



National Assessment of Living Conditions
Charting Our Future Together

THE 2007 SURVEY OF LIVING CONDITIONS AND HOUSEHOLD BUDGETS

INTERVIEWER MANUAL

Cayman Islands

FINAL VERSION

***Economics & Statistics Office
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ENUMERATORS MANUAL FOR THE SURVEY OF LIVING CONDITIONS AND HOUSEHOLD BUDGETS

WHAT IS A SURVEY OF LIVING CONDITIONS AND HOUSEHOLD BUDGETS

It is a comprehensive survey which combines a survey of living conditions with a survey of household income and expenditure. It is a rich source of socio-economic information on the household population and is often regarded as an essential source of data for the determination of social needs and establishment of targets for development planning.

This survey has two main objectives; firstly, it is designed to collect information from the country's households and families on their buying habits (expenditures), income and other characteristics. Secondly, the survey allows data users to relate the expenditures and income of consumers to the characteristics of those same consumers.

This combined survey is also used for the purpose of revising the list of goods and services in the "basket" and consequently the weighting patterns of the CPI (Consumer price index). A change in the Consumer Price Index (CPI) is sometimes referred to as "the inflation rate" and is one of the key economic indicators. The "inflation rate" measures the changes in the purchasing power of money and is closely monitored by economic planners, policy makers, the business community and labour unions.

In addition this survey provides:

1. Valuable data for an assessment of the impact of socio-economic policies on the conditions and levels of living of households.
2. Inputs for the compilation of national accounts of the household sector which is a useful in the process of calculating the growth rate of the economy.
3. Statistics on the distribution of income and expenditure, this helps to determine the percentage of the wealth of Cayman Islands which is owned by each income group.
4. Information on the poor, their characteristics, expenditure patterns when compared to other groups in the society.
5. Information on household consumption of various goods and services.
6. Information to assess the cost of provision of health services and the level of satisfaction of the population with its provision.
7. Information to assess the cost of the provision and expenditure on education and the level of satisfaction obtained.

ROLE OF INTERVIEWERS

The spender is one of the central respondents to this survey. **A spender is defined as a person 18 years of age and over or an employed person irrespective of age.** For this survey we are providing a sum of \$25 CI per spender completing two one-week daily diary questionnaires using the memory joggers. Most households will have two spenders and will be entitled to receive a sum for \$50 dollars if that is the case. If there are more spenders in the household more will be received by the household.

You are expected to complete a detailed interview of the household and its members at the start of the process. Then you will give to the household a daily diary and a memory jogger for each spender. The memory jogger is a notebook which will be provided to all “spenders” in the household as an aid to keeping track of the expenses of the spenders on a daily basis. During the period in which the household is being interviewed you should advise household spenders to always have the “memory jogger” close by to record the good or service purchased and its cost for each item of expenditure made during each day of the two week period. The household will then be required to transfer the information from the memory joggers to the household daily diary on a daily basis. Where this is not fully and properly done, you the enumerator will be required to assist the respondent in completing this task.

While the payment will be made on the basis of the completed diary, completed memory joggers are the best way to verify that the daily diary was fully and properly completed. The \$25 CI provided is an incentive we are providing to each household spender to express our gratitude for their willingness to participate in the survey. This is not a payment to the household for their effort in completing the survey. Householder’s time is more valuable than any payment we can make to them and we recognize that.

MANUAL AND THE QUESTIONNAIRE

You must therefore know your manual and the questionnaire thoroughly. Make sure to have all your doubts cleared during your training class. You should know the format of your questionnaires thoroughly. You should never appear to be fumbling or uncertain about the meaning of a particular question during an interview.

Four Questionnaires will be administered to each household; each household will be visited three times. On the first visit the Household and the Individual Questionnaires will be administered. At the start of the first week one Daily Diary of Expenditure Questionnaire for the household and a Memory Jogger notebook for each spender in the household will be left with household respondents to record all purchases over the next one-week period. The 2nd visit to the household will occur at the end of the first week at which point the Daily Diary completed by the household for the first week and all memory jogger notebooks will be collected and the second week’s Diary and memory joggers will be left. The 3rd visit to the household will occur at the end of the second week at which point the Daily Diary completed by the household and memory joggers from each spender for the second week will be collected.

SECRECY AND CONFIDENTIALITY

Please remember that the answers to some of the questions being asked may be regarded by some of the householders as personal and private. In such instances you must indicate that you are working under an oath of secrecy and that it is illegal under the Statistics Act to divulge any information collected, to unauthorized persons and reassure them that the information collected will be treated with the strictest confidence.

REFUSALS

Occasionally, you may come across respondents who may refuse to cooperate in the survey. In such instances you should not be disheartened by the respondent's reluctance, instead, you should politely try to persuade the respondent to give the information by stressing the importance of the survey, by repeating the objectives and the confidentiality of the survey. If the respondent persists, do not press them unduly or enter into an argument, but thank them politely and leave. You should report the refusal to your supervisor as soon as possible.

MANNER, APPROACH AND DRESS

As mentioned earlier, you will be interviewing persons who may be reluctant to supply you with information. Therefore, it is important that you do not offend them by your manner, approach and/or dress. You should always be dressed in a presentable manner, and should have the appearance of a responsible officer. In some situations you may need to make an appointment to meet extremely busy persons. Ensure that you keep all appointments.

HOW THE INTERVIEW SHOULD BE CONDUCTED

A very important part of your interview takes place within the first few minutes. You must do everything possible to win their trust, confidence and co-operation. Try not to offend them; always be courteous by:

- i) Bidding a good day
- ii) Asking permission to enter
- iii) Closing the gate after you, particularly if you had found it closed.
- iv) Sitting only when invited to do so
- v) Wiping your feet on the mat if there is one

All these help to create a favourable impression, which invariably leads to a more responsive attitude on the part of the respondents. Always be patient and tolerant. During the course of the interview, the respondent may for some reason become hostile and intolerant. It is your responsibility to exhibit patience and tact. On no account should you respond or retaliate by getting angry. You should be tolerant even in the face of continuing unfriendliness. If the situation looks as if it is getting out of hand, then you should leave politely not abruptly.

Avoid interviewing before a group other than the respondent's immediate family. If the respondent is a part of a group, then explain the purpose of your visit, the confidential nature of the information and ask if you could conduct the interview privately.

Be considerate with regards to the timing of your visit. If you find that you have visited at meal time, you may apologize and enquire if you may wait for 10-15 minutes until they have finished their meal or ask when is the appropriate time to visit before going on to the next dwelling to return later.

Select a responsible person to interview. This person should be the head of the household or the partner whenever possible. Remember that you are trying to obtain information regarding the household expenditure and therefore make sure the respondent can supply the required information.

Once the main interview is complete explain to the household how the memory joggers are to be given to each spender within the household for use every day as a means of recording all expenditures made by each individual spender as they go through their daily activities. At the end of each day the amounts recorded by each spender in all the memory joggers given to the household should be transferred to the Daily Diary of expenditure for the household.

HOW TO RECORD ANSWERS

You will observe that some questions are pre-coded. In the case of the pre-coded questions, **the answer is recorded by putting an X inside of the option boxes provided on the form.**

For questions where the answer must be written in, the answers given must be written in distinctly, preferably by "printing" the answer using numbers.

A 2B pencil must be used to record all answers, enumerators will be provided with these pencils, no other pencils or means of recording answers on the forms should be used. For the household spenders completing the memory jogger on a daily basis and the Daily Diary for Expenditure please advise the household that they should use pen when completing the memory jogger and the spender section of the Daily Diary.

Be careful to complete forms by entering only **ONE** digit, in each box where boxes are provided for recording answers.

NOTE: Do not mark or write anything in the ID block or the reference blocks, the ID block appears on the top LEFT HAND SIDE of each page and the reference blocks are square boxes which appear on the four corners of every page.

The "other" response: For a set of questions, there is a category for "other (specify)". You will use this category only when the response given does not fit into any of the pre-coded answers listed.

