



Republic of Botswana



# 2001 POPULATION AND HOUSING CENSUS

## ENUMERATORS MANUAL ENUMERATORS MANUAL

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## PART 1: ORGANISATIONAL MATTERS

### A. INTRODUCTION

1. A Population and Housing Census is more than just a count of the country's population. It is also a survey of various demographic, social and economic facts about the people who live in Botswana.
2. A census is held in order to provide information, which is essential, both for development planning and for making administrative decisions. It is therefore of the greatest importance to every person in the country.
3. The census is explained in the leaflet "Guide to the Census", which you have all been given and which you must read.

### B. CENSUS ORGANISATION

4. The **Government Statistician**, as the head of the Central Statistics Office, is responsible to the Government for the conduct of the census. In order to facilitate the operations of census activities, a **Census Office** has been set up with a **Census Officer** in charge. The Census Officer is directly responsible to the Government Statistician. As the **District Commissioner** has the legal authority for the co-ordination of all government activities in his district, the Census Officer operates through him; but for the day-to-day co-ordination of census activities in the district, **District Census Officers** (DCOs) have been appointed to assist the District Commissioner. Representing the Census Officer in each District will be a **Technical Officer** (TO). The TOs will assist the DCOs on all technical matters relating to the census.
5. Your **supervisor** is your immediate superior in the census organisation. 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.
6. For the purpose of the census, the country has been divided into **Census Districts, which** are roughly equivalent to the Administrative Districts, Sub-Districts or their subdivisions. District Census Officers (with the assistance of TOs) are in charge of census operations in the Census Districts. The Census Districts are in turn divided into **Enumeration Areas** (EAs). Each EA is the responsibility of an enumerator who is required to visit every lolwapa and to obtain and record the information required of all persons and households in it.

### C. AIM OF THE CENSUS

7. The aim of the census is to determine the number of persons and certain characteristics of every person in Botswana. Since this cannot be done in one day, the census period will be the middle two weeks of **August 2001**. In the remote areas of the country, the period may be longer due to difficult terrain and long distances. During this period we must enumerate everyone living in Botswana - young and old, citizen and non-citizen, resident and visitor.

### D. YOUR JOB AS AN ENUMERATOR

8. 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 willingness to co-operate, and it is your job to obtain this by being always polite, patient and tactful.

9. The information you collect is **confidential** and will be used only for the purpose of compiling statistics. You are not permitted to disclose any census data to anyone who is not a census officer, nor should you leave it where any unauthorised person may have access to it. On no account must you allow any unauthorised person to fill in any part of the census questionnaire. No information on an individual person or household will be published or passed on to any other Government department or to anyone other than census officers. As a result avoid interviewing the respondent in the presence of other people whose presence may influence the respondents answers.
10. The **Census Act (CAP 17:02)** provides for severe penalties against any census officer who is found guilty of improper conduct. The relevant section of the Act reads as follows:

"Any census officer who:

- (a) without sufficient cause refuses or neglects to act as such or to use reasonable diligence and care in performing any duty imposed upon him,
- (b) wilfully puts an offensive or improper question or knowingly makes any false return,
- (c) asks, receives or takes from any person otherwise than an authorised officer of the Government any payment or reward,
- (d) divulges any information obtained during the performance of his duty as a census officer,

**shall be guilty of an offence and shall be liable to a fine of four hundred Pula or to imprisonment for twelve months or to both."**

In undertaking the work of an enumerator, **you have become a census officer** and these provisions apply to you.

## **E. CONCLUSION**

11. The Population and Housing Census is a national undertaking of great importance to Botswana. 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.
12. In undertaking the work of an enumerator, you are contributing to the development of Botswana, and it is work of which you can be proud.

## **PART 2: DEFINITIONS OF TERMS AND CONCEPTS**

### **A. ENUMERATION AREA**

13. An Enumeration Area (EA) is the smallest geographic unit, which represents an average workload for an enumerator over a specified period. The average size of an EA is approximately 120-150 malwapa.
14. An EA may be a whole locality (this is the case of a small village which is an EA by itself), a part of a locality (this is the case of a bigger village which has been divided into more than one EA) or a group of localities (this is the case of cattle posts, lands areas or freehold farms).
15. You will be allocated one or more EAs, and you will be responsible for visiting every lolwapa in them and for recording the information required in respect of every person in the household(s) constituting the lolwapa.
16. It is important that you are able to identify an EA assigned to you with the help of a map and the list of names in the control list.
17. For an EA which consists of smaller localities, you will be given a map showing the location of the localities in the EA and the number of malwapa in each locality. For the identification of the EA you will depend on:
  - the EA map affixed to the EA file showing the position of the localities in the EA
  - the Control Lists which have been prepared for each of the localities
  - the census numbers fixed to the malwapa
  - the knowledge of the local people
18. For an EA which forms part of a big village, you will also be given a map which will show you the location of the EA relative to adjacent areas in the village. For the identification of the EA you will depend on:
  - the EA map and the map affixed to the EA file.
  - the Control List - each line of the Control List in the EA File shows the name of the head of household or senior person who was living in the lolwapa when the mapping took place
  - the census numbers fixed to the malwapa; usually pinned to dwelling doors.
  - the knowledge of the local people
19. For an EA in town, the boundaries are identifiable through landmarks like roads and streets, which have names and plots, which have numbers. In most cases the road/street names and plot numbers are marked on signboards and on the map. These, in addition to the Control List, are to be used for the identification of the EA.

20. EA boundaries are denoted by + + + + + on the map. In addition, your EA boundaries are highlighted in red to distinguish it from other EAs which may appear on your map but which are not assigned to you. Make sure that you know the boundaries of your EA so that you do not leave out some malwapa or include those that do not belong to your area. Your supervisor will help you.

## **B. LOCALITY**

21. A locality is defined as any human settlement with a name and identifiable boundaries.

## **C. LOLWAPA/DWELLING**

22. A lolwapa, in its traditional sense, consists of one or more structures or buildings, permanent or temporary, usually surrounded by a fence/wall or something to mark its boundaries. In some areas the huts and/or other structures may not be fenced, but they are usually in very close proximity.
23. Mapping teams have already identified every lolwapa in Botswana and, in rural areas, affixed a lolwapa number (on a metal plate) to the door of each lolwapa. In urban areas the plot number has been used as the lolwapa number - and, since the plot number is usually visible, no metal plates have been affixed to urban malwapa.
24. A lolwapa may contain more than one household and it is part of your duty to identify them all. You must not miss any household in your area(s) nor count any twice.
25. A lolwapa is, actually a target address which provides access to the household(s). For you not to miss any household in any lolwapa in your EA, it is important that you fully understand what a household is.

## **D. HOUSEHOLD**

26. A household consists of one or more persons, related or unrelated, living together "under the same roof" in the same lolwapa, eating together "from the same pot" and/or making common provision for food and other living arrangements.
27. In some places, particularly in the towns, houses and blocks of flats have servants' quarters built within the same fence or compound. Servants occupying servants' quarters should be enumerated as separate households. There may be other people who are not servants and not part of the main household occupying these quarters; such persons should also be enumerated as separate households. Children or other family members occupying servants' quarters but being part of the household should be treated as part of the household.
28. In some urban areas, particularly on SHHA plots, rooms are let out to people for residential purposes. Each tenant unit should be regarded as a separate household. A tenant unit may consist of one or more rooms.
29. 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, provided they share common budgetary and housekeeping arrangements. Otherwise, they should be enumerated as separate households.
30. You should use a separate questionnaire for each household you enumerate.
31. You will enumerate everyone who slept in the lolwapa on the night before your visit, according to

the households to which they belong. If, on your first visit, you are able to enumerate the household, then this night is called the **census night** for that household, and all questions should be asked with respect to that night. If you are unable to enumerate the household, you must revisit the household. In such cases, the census night becomes the night before the revisit, if when you revisit you are then able to enumerate.

32. **Sometimes there are persons who would normally have slept at the lolwapa but who are known to have been absent during the night before your visit (census night) and not to have slept at any other lolwapa. Such persons should be enumerated with the households with whom they would normally have spent the night. Examples of such persons include night watchmen or policemen on night duty; railway staff on the night shift; persons working in hospitals, hotels and prisons throughout the night; hunting parties who slept in the bush; parties away cutting thatch; persons at overnight prayer meetings; and persons away at funeral wake keeping.**
33. Patients in hospitals, persons staying in hotels, prisoners, BDF personnel in barracks and miners in hostels should be enumerated on Institutional Questionnaires that will be provided by the supervisor. However, people living in houses in institutional compounds should be enumerated on Household Questionnaires, e.g. doctors in hospitals, teachers in schools, police officers, some army officers, etc. Persons staying in work camps should be enumerated on Household Questionnaires if they make their own arrangements for food; if they eat communally, then they should be enumerated on Institutional Questionnaires.
34. A person who died before 6:00 in the morning of the day of your visit should NOT be enumerated with the household in Part A. Particulars of such persons must be recorded in Part D of the questionnaire (Deaths). If a person died after 6:00 in the morning, he will be recorded in Part A of the questionnaire (information about individual household members), since he was alive during the whole of the census night.
35. However, in almost all cases of death just before your visit you would be advised to come back another time. Since, when you revisit, you will be asking for details of persons present in the household the night before your revisit, any person who died just before your first visit will now be included in Part D. **Do not persist in enumerating the household unless members are willing to be enumerated.**
36. There may be occasions when some people say that they have already been enumerated at another lolwapa and that they are only visiting the household where you find them. The rule stays the same. If they spent the census night with the household where you find them, you should enumerate them again, and write in the space provided on the questionnaire for comments "Person number ..... enumerated before at ..... (address)".
37. It is possible that a person might object to being counted twice. In that case you should ask his name together with the date and place where he was enumerated. Write this information down in the comments box, and report the matter to your supervisor when he comes to check your work.

## **E. HEAD OF HOUSEHOLD**

38. The head of a household is any person, male or female, at least 12 years old, who is regarded by other members of the household as their head. This person may or may not be a blood relative of other members of the household. In exceptional circumstances, if amongst those who spent the night there is no one aged 12 or over, the eldest child will have to be entered as head of household. A comment to this effect should be included in the comments box of the questionnaire.

39. In most cases the head will be either the husband or the wife, in the case of a married couple, but in other cases it may be any responsible or senior person in the household.
40. If the usual head of household is away from home and didn't spend the census night with the household, another responsible or senior person will have to be nominated as the head of household from amongst those who did spend the census night in the lolwapa.

**F. RESPONDENT**

41. There may be instances where the head of household spent the census night with the household, but at the time of your visit he is not present. You may then ask any member of the household present (aged 12 years or over) for the information required. Whoever provides the information is referred to as a respondent.
42. A respondent need not be the head of household.
43. Sometimes a respondent may be someone who did not spend the census night with the household. You are allowed to ask such a person for information on behalf of members of the household, but the respondent should not be listed with the household. However, if the respondent **did** spend the census night with the household, he should be listed with the household and his relationship to the head of household coded accordingly.



## **PART 3: PREPARATION FOR ENUMERATION**

### **A. YOUR EQUIPMENT**

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

- Enumerator's Manual (issued during training)
- 3 Enumeration Area (EA) Books
- An Institutional Questionnaire Book (if your EA is known to include an institution)
- A file containing the EA map and Control Lists
- Village/Country List, Botswana Events Calendar and Age Calendar (issued during training)
- 1 roll of printed white adhesive labels
- 1 roll of printed orange adhesive labels
- 2 blue or black ballpoint pens
- 1 census badge

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.**

### **B. THE ENUMERATION AREA FILE**

45. For each Enumeration Area (EA) assigned to you, there will be an Enumeration Area file, which contains the following information and material:

(a) THE FRONT COVER:

- District name and code
- Enumeration Area code
- Names and codes of all localities listed in the EA

(b) INSIDE THE FILE:

- Control List(s)
- A map of the Enumeration Area
- Sketch map of the Enumeration Area (where relevant)

**This file must be kept safely at all times and must be returned to your supervisor at the end of the census enumeration.**

An example of the front cover of an EA file, for the village of Kauxwi in the Okavango, appears on the next page. The corresponding map of the Enumeration Areas will be attached to the file. The Enumeration Area map allows you to locate the EA (0021) relative to other EAs in the same general area, while the map gives you more detail for Kauxwi, including the approximate location of lolwapa/house numbers.

EA FILE FRONT COVER



## 2001 POPULATION AND HOUSING CENSUS

District: Okavango Code: 

8	0
---	---

Enumeration Area: 

0	1	5	0
---	---	---	---

Village/Localities Included:

Kauxwi	Code:	0	3	1	0	0
	Code:					
	Code:					
	Code:					
	Code:					
	Code:					
	Code:					

Map of Enumeration Area  
Control form Included :  
Map of the Area Included:  
Final Check: Signature:

	√
	√
	√
<i>L. Busang</i>	

## C. THE CONTROL LIST - GENERAL INFORMATION

46. The Control List has three main functions:

- it provides you with a reference list of all the malwapa in your EA
- the "Status" column keeps you (and your supervisor) briefed as to which malwapa have not yet been enumerated - and why
- it provides the total number of persons in the household present and absent as well as the number of households in a dwelling or lolwapa.
- after enumeration it is used to summarise the numbers of households and persons enumerated in the lolwapa.

The Control List is therefore a very important document and you must look after it carefully. A copy of the partly completed **Control List appears on the next page.**

47. Discussion of the Control List is divided into two parts. Firstly, we look at the use of the **Control List as a reference listing.** Then, after the enumeration procedure has been described, we look at how the **Control List is used to monitor the enumeration status of the lolwapa** and to summarize the numbers of households and persons enumerated.

**CONTROL LIST**

Form CF2-2000

**REPUBLIC OF BOTSWANA  
2001 POPULATION AND HOUSING CENSUS**

Page 1 of 2

District: Gantsi

8	0
---	---

Village                     

0	0	3
---	---	---

Locality: Tsootsha

1	0	0
---	---	---

Enumeration Area 

0	1	5	0
---	---	---	---

Serial Number	Lolwapa/Dwelling Number	Name of Head of Lolwapa/ Household	Status: 2 Revist 3 Empty 4 Other	No. of h/h	Enumerated Households								Comments	
					(1)		(2)		(3)		(4)			
					p/p	p/a	p/p	p/a	p/p	p/a	p/p	p/a		
1	011	<i>Maungo Nyeps</i>	1	1	3	2								
2	012	<i>Nnana Poo</i>	1	1	2	0								
3	012	<i>Peter Jaward</i>	1	2	3	0	5	2						
4	012	<i>Jimmy Sekepo</i>	1	3	1	0	1	0	1	1				
5	013	<i>Mavis Tsamoo</i>	1	1	1	0								
6	014		2	1										<i>No one at home</i>
7	015		3	1										<i>It is vacant</i>
8	015	<i>Sega Maja</i>	1	2	2	0	2	1						
9														
10														
11														
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32														

p/p = Persons present  
p/a = Persons absent

h/h = Household

## **D. THE CONTROL LIST AS A REFERENCE LISTING**

48. The Control List provides you with a listing of all the malwapa that you must visit during the census. Each lolwapa is identified on the Control List by a Lolwapa/House Number. In rural areas this number will match the number on a metal plate attached to the door of the lolwapa. In urban areas the lolwapa number will usually be just the plot number. However, if a block of flats (or several institutional staff houses) occupy a single plot, the lolwapa number for the different flats/houses on plot 40353 (for example) will be listed in the following way: 40353/1, 40353/2 etc. The door number of the flat or house will appear under "Comments". Also on the Control List is the name of the head of the household (or other senior person) at that lolwapa if it was found to be occupied during the mapping work.
49. The name that appears on the Control List (as household head or senior person) is just to help you identify a lolwapa (e.g. in case the metal plate has fallen off or been removed). Once you have located the lolwapa you must enumerate the household(s) now living there regardless of whether the person named on the Control List is still a member of the household(s). Every lolwapa on the list must be visited even if it was unoccupied or just a bare plot at the time the list was compiled. This is because there may now be someone living at that lolwapa.
50. A lolwapa may not have a metal number plate for a variety of reasons:
- the lolwapa was not numbered during the mapping operation (either by mistake or because the lolwapa was built after the mapping and did not exist at that time)
  - the residents of the lolwapa or other persons may have removed the number
  - the number affixed to the lolwapa door or gate may have been transferred with the door or gate to a different locality.

Only in the first of these three situations should it be necessary to assign a new number to the lolwapa, but first you need to ascertain which of these three situations applies.

51. Check the name of the head of household (or other senior person) now living in the lolwapa. If either name appears on the Control List you will know that this lolwapa has already been numbered. Use the lolwapa number that already appears on the Control List and do not assign a new number.
52. If the lolwapa has no number and the name of the head or senior person of the lolwapa/household does not appear on your Control List, then assume it is a new lolwapa and assign the lolwapa a number as instructed in paragraph 55.
53. If you find a door or a gate bearing a number, which is totally different from the other numbers affixed to the rest of the malwapa in the locality or in the Enumeration Area and from those appearing on your Control List, ignore the number. It is a wrong number. Assign the correct number to the lolwapa. You will do this by asking the occupants of the lolwapa for the name of the head of household (or other senior person). Check the Control List and if such a name appears, use the lolwapa number already assigned. If not, assign a new number as instructed in paragraph 55.

## **E. UNLISTED LOCALITIES**

54. If you find in your EA a locality that has not been listed in your Control List, ascertain the name of the locality. Check with your supervisor that you haven't accidentally strayed into a locality that belongs to an adjacent EA. If your supervisor confirms that it is an unlisted locality within your EA, proceed as follows: On a blank Control List form, enter the Village/District names and codes, EA

number, and locality name - but leave the locality code blank. Assign new numbers to **all** the malwapa that you find in this unlisted locality as instructed below in paragraph 55, and carry out the enumeration. Mark in your EA map the approximate location of this unlisted locality (if it is not already mapped) and write the name of the locality next to where you have marked its location. Show it to your supervisor.

## **F. HOW TO ASSIGN NEW NUMBERS TO UNNUMBERED MALWAPA**

### **55. IF EA IS COMPOSED OF DIFFERENT LOCALITIES:**

(a) In cattlepost areas, lands areas and freehold farms (or mixtures of these) your EA will mostly consist of more than one locality. For each locality you will assign new numbers to unnumbered malwapa independently. That is, for unnumbered malwapa in Locality X, you will assign sequentially from 001 to the last unnumbered lolwapa preceded by 77, i.e. the first lolwapa will be 77001. For unnumbered malwapa in Locality Y, you will assign sequentially from 77001 to the last unnumbered lolwapa in that locality. You will follow the same procedure for the rest of the localities in your EA.

### **(b) IF EA IS A WHOLE LOCALITY:**

A small village may be a whole EA. If it is, simply assign new numbers sequentially starting with 77001 to the last unnumbered lolwapa in that EA.

### **(c) IF EA IS PART OF A LOCALITY:**

In towns and big villages, an EA will be part of the town, village or ward. As in (b) above, simply assign new numbers sequentially from 77001 onwards.

Enter each new number in the "Lolwapa/Dwelling Number" column of the Control List for that locality. This number is also the Lolwapa/Dwelling Number to be entered at the top of every questionnaire. Indicate in the "Comments" column of the Control List the location of the unnumbered lolwapa, e.g. "between lolwapa 120 and 122".

### **56. Start your enumeration with the first lolwapa on your list.**

Remember a lolwapa may contain more than one household, so, before you start enumerating, find out how many separate households live within the lolwapa (using the definition of a household as given in paragraph 26 and 27).

## PART 4: THE ENUMERATION PROCEDURE

### A. HOW TO APPROACH THE PUBLIC

57. You should wear your badge and carry your letter of appointment 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.
58. You should politely request entry into the lolwapa, exchange proper greetings, explain what your visit is all about and respond to any questions about the census which members of the lolwapa may ask, **BEFORE YOU START ENUMERATING**. At the end of enumeration, politely thank the people for their cooperation and carefully shut the gate (if any) behind you on leaving the premises.
59. During the enumeration, let people take their time, never put answers into their mouths, work steadily and systematically through the questionnaire and make sure that the answers are clear to you before you write anything down. **Do not accept at once an answer if you think it might be wrong. Instead, tactfully ask further questions to obtain the correct answer.**
60. 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 that the information is treated confidentially. If he is still reluctant to help, report the matter to your supervisor as soon as possible.
61. When leaving a household, remember to thank the head and the other members for their help.

### B. WHOM TO ENUMERATE

62. You must enumerate everyone in your enumeration area. You will do this by visiting every lolwapa in the area and enumerating every household. You will enumerate every person in the household who spent the census night in that lolwapa (see paragraph 31) and those who, for reasons given in paragraph 32, did not spend the census night there but who did not spend the night with any other household either. In addition, you will record those citizens absent from Botswana but who would usually live in the lolwapa if they were in the country. A questionnaire must be completed in respect of each household.
63. Using the definition of a household, you will identify all the households in the lolwapa.
64. You will ask for the head of the household or the most senior person of those present at the time of your visit. This is the person to whom you should address all questions.

### C. WHAT HAPPENS IF THERE IS NO ONE AT HOME

65. It may happen that when you visit a lolwapa there is no one at home or no one old enough to answer questions. You must make further calls until you find someone or until you are quite certain that the lolwapa is unoccupied (no one is living there). Neighbours can very often tell you when the members of the household are likely to be at home and you should arrange your next visit accordingly. You should also ask the neighbours whether the people are just away for the day or whether they will be away for the duration of the census period. **In all cases, you should make at**

**least three revisits 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 on the back cover of the EA book for you to enter the particulars of malwapa and household(s) you have to revisit.

