



Government Of Sierra Leone

1985 NATIONAL POPULATION CENSUS

MANUAL FOR ENUMERATORS

AUGUST 1985

MANUAL FOR ENUMERATORS

PART ONE

INTRODUCTION

1. The census is a complete count of the country's population which is combined with collecting certain other facts about the people.
2. It is being held in order to provide information which is essential both for development planning and for making short term decisions. It is therefore of the greatest importance to every person in Sierra Leone.
3. The Census Commissioner is responsible to the Government for the Census. The Chief Census Officer, who is normally the Director of the Central Statistics Office, is the principal adviser and chief executive to the Census Commissioner.

The country is divided into 12 census districts with the Western Area (both urban and rural) constituting the 13th census district. Each district is in turn divided into a number of enumeration areas. For each district, there is a District Census Officer who is in charge of the work in his district and who is helped by a number of Field Officers and Supervisors. Each enumeration area is the responsibility of an enumerator who is required to visit every dwelling in it and to record the information required of all persons.

Aim of the Census

4. The aim of the census is to determine the number and certain characteristics of every person in Sierra Leone regardless of age, sex or nationality. This cannot be done in one day. A further 3 days will be allowed for revisits of dwellings in which for one reason or the other enumeration had not been conducted. In remote areas of the country, the period may be longer. During this period we must enumerate every one in Sierra Leone - young and old, citizen and non-citizen, resident and visitor.

Your Job

5. Your job is to ask the questions and to record the answers. It is the most important single job in the census. You must make every effort to obtain complete and accurate answers and to record them carefully and correctly. The success of the census depends upon the public's willing cooperation and it is your job to obtain this by being always polite, patient and tactful.

6. The information you collect is confidential and will be used only for the purpose of compiling statistics. You are not permitted to disclose anything to anyone who is not a census officer nor should you leave it where any unauthorized persons may have access to it. You will make all entries on the questionnaire personally. On no account must you allow any unauthorized persons to fill any part of the form.

7. The Census Act provides for severe penalties against any Census Officer who is found guilty of improper conduct, the relevant sections reads as follows :-

"If any person who:-

- (1) employed in the execution of this Act makes default in the performances of any of his duties under this Act or wilfully makes any false declaration or return he shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding Fifty Leones.
- (2a) being one of the persons employed in the execution of this Act publishes or communicates to any person without lawful authority any information acquired in the course of his employment; or
- (2b) having possession of any information which to his knowledge has been disclosed in contravention of this Act publishes or communicates that information to any other person; he shall be guilty of an offence and shall be liable on summary conviction to imprisonment for a term not exceeding three months or to a fine not exceeding one hundred leones or to both such imprisonment and fine.

All census personnel including enumerators are required to take Oath of Secrecy on appointment.

Conclusion

8. The census is a national undertaking of great importance to Sierra Leone. Without the willing help of the public it cannot succeed. Nor can it succeed without good enumerators who will do their job with care and a sense of responsibility. It is your job to make sure that the census succeeds.

9. In undertaking the work of an enumerator you are helping towards developing Sierra Leone and it is work of which you can be proud.

GENERAL INSTRUCTIONS

PART TWO

Your Equipment

10. You will be issued with a satchel containing the following:

- (i) 5 enumeration books
- (ii) a file containing EA map and Control List
- (iii) 1 roll of printed blue adhesive label
- (iv) 1 roll of printed yellow adhesive label
- (v) 3 ball point pens

You should keep your equipment carefully because at the end of the enumeration you will be required to return it, and you will not be paid until all these items have been accounted for to your supervisor.

Your Supervisor

11. Your supervisor is your immediate superior in the census organization. His job is to help you do your work efficiently, to assist you in case of difficulty and to make certain checks designed to ensure that your work is accurate. He will be required to report on your work before you are paid.

The Enumeration Area

12. You will be allocated an enumeration area and you will be responsible for visiting every dwelling in it and for recording the information required in respect of every person in the area. In some cases, a number of enumerators may have to work together as a group.

