REPUBLIC OF GHANA

2010 POPULATION AND HOUSING CENSUS

ENUMERATOR'S MANUAL

2010 POPULATION AND HOUSING CENSUS
YOU COUNT, SO BE COUNTED

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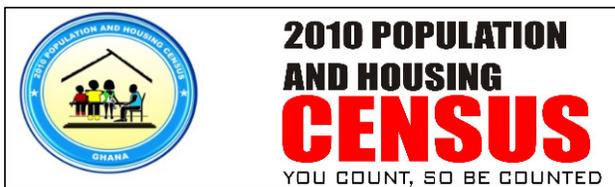
STATISTICAL SERVICE
31ST AUGUST, 2010

TABLE OF CONTENTS

CHAPTER 1: THE CONCEPT OF POPULATION AND HOUSING CENSUS

1.1   What is a Population Census?

A Population Census is the official enumeration of all persons in a country at a specified time. This enumeration also implies the collection, compilation, evaluation, analysis, publication and dissemination of demographic, social and economic statistics relating to the population.

1.2   What is a Housing Census?

A Housing Census is the official enumeration of all living quarters (occupied and vacant) in a country at a specified time. This enumeration also implies the collection, compilation, evaluation, analysis, publication and dissemination of statistical data pertaining to these living quarters and the occupants. A Housing Census, therefore, provides data for the development of benchmark housing statistics and the formulation of housing policy and programmes.

The housing conditions of the population are one of the most important indicators of **well being.** Data from the housing census can be used by Government Agencies such as the Ministry of Works and Housing, Town and Country Planning Department, District Assemblies and other interested bodies for making analysis/diagnosis of the housing situation both in terms of stock and quality. This will facilitate the estimation of housing deficit and future housing requirements. Such analysis is necessary for the formulation of national housing programmes and their implementation.

The data from the housing census will also have commercial uses. It will assist the construction industry, institutions involved in housing finance and manufacturers of housing fixtures and equipment to make realistic projections of the demand for housing and assess their activities within the over-all housing programme.

1.3   The essential features of a Population and Housing Census

The 2010 Population and Housing Census of Ghana will follow, as much as possible, all the essential features of a modern Population and Housing Census as recommended by the United Nations. It is of extreme importance that the recommendations are followed because it is upon this basis that Ghana can compare her data with those of other countries.

The four essential features recommended by the U.N. for the 2010 Round of Population and Housing Censuses are the following:-
(a)   Each individual and each living quarter must be enumerated separately;
(b)   The census operation must be confined to a well-defined territory, must cover all persons present or residing in the territory and nobody in this defined territory must be enumerated more than once or omitted. The housing census must include every living quarters irrespective of type;
(c)   The Census must be conducted at regular intervals;
(d)   The census must refer to a well-defined reference period or a particular point in time. The midnight of **26th September, 2010** has been selected as **the Census Night.**

1.4 Why are we conducting the 2010 Census?

A Population and Housing Census has many uses. In the first place, it will give us the total number of persons and housing types and their characteristics in every Ghanaian town or village. This information will be of great help to the Central and Local Governments in planning various educational, health, housing and other social services. The information derived from the census will also help businessmen/private sector to plan their activities, which will be of benefit to the economic development of this country.

Since the last census in 2000, there have been many changes in the structure of the population. The 2010 Census will thus assist in updating the socio-demographic and economic data in the country and ascertain changes in the population structure since 2000.

Foreign countries and other world bodies also need the Population and Housing Census information when planning technical or economic assistance for this country.

1.5 History of Census taking in Ghana

This is not the first Population Census to be taken in this country. Even before the advent of the British Administration, our local chiefs used to count their subjects. The first population census undertaken by the British Administration in this country was in 1891. Since then, censuses have been conducted at ten-yearly intervals except in 1941 when the 1939-45 War interrupted the series. Post independence Ghana has witnessed four population censuses in 1960, 1970, 1984 and 2000. The 2010 census will be the fifth census to be conducted since independence. It will also be the second time Ghana is conducting a Population and Housing census as one operation. This will allow the country to maximise the use of resources and time.

CHAPTER 2: LEGAL FRAMEWORK FOR THE CENSUS

2.1   Legal Authority for the Census

The Legal Authority for conducting this Population and Housing Census is the Statistical Service Law, 1985 (PNDCL 135). This Law empowers the Government Statistician to conduct statistical surveys and any census in Ghana.

2.2   Legal right for entering premises to conduct the Census

Any person authorised by the Government Statistician in writing is empowered to enter any premises within reasonable hours (e.g. between the hours of 6 a.m. and 6 p.m.) for the purpose of enumerating persons. This does not mean that you must work only within these hours. It may be necessary for you to work outside these hours on many occasions and for this, you need the co-operation of the respondents. Any person who hinders or obstructs any Census Officer in the execution of his/her duties is guilty of an offence with the penalty of a fine or a term of imprisonment or both.

2.3   Law requires the public to respond to Census enquiries

The Law also provides penalties for failure to furnish information and for making false statements. The penalty is a fine or a term of imprisonment or both.

2.4   Law prohibits divulging Census information

All the Census information you receive must be kept confidential. Under no circumstance must you reveal it to anyone unless he/she is a sworn employee of the Statistical Service of Ghana and needs it for official purposes.

The law places a restriction on publishing particulars on individuals. All data are published as numerical tables, summaries and general conclusions. Disclosure without lawful authority of any information obtained in the census is an offence liable to a fine or a term of imprisonment or both.

2.5   Taking of Oath of secrecy

To enforce this confidentiality, you will be required to take an oath of secrecy. This oath is prescribed by the law and is normally administered to all the staff of the Statistical Service and to all other persons employed to perform a duty under the Statistical Service Law.

2.6   The Law demands careful handling of documents

Finally, there is a penalty for the destruction, defacing or mutilation of forms or other documents connected with the census. The relevant section reads as follows:
> "Any person who, without lawful authority, destroys, defaces or mutilates any schedule, form or other document containing particulars obtained in pursuance of the provisions of this Law shall be guilty of an offence and liable on summary conviction to a fine or to imprisonment for a term not exceeding twelve months or to both fine and imprisonment."

CHAPTER 3: THE IMPORTANCE OF YOUR ROLE IN THE CENSUS

3.1   Your role in the Census Field Operation

The Field Organisation, of which you form a very important part, is made up as follows:

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┌──────────────────────┐        ┌──────────────────────┐
│  NATIONAL CENSUS     │────────│  FIELD OPERATIONS    │
│  COORDINATING TEAM   │        │  COORDINATOR         │
└──────────────────────┘        └──────────────────────┘

┌──────────────────────────┐    ┌──────────────────────────┐
│ REGIONAL CENSUS FIELD    │────│ REGIONAL CENSUS          │
│ OFFICER (ASSISTED BY     │    │ IMPLEMENTATION COMMITTEE │
│ ASSISTANT REGIONAL CENSUS│    └──────────────────────────┘
│ OFFICER)                 │
└──────────────────────────┘

┌──────────────────────────────────┐   ┌──────────────────────────┐
│ DISTRICT CENSUS OFFICER          │───│ DISTRICT CENSUS          │
│                                  │   │ IMPLEMENTATION           │
│ (ASSISTED BY SENIOR FIELD        │   │ COMMITTEE                │
│  SUPERVISOR                      │   └──────────────────────────┘
└──────────────────────────────────┘

        ┌──────────────────┐
        │ FIELD SUPERVISOR │
        └──────────────────┘

            ┌──────────────┐
            │ ENUMERATOR   │
            └──────────────┘
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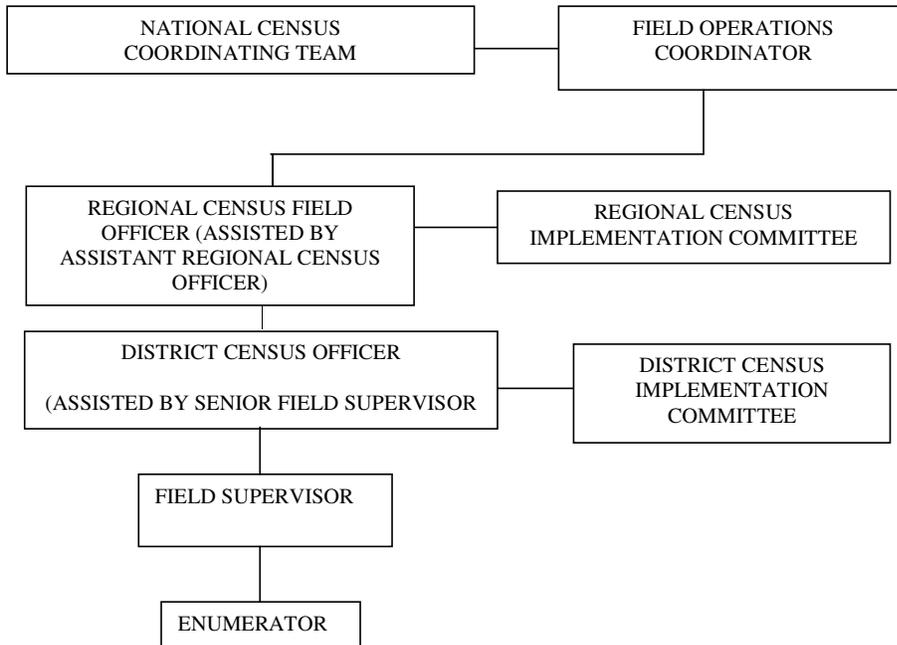
a)   The Field Operations Coordinator (who is a member of the National Census Coordinating Team in Accra) is responsible for the entire field operation;

b)   At the Regional level, the Regional Census Officer is responsible for all aspects of census work as well as the overall supervision of census operations in the region. He/she is assisted by the Assistant Regional Census Officer;

c)   Each Administrative District is under the supervision of a District Census Officer (DCO). The DCO is assisted by a number of Senior Field Supervisors;

d)   Each District is divided into Supervision Areas, each of which is under one Field Supervisor. A Field Supervisor normally has between five and seven Enumeration Areas under his/her supervision;

e)   The whole country has been divided into about 38,000 Enumeration Areas and it is the responsibility of the Enumerator to count all persons present on Census Night in the Enumeration Areas assigned to him/her.