#### **D. THE QUESTIONNAIRE - GENERAL POINTS**

66. You (and not the respondent) must fill in the questionnaire. Remember that the information is **confidential** and that it must not be left lying around or given to anyone other than a census officer.
67. Use the blue/black ball-point pens provided. You must not use felt pens or pencils.
68. Keep the questionnaire clean, write legibly and leave no column blank.
69. All **codes must be entered on the shaded portion of the line**, and other entries that have to be written out should be on the unshaded portion. The only exception is in Part E, where you will circle the code(s), which correspond to the appropriate answer(s) and do not write anything at all in the shaded part.
70. Where questions do not apply to a particular person, you should enter a dash (-). If there are no entries to be made in Parts B, C or D, enter dashes on the first line to show that you have asked the question(s).
71. For a question for which the answer is not known, enter 9 in the appropriate column. If more than one digit is required for the answer, enter as many 9s as the number of digits provided for. For example, if Marital Status (A20) is not known, enter code 9; if Past Residence (A9 and A10) is not known, enter code 999.
72. 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 a box on the questionnaire marked "Comments" which you should use for this purpose. If the comments box is not sufficient for the purpose, use the back of the questionnaire and indicate in the comments box that you have written comments on the back of the questionnaire.
73. If you make a mistake do not try to rub it out and do not use "Tippex"; cross it out neatly with a single line and correct it. If there is no room to make the correction, cross out the whole line, write "MISTAKE" along the line and complete a new line. The reason you should cross out with a single line only is that if there is any doubt about the answer you have given, the information that you wrote first may help coders decide how to code the answer. If you cross out heavily or use "Tippex", the coders will not be able to see what the original answer was.
74. Having introduced yourself to the household and explained about the census, you must first establish whether, in this lolwapa, there is just one household or more than one household (see definition of household in paragraph 26 and 27). Complete a separate questionnaire for each household.
75. If you encounter any problems when filling in the questionnaire, make a note in the comments box (or on the back of the questionnaire) and ask your supervisor about it when you next see him.
76. **All the census information required is recorded on the questionnaires, which will be issued to you bonded in a book form. Each form is numbered at the top right hand corner. None should be taken out or destroyed. You will have to account for all of them at the end of enumeration.**



77. These bound forms are referred to as **Enumeration Area Books** (EA Books). Each EA Book is also uniquely numbered, on the front cover.
78. You will be given 3 EA Books for the EA assigned to you. You will use one EA Book until it is completely full before starting on a fresh one.
79. When you find that not all of the households in a lolwapa are available for enumeration, you must not leave any of the pages of the EA Book blank in reservation for those households.
80. You will continue filling in the EA Book, page after page, until you are able (on a revisit) to enumerate those households, numbering them in sequential order from the last household enumerated in that lolwapa. You will know which household number to assign from the **Enumerator Revisit Form**, which is discussed later in paragraphs 164-170. Remember that the District, the Village, the EA, the Locality and the Lolwapa/House Number will be the same as the already enumerated household(s), but the Household Number will change sequentially from the last household enumerated in that lolwapa.

## **E. THE STRUCTURE OF THE QUESTIONNAIRE**

81. The questionnaire is divided into five parts - A, B, C, D and E. Portions of an example of a completed questionnaire are given as the corresponding various parts of the questionnaire are explained.

### **PART A:**

82. In Part A you must list all those persons who spent the census night with this household in this lolwapa. Also to be included are those who would have slept in this lolwapa if they had not been on night duty as a nurse, guard, etc. (see paragraph 32).
83. Part A is sub-divided into the following five sections:
84. The first section consists of columns A1 - A12. Questions in these columns are to be completed for **all persons** in the household.
85. The second section comprises columns A13 - A15. Questions in these columns are applicable only to **persons aged 2 years and over**, and they refer to language, and education.
86. The third section consists of columns A16 - A26. Questions in these columns are to be asked of **all persons aged 12 years and over**. They are concerned with religion, marital status and economic activity of the eligible person.
87. The fourth section comprises columns A27 - A30. Questions in these columns refer only to **females aged 12 years and over**.
88. The fifth section consists of columns A31 and A32. Questions in these columns refer only to **females aged between 12 and 50 years**.

### **PART B:**

89. Questions in Part B refer to any members of the household who were **outside Botswana** on the census night. This part should be completed in respect of Botswana citizens only.

### **PART C:**

90. Questions in Part C refer to any **disability** affecting any person listed in Part A or B.

**PART D:**

91. Questions in Part D deal with any **deaths** that have occurred to members of the household between last Independence Day, 30th September 2000 and the census night.

**PART E:**

92. Questions in Part E deal with the household as a unit, as opposed to questions in Parts A, B, C and D, which deal with individuals.

**F. HOW TO FILL IN THE QUESTIONNAIRE**

93. On arrival at the lolwapa, greet the occupants and identify yourself as a census enumerator. Ask for the head of the household or, if he is not present, the next most senior person. Explain that you must record information for each person who slept in this housing unit last night, even if he is not there now. For example, if someone slept there the night before your visit, but left before you arrived, he should be enumerated even though he is not present.
94. It is important that you complete the questionnaire in the right order. First enter the names and codes of the District, Village, EA and Locality (all given in your EA file and Control List); the Lolwapa/House Number; and the Household Number. For the Lolwapa/House Number, you enter the number given on the Control List (though you should note the exception to this for blocks of flats etc, as described at the end of this paragraph). If the number on the Control List has less than 5 digits, then fill in zeros to the left of the number to make it a 5-digit number. If there is more than one household in the lolwapa, the different households must be assigned different household numbers, as follows:

	<u>lolwapa/house no.</u>	<u>Household no.</u>
first household enumerated	0 4 9 8 0	0 1
second household enumerated	0 4 9 8 0	0 2

and so on, serially for any other households in the lolwapa.

If there is only one household in the lolwapa, enter **01** in the household number box.

You will, in most situations, use the number given on the Control List as the Lolwapa/House Number. The exceptions to this are when several flats/staff houses are located on the same plot and appear on the Control List in the form: 40353/1, 40353/2, 40353/3 etc. The census Lolwapa/House No. for all malwapa on plot 40353 will be the same: the plot number, 40353. But since all malwapa on the plot now have the same census lolwapa number it is necessary to use the **Household Number** to uniquely identify one lolwapa from another, as follows:

<u>Lolwapa/House Number shown on Control List</u>	<u>Lolwapa/House No. to use on Questionnaire</u>	<u>Household No. to use on the Questionnaire</u>
40353/1	40353	01
40353/2	40353	02
40353/3	40353	03

However, by using the household number in this way we can no longer use it to identify separate households within the same flat or house. If you find more than one household living within a lolwapa each has to be enumerated as a separate household. The first household should be assigned the number used on the Control List. For the second household, use a two-digit number that will not otherwise be used on this plot. (For instance, if there are 20 flats in total, the first available number will be 21. So number 21 would be the household number to use to identify a second household within a lolwapa on the same plot. If lolwapa number 14 was found to be occupied by two

households, the first household would be assigned household number 14; the second household would be given number 22).

95. Work steadily and systematically through the questionnaire and make sure you understand the answers before you write them down.
96. After entering the geographic information (paragraph 94), you should fill in the rest of the questionnaire in the following order:
  1. List the names of all persons who spent the census night with the household (including those described in paragraph 32), starting with the household head. After recording each name, probe for more members or persons to be listed.  
  
Enter each person's serial number (A2), relationship to the head (A3) and the rest of the information column-wise until A12.
  2. Then from A13 move **across** the page and obtain all the other information required for each person listed, one at a time.
  3. After completing Part A for all household members, complete Parts B, C, D and E.

## **G. THE QUESTIONS AND THE ANSWERS**

### **PART A OF THE QUESTIONNAIRE:**

97. **COLUMNS A1 - A5** collect the basic identifying information about the persons in the household (name, relationship to the head, sex and age).
98. **Column A1: NAME**  
**Q: What are the names of all persons who spent last night here?**  
**Have you included babies?**  
**Have you included elderly persons?**  
**Have you included visitors and those who normally spend the night here but who were away on night duty, at prayer meetings, etc.**

Enter the names of all persons who spent the census night in the household, starting with the head's. **Every household must have a "head" from amongst those who spent the census night in this lolwapa** or those described in paragraph 32. If the "usual" head was not present, someone else should be chosen as head.

Include visitors who spent the night there. Include small children and babies if they slept there, even if they were born the day before. If they have not yet been given a name, write "BABY BOY" or "BABY GIRL". A baby born in the lolwapa before six o'clock in the morning of the day of your visit should be counted. If the baby was born in hospital and had not been brought home by six o'clock in the morning, then it would be included (with its mother) in the Institutional Questionnaire completed for that hospital.

Include persons usually belonging to the household who were away from home on the night before your visit if they were elsewhere in the country and did not spend the night in another household. For example, include those who were on night duty, out fishing all night, or out hunting or cutting thatch or at wake keeping (see paragraph 32). If a person was with another household, assume that he was enumerated with that household.

Only the name of the head of household should be written in full. For other members, the first name (or the name by which the person is usually known) will be sufficient. **You must write the name of the head of household on the first line.** The order in which you record the names of the other members of the household does not matter greatly, but you might wish to list them in this order:

- Head or acting head of household
- Spouse of head
- Never married children of head or spouse
- Ever married children of head or spouse and their own children
- Other relatives
- Non-relatives and visitors

99. **Column A2: SERIAL NUMBER**

In this column enter the serial number of each person enumerated. The first person enumerated should be given the number 01, the second 02, the third 03, and so on. If a household has more than ten members and you have to continue onto the next questionnaire page, the persons listed on this next page will have serial numbers 11, 12, etc. Write "CONTINUED" in the comments box on the current page before turning to the next page in the EA Book (be sure to enter the geographic information at the top of the questionnaire). If you are using the last page of an EA Book and must continue onto another questionnaire page, write "CONTINUED ON PAGE 1 OF EA BOOK (number)". When you record data for Parts B, C and D, return to the first page and enter the information there. However, data for Part E should be recorded on the LAST page used for listing the household.

ALL PERSONS									
NAME	SR NO.	RELATIONSHIP	SEX	AGE	CITIZENSHIP				
What are the names of all persons who spent the last night here? Have you included babies? Have you included elderly persons? Have you included visitors and those who normally spend the night here but who were away on night duty, at prayer meeting, etc.?		What is ...'s relationship to the head of Household? 00 Head 01 Spouse 02 Son/Daughter 03 Step Child 04 Grandchild 05 Parent 06 Grand Parent 07 Brother/Sister 08 Nephew/Niece 09 Other Relatives Not Related	1.Male 2.Female	How old is ... in completed years?	What is the country of ...'s citizenship? 01 Botswana 02 Angola 03 Lesotho 04 Malawi 05 Mozambique 06 Namibia 07 South Africa 08 Swaziland 09 Zambia 10 Zimbabwe Other-see list				
<b>A1</b>	<b>A2</b>	<b>A3</b>	<b>A4</b>	<b>A5</b>	<b>A6</b>				
<i>Maungo Nyeps</i>									
	0   1	0   0	2	5   2	0	1			
<i>Mothusi Nyeps</i>									
	0   2	0   2	1	2   3	0	1			
<i>Itumeleng Nyeps</i>									
	0   3	0   4	1	0   8	0	1			
<i>Balisa Nyeps</i>									
	0   4	0   4	2	0   8	0	1			
<i>Mbigi Nyeps</i>									
	0   5	0   4	2	0   5	0	1			
<i>Mmantsheledi Motsamai</i>									<i>Namibia</i>
	0   6	0   9	2	1   9	0	6			

100. **Column A3: RELATIONSHIP**

**Q: What is ...'s relationship to the head of this household?**

Enter the appropriate two-digit code in the shaded area under column A3 as follows:

- |   |                                     |
|---|-------------------------------------|
| "00" when the person is the Head of household | "06" for the Head's grandparent     |
| "01" when the person is the Head's spouse     | "07" for the Head's brother/sister  |
| "02" for the Head's son/daughter              | "08" for the Head's nephew or niece |
| "03" for the heads step child                 | "09" for Other relations            |
| "04" for the Head's grand child               | "10" Not related                    |
| "05" for heads parent                         |                                     |

The respondent may indicate that someone is the head's spouse even if the man and woman are not legally married. They may be living together without having gone through any form of marriage ceremony, whether tribal, civil, religious or other. Nevertheless, **if the respondent indicates that someone is the spouse of the head of household, you should enter code 01, even if you later are**

**told in column A20 that the two individuals are "living together"**. A person may effectively be the spouse, in terms of the role that person plays in the household, even if legally that person is not married to the head of the household.

101. **Column A4: SEX**

Enter the appropriate one-digit code in the shaded area under column A4 as follows:

- 1 Male
- 2 Female

Usually a person's sex will be obvious, but be careful to get the sex of young children right. Do not guess - ASK!

Before going on to complete column A5, make sure that you have written down the names and the correct relationship and sex codes for EVERY PERSON who spent the night before your visit with the household. Remember to ask about persons described in paragraph 32.

102. **Column A5: AGE**

**Q: How old is ... in completed years?**

This is one of the most important questions in the questionnaire. It is also one that is often difficult to answer correctly. You should take particular care with it. You should record the age of a person in completed years, i.e. as of last birthday.

For example, a person aged twenty-six years and four months should be recorded as "26". Similarly, a person aged twenty-six years and 10 months should be recorded as "26". A child aged under one year should be recorded as "00". For persons aged 98 years and over, enter 98. A person aged 98 will therefore be coded 98 and so will a person aged 99 or 104. The code 99 is for "age not known" and is to be used only when you cannot possibly estimate a person's age, even using the techniques described below. **However failure to estimate age must be avoided at all cost.**

Some people may not know their ages. When this happens, ask first for the year in which the person was born, then look up the age in the Age Calendar provided. If the year of birth is not known you should try to find out the age by using the Botswana Events Calendar. Ask how old the person was at the time of some known event. Check the answer by relating it to some other event the person can remember well. The events listed in the Botswana Events calendar are arranged both by District and alphabetically, and corresponding to each event you will find listed the year in which the event occurred and the number of years ago the event occurred. From this information you can calculate the person's age.

If you already know the age of another person in the household, you may find it helpful to ask if the person is older or younger and by how many years. If there is no other way, you may have to estimate the person's age by looking at him (if present). Other documents such as Birth Certificates, Clinic Cards, Passports or Omang Cards could help you in accurately establishing ages. Suggest to the respondent(s) that they might refer to such documents. They might even show you these documents, but do not demand to see them.

When you have made the best estimate you can, you should check whether it is compatible with the person's position in the family/household. (For example, a child should be at least 12 years younger than his natural mother; of course, if the mother isn't the natural mother, then the age difference will be irrelevant). Some people have fixed ideas about their ages which are mistaken. Do not accept

answers that are obviously wrong, but do it tactfully and diplomatically. Try and get accurate answers.

**EXAMPLE:**

*In the sample questionnaire shown on page 19, the first person to be listed is Maungo Nyeps, as the head of household, so she is listed first. Her eldest son, Mothusi, is listed next, followed by three of her grandchildren, Itumeleng, Balisa and Mbigi. The last person to come on the list is Mmantshedi who is an adopted girl by the family. Note that the head of the household (Maungo) is assigned serial number 01 in addition to being listed first. The rest of the household members follow in order of their seniority and membership status in the household.*

*According to the relationship column in A3, Maungo Nyeps as the head of household, is coded 00. Mothusi who is the son to the head is coded 02 to show this relation. The heads three grandchildren, Itumeleng, Balisa and Mbigi, are all coded 04; Mmantshedi's relationship to the head is best suitable for in the category 09 for "other relatives". Column A4 Maungo is coded 2 to show that she is female, and code 1 and 2 have been used interchangeably for other members of the household depending on their sex.*

*Still in the sample questionnaire above, Maungo is 52 years, Mothusi 23, Itumeleng 8, Balisa 8, Mbigi 5 and Mmantshedi is 19, as such they have been coded 52, 23, 08,0 8,0 5 and 19 respectively.*

*In the sample questionnaire below, all the persons listed are citizens of Botswana (code 01), except for Mmantshedi, who is a citizen of Namibia. As such Namibia is written in the unshaded area and the code for Namibia, 06, is written in the shaded area.*

103. **COLUMNS A6 - A10** collect information about the citizenship and places of residence of the persons listed in column A1. This portion of the sample questionnaire is inserted on page 24 for easy reference.

104. **Column A6: CITIZENSHIP**

**Q: What is the country of ...'s citizenship?**

For Botswana citizens, enter 01 in the shaded area under column A6. For citizens of other countries, **write the name of the country in the unshaded area** and the code for that country in the shaded area beneath. The codes for most Southern African countries are shown on the questionnaire. If a person is a citizen of a country not listed, look up the code in the Village/Country List.

105(a). **Column A7: PLACE OF BIRTH**

**Q: Where was ... born?**

State the place (locality) of usual residence of the mother at the time of birth of the child. The codes should be a seven digits number with the first two digits standing for the district and the next two standing for a district and the last three for a locality written as per the corresponding ones from the village country list. For those people whose place of usual residence of their mother's at the time of their births was outside Botswana, write the code of that country in the shaded area and the code of that country, preceding it with a "77777" the unshaded area.

105(b). **Column A8: PLACE OF USUAL LIVING: NOW**

**Q: Where does ... usually live?**

The place where a person spends or lives most of the time is that person's place of usual living. For

example, for children in boarding school or teachers teaching away from home, enter the name and code of the village where the school is located - or, if the school is outside Botswana, enter the name and code of the country where the school is located.

For a person who usually lives in this housing unit (i.e. where he is being enumerated), enter 001. For a person who usually lives somewhere else in the general locality (as indicated on the top of the questionnaire) where enumeration is taking place, enter 002. (However, in urban areas, if they live elsewhere in the same town they should be coded 002 even if the actual locality within that town is different from the one stated at the top of the questionnaire).

For a person who usually lives somewhere else in Botswana, **write down the name of the district in the unshaded area under column A8**. Prefixing the code a 6, e.g. 610 for Southern district.

For a person who usually lives outside Botswana, enter the name and code number of the country, prefixing the code number by 7, e.g., if Zimbabwe, write code 710.

For non-citizens working permanently or on contract in Botswana, their place of usual living is where they usually live in Botswana. People whose usual place of living is outside Botswana will include; tourists or visiting businessmen (in Botswana for anything from a few days to a month or so); children who are at boarding school outside Botswana, but who, during the census, are here on holiday; and people who work outside Botswana (e.g. on the mines in South Africa) and are visiting their families or friends for a period of leave.

106a. **Column A9: PLACE OF USUAL LIVING: A YEAR AGO**

**Q: Where did ... live this time last year?**

This question deals with the usual place where each person was living a year before the census. If a person was temporarily away from home a year before the census, record the place where the person was living, not the place the person was temporarily visiting. For example, if someone living in Kgalagadi was away from home visiting friends or relatives in Jwaneng, or if someone was in hospital in Jwaneng, do not record the place of usual living a year ago as Jwaneng. Use the code for Kgalagadi instead. If a child was attending boarding school in Lobatse, a year ago was with his family in Central district during the school holiday, then the child's place of usual living a year ago was Lobatse; he was merely visiting Lerela at this time a year ago.

For children who are under one year of age at the time of enumeration, enter 000 (because this time a year ago they had not been born).

For a person who is living in the same housing unit now as last year, enter 001. For a person who was living elsewhere in the locality (as indicated on the top of the questionnaire) last year, enter 002.

For a person who was living somewhere else in Botswana, **write down the name of the district** (as described for A8), and also look up the appropriate code from the Village/Country List as above. Enter the district code preceded by a "6", below the name of the district you have just written.

For a person who was living outside Botswana a year before the census, enter the name and code number for the country, prefixing the code by 7, e.g., if Lesotho, enter code 703. In cases where the place of usual residence was not known a year ago write 999.

106b. **Column A10: PLACE OF USUAL LIVING: 5 YEARS AGO**

**Q: Where did ... live 5 year ago?**



This question deals with the usual place where each person was living 5 years before the census. If a person was temporarily away from home 5 years before the census, record the place where the person was living, not the place the person was temporarily visiting. Like in 106 above, if someone living in Ngamiland was away from home visiting friends or relatives in Francistown, or if someone was in hospital in Francistown, do not record the place of usual living 5 years ago as Francistown. Use the code for Ngamiland instead. If a child was attending boarding school in Gaborone, 5 years ago and was always with his family in Southern district during the school holiday, then the child's place of usual living a 5 years ago was Gaborone; he was merely visiting Southern at this time 5 years ago.

For children who are under 5 years of age at the time of enumeration, enter 000 (because this time 5 years ago they had not been born).

For a person who is living in the same housing unit now as 5 years, enter 001. For a person who was living elsewhere in the locality (as indicated on the top of the questionnaire) 5 years, enter 002.

For a person who was living somewhere else in Botswana, **write down the name of the district** (as described for A8), and also look up the appropriate code from the Village/Country List as above. Enter the code which is preceded by a "6" below the name of the district you have just written.

For a person who was living outside Botswana 5 years before the census, enter the name and code number for the country, prefixing the code by 7, e.g., if Lesotho, enter code 703. Lastly write 999 if the place of usual residence was not known 5 years ago.