13. You must not miss any household in your area nor count any twice.

14. All localities and other settlements (e.g. worreh, battie, etc) in your enumeration area are listed on the cover of your file as well as on your EA map. During the course of enumeration if you discover any settlement that was not listed, enumerate it and add the name of the settlement to your list.

15. If your enumeration area forms part of a big locality, you will be given a sketch map of the locality showing the boundaries of your own EA. For smaller localities you will be given a map showing the location of the locality and the number of dwelling in each locality.

16. You will be given THE CONTROL LIST which should fill for each locality included in your enumeration area. Proceed as follows :-

Start your enumeration with the house of the Chief/Headman of the locality. Assign number 1 to this building. After completing enumeration of a household, you should fill in your CONTROL LIST. In column 4, you should enter as appropriate :

1. if enumeration has been effected
2. if you have to make a revisit to enumerate or complete the enumeration of a household
3. if the dwelling is unoccupied
4. if other reasons apart from 2 and 3 prevented you from enumerating, you must state the reason in column 7.

You should also enter in column 5 the number of males and in column 6 the number of females enumerated in the household. Write any comments you may have in column 7, then proceed to enumerate other household(s) in the dwelling in case there are more than one household. After completing enumeration of all the households in the dwelling, you should then enumerate. This building should be assigned number 2.

17. On your visit to the dwelling in which you have been unable to enumerate or complete the enumeration of a household, if now you are able to fully enumerate the household, in column 4 of the CONTROL LIST enter code 1 after code 2 previously entered and complete the other columns of the CONTROL LIST. If on this visit you are still unable to fully enumerate the household, enter code 2 again in column 4 of the CONTROL LIST. You must make at least three visits to a dwelling in an effort to enumerate the household(s) in the dwelling. You must also enter the particulars of a dwelling to which you have to make a revisit on the back cover of your questionnaire booklet.

18. You must ascertain from neighbors before deciding that a dwelling is

unoccupied.

19. If your EA is located in a large village or town and there is no Chief/Headman, start your enumeration with the largest buildings closest to the boundary of your EA. After the completion of enumeration proceed as instructed in the second part of para 16 and in para 17. In addition you should enter the street name (if any) and existing house number (if any) of the dwelling you are enumerating in the appropriate places on top of the questionnaire sheet. The serial number you give to the buildings should also be entered on the questionnaire in the space provided for it. All buildings should be numbered and the CONTROL LIST completed as appropriate even if the buildings are not used as dwelling units.

20. In cases where more than one enumerator has to enumerate an EA, the enumerators should work side by side. If enumerator Mr M is enumerating the building number 10, enumerator Mr N should be enumerating in building number 11, and enumerator Miss Z in building number 12, and so on. The enumerators should inform one another when leaving one building for another to commence enumeration.

How to Approach the Public

21. You should always carry your identity card so as to be able to show that you work for the Census. You should at all times be patient and tactful. You should always explain who you are and what you are doing.

22. You should start work only when you have exchanged the proper greetings, explained what the interview is all about and answer any questions about the census that the people may ask.

23. During the interview let people take their time, never put answers into their mouths, work steadily and make sure that the answers are clear to you before you write anything down. Do not accept at once any statement that you believe to be mistaken but tactfully ask further questions to obtain the correct answer.

24. If a person refuses to cooperate or answer questions maintain a courteous manner. Stress the importance of the census, that it has nothing to do with politics or tax collecting and the fact that the information is treated confidentially. If he is still reluctant to help, report the matter to your supervisor, as soon as possible.

25. When leaving the household remember to thank the head and the other members for their help.

Who to Enumerate

26. You must enumerate everyone in your enumeration area. You will do this by visiting every dwelling in the area and enumerating every person who spent the

census night in that dwelling. In general those who live in a dwelling unit or its equivalent should be shown as one household if they eat from the same pot. Otherwise they should be regarded as separate households. A questionnaire must be completed in respect of each household.

27. Sometimes two or more persons who are not related to each other share a house or flat. They should be enumerated as a single household, if in addition they share common housekeeping arrangements. Otherwise enumerate them separately.

28. In some places, particularly in the towns, houses and blocks of flats have servant's quarters built within the same fence or compound. Occupants of servant's quarters should be enumerated as separate households.