INTRODUCTION

Begin your conversation like this; "Good morning (afternoon/evening) Sir/Madam" I am an officer from the Economics & Statistics Office, here is my identification card. The Department is conducting a Survey of Living Conditions and Household Budgets and you have been selected for inclusion in the survey. I would therefore be grateful if you would answer some questions.

Once inside the house it is a good idea to repeat the explanation given at the doorstep as many people only half listen to what is said initially; with their thoughts still on whatever that was happening when you called. Expand upon the topic of the survey, and the confidentiality of the information gathered to an extent that will satisfy the informant. You should always do this however cooperative the respondent is, so that he/she has no misconception about/regarding where you are from.

Also indicate to the respondent that an incentive of \$25 CI per spender will be provided to the household as an expression of our gratitude for participation in the survey upon completion of the Daily Diary of Expenditure.

FLEXIBILITY

The above may seem to suggest that you adopt a highly stereotype approach, but this is not so. You will need to be very flexible in your choice of words, length of explanation, repetition of what you have already said as you are bound to meet old people, young people and professional people. Sometimes, it may be necessary to indulge in some small talk, just to put the respondent at ease. You should never involve yourself in political, religious and or other sensitive issues and you should always try to be neutral, regardless of what your personal/political affiliations are.

FINALISATION OF INTERVIEW

After the last question has been completed look over the entries you have made to ensure that you have not missed any and then thank the respondent for his co-operation. Be just as polite on departure as on arrival. Say goodbye and remember if there is a gate, close it after you, unless it is obvious that it is usually kept open.

DEFINITIONS AND CONCEPTS

Household: This will be the basic unit of enumeration. For the purpose of this survey, a household may be defined as:

- **A Single Member Household:** That is, a person who lives alone and makes provision for his or her own food and other essentials.
- **A Multi-Member Household:** This is defined as two or more persons who combine to provide themselves with food and other essentials for living. These persons may be related or unrelated and the household may include boarders (a person sharing the housing unit and meals against payment) and servants who share food or other

essentials. However, if the number of boarders exceed five then the household should be considered as an institutional unit and therefore not be included for the survey. In such cases the interviewer should inform the supervisor who will then assign a substitute household for investigation.

- **A Lodger:** Is a person who occupies a separate room or rooms in the housing unit and does not share meals with the host household. For purposes of this survey lodgers should be excluded from the list of members of the household.
- **Housing Unit:** Is defined as a structurally separate and independent place of abode. It should be noted that the occupants of a housing unit do not automatically constitute a single household and it follows that there can be two or more households with the same housing unit.
- **Head of Household:** For survey purposes every household must have a head. The head of the household is the person, man or woman who carries the main responsibility in the affairs of the household or the person who the members of the household regards as head.
- **The spender** is one of the central respondents to this survey. **A spender is defined as a person 18 years of age and over or an employed person irrespective of age.**

In most cases the head of the household may be the principal breadwinner or a senior member of the household or group irrespective of his or her contribution and who is acknowledged as such by the other members of the household or group.

- **Employed - at work:** All persons 15 years of age and over, who did some work for pay or profit during the reference period.
- **Employed - but not at work:** All persons 15 years of age and over having worked at their jobs but were temporarily absent during the reference period due to illness or injury, labour dispute, bad weather etc.
- **Employed - own account workers:** Own account workers are self-employed persons who have no employees. These should be included among the employed irrespective of whether they were "at work" or "not at work".
- **Unpaid family workers:** A member assisting in a household enterprise should be considered as employed if he/she has worked for at least one third of the normal working hours that is 12 hours for a week (normal working time for a week is considered to be 35 hours).
- **Unemployed:** All persons 15 years of age and over who did not do any job or gainful work, but were available and looking for work during the reference period. Full time students as well as, persons mainly engaged in household work should not be included here.

Quantity: Very often quantity refers to the amount purchased for e.g. 3 loaves of bread or 2 tins of corned beef, 2 1/2 lbs of fish etc.

Unit of Quantity: This refers to details regarding the size of the item purchased.

e.g.	1 Litre	Cola
	1 lb.	Sugar

340 grams or 198 grams in the case of corned beef tins. In this case unit of quantity is grams.

As far as possible give unit of quantity in metric units for example, grams, litres, metres etc.

Price Per Unit: This refers to the price of each item, example the price for a loaf of bread or tin of corned beef. The price per unit varies with the size of the loaf or the size of the tin.

Reference Periods Used:

Past/Last Seven Days Or Past/Last Week: This refers to the last 7 days counting from the day before your visit.

Past/Last Month: This refers to the last 30 days counting from the day before the visit.

Past/Last Three Months: This refers to the last 90 days counting from the day before the visit.

Past/Last Year: This refers to the last 12 months counting from the last month e.g. If you visit in August 2005 past 12 months refers to August 2004 to July 2005. If you visit in October 2005 past year refers to October 2004 to September 2005.

Purchased "P": This refers to what members of the household have purchased either for themselves or for others.

Gifts "G": This refers to what members of the household have received from non-members of the household.

THE HOUSEHOLD EXPENDITURE SURVEY QUESTIONNAIRES

There are two (44) questionnaires to be administered in the survey.

1. S.L.C.H.B Household Questionnaire
2. S.L.C.H.B Individual/Person Questionnaire
3. S.L.C.H.B Memory Jogger
4. S.L.C.H.B Household Daily Diary of Expenditure

THE STRUCTURE OF THE QUESTIONNAIRES

Household Questionnaire	Front Page	Identification and control
	Section 1	Housing conditions and household assets
	Section 2 Part 1,2,3A,3B	Expenditure on accommodation, owned and rented
	Section 2 Part 4	Expenditure on accommodation - Repair and maintenance of dwelling
	Section 3	Major types of household expenses
	Section 4 Part 1	Furniture, furnishings and household equipment
	Section 4 Part 2	Repairs and servicing of household articles
	Section 5	Agriculture products produced and consumed at home
	Section 6	Transportation
	Section 7	Regularity of purchase and main type of outlet
Section 8	For Heads of households only (Status of previous household head)	
Section 9	To be completed for all former household members living away from the household in the past five years	
Section 10	For children under the age of five years	

Person Questionnaire	Control	Identification and control
	Section 1	Characteristics – For all persons
	Section 2	Migration – For all persons
	Section 3	Health – For all persons
	Section 4	Education – For all persons
	Section 5	Employment – For person 15 years and over
	Section 6	Marital, union status and fertility for persons – For persons over the age of 15 years
	Section 7	Safety nets, habits and social issues
	Section 8	Clothing and footwear consumed in the last 3 months
	Section 9a	Other expenses – Last 3 months
	Section 9b	Expenses made abroad – past month
	Section 10	Other Disbursements
	Section 11	Income for all persons

Memory Jogger	Front Page	Identification and control
	Daily Record	Pages 1 to 7
	Back Page	Notes on the method of completing the daily diary
Daily Diary of Expenditure	Front Page	Identification and control
	Pages 2 – 4	Notes on the method of completing the daily diary
	Example	Example of method of completion (Pages 5)
	Pages 6 - 20	Daily expenditures (Pages 6 - 20)

Household Questionnaire

FRONT PAGE

Complete all items of information required for the proper Identification of the household. Fill in all the boxes provided. Information relating to the Sub-sample, Enumeration District and household number will be written on your questionnaire prior to your receipt of your assignment. Ensure that the Telephone number of the household is written on the front cover of the questionnaire.

Remember only the 2B pencils provided to you are to be used for the purpose of completing the questionnaires. After recording the name of the respondent write in the names of the members of the household, the surname followed by the first name in order of seniority. Put an X in the box for all children under the age of five years. This will be used as a reference for completion of Section 10 of the household questionnaire for children under 5 years. Record the date and the duration of each visit you make. Please note that the date of visit must be written based on the format indicated, that is, DD/MM/YY. The first date is very important and must be completed at all times. On completion of the interview please record the result of the interview using the codes provided.