#### **EXAMPLE:**

*In column A7 below, Maungo, Mothusi and Mmantshedi were born in Kauxwi while the rest were born in Tsootsha. The enumerator wrote the district for Mothusi because he was living elsewhere in Botswana.. The same situation applies for A9 and A10. For example in column A8 the sample questionnaire below shows that Maungo, Itumeleng, Mbigi and Mmantshedi usually live in this household, so they are coded 001, Mothusi usually lives in Okavango at a boarding school.*

*Still on the portion of the completed questionnaire below parental survival in columns A11 and A12 were recorded code 2 for those whose biological fathers or mothers are dead. Note that for Itumeleng, Balisa and Mbigi, the respondent who is their grand mother does not know whether the fathers of these children are still alive or dead as she has never known them.*

ALL PERSONS												
PLACE OF BIRTH	OF	PLACE OF USUAL LIVING									PARENTAL SURVIVAL	
		NOW			A YEAR AGO			5 YEARS AGO			Father	Mother
Where was ... born?  (State locality if born in Botswana otherwise state country)		Where does ... usually live?  001 In this housing unit 002 Elsewhere in this locality Elsewhere in Botswana (State Town/District)  7XX Other country (See list)	Where did ... live in August last year?  000 Not born 001 In this housing unit 002 Elsewhere in this locality ---Elsewhere in Botswana (State Town/District)  7XX Other country (See list)	Where did ...live in August 1996?  000 Not born 001 In this housing unit 002 Elsewhere in this locality ----Elsewhere in Botswana (State Town/District)  7XX Other country (See list)							Father Is ...'s biological father alive?  1 Yes 2 No 3 Don't know	Mother Is ...'s biological mother alive?  1 Yes 2 No 3 Don't know
A7		A8	A9	A10							A11	A12
<i>Kauwxi</i>												
		0	0	1	0	0	1	0	0	1	2	2
<i>Kauwxi</i>		<i>Okavango</i>			<i>Okavango</i>							
								0	0	1	2	1
<i>Tsootsha</i>												
		0	0	1	0	0	1	0	0	1	3	2
<i>Tsootsha</i>												
					0	0	2	0	0	1	3	1
<i>Tsootsha</i>												
		0	0	1	0	0	1	0	0	1	3	2
<i>Kauwxi</i>					<i>Okavango</i>			<i>Okavango</i>				
		0	0	1							1	1

**107a. COLUMNS A11 - A12: PARENTAL SURVIVAL:**

Collect information on the parental survival of the people listed on column A1. It should be made clear to the respondent the difference between biological parents and other parents like stepparents and foster parents. The need for the biological parents should be emphasised.

**107b. COLUMN A11: FATHER**

**Q: Is ...'s biological father alive?**

Find out from the respondent if the biological father of each and every person listed in A1 is alive or dead. If the biological father is still alive write code "1" in the shaded area, if the biological father is dead or no longer alive write code "2" and finally if it is not known if the father to the person in question is alive write code "3" in the shaded area. The enumerator must probe thoroughly before accepting that it is not known if the father is alive or not.

**107b. COLUMN A12: MOTHER**

**Q: Is ...'s biological mother alive?**

Like in the case of the father above find out from the respondent if the biological mother of each and every person listed in A1 is alive or dead. If the biological mother is still alive write code "1" in the shaded area, if the biological mother is dead or no longer alive write code "2" and finally if it is not known if the biological mother to the person in question is alive write code "3" in the shaded area. The enumerator must probe thoroughly before accepting that it is not known if the mother is alive or not.

107b. **COLUMN A13: LANGUAGE**

**Q: What language does ... speak most often at home?**

Ask for the language spoken mostly at home by each and every person listed in A1 aged 2 years and over. For those people speaking Setswana or English, write down "01" or "02" respectively on the shaded areas. If the person speaks any other language other than the two write down the reported language on the unshaded area.

107e. **COLUMNS A14 - A15** These questions apply only to persons **AGED 2 YEARS AND MORE**. If the person is under 2 years of age, then when you reach column A13 you should put dashes in the shaded areas for columns A13 – A32 and proceed to the next listed person in the household. The relevant portion of the sample questionnaire is shown on page 28 for easy reference.

108. **Column A14: SCHOOL ATTENDANCE**

**Q: Has ... ever attended school?**

This question refers to formal schooling only. Non-formal education like the adult education and those who did their education at their homes like in the Zezuru community are not covered by this question. Government recognised private schools are included.

If a person has never attended school, enter 1 in A14 and a dash in A15, and go to A16.

If a person is still attending school, enter 2 in A14 and go to A15.

If a person has attended school but has since left school, enter 3 in A14 and go to A15.

If it is not known whether or not someone ever attended school, enter 9 in A14 and 99 in A15.

109a. **Column A15: HIGHEST GRADE COMPLETED**

**Q: What is the highest level that ... completed?**

Enter the highest school level or grade the person has completed as per the codes below:

For Pre-school

If year 1 not completed enter 00

If year 1 completed enter 01

If year 2 completed enter 02

If year 3 completed enter 03

For Non-Formal Education

If prima 1 not completed enter 60

If prima 1 completed enter 61

If prima 2 completed enter 62  
If prima 3 completed enter 63  
If prima 4 completed enter 64  
If prima 5 completed enter 65

For Primary school

If Standard 1 not completed enter 10  
If Standard 1, enter 11  
If Standard 2, enter 12  
If Standard 3, enter 13  
If Standard 4, enter 14  
If Standard 5, enter 15  
If Standard 6, enter 16  
If Standard 7, enter 17

For Sub A or Sub B enter 11. If the person, at the time of enumeration, is in Standard 1, enter 10.

If the person has attended or is attending secondary school, enter the highest form completed:

If Form 1, enter 21	If Form 4, enter 24
If Form 2, enter 22	If Form 5, enter 25
If Form 3, enter 23	If Form 6, enter 26

If the person is currently in Form 1, enter 17. Someone who completed Form 3 but failed the exam will be coded 23. Someone who completed Junior certificate (JC) under the two year JC certificate system will be coded 22, while for those who completed JC under the three year system will be coded 23.

**109b. COLUMN A16-A26:** These questions apply only to persons **AGED 12 YEARS AND MORE**. If the person is under 12 years of age, then when you reach column A16 you should put dashes in the shaded areas for columns A16 – A32 and proceed to the next listed person in the household.

**109c. Column A16: TRAINING**

**Q: Has ... ever attended training of any type for at least 3 months?**

If the person has never undergone any formal training of three months or more record in A16 code "1", irrespective of the kind of work the person is doing; in this case A17 and A18 should be skipped. Code "2" should be used for those people who are still in a training of three months or more. For those people who have completed three months or more training code "3".

**109d. Column A17: HIGHEST TRAINING COMPLETED**

The following codes and their corresponding categories applies for those people who are still in training or who have completed training of at least 3 months as the highest level attained:

Certificates codes ;

For Apprenticeship certificates, enter 31  
For Brigades certificates enter, enter 32  
For Vocational certificates, enter 33  
For Education colleges certificates, enter 34  
For University certificates, enter 35  
Other certificates enter 36

Diploma's codes are;

- For Vocational diploma's, enter 41
- For Education colleges Diploma's, enter 42
- For University Diploma's, enter 43
- Other Diploma's, enter 44

Degree's codes are;

- For University Degree's, enter 51
- Other Degree's, enter 52

Preliminary courses, e.g. the Pre-Entry Science Course (PESC) should not be considered as training courses.

109e. **COLUMN A18: SUBJECT OF TRAINING**

**Q: What was ...'s training course?**

Write down the subject of training course the person did, ie write nursing if the person is doing or did nursing during the time of the training course was nursing at the institution of training, auto electrician if the person was or is being trained as an electrician of cars and not houses electrician, medicine for human beings and vet for animal doctor. Training course should not be confused with occupation as occupation is what the person did or worked as. Driving should only be regarded as a course if it is used for employment as a major way of survival.

**EXAMPLE:**

*The questionnaire section below covers Language, education, training and religion. Maungo is coded 01 in A13 and 10 in A19 to show that she speaks Setswana and she is a Christian. This is the same for the rest of the household members. The education section of Maungo is coded 3 in A14 to show that she has left school and 17 in A15 to show that she completed primary school standard seven. Itumeleng is still at school hence coded code 2 in A14 and that she is currently doing standard 3 by being coded 12 showing that primary second level is the highest level completed.*

*It must be noted that training part only applies to those people aged 12 years and over, therefore Itumeleng, Balisa and Mbigi are no longer going to be asked any questions from this point until the end. To show that they are not eligible for the rest of the questions, dashes (-) are used so that one will know that they have not been skipped by mistake. In A16 Maungo and Mmantshedi have all never had any training as such coded 1. The skip instruction for code 1 is to skip A17 and A18 to A19. Dashes are once more used to show that these people have been excluded from A 17 and A18. However still in A16, Mothusi did a training, which was more than 3 months long; as a result she is coded 3, making her eligible for A17 and A18. The training Mothusi did was a three-year certificate in dress making at the Vocational Training Centre, hence she is coded code 33 in A17 and Dress Making is written on the unshaded area of A18 as that is what the course was about. Initially the respondent had said that Mothusi did a course in designing, but since designing could be in house plans, house decoration, clothing and many more, the enumerator had to probe in order to establish that the course was designing clothes.*

ALL PERSONS 2 YEARS AND OVER			ALL PERSONS 12 YEARS AND OVER								
LANGU AGE	EDUCATION (PRIMARY AND SECONDARY)		TRAINING					RELIGION			
	Has ... ever attended school?  1 Never attended (GO TO A16) 2 Still at school (GO TO A15) 3 Left school (GO TO A15)  Other  (Specify)	What is the highest level that ... has completed?  Pre-school 00 01 02 Non-Formal 61 62 63 64 Primary 10 11 12 13 14 15 16 17 Secondary 21 22 23 24 25 26	Has ...ever attended training of any type at least 3 months?  1 No Training (GO TO A19) 2 Still training (GO TO A17) 3 Completed training (GO TO A17)	Highest level obtained/to be obtained?  31 Apprent. Certificate 32 Brigades certificate 33 Vocational certificate 34 Educ. College certificate 35 University certificate 36 Other certificate  41 Vocational Diploma 42 Educ. College Diploma 43 University Diploma 44 Other diploma  51 University degree 52 Other degree	What was ...'s subject of training?		What is ...'s religion?  1 Christian 2 Muslim 3 Bahai 4 Hindu 5 Badimo 6 Other 7 No religion				
A13	A14	A15	A16	A17		A18		A19			
0	1	3	1	7	1	-	-	-	-	1	0
0	1	3	2	5	3	3	3	<i>Dress- making</i>		1	0
0	1	2	1	3	-	-	-	-	-	1	0
0	1	2	1	3	-	-	-	-	-	1	0
0	1	1	-	-	-	-	-	-	-	1	0
0	1	3	2	5	1	-	-	-	-	1	0

**107d. COLUMN A19: RELIGION**

**Q: What is ...'s religion?**

Ask for the religious affiliation of people listed in A1. Find out if the person is a Christian, Muslim, Bahai or believes in the ancestral spirits (Badimo), Hindu, any other or none. Circle the code corresponding to the religion stated by the respondent.

**110. Column A20: MARITAL STATUS**

**Q: What is ...'s marital status?**

Enter the appropriate one-digit code in the shaded area:

**1 Never Married:**

A person who has never gone through any type of formal or informal marriage (tribal, civil, religious or other) and does not consider that he is presently "living together" with anyone is to be coded as never married.

- 2 **Married:**  
A person should be regarded as married if he has been through any form of marriage ceremony, whether tribal, civil, religious or other, and is still married.
- 3 **Living Together:**  
A man and a woman may "live together" like husband and wife (even if they do not stay together in the same locality) without having gone through any form of marriage ceremony.
- 4 **Separated:**  
A person who has been formally married should be regarded as separated if he is living apart from his spouse by Court order, or by mutual or unilateral decision.
- 5 **Divorced:**  
A person should be regarded as divorced if his marriage has ended. If the person has remarried then he is to be coded 2, as married.
- 6 **Widowed:**  
This means that either the husband or the wife has died and the surviving partner has not remarried. If the surviving partner has remarried he or she is coded 2, as married.

Note that someone may indicate to you that the person is his spouse, yet, in response to the question on marital status, he said that they were living together, not married, since they had never formally married. **You should accept what people tell you concerning their marital status and simply record their response; do not change the relationship code in A2 if the respondent tells you that the head and his "spouse" are "living together".**

111. **COLUMN A21: USUAL ECONOMIC ACTIVITY:** This is the work or something of economic value that someone usually does for either for payment in any form or for no pay.

**Q: What has ... been doing mainly since independence day 2000?**

Enter the appropriate two-digit code in the shaded area:

**01 and 02 Seasonal Work;**

Codes 01 and 02 should be used respectively for someone who did seasonal work for payment and for no payment. Seasonal work should be regarded as work or economic activity which is normally done during certain seasons or periods of the year. An example of these type of work is harvesting which is normally done for three months of the year when it is the time for harvesting. So those people engaging in such activities for no payment like those in family business should be coded code 02. Payment could be in cash, in kind or any other form.

**03 and 04 Non-Seasonal work;**

This refers to economic activity or normal work usually done at all times of the year. Just like in seasonal work above this could also be paid in kind or for cash payment. When the activity is done for payment the code to be used should be 03 and 04 when the activity is done for no pay.

**05 Job Seeker:**

A person who was mainly seeking work during the past year should be considered to be actively seeking work.

**06 Home Maker:**

Remember that either a female or a male not economically active could be responsible for daily housework, i.e. cleaning of the house and premises, preparing food and other household duties. People doing this kind of activity should be coded 06. It should however be noted that domestic servants working for pay are classified as economically active.

**07 Student:**

A student is a person, at least 12 years of age, who, as a result of attending school for most of the day, does not work.

**08 Retired:**

A retired person is a woman or a man who, as a result of old age or disability, cannot do any type of work.

**09 Sick:**

This is a person who cannot or who had to leave work as a result of illness or due to poor health conditions. A medical doctor could have made a recommendation that the person should not work at all.

**10 Other (specify):**

If the person was doing something else other than the categories listed above, then write in what the person was doing in the unshaded area of column A21. If you need more space, use the comments box.

**112. COLUMN A22: CURRENT ECONOMIC ACTIVITY:** This is the work or something of economic value that someone is currently doing either for payment in any form or for no pay.

**Q: What has ... been doing mainly in the past 7days?**

Enter the appropriate one-digit code in the shaded area:

**01 Worked for payment (cash or in-kind);**

Codes 01 should be used for someone who did work or any economic activity for payment where the payment was either hard cash or in any form (referred to as payment in kind)

**02 Worked in Family Business (Unpaid);**

There are people who work in businesses of family members or other relatives and they are not paid as the work they do is regarded as help to the owner of the business because the owner is a family member, relative or a friend. So those people engaging in such activities for no payment like those in family business should be coded code 02.

**03 Worked at the Lands/Farms/Cattle post (Unpaid):**

Those individuals who worked at farms, lands or cattle-posts but did not receive payment of any form should be coded 03. This situation is common among farmers who grow mainly for household consumption (rather than to sell their products), and their children, other relatives and friends are normally expected to do work without any reward. Seasonal workers are the most affected by this situation.

**04 Job Seeker:**

This category applies to all those people who are actively looking for a job. These people could be visiting potential employers, looking for jobs advertisements on the newspapers, or in any other way of looking for a job. The steps should have been taken during the past seven days. When this category is encountered A23 to A25 which for persons who have not reported to be unemployed are skipped, as such this category takes us to A26 where there is more



probing on job seeking efforts.

**NOTE:** If the person in question is male and the response are categories 05 to 08, then skip to the next person.

**05 Home maker:**

Remember that either a female or a male not economically active could be responsible for daily housework, i.e. cleaning of the house and premises, preparing food and other household duties. People doing this kind of activity should be coded 05. It should however be noted that domestic servants working for pay are classified as economically active.

**06 Student:**

A student is a person, at least 12 years of age, who, as a result of attending school for most of the day, does not work.

**07 Retired:**

A retired person is a woman or a man who, as a result of old age or disability, cannot do any type of work.

**08 Sick:**

This is a person who cannot or who had to leave work as a result of illness or due to poor health conditions. A medical doctor could have made a recommendation that the person should not work at all.

**Other (specify):**

If the person was doing something else, other than the possibilities listed above, then write in what the person was doing in the unshaded area in column A22. If you need more space, use the comments box.

Generally speaking, if a person has had more than one activity during the past 7 days, it is the foremost of these that must be taken (i.e. that which took up most time and/or which was most rewarding). There is, however, an exception to this:

Everything takes precedence over "home maker". For example, if a person spent all his time doing housework - except for half a day when he went looking for work - he must be coded 04 as "Job seeker" and not 05 as being "homemaker".

113. **Column A23: EMPLOYMENT STATUS**

**Q: What was ...'s work status during the past 7 days?**

This column relates to persons who were either self-employed or working for other persons for payment during the 30 days before the census. Find out what they were employed as during most of the reference period and probe if necessary.

Enter the appropriate one-digit code in the shaded area:

**01 Employee-Paid cash**

A person who does a job and receives cash or money in exchange for the job done is an employee who is paid in cash.

**02 Employee-Paid in kind**

A person may be working in a family business without receiving any cash payment for his labour. For example, a woman runs a small kiosk from which she sells snacks to office workers. Her younger brother helps her there, but instead of paying him a wage she gives him a bag of mealie meal and some other food each month. This is the kind of payment referred to as payment in kind.

**03 Self Employed (No employees)**

This is where by the person is running his/her own business, like a taxi or a tuck shop, without the assistance of any employee. This category includes those Gardeners and Cleaners who are freelancing.

**04 Self Employed (With employees):**

A person may be operating a business of any form with the assistance of one or more employees. The employees could be paid in cash or in kind.

**05 Member of the producers' cooperative**

People, who serve the cooperatives either for payment or for other reward falls in this category.

**06 Working in Family business (Unpaid)**

A person may be working in an economic enterprise operated by a relative; such would fall under this category. For example, a boy could be helping in his fathers business and as such there would be no payment.

**07 Lands/Farms/Cattle post:**

This category includes farmers who grow mainly for household consumption (rather than to sell their products), and those individuals who worked at farms, lands or cattle-posts but who did not receive any payment.

**08 Apprentices**

Included in this group are boys or girls who are working in a company, or with any expert individual in a particular field with the aim of acquiring knowledge. These are normally not charged for the knowledge they are acquiring and they are not paid for the help they are providing.

**Other (specify):**

If the person was doing something else other than the possibilities listed above, then write in what the person was doing in the unshaded area in column A23. If you need more space, use the comments box.

If a person says he was doing "nothing" during the past 7 days, probe to find out what the person was really doing. It is very unlikely that the person was literally doing nothing.

If a person says he does housework, or that he is a student/retired/other, **probe to find out whether he did any work for cash during the past 7 days, no matter how little the cash or how short the period.** If yes, go back to A21 and A22 to correct codes to reflect that they worked for pay or for no pay accordingly.

*In the example since all eligible persons have never been married they are coded 1. Maungo is coded 01 in A21 as she was a paid worker, while it was admitted by the respondent in A22 that Mothus did agricultural activities at the lands or cattle post for no pay. Maungo was working as an employee who was paid in cash, Mothusi and Mmantshedi worked at the lands for no pay. Mmantshedi was at the same time looking for job, as such she is coded code 05, "Jobseeker" in A21 and code 04 in A22. The skip instruction for*

*Mmantshedi in A22 takes her to A26, so dashes for her row were used in A23, A24 and A25.*

ALL PERSONS 12 YEARS AND OVER			
MARITAL STATUS	ECONOMIC ACTIVITY		
What is ...'s marital status?  1 Never married 2 Married 3 Living together 4 Separated 5 Divorced 6 Widowed	What has ... been doing mainly since independence day 2000?  <b>Seasonal Work?</b> 01 Paid 02 unpaid <b>Non-Seasonal Work</b> 03 Paid 04 Unpaid <b>Other</b> 05 Job seeker 06 Home Maker 07 Student 08 Retired 09 Sick --Other (Specify)	What was ... doing mainly in the past 7days?  01 Worked for payment (Cash or in kind)   GOTOA23 02 Worked in family business (Unpaid) 03 Worked at lands/cattle post (Unpaid) 04 Job seeker: GO TO A26  05 Home maker 06 Student 07 Retired 08 Sick Other (Specify)   <b>IF FEMALE</b> GO TO A27 <b>If male end</b> GOTO Next Person	What was ... working as during the past seven days?  01 Employee - Paid cash 02 Employee Paid in kind 03 Self - employed (no employees) 04 Self -employed (with employees) 05 Members of producers cooperatives 06 Working in family business (Unpaid) 07 Working at lands (Unpaid) 08 Apprentices
<b>A20</b>	<b>A21</b>	<b>A22</b>	<b>A23</b>
1	0 1	0 1	0 1
1	0 2	0 3	0 7
-	-	-	-
-	-	-	-
-	-	-	-
1	0 5	0 4	-

114. **Column A24: OCCUPATION**

**Q: What type of work did ... do in the past 7 days?**

A person's occupation depends on the tasks and duties, which the person performs. Remember that if a person worked at all during the past 7 days, whether for cash or not, and for however short a period, then you should try to find out what kind of work the person did. You should try to get the respondent to give both a **job title and a two- or three-word description of the tasks performed**. For example, if a person states that he is a mechanic, ask him what he repairs. You should record his response in the unshaded area of column A24 as follows: "mechanic, fixes cars" or "mechanic, fixes radios". Use the comments box if you need more space.

