

2010 Everyone  
Counts!

## ENUMERATOR'S MANUAL

NATIONAL CENSUS DAY  
October 10, 2010



ECONOMICS AND STATISTICS OFFICE  
GOVERNMENT OF THE CAYMAN ISLANDS

*Information on hand*

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## FOREWORD

This manual has been prepared for the benefit of persons involved with implementing the Cayman Islands 2010 Population and Housing Census. It is to be used primarily as a training and reference manual and is the most important aid for Enumerators.

The manual will provide an understanding of the Census, the objectives, questionnaire content, the conditions under which the Census is to be conducted and your role as an Enumerator. Above all, it ensures that procedures across the Islands conform to the same set of standards. This manual can also be used as a reference for all other persons involved with the implementation of the Census.

You are encouraged to read this manual thoroughly, and RE-READ it regularly during enumeration period. You should become familiar with its contents and layout so that you can make quick reference to it when you are in the field.

Even if you were an enumerator in a previous survey or census it is **essential** that you study this manual thoroughly as it could help to further clarify issues you may have had before.

If after reading through this Manual you still have queries or concerns about the questionnaire or the conduct of the Census you should raise them with the Trainers during the training or with your Field Supervisor during field work. It is important that you have a clear understanding of the task you are about to undertake as an Enumerator.

Census Manager  
September 2010

# TABLE OF CONTENTS

FOREWORD .....	i
INTRODUCTION .....	1
BACKGROUND AND OBJECTIVES .....	1
MISSION STATEMENT .....	4
THE STATISTICS LAW .....	4
CENSUS ORDER .....	4
CENSUS REGULATIONS .....	4
CONFIDENTIALITY .....	5
COMPULSORY TRAINING .....	5
TRAINING PACKAGE.....	5
TRAINING GROUND RULES.....	5
2010 CENSUS OPERATION.....	6
ROLE OF ENUMERATOR .....	7
KEY CONCEPTS AND DEFINITIONS .....	9
MAPPING, CANVASSING AND LISTING .....	16
MAPPING.....	16
CANVASSING.....	19
HOUSEHOLD REGISTER.....	23
LISTING .....	23
COMPLETING THE VISITATION RECORD .....	24
STRUCTURE OF THE CENSUS QUESTIONNAIRE .....	35
MAIN QUESTIONNAIRE .....	35
QUESTIONNAIRE SUPPLEMENT.....	36
COMPLETING THE CENSUS QUESTIONNAIRE .....	37
COVER PAGE .....	37
LIST OF HOUSEHOLD MEMBERS .....	44
SECTION 1: DEMOGRAPHIC CHARACTERISTICS.....	45
SECTION 2: DISABILITY, ILLNESS AND HEALTH INSURANCE.....	52
SECTION 3: SCHOOL ATTENDANCE .....	53
SECTION 4: EDUCATIONAL ATTAINMENT .....	54
SECTION 5: MARITAL AND UNION STATUS.....	56
SECTION 6: BIRTHS .....	57
SECTION 7: EMPLOYMENT.....	58
SECTION 8: HOUSING .....	65
SECTION 9: MORTALITY.....	69
SECTION 10: EMIGRATION .....	70
FREQUENTLY ASKED QUESTIONS .....	74
INTEVIEWING HOUSEHOLDS.....	77
INTERVIEWING PROCEDURE.....	77
INTERVIEWING TECHNIQUES.....	79
GENERAL INSTRUCTIONS FOR RECORDING RESPONSES .....	86

POST INTERVIEW .....	89
CHECK THE COMPLETED QUESTIONNAIRE .....	89
SIGN THE COMPLETED QUESTIONNAIRE .....	93
COMPLETE THE ENUMERATOR'S CONTROL FORM .....	94
QUESTIONNAIRE STORAGE .....	94
RETURN OF MATERIALS .....	94
ADMINISTRATIVE INFORMATION .....	95
TIMETABLE FOR CENSUS DATA COLLECTION .....	95
CONTACT INFORMATION .....	95
FIELD WORK DOCUMENTS AND SUPPLIES .....	95
PERFORMANCE .....	96
FIELD SUPERVISORS' GUIDELINES .....	98
ADDITIONAL TRAINING .....	98
ROLE OF FIELD SUPERVISOR .....	98
YOUR AREA COORDINATOR .....	99
MEETINGS WITH AREA COORDINATOR .....	99
ENUMERATORS YOU SUPERVISE .....	101
MEETINGS WITH ENUMERATORS .....	101
CHECK THE VISITATION RECORD .....	103
CHECK COMPLETED QUESTIONNAIRES .....	104
RE-INTERVIEWS .....	105
CHALLENGES .....	106
ADMINISTRATIVE INFORMATION .....	107
APPENDIX A: EXAMPLE OF LIST OF HOUSEHOLDS .....	109
APPENDIX B: VISITATION RECORD .....	110
APPENDIX C: SCHOOL CROSS REFERENCE CHART .....	112
APPENDIX D: LIST OF STATUTORY AUTHORITIES AND GOVERNMENT CORPORATIONS .....	113
APPENDIX E: EXAMPLES OF OCCUPATIONS .....	114
APPENDIX F: EXAMPLES OF BUSINESSES .....	115
APPENDIX G: INCOME CROSS REFERENCE CHART .....	118
APPENDIX H: CALL BACK CARD .....	119
APPENDIX I: ENUMERATOR'S CONTROL FORM .....	120
APPENDIX J: FIELD SUPERVISOR'S CONTROL FORM .....	121

## INTRODUCTION

### BACKGROUND AND OBJECTIVES

The United Nations recommends that all countries should carry out a population and housing census every tenth year and that the 2010 round of censuses should be carried out during the period 2005-2014. A Census is the most important data collection activity which is designed to provide baseline population and socio-economic data required for policy analysis and planning.

The first census in Cayman Islands was conducted in 1802 and since then, censuses were done in 1891, 1911, 1921, 1934, 1943, 1960, 1970, 1979, 1989 and 1999.

In March 2008, the Government of the Cayman Islands approved the planning, preparation and implementation of the 2010 Population and Housing Census for the Cayman Islands. It is internationally agreed that planning for a population and housing census takes at least two years. Conducting a population and housing census of good quality is arguably the most challenging statistical activity in any country, this is the largest exercise that a national statistical office would undertake.

A population census can be done in two different ways. One method is to count the population who usually lives in the country ("residents"). This is called a *de jure* census. The other method is to count all the people present in the country at the census time. This is called a *de facto* census. The new UN manual calls the two methods, *population present count* (corresponding to the *de facto* census) and *usual resident population count* (corresponding to *de jure*).

For the Cayman Islands, the aim is to count the usual resident population, i.e. **residents or persons staying in the Cayman Islands for more than six months or intending to stay more than six months.**

The main argument to choose the *usual resident population count* is that this count offers better information for planning and policy purposes on the demand for services, on households and on internal migration. In the 1999 census, the main results concern the resident population. Hence, comparability with the 1999 census will be ensured.

The conduct of the 2010 Census has three objectives:

1. The population and housing census in the Cayman Islands in October 2010 shall provide statistics on the population, their demographic, social and economic characteristics, and housing information. The need for such information can never be overemphasized in view of the dynamism of the country's population which is a primary consideration in the efficient planning and running of public services during the ensuing decade.

It should be stressed that even though the census is very important; the census shall be regarded as a part of a national statistical system which

also includes household surveys and statistics from administrative registers. This means that not all statistical information about the population need to be collected in the Census, as other sources of data are available. Hence, prioritization criteria were established, in consultation with the Census Advisory Committee, to determine the critical set of data that will be collected through the Census.

2. In addition to estimating a total count of residents in Cayman Islands and their demographic, social, economic and housing characteristics, the Census will also involve building a registry of households of good quality. This will enable the ESO to improve its sample surveys after the census, such as the Labour Force Survey conducted at least once a year or the Household Budget Survey which needs to be conducted every 3-5 years.

The census will also in other ways contribute to the capacity building of the ESO, such as IT-structure and staff training. Thus, a census is also a capacity building exercise.

3. The population census is a unique opportunity to raise the awareness of the importance of official statistics among the residents of the Cayman Islands. Official statistics is obviously critical in providing useful information for decision-making within the public and business sectors and for knowledge-based debates as part of the democratic process.

Official statistics are expected to capture the basic information needs in a society. They should deliver quantitative information concerning development trends. They should also give a comprehensive picture of the society and thus cover all sectors and all aspects and conditions.

Statistical results should be distributed in forms that are easy to access and understand, in order to be used by all interested parties in the society. Hence, another objective of census management is to disseminate the Census results in a user-friendly manner.

The Economics and Statistics Office aims to produce high quality data from the 2010 Census; that is statistics that are relevant, timely and accurate. To achieve this, extensive efforts were placed on census form design, data collection, and data processing procedures.

## SUMMARY OF THE 1999 CENSUS RESULTS

- ◆ The resident population of the Cayman Islands on Census night 1999 stood at 39,410 of which 390 were institutionalized.
- ◆ The non-institutionalized resident population numbered 39,020 and was distributed as follows:

GEORGE TOWN .....	20,626
WEST BAY .....	8,243
BODDEN TOWN .....	5,764
NORTH SIDE .....	1,079
EAST END .....	1,371
CAYMAN BRAC/LITTLE CAYMAN .....	1,937

- ◆ The population of the Cayman Islands grew by 55.4 percent over the 1989 Census figure of 25,355 or at an average annual rate of 4.5 percent. At this rate of growth the population of the Cayman Islands will double by the year 2015.
- ◆ On a district basis, Bodden Town registered the highest growth and North Side the lowest.

**Table 1.1: Total Population by Age Group and Sex, 1999**

Age Group	1999		
	Total	Male	Female
Total	39,020	19,033	19,987
0-14	7,598	3,830	3,768
15-29	8,706	4,218	4,488
30-49	15,966	7,703	8,263
50-64	4,486	2,268	2,218
65+	2,195	980	1,215
NS	69	34	35

**Table 1.2: Total Households by Type of Tenure, 1999**

Type of Tenure	1999	
	No.	%
Total	14,817	100.00
Owned Outright	3,280	22.14
Owned with Mortgage	3,383	22.83
Rented	7,265	49.03
Rent Free	836	5.64
Other	53	0.36

*Source: Report of The Cayman Islands 1999 Population and Housing Census*

## **MISSION STATEMENT**

Our mission is to assist the people of the Cayman Islands and those outside the country in making informed socio-economic analysis or decisions through the provision of statistical products and economic reports derived from various data compilation activities.

We aim to provide these services within the parameters set by the Statistics Laws of the Cayman Islands, in accordance with accepted statistical methodologies and in a timely and user-friendly manner. We also strive to ensure the integrity of our data dissemination by increasingly moving towards international standards.

## **THE STATISTICS LAW**

The Statistics Law is the legal means by which staff of the Economics and Statistics Office (ESO) is empowered to collect information. It lays out the penalties for not providing information as well as penalties for breach of confidentiality covered in Section F of this chapter. You should make sure that you have read through the Statistics Law so that you are familiar with its power and the penalties for breach of confidentiality. A copy of the Statistics Law will be provided to each field staff. It is a must that you keep it in your possession at all times when conducting interviews. Respondents are legally obliged to provide information asked for in the Census; however ESO prefers that people answer the questions because of moral suasion.

## **CENSUS ORDER**

Section 4 of the Statistics Law allows for an Order to be made for the conduct of a census every ten years. The 2010 Census Order sets Census Day at October 10, 2010. The Order defines who should be counted, what information should be provided and who should provide such information.

## **CENSUS REGULATIONS**

The Regulations outlines the main duties of the Census Manager, Area Coordinator, Field Supervisor and Enumerators and stipulates the responsibility of respondents to provide census information. It also sets penalties for contravention of the regulations.

You will be given a copy of the Census Order and Regulations and must carry them with you at all times when conducting interviews. This is necessary for quick reference if a respondent challenges the legality of the Census.



## **CONFIDENTIALITY**

The success of the Census depends on full public cooperation. A poor response will NOT provide the information needed. One way to encourage cooperation is to maintain the confidentiality of the Survey, which is guaranteed under the Statistics Law. We must reassure the public that this is being done. You must sign an Oath or Affirmation which guarantees to the public that the information they give you will not be revealed to anyone outside ESO. There are penalties for disclosing information, even if it were done simply through carelessness, so be on your guard throughout.

## **COMPULSORY TRAINING**

The ESO has contracted your service to become temporary Enumerators or Field Supervisors to assist the staff in conducting the 2010 Census. It is compulsory that you attend this training, which will enable you to have a thorough knowledge of the main concepts, and to become familiar with the census questionnaires and the Training Manual. The training will last for six days, and a test will be given at the end. Attendance and punctuality at all sessions will be important, and will be key factors, along with the test results, in determining your suitability for the post. You are required to sign a register each day of the training.

**Attendance and punctuality at every training session is compulsory.**

## **TRAINING PACKAGE**

A training package has been prepared for each person attending this training. A list of the supplies has also been included in each package. Check now to ensure that you have been provided with all the materials that are listed on your List of Documents and Supplies. Different sessions of this training will require the use of a different set of materials or documents. You will be guided as to which supplies you will need for the various sessions as the need arises.

## **TRAINING GROUND RULES**

It is important that certain ground rules are established before the training session gets underway. These ground rules should be agreed upon by everyone involved in the training, and shall include basic rules with respect to:

- use of cell phones
- dress code
- one person speaks at a time
- constructive criticism

## **2010 CENSUS OPERATION**

The Census operation involves three (3) phases, pre-enumeration activities, census enumeration and post-enumeration activities. Preparation began in 2008 with Cabinet's approval for the conduct of the 2010 Census, and culminates with this training. The enumeration will begin on Census Day, October 10, 2010, and is expected to last for four weeks. The post-enumeration activities are expected to take one year. The following are the basic activities at each phase of the 2010 Census:

### **Pre-enumeration Activities:**

- Cabinet's approval for the census to be taken
- Census Advisory Committee and sub-committees established
- Census Advisory Committee and sub-committee meetings
- Questionnaire and training manual developed
- Tabulation plan developed
- Publicity plan developed and census publicized
- Questionnaire tested and revised
- Finalizations of questionnaire and other census documents
- Preparation of census Enumeration Area maps
- Household Register updated
- Printing and collating of census documents
- Recruitment of field staff
- Training of trainers
- Batching of census documents and supplies
- Training of field staff
- Distribution of Census assignments
- Census publicity

### **2010 Census Enumeration**

- Data collection
- Field supervision
- District coordination
- Census publicity

### **Post-enumeration Activities**

- Editing and coding of census questionnaires
- Data processing
- Data analysis and report writing
- Dissemination of census results

As Enumerator or Field Supervisor (FS) you will be involved mainly with the census enumeration phase. This phase is very important since it involves the collection of data from the general public that would give a count and some basic characteristics of the total population, as well as, information on housing in the Cayman Islands.

## ROLE OF ENUMERATOR

The success of the 2010 Census depends on the collaborative efforts of everyone involved in the collection of data, supervision of field work and the overall coordination. The success will be measured by the coverage and the quality of the information collected. The goal is for complete coverage and reliable information.

This training will enable you to collect the required information. In addition, your approach, tact, patience and self-confidence will assist you in obtaining co-operation from your respondents.

You will be assigned an Enumeration Area (EA) which has approximately 100 households. As Enumerator, you will be the key person in collecting the information from these households. Therefore, the accuracy and quality of the census data depend on the thoroughness with which you perform your task. A Field Supervisor who will monitor the progress and check the quality of your work.

### Your main duties:

**MEET** with your Field Supervisor to collect census materials, and to arrange a schedule to discuss weekly progress. All appointments should be kept.

**VISIT** your enumeration area along with your Field Supervisor and get to know the boundaries before you begin enumeration.

**PREPARE** the visitation record and questionnaires, using the information provided with your assignment, before you begin enumeration.

**CANVASS** your assigned EA, keeping within the boundaries.

**LIST** in your Visitation Record every building, dwelling unit, and household in your assigned EA and record any information in the Comment Section that would make a household more identifiable.

**CONTACT** the head of household or a responsible adult at every household in your assigned EA.

**CONDUCT** complete interviews for each household in your assigned EA. This may mean making call-backs to certain households if the interview was not completed. Enumerators should attempt at least four call-backs to a household at different times and days, and must include a day on the weekend.

**RECORD** answers accurately.

**ENSURE** that the appropriate section is completed for each person in the household. If an additional questionnaire is used, this should have all the necessary information to identify the household and person.

**REPORT** to your Field Supervisor any difficulty in interpreting the questions or obtaining information (such as refusals) and include in the Comment Section of the questionnaire the date and time when your FS accompanied you to a household.

**REMEMBER** that a questionnaire should be submitted for each household in your assigned EA regardless of the result code. Each Enumerator is accountable for every questionnaire given to him/her.

**SIGN** each questionnaire that you have completed.

**COMPLETE** the Enumerator Control Form.

**SUBMIT** all completed questionnaires, including additional ones used for larger households, spoiled and blank questionnaires, Enumerator's control form and maps to your Field Supervisor.

**CORRECT** edit checks. Your Field Supervisor will edit every completed questionnaire you submit and will use Post-It flags to indicate where there are inconsistencies or omissions. You are required to make the corrections which might require you to return to a household to pose a question again.

## KEY CONCEPTS AND DEFINITIONS

You might be familiar with some of the term used in census taking. However, it is very important that you understand all the terms since they form the basis of the census exercise. Listed below, are the most commonly used terms with their definition:

### ***District***

The Cayman Islands are divided into six (6) districts and for the purpose of the census they are assigned a number. They are as follows:

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

For the most part, the district boundaries on Grand Cayman follow the electoral boundaries, while Cayman Brac and Little Cayman are considered, together, considered as one district. You would be assigned to work in one of the districts, preferably the one in which you reside. Each district will have a District Supervisor (George Town will have four (4)) who will be responsible for the overall coordination of census activities in the respective districts.

### ***Enumeration Area (EA)***

Each district is divided into smaller geographical areas called Enumeration Areas (EA). The main purpose of the EAs is to allow for the distribution of manageable workload, usually 100 households for canvassing and interviewing. The EAs have defined boundary descriptions, which are usually represented on a map. There are 277 EAs countrywide, see Table 1.3 for a distribution by district.

**Table 1.3: Number of Enumeration Areas by District, 1999 & 2010**

<b>District</b>	<b>No. of EA</b>	
	<b>1999</b>	<b>2010</b>
<b>Total</b>	<b>179</b>	<b>277</b>
George Town	99	149
West Bay	37	50
Bodden Town	20	45
North Side	7	10
East End	6	6
Cayman Brac & Little Cayman	10	17

*Source: Lands and Survey Department*

The EA were established during the 1989 Census and were expanded for the 1999 and the 2010 censuses. The expansions allow for comparability between surveys and censuses. Each EA is assigned a number. However, the EA Number by itself cannot uniquely identify an EA since the numbers are repeated in different districts. The assigned district number is combined with the EA number to uniquely identify an EA.

### ***Enumeration Area Maps***

EA maps are the basic instruments in locating your assigned EA. An EA map shows the geographical boundaries and outlines the blocks and parcels that are contained in the EA. It also outlines major roads and streets and the footprints of buildings.

### ***Block and Parcel***

The Lands and Survey-operated Land Information System has divided the Cayman Islands into a series of blocks which are further subdivided into parcels. Every spot on the three islands could be defined by a block and parcel number. The Economic and Statistics Office uses this information, in addition to a physical street address, to locate households in the islands. The utility companies and other agencies also use this information when providing services.

### ***Canvassing***

Canvassing is the method of systematically travelling through your EA to locate all buildings and other places where people could live.

### ***Listing***

Listing entails the assigning and recording of numbers to all buildings, dwelling units and households in your EA. The information is recorded in sequential order in a Visitation Record.

### ***Building***

A building is defined as a physical structure, which is separate and independent of any other structure. It must be covered by a roof and enclosed within external walls. Note that buildings under construction or derelict should be listed and coded as such. A building may be a factory, shop, detached dwelling, apartment building, warehouse or repair shop. A building may have multiple dwellings or any combination of dwellings and businesses.

### ***Dwelling Unit***

A dwelling unit is any building or separate and independent part of a building in which a person or group of persons is living. It must have direct access from the street or a common landing, staircase, passage or gallery where occupants can enter or leave without passing through anybody else's living quarters.

Note that garages and other storage buildings are sometimes transformed as dwelling units. Separate utility meters, use of extension cords for electricity, additional doors and windows and other signs could give an indication of this.

**Figure 1.1: Type of Building/Dwelling**



**Detached House**



**Duplex**



**One Room**

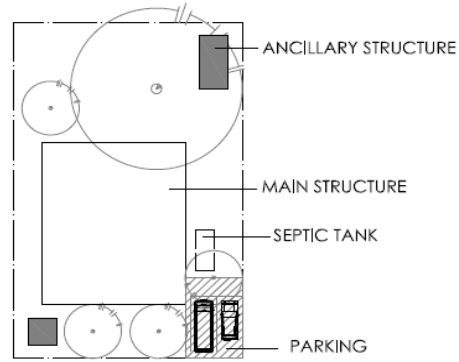


**Dwelling and Business**

Figure 1.2

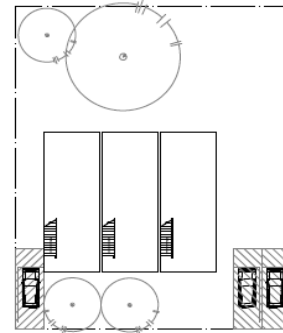
## TYPE OF DWELLING

DETACHED HOUSE



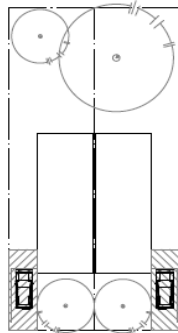
PRIMARY ROAD

CONDOS/ TOWNHOUSES



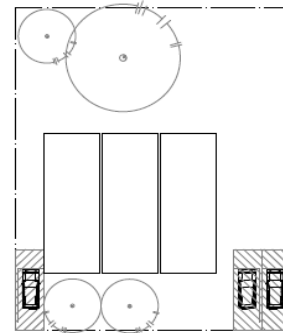
PRIMARY ROAD

SEMI - DETACHED HOUSE



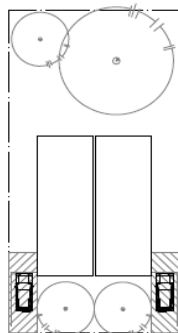
PRIMARY ROAD

APARTMENT UNITS



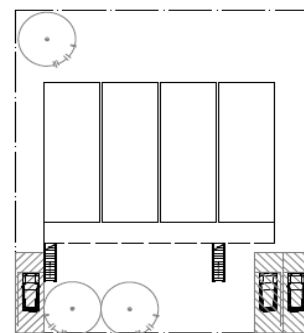
PRIMARY ROAD

DUPLEX



PRIMARY ROAD

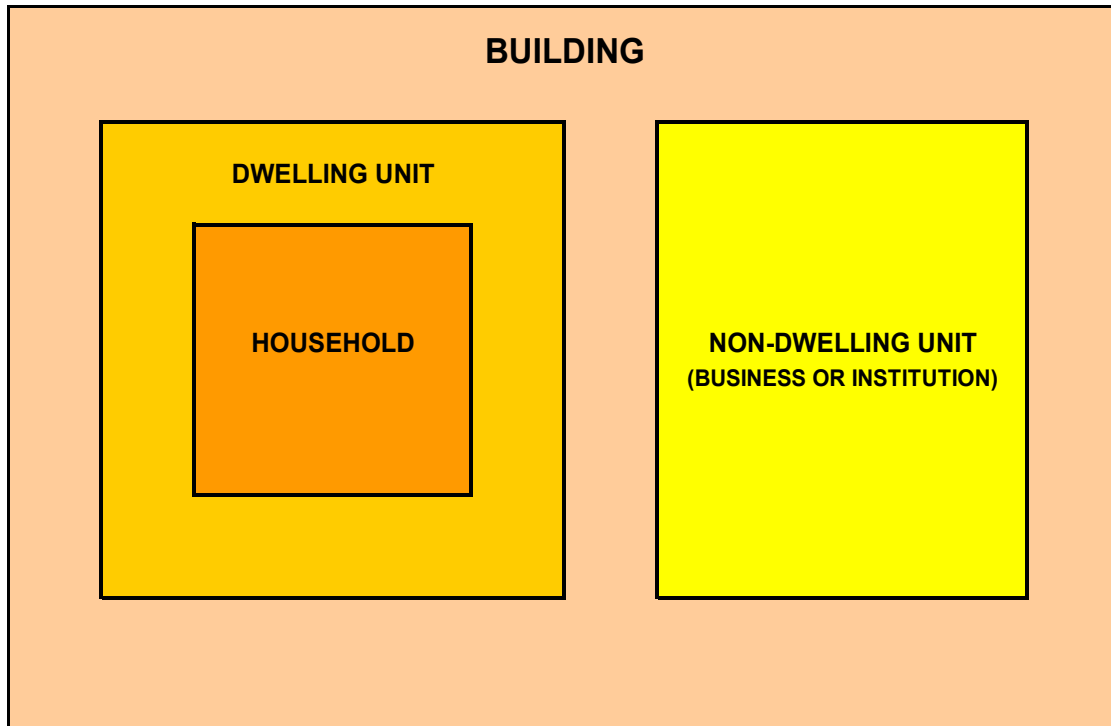
APARTMENT UNITS WITH STAIRS



PRIMARY ROAD



**Figure1.3: Building, Dwelling Unit and Non-dwelling Unit**



### ***Household***

You must identify each separate "**HOUSEHOLD.**" This is essential, as the household is the basic unit to collect the Census 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 i.e. sharing at least one meal a day ***OR*** sharing a living room

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 sometimes rented individually by the 'owner.'*** While these persons may share a common living area, ***EACH ROOM SHOULD BE TREATED AS A SEPARATE HOUSEHOLD.***

***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 while it is conversely

possible for members of three families to form one household on the same parcel. You are to interview the **HOUSEHOLD**.

