

2016 LABOUR FORCE SURVEY
INTERVIEWER'S FIELD MANUAL

REFERENCE WEEK:

September 25 – October 1, 2016



Information on hand

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1 FOREWORD

This manual has been prepared for the benefit of persons involved with implementing the Cayman Islands Labour Force Survey (LFS). It is to be used primarily as a training and reference manual for survey interviewers. It is the MOST important aid provided for persons in their role as Interviewer. Interviewers should carry their manual with them when in the field and become familiar with its contents and layout so they can refer to it quickly.

This manual will provide an understanding of the LFS, its objectives, questionnaire content, the conditions under which the survey is to be conducted, and defines the role as an interviewer. 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 LFS.

You are encouraged to read this manual thoroughly, RE-READ it regularly during your period of employment and take it with you whenever you are out on your work.

You will receive comprehensive training so that you can properly fulfill your duties and responsibilities. In addition, there will be on-going review of your work.

Even if you were an interviewer in a previous Labour Force Survey it is **essential** that you study this manual thoroughly, since new sections were added and some were revised. There are also some sections, which continue to cause "problems" and this manual may help to further clarify these issues.

You should bring any problems to the attention of the Field Supervisor and if you have doubts at any time during your employment about aspects of your work, CONTACT THE FIELD SUPERVISOR.

Census and Survey Supervisor

October 2016

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2 INTRODUCTION

BACKGROUND

The Economics and Statistics Office is responsible for collecting information on Cayman Island's population and economy, which has provided necessary indicators for development policy and planning. One of the key tools used for collecting such information is the Labour Force Survey (LFS). This year, the ESO will once again embark on collecting information at the household level to determine the status of the labour force.

COMPULSORY TRAINING

The ESO recruits and trains temporary Interviewers to assist the staff in conducting the survey. It is compulsory that all persons involved in the collection and supervision of fieldwork attend the training sessions. The training enables such persons to have a thorough knowledge of the main concepts and be familiar with the LFS questionnaire and the Training Manual and the use of the tablet. The training generally lasts for two or more days and is conducted at the Economics and Statistics Office. Attendance and punctuality at all sessions are important and would be key factors in determining your suitability for the post.

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 supplies. You will be guided as to which documents and supplies you will need for the various sessions in this training.

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 could include basic rules with respect to:

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

THE STATISTICS LAW (2011 REVISION) and AMENDMENT 2016

This Law is the legal means by which employees of the Economics and Statistics Office (ESO) are empowered to collect information (Section 7). It lays out the penalties for breach of confidentiality and for not providing information as covered in Sections 18 and 19 respectively. 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.

Copies of the Statistics Law and the Oath will be provided to each interviewer. It is recommended that you keep them in your possession at all times when conducting interviews.

Respondents are legally obliged to provide information asked for in the LFS; however ESO prefers that people answer the questions because of moral suasion.

CONFIDENTIALITY

The success of the survey depends on full public cooperation. A poor response will NOT provide the information needed. One way to encourage cooperation is to maintain the confidentiality of the Survey, which is guaranteed under Section 8 (1A) of the Statistics Law (2011 Revision). We must reassure the public that this is being done.

You have signed 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 is done simply through carelessness, so be on your guard throughout.

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.

3 THE LABOUR FORCE SURVEY

BACKGROUND AND OBJECTIVES

The Cayman Islands Government Statistics Office initiated a Continuous Household Survey Programme (CHSP) to collect socio-economic information to be used for programme planning and policy making. The first survey in this programme was the 1990-91 Household Income and Expenditure Survey, followed by the Labour Force Survey (LFS).

The first LFS in the Cayman Islands was conducted in October 1991. From 1992 to 2004, and again from 2015, the survey was conducted twice per year in March/April and October. These months represent the low and high peaks of employment. Between 2005 and 2014, the LFS was conducted once per year, in October, due to budget constraints. When there have been major surveys or censuses that include questions on the labour force, no LFS was conducted. This was the case when the 1999 Census, the Household Budgetary Survey in 2007 and the 2010 Census were conducted.

The LFS aims to collect information mainly on the supply side of the labour market, i.e, information on those working or wanting to work.

The LFS collects social and economic information for use in the following areas:

1. MACRO-ECONOMIC MONITORING

The change in the numbers employed is a good indicator of changes in economic activity. We need to track these changes, specifically with the type of jobs and the industry in which people work.

2. HUMAN RESOURCE DEVELOPMENT POLICIES

The economy is changing all the time. In order to meet the needs of the changing economy, people need to be trained. We need to identify these areas of training.

3. EMPLOYMENT POLICIES

For an economy to work at its maximum potential, all those wanting to have work should have jobs. Some people may wish to have full-time jobs and can only find part-time work. We need to know how many persons are in this position, so that Government policies can be designed to encourage full-employment.

4. INCOME SUPPORT AND SOCIAL PROGRAMMES

For the majority of people, employment income is their main means of support. People not only need jobs but also productive jobs in order to receive reasonable incomes. We need to know what levels of income are being earned by different groups of persons.

STRUCTURE OF THE LABOUR FORCE SURVEY

The Labour Force Survey is structured to collect data at the household level. The basic tool for collecting the data is a questionnaire which includes specific questions that would determine the economic status of the population. Trained interviewers conduct face-to-face interviews with members of the household.

The LFS is a random sample survey, which uses a systematic random sampling procedure to ensure geographic representation proportional to a predetermined ratio. This means that not every household is included in the sample and those selected are done so purely by chance. However, since all households have a chance of selection, the more often the survey is conducted, the higher the chance of repeat selection. It must be stressed that the 'sample selection' is generated by computer and is completely random.

The basic sequences of events for the survey are as follows:

- ❖ Questionnaire and Manual reviewed and revised
- ❖ Tabulation Plan developed
- ❖ Sample size estimated
- ❖ Interviewer recruitment
- ❖ Sample drawn and prepared
- ❖ Interviewer training conducted and Interviewers selected
- ❖ Assignments prepared
- ❖ Survey of households conducted
- ❖ Upload survey results to server
- ❖ Clean and process data, and generate tables
- ❖ Analyse data, write and publish report
- ❖ Survey reviewed

KEY CONCEPTS AND DEFINITIONS

Caymanian/Caymanian status

Any person who is so recognized by law, usually due to birth to a Caymanian parent or having been granted status is considered to be a Caymanian.

Non-Caymanian

Any person who is not defined as "Caymanian" or having "Caymanian Status" is considered to be a Non-Caymanian.

Household

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

A household comprises ***EITHER***:

- one person living alone; or
- a group of persons (not necessarily related) living at the same address ***AND*** with common housekeeping, i.e. sharing at least one meal a day ***AND*** sharing living arrangements. This concept is used for persons sharing an apartment or house or a one-room together.

Note: Sharing a meal does not necessarily mean everyone in the household partakes in the same meal at the same time. Sharing a meal also takes into account access to food prepared, or groceries purchased by household members.

In most cases, the dwelling unit will also be the household. There are instances however, where this does not apply. 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 six months or **INTENDS** to live here for six 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 working on another island, in another country or at sea (for less than 6 months) if the present address is considered their "home"
- ❖ family members studying abroad who have the intention of returning to their home in the Cayman Islands.
- ❖ away on vacation (for less than 6 months)
- ❖ away on business (for less than 6 months)
- ❖ persons in an institution (e.g. hospital, prison) (for less than 6 months)
- ❖ domestics, boarders or lodgers living in the Cayman Islands (for at least 6 months)
- ❖ "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)
- ❖ 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)**. Even though the survey is mainly about the labour force we need an accurate count of the whole population.

Head of household

The only criterion that is used to define a head of household is that the person should be a responsible adult, 18 years or older, who could provide information on other members of the household. There are few exceptions where a 16 or 17 year old could be the head of the household.

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 survey.

The person running a guesthouse or similar establishment where a payment is made for boarding and lodging is considered the head of 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.

Reference/Survey Week

The survey week is the given calendar week of the year to which the survey (most questions) relates. The reference week refers to the calendar week i.e. Sunday through Saturday that immediately precedes the week in which the survey commences.

Working-Age Population (WAP)

The WAP is comprised of all persons 15 years or older.

Economically Active Population:

This group is comprised of all persons 15 years or older contributing or available to contribute to the production of goods and services according to the United Nations System of National Accounts. Two useful measures of the economically active population are the “usually active population” and the “currently active population.” The “usually active population” refers to the population whose economic activity occurred in the 12 months prior to the survey reference week, while the “currently active population” refers to the population whose economic activity occurred **during the reference week**. An equivalent term for the “currently active population” is the “labour force”.

Labour Force

The labour force is comprised of all persons aged 15 years or older who were engaged in any form of economic activity, for at least one hour, during the reference week, or who were seeking and available to be engaged in producing economic goods and services. Also included would be all those persons who were temporarily absent from work during the reference week. Hence, the labour force is made up of all those persons who either had jobs (the Employed), or those who did not have jobs but were seeking and available to work (the Unemployed).

Employed/Work/Job

Paid Employment: Persons 15 years or older who, during the reference period performed some work for wage or salary, payment in kind as well as persons with a formal attachment to their job but temporarily not at work.

Self-Employment: Persons 15 years or older who, during the reference period performed some work for profit or family gain, in cash or in kind in one's own business/enterprise, and persons with own business/enterprise but temporarily not at work. Example, persons who were temporarily away from work because they were on vacation, medical, maternity or paternity leave, training, etc..

Under-employed

Persons who work less than a total of 30 hours in the reference week and who were willing and available for additional hours of work are considered to be under-employed.

Unemployed

Persons who, during the reference period were (a) without work; (b) currently available for work and (c) actively looked for a job, or had definite arrangements to start a job within 4 weeks.

Not In the Labour Force

Persons who, during the reference period were not economically active i.e. they were not working, not available for work, and not seeking work. For example, full-time students, housewives, pensioners, etc.

Employment Status

This distinguishes whether a person works for himself, i.e. self-employed, or works for someone and receives payment in cash or kind. Additional information on whether the self-employed has paid help or not, is also captured under employment status.

Occupation

The kind of work done during the reference period by the person employed, or the kind of work done previously if unemployed or not in the labour force, or the kind of work desired in the future by jobseekers, REGARDLESS of the industry or status in employment of the person. For example, accounts clerk, legal secretary, domestic worker, fisherman, human resource manager, etc.

Each occupational type is systematically classified and coded using the International Standard Classification of Occupations (ISCO) 2008, 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 interviewer 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.

Industry

The type 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, manufacture of wearing apparels, bread making, poultry rearing, repairing of motor vehicles or boat, etc.

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 Economic Activities (ISIC) Revision 4. 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 interviewer does not give adequate or complete descriptions of economic activities. For example, inaccuracies may arise when an interviewer 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.

Multiple Jobs

A person with more than one job during the reference week, including contract work, is considered to have multiple jobs.

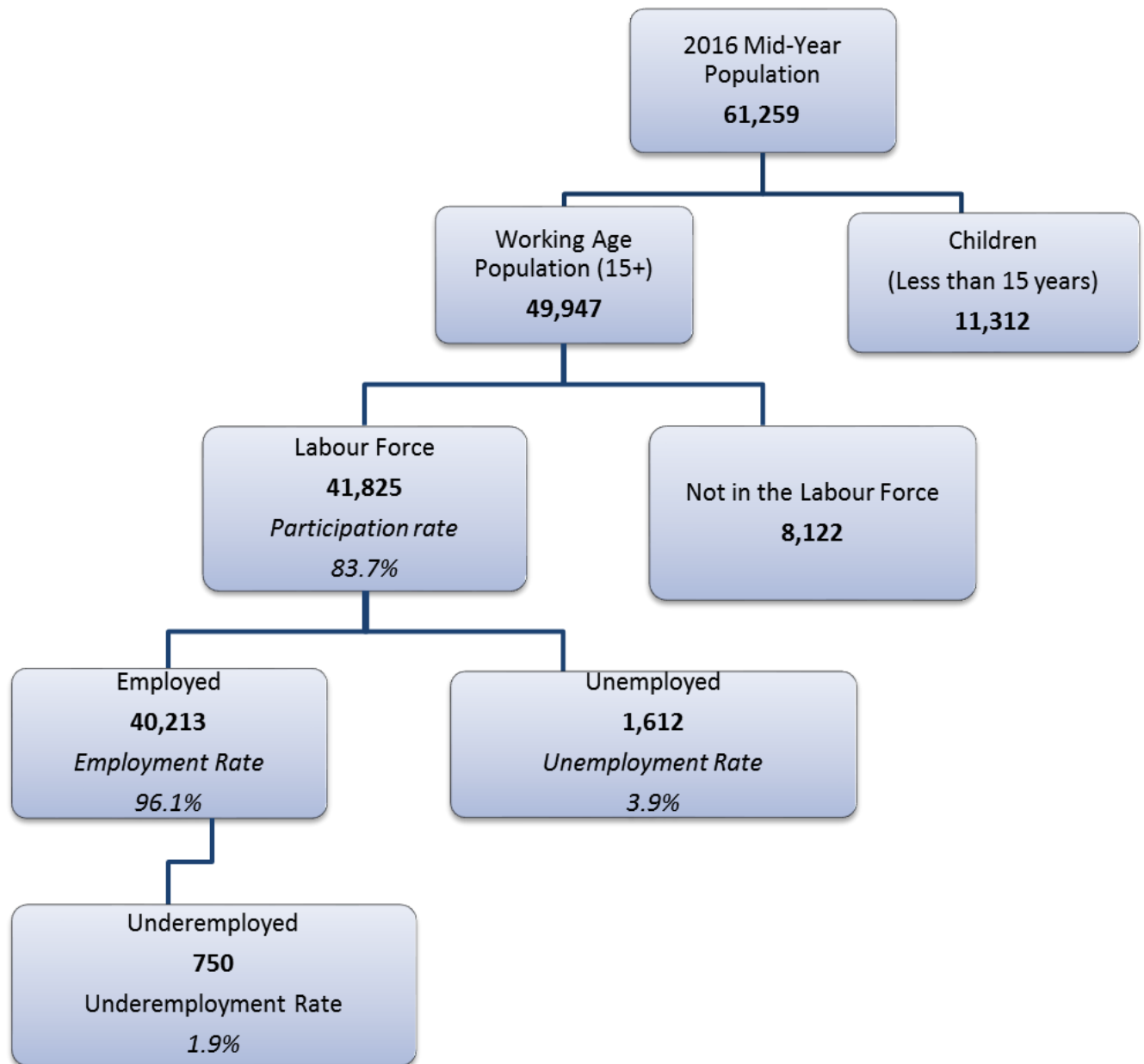
Main Job

A person with more than one job in the reference week should decide for themselves which one is their main job. Only if they are unable to do so should the LFS criterion be applied, i.e. the job which has the most hours worked.

Full-time

A person who works a total of 30 or more hours during the reference week is considered to have full-time-work. This category also includes a person who usually works more than 30 hours but who was absent from work as a result of illness, vacation, etc.

Main Labour Force Indicators, Spring 2016



Main Labour Force Indicators by Sex, Spring 2016

Indicators	Total	Male	Female
Population	61,259	30,407	30,852
0 - 14 years	11,312	5,914	5,398
Working Age Population (15+)	49,947	24,493	25,454
LabourForce	41,825	20,921	20,904
Employed	40,213	20,002	20,211
of which: Underemployed	750	429	321
Unemployed	1,612	919	693
Not In the Labour Force	8,122	3,572	4,550
Labour Force Participation Rate	83.7	85.4	82.1
Unemployment Rate	3.9	4.4	3.3

Main Labour Force Indicators by Status, Spring 2016

Indicators	Total	Caymanian	Permanent Res.	Non-Caymanian
Population	61,259	34,617	4,773	21,869
0 - 14 years	11,312	8,514	-	2,798
Working Age Population (15+)	49,947	26,103	4,773	19,071
LabourForce	41,825	19,695	4,276	17,854
Employed	40,213	18,584	3,954	17,675
of which: Underemployed	750	497	103	151
Unemployed	1,612	1,111	322	179
Not In the Labour Force	8,122	6,408	443	1,271
Labour Force Participation Rate	83.7	75.5	89.6	93.6
Unemployment Rate	3.9	5.6	7.5	1.0

DESIGN OF THE LFS QUESTIONNAIRE

The LFS questionnaire is designed to gather information on the economic activities of persons in the working age population. It also gathers basic demographic information on persons under 15 years of age, and includes questions on travel expenses abroad, remittances and dwelling characteristics.

The Labour Force Survey questionnaire is comprised of the following sections:

- Header Information
- Record of Visits
- Listing of Household Members
- Section 1: Demographic Characteristics
- Section 2: Education & Training
- Section 3: Economic Status
- Section 4: Employment
- Section 5: Not Working
- Section 6: Previous Employment
- Section 7: Travel Expenses Abroad
- Section 8: Dwelling Characteristics
- Signature/Results/Notes

Sections 1 and 7 must be completed for **ALL** resident members of the household (**including children**). Sections 2 and 3 must be completed for **ALL** persons **15 YEARS OF AGE OR OVER**. Sections 4, 5 OR 6 must be completed for those 15 years of age or older, depending on their economic status, which will be determined in Section 3. Only the head of the household or a responsible adult is required to respond to Section 8. Consequently, no respondent will be asked all questions in the questionnaire.

In addition to questions, the questionnaire also has skip instructions, and notes for the interviewer. The skip instructions and interviewer's notes are written in **RED**. These instructions are guides for you when administering the questionnaire and should **not** be read to the respondent.