If a 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 labourers.

If a person has more than one occupation, record the one on which he spends the most time. However, if someone has a temporary job during the school holidays - but has a permanent job during term time, it is his permanent occupation that should be described. A census enumerator or

supervisor who is a schoolteacher during term time must therefore be described as "Primary School Teacher" or "Secondary School Teacher".

**Probing for Better Occupational Information:** You will usually have to probe the respondent to get good information about a person's occupation. For example, people who make things (bread, clothing, pottery, wood objects, tools, beer, food products, furniture, bricks, etc.) should be asked **how** they make them. It is important to find out whether they mostly use their hands or hand-held tools, or whether they mostly produce these goods by operating machinery. A person who brews beer at home using traditional techniques belongs to a different occupational category from a person who operates a machine that ferments the grains used in making beer. (See probing examples below).

You should also probe when the information provided by the respondent does not seem reasonable. For example, if a person has only completed Form 4, it seems unlikely that he or she could be an auditor or an engineer. If you probe, you may discover that the person is actually an accounting clerk or an engineering assistant.

#### Specific Examples of How to probe for Better Occupational Information

<b>Response</b>	<b>Suggested Probing Questions</b>
builder	Does...build using mostly traditional materials and techniques?
brewer	Where and how does ... make the beer? (at home or elsewhere using traditional techniques, in a commercial brewery using machines)
carpenter	What kind of things ... make or build? (furniture, door and window frames, wood frames for houses, etc.)
cleaner	What does ... clean? ( <i>streets, houses, offices, shoes, clothes</i> )
clerk	Does ... work in an office mostly or does ... mostly deal with customers? What kind of clerk is ...? (stock , production, accounting, bookkeeping, statistical finance, transport, library, filing, mail sorting, coding)
driver	What does ... driver? ( <i>car, taxi, bus, van, combi, lorry, truck, tractor, bulldozer, excavator, grader, scraper, compactor</i> )
electrician	What kinds of things does ... repair? ( <i>cars, electrical wires in buildings, electrical power lines, electrical equipment or appliances, electrical machinery</i> )
engineer	Does ... have a college degree in engineering? What kind of engineer is ...? ( <i>chemical, civil, construction, electrical electronic, telecommunications, mechanical, mining</i> )
farmer	Does ... produce mostly animals or crops? What kind of animals does ... raise? ( <i>livestock, poultry, other</i> ) Does ... raise the animals (or grow the crops) mostly to sell them or for family consumption?
foreman supervisor	What kinds of workers does ... supervise? Does ... help those he or she supervises to do the work? If so, what kind of work is it?
gardener	In what kind of garden does ... work? ( <i>private home, commercial farm, commercial nursery</i> ) Are the things grown in the garden mostly consumed by the household or sold?

labourer	Where does ... work as a labourer? <i>(construction site, mine, factory, shop, shipping company, railroad, airport, farm, forest)</i>
machine operator	What kind of machine does ... operate?
manager	In what kind of organisation is ... a manager? <i>(government, humanitarian organisation, hospital, retail shop, company, factory, bank, etc.)</i> Does ... manage a whole company or a department in the company? What department does ... manage? <i>(production, operations, other)</i>
mechanic	What does ... fix <i>(cars, refrigerators, air conditioners, other machines or equipment)</i>
painter	What does ... paint? <i>(buildings, ceramics, artistic paintings, wood, cars, metal, interior walls)</i>
salesperson	What does ... sell? Where does ... sell? <i>(shop kiosk, market, street, from home)</i>
scientist	What kind of scientist is ...? <i>(chemist, biologist, meteorologist, pharmacologist, botanist, zoologist, agronomist)</i>
security guard	By whom is ... employed <i>(security firm, company, government, office, private individual, shop)</i>
seller	What does ... sell? Where does ... sell? <i>(shop, kiosk, market stall, street, from home)</i>
teacher	At what level does ... teach? <i>(pre-primary, primary, secondary, college, university, brigades, trade school, commercial school, computer academy)</i>
technician	What kind of technician is ...? <i>(health, engineering, physical science, life science, computer, agronomy, forestry, veterinary)</i>

115. **Column A25: INDUSTRY**

**Q: What was the main product, service or activity of ...'s place of work?**

The industry identifies the main kind of product produced or the main service provided by the establishment or the work unit in which the individual works. It is important to understand the difference between industry and occupation. An **occupation** summarises the tasks performed by an individual who is working. The **industry** has to do with the products or services, or main functions or activities, of the workplace. For example, a woman may be an Accounts Clerk who is employed by a Dairy Farmer. Her occupation is "Accounts Clerk" and the industry in which she works is "Farming". If the same person were employed by a mine, the occupation would still be "Accounts Clerk" but the industry would be "Mining". A man working in the same mine might be a Mine Sampler - his occupation would be "Mine Sampler, but he also belongs to the Mining industry. Clearly, an industry may include a number of different occupations, and the same occupation may be found in many different industries.

**If the respondent can give you the name of the company for which an individual works or the name of a self-employed person's business**, then the Central Statistics Office will often be able to identify the industry from the company name. However, you should still also try to find out what

goods or services are produced by the company or individual. Record both the name of the company (abbreviate if necessary, then write out the name in full in the comments box) and the goods or services produced.

**Probing for Better Industry Information:** You will usually have to probe the respondent to get good information about the industry in which a person works. Some general tips for probing and the Botswana Standard Industrial Classification – Revision 3 are given below:

**General Tips:**

- first ask the respondent what the name of the company or business is
  - you should then ask the respondent **what kinds of goods are produced** at the place where the person works, especially if the name of the business is not known, or if the individual is self-employed, working on a farm, lands or cattle post, or working for another individual/household rather than for a company or business - if you need more space use the comments box; see below for some examples of goods produced
  - if the business or workplace does not produce goods, ask **what kinds of services are provided**; see below for some examples of services provided
  - in recording the response, be sure to indicate whether the business is making or selling goods (if relevant); e.g. write "makes beer" or "sells beer", not just "beer"
  - if the above approaches do not work, ask the respondent **what type of business** the person works in and, if necessary, see more examples below.
1. **Examples of Goods Produced:** bread, traditional beer, biltong, textiles, tinned meat, glass, bricks, tiles, metal tools, shoes, leather bags, rope, books, baskets, clothing, fat cakes, brooms, newspapers, plastic pipes, kgotla chairs, boilers, mats, pots, wooden spoons, plastic pipes, vaccines, maize flour, milk, soap
  2. **Examples of Services Provided:** repairing cars, repairing shoes, repairing watches, cleaning houses, guarding houses, taking care of children, typing, hawking goods, driving a taxi, cutting and styling hair, treating illnesses, teaching, selling property, selling airline tickets, renting videos, dry-cleaning clothes, selling beer, running a restaurant, running a shop
  3. **Examples of Types of Businesses or Economic Activities:** building houses, building roads, wholesale trade, general retailer, hotel, restaurant, butchery, petrol station, airline, railway, selling cars, transporting goods, bank, insurance, real estate, prospecting, architectural services, church, school, hospital, clinic, local government, brigades, traditional farming, fishing, hunting, blacksmith, traditional healing, performing at nightclubs, travel agency, employers' organisation, labour union, co-operative, electrical construction, law firm, accounting firm, market stall, dairy farming, commercial farming

**Specific Examples of How to probe for Better Industrial Information**

<b>Response</b>	<b>Suggested Probing Questions</b>
Factory	What is the name of the factory? What kind of goods does the factory make?
Manufacturing	What is the name of the company? What kinds of goods does the company manufacture?
Construction	What is the name of the company? What does the company build? <i>(Houses, roads, building, electrical plant, dams, etc.)</i>

Government	Does ... work for central government or local government? In what department or ministry?
Transport	Does ... work for a transport company? If so, what is the name of the company? What kind of transport does the company provide? <i>(Rail, air, truck, combi, taxi)</i> If ... does not work for a company, what kind of transport does ... provide? <i>(Driving a taxi, truck, tractor, etc.)</i>
Education	Is ... a teacher? If so, at what level does ... teach? If not, what does ... do in the school?
Business	What is the name of the business? What kind of goods does the business provide? What kinds of service does the business provide?
Mining	In which mine does ... work? What kind of mine is it? <i>(Diamonds, copper/nickel, coal, soda ash/salt)</i>
Farming	What is produced on the farm? Are the crops or livestock sold for profit or used mainly for consumption by the family?
Domestic Private Mrs... Mr... Family	What is ... doing for the private household or individual? <i>(Gardening, minding children, cleaning house, cooking, working as a night watch man)</i> If none of the above, what is the main activity of the household or individual for which ... works? <i>(Building a house, making baskets, brewing beer, selling beer, collecting wood, cutting poles, sewing, driving a taxi, threshing, stamping mealie, etc.)</i> What is ... doing to help the household or individual in this activity?
Cattle post Lands Farm	What is ... doing at the cattle post/lands/farm? DO NOT ASSUME THAT THE ACTIVITY IS FARMING – if the person is making baskets, for example, the economic activity may be “making baskets”.
Self	Does ... have a company or shop? What is the name of the company or shop? What kind of shop? What kind of goods does ... make/sell? What services does ... provide?
Bread Fat Cakes Beer Clothes	Did ... make or sell this product? If ... sold the product, was it sold in a shop? If not, where did ... sell the product? If ... made the product, did ... also sell it? <b>WHENEVER THE RESPONDENT MENTIONS A FINISHED PRODUCT AS FOOD, CLOTHING OR MANUFACTURED GOODS AS THE INDUSTRY, ASK SWIMILAR QUESTIONS.</b>
Poles Wood Thatch Water Maize	Did ... sell this item? Did ... gather/cut/collect/stamp this item? For whom did ... work? What was the item used for, and by whom was the item used? Did ... grow the item? <b>WHENEVER THE RESPONDENT MENTIONS AN AGRICULTURAL PRODUCT OR OTHER RAW MATERIAL (WOOD, THATCH, WATER, ETC.), FIND OUT WHETHER THE PERSON WAS GROWING, GATHERING, CUTTING OR OTHERWISE PROCESSING THE ITEM.</b>



### **Botswana Standard Industrial Classification – Revision 3**

**A: Agriculture, Hunting and Forestry**

- 0100 Traditional or Subsistence agriculture
- 0110 Commercial crop farming
- 0121 Commercial livestock farming
- 0122 Commercial poultry farming
- 0123 Commercial wild game farming e.g. ostrich
- 0124 Other commercial livestock farming e.g. bees
- 0130 Commercial mixed farming
- 0140 Agricultural & Husbandry Services, e.g. Artificial Insemination, Irrigation
- 0150 Hunting and trapping
- 0200 Forestry (All)

**B: Fishing**

- 0500 Fishing (All)

**C: Mining and Quarrying**

- 1010 Coal Mining
- 1320 Copper/Nickel mining
- 1423 Diamond mining
- 1424 Soda ash and salt mining
- 1425 Gold Mining
- 1426 Quarrying and other mining

**D: Manufacturing (includes repair of machinery & equipment)**

- 1510 Meat and meat products
- 1520 Dairy products
- 1530 Grain mill Products includes maize, sorghum, millet etc. human & animal feeds
- 1541 Bakery products
- 1545 Other food products not elsewhere classified (e.g. Chocolates, Sweets)
- 1550 Beverages(Beer including Traditional Beer, Soft Drinks, etc.)
- 1600 Tobacco Products - Cigarettes, etc.
- 1700 Textiles(exc. Clothing) includes preparation of textile fibres, natural or synthetic material
- 1800 Clothing and other wearing apparel(inc. Leather)
- 1910 Tanning and leather products (excluding Clothing/Footwear) e.g. Handbag bags, souvenirs, etc
- 1920 Footwear
- 2000 Wood and Wood Products excluding furniture but including building materials and straw products (mats, baskets etc)
- 2100 Paper and Paper Products, e.g. Newsprint, tissues
- 2200 Printing and Publishing (including periodicals, journals etc.
- 2400 Chemical and Chemical Products (including Soap, Paint, Fertilisers and Pesticides etc
- 2500 Rubber and Plastic Products (including Tyres, Retreading)
- 2610 Cement Manufacturing
- 2620 Non-Metallic mineral products excluding cement but including glass, ceramic and cement products e.g. bricks, tiles, pots.
- 2700 Basic metals, e.g. Iron Foundaries
- 2800 Fabricated metal products exc. machinery and equipment
- 2900 Machinery and equipment including refrigerators and other domestic equipment
- 3000 Office, accounting and computing machinery, e.g. Photocopying Machines  
Electrical machinery and apparatus e.g. Lightning Arresters, Voltage Limits
- 3200 Radio television and communication equip and apparatus
- 3300 Medical, precision, optical instruments, watches, clocks
- 3400 Motor vehicles, trailers and semi-trailers
- 3500 Other transport equipment, e.g. Ships & Boats, Railway Locomotives

3610 Furniture (all types including of wood, also mattresses)  
3691 Manufacture of Jewellery  
3692 Manufacturing of other products not elsewhere classified Pens, Pencils  
3700 Recycling, Processing of Metal & Non Metal Waste

**E: Electricity, Gas and Water Supply**

4010 Electricity generation and supply (Not household/building electricians)  
4020 Gas manufacture and distribution  
4030 Steam/hot water supply  
4100 Collection, purification, distillation of water (including village supply for sale)  
4200 Borehole Syndicates

**F: Construction**

4510 Site preparation, e.g. demolition and clearing of sites  
4521 Construction of Buildings and Houses - complete including repair  
4522 Construction/Civil Engineering - Roads, Dams, Water Projects  
4530 Building installation work - Plumbing, Electrical, Air-Conditioners  
4540 Building completion work - Painting, Tiles, Carpets including repair of these  
4550 Renting of construction or demolition equipment including crane hire

**G: Wholesale & Retail Trade (includes repair of Motor Vehicles & Personal Household Goods)**

5010 Sale of motor vehicles  
5020 Maintenance and repair of motor vehicles  
5030 Sale of motor vehicle parts and accessories  
5040 Sale, maintenance and repair of motorcycles  
5050 Sale of automotive fuel/Petroleum products (filling stations)  
5100 Wholesale and commission trade(excluding. cattle dealers)  
5151 Cattle Dealers  
5210 Non-specialised retail trade e.g. General Department. Stores Retail stores specialising in food, beverages and tobacco excluding bottle stores  
5222 Bottle Stores  
5230 Retail stores specialising in goods except food, beverages and tobacco  
5252 Retail trade through informal outlets: stalls, markets, hawkers, etc.  
5260 Repair of personal and household goods e.g. Televisions, Videos, Watches

**H: Hotels and Restaurants**

5510 Hotels and other short stay accommodation e.g. hostels, camp sites  
5521 Restaurants, cafes and canteens  
5522 Bars/Bottle Stores (& shebeens) - mostly consumed on the premises

**I: Transport, Storage & Communications**

6010 Rail transport  
6023 Freight transport by road  
6024 Passengers road transport. e.g. Buses and Taxi/Combi Companies  
6025 Taxis/Combis - Sole or small operators only  
6030 Transport by pipeline  
6100 Water transport  
6200 Air transport  
6304 Travel agents, tour operators, safari operators  
6305 Cargo handling, storage, warehousing  
6309 Other transport not elsewhere classified, e.g. Hand carts, Donkeys  
6411 Postal services  
6412 Courier activities, e.g. DHL, TNT  
6420 Telecommunications

**J: Financial Intermediaries**

6510 Banking  
6590 Financial leasing and credit granting (ex banking/insurance)

6600 Insurance & pension funds  
6700 Other financial activities (e.g. stockbrokering)

**K: Real Estate, Renting and Business Activities**

7000 Real estate  
7110 Transport Rental e.g. Hire Car Rental  
7120 Other Rental exc. Person and Household Goods , e.g. Machinery  
7130 Rental of Household and Personal Goods e.g. Video Tapes  
7200 Computing and related activities including data entry/processing & software consultancy organisations  
7300 Research and Development Legal, accounting, bookkeeping, auditing: business/management consultancy  
7421 Geological exploration and Prospecting  
7422 Architectural, engineering and other technical activities e.g. surveying  
7430 Advertising  
7480 Security Organisations  
7490 Business activities not elsewhere classified

**L: Public Administration**

7540 Central Government Administration  
7550 Local Government Administration

**M: Education**

8010 Primary education (including pre-primary)  
8021 Secondary education  
8022 Technical & Vocational Education  
8030 Higher education  
8090 Adult and other education

**N: Health and Social Work**

8510 Human health activities (Hospitals, etc.)  
8520 Veterinary activities  
8530 Social work activities (including Children's day care centres)

**O: Other Community, social and Personal Service Activities**

9000 Sewage and refuse disposal, sanitation etc. excluding pest control  
9110 Business, employer and professional organisation  
9120 Trade Unions  
9191 Religious organisations  
9192 Political Organisations  
9198 Burial Societies  
9199 Other membership organisations  
9210 Motion picture, radio, television, other entertainment  
9220 News agency activities  
9231 Libraries and Archives  
9232 Museums and other cultural organisations  
9240 Sporting and other recreational activities  
9300 Other services activities (including dry cleaning, hairdressing, personal services, informal car washing, funerals)

**P: Private Households with Employed Persons (for Household Surveys only)**

9500 Private households with employed persons (Maids, Gardeners, and Security)

**Q: Foreign Missions, International Organisations**

9900 Foreign missions: International organisations

**115a: A26: JOBSEEKER:  
Q: What steps did ... take during the last 30 days to seek work?**

Politely ask the respondent what each and every unemployed person over 12 years of age listed in

column A1 did to look for work. The things done in looking for a job by the unemployed include sending out applications to potential employers, physically visiting places to verbally talk to the potential employers, registering with the labour office or employment agencies as well as reading advertisements in newspapers.

*In the questionnaire portion of A24 to A26, Maungo is working as a messenger and Mothusi worked at the lands ploughing. A26 is not applicable to both Maungo and Mothusi, but it is applicable to Mmantshedi as she is unemployed and looking for a job. Mmantshedi have been sending applications and visiting work places in looking for work.*

OCCUPATION	INDUSTRY	JOB SEEKER
What type of work did .... do in the past 7 days?  (Probe as necessary, use two or more words to describe the occupation)	What was the main product, service or activity of .... pace of work?  (Probe as necessary, use two or more words to describe the industry)  GOTO A27 for Female	What steps did ... take during the last 30 days to seek work?  1 Register at Labour Office 2 Applied directly 3 Visited work sites 4 Asked friends/relatives 5 Combination of the above Other (Specify)
<b>A24</b>	<b>A25</b>	<b>A26</b>
<i>Messenger</i>	<i>Century Book shop</i>	
		-
<i>Ploughing</i>	<i>At the lands</i>	
		-
		-
		-
		-
		-
		2

If the person is female, go to column A27 after completing column A26. If the person is male, put dashes in columns A27 through A32 and continue on to the next person listed in column A1.

116. **COLUMNS A27 - A32: FERTILITY AND CHILD SURVIVAL (FEMALES)**

Questions A27 - A30 must be completed for **all females aged 12 years and over**, regardless of their marital status and their relationship to the head of household. For males of any age and females under 12 years of age, enter a dash in these columns. For young girls (e.g. 12-15 years old) who are still living at home with their parents, this question may be considered rather personal. Take care how you ask the question.

Questions A31 - A32 are asked only of **females between age 12 and 50**. For others, enter a dash in these columns. The enumerator should always check at all times that the number of children in A27 should be equal to the sum of those in A28, A29 and A30. The enumerator should therefore always crosscheck that this balances before moving on to the next section.

The relevant portion of the sample questionnaire is shown on page 44 for easy reference:

117. **COLUMN A27: CHILDREN BORN ALIVE**

**Q: How many children have been born alive by ... ?**

In column A27 you must record (as a two-digit code) the total number of children ever born alive to the woman/girl. Children born alive are those children who cried at least once after birth. All other births are stillbirths. Remember to include all those children who have died, but do not include stillbirths. When recording, you must always ensure that the total number of male children ever born to a woman in A27 equals to those living with the mother (in A28) plus those living elsewhere (in A29) and those dead (in A30). Similarly the sum of females in A28 and A29 and A30 should sum to females in A27.

118. **COLUMN A28: CHILDREN LIVING WITH MOTHER**

**Q: How many are living with the mother?**

In column A28 enter the number of children born to the woman who live with her at her usual place of residence. These children should be recorded by their sex such that they satisfy the sum condition in 117. For visiting mothers, this means those children who live with her at her own household or at her usual residence and not at the household where she spent the last night.

119. **COLUMN A29: CHILDREN LIVING ELSEWHERE**

**Q: How many are living elsewhere?**

In column A29 enter the number of children born to the woman who are not living with her at her usual place of residence. These children should be recorded by their sex such that males and females living with mother, male and female children living elsewhere, and males and females children who have died together should be equals to total number of males and female children ever born to a woman.

120. **COLUMN A30: CHILDREN WHO HAVE DIED**

**Q: How many children have died?**

In column A30 enter the number of children borne alive by the woman who have since died separately for males and females who have died being females. Sometimes a woman may forget to mention children who died in infancy or may not want to be reminded of painful events; you must therefore put the question sympathetically and tactfully. These children should be recorded by their sex such that they satisfy the sum condition in 117.