SECTION 1 - HOUSING CONDITIONS AND HOUSEHOLD ASSETS

This section of the questionnaire list questions from H2.1 to H4.1. Questions H2.1 to H2.4 are mostly self-explanatory, please note that a townhouse is a dwelling unit with the sleeping quarters upstairs and the kitchen and living room downstairs, they are generally found in a housing development area. Question H3.1 distinguishes between “Owned (with mortgage)” and “Owned (without mortgage)”, when the respondent indicates that the dwelling is owned, you must ask them whether they are still making mortgage payments on the dwelling. This will allow you to determine the category into which to place them. This question is verified at Ques. 1.8 in PART 1 of Section 2; please record this response there, if the dwelling is owned.

Question H3.3 what is required here is the number of each type of room which is available to household members within the dwelling unit.

Question H3.7 what we are trying to determine here is the average number of days for which the respondent has received water in the pipe over the past twelve months. Please note that if the respondent has a water tank they may not know when there is water in the pipe, in this case you should record “8” to represent “Don’t Know”. For respondents with a water source which is not piped into the dwelling or yard Ques H3.7 is not applicable and this should be recorded by placing a “9” in the box provided, otherwise the average number of days is recorded.

Question H3.9 Ask this question to all respondents. Respondents renting their dwelling units may not know the year it was built, in this case put an X in the box for the response 12 “Don’t Know” and move to the next question.

Ques. H3.11 tries to determine the uses to which rooms in the household are put. Option 3 refers to rooms in the household which are rented out to other households or businesses. Option 2 refers to use of rooms in the household for a business purpose which bring income to the household in cash or in kind. Note you should not count bathrooms, porches, kitchens, laundry rooms, balcony, attic, corridors as rooms since these are usually smaller and in some cases integrated into other main rooms in the dwelling unit.

Ques. H3.12 This question requires the respondent to make an overall assessment of the current economic situation of the household, and compare it to the overall economic situation existing 12 months prior to the interview. This is not simply a monetary measure, but rather, an assessment of the household's resources and the ability to meet its needs.

Ques. H4.1 Please note that the items to be included here must be in good working order.

SECTION 2 - EXPENDITURE ON ACCOMMODATION

THIS NOTE IS APPLICABLE TO ALL SECTIONS OF THIS AND THE PERSON QUESTIONNAIRE WHERE AMOUNTS SPENT/PURCHASED OR RECEIVED AS GIFTS IS APPLICABLE - For this and all other sections on the questionnaire you are to use the following procedure when completing information on items of expenditure to be collected. All entries which are "Not Applicable" MUST be left blank. If an entry is applicable and the respondent does not remember then put 9's followed by 8 in the last position. For entries which are "Not Stated", make an effort to obtain an answer. If this is not possible put 9's in the boxes provided. If the amount in dollars provided by the respondent is larger than the number of boxes provide on the questionnaire for the answer put 9's followed by a 7. All entries are annual unless otherwise stated and should be rounded to the nearest dollar (\$).

This section of the questionnaire is divided into two parts, follow the skip instruction at the top of page 3 and move to the appropriate section of the questionnaire. Remember for some households persons could have both occupied their own home and also rented during the course of the last twelve months (the reference period used for most of the questions in this section).

PART 1 - OWNER OCCUPIED ACCOMMODATION – In this part of section 2 all expenditures related to owner occupied dwellings are requested from the respondent. Please note that all expenditures related to the principal accommodation should be recorded under the column "House 1".

Ques. 1.1 Strata in this question is intended to capture monthly levies by the owners of the property for the maintenance of common areas, cleaning, reserves for repairs to major common areas like the roof, etc.

PART 1 Quest 1.3 The land being referred to in this question is the land on which the dwelling units are built. **If the land is owned by a household member, this question is not applicable.** Land which is rented or leased is based on a specific

agreement between the land owner and a member of the household, land leased is usually based on a longer term agreement of over a year while rented land is based on shorter term agreements usually requiring more regular payments, example monthly payments.

Quest 1.4 Please note the skip instruction at Quest. 1.4. For dwelling units where parts of the building is not Sub-letted you must skip to Ques. 1.6.

PART 2 PROPERTY BOUGHT/CONSTRUCTED IN SURVEY YEAR these questions apply to all buildings constructed in the last twelve months. On completion of Quest 2.1 you should follow the skip instruction to either continue on to Ques 2.2 onwards or to go to Quest 3.1 in Part 3A.

PART 3A - RENTED ACCOMMODATION Please note that if the family occupied a rented dwelling for all or part of the survey year, you must complete this section. The first instruction in this section ask whether the household has been renting for all or part of the last twelve months and if that is not the case instructs the enumerator to continue on to Q3B.1 to ask about other rented accommodation respondent lived in.

PART 3B – OTHER RENTED ACCOMMODATION - This section is to be completed if any household member stayed in other rented accommodation for at least part of the last twelve months which was not the dwelling occupied by the household. On completion of this section you are to proceed to Ques. 4.1.

SECTION 2 con't - REPAIR AND MAINTENANCE OF DWELLING

Quest 4.1 to Quest 4.6 The first question in this Section Ques 4.1 ask whether any expenses on repairs and maintenance were incurred in the past 12 months. If the response is "Yes" then questions which deal with the effect of a natural disaster or an extra-ordinary event follows otherwise you are asked to skip to Ques 5.1 in Section 3. Ques 4.2 to 4.6 request information on whether a disaster occurred, the nature of the damage sustained by the household, its cost and how the repairs are to be funded.

Quest 4.7 Read the note on the questionnaire to obtain a full understanding of what is required to answer this question. Please note that the skip instruction at the top of this section will determine whether it is to be answered, if it is not to be answered go to Ques 5.1 in Section 3. Note: what is required is cost of maintenance and minor repairs. Expenditures on major additions and improvements which add significantly to the capital value of the property should be excluded.

SECTION 3 - MAJOR TYPES OF HOUSEHOLD EXPENSES

The expenses which must be recorded in this section of the questionnaire are major expenses of a recurring nature, paid either annually or monthly. It is important to note the payment periods included in the question. The first part of this section contains mostly services provided externally to the household, such as through a national water or electricity company. **Please note that what is required here is the**

amount billed to the household and not the amount paid by the household, the amount paid may be a partial payment and may not fully reflect the total amount of the service used during the period under consideration. In the case of regularly occurring types of expenditures, such as electricity, telephone, water and sewerage bills, what is required is the amount of the last bill **ONLY**. Balances from previous bills should be excluded from the amounts recorded here. The second part of this section contains mostly services delivered by individuals to the household, such as the cost associated with employment of maids and helpers, cost of caring the elderly etc. Note that Q5.8 deals with full time employed staff.

If household members have separate fixed telephone lines which they pay for, these must be included in the total bill of the household.

SECTION 4 - PART 1 - FURNITURE, FURNISHINGS AND HOUSEHOLD EQUIPMENT

Complete the schedule in this Section for all items purchased or received as a gift by anyone in the household in the past 12 months.

Note:

- I) If any item was bought on an instalment plan, you should enter the **total price** of the item and not the monthly repayment, the hire purchase price or the first instalment.
- II) If any trade-in allowance was given, the purchase price represents the amount paid plus the value of any trade-in (the full purchase price of the new item before deducting trade-in value).
- III) You should record all purchases including those bought abroad, through mail order catalogues, via the Internet and in Cayman Islands.
- IV) Include all home made furniture and equipment and indicate this by placing an X in the check box "HomeMade" next to the description of the item under the column "HAVE BOUGHT".
- V) Include the quantity and value of all gifts received in the last columns of the tables which follow.

Remember that all equipment listed in this section must be mostly for household use. Also note that under the column "Have Bought" an item may have been both purchased and made at home, in this case place an X in the box for yes, indicating the item was purchased and place an X in the box for homemade indicating that the item was also made at home then use the column headed purchased to indicate the total number and value of both the item purchased and made at home.