4 THE TABLET

In 2014, the ESO introduced the use of tablets for electronic data collection. This was the first time that LFS interviewers were conducted without using paper questionnaires. Now, tablets are a permanent fixture in the collection of LFS data.

A tablet will be assigned to each interviewer. Your name will be placed on the tablet that will be assigned to you. Therefore, you will be responsible for the safe keeping of your assigned tablet and the information that is recorded therein.

The tablet with the LFS questionnaire and this manual are necessary for the remainder of this training.

ACCESSING YOUR TABLET DESKTOP

Press and hold the power button for about three seconds to turn on your tablet.

To access your tablet's home screen you should slide upwards if the screen looks similar to the picture below (Figure 1).

Figure 1



Select the Desktop widget (Figure 2) which will then take you to the standard windows desktop user interface (Figure 3).

Figure 2

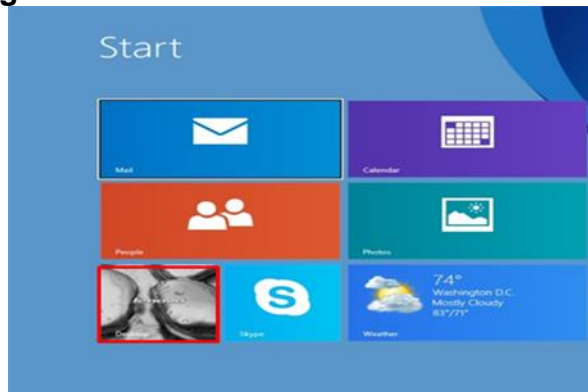
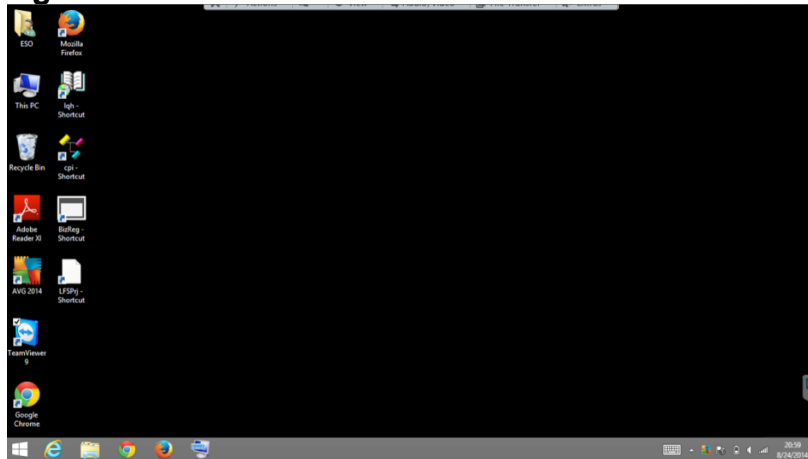


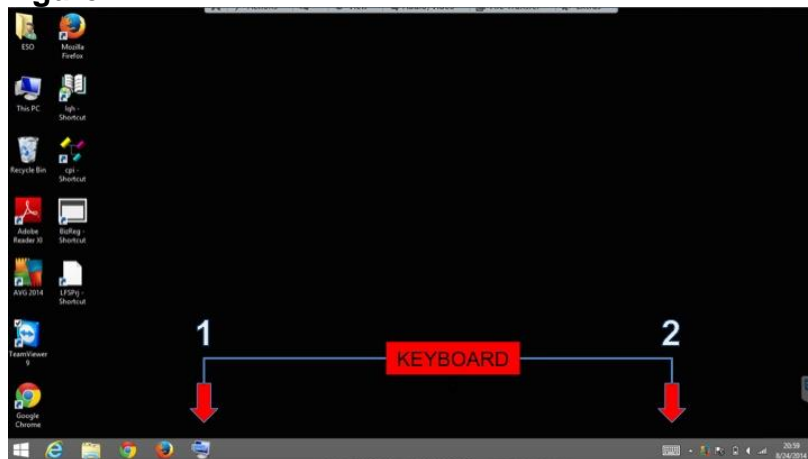
Figure 3



ACCESSING THE KEYBOARDS

The tablet currently has two keyboards for your use (Figure 4).

Figure 4



Keyboard 1 which is on the left at the bottom of the screen, is an on-screen keyboard that can be positioned and resized to suit the users' needs for data entry.

Keyboard 2 which is on the right on the bottom of the screen is a static keyboard that can also be used for data entry.

ACCESSING THE LABOUR FORCE PROJECT ON THE TABLET

- Select desktop icon named **LFSPrj Shortcut** – this should bring you to the ESO Mobile LFS Login (Figure 5).

Figure 5



- Access one of the keyboards from the bottom left or right of the screen. The keyboard should now be visible on-screen.
- Enter your **Username** that will be provided to you (eg. FirstName_eu). Using the stylus, tap inside the blank Username field. A flashing cursor will appear indicating where the typed information will go. Input your Username by tapping the letters shown on the keyboard.
- Enter your **Password** which will also be provided to you. (eg. 'FirstName'LFS##). Using the stylus, tap inside the blank Password field. Ensure that a flashing cursor now appears in this field. Input your password by tapping the letters shown on the keyboard.
- Once you have entered your Username and Password, minimize or exit the keyboard by using the - or X symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.
- Click **LOGIN**, you will be directed to the Main Screen – Dashboard (Figure 6).

Figure 6



MENUS ON THE MAIN SCREEN – DASHBOARD

- File: Access Control and Exit
 - Change Password - users are able to change their current passwords
 - Manage Users - not accessible to user
 - Reset Users - not accessible to user

Note: Tap anywhere on the main screen – dashboard to exit this submenu.

- Setup
 - Sample Files - your assigned samples are stored in this section.
 - Not accessible to user.

Note: Tap anywhere on the main screen – dashboard to exit this submenu.

- Mobile
 - Upload to Server - allows the user to upload all completed data to the server once given permission from the Field Supervisor.
 - Transfer to Production - not accessible to user
 - Export to Excel - allows the user to export an entire dataset to excel for their review.

Note: Tap anywhere on the main screen – dashboard to exit this submenu.

- Utilities
 - Export – this also allows the user to export an entire dataset or sections of a dataset to excel for their review.
Click on Export and you will see a list of all the sections that you may select from to export.
 - Backup Data to USB - backs up all the data from the LFS project to a

memory stick. Data should be backed up at least two times per day or as often as it is practical.

- Reset LFS Data - removes **ALL** the data currently saved.

THIS FUNCTION SHOULD NOT BE USED EVEN THOUGH AVAILABLE TO THE USER AS YOU WILL DELETE ALL THE WORK DONE.

Note: Tap anywhere on the main screen – dashboard to exit this submenu.

In the confidential box you will see the following labels

- Sample
- District
- EA No.
- Block
- Parcel

Once a sample has been selected from the drop down box the District, EA No., Block and Parcel fields will automatically be populated with the relevant information of that sample. At the top right, the fields; Sample ID & Sample No. are also automatically populated with the relevant information of the sample.

LFS SECTION

In the grey box (Figure 7) on the left side of the dashboard are the sections of the LFS questionnaire. When a sample has been selected a check mark will be displayed beside the Header Info and a message reading 'No data found...' will be displayed next to each section indicating that this sample is now ready to be completed. (Figure 8) To avoid any error each section should be completed in the order listed, **EVEN WHEN THERE IS NO RELEVANT INFORMATION TO BE ENTERED IN A PARTICULAR SECTION.**

Figure 7

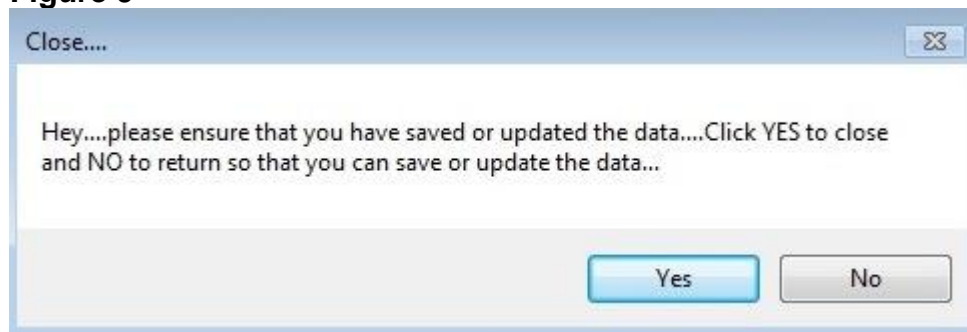


Figure 8



Once you have opened a section and entered data, you must save or update before closing the section. A prompt will appear as a reminder to **SAVE** or **UPDATE** every time you attempt to **CLOSE** a section. (Figure 9)

Figure 9



Once a section of the sample has been completed, a check mark will automatically appear next to that section. (Figure 10)

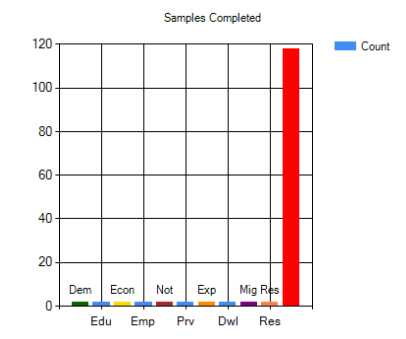
Figure 10




GRAPH ON THE MAIN SCREEN – DASHBOARD

The graph displayed on the dashboard gives the user an indication of the number of sections completed to date (blue bar) and the total number of samples they were assigned (red bar), (Figure 11).

Figure 11



NOTES AND MAINTENANCE OF TABLET

- **Closing screens on the tablet**
 - The X in the red box,  **should not be used** when closing any of the screens. This will log you completely out of the system. Use the button marked **Close** to return to the dashboard.
- **Charging & Battery Usage**
 - The battery icon displayed at the bottom right on the task bar will indicate the battery level. If you click on the battery icon it will indicate the percentage remaining. Ensure that you charge your tablet before going into the field.
 - While the tablet is charging, the charge indicator tells you the charging status. The charge indicator lights up in different colours, depending on the remaining battery level.

TROUBLESHOOTING

- **The tablet does not turn on.**
 - The battery of the tablet may be extremely low on power. Plug your tablet into a wall socket, and charge the battery.

- Your tablet may be turned off completely. Press and hold the power button for about three seconds to turn on your tablet.
- **The tablet freezes.**
 - Try to save your work then power-off the device. Hold down the power button for at least 5 seconds or until the screen is blank. Then power-on the tablet and try to continue working. If the problem persists please report to your field supervisor as soon as possible.
 - Your tablet may be turned off completely. Press and hold the power button for about three seconds to turn on your tablet.
- **To clean the screen of the tablet, please use ONLY the micro-fibre soft cloth that will be provided. PLEASE DO NOT SPRAY ANY LIQUIDS ON THE SCREEN. DO NOT WET THE SOFT-CLOTH BEFORE USING IT ON THE TABLET. REFRAIN FROM EATING OR DRINKING AROUND OR WHEN USING THE TABLET.**

DAMAGED, LOST OR STOLEN TABLET AND STYLUS

- Report any loss OR damage of the tablet **immediately** to the Field Supervisor and follow with a written report within **ONE** working day of the incident.
- **You are required to report to the police immediately if your tablet is lost or stolen.** Any lost or stolen tablet will be investigated thoroughly and if you are found liable you will be required to pay the full cost plus the value of information lost. This will include the value of each completed questionnaire (CI\$30 each).

5 GENERAL INSTRUCTIONS FOR RECORDING RESPONSES

It is very important that all information on the questionnaires is recorded properly. Follow the guidelines below for recording responses:

ENSURE that responses are recorded in the respective person number row.

MARK ONLY ONE RESPONSE: Most of the questions require only one response unless otherwise stated. There are two questions that allow for multiple responses; **Q5.4** steps taken to look for a job, and **Q 8.7** utilities included in rent.

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.

SAVING RESPONSES

Record the information given for each section by selecting or entering the correct response. If a section has more than one Page/Tab, record the information for each question on each tab before saving that section. Example, the Demo Characteristics Section consists of two pages/tabs. The first tab displays Q1.1 to Q1.5 and the second, Q1.6 to Q1.9. Record data for Q1.1 to Q1.5 then select the tab Demo Characteristics – Page 2 of 2 to view Q1.6 to Q1.9. Continue recording the information for these questions. Once you have completed all the relevant questions, **SAVE**. A screen will appear indicating that the section was successfully saved. Press **Ok**. **CLOSE** the section. A screen will appear to verify that you have saved or updated the section. Press **YES** to close the section and be returned to the main screen – dashboard or **NO** to be returned to the section so that you can now save or update. Select the appropriate button.

If you attempt to save before completely filling out all tabs of a section, data will be lost. Consequently, the data will have to be re-entered and the section updated.

6 COMPLETING THE LFS QUESTIONNAIRE ON THE TABLET

This chapter will assist you in the proper completion of the LFS questionnaire on the tablet. The questions are presented and comments are added for further clarification, as well as, instructions on the use of the tablet as you conduct the interview.

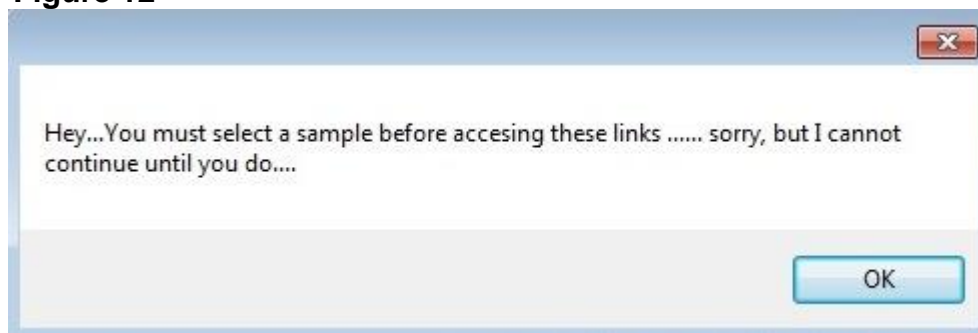
It is very important that you understand the LFS questionnaire and are able to use the tablet for conducting the interview.

At the window labelled Sample, click on the arrow select one of the samples.

HEADER INFO

Select **Header Info** from the list of sections on the left side of the tablet. If you have not selected a sample before you select Header Info, a message will pop up to remind you to select the sample first. (Figure 12)

Figure 12



Once you select a sample number and then select the Header Information, a different screen will open for this section showing:

Sample number, District and EA numbers, Block and Parcel numbers and addresses one, two and three that are automatically filled in.

Sample ID: is also automatically generated.

Note: **The Sample number, District and EA numbers, Block and Parcel numbers and Sample ID** will be automatically generated for each Section selected.

Telephone number: if given, must be filled in by you after the interview.

E-mail address: if given, must be filled in by you after the interview.

Household Counts: must be filled in by you after you have gotten information on the number of persons, males and females in the household.

Number of Extra Households found: if you encounter additional households at

the dwelling unit, fill in the box with the number of extra units found, and in the **Notes Section** give an exact location of each household in the dwelling unit, E.g. Rm #1 first door on R thru passage OR Rm#3, door opp. kitchen. NB. You must interview the **first** household at the dwelling unit with whom you have made contact.

If there is any change to the Header Info especially with regards to Addresses One, Two OR Three, make a note of the changes for the respective sample on your assigned list.

Once you have completed the **HEADER INFO** select **UPDATE**, and then **CLOSE**. You will be returned to the Main Screen – Dashboard.

DO NOT USE THE X IN THE TOP RIGHT CORNER TO CLOSE SINCE THAT WILL CLOSE THE PROGRAM AND NOT THE SCREEN.

RECORD OF VISITS

Select the **Record of Visits** from the list of sections. A different screen will open for this section showing:

Sample ID: is also automatically generated.

Current Date: is automatically displayed showing current date. However, this could be changed.

Date of Visit: reflects the date automatically displayed in **Current Date**. If **Current Date** is changed, **Date of Visit** automatically changes.

Start Time (24hr): Check the time on your tablet and fill in this information when you begin the interview.

End Time (24hr): Check the time on your tablet and fill in this information when the interview has ended.

To enter the Start and End Time on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank start/end time field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the start/end time by tapping the numbers shown

on the keyboard.

STEP 4: Review the information you have typed for these times and verify their accuracy.

STEP 5: Minimize or exit the keyboard by using the - or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

Note that in writing Start Time and End Time you must NOT write a.m. or p.m. or use a colon. Time must be written as e.g.:

1000

1145

1600

1930

Visit No: This is automatically filled in. Each time you visit an assigned household a line must be completed with appropriate information on the date and time. 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 arrived AND left. This information serves as a guide for you to time your next visit so that it is different from previous visits and assist if someone else is given the assignment for follow-up.

Once you have filled in the **Date** and **Start Time** select **ADD**. You will see this in the record of visits below (grey area). Then **CLOSE** this section. **You will be returned to the Main Screen – Dashboard.**

DO NOT USE THE **X IN THE TOP RIGHT CORNER TO CLOSE SINCE THAT WILL CLOSE THE PROGRAM AND NOT THE SCREEN.**

LIST OF HOUSEHOLD MEMBERS

Select the **List of Household Members** from the list of sections. A different screen will open for this section showing:

Sample number, District and EA numbers, Block and Parcel numbers that are automatically filled in.

Sample ID: is also automatically generated.

