



Information on hand

**2009 LABOUR FORCE SURVEY
AND
PILOT CENSUS**

INTERVIEWER FIELD MANUAL

**REFERENCE WEEK:
October 4 – October 10, 2009**



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FOREWORD

This manual has been prepared for the benefit of persons involved with implementing the Cayman Islands Labour Force Survey (LFS) and the Pilot Census. 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.

The manual will provide an understanding of the LFS and the Pilot Census, their objectives, questionnaire content, the conditions under which the survey is to be conducted and define your 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 and the Pilot Census.

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 the work.

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**.

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

Census and Field Supervisor
October 2009

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1 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. Arrangements have also been made to conduct a Pilot Census simultaneously with the 2009 LFS, as a part of ESO's preparation for the 2010 Population Census.

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 and Pilot Census questionnaires and the Training Manual. The training generally lasts for two or more days and is conducted at the Economics and Statistics Office Library. 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. Different sessions of this training would require the use of a different set of materials or documents. You will be guided as to which supplies you will need for the various sessions as the need arises.

TRAINING GROUND RULES

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

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

THE STATISTICS LAW

This Law is the legal means by which employees of the Economics and Statistics Office (ESO) are empowered to collect information. It lays out the penalties for not providing information as well as penalties for breach of confidentiality covered in Section F of this chapter. You should make sure that you have read through the Statistics Law so that you are familiar with its power and the penalties for breach of confidentiality.

Copies of the Statistics Law will be provided to each enumerator. It is recommended that you keep it 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 the Statistics Law. 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.

2 THE LABOUR FORCE SURVEY

BACKGROUND AND OBJECTIVES

The Cayman Islands Government Statistics Office initiated a Continuous Household Survey Programme ("CHSP", for short) 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. The Labour Force Survey ("LFS", for short) was the second in the CHSP.

The first ever LFS in the Cayman Islands was conducted in October 1991, and they have been conducted twice annually since 1992, except for March 1998 and the year 1999, when the Census, which is done every decade was undertaken. No survey was undertaken in October 2006 due to preparations for the Household Budget Survey/ Survey of Living Conditions. (HBS/SLC). The Spring 2007 LFS was incorporated in the SLC. The first reference week is usually in March, and the second reference week is usually the beginning of October so that the survey is completed before Pirate's Week. Continuous LFS' will enable comparative analysis of the labour market over time.

The LFS aims to collect information on the supply side of the labour market, that is, 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.
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 these people are so that Government policies are 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 direct 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 reviewed and revised
- Tabulation Plan developed
- Sample size estimated
- Questionnaire sent for printing
- Interviewer recruitment
- Sample drawn and prepared
- Interviewer training conducted and Interviewers selected
- Assignments prepared
- Survey of households conducted
- Questionnaires returned, edited, coded and data entered
- Data processed and analysed, arranged into statistical tables and published
- Survey reviewed

KEY CONCEPTS AND DEFINITIONS

Caymanian/Caymanian status

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

Non-Caymanian

Any person who is not defined as "Caymanian" or having "Caymanian Status"

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.

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

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

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

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

WHOM TO INCLUDE OR EXCLUDE

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

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

- * family members working on another island, in another country or at sea if the present address is considered their "home" (for less than 6 months)
- * away on vacation (for less than 6 months)
- * away on business (for less than 6 months)
- * domestics, boarders or lodgers living in the Cayman Islands (for at least 6 months)
- * "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**, but resident of the Cayman Islands if the length of study is more than 6 months.
- * persons in an institution (e.g. hospital, 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 is that the person should be a responsible adult. A member of the household is designated as the head primarily to establish the relationship of household members. Every household must have a member designated as head for the purpose of this survey. In a single family household, the father or mother is usually designated the head. It does not matter which one is designated the head. In a one-person household, that person is the head. In a household where members are unrelated, the head is that person whom the other members designate as the head of household for the purpose of this survey.

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

Responsible adult

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

Key Informant

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

Common housekeeping:

Sharing at least one meal a day OR sharing a living room

Reference/Survey Week

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

Working-Age Population

All persons 15 years or older.

Economically Active Population:

Specifically, contributing or available to contribute to the production of goods and services according to the United Nation System of National Accounts. Two useful measures of the economically active population are the "usually active population" and the "currently active population." An equivalent term for the latter is "labour force". The former is in reference to activity that occurred in the 12 months prior to the survey reference week, while the latter is in reference to activity that occurred **during the reference week**. This LFS does not collect information on the usually active population.

Labour Force

The labour force is comprised of all persons aged 15 years or over who were engaged in any form of economic activity, for at least one hour, during the reference week, or who were willing and able 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 willing and able to work (the Unemployed).

Employed/Work/Job

Paid Employment: Persons 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 who, during the reference period performed some work for profit or family gain, in cash or in kind, and persons with an enterprise but temporarily not at work.

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. That is, they were not working, and not available for work and not seeking work. For example, landlords, students, housewives, women who collect bonus and are not involved in actual managerial posts, pensioners, etc.

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

The level of education is useful in helping to determine the level of skill that an individual needs to perform a particular job. Errors in the classification of occupations could occur when an 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 branch of economic activity carried out at the person's place of work during the reference week. This is defined in terms of the kind of goods produced or services supplied by the unit in which the person works and NOT necessarily the specific duties or functions of the person's job. For example, manufacture of wearing apparels, sugar cane growing, poultry rearing, 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). 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

Having more than one job during the reference period, including contract work.

Main Job

Respondents with more than one job in the reference week should decide themselves which 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

30 or more hours of work during the reference week.