121. Check that the number of male children and female children entered in column A27 is the sum of the male and female children respectively entered in columns A28, A29, and A30. Reconcile any differences with the respondent before leaving the household.

Remember that the codes in columns A27 - A30 are all two-digit codes. In most cases you must therefore remember to put a zero in front, e.g. 2 children would be coded as 02.

If a woman has never had a live birth enter 00 in all the columns. NEVER leave any column blank. If a woman has children in only one or two categories, insert the figures in the appropriate columns and enter 00 in the remaining column(s).

If unknown, enter 99 and explain in the comments box.

122. COLUMNS: A31 and A32: FERTILITY FOR FEMALES 12 - 50 YEARS

122a. Column A31: CHILDREN SURVIVING

**Q: How many children have been borne alive by ... since Independence Day 1999?**

These columns must be completed for females aged between 12 and 50 years. For a female aged 51 or more, enter a dash in each of columns A31 and A32.

If the woman has not had a live birth since Independence Day, 1999, enter 0 in these columns. Otherwise enter the number of male and female children born in column A31 under male and female columns respectively. These are single-digit codes.

122b. Column A32: CHILDREN SURVIVING

**Q: How many of these children are still alive?**

Like in column A31 above, this column must be completed for the females aged between 12 to 49 years. What is needed is the number of children still alive among those children born alive since last independence day to a woman aged 12 to 49 years.

*Maungo and Mmantshedi are eligible for A27 to A30 as such the latter is coded 04 and 02 in A 27 and 02 and 01 respectively to show that she has 4 male and 2 female children and 2 males and 1 female children respectively. The number of children who are living with Maungo, those not living with her and those dead in columns A28, A29 and A30 respectively add up to those in A27. However all Mmantshedi's children are not living with her hence codes 00 in question A28. Furthermore Mmantshedi is eligible for question A31 and A32 as her age is within the range 12 to 49 years and she gave birth to her last child early this year, which means that she has had a birth since Independence Day last year.*

FERTILITY AND CHILD SURVIVAL – FEMALES											
12 YEARS AND OVER								12-49 YEARS			
How many children have been borne alive by ...?		How many are living with the mother?		How many are living elsewhere?		How many of the children have died?		How many children have been born alive by ... since Independence day 2000?		How many of these children are alive?	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
A27		A28		A29		A30		A31		A32	
0	4	0	2	0	2	0	0	0	1	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
0	2	0	0	0	2	0	0	0	1	0	0

**PART B OF THE QUESTIONNAIRE:**

123. **COLUMNS B1 to B14: MEMBERS OF THE HOUSEHOLD OUTSIDE BOTSWANA**

These questions apply only to **citizens of Botswana who were absent from the country on the census night**, but who would usually live in the household if they were in Botswana, such as citizens working or temporarily living with relatives in South Africa, studying abroad or away on private or government business. The relevant portion of the sample questionnaire is shown on page 47 for easy reference.

If no member of the household was absent from Botswana on the census night, enter dashes in the spaces provided for answer codes in the first line only.

**If you had to continue the listing of (Part A) household members on a second or third page, return to the first page for recording Part B information. If more than three persons have to be listed in Part B, go to the next page after writing "CONTINUED" in the comments box on the first page. Don't forget to copy the geographic identification codes (District, Village, etc.) onto the continuation questionnaire. Remember that when you complete Part B you should return to the first page for the household to answer Parts C and D. Only Part E will be answered on the last page for the household.**

124. **COLUMN B1: NAME**

Ask for the names of all citizen members of the household who were outside the country on the census night. The first name (or the name by which the person is usually known) is sufficient.

It is important that the respondent understands that you are not asking for members of the household who are non-citizens or who did not spend the census night with the household but are inside the country. It should also be understood that if a household member spent the census night in the lolwapa, but left to travel to another country before your visit, then he would be listed in Part A, even if at the time of your enumeration he is already in another country. No person can be listed in both Part A and in Part B.

125. **COLUMN B2: SERIAL NUMBER**

Like A2, this is also a two-digit number, with the first digit being a 9 ie the first person will be 91, the second will be 92 and so on.

126. **COLUMN B3: RELATIONSHIP TO HEAD OF HOUSEHOLD**

This must be the relationship to the person listed in Part A as head of household (coded 00 under Relationship To Head).

127. **COLUMNS B4/B5: SEX/AGE**

The same instructions applying in A4/A5 applies here.

127a. **COLUMN B6/B7 EDUCATION:**

These questions should be treated the way A14 and A15 were treated. Therefore those codes used in A14 and A15 should apply here.

128. **COLUMN B8/B9: TRAINING:** The codes, rules and instructions applying in A16 and A17



applies here, as such see the two columns (A16 and A17).

**129. COLUMN B10: MARITAL STATUS**

**Q: (See paragraph 110 for A20)**

Treat this question in the same way A20 was treated.

**130a. COLUMN B11: COUNTRY OF VISIT/RESIDENCE**

**Q: In what country is ... now?**

Ask for the name of the country where the person is and record the name of the country and its code. Instructions for coding this are the same as given in paragraph 104 for coding A6. For a country not listed on the questionnaire, refer to the Country List to obtain the country code.

**130b. COLUMNS B12/B13: DURATION OF ABSENCE**

**Q: How long ago did ... last visit?**

Ask for the duration since the last visit and record the answer in years and months.

If a member has not visited since he left, enter the duration of absence since departure (in years and months).

If a child born to a household member abroad has not been brought back to Botswana, enter the child's age in years and months. If the child has just been born and is less than one month old, enter 00 for both years and months; if the child is less than one year old, enter 00 for years and the appropriate two-digit code for the number of months.

If the duration of absence is given in months and is greater than 12 months, say 15 months, enter the period given as 1 year and 3 months (01 in column B12 and 03 in column B13). Always check that the duration of absence is not greater than the age of the person concerned, particularly for children. If the duration of absence given is greater than the age given, probe the respondent and correct accordingly.

**130b REASON FOR ABSENCE**

**Q: What is the main reason for ...'s absence?**

It is possible that a person may have more than one reason for absence. Ask for the MAIN reason. Enter the appropriate code as follows:

01	Working in mines	06	Visiting
02	Working in farms	07	Official business
03	Working as domestic	08	Other business
04	Other employment	09	Accompanying
05	Student	10	Medical
			Other (specify)

If you cannot decide which code is the right one to use, or if the reason is not listed above, make sure you have described the reason in the comments box and leave the shaded area blank.

**EXAMPLE:**

*In section B, one member of this household called L. Toteng is outside the country in the United Kingdom*

studying. She has been away for the last ten months, according to the codes in B13. In B10 code 2 shows that L. Toteng is married. It must be noted that the same codes used in section A above applies for the same questions.

LIST ALL MEMBERS OF THIS HOUSEHOLD (BOTSWANA CITIZENS ONLY) NOW OUTSIDE BOTSWANA										
NAME	Sr. No.	RELATIONSHIP TO THE HEAD OF HOUSEHOLD See A3	SEX 1 Male 2 Female	AGE See A5	EDUCATION (PRIMARY EDUCATION)		TRAINING			
					Has ... ever attended school? (See A15)	What is the highest level that ... has completed? (See A16)	Has ... ever attended any training? See A17	What is the highest level of training that ... has completed?		
B1	B2	B3	B4	B5	B6	B7	B8	B9		
L. Toteng										
	9   1	09	2	2   5	2	3   1	2	5   1		

MARITAL STATUS	In what country is ... now?	How long ago did ... last visit?		What is the main reason for ...'s absence? See codes
		Years	Months	
B10	B11	B12	B13	B14
	UK			
2		0   0	1   0	0   5

Codes:

- 01 Working in mines
- 02 Working in mines
- 03 Working as domestic
- 04 Other employment
- 05 Student
- 06 Visiting
- 07 Official business
- 08 Other business
- 09 Accompanying
- 10 Medical
- Other (Specify)
- .....

**PART C OF THE QUESTIONNAIRE:**

131. **COLUMNS C1/C2/C3: DISABILITY**

**Q: Does any person(s) listed in A1 or B1 suffer from any of the following disabilities?**

11	Defect of seeing in 1 eye	31	Defect of speech
12	Defect of seeing in 2 eyes	32	Inability to speak
13	Blindness in 1 eye	41	Inability to use 1 leg
14	Blindness in 2 eyes	42	Inability to use 2 legs
21	Defect of hearing in 1 ear	51	Inability to use 1 arm
22	Defect of hearing in 2 ears	52	Inability to use 2 arms
23	Deafness in 1 ear	61	Moderate Retardation
24	Deafness in 2 ears	62	Severe Retardation
		63	Mental Illness

You should read out the list of disabilities to the respondent as a reminder to him or her of the types of disabilities to which we are referring. Be very tactful in asking these questions so as not to cause offence or embarrassment.

If anyone does have a disability, enter the person's first name in column C1, then enter in column C2 the same serial number that you assigned to this person in column A2 or B2. A person from Part A will have serial numbers 01, 02 or 03, etc., whilst Part B will have serial numbers 91, 92 or 93, etc.

**A disabled person has incapacities as a result of physical or mental deficiencies such as bodily abnormalities, defects and impairments. Impairments are defects of structure or functions of the body which give rise to personal inability to perform necessary activities. The defects and impairments might occur from birth, or may be brought about by disease, injury or just old age.**

**Defect of Seeing:**

A person **wearing glasses will not usually be defined as having a defect of seeing**. Only if, when wearing glasses, the person cannot count the fingers of a hand from a distance of 3 metres will you record him as having a seeing defect. If the defect is in one eye, code 11, and, if the defect is in both eyes, code 12.

If there is **complete blindness** in one eye enter 13; if there is blindness in both eyes enter 14.

**Defect of Hearing:**

If a person cannot hear a whisper at a distance of 2 metres, that person is said to have a defect of hearing. If the defect is in one ear enter code 21, if both ears are affected, enter code 22.

If there is **complete deafness** in one ear enter 23; if the deafness is in both ears enter 24.

**Defect of Speech:**

A person who makes unintelligible speech, stammers or speaks with an abnormal voice is said to have a defect of speech. If this defect applies, enter code 31.

**Inability to Speak:**

For a person who cannot speak at all (i.e. is completely dumb or mute), enter 32.

**Inability to Use One or Both Legs:**

For a person who has one leg lame or a leg or foot missing enter 41; if both legs are lame or both feet/legs are missing, enter 42.

**Inability to Use One or Both Arms:**

For a person who has one arm lame or a hand or arm missing enter 51; if both arms are lame or both hands/arms are missing, code 52.

**Mental Retardation:**

A person who is capable of taking care of himself/herself but who cannot adjust to a situation needing ordinary skills consistent with age is said to be **moderately retarded**, and the code should be 61.

A person who, despite good physical condition, is incapable of doing normal daily self-care activities consistent with age is said to be **severely mentally retarded**. For this condition enter 62.

If a person suffers from a combination of any of the listed disabilities, enter the applicable codes, e.g. if there is a defect of hearing in two ears and a defect of speech enter 2231. After you have recorded the disability code(s) for a particular person, fill the remaining boxes with dashes.

**Mental Case**

This situation must not be confused with retardation, as this is abnormal perceptions associated with delusional misinterpretation of events; or it could be said to be thinking so disordered as to prevent the patient making a reasonable appraisal of his situation or having reasonable communication with others (As defined in <http://WWW.hyperguide.co.uk/mha/contents> ).

The relevant portion of the sample questionnaire is shown below.

**EXAMPLE:**

*Itumeleng does not hear at all in one ear, hence his name and serial number in C1 and C2. The type of disability, which is not hearing in one ear, is shown by code 21.*

DISABILITY												Codes:		
NAME	Sr. No.	Does any member of the household listed in A1 or B1 suffer from the following disabilities?												
From A1 or AB	From A2 and B2													
C1	C2	C3												
<i>Itumeleng</i>														11 Defect of seeing in 1 eye
	0 3	2	1											12 Defect of seeing in 2 eyes
														13 Blindness in 1 eye
														14 Blindness in 2 eyes
														21 Defect of hearing in 1 ear
														22 Defect of hearing in 2 ears
														23 Deafness in 1 ear
														24 Deafness in 2 ears
														31 Defect speech
														32 Inability to speak
														41 Inability to use 1 leg
														42 Inability to use 2 leg
														51 Inability to use 1 arm
														52 Inability to use 2 arms
														61 Moderate retardation
														62 Severe Retardation
														63 Mental Illness

PART D OF THE QUESTIONNAIRE:

132. **COLUMNS D1, D2, D3 and D4: DEATHS IN THE HOUSEHOLD**

**Q: Since Independence Day 2000, has any member of this household died?**

In general people are not happy to talk about deaths, especially recent ones, so be careful when asking this question. We are interested in recording information about any deaths since last Independence Day, September 30th, 2000, of anyone who had, up until their death, been a member of this household. The relevant portion of the sample questionnaire is shown below:

If there was any such death, enter the details under columns D1 to D3. Start with the serial number in D1. The first death should be given the serial number 01, the second death 02, etc. Record also the RELATIONSHIP in D2 of the deceased to the head of the current household, the SEX of the deceased in column D3 and his AGE at death in column D4. If the person was under 1 year at death enter 00. Lastly, in D5 you will have to collect information on where the deceased was living most of the times or usually before dying, which might help you establish if the deceased was really a member of the household. **The deceased should be regarded a usual member if he/she has stayed with the household for period longer than 14 days before death. Still deaths should not be considered to be deaths.**

If there were more than three deaths in the household, write "CONTINUED" in the comments box and enter the particulars of these other deaths in Part D of the next questionnaire form, starting with serial number 04.

If there were no deaths, enter dashes in the spaces provided for answer codes in the first line only. Ensure that one death is not repeated in more than one household. The repetition of one death is common among relatives of the deceased who are not of the same household, and another confusion from those people who were staying in the same dwelling with the deceased but not being of the same household with the deceased. These situations could be avoided by finding out the usual residence of the deceased and whether the deceased had common provision for food with the household interviewed.

**EXAMPLE:**

*The household has had one death since independence day last year, this death is assigned serial number 1, coded 06 in D2 to show that the deceased was Maungo's grand parent and coded 1 in D3 to show that the person was male. This person was aged 96 years and was living in Francsitown most of the time, at the time of death the deceased had moved to Tsootsha until his death two months later.*

<b>DEATHS</b>													
Since Independence Day 2000, has any member of the household died?													
If "YES", ask for SEX, AGE and Usual Place							<b>USUAL RESIDENCE</b>						
<b>SR NO.</b>	<b>RELATION-SHIP</b>			<b>SEX</b>	<b>AGE at Death</b>		What was ....'s usual place of residence at the time of death?						
<b>D1</b>				<b>D2</b>	<b>D3</b>		<b>D4</b>						
							<i>Francistown</i>						
0	1	0	6	1	9	6	0	2	0	1	0	0	2

**PART E OF THE QUESTIONNAIRE:**

133. **COLUMNS E1 - E7: AGRICULTURE AND LAND ACQUISITION, AND HOUSEHOLD CASH ACTIVITIES**

For some of these questions (eg for those whose codes are multiples of 2) you may **circle more than one code**, if more than one response applies.

These questions relate only to members of the household - i.e. those listed in Parts A and B but excluding any visitors listed in Part A. **Include also household members who normally would have spent the census night with the household but who were temporarily elsewhere in Botswana.** For example, the usual head of household could be away on business during the census period, but he might be the only income earner for the household. Since he was not present in the household during the census, his employment would not be recorded in Part A and it would appear that the household had no source of income. However, the fact that the household receives income from his employment will be recorded in E5, E6 and E7.

Note that questions in Part E of the questionnaire should relate only to activities within Botswana. For example, if a household member who is temporarily living in another country (and is therefore listed in Part B), has planted maize outside Botswana, that agricultural activity will **not** be recorded in column E2. If the same person owns cattle inside Botswana, then that ownership **will be** recorded in column E1.

The relevant portion of the sample questionnaire is shown on page 57:

134. **COLUMN E1: OWNERSHIP OF LIVESTOCK**

**Q: Does any member of this household own any of the following?**

- 1 Cattle
- 2 Goats
- 4 Sheep
- 8 Pigs
- 16 Poultry
- 32 Donkeys/Horses
- 64 Ostrich
- 128 Game

Circle the appropriate answer code(s) if any member of the household owns any of the above listed livestock. For example, if a household owns three goats and a few chickens you would put rings around codes 2 and 16.

If none of the above applies, write 0 in the space below the codes, but not in the shaded area.

135a. **COLUMN E2: PLANTING OF CROPS**

**Q: During the last agricultural season, did any member of this household plant any of the following during the agriculture season:**

- 1 Maize
- 2 Millet

- 4 Sorghum
- 8 Beans
- Other (Specify)

Circle the appropriate answer code(s) if during the past agricultural season any member of the household planted any of the above. Write down the name(s) of any other crop(s) planted but not listed (e.g. watermelon, sweet reeds). If they planted nothing at all, write 0 in the space below the codes, but not in the shaded area.

135b. **COLUMN E3: LAND OWNERSHIP**

**Q: Does this household own the land used for planting?**

Circle 1 or 2 for yes or no respectively depending on the answer provided by the respondent. If the response is “no” skip E4 and go to E5

136. **COLUMN E4: LAND ACQUISITION**

**Q: How was the land for planting obtained?**

If a member of the household planted anything, then ask how the land for planting was obtained. Circle the appropriate answer code(s):

- 1 Landboard
- 2 Tribal/Communal
- 4 Inheritance
- 8 Freehold (land held in absolute ownership)
- 16 Lease/TGLP (land held in ownership for a specified period of time)
- 32 Syndicate
- 64 Employer/Relative
- 128 Self-Allocated

If none of the above applies enter 0 in the space below the codes, but not in the shaded area.

137a **COLUMN E5: SINCE INDEPENDENCE DAY 2000 DID HOUSEHOLD MEMBER(S) RECEIVE CASH FROM: AGRICULTURAL ACTIVITIES**

Sale of ...?

- 1 Cattle
- 2 Goats/Sheep
- 4 Poultry
- 8 Maize
- 16 Sorghum /Millet
- 32 Melon/Sweetreeds
- 64 Phane
- 128 Fish
- 256 Thatch/Poles/Reeds
- 512 Firewood
- 1024Silk worm cocoons
- Other (Specify)

The most common cash-earning activities are listed above (and on the questionnaire), and you should circle the appropriate code(s) if, since August, 2000, any member of the household earned



money from the sale of any of these. But space is also provided for you to specify any other activity from which a member of the household earned money during the past 12 months. Remember to include cash activities of household members who would normally have spent the census night with the household, but who were temporarily elsewhere in Botswana at the time of the census.

The household may have earned cash from selling cattle, goats/sheep, poultry, maize, millet/sorghum, phane, fish, thatch/poles/reeds, firewood and silkworm cocoons.

137b. **COLUMN E6: SINCE INDEPENDENCE DAY 2000 DID HOUSEHOLD MEMBER(S) RECEIVE CASH FROM: HOUSEHOLD BASED ACTIVITIES**

**Q: Sale of ...?**

At least one member of the household may have earned cash from the sale of one of the following:

- 1 Beer
- 2 Craftwork
- 4 Clothes
- 8 Cooked food
- Other (Specify).

The respondent must be asked if any member of the household sold any of the above, by reading them out to the respondent one by one and circling the codes where the respondent answers "yes".

If household members did not receive cash from employment or from selling goods or providing services, then write 0 in the space below the codes, but not in the shaded area.

If the household sold other items not listed above, or if any household member earned cash from running a general trading store or from hawking a variety of goods or from similar trading activities, then write the income source to the space below the codes or in the comments box.

137. **COLUMN E7: SINCE INDEPENDENCE DAY 2000 DID HOUSEHOLD MEMBER (S) RECEIVE CASH FROM: OTHER RECEIPTS**

**Q: Since Independence Day last year (2000), did any member of this household receive cash from:**

REMITTANCES FROM:

- 1 Inside Botswana
- 2 Outside Botswana

OTHER RECEIPTS:

- 4 Pension
- 8 Rents
- 16 Maintenance
- 32 Employment

In this section, we are interested in finding out whether the household received any **cash payment** or as **unearned income** during the reference period. Unearned income refers to payments made to the household, other than from business profits or sale of one's own produce, goods or services.

If anyone in Part A (other than visitors) worked for cash in the past 30 days then you should automatically circle code 32. This code (32) should also be used if a household member had a job a few months ago, but is currently unemployed. Since the household received income from his

previous employment since August 1990, the code for Employment would be circled in E7.

**To ensure that codes 32 for employment are covered ask the respondent whether any household member received income from employment since Independence day (2000).** If the answer is yes, then circle code 32 for employment in E6.

The most common types of unearned income are as follows:

**1 Remittances from Inside Botswana:**

This includes cash gifts and transfers from relatives, friends or others living or working elsewhere in the country. For example, if a household member's husband lives and works in Tsootsha and regularly sends part of his salary to her in Maun, this salary transfer would be recorded as a remittance from inside Botswana (code 1). Remittances from inside Botswana also include family and child maintenance payments receipts. It should be noted that cash remittances refer not only to cash which has been sent by post or mail, but also to any cash transfers which have been delivered by hand or in some other way. Distance between households affected is immaterial. The transfer must be permanent - cash loans to the household must not be included.