29. There are different types of dwelling units. Some of the commonest are :-

- (i) Conventional dwelling units - units in buildings intended for human habitation e.g. units in a bungalow, block of flats, chalets, huts, etc.

In rural areas, a dwelling unit may consist of more than one structure sometimes the structures forming the dwelling unit are fenced.

- (ii) Improvised dwelling units are those dwelling units made of waste materials like polythene, tin cans or plates, cardboard or packing cases. Such units are largely found in squatter areas near large towns.

- (iii) Dwelling units in permanent buildings not intended for human habitation - for example part of garages, warehouses, schools, churches, mosques, shops etc. being used as dwelling units.

- (iv) Movable dwelling units - tents, caravans, etc are usually found at building or road construction sites.

30. You will enumerate everyone who slept at the dwelling on the Census Night. Sometimes there are persons who would normally have slept at the dwelling but who are known to have been absent during the census night and not to have slept at any other dwelling, for example: night watchmen, policemen on night duty, persons working in hospitals, hotels and prisons throughout the night, or fishing/hunting parties who slept at sea or in the bush, members of prayer groups away in the church and other such persons should be enumerated with the household. They are the only exceptions to the rule.

31. Patients in hospitals, persons staying in hotels and prisoners, army personnel in barracks and miners in hostels should be enumerated on institutional questionnaire that will be provided by the supervisor. People living in houses in institutional compounds should however be enumerated on household questionnaire. The DCO will make special arrangements to enumerate on census night squatters who sleep in hideouts under bridges, market places, etc.

What happens if there is no one at home

32. It may happen that when you visit a dwelling there is no one who can answer questions. You must make further calls until you find someone or until you are quite certain that the dwelling is abandoned. Neighbors can very often tell you when the members of the household are likely to be at home and you should also arrange your next visit accordingly. You should also check with the neighbors if the people are just away for the day or away and might not be back for sometime. In all cases you should make at least three visits to establish contact with the household. It may also happen that you are calling at an inconvenient time in which case you should make an appointment to call again. Complete your return visits as soon as possible. Space has been provided at the back cover of the EA book for you to enter the particulars of dwellings you have to revisit.

The Stickers

33. The blue sticker is to ensure that no dwelling is enumerated twice and none is missed. It should be used to mark those dwelling which have been visited and whose occupants have been enumerated. It should be fixed where it will be easily seen by to your supervisor and others checking your work. Ask the people not to remove the sticker. Complete the details on the sticker before affixing it.

34. The yellow sticker is to be fixed on any building which has either not been enumerated or enumeration of all the households in the dwelling there has not been completed. If this is because the occupants were temporarily absent and you are to make a revisit to enumerate the occupants, enter code 2 on the sticker; if the building is unoccupied enter code 3; if for any other reason (e.g. refusal) enter code 4. You must also enter these codes on your CONTROL LIST. Your reason for deciding on any code should be entered in the comments column in the CONTROL LIST. The code should be entered below the space provided for "Enumerators" on the sticker. On a subsequent visit if enumerated, stick the blue sticker on the yellow one.

35. On no account should the blue sticker be fixed to any dwelling unless all its occupants have been enumerated.

36. Before fixing a blue or yellow sticker, fill in the details as required in the lines shown in the sticker.

The Questionnaire

37. All the information required at the census is to be recorded on the questionnaire which will be issued to you in bound pads of 50 forms. Each form is numbered at the top left hand corner. None should be taken out or destroyed. You will have to account for every form in the pad.

Check Your Work

38. Before you leave the household look at the questionnaire you have completed for it and make sure that you have done so accurately and fully.

39. It is better that you check your work on the spot than have to revisit the household. It will save you time, trouble and perhaps a long walk.

40. In particular you should make sure that:

- (a) others can read what you have written;
- (b) all columns are filled in where they should be and the answer codes are correctly entered;
- (c) the household number has been entered;
- (d) you have affixed the blue sticker if all the households in the dwelling have been enumerated;

When you are satisfied that all is in order you should sign the questionnaire.

