

**Cayman Islands 2010 Population and Housing Census:
Guidelines for Selection of Enumerators; Field Supervisors; Editors and Coders**

Overview

Purpose: The 2010 Population and Housing Census exercise will collect and provide statistics on the demographic, socio-economic and housing characteristics of the population. Success of this activity is measured by coverage (the extent of the population covered) and the quality of the information collected on the above.

Enumerators: The conduct of the Census requires enumerators, these being the persons working in the field and performing the enumeration activities: mapping, listing, canvassing and interviewing. It is a pre-requisite that all enumerators attend the enumerator's training and undergo evaluations.

Field Supervisor: These persons directly supervise 4 to 6 enumerators. A Field Supervisor's responsibilities include: reviewing enumerator's work and procedures, checking and accounting for questionnaires, weekly reporting to an Area Coordinator, conducting re-interviews and assisting enumerators with any challenges that arise. Field supervisors are required to undergo the enumerator's training and are selected based on overall performance in training, and are further required to attend the field supervisors' training.

Editors and Coders: The editing and coding of completed census questionnaires is one of the most important activities of the processing of census data. It involves the detection of errors and omissions and fixing them, as well as assigning codes to certain responses that were written in. This activity is conducted by persons who are well trained and have been involved in the data collection or field supervision of the census. Therefore, familiarity with the census questionnaire is one of the prerequisites

2010 Population and Housing Census Manpower Needs

Based on current estimated total of households, a total of 320 persons are needed to complete the enumeration phase of the Census. The numbers vary in accordance with estimated household numbers by district and are as follows:

- George Town – 173 persons
- West Bay - 60 persons
- Bodden Town - 49 persons
- North Side – 11 persons
- East End – 7 persons
- Cayman Brac & Little Cayman – 20 persons

Nine (9) editors and coders are required after enumeration work.

Criteria and Process for the Selection of Persons to Attend Enumerator's Training

Minimum qualification: All applicants must have at minimum a secondary (high school) education, and must be at least 18 years old.

Exclusions:

Those persons employed otherwise with professional obligations that may conflict with the confidentiality provision within the Statistics Law (1996 Revision). For example, persons employed within the Royal Cayman Islands Police Services and the Immigration Department.

Persons who were candidates for elective office in the last general elections, on the principle that the Census is a national activity and should be seen as non-partisan, are excluded.

Persons that do not have or could not show proof of a clean police record.

Selection Process:

Applicants are to be grouped as Caymanians or Non-Caymanians. Of the two groups, the list of Caymanian applicants will be exhausted first, and depending on the manpower needs of the district, the Non-Caymanian applicants will be reviewed after.

- **Caymanian applicants** who fulfilled the minimum qualification subject to the exclusion criteria, will be selected based on education and experience (field work, data collection, customer service or supervisory experience). Unemployed persons may be given special consideration, all other things being equal (*ceteris paribus*).
- **Non-Caymanian applicants** (work permit holders, government contract workers and persons with legal right to reside and/or work in the Cayman Islands) who fulfilled the minimum qualification subject to the exclusion criteria, will be selected based on education and experience (field work, data collection, customer service or supervisory experience). Those persons unemployed may be given special consideration, all other things being equal (*ceteris paribus*).

Criteria for the Selection of Persons to the Position of Enumerator

Training: There was an expectation to attend all training sessions. Punctuality was a relevant factor.

Performance: This will be based on the results of two evaluations to be completed while on training. Applicants will be ranked based on performance; those attaining higher scores were given first preference for the position of an enumerator.

Demeanor: Conduct, behavior and deportment will be considered.

Prior Survey Experience: Previous survey experience was a relevant consideration, all things being equal.

Criteria for the Selection of Persons to the Position of Field Supervisor

Qualifying Performance: This will be based on the results from the two evaluations completed while on training for enumeration work. Attainment of high pass marks relative to other trainees was a determining factor.

Training: There was an expectation to attend additional training for field supervisors. Punctuality was a relevant factor.

Supervisory/Managerial Experience: Prior supervisory or managerial experience was a relevant consideration.

Demeanor: Conduct, behavior and deportment were relevant factors.

Criteria for the Selection of Persons to the Position of Editor and Coder

Qualifying Criteria: Persons to be considered as provider of editing and coding services must have participated in Census field work as field supervisor or enumerator; available for 7.5 hours a day during working hours of ESO; and must be highly recommended by the Area Coordinator. The Area Coordinator's recommendation is based solely on the person's actual field work performance. It is also preferred that the person is a Caymanian.