Figure 1.1: Total Population by Economic Activity, 2008

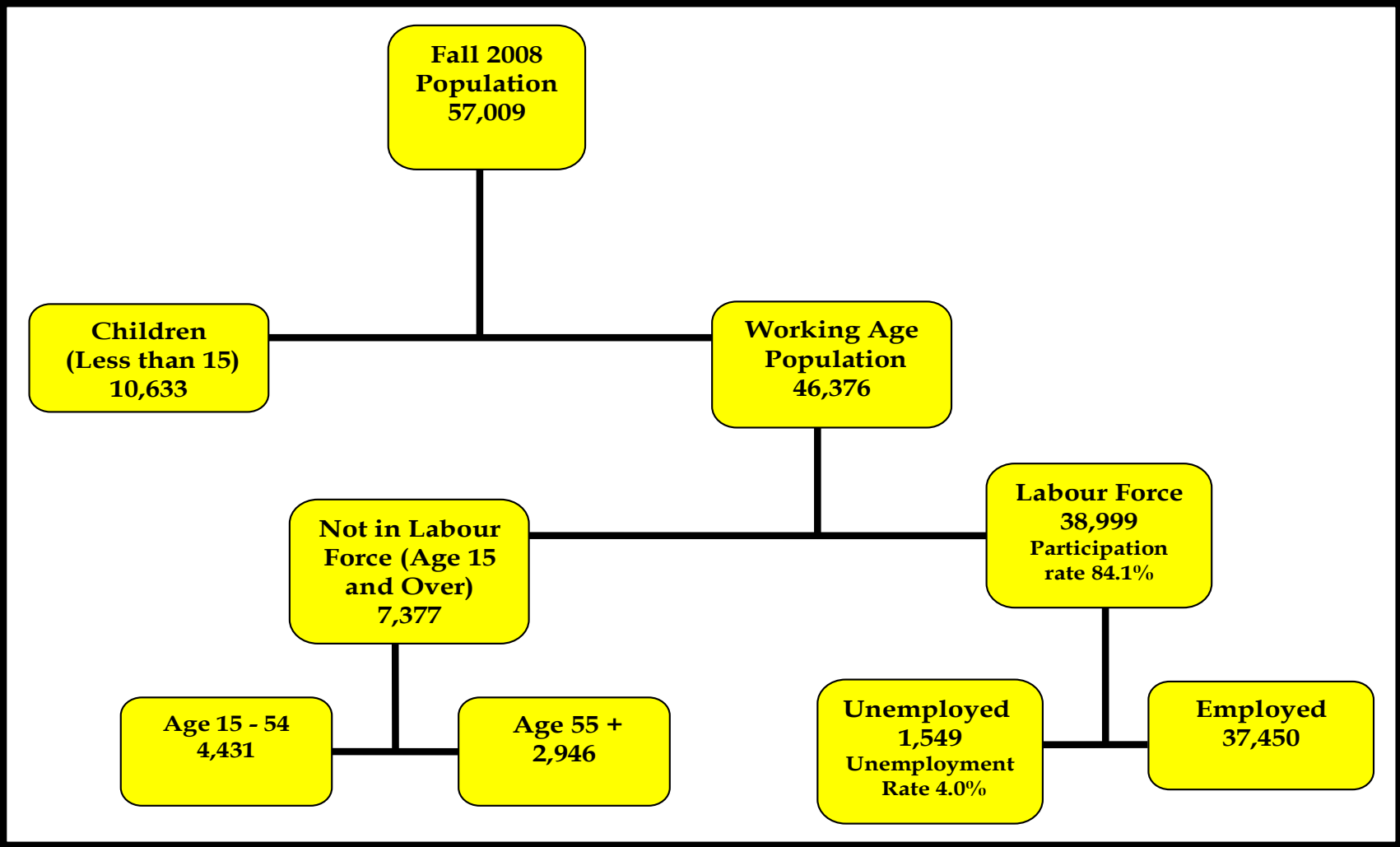


Table 1.1: Main Labour Force Indicators by Sex, 2008

	Total	Male	Female
Total Population	57,009	28,264	28,745
Working Age Population (15+ years)	46,376	23,017	23,359
Labour Force	38,999	20,128	18,871
Employed	37,450	19,355	18,095
Unemployed	1,549	773	776
Not in the Labour Force	7,377	2,888	4,489
Unemployment Rate	3.97	3.84	4.11
Labour Force Participation Rate	84.1	87.4	80.8

Source: 2008 LFS

DESIGN OF THE LFS QUESTIONNAIRE

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

The LFS questionnaire and this manual are necessary for the remainder of this training. (Refer to a copy of the questionnaire in your training package).

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

- Cover page
- Record of Visits
- List of household Members
- Section 1: Demographic
- Section 2: Educational Characteristics
- Section 3: Labour Force
- Section 4: Employment
- Section 5: Unemployment
- Section 6: Not in the Labour Force
- Section 7: Unpaid Household Activities

- Section 8: Expenses and Remittances
- Section 9: Dwelling Characteristics
- Comments

The questionnaire booklet allows for information for up to six persons in a household. When a household has more than six persons a second questionnaire booklet is used. Further information on completing an additional questionnaire booklet for a household is presented at page 16.

Sections 1 will be completed for **ALL** resident members of the household (**including children**). Sections 2, 3 and 7 will be completed for **ALL** those members of the household **15 YEARS OF AGE OR OVER**. Sections 4, 5 OR 6 will be completed for those 15 years of age and over depending on which part is appropriate. Consequently, no respondent will be asked all questions on the questionnaire. Instead both the number and the sequence of questions will be determined by the response to individual items. The Expense and Remittances and a Dwelling Characteristics modules, Sections 8 and 9, are included on the last pages of the LFS questionnaire. These sections are to be completed for each in-scope household after the LFS section has been completed. It will provide valuable information on the housing situation in the Cayman Islands and assist the Economics and Statistics Office (ESO) in monitoring changes in housing patterns for the Consumer Price Index.

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

3 COMPLETING THE LFS QUESTIONNAIRE

This chapter presents the questions that are included in the LFS questionnaire with useful comments that would help in better understanding the questions and administering the questionnaire.

SURVEY CONTROL SHEET

The front page of the questionnaire, the "Survey Control Sheet," is to be completed after you have completed the rest of the questionnaire. In other words, you should go straight to page 2 to start the interview.

HOUSEHOLD IDENTIFIER

Centered toward the top of the front page will be a label containing, from left to right, the Sample Number, Enumeration Area, Block/Parcel and "Address."

Each household is identified by a unique Sample Number.

The Enumeration Area ("EA" for short) consists of two letters and fourth digits, which identify the geographic location of the household (e.g. CB - Cayman Brac, WB - West Bay, etc.). The EAs were established during the 1989 Census, expanded during the 1999 Census and these allow the comparability of data between household surveys and censuses.

Locating the parcel number on the map you are given should assist you to find an assigned household. If you have access to land registry information, you **MUST** remember that the name of the parcel owner may not necessarily be the household to interview.

The last three lines of the Household Identifier label contain an "address" description of the household assigned. By using a combination of the block/parcel and the description, you should be able to locate your assignment. If there is a discrepancy, **the address described has priority over the block/parcel**. Most households should now have house numbers and street addresses, which can further assist you in finding the location. Please make note of ANY discrepancy (e.g. name change of apartment) and inform the Field Supervisor. Abbreviations which may be used in the household descriptions are contained in Appendix C.

TELEPHONE NUMBER

A **day-time** telephone number, if available, for the person listed at "Contact" should go here. Like "Contact" this information would be used if some information needs to be clarified after the questionnaire has been completed. If the telephone number is "unlisted" still make an attempt to get some contact number while reassuring the respondent that confidentiality pertains to ALL aspects of the survey. Often a telephone call is sufficient to get queries "straightened out."

INTERVIEWER SIGNATURE and DATE

When the interview is complete, or you have made every effort to conduct an interview, and you have re-checked the questionnaire for consistency, possible missing information, clarity, etc., you must sign on the line and date it. This is your verification that the questionnaire has been completed as instructed and to the best of your ability.

INTERVIEWER NUMBER

Each interviewer will be assigned a unique number, which is to be written in the choice provided.

EDITOR/CODER SIGNATURE

The Editor/Coder should sign each questionnaire after it has been edited and coded.

RESULT OF SURVEY

This information is used to summarise the results of the Survey after completion and ONLY ONE choice is to be ticked as follows:

1. FULLY COMPLETED. ONLY if the entire questionnaire is completed, as required, for the household
2. PARTIALLY COMPLETED. If the respondent refuses, or does not know, any question (even one) that should be answered
3. REFUSAL. TOTAL refusal by the household to participate in the Survey
4. UNABLE TO FIND ADDRESS. You are unable to locate the assigned address
5. VACANT. You determine that no one lived at the address on Saturday of the Reference Week (10 October)
6. UNDER CONSTRUCTION/ DERELICT. You determine that the dwelling was under construction/renovations or derelict
7. DEMOLISHED. The dwelling has been demolished.
8. TEMPORARY SECOND HOME. You establish that the entire household present on Saturday of the Reference Week was second home residents
9. TEMPORARY SHORT-TERM RENTAL. You establish that the entire household present on Saturday of the Reference Week was short term visitors
10. NO CONTACT. You are unable to establish contact with the household AND you have knowledge that someone usually lives at the address (e.g. the household was away on vacation)
11. OUT OF SCOPE. If a household dwelling has been turned into a store or an office or some other use other than as a dwelling.