Control List

41. At the end of each visit, before you move on, you must complete the CONTROL LIST. This is important as it is from this that the preliminary figures of population will be calculated.

42. At the conclusion of enumeration in each locality add up the number of households and number of persons enumerated. Enter the locality code and the sums of households and persons enumerated in the appropriate columns at the front cover of the EA book.

If you have not completed a locality when you exhaust an EA book, enter under the comments column the name of the locality you have not finished and under comments,

write the words "continue in EA book No.....". In the new EA book, complete the locality, enter the name of the locality and the various sums as instructed above and in comments column, enter the words "continued from EA book No.....".

43. The questionnaire in respect of those households you have enumerated should be complete and ready for checking at any time.

At the end of the Enumeration

44. When you are satisfied that you have completed the enumeration of your area you should report to your supervisor with all your equipment. Your work will be checked and you will be given further instructions.

HOW TO FILL IN THE QUESTIONNAIRE

PART THREE

45. You will fill in the questionnaire yourself. Remember that the information is confidential and that it must not be left around or given to anyone other than a Census Officer.

46. Use the ball point pens provided. You must not use felt pen or pencil.

47. Keep the questionnaire clean.

48. Write legibly.

49 * Leave no column blank.

50. It is necessary to ask some questions in respect of all persons (columns P1-P9); some questions of all persons aged 5 years and above (columns P10-P11) some questions of all persons 10 years and over (column P12-16) and others of females aged 10 years and over (columns P17-P22). These questions refer to individual members of the household. You should enter the appropriate answer code on the same line as person to whom the question refers, for example, if the question is in respect of person X and that person is married, enter the figure 3 under "Marital Status" on the line in which X's name appears.

All figures must be entered on the shaded space and other entries that have to be written out should be on the unshaded space.

51. Columns P1-P9 must be completed for everyone. Some questions in the remaining columns do not apply to all persons. In these cases you should enter the code O.

52. For a question for which the answer is not known enter 9 in the appropriate column if the expected answer is only one digit, and 99 if the expected answer is two digits.

53. Sometimes you may wish to explain more fully some entry you have made on the questionnaire, either because there is not enough space on the form or because the entry needs further explanation in order to help those who will work with the questionnaire after you have finished. There is space on the questionnaire marked

"Comments" which you should use for this.

54. If you make a mistake do not try to rub it out, cross it out neatly and correct it. If there is no room to make the correction, cross out the whole line, write along it "MISTAKE" and complete a new line.

55. Complete a separate questionnaire for each household. If there are more than ten persons in the household you continue on the next form. Write "CONTINUED" in the space marked 'COMMENTS' at the top of the next form. Continue to number the persons serially, so that the first person on the second form will be number 11. Use as many questionnaires as necessary.

56. Remember that there is nothing very difficult about filling in the questionnaire, however, should you have problems consult your supervisor.

BEGINNING OF ENUMERATION

57. On arrival at the dwelling greet the occupants and identify yourself as a Census Enumerator. Ask for the head of the household; if he is not present speak to the next senior person. Explain that you must record each person according to where they were on census night even if they are not there at the time of enumeration.

For example, if someone slept on census night, but left before you arrived he should be enumerated even though he is not present.

58. It is important that you complete the questionnaire in the right order. Enter the names and codes of the chiefdom, EA number, names of locality and the house serial number. For house serial number enter the number you assign and record on the CONTROL LIST. The households should be identified in the box just after the house serial number starting with 01.

9 8 0 0 1	
9 8 0 0 1	

59. In urban areas and large villages where there are street names and house numbers, both street names and house numbers should be recorded in the space provided for them.

COLUMNS P1 TO P9 APPLY TO ALL PERSONS

Column (P1) NAME

Ask the head of the household or other responsible person "who spent census night here".

Enter their names, starting with the head's if he/she slept there. Include visitors and servants who slept there.

Include small children and babies if they slept there, even if they were born the day before the census night. If they have not yet been given a name write `BABY'.

Include the persons normally belonging to the household who were away from home on the census night, being elsewhere in the country and did not sleep in another household, for example, on night duty, out fishing all night, out protecting crops or grazing cattle or out hunting or cutting thatch.

