starting on Monday, October 11th.

- Check form(s) for completeness, before leaving the household.
- If questionnaire is properly completed, thank the respondent(s) for their time and effort.
- If questionnaire is incomplete, request missing information and record it appropriately.
- If an individual for whom information is missing is absent, leave a call-back card and check back at some other time.
- Check forms for consistency and if necessary, return to household to clarify data.
- Report any problems you encounter to your supervisor.
- Remember, always be **POLITE**.



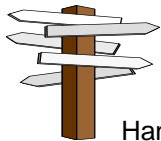
STEP 6

Deliver completed questionnaires to your supervisor.



STEP 7

Return to specific households to collect missing or to correct inaccurate information, if required by your supervisor.



STEP 8

Hand over all census material to supervisor when assignment is complete.

DATES TO REMEMBER

<u>DATE</u>	<u>EVENT</u>
SEPTEMBER 25	DISTRIBUTION AND LISTING STARTS
OCTOBER 10	CENSUS DAY
OCTOBER 11	COLLECTION OF QUESTIONNAIRES STARTS
OCTOBER 22	FIELD WORK ENDS

CONTACTING HOUSEHOLDS

INTRODUCING YOURSELF AND THE CENSUS

It is important that you do not offend people by your manner, approach, timing or dress. You should try to be courteous, and tidy, in short, to have the appearance of a responsible person. All this helps to create a favourable impression that tends to make the person being interviewed more responsive.

It is at the doorstep that you begin to sell yourself and the census. If your approach is uncertain or uneasy, if you cannot answer questions asked or appear unknowing about the work and its purpose, these feelings will be communicated to the respondent who will react accordingly. The level of confidence will determine the foundation upon which the interview relationship is built. This relationship, or rapport, is influenced by your introduction and the manner in which you present both yourself and the census.

Be as polite in your departure as you were on your arrival. Say good-bye, and thank the respondent for the information he/she provided. When the interview has been completed, the respondent should feel his/her time was well spent.

Your introduction as an interviewer should tell the following:

1. who you are;
2. whom you represent;
3. what the census is about; and
4. what you are going to do (ask some questions).

Printed below is a text recommended for use in introducing yourself and the census.

Hello (Good Evening). My name is _____ and I am from the Census Office. Here is my ID card. We are currently conducting the 1999 National Census in the Cayman Islands and I would appreciate a little of your time to talk with you about it.

The census is being done to provide data on the number of people living in Cayman. Information collected will be used to monitor the economy and plan services for the future. I will simply ask you to respond to a few questions about this household and will leave you a form that you should complete by the 11th of October.

I will be returning to collect the form sometime between the evening of the 11th and 20th of October. If you have any problems completing the questionnaire, please contact me at this number _____ or call 914-1620 for assistance from the Census Office.

EVERYTHING YOU REPORT IN THIS SURVEY WILL BE KEPT COMPLETELY CONFIDENTIAL TO THE CENSUS OFFICE. No names or any information that would allow anyone to identify a specific household ***WILL EVER*** be released.

Your assignment will include different types of households. Some households may be in detached private dwellings, some in condominium or apartment complexes, others in "one rooms" and some in small institutions. Here are some suggestions for making contact with the occupants of Institutions and Condominium complexes.

INSTITUTIONS

Your assignment will only cover small institutions, less than 20 occupants, in your area. The Census Office will enumerate the larger institutions such as the Prison and the Hospitals.

- Make contact with the Manager or person in charge of the institution.
- Determine from that individual, which persons have been residing at the institution for at least six months, from before April 11, 1999 and those who entered after April 11 but who will be in residence for more than six months. **Workers living at the institution should also be included.**
- Request a list of previous addresses for all persons resident at the institution, separating them by length of stay at the institution. Indicate those who have been at the institution for six months or more separately from those who have been occupants for less than six months but are expected to remain there for six months or more.
- Provide a copy of the list to the Census Supervisor.

Remember, **DO NOT INCLUDE** anyone who has been in an institution for six months or more, **before April 11, 1999** or who is expected to be there for six months or more as part of any household in your area.

CONDOMINIUMS

Condominiums may be occupied in a number of ways. They may be on short-term rental (**less than six months**), long term rental or owner occupied.

- Contact the manager of the condo complex and determine from him/her which units are on short term rental (**less than six months**), long term rental or owner occupied.
- For owner occupied units, distinguish between full time residents and short term residents, **less than six months, (Second Homes)**
- Have the appropriate forms completed for the different types of occupancy. See Page 31.

Short Term Rentals

Cover Page and Accommodation Rental form

Long Term Rental

Census Booklet

Owner Occupied Full Time

In residence	Census booklet
Away for six months or more	Cover Page and parts of Housing Section

Owner Occupied Short Term (**less than six months**)

In residence	Census booklet (should only complete up to question P3)
Not in residence	Cover Page and parts of Housing Section (Second Home)

QUESTIONS YOU MAY BE ASKED

Included here, are some general questions that householders may ask you. These are questions most frequently asked and by no means intended to be an exhaustive list. Information on specific questions have been included under the section dealing with the questionnaire which will also be included in the "Guide to the Census Questionnaire" which the householder will receive with the Census Form.

If you cannot answer a specific question you are asked, and the person is reluctant to complete the form, then explain to the person that you will find out the answer and let them know as soon as possible. Contact your District Supervisor or the Census Office as soon as you can and return with the answer at the earliest possible time.

GENERAL

Q. WHAT IS THE CENSUS FOR?

A. The last detailed count of the population was taken in 1989 Census. Since then, the population has grown considerably from 25,355 to an estimated 40,000. We need to have an accurate count of the population, and its characteristics as well as details of living conditions, in order to plan effectively for the future.

Q. WHO HAS TO FILL IN THE FORM?

A. The person regarded as the head of the household, or some other responsible person, 16 years and over, may complete the form for all persons in the household. Householders can decide who this person is. Alternatively, individuals may wish to complete their form separately. In this case, individual personal data forms are provided.

Q. WHAT DO I HAVE TO DO?

A. Answer every question on the form where appropriate, and have it ready for Collection by the evening of Monday 11th October. The enumerator will be able to help with any problems when he/she returns to pick up the form or you may call the Census Office at 914-1620 or 914-1619.

Q. DO I HAVE TO FILL IN THE FORM?

A. YES! It is your duty under the law to complete the form, but the enumerator will be able to help with any problems when the forms are collected or you can contact the Census Office at 914-1620 or 914-1619 for assistance.

Q. ISN'T THIS ALL PART OF A PLAN TO TAX ME?

A. No. The answers you give are used only by the Statistics Office to compile tables on the population and their characteristics. No other Government departments or other authorities will have access to the personal information on your form(s).

Q. DOESN'T GOVERNMENT HAVE ALL THIS INFORMATION ALREADY?

A. No. The last comprehensive set of information collected was in the 1989 Census, much of which is outdated now. The Census is the only time everybody is counted.

CONFIDENTIALITY AND PRIVACY

Q. ISN'T THIS AN INVASION OF PRIVACY?

A. The Census is in the interests of all the population. It is the only means of gathering complete information to enable Government as well as the Private Sector to plan for the future. Censuses are conducted in every country of the world.