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

If you discover that someone to be included in the survey lived at the assigned address on Saturday of the Reference Week, but has since moved, then you should inquire as to their whereabouts and inform the Field Supervisor. If located they will be interviewed, otherwise (No Contact) would be marked. Conversely, if someone has moved into a dwelling which was vacant during the ENTIRE Reference Week they SHOULD NOT be interviewed and (Vacant) would be marked.

NUMBER OF HOUSHOLDS NOT PREVIOUSLY IN REGISTER

The total number of **additional** households found in a dwelling should be recorded here. E.g. if the description of the sampled address indicates a single household or dwelling but instead you find doors on the inside with numbers indicating separate households, record these and briefly describe their location.

NUMBER OF PEOPLE IN THIS HOUSEHOLD

The total number of persons listed in Section 1 for the household should be written in the choice. If there are no persons (e.g. refusal, vacant, etc.) then write "**00**."

RECORD OF VISITS

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

LIST OF HOUSEHOLD MEMBERS

1.0 NAME OF HOUSEHOLD MEMBERS

- Q. What are the names of all those (including children) who are members of this household during the week ending October 10, 2009?
- C. It is preferred that the first person listed is a responsible adult, who will be designated as the head of household. Write the names of **ALL** household members, starting with the name of the person considered to be the head of the household. Only the first name is required. The name is recorded to distinguish persons entered on the questionnaire and enable you, as the interviewer, 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 distinguish further (e.g. Jr., Sr., etc.). If the respondent does not want to give the names of household members, reassure him/her that names ARE NOT put on computer records and are NEVER used in any published result. The respondent may use letters or nicknames to distinguish household members. If necessary, you may proceed without any names.

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.

The Listing of Household Members allows for the names of 14 persons. However, the questionnaire allows for information on only six (6) persons. If there are more than six (6) persons in the household simply continue on a blank questionnaire. Write the **sample number** on the first page of the second questionnaire (it is not necessary to complete anything else on the first page of the second questionnaire).

For the seventh person (i.e. first person on second questionnaire) in the **Person # column**, draw a line through the '01' and write in '**07**'. This is to indicate that the information is for person number 7. .

SECTION 1 DEMOGRAPHIC CHARACTERISTICS

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

1.1 RESIDENCY IN CAYMAN ISLANDS

- Q. Has.... been in the Cayman Islands for at least six (6) months or intends to stay for at least six (6) months?
- C. This question is included at the very beginning to ensure that the appropriate persons are included in the survey.

Note the skip instruction:

If NO END INTERVIEW

This person should not be included as a member of the household and his/her name should be removed from the 'Listing of Household Members' on Page 2.

1.2 RELATIONSHIP TO THE HEAD OF HOUSEHOLD

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

For all other persons indicate their relation ONLY to the Head person. Persons living together in a common-law situation, even though not legally married, should be marked at choice 2. Step-children and children of a partner are to be considered related to the first person, if so appropriate. "Other relative" would include any other relative who does not fit choices 2 to 8. Foster children should be indicated at "non relative." Note that a "live-in domestic", should be indicated by marking choice 10, NOT choice 11.

When a second questionnaire is used for a household, make sure that at Q1.2, that you mark his/her relation to the head that is listed on the first questionnaire.

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.

1.5 AGE

Q. What was ...'s age as at the week ending Oct. 10, 2009?

C. The age recorded here should be as at the end of the reference week i.e. October 10, 2009. NOTE: Age must be recorded for all persons. If not known estimate. If less than one year write 00. Use 97 for age over 96. 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.

1.6 CAYMANIAN STATUS

Q. Which one of the following best describes....'s status in the Cayman Island?

C. Again, mark the appropriate choice. It does not matter how a person acquired "Caymanian Status" they should be marked as Caymanian.

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

Persons working Under the Operations of the Law should be marked at choice 3.

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

Please note that "naturalization" (i.e. possession of a Cayman Islands passport) and/or "residency" does not mean Caymanian Status.

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

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

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

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

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

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

1.7 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 6 months when she gave birth. Hence, if a mother living in the Cayman Islands travels to Jamaica or USA to deliver the baby and then returns to the Islands, the usual place of residence is recorded as Cayman Islands.

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

1.8 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 Caymanian & LESS THAN 15 years GO TO 8.1.

Both conditions must be met to follow the skip instruction.

If Caymanian & 15 years or older GO TO 2.1.

Both conditions must be met to follow the skip instruction.

You will need to cross check with **Q1.6** to determine if the respondent is **Caymanian.**

1.9 ARRIVAL AT 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 to Cayman Islands **to live** here. NOTE: If a person has come here several times, for example 1980 – 1985, 1990-1992 and 1999-; it is the last arrival (1999) that should be recorded. Please note we are not asking about the last time someone returned to Cayman Islands after a vacation, studies, medical trip etc but when a person **came to stay and/or to live here for at least for 6 months.**

Note the skip instructions:

If LESS THAN 15 years GO TO 8.1

SECTION 2 EDUCATIONAL CHARACTERISTICS

Section 2 is completed for persons age 15 or older. It includes two (2) questions that gather information on the level of schooling and examination passed.

2.1 HIGHEST GRADE COMPLETED

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

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

It is very difficult to measure educational attainment in the Cayman Islands as there are so many people from different countries. A chart relating approximate ages, American grades and Caymanian classes for primary and secondary schools is provided in Appendix C.

For someone who has had **NO SCHOOLING** you should tick choice 1, NONE.' If not known mark choice 19 and write Don't know.

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

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

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

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

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.

GCE= General Certificate of Education

GCSE= General Certificate of Secondary Education

CXC= Caribbean Examination Council

CE= Certificate of Education

CSE= Certificate of Secondary Education

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 15) can be obtained after one year of postgraduate study.

Postgraduate Degree (choice 16) is used for all postgraduate degrees except Earned Doctorates (choice 17).

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

SECTION 3 LABOUR FORCE

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.

Q3.1 - ECONOMIC ACTIVITY DURING REFERENCE WEEK

Q. Did.....do any work for pay, profit or family gain for at least one hour during the week ending Oct. 10, 2009?

C. It is important to note that the reference period is **October 4 to 10, 2009**.

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 may 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 Organisers, so you should **PROBE** if necessary to ensure that he/she understands our 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 Q3.1 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 organisation 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 4.1

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

3.2 REGULAR JOB

- Q. Did... have a job at which you/he/she did not work during the week ending October 10, 2009?
- 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 Q3.3. However if the person had no work (i.e. was not economically active as defined above), mark "No" and skip to Q3.4. Therefore 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 the 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 Q3.2).

Note the skip instruction:

If NO, GO TO 3.4

Only those that have been away from their job during the reference week are asked Q3.3.