If you find there is not enough room to write the full name of the person write only the name by which the person is most generally known.

Write down the names in the following order:-

- Head or another person acting in that capacity
- Spouse of head
- Children of head or spouse who have no children
- Children of head and their children
- Others

In general a woman's children should be listed immediately after her name.

Column (P2) SERIAL NUMBER

Enter the serial number of the person you are enumerating in this column, 01 for the first person, 02 for the second, etc.

Column (P3) RELATIONSHIP

Enter the answer code indicating the relationship of each person to the head or acting head of household against the person's name. Proceed as follows:- enter

1. for the head or acting head of household
2. for his/her spouse
3. " " " son/daughter
4. " " " brother/sister
5. " " " nephew/niece
6. " " " father/mother
7. " " " in-law
8. " " " grandchild

for others write down the relationship whether stepmother, stepfather, ward or visitor.

Before going on to complete other columns make sure that you have written down the names and entered correct relationship codes of EVERY PERSON who spent the census night in the dwelling.

Column (P4) SEX

For MALES enter 1
For FEMALES enter 2

Sometimes it may be clear to you from the name and relationship which sex the person is, but be careful to get the sex of the young children right - DO NOT GUESS IT, ask.

Column (P5) AGE

This is one of the most important questions on the questionnaire. It is also one of the most difficult to answer correctly. You should take particular care with it. You should record the age of a person in completed years.

For example, a person aged twenty-six years and four months should be recorded as "26". A child aged under one year should be recorded as "00", a child of four years of age should be recorded as "04". For persons aged 98 years and over enter 98.

Ask the person's age. Be sure to ascertain whether the stated age refers to last birthday or next birthday. Age last birthday should be recorded. If there is no other way you will have to estimate the person's age.

Many people will not know their ages, when this happen ask first for the year in which the person was born then look up the age in the calendar provided. If the year of birth is not known you should find it out by using the Events Calendar. Ask how old was the person at the time of some known event. Check the answer by relating it to some other event the person can remember well. If you already know the age of some other persons in the household you may find it helpful by asking if the person is older or younger and by how many years. If there is no other way you may have it estimate the person's age by looking at him.

When you have made the best estimate you can, you should check if it is compatible with the person's position in the family.

Some people have fixed wrong ideas about their ages, others misstate their ages. Do not accept answers that are obviously wrong. Try and get accurate answers.

Column (P6) ISMOTHER ALIVE

Ask this question of all persons. In case of a child under 15 years of age, make sure that the answer you get is in respect of that child's natural mother and not in respect of her aunt or grandmother.

Column (P7) PLACE OF BIRTH

For a person born in the Western Area, enter Freetown, for a person born elsewhere in Sierra Leone, write the name and code of the chiefdom of birth. Use recommended abbreviation for the name chiefdom where necessary.

Column (P8) NATIONALITY

The nationality of a person is the country to which a person belongs by birth or legal process. If a person is a Sierra Leonean write the figures 0001, if otherwise write the name of the country of which the person is a national.

Column (9) PLACE OF RESIDENCE A YEAR BEFORE THE CENSUS

This question deals with the place where each person being enumerated was living a year before the census. Proceed as follows:

For children who are under one year of age at the time of enumeration, enter 0000.

For a person who is living in the same dwelling now as last year, enter 0001.

For a person who was living somewhere else in the locality enter 0002.

For a person who was living somewhere else in Sierra Leone write down the name and code of the chiefdom in which it is located. If in the Western Area, for a person who was living in Freetown, write WU and WR for the rest of Western Area.

For a person who was living outside, Sierra Leone a year before the census write the name of the country.