**2 Remittances from Outside Botswana:**

This includes cash gifts and transfers from relatives, friends or others living or working outside Botswana. For example, if a household member listed in Part B sends part of his salary to other household members; this salary transfer would be recorded as a remittance from outside Botswana (code 2). As above, cash remittances refer not only to cash which has been sent by post or mail, but also to any cash transfers which have been delivered by hand or in some other way. The transfer must be permanent - cash loans to the household must not be included.

**4 Pension:**

This is a payment, usually on a regular basis, by a previous employer to a worker who has retired or is no longer working for other reasons. For example, certain Government employees are entitled to stop work and draw their pensions on attaining the age of 45 years.

**8 Rent:**

A household may receive payment for any property it lets out, such as a house or field. It should also include payments received for allowing its donkeys/mules/oxen to be used for ploughing.

**16. Maintenance:**

This money is received when there is at least one child in the family who is been taken care of by the father, either voluntarily or as an order from the relevant court.

Circle the appropriate answer code(s) if, since August 2000, any member of the household received money from any of these sources.

If none of the above applies, enter 0 in the space just below the codes, but not in the shaded area.

**EXAMPLE:**

*The agriculture and land acquisition section captured that there is at least one member of the household with poultry as well as one who planted sorghum. There is however none who owns land as the land used is a tribal communal. In E5 to E7 the household sold poultry in E5 for earning cash and employment was another cash earning activity.*

(ASK FOR ALL AND CIRCLE IF YES)						
AGRICULTURE AND LAND ACQUISITION				SINCE INDEPENDENCE DAY 1999 DID HOUSEHOLD MEMBER(S)		
Does any member of this household own any of the following?  1 Cattle 2 Goats 3 Sheep 8 Pigs 16 Poultry 32 Donkeys/ Horses	Did any member of this household plant any of the following during the agricultural season?  1 Maize 2 Millet 4 Sorghum 8 Beans Other (Specify) .....	Does this household own the land used for planting?  1 Yes 2 No	How was the land used for planting acquired?  1 Landboard 2 Tribal/ Communal 4 Inheritance 8 Freehold 16 Lease/ TGLP 32 Syndicate 64 Employer/ Relative 128 Self allocation	AGRICULTURAL ACTIVITIES	HOUSEHOLD	OTHER CASH RECEIPTS
				Sale of ...? 1 Cattle 2 Goats/Sheep 4 Poultry 8 Maize 16 Sorghum/Millet 32 Melons/Sweetreeds 64 Phane 128 Fish 256 Thatch/Poles/Reeds 512 Firewood 1024 Silkworm cocoons Other (Specify) .....	Sale of ...?  1 Beer 2 Craftwork 4 Clothes 8 Cooked food 16 Other trade 32 Employment  Other (Specify) .....	REMITANCES FROM 1 Inside Botswana 2 Outside Botswana  <b>OTHER RECEIPTS</b> 4 Pension 8 Rent 16 Maintenance
E1	E2	E3	E4	E5	E6	E7

139. COLUMNS E8 - E14: HOUSING UNIT

These questions relate to the housing unit occupied by the household you are enumerating. A **housing unit is defined as "the unit of accommodation for a household"**. You will usually be able to answer some of these questions yourself simply from observation. However, if in doubt, ask, then circle the most appropriate answer code. Note that in each of these columns you are to circle only one code.

The relevant portion of the sample questionnaire is shown on page 59.

140. COLUMN E8: TYPE OF HOUSING UNIT

This question refers to the housing unit in which the household you are enumerating lives. There are different types of housing units, identified and listed below. Circle the appropriate code for the household you are enumerating:

01 **Traditional (Lolwapa):**

A lolwapa is a residential place comprising one or more huts and/or other structures which are fenced together. Such malwapa are mostly found in rural areas.

02 **Mixed:**

This is in a situation where the dwelling unit or lolwapa is made up of a mixture of traditional houses and the modern type of housing units.

03 **Detached House:**

This is a building that stands on its own, without sharing a wall with any other building. In many cases a detached house will also be fenced. A traditional hut standing on its own is to be classified as a lolwapa.

- 04 **Semi-Detached House:**  
This is a building that shares a wall with just one other building, but which has its own separate entrance. It may be one or two storeys high.
- 05 **Town/Terraced House:**  
This is a building, in a group of many others sharing walls on two sides; each building has its own entrance, and the building may be one, two or even three storeys high. A "town house" does not mean a "house in town". Note that the last unit at the end of a Town/Terraced House is not classified as Semi-Detached.
- 06 **Flat, apartments:**  
This is a unit of accommodation in a building. The building itself will usually have a main entrance and each flat will also have its own separate entrance; the building is usually 2 or more storeys high, but each flat forms part of just one storey or floor.
- 07 **Part of Commercial Building:**  
Sometimes part of a commercial building is used as residential quarters, particularly by small shopkeepers. Factory buildings may occasionally be used as housing units either by security personnel or staff of building contractors.
- 08 **Movable:**  
This is a housing unit, which can be transported from place to place either as a unit or in component parts. Examples are tents, tin-huts, port camps, caravans, etc.
- 09 **Shack:**  
This is a temporary shelter built of remnants of packing materials, e.g. cardboard boxes, polythene sheets, etc. Shacks are mostly found in urban areas.
- 10 **Room(s):**  
In urban areas, particularly on SHHA plots and on low-cost plots, rooms in a building are sublet to tenants. Sometimes additional rooms are built on the plot for letting purposes.

141. **COLUMN E9: METHOD OF ACQUISITION OF HOUSING UNIT/PLOT**

**Q: How was this housing unit/plot acquired by the household?**

Enquire from the household what entitles them to live in this particular housing unit/plot.

- 1 Landboard
- 2 Tribal Authority
- 3 Purchase/Freehold
- 4 SHHA
- 5 Self-Allocated
- 6 Inheritance

Some of the above codes need further explanation as follows:

- 2 **Tribal Authority:**  
These are housing units on plots which were allocated by tribal authorities a long time ago before the formation of landboards.
- 4 **SHHA:**

These are housing units on plots which were acquired through the Self Help Housing Agency Scheme.

5 **Self-Allocation:**

Circle code 5 for households occupying tribal/estate land or a freehold farm where no allocation was made by any authority or employers.

6 **Inheritance:**

These are housing units on plots acquired by inheritance regardless of means of previous acquisition.

142: **COLUMN E10: TENURESHIP OF HOUSING UNIT**

**Q: How was this housing unit acquired?**

01 **Purchased (Owner occupied):**

This applies when the household occupying the housing unit bought it.

02 **Rent:** Circle code 02 for housing units rented **from BHC**

03 **Rent:** Circle code 03 for housing units rented **from Government**

04 **Rent:** Circle code 04 for housing units rented **from Council**

05 **Rent:** Circle code 05 for housing units rented **from private individuals**

06 **Rent:** Circle code 06 for housing units rented **from companies and institutions other than the above ones**

07 **Free:**

Circle code 07 for those households not owning their housing unit, but not paying any rent either. They may be living in a housing unit provided by relatives or an employer. Members of the Police Force or BDF and some domestic servants are examples of persons who obtain housing free from their employers.

08 **Inheritance:**

These are housing units acquired by inheritance regardless of means of previous acquisition.

09 **Self Built (Owner occupied):**

Code 09 should used for housing units built by occupants for occupation.

143. **COLUMN E11: NUMBER OF ROOMS IN THE HOUSING UNIT**

**Q: How many rooms are there in this housing unit (excluding kitchen, toilet, bathroom, garage and store)?**

Enter, in the space provided in the questionnaire, the number of rooms used as sleeping accommodation, or as living rooms, in the housing unit where you are enumerating.

The following are excluded: kitchen(s), toilet(s), bathroom(s), garage(s) and store(s). However, if one of these (kitchen or garage) is used for living or sleeping accommodation it should be counted as a living room - for example, a room which is used both as kitchen and living room would be counted. You will find examples of these in some rented SHHA houses in the urban areas and rondavels in the rural areas.

If more than one household shares one living room, count it only once for one of the households. You cannot count it more than once, as this would give an overestimate of the availability of accommodation in the country.

**EXAMPLE:**

The housing unit for the household was a traditional lolwapa, rented from someone, and as such the way the plot was acquired is not known to the household. E11 is coded 03 showing that there are 3 rooms used as living rooms by the household. The walls of this household is made of conventional bricks/blocks, the floor is made of cement/stones while the roof is made of corrugated iron. This is shown by the codes in E12, E13 and E14.

HOUSING UNIT (CIRCLE RESPONSE)						
TYPE OF HOUSING UNIT	MODE OF PLOT ACQUISITION	TENURE OF HOUSING UNIT	NUMBER OF ROOMS	ASK FOR MATERIAL OF CONSTRUCTION OF THE MAIN HOUSE FOR THE HOUSEHOLD		
				WALLS	FLOOR	ROOF
01 Traditional (Lolwapa) 02 Mixed 03 Detached 04 Semi-detached 05 Town house/ Terraced 06 Flats, Apartment 07 Part of commercial building 08 Movable 09 Shack 10 Rooms	How was this plot acquired?  1 Landboard 2 Tribal Authority 3 Purchased/ Freehold 4 SHHA 5 Self Allocation 6 Inheritance	How was this housing unit acquired?  01 Purchased (Owner-occupied) 02 Rent: BHC 03 Rent: Government 04 Rent: Council 05 Rent: Individual 06 Rent: Company 07 Free (Inc. Job related) 08 Inherited (Owner-occupied) 09 Self Built (Owner occupied)	How many rooms are there in this housing unit?  (Include garages, Kitchen etc. if only used for sleeping)	01 Conventional bricks/blocks 02 Mud bricks/blocks 03 Mud and poles/ cowdung/thatch/ Reeds 04 Poles and reeds 05 Corrugated Iron/Zinc/Tin 06 Asbestos 07 Wood 08 Stone Other (Specify)	1 Brick 2 Tiles 3 Mud/Mud and Dung 4 Wood 5 Cement/ Stones Other (Specify)	1 Slate 2 Thatch/Straw 3 Roof tiles 4 Corrugated Iron/Zinc/Tin 5 Asbestos 6 Concrete Other (Specify)
<b>E8</b>	<b>E9</b>	<b>E10</b>	<b>E11</b>	<b>E12</b>	<b>E13</b>	<b>E14</b>
	<i>Don't know</i>					
0   1		0   5	0   3	0   1	5	4

143a. **COLUMNS E12/E13/E14: MATERIAL OF CONSTRUCTION OF MAIN HOUSING UNIT**

These questions refer to the material of construction of the housing unit (the floor, the walls and the roof) where you are enumerating.

If it is a lolwapa having more than one "sleeping" hut or house, obtain information about the material of construction of the main unit - the "main house" - which will usually be the one used by the head of the household.

If the housing unit is a room, it is the material for the room that is required and this is usually the same as the material for the house.

If more than one type of material is used, e.g. zinc and thatch for the roof, enter the one that has been used for the greater part of the roof.

144. **COLUMN E12: WALLS**

Observe the material of construction for the walls and circle the appropriate code:

- 01 Conventional bricks/blocks
- 02 Mud bricks/blocks
- 03 Mud and poles/cowdung/thatch/Reeds
- 04 Poles and reeds
- 05 Corrugated Iron/Zinc/Tin
- 06 Asbestos
- 07 Wood
- 08 Stone
- Other (Specify)
- .....

If none of the above applies write the name of the material in the space below the codes.

145. **COLUMN E13: FLOOR**

Observe the material of construction for the floor and circle the appropriate code:

- 1 Brick
- 2 Tiles
- 3 Mud/Mud and Dung
- 4 Wood
- 5 Cement/ Stones
- Other (Specify)
- .....

If none of the above applies, write the name of the material in the space below the codes.

146. **COLUMN E14: ROOF**

Observe the material of construction for the roof and circle the appropriate code:

- 1 Slate
- 2 Thatch/Straw
- 3 Roof tiles
- 4 Corrugated Iron/Zinc/Tin 5 Asbestos
- 6 Concrete
- Other (Specify)
- .....

If none of the above applies, write the name of the material in the space below the codes.

147. **COLUMN E15: PRINCIPAL SOURCE OF WATER SUPPLY**

**Q: What is the principal source of water supply for this household?**

Circle the appropriate answer code for the principal source of water supply. If the particular source of water supply is not listed, write down the source under "Other (specify)". In cattle post areas, where people have to travel long distances to obtain water from a standpipe, indicate in the "Comments" column that it is a cattle post situation if the response is "standpipe".

- 1 Piped indoors
- 2 Piped outdoors

- 3 Communal tap
- 4 Bouser/tanker
- 5 Well
- 6 Borehole
- 7 River/Stream
- 8 Dam/Pan
- 9 Rain water tank
- 10 Spring water
- Other (Specify)

148. **COLUMN E16: TOILET FACILITY**

**Q: What type of toilet facility is used by this household?**

Possible answers to this question are as follows:

**Own:**

- 1. Flush toilet
- 2. Ventilated Improved Pit latrine (VIP)
- 3 Pit latrine

**Communal:**

- 4 Flush toilet
- 5 VIP
- 6 Pit latrine
- 7 Neighbours toilet
- 8 None

An **Own** toilet/latrine is one which has been built by a private household for its use. A toilet/latrine which is used by more than one household in the lolwapa is still Own. They may share it with neighbouring household(s) by private arrangement. If the toilet facility is Own, circle 1, 2 or 3 as appropriate.

A communal toilet/latrine is one which has been built by the community or local authorities for use by members of the public. If the toilet facility is communal, circle 4 or 5 or 6 as appropriate. Code 7 to be circled if the household uses a neighbours toilet.

If none of the above applies, meaning that the household either uses river or bush, circle 8.

149. **COLUMN E17: PRINCIPAL FUEL FOR LIGHTING**

**Q: What is the principal energy source used by this household for lighting?**

Ask for the principal source of fuel used by the household for lighting and circle the appropriate code. It is possible that a household may use more than one fuel at any one time but it is the one that is used most often that should be recorded. Only one code should be circled.

- 1 Electricity
- 2 Solar Power
- 3 Gas (LPG)
- 4 Bio Gas
- 5 Candle
- 6 Wood



- 7 Paraffin
- Other (specify)

If the particular fuel used is not listed, write down the name of the fuel used in the space below the codes.

150. **COLUMN E18: PRINCIPAL FUEL FOR COOKING**

**Q: What is the principal energy source used by this household for cooking?**

Ask for the principal energy source used by the household for cooking and circle the appropriate answer code. It is possible that a household may use more than one fuel at any one time but it is the one that is used most often that should be recorded. Only one code should be circled. Possible codes are as follows:

- 1 Electricity
- 2 Solar Power
- 3 Gas (LPG)
- 4 Bio Gas
- 5 Wood
- 6 Paraffin
- 7 Cow-dung
- 8 Coal
- 9 Crop waste
- 10 Charcoal
- Other (specify)

If the particular fuel used is not listed, write down the type of fuel used in the space below the codes.

150a. **COLUMN E19: PRINCIPAL FUEL FOR HEATING**

**Q: What is the principal energy source used by this household for space heating?**

Ask for the principal fuel used by the household for space heating and circle the appropriate answer code. It is possible that a household may use more than one fuel at any one time but it is the one that is used most often that should be recorded. Only one code should be circled. Possible codes are as follows:

- 1 Electricity
- 2 Solar Power
- 3 Gas (LPG)
- 4 Wood
- 5 Paraffin
- 6 Cow-dung
- 7 Coal
- 8 Charcoal
- Other (specify)

If the particular fuel used is not listed, write down the type of fuel used in the space below the codes.

151a. **COLUMN E20: REFUSE DISPOSAL**

**Q: How does this household dispose off its refuse/rubbish?**

Find out the method used by the household to get rid of waists or rubbish. If the household uses more than one method ask for the one they regard to be the main or the one most often used. Only one code should be circled among the following:

- 1 Regularly collected
- 2 Irregularly collected
- 3 Incinerated
- 4 Roadside dumping
- 5 Rubbish pit
- 6 Other (Specify)

If the method used is not among the ones above, circle other and write down that method in the space below the codes.

**EXAMPLE:**

*The coding in the questionnaire portion below shows that the household depend on the pipe outside house for their water supply and have their own flush toilet. The household uses paraffin, gas and wood for lighting, cooking and heating according to the codes in E17, E18 and E19. The rubbish from the household is regularly collected where there is an arrangement like in towns where the town council collects the rubbish regularly.*

		PRINCIPAL FUEL			REFUSE DISPOSAL
WATER SUPPLY	TOILET FACILITY	What is the principal energy source used by this household for:			
What is the principal water supply for this household?	What type of toilet facility is used by this household?	<b>LIGHTING</b> 1 Electricity 2 Solar Power 3 Gas (LPG) 4 Bio Gas 5 Candle 6 Wood 7 Paraffin --Other (Specify) .....	<b>COOKING</b> 01 Electricity 02 Solar Power 03 Gas (LPG) 04 Bio Gas 05 Wood 06 Paraffin 07 Cow-dung 08 Coal 09 Crop waste 10 Charcoal Other (Specify) .....	<b>HEATING (Space)</b> 1 Electricity 2 Solar Power 3 Gas (LPG) 4 Wood 5 Paraffin 6 Cow-dung 7 Coal 8 Charcoal Other (Specify)	How does this household dispose off its refuse/rubbish
01 Piped indoors 02 Piped outdoors 03 Communal tap 04 Bouser Tanker 05 Well 06 Borehole 07 River/Stream 08 Dam/Pan 09 Rain water tank 10 Spring water Other (Specify)	<b>Own</b> 1 Flush toilet 2 Ventilated Improved Pit Latrine (VIP) 3 Pit latrine <b>Communal</b> 4 Flush toilet 5 VIP 6 Pit Latrine 7 Neighbours toilet 8 None				1 Regularly collected 2 Irregularly collected 3 Incinerated 4 Roadside dumping 5 Rubbish pit 6 Other
<b>E15</b>	<b>E16</b>	<b>E17</b>	<b>E18</b>	<b>E19</b>	<b>E20</b>
0	2	1	7	0	3
				4	1

**151b. COLUMN E21**

**Q: Does any member of this household own a working;**

You should circle the appropriate code(s) if any member of the household owns any of the following durables in good working order:

- 1. Van/Bakkie
- 2. Car:
- 4. Tractor:

- 8. Donkey cart:
- 16. Bicycle: (Kids bicycles are excluded in this category).
- 32. Wheelbarrow:
- 64. Radio:
- 128. TV:
- 256. Computer:
- 512. Phone:

**COLUMN E31-E32: HOME BASED CARE:**

**151c. COLUMN E31**

**Q: Is there any critically ill person in this housing unit?**

Circle a "1" for yes and or a "2" for no depending on the response from the respondent, after probing should the need to probe arouse.

**151d. COLUMN E32**

**Q: Do nurses, social workers, etc visit any critically ill persons in this housing unit?**

Circle a "1" for yes or a "2" for no depending on the response from the respondent, after probing should the need to probe arise.

**EXAMPLE:**

*Codes from E21 shows that the enumerator was told by the household respondent that at least one member of the household own at least one of the following in good working condition:*

- Van/bakkie*
- Tractor*
- Radio*
- TV*
- Cellular phone*

The codes circled are therefore 1, 4, 64, 128 and 512 respectively.

*Lastly E31 and E32 are coded 2 for "No" to say that there is no member of the household who is critically ill and above all that there are on nurses, social workers and others visiting any critically ill member of the household.*

OWNERSHIP OF DURABLES				HOME-BASED CARE	
Does any member of this household own a working:				Is there any critically ill person in this housing unit?  1 Yes 2 No	Does nurses, social workers, etc visit any critically ill persons in this housing unit?  1 Yes 2 No
① Van/ bakkie 2. Car ④ Tractor 8. Donkey cart 16. Bicycle 32. Wheel-Barrow ⑥④ Radio ⑫⑧ TV 256. Computer ⑤12. Phone					
<b>E21</b>				<b>E31</b>	<b>E32</b>
				2	2

## PART 5: AFTER EACH HOUSEHOLD ENUMERATION

152. When you have completed the enumeration of a household, thank the household members for their co-operation. If it is the only household in the lolwapa, stick a white label (see paragraph 171) to their door next to the metal plate (or to the plot number in urban areas) and record the summary data for this lolwapa on the Control List.
153. If there were two or more households in the lolwapa and you have completely enumerated all of them, attach a white label and record the summary data for each household on the Control List.
154. If one of the households in the lolwapa hasn't been enumerated, use an orange label (see paragraph 172) and update your **ENUMERATOR REVISIT RECORD** following the instructions in paragraphs 164-170. In such cases complete summary details for the enumerated households.
155. Paragraphs 152-154 describe, fairly briefly, the procedure you must follow after each household enumeration or lolwapa visit. The detailed procedure is now described, under three sub-headings:
- A.- the Control List, its use during revisits and after enumeration
  - B.- the Enumerator Revisit Record
  - C.- the white and orange labels

### A. THE CONTROL LIST - ITS USE DURING REVISITS AND AFTER ENUMERATION

156. **Use of the Status Codes:** After each visit (or revisit) to a lolwapa you must update the Control List by entering in the "Status" column (after any status codes recorded at previous visits) whichever of the following codes reflects the latest enumeration status of this lolwapa:
157. **Status = 1: Enumerated**  
This is the code to use when enumeration has been completed for the only household or for all the households in the lolwapa. Having completed the enumeration of the household(s) in the lolwapa you must also record data for the entire lolwapa under the appropriately named columns of the Control List as follows:
- the total number of household(s) enumerated in the lolwapa
  - the total number of persons present that have been enumerated in each of the households in the lolwapa (from Part A of the questionnaire(s))
  - the total number of persons enumerated as being outside Botswana separately for each of the households in the lolwapa (from Part B of the questionnaire(s))
  - any comments you may have with regards to the enumeration in the lolwapa.
  - 
  - in the case of more than four households in the lolwapa, use the first blank line of the control list and indicate on the comments box that it is a continuation. Repeat the lolwapa number on the dwelling number column. If there are more than eight households, repeat the process until all the enumerated households have been accommodated.