3.3 WHY ABSENT

- Q. What was the **MAIN** reason why... was absent from work during the week ending Oct. 10, 2009?
- C. This question captures the main reason for not being at work during the reference period. If the reason is other than the seven choices listed, mark "Other".

Note the skip instruction:

GO TO 4.1

All persons that responded to this question, no matter which answer they gave, should follow this skip instruction and go straight to Q4.1.

3.4 EXPECT TO START JOB

- Q. During the week ending Oct. 10, 2009 did.... have a job to start in 4 weeks or less?
- C. Note the skip instruction:

If YES, GO TO 5.1

Persons that responded 'Yes' to this question are considered 'unemployed'. They are then directed to answer the questions in Section 5 which are for the unemployed.

3.5 REASON FOR NOT WORKING

- Q. What was the MAIN reason why.... was not working during the week ending Oct. 10, 2009?
- C. Self explanatory. Choose the most appropriate response choice. If not listed in response choices 1 to 9, mark response choice 10, 'Other'.

3.6 JOB SEARCH AND AVAILABILITY FOR WORK

- Q. Has....been looking for work **AND** available for work in the last 4 weeks?
- C. The question seeks to determine availability for work **AND** whether the respondent made any effort at all, formal or informal, to look for work in the last four weeks by utilizing any of the methods listed on the questionnaire or others not listed.

Note that if the response is 'Yes', both conditions must be met.

Note the skip instruction:

If YES, GO TO 5.1

IF NO, GO TO 6.1

Persons that responded 'Yes' are considered unemployed and would proceed the questions in Section 5 for the unemployed.

Persons that respond 'No' are considered 'not in the labour force' and would proceed to Section 6 which is specifically for those persons not in the labour force.

SECTION 4 EMPLOYMENT

This part of the questionnaire is completed ONLY for persons WITH A JOB during the Reference Week. It is comprised of nine (9) questions. The employed labour force comprises all persons 15 years and over who during the Reference Week were in the following categories:

paid employment

- (1) '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 3.1;
- (2) 'with a job but 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 Q3.2;

self employment

- (1) '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;
- (2) '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.

4.1 HOURS OF WORK

- Q. How many hours did.....work in his/her job(s) during the week ending Oct. 10, 2009?
- C. Give hours of work for both main job and 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.

Record here the TOTAL number of hours the person ACTUALLY worked during the Reference Week, excluding meal breaks. Use whole numbers, counting 30 minutes or more as a whole hour. Thus, 37.5 should be recorded as 38 hours. If in doubt which is the main job, chose the job where the respondent worked most hours. If the respondent has no other job(s) leave the two boxes for hours worked in other job(s) empty. Please probe for other job(s).

Note the skip instruction:

If total hours is 30 hours or more, GO TO 4.4

4.2 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. 10, 2009?
- 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 1. Responses such as 'slow economy', 'depends on demand', 'slow time', 'lay off days' and 'bad weather' should all be recorded at choice 4 - Only Hours Available. Some examples of what would be considered as 'Other' – choice 9, are responses like, 'drug problem', 'arrested', 'handicapped' or 'labour dispute/suspension'. Be careful and mark 'other' if necessary.

4.3 JOB SEARCH

- Q. Did....seek AND was he/she available to work additional hours during the week ending Oct. 10, 2009?
- C. There are two (2) conditions to be met at Q4.3 before you can mark "Yes." FIRST the person MUST have been available to work additional hours and SECOND they MUST have sought work. If one condition is NOT met then mark "No." The purpose of this question is to find out who is "**under-employed.**"

4.4 EMPLOYMENT STATUS

- Q. What category of worker isin his/her MAIN job?
- C. Four (4) categories are indicated into which the respondent (an employed person) can be placed. They may be: (1) an employee - not owning a business and working for someone; (2) an own account worker - owning a business and NOT employing any other worker; OR (3) employing at least one person; or (4) an unpaid family worker - person working in a family business who does not receive a wage/salary. For the self-employed respondent, be sure to PROBE to determine whether the individual has any employees or not.

4.5 EMPLOYMENT SIZE

- Q. How many persons are employed at’s place of work?
- C. Indicate how many employees work at 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.

4.6 OCCUPATION

- Q. What is’s occupation in his/her MAIN job?
- C. State the person's occupation in his/her main job during the reference week AND the type of work done. Be sure to obtain a description of their main tasks/duties since often times a job title does not sufficiently describe the occupation for the purpose of coding. For example occupations such as "clerk," "engineer," "manager," "seaman," "supervisor," "teacher" etc. are too vague. You will need to PROBE for a more detailed answer. Examples of various occupations are provided in Appendix D. **BANKING** is **NOT** an accepted answer. Do not use any abbreviations, which are unknown to you.

4.7 INDUSTRY

- Q. What is the name of the business where’s MAIN work is carried out?
- C. For the corresponding occupation at Q4.6 indicate the name of the business carried out by the employer. If it is not obvious from the name or no name of the business 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. **NB** Schools are listed under Department of Education and **NOT** Ministry of Education. Examples of various industries are provided in Appendix E. **TOURISM** is NOT an accepted answer.

4.8 MAIN JOB INCOME

- Q. How much was’s earnings from the MAIN job he/she was doing in the week ending Oct. 10, 2009?
- C. You should show the respondent the "flash card" and ask them in which range was the person's **cash** earnings from main employment and other job(s) respectively, during the reference week. Q4.9 should only be asked if the respondents have other job(s). This can be seen from Q4.1. If no other job(s) go directly from Q4.8 to Q7.1

The flash card (see Appendix F) 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 month. BE SURE the respondent is clear about the difference between each column of the flash card.

Most people know their weekly or monthly earnings and should not have any problems responding. Persons with varying income should be asked to estimate their usual monthly earning.

Note the skip instruction:

If other job(s) GO TO 4.9, otherwise GO TO 7.1.

Only those who had more than one job should be asked Q4.9.

4.9 OTHER JOB INCOME

- Q. How much was's earnings from the OTHER job he/she was doing in the week ending Oct. 10, 2009?
- C. See comments for 4.8.

Note the skip instruction:

GO TO 7.1

Follow this instruction for **all** persons that responded to this question.

SECTION 5 UNEMPLOYED

Section 5 concerns the UNEMPLOYED person only. The unemployed labour force comprise all persons 15 years and over who during the Reference Week were:

‘without work’ i.e. were not in paid employment or self-employment ("No" at Q3.4);
‘currently available for work’ AND i.e. were available for paid employment or self-employment ("Yes" at Q3.6); AND
‘seeking work’ i.e. had taken specific steps in the four weeks previous to the Reference Week to seek paid employment or self-employment ("Yes" at Q3.6).

The questions in this Section relate to the persons who satisfy these criteria. One EXCEPTION is related to "seeking work" where future starts are included. In other words, someone is still considered unemployed if they are not seeking work because they have a job to start in the next four weeks ("Yes" at Q3.4).

5.1 EVER WORK

- Q. Has....ever had a job?
- C. Note the skip instruction:

If NO GO TO 5.4

Only those who have worked before are asked Q5.3 and Q5.4.