3.2   You play a very important role in the Census

As an Enumerator you play an important role in the census operation. You are one of a team of about 38,000 Enumerators with the common goal of obtaining accurate and complete information about all persons and all living quarters which qualify to be enumerated in the country. The quality of the census data will depend to a large extent on the effort you make and the thoroughness with which you and your fellow Enumerators carry out your tasks. The information you collect becomes the foundation upon which all census results will be based. The census results cannot be better than the data you obtain.

3.3   You must not abandon your work

You are expected to work conscientiously to complete the area assigned to you in good time. You should not abandon the work before the end of the exercise except for reason of sickness. In case you become ill or incapacitated while working on the census, you must report this immediately to your Field Supervisor or, in his/her absence, to a higher authority so that he/she can arrange for your replacement.

3.4   You are not to engage in any other activity during the enumeration period

Your work is full-time. You are strictly forbidden to engage in any other activity such as teaching of extra classes, petty trading, political or religious propaganda during the period of enumeration.

3.5   No unauthorised person must help you in your work

You must not permit anybody, not even members of your family, to help you with your work. Only sworn Census Officials are allowed to help you.

3.6   You are a member of a team

The Census operation is team-work. Enumeration is not complete until work in the whole Supervision Area is completed. Your Supervisor or Census District Officer can therefore send you to assist enumeration in any EA in the district.

CHAPTER 4: YOUR BEHAVIOUR AS AN ENUMERATOR

4.1   Your behaviour is important

The success of the whole census operation depends to a large extent on how well the people you interview co-operate in giving you the information you ask for. By the time you approach the people, every effort would have been made already to publicise the census through all the important publicity and education channels such as the Press, Television, Radio, Chiefs, Assemblymen/women, Unit Committee Members and Schools, in order to obtain the co-operation of the people. Nevertheless, your success as an enumerator depends greatly upon your manner of approach.

4.2   How to approach the people

Whenever you are about to enter a house for the interview, remember that you are a stranger to the house and must, therefore, observe all the rules and customs governing visits to other people's houses:
(a)   Knock before you enter;
(b)   Greet the people in the customary way;
(c)   Look cheerful;
(d)   Ask for an elder of the house and explain to him briefly the reason for your visit.
       Example:
       - "Good Morning Sir/Madam, I am sure you have already heard about the Population and Housing Census which is now taking place in all parts of the country. I am a Census Officer (**SHOW YOUR ID CARD**) and my work is to enumerate every person and living quarter in this area. The information you give me will be treated strictly confidential and will not be disclosed to anybody. This information is needed for planning purposes."

Many of the people whom you will visit may know already the nature of the work you are engaged in. If some of the people you visit do not appear to know anything about the census, you must proceed to explain briefly the nature of the operation to them. You must emphasise that the operation may help in making realistic development plans such as the provision of pipe-borne water, construction of roads, schools, hospitals, etc. You must also stress that the census has nothing to do with taxation. In fact, the Statistical Service Law (1985) forbids the disclosure of any information acquired under the act to any Ministry, Department or other Government organisation for purposes of taxation.

(e)   Immediately after your brief explanation you must proceed to obtain the information required. Do not spend more time than is necessary with any one person.

4.3   Language of the interview

You must, as far as possible, conduct your interview in a language that is understood by the person who is answering your questions. Occasionally, you will come across individuals who do not understand any of the languages you speak.

If a substantial proportion of persons in your E.A do not understand your language you must, with the approval of your Field Supervisor, engage a regular interpreter. This regular interpreter must take the oath of secrecy so that he/she is also bound by the Statistical Service Law.

In certain cases, too, you may find somebody in the same house or a neighbouring house to translate your questions. This person must be told that he must not add anything to the questions you have asked nor must he volunteer any explanations. Before a person from the same or neighbouring house is asked to do your interpretation, make sure that such a person is acceptable to the respondent. If the respondent raises any objection to the presence of this interpreter, you will have to change him/her. You may also rely on school children who can sometimes translate your questions to their parents. If you cannot get anybody to interpret your questions make a note of this household in your Enumerator's Visitation Record and report the matter to your Field Supervisor as soon as it is practicable.

4.4   The dress you put on matters

Do not do anything to frighten the people whose co-operation you are seeking. It is important therefore, not to dress like a policeman, a soldier, a scout, fire or prison officer, customs or immigration officer, or use paraphernalia of any political party. Put on a simple dress, which will not **frighten any person.**

4.5   Patience and tact are needed

Remember that you must be very patient, however provocative a respondent may be. This is very necessary in order to obtain the co-operation of all kinds of people. You must not, under any circumstance, lose your temper because this can disrupt the entire operation and make it difficult for you to proceed further. You must always be courteous and friendly.

4.6   How to deal with difficult cases

Occasionally you may come across people who show a suspicious or an uncooperative attitude. In such cases:

(a)   You may obtain help from neighbours whom you have already enumerated. You should try to find another person known to the uncooperative respondents to help you in explaining the purpose of your visit. This may help you obtain a favourable response;

(b)   You may also obtain help from the local chief or headman or Assemblyman/woman/Unit Committee member if you approach him/her in a proper manner. For this reason, it is always advisable to pay a courtesy call on the chief or headman or Assemblyman/woman of any town, village or hamlet you visit before you start your work. You must explain your mission to him/her and let him/her know the important part he/she can play to ensure that your mission is successfully carried out.

If you cannot get help from any of the above-mentioned types of persons, you must point out to the uncooperative person that all the information you are collecting is confidential and will not be disclosed to anyone. If this approach fails, then tell him/her that the law requires him/her to give answers to your questions. If he/she still refuses to co-operate, make a note of it in your Enumerator's Visitation Record and report the matter to your Field Supervisor who will take it up with a higher authority.

4.7   Things you must do

(a)   As far as possible, only adults must be interviewed. Information must be obtained from children only when there is no other alternative;
(b)   Carry your Identity Card or introductory letter, Enumerator's Visitation Record and your Enumerator's Manual at all times while working on the census;

(c) Study your Manual thoroughly in order to do your work efficiently;

(d) Discuss all your problems and uncertainties with your Field Supervisor;

(e) Be patient, tolerant, and courteous at all times when dealing with respondents;

(f) Visit again and again households where enumeration has not been completed;

(g) Always conduct the interview in such a way that the respondents get the feeling of "confidentiality".

4.8 Things you must not do

a) **Do not record any fictitious information on your questionnaires. You will be found out and be charged with fraud.** In some cases, respondents themselves will tell you "to provide the answers for them". You should patiently explain to them that the census regulation does not allow you to provide information for respondents and that you would be charged with fraud if you did that.

b) Do not interview people in a group except when they are members of the same household;

c) Do not permit any unauthorised person to accompany you on your visits. If, in an exceptional case, you have to depend on a guide to locate a hamlet or house, do not allow him/her to listen in on the interview;

d) Never discuss politics or religion, nor must you allow yourself to be involved in any controversial arguments while engaged on an enumeration;

e) Do not argue with your respondents;

f) Do not disclose to anyone, except to Census Officials, any of the information you receive in the course of your duties as an Enumerator;

g) Do not permit any unauthorised person, not even a member of your family, to see the completed questionnaires;

h) Do not delegate your work as an Enumerator to another person;

i) Do not combine your census work with any canvassing for **personal gain, your church, political party or any other organisation.**

4.9 The success of the Census depends on you

The success of the census depends on how well you carry out your tasks as an Enumerator. Among other things, you must be conscientious and honest. Do not hesitate to bring to the notice of your Field Supervisor anything which strikes you as being doubtful. Note that your entries will be scrupulously checked after enumeration and you will be asked to go back to the field and correct all your mistakes.

CHAPTER 5: PRELIMINARY OPERATIONS BEFORE ENUMERATION PERIOD

5.1   Training programme for all Enumerators

You will be trained comprehensively on all aspects of the census. Primarily, you will be trained on the concepts and definitions used in the census as well as how to conduct enumeration. Your training will also cover your duties before, during and after enumeration.

Your training course will include lectures covering all aspects of your work. In addition to the lectures, you will do both class and field exercises. In the field exercises, you will complete actual Census Questionnaires. You must treat both the lectures and the exercises seriously because it is only after the training course that the required number of Enumerators will be chosen. Attendance at **classes alone**, which is compulsory, will not necessarily equip you for the job. If your performance in the class and field exercises does not measure up to the required standards, you may not be taken on as an Enumerator.

5.2   Documents and materials you will receive after training

For the successful execution of your duties as an Enumerator, you will be provided with the following documents and materials: These items are in three (3) categories.

> *(a)   Items to be returned after completion of field work*
>   1. Identity Card
>   2. Enumerator's Satchel
>   3. Census Questionnaires (both used and unused)
>   4. Enumeration Area (EA) Map
>   5. Enumeration Area Result Sheet (PHC 3)
>   6. Final Summary Sheet (PHC 4)
>   7. Enumerator's Visitation Record (EVR)
>   8. Certificate of Enumeration Sheets – both used and unused
>   9. Call-back Cards
>   10. Enumerator's Materials Receipt Form (Photocopy)

> *(b)   Items to be retained by the Enumerator after completion of field work*
>   1. Pen
>   2. Pencil
>   3. Eraser
>   4. Sharpener
>   5. Clip Board
>   6. Torchlight
>   7. Batteries
>   8. 'T' Shirt
>   9. Cap
>   10. Raincoat (if allocated to you)
>   11. Wellington Boots (if allocated to you)

> *(c)   Item(s) that could be purchased by the Enumerator after completion of field work*
>   1. Bicycle (if allocated to you)

5.3   Enumerator's Materials Receipt Form

You must complete the appropriate part of the Enumerator's Materials Receipt Form whenever you receive any documents or materials from your Field Supervisor, and the latter will do the same whenever you hand over any documents or materials to him.

5.4   House/Structure Listing Operation

You will use the week preceding Census Night to list all houses/structures in your enumeration area. The listing operation will give you the opportunity to canvass your assigned Enumeration Area as well as to familiarize yourself with the area in which you will work during the enumeration period.