Typically a household will have its own private entrance from outside or a common passageway distinctly NOT 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 would be considered one household.

### ***WHOM TO INCLUDE OR EXCLUDE***

The basic rule is to include everyone in the household (defined above) who has been living in the Cayman Islands for at least 6 months prior to the Reference Week, or INTENDS to live here for 6 months or more. All persons who satisfy this criterion MUST be included regardless of Caymanian Status or age.

### ***INCLUDE PERSONS WHO DURING THE REFERENCE WEEK, AS PART OF THE HOUSEHOLD, WERE:***

- family members studying abroad who have the intention of returning to their home in the Cayman Islands;
- family members seeking medical attention abroad who have the intention of returning their home in the Cayman Islands;
- family members working on another island, in another country or at sea if the present address is considered their "home" (for less than 6 months);
- away on vacation (for less than 6 months);
- away on business (for less than 6 months);
- domestics, boarders or lodgers living in the Cayman Islands (for at least 6 months); or
- "visitors" from elsewhere in the Cayman Islands (for at least 6 months) (e.g. relatives), who currently consider the address their "home".

### ***EXCLUDE PERSONS DURING THE REFERENCE WEEK, EVEN IF PRESENT, WHO WERE:***

- family members working and living away from the address and consider elsewhere their "home";
- separated spouses visiting only occasionally who have a "home" elsewhere;
- **students at school overseas**, if they do not intend to return to live in the Cayman Islands.;

- persons in an institution (e.g. prison) for the past 6 months or likely to remain in an institution for at least 6 months;
- daily helpers and domestics **NOT** living in (these individuals are a separate household unless they live in an "annex" to the main dwelling **AND** share at least one meal a day); or
- visitors (**not** intending to live at least 6 months in the Cayman Islands)

Be very sure to include **EVERYONE** who usually lives in the household, **especially the young and the old and those temporarily absent (less than 6 months)**.

### ***Head of household***

The only criterion that is used to define a head is that the person should be a responsible adult. A member of the household is designated as the head primarily to establish the relationship of household members. Every household must have a member designated as head for the purpose of this survey. In a single family household, the father or mother is usually designated the head. It does not matter which one is designated the head. In a one-person household, that person is the head. In a household where members are unrelated, the head is that person whom the other members designate as the head of household for the purpose of this Census. The person running a guesthouse or similar establishment where a payment is made for boarding and lodging is considered the head of household.

### ***Responsible adult***

Any member of a household, 18 years or older, who could provide information on other members of the household.

### ***Key Informant***

This person could be either the Head or a responsible adult that can provide information on all the members of the household, and information on the housing characteristics.

### ***Resident***

Any person staying in the Cayman Islands for more than six months or intending to stay more than six months. Note that this definition of "resident" in the census context has no legal implication whatsoever. Citizenship or status is not part of the definition and only the length of stay of a person defines the census resident population.

### ***Institution***

Prisons, infirmary, mental asylum, dormitory etc. are referred to as institution or residential home for special groups of people. Persons who have resided at an institution for six or more months will be counted as a part of the institutional population.

## MAPPING, CANVASSING AND LISTING

### MAPPING

Maps are essential for any field operation and the census depends heavily on its mapping exercise to guide staff in the field. You will receive an enumeration area map with your assignment. The North Arrow is shown on every map to help Enumerators to orient themselves on the ground.

An enumeration area map has clearly defined boundaries that are marked with a thick **bright green line**. The area is coloured with a lighter shade of **green** which

makes it distinct from the adjoining enumeration areas. You should keep within the defined map boundaries and should not stray into other areas.

The EA maps show the name of major roads and streets, and building footprints. They also include the block and parcel number of each parcel and the building address number on each building footprint. There are a few cases where these numbers are missing on the map. You might also find that where there is a building footprint on the map, there is no building on the ground. While the majority of buildings have been captured by aerial photography, several buildings would have been completed since the islands were last 'flown.' Field staff should record all new buildings and if possible, determine their usage, (dwelling unit, business or institution.) If the building is at a stage of construction where you cannot determine its usage, simply record it as being under construction, "UC".

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. As a general rule of thumb, Enumerators are advised that they should always keep to the LEFT. Following a set direction makes it easier for your Supervisor to follow up if needs be. This is particularly so since in many cases, parcel numbers are not set out in numerical order.

The map below, Figure 1.3, shows the boundary outline for EA 11020. Since the EA number starts with 1, this is an EA in George Town. The map legend in Figure 1.4 provides a guide in understanding the symbols on the map.

**You must study the enumeration map carefully and seek clarification from your supervisors at an early stage.**

Figure 1.4: EA Map

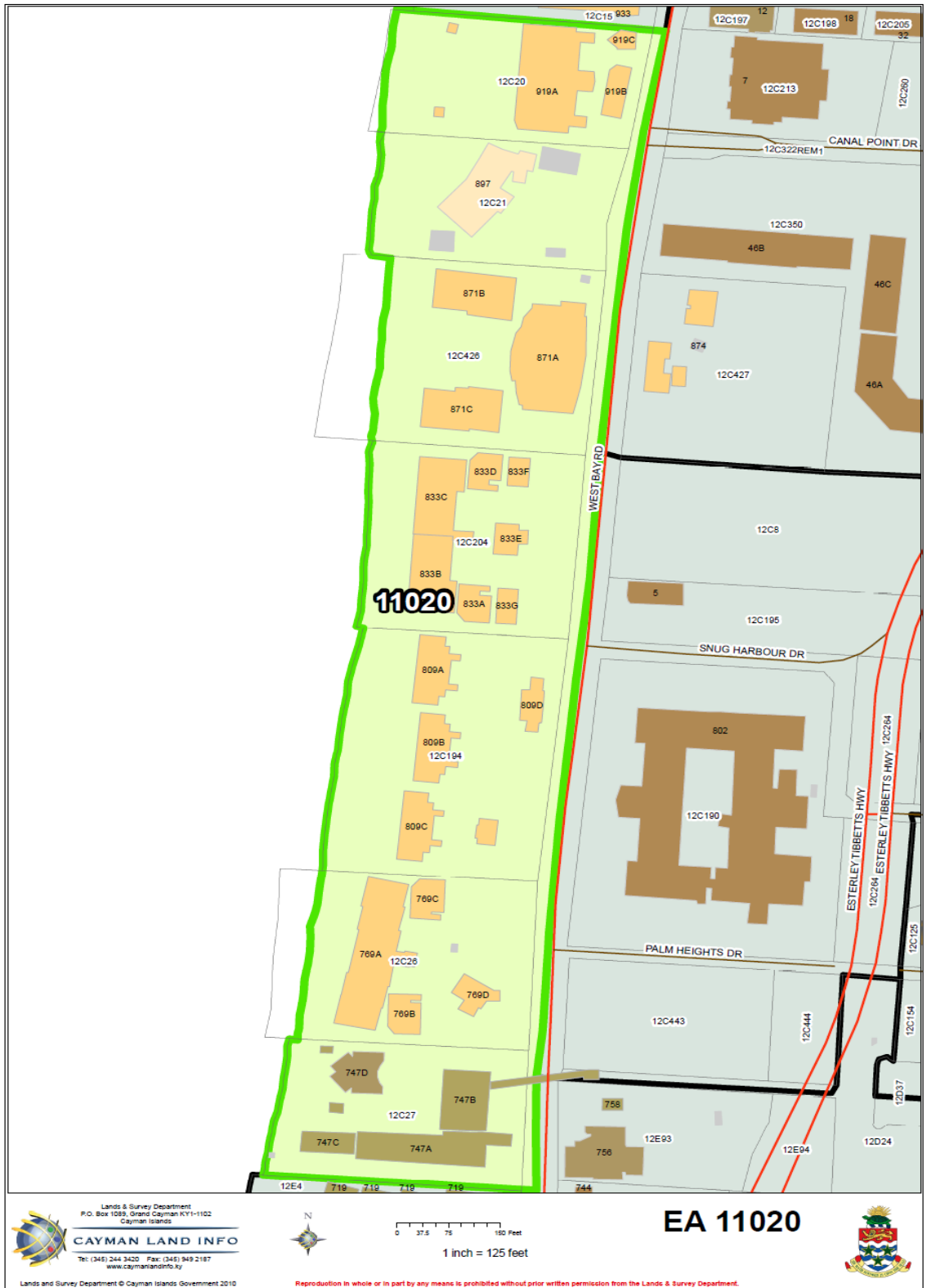
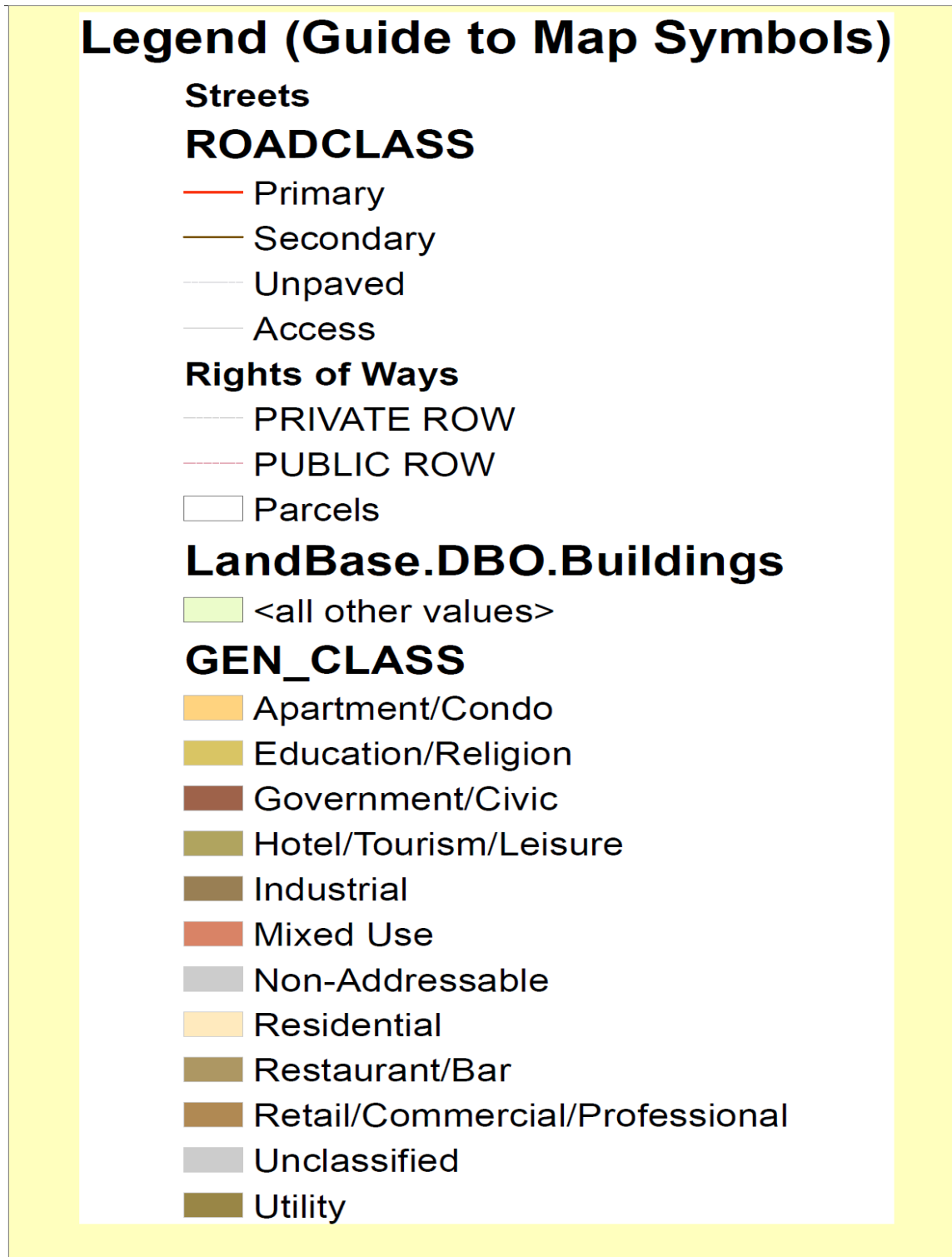


Figure 1.5: Map Legend



## **CANVASSING**

Canvassing is the method of systematically travelling through your EA to locate all buildings and other places where people could live. You will need to have your map as you canvass your EA. It is very important that you understand where the boundaries are for your assigned EA. Crossing over into another EA will cause double counting, and missing part of your EA will result in people not being counted. The goal is to count everybody once, and only once.

Your supervisor will show you the boundaries of your EA before enumeration begins. However, problems may still arise. Whenever you are in doubt, seek clarification from your Field Supervisor. The boundaries have been clearly marked on your EA map. If a street, road, canal, alley, road junction or other permanent feature forms one of its boundaries, be sure you know which side of it is in your EA. It is important that you do not overlook or forget to enumerate any household in the EA that has been assigned to you. Every household in your EA, no matter how remote, must be enumerated.

Let us now determine:

- How to canvass an EA
- How to Canvass a yard with more than one Building
- How to Canvass a Building with more than one storey
- How to Canvass a floor with multi-purpose partitions

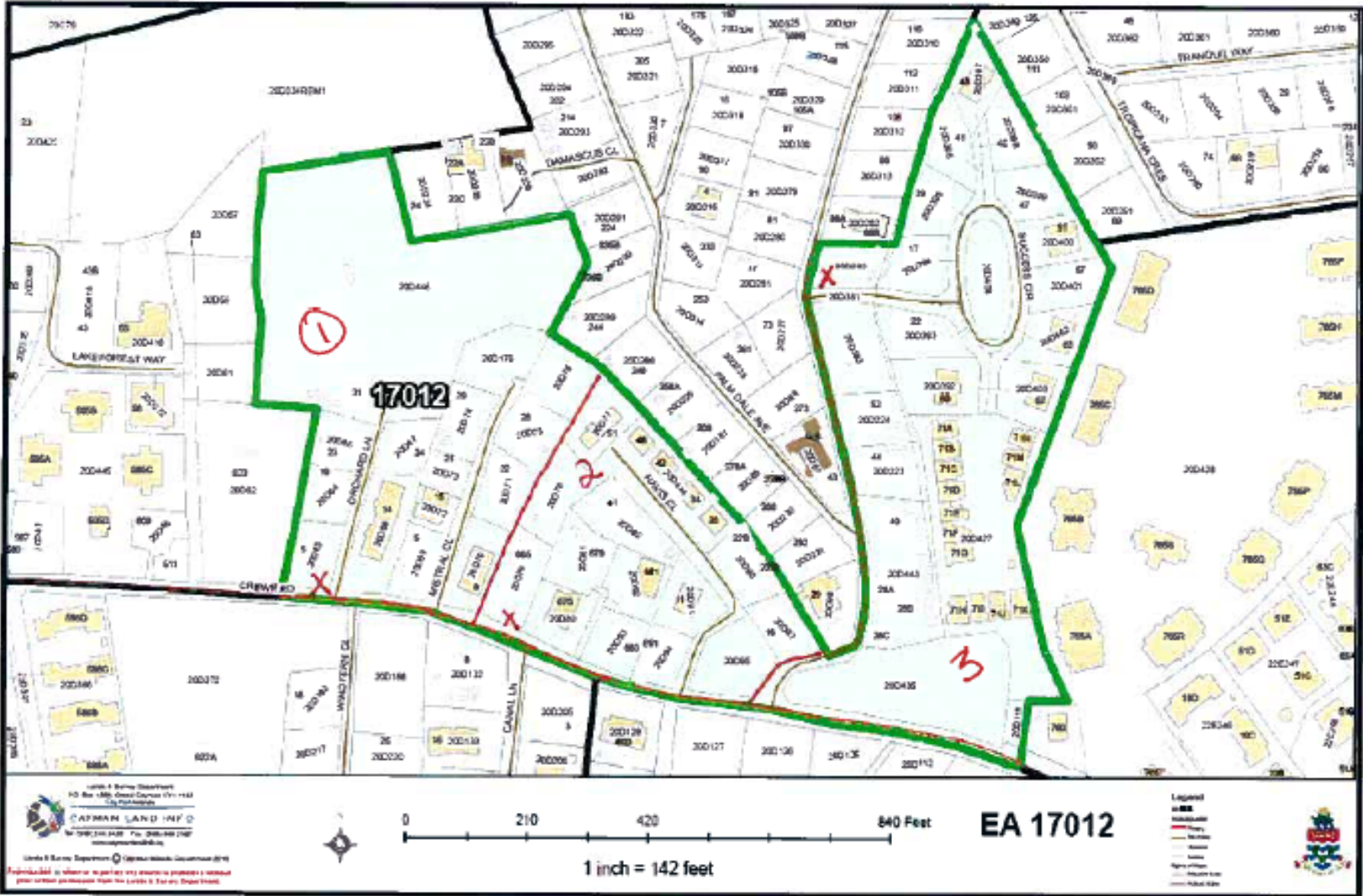
### **How to Canvass an EA**

Before canvassing begins your Field Supervisor will accompany you to identify your EA boundaries and to become familiar with the area. When you return from your field visit and have determined the best strategy to canvass the EA, draw on your map the blocks that can be identified and number them. Mark an '**X**' at Block 1, which will indicate your starting point. Put a smaller '**x**' at a point on each block to determine where you will begin to canvass them.

When you start your canvassing:

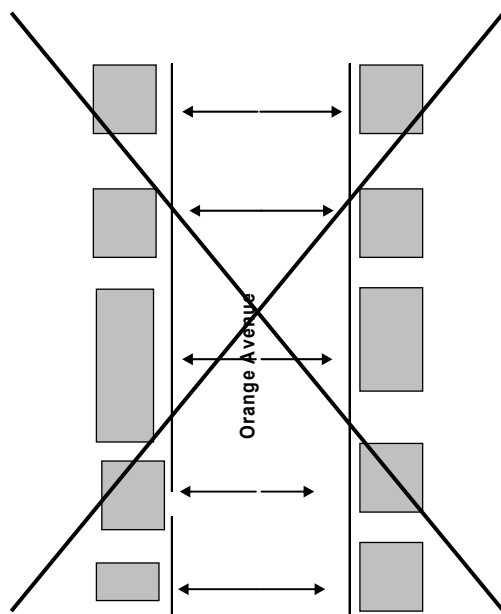
1. Start at the "X" at Block #1.
2. Canvass the entire EA block-by-block, starting with the lowest to the highest numbered block. As you finish canvassing each block, circle the block number on the map.
3. In each block, start at a convenient corner and travel the block, keeping to your **LEFT**. Travel along the inner side of the boundary streets until the block is completed.
4. This pattern should be repeated for each consecutive block.

Figure 1.6: Blocked EA





5. When you come to an inner-street, road, or alley, canvass the **LEFT** side until you come to the end. Then, turn back down and canvass the other side.
6. Never go from side-to-side on streets, roads, or tracks.



7. Look for buildings at the back of buildings.
8. Look for hidden dwellings, especially in non-residential areas and sparsely populated areas.
9. Make sure you canvass buildings with more than one storey from **GROUND** floor to **TOP** floor.
10. In very remote areas that are not accessible, ask knowledgeable people if the area is inhabited.
11. Remember to always keep to the **LEFT**.

### **How to Canvass a Yard with more than one Building**

1. Canvass the building or buildings that are to the **FRONT** of the yard first.
2. Look for buildings that are **BEHIND** buildings.
3. Always follow the path on your **LEFT**.
4. Again, look for separate entrances and stairways leading to dwelling units. Canvass the building by going from one entrance or stairway to another, beginning on the **GROUND** floor.

### **How to Canvass a Building with more than one Storey**

1. Canvass the building storey by storey, starting with the **GROUND** floor. Ask about persons living in closed rooms and rooms that appear to be used as offices.
2. Canvass the building by going from one entrance or stairway to another.
3. Look for separate entrances and stairways leading to dwelling units.
4. Inquire from offices or establishments about dwelling units in the buildings.

**You will receive “inset” maps for certain buildings. These hand-drawn inset maps are produced to assist in locating households in multiple-dwelling buildings.**

### **How to Canvass a Floor with Multiple Businesses/Activities**

1. Canvass the building by starting with the business whose entrance is first to the **LEFT** hand side.
2. Continue your route throughout the building, always keeping to your **LEFT**.

When you have completed canvassing for the day, mark on the map a small circle ‘**O**’ and the last building number listed to indicate where to begin the next time you start canvassing again.

As you canvass the area and find buildings, alleys, driveway etc. that are not reflected on the map you may draw lines and symbols on the map to update it.

## HOUSEHOLD REGISTER

The Economics and Statistics Office maintains a Household Register which is a list of all households in the Cayman Islands. This register is established after a census, and is updated at least once per year during survey time or at scheduled partial and full updates. The Household Register is also referred to as the Sampling Frame. It is from this register that households are randomly selected for sample surveys. The last update of the Household Register was conducted in May 2010.

You will be given a list of all the households in your EA (APPENDIX A). This List includes buildings used for residential purposes and provides a physical description of the dwelling as well as Street Names and House Numbers where available. **Do NOT use this List to determine how you canvass your EA.** Your EA map with the canvassing route is for that purpose. **You must use this List ONLY to check if you have enumerated every household in your EA.** You might need to add households to this List depending on whether you find additional households in your EA that are not on the List. Furthermore, you will have households on this List where there is a building footprint on the map but no building on the ground. All of this is expected since you will be conducting the Census five months after the list of households was last updated. You will be given further instructions on how to use this list of households.

## LISTING

The main purpose of the listing exercise is to get a total count of all buildings, dwelling units, households, and institutions in an EA. The Listing exercise is conducted simultaneously with the canvassing of an EA and is completed for all EAs countrywide during a census. The listing information on households will be used to develop a new Household Register.

You will be required to list every building you come across as you canvass your EA. If there is no building on a parcel, the Enumerator should move to the next parcel along the route. When you list a building you will have to determine its main use, (dwelling unit, business or institution). If you determine that the building is used mainly as a dwelling unit, you will then have to determine if the dwelling unit has a household. You must administer the census questionnaire at all households.

The listing of all buildings, dwelling unit, households, business and institutions in an EA is recorded in a book called the Visitation Record (APPENDIX B.)

## COMPLETING THE VISITATION RECORD

The Visitation Record (VR) as the name implies, is a record of the visits that each Enumerator makes in the field while canvassing the assigned EA. It provides a running total, by Enumerator, of the number of buildings, dwelling units and households visited. It also records the number of persons in each household, by sex. Information from the VRs provides readily available preliminary population count for the country before census questionnaires are processed.

The visitation record is also a useful tool for updating maps to be used by Enumerators in the field. When 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 noted on maps, making them much easier to read. It is also a useful indicator of the completeness of coverage, which the Enumerator will find particularly useful in completing his or her assignment.

The Visitation Records also provides information for a sampling frame. A sampling frame contains a list of all households countrywide. It is from this list that households are randomly selected when conducting sample surveys.