5.2 LENGTH OF UNEMPLOYMENT

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

5.3 LAST OCCUPATION

- Q. What was....'s last occupation?
- C. For the last occupation, indicate the occupation information as in Q4.6

5.4 FINANCIAL SUPPORT

- Q. What was's MAIN means of financial support during the week ending Oct. 10, 2009?
- C. Indicate the MAIN source of financial support for the unemployed person. Mark ONE choice and complete "other" if necessary. Choice 3 includes relatives other than parent or spouse.

Note the skip instructions:

GO TO 7.1

Follow this instruction for **all** persons that responded to this question.

SECTION 6 NOT MEMBERS OF THE LABOUR FORCE

The questions in Section 6 are for persons who are NOT MEMBERS OF THE LABOUR FORCE. The Labour Force comprise the employed and the unemployed. All others are not members of the Labour Force. These are persons who would have answered "No" to Q3.6. They are not working, do not want to work and are not seeking work.

6.1 REASON FOR NOT SEEKING WORK

- Q. What is the MAIN reason why.... Did not look for work during the past 4 weeks?
- C. One answer should be marked here indicating the MAIN reason why the person did not seek work AND was not available for work in the past month. Select "other" if necessary.

6.2 FINANCIAL SUPPORT

- Q. What was’s MAIN means of financial support during the week ending Oct. 10, 2009?
- C. This question is identical to Q5.4.

SECTION 7 UNPAID HOUSEHOLD ACTIVITIES

The three questions in section 7 are for persons age 15 and above. The purpose is to get a picture of the amount of **unpaid** household work as compared to the paid work obtained in section 4. It is especially interesting from a gender perspective.

7.1 UNPAID HOUSEWORK, YARD WORK OR HOME MAINTENANCE

- Q. Last week, how many hours did ... spend on UNPAID housework, yard work or home maintenance for members of this household or others?
- C. Some examples include, preparing meals, cleaning, doing laundry, household planning, shopping and cutting grass.

7.2 UNPAID CHILD CARE

- Q. Last week, how many hours did ... spend looking after one or more of his/her own children or the children of others, WITHOUT PAY?
- C. Some examples include, bathing or playing with children, driving children to school and sports activities (if this is the primary purpose of your trip), helping them with homework, and talking with children/teens about their problems.

7.3 UNPAID CARE FOR ELDERLY

- Q. Last week, how many hours did ... spend providing UNPAID care or assistance to one or more seniors?

- C. Some examples include, providing personal care to a senior family member, visiting senior, talking with them on the telephone, and helping them with shopping, banking or taking medication.

SECTION 8 OVERSEAS EXPENSES AND REMITTANCES

Information is gathered for all persons in the household

8.1 NUMBER OF PERSONAL TRIPS

- Q. How many personal trips has.....made abroad from the Cayman Islands during 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 and education. **EXCLUDE** business trips. **PROBE HERE FOR ANY EXTENTION OF AN ORIGINAL BUSINESS TRIP USED FOR PRIVATE GAIN.** If last twelve months has to be specified it is October 2008 to September 2009 (inclusive).

Note the skip instructions:

If NONE, and LESS THAN 15 years write '00' & END INTERVIEW

If NONE, and 15 years or older write '00' & GO TO 8.4

8.2 COST OF TRAVEL

- Q. What is the TOTAL estimated cost in CI\$ spent abroad on items such as food, hotel and entertainment during the past 12 months? EXCLUDE cost of airline tickets, and cost of personal effects and gifts brought to the Cayman Islands.
- C. Total amount spent on entertainment, accommodation, health expenses, educational expenses, ground transportation, food and drinks should be recorded here. **INCLUDE expenditure** on these categories if spending occurred during extension of an original business trip used for pleasure. **EXCLUDE** airfare from Cayman Islands to original destination. Also exclude gifts and personal effects as these costs are asked for in Q8.3.

8.3 COST OF GIFTS AND PERSONAL EFFECTS BOUGHT ON PERSONAL TRIPS ABROAD

- Q. What is the TOTAL estimated cost in CI\$ spent abroad for gifts and personal effects BROUGHT TO CAYMAN during the past 12 months?
- C. These are gifts such as souvenirs, crafts, alcoholic drinks and clothes etc. which were purchased abroad and brought to Cayman Islands. This does not include items which were purchased and air freighted or shipped.

Note the skip instruction:

If LESS THAN 15 years, END INTERVIEW

Expenses for children who traveled with either parents or both should be included in one of the parents' expenses at Q8.2 and Q8.3. Only if a child traveled on his/her own you should indicate the expenses for that child in the person section.

8.4 ANY MONEY SENT ABROAD

- Q. During the past 12 months, did.....SEND money abroad?
- C. Note the skip instruction

If NO, and respondent is the KEY INFORMANT GO TO 9.1

If NO and respondent is NOT KEY INFORMANT, END INTERVIEW

Both conditions must be met.

8.5 AMOUNT OF MONEY SENT ABROAD

- Q. What is the total estimated amount (in CI\$) thatSENT abroad during the past 12 months?
- C. Self explanatory.

8.6 HOW MONEY SENT ABROAD

- Q. How was this money SENT abroad? **Multiple answers allowed.**
- C. Wire transfer includes sending money through banks.

SECTION 9 DWELLING CHARACTERISTICS

Data obtained from Section 9 will mainly be used in calculating the housing component of the Quarterly Consumer Price Index. The Consumer Price Index measures the change of prices in the Cayman Islands and is the main "inflation" indicator. The cost of housing is a large component in the Consumer Price Index and this information is very essential. The Key Informant provides the answers to the seven (7) questions in this section.

9.1a TYPE OF DWELLING

- Q. The dwelling unit you occupied during week ending Oct. 10, 2009 was.....
- C. Read the choices. Once a 'yes' response is given; mark the corresponding number and move on to the next relevant question.

Mark 1 if the accommodation stands alone with no other accommodation directly attached to any side, on top or beneath. Even if another house is 3 feet away in the same yard, the answer would be 1. Most other accommodations would come under choice 2. A one-room accommodation which is part of several other apartments will fall at choice 4. A trailer or live-a-board boat would fall under choice 6. If a house is divided into several apartments mark choice 2.

9.1b NUMBER OF BEDROOMS

- Q. How many rooms are used mainly for sleeping?
- C. Do not count rooms used mainly for other activities (e.g. a living room), but do count spare bedrooms Note: A **one** room dwelling should be marked as having no bedrooms.

9.1c NUMBER OF BATHROOMS

- Q. How many rooms with fixed bath or shower are available for use by this household?
- C. This room should also include a 'toilet'. Include powder rooms with basin and toilet.

9.2 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 "6". 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 5, then mark choice 6 AND specify.

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

GO TO 9.4a

9.3 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 1, 2, 5 or 6 at question 9.2. 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 on the appropriate line. You do not need to do any conversions.

9.4a RENT PAID

- Q. How much rent did you pay for this accommodation last month?
- C. This question is only asked of those who answered 3 or 4 at question 9.2. Indicate here the **LAST** month's 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. We have seen examples where 18,000 were written in stead of 1,800. Please be careful.

9.4b UTILITIES INCLUDED IN RENT

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

9.5 ACCESS TO COMMUNICATION TECHNOLOGY AND OTHER AMENITIES

- Q Does this household have the following?
- C. State if the household has Internet, Cable/Satellite or Air-condition. State how many Radios, TVs, Electric generators, Fixed line telephones, Mobiles, PCs Motor vehicles, Motorbikes and Bicycles the household has. If none write 0. Scooters are counted as motorbikes/mopeds. Number of fixed line phones means different phone numbers not number of physical phones.