Q. IS MY FORM KEPT SECRET?

A. All the information gathered is confidential. All Census workers have sworn an oath of confidentiality, so the information you provide will remain secret. No names or addresses are entered onto computer records. The Census Office will produce only tables of figures and no officer in another Government Department or any other authorities will have access to your form(s) without your written consent.

Q. WHY WRITE NAMES ON THE FORM IF THEY ARE NOT USED IN THE COMPUTER?

A. Names are used because they help you to fill in the answers for each person and make sure everyone is counted. They also help the enumerator identify people if there is need to clarify responses, or ask any questions. **IT IS ALSO A BREACH OF CONFIDENTIALITY TO DISCUSS AN INDIVIDUAL RETURN WITH SOMEONE ELSE IN THE HOUSEHOLD.**

Q. COULDN'T EVERYONE JUST HAVE A NUMBER?

A. If the enumerator needed to call back for some missing information, it would be difficult to refer to a person by number and be sure that he/she was talking to the same person. **IT IS ALSO A BREACH OF CONFIDENTIALITY TO DISCUSS AN INDIVIDUAL RETURN WITH SOMEONE ELSE IN THE HOUSEHOLD.** It would also be difficult to verify that everyone had been counted.

Q. WHAT IF I DON'T WANT THE ENUMERATOR TO SEE MY FORM?

A. You will be provided with an envelope for the main form, or a separate individual form and an envelope for anyone who wants one. The sealed envelopes go straight to the District Supervisor or the Census Office, so the enumerator never sees the form(s).

Q. WHAT IF I WILL BE OFF THE ISLAND ON SUNDAY, 10TH OCTOBER?

A. If you are going to off the island for less than six months, you can complete your form anytime from Sunday, October 3rd and ask the enumerator to collect it.

MAPPING

Maps are essential for any field operation and the census depends heavily on its mapping exercise to guide staff in the field. Clearly marked enumerator maps are provided which show color-coded Block and Parcel numbers and landmarks such as schools, roads, tracks, ponds and waterways. Building footprints are also shown on the map. While the majority of buildings have been captured by aerial photography, several buildings will have been completed since the islands were last "flown." Field staff should record all new buildings and if possible, determine their usage. If the building is at a stage of construction where you cannot determine its usage, simply record it as being under construction, "UC".

A Household Listing is provided by the Census Office. This list only includes buildings used for residential purposes and provides a physical description of the dwelling as well as Street Names and House Numbers where available. If a household description includes the words "see map inset" you should receive an additional map which has been hand drawn. These maps have been produced to assist in locating households in multiple-dwelling buildings. The list is up to date as at August 1999 and will also not be 100 percent correct. It is the duty of the staff in the field to update this list on the Visitation Record.

Enumeration area boundaries are clearly marked with a thick yellow line. Enumerators should keep within their defined map boundaries and should not encounter any problems with straying into other areas. The North Arrow is shown on every map to help enumerators to orient themselves on the ground.

Two maps are shown at Attachment V. The map for George Town (GT) 302 is an example of a relatively well-defined map, enclosed by a series of roads with easy access to virtually all parts. The map for West Bay (WB) 202 is a little more complicated with Parcel boundaries serving as Enumeration Area Boundaries. The path arrows highlight the differences between the two maps. In the case of GT 302, the arrows lead back to the start point, whereas in the case of WB202 it would be very difficult if at all possible to return to the starting without having to travel along the same path twice. In fact access to certain parts of the area, for example Parcel 113 of Block 1D might only be possible through another Enumeration Area.

This highlights the importance of the familiarisation stage and enumerators are asked to study their maps carefully and seek clarification from their supervisors at an early stage.

Each map will highlight a start position and enumerators are asked to observe this starting point and thereafter to conduct their enumeration in a clockwise direction around the enumeration area, making sure that they travel through all side roads and tracks. Enumerators are advised that a general rule of thumb that they should follow is to always keep left.

A quick tour at the map for WB202 will serve as an example. The Start point is at Parcel 20 of Block 2C along North West Point road. Since the Enumeration Area boundary is along North West Point road only properties on the right hand side fall into the area. The Enumerator should start at Parcel 20 of Block 2C then on to Parcel 19. He/she should then take a right turn into Maliwinas Way and then following the rule of thumb should visit Parcel 168 then 167 then 166. He/she should then take a left into the cul de sac and visit Parcel 136. Next he/she should visit Parcel 137, then 138, 139 and 140. One of the buildings on Parcel 20 may not have been accessible from North West Point Road. If this were the case then it would have to be enumerated after Parcel 140.

If there are no buildings on a Parcel, the enumerator should move to the next parcel along the route. If there is a Parcel with a building on it, that building should be included on the Visitation Record. The use of the building will then have to be determined and the necessary forms delivered if it is a residence.

Following a set direction makes it easier for your Supervisor or the Census Supervisor to follow up if needs be. This is particularly so since in many cases, Parcel numbers are not in set out in numerical order.

COMPLETING THE VISITATION RECORD

The visitation record, as explained earlier, provides a quick count of the number of buildings, dwelling units, households and people by district, island and the country as a whole. The Visitation Record will provide a count of the total number of persons, including visitors, who were on the island on the night of Sunday, October 10, 1999. Also included will be persons normally resident but away at school, at sea or on vacation. If completed properly, it also provides useful information for inclusion on field maps.

The visitation record comprises seven major columns and is to be completed by every enumerator.

DATE DELIVERED

This is self-explanatory and represents the date on which the Census forms were delivered.

BLOCK AND PARCEL NUMBER

Block and Parcel numbers are available from the maps provided. The maps are color coded for easy identification. These should be written under the Block and Parcel column of the visitation record.

BUILDING UNIT NUMBER

The enumerator will assign this number. Working from the 'START' position on the map provided, the enumerator assigns 001 to the first building he/she encounters. This number grows consecutively for every subsequent building encountered.

DWELLING UNIT NUMBER

Each building must be evaluated to determine usage. Buildings used for residential purposes must receive a Dwelling Unit Number. As with the Building Unit Number, above, the first dwelling unit encountered is assigned the number 001. This number grows consecutively for each subsequent dwelling encountered.

HOUSEHOLD NUMBER (HH NO.)

Each dwelling unit must be evaluated to determine the number of households occupying the dwelling unit. In many cases it will be only one household but there are several instances where individual rooms in a dwelling have been rented. These will be treated as separate households.

The first household encountered is assigned the number 001.

The number of household grows consecutively for each subsequent household.

A building may be used for both residential and commercial purposes. A building, which has more than one dwelling unit, such as an apartment complex or duplex will retain the same **building unit** number, but the **dwelling unit** number will change. Likewise, a dwelling unit that has more than one household such as individually rented rooms, will retain the same **dwelling unit** number while the **household number** changes. For example:

The first building encountered in Enumeration area GT302 (Block 13EH Parcel 127) contains three dwelling units. Dwelling unit number one has three individual one-room households while dwelling units two and three contain one household each.

The first four columns of the Visitation Record should be completed as follows

Block & Parcel Number	Building Unit Number	Dwelling Unit Number	Household Number
13EH 127	001	001	001
13EH 127	001	001	002
13EH 127	001	001	003
13EH 127	001	002	004
13EH 127	001	003	005

**AGRICULTURAL HOUSEHOLD (AGRIC. HH)
(Y/N)**

The results of question I.2, in the Identification are tabulated in this column. The results will determine which households should receive an Agricultural Census Questionnaire. Households, responding “Yes” to the question would be coded as “Y” and those answering “No” as “N.” The question should be asked during the Delivery Phase, so that the agricultural forms could be distributed when the population and housing census forms are being collected.