The approach being recommended for completing this section is the following. First ask the question **"During the past 12 months have you or anyone in your household purchased or received as gifts, for their own use or use by any members of the household, any of the following?"** Then read the broad heading "Living or recreation room", if the respondent does not supply an answer read out some of the items listed

under this broad heading to jog their memories, if there is a response, record it according to the procedures outlined previously, otherwise go to the next broad heading and repeat the process. It is important for effective recording that the respondent responds to every broad heading called, it is also important that an X is marked ***IN*** the box for every possible response. Please take your time to go through this section of the questionnaire. Please remember to read all the broad categories to the respondent to ensure that no item purchased in the last year is left out. Put an X in the yes box if the respondent is found to have purchased or made at home any of the items listed in this section.

SECTION 4 - PART 2 - REPAIRS AND SERVICING OF HOUSEHOLD EQUIPMENT

Remember repairs and servicing of equipment does not take into account equipment within the household which are used for the operation of a business within the dwelling unit. Please remember that what is being referred to here is household equipment.

SECTION 5 - AGRICULTURE PRODUCTS PRODUCED AND CONSUMED AT HOME

This section deals with home-grown produce. Items that are grown at home have a value even if no monetary transaction takes place. What is needed in this section is an estimate of the quantity in pounds (lbs), unless otherwise specified and the value of home grown produce consumed by his/her household LAST MONTH. For emphasis the quantity and value of what is actually “eaten” by all members of the household is what is required. Where a unit of quantity is written into the description of the item, the quantity should be recorded using this unit, otherwise, all quantities are to be recorded in pounds (lbs). For example, Oranges should be recorded in number based on the description given “Oranges (number)” whereas fish caught, string beans etc should be recorded in pounds. Note from the list provided agriculture products covers produce grown, fish/crabs/shrimp caught or grown in ponds for household consumption.

SECTION 6 - PART 1 - TRANSPORTATION

- Note:**
1. List on a separate line each motor vehicle, motor cycle, bicycle, boat etc. and any other vehicle owned and operated in the past 12 months.
 2. When trade-ins occur the purchase price represents cash plus amount credited towards the traded vehicle, ***always clarify this.***

Please note that the age of the vehicle is the number of years from the time it was manufactured. The age of the vehicle is NOT the number of years of ownership. Some vehicles serve a dual purpose and are used for both private and business purposes, you must record the percentage of private or household use made of the vehicle when compared to the percentage of business use to which the vehicle is put. All vehicles owned by the household should be listed in this first part by vehicle number, if the household objects to providing the number of the vehicles to be used

as a reference use 01 for the first vehicle, 02 for the second vehicle, 03 for the third vehicle etc... Note for each vehicle you are to indicate whether it was purchased new or used, this information will allow the purchase price of a new as opposed to a used vehicle to be distinguished.

SECTION 6 PART 2 - TRANSPORTATION

What is required are the operational expenses associated with running each vehicle in the household. Therefore, if necessary household members should be interviewed separately about running cost associated with the operation of their vehicle over the past twelve month period. For each item this cost per vehicle is added up by you the enumerator to derive the total to be written into the boxes provided.

As an example, if for the item Tyres there are two items of cost incurred for the purchase of tires over the last three months, 150, and 175 respectively, for the two household members owning vehicles then the total cost for tires for the two vehicles operated by the household is \$325 CI Dollars. Note that general tune-ups include parts and labour. Please remember that vehicles used exclusively for business should not be included here.

SECTION 7 - REGULARITY OF PURCHASE AND MAIN TYPE OF OUTLET

The purpose of this section of the questionnaire is to gather information on the **MAIN** outlet used by the household to make purchases of goods and services in the past twelve month period. Goods and services are grouped in ways that stores normally sell their products and services.

- Col (1) - The description of the item or group of like items are presented.
- Col (2) - The COICOP code of the item or group of items is displayed.
- Col (3) - Use the regularity of purchase codes to fill in this column. The respondent should indicate how often purchases are made at the various outlets, daily, weekly, fortnightly, monthly etc.. In Col (4) the number of times visited is stated to present a complete picture about how often the retail outlet is visited.
- Col (4) - This is a number representing the number of times per period indicated in Col (3) that the outlet was visited.
- Col (5) - In this column the name of the outlet should be recorded.
- Col (6) - Use the outlet codes presented below to indicate the type of outlet at which the household makes the majority of its purchases of a specific item or group of items. A Mini-mart is a small supermarket. Note that *abroad* is also a category which can be used in the outlets listed at the bottom.
- Col (7) - The location of the outlet is indicated here and it consist of the community name, a street name if applicable and the name of the district.

SECTION 8 - FOR HEADS OF HOUSEHOLD ONLY

Ques 8.1, 8.2, 8.3, 8.4, 8.5, 8.6

These questions try to make a connection between the current head of household and the household he/she grew up in. The questions are self explanatory, please note that every effort should be made to have responses to these questions from the head of the household where possible or from a responsible adult as a last resort. Note that Q8.5 and Q8.6 are very important and will serve as an important control total to the total amount found to have been spent by the household on food from the daily diaries of expenditure discussed previously.

SECTION 9 - TO BE COMPLETED BY HOUSEHOLD MEMBERS WHO HAVE MOVED OUT OF THE HOUSEHOLD IN THE PAST FIVE YEARS

This section of the questionnaire is designed to collect information on migration from the household over the past five years. The characteristics of persons leaving the household are assessed. The person's sex, age, relationship to household head etc is determined. The information collected will assist in updating the census migration data collected during the 1999 census.

Characteristics such as level/grade attained prior to departure and most important reason for leaving helps to determine the quality of person's leaving Cayman Islands and the main reason why nationals have decided to leave. Note that the area former household member moved to is the first place the household member moved to after leaving the household. The member may have moved subsequently, but this is not what is being requested here. In addition, information on the amount of money sent home by the migrant is also obtain, this is especially relevant when the migrant has left Cayman Islands to seek employment opportunities overseas.

SECTION 10 - FOR CHILDREN UNDER THE AGE OF FIVE YEARS

Information from this section permits the evaluation of birth delivery, post-natal care and vaccination characteristics of children under the age of 60 months.

1A. Individual Number:

All children less than 60 months (under 5 years) of age should be carefully identified and their household member numbers printed here. The individual number should be obtained from the household roster which contains a listing of all household members. In the household roster an X would have been placed in the box next to the children under the age of five years.

1B. Individual Number:

In this box the child's mother should be identified, her household member number must be written here. If the child's mother is not a member of the household, or is deceased, the interviewer will enter '00' for the mother of that child.

2. Date of birth:

The day, month and year of each child’s birth is recorded here for verification purposes. From the date recorded the age of the child in months can be derived. Example if the child was born on the 12th of May 2003 then the number of months to and including January 2007, if the interview was done in February 2007 would be 44.

3. Place of delivery:

This question will distinguish between babies born at home and babies born at a health facility. For babies born neither at home nor at a health facility, record the answer as “other”.

4. Who delivered the baby:

Although a number of persons may have been in attendance at birth, this question is aimed at determining who the most qualified person in attendance was. A doctor, nurse, or midwife would have received formal training at a medical institution. If family members or friends were the only persons attending the birth, or if the mother did not receive any assistance, the interviewer will record ‘Other/Self’.

5 to 10 Follow questionnaire and skip instruction as indicated:

Place an X in each box to indicate a yes response. Leave the box blank to represent a “no” response.

11. Was.....immunized against

If a child participated in standard growth and nutrition assessments, you will record Yes for each one. A specimen card is shown on the next page. Ask to see the child’s vaccination card. Mark all the recorded vaccinations. If the card is not available, read out the list and mark for each one received. If no information is available, leave the boxes blank.

Age 8 weeks – BCG

1 year after that: DPT-4 and Polio-4

Age 3 months – polio, HIB, Hep B, DPT-1

Age 1 year: MMR

6 weeks after : polio 2, HIB, Hep B, DPT-2

Age 2: Measles

6 weeks after that : polio 3, HIB, Hep B, DPT-2

Age 5: Polio 5 and DT

Note: Health Care assessment card for children born in the Cayman Islands must be used here for customization of this information to the situation in the Cayman Islands

Specimen Child Health Assessment and Vaccination Card, Cayman Islands.