Column (P10) & (P11) APPLY ONLY TO PERSONS 5 YEARS AND ABOVE

Column (P10 & P11) EDUCATION

Column (P10): Enter the answer code as appropriate

Column (11): Enter the highest school class the person has passed

- If class 1 enter 11
- If class 2 enter 12
- If class 3 or std 1 enter 13
- If class 4 or std 2 enter 14
- If class 5 or std 3 enter 15
- If class 6 or std 4 enter 16
- If class 7 or std 5 enter 17

If a person is currently or has left school 1, enter 10

If the person has attended/ is attending secondary school enter the highest form passed as follows :

- If form 1 enter 21
- If form 2 enter 22
- If form 3 enter 23
- If form 4 enter 24
- If form 5 enter 25
- If form 6 enter 26

If the person has attended or is attending University enter the number of YEARS the person has spent attending University as follows :

- 1 Year enter 31
- 2 Year enter 32
- 3 Year enter 33
- 4 Year enter 34
- 5 Year and over enter 35
- If less than one year enter 30

If none of the above applies to a person, write down the respondent's answer, e.g. Teachers College, Trade Centre, Nursing School etc.

(P12) MARITAL STATUS

Enter the appropriate answer code against each person's name :

- 1 Never married
- 2 Betrothed/Engaged
- 3 Married
- 4 Separated
- 5 Divorced
- 6 Widowed

A person who has undergone a ceremony or promissory ritual to marry another but has never lived with that person should be regarded as "engaged" or "betrothed".

A person should be regarded as married if he/she has been through any form or marriage ceremony whether tribal, civil, Christian or other.

A person is considered widowed if either the husband or the wife had died and the surviving partner has not remarried.

A person should be regarded as divorced if his/her marriage has been terminated by legal or customary process.

A person should be regarded as separated if he/she has been ordered to live apart from his/her spouse by a court of law or he/she is no longer living together with his/her spouse.

Columns (P12 to P16) APPLY ONLY TO PERSONS 10 YEARS AND ABOVE

Columns (P13 & P14) TYPE OF ECONOMIC ACTIVITY DURING THE PAST MONTH

Column (P13)

The correct answer code to the question by anyone who has worked for somebody else during the month before the census is 1, if the person is self-employed the correct answer code is 2, and if he has neither been self-employed nor employed by somebody else the correct answer code is 3. Enter the code as appropriate. For any person working regularly but who is paid by other means than cash should be regarded as employed and code 1 should be entered.

Remember that those who worked for somebody else include among others those who work for wages, salaries, fees, commission and the like.

Those self-employed include those who are in business for themselves -for example farmers who farm with specific intention of selling their products, store owners, hawkers and people such as those who repair shoes or cut hair under a tree or those who weave baskets and those who sell oranges for their living. For a farmer who grows mainly for his family's consumption, enter 3 in P13 and 4 in P14. Whenever you enter code 1 or 2 in P13, enter code O in P14.

Column (P14)

This column relates to persons who were neither self-employed nor working for other persons during the month before the census. Find out what they were doing during most of the reference period, probe if necessary. For example, if a person said that she was a housewife check if she was not doing any other manner of work apart from looking after the house. If for example she was selling food, weaving clothes, etc. regard her as being self-employed therefore enter code 2 in P13 and O in P14. Probe accordingly in case of persons who regarded themselves as pensioners or students. After satisfying yourself of the correctness of the responses, enter the appropriate answer codes against their names.

For persons who had worked before and are looking for work at the time of enumeration, they should be asked their occupation and industry when last employed.

For persons who had never worked before and are looking for work at the time of enumeration, they should be asked their occupation and industry when last employed.

For persons who had never worked before and are looking for work at the time of census enter O in columns P15 and P16.

Column (P15) OCCUPATION

Occupation means the work a person does. You should obtain as clearly as possible the kind of work the person was doing during the month before the census. If the person uses vague answers such as "Civil Servant" "Businessman" or "Laborer", ask further questions to discover what he did, then write down the occupation in the space provided, e.g. for a clerk ensure whether he is typing, accounts or bank clerk and enter the occupation as fully described; for a farmer you should enter whether he is a cocoa, coffee, or rice farmer. For a Civil Servant ensure whether he is an officer cleaner, messenger, executive officer, district officer or permanent secretary. Similarly for a teacher make sure you obtain correct answer whether a primary, secondary or university teacher. In case of drivers ask whether a taxi, lorry or bull-dozer driver. For every other occupation type ensure that you obtain the proper description of the work the person does.

If the person moved from job to job you should enter the most recent occupation even if it only lasted for a day or two. This may happen with people who are casual laborers.