PERSONS

The total number of persons and the number of males and females in each household are recorded here. You will need to inquire about the number of persons in each household in order to deliver the correct amount of forms. You should however complete this section after the forms have been collected. The information on the number of males and females will be available from Question I1 of the IDENTIFICATION Section of the questionnaire. See page 33.

COMMENTS

Comments such as Lions Centre, Cayman National Bank, Bodden Town Primary School, or building under construction (UC) should be written here. This will provide information that can be input on future editions of Enumeration maps, which will make them easier to follow. The Comments section can also be used to write notes to yourself, such as information for one person missing.

QUESTION

How should I complete the visitation record, if on delivery I was unable to contact anyone at a particular location? On my return a couple days later, I discovered that there were three households in that dwelling unit.

ANSWER

During delivery, unless you have information to the contrary, make the assumption that occupied dwelling units contain **one** household and fill out the visitation record accordingly. **Do not stop delivering forms because you cannot determine how many households are in a dwelling unit.** Simply assume one household per dwelling unit and make the adjustments later. To do this you keep the Block and Parcel number, the building unit and dwelling unit numbers you already have for that first household but continue the sequential numbering from the last household encountered.

Using the WB202 map, with parcel 137 of Block 2C as an example. On the first visit no one was at home. The dwelling on parcel 137 was assigned 1 household and in the sequence from the visitation record was Building unit number 7, dwelling unit number 10. Later on we discover that the dwelling unit on parcel 137 was made up of three households. This was discovered after we had completed building number 25, dwelling unit 30 and household number 35 on Parcel 16 of Block 2C. In order that you do not have to renumber the dwelling unit and household number columns, the additional units should be entered as follows on the visitation record.

Block & Parcel Number	Building Unit Number	Dwelling Unit Number	Household Number
2C 016	025	030	035
2C 137	007	010	036
2C 137	007	010	037

The next entry on the Visitation Record would be Building Unit number 026.

- Enumerators should make a note in the Comments Section of the Visitation Record indicating that the numbering sequence in the Building Unit and Dwelling Unit Number columns has changed.



EXERCISE 3

There is a caretaker's residence attached to the rear of the building in Image # 4 on Page 10. How many entries would you make in your Visitation Record?

Complete the Visitation Record if this is the starting point of your Enumeration Area. Use your initiative for deciding on Date Delivered, Date Collected, Agricultural Household and Number of Persons.

THE QUESTIONNAIRE

The questionnaire is the instrument used for measuring the characteristics of the population and their living conditions. It is designed to be self-completed by the householder. Field staff must, however, be familiar with the content of the questionnaire because it is likely that questions will be asked about the census. It is also likely that field staff will have to conduct some interviews themselves as some people may need assistance in completing their forms.

The major questionnaire consists of a booklet, which can be used to enumerate up to 4 persons. Additional Personal questionnaires are available for households with more than 4 persons. It has been designed for data capture using *Optical Mark Reading (OMR)* technology. This eliminates human keyboarding errors and removes the need for a data verification process. As a result a considerable amount of time can be saved. It however places additional responsibility on field staff to ensure that the information is properly recorded at the outset.

Responses will be shaded into the ovals provided on the questionnaire and it is the duty of field staff to check that ovals are properly shaded, that the correct number of ovals are shaded as required by the instructions for the question, and that incorrect answers are properly erased.

Some questions may require the use of a personal calculator. Enumerators should keep one handy on their field trips during the Collection phase in the event that they are required to provide assistance to householders.

Ovals should be completely shaded as shown in the example below.

CORRECT INCORRECT



CORRECT



INCORRECT



The questionnaire comprises three sections and a cover page. **The cover page is to be completed by the enumerators.** The remainder of the questionnaire is to be completed by the occupants of households. The sections are as follows:

SECTION 1: IDENTIFICATION

In this section the occupants of the household are listed, using their Christian (first) names only. Also to be included are their ages and their gender. A question is also asked to determine whether this household can be considered to be an agricultural household. The answer to this question will decide whether or not this household will receive an Agricultural Census Questionnaire.

SECTION 2: HOUSING

The characteristics of the living quarters of the people on the islands are determined in this section. Twenty-four questions ranging from Period of Construction to Type of Ownership are included here.

SECTION 3: PERSONAL

Forty-six questions seeking information on areas such as gender, age, education, disability, training, citizenship, birthplace, employment and income are found in this section.

At this point in the manual, instructions are provided on completing the cover page of the questionnaire. Information is also given on how to complete the other parts of the questionnaire.

COVER PAGE

The cover page of the questionnaire is to be completed by the enumerator. The enumerator will need to verify the Block and Parcel Number and Street Address with the occupants of the household. He/she also needs to determine the number of persons living in each household.

Instructions to Enumerators:

Complete the cover page as follows:

District:

- 1 George Town
- 2 West Bay
- 3 Bodden Town
- 4 North Side
- 5 East End
- 6 Cayman Brac
- 7 Little Cayman

EA Number:

The Census Office will provide this information to each enumerator

Sub District

A computer edit programme will generate sub-district codes. These are based on the Block and Parcel numbers and District codes.

Block and Parcel

Enumerators will need to verify Block and Parcel numbers with occupants of households.

The boxes for Block and Parcel should be filled out as shown overleaf follows:

Dwelling Unit Number and Household Number

These will come from the visitation record sheet (see page 24).

Street Address

Use the House Numbering and Street Address System. The Street Name will in most cases be available on the map provided and the House Number will usually be displayed on the building, gate or fence. If the house number is not visible please inquire from the occupants of the building. For apartments and condos, include the Apartment number. For example: 54A Newport Ave., George Town. Apt. # 6

Block 38D

0	3	8	D	
0	0	0	Δ	Δ
1	1	1	Р	Р
2	2	2	С	С
3	2	2	0	0
4	4	4	Е	Е
5	5	5	Е	Е
6	6	6	С	С
7	7	7	Ш	Ш
8	8	0	1	1
9	9	9	1	1

Block OPY should be coded as 222.

Parcel 80

0	8	0
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	0	8
9	9	9

Type

This column is used to distinguish between private households and institutions, such as the Frances Bodden Home or the Prison.

RESULT

There are eight result codes which are basically self explanatory.

1. CH – Completed Household
 2. PH – Partially completed household
 3. NC – No Contact
 4. RE – Refusal
 5. HOL – Holiday rental (commercial)
 6. SEC – Second Home
 7. VAC – Vacant Household
 8. OTH - Other
- Forms should be coded as CH only if all information has been collected for everyone in the household.
 - Forms should only be coded as PH if all attempts to collect information from one or more of the occupants of the household has failed.
 - Forms should only be coded as NC if all attempts by the enumerator to contact an individual in the household has failed.
 - Forms should be coded as RE only when all attempts, by enumerator, supervisor or Census Office, to convince occupants of a household to complete the questionnaire have failed.
 - Forms should be coded as HOL if the dwelling unit is being commercially rented on Census Day. This will apply to individual condo units or bed and breakfast enterprises that are being rented on a short-term basis.
 - Forms should be coded as SEC if the dwelling unit is a second home of either a resident or a visitor.
 - Forms should be coded as VAC for buildings that have been identified as being residential, but are not occupied by individuals on Census Day. For example, an empty apartment in an apartment complex.