VACCINATIONS		DATE & SIG
AGE		15970 B2
ths		27-3-03
ths		8/5/03
ths		16.6.03
ths		3/7/03
ths		22/11/03
ths		27.3.03
ths		8/5/03
ths		3/7/03
SIG:		
SIG:		
Maternal		
ps.		No/Neg.
		(N/R)
		One

The Individual Questionnaire

*Please ensure that you transfer the ED number and the household number from the front page of the housing questionnaire to the boxes for the ED number and the Household number on the top of the front page of **EVERY individual/person questionnaire** to be completed for each individual in the household.*

SECTION 1 - CHARACTERISTICS – FOR ALL PERSONS

1.1 Person's Assigned number

This is the number allocated to the person within the household roster. The roster is found on the front page of the household questionnaire.

1.2 Relationship to Head

This question clearly identifies each member of the household and their relationship to the head of the household. The first person listed at '01', the answer will always be 1: head. Otherwise indicate the relation to the first person of all other persons listed. Step-children, children of one partner, adopted children are all to be considered children and categorized as child, if they are so related to the head of household. Other relative" would include any other relative who does not fit options 2, 3 or 4.

1.3 Sex of Person

It is not always possible to tell the sex of a person by the name alone. Therefore you must ask this question as long as you are not interviewing the person to whom the question relates. Whenever in doubt as to the sex of the respondent you must actually verify this.

1.4 Age of Person

The actual date of birth should be entered in the boxes provided, of which there are two for the day, two for the month and four for the year. If the day is less than 10 enter a zero in the first box. The months are numbered 01 for January, 02 for February, 09 for September, 10 for October, 12 for December. For the year, enter all four digits. Thus, a birth date of 9th March, 1930 will be recorded as:

0	9
---	---

 /

0	3
---	---

 /

1	9	3	0
---	---	---	---

If the respondent does not know the exact date, ask the question relating to the age at last birthday and write it in. Whether the actual date of birth is known or you have had to ask the age, write in the person's age in the box provided. For persons ninety-seven years and over write in 97 in the boxes provided. For age not stated write in 99.

There may be instances, especially in the case of old people, where a respondent does not remember his/her age or the exact age of the person to whom you are referring. Since a 'not stated' or 'not known' answer or a blank is **NOT ACCEPTABLE** and would require that you pay another visit to the household, you may need to probe to find out the correct answer or to ask to see the person himself/herself.

If age is not stated please estimate age if you see the person. Otherwise ask the respondent to estimate the person's age. We would much rather have an estimated age than try to impute an

age using a computer program which can in this instance come up with a very inaccurate estimate.

1.5 Ethnicity

Since in the majority of cases you will be interviewing one member of the household, you have to X the group to which the respondent says he/she and other members of the household belong. DO NOT GUESS. If the person belongs to a group other than those identified in Categories 1 to 8, X option 9 and write in the answer on the line provided. DO NOT DECIDE BY APPEARANCES AND DO NOT ARGUE. If you think you are being misled, make a note on the comments page of the questionnaire and inform your Supervisor. As usual, 10 – Don’t know/Not Stated – is used as a last resort.

1.6 Religion

If the individual does not belong to any of the religious groups listed on the questionnaire, X 20 Other and write in the name of his/her religion/denomination in the space given (see below):

INSERT X 20 Other (Specify).....

Accept the response given and do not probe as to how often church is attended, or whether baptized, etc.

1.7 Mobile Phone

Increasingly over the last few years telecommunications have become more and more personalized. This is particularly so for mobile phones. Previously the fixed line used by all members of the household was the principal means of telecommunications by phone. This has been replaced in the last four years by the mobile phone. In this question therefore we are asking the respondent to tell us if he/she owns a fully operational mobile phone and the amount she/he was billed in the last month for its use by a provider.

For pre-paid cell-phone the amount required is the amount spent on phone cards in the last 30 days prior to the survey reference week. In the case where the respondent uses a post-paid cell phone the amount required is the amount of the last bill. The amount of the last bill better reflects the amount of actual service used by the respondent even if he/she may have made only a part payment.

1.8 Internet Access

This question is directed at all persons and like mobile phone use; internet access has become highly personalized. Access to what are now termed ICT’s are important factors in education/training, governance etc. in an increasingly globalized world. This is the objective for the world which was stated in the principles of last World Summit of the Information Society “.....everyone can create, access, utilize and share information and knowledge, enabling individuals, communities and people(s) to achieve their full potential and improve their quality of life in a sustainable manner” Question 1.8 therefore request information from each household member on how internet access is obtained and allows for multiple responses. If None is X’ ed then no other response can be indicated.

SECTION 2 – CITIZENSHIP AND MIGRATION – FOR ALL PERSONS

The data in this section will provide a measure of migration – both internal migration and external migration – how recent was the migration and the place from which the person moved as well as his/her normal place of residence (this may not be the same as the place where the person is being interviewed).

The number of persons coming from another country to live in this country and the number leaving this country to go to other countries is also important since this will affect both projections and/or estimates of the population.

Migration 2.1, 2.2, 2.3, 2.4

These four questions pinpoint the place of citizenship of the respondent. It tries to establish the permanency of the respondent's residence in the Cayman Islands. Q2.2 in particular tries to determine how many weeks the respondent actually spent in the Cayman Islands. Q2.3 then ask the respondent for a reason why they left the Cayman Islands within the last six months. Q2.4 examines the Caymanian Status of the respondent especially as it relates to the right to work.

Migration 2.5, 2.6, 2.7, 2.8, 2.9, 2.10

At Q2.5, ask the respondent for his/her country of citizenship. It is important to emphasize that as indicated in the note provided, persons who only have permanent residency in the Cayman Islands should NOT shade options 1 and 2 of Q2.5. Q2.6 tries to determine the country the respondent lived in prior to moving to the Cayman Islands. The response to this question may well be different from the response to Q2.5. Q2.7 ask for the year of arrival in the Cayman Islands, while Q2.8 obtains information on the number of weeks the respondent have been a member of the household in the past 12 months.

The skip instruction which follows applies to respondents whose response to Q2.8 is 52. If the response to this question is less than 52 the respondent is asked Q2.9 and Q2.10 which tries to establish the number of weeks the respondent lived alone in the past 52 weeks in another household.

SECTION 3 - HEALTH – FOR ALL PERSONS

This section of the questionnaire tries to ascertain the health of the population by examining the population's degree of affliction by both serious illnesses and illnesses of a much milder nature. This section also examines the prevalence of chronic diseases which can eventually lead to death. This section examines the quality, satisfaction with and cost of health services provided.

Ques 3.1, 3.2, 3.3, 3.4

These questions try to establish the severity of illness/injury which are generally not life threatening by trying to determine the extent to which a segment of the population may be incapacitated due to the effect or lack thereof of these illnesses. If the respondent indicates that they were confined to a bed as a result of one of the conditions mentioned you must find out what that sickness was and fully describe it at Ques 3.2. Similar to Ques 3.1, Ques 3.3 inquires about illnesses which did not require the respondent's confinement to bed for any period during the last 30 days. This question requires only that the respondent "suffer" from the illness to be classified with option 1 "Yes". At Ques 3.4 once again as with Ques 3.2 the nature of the illness must be fully described. Please note that in either case it is appropriate to

record crime or accident related injuries since these have increased in prominence over the past five years and are considered legitimate answers to these questions.

Please note the skip instructions at Q3.1 and Q3.3, both skip instructions must be adhered to since responses to these questions will determine question sequencing at Q3.5 onwards.

Ques 3.5, 3.6, 3.7

Ques 3.5 like Q3.1 and 3.3 must be asked to all respondents. This question requests information on diseases which are chronic and therefore liable to eventually result in death. These illnesses are of a permanent and lasting nature. Please note the skip instructions specially designed so careful attention must be paid to it. This skip instruction has several elements which will now be described.