You must ask the Key Informant to kindly give the names of all members of this household starting with the head.

To enter the names of each household member on the tablet, follow Steps 1 through 6 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the first name field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the household member's first name by tapping the letters shown on the keyboard. If the last name of the person is given, tap inside the last name field ensuring the cursor is now flashing in that field. Input the last name of the household member.

STEP 4: Review the information you have typed for the household member and verify the name(s) of the person given is/are spelt correctly.

STEP 5: Minimize or exit the keyboard by using the **-** or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

STEP 6: Select **ADD**. A prompt will appear indicating the household member was successfully added. Select **OK**.

The household member names will now appear in the **List of Household Members**.

Repeat Steps 1 through 6 for each household member located in the household.

Note that persons listed as household members should:

INCLUDE:

- All person staying or intending to stay in the Cayman Islands for at least six (6) months
- Newborn babies. If baby has not been named write BABY of Person number...
- Elderly persons
- Resident students abroad.

NOT INCLUDE:

- Visitors who reside elsewhere in the Cayman Islands or abroad.

You should probe for anyone who might be away but usually lives in this household.

It is preferred that the first person added to the list of household members is a responsible adult, 18 years or older, who could provide information on other members of the household and who will be designated as the head of household. There are a few cases where the head of household might be younger than 18 years. In such cases, list the person as the head of household, make a note of this in the Comments Section and inform your supervisor of the exception.

You **MUST** add a name for each household member so that the system automatically generates a questionnaire for each person. If the respondent does not want to give the names of household members, the respondent may use letters or nicknames to distinguish household members.

This will also enable you 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.).

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

AS SOON AS A NAME IS ADDED, THE FIRST NAME OF EACH HOUSEHOLD MEMBER IS AUTOMATICALLY WRITTEN ABOVE EVERY QUESTION IN SECTIONS 1 TO 7.

This allows for you to make reference to each person by first name when you are conducting the interview.

Member No.: is automatically generated for each member that is added to the list of household members.

Once you have **added** the **Names** of each household member **CLOSE** this section. **You will be returned to the Main Screen - Dashboard**

SECTION 1 DEMOGRAPHIC CHARACTERISTICS

Select **Demographic Characteristics** from the list of sections. A different screen will open for this section showing:

Sample number, District and EA numbers, Block and Parcel numbers that are automatically filled in.

Sample ID: is also automatically generated.

Section 1 should be completed for **all** members of the household. It includes nine (9) basic questions on age, sex, country of birth, which are useful for a more detailed profile of the population.

This screen has two tabs, with Page 1 of 2 displaying Q1.1 to Q1.5 and Page 2 of 2 displaying Q1.6 to Q1.9.

You may conduct group interviews for this section asking each question one at a time for all household members, making reference to each by their first name.

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 LFS. The six months should be consecutive. Therefore, anyone who has not been here or not intended to be here for six consecutive months must not be counted. This does not affect residents who are abroad on vacation, medical, study or special leave for extended periods.

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

The system will automatically lock off all other questions and colour them RED for this person. You will not be able to write a response for any other question for this person.

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

To change the order of names in the household listing section on the tablet, follow Steps 1 through 9 listed below.

STEP 1: Select **CLOSE**. A prompt will appear to verify if you have saved or updated the section. Select **YES**. You will be taken to the Main Screen-

Dashboard.

STEP 2: Select **Listing of Households Members** from the section list. A different screen will appear for this section.

STEP 3: Select the name of person one that needs to be changed. Person one's row should now be highlighted in blue and their information shown in the First Name and Last Name fields.

STEP 4: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 5: Using the stylus, tap inside the first name field to the far right of person one's name. A flashing cursor will appear at the end of person one's name indicating where the typed information will go.

STEP 6: Using the stylus, delete the name of person one and input the new household member's first name by tapping the letters shown on the keyboard. If the last name of person one was given, and if necessary, tap inside the last name field ensuring the cursor is now flashing in that field. Delete the last name of the household member and enter the new last name of the person one.

STEP 7: Minimize or exit the keyboard by using the - or X symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

STEP 8: Review the information you have typed for the household member and verify the name(s) of the person changed is/are spelt correctly.

STEP 9: Select **UPDATE**. A prompt will appear indicating the household member was successfully updated. Select **OK**.

Repeat Steps 3 to 9 to change person two's First Name and Last Name. **Pay attention to the member number of person two to be changed.**

1.2 RELATIONSHIP TO THE HEAD OF HOUSEHOLD

- Q. What is’s relationship to the head of the household?
- 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 3. Children, adopted children and step-children of the head

should be marked at choice 4. "Other relative" would include any other relative who does not fit choices 2 to 9. Foster children should be indicated at "non-relative." Note that a "live-in domestic", should be indicated by marking choice 11, NOT choice 12.

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 Q1.2.

1.3 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.

1.4 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.

To enter the month and year of birth for the household member on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank month field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the month the household member was born by tapping the numbers shown on the keyboard. Next, tap inside the blank year field ensuring the cursor is now flashing in that field. Input the year the household member was born.

STEP 4: Review the information you have typed for these dates and verify their accuracy. Example, month should not be greater than 12.

Repeat Steps 2 through 4 for each household member located in the household.

STEP 5: Minimize or exit the keyboard by using the - or X symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

1.5 AGE

- Q. What was ...'s age as at the week ending Oct. 1, 2016?
- C. The age recorded here should be as at the end of the reference week i.e. Oct. 1st, 2016. NOTE: Age must be recorded for all persons. If not known, estimate. **If less than one year write 00 and use 999 if DK/NS.** The reason for two questions on age is that AGE is a crucial variable in population estimates and labour market analysis and therefore it must be of very good quality.

To enter the Age of a household member on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Age field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the age of the household member by tapping the numbers shown on the keyboard.

STEP 4: Review the information you have typed and verify its accuracy. Example, check that age corresponds with year of birth.

Repeat Steps 2 through 4 for each household member located in the household.

STEP 5: Minimize or exit the keyboard by using the - or X symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

Select the tab Demo Characteristics – Page 2 of 2 to view Q1.6 to Q1.9.

1.6 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.

If a person has lost status under the age of eighteen (18) years because of 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 domiciled 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 persons who are permanent residents working on a government contract should be marked at choice 2. Those persons who are permanent residents WITHOUT rights to work should be marked at choice 4.

Dependents, e.g. spouses and children of permit/contract holders should be marked at choice 7.

Ensure that Non-caymanian children age 0 – 14 are not recorded in choices 2 to 6.

1.7 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 instructions:

If response is 1, GO TO Q1.9.

The system will automatically lock off Q1.8 and colour it **RED for this person. You will not be able to write a response for Q1.8 for this person.**

NB: Ireland refers to Republic of Ireland while Northern Ireland is considered as part of the UK

1.8 ARRIVAL IN THE CAYMAN ISLANDS

- Q. In what year did.... LAST come TO LIVE in the Cayman Islands?
- C. This is to get information when **Non-Caymanian born** arrived in the Cayman Islands **to live**. 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 6 months**.

Check that the year of arrival is after the person was born. E.g. someone who is 18 years should not have 1990 as year of arrival since this year was before he/she was born in 1996.

To enter the year the household member last came to the Cayman Islands on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q1.8 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the year the household member last arrived to the Cayman Islands.

STEP 4: Review the information you have typed and verify its accuracy. Example, cross-reference the year the person arrived to the Cayman Island with their year of birth.

Repeat Steps 2 through 4 for each household member located in the household.

STEP 5: Minimize or exit the keyboard by using the **-** or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

NB. **If response is DK/NS, WRITE 9999**

1.9 USUAL PLACE OF RESIDENCE OF 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 six 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.

Note the skip instructions:

If LESS THAN 15 years old, GO TO Q7.1

The system will automatically lock off Sections 2, 3, 4, 5, and 6 and colour them **RED** for this person. You will not be able to write responses for any of the questions in these sections for this person.

Once you have completed all the relevant questions, **SAVE** and **CLOSE** this section. **You will be returned to the Main Screen - Dashboard.**

SECTION 2 EDUCATION AND TRAINING

Select **Education and Training** from the list of sections. A different screen will open for this section showing:

Sample number, District and EA numbers, Block and Parcel numbers are automatically filled in.

Sample ID: is also automatically generated.

Section 2 is completed for persons age 15 or older. It includes two (2) questions that gather information on the level of schooling and examinations passed and four (4) questions on the type of training received.

This screen has two (2) tabs, with Page 1 of 2 displaying Q2.1 to Q2.2, and Page 2 of 2 displaying Q2.3 to Q2.6.

2.1 HIGHEST GRADE COMPLETED

Q. What is the **HIGHEST GRADE** 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 person is presently enrolled in high school year 10, the highest grade completed will be Middle/High School Yr 9, which is choice 12 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 A** (page 104). **When in doubt, use the age to determine the equivalent grade completed.**

Technical/Vocational (choice 16) means completed education, training or apprenticeship after high school for certain occupations or trades, for example, plumbing, electrical, roofing, refrigeration, carpentry, cabinet making, hair dressing, cosmetology, tailoring etc.

Associate or equivalent (choice 17) refers to an undergraduate academic degree that is usually awarded by a community college upon completion of a course of study usually lasting two years.

Bachelor's or equivalent (choice 18) refers to an undergraduate academic degree that is usually awarded by universities and colleges upon completion of a course of study lasting three to seven years. Examples of Universities and Colleges where a Bachelor's Degree (e.g. BSc. BA. or BEdu) can be conferred from include – St. Matthews, ICCI, UCCI, UWI, etc.

Masters or equivalent (choice 19) is an academic degree granted to individuals who have undergone study demonstrating a mastery or high-order overview of a specific field of study or area of professional practice. Professional designations such as ACCA, CPA or CFA are classified as equivalent to a taught Master's Degree.

Doctorate or equivalent (choice 20) is the highest level of academic degree an individual can earn. It is an advance research degree that is awarded upon completion and publishing of the candidate's original knowledgeable contribution.

Honorary doctorates awarded by universities on the basis of other considerations and not any research work are not recognised for the purposes of educational attainment.

Note Choice 21, Other (please specify):_____

Select this choice when the household member's response is different from the other choices listed and write the response given in the space provided in the answer section just below the question. This allows for a re-evaluation of the 'other' response to determine if it can be categorized as one of the other choices listed.

2.2 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 Q2.1, e.g. it is unlikely that a person who has completed Primary Year 5 would have attained a Bachelor's Degree.

CSE= Certificate of Secondary Education

CE= Certificate of Education

GCE= General Certificate of Education

GCSE= General Certificate of Secondary Education

IGCSE = International General Certificate of Secondary Education

CXC= Caribbean Examination Council (CXC also includes CSEC=Caribbean Secondary Education Certificate)

General or Technical Professional

IB diploma = International Bachelorette

Vocational/Trade Certificates or Diploma both of less than a year and of more than one year are marked as choice 12.

Postgraduate certificate/diploma (choice 16) can be obtained after one year of postgraduate study.

Postgraduate/Masters' Degree (choice 17) is used for all postgraduate degrees except Earned Doctorates (choice 18).

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

Note Choice 19, Other (please specify): _____

Select this choice when the household member's response is different from the other choices listed and write the response given in the space provided in the answer section just below the question. This allows for a re-evaluation of the 'other' response to determine if it can be categorized as one of the other choices listed.

Select the tab Edu – Page 2 of 2 to view Q2.3 to Q2.6.

2.3 RECEIVED TRAINING

- Q. Did ever receive training for any occupation?
- C. If a person has received any type of training for any job you should mark "Yes". The meaning of "training" should be left to the interpretation of the respondent. If someone feels that their high school training has prepared him or her for an occupation then "Yes" should be marked.

Note the skip instructions:

If response is 2 or 99, GO TO Q3.1.

The system will automatically lock off Q2.4 to Q2.6 and colour them **RED** for this person. You will not be able to write a response for any of these questions for this person.

2.4 OCCUPATION TRAINED FOR

- Q. For which occupation was LAST trained? **Probe, get details.**
- C. Note that some persons might have received more than one set of training, and for different occupations. This question focuses on the LAST training received.

Since, occupation given will be coded, it is important that the occupation is specific, e.g. bus driver, primary school teacher, and Accounts Clerk. Add description that would contribute to adequate coding of the occupation. See **APPENDIX B** (page 105) for examples of occupations. Remember to probe the respondent to get the necessary details.

2.5 WHERE TRAINING RECEIVED

- Q. Where did receive this training?
- C. This question is asked relative to the Cayman Islands. For example, If a respondent says that she received training in a local institution while living in Jamaica, then choose “option 2-Foreign Institution/Organization” for the answer, as that Institution in Jamaica will be foreign relative to the Cayman Islands. However, option 5 “On the job” should be selected regardless of the country in which training took place.

2.6 WHEN TRAINING COMPLETED

- Q. When did COMPLETE this training?
- C. The emphasis is based on the year that training was completed; however, there is an option if the respondent did not complete their training.

Once you have completed these questions, **SAVE** and **CLOSE** this section. **You will be returned to the Main Screen - Dashboard.**

SECTION 3 ECONOMIC STATUS

Only persons 15 years or older should respond to the questions in this section. The six (6) questions in this section would provide useful information to determine the economic status of persons in the working age population (WAP).

Select the **Economic Characteristics** from the list of sections. A different screen will open for this section showing:

Sample number, District and EA numbers, Block and Parcel numbers are automatically filled in.

Sample ID: is also automatically generated.

This screen has two tabs, with Page 1 of 2 displaying Q3.1 to Q3.4 and Page 2 of 2 displaying Q3.5 to Q3.6.

3.1 ECONOMIC ACTIVITY DURING THE PAST 12 MONTHS

Q. During the past 12 months, i.e. Oct. 1, 2015 to Sept. 30, 2016, how many weeks were:

- a) working, or with job although not at work (**employed**)?
- b) without work, seeking and available for work (**unemployed**)?
- c) not working, not seeking and not available for work (**out of the labour force**)?

C. This question is very important since it categorizes respondents into two major groups, those in the labor force (a & b) and those not in the labor force (c). The Interviewer needs to pause after asking each question in (a), (b) and (c). The past 12 months refers to the 12 months before the week of the interview that is October 1, 2015 to September 30, 2016. If a person was on sick leave and/or vacation for a number of weeks, then these weeks fall in category **a**, working or with job although not at work. You must record a response to all three choices, **a** to **c**.

The weeks recorded in a, b and c must add up to 52. **NOTE:** If the total does not add up to 52 weeks then the interviewer must re-check. Example, if "a" is 52 weeks then "b" and "c" should be "0". If any two sections, ("a" + "b"), ("a" + "c") or ("b" + "c") add up to 52 weeks then the other section should be "0".

	a	b	c
Example 1	39	6	7
Example 2	0	52	0
Example 3	20	0	32

Note: Persons who are on island for less than 52 weeks, and who intend to stay for six months or more, a comment should be placed in the Signature/Results/Notes Section stating why their number of weeks does not add to 52. Cross reference with **Q1.8**.

To enter the number of weeks the household member was working (field 'a'), without work (field 'b') or not working (field 'c') on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q3.1 'a', 'b' or 'c' field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the number of weeks the household member was working, without work or not working during the past 12 months.

STEP 4: Review the information you have typed and verify its accuracy. Example, check the number of weeks recorded in the 'a', 'b' and 'c' fields, add to 52 weeks.

Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the - or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

NOTE THE INSTRUCTIONS INDICATING WHETHER OR NOT YOU ASK Q3.2.

Q3.2 should only be asked of those who were out of the labour force for **MORE THAN 26 weeks** of the year in question, as stated in choice c of Q3.1.

The system will automatically lock off Q3.2 and colour it RED for this person if Q3.1 'c' is 26 or fewer weeks. You will not be able to write a response for Q3.2 for this person.

The table on the following page will assist you in determining the number of weeks if the response is in months:

Months	Weeks
1	4
2	9
3	13
4	17
5	22
6	26
7	30
8	35
9	39
10	43
11	48
12	52

N.B. These months do not refer to specific calendar months but only the number of months a person has worked in the reference year. E.g. A person who stated that he/she had worked for three months, probably worked in January, July and August, 2015 OR a person who worked for seven (7) months could have worked September to December, 2015 and February to April, 2016.

3.2 **USUAL ECONOMIC ACTIVITY**

Q. What did ... do most when ... was/were not working?

C. **THIS QUESTION IS ASKED ONLY IF Q3.1, 'C' IS MORE THAN 26 WEEKS.**

Read the list to the respondent and allow him/her to decide the respective category where he/she belongs.

It is important to note that the reference period is PAST 12 MONTHS. Also, note the instruction to read choices.

What the respondent did MOST during the reference period is determined by the number of months that the respondent was engaged in one of the activities on the list.

Note Choice 10, Other (please specify): _____

Select this choice when the household member's response is different from the other choices listed and write the response given in the space provided in the answer section just below the question. This allows for a re-evaluation of the 'other' response to determine if it can be categorized as one of the other choices listed.

3.3 **ECONOMIC ACTIVITY DURING REFERENCE WEEK**

- Q. Did.....do any work in the Cayman Islands for pay, profit or family gain for at least one hour during the week ending Oct. 1st, 2016?
- C. It is important to note that the reference period is **September 25 – October 1, 2016**.

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.

By "working" we mean the respondent was engaged in some form of economic activity. Thus, by our definition, persons who work in the home in household chores are not to be considered to be "working" nor are those who perform volunteer work. However, persons engaged in an apprenticeship or internship must be classified as "working."