The VR is structured to collect information on all households, business places and institutions in the country and is comprised of the following parts:

**Cover Page:** This allows for information that uniquely identifies the EA, the field staff working in the EA, and the total count of buildings, dwelling units, households and institutions in the EA.

**Information Sheet:** This sheet is comprised of 12 columns to record specific information on the following:

- Column 1 - Building Number
- Column 2 - Dwelling Unit Number
- Column 3 - Household Number
- Column 4 - Block Number
- Column 5 - Parcel Number
- Column 6 - Full Address
- Column 7 - Name of Head of Household/  
Business/Institution.
- Column 8 - Number of Persons (Total)
- Column 9 - Number of Persons (Male)
- Column 10 - Number of Persons (Female)
- Column 11 - Comments
- Column 12 - Date Enumeration Completed

Each sheet has space for 22 entries. Each VR booklet has 15 information sheets. It is very important that all information collected for the VR is recorded clearly and accurately. Bad handwriting and dirty work could lead to misinformation.

***Before you go into the field, record the following information on the cover page of the VR:***

- EA number
- Enumerator's name and number
- Book Number

***When you begin canvassing and listing, have your VR, map, list of households and questionnaires available.***

The map should be your guide as you canvass and list your EA. As you make entries in your VR of buildings, dwelling units and households, you should also conduct an interview at every households that you listed. Therefore, it is important that you have the Census questionnaires and supplements with you when you are canvassing and listing.

***When you record entries in the VR use the following guidelines:***

***Column 1  
Building #***

The purpose of this column is to provide a count of the number of buildings in each EA. Each building that you visit must be given a number in serial order as you visit it, starting from 001, 002, 003 etc. using three digits or more. The last recorded building number will indicate the number of buildings in the EA.

In cases where two or more buildings on a parcel are joined by a breezeway or footpath give each a separate Building Number.

When two separate buildings on a parcel are joined by a breezeway or footpath and their entrances are on two different streets give each a separate Building Number.

When a garage is converted to a dwelling unit, it is given the same Building Number as the main house to which it is attached.

Security buildings and sheds should not be listed separately. Make a note in the comment section that these structures are on the parcel.

For schools that comprise more than one building, record as a single building but make note of the total number of buildings in the Comments column. Similarly, for hospitals, churches, prisons and other institutions that might have more than one building in the compound, one Building Number is assigned.

For cases where an organization consists of several buildings in which a person can live, e.g. a resort with six (6) condos, use the same building number for all buildings but each building should have its own dwelling unit number and household number as needed.

In cases where a business complex has adjoining buildings e.g. The Strand record as a single building and assign one Building Number.

In cases where a business complex has multiple detached buildings list each building and assign separate Building Number. Describe the use of each building in the Comment Section.

**Table 1.4: Assigning Building Number by Type of Building**

Type of Building	Assigned Building Number
Detached House	List and assign a Building Number
Semi-detached house	List the two sides and assign two separate building numbers
Duplex	List each unit in a duplex and assign the same building number List each duplex on a parcel and assign separate building numbers
Condos/Townhouses	List each unit in a condo/townhouse and assign the same building number List each condo/townhouse on a parcel and assign separate building numbers
Apartment Building	List each unit in an apartment building and assign the same building number List each apartment building on a parcel and assign separate building numbers
Trailer Home	List and assign building number
Detached pool house	List and assign a building number
Detached gym	List and assign a building number
Detached office	List and assign a building number
Detached garage	Do not list and do not assign building number
Attached garage	Do not list and do not assign building number If converted to a dwelling unit, list and assign same building number as main house
Security booth	Do not list and do not assign building number
Sheds	Do not list and do not assign building number
Containers	Do not list and do not assign building number if used as an office or dwelling unit list and assign building number
<b>Institution</b>	
Church	List once and assign one building number for all buildings on parcel
School	List once and assign one building number for all buildings on parcel
Hospital	List once and assign one building number for all buildings on parcel
<b>Business</b>	
Detached buildings	List each building and assign separate building numbers
Attached buildings	List once, and assign one building number

## **Column 2**

### **Dwelling Unit #**

You are required to number the dwelling units in serial order starting from 001, just as you did for the building number in Column 1. Remember that it is possible to have more than one dwelling unit in a building. If a garage or other storage building is used as a dwelling unit, it should be listed separately. All dwelling units within a particular building must have the same building number.

The last number appearing in this column represents the total number of dwelling units in the EA. Institutions and businesses **do not** have a dwelling unit number.

A Dwelling Unit number is **NOT** assigned to the following:

- Unable to find address – i.e. dwelling unit that no longer exist or were combined with other households
- Under construction/Derelict
- Demolished
- Out of Scope – i.e. previous dwelling converted to business
- Institution
- Business

Place a dash '-----' when a Dwelling Unit Number is not assigned.

## **Column 3**

### **Household #**

Following an identical procedure to that which was used for columns 1 and 2, the numbering of households must be in serial order, starting from 001 and continuing 002, 003 etc. There may be more than one household in a single dwelling unit in which case, the same dwelling unit number is to be repeated for each such household. Thus it will be possible to identify each household within the dwelling unit which accommodates it. Always check back to the last number used to avoid repeating numbers. The last number appearing in this column will represent the total number of households in the EA.

If a Dwelling Unit Number is **NOT** assigned then a Household Number is **NOT** assigned. Therefore, none in the list above is given a Household Number

Although Dwelling Unit Number is assigned to **Temporary second home and Temporary short-term rental** they are **NOT** assigned a Household Number. The persons that you find there are counted where they usually live.

**Table 1.5: Assigning Dwelling Unit and Household Numbers**

	Type	Dwelling Unit	Household Number
	<b>Household</b>		
1	Fully Completed	Yes	Yes
2	Partially Completed	Yes	Yes
3	Refusal	Yes	Yes
4	Unable to find Address	Yes	No
5	Vacant - not occupied	Yes	No
6	Under Construction/Derelict	No	No
7	Demolished	No	No
8	Temporary second home	Yes	No
9	Temporary short-term rental	Yes	No
10	No contact	Yes	Yes
11	Out of scope	No	No
	<b>Institution</b>	No	No
	<b>Business</b>	No	No

Place a dash '-----' when a Household Number is not assigned.

When a household number is not assigned only the information on the cover page and Record of Visits of the questionnaire or the Supplement is completed. You will get further instructions on this.

**Column 4  
Block #**

Get the block number from the EA map. This number is a part of the block and parcel number written on each parcel on the map. The **first three** characters refer to the Block Number.

**Column 5  
Parcel #**

Get the parcel number from the EA map. This number is a part of the block and parcel number written on each parcel on the map. The **last three to seven** characters refer to the Parcel Number.

E.g. EA 11020 in West Bay has a parcel 12C24

Block number is 12C and Parcel number is 24

E.g. EA 31020 in Bodden Town has a parcel 28C26REM1

Block number is 28C and Parcel number is 26REM1

If a dwelling unit is located on this parcel, you may crosscheck the block and parcel number from the Household Listing.



Note that block and parcel numbers are **NOT** prominently displayed on any building as you would find for a building street address number. These must be taken from the maps.

**Column 6**  
**Full Address**

In areas where houses are numbered, you must record the number (or lot number) of the house, and the name of the road or street. The address for vacant lots must also be listed to help with the description of the area. In areas where addresses may be vague, the name of the road, track (if named) or other permanent landmarks, e.g., a large fruit tree, or a palm tree, should be inserted. Please note that when a household is located at the corner of a block the name of the two (2) streets forming that corner should be included in the address, e.g., 30 Neon Close and Mount Pleasant.

If a dwelling unit is located on this parcel, you may crosscheck the full address from the Household Listing.

You should write the full address for the first household listed in an apartment or condo and may use a “ditto” to indicate that the address is the same for all the other units in the building. However, it is important that you include the apartment number for each unit.

**It is at this point that you would introduce yourself and the Census if a responsible adult is at the address. Continue the interview with the Census questionnaire for this address before you move to the next building or dwelling unit. Columns 6 to 12 could be filled in after you have completed the interview. If no responsible adult is at the address, find out when is the best time to meet that person at home.**

**If you determine that the dwelling unit at this address is a 'Temporary second home' or 'Temporary short term rental,' it is at this point that you complete the questionnaire supplement for this address. Remember that these two types of dwellings are NOT assigned a Household Number. Columns 6 to 11 for this address should remain blank and in the Comment Section, write VIH or VIR.**

### **Column 7**

#### ***Surname and Name/Head of Household/Name of Business/ Name of Institution***

You are required, in the case of a household, to write in BLOCK LETTERS the name of the head of the household in this column, putting the surname first and the given name or names after, e.g., **MILLER, Reggie**. In cases where persons are better known by their nicknames, include the nickname in quotes along with full name of Head of household, e.g. **WATERS, Raymond “Ray Ray”**.

In the case of an institution, write in the full name of the institution, e.g. Lighthouse School.

In the case of a business place write the name of the establishment, e.g., **‘Captain’s Bakery.’** If the business has no name, then you should write the name of the proprietor e.g., **‘Adam Cain,’**

In the case of a business complex, write the name of the complex e.g. ‘The Strand’ instead of the name of one of the businesses in that complex

### **Column 8**

#### ***Number of Males***

Record the total number of male members of the household.

### **Column 9**

#### ***Number of Females***

Record the total number of female members of the household.

### **Column 10**

#### ***Total Number of Persons***

Record the total number of persons in the household and ensure that it is equal to the number of males and females.

### **Column 11**

#### ***Comments***

Use this section to update the description of dwelling units and to add description for other buildings. Write description as detailed as possible including:

- location of building (front or rear of yard if more than one building is in the yard)
- type of building – two-storey building, apartment complex
- location of dwelling unit - upstairs or downstairs, front or rear, left or right side if more than one dwelling unit in the building
- any other unique feature

Use this section to record the number of buildings in a business complex or at an institution.

Record in this section whether a building or dwelling unit is closed or vacant, the reason for non-completion of enumeration, or any other matter which you may need to bring to the attention of your supervisor.

You may also use the standard abbreviation listed on the last page of the VR for description.

**Column 12**

***Date Enumeration Completed***

This column must be completed when all other columns are done. Please insert date, month and year.

**Page Total**

Only columns 8, 9 and 10 should have a page total:

Column 8: Sum the number of males in the household and write the total on the last row of this column.

Column 9: Sum the number of females in the household and write the total on last row of this column.

Column 10 - Sum the number of persons in the household and write the total on last row of this column. This number should be the same as the sum of the total males and females recorded on the last row.

***If all pages of the VR are filled and you have not completed canvassing and listing of your EA, use another VR and continue the numbering of buildings, dwelling units and households from the last entry made in the previous book.***

E.g. Book 1 of 2 ends with:

Building # 120, Dwelling Unit # 124 and household # 129

Book 2 of 2 should continue with:

Building #121, Dwelling Unit #125 and household #130

This example assumes that next entry is a different building that contains a dwelling unit and household. There could be other scenarios such as for an apartment building:

E.g. Book 1 of 2 ends with:

Building # 120, Dwelling Unit # 124 and household # 129

Book 2 of 2 should continue with:

Building #120, Dwelling Unit #125 and household #130

The total number of buildings, dwelling units and households, are obtained from the last entry made in the VR, at columns 1, 2 and 3 respectively.

E.g. If Book 1 of 1 ends with:

Building # 120, Dwelling Unit # 124 and household # 129

**Then the EA has 120 buildings, 124 dwelling units and 129 households.**

Sometimes, the last entry might not be the highest number. This could occur when you missed a household in a dwelling unit that was listed earlier and returned to get the interview.

E.g. Building #98, Dwelling Unit #102 has household # 104. However, you found out later that there is another household in dwelling unit #102 that was missed. You returned to that household after you have completed your assignment and made your last entry which was:

Building # 120, Dwelling Unit # 124 and household # 129

You then add the missed household with this entry:

Building #98, Dwelling Unit #102 and household # 130

Note that the building and dwelling unit numbers are the same but, you added one for the household. In this example, you must use the second to the last entry for the number of buildings (120) and dwelling units (124) in the EA, but use the last entry for the number of households (130).

You must sum the page total for the number of males and females and total population (columns 8, 9 and 10 respectively) to get the book total. You will also need to add page by page, all the institutions in your EA.

***When you have completed the canvassing and listing of your EA, go to the cover page of your VR and fill in the following information for 'Book Total' and 'EA Total':***

- Book number
- Total Buildings
- Total Dwelling Units
- Total Households
- Total Males
- Total Females
- Total Population
- Total Institutions

If there is no institution then "000" should be written for the **Book Total** and **EA Total**.

When only one VR is used for all the listing, it should be numbered 'Book 1 of 1.' In such cases the totals on the cover page should be the same for '**EA Total**' and '**Book Total**'. The EA Totals are recorded only when the canvassing and listing of the EA is completed.

If more than one VR is used for an EA then each book should be numbered in sequence:

E.g. Book 1 of 2 and Book 2 of 2

Each of the VRs should have the **Book Total** completed and only the last book used should have the **EA Total**.

E.g. Book 2 of 2, should have **BOTH** the **Book Total** and **EA Total** completed.

The **EA Total** for each item is the sum of the item from the **Book Total** of the two VRs.

E.g.	Book 1 of 2	Book 2 of 2
	<b>Book Total</b>	<b>Book Total</b>
	Total buildings = 120	Total Buildings = 30

Book 2 of 2 EA Total for Buildings will be **150**.

Remember that it is important to complete the Visitation Record accurately. Information from these records will provide the earliest estimates of the population.

**Figure 1.7: Example of a completed cover page and last page of a Visitation Record**

**CAYMAN ISLANDS**  
**2010 POPULATION AND HOUSING CENSUS**  
**VISITATION RECORD**

BOOK # 1 OF 1

DISTRICT: W3

ENumeration AREA: 02 1052

ENumerator NAME: Daisy Chin

ENumerator NUMBER: 113

FIELD SUPERVISOR NAME: Forrest Green


FIELD SUPERVISOR NUMBER: 033

FOR OFFICIAL USE ONLY

Checked by: \_\_\_\_\_

Date Checked (dd/mm/yyyy): \_\_\_\_\_

Data Entry Operator: \_\_\_\_\_



	BOOK TOTAL		EA TOTAL
	<u>103</u>	TOTAL BUILDINGS	<u>103</u>
	<u>106</u>	TOTAL DWELLING UNITS	<u>106</u>
	<u>122</u>	TOTAL HH	<u>122</u>
	<u>127</u>	TOTAL MALES	<u>127</u>
	<u>153</u>	TOTAL FEMALES	<u>153</u>
	<u>280</u>	TOTAL POPULATION	<u>280</u>
	<u>001</u>	TOTAL INSTITUTIONS	<u>001</u>

Building Number (1)	Dwelling Unit Number (2)	Household Number (3)	Block Number (4)	Parcel Number (5)	Street Address (6)	Name of Head of Household /Business/Institution (7)	Number of Persons in Household			Address Description/ Comments (11)	Date Completed (12)	
							Male (8)	Female (9)	Total (10)			
095	099	115					1	3	4			
096	100	-					-	-	-	Vacant		
097	-					Sun Shine Shop	-	-	-			
098	101	116					0	2	2	Room rented in house		
098	101	117					2	1	3	Room rented in house		
99	102	118					3	0	3			
100	103	119					1	0	1	Duplex		
100	104	120					0	1	1	Duplex		
095	099	121					1	1	2	Room rented in house		
097	105	122					1	0	1	Attached to Sun Shine Shop		
102	-	-				Bend's Bakery	-	-	-			
103	106	-					-	-	-	Temp. outdoors		
<b>PAGE TOTAL</b>							<b>9</b>	<b>8</b>	<b>17</b>			

## STRUCTURE OF THE CENSUS QUESTIONNAIRE

### MAIN QUESTIONNAIRE

The Census questionnaire and this manual are necessary for the remainder of this training. Please refer to a copy of the questionnaire in your training package. The Census questionnaire comprises the following sections, with the number of questions per section in brackets:

- Cover page
- Record of Visits
- List of Household Members
- Section 1: Demographics (15)
- Section 2: Disability and Illness (3)
- Section 3: School Attendance (4)
- Section 4. Educational Attainment (2)
- Section 5: Union Status (2)
- Section 6: Births (4)
- Section 7: Employment (9)
- Section 8: Housing Characteristics (15)
- Section 9: Mortality (5)
- Section 10: Emigration (8)
- Comments

The 10 main sections have a total of 67 questions. Certain sections and questions are geared towards particular age groups. Sections 1 and 2 will be completed for **ALL** resident members of the household; Section 3 and Section 4, Q4.1 for all persons **five (5) years or older**; Section 4, Q4.2 and Section 5 and Section 7 for those persons **15 years or older**; Section 6 for **women 15 to 49 years**; and at Sections 8, 9 and 10, the **head of household** or the will provide the household information. Therefore, no one will be required to respond to all 67 questions.

In addition to questions, the questionnaire also has skip instructions, and notes for the Enumerator. The skip instructions are written in a yellow **box** while, the Enumerator's notes are written in ***bold italic***. These instructions and notes are guides for you when administering the questionnaire and should not be read to the respondent.

The questions are written with a blank space '.....'

E.g.: Q1.9 In what country was ..... born?

This allows you to use the name of the person you are getting information about when asking the questions.

The questionnaire booklet allows for information for up to six (6) persons in a household. When a household has more than six persons a second questionnaire booklet is to be used. Further information on completing an additional questionnaire booklet for a household is presented in this manual

Each questionnaire has a bar code, which is one of the unique identifiers for a household. The bar code is repeated on every page of a questionnaire booklet. You must not replace pages from one questionnaire with pages from another questionnaire. In doing so you will have a questionnaire booklet that has pages with different bar codes. If a questionnaire booklet has pages with two different barcodes then at the scanning stage, the information will be processed as though it were for two separate households. This will also result in some information for one household being mixed with information for another household. **Remember that all the information for a UNIQUE household is determined by the BAR CODE.**

## QUESTIONNAIRE SUPPLEMENT

The questionnaire supplement is a single sheet that includes the cover page and the second page of the main questionnaire. It is used to record information on dwelling units that have no one living in them. Therefore, the questionnaire supplement will be used at dwelling units that are classified as:

- Under Construction;
- Vacant;
- Temporary second home; or
- Temporary short-term rental

The supplement also has a unique Bar Code.



## COMPLETING THE CENSUS QUESTIONNAIRE

This chapter has been included to assist you in the proper completion of the census questionnaire and the questionnaire supplement. The questions are presented and comments are added for further clarification.

You will be given a set of questionnaires and supplements with address labels based on the listing for your assigned EA. You will also get additional questionnaires and supplements without addresses. Remember that the supplements are used at addresses that were determined to be 'Under Construction', 'Vacant', 'Temporary second home,' and 'Temporary short-term rental' when the Household Register was last updated in May 2010. If you determine that these have become the usual residence for a household then you must use a questionnaire without address label for these households instead of the supplement with the address label.

### COVER PAGE

The information on the cover page will help to identify the household and the number of household members, the Enumerator who conducted the interview and supervisor. It will also indicate the result of the interview. Some of the information on the cover page should be filled in before you go into the field while, others should be filled in after the interview is completed and you have checked your work. Some of the information will be given to you, while you will be the one to provide others.

The instructions for completing the cover page apply for the questionnaire and the supplement.

### ADMIN. NO.

***This number will be given to you.*** The seven-digit Admin. No. is a unique identifier assigned by the ESO for each household. ***Get this number from the address label*** on the questionnaire. It is the first set of numbers to the far left on the first line of the address label. Transcribe the number to the respective boxes on the questionnaire.

***E.g.:*** Address label

***Admin No.***  
↙

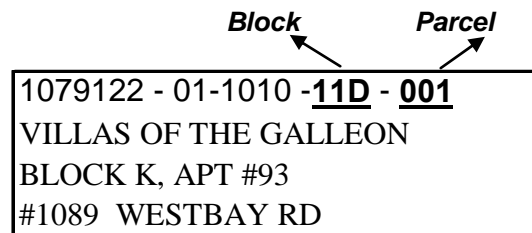
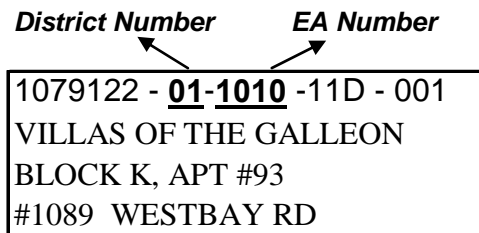
<b>1079122</b> - 01-1010 -11D - 001 VILLAS OF THE GALLEON BLOCK K, APT #93 #1089 WESTBAY RD
--

You can also find this number on your List of Households.

## DISTRICT AND EA NUMBERS

**These numbers will be given to you.** The District and EA numbers are assigned by the ESO specifically for census and survey purposes. The District Number (2 digits) is the second set of numbers from the left and the EA Number (4 digits) are the third set from the left on the first line of the address label. **Get these numbers from the address label** or from the List of Households and transcribe it to the respective boxes on the questionnaire.

E.g. Address label



## BLOCK AND PARCEL

**These numbers will be given to you.** The Block and Parcel numbers are assigned by the Lands and Survey Department for their administrative purpose. The block (2 digits and a letter) is the second set from the right and the Parcel (3 digits) is at the far right on the first line of the address label. **Get these numbers from the Address Label** or from the List of Households and transcribe them to the respective boxes on the questionnaire.

## BUILDING, DWELLING UNIT AND HOUSEHOLD NUMBERS

**You have these numbers.** You assigned them when you listed the Building, Dwelling Unit and Household numbers in your Visitation Record. **Get these numbers from the Visitation Record** and transcribe them to the respective boxes on your questionnaire.

## ADDRESS OF HOUSEHOLD

**This will be given to you.** An address label for each household in your EA will be attached to the questionnaire. However, if you come across a household that is **not on your list** you will have to use a blank questionnaire with no address label and write the address for that household.

## **How to assign Admin, District, EA, Block and Parcel numbers when a household is not on your list?**

You might come across a household that is **NOT** on your list. This household might have moved in after the last update of households and was not accounted for. It is only in such cases that you will assign an Admin, District, EA, Block and Parcel numbers for a household.

### ***Assigning an Admin. No.:***

1. Go to the List of Households for your assigned EA.
2. Check the Admin. No. for the last household entry on your list  
***E.g.: Admin. No. is 1079122***
3. Note that the last three digits are **122**, add one to that.
4. The Admin No. for the household that is not on your list will be:  
***E.g.: Admin. No. is 1079123***
5. Make this entry of the new Admin. No. on your List of Households in the space provided
6. You will then use a questionnaire that has no address on it and fill in the relevant information on the cover page.

Whenever you come across a household that is not on your list you should continue to assign new Admin. No. repeating steps 1 to 6.

### ***Assigning District and EA number:***

The district and EA numbers should remain the same for all households in your assigned EA. Get this information from your Lists of Households.

### ***Assigning Block and Parcel:***

Refer to your EA map to find these numbers. If you find the new household that shares a dwelling unit with a household that is on your list, then use the same Block and Parcel numbers for both.

## **TELEPHONE NUMBER**

A **day-time** telephone number, if available, for the person who is the should go here. This information would be used if there is need for clarification after the questionnaire has been completed. Make every attempt to get a contact number while reassuring the respondent that confidentiality pertains to ALL aspects of the survey. Often a telephone call is sufficient to get queries "straightened out."

**This information is not required on a supplement.**

## **HOUSEHOLDS ON YOUR ASSIGNED LIST**

You should indicate here with a 'Yes' or 'No' whether the household is on your assigned list of households. The list of households given to you was updated in May 2010. There might have been new households that moved into the EA after that period, which would **not** be recorded on your list. Such cases could have occurred when:

- a house that was under construction was completed and became occupied
- a new house was built and became occupied
- a temporary second home was turned into a full-time home
- a short-term rental was turned into a full-time home
- a building that was used for a business was turned into a house and became occupied

## **NUMBER OF PERSONS IN THIS HOUSEHOLD**

The total number of persons listed in Q1.0 for the household should be written in the box. If there are no persons (e.g. refusal, vacant, etc.) then write "00" in the boxes for total. Check to make sure that the total is equal to the number of males and females.

**This information is not required on a supplement.**

## **ENUMERATOR'S SIGNATURE AND NUMBER**

When the interview is complete, or you have made every effort to conduct an interview, and you have re-checked the questionnaire for consistency, possible missing information, clarity, etc., you must sign on the line and date it. This is your verification that the questionnaire has been completed as instructed and to the best of your ability. Each Enumerator will be assigned a unique number, which is to be written in the boxes provided.