- i) If “yes” to either Q3.1 or Q3.3 and “No” to Q3.5 go to Q3.7
 - ii) If “no” to Q3.1, Q3.3 and Q3.5, go to Q3.28
 - iii) Otherwise continue
-
- i) Ensures that all persons with an illness which is not chronic, whether this illness requires confinement to bed within the past 30 days or whether the illness is of a less serious nature be required to answer all questions from Q3.7 onwards in this section. This provision ensures that persons without a chronic illness not be required to respond to Q3.6 which inquires about the specific chronic illness which the respondent is suffering from.
 - ii) This part of the skip instruction ensures that all persons with no illnesses at Q3.1, Q3.3 and Q3.5 be sent to Q3.28 the end of the health section.
 - iii) Otherwise, continue here refers to persons who respond “yes” to Q3.5 and are required to provide an answer to Q3.6, in other words they are required to identify the chronic illness which they are suffering from.

Health Ques 3.7 – 3.14

For persons who were determined to have suffered from any illness at Ques. 3.1, 3.3 or 3.5, all questions or at least some of the questions from Q3.7 to Q3.27 are applicable. Ques 3.7, tries to determine how recent the illness was, particularly whether it began to affect the respondent within the last 30 days. Ques 3.8 has two parts, firstly, it seeks to obtain information on how many days for which the respondent was sick and secondly the number of days of work for pay lost as a direct result of the illness. Ques 3.9 seeks information on whether the respondent made a visit to a health practitioner as a reaction to the illness. Note that this need not be a qualified health practitioner. At Ques. 3.10 you must ask the respondent why a visit was not made if the response to Ques. 3.9 was “2-No”, otherwise from Ques 3.9 you are required to skip to Ques. 3.11 and find out the number of visits made to the health a practitioner in the last 30 days.

Please note the skip instruction at Ques. 3.10 which filters out of the health section all respondents who did not make a visit to a health practitioner in the past 30 days. For those respondents you must ask Ques 3.24 next, since although the respondent may not have visited a health practitioner in the past 30 days they may have purchased medicines to address the symptoms of the illness.

Ques 3.12 ask a respondent who has visited a health facility to specify which facility was visited first. The respondent may have visited and received treatment subsequently at another facility; however, it is the facility first visited which this question seeks information on.

Visits to USA/UK etc for medical treatment should be recorded at option 8 “hospital-Abroad”. **Ques 3.13** ask the respondent for the reason for going to visit this facility first and Ques 3.14 ask the respondent to indicate who attended to him/her on that visit.

Ques 3.15 – 3.28

These questions try to assess the quality of the health services provided, their cost both at a public and private facility. Wait times at health facilities have always been very problematic on occasions. When averaged over all respondents it will be possible to determine using Q3.15 how long on average it took to be attended to at the identified health facility. Q3.16 request information on the level of satisfaction of persons who used the facility. Q3.17 request information on reasons why persons may not have been satisfied based on options 1, 2 indicated at Ques 3.16. Ques 3.18 and Ques 3.19 request information on the cost visits, only (exclusive of drugs, insurance etc), at both private and public. Q3.20 ask information on hospital stay and at Q3.21/Q3.22/Q3.23 information on length, where stayed and the cost of the stay is ascertained. Please note that in the case of both questions Q3.21 and Q3.23 private and public health facilities are being referred to.

Ques. 3.24 to Q.3.26 examines issues related to the purchase of medicines, while Ques. 3.27 discuss the issue of cost of medication provided both publicly and privately. Q3.28/Q3.29/Q3.30/Q3.31 examines the issue of financing of overseas hospital stay during the last 12 months, Q3.28 ask about the cost of transportation overseas, Q3.28.1 ask about why treatment overseas was sort, Q3.29/Q3.30/Q3.31 ask about financing of the overseas visit the nature of financing arrangements. Quest 3.32 determines whether the respondent is covered by some form of insurance. Insurance serves to reduce the extent to which a person is vulnerable to unexpected events which adversely impacts their health. Without insurance coverage the individual is exposed to a possible catastrophic drop in his/her standard of living due to illnesses.

SECTION 4 EDUCATION – FOR ALL PERSONS

These questions are basically divided into two parts, Questions 4.1 to 4.18 focuses mostly on persons particularly children attending school/classes presently. It tries to assess the education services provided, the level of access to education services available, its quality, support programmes which assist in ensuring, that all, children in particular are able to obtain school books and are supported through a school feeding program to obtaining the meals required to be focused on learning. The second part of this section focuses on persons not currently attending school; mostly these are adults over the age of 15 years. This part of the education section is focused on the number of years of schooling which non-school attending members of the population have, the highest grade of schooling and examination completed.

Ques 4.1, 4.2

Questions 4.1 and 4.2 in this section should be asked to all persons, irrespective of age. Persons not attending school/classes at Q4.2 are required to proceed to Q4.19; all persons attending school presently therefore are required to answer questions Q4.3 to Q4.18. At Q4.1, the aim here is to record functional literacy (the ability to read and write every day sentences and commonly available text, such as letters and newspapers). If a person can read but cannot write, he/she is considered illiterate and the proper response is NO. This SLC/HBS will not include rigorous testing of literacy; interviewers will have to use their judgment and information from the respondent to assess each person. Literacy can be in any

language, not just the main or official language, provided it is commonly used in a written form.

Ques 4.3

At Q4.3 you ascertain whether the attendance at school/classes is full time or part-time. Full time attendance requires presence at school for most of the available daylight hours, whereas part-time attendance is usually confined to an afternoon or generally the evenings. Persons attending school part-time may be working adults, or unemployed persons amongst others.

Ques 4.4, 4.5

Please record the grade currently being attended by the respondent. Only after sufficient probing will an interviewer accept a response of “don’t know”, which will be recorded by writing “98” in the boxes.

Because the education system has changed in Cayman Islands, both the former and current types of grades are included. Tertiary classifications have been made very detailed to allow for more detail in the collection of this information and to allow where possible for an assessment to be made of the various tertiary programmes currently undertaken at the main institution on the island.

At Q4.5 private school refers to a situation where classes or lessons are provided by a tutor who is paid directly by the students who he/she teaches. A situation where fees are paid to the institution providing tuition through tutors who are paid from the proceeds of those fees is also providing private school/classes or lessons.

Ques 4.6a, 4.6b

These questions seek information on the extent to which students must leave home to attend school. This is the case particularly for persons attending Universities, since much of university training is done in other islands/countries. At Q4.6 a distant education programme refers to one in which a person has to correspond or interact with the institution providing the training through electronic means or by mail. This is typically because it is too costly or too far for the respondent to travel to the location of the main training centre. Electronic means of communication refers to video conferencing facilities or the internet. At Q4.6b respondents who are enrolled in a distant education program are required to skip to Q4.21. This is because in the majority of situations these persons enrolled in a distant education program are mature student to which questions which follow from Q4.7 to Q4.18 do not apply.

Ques 4.7, 4.8, 4.9, 4.10, 4.11, 4.12

At Q4.7 the maximum number of days one can attend school would be five days, if less and this was not associated with a public holiday then Q4.8 should be asked. At Q4.8 remember, if the respondent does not supply a reason for non-attendance at school you must record this response as “Other”. Record Q4.9 in minutes and indicate at Q4.10 the means by which the respondent gets to school, access to an educational institution and the distance from it is an important factor being assessed in this SLC. Q4.11, Q4.12, Q4.13 refer to the school feeding program and assesses the extent to which the “poor” receive meals from this programme, that is, whether this programme targets the poor. If there is no school feeding program at the school in question skip to Q4.14.

Ques 4.14, 4.15, 4.16, 4.17, 4.18

Questions Q4.15 and Q4.16 must be answered by persons selecting options 1, 2 or 3 at Q4.14. These questions try to determine how books were acquired by the respondent. Respondents

who have all of the books required for their exclusive use, should skip to Q4.17. Those sharing, persons with some or none of the required textbooks should answer Q4.17.