Note that we did not say "some form of paid economic activity." This was deliberate! We do not want you to be confused by the payment aspect of it. Some workers get paid "in cash" and others "in kind." A family worker may be classified in the latter. If a young woman helps her mother in the "family" store, she is to be regarded as "working," (i.e. engaged in some form of economic activity, even though she may receive no money for it).

An understanding of the concept of **ECONOMIC ACTIVITY** is a fundamental requirement in this Survey. It sets the frame for the classification of the economically active population and for all subsequent information collected in the course of the interview. A misunderstanding at this initial stage may have an irremediable impact on the entire interview and on the Survey results.

It is important that **YOU** convey to the respondent a correct interpretation of the concepts, so that the Survey will in fact measure what it is intended to measure.

A respondent's concept of economic activity may differ from the Survey Organizers, so you should **PROBE** if necessary to ensure that he/she understands the concept. We want to ensure that all categories of workers, including casual workers, unpaid family workers, and workers remunerated in kind, respond according to what the concept of economic activity intends to measure. Such persons may not interpret a question like Q3.3 as referring to their situation. Thus you should pay specific attention to the categories identified below to assist you in your probe.

INCLUDE AS "WORKING" 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
- 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 "WORKING" 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)
- worked without pay, either in cash or in kind, as a VOLUNTEER WORKER for service organizations activities such as Boys Scouts, CASA, etc.

Having obtained the answer which you think is appropriate in keeping with the concept of economic activity; you may now mark the appropriate choice.

Note the skip instruction:

If YES GO TO Q4.1

A 'Yes' response identifies the person as 'employed' and that person is then asked the questions in Section 4 for the employed.

The system will automatically lock off Q3.4, Q3.5 and Q3.6 and colour them RED for this person. You will not be able to write a response for any of these questions for this person.

3.4 ABSENT FROM WORK DURING REFERENCE WEEK

- Q. Did... have a job at which you/he/she did not work during the week ending Oct. 1st, 2016?
- C. Although a person did NO work during the Reference Week he/she might have had a job but, been away from it for various reasons. If this is the case, mark

"Yes" and continue to Q3.5.

A person who has been laid off AND maintains a formal job attachment should be marked "Yes" at this question. If response is 'Yes' then the respondent must meet one of the following conditions:

- has continued receipt of wage or salary;
- has an assurance of a return to work following the end of the contingency, or an agreement as to date of return.

Regarding temporary absence from self-employment, persons whose enterprise continued to exist while they were temporarily not at work during the Reference Week for some specific reason, should be considered as having a job (i.e. "Yes" at Q3.4).

Note the skip instruction:

If 2 or 99, GO TO Q3.6

Only those that have been away from their job during the reference week are asked Q3.5.

The system will automatically lock off Q3.5 and colour it **RED for this person. You will not be able to write a response for Q3.5 for this person.**

Select the tab Econ Status – Page 2 of 2 to view Q3.5 and Q3.6.

3.5 WHY ABSENT

- Q. What was the **MAIN** reason why... was absent from work during the week ending Oct. 1st, 2016?
- C. This question captures the main reason for not being at work during the reference period. If the reason for being absent from work does not fit any of the choices that are listed from one to six, mark 'Other', Choice 7.

Note Choice 7, Other: Mark this choice when the response is different from the other choices listed.

Note the skip instruction:

GO TO Q4.1

Follow this instruction for **all** persons that responded to Q3.5 no matter the response that was given.

The system will automatically lock off Q3.6 and colour it **RED** for this respondent. You will not be able to write a response for Q3.6 for this respondent.

3.6 EXPECT TO START JOB

- Q. During the week ending Oct. 1st, 2016 did.... have a job to start in 4 weeks or less?
- C. Note the skip instruction:

GO TO Q5.1

Follow this instruction for **all** persons that responded to Q3.6 no matter the response that was given.

The system will automatically lock off Sections 4 and colour all the questions in the section **RED** for this person. You will not be able to write responses for any of the questions in this section for this person.

If this is a one-person household, you must open Section 4 from the Main Screen- Dashboard, **SAVE** and then **CLOSE**.

Once you have completed all the relevant questions, **SAVE** and **CLOSE** this section. You will be returned to the Main Screen - Dashboard.

SECTION 4 EMPLOYMENT

Select **Employment** from the list of sections. A different screen will open for this section showing:

Sample number, District and EA numbers, Block and Parcel numbers are automatically filled in.

Sample ID: is also automatically generated.

This part of the questionnaire is completed **ONLY** for persons 15 years or older **WITH A JOB** during the Reference Week. It is comprised of 18 questions.

This screen has five (5) tabs, with Page 1 of 5 displaying Q4.1 to Q4.4, Page 2 of 5 displaying Q4.5 to Q4.8, Page 3 of 5 displaying Q4.9 to Q4.12, Page 4 of 5 displaying Q4.13 to Q4.16, and Page 5 of 5 displaying Q4.17 and Q4.18.

If there is no household member that is working, SAVE and CLOSE this section. You will be returned to the Main Screen - Dashboard.

4.1 MULTIPLE JOBS

- Q. Did Have more than one job or business during the week ending Oct. 1st, 2016?
- C. Straightforward. Please probe for other job(s). 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. If a person has more than one job, you would need to ask hours worked and income about the **main job** and the **other job**.

4.2 HOURS USUALLY WORKED

- Q. How many hours does.....usually work per week in his/her job?
- C. Hours **usually** work could be different from the hours **actually** worked since a person could have been on vacation during the reference week and worked no hours that week. Information on usual hours work could then give information on actual hours worked if that person were on vacation.

Exclude meal breaks. Use whole numbers, counting 30 minutes or more as a whole hour. Thus, 37.5 should be recorded as 38 hours or if the person worked forty hours and fifteen minutes then record forty hours. If in doubt which is the main job, choose the job where the respondent worked most hours. If the respondent has no other job(s) leave the box for hours usually worked in other

job(s) empty.

Record hours USUALLY work in MAIN JOB in the corresponding box. The TOTAL hour worked will automatically reflect total hours usually worked in main job.

If the person has more than one job as would be stated in Q4.1, you must ask about total hours USUALLY worked in OTHER JOB.

Record hours USUALLY work in OTHER JOB in the corresponding box. The TOTAL hour usually worked will automatically reflect the sum of total hours usually worked in MAIN and OTHER jobs.

To enter the number of hours usually worked by the household member in his/her main or other job on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q4.2 'Main' field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the number of hours the household member usually works per week in his/her main job by tapping the numbers shown on the keyboard. If hours for other job is given, tap inside the blank 'Other' field ensuring the cursor is now flashing in that field. Input the number of hours usually worked per week by the household member in his/her other job.

STEP 4: Review the information you have typed and verify its accuracy. Example, number of hours worked in other job should not exceed the number of hours worked in the main job.

Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the - or X symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

4.3 HOURS ACTUALLY WORKED

- Q. How many hours did.....work in his/her job(s) during the week ending Oct. 1st, 2016?
- C. Hours ACTUALLY worked refers only to the REFERENCE WEEK. E.g. If a person usually works 38 hours per week but was absent for a day during the reference week, for whatever reason, then that person would have worked only 30 hours. Exclude meal breaks.

Use whole numbers, counting 30 minutes or more as a whole hour. Thus, 37.5 should be recorded as 38 hours. If in doubt which is the main job, chose the job where the respondent worked most hours. If the respondent has no other job leave the box for hours usually worked in other job empty.

Record hours ACTUALLY work in MAIN JOB in the corresponding box. The TOTAL hour worked will automatically reflect total hours actually worked in main job.

If the person has more than one job as would be stated in Q4.1, you must ask about total hours ACTUALLY worked in OTHER JOB.

Record hours ACTUALLY work in OTHER JOB in the corresponding box. The TOTAL hours actually worked will automatically reflect the sum of total hours actually worked in MAIN and OTHER jobs.

NOTE: If a respondent indicated 'Yes' in Q3.4, the number of hours they worked during the week ending Oct. 1st should be zero .

To enter the number of hours actually worked by the household member in his/her main or other job on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q4.3 'Main' field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the number of hours the household member actually worked in his/her main job by tapping the numbers shown on the keyboard. If hours for other job is given, tap inside the blank 'Other' field ensuring the cursor is now flashing in that field. Input the number of hours actually worked by the household member in his/her other job.

STEP 4: Review the information you have typed and verify its accuracy. Example, number of hours worked in other job should not exceed the number of hours worked in the main job.

Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the - or X symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

Note the skip instruction:

If Total is 30 hours or more, GO TO Q4.5

If DK/NS use 99 in total and GO TO Q4.5

The system will automatically lock off Q4.4 and Q4.5 and colour them **RED** for this person. You will not be able to write a response for Q4.4 and Q4.5 for this person.

4.4 WHY PART-TIME WORK

- Q. What was the MAIN reason why..... WORKED LESS THAN 30 HOURS in his/her job(s) during the week ending Oct. 1st, 2016?
- C. In this question the **MAIN** reason for working less than 30 hours during the Reference Week should be marked. Mark **ONLY** one answer. Teachers on vacation should go to choice 3. Responses such as 'slow economy', 'depends on demand', 'slow time', 'lay off days' and 'bad weather' should all be recorded at choice 8 - Only Some Hours Available. Some examples of what would be considered as 'Other' – choice 11, are responses like, 'drug problem', 'arrested', 'handicapped' or 'labour dispute/suspension'. Be careful and only select 'other' if necessary.

Select the tab Employment – Page 2 of 5 to view Q4.5 to Q4.8.

4.5 SOUGHT ADDITIONAL WORK

- Q. Was....willing and available to work additional hours during the week ending Oct. 1st, 2016?
- C. There are two (2) conditions to be met at Q4.5 before you can mark "Yes." **FIRST** the person **MUST** have been available to work additional hours and **SECOND** they **MUST** be willing to work. If one of these conditions is **NOT** met then mark "No." The purpose of this question is to find out who is "**under-employed.**"

4.6 EMPLOYMENT STATUS

- Q. What is employment status in his/her MAIN job?
- C. The employed labour force comprises all persons 15 years and over who during the Reference Week were in the following categories:
- paid employment
 - i. 'at work': persons who, during the Reference Week, performed

- some work (even ONLY ONE hour) for wage or salary, in cash or in kind—i.e. answered ‘Yes’ at Q3.3;
 - ii. ‘with job although not at work’: persons who, having already worked in their present job, were temporarily not at work during the Reference Week but had a formal attachment to their job—i.e. answered ‘Yes’ at Q3.4;
- Self-employment
 - i. ‘at work’: persons who, during the Reference Week, performed some work (even ONLY ONE hour) for profit or family gain, in cash or in kind;
 - ii. ‘with an enterprise but not at work’: persons with an enterprise (e.g. a business enterprise, a farm or a service undertaking) who were temporarily not at work during the Reference Week for some specific reason.

For the self-employed persons, be sure to PROBE to determine whether the individual has any employees or not. An unpaid family business worker is a person who works in a family business and does not receive a wage/salary.

4.7 EMPLOYMENT SIZE

- Q. How many persons are employed at’s place of work?
- C. Indicate how many employees work at the respondent’s main job by choosing the appropriate range. For persons working for the Government, mark the number of employees working in their department. For the private sector, mark the number of employees working at the branch of the establishment.

For those persons who answered **Self-employed with No employees** (choice 2) in Q4.6 should be recorded as having 1 – 5 employees (choice 1) in this question.

Note the skip instruction:

If Q4.6 is 2 or 3 & 4.7 is 1 CONTINUE,

ELSE GO to Q4.16

The system will automatically lock off Q4.8 to Q4.16 and colour them RED for this person. You will not be able to write a response for any of these questions for this person.

Questions 4.8 to 4.16 should only be asked of those persons who are either self-employed with or without employees, and who employ 1 – 5 employees.

4.8 BUSINESS REGISTRATION

Q. Is your business/activity...?

C. This question seeks to determine the registration status of the business or activity that the self-employed operates. To have a registered business usually means to have a valid Trade and Business License.

Read out the options for this question to the respondent and allow him/her to decide on the most appropriate response.

Select the tab Employment – Page 3 of 5 to view Q4.9 to Q4.12.

4.9 FINANCIAL ACCOUNTING INFORMATION

Q. What kind of financial records do you keep for your business/activity?

C. This seeks to ascertain the type of financial information that is kept for the business/activity. Some small businesses might not keep formal financial records but might keep them in an informal, less structured way.

Note: Read out the options for this question to the respondent and allow him/her to decide on the most appropriate response.

4.10 BUSINESS REVENUE

Q. What was the estimated revenue of your business/activity for September 2016?

C. This question seeks to collect information on the total revenue earned by the business/activity over a specified month, regardless of when they were actually paid; what is important is the month of delivery/sale. Revenue relates to all incomes earned from goods sold or services rendered. If the respondent is having difficulty recalling their revenue for the specified period, ask for their best estimate.

Note: Show the respondent the Income flash card (**APPENDIX D**, page 109) and ask them to indicate the MONTHLY range that aligns to their reported revenue for their business/activity for September 2016.

4.11 LEVEL OF BUSINESS ACTIVITY

- Q. How does this revenue compare to most months of the year?
- C. This question compares the revenue recorded in the previous question (Q4.10) to that of an average/typical month of activity over the past year (i.e. October 2015 – September 2016).

Note: Read out the options for this question to the respondent and allow him/her to decide on the most appropriate response.

PLEASE COMPLETE THE FOLLOWING FIVE (5) QUESTIONS USING THE PAPER QUESTIONNAIRE

4.11.1 FEES

- Q. From Oct 1st 2015 to Sept 30th 2016, how much was spent on work permit, trade license and other government fees?
- C. This question compares the revenue recorded in the previous question (Q4.10) to that of an average/typical month of activity over the past year (i.e. October 2015 – September 2016).

Note: Read out the options for this question to the respondent and allow him/her to decide on the most appropriate response.

4.11.2 CAPITAL EXPENDITURE

- Q. From Oct 1st 2015 to Sept 30th 2016, how much was spent to purchase machinery, major equipment or motor vehicles used predominantly for the business/activity.....?
- C. Include here expenditure on all capital goods (e.g. machinery, major equipment, motor vehicles, etc.) used predominantly for the business. **Please note that the reference period for this question is the past 12-months (October 2015 - September 2016).** The 12-month period is used because capital expenditure does not happen often and hence the 12-month period is necessary to capture these types of expenditures. Only the expenditure on capital goods used predominantly for the business (not for the household) should be reported here.

Even though an exact figure is to be reported, the respondent's best estimate is acceptable.

4.11.3 LABOUR EXPENSES

- Q. How much did your business/activity spend on wages, salaries and other employee benefits/allowances for September 2016? ***INCLUDE pension and health insurance payments, gas/parking allowances, clothing, food, etc.***
- C. This question seeks to collect information (or a best estimate) on the amount paid to employees engaged in the operating activities of the business/activity over the specified month. Labour expenses incurred should include all amounts paid by the business for pension and health insurance and wages paid to the owner of the business (if the owner actively works within the business). If the owner of the business does not draw a direct salary, an estimate of a direct salary should be included.

Even though an exact figure is to be reported, the respondent's best estimate is acceptable.

4.11.4 NON-LABOUR EXPENSES

- Q. How much did your business/activity spend on non-wage related expenses in September 2016? **EXCLUDE all expenditure reported in Q4.11.1, Q4.11.2 and Q4.11.3.**
- C. This question seeks to collect information on recurring non-labour expenses over the specified month. **Include** expenditure on goods and/or services used predominantly for the business and not for the household; example, electricity, water, purchase of inventory, raw material, small tools or supplies, fuel expense, building rental, etc. **Exclude** the purchase of machinery, equipment or motor vehicles (capital goods) as these expenditures were captured in the Q4.11.2. Also exclude all other taxes and fees paid to the government.

Even though an exact figure is to be reported, the respondent's best estimate is acceptable.

4.11.5 PERIOD OF ACTIVITY

- Q. From Oct 1st 2015 to Sept. 30th 2016, how many months has this business/activity been in operation?
- C. This question seeks to establish the period of business activity over the past 12 months (October 2015 - September 2016). Answers to this question can range from 0 (no, activity) to 12 months. Remember to exclude any period of business inactivity. Example, if a business only operated during December 2015, January – May 2016 and September 2016, then the months of activity would be 7 months.

Note, if revenue and expenses have been reported for the business over the

previous month, then write '0' for this question.

PLEASE RETURN TO THE TABLET TO COMPLETE THE FOLLOWING SECTION OF THE QUESTIONNAIRE

4.12 OCCUPATION

- Q. What is’s occupation in his/her MAIN job? ***Probe, get details.***
- 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. Example of occupations are 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", "I.T technician", etc. are too vague. You will need to PROBE for a more detailed answer. Examples of various occupations are provided in **APPENDIX B** (page 105). 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) 2008, 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, present and future 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 Interviewer 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.

To enter the occupation of the household member on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q4.17 field. A flashing cursor will

appear indicating where the typed information will go.

STEP 3: Using the stylus, input the person's occupation by tapping the letters shown on the keyboard.

STEP 4: Review the information you have entered and verify its accuracy. Example, incorrect spelling of the household member's occupation.

Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the - or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

Select the tab Employment – Page 3 of 5 to view Q4.13 to Q4.16.