Many “Second Homes” may be vacant at this time of the year. If it is at all possible to determine that the dwelling unit is a “Second Home”, please code it as SEC. A caretaker or condo manager may be able to provide you with this information.

It is not expected that there will be many if any forms that will be coded as 8, OTH – Other.

WHAT FORMS SHOULD BE COMPLETED

- A booklet containing Sections 1, 2 and 3 or a Cover page with sections 1 and 2 and individual Personal forms should be complete if result codes 1, CH or 2, PH are shaded. ***Please note that visitors living in private dwellings should complete the up to P3 in Section 3.***
- A cover page and questions H2, H3, H8 and H16 of Section 2 should be completed if result codes 3, NC, 4, RE, 6, SEC, 7, VAC or 8, OTH are shaded.
- If code 5, HOL is shaded then a Cover page and a form for Holiday rentals should be completed. A copy of the Accommodation Rental form is shown at Attachment VI.

SECTION 1: IDENTIFICATION

Question I.1

Write the first name and age of every person in this household on Census Day, starting with a responsible adult, followed by his/her spouse or common law partner. Include children after their parents. **(DO NOT FORGET TO INCLUDE YOURSELF)**

PERSON NUMBER	FIRST NAME	GENDER (M/F)	AGE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Include:

- Newborn babies. If baby has not been named write BABY of Person Number ____.
- Children at boarding school/ students abroad for one year or less
- Persons in hospital or other institution for less than six months
- Visitors who reside elsewhere in the Cayman Islands or abroad
- Seamen

Do not include:

- Students (at university or at boarding school) who have been continually resident overseas for more than one year.
- persons in institutions (e.g. hospital, prison) for the past 6 months or who are likely to remain institutionalized for at least 6 months. They will be enumerated at the institution.

PLEASE USE THE COMMENTS PAGE AT THE END OF THE QUESTIONNAIRE TO LIST ADDITIONAL PERSONS.

INSTRUCTIONS FOR COMPLETING THE REMAINDER OF THE QUESTIONNAIRE

Shade the appropriate oval alongside the option which describes your answer. For questions which require you to also write **in the boxes provided, please be guided by the instructions for these specific questions.**

If you choose the “Other (specify)” option please write your answer in the space provided.

Complete the Declaration on the Back Page.

Question 1.2

Does anyone in this household engage in raising of livestock and/or growing plants/crops for distribution or home consumption?

- [1]. YES
- [2]. NO

These activities include – cattle, pigs, goats, rabbits, poultry, bee-keeping, aqua-culture, backyard herb or vegetable gardens, fruit trees, greenhouses, nurseries, ornamentals, field crops or any other agricultural operation.

SECTION 2 - HOUSING

The questions in this section provide information on housing conditions and will be used to assess and develop housing communities. The information collected will also be used to assess living conditions and the quality of life.

Question H1: Period of Construction

Information on the period of construction and need for repairs is used to evaluate the age and physical condition of housing structures in the Cayman Islands.

It is only necessary to know whether older structures were completed before 1945.

For condominiums or large apartment blocks, the manager or owner should have a very good idea of the age of the building.

For owned dwellings, home insurance policies and documents relating to the purchase of the dwelling may provide information on its age.

The age of the dwelling unit refers to the original time of construction. If the unit was re-modeled at a later date, the date of original construction should be provided. If, however, the original unit was completely destroyed and rebuilt, the date of rebuilding should be provided.

If you are unable to find out the age of the building in which you live, give your best estimate.

Question H2: Outer Walls

Please identify the material used to construct the outer walls of this dwelling.

Question H3: Roof

Include fibre glass shingles under [1] **Shingle, asphalt.**

Include wooden shingles under [5] **Other.**

Question H4: Type of Dwelling

No further instructions

Question H5: Water Sources

Answers to this question will provide information on the sources of water used by persons occupying dwelling units. In conjunction with Question H6 on main source of water supply, decisions on the provision of pipe borne water can be made.

Question H6: Water

No further instructions

Question H7: Sewerage

This information will provide answers on the type of sewage disposal used by dwelling units. It is useful information that can be used for environmental decisions, bearing in mind the high ground water table in these Islands. (Condo and apartment owners can check with their strata)

Question H8: Electricity and Question H9: Cooking

These questions seek information on the main source of energy used for lighting and cooking. The information gathered can be useful in determining and assessing living conditions.

Questions H10 - Rooms and H11 - Bedrooms

When combined with data on the number of persons in the household, information on the number of rooms and bedrooms is used to measure levels of crowding. When combined with the cost of shelter, this information is also used to assess the economic situation of families in the Cayman Islands.

Question H10: Rooms

DO NOT enter half rooms. Include as separate rooms any partially divided rooms that you consider to be separate because of fixed or movable partitions or because of their use (for example kitchens and dining rooms separated by a counter).

DO NOT count bathrooms, rooms 6ft wide or less, garages or carports, enclosed porches, verandahs or passageways, or rooms used only for business purposes.

Question H11: Bedrooms

Include all rooms designated and furnished as bedrooms and used mainly for sleeping, even though they may only be used occasionally as a spare or guest bedroom.

DO NOT include as bedrooms any rooms used for one purpose during the day and as bedrooms at night (e.g. a living room that is used as a bedroom at night).

Shade the "None" box if no rooms in the dwelling are used primarily for sleeping purposes. Also shade the "None" box for one-room dwellings or studio apartments.

Questions H12 - H19

The answers to these questions provide information used to assess living conditions and the quality of life of families in the Cayman Islands.

Question H12 - H16

No further instructions

Question H17: Telephone

Count a cellular phone that is used by this household all or most of the time.

DO NOT count disconnected or broken phones.

Question H18: Computer

No further instructions

Question H19: Televisions

No further instructions.

Question H20: Vehicles

If people who live in this household are temporarily away, count their vehicles.

If a vehicle is temporarily out of order, count it, but if it is unlikely to be on the road again for a long time (six months or more), **DO NOT COUNT IT**.

If vehicles are only used for farm work, **DO NOT COUNT** them. Only count vehicles that can be operated for private use.

If a person is allowed to use a vehicle to drive to and from work but not allowed to use it for any other private use, **DO NOT** count this vehicle.

If vehicles can only be used for work, **DO NOT** count them.

If vehicles belong to visitors **DO NOT** count them.

If there are vehicles that this household borrows occasionally from another household, **DO NOT** count.

Question H21: Repairs

In conjunction with information from Period of Construction, the information on repairs is used to assess the physical condition of the housing stock in the Cayman Islands.

Regular maintenance includes those activities that must be performed continually to prevent the house from deteriorating, e.g., painting.

Minor and major repairs indicate that some part of the dwelling is damaged or not operating properly.

Minor repairs include replacing missing or loose floor tiles, bricks or shingles and repairing broken windows.

Major repairs include structural repairs to walls, floors or ceilings, the installation of new roof and the replacement of external siding.

Question H22(a): Business

This question seeks to determine the use of dwellings for the joint purposes of living quarters and business establishments.