158. **Status = 2: Revisit**

Status should be set equal to 2 if contact has not yet been made with every household in the lolwapa and a revisit is going to be necessary in order to conduct or complete the enumeration. Enter the details of all such household(s) in the lolwapa on the **ENUMERATOR REVISIT RECORD** (one line per household) at the back of the Enumeration Area Book (see further details in paragraphs 164-170 and an example of a control list in page 10).

159. **Status = 3: Empty**

Use this code if you have determined that the lolwapa is **definitely** unoccupied. For instance, neighbours may tell you that nobody lives there. In isolated areas, look for signs of occupation such as fresh water marks, warm ashes, domestic animals, utensils, foot marks, etc. If a lolwapa is definitely unoccupied, then

- you will not be revisiting the lolwapa
- you should fill in zeroes in all columns from "Number of Enumerated Households".
- write under the "Comments" column why you have coded the lolwapa with this status (e.g. "House demolished").

Whenever you use code 3, your supervisor is required to verify that the lolwapa was definitely unoccupied. When your supervisor visits the lolwapa to check this, he may discover that the lolwapa is now occupied. In such cases, your supervisor may ask you to revisit the lolwapa to enumerate them; you should then write in the comments box of the questionnaire that the lolwapa is now occupied and record a status code of 1 after the 3 in the "Status" column.

160. **Status = 4: Other**

Use this code if any situation apart from the above three applies. It will mostly be used when contact has been made with the only household or all households in the lolwapa, but enumeration cannot be started or completed for reasons such as refusal, or because there has just been a death or birth in the household. Status code 4 is very similar to status code 2 in that a revisit is going to be necessary. So, when the status code is 4, you must enter the details of all the households in the lolwapa on the **ENUMERATOR REVISIT RECORD** (one line per household) at the back of the Enumeration Area Book (see further details in paragraphs 164-170 and the example of a completed ENUMERATOR REVISIT RECORD after paragraph 170).

161. For status codes of 2 or 4, further visits will be necessary and at any one of these revisits you may succeed in completing the enumeration of all the households in the lolwapa (when the status code will become 1 and you proceed as indicated for status code 1).

162a. The only other possible situation is that, after your third (and possibly final) revisit, the status code remains at 2 or 4 - because at this third revisit you have still not been able to complete enumeration of all the households in the lolwapa. In such a situation your completion of the Control List will depend on whether it is a one-household or multi-household lolwapa.

In a one-household lolwapa: if status is 4 and you made some original contact with the household you may know how many people are usually present in this household. If your original contact didn't help (or if status is 2) see if any neighbour can tell you. If you can estimate the number of persons in the household, enter "1 hh" in the "Comments" column, followed by the estimated number of persons, using a "p" for persons. For example, if there were 3 persons present, you would write "1 hh, 3 p" in the "Comments" column. If you cannot estimate the number of persons, enter dashes in the various columns and, in the "Comments" column, write "unable to enumerate". In either case,

enter another 2 or 4 in the "Status" column.

In a multi-household lolwapa: obtain from the other occupants of the lolwapa the number of persons living in the household(s) you are unable to enumerate. Complete the remaining columns of the Control List as follows:

- enter another 2 or 4 in the "Status" column
- complete the remaining columns for the households that you were able to enumerate as instructed in paragraph 157 for status code 1
- enter the number of households you are unable to enumerate in the "Comments" column, followed by the number of persons you are told are living in the household(s) you were unable to enumerate, using the symbol "hh" for households and "p" for persons. For example, if there were 2 households and 7 persons, you would write "2 hh, 7 p" in the "Comments" column.

162b. **Institutions**

The treatment of institutions is a special case and is discussed fully in Part 6.

## **B. ENUMERATOR REVISIT RECORD**

163. The Enumerator Revisit Record is designed for you to keep a record of those households you must revisit.

164. If there is more than one household in a lolwapa and you haven't been able to enumerate all of them at your first visit you must:

- (a) for household(s) you **HAVE NOT** been able to enumerate at your first visit:
  - record Village Code, Locality Code, Locality Name, Lolwapa Number and Household Number under the appropriate columns
  - enter the date/time of appointment for a revisit in the "First Date/Time of Appointment/Revisit" columns and leave subsequent columns blank. You can, of course, only make a real "appointment" if you have met the household(s) and arranged a time convenient for them. But "Date/Time of Appointment" in this context is also used to mean the date/time when you will revisit the household and try again.
- (b) if at your **first revisit** you **HAVE NOT** been able to enumerate the household(s), make an appointment for a second revisit and enter the date/time of appointment/revisit in the "Second Date/Time of Appointment/Revisit" columns.
- (c) if at your **second revisit** you still **HAVE NOT** been able to enumerate, make an appointment for a third revisit and enter the date/time of appointment/revisit in the "Third Date/Time of Appointment/Revisit" columns.
- (d) if at your **final revisit** you still **HAVE NOT** been able to enumerate you will enter dashes in the remaining columns and comment accordingly in the "Comments" column.
- (e) if at one of the revisits you are able to enumerate, you will enter dashes in any remaining "Date/Time of Appointment/Revisit" columns and complete the rest of the Enumerator Revisit Record.

165. If there is only one household in the lolwapa and you were unable to enumerate the household at

your first visit, then follow steps (a) - (e) above.

166. This may seem to be unnecessary additional work, but it is important that the information for all the households in a lolwapa be in one place and not scattered all over the EA Book(s). Remember that, no blank pages are to be left in the EA book for households that cannot be enumerated first time round. Information for a household enumerated at a revisit will be further on in the EA book or even in a different EA book from the other households in the same lolwapa that were enumerated at the first visit.
167. You will note that the Enumerator Revisit Record has been designed so that you can make up to **four** visits (or **three** revisits) to any one household.
168. This has been done because the census enumeration period is of only seven days duration and it may not be possible to make more than three revisits to any one household **and** completely enumerate the EA in the time available. **However, if time allows you may make as many visits as possible within the time frame of the enumeration period.**
169. If more than three revisits are possible use the "Comments" column for recording dates and times of further appointments.
- 170a. It is important that revisits are scheduled so that you are able to contact the household(s). If the first visit was during the daytime, schedule a revisit for an evening or early morning. The Census Act allows you to collect data at any time between the hours of 6:00 in the morning and 10:00 in the evening; but in practice you may find that respondents prefer that you avoid the extremes of early morning or late evening.
- 170b. Use of the Enumerator Revisit Record for institutions.

### C. THE WHITE AND ORANGE LABELS

171. A label is to be fixed to every lolwapa to ensure that no household is enumerated more than once and that none is missed. The **white label** should be fixed on a lolwapa when all the households living there have been completely enumerated. The label should be fixed where it will be easily visible to your supervisor and others checking your work. Where possible, it should be fixed next to the metal plate or, in urban areas, next to the plot number. The date of enumeration/visit and the time should be entered on the label. This will help your supervisor when trying to locate you during enumeration.

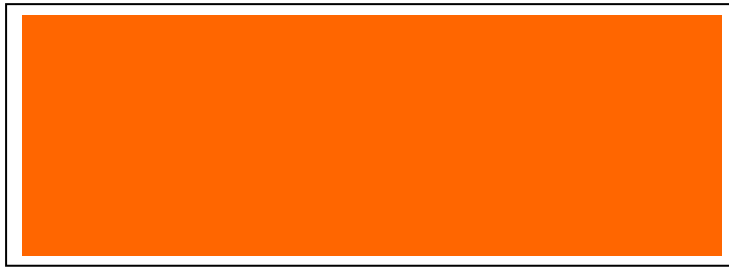
#### White Label



172. The **orange label** is where enumeration has not been completed. The code you should record is the "Status" code that you will also have recorded on the Control List - this will be 2, 3 or 4. The date and time of each visit to the lolwapa must be entered on the label. If you do not know the exact time of the visit, then estimate the time.

#### Orange Label





173. On a subsequent visit, if the lolwapa is completely enumerated, remove the orange label and replace it with a white one. Enter the date and time of enumeration on the label.
174. In general, the white label should only be fixed to a lolwapa when a questionnaire has been completed for EACH of the households occupying the lolwapa.

#### **D. COMPLETING THE EA BOOK SUMMARY**

175. On the front cover of each EA Book you will see an area entitled **Enumeration Check Control**. You must use this to summarise the number of enumerated households and persons that were listed in this particular EA Book.
176. The only other part of the front cover that need concern you is in the panel to the right of the Enumeration Check Control where you will sign and record the date when you have completed your checking of the EA Book and completed the front cover summary. You may also use the "Comments" box in the bottom right hand corner if you have any additional points that you wish to bring to the attention of your supervisor, the DCO or Census Office.
177. The Enumeration Check Control area has been split into two halves, each of six columns and twenty-five rows (or lines). Beneath each group of 25 lines there is a row for the sub-totals of enumerated households, person(s) present, and person(s) outside Botswana; and immediately following the sub-totals for the last 25 lines is another row for the grand total. **It is important that you complete this section immediately after you have completed another page of the questionnaire.**
178. The lines numbered 1 - 50 correspond to the page numbers of the questionnaires in the EA Book. Your first entry on the Front Cover will be a summary of the data recorded on page 1 of the EA Book. From page 1, transfer the following information:
- Village Code, Locality Code and Lolwapa/House Number (to be entered in columns 2,3 and 4, respectively)
  - Number of Enumerated Households (in column 5)
  - Number of Enumerated Person(s) Present (in column 6) (from Part A of the questionnaire)
  - Number of Enumerated Person(s) Outside Botswana (in column 7) (from Part B of the questionnaire)
179. Remember that a household may have more than the maximum of ten persons present that can be accommodated on a single page - and/or more than the maximum of three persons outside Botswana. But the summary data on the front cover must reflect the contents of each page of the

questionnaire.

180. To help you understand how to complete the Enumeration Check Control, please refer to the worked example on the appendices. The various situations in this example are discussed in the following paragraphs. For instance, on pages 34 and 35 of the EA Book a household of 12 persons was enumerated with the first 10 persons listed on page 34 and the remaining 2 persons on page 35. So on the front cover the number of persons present is 10 for page 34 and 2 for page 35. Also note that in this case the number of households is 1 for page 34. Since a new household was started on this page, but the number of households for page 35 is shown as a dash, because the household listed on page 35 is simply a continuation of the household from page 34.
181. **Situation 1:** On page 1 of the questionnaire is a household with 8 persons listed in Part A and 3 persons in Part B. On line 1 of the front cover enter:
- the Village and Locality Codes and the Lolwapa/House Number
  - 1 in the "Number of Enumerated Household(s)" column
  - 8 in the "Number of Enumerated Person(s) Present" column
  - 3 in the "Number of Enumerated Person(s) Outside Botswana" column
182. **Situation 2:** On page 2 of the questionnaire is a household with 7 persons present (Part A) and just 1 person outside Botswana (Part B). On line 2 of the front cover enter:
- the usual identification codes, followed by:
  - 1 in the "Number of Enumerated Household(s)" column
  - 7 in the "Number of Enumerated Person(s) Present" column
  - 1 in the "Number of Enumerated Person(s) Outside Botswana" column
183. **Situation 3:** There are 13 persons present in the next household (Part A) and 6 outside Botswana (Part B). The first 10 of the 13 persons present would be listed on page 3 and the remaining 3 on page 4; and the first 3 persons outside Botswana would be listed on page 3 and the remaining 3 on page 4. On line 3 of the front cover enter:
- the usual identification codes, followed by:
  - 1 in the "Number of Enumerated Household(s)" column
  - 10 in the "Number of Enumerated Person(s) Present" column
  - 3 in the "Number of Enumerated Person(s) Outside Botswana" column
  - on line 4 of the front cover enter:
  - the same identification codes as on line 3, followed by:
  - **a dash** in the "Number of Enumerated Household(s)" column
  - 3 in the "Number of Enumerated Person(s) Present" column
  - 3 in the "Number of Enumerated Person(s) Outside Botswana" column
184. **Situation 4:** A household has 5 persons present and 6 persons outside Botswana. The 5 persons present would all be listed on page 5, and the 6 persons outside would be listed on two pages of the questionnaire, pages 5 and 6. On line 5 of the front cover enter:
- the usual identification codes, followed by:
  - 1 in the "Number of Enumerated Household(s)" column
  - 5 in the "Number of Enumerated Person(s) Present" column
  - 3 in the "Number of Enumerated Person(s) Outside Botswana" column
  - on line 6 of the front cover enter:
  - the same identification codes as on line 5, followed by:
  - a dash in the "Number of Enumerated Household(s)" column
  - 0 in the "Number of Enumerated Person(s) Present" column
  - 3 in the "Number of Enumerated Person(s) Outside Botswana" column

185. **Situation 5:** A household has 7 persons present and 2 persons outside Botswana. This would be summarized on line 7 as follows:
- 1 in the "Number of Enumerated Household(s)" column
  - 7 in the "Number of Enumerated Person(s) Present" column
  - 2 in the "Number of Enumerated Person(s) Outside Botswana" column
186. **Situation 6:** A household has 22 persons present - and therefore 3 pages of the EA Book were needed to list them all. They also had 5 persons outside Botswana. On page 9 the first ten household members were listed. The next ten persons would have been listed on page 10 but the enumerator recorded details for someone who shouldn't have been listed, then realised his mistake and had to delete the whole line. He could therefore only record 9 persons in Part A on page 10. The final 3 persons were then listed on page 11. In line 9 enter:
- 1 in the "Number of Enumerated Household(s)" column
  - 10 in the "Number of Enumerated Person(s) Present" column
  - 3 in the "Number of Enumerated Person(s) Outside Botswana" column
- In line 10, enter:
- a dash in the "Number of Enumerated Household(s)" column
  - 9 in the "Number of Enumerated Person(s) Present" column
  - 2 in the "Number of Enumerated Person(s) Outside Botswana" column
- In line 11, enter:
- a dash in the "Number of Enumerated Household(s)" column
  - 3 in the "Number of Enumerated Person(s) Present" column
  - 0 in the "Number of Enumerated Person(s) Outside Botswana" column
187. You will note that if the correct procedure has been followed:
- (a) For households with more than 10 persons in Part A or more than 3 persons in Part B of the Questionnaire, the Locality and Lolwapa/House Numbers will be repeated more than once on the front cover.
  - (b) The Number of Enumerated Households will always be 1 or a dash in any one line on the front cover.
  - (c) Entries in the columns headed "Number of Enumerated Persons Present" will always be a number between 0 and 10 for any one line on the front cover.
  - (d) Entries in the columns headed "Number of Enumerated Persons Outside Botswana" will always be some number between 0 and 3 for any one line on the front cover.
188. If for any reason you have cancelled a page of the questionnaire, say page 12, you will write, "CANCELLED" on line 12 of the front cover.
189. If you have made a mistake on entering the front cover, cross out the wrong entry neatly and enter the correct one. **Do not cross out the whole line** because, if you do, the front cover entries will no longer correspond to the questionnaire pages. If you are doubtful that the entry is legible, comment accordingly in the "Comments" column, giving the correct entry.
190. After filling all the 50 lines with entries, you must add up, for page numbers 1-25, the number of Enumerated Households, Persons Present and Persons Outside Botswana and enter the sub-total in

the row labelled "sub-total". Repeat this procedure for page numbers 26-50.

191. Then add together the two sub-totals and enter the sum in the final row labelled "Grand Total".
192. It is important that you correctly transfer the information required from all the pages of the Questionnaire as this summarizes your work and these summaries will also be used for compiling preliminary counts of the population.
193. The totals calculated from all your EA Books should be the same as the totals calculated from all your Control Lists in the Enumeration Area.
- 193a. A similar form is to be found on the cover of every Institutional Questionnaire book. Its completion is discussed fully in Part 6 (page 72 onwards).

## PART 6: INSTITUTIONAL QUESTIONNAIRE

194. Persons living in institutions are to be enumerated on a separate questionnaire - the **Institutional Questionnaire**. Such persons will include: patients in hospitals, persons staying in hotels, prisoners, BDF personnel in barracks and miners in hostels. Ten copies of the Institutional Questionnaire will be bound together into one book.
195. The Institutional Questionnaire is a shortened version of the Household Questionnaire. Parts B,D and E are excluded; and the Part A questions on "Relationship to Head" and some of the fertility questions are also omitted from the Institutional Questionnaire. The instructions for completing the Institutional Questionnaire are, otherwise, the same as those for completing the Household Questionnaire. On the Institutional Questionnaire the name of the institution should also be recorded at the top of the page, after the lolwapa/house number. The "Institution Code" should be left blank. The lolwapa/house number for the institution should be taken from the Control List, in the usual way.
196. An Institutional Questionnaire (IQ) book will not be required in every EA, so they will be issued only for those EAs in which an institution was identified at the mapping stage. However, the District Census Officers will have spare IQ books in case some institutions were not identified during the planning of the census. If a DCO is not readily available, the Household Questionnaire may be used for enumerating institutions (see paragraph 206 for further details).
197. For patients in hospital who are seriously ill, it might not be possible to obtain all the required information; efforts should be made to obtain available information from hospital officials.
198. Because of security restrictions at BDF barracks, special arrangements are being made for BDF personnel to carry out the enumeration.
199. Although school boarders will be away on holiday during August, schools may be used by other groups for workshops, courses etc. and the participants in these courses may be using the boarding facilities. So always check as to whether or not anyone is staying at the school.
200. Whilst hospital patients, hotel guests and soldiers in barracks will be listed on the Institutional Questionnaire, staff who live in houses or flats within institutional compounds should be enumerated on Household Questionnaires, e.g. hospital doctors, school teachers, police officers, some army officers, etc. Persons staying in work camps should be enumerated on Household Questionnaires if they make their own arrangements for food; if they eat communally, then they should be enumerated on Institutional Questionnaires.
201. Your guide to the malwapa in your EA will, of course, be the Control List. If an institution was found within the EA, it will be recorded on a single line of the Control List with the "head of household" left blank and the name of the institution recorded under Comments. If there are any separate staff houses/flats within the same institutional compound, these will have been listed separately, one per line, in the conventional way as for ordinary malwapa. The numbering of staff houses will depend on whether or not the institution was in an urban area with a plot number.
202. **Institutions with plot numbers**  
If the institution has a plot number, e.g. 4063, then 4063 will appear on the Control List as the lolwapa number for the institution and 04063 should be recorded on the Institutional Questionnaire as the lolwapa/house number. The staff houses/flats will then be listed as having lolwapa number 4063/1, 4063/2, 4063/3, 4063/4 etc. You will have to treat these as you treat blocks of flats in urban

areas. So every lolwapa on that plot will have the same lolwapa number - 04063 - but each will have a different household number. So you must assign household number 01 to 4063/1; household number 02 to 4063/2 ; 03 to 4063/3 etc. If you find more than one household living within a flat/house, you cannot use the same approach as for conventional housing because the household numbers have already been used to identify the different staff houses. Instead, use a much bigger household number that won't otherwise be used. For example, there are 25 malwapa on a staff compound and you find that at flat/house number 7 there are two households. Assign household number 7 to the first household and household number 26 to the second household. If you find a similar situation within another staff house, use number 27 for the second household etc.

203. **Institutions without plot numbers**

In rural areas (and in some urban areas), you will find institutions listed that had to be assigned numbers on metal plates. In these situations you will again find the institution listed on a single line of the Control List and each lolwapa within the institutional compound listed separately, one per line. But in these cases the lolwapa numbers assigned to the institution and to the staff malwapa will all be different. So you can simply use each lolwapa number as the lolwapa/house number at the top of the questionnaires. The household number can be used in the conventional way to separately identify different households within the same lolwapa.

204. Remember that people who were working at the institution during the night should not be included on the Institutional Questionnaire. Instead, they will be included on the Household Questionnaire where they would have spent the night had they not been working.

205. **Hotels, safari camps and hunting lodges**

For all other institutions you will record the information directly onto the Institutional Questionnaire. But for hotels, safari camps and hunting lodges we have designed a special individual form (see pages 75-76) to be completed by every guest staying at the hotel on the chosen census night. You will decide which night is to be selected as census night for the hotel/camp/lodge and go to the hotel the day **before** the chosen census night. Introduce yourself to the hotel receptionist and/or manager. All managers have been sent a letter explaining all about the census. However, you will have spare copies of this letter in case the manager cannot remember seeing the original letter. Give the receptionist a number of individual forms - as many as there are guests staying in the hotel, plus a few spare forms for possible late arrivals. Also give the receptionist a similar number of Hotel Guest Letters and envelopes. The letter explains to the hotel guests the purpose of the census and the procedure for completing the forms. A form is to be completed for every guest (including babies and children) and the completed forms are to be placed in the sealed envelope provided and left with the receptionist with the room number clearly marked on the front of the envelope.

You should return the following day to collect the envelopes containing the completed forms from the receptionist. When you have left the hotel you should open the envelopes and transfer the information from the individual forms to an Institutional Questionnaire. The information from the first form will be recorded on the first line of the Questionnaire; information from the second form will be recorded on the second line, etc. Even when you have transferred the data from the individual forms you should still keep these completed forms with you and hand them over to your supervisor at the end of the census.