## **FIELD SUPERVISOR'S SIGNATURE AND NUMBER**

The Field Supervisor should review all questionnaires submitted by Enumerators in his/her Team, and sign each of them after it is satisfactorily completed. Each Field Supervisor will be assigned a unique number, which is to be written in the boxes provided.

## **EDITOR/CODER SIGNATURE AND NUMBER**

The Editor/Coder should sign each questionnaire after it has been edited and coded. Each Field Supervisor will be assigned a unique number, which is to be written in the boxes provided.

## **RESULT OF INTERVIEW**

This information is used to summarise the results of the interview after completion and **ONLY ONE** choice is to be marked.


1. **FULLY COMPLETED: ONLY** if the entire questionnaire is completed, as required, for the household.
2. **PARTIALLY COMPLETED:** Some of the information is missing for one or more member of the household.
3. **REFUSAL:** TOTAL refusal by the household to participate in the Census.
4. **UNABLE TO FIND ADDRESS:** You determine that the dwelling unit was merged with an adjacent one to become one bigger unit. E.g., you visit apartment # 5 and found out that it is now merged with apartment and #4 as one unit. Your questionnaire for apartment #5 should be marked as choice 4, Unable to find address.
5. **VACANT:** You determine upon verification that no one lived at the address on Census Day, Sunday, 10 October, 2010.
6. **UNDER CONSTRUCTION/ DERELICT:** You determine that the dwelling was under construction/renovations or derelict. Evidence of a dwelling unit under construction includes construction material and/or equipment on site, foundation or walls erected.
7. **DEMOLISHED:** The dwelling has been demolished.
8. **TEMPORARY SECOND HOME:** You establish that the entire household present on Census Day, Sunday, 10 October, 2010 was second home residents.

9. TEMPORARY SHORT-TERM RENTAL: You establish that the entire household present on Census Day, Sunday, 10 October, 2010 was short term visitors.
10. NO CONTACT: You are unable to establish contact with the household AND you have knowledge that someone usually lives at the address (e.g. the household was away on vacation).
11. OUT OF SCOPE: If a household dwelling has been turned into a store or an office or some other use other than as a dwelling.

Be sure you understand the difference between VACANT (5) and NO CONTACT (10).

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 Page.


Figure 1.8: Example of completed cover page



## CAYMAN ISLANDS

### Population and Housing Census

October 10, 2010



For optimum accuracy, please print carefully and avoid contact with the edges of the box. The following will serve as an example: 1 2 3 4 5 6 7 8 9 0

**IMPORTANT!!!** Shade the circle where applicable. Like This->    
 Not Like This->

USE ONLY 2B PENCIL

CONFIDENTIAL
Admin. No. 1079122

District	EA Number	Block <span style="border: 1px solid black; padding: 2px;">1</span> <span style="border: 1px solid black; padding: 2px;">1</span> <span style="border: 1px solid black; padding: 2px;">0</span>	Building Number	Dwelling Unit Number	Household Number
<span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">1</span>	<span style="border: 1px solid black; padding: 2px;">1</span> <span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">1</span> <span style="border: 1px solid black; padding: 2px;">0</span>	Parcel <span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">1</span>	<span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">2</span> <span style="border: 1px solid black; padding: 2px;">7</span>	<span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">2</span> <span style="border: 1px solid black; padding: 2px;">4</span>	<span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">2</span> <span style="border: 1px solid black; padding: 2px;">8</span>

Address of Household: 1079122-01-1010-11D-001  
Villas of the Galleon  
Block k, Apt#93  
#1089 West Bay RD

Telephone number 244 - 1621

Is this Household on your assigned list?  1 Yes  2 No

Number of Persons in this Household:

Male	Female	Total
<span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">1</span>	<span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">3</span>	<span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">4</span>

*I hereby certify that the information contained on this form has been honestly completed to the best of my ability.*

ENUMERATOR'S SIGNATURE:

FIELD SUPERVISOR'S SIGNATURE: \_\_\_\_\_

EDITOR/CODER'S NAME: \_\_\_\_\_

Enumerator No. 33

Field Supervisor No.   

Editor/Coder No.

**RESULT CODES**

<input checked="" type="radio"/> 1 Fully completed	<input type="radio"/> 4 Unable to find address	<input type="radio"/> 7 Demolished	<input type="radio"/> 10 No contact
<input type="radio"/> 2 Partially completed	<input type="radio"/> 5 Vacant - not occupied	<input type="radio"/> 8 Temporary second home	<input type="radio"/> 11 Out of scope
<input type="radio"/> 3 Refusal	<input type="radio"/> 6 Under construction/Derelict	<input type="radio"/> 9 Temporary short-term rental	

Page 1 of 20

0 0 0 0 1

27754

## INSIDE COVER PAGE

The inside cover page of the questionnaire allows for information on the number of visits made to a household to complete an interview and highlights the date and time of each visit. The list of household members is also included on this page.

## RECORD OF VISITS

Each time you visit an assigned household a line in the Record of Visits must be completed with the appropriate information. If no one is at home, record the time of your visit and a comment. If the interview is completed, in part or in whole, you must record the time you arrive AND leave. This information serves as a guide for you to plan your next visit so that it is a different time and day from previous visits. This will assist if someone else is given the assignment for follow-up. Ensure that at least one of the visits is on a Saturday or Sunday.

**The Record of Visits is the last item that is completed in a supplement.**

## LIST OF HOUSEHOLD MEMBERS

### 1.0 NAME OF HOUSEHOLD MEMBERS

- Q. Please give the names of all those who are members of this household.
- C. Ask the respondent to start with the name of the person considered to be the **head** of the household and list that name **first**. This person could be any responsible adult member of the household. It is important that a head is named since the question on relationship to the head of household will link each household member to the head. This information is useful to determine family structures in the Cayman Islands.

Continue to read the list of those to include and exclude as members of the household and write the names of **ALL** household members. Only the first name is required. The name is recorded to distinguish persons entered on the questionnaire and enable you, as the Enumerator, to refer to the correct person if information is missing. If more than one person in the household has the same name they should be distinguished further (e.g. Jr., Sr., etc.)

If the respondent does not want to give the names of household members, reassure him/her that names ARE NOT put on computer records and are NEVER used in any published result. The respondent may use letters or nicknames to distinguish household members. If necessary, you may proceed without any names.

The Listing of Household Members allows for the names of 14 persons. However, the questionnaire allows for information on only six (6) persons. If there are more than six (6) persons in the household simply continue on a blank questionnaire.



Write the **District, EA, Block, Parcel, Building, Dwelling Unit and Household number** on the **COVER PAGE** of the second questionnaire. It is not necessary to complete anything else on the first page or on the second page of the second questionnaire. For the seventh person (i.e. first person on second questionnaire) in the **Person # column**, draw a line through the '01' and write in '**07**'. This is to indicate that the information is for person number 7.

Always probe to find out if children, elderly or anyone who might be **temporarily away but who usually live in this household** were included in the list of household members.

## **SECTION 1: DEMOGRAPHIC CHARACTERISTICS**

Section 1 should be completed for **all** members of the household. It includes 15 basic questions on citizenship, age, sex, country of birth, which are useful for a more detailed profile of the population.

### **1.1 RESIDENCY IN CAYMAN ISLANDS**

- Q. Has.... been in the Cayman Islands for at least six (6) months or intends to stay for at least six (6) months?
- C. This question is included at the very beginning to ensure that the appropriate persons are counted in the Census. The six months should be consecutive. Therefore, anyone that has not been here or intends to be here for six consecutive months must **not** be counted.

Note the skip instruction: **If response is 2 or 99 END INTERVIEW**

If the response is 'No' for person '**number one**' then someone else should be identified as the head of the household and placed as person 'number one.'

### **1.2 CENSUS NIGHT**

- Q. Where did ... spend Census Night, Sunday October 10, 2010?
- C. This question could be used as a check for persons who might be double counted if they were elsewhere in the country on Census night. Make a note in the comment section. Persons who spent most of Census night out partying etc. are coded at choice 1.

### 1.3 RELATIONSHIP TO THE HEAD OF HOUSEHOLD

- Q. What is .....’s relationship to the Head?
- C. For the first person listed the answer will **ALWAYS** be choice 1, Head. The Head is simply a reference person (as noted above) selected for the purpose of coding relationship. There is no need to ask person 1 this question, just mark choice 1, Head.

For all other persons indicate their relation ONLY to the Head person. Persons living together in a common-law situation, even though not legally married, should be marked at choice 2. Children, adopted children and step-children of the head or spouse/partner should be marked at choice 3. "Other relative" would include any other relative who does not fit choices 2 to 8. Foster children should be indicated at "non relative." Note that a "live-in domestic", should be indicated by marking choice 10, NOT choice 11.

When a second questionnaire is used for a household, make sure that at Q1.3, you mark his/her relation to the head on the first questionnaire.

There are cases when the Key Informant would indicate the relationship of each person when listing the household members, e.g. 'I live here with my husband and two children'. In such cases, you could fill in this information without asking Q1.3.

### 1.4 SEX

- Q. What is ....’s sex?
- C. Mark the appropriate choice. Be sure to ask the sex of ALL persons who are not visible to you while completing the questionnaire since there are many names that can refer to either sex.

### 1.5 MONTH AND YEAR OF BIRTH

- Q. What is .....’s date of birth? Please give the month and year.
- C. The month and year of birth should be recorded here. If not known write 99/9999.

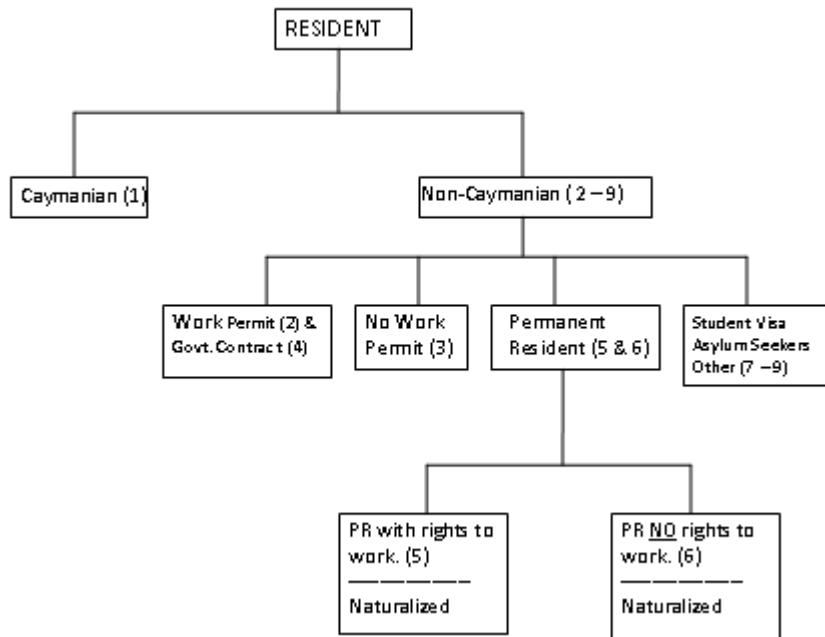
## 1.6 AGE

- Q. What was ...'s age at his/her last birthday?
- C. The age recorded here should be as at the last birthday **before Census Day**, October 10, 2010. Age must be recorded for all persons. If less than one year, write 00. Use 97 for age over 96 and 99 for don't know or not stated. The reason for two questions on age is that AGE is a crucial variable in population estimates and therefore, must be of very good quality.

Ensure that age corresponds with the date of birth at Q1.6.

## 1.7 CAYMANIAN STATUS

- Q. Which one of the following best describes....'s status in the Cayman Islands?
- C. Again, mark the appropriate choice. It does not matter how a person acquired "Caymanian Status" they should be marked as Caymanian. The diagram below illustrates the general categories to determine status.



Unless a person under the age of eighteen (18) years has lost status under some provision of the Law they should be marked as Caymanian under the following conditions:

- i. if on 31 August 1992, they were a legitimate child, step-child or adopted child of a person who possesses Caymanian status;
- ii. at the time of birth, whether born in or outside the Islands after 31 August 1992--
  - (a) at least one parent possessed Caymanian status; AND
  - (b) one parent was domicile in the Islands

With regards to an illegitimate child the provisions of subsection ii above shall have effect subject to the following modifications:

- iii. subject to subsection iv and v below, the mother ALONE must have possessed Caymanian status and have been domicile in the Islands. The father's status or location shall NOT be taken into account;
- iv. where the child is subsequently legitimated and has not already acquired Caymanian status, then the date of the subsequent legitimization shall, for the purpose of the foregoing provisions, be treated as if it were the date of birth of the child, and the status and domicile of the father of the child may then be taken into account;
- v. if the Immigration Board makes a declaration for the purposes of the application of status that a person claiming to be the father of the child has proved so to their satisfaction to be and undertakes responsibility for the maintenance of the child, then the status and domicile of that person may be taken into account.

Any reference in the above provisions to the status or domicile of the father of a person at the time of that person's birth shall in relation to a person born after the death of his father, be construed as a reference to the status or domicile of the father at the time of the father's death.

**Once again please remember that "naturalization" (i.e. possession of a Cayman Islands passport) and/or "residency" does not mean Caymanian Status.**

Note that dependants, e.g. spouses and children of permit/contract holders should be marked at choice 3.

Persons working Under the Operations of the Law should be marked at choice 3, i.e. they are awaiting results of their application to the Immigration Department.

Persons who are permanent residents WITHOUT rights to work and who are working on a government contract should be marked at choice 4.

## 1.8 CITIZENSHIP

- Q. What is ...'s country of citizenship? You can indicate up to two where applicable.
- C. It is allowed to respond with two citizenships but not more than two. Mark Cayman Islands for persons who are Caymanian by birth or by grant of Cayman Status. Note that persons who only have permanent residency in the Cayman Islands should not mark choice 1.

For persons who are dual citizens of the Cayman Islands and another country, mark Cayman Islands and the other country if it is listed. If the country is not listed mark **Other** and write the name of the country on the line provided.

For non-Caymanians mark the country or countries for which the respondent hold citizenship. If the country of citizenship is not listed mark, **Other** and write the country on the line provided.

In the unlikely event that a respondent holds two citizenships for which both countries are not listed, use the comment space on page 20 on the questionnaire to explain.

## 1.9 COUNTRY BORN

- Q. In what country was.....born?
- C. This is to get information on the country where the physical birth took place.

Note the skip instruction: **If response is 1 GO TO Q1.11**

Those who were born in Cayman Islands, choice 1, should **not** be asked Q1.10 on year of arrival.

## 1.10 YEAR OF ARRIVAL

- Q. When did.....last come **TO LIVE** in the Cayman Islands?
- C. This is to get information when **non-Cayman born** arrived in the Cayman Islands **to live** here. NOTE: If a person has come here several times, for example 1980 – 1985, 1990-1992 and 1999-; it is the last arrival (1999) that should be recorded. Please note we are not asking about the last time someone returned to Cayman Islands after a vacation, studies, medical trip etc. but when a person **came to stay and/or to live here for at least for 6 months.**

## 1.11 USUAL PLACE OF RESIDENCE OF THE MOTHER AT TIME OF BIRTH

- Q. At the time....was born, what was the country of usual residence of.....'s mother?
- C. Country of usual residence is the country where the mother was staying or intended to stay at least 6 months when she gave birth. Hence, if a mother living in the Cayman Islands travels to Jamaica or USA to deliver the baby and then returns to the Islands, the usual place of residence is recorded as Cayman Islands.

United Nations recommends that THE COUNTRY OF BIRTH means the usual place of residence of the mother, which is more useful for demographic analysis. However, in the Cayman Islands Non-Caymanian women who usually live here would go to their home country or another country to give birth since their child would not be considered Caymanian if born here. Therefore, a question on country of birth is included as well.

For persons born in USSR, Yugoslavia, or Czechoslovakia ask for and write the name of the independent country or republic they were born in according to the boundaries in existence on Census Day – October 10, 2010.

Note the skip instruction:

**If response is 1, continue; OTHERWISE GO TO Q1.13**

Only those who were born in Cayman Islands should be asked Q1.12 on these district of residence of their mother

## 1.12 DISTRICT BORN IN CAYMAN ISLANDS

- Q. At the time...was born, in which district did his/her mother live?
- C. This is to get information on district born for persons born in the Cayman Islands. **District of birth means the district of usual residence of the mother at the time of the birth.** Hence, if a mother living in the East End delivered the baby at the George Town hospital, the district of birth should be recorded as East End in Q1.12. This is the UN recommendation and is more useful for demographic analysis than the place of occurrence.

District of usual residence is the district where the mother was staying or intended to stay at least 6 months at the time of the birth.

### 1.13 RESIDENCE ONE YEAR AGO

- Q. What was....'s usual place of residence one year ago?
- C. This question is to get a picture of internal migration. For a person who may have moved more than once in the one-year period, select the district he/she stayed the most months before moving to the present location. This might not necessarily be the place he/she occupied just before moving to the present location.

For children below one year of age mark choice 1. Persons who lived outside of the Cayman Islands on October 10, 2009 should mark choice 9 'Abroad.'

### 1.14 LANGUAGE

- Q. What language does....speak most often at home?
- C. You might find respondents who are multi-lingual. Only one choice is applicable here. **Remember it is the language spoken at home that is the focus** of this question. So, you should emphasize that the question asked for the language spoken **MOST OFTEN AT HOME**.

For children who have not started to speak, mark the language most spoken to them. If a person speaks more than one language at home, mark the one most used.

Filipino refers to Filipino languages other than English.

If a person is mute and uses sign language mark choice 8.

### 1.15 RELIGION

- Q. To which religious denomination does....belong?
- C. Some respondents might give you the name of a specific church. Probe to find out which denomination that church belongs to and mark the appropriate choice. If they do not know, write the name of the church. After the interview, you can check the denomination and mark the appropriate choice. Some might tell you that they were baptized in one religion but worship at a different one. Probe to find out which one they feel more affiliated to and mark the appropriate choice.

An atheist is coded at choice 14, 'None.'

An agnostic is coded at choice 15, 'Other.'

## **SECTION 2: DISABILITY, ILLNESS AND HEALTH INSURANCE**

There are three questions in this section for all household members. These questions would give an indication of the type of disabilities and illnesses and the extent of health insurance coverage in the Cayman Islands.

### **2.1 DISABILITY**

- Q. Does.... have any of the following disabilities or impairment that limits his/her activities compared with most people of the same age?
- C. Generally, a disability is inability or great difficulty in performing one or more major life activities in the person's current social environment because of impairment, e.g., missing, damaged or weakened body part or function.

Disability is not a specific medical diagnosis such as spinal cord injury, cerebral palsy, or intellectual difficulties. While this information is often important in a medical context, it is normally not what arises when you come into contact with someone with a disability. It is also important to recognise that, by changing the environment the person can be facilitated to increase their performance or, on the contrary, impeded from activities that they could perform in a more enabling environment.

Read the choices. Multiple responses are acceptable. Shade as many as are applicable. Note not everyone that wears spectacles (glasses) has sight impairment. Those who have a limb in a cast due to a broken bone should not be classified as having upper or lower limb impairment if the injury would not leave them disabled. Those with chronic depression and other forms of mental disorder should be classified as having a mental illness, choice 8.

### **2.2 ILLNESS**

- Q. Was ..... medically diagnosed with any of the following?
- C. Read the choices. Multiple responses are acceptable. Shade as many as apply. Note that some may refer to 'Diabetes' choice 1, as 'Sugar' and 'High Blood Pressure' choice 2, as 'Pressure' or 'Hypertension'.

### **2.3 HEALTH INSURANCE**

- Q. Is ..... covered by health insurance?
- C. Read the choices. Only one answer is applicable. Choice 1 excludes persons who have CINICO. They are coded at choice 2. Note the difference between those with no insurance coverage and those who are un-insurable. Those with no coverage would have made that decision based on various factors including affordability



while, those who are un-insurable are denied coverage by an insurance company for various reasons including health risks, despite a person's ability to afford insurance.

Note the Skip instruction:

**If LESS THAN 5 years, END INTERVIEW**

**This is the last questions for children younger than five years.**

### **SECTION 3: SCHOOL ATTENDANCE**

This section has four (4) questions on school attendance for persons five (5) years or older.

#### **3.1 ATTENDING SCHOOL**

- Q.** Is.....attending school or institution part or full time?
- C.** You should probe further for a 'Yes' response since there are two choices, 'Yes fulltime' and 'Yes part time'. Those who pursue long-distance and on-line studies should be recognised as attending school or institution, and be marked as 'Yes part Time. ' Note that children who are home-schooled should be marked at choice 3.

Fulltime means 30 or more hours of study.

Note the skip instruction:

**If response is 3, 4 or 99, GO TO Q4.1**

Only those persons attending school part or fulltime are asked Q3.2 to Q3.4.

#### **3.2 TYPE OF SCHOOL OR INSTITUTION ATTENDING**

- Q.** What type of school or institution is.....attending?
- C.** Choice 1, 'Nurse/Pre-school' also includes those at 'Reception' or 'Kindergarten'

For those taking long-distance or on-line courses, type of school or institution would be the level at which that school is operating i.e. college or university, etc.

#### **3.3 LOCATION OF SCHOOL OR INSTITUTION**

- Q.** Where is the school/institution situated?

- C. Students/pupils in the Cayman Islands should mark the district where the school/institution is situated.

For those taking long-distance or on-line courses, the location of school or institution will be choice 8, 'Online'.

For those studying abroad, get the name of the country where that person is studying.

Note the skip instruction:

**If response is 8, 9 or 99, GO TO Q4.1**

Only those who are attending school in Cayman are asked Q3.4 on mode of transportation to school.

### **3.4 MAIN MODE OF TRANSPORT TO SCHOOL**

- Q. What is.....MAIN mode of transport to school/Institution
- C. If different modes of transport are used probe to get the one that is used mostly and mark the appropriate choice.

## **SECTION 4: EDUCATIONAL ATTAINMENT**

Section 4 includes two (2) questions that gather information on the level of schooling and examination passed. The first question, 4.1 is asked of all persons five (5) years or older, while only those 15 years or older are asked question 4.2.

### **4.1 HIGHEST GRADE COMPLETED**

- Q. What is the highest GRADE/LEVEL that ....COMPLETED?
- C. At this question you will indicate the highest education level the individual has **COMPLETED**. For those attending school, the level completed will not be the grade they are presently enrolled in, but the previous grade.

E.g. If a child is presently enrolled in Primary Year 6, the highest grade completed will be Primary Year 5, which is choice 8 on the questionnaire.

It is very difficult to measure educational attainment in the Cayman Islands as there are so many people from different countries. Cayman Islands uses, year, while other countries, use grade, class, standard etc. A chart relating approximate age to the year/grade//form a person should have completed in various countries is

presented in **APPENDIX C. When in doubt, use the age to determine the equivalent grade completed.**

For someone who has had **NO SCHOOLING** you should tick choice 1, NONE.' If not known mark choice 99.

Vocational (choice16) means completed education/training after high school for certain professions, for example, plumbing, electrical, roofing, refrigeration, carpentry, cabinet making, hair dressing, cosmetology, tailoring etc.

Community College (choice 17) means an institution which offers educational instructions beyond high school level where one can sit 'A' Level GCE or be conferred with an associate degree.

**Completed** studies at University – St Matthews, University - ICCI, University – UCCI, University – UWI, other Universities and Colleges in the US are marked choice 18.

For those persons who have **not** gone to high school but have done extra studies, at evening school or on their own, to sit CXC or higher level examinations, their highest grade should be OTHER, choice 19.

Note the skip instruction:

**If LESS THAN 15 years END INTERVIEW**

**THIS IS THE LAST QUESTION ASKED OF CHILDREN UNDER 15 YEARS.**

#### **4.2 HIGHEST EXAMINATION PASSED**

Q. What is the HIGHEST EXAMINATION that ..... ever passed?

C. The response to this question should be crossed checked with the response to Q3.1, e.g. it is unlikely that a person who has completed Primary Year 5 would have attained a Bachelor's Degree.

- GCE - General Certificate of Education
- GCSE - General Certificate of Secondary Education
- CXC - Caribbean Examination Council
- CE - Certificate of Education
- CSE - Certificate of Secondary Education

Vocational/Trade Certificates or Diploma (choice 9) can be obtained in less than one year or more than one year.

Postgraduate certificate/diploma (choice 12) can be obtained after one year of postgraduate study.

All Master's of Arts, Master's of Science and Master's of Philosophy degrees are marked at choice 13.