**5.5   Contact the Chief or Odikro or Assemblyman / woman or Community Leader
        and introduce the Census**

In the rural areas, it is necessary to contact the chief, the odikro or community leader and inform him/her of your mission before you start your enumeration. Briefly explain to him/her the objectives of the census. You must impress upon him/her that the information collected will be treated as confidential. Lastly, do not forget to mention the fact that the census will provide the basic data required for the planning of economic and social services, e.g. the provision of water, health services, schools, housing, feeder roads, etc.

5.6   Planning your itinerary

In the rural areas, you must draw up your itinerary for the enumeration and submit this to your Field Supervisor for discussion and approval. The purpose of this itinerary is to fix the approximate date when you expect to visit each locality or area. If you cannot contact your supervisor immediately, do not wait but leave a message with the chief or any opinion leader in the community as to where you are going and go straight ahead with the enumeration. Your visits must be systematic and orderly. You are the best person to judge how you can cover all the houses. But if you get ahead of your schedule, do not stop.

This itinerary will not show the order of visiting houses in each locality since it is drawn up before you visit the localities. Later on, when you are in the locality, and after you have completed the house listing, you must draw up an itinerary showing the order in which you will enumerate the houses. You must prepare this with the co-operation of the chief/community leader. This will make the enumeration easier. You could work out an agreement with the chief so that the inhabitants of a village or part of a village are instructed to stay at home on the day scheduled for enumeration.

5.7   Enumeration Area (E.A.) Map

The objective of the Census will be achieved only if every dwelling/house and every person who spent the Census Night in Ghana is enumerated. Your map will be your most important aid in achieving complete enumeration of your area. It is very important that you know the area assigned to you in order to cover it systematically, as any omission of households and dwellings will have a definite impact on the success of the census. The mapping instructions you are to follow are determined by the type of area you must enumerate.

5.7a   How to read Enumeration Area Map
     A map represents either a whole or a part of the earth. The Map that you will be provided
     with represents a part of Ghana i.e. either a part of your district (SA Map) or a part of a

locality (EA Map). The symbols on your map may differ from others depending on whether you are working in an Urban or Rural EA. The common symbols on EA maps are shown on pages 12 and 13. The appearance of your map depends on whether your EA is located in an urban or rural area. Different mapping instructions apply to the type of enumeration area (urban or rural).

5.7b   Your EA Map

Remember that your EA map is simply a picture of land, water and other features that are unique to a particular part of the country. Your map is the area you must cover. The map shows the boundaries and names of all sides of the EA. It also shows localities, roads, streets, rivers, streams, railways, houses and other major features within the boundaries of the EA (see EA map reading demonstration). Also, numbers such as geo-codes and house numbers are shown on the map to indicate the location of the EA and houses, etc.

The symbols on your map may differ from others depending on whether your map is a sketch (hand drawn), air sheets (satellite imagery) or whether it is representing a rural, semi-urban or an urban area (see illustrative graphs below). In rural areas, the map shows the particular enumeration area as well as adjoining EAs within a Supervision Area (SA). The boundary of the enumeration area is outlined in red/pink pencil.

In a semi-urban locality, the map shows the EA assigned to you as well as other EAs in the locality. The name of the locality is written on top of the map. For an urban locality, an EA representing part of the locality is provided with the name and other information of the locality on top.

The following details are provided on all the EA maps:
(a)   Locality Name and Code
(b)   Region and District name and their codes
(c)   Name and number of Supervision Area (SA)
(d)   Name/Base of Enumeration Area
(e)   Enumeration Area Number

5.7c   Your EA Boundary Description (PHC 2)

The boundary description of the EA assigned to you will be attached to your map and is called EA Boundary Description (PHC 2). The under-mentioned information is provided for one locality EA and locality with several EAs on the description forms.
(a)   Name of Region
(b)   Name of District
(c)   District Code
(d)   District Type Code
(e)   Sub-District Code
(f)   EA Code
(g)   EA Type
(h)   Locality Code
(i)   Base Locality Name
(j)   EA Number
(k)   EA Name/Base
(l)   Estimated Population for EA (only as a guide, could be more or less)
(m)   Boundary Description

SYMBOLS FOR DISTRICT & S.A MAPS

INTERNATIONAL BOUNDARY. . . . . +++++++++++++++++

DISTRICT BOUNDARY. . . . . ——— · ———

E.A. BOUNDARY. . . . . ×   ×   ×

LOCALITIES. . . . . ▨   ·   ·

FOOTPATH. . . . .

MAJOR FOOTPATH. . . . . – – – – – –

RIVER/STREAM. . . . .

LAKE/DAM. . . . .

MARSH/SWAMP. . . . . �   ⅏   ⅏   ⅏

RAILWAYS. . . . .

ROAD. . . . . ————

GRIDS. . . . .

0°10'   0°15'   0°20'

SYMBOLS FOR TOWN MAPS

BUILDING. . . . . □   □

CHURCH/CHAPEL. . . . . ⊞   ⊞

MOSQUE. . . . . ⊡   ⊡

SHRINE. . . . . ⌂   ⌂

SYMBOLS FOR TOWN MAPS

E. A. BOUNDARY   (URBAN) . . . . ——— · ———

E. A. BOUNDARY   (SEMI-URBAN / RURAL) . . . . ×   ×   ×   ×

ROAD . . . . ═══

LANE . . . . — — —

FOOTPATH . . . .

RIVER / STREAM . . . . 〜

DRAIN . . . . ═══

CULVERT . . . .

MARSH / SWAMP . . . . \\\ \\\ \\\ \\\

BORE HOLE . . . . ⊙   ⊙

CEMETERY / MARKET . . . . [Cemetery] [Market]
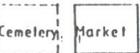
HILL . . . .

FOOTBALL FIELD . . . .

NORTH POINT . . . .

REFUSE DAMP . . . .

For EAs with two or more localities, the description form provides the following information:
(a)   Name of Region
(b)   Name of District
(c)   District Code
(d)   District Type Code
(e)   Sub-District Code
(f)   EA Code
(g)   EA Type
(h)   Locality Code
(i)   Base Locality Name
(j)   EA Name
(k)   Estimated population (only as a guide, could be more or less)
(l)   Other settlements in the EA, their estimated population and code
(m)   Boundary Description

5.7d   *Locality*

A locality is defined as a distinct population cluster (also designated as inhabited place, populated centre, settlement) which has a NAME or LOCALLY RECOGNISED STATUS. It includes fishing hamlets, mining camps, ranches, farms, market towns, villages, towns, cities and many other types of population clusters, which meet the above criteria. In writing names of localities, you must not suffix No.1, No.2, **except** where the inhabitants themselves call it that way, e.g. Pakyi No.1, Pakyi No.2. In short, never put down any name, which is not known in the area.

5.7e   *New localities/settlements and other changes in the EA*

Do not assume that the list of localities on PHC 2 is complete because there may be other localities in the EA which do not appear on the list or the map. Though the EA map and PHC 2 must indicate all villages and hamlets in the EA, it is possible that some of these may have been overlooked, some may no longer be in existence and new ones may have been founded since the completion of the geographical field work.

If a boundary street name has been changed, alter it on the map and on the PHC 2 form. If the location of a locality in the field is not the same as that given on PHC 2 or on the map, make the necessary correction on the EA map and PHC 2 form. If you come across a village or hamlet which falls within your EA but which is not on your list, add it to the list of localities on PHC 2. Write the name in the first column headed "Other Settlements" on the PHC 2 form, then make a brief but meaningful description of this "new locality" in the last column headed "Position" e.g. 2 kilometres south of other enumerated localities. You must also make a rough indication of its location on your EA map. This must also apply to a locality listed on PHC 2 for which no description of location has been provided or which is not plotted on the map. If, on the other hand, you find that a locality listed on PHC 2 is no more in existence, you must write in the space marked "Position" the reason for the non-existence of this particular locality, e.g. inhabitants moved to another locality. You may get this information from any reliable person in the area, preferably the chief or *odikro* of the neighbouring locality. Finally, report the matter to your Field Supervisor.

5.8   Understand Your Geo-Codes

Your EA has been assigned consecutive numbers within the administrative division and in conformity with the geographic coding of the country that uniquely identifies each EA. It is a ten digit code system which contains geographic identification codes of each administrative area and EA numbers associated with them. Also included are codes for the EA type and locality, as explained below:

Geographical Area	Digit Location	Codes	Range	Remarks
Region	First two	2-digits	01-10	From Western=01 to Upper West=10
District	3rd and 4th	2-digits	01-27	Ashanti has the Highest=27
District Type	5th	1-digit	1-3	District=1 Municipal=2 Metropolitan=3
Sub-District	6th & 7th	2-digits	00-99	00 for District & Municipal, & 01-99 for sub-metros
EA Number	8th -10th	3-digits	001-999	To be numbered sequentially within district/municipal /sub-metro
EA Type	11th	1-digit	1-3	1=EA with one locality 2=Many EAs forming one locality 3=Two or more localities forming one EA
Locality Number	12th-14th	3-digits	001-999	To be numbered within EA

a. **Region Name (A01)**
There are 10 regions in Ghana. Each region has its own code, based on the serpentine ordering recommended by the United Nations for listing.

Region Name	Code
Western	01
Central	02
Greater Accra	03
Volta	04
Eastern	05
Ashanti	06
Brong Ahafo	07
Northern	08
Upper East	09
Upper West	10

b. **District Name (A02)**
There are 170 districts including all metropolitan and Municipal Assemblies in Ghana.

c. **District type (A03)**
District type refers to District or Municipal or Metropolitan

d. **Sub-District (A04)**
This refers to only the 6 metropolitan areas (Sekondi-Takoradi, Cape Coast, Accra, Tema, Kumasi and Tamale).

e. **Locality Name (A05)**
This refers to the locality of enumeration.

f. **Address of House/Compound/Group quarters (A06a)**
It refers to the detailed address of house/compound/group quarters.

g. **NHIS/ECG/VRA/Other numbers (A06b)**
This refers to the NHIS/ECG/VRA/Other number which has been assigned to the structure/compound.

h. **Household contact phone numbers (A06c and A06d)**
This refers to the household contact numbers.

i. **Enumeration Area Code (A07)**
This is the 10-digit Enumeration Area Code.

j. **EA Type (A08)**
This refers to a 1-digit code of 1, 2 or 3.
        1 = EA with one locality
        2 = Many EAs forming one locality
        3 = Two or more localities forming one EA

k. **Locality Number (A09)**
This is a three-digit code for locality on PHC 2. If a new locality is found within the E.A., continue with the numbering. For example, if three localities are on the PHC2 and are coded 001, 002, 003 and the enumerator finds two more localities within the E.A., he/she should number the first (of the two new localities) 004 and the second 005.