If, when you return to the hotel to collect the completed forms, you are told that some guests have not yet handed in an envelope, your course of action will depend on whether or not these guests are still in the hotel. If they have already checked out, ask if the receptionist can provide you certain details from the hotel register (name, sex and home address - for place of usual living). Record this data directly onto an Institutional Questionnaire, filling in 9s for any other information. If the guests are still in the hotel you should ask the receptionist/manager if you could be allowed to see the guests to remind them to complete the forms. You may then have to revisit the hotel again to collect

the completed forms.



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## 2001 POPULATION AND HOUSING CENSUS

One of these forms must be completed for every person who spends tonight in this Hotel, Lodge or Safari Camp. An adult should complete this form for anyone under 12 years of age. The completed form must be placed in the envelope provided and left with the receptionist. Please write your room number on the front of the envelope.

**General:** Tick just one box in answer to most questions except for question F8.

F0. Name of Hotel or Lodge or Safari Camp: [ \_\_\_\_\_ ]

F1. Name in full: [ \_\_\_\_\_ ]      F2. Room number: [ \_\_\_\_\_ ]

F3. Sex            1 [  ] Male  
                     2 [  ] Female

F4. Age (Age as last birthday. If under 1 year enter 00) [ \_\_\_\_\_ ]

F5. What is your country of citizenship? [ \_\_\_\_\_ ]

F6. Where were you born? [ \_\_\_\_\_ ]

F7. Where do you usually live? [ \_\_\_\_\_ ]

Note: If visiting Botswana (e.g on business or as a tourist) state your country of residence.  
If working in Botswana (permanently or on contract) state the town or village in Botswana where you live.

F8. Where were you living this time last year? [ \_\_\_\_\_ ]

F9. Where were you living this time 5 years ago? [ \_\_\_\_\_ ]

F10. Is your biological father alive? [ \_\_\_\_\_ ]

F11. Is your biological mother alive? [ \_\_\_\_\_ ]

F12. Do you have any Disability?    00 None -----> **Go to F9**

- 11 Defect of seeing in 1 eye
- 12 Defect of seeing in 2 eyes
- 13 Blindness in 1 eye
- 14 Blindness in 2 eyes
- 21 Defect of hearing in 1 ear
- 22 Defect of hearing in 2 ears
- 23 Deafness in 1 ear
- 24 Deafness in 2 ears
- 31 Defect speech
- 32 Inability to speak
- 41 Inability to use 1 leg
- 42 Inability to use 2 leg
- 51 Inability to use 1 arm
- 52 Inability to use 2 arms
- 61 Moderate retardation
- 62 Severe Retardation
- 63 Mental Illness



**THE FOLLOWING QUESTIONS ARE ONLY APPLICABLE FOR PERSONS AGED FIVE (5) YEAR OR OVER**

F13. What language do you speak most often at home?

- 01 Setswana
- 02 English
- Other (Specify)

.....

F14. Have you ever attended school?

- 1 [ ] Never attended-----→ **Go to F16**
- 2 [ ] Still at school-----→ **Go to F15**
- 3 [ ] Left school-----→ **Go to F15**

F15. What is the highest level you completed?

- Pre-school
- 00 01 02
- Non- Formal
- 60 61 62 63 64
- Primary
- 10 11 12 13
- 14 15 16 17
- Secondary
  
- 21 22 23
- 24 25 26

F16. Has ...ever attended training of any type at least 3 months?

- 1 No Training  
(GO TO A19)
- 2 Still training  
(GO TO A17)
- 3 Completed training  
(GO TO A17)

F17. Highest level obtained/to be obtained?

- 31 Apprent. Certificate
- 32 Brigades certificate
- 33 Vocational certificate
- 34 Educ. College certificate
- 35 University certificate
- 36 Other certificate
  
- 41 Vocational Diploma
- 42 Educ. College Diploma
- 43 University Diploma
- 44 Other diploma
  
- 51 University degree

**THE FOLLOWING QUESTIONS (F13 TO F18) ARE APPLICABLE TO PERSONS AGED TWELVE (12) OR OVER**

F18. What was your subject of training?

F19. What is your religion?

- 1.Christian
- 2.Muslim
- 3.Bahai
- 4.Hindu
- 5.Badimo
- 6.Other
- 7.No Religion

F20. What is your marital status?

- 1 Never married
- 2 Married
- 3 Living together
- 4 Separated
- 5 Divorced
- 6 Widowed

F21. What have you been doing mainly since independence day 1999?

**Seasonal Work**

- 01 Paid    02 Unpaid

**Non-Seasonal**

- 03 Paid    04 Unpaid

**Other**

- 05 Job seeker
- 06 Home maker
- 07 Student
- 08 Retired
- 09 Sick
- Other (Specify)

.....

F22. What were you doing mainly in the past 7days?

- |  |           |
|--|-----------|
| 01 Worked for payment<br>(Cash or in kind) | GOTO F23  |
| 02 Worked in family business<br>(Unpaid)   |           |
| 03 Worked at lands/cattle post<br>(Unpaid) |           |
| 04 Job seeker: GO TO A26                   |           |
| 05 Home maker                              | GO TO F27 |
| 06 Student                                 |           |
| 07 Retired                                 |           |
| 08 Sick                                    |           |
| Other (Specify)                            |           |

F23. What were you working as during the past seven days?

- 01 Employee - Paid cash
- 02 Employee Paid in kind
- 03 Self - employed (no employees)
- 04 Self -employed (with employees)
- 05 Members of producers cooperatives
- 06 Working in family business  
(Unpaid)
- 07 Working at lands  
(Unpaid)
- 08 Apprentices

F24. What type of work did you do? (Your Occupation) [ \_\_\_\_\_ ]

F25. What was the main products, services or activity of your place of work? (Industry)  
[ \_\_\_\_\_ ] ----→ GO TO F27

F26. What steps did you take during the last 30 days to seek job?

- 1. Registered at labour Office
- 2. Applied Directly
- 3. Visited Work Sites
- 4. Asked Friends and Relatives
- 5. Combination of the Above
- Other (Specify)

.....

**THE FOLLOWING QUESTIONS (F18 AND F19) ARE APPLICABLE TO FEMALE PERSONS AGED TWELVE (12) YEARS OR OVER**

F27. How many children have been born (include those who have died) alive by you? [ \_\_\_\_\_ ]  
Male [ \_\_\_\_ ]  
Female [ \_\_\_\_ ]

F28. How many of these children in F27 have died? [ \_\_\_\_\_ ]  
Male [ \_\_\_\_ ]  
Female [ \_\_\_\_ ]

**QUESTIONS (F20 AND F21 ARE ONLY APPLICABLE FOR FEMALE PERSONS AGED TWELVE (12) TO FIFTY (50) YEARS**

F29. How many children have been born by you since independence day 1999?  
Male [ \_\_\_\_ ]  
Female [ \_\_\_\_ ]

F30. How many of these children are still alive?  
Male [ \_\_\_\_ ]  
Female [ \_\_\_\_ ]

\_\_\_\_\_.  
Date

**THANK YOU A LOT FOR YOUR INVALUABLE CO-OPERATION**

206. **Using a Household Questionnaire for enumerating institutions**

If you have no Institutional Questionnaires and you cannot obtain any from your supervisor or DCO you may instead use the Household Questionnaire. Record the name of the institution in the space after the "household number" at the top of the questionnaire. In Part A, certain questions will not apply. These are the "Relationship" to head of household (A3) and parts of the fertility section - columns A28, and A29. Dashes should be recorded under these columns instead. None of the questions in Sections B, D and E should be asked either. These sections should be crossed out. Section C is to be asked of people living in institutions so remember to record details of anyone with any of these disabilities. If you have to use a Household Questionnaire for an institution, think of the institution as one large "household". Enumerate the first ten people on the next available page of your EA Book; then continue listing on the following pages until you have listed everyone in the institution. Finally, write an appropriate remark in the Comments Box so that the Census Office is made aware that these pages have been used to enumerate an institution, not a household.

207. **Completing the Enumerator Revisit Record**

On the back of every EA Book is an Enumerator Revisit Record which you are to use to keep a record of those households that you must revisit. Similarly, on the back of every IQ Book is a slightly different Revisit Record. Instead of listing households that are to be revisited you must list those units within an institution that must be revisited. Like in the case of households, for institutions you also need only list those units that need to be revisited. The "unit" referred to here will depend on the type of institution. At a hotel, lodge or safari camp the unit will be the room, rondavel or tent. When you collect the envelopes from reception, find out which of the previous night's occupants failed to hand in an envelope. If they are still staying at this hotel/lodge, you may be able to see them immediately to enumerate them or to collect their completed form(s). If not, record their room/rondavel numbers (and hotel name) on the Revisit Record. When you are able to make contact with the occupants of the room, confirm that they **were** staying at the hotel/lodge on the census night for that hotel. We only wish to collect information from those staying at institutions on the fixed census night.

If the institution is a hospital you may have failed to totally enumerate every ward in the hospital, so write down on the Revisit Record the name of the hospital and the ward number. The Revisit Record is to help you keep a record of revisits you still have to make. Institutions range from luxury hotels to hospitals to prisons and the Revisit Record will have to be used in whatever way you think appropriate for the institution you are enumerating.

Note that the "Institution Code" on the Revisit Record should be ignored and left blank.

208. **Completing the Control List**

When you have completed the enumeration of an institution you must also complete the information for that institution on the Control List, as follows:

- put a dash under number of households
- record the total number of persons enumerated at the institution under "Persons Present"
- put dashes under the column "Persons outside Botswana"

209. **Completing the IQ book summary**

When you have completed the enumeration of all the institutions in your EA you should record on

the IQ book cover the total number of people enumerated on each of the questionnaires. This is similar to the EA book cover. For each page of the questionnaire you must record:

- the village code and the locality code
- the lolwapa number
- the name of the institution that was enumerated on that page
- the total number of persons enumerated on that page.

Note that you should leave blank the "Institution Code" - just as you should leave this blank on each questionnaire.

PART 7: TRANSLATIONS

- A1: Ke kopa maina a batho botlhe ba ba tsogang bosigo jo re bo tsogang jo fa?  
Ah o baletse bana?  
Ah o baletse le batsofe?  
Ah o baletse baeng, le botlhe ba kagale ba lalang fano mme bane bale ko ditirong bosigo, merapelong kgotsa golo gongwe fela?
- A2: SERIAL NUMBER
- A3: (Leina) o tsalana jang le tlhogo ya ntlo e?
- A4: A ke monna kgotsa mosadi?  
Kgotsa:  
(Leina) ke mong?
- A5: (Leina) o dingwaga di kae?
- A6: (Leina) ke moagedi wa lefatshe lefe?
- A7: (Leina) o tsholetswe kae?
- A8: Gantsi (leina) o nna kae?
- A9: Mo ngwageng o o fitileng ka kgwedi ya August kgotsana Phukwi (leina) o ne gantsi a nna kae?
- A10: Mo ngwageng tse tlhano tsemi fitileng ka kgwedi ya August kgotsana Phukwi (Leina) o ne gantsi a nna kae?
- A11: Aa rraagwe (leina) tota tota o santse a tshela?
- A12: Aa mmaagwe (leina) o santse a tshela?
- A13: (Leina) o bua sekae (kgotsa puo efe kgotsa loleme lofe) gantsi mo gae?
- A14: A (leina) o kile a tsena sekole?  
Kgotsa:  
A (leina) o kile a itewa seatla?
- A15: (Leina) o feditse lekwalo lefe kwa sekoleng?
- A16: Aa (leina) o kile a dira "course" kana ithutuntso nngwe ee tsereng selekanyo sa kgwedi tse tharo kgotsa go feta?
- A17: (Leina) o feletse fa kae mo "course"ng kgotsa ithutuntsong e?
- A18: (Leina) one a ithutela boeng?
- A19: Tumelo yaga (leina) ke efe?
- A20: A (leina) o nyetse/nyetswe mo lebakeng le?

- A21: Fa esale gotsweng boipuso jwa ngwaga oo fitileng (leina) one a dira eng thata thata?
- A22: Mo malatsing a a supa a a fetileng (leina) o ne a dira eng thata thata?
- A23: (leina) one a bereka ale eng mo malatsing a supa aa fitileng?
- A24: (leina) one a dira tiro mang?
- A25: Kwa (Leina) a dirang teng, go dirwa eng?  
Kgotsa:  
Kwa (Leina) a dirang teng, go bidiwang?
- A26: Kgato e (leina) a etsereeng go batla tiro mo maltsing aa masome mararo aa fitileng ke efe?
- A27: (Leina) o tshotse bana ba le kae ba ba tshotsweng ba tshela (ba ba tshotsweng ele batho)  
Basimane ba kae?  
Basetsana ba kae?
- A28: Mo baneng ba, ke ba le kae ba ba nnang le mma-a-bona?  
Basimane ba kae?  
Basetsana ba kae?
- A29: Mo baneng ba, ke ba le kae ba ba nnang go sele?  
Basimane ba kae?  
Basetsana ba kae?
- A30: Mo baneng ba, ke bale kae ba ba tlhokafetseng/suleng?  
Basimane ba kae?  
Basetsana ba kae?
- A31: Fa e sale gotsweng tsatsi la boipuso la 1999, (Leina) o tshotse bana ba le kae ba ba tshotsweng ba tshela?  
Basimane ba kae?  
Basetsana ba kae?
- A32: Mo baneng ba go tshela bale kae?  
Basimane ba kae?  
Basetsana ba kae?
- B1: Ke kopa maina a batho botlhe ba gale ba nnang le lona mo ntlong e, mme ba sa robala fa bosigo jo re bo tsogang jo, ba le kwa ntle ga Botswana.
- B2: SERIAL NUMBER
- B3: (Leina) o tsalana jang le tlhogo ya ntlo e?
- B4: A ke monna kgotsa mosadi?  
Kgotsa:  
(Leina) ke mong?
- B5: (Leina) o dingwaga di le kae?

- B6: A (leina) o kile a tsena sekole?  
Kgotsa:  
A (leina) o kile a itewa seatla?
- B7: (Leina) o feditse lekwalo lefe kgotsana la bokae kwa sekoleng?
- B8: Aa (leina) o kile a tsena ithutuntso nngwe fela?
- B9: (Leina) o feletse fa kae mo ithutuntsong e?
- B10: A (Leina) o nyetse/nyetswe mo lebakeng le?
- B11: (Leina) o kwa lefatsheng lefe jaanong?
- B12/B13: Ke lobaka lo lo kae, a sale a etile lwa bofelo? Dingwaga le dikgwedi?
- B14: Lebaka le le tona la gore a bo a ile koo ke lefe?  
Kgotsa:  
O ile go dira eng teng koo?
- C1: Mo bathong botlhe ba ba letseng fa le ba ba seyong ba le kwa ntle ga Botswana, ke bafe ba ba nang le bogole, mo go tse di latelang?
- 11 Go sa boneng sentle ka leitlho le le lengwe?
  - 12 Go sa boneng sentle ka matlho otlhe?
  - 13 Bofofu jwa leitlho le le lengwe?
  - 14 Bofofu jwa matlho otlhe?
  - 21 Go sa utlweng sentle ka tsebe e le nngwe?
  - 22 Go sa utlweng sentle ka tsebe tsotlhe?
  - 23 Go sa utlweng gotlhelele ka tsebe e le nngwe?
  - 24 Go sa utlweng gotlhelele ka tsebe tsotlhe?
  - 31 Go sa bueng sentle?
  - 32 Bomumu?
  - 41 Go sa kgoneng gotlhelele go dirisa leoto le lengwe?
  - 42 Go sa kgoneng gotlhelele go dirisa maoto otlhe?
  - 51 Go sa kgoneng gotlhelele go dirisa letsogo le lengwe?
  - 52 Go sa kgoneng gotlhelele go dirisa matsogo otlhe?
  - 61 Go lwala tlhaloganyo mo go seng maswe-maswe?
  - 62 Go diega go gola tlhaloganyo mo eberekelang moragong thata?
  - 63 Go lwala tlhaloganyo kgotsa goja ditlhare ka meno?
- D1: Fa e sale ka tsatsi la Ipuso la 2000, a go nale mongwe wa ntlo e yo o neng a tlhokafala/swa?
- D2: (Leina) o tsalana jang le tlhogo ya ntlo e?
- D3: E ne ele mong? Monna kgotsa mosadi?
- D4: O ne a le dingwaga di le kae ka nako ya fa ane a tlhokafala/swa?
- D5: (Leina) one a nna kae ka gale?
- E1: A go na le mongwe wa ntlo e (re sa balele baeng) yo o ruileng:



- 1 Dikgomo?
  - 2 Dipodi?
  - 4 Dinku?
  - 8 Dikolobe?
  - 16 Dikoko/Dikalakungwa jalo jalo?
  - 32 Ditonki/dipitsi?
  - 33 Diphologolo tsa naga jaaka bo ntshe, dikgaka, diphohu le tse dingwe?
- E2: Mo letsemeng le le fetileng, a mongwe wa ntlo e (re sa balele baeng) o ne a jwala:
- 1 Mmidi?
  - 2 Lebelebele?
  - 4 Mabele?
  - 8 Dinawa?
  - Tse dingwe (di bolele)?
- E3: A lefatshe le lwapa le lele dirisang go lemela lwapa le?
- E4: Naga ee dirisetwang go lema (kana nngwe ya tse) e filwe/beilwe ke mang? A ke:
- 1 Ba kabo-Ditsha?
  - 2 Ba Kgotla/kgosi bogologolo?
  - 4 Boswa?
  - 8 Polase ya gago o le nosi ya Freehold?
  - 16 Polase ya gago e o e firileng kgotsa o e filwe ke ba TGLP?
  - 32 Sentikeite?
  - 64 Mohiri wa gago/Ba losika/Ditsala/jalo jalo?
  - 128 Maipaafela?
- E5: Fa e sale ka kgwedi ya Phatwe ka 1999 (ngwaga o o fetileng) a mongwe wa ntlo e (re sa balele baeti) o ne a bona madi ka go rekisa:
- 1 Dikgomo?
  - 2 Dipodi/Dinku
  - 4 Dikoko, Dipidipidi, Dikalakungwa, jalo jalo?
  - 8 Mmidi?
  - 16 Lebelebele/Mabele?
  - 32 Magapu/Ntshe
  - 64 Phane
  - 128 Ditlhapi
  - 256 Bojang/Dikota/Letlhaka?
  - 512 Dikgong?
  - 1024 Matlhoa?
  - Tse dingwe (Dibolele)?
- E6: Fa e sale ka kgwedi ya Phatwe ka 1999 (ngwaga o o fetileng) a mongwe wa ntlo e (re sa balele baeti) o ne a bona madi ka go rekisa:
- 1 Bojalwa
  - 2 Tsa diatla
  - 4 Diaparo
  - 8 Dijo tse di apeilweng
  - 32 Go photha/go sila
  - 64 Pereko

Tse dingwe (Dibolele)?

E7: Fa e sale ka kgwedi ya Phatwe ka 1999 (ngwaga o o fetileng) a mongwe wa ntlo e (re sa balele baeti) o ne a amogela madi go tsweng tse di latelang:

- 1 Gotsweng mo gae?
- 2 Gotsweng ntleng ga Botswana? (Jaaka gotsweng kogo baba ko meepong ya Aferika Borwa)?
- 4 Phenshene (A bagodi lea go tlogela tiro)?
- 8 Khiriso?
- 16 Tlhokomelo ya ngwana/bana?
- 32 Tuelo ya khiro  
Tse dingwe (Dibolele)?

E8: THROUGH OBSERVATION

E9: Setsha se o agileng nnang mo go sone se o se filwe ke mang?

Kgotsa

- 01 Ba Kabo-Ditsha
- 02 Ba kgotla/kgosi bogologolo
- 03 Ka Theko
- 04 Ka SHHA
- 05 Maipaafela/Ipeo
- 06 Boswa

E10: Ntlo e o nnang mo go yone e, oe bonye jang?

- 01 Theko
- 02 Khiriso (BHC)
- 03 Khiriso (Goromente)
- 04 Khiriso (Council)
- 05 Khiriso (Go mong)
- 06 Khiriso (Kompone)
- 07 Mahala (Mogo ba tiro)
- 08 Boswa
- 09 Ikagelo

E11: Bonno jwa lona bo nale dikamore dile kae (re sa balele khichene/kgotsa ya kapeelo, ya boithomelo, ya botlhapelo, ya setoro, ya koloi fela fa di sa dirisiwe jaaka matlo a bonno).

E12/E13/E14: THROUGH OBSERVATION

E15: Thata - thata le gelela metsi kae?

E16: Lo dirisa ntlwana ya boithomelo ya mofuta mang?

E17: Thata - thata lo dirisa leokwane la mofuta mang go bonesa bosigo?

E18: Thata - thata lo dirisa molelo wa eng go apaya?

E19: Lo ithutafatsa kgotsa lo ora eng fa gole serame?

E20: Lo latlhela matlakala kae?

E21-E26: A mongwe wa lelwapa le ona le sengwe sa tse di latelang mme ebile se bereka fela sentle?

# **APPENDICES**

## **1). HOUSEHOLD QUESTIONNAIRE**

## **2). INSTITUTIONAL QUESTIONNAIRE**

### **3). TYPES OF HOUSING UNITS**