Earned Doctorate (Ph. D.) is an advanced research university degree, which for successful completion, requires the submission of a thesis or dissertation of publishable quality that is the product of original research and represent a significant contribution to knowledge.

## SECTION 5: MARITAL AND UNION STATUS

Section 5 is to be answered for those 15 years and over. It is the union status as per Census Day that should be recorded.

### 5.1 MARITAL STATUS

Q. What is...’s present marital status?

C. This question determines **legal** marital status which can only be one of the five choices listed. Legal status defines a person as married, no longer married due to divorce, separation from a spouse, or death of a spouse; or never married. This is distinct from union status (Q5.2) which takes into consideration living arrangements with a spouse or partner regardless of marital status.

A person who is legally married, but is separated from his/her spouse and was **granted legal separation by the Courts**, is coded at choice 2, ‘Legally separated.’

A person who is legally married, but is separated from his/her spouse and has taken **no legal action** to separate, is coded at choice 1, ‘Legally married.’

If a respondent stated that he/she is ‘separated’ you must probe to determine whether that person should be coded at choice 1 or 2.

A person who has never been married but is living in common-law union with a partner, no matter the age or the number of years living with the same partner, should be marked as choice 5, ‘never married’

### 5.2 UNION STATUS

Q. What is.....’s present union status?

C. As noted above, this question is based on spouses or partners living arrangements. Therefore, a person who is legally married, choice 1 in Q5.1 could be living in any of the union statuses in Q5.2.

To be in a 'visiting partner' union, the partners must have a child together that was born between Oct, 2009 and September 2010. All 'girlfriend/boyfriend' relationships are considered 'not in union' if the criteria for visiting partner is not met.

**Note the skip instructions:**

**If FEMALE 50 years or older, GO TO Q7.1**

**If MALE GO TO Q7.1**

**Female 50 year or older and males are not required to answer questions in Section 6 on births.**

## **SECTION 6: BIRTHS**

Only FEMALES **15 to 49 years** should respond to the questions on births. These questions are used to estimate fertility in the Cayman Islands. The information could also be used for population projections.

### **6.1 NUMBER OF LIVE BIRTHS**

Q. How many live births has.....ever had?

C. A live birth includes even those births where the child lives for a short time; but does not include stillbirths.

Note the skip instruction: **If response is 0, GO TO Q7.1**

Females that have had no live births should not be asked Q6.2 to Q6.4.

## 6.2 DATE OF LAST LIVE BIRTH

- Q. What is the date of birth of....'s last child born?
- C. If the day, month or year is not known, write 99, 9999.

## 6.3 LAST CHILD BORN STILL ALIVE

- Q. Is the last child born to....still alive?
- C. Self explanatory.

## 6.4 BIRTHS DURING THE LAST 12 MONTHS

- Q. How many live births did.....have in the last 12 months (since October 9, 2009)?
- C. If at Q6.2 the respondent stated that her last child was born after October 9, 2009 then Q6.4 should be choice 1, 2, 3 or 4. If there is no live births after October 9, 2009 then Q6.4 should be choice 0, 'None'.

Although you can get information from Q6.2 on the number of women that had a live birth in the last 12 months, it is still necessary to ask Q 6.4 to get information on the total number of live births for that same reference period. If you were to use Q6.2 alone to estimate the number of live births in the reference period (last 12 months) this could result in an underestimation of live births since it does not take account of multiple births, only the date of birth of a child born during the reference period. However, Q6.4 captures information on women that had multiple births within the reference period.

## SECTION 7: EMPLOYMENT

The Economic and Statistics conducts the Labour Force Survey (LFS) annually to estimate key labour force indicators for the Cayman Islands. Since the 2010 Census will be conducted in October, which is the month that the LFS is normally conducted, there will be no LFS. Instead, this section on employment is included to capture information that will be used to estimate the key labour force indicators for 2010.

Only those persons 15 years or older are required to answer the questions on employment.

### 7.1 ECONOMIC ACTIVITY DURING REFERENCE WEEK

- Q. Which of the following best describes....'s employment status during the week preceding October 10, 2010? **Read choices.**

- C. You should read the choices and as soon as you get a 'Yes' response, mark the appropriate choice.

By 'employed' we mean that the respondent was engaged in some form of economic activity.

It does not matter the type of work, it could be an active partnership in a business, some type of self-employment, or working a couple of hours per week for someone.

**NOTE** that **ANY** work, even for **ONE** hour during the Reference Week, is to be interpreted as work. This means that work in an economic activity for as little as one hour is sufficient for a person to be classified as employed.

**Fulltime work is 30 or more hours per week and part time is less than 30 hours.**

Persons who work in their own home doing household chores are not to be considered 'employed' nor are those who perform volunteer work. However persons engaged in an apprenticeship or internship may be classified as 'employed'.

An understanding of the concept of **ECONOMIC ACTIVITY** is a fundamental requirement in the Census. It sets the frame for the classification of the economically active. It is important that **YOU** convey to the respondent a correct interpretation of the concepts, so that the Census will in fact measure what it is intended to measure.

**INCLUDE AS 'EMPLOYED', PERSONS WHO:**

- worked at anything for wages or salary, at time-rates, at piece rates, on commission, for tips, for board and lodging or for any other type of payment in kind (the employee);
- worked for profit or fees in his/her own business or on his/her own farm (the self-employed);
- worked without money, wages or salary, at task (other than housework) which contributed to the operation of farm or business owned and operated for profit in most cases by some member of his/her family--related by blood or marriage (the **unpaid family worker**). Please probe for unpaid family workers; or
- spent some time in the operation of a business or profession even though no sales were made or professional services rendered, such as doctor or lawyer spending time in his/her office waiting for clients.

**DO NOT INCLUDE AS 'EMPLOYED' PERSONS WHO:**

- worked without money or pay for a relative or other person at tasks which did not contribute to the operation of a farm or of a business (e.g. housework, gardening, cutting the lawn, other odd jobs around the house or yard);
- worked without pay assisting a relative or friend in his/her duties as an employee (e.g. accompanying a truck driver); or
- worked without pay, either in cash or in kind, as a VOLUNTEER WORKER for service organisation activities such as Boys Scouts, Caymanians Against Substance Abuse, etc.

**Note the skip instructions:**

**If response is 3 - 9 or 99 GO TO Q7.9**

Persons who are **not** working should **not** be asked Q7.2 to 7.8.



## 7.2 CATEGORY OF WORKER

- Q. What category of worker is.....in his/her **MAIN** job?
- C. If more than one job and in doubt which the main job is, choose the job where the respondent worked most hours.

Choices 1 to 4 are for those persons who are working for someone and not owning a business. Choice 1 should be marked for an employee working with the government, choice 2 for an employee working with a Statutory Authority such as CIMA and choice 3 for employee working with a Government Corporation such as Cayman Airways. A list of all the Statutory Authorities and Government Corporations are listed in **APPENDIX D**. Choice 4 should be marked for an employee working with the private sector.

Choices 5 and 6 are for own account worker - owning a business. If the person has **NO employees** working for him/her then that person should be marked at choice 5. If the person has **at least one person** working for him mark choice 6. For the self-employed respondent, be sure to PROBE to determine whether the individual has any employees or not.

Choice 7 is for unpaid family worker, i.e. a person working in a family business who does not receive a wage/salary. This does not include persons doing home duties.

## 7.3 HOURS USUALLY WORKED

- Q. How many hours per week does..... usually work in his/her main job?
- C. Record here the USUAL number of hours the person works per week, excluding meal breaks. Use whole numbers, counting 30 minutes or more as a whole hour. Thus, 37.5 should be recorded as 38 hours.

## 7.4 OCCUPATION

- Q. What is.....occupation in his/her **MAIN** job?
- C, Occupation is the kind of work done during the reference period by the person employed, REGARDLESS of the industry or status in employment of the person. For example, accounts clerk, legal secretary, domestic worker, fisherman, human resource manager, etc.

State the person's occupation in his/her main job during the reference week AND the type of work done. Be sure to obtain a description of their main tasks/duties since often times a job title does not sufficiently describe the occupation for the purpose of coding. For example occupations such as "clerk," "engineer," "manager," "seaman," "supervisor," "teacher" etc. are too vague. You will need to PROBE for a

more detailed answer. Examples of various occupations are provided in **APPENDIX E**. Banking is **NOT** an accepted answer. Do not use any abbreviations, e.g. do not put 'EMT, but instead write 'Emergency Medical Technician.'

Each occupational type is systematically classified and coded using the International Standard Classification of Occupations (ISCO), which allows for international comparison. Occupations may be placed in one of 10 major groupings; however, each is given a specific code depending on the description of the tasks and duties of the job and the skill needed to perform those duties. ISCO is used to classify the information on previous and present occupation, as determined from the labour force survey.

The level of education is useful in helping to determine the level of skill that an individual needs to perform a particular job. Errors in the classification of occupations could occur when an Enumerator does not give adequate or complete descriptions of tasks and duties performed by a respondent. Occupations may also be coded incorrectly when a low-skilled job is given a high-skilled code or vice versa.

## 7.5 INDUSTRY

- Q. What is the name of business where....'s **MAIN** work is carried out?
- C. Industry is the branch of economic activity carried out at the person's place of work during the reference week. This is defined in terms of the kind of goods produced or services supplied by the unit in which the person works and NOT necessarily the specific duties or functions of the person's job. For example, construction/ electrical installation, baking of bread, repair of boats/yacht, activities of trust company and hedge funds and retail banking.

For the corresponding occupation at Q7.4, indicate the name of the business carried out by the employer. If it is not obvious from the name, or the business has no name, you should clearly indicate what the employer makes or does. Some employers are engaged in more than one industry (e.g. Government) therefore it is important to specify the type of industry that relates to the person for whom you are recording information. Write the name of the business or the department in government. Examples of various industries are provided in **APPENDIX F**. Finance or Tourism/Tourist Industry is **NOT** an accepted answer PROBE to find out the name of the business and the main type of activities carried on there.

Similar to occupational classification, industries are systematically classified into different categories based on similar economic activities carried out by a set of units. This is done using the International Standard Industrial Classification of All Economics Activities (ISIC). Establishments are classified in industries based on a detailed description of the main economic activities that occur there.

Errors in the classification of industries could occur when an Enumerator does not

give adequate or complete descriptions of economic activities. For example, inaccuracies may arise when an Enumerator lists the economic activity of an establishment by the occupation of the person employed there rather than the activity that is carried on at the business.

## 7.6 DISTRICT OF WORK

- Q. In what district is the business located?
- C. If the business has multiple branches the district location should be that of the branch where the person worked during the reference week. If a person worked in more than one branch during the reference week, shade the district in which the most time was spent during that week. For the self employed who works at various locations the business is located at the address stated on the business licence.

## 7.7 MOST USED TRANSPORT TO WORK

- Q. What mode of transportation does....mostly use to get to the **MAIN** workplace?
- C. If different transport means are used mark the one mostly used.

## 7.8 JOB INCOME

- Q. How much was ....'s earnings from the **MAIN** job he/she was doing in the week preceding Oct. 10, 2010?
- C. You should show the respondents the "flash card" and ask them in which range was the person's **cash** earnings from main employment during the reference week.

The flash card (**APPENDIX G**) shows weekly, fortnightly, monthly and annual salary income ranges. Mark the appropriate choice. For the self-employed you would record their NET earnings (after expenses) during the last month. BE SURE the respondent is clear about the difference between each column of the flash card.

Most people know their weekly or monthly earnings and should not have any problems responding. Persons with varying income should be asked to estimate their usual monthly earning, e.g. security officer, those doing piece meal work and tour bus operators.

Note the skip instruction:

**If the respondent is the , GO TO Q8.1**

**If the respondent is NOT the , END INTERVIEW.**

**THIS IS THE LAST QUESTION FOR PERSONS WHO ARE WORKING AND ARE NOT THE .**

**7.9 MAIN MEANS OF FINANCIAL SUPPORT**

- Q. What was .....’s MAIN means of financial support during the week preceding Oct. 10, 2010?
  
- C. Indicate the MAIN source of financial support for all persons that are not employed full or part time. Choice 3 includes relatives other than parent or spouse.

Note the skip instructions:

**If the respondent is the , GO TO Q8.1**

**If the respondent is NOT the , GO TO END INTERVIEW.**

**THIS IS THE LAST QUESTION FOR PERSONS WHO ARE NOT WORKING AND ARE NOT THE .**

## SECTION 8: HOUSING

Section 8 should be completed by the Head of household, the or a responsible adult. There are 15 questions about the household that address housing characteristics.

Questions 8.1 TO 8.15 are focused on housing characteristics.

### 8.1 TYPE OF TENURE

- Q. Which of the following best describes the ownership of this dwelling?
- C. Read the choices. Once a 'yes' response is given; mark the corresponding number and move on to the next question.

We are seeking to determine the occupancy status of the household with regards to owning or renting. **ONLY** if an occupant **PAYS** the full rent should choices 3 or 4 be marked. If the total rent is paid by someone other than any of the occupants (e.g. an employer, relative or friend) then mark choice 5. If a part of the rent is paid by someone other than any of the occupants (e.g. an employer, relative or friend) then mark choice 6. If the household is paying a monthly fee which goes towards the purchase price of the dwelling, then the answer should be "7". If the accommodation is occupied by some means other than choice 1 to 6, then mark choice 7 AND specify.

### 8.2 TYPE OF DWELLING

- Q. What type of dwelling does this household occupy?
- C. Read the choices. Once a 'yes' response is given, mark the corresponding number and move on to the next question.

**Detached house:** a dwelling that stands alone with no other accommodation directly attached to any side, on top or beneath. It has at least one bedroom that is separate from the living area.

**Semi detached house:** a dwelling unit sharing a common wall and common boundary with no more than one other dwelling unit, each on its own exclusive lot. It has at least one bedroom that is separate from the living area.

**Duplex:** two dwelling units, one above the other, side by side or in the front and behind having a common wall and being on one lot. It has at least one bedroom that is separate from the living area.

**Apartment:** a building which is used or intended to be used as a home or residence for **more than two** separate dwelling units. It has at least one bedroom that is separate from the living area.

**Condo/townhouse:** a building with two or more stories with an inside stair case to reach upper stories. It has at least one bedroom that is separate from the living area.

**Studio:** a dwelling unit with one room that has a contained bathroom and kitchen. It has **NO bedroom** that is separate from the living area.

**One-room:** a dwelling unit with one room that **does not** have a contained bath and kitchen. The one room serves as bedroom and living area.

**Combined business/dwelling:** A building that has a business and a dwelling unit, one above the other, side by side or in the front and behind.

**Boat/yacht:** a sea vessel used as a dwelling unit, may be anchored/moored in the sea/canal or on dry dock.

**Other:** includes trailer home and other types not defined.

### 8.3 NUMBER OF ROOMS

- Q. How many rooms does this household have?
- C. Count living and dining rooms, bedrooms and any other room including kitchen and utility room. Do not count bathrooms, garages, porches, verandahs, passage ways or rooms used ONLY for business purposes.

Studios have **one** room.

For dwelling units that have open floor plan with designated areas for living room, dining room, and kitchen count these as three separate rooms even though there are no walls separating them. The floor plan for such type of dwellings would have designated these spaces as such.

### 8.4 NUMBER OF BEDROOMS

- Q. Number of bedroom.
- C. Do not count rooms used mainly for other activities (e.g. a living room), but DO count spare bedrooms. Note: A **one** room dwelling should be marked as having no bedrooms.

Studios have no bedroom.

## 8.5 NUMBER OF BATHROOMS

- Q. Number of bathroom.
- C. This room should also include a 'toilet'. Include powder rooms with basin and toilet.

## 8.6 SHARED BATHROOM

- Q. Does this household share bathroom with another household?
- C. The sharing of bathroom would occur mainly in households that occupy one room/studio or those that share a dwelling unit with another household.

## 8.7 SEWERAGE

- Q. What type of sewerage system does this household have?
- C. Some households might not be aware of the type of system used to dispose of their solid waste.

## 8.8 WATER

- Q. What is the **MAIN** source of water for this household?
- C. This refers to the water that households use for everyday purposes, cooking, washing, bathing etc.

## 8.9 DRINKING WATER

- Q. Does this household use bottled water as its main source of drinking water?
- C. Note that the question requests information about DRINKING WATER. If the household obtains water from more than one source, tick the appropriate box relating to the main source, i.e. the one most used for drinking.

## 8.10 SHARED KITCHEN

- Q. Does this household share a kitchen with another household?
- C. The sharing of a kitchen would occur mainly in households that occupy one- room dwelling or those that share a dwelling unit with another household.

### **8.11 COOKING**

- Q. What type of fuel does this household use **MOST** for cooking?
- C. For households using more than one source of fuel for cooking, the emphasis is placed on the fuel used mostly.

### **8.12 LIGHTING**

- Q. What does this household use **MOST** for lighting?
- C. For households using more than one source of lighting, the emphasis is placed on the lighting used mostly.

### **8.13 ENERGY**

- Q. Does this household use any form of renewable energy?
- C. Do not count small garden lamps driven by the sun as Solar Cells.

### **8.14 ACCESS TO COMMUNICATION TECHNOLOGY AND OTHER AMENITIES**

- Q Does this household have the following?
- C. State if the household has Internet, Cable/Satellite, Air-conditioning and housing insurance. For the internet, hotspots or unlicensed connections are not included. Housing insurance refers to building and/or contents insurance.

### **8.15 NUMBER OF HOUSEHOLD AMMENITIES**

- Q. How many of the following does this household have?
- C. Read the list with radios, television sets, electric generators, fixed line telephones, mobile phones, computers, motor vehicles and motorcycles/mopeds and write in the number response for each.

Only the appliances/equipment that are in working condition or not working but serviceable should be counted. Scooters are counted as motorbikes/mopeds. Number of fixed-line and cell phones means different phone numbers not the number of physical phones.

Do not count the appliances/equipment and vehicle if they are used mainly for business purposes.



It was decided after the questionnaire was printed that information should be gathered on the number of **BOATS** and **JET SKIES** owned by the household. Therefore, you are required to ask **each household**:

'How many Pleasure Boats does this household own?

How many commercial boats does this household own?

How many Jet skies does this household own?

The response should be recorded in the **Comment Section** of the questionnaire.

## **SECTION 9: MORTALITY**

Questions 9.1 to 9.5 are focused on deaths of household members that have occurred over the past 12 months. These questions will be used along with data from the General Registry to analyse mortality patterns in the Cayman Islands. Questions 9.3 to 9.5 allow for information for three deceased persons and the numbers 1, 2 and 3 at these questions represent the number of deceased persons. Therefore, if at 9.2 the number of deaths is '1' then all information on that deceased person should be recorded at 9.2 -1, 9.3 -1 and 9.4 - 1. If there were more than three deaths, use the Comments Page to describe.

### **9.1 DEATHS IN THE HOUSEHOLD**

Q. Has there been any death in this household in the past 12 months (since October 9, 2009)? Please provide the following.

C. Any death before October 9, 2009 should not be recorded.

Note the skip instruction:

**If response is 2 or 99, GO TO Q10.1**

Only those households that had a death in past 12 months are asked Q9.2 to Q9.5.

### **9.2 NUMBER OF DEATHS**

Q. How many persons died in the past 12 months?

C. Write the number of deaths in the box.

Once there was a death ask the respondent to provide information on the sex and age of the deceased and the place the death(s) occurred.

### 9.3 SEX OF THE DECEASED(S)

Q. What was the sex of the deceased?

C. Self Explanatory

### 9.4 AGE OF THE DECEASED(S)

Q. What was the age of the deceased at the time of death?

C. Probe to ensure that the age given is the age at death rather than the age the deceased would have been if still alive.

### 9.5 PLACE OF DEATH

Q. Did the deceased die in the Cayman Islands or Abroad?

C. Self explanatory.

## SECTION 10: EMIGRATION

The Immigration Department gathers information on those persons that have come to live in the Cayman Islands. However it is difficult to keep count of those Caymanians that have moved to live in another country. Information on immigration and emigration are essential in estimating net migration and useful for population projections. The questions in this section gather information on those members of the household that have migrated over the past 10 years and are still living abroad. These persons should not be present members of the household. So, **do not** get information on a member of the household that had migrated in the reference period and had returned to live in the Cayman Islands.

Note that information on whole households, e.g. a man, his wife and two children, who migrated over the past 10 years, are not captured in this section. Therefore, if a respondent indicates that she knows of a relative or friend and the whole family who migrated, but had lived in a separate household from hers **do not** get information on that family that migrated. Only those persons who **used to be** a member of a **present** household and have migrated over the past 10 years are counted in this section.

This section allows for information on four persons that migrated within the reference period. If there were more than four persons, record the information for the other persons in the comment section.

### 10.1 HOUSEHOLD MEMBERS THAT MIGRATED IN PAST 10 YEARS

- Q. How many members of this household migrated from Cayman Islands over the past 10 years?
- C. The reference period, although broad, is very important.

Note the skip instruction:

**If '0', END INTERVIEW AND THANK THE RESPONDENT**

**This is the last question for the Key Informant if there were no persons that migrated from the household over the past 10 years. Remember to thank the respondent for providing the information.**

### 10.2 YEAR MIGRATED

- Q. In what year did .... migrate?
- C. Some may not remember the exact year. So, ensure that the person did migrate within the reference period. Use vital events such as 'after Hurricane Ivan' or the births of a child in the household to jolt the memory of the respondent.

### 10.3 COUNTRY MIGRATED TO

- Q. To what country did ..... migrate?
- C. This is referring to the **country migrated to** and not the country where the person presently lives, which could be different.

If a person migrated more than once during the reference period the **LAST time migrated** is recorded.

E.g., a person who migrated to the USA, then moved from the USA to Canada is coded at choice 3, USA.

E.g., a person who migrated to the USA returned to live in the Cayman Islands and migrated again during the 10 year reference period but this time to Canada is coded as choice 4, Canada.

Furthermore, some might give you the name of a city/town/village, e.g. New York, Toronto, Manila, San Jose, La Ceiba, etc. You should mark the corresponding

Country where that city/town/village is located. If you do not know, ask the respondent for the name of the country.

#### 10.4 REASON FOR MIGRATION

Q. What was.....'s MAIN reason for migrating?

C. Here we are interested in the **MAIN** reason. Select only **ONE**

Education: went abroad to study and did not return to live

Health: needed medical care that is not available here e.g. triple by-pass surgery which needs regular check-up abroad

Family reunification: left to join/accompany spouse and/or children that had left earlier

Family dissolution: left after a separation or divorce

Job opportunities: job offer

Contract ends: worked with the Government for a specific period

Work permit expires: worked with the private sector for a specific period

Term Limit (Roll over): stayed for seven years

#### 10.5 SEX

Q. What sex is .....

C. Self Explanatory

#### 10.6 AGE AT MIGRATION

Q. What was .....age at the time of migration?

C. Probe to ensure that the age given is the age at migration rather than the present age of the person. You might have to estimate this if year of migration and present age are known.

## 10.7 CITIZENSHIP AT MIGRATION

- Q. What was ... citizenship at the time of migration?
- C. Two choices are acceptable. If a person has citizenship for three or more countries and Cayman Islands is one of them, record Cayman Islands and ask the respondent to select one of the other two to record.

This information would give an indication of the status of emigrants from Cayman Islands.

## 10.8 EDUCATION LEVEL AT MIGRATION

- Q. What was .... level of education at the time of migration?
- C. The emphasis is on the level at the time of migration and not the present level of education. Data on education level at the time of migration would give an indication of the level of 'brain drain.'

### **COMMENTS** (last page of the questionnaire)

This section should be used to write any notes concerning aspects of the Census or peculiarities of the household, including editing of the address description if there is some detail which would better serve to locate or identify the dwelling.

**You must also use this section to record the number of boats and jet skis owned by the household.**

E.g.

Pleasure Boats - 1

Commercial Boats - 0

Jet Ski - 2

**You should have a number response for each type. Write '0' for each if the household does not own one.**

## FREQUENTLY ASKED QUESTIONS

While out in the field it is quite likely you will be asked some general questions about the Census. Respondents may want information on a number of matters before they will agree to participate.

The previous chapters have provided some background to deal with questions you may be asked. Below, information is summarized in a simple question and answer format. When you become familiar with these answers it will save time in the field, and improve your chances of completing an interview.

If you cannot answer a specific question you are asked, and the person is reluctant to complete the interview, then explain to the person that you will find out the answer and let them know as soon as possible or you will ask the Field Supervisor to contact them.