9.6 CHANGES TO HOUSEHOLD SPENDING

- Q. Have you made changes to your household spending in the past year due to the economic crisis?
- C. Only if change spending is caused **by the economic crisis** should a 'yes' be marked.

Note the skip instruction if response is choice 2:

END INTERVIEW

9.7 AREAS WHERE SPENDING CHANGED

- Q. For which of the following did you change your spending significantly?
- C. Indicate in what areas. Multiple answers allowed.
Choice 12 contains personal care (hairdressing, beauty salons) and personal effects (jewelry, clocks and watches).
- .

COMMENTS

This section is the last page of the questionnaire, which should be used to write any notes concerning aspects of the survey or peculiarities of the household. This may include address description if there is some detail which would better serve to locate or identify the dwelling.

4 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.

DISTRICT SUPERVISOR

The District Coordinator has the responsibility of ensuring the coordination of all aspects of the survey in a specific district or area within a district. A District Supervisor usually works with a team of at least 2 Field Supervisors and 8 Interviewers.

Your Main Duties:

Prepare work schedule and assignment for data collection

Assist with the training of field staff

Distribute survey documents and supplies to the Field Supervisors.

Monitor the progress of data collection in your district or area.

Arrange meetings with team members.

Review Field Supervisors' Control Forms

Reconcile the return of all survey questionnaires

Approve payments and/or comp. time

FIELD SUPERVISOR

The main role of the Field Supervisor is to ensure that the fieldwork is conducted properly. You are required to supervise and assist the Interviewers with any question they may have concerning the questionnaire, or difficulty they may encounter in the field.

Your Main Duties:

Distribute all necessary fieldwork materials to the interviewers.

Prepare the Field Supervisor's Control Form (ANNEX H).

Arrange meetings (in the field, if possible) with each of the interviewers to check

on the fieldwork. Maintain your meeting schedule with interviewers.

Conduct re-interviews for each interviewer.

Accompany interviewers to households that have refusals and ENCOURAGE respondents to participate in the interview.

Check

- The result codes of all questionnaires and VERIFY households with result codes that are not 'fully complete' and include in the comment section of the questionnaire the date and time verification was done.
- Completed questionnaires for errors and omissions.

Discuss with interviewers any consistent errors or omissions, e.g. description of occupation.

Return to interviewers, questionnaires with errors and omissions that cannot be edited in the office.

Sign each questionnaire that you have checked and edited.

Submit completed questionnaires with the corresponding listings and Supervisor's Control Form to the District Supervisor.

INTERVIEWER

As interviewers, you will be the key persons in collecting the information needed. 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.

Your main duties:

PREPARE the cover page information on the questionnaires before you visit the households using the information provided on the household listing (ANNEX II) E.g. E.A.#, address, etc. Use pencil only.

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.

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

ARRANGE with your supervisor specific times of the day you will meet to discuss your weekly progress. All appointments should be kept.

REPORT to your supervisor any difficulty in interpreting the questions or obtaining information (such as refusals) and include in the comment section of the questionnaire the date and time when your FS accompanied you to a household.

CORRECT errors or omissions pointed out by your supervisor.

REMEMBER that a questionnaire should be submitted for each household on your list regardless of the result code. Each interviewer needs to be accountable for each questionnaire given to him/her.

COMPLETE the Visitation Record (APPENDIX G).

SUBMIT all completed questionnaires, including additional ones used for larger households, spoiled and blank questionnaires, interviewer's control form and maps 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 have to phone back to discuss the questionnaire.
- * **ALWAYS** treat the public with respect. This applies no matter how badly you think they have treated you. Remember you are a Government representative on official business.

- * **ALWAYS** remember that confidentiality covers **ALL** information obtained during your duties, including anything you are told or observe for yourself.
- * **ALWAYS** take a positive line on confidentiality. Reassure the public, by your actions, that you take confidentiality seriously.
- * **ALWAYS** report any loss of materials immediately to the Field Supervisor.

SOME "DON'TS"

- * **DON'T** discuss the contents of an interview with unauthorised persons--even members of your immediate family. In the Office be discreet. Even a casual remark is a breach of confidentiality.
- * **DON'T** give questionnaires with any information, even if they are incomplete, to anyone outside ESO.
- * **DON'T** leave any questionnaires with information unattended. Keep them with you at all times when in the field and store them safely at home.
- * **DON'T** let any unauthorised person accompany you on your visits.
- * **DON'T** ask respondents to supply answers in front of visitors.

Additionally, all materials issued to you must be returned to the Field Supervisor so that they may be carefully stored or destroyed. **NB. The manuals are yours to keep.**

TIMETABLE FOR SURVEYING

If selected, you will receive your assignment after training has been completed. At that time you should organise your work for the coming week when you will start interviewing. 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 Survey, to interview all respondents as soon as possible after the Reference Week. You should make every possible effort to have made at least one visit to every assigned household by the second weekend. **The closer your interviews are to the Reference Week, the better the respondent's sense of recall and hence the more accurate will be the information that is collected.**

Try to organise your work to make the best use of your time, (i.e. visit households when people are most likely to be at home rather than at a time more convenient to you). Also

make the most efficient use of your vehicle (i.e. organise your visits so you do not go back and forth). This saves you time and effort.

DATE	TASKS
REFERENCE WEEK October 4 – October 10	organise work
Sunday, October 11 to Wednesday, November 2	conduct interviews ; return work to the Field Supervisor as completed
Wednesday, October 21	attempted at least one contact with every assigned household
Friday, November 6	return all work to the Field Supervisor

If you cannot answer a specific question you are asked, or encounter a case which is not covered below, make a note and refer the matter to the Field Supervisor.

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

5 INTERVIEWING SELECTED HOUSEHOLDS

INTERVIEWING PROCEDURE

One sample was drawn for the 2009 LFS and the Pilot Census. The Pilot Census questionnaire will be administered to one in every ten households sampled. Therefore, no household would be expected to respond to the LFS and the Pilot Census questionnaires. The address for the selected sampled household will be attached to the respective questionnaires that should be administered. You should not replace a LFS questionnaire for a household that was selected for the Pilot Census or vice versa.

As the Survey is required to provide accurate statistical information on the members of households in the Cayman Islands it is important that those households identified to be part of the Survey be a reflection of all households in the Cayman Islands. The definition of a household thus reflects the fact that all those who live within the Cayman Islands may be included.

In addition to the description of the address selected you will receive a map of the area to assist you in finding the household. Maps, which are produced by the Land Information System (LIS) will contain various bits of information which are essential that you understand. The EA and parcel numbers, which pertain to the sheet, are indicated toward the top and the selected parcels are highlighted on the sheet. The names of streets that appear on maps may not correspond to the names on street signs in the field. Red dots indicate gazetted right of ways but may not be evident in the field or may not be exactly where the map indicates. Sometimes one parcel is on both sides of a road this is so because the original parcel has since been split by a road.

If you have been assigned a household description, which include the words "**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 sample.

CHECKING FOR EXTRA DWELLING AT THE SAMPLE ADDRESS.