4.13 INDUSTRY

- Q. What is the name of the business where’s MAIN work is carried out? ***If not obvious from the name of the business or government department, add the main activity of the business.***
- C. Industry is the type 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. Examples of industries are 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 Q4.12, 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 C** (page 106). 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) Revision 4. 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 Interviewer does not

give adequate or complete descriptions of economic activities. There are cases in which an Interviewer 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. E.g., the industry for a person who is employed at a hotel as a 'security guard' should be 'Hotel' rather than security company if it is the hotel that is the employer. However, if that person is placed at the hotel by a security firm, then the industry will be 'Security'.

To enter the industry of the household member on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q4.13 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the person's industry by tapping the letters shown on the keyboard.

STEP 4: Review the information you have entered and verify its accuracy. Example, incorrect spelling of the household member's industry.

Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the - or X symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

4.14 LENGTH OF TIME WITH EMPLOYER

Q. How long has been working in this business?

C. Note that if the respondent has had broken service, do not count the years before the service was broken. E.g. Respondent worked with the present employer from 2004 to 2006, changed their job, and returned to work with the present employer since March 2008. Then, years working in this business should be eight (8), 2008 to 2016.

Record number of YEARS and MONTHS in the appropriate boxes.

To enter the number of years and months the household member has been working in the business on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q4.14 'Years' field. A flashing

cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the number of years the household member has been working in his/her current job by tapping the numbers shown on the keyboard. If number of months is given, tap inside the blank 'Months' field ensuring the cursor is now flashing in that field. Input the number of months the household member is currently working in his/her current job.

STEP 4: Review the information you have typed and verify its accuracy. Example, the number of months should not be greater than 12.
Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the - or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

4.15 FIRST JOB

- Q. Is this's first job?
- C. This question seeks to determine new entrants to the job market.

4.16 TEMPORARY EMPLOYMENT

- Q. Is this a temporary position?
- C. A temporary position or temporary employment refers to a situation where the employee is expected to leave the employer within a certain period of time. Note, a temporary work permit does not mean temporary work or position within an organization.

Select the tab Employment – Page 5 of 5 to view Q4.17 and Q4.18.

4.17 MAIN JOB INCOME

- Q. How much was's earnings from the MAIN job he/she was doing in the week ending Oct. 1st, 2016? **Refer to FLASH CARD for earnings range.**
- C. You should show the respondent the Income flash card (**APPENDIX D**, page 109) and ask them in which range was the person's **cash** earnings from main employment during the reference week.

The flash card shows weekly, monthly and annual amounts. Mark the appropriate choice. For the self-employed you would record their NET earnings (after expenses) during the last pay period. 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.

Note the skip instruction:

If Q4.1 is 1 CONTINUE

Otherwise GO TO Q7.1.

Only those who have more than one job, as recorded in Q4.1, must be asked Q4.18.

If a person has only one job:

The system will automatically lock off Q4.18 and Sections 5 and 6 and colour them **RED for this person. You will not be able to write a response for Q4.18 or any of the questions in Sections 5 and 6 for this person.**

4.18 OTHER JOB INCOME

- Q. How much was's earnings from the OTHER job(s) he/she was doing in the week ending Oct. 1st, 2016? ***Refer to FLASH CARD for earnings range.***
- C. See comments for Q4.17.

Note the skip instruction:

GO TO Q7.1

The system will automatically lock off Sections 5 and 6 and colour them **RED for this person. You will not be able to write a response for any of the questions in Sections 5 and 6 for this person.**

If this is a one person household, you must;

- 1. Open Section 5 from the Main Screen—Dashboard, SAVE and then CLOSE.**
- 2. Open Section 6 from the Main Screen—Dashboard, SAVE and then CLOSE.**
- 3. Open Section 7 from the Main Screen—Dashboard.**

Once you have completed all the relevant questions, **SAVE** and **CLOSE** this section.

You will be returned to the Main Screen - Dashboard.

SECTION 5 NOT WORKING

Select **Not Working** from the list of sections. A different screen will open for this section showing:

Sample number, District and EA numbers, Block and Parcel numbers are automatically filled in.

Sample ID: is also automatically generated.

If the persons had a job during the reference week, all the questions in this section will be in RED.

If there is only one household member and that person worked during the reference week, SAVE and CLOSE this section even though you did not put in any information.

All persons 15 years or older who responded, 'No' at Q3.3; and 'No' at Q3.4 are determined to be 'Not working' and are required to respond to the questions in this section. There are eight questions in this section which gather information on reasons for not working, job search and availability to start working. Depending on the responses to the questions in this section, a person is classified as unemployed or not in the labour force. To be classified as unemployed, the respondent must meet **all three criteria**, i.e. without work, seeking work and available to work. By coming to this section, the respondent has already met one of the criteria to determine if unemployed.

This screen has two (2) tabs, with Page 1 of 2 displaying Q5.1 to Q5.4, Page 2 of 2 displaying Q5.5 to Q5.8.

5.1 REASON FOR NOT WORKING

- Q. What was the MAIN reason why.... was not working during the week ending Oct. 1st, 2016?
- C. Self-explanatory. Choose the most appropriate response choice. If not listed in response choices 1 to 12, mark response choice 13, 'Other, please specify'.

Note the skip instruction:

IF 11 or 99 GO TO Q5.8

The system will automatically lock off Q5.2 to Q5.7 colour them RED for this person. You will not be able to write a response for any of these questions for this person.

5.2 JOB SEARCH

- Q. Has....been looking for work in the last 4 weeks (i.e. Sept. 3rd – Oct. 1st, 2016)?
- C. The question seeks to determine whether the respondent made any effort to search for a job in the last four weeks.

Note that if the response is 'Yes', the respondent would have met two of the three criteria needed to be considered unemployed i.e. without work and seeking work. Those who have responded, 'Already found job and waiting to start', choice 3, are classified as unemployed.

Persons that responded 'No' are considered 'not in the labour force' since they did not meet the seeking criteria to be classified as unemployed.

5.3 LENGTH OF JOB SEARCH

- Q. How long has Been looking for work?
- C. The question seeks to establish the length of time the individual was seeking a job. Read the list.

Note the skip instruction:

IF Q5.2 is 2 GO TO Q5.7

The system will automatically lock off Q5.4 to Q5.6 and colour them **RED** for this person. You will not be able to write a response for any of these questions for this person.

IF Q5.2 is 99 GO TO Q5.9

The system will automatically lock off Q5.4 to Q5.8 and colour them **RED** for this person. You will not be able to write a response for any of these questions for this person.

5.4 STEPS TAKEN TO LOOK FOR A JOB

- Q. What steps did take to look for a job?
- C. Job search could be in various forms. Read the list. Multiple responses are allowed.

Select the tab Not Working – Page 2 of 2 to view Q5.5 to Q5.9.

5.5 ***FUTURE OCCUPATION FOR THE UNEMPLOYED***

- Q. What kind of work is ... looking for/has already found? ***Probe, get details.***
- C. A specific occupation or job title as such may not be mentioned. In cases like these, probing may help to answer the question. "What type of job would you like to do or, if you would like to own a business what would you make or produce?" The nature of main duties performed is what is important in determining the future occupation. Specify, in as much detail as possible the person's occupation.

To enter the future occupation of the person on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q5.5 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the person's future occupation by tapping the letters shown on the keyboard.

STEP 4: Review the information you have entered and verify its accuracy. Example, incorrect spelling of the household member's future occupation.

Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the - or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

5.6 ***FUTURE INDUSTRY FOR THE UNEMPLOYED***

- Q. In what industry is ... looking for/has already found work?
- C. A specific industry as such may not be precisely expressed. In cases like these, probing may help to answer the questions, "Where would you like to work? What is made or produced there?" The nature of goods and/or services produced is what is important in determining the future industry. Specify, in as much detail as possible, the type of work carried on at the person's work place.

To enter the future industry of the person on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q5.6 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the person's future industry by tapping the letters shown on the keyboard.

STEP 4: Review the information you have entered and verify its accuracy. Example, the incorrect spelling of the household member's future industry.

Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the - or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

Note the instructions to probe, get details and the skip instruction:

IF Q5.2 is 1, GO TO Q5.8

The system will automatically lock off Q5.6 and colour them **RED** for this person. You will not be able to write a response for any of these questions for this person.

IF Q5.2 is 3, GO TO Q5.9

The system will automatically lock off Q5.6 to Q5.7 and colour them **RED** for this person. You will not be able to write a response for any of these questions for this person.

5.7 REASON FOR NOT SEEKING WORK

- Q. What is the MAIN reason why.... did not look for work during the past four (4) weeks (i.e. Sept. 3 – Oct. 1, 2016)?
- C. One answer should be marked here indicating the MAIN reason why the person did not seek work in the past four weeks.

5.8 AVAILABILITY TO WORK

- Q. Would have been able to start a job if one were offered during the week ending Oct. 1st, 2016?
- C. Self-explanatory. This question determines availability, one of the criteria that must be met to be considered unemployed.

Note that all persons who responded 'Yes, to Q5.2 and 'Yes' to Q5.7 are classified as unemployed. All other persons that responded to the questions in Section 5 are Not in the Labour Force, since they are without work but are not seeking and/or not available to work.

5.9 FINANCIAL SUPPORT

- Q. What was’s MAIN means of financial support during the week ending Oct. 1st, 2016?
- C. Indicate the MAIN source of financial support for ... Mark ONE choice and choose "Other" if necessary. Choice 3 includes relatives other than parent or spouse.

Once you have completed all the relevant questions, **SAVE** and **CLOSE** this section. **You will be returned to the main screen.**

SECTION 6 PREVIOUS EMPLOYMENT

Select **Previous Employment** from the list of sections. A different screen will open for this section showing:

Sample number, District and EA numbers, Block and Parcel numbers are automatically filled in.

Sample ID: is also automatically generated.

If the persons had a job during the reference week, all the questions in this section will be in **RED**.

If there is only one household member and that person worked during the reference week, **SAVE** and **CLOSE** this section even though you did not put in any information.

This section has four (4) questions that would provide information on length of time without a job and the type of job held in the last employment for persons 15 years or older who are not presently working, but have worked before. Previous jobs held in the last employment should be within the Cayman Islands.

6.1 ***EVER WORKED***

Q. Has....ever had a job?

C. A 'Yes' response in this questions means the person previously held a job within the Cayman Islands.

Note the skip instruction:

If 2 OR 99, GO TO Q7.1

The system will automatically lock off Q6.2 to Q6.4 colour them **RED** for this person. You will not be able to write a response for any of these questions for this person.

Only those who have worked before are asked Q6.2 to Q6.4.

6.2 LENGTH OF TIME WITHOUT WORK

- Q. How long has.... been without work?
- C. Indicate the applicable period of time for which the person has been without work.

6.3 LAST OCCUPATION

- Q. What was....'s last occupation? **Probe, get details.**
- C. For the last occupation worked, note the information in Q4.17 on description for occupation.

To enter the last occupation of the household member on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q6.3 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the person's last occupation by tapping the letters shown on the keyboard.

STEP 4: Review the information you have entered and verify its accuracy. Example, incorrect spelling of the household member's last occupation.

Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the - or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

6.4 LAST BUSINESS WORKED

- Q. What is the name of the business where....last worked?
- C. For the last business worked, note the information in Q4.18 on description for industry.

To enter the name of the last business worked by the person on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the

screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q6.4 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the name of the business by tapping the letters shown on the keyboard.

STEP 4: Review the information you have entered and verify its accuracy. Example, incorrect spelling of the household member's last business worked.

Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the - or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

Once you have completed all the relevant questions, **SAVE** and **CLOSE** this section. **You will be returned to the Main Screen — Dashboard.**

SECTION 7 TRAVEL EXPENSES ABROAD AND REMITTANCES

Select **Travel Expenses Abroad** from the list of sections. A different screen will open for this section showing:

Sample number, District and EA numbers, Block and Parcel numbers are automatically filled in.

Sample ID: is also automatically generated.

Information is gathered for **all** persons in the household and is used to determine the amount of money Cayman Islands' residents spend when they travel abroad. This is useful information when estimating the travel component of the Balance of Payments (BOP) for the Cayman Islands.

7.1 **NUMBER OF PERSONAL TRIPS**

- Q. How many personal trips did.....make abroad from the Cayman Islands in the past 12 months?
- C. The trips should originate from the Cayman Islands. Do not include trips that a person might have made during the past 12 months, before that person became a resident of Cayman Islands.

INCLUDE trips relating to vacation, health and education. **EXCLUDE** business trips. **PROBE HERE FOR ANY EXTENSION OF AN ORIGINAL BUSINESS TRIP USED FOR PRIVATE GAIN.** If last twelve months has to be specified it is October 1st, 2015 to September 30th, 2016 (inclusive).

To enter the number of trips a household member has made abroad on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q7.1 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the number of trips the household member made abroad during the past 12 months by tapping the numbers shown on the keyboard.

STEP 4: Review the information you have typed and verify its accuracy.

Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the **-** or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

Note the instructions:

If NONE use '0'

If DK/NS use 999

Note the skip instructions:

If 0 or 999 and respondent is NOT KEY INFORMANT, END INTERVIEW

If the person made no trip and is not the key respondent, this is the last question. **THANK** the person for participating in the survey.

If the person made no trip and is the Key Informant **GO TO Section 8.**

The system will automatically lock off Q7.2 and colour it RED for this person. You will not be able to write a response for Q7.2 for this person.

7.2 COST OF TRAVEL

- Q. What is the **TOTAL** estimated cost in CI\$ that ... spent abroad on items such as food, accommodation and entertainment during the past 12 months?

Also **INCLUDE** personal items, gifts, and transportation inside foreign countries and between foreign countries.

EXCLUDE cost of airline tickets from Cayman Islands to original destination.

- C. **INCLUDE**, the total amount spent on entertainment, gifts and personal effects, accommodation, health expenses, educational expenses, ground and air transportation abroad. Food and drinks should be recorded here also. Also include expenses on these categories if spending occurred during extension of an original business trip used for pleasure.

To enter the total cost spent abroad by the household member on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q7.2 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the cost spent aboard by the household member during the past 12 months by tapping the numbers shown on the keyboard.

STEP 4: Review the information you have typed and verify its accuracy. Ensure the amount entered is in CI\$ and there are **NO** commas in the number. E.g. If the person stated they earned ten thousand dollars, type **10000** and **NOT** \$10,000.

Repeat Steps 2 through 4 for each appropriate household member identified.

STEP 5: Minimize or exit the keyboard by using the **-** or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

Note the skip instructions:

If DK/NS use 99999

If LESS THAN 15 YEARS OLD, END INTERVIEW

7.3 MONEY SENT ABROAD

- Q. During the past 12 months, i.e. Oct. 1st 2015 to Sept. 30th 2016 did.....SEND money abroad.
- C. Many residents in the Cayman Islands send money abroad for savings, investments and maintenance of their homes and families.

Note the skip instruction

If 2 or 99, and respondent is the KEY RESPONDENT GO TO 8.1

If 2 or 99, and respondent is NOT KEY RESPONDENT, END INTERVIEW.

Both conditions must be met.

This is the last question if the person is not the key respondent. **THANK** the person for participating in the survey.

7.4 USE OF MONEY SENT ABROAD

- Q. For which of the following was the money MAINLY used?
- C. The MAIN use should be determined by the amount of money (the most) sent for a particular reason or purpose over the 12 month period.

7.5 MEANS OF SENDING MONEY ABROAD

- Q. What was the MAIN means of sending this money abroad?
- C. Wire transfer includes sending money through Banks (Wire transfer/draft/money order/ ATM card).

ATM cards are also used as a channel for the transfer of remittance. A person holding an account in a particular bank gives an ATM card for that account to another person abroad who may withdraw funds from that account.

7.6 AMOUNT OF MONEY SENT ABROAD

- Q. How much is the TOTAL estimated amount (in CI\$) that.....SENT abroad during the past 12 months?
- C. If the amount stated by the respondent is in a currency other than CI\$ then the Enumerator should write the amount in the Comments Section and estimate the CI\$ equivalent and write in the amount at Q7.6.

Once you have completed all the relevant questions, **SAVE** and **CLOSE** this section. **You will be returned to the main screen.**

SECTION 8 DWELLING CHARACTERISTICS

Select **Dwelling Characteristics** from the list of sections. A different screen will open for this section showing:

Sample number, District and EA numbers, Block and Parcel numbers that are automatically filled in.

Sample ID: is also automatically generated.

Dwelling No.: is also automatically generated.

Section 8 is completed by the Key Informant. It includes ten (10) questions that gather information on the dwelling characteristics and access to communication technology and household amenities.

This screen has two tabs, with Page 1 of 2 displaying Q8.1 to Q8.6 and Page 2 of 2 displaying Q8.7 to Q8.10.

8.1 TYPE OF DWELLING

Q. The dwelling you occupied during the week ending Oct. 1st, 2016 was...?

C. Read the choices. Once a 'yes' response is given, mark the corresponding number and move on to the next question.

- i. **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.
- ii. **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.
- iii. **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.
- iv. **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.
- v. **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.

- vi. **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.
- vii. **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.
- viii. **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.
- ix. **Boat/yacht:** a sea vessel used as a dwelling unit, may be anchored/moored in the sea/canal or on dry dock.
- x. **Other:** includes trailer home and other types not defined.

8.2 NUMBER OF ROOMS

Q. Number of rooms.

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 and **no** bedrooms.

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.

To enter the number of rooms the dwelling has on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q8.2 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the number of rooms the dwelling has by tapping the numbers shown on the keyboard.