Q: WHAT IS THE CENSUS FOR?

A: The Census is designed to collect information on the population size and basic characteristics on sex, age, education, employment status and housing. The information collected will be used as baseline indicators to plan for the future of the Cayman Islands. A Census is conducted once every ten years.

Q: WHY/HOW WAS I SELECTED?

A: All households will be counted in the Census to get a complete count of the population.

Q: DO I HAVE TO PARTICIPATE?

A: You are legally required to complete the Census questionnaire as provided by the Statistics Law; however we would prefer that you participate because you understand the importance of the information you will provide.

Q: WHAT IF I REFUSE TO PARTICIPATE?

A: The matter will be reported to my supervisor.

Q: WHAT DO I HAVE TO DO?

A: I will ask the questions relevant to you and I will record your responses.

Q: DO I HAVE TO ANSWER ALL THE QUESTIONS?

A: Yes! We would like for you to answer all questions relevant to your situation. However, if there is a particular question you strongly object to answering, we may leave it and move on to the next one.

Q. HOW MANY QUESTIONS DO I HAVE TO ANSWER?

A. The questionnaire has 67 questions but you will be required to answer only those questions that apply to you depending on your age, sex and employment status.

Q. WHY SO MANY QUESTIONS?

A. The Census is the only source that could get detailed information on everyone in the population. The Cayman Islands, unlike the more developed countries, do not have frequent surveys and well developed administrative records on its population. Therefore it relies on the census, which is conducted once every ten years, to gather as much information that is required for policy and decision making.

Q: WHY DO YOU NEED MY NAME?

A: Names are used so that if there are any questions once the questionnaire is completed and it becomes necessary to contact you again, we will know who we are referring to. Names also assist me in completing the questionnaire for the respective household members. However, names will not be included in the Census database at the ESO, and will not be reported at all as part of census reports.

Q: WHY ARE YOU ASKING QUESTIONS ABOUT INCOME?

A: Employment is the main source of earnings for most people in the Cayman Islands. Realistic measures of employment earnings are helpful for policy makers and economic planners.

Q: IS MY FORM KEPT SECRET?

A: YES! All the information is confidential. All members of the Statistics Office, including myself have sworn or affirmed an oath of confidentiality. Personal information you provide will remain secret and will not be seen by anyone outside the Statistics Office. Information is used ONLY to compile statistical data and no information is EVER released which would allow another person to be able to identify who the data pertain to. Your name and address ARE NOT entered in any computer.

Q: WHY ARE YOU INTERVIEWING ON THE WEEKEND? WHY ARE YOU INTERVIEWING SO LATE IN THE EVENING?

A: This is often the best time to find most people at home. Therefore we must try to make contacts in the evenings and on weekends.

Q: WHY ARE THERE QUESTIONS ABOUT HOUSING IF THIS IS ABOUT THE CENSUS?

A: The Census is actually a Population and Housing Census where we gather information on persons and housing characteristics.



## INTEVIEWING HOUSEHOLDS

You have gotten instructions on how to canvass and list all the buildings, dwelling units and households in your EA. Whenever you list a household you **must** conduct an interview at that household. This section will give you the basic information for the interviewing procedure, techniques and guidelines for filling in responses.

### INTERVIEWING PROCEDURE

**CONTACT:** You must contact every household that you have listed in the Visitation Records.

**INTERVIEW:** You must personally interview everyone in the household 18 years or older, if at all possible. You may also interview the head of household or a who could give the information on all other members of the household. If the only person home when you call appears to be under 18 years, find out when would be the best time to return. **Do not** question them about any aspect of the Census, as this may offend their parent(s). Also, do not take information from ANYONE who is not a part of the household (e.g. friends, neighbours or domestics not living in).

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

1. Find out when might be the best time for you to contact the person for whom the information is missing;
2. Get a telephone number so you may personally contact the individual for whom the information is missing.
3. Ask the respondent to obtain the information on your behalf and arrange a time to return to get the information.

It is recommended that you do not attempt a first contact after 8:00 P.M. as some persons will find this hour offensive. 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 questionnaire and try another day.

Every attempt to establish contact at a household must be recorded on the Record of Visits of the questionnaire for the corresponding household. 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.

**REVISIT IF NO CONTACT:** If you do not contact anybody at an address you will need to make **at least three other** visits at different hours on different days. You should have attempted at least one contact for each household within the first ten (10) 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.

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

You may leave a copy of the **Call Back Card**, which appears in **APPENDIX E** at any household that you are having difficulty getting a response. You will receive a few copies with your assignment. Please do not leave call back cards after only one or two visits. Use only at a fourth or subsequent visit. If the person is reluctant to participate, be sure to inform him/her that the matter will be referred to your Supervisor.

***IF YOU HAVE ANY DIFFICULTY ESTABLISHING CONTACT NOTIFY THE FIELD SUPERVISOR***

***CHECK FOR ADDITIONAL HOUSEHOLDS:*** Remember that the listing was last updated in May 2010. So, there could have been changes to the listing between then and now. You should check for the following:

***Extra dwelling:*** Sometimes an address, which was listed as a single dwelling actually contains more than one dwelling. These "Extra Dwellings" (for example, helper's quarters over a garage, etc.), not seen at the address when the block was listed, must be included in the Census. NOTE: If the rooms in a dwelling are rented individually by the owner there might be just one dwelling in the household register but in reality there could be several households within the dwelling.

When you go to an address, ask yourself the question, or inquire if necessary: "*Is there any other dwelling at this specific address?*" (In addition to the one already listed). This information can be obtained by inspection, or if necessary, from the residents of the address. In most cases the answer to this question will be "No" since the greater part of the listing is usually accurate. If the answer to this question is "Yes", make an entry in the VR, including a description of the location for this dwelling, get a blank questionnaire and interview the additional households found at that address.

You should ask about extra dwelling units if a building has multiple:

- electrical meters
- car ports/car park
- Detached bathrooms

You should ask about extra households if the living area and kitchen in a dwelling unit has multiple:

- stoves

- refrigerators
- dining and living room furniture sets

**Combined addresses:** You may find occasionally, that the reverse situation exists: two dwellings have been combined since the time of the last update; or you find that what was listed as two dwellings is actually only one. Make a note of this in the Comment section of the questionnaire. The result code for this household should be **choice 4 'Unable to find address.'**

**Address without dwelling:** The address can be a vacant dwelling, or a store or offices containing no dwellings. If you find it still vacant, record at **choice 5, vacant.** The addresses which are now stores or offices should be marked as **choice 11, 'Out of scope.'** You should describe briefly the facts in the Comment Section of the questionnaire.

**Change in occupancy status of dwelling unit:** If you determine that a dwelling unit that was classified as '**Under construction**', '**Vacant**', '**Temporary second home**' or '**Temporary short-term rental**' has become the usual residence for a household then you must use one of the extra questionnaires without address label for this household and conduct an interview. Do **not** use the supplement with the address label. Use the information from the supplement for this address and fill in the corresponding information on the cover page of the questionnaire. Place the supplement with the address label in the corresponding questionnaire.

**REPORT UNUSUAL OR UNCOMFORTABLE CASES:** If you discover you have been assigned a neighbour with whom you would feel awkward or uncomfortable interviewing, or someone with whom you strongly believe it would be difficult for you to complete an interview, for whatever reason, you should immediately notify the Field Supervisor. Your assignment may be switched or reassigned, rather than to risk a refusal.

**MONITOR YOUR PROGRESS:** Indicate on your Visitation Record the date interview was completed. This will give you an indication of the number of households you have interviewed and a guide on the progress of your work.

## INTERVIEWING TECHNIQUES

As previously mentioned, learning what it takes to be a good Enumerator cannot be accomplished all at once. It will take practice and a good deal of effort on your part and we depend on you to be a good Enumerator. The Enumerator's goal is to collect accurate information by using the Census questionnaire according to sound interviewing practices. This section contains some principles that **every Enumerator must use** if he/she is to be good at the job.

**INTRODUCE 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, neat and in short, have the appearance of a responsible person. All these help to create a favourable impression which tends to make the person being interviewed more responsive.

It is at the door that you begin to sell yourself and the Census. If your approach is uncertain or uneasy, if you cannot answer the questions asked and appear unknowing about the work and its purpose, these feelings will be communicated to the respondent who will react accordingly. The personal relationship of confidence and understanding established between you and the respondent provides the foundation for good interviewing. This relationship, or "rapport", is determined by your introduction and the manner in which you present yourself and the Census.

Your introduction as an Enumerator 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.

Printed below is a text recommended for use to introduce yourself and the Census.

*Hello (Good Evening). My name is \_\_\_\_\_ and I am from the Economics and Statistics Office. Here is my ID card. We are currently conducting the Census in the Cayman Islands. I would be grateful if I could talk with you about the Census.*

*The Census is being conducted to collect data on the number of residents in the Cayman Islands and other basic information. Census data will be used to plan services for the future. I will ask you to respond to a series of questions about this household.*

**EVERYTHING YOU REPORT IN THE CENSUS WILL BE KEPT COMPLETELY CONFIDENTIAL TO THE STATISTICS OFFICE.** *No name or information that would allow anyone to identify a specific household or person will ever be released.*

There are three basic elements in any interview situation:

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

Given the three basic elements, follow these guidelines to ensure that you conduct a successful interview:

**USE NAMES WHEN GIVEN:** When you are asking the information about another household member use the name of that person.

E.g. Q1.9 In what country was ..... born?

If asking the Key Informant about another household member you must ask:

‘In what country was **Nelson** born?’

If asking the Key Informant about himself you must ask:

‘In what country **were you** born?’

Note that the Subject/verb agreement has changed.

**Make a Note in the Comment Section of the name or person number of the .**

**CONDUCT COMPLETE INTERVIEW FOR ONE PERSON AT A TIME:** It is best that you interview each responsible. However, if a Key Responded is providing the information on all household member, ask all the questions for an individual and record the responses in the appropriate answer section for that individual, before moving on to ask questions about another household member. This approach minimizes error with skip instructions and in recording responses.

**ASK EVERY QUESTION THAT IS RELEVANT:** You must ask every question that is relevant for each member of the household. Every effort should be made to get complete interviews. If there is missing information you must call back to complete the interview.

**READ EVERY QUESTIONS AS WORDED:** It is very important that you ask the questions exactly 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 a respondent shows he/she does not understand the question, first repeat it slowly putting emphasis upon important words and phrases. **Do not** add any word, do not interpret the question, and **do not** apologise for the question. However, probing may be necessary. **Do not** read aloud the list of choices, unless otherwise stated. Use the list **only** to prompt a hesitant or unsure respondent.

**READ EVERY QUESTION IN THE ORDER IT IS WRITTEN:** It is important that you ask the questions in the order they are written. This order ensures a natural flow of the sequencing of questions. There will be cases when the response to a question will give answer to other questions. In cases like these you will not ask the question, and just record the response.

**E.g.:** When you ask for the list of household members at Q1.0 the response could be, **“I live here with my husband and my two children.”** From this

response, we already know the answer for Q1.3, and would not have to ask relationship to the head of household for each person.

***FOLLOW THE SKIP INSTRUCTIONS:***

These are in a yellow box.

**Do not** read them to the respondent. They are guides **for you** to follow so that you ask **only** the questions that apply to an individual depending on the age, sex or other criteria. If these are not followed, you will appear as though you do not understand the questionnaire and the respondent could become frustrated with you asking questions that are not relevant.

**E.g.:** If the response at Q1.9 is choice 1 and you do not follow the skip instruction and ask Q1.10. The respondent would want to know why you are asking about the last time he came to live in Cayman Islands when he was born here.

***MAKE USE OF NOTES: These are written in bold italic. DO not*** read them to the respondent. They are guides **for you**.

***PROBE FOR CLARITY:*** Your ability to read the questions as they are intended to be read and to accurately record the respondent's answer is vital. Most of the questions are self explanatory 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. When this happens, you should **repeat the question**. If this does not help, then **probe**. Probing is another important skill that you need in order to do your job well.

When you probe, you may word the question differently or ask other questions. These questions should mean the same as the original one in the questionnaire and should get the same response. Probing should be **neutral** and should not bias the respondent to answer one way or the other. **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.

***LISTEN CAREFULLY TO THE RESPONSES:*** Do not be distracted when conducting an interview. Listen for a response to every question you ask. You may repeat a response given to you if you need clarity.

***SELECT THE MOST APPROPRIATE CHOICE:*** The response you get for a question might not be worded exactly as one of the choices listed. If you are not sure which choice to select, choose the 'other' choice and write down the answer as given on the line to specify. If there is no line to specify, write the answer in the Comment Section. This could be pre-coded later when you discuss it with your supervisor.

***RECORD THE ANSWERS IN THE QUESTIONNAIRE DURING THE INTERVIEW:*** You must not record the answers on scraps of paper and transfer them to the questionnaire. You must not think that you can trust your memory and record any response after you have completed an interview.

**RECORD ALL ANSWERS FOR AN INDIVIDUAL IN THE RESPECTIVE PERSON # ROW OF RESPONSES:** It is important that you record responses for an individual in the row of answers that was designated for that individual based on the assigned person number. Do not record the responses for one person in the section for another household member.

**BE AWARE OF INCONSISTENCIES:** You must be conscious of potentially inconsistent answers from one part of the questionnaire to the next.

**E.g.:** If at Q1.3 (relationship to head the response) is choice 2 'Spouse/Partner' and at Q5.2 (union status) the response is choice 5, 'not in union.'

These are inconsistent responses since the person is living with a spouse/partner as determined at Q1.3. Therefore, Q5.2 should be choice 1, 'married and living with spouse' or choice 3 'common-law partner.' In such cases you will need to discuss this with the respondent to determine which of the two responses is correct and fix the other.

**NEVER SUGGEST ANSWERS FOR THE RESPONDENT:** You must **never** suggest or write in answers you think the respondent would like to say. Do not anticipate answers. We are interested in that respondent's answers. **Never complete an interview for a person whom you either did not finish an interview with or did not interview.** Your Field Supervisor can catch such cases through random re-interviews. Ask the respondent each question that pertains to him or her; listen carefully to the response and record it accurately on the questionnaire.

**E.g.:** Instead of asking Q1.15, "To which religious denomination does.... belong?" you ask, "**Are you a Baptist?**"

In this example there are two violations, the question was not asked exactly as worded and the answer is suggested in the way the question was reworded. You might have seen this person on a few occasions at the Baptist Church and assume that this person is Baptist. This might not be so. Even though you might know what answer the person might give, you must still ask the question exactly as worded.

**AVOID BIAS:** An Enumerator can bias 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 expressions or silent reaction). Your reaction, spoken or unspoken, could lead the respondent to give inaccurate responses. Some respondents tend to give answers and adopt attitudes they think will please you the Enumerator. You must not show any surprise, approval or disapproval regarding the answers given by the respondent. You must also avoid any pre-conceived idea about the respondent's ability to answer certain questions or about the kind of answer he/she is likely to give. A reply which appears obvious to you must be confirmed prior to marking the choice.

Do not let your own attitudes influence the interview. It is extremely important that the Enumerator remains absolutely neutral with regards to the subject of the question. If the respondent asks you for your opinion, wait until the end of the interview to discuss the matter with him or her.

**MAINTAIN THE TEMPO OF THE INTERVIEW:** Conversations with respondents may 'stray.' Remember, it is **absolutely** essential that you remain neutral in any remarks you make about a subject. Forget how you feel personally about any controversial matter such as religion, politics, status, etc. and listen to the respondent. Then quietly, subtly, but firmly, **redirect** the conversation back to the questionnaire. Keep the interview as brief as possible. If you cannot answer a specific question you are asked, or encounter an unusual case, make a note and refer the matter to the Field Supervisor.

If you are receiving irrelevant or complicated answers from a respondent, you should not break in too sharply, but you should listen to what the respondent is saying and then lead him/her back to the original question. You should remember that you are conducting the interview and that you must control the situation at all times.

**MAINTAIN CONFIDENTIALITY:** It cannot be over-emphasized that all data collected are strictly confidential. The divulging of private data by an Enumerator is forbidden and punishable **by law**. The penalty on summary conviction is a fine of \$5,000.00 or imprisonment for a term of one year or both. This rule is all the more important since it provides the foundation of all statistical work. All questions should be put to the respondent in complete privacy in order to re-assure the respondent that his/her answers will remain confidential. The presence of other people during the interview may cause him/her embarrassment and influence some of his/her answers. Do not conduct interviews in the company of another person except your Field Supervisor when necessary.

In cases of refusal, reassure the respondent of the confidentiality of the survey data and your oath of secrecy. Report all refusals to you Field Supervisor as soon as possible.

Following the simple "Do's" and "Don'ts" below will help you avoid problems of confidentiality:

### **SOME "DO'S"**

- **ALWAYS** carry your identification card and show it upon introducing yourself.
- **ALWAYS** check that you are talking to the 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.
- **ALWAYS** take a positive line on confidentiality. Reassure the public, by your actions, that you take confidentiality seriously.



- **ALWAYS** report any loss or destruction of materials immediately to your Field Supervisor.

### **SOME "DON'TS"**

- **DON'T** discuss the contents of an interview with unauthorised persons, even members of your immediate family. In the Office, 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 ESO.
- **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.

**THANK THE RESPONDENTS:** On completion or termination of an interview be sure to thank respondents for their time and cooperation. Be as polite in your departure as you were on your arrival. If an appointment was made for a call back, remind the respondent that you will be returning by confirming the date (day) and time. 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 success as an Enumerator 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 Enumerator. It is hoped that you will keep these points in mind as you do your job and that you will apply them.

## GENERAL INSTRUCTIONS FOR RECORDING RESPONSES

It is very important that all information on the questionnaires is recorded properly. The questionnaires will be scanned and the information gathered will be stored in a database. Any irrelevant mark on a questionnaire will be picked up at the scanning stage, and will have to be deciphered from the relevant information at the verification stage. You must therefore ensure that responses are recorded properly. Follow the guidelines below for recording responses:

**USE A 2B PENCIL:** Enumerators will be provided with these pencils. No other pencils, pens or markers should be used to record responses on the forms.

**ENSURE THAT BUBBLES ARE FILLED IN COMPLETELY:** The possible answers for many of the questions have been pre-coded. Select the appropriated choice and fill in the bubble.

E.g.:

<b>1.2</b> <b>Where did..... spend census night, Sunday, October 10, 2010?</b>	
1 .....At this household 2 .....Elsewhere in the country 3 .....Abroad 4 .....Institution 5 .....Other 99 .....DK/NS	
<input checked="" type="radio"/> 1	<input type="radio"/> 4
<input type="radio"/> 2	<input type="radio"/> 5
<input type="radio"/> 3	<input type="radio"/> 99

You must **NOT** use **x** or  $\checkmark$  to mark a response.

**MARK ONLY ONE RESPONSE:** Most of the questions require only one response unless otherwise stated. There are three questions that allow for multiple responses which include country of citizenship, disability and impairment and illness.

**WRITE NUMBERS IN BOXES FOR ENUMERATORS:** The boxes that Enumerators should write numbers in are distinct from those that are used for coding purposes. The lines are not **bold** as those used for coding.

E.g. Boxes for Enumerators to write in:

--	--

E.g. Boxes for Coders to write in:

--	--	--

You **must not** write in the boxes for Coders.

**WRITE NUMBERS CLEARLY:** You will be required to write in the number responses in the boxes provided for some of questions including, age, date of birth, number of hours usually worked, number of rooms and bedrooms, number of deaths and emigrants:

E.g.

1.6

What was ...'s age at his/her last birthday?

2	2
---	---

Ensure that the numbers are clearly written in the boxes provided. The cover page of the questionnaire has an example of how the numbers should be written.

**PRINT WORDS:** You will be required to write in answers for name of country, occupation and industry/business. You must print if your cursive writing is not clear. Your handwriting must be legible.

**SPECIFY FOR 'OTHER':** There are three types of 'Other' choices in the questionnaire.:

1. **Other:** Mark the respective choice when the response is different from the other choices listed, (**see Q1.2**).

2. **Other (please specify):** \_\_\_\_\_

Mark the respective choice when the response is different from the other choices listed and write the response on the line provided in the answer section, (**see Q3.2**). This allows for a re-evaluation of the 'other' response to determine if it can be categorized as one of the other choices listed.

3. **Other (please specify)**



Mark the respective choice when the response is different from the other choices listed and write the response on the line provided in the answer section, (**see Q3.3**). There are some boxes beside the line with the response. These boxes are in bold lines and therefore are **for coding purpose**. **Do not write** in these boxes.

Ensure that your handwriting is legible and descriptions are clear. Coders will need to understand what is written so that the information is adequately coded.

**MINIMUM USE OF DK/NS:** The 'don't know/not stated' is always choice 99 or coded 99, 999 or 9999. This choice is included to indicate when a respondent does not know the information about another household member or does not want to state the information about himself. When marked, it also indicates that the question was posed to the respondent. The use of DK/NS should be minimal. Your Field Supervisor will check for excessive DK/NS answers.

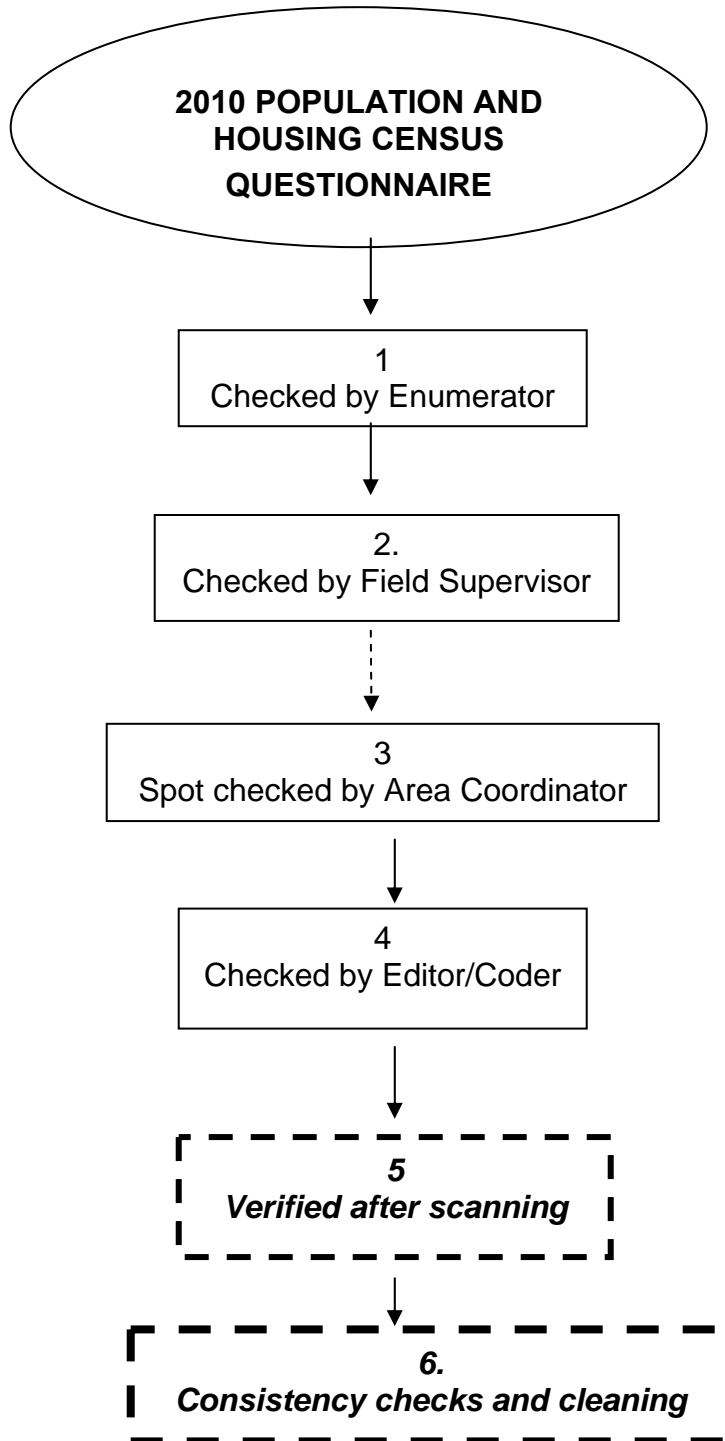
**MAKE NO IRRELEVANT MARKS:** There should be no other mark on the questionnaire except those that are required for completing the questionnaire and recording responses.

**ERASE NEATLY:** If you must erase do so as neatly as possible. Clean off any residue of the eraser and do not tear the sheets of the questionnaire when erasing.