5.9   Things to know about your Enumeration Area

a) Always work within the Map that is given to you. Don't attempt to work outside the area allocated to you. Never enumerate any population because of proximity if the area falls outside your EA.
b) Always start with the base of your EA which is the largest locality in your EA or the most prominent feature in your EA then proceed to the other localities or structures in your EA.
c) You are not required to go round the boundary of your EA if you have an EA Map with many localities.
d) Make use of the boundaries and ask the local people of the settlements already listed in the EA and about others which are not listed but are still found within the EA.
e) Canvass your EA before starting your enumeration if you have an EA which forms part of a locality.
f) Consult opinion leaders for information on localities within your EA. Rely also on the information provided by your Supervisor.

g) The estimated population for an EA is only a guide; it could be more or less. The actual population could only be determined after enumeration. If the workload happens to be too much for you, contact your Supervisor.

h) The boundary of two localities should only be determined using the maps that have been provided. Don't rely on opinion leaders to determine them. If in doubt consult your Supervisor.

i) The individual EA Maps, SA Maps, District Maps and the Descriptions (PHC 2) complement one another; hence Supervisors/Enumerators should use them together. If the boundary descriptions or maps are not clear, consult your **District Census Officer/Senior Field Supervisor** for a thorough understanding.

6.1 Introduction

In this population and housing census, it is important that all houses/structures are covered and all persons who should be enumerated are enumerated. One way of ensuring complete coverage is to list every house/structure in the EA before enumeration starts. This procedure is termed **listing operation** and will be started **one week (i.e. 20th September, 2010) before enumeration begins.**

The listing operation involves visiting every house/structure in your Enumeration Area and assigning a 4-digit serial number to the house/structure. This 4-digit number, together with other information, is then recorded in the Enumerator's Visitation Record (EVR) book. Enumeration will be carried out following the order in which the houses/structures are numbered. The EVR thus serves as an operational control document.

6.2 Listing of houses/structures in your EA

a. Listing Procedures
As stated in section 6.1, during the week preceding enumeration, Enumerators will visit every house/structure in their EAs and write in chalk a 4-digit serial number starting from 0001 on the front door or on the wall near the front door or at any conspicuous spot on the building. The 4-digit number must be preceded by PHC (i.e. Population and Housing Census) e.g. PHC 0001, PHC 0002, PHC 0003, etc. An arrow should be put under the 4-digit serial number to indicate the direction of the listing operation e.g. PHC 0001, PHC 0002, PHC 0003, etc. The 4-digit serial number, the address (physical location) of the house/structure and the use to which the building is put should then be recorded in columns 1, 2 and 3 of the EVR.

b. Listing of EAs with several localities
In rural EAs which have several localities, it would almost be impossible to list houses/structures in all the localities in the EA before enumeration starts. You should therefore start listing houses/structures in the base locality (which is usually the largest locality in the EA.) and list as many localities as possible. Then about a day to the Census Night (i.e. 26th September, 2010), you should return to the base locality of your E.A. to participate in Census Night activities. On the morning after Census Night (i.e. 27th September, 2010), you should start enumerating persons in the base locality. You should continue enumerating persons in localities already listed. When you come to localities not listed, you should first list then enumerate persons in those localities.

c. Listing of Institutional buildings
For most categories of institutions i.e. hospitals, boarding houses in educational institutions, prisons, etc., enumeration will be carried out a week preceding Census Night. The structures in these institutions should be listed before the enumeration of inmates. You should assign each block with a 4-digit number and continue listing until all blocks have been listed. Large institutions like Korle Bu Teaching Hospital or University of Ghana may be divided into two or more EAs. Buildings in each E.A. e.g. Medical Block, Maternity Block, Surgical Block, etc., at the Korle Bu Teaching Hospital should each be assigned a separate 4-digit serial number. For the University of Ghana, for example, the individual blocks (Block A, Block B, Block C, etc.) which make up the various Halls (e.g. Akuafo Hall, Legon Hall, etc.) should each be given a separate 4-digit serial number for effective control. You should remember that the houses/structures for the non-

institutional population e.g. doctors, nurses, teachers, lecturers, etc., living in houses or flats of these institutions should be listed separately as outlined in section 6.2 and persons living in them enumerated as household population.

d. Listing in Serpentine Order

The listing operation must be carried out systematically. You must be extra careful in areas where houses are built haphazardly so you do not miss any house. The best way to list houses/structures in such cases is to **divide your area into segments**, then proceed to assign 4-digit serial numbers to each house/structure in an orderly manner. Finish with one segment and move on to the next segment until all segments are completed.

Similarly, in congested urban areas you can, for example, take a small area bounded on all sides by streets and starting from one corner, proceed to list all the houses on one side of the street till you come to the end of that street. Start again from the other end of the street and then proceed to list the houses adjacent to the first row of houses you have listed inside your EA. Continue in this manner till you have covered the whole area. This procedure which is generally referred to as the "Serpentine Order" is illustrated below:

Note: List all buildings/housing units whether occupied or vacant except embassies which by definition are not part of Ghana's territory. For blocks of flats, list each block separately.

If after the house-listing operation you come across houses/structures which were missed, you must list these "new" houses/structures at the end of your list for the locality. As stated earlier, the listing operation will be recorded in the Enumerator's Visitation Record (EVR).

6.3   What is a house or compound?

A house or compound is a structurally separate and independent place of abode. The essential features are separateness and independence. An enclosure may be considered as separate if it is surrounded by walls, fences, etc., so that a person or group of persons can isolate themselves from other persons in the community for the purpose of sleeping, preparing and taking their meals or protecting themselves from the hazards of climate such as storms and the sun.

A compound need not be surrounded by a wall, fence or a hedge. For example, a house, kitchen and toilet may constitute one compound whether or not they are surrounded by a wall, etc. (see diagrams 6, 7 and 8). In the same way, a group of huts walled or unwalled (see diagrams 9 and 10) may constitute one compound and listed as such. A house or compound may contain one or more households.

You must also list as a house or compound any structure used as living quarters at the time of the census, e.g. containers and kiosks, etc.

In localities where the houses are numbered, you must regard each house number as identifying a separate house or compound and assign each a separate 4-digit serial number. However, if two structurally separate houses bear the same house number, you must regard them as two separate houses and give them two different 4-digit serial numbers. In addition, give some other description to distinguish one house/structure from the other, e.g. House No. B 48, owned by Kwasi Adomako and House No. B 48, occupied by Mr. Kodjo Amedume.

6.4   Listing different types of houses/structures

Diagrams 1 to 10 shown below represent the following different types of residential and non-residential houses/structures:
   a.   Detached houses (Diagrams 1 and 2)
   b.   Semi-detached houses (Diagram 3A and 3B)
   c.   Block of flats (Diagrams 4 and 5)
   d.   Compound houses and high rise compound houses / flats built in the form of quadrangles (Diagrams 6, 7 and 8)
   e.   Group of huts (walled and unwalled) Diagrams 9 and 10
   f.   Mosque (Diagram 11)
   g.   Church (Diagram 12)

Detached house – A detached house is any housing unit that stands alone and is not attached in any way to another house. During listing, each detached house (as shown in diagrams 1 and 2) should be assigned a separate 4-digit serial number.

Semi-detached house – This is a single housing unit that is attached to another single housing unit. These adjoining houses usually have one common dividing wall which extends from the ground to the roof. Houses which fall into this category may be single or storey buildings. Even though these are attached houses, each semi-detached house should be assigned a separate 4-digit number. This means that houses 3A and 3B as shown in the diagram should each be given a separate 4-digit number.

Blocks of flats – A flat is a self-contained dwelling/living quarters located in a building which contains several sets of housing units. A block of flats is a tall building containing several flats located on several floors. The housing units can be accessed by a common stairway. For block of flats, each identifiable block should be given a separate 4-digit number. For example, the block of flats in diagram 4 is one identifiable block and should be assigned a 4-digit serial number as shown. However, for block of flats in diagram 5, each block e.g. Block A, Block B and Block C should be assigned a separate number (4-digit serial number). Most Government and Public Service blocks of flats, e.g. Adenta SSNIT Flats and other SSNIT block of flats in other parts of the country, have each block usually numbered. In such cases, you should use the number on each block as a guide and assign each block a 4-digit number accordingly. You should **NEVER list individual flats or apartments** in a block of flats as houses/structures.

Compound houses – A compound house refers to multiple dwelling units which are located within a compound. These dwelling units usually have shared toilet(s) and bath(s) and cooking either takes place outside, on the porch or in an enclosed area. The compound may or may not be surrounded by a wall fence or hedge. Diagrams 6, 7 and 8 represent 3 different types of walled and unwalled compound houses. Each of the compound houses, whether walled or not, should be listed separately.

High rise compound houses / flats built in the form of quadrangles - In the Esikafo Amba Ntem areas of Takoradi and Cape Coast and the Bantama area of Kumasi, there are large multi-storey residential buildings divided into flats. These houses are usually built in the form of a quadrangle, with a compound in the middle. For ease of enumeration, you should list each wing separately. This means you would have 4 blocks i.e. the front block, the back block, the left block and the right block. Note that each of the wings should be assigned a separate 4-digit serial number. For example, the front wing would have number 0001, the left wing 0002, the back wing 0003 and right wing 0004. When you start enumeration you should enumerate each flat on each floor of each wing. Then move to the next wing and enumerate the households in the flats on each floor in the wing. You should proceed in this way until all households in all the flats on all floors in all the four wings of the buildings have been enumerated.