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

When you go to a sample address, ask yourself the question, or inquire if necessary: "*Is there any other dwelling at this specific address?*" (In addition to the one already listed). This information can be obtained by inspection, or if necessary, from the residents of the 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 cover page at ‘No of households not previously in the registry’ and write in the number of extra household at that address. Interview only **ONE** of the households found at that address. Check with your FS to find out the head of household in the sampling frame and interview that household. If that same household is no longer there, randomly select one of the households.

Do not take interviews at other dwellings that have been listed separately and are not in the sample. If you happen to notice actual dwellings missing from the listings (dwellings that should be associated with specific listed addresses not in present sample), describe their location on a note attached to the listing sheet. If you find missed dwellings, and cannot decide clearly whether they should be associated with the sample address or with other listed addresses, send in quickly the description of the situation and wait for instructions.

NOTE: It is very important to use the LFS to further improve the household register.

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. Interview at the existing dwelling only if the first of the two listed addresses was designated for the sample. Describe the situation briefly on the first page of the questionnaire. If the sample address is the second of the two listed dwellings, consider that the sample dwelling is now nonexistent; **take no interview**, but explain clearly the reason for the non-interview in the Result section of the first page of the questionnaire. 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 DWELLING: The sample address can be a vacant dwelling, or a store or offices containing no dwellings. These seem doubtful to the lister who entered them just in case. If you find it still 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. Merely describe briefly the facts on the first page on the questionnaire for the sample address and send it in quickly to the Field Supervisor.

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. Household members are contacted to obtain LFS statistics.

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 may be switched or reassigned, rather than risk a refusal.

If you do not contact anybody at an address you will need to make at least three OTHER visits at different hours on different days. You should have attempted at least one contact

for each assignment within the first ten (10) days. Furthermore, for households where the final status is "no contact", at least one visit should have been on a Saturday or Sunday AND if two consecutive "no contacts" are made on weekdays, the last two visits should be on weekends. If you would like to leave a note with a name and contact number, you may, **BUT** only after **four** previous visits. One household may represent 5 to 20 other households, so every non-interview, even one, is important.

Every attempt to establish contact at an assigned household must be recorded on the Survey Control Sheet of the questionnaire (front page) for the corresponding household. 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.

If you find more than five households at an assignment **ONLY ONE** will be interviewed. Simply call the Field Supervisor with all the required information and one will be randomly selected for you to do. Write and draw a detailed description of **EACH** household on the Survey Control Sheet 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. **You must also note the number of additional found households not previously in the household register on the first page of the questionnaire.**

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

You may leave a copy of the call back card, which appears in Appendix B 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.

It is recommended that you do not attempt a first contact after 8:00 P.M., as some persons will find this hour offensive. If upon arrival you believe persons are home but the lights are out **DO NOT** knock. Make a note to this effect in the comment section of the Survey Control Sheet and try another day.

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. There are various means by which this may be achieved.

Ask the respondent to obtain the data on your behalf.

1. Find out when might be the best time, for you to contact the person for whom the data is missing.
2. Get a telephone number so you may personally contact the individual for whom the data is missing. Do not simply leave the questions blank.

IF YOU HAVE ANY DIFFICULTY ESTABLISHING CONTACT NOTIFY THE FIELD SUPERVISOR

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.

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

1. 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.
2. Listen carefully to the respondent's answers.
3. Record those answers properly on the questionnaire.

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

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 mark an answer and/or mark an answer incorrectly.

One of the points emphasised is that you must ask the questions as worded. This means that you **MUST NOT** make any assumptions about the ability of the respondent to understand the questions or to answer them. If the respondent shows 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** apologise for the question. However, probing, which is covered below, may be necessary.

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

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

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

Your ability to read the questions as they are intended to be read and to accurately record the respondent's answer is vital to the 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 indicate 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, mark the answer. Do not continue to probe.

Your success as an interviewer is related to the degree to which you commit yourself to the job. Your attitude, your knowledge of the 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.

A video produced by the U.S. Department of Commerce, "One on One: Getting It Right", is available from ESO for your viewing pleasure. The video covers basic interviewing skills and techniques and would be very useful in supplementing the contents of this manual and enhancing your interviewing techniques.

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 favourable 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).

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.

The Survey is being conducted to provide data on the number of people 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.

HOW TO RECORD ANSWERS

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. **Please pay special attention to the example on the front cover of the questionnaire. Numbers should not touch the edges of the choice.**

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 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. The Survey is also used for estimating the population in the Cayman Islands.

Q: WHY/HOW WAS I SELECTED?

A: Your household was randomly selected by a process set out by the Economics and Statistics Office. It is actually your address that was selected, not you. I am to interview everyone living here.

Q: DO I HAVE TO PARTICIPATE?

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

Q: WHAT IF I REFUSE TO PARTICIPATE?

A: The matter will be reported to my supervisor.

Q: WHAT DO I HAVE TO DO?

A: I will ask the questions which you are requested to answer and then I will record your answer.

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. 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. Your name and address ARE NOT entered in any computer.

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. ESO does not care 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 for the Consumer Price Index. It is more economical to collect this information along with the Labour Force Survey.

6 POST SURVEY

AFTER THE INTERVIEW

Your job does not finish at the end of the interview. There are some important things, which must be carried out to ensure the smooth running of the Survey.

RESULT OF SURVEY

- * You need to mark the appropriate choice on the Survey Control Sheet.

QUESTIONNAIRE CHECKING

- * You should check through each questionnaire carefully, question by question, looking for the following:
 1. Are all the questions that should have been answered complete? If not, you must call back for missing information.
 2. Are the answers to all questions clear? Remember that these answers must be understandable to the coding staff back at the Statistics Office.
 3. Are the answers consistent?

QUESTIONNAIRE STORAGE

- * Store checked and completed questionnaires in the envelopes provided. They should be separate from the questionnaires you still have to complete.
- * You should return completed and checked questionnaires to the Statistics Office **twice weekly**. Please bring in the questionnaires, **post only as a last resort**.

RETURN OF MATERIALS

- * Unless instructed otherwise, all materials issued to interviewers must be returned to the Statistics Office upon completion of the survey. This includes maps, bag, ID card, blank questionnaires, etc. The Interviewer Manual is yours to keep. You should note that you may be required to pay **a replacement fee for bags that are not returned and a fine of \$25 for ID cards which are not returned**.

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 minimise errors. Some of these controls include interviewer training, testing, edit checks, re-interviewing and observation programs.

There are two basic types of error 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 minimising Sampling Error there are several ways you can minimise Non-sampling Error (see video). Included in Non-sampling are coverage error, response error, 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. Another important point is to be sure the "Result of Survey" 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 so that the information can be entered on to the computer. This job is made more difficult if:

- handwriting is illegible
- 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 questionnaires must be returned to the interviewer for 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!

COMPLETING YOUR LOG OF HOURS AND EXPENSES

The pay you receive depends on you clearly and accurately keeping your Log complete. You are entitled to claim for expenses which you incur in connection with your work, starting from the day you are appointed and continuing through your period of employment. One page of the Log is for recording mileage and other expenses, except telephone calls. The last page is specifically for telephone calls. To make sure you get paid correctly and promptly, and to assist the Field Supervisor in monitoring your progress, you must complete at least one line in your Log EVERY day you work on the Survey (include training).