If a person has two or more occupations enter the one on which he spends most of the time.

Column (P16) INDUSTRY

The industry identifies the kind of product or service produced by the workers and his fellow workers. This is distinct from the person's own job, which is his occupation. You will very often discover a person's industry by asking who employs him and what kind of articles (or services) are produced by his employer (for example, a man may be a clerk and employed by a farmer, his occupation is "Clerk" and his industry is "Farming"). If the same person was employed by a mining company his occupation stays the same as "Clerk", but his industry should be recorded as "Mining". For a clerk employed by a Council, you should write the name of the council for his industry, similarly for a clerk employed by the Government the name of the Department or Ministry.

If you cannot establish the articles or services produced by the employer, write the name of the employers e.g. N.D.M.C., Sierra Leone Brewery, Mazda Garage, etc.

Columns (P17 - P19) NUMBER OF CHILDREN BORN ALIVE

These questions apply to ALL FEMALES aged 10 years and over, whether they are single, married, widowed, divorced or separated, whatever their relationship to the head of household. For all males and all females under 10 years of age enter "O" in these columns.

In Column (P17): Write the number of children born to the woman who are now living at home with her. This number should normally agree with the number of children enumerated on the same questionnaire and shown to be the woman's sons and daughters in column P3. For one child enter 01, for two children enter 02, etc. If none enter 00.

In Column (P19): Write the number of children born to the woman who have died. This should include all those who died immediately after birth, as well as those who may have died at later ages. Sometimes a woman may forget to mention children who died in infancy and does not want to be reminded of painful events; you must therefore put the question sympathetically and tactfully. Enter appropriate figures as instructed in P17.

Columns (P20 & P21) PARTICULARS OF MOST RECENT BIRTH

These columns also apply to ALL FEMALES aged 10 years and over. Ask for the year and month of the most recent live birth and enter the figures as appropriate in column 20. The months should be entered in two digits, 01 for January, 02 for February, etc.

Where the month is not known, 99 should be entered. Similarly, the year should be entered in two digits, 75 for 1975 80 for 1980 and 99 when the year is now known. All entries should be on the shaded space. If the child is still alive, enter code 1 in column 21 and code 2 if the child was dead before census night. In case of multiple births, enter the number that are still alive in brackets after 1, and the number that might have died in brackets after 2.

Columns (H1 - H4) FACILITIES IN DWELLING UNITS

These questions refer to the dwelling unit in which the household you are enumerating lives. Put the questions to the respondent and enter the appropriate answer codes in the boxes provided for them.

Column (H1) TOILET FACILITIES

Communal toilets - are public toilet facilities that can be freely used by any person, for example toilets at the markets, road side, etc.

Private toilets - are those available for exclusive use of occupants of a dwelling.

In case where there are more than one facility in use, enter the code for the one that is most often used by most of the persons in the household. You should enter the code as follows :

For the toilet facility that is communal, enter code 1 first and then the appropriate code indicating the type of facility; for the toilet facility that is private, enter code 2 first and then the appropriate code indicating the type of facility.

Column (H2) NORMAL SOURCE OF WATER SUPPLY

Ask for the normal source of water supply during the past month. If there are more than one source, enter the code for the source that was most used during the period.

Columns (H3 & H4) FUEL FOR COOKING AND LIGHTING

Ask for the fuel used during the past month for cooking and lighting and enter the appropriate answer code. If there are more than one type, you should enter the code for the most often used during the period.

Columns (H5 - H7) MATERIAL OF CONSTRUCTION

This question refers to the material of construction of the building where you are enumerating.

You can, by observation obtain the right answer to questions H5 and H7. Enter the appropriate codes in the boxes provided. If in doubt ask, especially in case of question H6.

Columns (H8) METHOD OF ACQUISITION OF DWELLING UNIT

Enquire from the household how the dwelling unit was acquired.
Enter code as appropriate :-

OWNER

1. Purchased
2. Constructed
3. Inherited

EMPLOYER PROVIDED

4. Government
5. Private

RENTING

6. Government
7. Housing Corporation
8. Private

Other (specify)