Q4.18 ask whether use is made of a book loan facility. At this point all other questions are skipped and the respondent must proceed to Q4.25. Q4.25 is asked of every respondent irrespective of age.

Ques 4.19, 4.20, 4.21, 4.22, 4.23, 4.24

Q4.19 ask respondents not attending school why they are not attending, if the respondent is fifteen years and over this question should not be asked, simply X option 16 and move to the next question. Q4.20 ask all respondents if they have ever attended school, if their response is no then they should proceed to Q4.25.

Q4.21 and Q4.22 will be used to determine the length of time in years for which the respondent was at school. As with Q4.4, the highest grade completed at Q4.23 is recorded here. Remember that for respondents in a distance education program this question must be answered after Q4.6b is recorded. Q4.24 provides information on the highest examination ever passed by the respondent. Please note that professional qualifications have been broken down into computer, accounting and other given the importance and relatively high number of respondents who are acquiring these qualifications presently.

SECTION 5 - EMPLOYMENT – FOR PERSONS 15 YEARS AND OVER

This section tries to determine the employment characteristics of persons 15 years of age and over. Their economic activity status is what is assessed, that is whether the respondents in question are employed, unemployed or out of the labour force. This section tries to determine for those persons unemployed or out of the labour means employed to sustain their livelihoods.

Ques 5.1a

This is a filter question which asks whether the respondent engaged in any employment related activity in the last 12 months at all. If the response to this question is No, the questions on usual activity which follow do not apply and the respondent is required to skip to Q5.3.

Ques 5.1b

This question measures usual activity status, this is an attempt to determine how much work a respondent received during the course of the last 12 months. Please note that vacation time is not to be considered as time away from work since during a period of vacation the respondent would still have a formal attachment to his/her job. What is required is the number of months for which the respondent was employed for pay; profit or family gain during the last twelve months and this includes periods of vacation where a formal attachment is maintained to the job. Q5.1b refers to number of months of work done within the Cayman Islands.

Ques 5.1c

Q5.1c is similar to Q5.1b except that it refers to the number of months of work done outside of the Cayman Islands.

Ques 5.1d

Here we include both formal and informal work, both paid and unpaid work, including work on the agricultural holding. If the person worked at any time in the previous seven days, record Yes and *skip to Q5.5*. If the person did no work at all in the previous seven days, the interviewer will record No and continue with Q5.2.

Ques 5.2

This question is asked of persons who did no work in the previous seven days. You will determine whether they would have worked, but had not done so due to being ill, being on vacation, being subject to strike lockouts, or any other condition which resulted in a temporary absence of the person from work. If the person is employed and was only temporarily absent from work, record Yes and *skip to Q5.5*. If the person did no work last week and was not absent from any job that was waiting for them, based on a contract or a definite obligation from an employer, record No and continue with Q5.3.

Ques 5.3

This question establishes whether those who said No to Q5.1a, Q5.1d and Q5.2 (neither currently working nor temporarily absent from work) were voluntarily in the labour market. A 'Yes' response is appropriate only if the two conditions are true: the person was both looking for work and ready to take on work. If a person is sick or engaged in some social activity that would preclude him/her from working, then he/she would not be considered as ready for work and should be entered as a 'No' response for this question. If a person is capable of taking on work but was not looking for work, a 'No' response would also be entered for this person.

Ques 5.4

This question is asked for all persons who said No to both Q5.1a and Q5.2 (neither currently working nor temporarily absent from work). Only one reason for not working will be recorded; if there is more than one reason, record the main reason. Use the code 8 "Maternity Leave" for women on maternity leave who recently had or will be having a baby. After asking Q5.4 for someone who is not working nor temporarily absent from work, you must then *skip to Q5.15*.

Ques 5.5

This question is asked for all persons who said yes to either Q5.1a, Q5.1d or Q5.2. This question tries to determine the length of time for which respondents who work have held their current jobs. Often earnings levels are directly related to length of time one works at the same job, is promoted and gains experience. Frequent job changes usually have a negative impact on the level of pay received.

Ques 5.6

This question examines the issue of multiple job holding, a phenomena which is very commonplace in the Cayman Islands.

Ques 5.7

This question should state the number of hours the respondent usually works for a week as assessed over a longer period than the survey reference period which is two-weeks. In providing this information the respondent should exclude annual leave, meal breaks and time taken to travel to and from work. This information must be supplied for all jobs held by the respondent, the main job and other jobs respectively. If the total number of normal hours worked exceeds 30 then skip to Q5.10.

Ques 5.8

Thirty hours is the basic work week in Cayman Islands. A person's usual work week may be less than 30 hours, and there could be a number of reasons for that. For example, a hurricane may have struck the island and persons were out away from their job for a few days. In this case option '11' other would be appropriate. Some of the options listed are explained here.

Option 1 - own illness, injury: ensure that the respondent was away from work because he was ill (as apposed to a relative or friend being ill).

Option 2 - holiday, vacation: respondent was away on vacation.

Option 3 -Personal, family responsibility: respondent took some time off for personal matters.

Option 4 - In school, training: respondent took some time off to attend a training course related to his job.

Etc.

Ques 5.9: Seeking or available for additional work

Where the total number of hours worked at Q5.7 is less than 30 the respondent is required to answer Q5.8 and Q5.9 and indicate whether he/she is available for additional work.

Ques 5.10: Category of Worker

The respondent is required in this question to indicate whether they are an employee or a self employed person and at the same time is required to indicate the size of the business where they work, in terms of the number of persons who work there.

Ques 5.11: Occupation

The occupation of the respondent must be as fully described as is possible to allow its classification by officers of the Statistical Office. Therefore, it is not sufficient to say "clerk" or "supervisor". A more detailed title is required; such as "accounts clerk" or "production supervisor". A brief description of the duties is also required. This will help in allocating the correct code.

Ques 5.12: Industry

Indicate here the type of activity/activities conducted at the person's place of work.

Ques 5.13, 5.14

The employed labour force of the Cayman Islands is composed of a large number of foreign workers. These questions try to determine firstly, the length of time remaining on work permits/government contract to the date of completion and secondly the period contract workers have been working in the Cayman Islands.

Ques 5.15, 5.16, 5.17, 5.18, 5.19, 5.20

The questions in this section apply to all persons who did not work or do anything to earn an income last week as indicated by the response provided at questions 5.3 and 5.4. Person falling into this category are either unemployed or out of the labour force for various reasons such as retirement, home duties, school etc... The unemployed are defined as comprising:

All persons 15 years and over whom during the reference period were:

- a. "without work" i.e. were not in paid employment or self-employment.
- b. "currently available for work" i.e. were available for paid employment or self-employment.
- c. "seeking work" i.e. had taken specific steps in the two month period previous to the reference week to seek paid employment or self-employment.

The questions in this part relate to the persons who satisfy these criteria for being unemployed along with at the same time being out of the labour force as described previously.

Ques 5.15 this question seeks to find out how long the respondent has been without work. Respondents who choose option 1 should skip to Q5.17, otherwise you must ask the respondent Q5.16, which tries to determine from the respondent the main reason why he/she left her last job. Q5.17 ask the respondent to indicate whether he/she looked for work or did anything to earn an income last week, if the response is yes then you should skip to Q5.19 otherwise you ask Q5.18.

Ques 5.18 This is an important question, since it distinguished between persons who are “seekers of work” and those who are “non-seekers”. Persons seeking work are automatically included amongst the unemployed. Person not seeking work may not be included unless they indicate a legitimate reason for not doing so; also the unemployed can be defined to include discouraged workers specified at option 9.

Q5.19 ask the respondent to provide a full description of the kind of work being sought, while Q5.20 ask the question about the respondent’s availability to work if a job were offered.

Q5 . 20 defines a three week period beginning at the start of the two week reference period and ending one week after it. Ensure that this period is clear in the mind of the respondent when he/she answers this question.

SECTION 6 - MARITAL STATUS, UNION STATUS AND FERTILITY FOR PERSONS 15 YEARS AND OVER

The questions in this section relate to family formation and population growth. This information will allow projections of population size and structure as an important input for social and economic planning.