## POST INTERVIEW

The diagram shows that a questionnaire is checked at least three (3) times before the information is entered into the computer and given the final computer edit.

### CHECK THE COMPLETED QUESTIONNAIRE



The first three levels of checking the questionnaires are very important since questionnaires could be returned to the field for further clarity. At levels four to six, the edit checks will have to be fixed in the office since field work would have been completed by then.

Your job does not finish at the end of the interview. Before you pass the completed questionnaire to your supervisor you should check through each questionnaire carefully, question by question, looking for the following:

### General Checks

1. Ensure that the batch of questionnaires has the range of administrative numbers that was issued and that they are ordered numerically (see ANNEX A). The batch should include the completed, spoiled and unused questionnaires.
2. Ensure that questionnaires used at the training, which have their own barcode numbers, are not used for the fieldwork.
3. When a household has more than six persons and more than one questionnaire booklet is used, check that the **Administrative, District, EA, Block, Parcel, Building, Dwelling Unit and Household** numbers are the same on the cover pages for all questionnaires used for that particular household.
4. Ensure that all the selected choices in the questionnaire are marked dark enough and that the bubbles are filled in completely. If these choices are not marked properly the scanner will not read the choices correctly.
5. Most of the questions require only one response; ensure that **only one** choice is marked for each relevant question, unless otherwise stated.
6. Ensure that number and word answers written on the questionnaire are legible.
7. When a response is marked '**Other (please specify)**' check that the information specified is totally different from the choices given. If the information specified is similar to one of the choices given, change the response from 'Other' to the most appropriate choice given.
8. The DK/NS is included to indicate when a respondent does not know the information about another household member or does not want to state the information about himself. **The use of DK/NS should be minimal.**
9. Ensure that all skip instructions are followed.
10. Ensure that responses were recorded in the respective person number row.
11. Ensure that the only marks on a questionnaire are those that mark a choice or an answer that is written in. Any other mark on a questionnaire could result in error

messages when the questionnaire is scanned.

12. Ensure that no information is written in the boxes that will be used for coding.

### **Cover Page Checks**

1. Ensure that all the **Administrative, District, EA, Block, Parcel** numbers were transferred correctly from the **Household Listings** to the cover page of the respective questionnaire. Ensure that they are clearly printed in the corresponding boxes.
2. Ensure that all the **Building, Dwelling Unit and Household** numbers were transferred correctly from the **Visitation Record** to the cover page of the respective questionnaire. Ensure that they are clearly printed in the corresponding boxes.
3. Ensure that the **Result Code** has been filled out. Do not submit a questionnaire if there was only one visit to the household and the result code is 2, 3, or 10.

### **Inside Cover Page Checks**

1. Ensure that a person section is completed for each person listed as a household member in the Household Listing.

**The cover page and inside cover page checks are also used for checking the questionnaire supplement.**

### **Demography Checks**

1. At Q1.3 ensure that only one person is marked as choice 1, 'Head'. A household should have only one 'Head.'
2. Ensure that date of birth at Q1.5 and age at Q1.6 correspond.
3. At Q1.13, if choice 1 is marked, ensure that age at Q1.6 was marked '00' for children under one year.

### **Disability Checks**

1. Q2.3 is the last question for children less than five years, if interview ends here ensure that age at Q1.6 is less than five years.

### **School Attendance Checks**

1. Only persons five years or older should respond to these questions, ensure that age at Q1.6 is five years or older.
2. Check Q3.2 with age at Q1.6. The type of school usually corresponds with age.
3. Check Q3.3 choice 8 'Online' with Q3.2. It is unlikely that a person at primary or nursery will be studying online.

### **Highest level and Examination passed Checks**

1. Q4.1 is the last question for persons younger than 15 years. If the interview ends here, ensure that age at Q1.6 is less than 15 years.
2. Check Q4.1 with age at Q1.6. Ensure that the highest grade completed corresponds with age for children and youth attending school.
3. Only persons 15 years or older should respond to Q4.2, ensure that age at Q1.6 is 15 years or older.
4. Check Q4.2 with age at Q1.6. The highest examination passed corresponds with age.
5. The highest examination passed should correspond with the highest grade completed. Cross check Q4.2 and Q4.1.

### **Union Status Checks**

1. At Q5.2, if the response is choice 1, married and living with spouse then Q5.1 should also be choice 1, legally married.

### **Births Checks**

1. Only females 15 to 49 years should respond to the questions in this section, check sex at Q1.4 and age at Q1.6 to ensure that respondent is a female 15 to 49 years.
2. If at Q6.2 date of birth of last child born alive is before 9/10/2009 (October 9, 2009), then Q6.4, live births in the last 12 months should be choice 0, 'None.'

### **Employment Checks**

1. Only persons 15 years or older should respond to Q7.1, ensure that age at Q1.6



is 15 years or older.

2. Ensure that only persons who responded to choice 1, employed fulltime or 2, employed part-time at Q7.1, have a response for Q7.2 – Q7.8.
3. Persons who are not working, choice 3 - 9 or 99, at Q7.1 should have an answer at Q7.9, main mean of financial support.
4. For persons who responded choices 2 or 3 at Q7.2, check that name of business at Q7.5 is one of the Statutory Authorities or Government Corporations listed in **APPENDIX D**.

### **Housing Checks**

1. Ensure that the number of bedrooms at Q8.4 is not greater than the number of rooms at Q8.3
2. Ensure that the number of bathrooms at Q8.5 is not greater than the number of rooms at Q8.3

### **Mortality Checks**

1. Check the number of persons in Q9.2 that died in the past year and ensure that there is information on each of these persons at Q9.3 – Q9.5.

### **Emigration Checks**

1. Check the number of persons in Q10.1 that migrated in the past 10 years and ensure that there is information on each of these persons at Q10.2 – Q10.8
2. Crosscheck Q10.8, education at time of migration with Q10.6 age at time of migration. The education level should correspond with the age in most cases.

### **Comments Section**

1. Check that there is a response on the number of pleasure and commercial boats and jet skies own by the household. There should be a number response for each,

### **SIGN THE COMPLETED QUESTIONNAIRE**

You must sign each questionnaire that you have completed. Your signature will attest that you have conducted the interview, recorded the responses correctly and checked the completed questionnaire before handing it in to your supervisor.

## **COMPLETE THE ENUMERATOR'S CONTROL FORM**

You must complete the Enumerators' Control Form (Appendix I) whenever you pass a batch of questionnaires to your Field Supervisor. This form allows you to record each questionnaire that you have completed. It is useful to keep track of the progress of your work and the overall Census data collection. It was also give an indication of the total number of persons you have counted in the households and the overall population count as the work progresses.

## **QUESTIONNAIRE STORAGE**

Store completed and checked questionnaires in the envelopes provided. They should be separate from the questionnaires you still have to complete. Do not leave the completed questionnaires where it is easy for anyone to have access to them. Remember that all completed questionnaires have confidential information and must be dealt with as such.

## **RETURN OF MATERIALS**

You should return completed and checked questionnaires to your Field Supervisor at least twice weekly. Unless instructed otherwise, all materials issued to you **must be** returned to the Census Field Office upon completion of your assignment. This includes maps, listing, ID card, blank questionnaires, etc. The Enumerator Manual is yours to keep.

## ADMINISTRATIVE INFORMATION

If selected, you will receive your assignment after training has been completed. At that time you should organise your work for the coming week when you will start conducting interviews. You will be instructed by the Field Supervisor when all field work is to be completed. It will be in your best interest, and the interest of the Census, to interview all respondents as soon as possible. You should make every possible effort to make at least one visit to every household in your EA by the second weekend.

**The closer your interviews are to CENSUS DAY, the better the respondent's sense of recall and hence the more accurate will be the information that is collected.**

## TIMETABLE FOR CENSUS DATA COLLECTION

Try to organise your work to make the best use of your time, (i.e. visit households when people are most likely to be at home rather than at a time more convenient to you). Also make the most efficient use of your vehicle (i.e. organise your visits so you do not go back and forth). This saves you time and effort. Remember to include in your calendar meetings with your Field Supervisor.

DATE	TASK
October 4 -9, 2010	Get your assignment and arrange with your FS to show you the boundaries of the EA assigned to you.
<b>OCTOBER 10, 2010</b>	<b>CENSUS DAY</b>  You may begin canvassing and listing. If you conduct interviews you must return after Census Day to ask Q2.1 on where they spent Census night.
October 11 – November 6	Canvass, list and conduct interviews. Return completed forms to your supervisor at least twice per week.

## CONTACT INFORMATION

You will be given a list of the contact information for all the persons working in your team, as well as the contact information for the Census Office. Carry this list with you at all times, especially when you are out in the field.

## FIELD WORK DOCUMENTS AND SUPPLIES

The Field Supervisor will give you the following documents and supplies with your assignment:

- Appointment Letter
- Service Contract
- Affirmation/Oath (signed copy)
- Statistics law
- Census Order
- Census Regulation
- Identification Card
- EA Maps
- Questionnaires
- Visitation Record
- List of Households
- School and Income Reference Card
- Call-Back Cards
- Enumerator Control Forms
- Calendar for Appointments
- Pencils
- Sharpener
- Eraser
- Clipboard
- Plastic envelopes
- Bag
- Census Staff shirts (2)

### **Census Shirt**

You will be given two (2) Census staff shirts. You must wear one while on field work as it serves to identify you while doing work in your enumeration area. You must not give or lend your Census staff shirt to anyone.

### **PERFORMANCE**

You will be hired to complete a specific task within a specific time frame. Therefore, it is important that every effort is made to complete the task within the schedule and to the best of your ability.

### **Resignation**

If you for any reason cannot complete the task you should inform your Field Supervisor immediately and return all documents given to you including completed and incomplete questionnaires, list of households, EA map, reference cards, identification card and clipboard. You will be paid for the services completed based on your contract.

## **Termination**

You will be terminated if there is proof that you have committed any of the following violations:

1. falsified information on questionnaires;
2. divulged information given in confidence;
3. disrespected a respondent;
4. far behind schedule with assignments; or
5. have too many errors or omissions on the questionnaires.

## **PAYMENT**

Your payments will be based up your successful completion of the task. Enumerators will be paid \$30.00 for each household interviewed subject to the submission of the Visitation Record and completed questionnaire. This standard fee includes any costs incurred by the Enumerator.

Households with result codes 3 – 11 will be paid \$10.00 per questionnaire subject to the submission of the Visitation Record and completed questionnaire Supplement. This standard fee includes any costs incurred by the Enumerator.

The above payments will be specified in the Service Agreement you will be signing with the Economics and Statistics Office.

Payment will be made in November or December, 2010.

## FIELD SUPERVISORS' GUIDELINES

You have been selected as a Field Supervisor for the 2010 Census based on your test results from the Training of Enumerators and your relevant supervisory experience. You have a very important role in ensuring the success of the census, which will be measured by the coverage and the quality of the information collected.

### ADDITIONAL TRAINING

You have been trained as an Enumerator and **must** attend the additional training for Field Supervisors, which will prepare you for the proper supervision of the field work. The Field Supervisor's Guidelines are included in this manual since it is important for you to also have a quick reference to information on the questionnaire and the Census procedures.

### ROLE OF FIELD SUPERVISOR

As a Field Supervisor your main role is to monitor the progress of data collection and check the quality of the information collected. You will be responsible for supervising at least five (5) Enumerators, assisting them with any question they might have concerning the questionnaire or difficulty they might encounter in the field.

#### Your main duties:

**MEET** with your Area Coordinator to:

- **collect** census materials
- **arrange** a schedule to discuss weekly progress

**MEET** with each Enumerator you supervise to:

- **distribute** census materials
- **discuss** work assignment
- **arrange** a schedule to discuss weekly progress and to meet in the field

**ACCOMPANY** the Enumerators you supervise to their assigned EA and show them the boundaries and starting point on the map and on the ground, before they begin enumeration.

**PREPARE** the Field Supervisor's Control Form.

**ACCOMPANY** Enumerators to households that have refusals and encourage respondents to participate in the interview.

**CHECK** the Visitation Record for completeness and neatness, and reconcile the information with completed questionnaires.

**CHECK** completed questionnaires for errors and omissions; and.

- **discuss** with Enumerators any consistent errors or omissions, e.g. description of occupation.
- **return** to Enumerators, questionnaires with errors and omissions that cannot be edited in the office.

**VERIFY** households with result codes that are not 'fully complete.' Include in the comment section of the questionnaire the date and time verification was done.

**CONDUCT** re-interviews for each Enumerator.

**SIGN** each questionnaire that you have checked and edited.

**SUBMIT** completed questionnaires with the corresponding listings and Supervisor's Control Form to the Area Coordinator.

**MAKE** recommendations to the Area Coordinator regarding the replacement of Enumerators who are not able to carry out their duties, i.e. with significant delays such that 50 per cent of assignment is not completed at the end of the third week of field work.

## **YOUR AREA COORDINATOR**

An Area Coordinator, who is responsible for the overall coordination of the Census data collection in a particular area, will supervise your work and that of other Field Supervisors. The Area Coordinator will be introduced to you during this training, along with the other Field Supervisors that will be working on the same team. The Area Coordinator will give you your assignment and let you know which EA and Enumerators you will supervise. All queries and concerns that you might have should be directed **to your Area Coordinator** and not to any other area coordinator. You may also discuss with the other FS on your team.

## **MEETINGS WITH AREA COORDINATOR**

### **Initial meeting**

At the end of this training you will have the initial meeting with your Area Coordinator and other team members. You will be given your assignment and will have the opportunity to discuss any concern you might have. You will also arrange a meeting schedule with the Area Coordinator.

The following documents and supplies will be distributed to you:

- Letter of Appointment
- Service Contract
- Affirmation/Oath (signed copy)
- Statistics Law
- Census Order
- Census Regulation
- Identification Card
- FS map
- EA maps
- Questionnaires
- Visitation Records
- List of Households
- School and Income Reference Card
- Call-Back Cards
- Business Card
- Pencils
- Green ink pens
- Post-it flags
- Sharpener
- Eraser
- Clipboard
- Plastic envelopes
- Bags
- Census Staff shirts

**You are expected to prepare an enumeration package with all the documents and supplies for each Enumerator that you will supervise, (see the list for fieldwork above).**

### **Weekly meetings**

You must meet with the Area Coordinator at least twice per week. One of these meetings will be scheduled on Tuesdays to discuss the overall progress of the Census. At the Tuesday meetings, you will return completed questionnaires, present your completed FS Control Form, and share any question or concern about the questionnaire or experience encountered in the field that could be of benefit to the other team members.

### **Venue for meetings**

Meetings with the Area Coordinator will be held at the Census Office in your respective area.



## **ENUMERATORS YOU SUPERVISE**

You are required to supervise at least five (5) Enumerators. You do not get to select the Enumerators that will be working with you. As noted above, the Area Coordinator will assign Enumerators and Field Supervisors to EA. You must arrange to meet with the Enumerators before field work begins.

You are expected to get to know the Enumerators you supervise as soon as possible. By the end of the first week of supervision you should know the strengths and weaknesses of each of them and be able to assist in areas where they would most need supervision.

## **MEETINGS WITH ENUMERATORS**

### **Initial meeting**

Arrange a meeting with all the Enumerators you supervise to discuss their assignment. This meeting should be held no later than Thursday, October 8, 2010. You must also arrange a schedule of meetings with each Enumerator.

### **Field visit to identify EA boundaries**

You must visit the area that you will supervise and identify the boundaries of each EA. Use your FS map which shows the group of EAs you will supervise as well as the individual EA maps when you do your field visit. You must accompany each Enumerator to his EA and show him the boundaries and the starting point. Both you and the Enumerator should take your copy of the EA map to do the field visit.

It is important that you ensure that the Enumerator knows the boundaries of the EA and understands the concepts of canvassing and listing. When an EA is not adequately canvassed, this could lead to under or over-estimation of the population in that area.

### **Initial Observation**

At the start of enumeration you will conduct an initial observation of each of your enumerators as they canvass and conduct interviews in their EA. This will help to ensure that the Enumerators understand his training and follow the interviewing procedures. It will also help you to correct any problems early in the enumeration period.

**Answer Enumerator's questions:** During these observation visits, be prepared to answer any questions that the Enumerators might have. Try to schedule initial observations during an Enumerator's first few days in the field. These procedures will help the Enumerator to get a good start, as well as correct any misunderstandings about census procedures.

**Verify that procedures are followed:** During the initial observation visit you should verify that the Enumerator is following the rules concerning canvassing, interviewing, entering information in the Visitation Record, updating their maps, and completing

questionnaires, as well as answering respondents' questions.

Observe the Enumerator canvass and record at least five addresses in the Visitation Record and try to observe him complete the interviewing of at least three households. If the Enumerator is unable to find any knowledgeable respondents at home, reschedule the observation for a time of day when people are more likely to be at home.

**Observe interview in action:** Try to schedule your first few visits with the weakest enumerators, as determined by the test results and your own observations. While conducting an observation visit, allow enumerators to proceed normally with their interviews. **Never interrupt** the Enumerator *unless you see serious problems*.

**Correct Enumerator's work:** For example, you may want to provide correct information if an Enumerator is giving incorrect information to a respondent. You may also want to interrupt the Enumerator if it will help encourage participation by a household that is refusing to be interviewed. Otherwise, you should wait for the enumerator to leave the household before you take any corrective action or offer suggestions to the Enumerator. If you find that an enumerator is not following instructions properly, you need to go over the correct procedures with the Enumerator using the Enumerator's Manual before he or she goes to the next household. After you have instructed him or her on the proper procedures, observe the same enumerator at three additional households to see if the enumerator's performance improves.

**On-the-job training:** If the Enumerator performs his work satisfactorily, he should continue his work without any immediate supervision. If the Enumerator's work is below average or poor, you must schedule an on-the job training using the Enumerator's Manual. Following the on-the-job training you must make a final decision about the Enumerator's ability to perform the job and discuss it with your Area Coordinator.

**Additional enumeration areas:** When the Enumerator has demonstrated the ability to do acceptable work, consider giving him or her a second EA to work on if one of the following situations applies:

- the Enumerator is likely to complete the EA currently in progress before your intermediate review of his work and will need an additional Enumeration District before that time, and
- the Enumerator has completed the EA except for a few call-backs or other unresolved cases that cannot be completed immediately. Record the assignment and completion of each EA by each enumerator on the Supervisor's Control Form.

### **Weekly meetings**

You must arrange to meet with each Enumerator at least twice per week, one of these could be a group meeting to check on the progress of the work and collect completed questionnaires.

Review completed questionnaires and Visitation Record along with the Enumerator. and

point out any error or omission. The review is based on definitions and guidelines found in the Enumerator's Manual. Allow the Enumerators to make any necessary change to the form in the office but return questionnaires to them that cannot be fixed without posing a question to the respondent again.

### **Venue for meetings**

Meetings with Enumerators may be held in the field, at the Census Office or any other convenient location. The venue must be a mutually agreed upon location. Any change in venue should be communicated before the arranged time to meet. The meeting place should allow for confidentiality, i.e. it must not be done in public places where other people can eavesdrop.

## **CHECK THE VISITATION RECORD**

At every meeting with an Enumerator, i.e. at least twice per week, you must check the Visitation Record using the following guidelines:

1. Make sure that all entries are written in pencil and are legible.
2. Make sure that the enumerator is staying within his EA boundaries.
3. Make sure that the enumerator is canvassing one geographic unit at a time.
4. Check that the building, dwelling unit and household numbers are in consecutive order.
5. Check that the sum of the number of males and females is equal to the number of persons in the household.
6. Check that the page total for number of males, females and total persons in the household is correct.
7. Check that descriptions are clear.
8. Check that there is a questionnaire for every household listed in the VR.
9. Check that the information (building, dwelling unit and household number) for a household listed in the VR was transcribed accurately to the respective questionnaire.

When an Enumerator completes a Visitation Record or the canvassing of an entire EA you must conduct the following additional checks on the cover page of the VR:

1. Check that the building, dwelling unit and household numbers for the last entries on the last page of the questionnaire were transcribed to the cover page.
2. Check that the number of males, females and total persons in the VR or the EA is equal to sum of the page totals.
3. Check that the number of institutions is equal to those that are listed in the VR.
4. If two or more VR are used check the information for the book total and EA total is filled in on the cover page for all VR used.

Point out to the Enumerator any consistent errors or omission. Enumerators should make the corrections to ensure that they know why type of errors they have made and how to avoid them. Any correction made to the VR should be reflected on the respective questionnaire. The information in the VR should reconcile with the completed

questionnaire. Check that there is a questionnaire for each household listed in the VR.

## CHECK COMPLETED QUESTIONNAIRES

All questionnaires submitted to you must be accompanied by an Enumerator's Control Form. You are required to check to cross check the questionnaires with the information written on the Enumerator's Control Form to ensure that all the information on the control form is correct.

You must check every questionnaire that is returned to you. It is important that consistent error and omission are detected and the necessary corrections are made as soon as possible. Certain errors and omission could be fixed in the office, while for others the Enumerator must pose the question again to the respondent to get an answer. In checking the questionnaire you must use the list of checks outlined for Enumerators.

You will be given **GREEN INK** pens and Post-it flags to note any error or omission that you find on the questionnaires. See example below on how to note errors and omissions.

**E.g.** If you noticed that at Q1.9 person #2 has choice 2, and Q1.10 is blank, then Q1.10 should not be blank. It should have a particular year (1999) or 9999 if don't know or not stated.

You must write on the Post-it, **P2, Q1.10** and place it on page 4 of the questionnaire where the question with missing/wrong information is located.

You must **not** erase any information on the questionnaire.

When you return the questionnaire to the Enumerator the Post-it will indicate to him which person in the household and which question has an error. You are required to make a note of the Enumerator's Control Form of any questionnaire that was returned to the Enumerators.

After you have checked the completed questionnaires indicate on your copy of the list of households with a check mark the households that are completed. You may use this information to complete you FS Control Form.

## RE-INTERVIEWS

After you have checked the completed questionnaires, you are required to revisiting some of the households to perform quality checks on a sample of the data that your enumerators collected. You must do at least three (3) re-interviews for each Enumerator per week using the following procedures:

1. Enumerators should know that they will be re-interviewed but not, when and which households.
2. Randomly select the questionnaires for three households.
3. Re-interviews should not be substituted with field supervision (e.g. supervision of an Enumerator).
4. Re-interviews should occur in the same week of interviews.
5. You should know whether the person responding is the same as the one who responded to the questions asked by the Enumerator.
6. The questions being checked for the re-interview should be spread out and should include at-least one question per person or section answered. **DO NOT CHECK INFORMATION FOR ONLY ONE PERSON.**
7. Re-interviews should not exceed more than 15 questions nor take more than 10 minutes.
8. Re-interviews are not done to change the data but instead to evaluate the quality of the information. The information collected by the Enumerator should not be changed. However, you must make a note in the Comments Section on page 20 of responses that are different from the ones that the Enumerator recorded.
9. Note in the Record of Visits the date, time started and ended, and in the Comments section write, '**RE-INTERVIEW**'.
10. For visits to confirm questionnaires with result code 3-10 or change of head of household, a note should be written to confirm the Enumerator's comment.

## CHALLENGES

During the course of the enumeration certain challenges will arise which will require special intervention by you. The most likely challenges and the recommended interventions are given below:

- ***Refusal by some householders to give information:*** In cases where the enumerators and the field supervisors have not been able to secure the cooperation of householders, you should intervene and explain to them the importance of their providing information and the confidentiality of the information that they provide.
- ***Difficulty in gaining entrance into gated communities:*** You should make contact with the agency which provides security services to the gated community to secure permission for his enumerators to be admitted. If he/she encounters difficulty then the matter should be referred to the Census Office for its intervention.
- ***Ensuring safety of enumerators entering crime prone areas:*** In such areas the principle of “safety in numbers” should be followed, i. e. interviews should be conducted in groups of two or more enumerators accompanied by you. In areas where this approach is felt to be inadequate, police services should be requested to provide protection. In order to reduce the time enumerators spend in such areas, team-enumeration should be employed to accelerate the process.
- ***Securing cooperation from immigrants in giving information:*** Where enumerators and field supervisor encounter difficulty in obtaining information from such groups, you should emphasize to them that all information given will be treated confidentially and will not be used for immigration purposes or shared with any other agencies. Where immigrants cannot speak the language used in the census, enumerators who can speak their language should be recruited and assigned to conduct the interviews.