Question H22(b): Kind of Business

This relates to the kind of activity carried out in the business (e.g., hairdressing, dressmaking, television and radio repairs etc.)

Question H23: Tenure

This question deals with the manner in which the household occupies the dwelling unit.

Persons who own the unit outright should proceed to **SECTION 3**.

Persons whose accommodation is provided rent-free should also proceed to **SECTION 3**.

Question H24(a): Cost of Shelter - Renters

Question 24 examines the cost of shelter. Renters are asked to provide the total monthly rent paid by all household members for the dwelling. Write amount in boxes provided. If your rent is \$800, write it as 000800 in the boxes and **shade the ovals** that correspond to these numbers.

0	0	8	0	0
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question H24(b): Cost of Shelter - Owners

Owners with mortgages indicate the amount of mortgage paid on a monthly basis (to the nearest dollar). If payments are not made on a monthly basis, obtain the average monthly amount paid by adding payments made in the last 12 months and dividing the total by 12. Round figures to the nearest dollar. Write amount in boxes provided. If your mortgage is \$1800, write it as 001800 in the boxes and **shade the ovals** that correspond to these numbers.

0	1	8	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

N.B. A calculator may be required to arrive at some answers.

SECTION 3 - PERSONAL

Questions 1-27 are to be answered by/for everyone who usually resides in the household. The remainder of questions, (28-46) are to be completed only for persons 15 years and over. The answers to these questions provide a wide range of socio-economic and demographic information such as family type and size, the number of persons living alone, the number of children living with one parent. Also sought is information on education, training, internal migration, health insurance, disability, birthplace and citizenship, together with data on income, hours of work and household activities.

The information gathered can be used to plan for daycare centres, schools and senior citizen facilities.

Question P1: Name

Complete for each person as listed in Section 1. If you have a baby who has not yet been named, just write BABY of PERSON NUMBER _____. In the case of twins who have not been named write BABY1 and BABY2 of PERSON NUMBER _____.

Question P2: Gender

No further instructions needed.

Question P3: Usual Address and Whereabouts on Census Night

The census counts everyone in the Cayman Islands on Census Night, including overseas visitors.

Shade the box that best describes a person's status on Census Night, Sunday, 10th October.

Fill out individual forms **only** for persons who usually live at this address. Also complete individual forms for persons who are away at school (provided that they have not spent more than one year of continuous residence overseas) or at sea. Individual forms should also be completed for persons who are in hospital or other institutions for less than six months.

Persons **visiting** from the Cayman Islands should be included at their "Usual Address" and should **NOT** have an individual form completed at this address.

WHEREABOUTS ON CENSUS NIGHT?

The basic rule is to include everyone in the household, regardless of Caymanian Status or age.

INCLUDE AS PRESENT ON CENSUS DAY:

- all persons who normally reside in the household and who spent the night of Sunday, 10th October there
- all persons normally resident in the household but who were working on the night of Sunday, 10th October
- domestics, boarders or lodgers living in the household (for at least 6 months)

INCLUDE AS ABSENT ON CENSUS DAY:

- new-born babies and their mothers who are still at hospital

- family members working on another island, in another country (for less than 6 months) or at sea, if the present Cayman address is considered their "home"
- students (residents of the Cayman Islands) at school overseas, who were not continually resident abroad for one year or more
- persons normally resident in the household but away on vacation (for less than 6 months)
- persons normally resident in the household but away on business (for less than 6 months)

INCLUDE AS VISITORS, PERSONS WHOM, EVEN IF PRESENT, ON CENSUS DAY, WERE:

- family members working and living away from the address and who consider elsewhere their "home"
- separated spouses who visit only occasionally and who have a "home" elsewhere
- daily helpers and domestics **NOT** living-in (these individuals form separate households unless living in an "annex" to the main dwelling **AND** sharing at least one meal a day)
- visitors (intending to live less than 6 months in the Cayman Islands)

Be very sure to include **EVERYONE** who lives in the household, **especially the young and the elderly**. We do need an accurate count of the whole population.

Question P4: Date of Birth

Write in the date of birth in the boxes provided as Day, Month, Year, then shade the appropriate ovals corresponding to the numbers you have written.

Example: Date of Birth is 9th of July, 1982

DAY		MONTH		YEAR			
0	9	0	7	1	9	8	2
<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Questions P5-P7

No further instructions needed.

Question P8-P9: Same Residence One Year Ago/Usual Residence One Year Ago

Persons who lived in a different district on October 10, 1998, should shade the appropriate box. As a guide, use the following district boundaries as a guideline:

- ★ West Bay begins after the Governor's House and includes Governors Harbour and Conch Point Rd.
- ★ George Town starts at the Governor's House and ends at Spotts Newlands.
- ★ Bodden Town begins at the "entering Savannah" sign and ends at the Frank Sound junction.
- ★ East End extends from the Frank Sound junction up to the Old Man Bay sign on the Queens Highway.
- ★ North Side begins at Frank Sound and includes Cayman Kai.

Persons who lived outside of the Cayman Islands on October 10, 1998 should:

- ★ Shade the box representing the country if listed. If not listed,
- ★ Write the name of the country according to present boundaries in the space provided.

Question P10: Birthplace

For persons born in the former USSR, Yugoslavia, or the former Czechoslovakia, print the name of the independent country or republic according to the boundaries in existence on Census Day – October 10, 1999.

For persons who are not sure of their country of birth because of boundary changes since the time of their birth, print the name of the nearest city, state, province or region in the space provided.

Question P11: Citizenship

Shade Caymanian for persons who are Caymanian by birth, naturalization or by grant of Cayman Status.

For persons who are dual citizens of Cayman and another country, shade Cayman and the other country if it is listed. If the country is not listed, print the name of the country under **Other (specify)**.

For non-Caymanians, shade the country or countries for which you hold citizenship. If your country of citizenship is not listed, print under **Other (specify)**, the name of the country or countries for which you hold citizenship.

Please limit citizenship options to two countries.

Question P12: Country of Previous Residence

Do not include countries where persons have studied abroad, unless they have been continually resident in those countries for more than one year.

Shade the country from the list provided. If the country is not listed, print the name of the country under **Other (specify)**.

Question P13: Year of Arrival

Write the year of last arrival in the boxes provided.

Example: 1978

1	9	7	8
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Questions P14-P17: Disability /Activity Limitations

Questions 14-17 seek to provide information on the number of persons in the Cayman Islands with mental and/or physical disabilities, as well as those with chronic health problems which limit activity. Each adult should answer for himself/herself wherever possible. A parent or guardian should answer for persons under 15 years of age, as well as for older persons who are unable to complete the form themselves.

Include long-term physical or mental conditions, health problems, disabilities or handicaps that have lasted or are expected to last six months or more.

These questions refer to disabilities that are not completely corrected. For example, hearing or sight loss that cannot be corrected by a hearing aid or glasses/contact lenses.

The results may be used to design surveys aimed at understanding the barriers faced by persons with disabilities, with a view to better integrating them with society.

Long-standing illness is defined as chronic health problems of six months or more duration, which limit activity.

Question P18: Health Insurance

Civil servants and their dependents with access to medical care from the Cayman Islands Government should report the relevant categories.

A Health Insurance Provider in the Cayman Islands refers to any company registered or operating in the Cayman Islands, regardless of whether or not they are representing another company overseas.