STEP 4: Review the information you have typed and verify its accuracy.

STEP 5: Minimize or exit the keyboard by using the **-** or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

8.3 NUMBER OF BEDROOMS

Q. Number of bedrooms.

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

To enter the number of bedrooms the dwelling has on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q8.3 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the number of bedrooms the dwelling has by tapping the numbers shown on the keyboard.

STEP 4: Review the information you have typed and verify its accuracy. Example, Check that the number of bedrooms does not exceed the number of rooms in Q8.2.

STEP 5: Minimize or exit the keyboard by using the - or X symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

FIELD EXAMPLES for Q8.2 and Q8.3

In the case of a household that occupies one room in a detached house and shares kitchen, living room and bathroom. Count living and dining rooms, bedroom(s) used by that particular household and any other room including kitchen and utility or laundry room. Do not count bathrooms, garages, porches, verandahs, passage ways or rooms used ONLY for business purposes.

If the dwelling unit consists of one room with a communal kitchen in a separate building, the count is one room.

Example 1: A household occupying a room in a two-bedroom one-bathroom apartment

Q8.1 Type of dwelling: = Apartment, choice 4

Q8.2 Number of Rooms: = 4 (count the one bedroom available for that household's use, and the living, dining and kitchen)

Q8.3 Number of bedrooms: =1

Example 2: A household occupying a one-room dwelling

Q8.1 Type of dwelling: = One-room, choice 7

Q8.2 Number of Rooms: = 2 (count the one bedroom available for that household's use, and the communal kitchen)

Q8.3 Number of bedrooms: = 0

Example 3: A household occupying a room in a two-bedroom one-bathroom detached house

Q8.1 Type of dwelling: = Detached House, choice 1

Q8.2 Number of Rooms: = 4 (count the one bedroom available to its use, and the living, dining and kitchen)

Q8.3 Number of bedrooms: =1

8.4 TYPE OF TENURE

Q. Is this accommodation.....

C. Read the choices. Once a 'yes' response is given; mark the corresponding number and move on-to the next relevant question.

We are seeking to determine the occupancy status of the household with regards to owning or renting. **ONLY** if an occupant **PAYS** the rent (including known subsidized rent) should choices 3 or 4 be marked. If the household is paying a monthly fee which goes towards the purchase price of the dwelling, then the answer should be 2. If the total rent is paid by someone other than any of the occupants (e.g. an employer) then mark choice 5. If the accommodation is occupied by some means other than choice 1 to 6, then mark choice 7 **AND specify**.

Note the skip instruction if response is choice 3 or 4:

GO TO Q8.6

The system will automatically lock off Q8.5 and colour it RED for this dwelling. You will not be able to write a response for Q8.5 for this dwelling.

8.5 ESTIMATED RENT

Q How much do you think it would have cost to rent (not including utilities) a similar accommodation per month?

C. This question is **ONLY** asked of those who answered choice 1, 2, 5 or 6 at Q8.4. The information should be provided by an occupant of the household. It may be necessary for you to **PROBE**, being careful **NOT TO** suggest or lead the

respondent. "Similar" includes such things as location, size, condition and furnishings. Complete the rent in the appropriate boxes.

If the amount stated by the respondent is in a currency other than CI\$ then the Enumerator should temporarily write the amount in the Comments section and put in the CI\$ amount later.

To enter the estimated rent for the accommodation on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q8.5 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the estimated rent for the accommodation by tapping the numbers shown on the keyboard.

STEP 4: Review the information you have typed and verify its accuracy.

STEP 5: Minimize or exit the keyboard by using the - or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

Note the skip instruction:

GO TO Q8.8

The system will automatically lock off Q8.6 and Q8.7 and colour them **RED for this dwelling. You will not be able to write a response for Q8.6 and Q8.7 for this dwelling.**

8.6 RENT PAID

Q. How much rent do you pay for this accommodation?

C. This question is only asked of those who answered 3 or 4 at Q8.4. Indicate here the monthly rent. Disregard information about rent which may be changing this month or next. If the respondent is one of several persons who share the rent, we need the **TOTAL** rent, not just his/her share. Probe to find out if the amount quoted is just one share (the respondent's) or the total amount paid by all. Also, if the rent is subsidized by the employer or another person, and the respondent pays only a share, we need the **TOTAL** rent and not just the share that the respondent pays. Care must be taken when entering the amount of rent into the

boxes on the questionnaire. We have seen examples where 18,000 were written instead of 1,800. Please be careful.

To enter the rent paid for the accommodation on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q8.6 field. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the rent paid for the accommodation by tapping the numbers shown on the keyboard.

STEP 4: Review the information you have typed and verify its accuracy.

STEP 5: Minimize or exit the keyboard by using the - or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

Select the tab Dwelling – Page 2 of 2 to view Q8.7 to Q8.9.

8.7 UTILITIES INCLUDED IN RENT

- Q. Does the rent include any of the following utilities?
- C. Read the choices and mark the corresponding options that get a 'yes' response. Mark choice 4 if no utility is included in the rent.

8.8 ACCESS TO COMMUNICATION TECHNOLOGY AND OTHER AMENITIES

- Q Does this household have the following?
- C. State if the household has Internet, Cable/Satellite, Internet TV, Air-condition and House Structure Insurance. For the internet, hotspots or unlicensed connections are not included. Housing structure insurance refers to building insurance only and doesn't include contents insurance.

8.9 NUMBER OF HOUSEHOLD AMENITIES

- Q How many of the following does this household own?
- C. State how many telephone landlines, cell phones, computers and motor vehicles. If none, write '0'.

Firstly, the number of landline phones means different phone numbers and not number of telephone equipment which are extensions of one line. Secondly, the number of computers/laptops excludes tablets/e-readers. Tablets/e-readers are captured separately. Lastly, the number of motor vehicles also includes motorcycles.

Do not count equipment or vehicles if they are used mainly for business purposes.

To enter the number of amenities owned by the household on the tablet, follow Steps 1 through 5 listed below.

STEP 1: Access your preferred keyboard from the bottom left or right of the screen. The keyboard should now be visible on-screen.

STEP 2: Using the stylus, tap inside the blank Q8.9 '1', '2', '3' or '4' fields. A flashing cursor will appear indicating where the typed information will go.

STEP 3: Using the stylus, input the number corresponding to the respective amenity by tapping the numbers shown on the keyboard.

STEP 4: Review the information you have typed and verify its accuracy.

STEP 5: Minimize or exit the keyboard by using the **-** or **X** symbol located in the top right corner of the keyboard. The keyboard should no longer be visible.

Repeat Steps 2 to 4 for all amenities listed by the key informant.

8.10 HOUSEHOLD EMPLOYEES

- Q. How many household employees does this household employ? Please provide the number of persons by primary task. If NONE, write zero (0).
- C. A household employee is an individual who is paid to provide a service within a residence and has a formal attachment/agreement to the household. For example, a housekeeper, nanny, gardener or care giver. If an individual preforms more than one job, example, a domestic helper may also be the nanny, record one individual and place them in the task they spend most of their time conducting.

Remember, independent contractors such as repairmen, plumbers and landscapers are not considered household employees.

Once you have completed all the relevant questions, **SAVE** and **CLOSE** this section. **You will be returned to the Main Screen - Dashboard.**

This is the last question of the interview. **THANK** the person for participating in the survey.

END TIME

Select the Record of Visits and enter the **End Time**. Update and close.

SIGNATURE/RESULTS/NOTES

Once you have completed the interview, and returned to the main screen make sure that there is a check mark for each section, excluding the signature/results/notes. Your interview is not completed if there is a missing check mark. It means that information is missing and you might have to return to the household to complete the interview.

Select **Signature/Results/Notes** from the list of sections. A different screen will open for this section showing:

Sample number, District and EA numbers, Block and Parcel numbers are automatically filled in.

Sample ID: is also automatically generated.

Dwelling No.: is also automatically generated.

ENUMERATOR'S SIGNATURE

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. This is your verification that the questionnaire has been completed as instructed and to the best of your ability. Sign the questionnaire by entering your name in the appropriate field.

FIELD SUPERVISOR'S SIGNATURE

The Field Supervisor should review all questionnaires submitted by Interviewers in his/her team, and sign each of them after it is satisfactorily completed. This is completed when the field supervisor enters his/her name in the appropriate field.

EDITOR'S SIGNATURE

The Editor should sign each questionnaire by entering his/her name into the appropriate field after the questionnaire has been edited.

CODER'S SIGNATURE

The Coder should sign each questionnaire by entering his/her name into the appropriate field after the questionnaire has been coded.

RESULT OF INTERVIEW

This information is used to summarize 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 members of the household.
3. **REFUSAL:** TOTAL refusal by the household to participate in the Survey or

refusal to answer the majority of the questionnaire particularly Sections 3 - 6.

4. UNABLE TO FIND ADDRESS: You determine that the dwelling unit was merged with an adjacent one to become one unit. E.g., you visit apartment # 5 and found out that it is now merged with apartment #4 as one unit. Your questionnaire for apartment #5 should be marked as choice 4, Unable to find address. This choice should also be marked if you are unable to locate the assigned address.
5. VACANT: You determine upon verification that no one lived at the address on Saturday of the Reference week (Apr. 9, 2016).
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 torn down.
8. TEMPORARY SECOND HOME: You establish that the entire household present during Reference week was second home residents.
9. TEMPORARY SHORT-TERM RENTAL: You establish that the entire household present during Reference week was short term visitors and the dwelling is usually a short term rental.
10. VERIFIED NO CONTACT: You verified with neighbor(s) or strata / office / property manager that the dwelling is presently occupied but the occupant(s) is/are not at home OR you have knowledge that the household was away on vacation.
11. NO CONTACT: You are unable to establish contact with the household but there are signs of occupancy. E.g. garbage outside, shoes in patio, lights or fan on or off etc.
12. 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. Select this code if current household at dwelling are residents for less than 6 months of the year. **Please be sure to comment on status of dwelling.**

Be sure you understand the difference between VACANT (5) and NO CONTACT (11).

NOTE: In cases where you have a single-member household and the person is a non-resident the result code is Out of Scope (12) and not Fully Completed (1).

GENERAL NOTES

This section should be used to write any notes concerning aspects of the survey or peculiarities of the household.

CHANGING OR ADDING QUESTIONNAIRE RESPONSES

CHANGING A QUESTIONNAIRE RESPONSE: After information about a household member is saved to the tablet, the **UPDATE** button is used to edit or change information to the household member's questionnaire. Example, for **Q5.1** you selected choice 3 "Retired" when you were to select choice 5 "Temporary illness/injury" and now need to make the correction. The **SAVE** button will not be available for editing after the data have been previously saved to the tablet.

To change or edit a response on the tablet, first select the correct sample number for the household you wish to edit then select the section you want to correct; a different screen will open for this section:

Sample number, District and EA numbers, Block and Parcel numbers will be automatically filled in.

Sample ID: will also be automatically generated.

Select the appropriate question that needs editing or changing. If required, select the tab on which the desired question is located. Delete the inaccurate response and change or select the correct one. Select **UPDATE** on the tablet and **CLOSE**.

ADDING RESPONSES: After information about a household member is saved to the tablet, the **UPDATE** button is used to add responses to the household member's questionnaire. For example, you suspended the interview of a household member at Section 2 "Education and Training" and want to continue from that point. The **SAVE** button will not be available for adding responses after data have been previously saved to the tablet.

To add responses to a section that data have been previously saved, first select the correct sample number for the household you wish to update the household member questionnaire, and then select the section you want to add the additional responses. A different screen will open for this section:

Sample number, District and EA numbers, Block and Parcel will be automatically filled in.

Sample ID: will also be automatically generated.

Locate where you want to continue the interview. If required, select the tab on which the desired point is located. Continue administering the questionnaire and select the appropriate responses. Select **UPDATE** on the tablet and **CLOSE**.

7 ROLE OF SURVEY STAFF

The success of the LFS depends on the collaborative efforts of everyone involved in the coordination of the survey, supervision of field work and the collection of data. A description of the role of those involved in each stage of the survey is outlined below.

INTERVIEWER

As interviewers, you will be the key persons in collecting the information needed using tablets. Therefore, the accuracy and quality of the survey data depend on the thoroughness with which you perform your task.

This training will enable you to collect the required information. In addition, your approach, tact, patience and self-confidence would assist you in obtaining co-operation from your respondents. Always introduce yourself, presenting your ID card, and explaining the purpose of your visit. On your first visit to a household, you should also advise them the LFS will be conducted using a tablet.

Your main duties:

- **CONTACT** every household assigned to you.
- **RECORD** any additional information to the comment section of the Listing that would make the household more identifiable.
- **CONDUCT** complete interviews of each person 15 years or over. This may mean making callbacks to certain households if the interview was not completed. Interviewers are allowed four callbacks and field supervisors need to verify.
- **RECORD** answers accurately using the survey forms on the tablets.
- **ENSURE** that the appropriate person section is completed for each person in the household.
- **ARRANGE** with your field supervisor specific times of the day when you will meet to discuss your weekly progress. All appointments should be kept.
- **REPORT** to your field supervisor any difficulty in interpreting the questions or obtaining information (such as refusals).
- **REPORT** to your field supervisor any difficulty with the use of the tablet.
- **INCLUDE** in the comment section of the questionnaire the date and time when your FS accompanied you to a household.
- **CORRECT** errors or omissions pointed out by your field supervisor.

- **REMEMBER** that a questionnaire should be completed and uploaded for each household on your list regardless of the result code. Each interviewer needs to be accountable for the samples assigned to him/her.
- **SUBMIT** completed questionnaires to your supervisor at least two times per week for uploading to the server.
- **SUBMIT** interviewer's control forms at least twice per week. At the end of your assignment, submit the tablet and stylus, maps and control forms to your field supervisor.

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 Key Informant if you need to call back to clarify any information that was collected during the interview.
- **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** secure the tablet and stylus in the pouch when you are not conducting interviews.
- **ALWAYS** report any loss of the tablet **immediately** to the Field Supervisor and follow with a written report within **ONE** working day.

SOME "DON'TS"

- **DON'T** discuss the contents of an interview with unauthorized persons—even members of your immediate family. In the Office be discreet. Even a casual remark may be perceived as a breach of confidentiality.
- **DON'T show** any information on the tablet, even if incomplete, to anyone outside ESO.
- **DON'T** leave your tablet unattended. Keep it with you at all times when in the field

and store it safely at home.

- ***DON'T*** let any unauthorized person accompany you on your visits. If in the event you need someone to accompany you into the field that person must visit the ESO and sign an Oath or Affirmation.
- ***DON'T*** ask respondents to supply answers in front of visitors.

8 INTERVIEWING PROCEDURES

LISTINGS

You will be given a list (**APPENDIX E**, page 110) of all the households in your assignment. These households were randomly selected from the Household Register, which was last updated between February and March 2016. The listing includes the following basic information that will assist you in finding the selected households:

- District and EA number
- Block and parcel numbers,
- Street address and basic description of the building, e.g. type of fencing, location of the dwelling unit etc.

Your tablet also has this list of your assigned households with the same detailed information.

Before you go into the field for data collection you should determine the selected households that you plan to visit each day and refer to your enumeration area map to locate the household.

MAPS

Maps are essential for any field operation and the LFS depends on maps to guide staff in the field. The Lands and Survey Department prepares enumeration area maps for every household survey that the ESO conducts.

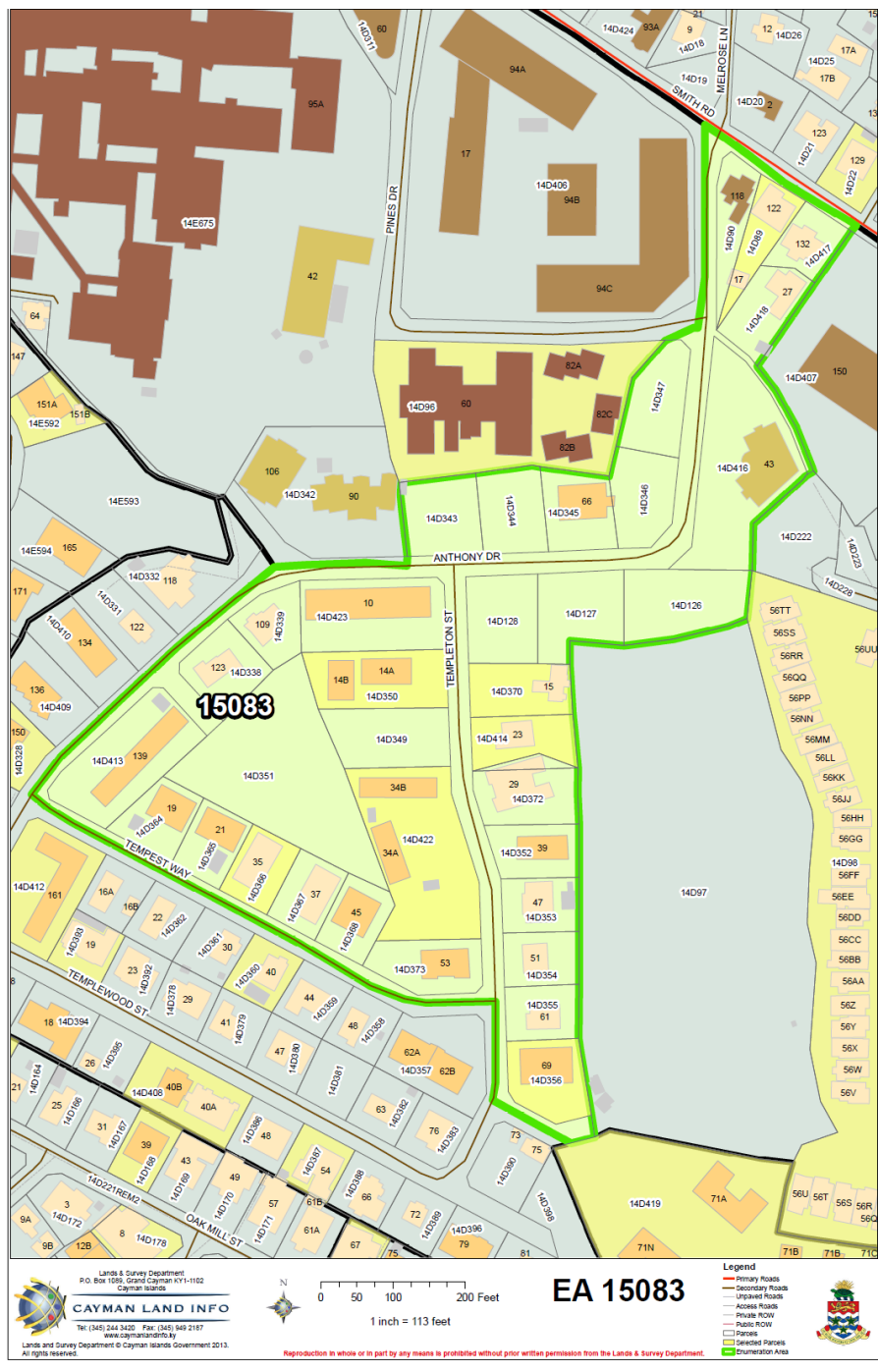
An EA map has clearly defined boundaries that are marked with a thick **bright green line**. The enumeration area is coloured with a lighter shade of **GREEN** which makes it distinct from the adjoining enumeration areas. You should keep within the defined map boundaries and should not stray into other areas. The map has a North Arrow which would help interviewers to orient themselves on the ground.