Group of walled and unwalled huts – A hut is a small and crude shelter built with natural materials (such as grass, palm leave branches, wood and mud) that allow for swift and inexpensive construction. During listing, **each group of huts,** walled or unwalled, should be regarded as a compound house and assigned a 4-digit serial number as showed in the diagram.

Mosque and Church - Two types of places of worship are shown in diagrams 9 and 10. Each of such buildings should be listed separately. However, if a mission house is attached to the place of worship, and is occupied by the Pastor or Imam, list such a structure separately.

Types of Houses

Detached House 1 0001	 2 0002

Detached House

0001 **3A** **3B** **0002**

Semi Detached

Block of Flats

Block of Flats

0001

4

0001 **0002** **0003**

Blk A Blk B Blk C

5

W.C.		KITCHEN		W.C.	
BATH				BATH	
BED ROOM				BED ROOM	
BED ROOM		COMPOUND		BED ROOM	
BED ROOM			**0001**	BED ROOM	

GATE

6

Compound House

7 Compound House **0001**

8 Compound House

Toilet

Kitchen

0001

0001 **9**

Fenced Group of Huts

0001 **10**

Unfenced Group of Huts

11 0001

Mosque

12 0001

Church

High rise offices / shops infront of houses

There is an emerging phenomenon whereby some private houses have allowed commercial/office building to be constructed in empty spaces in front of their houses. For operational control and complete coverage of each of these structures, the residential and the commercial/office buildings should be listed separately and assigned separate 4-digit serial

23

numbers. This means that the residence should be assigned a 4-digit serial number and the commercial/office building should be given another 4-digit number. Listing the residential house and commercial block separately will ensure complete coverage.

6.5   Listing of Kiosks and Containers

Due to the increasing number of **kiosks and containers and other such structures** being used as sleeping places in urban areas, it is important that there are guidelines for their listing and enumeration of persons who may be residing in them.

   a. A kiosk/container which is placed inside the compound of a house with access (a door or window) through the wall of the main house should be given only one 4-digit serial number to cover both the house and the kiosk/container.
   b. A kiosk/container placed in front of the wall of the house/structure and not attached to the house/structure should be given a separate 4-digit serial number and the house/structure also a separate 4-digit number.
   c. There are situations where a lot of kiosks/containers are lined up or placed haphazardly. In such cases, you should assign each kiosk/container a separate 4-digit number. Some kiosks/containers are used as sleeping places and as such should be listed carefully in order not to leave any of them out.

6.6   How to complete the Enumerator's Visitation Record

This is the document in which you will keep a record of your listing operation and enumeration. This record must include the 4-digit serial number of houses/structures in the EA, the address of each house or compound or structure in your Enumeration Area, the use of the house, the number of households in the house, the total number of persons enumerated in the house and the total number of questionnaires used.

Instructions for filling the Visitation Record can be found in the inside pages of the booklet. You must always remember to fill out one line for each house/compound/structure. You should also remember to use a fresh page for each locality whilst continuing the serial numbering. <u>You are also required to obtain information on health, sanitation, educational, postal and telecommunication facilities available in each locality in your EA or for each EA in localities with more than one EA.</u>.

6.7   Map-Spotting

Map-spotting simply means indicating the location of each house/structure in your EA and showing with the aid of arrows, your movement on a map during the listing exercise. You do this by drawing small rectangles/squares/circles on the map and writing beside it the house/structure number you have recorded in your EVR e.g.,

$$\boxed{0001} \longrightarrow \boxed{0002} \longrightarrow \boxed{0003}$$
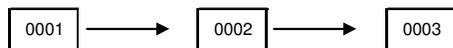
In crowded neighbourhoods, you may write every fifth house/structure number if writing all the numbers will make the map messy. For example,

$$\boxed{0001} \longrightarrow \boxed{0005} \longrightarrow \boxed{0010}$$
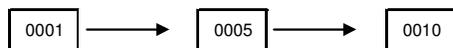
Map-spotting will enable your Supervisor or any official to trace respondents with ease.

a. **Steps in Map-spotting**
    i.   Indicate your starting point on the map with a square/rectangle/circle and write the 4-digit house/structure number beside it. (Remember, map orientation is very important here!)
    ii.   Draw an arrow to show your direction from this point.
    iii.   Repeat step (i) for the next structure and continue as indicated below.

b. **Map Spotting in Urban EAs**
    Map-spotting in Urban Areas should be carried out on the EA map provided.

c. **Map Spotting in Rural EAs**
    Since rural EAs may comprise of a number of localities, they do not have maps like the urban EAs. Therefore, before you can map-spot, you need to make a rough sketch map of each locality which has five or more structures. You must go round each locality making note of certain landmarks e.g. street, bridge, public toilet, market, etc. You must then sketch the map of the locality (incorporating the landmarks) on the map spotting sheet and start map-spotting.

CHAPTER 7: WHAT TO DO DURING ENUMERATION PERIOD

7.1   When does enumeration begin

For the 2010 Population and Housing Census, enumeration of all persons in **households** and **all living quarters** starts on the morning of **27th September, 2010**. Enumerators will start visiting each house/compound in the order in which they were listed and start enumerating all persons who spent Census Night in households (i.e. usual members of household and visitors present on Census Night). Most categories of the non-household population will be enumerated about a week before Census Night. Then after Census night, enumerators will visit the institutions again to update the information on the questionnaires. For the **floating population**, i.e., **outdoor sleepers** and transients, enumeration will be carried out during Census Night (Refer to chapters 7 and 8).

7.2   Whom to enumerate

   a. All persons who spent Census Night in households in Ghana.
   b. All persons who spent Census Night in institutions, in transit and as floating
       population in Ghana.

7.3   What is the unit of enumeration?

For the purpose of this Census, the **units of enumeration are the individual and housing units.** In private houses/compounds, an **additional unit of enumeration** in which persons will be identified is **the household**. In institutions, the additional unit is the hall, house, wards, cells, etc., and for outdoor sleepers, it is their location.

7.4   What is a household?

A household consists of a person or a group of persons, who live together in the same house or compound, share the same house-keeping arrangements and are catered for as one unit. In general, a household consists of a man, his wife, children and some other relatives or a house help who may be living with them. However, it is important to remember that members of a household are not necessarily related (by blood or marriage) because non-relatives (e.g. house helps) may form part of a household. On the other hand, not all related persons living in the same house or compound are necessarily members of the same household. For example, two brothers who live in the same house with their wives and children may or may not form separate households depending on their catering arrangements. The same applies to a father and his married children. Thus in many cases, a house or compound may be divided into separate households.

7.5   Dividing a house into households

Dividing a house or compound into households may not be easy. However, the following examples must guide you in deciding who form a household:

   (a) In large family houses where you have more than two generations of people living
        in the same house, you must not automatically treat the grandfather, his married
        children and their families as forming one household. First, find out which
        members of his/her house have common catering arrangement and regard each
        such unit as a household. He/she may, for example, have four sons, each of whom
        has a separate arrangement for the preparation of food for their own "family".

Each of these units must be treated as a household. If the father shares meals with one of his married children, he must be classified as part of that household. An exception to the above principle is where in a house or compound, a man has several wives with each wife and her children occupying their own set of rooms in the house. The man eats successively with each of his wives. In such a case, the man, his wives, their children, etc., must be treated as one household.

(b) You may also come across a married man who does not live in the same house as his wife or wives. The children may take their meals in their respective mothers' houses. But if the children sleep in their father's house, they must be considered as forming one household with the father (not the mother). In this case, living together in the same household takes priority over sharing common catering arrangements. Each mother then constitutes a separate household.

(c) A lodger who sleeps and eats at least one meal a day with the household must be considered as a member of that household.

(d) A house help and his family who live in a house or in an out-house on the same compound as the employer but prepare their own food and eat separately must not be considered as members of the employer's household. They must be classified as forming a separate household. However, a house help who eats and sleeps with the family of the employer must be considered as a member of the employer's household.

(e) If two or more unrelated persons live together in one flat or in one room, they may or may not be regarded as one household depending on whether or not they have a common catering arrangement.

(f) There is a growing phenomenon where groups of students (who attend universities, polytechnics, etc., and who cannot find accommodation on campus) rent private houses. Such students should be enumerated as household population and divided into separate households depending on their catering arrangements. If each student has his/her own catering arrangement, each student should be classified as a separate household. However, if two or more students have common catering arrangements then that group should be treated as one household. In this case, one of them should be identified as the head.

(g) It will be seen from example (f) above that one person may constitute a household if that person lives alone in a house or part of a house. If the person lives with others in one room but prepares and eats his/her meals separately, he/she forms a one-member household.

(h) Members of staff of institutions must be treated as members of households. They must **never be treated as inmates of institutions.**

7.6   Who is the head of household?

The household usually recognises one person as the head. The head of household is generally the person, male or female, who has economic and social responsibility for the household.

7.7   Who is a usual member of a household?

A usual member of a household is a person who (whether present or absent on Census Night) has spent at least the last six months with the household or intends to spend at least the next six months with the household.

The following, however, must also be considered as usual members of the household, even though they **do not satisfy** the residential requirements:

(a)   Persons who have not spent the last six months with the household but who have the intention of staying there for at least the next six months, e.g. workers on transfer.

(b)   Seasonal workers who return home after a season. If such workers spent Census Night with the household they should be considered as usual members present. However, if they were absent on Census Night they should be recorded as usual members absent.

(c)   Students in boarding schools or hostels. If a student spent Census Night with the household, he/she should be recorded as usual member present; if not he/she should be classified as usual member absent. However, students who have spent six months or more before Census Night outside the country and those who were outside the country on Census Night and intend to stay outside the country for the next six months or more, should not be regarded as usual members.

(d)   Soldiers in barracks where they are catered for as a group. In this category, treat any person who did not spend the Census Night with the household as household member absent. Those who spent the Census Night with the household should be regarded as household members present.

7.8   Who is a member of Group Quarters (non-household) population?

For the purpose of the Census, all persons who did not sleep in households on Census Night except otherwise stated (e.g. nurses on night duty, shift workers on night duty, security guards on night duty, persons who attended night club and wake-keeping and returned to their homes, etc.) are members of Group Quarters and should be enumerated as such. The following are examples of Group Quarters:

(a)   Educational Institutions, e.g., Boarding Schools, Students hostels, Universities, Training Colleges, Blind Schools, Seminaries, Convents, Monasteries, etc.