Questions P19-20: LANGUAGE

Question P19-P20 will provide data on the languages spoken and the language most spoken at home.

For persons who are deaf or mute:

- ★ report knowledge of English, Spanish or other languages, including sign language.
- ★ report the language used most often at home to communicate, including sign language.

Question P19: Language

Report only those languages in which persons can carry on a conversation of some length on various topics.

For a child who has not yet learned to speak, report the language(s) the child will learn to speak at home.

Question P20: Language most spoken

For children who have not started speaking, shade the language that is spoken to them most often. If two languages are spoken, report the one most often spoken to the child.

Question P21: Religion

No further instructions required.

Questions P22- P32: EDUCATION & TRAINING

EDUCATION

Questions P22-P32 inquire about the education and training of persons residing in the Cayman Islands. The information can be used for manpower planning, by both public and private sectors, as well as to evaluate the need for educational and training facilities in the Islands.

Information on care for children under 5 years of age is being sought so that improvements can be made to the daycare and nursery systems on the Islands.

School attendance information can be used for planning and financing post-secondary and adult education programmes.

Question P27: Highest Qualification Obtained

For persons still attending school:

- Shade [1] **None** for persons who have not completed primary school;
- Shade [2] **Primary school graduation certificate or equivalent** for persons who are in secondary/high school and have not sat any external exams.
- Shade [3] **Secondary (high) school graduation certificate or equivalent** for persons who have graduated from high school.
- Shade [4] **Trades certificate or diploma for less than one year** for persons who have received a certificate or diploma through apprenticeship and/or in-school training in vocational courses at community colleges, institutes of technology and similar institutions over a period of less than one year.

- Shade [5] **Trades certificate or diploma for less than one year** for persons who have received a certificate or diploma through apprenticeship and/or in-school training in vocational courses at community colleges, institutes of technology and similar institutions over a period of one year or more.
- Shade [8] **Other non-university certificate or diploma** for persons who have received a certificate or diploma (other than a trades certificate or diploma) from a community college, institute of technology, or any other non-degree-granting institution for periods of study **under one year**.
- Shade [9] **Other non-university certificate or diploma** for persons who have received a certificate or diploma (other than a trades certificate or diploma) from a community college, institute of technology, or any other non-degree-granting institution for periods of study of **one year or more**.
- Shade [10] **University certificate or diploma below bachelor degree** for persons who have a teaching certificate awarded by a department of education at an approved institution such as a school or college of education. For persons who have earned their teaching qualifications from an accredited university's faculty of education, shade [11] **bachelor's degree**.
- Also shade [10] for persons with associate degrees and those with diplomas, certificates or licenses from a professional association whose course(s) of study was/were conducted through a university, (provided that a bachelor's degree was not required to enroll in these programmes).

TRAINING

Do not include courses taken for leisure, recreation or personal interest.

HOUSEHOLD ACTIVITIES

This question will provide information on how much time persons aged 15 years and over are spending on household tasks, caring for children and providing care and assistance to the elderly.

Question P33: Household Activities

Shade the applicable box for the total number of unpaid hours spent doing each of the activities in parts (a) to (c) during the last week (October, 03-October 9). Include hours spent doing unpaid activities for:

- Members of one's own family;
- Other family members outside the household;
- Friends or neighbours.

DO NOT include hours spent:

- working for pay (**report paid work in Question P39**)
- doing unpaid **volunteer** work for a non-profit or religious organisation, charity or community group.

Overlapping Activities

Persons performing more than one unpaid activity at the same time, for example preparing a meal and looking after his/her child, should report the time period in both part (A) and part (B).

Question P33(a): Doing House or Yard Work Without Pay

No further instructions required

Question P33(b): Looking After Children Without Pay

Report hours spent doing activities such as talking or playing with children if, during these activities, this person was responsible for their care.

Question P33(c): Providing Unpaid Care to Seniors

Seniors are all persons 65 years of age and over. Persons close to 65 and suffering from age-related infirmities such as arthritis, should also be included.

LABOUR MARKET ACTIVITIES

Questions P34-P42 seek information on **paid** work done by persons 15 years and over. This information is important to both the public and private sectors to forecast future job opportunities, to plan transport and commuting systems, and to assist in developing measures to ensure job opportunities. In conjunction with the information gathered on education, this data can be used to develop educational and training programmes that are suitable for the Cayman Islands.

Questions P34-P35

No further instructions needed

Question P36(a): Company, or Employer's Name

For persons 15 years and over who are self-employed, enter the name of the business. If the business does not have a name, enter the name of the person.

For persons 15 years and over whose wages are paid by an agency that hires out their services, enter the name of the agency.

For persons 15 years and over who work as housekeepers, gardeners, or who work as employees in someone's home, write Private Household.

Question P36(b): Business of Employer

Describe the type of business in detail.

For example:

Instead of:	A more detailed response would be:
Manufacturing	baking of bread and cakes
Furniture	retail household furniture and appliance store
Education	primary school or secondary school
Civil service	Department of Social Services
Auto parts	retailing motor vehicle parts
Agriculture	vegetable farm or plant nursery

Question P37: Occupation

Give specific descriptions of the kind of work done. Be sure to indicate supervisory or management responsibilities where they apply. **Do not** use the terms **civil servant, clerical, teacher or banker**.

For example:

Instead of:	A more detailed response would be:
Teacher	graduate teacher, primary school
Clerical	typist or filing clerk
Banker	teller or loans officer
Civil servant	statistical officer
Repair work	repair and maintenance of motor vehicles
Maintenance	maintaining electrical equipment
Consulting	management consultant
Consulting	consultant, tourism impact studies

Question P38: District of Main Workplace

West Bay begins after the Governor’s House and includes Governors Harbour and Conch Point Rd.

George Town starts at the Governor’s House and ends at Spotts Newlands.

Bodden Town begins at the “entering Savannah” sign and ends at the Frank Sound junction.

East End extends from the Frank Sound junction up to the Old Man Bay sign on the Queens Highway.

North Side begins at Frank Sound and includes Cayman Kai.

If a person has worked in more than one location during the reference week, shade the district in which the most time was spent during that week.

Question P39: Weekly Hours Worked

Do not include parts of an hour. Round off to the nearest hour.

Example: 57 hours 20 minutes

0	5	7
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question P40: Months Worked

No further instructions required

Question P41: Daily Journey to Work

No further instructions required

Question P42: Income 1998

The census is the only means of obtaining detailed income statistics by geographic region for the Cayman Islands. The information can be used to develop the level of income support programmes and social services such as old age pensions, social assistance and welfare payments.

Businesses, large and small, use these data to market products, to locate stores near consumers, and to develop new products and services.

NO ONE, including courts or other government departments, can get personal income or other information about you from the census. All your answers are kept confidential.

GENERAL INSTRUCTIONS

All persons 15 years of age and over on Census Day, whether or not they worked in 1998, should complete Question 42.

Report annual income received from January 1, 1998 to December 31,1998 for each of the sources in parts (A) to (E) and for the total income in Question 42. If you are not sure of the exact amount for a source, give your best estimate. For persons who had no income from any source in 1998, shade No in parts (A) to (E) and in total income.

In the case of a loss in parts (B) and (E) and in total income, shade **Yes**, report the amount, and also shade **Loss**.