The EA map also shows the name of major roads and streets, and building footprints. The names of streets that appear on maps may not correspond to the names on street signs in the field. Red dots indicate gazette right of ways but may not be evident in the field or may not be exactly where the map indicates. The maps 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. Sometimes one parcel is on both sides of a road. This is so because the original parcel has since been split by a road.

You will receive an enumeration area map with your assignment. The building footprints for the selected addresses will be shaded **YELLOW**.

If you have been assigned a household that has a description which says, "**See Map Inset**", you should receive an additional map that has been hand drawn. These maps have been produced to assist in locating households in multiple-dwelling buildings. Once

you arrive at the parcel, you should be able to orient the map inset to correspond to the layout of the parcel and locate the door that relates to the selected household and dwelling.



Once you have selected households to visit and have located them on the map, ensure that your tablet is fully charged and that you are ready to conduct the first interview.

CONTACTING HOUSEHOLDS

Before you knock on the door, ensure that:

1. **Your tablet is turned on.**
2. **You have selected the sample number for this address.**
3. **The Header Info is populated with information on the selected sample.**

Please remember to collect information relating to the telephone number, email address and number of persons in the household.

Every attempt to establish contact at an assigned household must be recorded on the Record of Visit Section.

You should personally interview everyone in the household 18 years and over, if at all possible. If the only person home when you call appears to be under 18 simply find out when would be the best time to return. **Do not** question them about any aspect of the survey, as this may offend their parent(s). Also, do not take data from ANYONE who is not part of the household (e.g. friends, neighbors or domestics not living in).

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

Ask the respondent to obtain the data on your behalf.

Find out when might be the best time for you to contact the person for whom the data is missing.

Get a telephone number so you may personally contact the individual for whom the data is missing. Do not simply leave the questions blank.

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 at home but the lights are out **DO NOT** knock. Make a note to this effect in the comments section of the Record of Visits and try another day.

NO CONTACTS

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. For households where the final status is "no contact", at least one visit should have been on a Saturday or Sunday AND if two consecutive "no contacts" are made on weekdays, the last two visits should be on weekends. If you would like to leave a note with a name and contact number, you may, **BUT** only after the **third** visit.

It may be necessary to discreetly inquire of neighbors whether anyone usually lives in a household to establish whether it is a **VACANT or NO CONTACT** situation. It is important that you understand the difference between "vacant" and "no contact" since misclassification between these two terms could have an impact on estimates derived from the sample survey. A "no contact" is still considered a household while a "vacant" dwelling unit is not.

NO COOPERATION

Difficulties with cooperation (e.g. refusal), communication (e.g. language barriers) or locating households should be reported as soon as possible to the Field Supervisor. Please do not wait until you return to the office which could be two or more days later. **NEVER** substitute another accommodation for the one assigned.

You may leave a copy of the call back card, which appears in **Appendix F** (page 111) 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. If the person is reluctant to participate, be sure to inform him/her that the matter will be referred to your Supervisor.

DIFFICULT INTERVIEWS

One fact to remember is that, it is the address you have been assigned that is selected, **NOT** the person(s) living at the address.

If you discover you have been assigned a neighbor 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 for this sample may be switched or reassigned, rather than risk a refusal.

IF YOU HAVE ANY DIFFICULTY ESTABLISHING CONTACT NOTIFY THE FIELD SUPERVISOR

EXTRA DWELLING AT THE SAMPLE ADDRESS

Sometimes a sample address listed as a single dwelling actually contains more than one dwelling. These "Extra Dwellings" (for example, apartment over a garage, etc.), not seen at the address when it was listed, must **NOT** be included in the survey.

When you go to a sample address, ask yourself the question, or inquire if necessary: *"Is there any other household 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 sample 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", go to the **Header Information** at 'No. of extra households found' and write in the number of extra household at that address. Also please draw a sketch outlining the location of all households in the dwelling.

NOTE: If the rooms in a dwelling are rented individually by the owner there might be just one listing in the household register but in reality they are different households and should be listed separately in the household register. Interview only **ONE** of the households found at that address.

Do not take interviews at other dwellings that have been listed separately and are not in the sample.

EXTRA HOUSEHOLDS AT THE SAMPLE ADDRESS

If you find more than one household at an assigned sample **ONLY ONE** will be interviewed. Please draw a sketch outlining the location of all households in the dwelling so that our Household Register can be updated. Conversely, if the description indicated more than one household (for example it indicates a duplex) but you verify the building is designed to accommodate only one household, then you should make a note so the Register can be revised to show this.

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. Conduct the interview at the existing dwelling only if the first of the two listed addresses was designated for the sample. Describe the situation briefly in the box provided for general notes in the **Signatures/Results/Notes section** of the questionnaire on the tablet. If the sample address is the second of the two listed dwellings, consider that the sample dwelling is now non-existent; **take no interview**. Explain clearly the reason for the non-interview in the box for **notes**. Similarly, if one actual dwelling has been listed as three or more addresses, it comes into the sample only when the first is selected.

ADDRESS WITHOUT HOUSEHOLDS

The sample address can be a vacant dwelling, or a store or offices containing no households. If you find it vacant, **take no interview and make no substitutions** but record as vacant in the results choice. Those sampled addresses which are now stores or offices should be marked as **Out of Scope**. Describe briefly the facts in the box for **notes on** the tablet for the sample address.

9 INTERVIEWING TECHNIQUES

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

There are three basic elements in any interview situation:

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

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

Ask the questions as worded, following the instructions.

On the questionnaire, where lists are provided in the area immediately below the question, **DO NOT** read aloud the list of choices unless otherwise stated. Use the list **ONLY** to prompt a hesitant or unsure respondent.

1. Listen carefully to the respondent's answers.
2. Select the choice that matches or is closest to that response for the respective questions on the tablet.

What could go wrong in each of the three basic elements mentioned earlier?

1. The interviewer may ask the wrong question, leave off part of the question and/or reword the question.
2. The interviewer may not listen to the respondent and/or not give the respondent enough time to answer the question fully.
3. The interviewer may forget to select an answer and/or may select the wrong choice.

One of the points emphasized is that you must ask the questions as worded. This means that you **MUST NOT** make any assumptions about the ability of the respondent to understand the questions or to answer them. If the respondent shows that they do not understand the question, first repeat it slowly putting emphasis upon important words and phrases. **DO NOT** add any words and **DO NOT** apologize for the question. However, probing, which is covered below, may be necessary.

Another point is the problem of an interviewer biasing an interview by failing to be neutral. Forms of bias can be verbal (i.e. spoken to the respondent) or non-verbal (i.e. facial expressions or silent reaction). As an interviewer, you must not "lead" respondents

to answer questions in a certain way. Eg., "So you are from Honduras right?" instead of asking the question as stated in Q1.7. **OR** instead of asking Q8.5 as worded you asked "You think you could get a cool \$5,000 for this house if you rent it?" Your reaction, spoken or unspoken, could lead the respondent to give inaccurate responses.

Conversation 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, Caymanian status, etc. and listen to the respondent. Then quietly, subtly, but firmly, **REDIRECT** the conversation to the questionnaire. Keep the interview as brief as possible.

The last point to make about interview bias deals with you personally. This point is, to "get out of yourself" in interviewing. This means that you must get rid of any pre-conceived ideas that you have about a particular type of person. Do not let your own attitudes influence the interview. Do not anticipate answers. We are interested in that respondent's answers. You must therefore avoid allowing your attitude to influence his/her response. Although you may have an inclination of the response that will be given to a question, you must still ask the question and record the answer given.

Your ability to read the questions as they are intended to be read and to accurately record the respondent's answers are vital to the Survey. Most of the questionnaire items 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. **PROBING** is another important skill that you need to do your job. Four basic types of probes are pausing, re-reading the question, asking for more information and zeroing-in.

Furthermore, you should be conscious of inconsistent answers from one part of the questionnaire to the next. For example, if someone states that they are an "unpaid family worker" and then indicates an income other than zero you will have to probe.

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

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

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

ON COMPLETION OR TERMINATION OF AN INTERVIEW BE SURE TO THANK

RESPONDENTS FOR THEIR TIME AND COOPERATION.

INTRODUCING YOURSELF AND THE SURVEY

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 favorable impression which tends to make the person being interviewed more responsive.

It is at the doorstep that you begin to sell yourself and the survey. 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 survey.

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

Your introduction as an interviewer should tell the following:

1. who you are;
2. whom you represent;
3. what the survey is about; and
4. what you are going to do (ask some questions).
5. How you are going to record the information (using the tablet).

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

Hello (Good Evening). My name is _____ and I am from the Economics and Statistics Office. Here is my ID card. We are currently conducting a Labour Force Survey in the Cayman Islands. I would be grateful if I could talk with you about the Survey. **For this interview, I will be using a tablet to record the information that you give me.**

The Survey is being conducted to provide data on the number of persons working and not working. Information collected will be used to monitor the economy and plan services for the future. I will simply ask you to respond to a series of questions about this household.

EVERYTHING YOU REPORT IN THIS SURVEY 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.

You must introduce yourself and the survey to each person in the household you would like to interview. This is even important if a person was not around when you first

introduced yourself.

When a household refuses to participate, leave a copy of the Letter to the Household (**APPENDIX G**, page 112) and inform the respondent that your Supervisor will contact the household.

FREQUENTLY ASKED QUESTIONS

While out in the field it is quite likely you will be asked some general questions about the Survey. 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 the information is summarized in a simple question and answer format. It will save time in the field, and improve your chances of completing an interview, if you can become familiar with these answers.

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 SURVEY FOR?*

A: The Survey is designed to collect information on the number of people working and not working. Information collected will be used to monitor the economy and plan for the future.

Q: *WHY/HOW WAS I SELECTED?*

A: Your household address was randomly selected by a process set out by the Economics and Statistics Office. I am to interview all members of this household.

Q: *DO I HAVE TO PARTICIPATE?*

A: You are legally required to complete the Survey as provided by the Statistics Law (Revision 2011). 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 which you are requested to answer and then I will record your answer in the questionnaire using a tablet.

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: 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 both know who we are talking about. Names also assist me in completing the questionnaire and in keeping all the information straight. If you prefer we could conduct the survey using aliases. However, I would be willing to proceed without any names if you would like.

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 pertains to.

Q: WHY DO YOU NEED TO KNOW IF I HAVE MORE THAN ONE JOB?

A: In Cayman it is believed that many people hold more than one job. All jobs held are important to those looking at the labour market. It does not matter to the ESO if the jobs are being held "illegally".

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

A: Most interviewers have a full-time job during the day. Therefore they must try to make contacts in the evenings and on weekends. Also, this is often the best time to find most people at home.

Q: ***WHY ARE THERE QUESTIONS ABOUT HOUSING IF THIS IS ABOUT THE LABOUR FORCE?***

A: The main purpose of this additional section is to gather information on the rental situation in the Cayman Islands. This form will provide valuable information to assist ESO in monitoring changes in rent patterns. It is more economical to collect this information along with the Labour Force Survey.

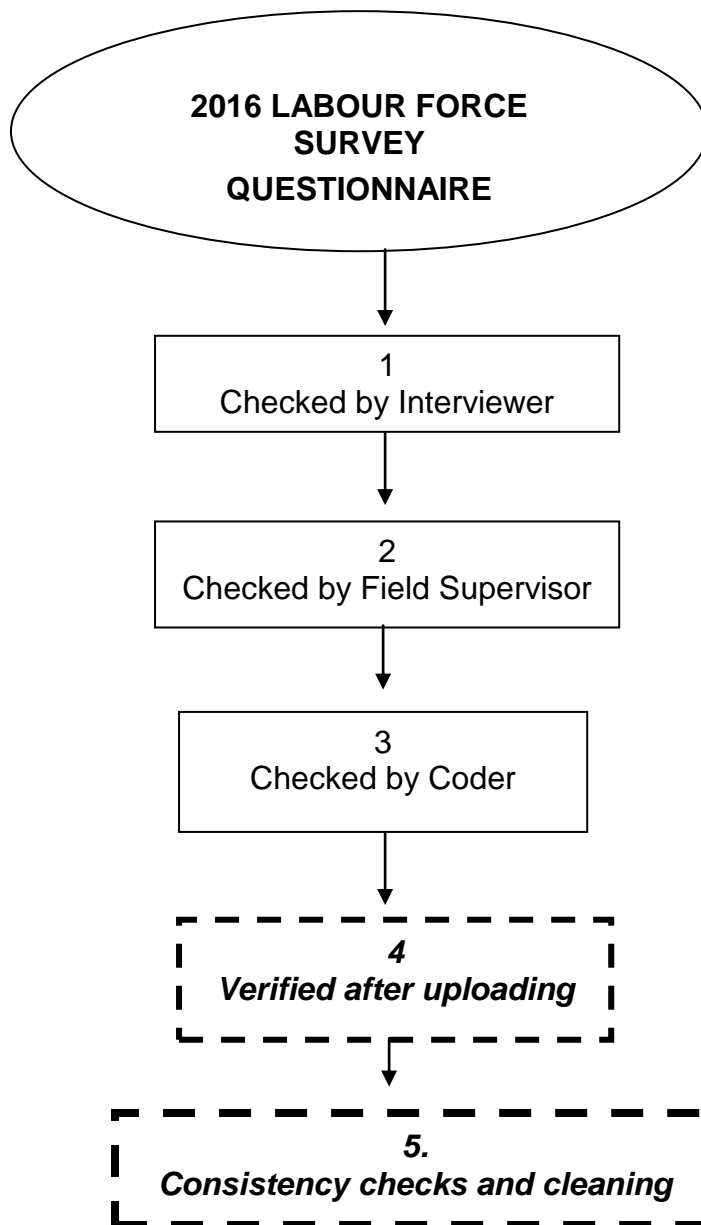
Q: ***WHY ARE YOU USING A TABLET?***

A: The main purpose of using this tablet is to enhance the data processing and dissemination of the Labour Force Survey.

10 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 two levels of checking the questionnaires are very important since questionnaires could be returned to the field for further clarity. At levels three to five, 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 your completed questionnaires to your supervisor for uploading you should check through each questionnaire carefully, question by question, looking for the following:

Header Info Checks

Ensure that the Number of Males and Number of Females are filled in for completed household interviews.

Listing of Household members Checks

Ensure that a person section is completed for each person listed as a household member.

Demographic Characteristics Checks

At Q1.2 ensure that only one person is marked as choice 1, 'Head'. A household should have only one 'Head.'

Education and Training Checks

Only persons 15 years or older should respond to these questions, ensure that age at Q1.5 is 15 years or older.

Check Q2.1 with age at Q1.5. The type of school usually corresponds with age.

Check Q2.2 with age at Q1.5. The highest examination passed corresponds with age.

The highest examination passed should correspond with the highest grade completed. Cross check Q2.1 and Q2.2.

Economic Status Checks

Ensure that skip instructions are followed at Q3.1, Q3.3, Q3.4, Q3.5 and Q3.6.

At Q3.1 ensure that a, b and c add up to 52. Only if c is more than 26 weeks, should there be a response at Q3.2. Remember, persons who are on island for less than 52 weeks, and who intend to stay for six months or more, a comment should be placed in the Signature/Results/Notes Sections stating why their number of weeks does not add to 52. Cross reference with **Q1.8**.

Employment Checks

Only persons 15 years or older should respond to Q4.1, ensure that age at Q1.5 is 15 years or older.