Questions on marital status and union status apply to all persons 15 years age and over.

Ques. 6.1

The focus of this question is on the union status of the person and not on the marital status. Wherever these two concepts conflict the present union status takes precedence over the marital status. For example, a lady may be legally married yet is being visited by or is visiting another person. In this case you must record the person as being in a visiting relationship (option 3). What is important is the relationship from which this lady is most likely going to be exposed to becoming pregnant.

Persons who are recorded as legally married (option 1) must have obtained a legal marital certificate from a religious denomination or through another appropriate legal means; they

must also be in a present union with their spouse. Two persons living together in present union but who are not legally married are to be classified as having a common law union (option 2). A person who is legally married and not in present union with any partner is to be recorded as Married but not in a union (option 4). A person who is not in a union (option 8) has never been married and is not **engaged in a sexual (intimate) relationship.**

Legally separated applies to married persons are living apart and separated by a court order. After Q6.1 has been answered all male respondents must skip to question 7.1, the first question in the crime section.

Ques. 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9

Many of the questions contained in this section of the questionnaire are sensitive. If possible ask them directly to the respondent privately. This is particularly so for females in the care of their parents under the age of 20 years. These questions will require special care when the inquiry is made. Once again where possible ask the respondent these questions privately.

Q6.2 inquires whether the female respondent is pregnant currently, if this is not the case you must skip to Q6.4, otherwise you proceed to Q6.3 and ask respondents currently pregnant whether they are attending a health clinic. At Q6.4 the respondent is asked about the number of live births she has ever had. If the response to Q6.4 is none skip to Q7.1 otherwise ask how many of those live births died before or after the first birthday. The next question Q6.6 ask the respondent her age when she had her first live-born child. Q6.7 ask for the number of live-births born by the respondent in the last twelve months. Females fifteen years and over who have not had a live-born child in the last twelve months must skip to Q7.1.

Q6.8 and Q6.9 are directed at women who have had one or more live-births in the past twelve months. Q6.8 tries to determine if any of the babies born in the last twelve months have died and if they have Q6.9 ask whether they died before or after the first 30 days of life. If the response is no at Q6.8 then you should skip to Q7.1. After Q6.9 all respondents must continue to Q7.1.

SECTION 7 - SAFETY NETS, HABITS AND SOCIAL ISSUES

Quest 7.1, 7.2

Q7.1, Q7.1.1 ask about which institutions or social networks assist the respondent most financially and with coping in difficult times. Q7.2 1 - 10, ask about the extent to which the respondent feels challenged dealing with various issues such as smoking, drugs, health, education, immigration etc.

SECTION 8 - CLOTHING AND FOOTWEAR CONSUMED DURING THE PAST 12 MONTHS FOR ALL SPENDERS

This section requires consumption information for individual items of clothing and footwear. The approach to answering all sections requiring this type of detailed information is as follows

- i) Read out the question “Did purchase or receive as gifts any of the following items in the past 12 months?”

- ii) Read the broad heading first and inquire from the respondent if any of these items were purchased or received as a gift, if there is no response, perhaps because the broad heading is not understood by the respondent start calling out some of the items. If the respondent indicates that they did purchase or receive as a gift a specific item X yes and record the quantity and its value.
- iii) Note that if the item was homemade you must also record the quantity and an estimated value put on the item by the spender under the “purchased” column. If an item was both “purchased” and “homemade” the two should be added and one entry should be made for that specific item in the quantity and total cost boxes in the purchased column.
- iv) At the end of the section all broad headings should have been read and all items recorded will contain an X indicating yes.
- v) On your return home from the interview put an X in the “no” box for all the items not purchased by the respondent. It is too tedious to try to X No for all items as you go through the interview with the respondent.

For this and all other sections on the questionnaire you are to use the following procedure when completing information on items of expenditure to be collected. All entries which are “Not Applicable” MUST be left blank. If an entry is applicable and the respondent does not remember then put 9's followed by 8 in the last position. For entries which are “Not Stated”, make an effort to obtain an answer. If this is not possible put 9's in the boxes provided. If the amount in dollars provided by the respondent is larger than the number of boxes provide on the questionnaire for the answer put 9's followed by a 7. All entries should be rounded to the nearest \$.

SECTION 9A - OTHER EXPENSES – FOR ALL SPENDERS

This section requires information for individual items by category, medical, educational, entertainment, transportation, personal and other expenses. The approach to asking for this information is similar to that stated above; however, completing this section properly may require reading out more of the responses to jog the memory of the respondent. Please note that some of the responses require entry of a quantity, these entries include doctor and dentist visits, transportation and school meals etc.

SECTION 9B - EXPENSES ABROAD – FOR ALL SPENDERS

This section requires information on the expenditure made by the respondents outside of the Cayman Islands in the past 30 days. All expenditures should be included here, these expenditures it is expected will include amounts stated in previous sections where the distinction was not made been local and overseas expenditures.

SECTION 10 - OTHER DISBURSEMENTS – FOR ALL SPENDERS

This section requires information on disbursements made by the spender for non-consumption related items over the last month. This section is divided into two parts, firstly, there are the non-consumption expenditures which are made on a monthly basis, these include income taxes, life insurance premiums paid, hire purchase instalments, allowances to children, subscriptions to trade unions etc. Please note these are frequently occurring

disbursements usually made every month, therefore the question asked relates to a one month period. Some of the more frequently occurring items are highlighted for emphasis, be sure to read them out in addition to the others to ensure that information which often exist is obtained on these items.

The second part to this table of disbursements refers to non-consumption expenditures of a less frequently occurring nature these are largely investment type items which may bring a stream of income in the future such as bank deposits or CDs earning special rates of interest, sou-sou, treasury bills, investments in stocks and real estate etc.. Note that a lot more boxes is devoted to these items since they can be potentially very large.

SECTION 11 - INCOME – FOR ALL SPENDERS

This section is divided into two. Firstly, there are income sources from employment and secondly there are other income sources. This section tries to cover all major sources of income received.

1A Income from employment

What is required is the total income from work, for the last pay period, including allowances, before any deductions for income tax or for any other purpose. Use the key provided to record the last pay period. For self-employed persons (either employers or own account workers) the net income is total income less salaries and business operating expenses. Most times you will receive annual incomes from this group. Use the “Income Flash Card” supplied and enter the income level category in the box provided.

The Income Level Categories are as follows:

Category	WEEKLY	FORTNIGHTLY	MONTHLY	ANNUAL
1	\$ 0 - 199	\$ 0 - 399	\$ 0 - 799	\$ 0 - 9,599
2	\$ 200 - 399	\$ 400 - 799	\$ 800 - 1,599	\$ 9,600 - 19,199
3	\$ 400 - 599	\$ 800 - 1199	\$ 1,600 - 2,399	\$ 19,200 - 28,799
4	\$ 600 - 799	\$ 1,200 - 1599	\$ 2,400 - 3,199	\$ 28,800 - 38,399
5	\$ 800 - 1,199	\$ 1,600 - 2,399	\$ 3,200 - 4,799	\$ 38,400 - 57,599
6	\$ 1,200 - 1799	\$ 2,400 - 3,599	\$ 4,800 - 7,199	\$ 57,600 - 86,399
7	\$ 1800+	\$ 3600+	\$ 7,200+	\$ 86,400+
8	Not Stated			

1A Income from employment

Because of the importance of income in this survey we are asking this question twice. On this occasion we are asking the respondent for the exact amount he received as gross income in the last pay period.

2, 3, 4

These questions try to determine the regularity of the income received and how much was received from other jobs which the respondent may have held in the last pay/income period.

5 – 23

Most of the items listed here are self explanatory. Pay particular attention to Item no 5 remittances from abroad. This is a very important source of income for some of the less “well-off” households in Cayman Islands. **Write in boxes provided the amount indicated by the respondent** as the amount of money received from family and/or friends abroad for the last twelve months by him/her.