(b)   Children's Homes, Orphanages, Nurseries, Old People's Homes, etc.

(c)   Hospitals and Healing Centres including Mental Hospitals, Maternity Homes, Divine Healers' Camps and Herbalists' Establishments, Rehabilitation Centres and similar institutions for the sick, as well as those who are physically and mentally handicapped.

(d)   Hotels, motels, hostels, guest houses, bed and breakfast, etc.

(e)   Prisons including Borstal Institutions, Remand Homes, Industrial Schools and Police / Immigration / Military Cells.

(f)   Service Barracks including Army Camps, Military Academies, Police Training Schools and Colleges.

(g)   Soldiers on field exercise

(h)   Floating Population

*Note that staff members living in private households in the institutions specified in (a), (b), (c) and (d) above must be classified as living in private houses and **must not** be considered as inmates of institutions.*

7.9   Who constitute the floating population?

There are certain categories of persons, such as outdoor sleepers, who may be counted more than once or may not be enumerated at all if care is not taken. These persons constitute the FLOATING POPULATION.

The following are examples of persons in this category:
(a)   All persons who slept in lorry parks, markets, in front of stores and offices, public bathrooms, petrol filling stations, railway stations, verandahs, pavements, hideouts and all such places which are not houses or compounds.
(b)   Hunting and fishing groups
(c)   Beggars and vagrants (mentally sick or otherwise).

*Persons at funerals, dances, parties, etc., on Census Night **must not** be treated as part of the floating population.* If the respondent spent Census Night at such a social gathering he must be enumerated in the house to which he finally returned after the function. For instance, if Kwamena Appiah after the social function went to sleep with a friend after Census Night he must be enumerated in the friend's household.

7.10   Census Night - All enumeration must relate to Census Night

In order to meet one of the essential requirements for a modern census, a Census Night has to be designated. It is a reference time to which all enumeration must relate. Note that **only persons alive in Ghana at midnight of this day must be enumerated**. Census Night will be publicised in advance throughout the country so that it will be easily remembered by everyone. Remember that all the questions you ask (e.g., Information Communication Technology (ICT), agriculture and housing questions) must relate to Census Night unless you have specific instructions in this manual to the contrary.

Note that between the Census Night and the time of enumeration, the composition of a particular household may have changed. If somebody died after Census Night you must enumerate him as living on Census Night; if a baby was born after Census Night you must not enumerate him. Visitors are enumerated if they spent Census Night in the household.

7.11   Who should be enumerated

Every person who spent Census Night, in a household, in an institution (i.e., an established organisation, especially one dedicated to education, health care, the care of the destitute, poor, or any other public service) or in an outdoor location (as floating population) in your EA must be enumerated. All usual members of household and their visitors who spent Census Night in the house must be enumerated. All usual members who did not spend

Census Night in the house must not be enumerated in that particular household but will be listed on A16b as usual members absent.

7.12   Look out for those likely to be omitted

There are certain types of persons who are likely to be omitted. You should, therefore, make sure to enumerate the following categories of persons who spent Census Night in the household:

(a)   All newly born babies in the household who were born alive before Census Night. It does not matter whether they have been named or not or whether they have died since Census Night;

(b)   All persons who died after Census Night but who were alive on Census Night;

(c)   All physically or mentally sick persons;

(d)   All old men and women;

(e)   All visitors, especially those not present at the time of enumeration;

(f)   All servants/domestic employees.

In short, you must enumerate every human being of whatever sex, age, social or family status and health condition who spent Census Night in the household or in an institution or slept out of doors in your EA.

7.13   Look out for the following who should not be enumerated

Note that persons (relatives or non-relatives) who are not members of the household staying in the household at the time of enumeration but who spent Census Night in a house or compound outside Ghana should not be enumerated. In the same way, babies born after Census Night and persons who died before Census Night should not be enumerated.

7.14   Enumeration of all Census Officials including yourself

You must enumerate all Census Officials who spent Census Night in their respective houses in the usual way. Census Officials who were engaged on census duties during Census Night must also be enumerated in their usual houses provided they returned to their usual places of residence in the early hours of the following day. However, if a Census Official does not return to his/her house but spent the Census Night elsewhere, he/she must be enumerated where he spent the night.

7.15   Who should be interviewed

Though we require information on every person who qualifies to be enumerated, it is not likely that you will obtain information directly from every individual. In some cases, you will have to rely on some responsible persons in the house or compound you visit to give you information about persons who may be absent when you call but who spent Census Night in the house.

You must **never** rely on the following persons to supply you with the information required:
(a)   Young children
(b)   Strangers
(c)   Mentally sick persons
(d)   Persons with weak memory

Remember that in most cases you will have to use your own judgement to decide whom to rely on to provide the information required. It is, however, best if the information is provided by the head of household.

7.16   Need to make appointments

In order to complete your enumeration on schedule, you must work steadily every day. It is, therefore, important to make appointments so that you will have work to do every day. In rural areas, the chief/assemblyman/woman/community leader may help you by asking some people to stay at home each day. If you miss a day's work because the people are all on their farms, you will probably not finish your work in time. On no account should you hand over your satchel to your Field Supervisor without having finished your work. Your allowance will only be paid on the satisfactory completion of your work.

7.17   The use of Call-back Cards

In many cases, you may find that when you call at a house there will be no one around to give you the required information. Since we do not want to miss any person from this census, you must call back when the persons are likely to be at home. Try to call back at different times of the day or ask neighbours when they are likely to be in.

In urban and some rural areas, you will be provided with cards on which you must indicate when you will call again. Leave this card in the house and try to call again at the time you have stated.

In most rural areas, you must not use call-back cards but you may leave a message with neighbours stating when you will call again. Do not leave any house out of the enumeration simply because you did not meet the occupants when you called. Try to visit the house at least three times. If on your third visit you still do not meet anybody in the house, make a note about this house in your Enumerator's Visitation Record and report the matter to your Field Supervisor. In cases where you are unable to contact your Field Supervisor because you may be working in a remote village, you must decide on your own how best to obtain the necessary information, e.g., from neighbours, from the chief, assemblyman/woman/ community leader, etc., and must report back to the Supervisor, later.

CHAPTER 8: HOW TO ENUMERATE THE DIFFERENT CATEGORIES OF THE POPULATION

8.1   Enumeration of persons in households

The Census house-listing operation starts on the morning of **20th September, 2010** (i.e. a week before Census Night). On the morning after **Census Night (i.e. 27th September, 2010**, you must start the enumeration of persons who spent Census Night in households. Data should also be collected on housing conditions.

Remember to enumerate different households on separate questionnaires. See **chapter 12.2** for details of what to do when you use two or more questionnaires for one household.

Remember to include **workers on duty** on Census Night as well as visitors or usual members of a household who may not be present at the time of your visit but who spent **Census Night** with the household (e.g. security guards/watchmen).

8.2   Enumeration of non-household (Group Quarters) population

The non-household (group quarters) population are persons who did not spend census night in households. This group of population covers persons in educational institutions, patients in hospitals, hotel guests, inmates of prisons, correctional centres as well as people travelling on buses and lorries, at airports, etc and homeless persons. Different procedures will be used to enumerate them. Before the census night, Supervisors and Enumerators together will list all locations of non-household population with estimates of their population and plan for their enumeration.   Procedures for enumeration of the different categories of non-household population are outlined below.

8.2a   Students in educational institutions
All students of educational institutions where there are boarding facilities (for example, primary schools, secondary schools, teacher training colleges, polytechnics, universities, blind schools, seminaries, convents, monasteries, etc) will be enumerated in advance of Census Night. School hostels are also included in this group.

It is expected that the list of institutions in each EA would be provided and the heads of these institutions must be contacted three weeks before Census Night. You must explain the procedure for the enumeration of students to the head or the officer-in-charge of the institution and obtain estimates of their population and then leave a specimen of the questionnaire with him/her to enable him/her to be aware of the information in the questionnaire.

You (the Enumerator) must record the information provided on the students of the institution with the help of the staff. This advance enumeration must be done **a week before Census Night.** Then, on **27th September, 2010** (the day following the Census Night), the Enumerator must visit the institution again to up-date the information on the questionnaires. Students who did not spend Census Night in the institutions should have their particulars deleted while those who were not covered in the advance enumeration but who spent Census Night in the institution must be enumerated.

Members of staff in these institutions must be enumerated in the same way as persons in households during the usual enumeration period.

8.2b   *Security personnel in training academies*
Prior discussions should be carried out with the Ministry of Defence, Ghana Armed Forces, CEPS, Ghana Immigration Service, Ghana Police Service, Ghana Fire Service, Ghana Prisons Service, etc for enumeration of personnel who are undergoing training in their schools or academies. This advance enumeration must be done **a week before Census Night.** Then, on **27th September, 2010** (the day following the Census Night), the Enumerator must visit each training academy again to up-date the information on the questionnaire. Trainees who did not spend Census Night in the academies should have their particulars deleted while those who were not covered in the advance enumeration but who spent Census Night in the academy must be enumerated.

8.2c   *Patients in hospitals / healing centres / prayer camps*
Patients who are on admission at the various health institutions in the country must be enumerated. The enumerators assigned to hospitals will, on the morning before the census night (about 9am), go to the hospitals and enumerate the in-patients. On the morning after census night, they should go back and delete the records of patients who did not spend census night in the hospitals or those who passed away before Census Night. Those who were not covered in the advance enumeration but who spent the census night in the hospital should be enumerated. The same procedure should be used for the enumeration of persons in rehabilitation centres and prayer and healing camps. **Discussion on procedures for enumeration of in-patients should be carried out with hospital authorities prior to enumeration time.** Relatives and non-relatives of in-patients who are temporarily residing within hostel facilities provided by these health facilities with the intention of taking care of the sick must be enumerated as outlined in 8.2d below.