Check that only persons who responded 'Yes' choice 1 to Q3.3 and those who also responded 'Yes' to Q3.5 answer Q4.1.

Only persons who answered self-employed with or without employees in Q4.6 and 1 – 5 employees in Q4.7 should respond to questions Q4.8 – Q4.11.

Only persons who have more than one job should respond to Q4.18. These persons would have given hours worked in main and other job in Q4.2 and Q4.3.

Not Working Checks

Ensure that skip instructions are followed at Q5.1, Q5.3, Q5.6.

Previous Employment Checks

Ensure that skip instructions are followed at Q6.1

Dwelling Characteristics Checks

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

Signature/Results/Notes Checks

Check that comments are clear and reference the Question # and person # where necessary.

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, 10, or 11.

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 uploading.

COMPLETE THE INTERVIEWER'S CONTROL FORM

You must complete the Interviewers' Control Form (**Appendix H**, page 113) whenever you have uploaded OR 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 Survey data collection.

QUESTIONNAIRE/TABLET STORAGE

Do not leave the tablet where it is easy for anyone to have access to it. Remember that all completed questionnaires have confidential information and must be treated as such. Ensure that your password is known only to you.

RETURN OF MATERIALS

You should return the tablet and control forms to your Field Supervisor at least twice weekly. Unless instructed otherwise, all materials issued to you **must be** returned to the ESO upon completion of your assignment. This includes maps, listing, ID card, etc. The Interviewer Manual is yours to keep.

11 ADMINISTRATIVE INFORMATION

If selected, you will receive your assignment after training has been completed. At that time you should organize 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 LFS, to interview all respondents as soon as possible.

TIMETABLE FOR LFS DATA COLLECTION

Try to organize 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. organize 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
September 30	Get your assignment and arrange with your FS to discuss the assignment.
October 1 – 23	Conduct interviews
October 12	At least half of your assignment should be completed.
October 25	Return all work to the Field Supervisor

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 ESO. 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 Agreement
- Affirmation/Oath (signed copy)
- Statistics Law
- Identification Card
- Lenovo Tablet with Stylus
- USB Cable
- Memory Stick
- EA Maps

- List of Households
- School and Income Reference Card
- Economic Activity Reference Chart
- Household Letter
- Call-Back Cards
- Interviewer Control Forms
- Pencils
- Sharpener
- Eraser
- Clipboard
- Plastic envelopes
- Bag

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 scheduled time 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 the tablet and all other documents, list of households, EA map, reference cards, identification card and clip board. You will be paid for the services completed based on your service agreement.

Termination

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

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

PAYMENT

Your payments will be based on your successful completion of the task. Interviewers will be paid \$35.00 for each household interviewed subject to the submission or uploading of the completed questionnaire. This standard fee includes any costs incurred by the Interviewer. Additionally, interviewers will be paid an extra \$5.00 for households that have more than six members.

Households with result codes 3 – 11 will be paid \$10.00 per questionnaire subject to the submission or uploading of the completed questionnaire. This standard fee includes any costs incurred by the Interviewer.

The above payments will be specified in the Service Agreement you will be signing with

the Economics and Statistics Office.

Payments will be made in November 2016.

12 THE IMPACT OF ERRORS ON THE FINAL RESULTS

Errors can creep in at every stage of a Survey. The questionnaire may be poorly designed resulting in the questions being poorly understood; the interviewers may be poorly trained and so fail to interview correctly; coding may be inaccurate, etc. Controls have been put in place by the Statistics Office in an effort to identify discrepancies and shortcomings in the data-collection procedures and minimize errors. Some of these controls include interviewer training, testing, edit checks, re-interviewing and observation programs.

There are two basic types of errors present in estimates based on a sample survey such as the Labour Force Survey, namely Sampling Error and Non-sampling Error. While you as an interviewer have little effect on minimizing Sampling Error there are several ways you can minimize Non-sampling Error. Included in Non-sampling are coverage, response, non-response and processing errors. The principal obstacles to achieving good data are interviewer bias, non-response and slippage.

The term "interviewer bias" refers to all errors that slip in during data collection as a result of an interviewer's influence on the situation. Different interviewers may obtain different responses from the same respondent for a variety of reasons including differing skill levels and/or personalities.

The accuracy of the Labour Force Survey results decrease as the rate of non-response rises. It is essential that the rate of non-response be reduced as much as possible if the final survey results are to provide an accurate picture of the situation being studied. Again, refer to the notes regarding the contact of households and call-backs.

The last principal obstacle to be discussed is slippage which is the measurement of observed under-enumeration and may be caused by many factors. You will reduce slippage by making sure everyone who should be included in the survey is included, as outlined in this manual. One household may represent 5 to 20 other households, so every interview, even one, is important. Another important point is to be sure the "Result" section is completed accurately, especially differentiating between No Contact, Out of Scope and Vacant.

Each member of the survey team completes his or her work better if each interviewer has done his/her part to ensure that the information recorded is accurate, clear and correct. When the questionnaires are returned to the office, coders read and code the answers. This job is made more difficult if:

- answers are missing
- answers do not make sense (e.g. a person is recorded as 91 years old and living with his parent; or a person is recorded as retired/elderly and expects to look for work in the next six months)
- answers are vague (e.g. occupations such as manager, clerk, or supervisor are

recorded)

At this stage, if the coder cannot proceed, the questionnaire must be discussed with the interviewer or the respondent in order to obtain additional information. Sometimes, errors do not show up, because the answers still make sense.

The end result of errors is that the Statistics Office is presented with more work and the results may be misleading. The policies that the results are designed to inform may be misconstrued. This would be a huge waste of time and resources for **GOVERNMENT, THE STATISTICS OFFICE, YOURSELVES, YOUR RESPONDENTS AND THE PUBLIC.**

TAKE PRIDE IN THE QUALITY OF YOUR WORK.

GOOD LUCK!

13 APPENDIX

APPENDIX A: SCHOOL CROSS REFERENCE CHART

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

APPENDIX B: 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 C: EXAMPLES OF BUSINESSES

NAME OF BUSINESS	TYPE OF INDUSTRY	ISIC Code
	A- Agriculture, forestry and fishing	
LOOK OUT FARM		01303
SIGNATURE GARDEN & NURSERY	Plant Nursery & Garden	01190
CAYMAN COMMERCIAL FISHERIES LTD	Deep Water Commercial Fishing	03111
	B - Mining and quarrying	
SCOTT'S EQUIPMENT LTD	Land Excavation & Quarrying	08101
	C - Manufacturing	
PIONEER BAKERY	Bakers Retail	10711
TORTUGA RUM COMPANY LTD	Manufacturers, Retailers, Wholesalers Of Rum Cakes, Condiments, Confectionary, Cof	10712
A.L. THOMPSON'S ROOF TRUSS PLANT	Manufacture Metal Roofing	25111
	D - Electricity, gas, steam and air conditioning supply	
CARIBBEAN UTILITIES COMPANY LTD (CUC)	Generate and distribute Electricity	35100
CAYMAN BRAC POWER & LIGHT CO LTD	Generate and distribute Electricity	35100
	E - Water supply; sewerage, waste management and remediation activities	
OCEAN CONVERSION (CAYMAN) LTD	Production And Distribution Of Deslained Water (See Cayman Water Co. & Desalco	36000
WATER AUTHORITY-CAYMAN	Sales Of Eco-Friendly Wastewater Treatment Systems	36000
ENTECH LTD	Sewage Disposal	37001
	F - Construction	
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
	G - Wholesale and retail trade; repair of motor vehicles and motorcycles	
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
	H - Transportation and storage	
CAPT. MARVIN'S ISLAND TOURS	Tour Operator	49223
CAYMAN AIRWAYS LTD	Air Transport	51101
CONDOR LTD	Warehousing	52101

NAME OF BUSINESS	TYPE OF INDUSTRY	ISIC Code
	I - Accommodation and food service activities	
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
	J - Information and communication	
REAL LIFE	Publishing Company	58132
VIBE 98.9 FM	Broadcasting	60100
WESTSTAR TV LTD	Cable Subscription And Broadcast Advertising	61301
	K - Financial and insurance activities	
MONEY EXPRESS/EXPRESS REMITTANCE SERVICES	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
	L - Real estate activities	
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
	M - Professional, scientific and technical activities	
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
	N - Administrative and support service activities	
ISLAND SCOOTER AND AUTO RENTAL	Scooters And Auto Rentals	77102
PERSONNEL 2000 Limited	Staffing Agency	78101
HEWS JANITORIAL MAINTENANCE & SUPPLY SERVICES	Janitorial Services	81210
	O - Public administration and defence; compulsory social security	
CI GOV - PLANNING DEPARTMENT	Government Department	84111
FIRE DEPARTMENT	Government	84232

NAME OF BUSINESS	TYPE OF INDUSTRY	ISIC Code
	P - Education	
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
	Q - Human health and social work activities	
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	
	R - Arts, entertainment and recreation	
BLUE WATER PRODUCTIONS LTD	Event Promotions	90001
PROSPECT PLAYHOUSE	Performing Arts Theatre	90007
DIVE TECH LTD	Scuba Diving & Dive Training	93291
	S - Other service activities	
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
	T - Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use	
AAA CAREGIVERS	Domestic / Caregivers	97001
AFFORDABLE ASSISTANCE	Baby-Sitting & More	97001

APPENDIX D: INCOME CROSS REFERENCE CHART

CODE	WEEKLY	FORTHNIGHTLY	MONTHLY	ANNUAL
1	\$ 0 – \$ 99	\$ 0 – \$ 199	\$ 0 – \$ 399	\$ 0 – \$ 4,799
2	\$ 100 – \$ 199	\$ 200 – \$ 399	\$ 400 – \$ 799	\$ 4,800 – \$ 9,599
3	\$ 200 – \$ 299	\$ 400 – \$ 599	\$ 800 – \$ 1,199	\$ 9,600 – \$ 14,399
4	\$ 300 – \$ 399	\$ 600 – \$ 799	\$ 1,200 – \$ 1,599	\$ 14,400 – \$ 19,199
5	\$ 400 – \$ 499	\$ 800 – \$ 999	\$ 1,600 – \$ 1,999	\$ 19,200 – \$ 23,999
6	\$ 500 – \$ 599	\$ 1,000 – \$ 1,199	\$ 2,000 – \$ 2,399	\$ 24,000 – \$ 28,799
7	\$ 600 – \$ 699	\$ 1,200 – \$ 1,399	\$ 2,400 – \$ 2,799	\$ 28,800 – \$ 33,599
8	\$ 700 – \$ 799	\$ 1,400 – \$ 1,599	\$ 2,800 – \$ 3,199	\$ 33,600 – \$ 38,399
9	\$ 800 – \$ 899	\$ 1,600 – \$ 1,799	\$ 3,200 – \$ 3,599	\$ 38,400 – \$ 43,199
10	\$ 900 – \$ 999	\$ 1,800 – \$ 1,999	\$ 3,600 – \$ 3,999	\$ 43,200 – \$ 47,999
11	\$ 1,000 – \$ 1,099	\$ 2,000 – \$ 2,199	\$ 4,000 – \$ 4,399	\$ 48,000 – \$ 52,799
12	\$ 1,100 – \$ 1,199	\$ 2,200 – \$ 2,399	\$ 4,400 – \$ 4,799	\$ 52,800 – \$ 57,599
13	\$ 1,200 – \$ 1,299	\$ 2,400 – \$ 2,599	\$ 4,800 – \$ 5,199	\$ 57,600 – \$ 62,399
14	\$ 1,300 – \$ 1,399	\$ 2,600 – \$ 2,799	\$ 5,200 – \$ 5,599	\$ 62,400 – \$ 67,199
15	\$ 1,400 – \$ 1,499	\$ 2,800 – \$ 2,999	\$ 5,600 – \$ 5,999	\$ 67,200 – \$ 71,999
16	\$ 1,500 – \$ 1,599	\$ 3,000 – \$ 3,199	\$ 6,000 – \$ 6,399	\$ 72,000 – \$ 76,799
17	\$ 1,600 – \$ 1,699	\$ 3,200 – \$ 3,399	\$ 6,400 – \$ 6,799	\$ 76,800 – \$ 81,599
18	\$ 1,700 – \$ 1,799	\$ 3,400 – \$ 3,599	\$ 6,800 – \$ 7,199	\$ 81,600 – \$ 86,399
19	\$ 1,800 – \$ 1,899	\$ 3,600 – \$ 3,799	\$ 7,200 – \$ 7,599	\$ 86,400 – \$ 91,199
20	\$ 1,900 – \$ 1,999	\$ 3,800 – \$ 3,999	\$ 7,600 – \$ 7,999	\$ 91,200 – \$ 95,999
21	\$ 2,000 – \$ 2,099	\$ 4,000 – \$ 4,199	\$ 8,000 – \$ 8,399	\$ 96,000 – \$ 100,799
22	\$ 2,100 +	\$ 4,200 +	\$ 8,400 +	\$ 100,800 +

APPENDIX E: LISTING

SAMPLE #	DISTRICT	EA#	BLOCK	PARCEL	ADDRESS 1	ADDRESS 2	ADDRESS 3
1	1	1020	12C	194	THE ISLANDS CLUB	UNIT #10	#809B WEST BAY RD
2	1	1030	12E	13	3 LVL CONC HSE TILE RF	GRG @ RT GRVL D/WAY	#677 D WEST BAY RD
3	1	1030	12E	41	CAYMAN RESORTS DETACHED I DRWAY R; SAND YD		#19 LIZARD RUN DR
4	1	1030	12E	13	SEASCAPE; CONC APT SHGL RF; YELLOWBIRD		#677 WEST BAY RD
5	1	1040	12E	22	ISLAND PINE VILLAS	APT #13	#523 WEST BAY RD
6	1	1040	12E	22	ISLAND PINE VILLAS	APT #30	#523 WEST BAY RD
7	1	1040	12E	63	THE CAYMAN CLUB	CONDO #25	#643 B WEST BAY RD
8	1	1050	12E	27	CAYMAN SANDS	APT #9 & #10	#479 WEST BAY RD
9	1	1050	12E	43	SEA GULL CONDOS	BLOCK B #20	#513 WEST BAY RD
10	1	1050	12E	43	SEA GULL CONDOS	BLOCK A #6	#513 A WEST BAY RD
11	1	1050	12E	53	CAYMAN REEF RESORT	BLOCK 2 APT #24	#497 B WEST BAY RD
12	1	1050	12E	53	CAYMAN REEF RESORT	BLOCK 3 APT #32	#497 C WEST BAY RD
13	1	1060	12E	77	LAGUNA DEL MAR	APT #10	#441A WEST BAY RD
14	1	1060	12E	77	LAGUNA DEL MAR	APT #27	#441B WEST BAY RD
15	1	1060	13B	1	REGAL BEACH CLUB	#633 THIRD FL; BLDG 6	#431 WEST BAY RD
16	1	1060	13B	193	SOUTH BAY BEACH CLUB	CONDO #32	#38 PIPER WAY
17	1	1070	13B	102	7 MILE BEACH RESORT	APT #7	#19A WEST BAY RD
18	1	1070	13B	7	CRESCENT POINT	CONDO #28	#319 WEST BAY RD
19	1	1070	13B	7	CRESCENT POINT	CONDOS #18	#319 WEST BAY RD
20	1	1081	13B	125	TREASURE ISLAND	CONDOS #225	#229 L WEST BAY RD
21	1	1081	13B	125	TREASURE ISLAND	CONDOS #125	#299 L WEST BAY RD

APPENDIX F: CALL BACK CARD

ECONOMICS AND STATISTICS OFFICE



LFS Interviewer

I am the Labour Force Survey interviewer for this area. I missed you on a number of my visits.

Please call me at _____ to schedule an appointment.

Your contribution to the 2016 Labour Force Survey is very important.

APPENDIX G: LETTER TO HOUSEHOLDER

Dear Householder,

A random, sample survey of households is currently being conducted in the Cayman Islands. This letter has been left by an interviewer because he/she has been unable to get your cooperation to complete the survey. I would take this opportunity to address some questions which you may have and encourage you to participate in this important survey.

1. All information is confidential. We are not allowed by law to pass any information about you to any person outside our department. We do not publish information which would allow anyone to identify you.
2. Interviewers are assigned an address to visit which has been randomly selected by our computer. You as an individual have not been chosen. We have no information on the names of individuals who live at any address.
3. You may have been selected in a previous survey. For every survey all households have an equal chance of being selected. Household characteristics are always changing and previous questionnaires are destroyed.
4. Most interviewers have a full-time job during the day. Therefore they must try to make contacts in the evenings and on weekends. Also, this is often the best time to find most people at home.
5. The average interview should take less than 15 minutes.

Most of all, estimates of the entire population are derived from the survey. As a sample survey, your particular household represents 5 to 20 other households. Therefore, your non-participation would severely affect our efforts to make accurate estimates.

I trust that you would seriously consider participating in this important exercise. Should you have any questions or concerns please feel free to contact our Census and Surveys Supervisor, Mrs. Nicole Emmanuel Jones, directly at 244-4613. Your interviewer or their Field Supervisor will be able to explain the purpose of the survey to you.

CAYMAN ISLANDS							
2016 LABOUR FORCE SURVEY							
ENUMERATOR'S CONTROL FORM							
DISTRICT			EA #:			WEEK #:	
INTERVIEWER:							
Name			Signature				Date
FIELD SUPERVISOR:							
Name			Signature				Date

[illegible]