## **ADMINISTRATIVE INFORMATION**

### **Before passing completed questionnaires to the Area Coordinator:**

**Sign** and put your FS code on all questionnaires that you have checked before handing them over to the Area Coordinator. The Area Coordinator will conduct random checks. In other words, the questionnaire will always be checked twice after submitted by the Enumerator.

**Store** completed questionnaire in a safe place. Do not leave the completed questionnaires where it is easy for anyone to have access to them. Remember that all completed questionnaires have confidential information and must be dealt with as such.

**Prepare** Field Supervisor's Control Form (Annex V) at the end of each week. The form should include information on the progress of the work for all the Enumerators that you supervise. This is useful for you to determine where there are needs for vigilant supervision.

**Submit** all completed questionnaires and the FS Control Forms to the Area Coordinator on a weekly basis. When Enumerators have completed the assignment submit the completed Visitation Record with the remaining completed questionnaires and all other unused questionnaire.

### **Dealing with persistent difficulties**

If you have any persistent difficulty with an Enumerator you should report the matter to the Area Coordinator. You do not have the authority to terminate the work of an Enumerator. However, you may recommend termination if you suspect that an Enumerator has falsified information on the questionnaires, divulged information given in confidence, disrespected a respondent, is far behind schedule with assignment, i.e. has not completed 50% of the assignments in the third week, or has too many errors or omissions on the questionnaires.

Report to your Area Coordinator as soon as possible any issues that could delay the progress of your work.

### **Resignation**

If you for any reason cannot complete the task you should inform your Area Coordinator immediately and return all documents given to you including completed and incomplete questionnaires, list of households, EA and FS maps, identification card and clip board. You will be paid for the services completed based on your contract.

**Termination**

You will be terminated if there is proof that you have committed any of the following violations:

1. falsified information on questionnaires;
2. divulged information given in confidence;
3. disrespected a respondent;
4. far behind schedule with assignments;
5. have too many errors or omissions on the questionnaires you submit.

**PAYMENT**

Your payments will be based up your successful completion of the task. You will be paid \$3000.00 subject to the submission of all questionnaires, visitation records and FS control forms. This standard fee includes any costs incurred by the Field Supervisor.

The above payments will be specified in the Service Agreement you will be signing with the Economics and Statistics Office.

Payment will be made in November or December, 2010.



## APPENDIX A: EXAMPLE OF LIST OF HOUSEHOLDS

ADMIN. #	EA #	BLOCK	PARCEL	STREET ADDRESS	DESCRIPTION	DISTRICT
3001001	BT1011	27B	024	#721 HIRST RD	2 LEV CONC BR SHGL FICUS	DBL CARPORT ARCHES 2 DBL GLAS
3001002	BT1011	27B	025	#715 HIRST RD	CONC BLDG ZINC RF	DISH FICUS
3001003	BT1011	27B	047	#679 HIRST RD	CONC HSE SHGL RF;	DBL GRGE REAR OF HSE OPEN YAR
3001004	BT1011	27B	065	#42 LEONCE DR	CONC HEX DPLX SHGL RF	2COL PRCH MID PARCEL BLDG #1
3001005	BT1011	27B	065	#42 LEONCE DR	CONC HEX DPLX SHGL RF	2COL PRCH MID PARCEL BLDG #1/
3001006	BT1011	27B	065	#42 LEONCE DR	CONC HEX DPLX SHGL RF	LT OF PARCEL
3001007	BT1011	27B	065	#42 LEONCE DR	CONC HEX DPLX SHGL RF	2COL PRCH MID PARCEL APT
3001008	BT1011	27B	067	CNR LEONCE DR/HIRST RD	CONC DPLX SHGL RF	2 COLS OPEN PCH APT #1
3001009	BT1011	27B	067	CNR LEONCE DR/HIRST RD	CONC DPLX SHGL RF	2 COLS OPEN PCH APT #2
3001010	BT1011	27B	092	#677 HIRST RD DWN TRACK	CONC DPLX SHGL RF 2 COL PRCH	OPEN YARD APT # 1
3001011	BT1011	27B	092	#677 HIRST RD DWN TRACK	CONC DPLX SHGL RF 2 COL PRCH	OPEN YARD APT # 2
3001012	BT1011	27D	016	#571 HIRST RD	CONC HSE MTL RF OPEN PRCH	LARGE OPEN YD NEXT TO ICCI
3001013	BT1011	27D	017	#549 HIRST RD	CONC HSE SHGL RF 2 COL PRCH	OPEN YARD
3001014	BT1011	27D	024	#497 HIRST RD	CONC HSE ON BLKS MTL RF	STEPS TO DR LG TREE TO RT
3001015	BT1011	27D	025	#471 HIRST RD	T1-11 HSE ZINC RF CARPORT	LG OPEN YD OPEN 4-COL PRCH
3001016	BT1011	27D	026	#423 HIRST RD	CONC HSE MTL RF CARPORT BRK DW	STORAGE TO LEFT OF HSE
3001017	BT1011	27D	168	#5 LEONCE DR	CONC HSE ZINC RF AWNING	CARPORT; AT BEND IN HIRST RD
3001018	BT1011	27D	169	#645 HIRST RD	CONC HSE AWNINGS ZINC RF	SCREEN PRCH FRUIT TREES
3001019	BT1011	27D	172	#23 CHARIOT DR (SAVANNAH ESTA	CONC HSE SHGL RF SM PRCH	WOOD DRS/PAVED DRWY WOOD FE
3001020	BT1011	27D	175	#45 NATHAN MERREN DR	CONC HSE SHGL RF GRGE	
3001021	BT1011	27D	179	#16 CHARIOT DR #14 ON MAP	CONC HSE SHGL RF 2 COL ARCH PRC	CARPORT SAVANNAH ESTATES
3001022	BT1011	27D	179	#16 CHARIOT DR	GUEST/MAID QUARTERS	MAIN CONC HSE ARCH WINDOWS
3001023	BT1011	27D	180	#24 CHARIOT DR	CONC HSE SHGL RF ARCH ENTRY DBL	TO LT PAVED DRWAY OPEN YD
3001024	BT1011	27D	203	#14 NATHAN MERREN DR	LONG CONC APT SHGL RF	LA SERENIDAD EXT APT #7
3001025	BT1011	27D	203	#14 NATHAN MERREN DR	LONG CONC APT SHGL RF	"LA SERENIDAD" APT#4
3001026	BT1011	27D	203	#14 NATHAN MERREN DR	LONG CONC APT SHGL RF	"LA SERENIDAD" UNIT #1`
3001027	BT1011	27D	203	#14 NATHAN MERREN DR	LONG CONC APT SHGL RF	"LA SERENIDAD" APT #5
3001028	BT1011	27D	203	#14 NATHAN MERREN DR	LONG CONC APT SHGL RF	"LA SERENIDAD" APT #6
3001029	BT1011	27D	203	#14 NATHAN MERREN DR	LONG CONC APT SHGL RF	"LA SERENIDAD" APT#2
3001030	BT1011	27D	203	#14 NATHAN MERREN DR	LONG CONC APT SHGL RF	"LA SERENIDAD" APT#3

## APPENDIX B: VISITATION RECORD

CAYMAN ISLANDS 2010 POPULATION AND HOUSING CENSUS VISITATION RECORD			BOOK # ____ OF ____
<b>DISTRICT:</b>			
<b>ENUMERATION AREA:</b>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<u>BOOK TOTAL</u>	<u>EA TOTAL</u>
<b>ENUMERATOR NAME:</b>	_____	<input style="width: 20px; height: 20px;" type="text"/>	TOTAL BUILDINGS <input style="width: 20px; height: 20px;" type="text"/>
<b>ENUMERATOR NUMBER:</b>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	TOTAL DWELLING UNITS <input style="width: 20px; height: 20px;" type="text"/>
<b>FIELD SUPERVISOR NAME:</b>	_____	<input style="width: 20px; height: 20px;" type="text"/>	TOTAL HH <input style="width: 20px; height: 20px;" type="text"/>
<b>FIELD SUPERVISOR NUMBER:</b>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	TOTAL MALES <input style="width: 20px; height: 20px;" type="text"/>
<b>FOR OFFICIAL USE ONLY</b> Checked by : _____ Date Checked (dd/mm/yyyy): _____ Data Entry Operator: _____		<input style="width: 20px; height: 20px;" type="text"/>	TOTAL FEMALES <input style="width: 20px; height: 20px;" type="text"/>
		<input style="width: 20px; height: 20px;" type="text"/>	TOTAL POPULATION <input style="width: 20px; height: 20px;" type="text"/>
		<input style="width: 20px; height: 20px;" type="text"/>	TOTAL INSTITUTIONS <input style="width: 20px; height: 20px;" type="text"/>
		<input style="width: 20px; height: 20px;" type="text"/>	



**CAYMAN ISLANDS  
2010 POPULATION AND HOUSING CENSUS  
VISITATION RECORD**

Building Number (1)	Dwelling Unit Number (2)	Household Number (3)	Block Number (4)	Parcel Number (5)	Street Address (6)	Name of Head of Household /Business/Institution (7)	Number of Persons in Household			Address Description/ Comments (11)	Date Completed (12)
							Male (8)	Female (9)	Total (10)		
<b>PAGE TOTAL</b>											

## APPENDIX C: SCHOOL CROSS REFERENCE CHART

CODE	AGE	CAYMAN	BWI	USA	HONDURAS	PHILIPPINES
<b>1</b>		None	None	None	None	None
<b>2</b>	4-5	Nursery/Pre-K	Pre-K	Kindergarten		Pre-K
<b>3</b>	Any Age	Special Educ.	Special Educ.	Special Educ.	Special Educ.	Special Educ.
<b>4</b>	5-6	Year 1	Grade 1	Kindergarten	Kindergarten	Kindergarten
<b>5</b>	6-7	Year 2	Grade 2	Grade 1	Grado 1	Grade 1
<b>6</b>	7-8	Year 3	Grade 3	Grade 2	Grado 2	Grade 2
<b>7</b>	8-9	Year 4	Grade 4	Grade 3	Grado 3	Grade 3
<b>8</b>	9-10	Year 5	Grade 5	Grade 4	Grado 4	Grade 4
<b>9</b>	10-11	Year 6	Grade 6	Grade 5	Grado 5	Grade 5
<b>10</b>	11-12	MS Year 7	Form 1	Grade 6	Grado 6	Grade 6
<b>11</b>	12-13	MS Year 8	Form 2	Grade 7	Ciclo comun 1	1st Year (HS)
<b>12</b>	13-14	MS Year 9	Form 3	Grade 8	Ciclo comun 2	2nd. Year (HS)
<b>13</b>	14-15	HS Year 10	Form 4	Grade 9	Ciclo comun 3	3rd. Year (HS)
<b>14</b>	15-16	HS Year 11	Form 5	Grade 10	Carrera 1	4th. Year (HS)
<b>15</b>	16-17	HS Year 12	Sixth Form	Grade 11	Carrera 2	1st. Year College
<b>16</b>	16+	Vocational	Vocational	Vocational	Vocational	Vocational
<b>17</b>	16+	Com. College	Sixth Form	Grade 12	Carrera 3	2nd. Year College
<b>18</b>	18+	Univ./College	Univ./College	Univ./College	Univ./College	Univ./College
<b>19</b>	18+	Other	Other	Other	Other	Other
<b>99</b>	18+	DK/NS	DK/NS	DK/NS	DK/NS	DK/NS

## **APPENDIX D: LIST OF STATUTORY AUTHORITIES AND GOVERNMENT CORPORATIONS**

### **Statutory Authority**

1. Cayman Islands Airport Authority
2. Cayman Islands Cultural Foundation
3. Cayman Islands Development Bank
4. Cayman Islands Monetary Authority
5. Cayman Islands National Museum
6. Children and Youth Services (CAYS) Foundation
7. Civil Aviation Authority
8. Electricity Regulatory Authority
9. Health Services Authority
10. Information Communication and Technology Authority
11. Maritime Authority of the Cayman Islands
12. The National Drug Council
13. National Gallery of the Cayman Islands
14. National Housing Development Trust
15. National Roads Authority
16. Port Authority of the Cayman Islands
17. Public Service Pension Board
18. Sister Islands Affordable Housing Corporation
19. Tourism Attraction Board
20. University College of the Cayman Islands
21. Water Authority

### **Government Companies**

1. Cayman Airways Limited
2. Cayman Islands National Insurance Company Limited
3. Cayman Islands Stock Exchange Limited
4. Cayman Turtle Farm (1983) Ltd.

## APPENDIX E: EXAMPLES OF OCCUPATIONS

2411 Accountant	3122 Computing Equipment Controllers
3433 Accounting Associate Professionals	1226 Computing Service Managers
4121 Accounts Clerk	4122 Counter Clerk, Insurance
3433 Accounts Supervisor	4215 Debt Collector
3431 Administrative Assistant, Telephone Service Centre	5139 Dental Assistant
3431 Administrative Assistant, Television Advertising Sales	5132 Dental Hygienist
2429 Administrative Legal Secretary	3225 Dental Nurse
1221 Administrative Manager	7311 Dental Technician
3431 Administrative Officer	2222 Dentist
3213 Agricultural Assistant	2144 Electronics Engineer
2145 Agricultural Engineer	3114 Electronics Engineering Technician
9211 Agricultural Labourer	7242 Electronics Fitters, Installers and Repairers
3212 Agricultural Research Technician	4141 Filing Clerk
3115 Air Conditioning and Refrigeration Technician	4222 Hotel Clerk, Front Desk
7241 Air Conditioning and Refrigeration Equipment Installer	3412 Insurance Agent
7213 Air Conditioning Duct Erector	1317 Insurance Branch Manager
4121 Audit Clerk	3412 Insurance Broker
3443 Audit Examiner	3417 Insurance Claims Adjuster
2411 Auditor	4122 Insurance Clerk
4215 Bill, Debt and Related Cash Collectors	3432 Insurance Officer
4121 Billing Clerk	3412 Insurance Representatives
3433 Bookkeeper	2419 Insurance Underwriter
1313 Building Contractor	3226 Nurse
3111 Chemical and Physical Science Technicians	5132 Nurse's Aide
2146 Chemical Engineer	3227 Nurse Midwifery
3116 Chemical Engineering Technician	4121 Payroll Clerk
3111 Chemical Laboratory Technician	4159 Personnel Clerk
2113 Chemists	3141 Ship's Captains and Deck Officers
2142 Civil Engineer, General	2145 Ship's Chief Engineer
3118 Civil Engineering Draughtsperson	3141 Ship's Chief Officer
3112 Civil Engineering Technician	5111 Ship's Chief Steward
4122 Claims Clerk	7135 Ship's Electrician
5149 Cleaning Supervisor	3142 Ship's Master
3431 Clerical Supervisor	3141 Ship's Officer
4112 Clerk-Typist	2470 Ship's Pilot
8283 Computer Assembler	5111 Ship's Steward
3122 Computer Operator	4122 Trust Clerk
3121 Computer Programmer	3419 Trust Officer

## APPENDIX F: EXAMPLES OF BUSINESSES

NAME OF BUSINESS	TYPE OF INDUSTRY	ISIC Code
<b>A- Agriculture, forestry and fishing</b>		
LOOK OUT FARM		01303
SIGNATURE GARDEN & NURSERY	Plant Nursery & Garden	01190
CAYMAN COMMERCIAL FISHERIES LTD	Deep Water Commercial Fishing	03111
<b>B - Mining and quarrying</b>		
SCOTT'S EQUIPMENT LTD	Land Excavation & Quarrying	08101
<b>C - Manufacturing</b>		
PIONEER BAKERY	Bakers Retail	10711
TORTUGA RUM COMPANY LTD	Manufacturers, Retailers, Wholesalers Of Rum Cakes, Condiments, Confectionary, Cofi	10712
A.L. THOMPSON'S ROOF TRUSS PLANT	Manufacture Metal Roofing	25111
<b>D - Electricity, gas, steam and air conditioning supply</b>		
CARIBBEAN UTILITIES COMPANY LTD (CUC)	Generate and distribute Electricity	35100
CAYMAN BRAC POWER & LIGHT CO LTD	Generate and distribute Electricity	35100
<b>E - Water supply; sewerage, waste management and remediation activities</b>		
OCEAN CONVERSION (CAYMAN) LTD	Production And Distribution Of Deslaminated Water (See Cayman Water Co. & Desalco	36000
WATER AUTHORITY-CAYMAN	Sales Of Eco-Friendly Wastewater Treatment Systems	36000
ENTECH LTD	Sewage Disposal	37001
<b>F - Construction</b>		
JERNAT CONSTRUCTION	Home Construction & Repairs	41001
ADVANCED ROAD CONSTRUCTION & PAVING	Road Construction & Paving	42101
TROPIC AIR CONDITIONING	Air Conditioning And Refrigeration Repairs And Service	43222
<b>G - Wholesale and retail trade; repair of motor vehicles and motorcycles</b>		
ADVANCE AUTOMOTIVE LTD	Auto Sales & Service	45101
CAYMAN DISTRIBUTORS LTD	Distribution Of Alcoholic & Non-Alcoholic Beverages	46300
FOSTERS FOOD FAIR	Retail/ Warehouse (Supermarket)	47111
BEAUTY CENTRE & SUPPLY	Retail Of Products	47722
<b>H - Transportation and storage</b>		
CAPT. MARVIN'S ISLAND TOURS	Tour Operator	49223
CAYMAN AIRWAYS LTD	Air Transport	51101
CONDOR LTD	Warehousing	52101

<b>NAME OF BUSINESS</b>	<b>TYPE OF INDUSTRY</b>	<b>ISIC Code</b>
	<b>I - Accommodation and food service activities</b>	
THE RITZ CARLTON GRAND CAYMAN	Hotel	55101
ST. MATTHEW'S AUXILIARY SERVICES LTD	Student Housing	55900
TOP TASTE	Restaurant	56101
CATERING TRADITIONAL CAYMAN	Catering Services	56210
	<b>J - Information and communication</b>	
REAL LIFE	Publishing Company	58132
VIBE 98.9 FM	Broadcasting	60100
WESTSTAR TV LTD	Cable Subscription And Broadcast Advertising	61301
	<b>K - Financial and insurance activities</b>	
MONEY EXPRESS/EXPRESS REMITTANCE SEF	Money Transfer	64199
NATIONAL BUILDING SOCIETY OF CAYMAN	Banking, Mortgaging & Money Transfer	64192
BRITISH CAYMANIAN INSURANCE CO LTD	Home, Life Health And Auto Insurance	65120
	<b>L - Real estate activities</b>	
CARIBBEAN PROPERTY CORPORATION LTD	Purchasing, Owning, Renting, Managing And Renovation Of Condo Known As Turtle Beach	68101
BRITCAY HOUSE LIMITED	Commercial Property Rental	68103
CENTURY 21 THOMPSON REALTY	Real Estate Brokers	68201
	<b>M - Professional, scientific and technical activities</b>	
MAPLES AND CALDER (ATTORNEY-AT LAW)	Law Firm	69101
ANCHIN, BLOCK & ANCHIN (CAYMAN) LTD	Audit & Accountancy Firm	69200
ABACUS CONSULTING LTD.	Engineering Consultants	71101
BANCROFT DESIGN GROUP LTD	Architecture And Design For Residential And Commercial Projects	71102
	<b>N - Administrative and support service activities</b>	
ISLAND SCOOTER AND AUTO RENTAL	Scoters And Auto Rentals	77102
PERSONNEL 2000 Limited	Staffing Agency	78101
HEWS JANITORIAL MAINTENANCE & SUPPLY	Janitorial Services	81210
	<b>O - Public administration and defence; compulsory social security</b>	
CI GOV - PLANNING DEPARTMENT	Government Department	84111
FIRE DEPARTMENT	Government	84232



<b>NAME OF BUSINESS</b>	<b>TYPE OF INDUSTRY</b>	<b>ISIC Code</b>
<b>P - Education</b>		
BODDEN TOWN PRIMARY - GOVT.	Primary School	85102
UNIVERSITY COLLEGE OF THE CAYMAN ISLANDS	College	85301
LIGHTHOUSE SCHOOL	Service- Special Education	85213
CAYMAN SPORTS PROFESSIONALS	Coaching & Co-Ordinating Of Sporting Events	85410
D.D. MUSIC LTD	Music Education, Performing & Publishing Music	85420
<b>Q - Human health and social work activities</b>		
SMILE DENTAL CLINIC	Dental Clinic	86203
CAYMAN ISLANDS IMAGING Ltd	Radiology: X-Rays, Mamography, Ultrasound, Ct Scanning & Mri	86906
CAYMAN AIR AMBULANCE LTD	Air Ambulance Medevacs, Aircraft Management, Charter And Related Services.	86907
THE WELLNESS CENTRE	Counselling Services	
<b>R - Arts, entertainment and recreation</b>		
BLUE WATER PRODUCTIONS LTD	Event Promotions	90001
PROSPECT PLAYHOUSE	Perfoming Arts Theatre	90007
DIVE TECH LTD	Scuba Diving & Dive Training	93291
<b>S - Other service activities</b>		
CAYMAN ISLANDS CHAMBER OF COMMERCE	Promote And Protect Business And Public Welfare	94110
CAYMAN ISLANDS SOCIETY OF HUMAN RESOURCES	Non-Profit Institution	94120
BETHEL BAPTIST CHURCH	Baptist Church	94910
PURITAN CLEANERS LAUNDROMAT	Dry Cleaning And Laundry Services	96010
KYLES INNOVATIVE BARBERS & BEAUTY SALON	Beauty Salon & Barber	96020
<b>T - Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use</b>		
AAA CAREGIVERS	Domestic / Caregivers	97001
AFFORDABLE ASSISTANCE	Baby-Sitting & More	97001

**APPENDIX G: INCOME CROSS REFERENCE CHART**

<b>CODE</b>	<b>WEEKLY</b>	<b>FORTNIGHTLY</b>	<b>MONTHLY</b>	<b>ANNUAL</b>
<b>1</b>	\$0 - \$199	\$0 - \$399	\$0 - \$799	\$0 - \$9,599
<b>2</b>	\$200 - \$399	\$400 - \$799	\$800 - \$1,599	\$9,600 - \$19,199
<b>3</b>	\$400 - \$ 599	\$800 - \$1,199	\$1,600 - \$2,399	\$19,200 - \$28,799
<b>4</b>	\$600 - \$ 799	\$1,200 - \$1,599	\$2,400 - \$3,199	\$28,800 - \$38,399
<b>5</b>	\$800 - \$1,199	\$1,600 - \$2,399	\$3,200 - \$4,799	\$38,400 - \$57,599
<b>6</b>	\$1,200 - \$1,799	\$2,400 - \$3,599	\$4,800 - \$7,199	\$57,600 - \$86,399
<b>7</b>	\$1,800+	\$3600+	\$7,200+	\$86,400+
<b>8</b>	Not Stated			

## APPENDIX H: CALL BACK CARD

### ECONOMICS AND STATISTICS OFFICE



\_\_\_\_\_

Census Enumerator

I am the Census Enumerator for this area. I missed you on a number of my visits.

Could you please call me at \_\_\_\_\_

Your contribution to the 2010 Census is very important.

---

**APPENDIX I: ENUMERATOR'S CONTROL FORM**

**CAYMAN ISLANDS  
2010 POPULATION AND HOUSING CENSUS  
ENUMERATOR'S CONTROL FORM**

DISTRICT: \_\_\_\_\_ EA #: \_\_\_\_\_ WEEK #: \_\_\_\_\_

INTERVIEWER:

\_\_\_\_\_  
Name Signature Date

FIELD SUPERVISOR:

\_\_\_\_\_  
Name Signature Date

ADMIN. NO.	RESULT CODE	MALE	FEMALE	TOTAL

## APPENDIX J: FIELD SUPERVISOR'S CONTROL FORM

### CAYMAN ISLANDS 2010 POPULATION AND HOUSING CENSUS FIELD SUPERVISOR'S CONTROL FORM

DISTRICT: \_\_\_\_\_

WEEK #: \_\_\_\_\_

NAME OF FIELD SUPERVISOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME OF AREA COORDINATOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Interviewer	EA#	Total Quest.	Fully Completed (1)	Partially Completed (2)	Refusal (3)	Unable to find add. (4)	Vacant (5)	Under Constructio n/ Derelict (6)	Demolished (7)	Temporary 2nd. Home (8)	Temporary Short-term (9)	No Contact (10)	Out of Scope (11)	Week Total	Cummul. Total	Outstanding Questionnaire s
<b>Total</b>																