8.2d   *Guests in hotels/guests houses/rest houses/motels*
Hotel guests should be enumerated about 9 pm before Census Night. The Enumerators should check on the morning after **Census Night (27th September, 2010)** the guests who spent the census night at the hotel. Those who did not spend the census night there should have their records deleted while those who spent census night there but were not enumerated should be enumerated. In cases where hospitals / clinics / prayer camps provide hostel facilities for relatives and non-relatives caring for patients, these persons should be enumerated as guests of the hostels.

8.2e   *Persons on Lorries and Buses*
The field supervisor will have prior discussions with transport associations (e.g. GPRTU, PROTOA, etc.) and transport companies (e.g., STC, Pergah, O & A, Imperial, etc.) to have an idea about the buses which will be on the road on Census Night. The discussions will concentrate on long haul travellers, (e.g., Accra – Tamale, Accra – Bolgatanga, Accra – Wa, Tamale – Accra, etc) and short unmotorable roads which require people to sleep overnight on vehicles. The census officials should arrange and enumerate the passengers before they set off. These passengers should be issued with certificate of enumeration to prevent double enumeration.

8.2f   *Inmates of Prisons / Borstal Institutions / Remand Homes*
Discussions on enumeration procedures should be carried out with the staff of the Prison Service to facilitate the enumeration of prisoners. You must record the entries of the inmates in the prison with the help of the Prison Service Staff on duty. The advance enumeration must be conducted **a week before Census Night.** On **27th September, 2010,** the enumerator must visit the Prison again to up-date the

information on the questionnaire. Prisoners who did not spend the Census Night in the Prison yard because they were released before the Census Night should have their particulars deleted. New inmates who were not covered in the advance enumeration but who spent the Census Night in the yard must be enumerated. A similar procedure should be followed for inmates of borstal institutions and remand homes.

8.2g *Persons in Police/ Military / Immigration Cells*
On the evening before Census Night, **26th September, 2010,** the Enumerator must visit the Police / Military / Immigration cells located in his/her enumeration area to enumerate all inmates in Police / Military / Immigration custody with the help of the Police / Military / Immigration officers on duty. The information collected should be updated on the morning (27th September, 2010) after Census Night.

8.2h *Persons on Ship/Boats in Ghana's Territorial Waters/Airports on Census Night*
Discussions with officials of Ghana Immigration Service, Ghana Ports and Harbour Authority (GHAPOHA) and Ghana Civil Aviation Authority should be carried out to provide information on ships/boats within the ports of Ghana on Census Night. Supervisors and Enumerators should plan well in advance to enumerate such persons. Persons who will spend the Census Night at the ports but who will board their ships/boats and sail immediately after the Census Night must be enumerated before they board. A similar approach should be used to enumerate persons found at the country's international airport and are preparing to move out of the country on Census Night.

8.2i *Persons on Oil Rigs in Ghana's Territorial Waters on Census Night*
Discussions with officials of Oil Companies operating these off-shore oil rigs should be made about a few weeks before Census Night. Information on their workers should be provided by their on-shore offices to the Enumerators a few days to Census Night. This information should be checked on the morning following Census Night.

8.2j *Persons at Ghana's Border Posts/Check Points*
The manned border posts usually close at 10 pm. This means that travellers who arrive at the border post after 10 pm have to sleep there until the re-opening of the borders the next morning at 6 am. Enumeration of persons at manned crossing points should begin immediately after 10 pm when the borders close. Prior discussions should be carried out with Ghana Immigration Service, transport associations and transport companies officials so they can assist in the orderly enumeration of such persons. Enumerated persons should be issued with certificate of enumeration.

8.2k *Out-door sleepers (floating population)*
Outdoor sleepers will be enumerated during Census Night. The following are regarded as outdoor sleepers:

a) Persons who sleep in lorry parks, in or around markets, in front of stores and offices, in public bathrooms, at petrol filling stations (excluding pump attendants on duty), at railway stations, on pavements, fetish groves and any place similar to the above which are not houses or compounds

Note that persons resident in a house but who sleep on the verandah of the house in which they live or were visiting because of the heat should be enumerated with their households.

b) Beggars and vagrants (mentally sick and otherwise). Usually these out-door sleepers go to bed at particular times. The Enumerators with their Supervisors should be at these locations before these outdoor sleepers go to bed. They should be enumerated before they go to bed. A few Enumerators should be around to enumerate others who may turn up late and ensure that they do not leave those places before midnight (Census Night). You should issue them with certificate of enumeration after they have been enumerated.

c) When persons are admitted into hospital / clinic, some relatives usually go along with them to help care for them. These persons usually stay around the hospital grounds and go to the aid of the patient when needed. At night, some usually sleep on verandas or waiting rooms of the hospitals. In prayer / healing camps also, relatives accompany their sick relations. Such persons should be classified as floating population and enumerated during Census Night as they are neither patients nor staff members of the hospitals / prayer / healing camps / guests of hostels run by these facilities.

d) Hunting and fishing groups. Groups of individuals sometimes embark on hunting and fishing expeditions, moving from one location to another, and resting at convenient outdoor locations. Sometimes, such persons may be away for periods lasting six months or more and may, therefore, not qualify to be enumerated as household members. Find out from the community leaders whether any such group is present within your assigned EA. If you encounter such a group, liaise with its leader to have the members enumerated on Census Night.

Enumeration of the out-door sleepers and homeless households are the most problematic so great care must be taken to ensure complete coverage. A **preliminary survey to list all locations of outdoor sleepers and estimate the population at each location would be carried out. This is to enable the appropriate allocation of Enumerators (one Enumerator to about 10 outdoor sleepers) and Supervisors at each location.** For security reasons, the Field Supervisor must ensure that the Enumerators work in groups and are provided with lanterns/flash lights.

Both the Field Supervisor and the Enumerators must note that the success of this operation depends on all enumeration being completed by midnight of Census Night (i.e., in the very early hours of **27th September, 2010**).

Remember that most **mentally sick** normally move within the same area even though they do not sleep in any house. It is possible that some persons in the area may be able to give you information about them. Where no one can tell you anything about the mentally sick, just write down the sex and estimated age and record that the person is mentally sick in the space provided for "Full Name". Then leave the rest of the items blank. You must do your best to enumerate all of them on Census Night. If you meet a mentally sick person on the second or subsequent days of enumeration in your EA, do not enumerate him unless you have very good reasons to believe that he has not already been enumerated.

Note: The questionnaires used for the enumeration of **outdoor or homeless households** should be separated from questionnaires of other outdoor sleepers. (Refer to P01 of chapter 12)

CHAPTER 9: HOW TO ACHIEVE COMPLETE COVERAGE

9.1   What complete coverage implies

The primary aim of the 2010 Population and Housing Census is to obtain an accurate count of the population and living quarters. An accurate count entails complete coverage, which means you must ensure that every person who qualifies and every living quarters in your Enumeration Area (EA) are enumerated.

This means that:
   (a)   If your EA consists of a number of villages and hamlets, you must list each house/structure in each village/hamlet in your Enumerator's Visitation Record (EVR) before enumeration. You should use separate sheet(s) in the EVR for listing houses/structures in each village or hamlet.

   (b)   Within your EA and within each locality, you must make sure that you visit every house or compound, as well as any other building such as a school, a store, etc. Some people sleep in their stores or shops and you may miss them if you do not visit these places.

   (c)   Within each house/compound/dwelling in your EA, you must enumerate all persons who qualify for enumeration as well as all living quarters. The only areas you are not expected to cover are the offices of Embassies. Note that embassy employees are to be enumerated at their residences. Make sure you enumerate all infants, children, and the sick as well as mentally challenged persons.

9.2   How to ensure complete coverage

In order to ensure complete coverage, you must pay attention to the following guidelines:

   (a)   *Study your area thoroughly* - The two basic documents which will assist you in achieving complete coverage of your EA are the EA Map and the EA Boundary Description (PHC 2). With the aid of these two documents you must make every effort to thoroughly familiarise yourself with the area assigned to you. For instance, if a road or street forms one of its boundaries, be sure you know the side which is in your EA. You will create confusion if you enumerate persons and houses belonging to another EA.

         Note that not all persons sleep in houses. A number of people sleep on verandahs, in markets, at lorry parks, at international border stations, at ferry stations, etc. To ensure complete coverage of these areas, it is absolutely essential that you note all such places in your EA before Census Night and enumerate them according to the instructions in Chapter 8, section 8.4.

         If you are working in a rural area, make sure that you enumerate all forest rangers, cattle drivers, vagrants or persons in transit quarters and similar institutions in your area.

   (b)   *Systematic method of enumeration* - You must cover your area in a systematic manner since a haphazard manner of enumeration will result in the omission or double counting of persons in houses.

(c) *Listing of Houses/structures* - You must complete the listing of houses/structures including blocks of flats before you start recording the particulars of respondents. This listing operation must be done carefully since there is the possibility of leaving out some houses if listing is not carried out in an orderly manner. Always ask what appears to be the last house whether there are houses further on which may be obscured from view and may be easily missed. Endeavour to follow paths and trails to ensure you do not miss some houses/structures.

All buildings and houses, including blocks of flats listed in your EA, should be recorded in the EVR before you start enumeration. This will help you to cover your area completely. (For a fuller description of this operation refer to pages 2 to 4 of the EVR and Chapter 6 of this manual.) Make sure that you complete columns 4-10 of the EVR only after you complete enumeration in a house. This will help you to know the houses in which you have not completed enumeration.

(d) *Household Listing* - You must complete the household roster (household listing) on the Questionnaire, by listing the names of all usual members of household (Status A), all visitors (Status B) who spent Census Night in the household on A16a and all usual members of household absent on Census Night on A16b before you start detailed interviewing. **(see chapters 11, 12 and 13 for details)**

(e) *Disputed Boundaries* - If there is some dispute about who should enumerate a certain house, compound or village, i.e. if two Enumerators claim that the same village, house or compound lies within their respective Enumeration Areas, this must be reported at once to the Field Supervisor who will check whether there has been any duplication or error on the map. He/she will decide which Enumerator must enumerate that disputed house or hamlet. It is expected, however, that such an extreme case is unlikely to arise during enumeration as Enumerators are expected to check their boundaries before Census Night.

(f) *Call-backs* - You must make sure that you honour all call-backs.