Report income obtained from outside Cayman in Caymanian dollars.
Use conversion rate of US\$ 1.00 = CI\$.80c

PAID EMPLOYMENT

Part (A) -Total Wages and Salaries

Report in part (A) the total amount of wages and salaries received in 1998.

Include:

- total wages and salaries from all jobs **before deductions** for pensions, etc. (do not report take-home pay only);
- commissions, cash bonuses, tips and casual earnings;
- military pay and allowances

Do not include:

- value of free board and lodging, free automobile use or other taxable allowances and benefits.

Report retirement allowances, severance pay, wage loss replacement benefits and employer or union supplementary unemployment benefits in part (E).

SELF-EMPLOYMENT INCOME

Net Farm Income

Persons who operated an agricultural operation in 1998, alone or in partnership, should report net farm income (gross receipts minus operating expenses such as wages, rents or depreciation) in part (B).
In the case of a partnership, report only this person's share of net income.

Agricultural operations produce at least one of the following items intended for sale:

- field crops, tree fruits, vegetables or seed;
- poultry or livestock;
- animal products such as eggs, milk, meat, furs or wool;
- greenhouse or nursery products;
- other agricultural products such as honey, mushrooms, sod, Christmas trees or maple syrup products.

Include:

- cash advances in gross receipts received in 1998;
- all rebates and farm-support payments from federal, provincial and regional agricultural programs such as dairy or milk subsidies or marketing board payments;
- dividends received from cooperatives;

Do not include:

- the value of agricultural products produced and consumed on the farm or traded for goods.

- **Report Total wages and salaries income from** incorporated farms in part (A), **and/or Dividends, interest on bonds, deposits and savings certificates and other investment income in part (E).**

For persons who rented out their farms, report the net rent in part (E).

Net Non-farm Income from Unincorporated Business, Professional Practice, etc.

Who is in this category?

- persons who owned and operated a non-farm, unincorporated business or professional practice in 1998, alone or in partnership, including:

- persons who are self-employed fishermen, trappers and hunters;
- persons doing casual work such as baby-sitting in their own home, or who sell and deliver cosmetics or newspapers;
- persons engaged in freelance activity such as artists, writers or music teachers;
- persons who receive income from provision of room and board to non-relatives.

Report net income (gross receipts minus operating expenses such as wages, rents or depreciation). Do not subtract personal deductions such as pension contributions. In the case of a partnership, report only this person's share of net income.

Include:

- net income from roomers and boarders;

Report Total *wages* and salaries income from incorporated businesses in part (A), and/or in part (E), **Dividends, interest on bonds**, deposits and savings certificates and **other investment income**.

Part (C) INCOME FROM GOVERNMENT

Old Age Security Pension, Guaranteed Income Supplement and Spouse's Allowance

Who should shade "Yes" in part (C)?

- persons 65 years and over who in 1998 received Old Age Security Pension (and Guaranteed Income Supplement) from the government;
- 60-to 64-year-old spouses of Old Age Security Pension recipients and widow(er)s who received Spouse's Allowance from the government.
- persons who receive veterans' pensions;
- persons who receive war veterans' allowances;
- pensions to widows and dependents of veterans;
- persons who receive cash assistance due to handicap or disability;
- persons who receive payments from training programs sponsored by the government;

Report only money received from the government.

Report retirement pensions of civil servants, RCIP and military personnel in part (E). Report old age, retirement and war pensions from foreign governments in part (E)

Part (E) OTHER INCOME

Dividends, interest on bonds, deposits and savings certificates and other investment income

Include:

- the actual amount of dividends received from Caymanian and foreign corporate stocks and mutual funds;
- interest from deposits in banks, trust companies, co-operatives, and credit unions;
- interest on savings certificates, bonds and debentures;
- interest from insurance policies;
- net rents from real estate, including farm land;
- mortgage and loan interest received;
- regular income from an estate or trust fund;
- investment income received from abroad.

Retirement pensions, superannuation and annuities

Who falls in this category?

- persons who received pension income or survivors' benefits in 1998 from an employee **pension plan** or annuities from a matured registered retirement savings plan or a registered retirement income fund.

Include:

- any income from a pension plan of one or more employers;
- payments received from all annuities;
- pensions paid to widow(er)s or other relatives of deceased pensioners;
- pensions of retired civil servants, and RCIP officers;
- annuity payments received from an insurance company.

Do not include:

- lump-sum benefits;
- withdrawals from a pension plan;
- refunds of over-contributions.

Report severance pay, retirement allowances, and pensions from sources outside the Cayman Islands, in part (E)

Other Money Income

Report any other regular cash income received in 1998 and not covered in parts (A) to (D).

Include:

- alimony, child support and periodic support from persons not in the household;
- non-refundable scholarships, bursaries, fellowships and research grants;
- severance pay and retirement allowances;
- royalties;
- strike pay;
- wage-loss replacement benefits;
- all income from outside the Cayman Islands (**except for income from family and friends which should be reported in D**).

Do not include:

- money received from gambling, lotteries, the sale of property or loan repayments;
- a cash refund of pension fund contributions;
- lump-sum death benefits or any other one-time lump-sum payment;
- lump-sum inheritance or insurance policy settlements or cash gifts;
- capital gains or losses.

Question P43: Pension

Permanent and pensionable civil servants should answer "Yes" to this question.

Question P44: Remittances Abroad

The information from this question will be used to estimate the net flow of income to/from the Cayman Islands and will be used to calculate the Gross National Product (GNP) of the Cayman Islands.

Examples of "remittances abroad" include money sent from the Cayman Islands to family or friends overseas, mortgage or rental payments, or credit card payments made overseas.

Questions P45 and P46: Fertility

These questions seek information on the number of live births ever had by females in the Cayman Islands. The question on live births in the last year can be used to evaluate the accuracy of the census.

EDIT CHECKS

There are several checks that should be done in the field before the questionnaire arrives at the Census Office. These checks will save the Census Supervisor a considerable amount of time and effort if they are completed before he/she receives them. Both enumerators and supervisors are expected to perform these checks. There are two types of edit checks that can be performed at this stage i.e., checks for completeness and consistency checks.

CHECKS FOR COMPLETENESS

A quick scan through the form will be sufficient to spot questions where responses have not been provided. Pay special attention to the number of people reported in Section 1 and make sure that the correct numbers of personal forms have been completed. This should be done before leaving the household and every effort should be made to collect the missing information before departing. A more thorough check should be done at home.

CONSISTENCY CHECKS

These are a little more time consuming and should be done at home. District supervisors and enumerators should carry out the following checks, before the forms are returned to the Census Supervisor.

- That the Person Numbers recorded in the Identification Section correspond with those in the Personal Section.
- That the gender recorded in the Identification Section matches the gender reported in the Personal Section.
- That the age given in the Identification Section matches the date of birth given in the Personal Section.
- That persons under 15 years of age do not complete questions P28 – P47.
- That persons under the age of 9, are not attending high school.
- That persons under the age of 15 do not report Bachelors degree or higher for their Highest Level of Education. While this is possible, it is a rare occurrence and should be double-checked.
- That males do not answer questions P45 and P46 on fertility.