In the "Date" column record the date for which expenses are being claimed. In the "Time" column record the period of time during the day for which the expense was incurred. In the column titled "Car" under "Expenses" record the total number of miles traveled during the time period previously noted. In the "Other" column write a brief description of the expense and attach the supporting receipt.

For telephone calls you should record EACH call on a separate line. Remember that the Log is for recording expenses which YOU incur, so you should not record telephone calls made from work (unless you are self-employed). In the "Island" column indicate TO which island you called.

You should have your Log up-to-date at all times as the Field Supervisor may need to check it periodically. The Field Supervisor must check and endorse your Log before any payment is made. Please remember to sign your log of expenses before returning to the Field Supervisor.

Other incidental expenses incurred MUST be supported by receipts. **NB:** Excessive mileage **will not** be paid, please plan you route wisely.

APPENDIX A: CALL BACK CARD



STATISTICS OFFICE

Labour Force Interviewer

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

Could you please call me at _____

Your contribution to the Labour Force Survey is very important.

APPENDIX B: HOUSEHOLD REGISTER ABBREVIATIONS

Add'n	- addition	E	- east	Opp	- opposite
A/C	- air condition	Fl	- floor	Pt	- point
Apt	- apartment	FP	- foot path		
BB	- basketball	Gdn	- garden	Rest	- restaurant
Bk	- black	Gr	- green	R	- right
Blks	- blocks	Gy	- grey	ROW	- right of way
Bl	- blue	Hg	- high	Rd	- road
Blvd	- boulevard	Hwy	- highway	Rm	- room
Br	- brown	HS	- high school	Sch	- school
Bldg	- building	Hse	- house	Shgle	- shingle
Busi	- business	HH	- household	Sm	- small
Ch	- church	Is	- island	S	- south
Cir	- circle	Jct	- junction	Span	- Spanish
Cl	- close	Ln	- lane	Str	- stairs
Col	- column	Lg	- large	Stn	- station
Conc	- concrete	Ldry	- laundry	St	- street
Cres	- crescent	L	- left	U/C	- under construction
Cul	- cul-de-sac	Lt	- light	W	- west
Deco	- decorative	Mi	- mile	Wh	- white
Dr	- door	Mt	- mount	W/	- with
Dbl	- double	N	- north	Yd	- yard
Dw	- down			Yl	- yellow
Dr	- drive				
Drway	- drive way				
Dup	- duplex				

APPENDIX C: SCHOOL CROSS REFERENCE CHART

AGE (approx.)	AMERICAN (grade)	CAYMANIAN (class)
4 - 5	Pre-K	--
5 - 6	K	Year 1
6 - 7	1	Year 2
7 - 8	2	Year 3
8 - 9	3	Year 4
9 - 10	4	Year 5
10 - 11	5	Year 6
11 - 12	6	Middle School, 1st year
12 - 13	7	Middle School, 2nd year
13 - 14	8	Middle School, 3rd year
14 - 15	9	High School, 3rd form
15 - 16	10	High School, 4th form
16 - 17	11	High School, 5th form
17 - 18	12	Year 12, Community College

APPENDIX D: EXAMPLES OF OCCUPATIONS

2411	Accountant
3433	Accounting Associate Professionals
4121	Accounts Clerk
3433	Accounts Supervisor
3431	Administrative Assistant, Telephone Service Centre
3431	Administrative Assistant, Television Advertising Sales
2429	Administrative Legal Secretary
1221	Administrative Manager
3431	Administrative Officer
3213	Agricultural Assistant
2145	Agricultural Engineer
9211	Agricultural Labourer
3212	Agricultural Research Technician
3115	Air Conditioning and Refrigeration Technician
7241	Air Conditioning and Refrigeration Equipment Installer
7213	Air Conditioning Duct Erector
4121	Audit Clerk
3443	Audit Examiner
2411	Auditor
4215	Bill, Debt and Related Cash Collectors
4121	Billing Clerk
3433	Bookkeeper
1313	Building Contractor
3111	Chemical and Physical Science Technicians
2146	Chemical Engineer
3116	Chemical Engineering Technician
3111	Chemical Laboratory Technician
2113	Chemists
2142	Civil Engineer, General
3118	Civil Engineering Draughtsperson
3112	Civil Engineering Technician
4122	Claims Clerk
5149	Cleaning Supervisor
3431	Clerical Supervisor
4112	Clerk-Typist
8283	Computer Assembler
3122	Computer Operator
3121	Computer Programmer
3122	Computing Equipment Controllers
1226	Computing Service Managers
4122	Counter Clerk, Insurance
4215	Debt Collector
5139	Dental Assistant
5132	Dental Hygienist

3225 Dental Nurse
7311 Dental Technician
2222 Dentist
2144 Electronics Engineer
3114 Electronics Engineering Technician
7242 Electronics Fitters, Installers and Repairers
4141 Filing Clerk
4222 Hotel Clerk, Front Desk
3412 Insurance Agent
1317 Insurance Branch Manager
3412 Insurance Broker
3417 Insurance Claims Adjuster
4122 Insurance Clerk
3432 Insurance Officer
3412 Insurance Representatives
2419 Insurance Underwriter
3226 Nurse
5132 Nurse's Aide
3227 Nurse Midwifery
4121 Payroll Clerk
4159 Personnel Clerk
3141 Ship's Captains and Deck Officers
2145 Ship's Chief Engineer
3141 Ship's Chief Officer
5111 Ship's Chief Steward
7135 Ship's Electrician
3142 Ship's Master
3141 Ship's Officer
2470 Ship's Pilot
5111 Ship's Steward
4122 Trust Clerk
3419 Trust Officer

APPENDIX E: EXAMPLES OF INDUSTRIES

Accounting
Baking
Construction
Electricity Supply
Health
Insurance
Postal
Quarrying
Retail
Transportation
Tour Company

Agriculture
Banking
Courier
Fishing
Hotel
Legal
Printing
Real Estate
Social Work
Travel Agency
Water Supply

Bar
Condominium
Education
Government Department
Import/Export
Manufacturing
Private Household
Restaurant
Telecommunications
Trust
Wholesale

APPENDIX F: INCOME CROSS REFERENCE CHART

	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			

APPENDIX H: FIELD SUPERVISOR CONTROL FORM

2009 LABOUR FORCE SURVEY AND PILOT CENSUS
FIELD SUPERVISOR CONTROL FORM

DISTRICT: _____

WEEK #: _____

NAME OF FIELD SUPERVISOR: _____

SIGNATURE: _____

DATE: _____

NAME OF DISTRICT SUPERVISOR: _____

SIGNATURE: _____

DATE: _____

Interviewer	EA#	Total Quest.	(1) Fully Complete	(2) Partially Complete	(3) Refusal	(4) Unable to find add.	(5) Vacant	(6) Under Construction Derelict	(7) Demolished	(8) Temporary 2nd. Home	(9) No Contact	(10) Other	(11) Out of Scope	TOTAL	Outstanding Questionnaires
TOTAL															

APPENDIX I: 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. Our interviewers are employed part-time and have their own full-time jobs, which means they can usually only contact you during evenings and weekends.
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 effect 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 Field Supervisor, Ms. Nicole Emmanuel Jones, directly at 244-1613. Your interviewer or the Field Supervisor will be able to explain the purpose of the survey to you.