INTERVIEWING TECHNIQUES

The questionnaire, as stated earlier, has been designed to be self-completed by householders. Enumerators will, however have to establish the number of dwelling units, the number of households, the number of persons in each household and verify the Block and Parcel number, the house number and Street Address from occupants of households. Despite the limited amount of interviewing which enumerators are expected to conduct, this section on interviewing techniques has been included for the following reasons:

1. The initial contacts which enumerators make with respondents will go a long way in determining how responsive they will be to the census and
2. It is expected that some respondents will require assistance, or others may not have completed questionnaires when they are due for collection.

For these reasons, it has been decided to include a rather comprehensive section on interviewing techniques.

As previously mentioned, learning what it takes to be a good interviewer cannot be accomplished all at once. It will take practice and a good deal of effort on your part. We rely very much on you to be a good interviewer. Your goal is to collect accurate information by using the census questionnaire and by following sound interviewing practices. This section contains some principles that **EVERY INTERVIEWER MUST USE** if he/she is to be good at the job.

There are three basic elements in any interview situation:

1. the interviewer;
2. the respondent; and
3. the questionnaire.

Given the three basic elements, there are three things you are asked to do in order to conduct an accurate interview:

- Ask the questions as worded, following the instructions.
- Listen carefully to the respondent's answers.
- Record those answers properly on the questionnaire.

What could go wrong in any of the above three things?

- The interviewer may ask the wrong question, leave off part of the question and/or reword the question.
- The interviewer may not listen to the respondent and/or not give the respondent enough time to fully answer the question
- The interviewer may forget to mark an answer on the questionnaire and/or mark an answer incorrectly.

One of the points emphasised is that you **MUST** ask the questions as worded. This means that you **MUST NOT** make any assumptions about the ability of the respondent to understand the questions or to answer

them. If the respondent shows a lack of understanding of the question, first repeat it slowly, putting emphasis upon important words and phrases. **DO NOT** add any words and **DO NOT** apologise for the question. However, probing, which is covered below, may be necessary.

Another point is the problem of an interviewer biasing an interview by failing to be neutral. Forms of bias can be verbal (i.e. spoken to the respondent) or non-verbal (i.e. facial expression or silent reaction). As an interviewer, you must not "lead" respondents to answer questions in a certain way. Your reaction, spoken or unspoken, could lead the respondent to give inaccurate responses.

Conversation with respondents may "stray." Remember that it is **ABSOLUTELY** essential to remain neutral in any remark you make about a subject. Forget how you feel personally about any controversial matter and listen to the respondent. Then quietly, subtly, but firmly, **REDIRECT** the conversation back to the questionnaire. Keep the interview as brief as possible.

The last point to make about interview bias deals with you personally. This point is, to "get out of yourself" in interviewing. This means that you must get rid of any pre-conceived ideas that you have about a particular type of person. Do not let your own attitudes influence the interview. Do not anticipate answers. We are interested in that respondent's answers. You must therefore avoid allowing your attitude to influence his/her response. A reply, which appears obvious to you, must be confirmed prior to making the entry.

Your ability to read the questions as they are intended to be read and to accurately record the respondent's answer is vital to the census exercise. Most of the questionnaire items are straightforward and should present no problem to you or the respondent. However, sometimes the respondent may not understand the question completely and you may have to probe to receive an answer. **PROBING** is another important skill that you need to do your job. Four basic types of probes are: pausing, rereading the question, asking for more information and zeroing-in.

Furthermore you should be conscious of inconsistent answers from one part of the questionnaire to the next. For example, if someone states that they are an "unpaid family worker" without a second job and then indicate an income from paid employment other than zero you will have to probe.

Possible probes could be:

Did you work in any job other than the family business during 1998?

Or

Did you receive an allowance for the work you did in the family business?

Do not confront the individual. Do not for example tell the individual ***"You are obviously being inconsistent with your answers. You just told me a few questions ago that you were an unpaid family worker, but you are now telling me that you earned income from paid employment?"***

One important aspect of probing is that probes must be neutral. When you probe, avoid the tendency to suggest answers to the respondent. Sometimes, you may become impatient with a respondent and may be tempted to actually suggest an answer. **DO NOT DO IT! WORD YOUR PROBES VERY CAREFULLY.**

One final point to note about probing is **DO NOT OVER-PROBE**. If a respondent has answered your question, do not continue to probe. Once you have been given an answer that meets the objectives of the question, mark the answer. Do not continue to probe.

Your success as an interviewer is related to the degree to which you commit yourself to the job. Your attitude, your knowledge of the census and your ability to apply the points which have just been discussed **ALL** contribute to your development as an interviewer. It is hoped that you will keep these points in mind as you do your job and that you will apply them.

Some excerpts from a video produced by the U.S. Department of Commerce, "*One on One: Getting It Right*," will be shown. The video covers basic interviewing skills and techniques and is very useful in supplementing the contents of this manual and enhancing your interviewing techniques.

If you discover you have been assigned a neighbour whom you would feel awkward or uncomfortable interviewing, or someone, for whatever reason, who you strongly believe would be difficult for you to interview, you should immediately notify the Survey Supervisor. Your assignment may be switched or reassigned, rather than risk a refusal.

If you do not contact anybody at an address you will need to make at least three (3) OTHER visits at different hours, on different days. You should have attempted at least one contact for each assignment within the first seven days. Furthermore, for households where the final status is "no contact", at least one visit should have been on a Saturday or Sunday AND if two consecutive "no contacts" are made on weekdays, the last two visits should be on weekends. If you would like to leave a note with a name and contact number, you may.

Every attempt to establish contact at an assigned household must be recorded on the Enumerator Log. It may be necessary to discreetly inquire of neighbours whether anyone usually lives in a household to establish whether it is a **VACANT or NO CONTACT** situation. It is critical that you understand the difference between "vacant" and "no contact" since misclassification between these two terms will have a significant impact on estimates of undercount.

Difficulties with cooperation (e.g. refusal), communication (e.g. language) or locating households should be reported as soon as possible to your Supervisor. Please do not wait until you return the questionnaire.

Likewise Supervisors should contact the Census Supervisor **immediately**, if they are unable to rectify the situation.

You may leave a call back card at any household that you are having difficulty making contact with the inhabitants. You will receive a few copies with your assignment. If the person is reluctant to participate, be sure to inform them that the matter will be referred to your supervisor.

It is recommended that you do not attempt a first contact after 8:00 P.M. as some respondents may consider this to be inappropriate. If, upon arrival, you believe persons are home but the lights are out **DO NOT** knock. Make a note to this effect in the comment section of the Enumerator Log and try another day.

If at all possible, you should personally interview everyone in the household aged 15 years and over. If the only person home when you call appears to be under 15, simply find out when would be the best time to return. Do not question them about any aspect of the survey, as this may offend their parent(s). Also, do not take data from ANYONE who is not part of the household (e.g. friends, neighbours or domestics not living in).

If, for whatever reason, the respondent is unable to provide data about someone who is a member of the household, you must still make every reasonable effort to fully complete the questionnaire. There are various means by which this may be achieved:

- ask the respondent to obtain the data on your behalf;
- find out when you might best contact the person for whom the data is missing; or
- obtain a telephone number by which you may personally contact the individual for whom the data is missing. Do not simply leave the questions blank.

IF YOU HAVE ANY DIFFICULTY IN ESTABLISHING CONTACT, NOTIFY YOUR SUPERVISOR