(g) *Daily Review of Work* - Each day, use the hours you are not interviewing to go over your work to identify any gaps (omissions, inconsistencies) and correct them.

CHAPTER 10: GENERAL INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRES

10.1 Format/Layout of Questionnaires

Two types of questionnaires (PHC-1A and PHC-1B) will be used for the household and non-household (group quarters) populations. For the household population, the PHC-1A will be used while the PHC-1B will be used for the non-household population.

The front pages of the questionnaires have been designed for identifying houses/structures, households and institutions. The sections of the questionnaire for individuals are divided into columns and rows. There are 10 rows and each row is used to record information on **ONE PERSON** in the household or group quarters. Each column contains the questions to be asked.

In the **inside pages of the questionnaires**, there are sections covering various topics and the members of households and institutions are each identified by their person ID and **names**. Each member also retains his/her person ID number throughout the interview.

There are **boxes** and **circles** for recording responses. In each box or boxes the appropriate code or codes should be written. In cases of questions for which circles have been provided, the circle corresponding to the appropriate response should be shaded.

There are four triangles at the four corners of each questionnaire. These are referred to as **REFERENCE BLOCKS** and are helpful in recognising the inputs. There are also a 10-**DIGIT REFERENCE NUMBER** at the lower right corner of each page of the questionnaire. Both the reference blocks and the reference numbers are **NOT TO BE TAMPERED WITH**.

For each person, you must accept **only one** response out of the alternatives given for each question.

Both PHC 1A and PHC 1B use scannable technology and so you should adhere strictly to the instructions for filling the questionnaires to yield optimum results. In the course of recording the responses, avoid missing and double entries.

10.2 Filling the questionnaires

You must use **BLACK PEN ONLY** in completing the questionnaires. This contains special properties that facilitate the processing of the questionnaires. Where you need to write, do so **LEGIBLY**. **Your writing should be in BLOCK LETTERS**.

It is extremely important to indicate the **QUESTIONNAIRE ID** (made up of the structure number, the household number and the questionnaire number) at the right top corner of each page of the questionnaires. Note that the household number (HH No.) on the PHC-1B questionnaire may refer to the serial number assigned to the homeless household, ward, cell or floor of the group quarter where the enumeration is taking place.

In recording answers for an individual, make sure you write in the box(es) or shade the circle appropriately. For example, if in the relationship column the respondent is the head of the household, write code 01 in the boxes provided as shown below.

P01	RELATIONSHIP
01	Head
02	Spouse (Wife / Husband)
03	Child (Son / Daughter)
04	Parent / Parent in law
05	Son / Daughter in law
06	Grandchild
07	Brother / Sister
08	Stepchild
09	Foster child
10	Other relative
11	Non-relative
12	Group Quarter / Outdoor sleeper

Head | 0 | 1 |

Another example is, if in A16a, a respondent's relationship to the head of household is son (i.e., code 03), write 03 in the response boxes as shown below.

| 0 | 3 |

In the same way, in P06, if a respondent was born in the Eastern region (which is coded 05), you should write 05 in the boxes provided.

| 0 | 5 |

Remember that after enumeration, the information on the questionnaires will have to be processed. You should, therefore, handle each questionnaire carefully so that the processing will be easy.

10.3 Shading or writing responses

10.3.1 Shading responses
There are some questions with pre-coded answers. Thus, in the process of writing in the boxes or shading in the circles for the chosen responses, you must always **be careful to shade within the circle. M**ake sure that your shading does not cross over the circumference of the circle as shown below.

⬤ Correct   ⬭ Wrong   ⊗ Wrong   ⊘ Wrong

10.3.2 Writing numeric and alphanumeric responses in box(es)
You must **boldly write in the appropriate box(es)** provided for the numeric and alphanumeric responses. You must **not extend** the writing outside the box(es). Print these in your own hand writings and do not be stylish in writing. In the case of recording numeric responses, make sure that the numbers are right aligned. Precede the number with zeros in situations where the number of digits is less than the number of boxes provided.

10.4 Questions that require description and coding of responses

Responses to some questions require a description in addition to writing the appropriate codes in the response boxes. These questions include those on emigration (E), Occupation (P14) and Industry (P15). In these cases, you should write the response in the space provided

and then write the correct code in the next column For example, if the former member has emigrated to Nigeria, write Nigeria in the "Country" column and enter code 11 in the boxes corresponding to that emigrant as shown below:

1	1

10.5   Other (Specify)

Some questions such as employment status, employment sector, disability, and housing conditions have the response category "other specify" in addition to a list of response categories. You must use this category only in situations where the response to the question is not covered in the list of the given pre-coded responses. In a situation like this, you are to shade the circle or write in the box corresponding to the "other specify" category and then specify the appropriate response in the space provided. Write the response in block letters. For example:

H01
In what type of building does the household live?

01	Separate house	○
02	Semi-detached house	○
03	Flat / Apartment	○
04	Compound house (rooms)	○
05	Huts / Buildings (same compound)	○
06	Huts / Buildings (different compounds)	○
07	Tents	○
08	Improvised home (kiosk, container)	○
09	Living quarters attached to office / shop	○
10	Uncompleted building	○
11	Other *(specify)*	●

IN CAVE

10.6   Skipping (Go To)

The response to some questions necessitates the skipping (leaving out) of some questions (or alternatives to some questions). In such instances, the prefix **'Go To'** is used to indicate that some subsequent questions (or alternatives to some questions) must not be asked. For example, in P12a, there is an indication in parenthesis **(IF P12 a = 1; Go To P13a)**. This means that if the response to P12a is "NEVER", you **MUST NOT** ask questions P12b and P12c.

10.7   How to correct wrong entries

Do NOT throw away a questionnaire and use a fresh one because you have made a mistake. Follow the instructions below to make the necessary corrections. Whenever you make a mistake in recording, do not erase using materials such as **TIPPEX, BLADE OR ANY SHARP MATERIAL.**

10.7.1 Correcting wrong entries in constrained print fields (boxes)

When you make a mistake in the boxes provided, do NOT RULE a line through it. Carefully cancel it with an 'X', then neatly write the correct letter or number either beside the box or in the box. An example has been given below.

A   S   A   A✗   T   E
                              N

10.7.2 Correcting wrong entries in choice fields (circles)

When you shade the wrong circle, use the following procedures to correct it:

▪ When you shade a circle in a situation where you were supposed to skip, shade another circle and leave it at indicated below.

Yes   No
●   ●

▪ When the wrong circle is shaded, shade the correct circle and check the correct one as shown below.

Yes   No
●   √●

10.7.3 Deleting entries of an individual from PHC 1A and PHC 1B

When you have recorded information on an individual in the PHC 1A and PHC 1B but you found out later that those individuals should not have been included, you are to delete the person's information by crossing out the person ID/line number **ONLY with an 'X'. Do not cross out any other information about that particular person in the questionnaire**.

The need for deleting information on an individual may occur in the following situations:
• When a usual household member who was absent on Census Night has been mistakenly included in the household roster (A16a in PHC 1A).
• When a child who was born after the Census Night has been listed in the household roster.
• When some of the persons who were enumerated with the PHC 1B during the week before Census Night are found not to have spent Census Night in the institution (e.g. schools, hospitals, hostels, etc.).

The same procedure of deleting entries should be followed in A16b (usual members absent), E02 (former household members living outside Ghana), M02 (records of household members who died during the past 12 months), etc.

10.8   What to do when two or more questionnaires are used for a Household or Group Quarters

There is provision on one questionnaire for the enumeration of 10 eligible persons. If there are more than 10 eligible persons in a household or in group quarters you must continue enumeration on a new questionnaire. This new questionnaire is supplementary to the first

one and must be treated as such. You must not re-number the person ID in the supplementary questionnaire(s).

Remember that whenever you use more than one questionnaire for one household or group quarters, you must complete A15b for all the questionnaires used. You should also write the identification entries i.e. A01 – A11. Make sure that the household identity [i.e., EA code (A07), Serial number of house/compound/group quarters (A10) and Serial number of household within house/compound/subgroup for group quarter (A11)] on both the original (main) questionnaire and the supplementary questionnaires are correct. Also make sure that the Questionnaire ID [i.e. structure number, household number and questionnaire number] are completed on all the pages of both the original and the supplementary questionnaires. However, data for A17, A18, A19 and A20 should be recorded only on the original (first) questionnaire.

10.9   Untidy Questionnaire

If you cancel many items on a questionnaire such that it looks untidy and will be difficult to read, copy the information onto a new questionnaire; Cancel the old one and write across the untidy questionnaire the word CANCELLED. However, you should keep cancellation of questionnaires to the barest minimum.

You should not throw away any untidy questionnaire. You should attach the cancelled questionnaire to the copied questionnaire and submit together with the other completed questionnaires to your Supervisor. Note that you will be required to account for all documents given to you.

CHAPTER 11: HOW TO RECORD ENTRIES ON THE FRONT PAGE OF THE QUESTIONNAIRE

11.1   Entries on the front page of the Questionnaire

On the front page of the questionnaire, spaces are provided for general information:

(A01)   Region Name
(A02)   District Name
A03)   District Type
(A04)   Sub-District *(Applicable only to Metropolitan areas)*
(A05)   Locality Name
(A06a) Detailed Address of House/Compound/Group Quarters
(A06b) ECG Number/NHIS Number/VRA number/other number
(A06c) and (A06d) Household Contact Phone Number(s)
(A07)   Enumeration Area Code
(A08)   Enumeration Area Type
(A09)   Locality code
(A10)   Serial No. of House/Compound/Group Quarters
(A11)   Serial No. of Household within House/Compound or subgroup of Group Quarters
(A12)   Type of Residence
(A13)   Date enumeration started
(A14)   Date enumeration completed
(A15a) Total number of visits
(A15b) Form numbering (forms used)
(A16a) Household Roster (Usual Household Members and visitors present on Census Night)
(A16b) Usual Members Absent on Census Night
(A17)   Total Number Listed as Status A by sex
(A18)   Total Number Listed as Status B by sex
(A19)   Total Number Listed as Status C by sex
(A20)   Total No. of persons enumerated [household (i.e. Status A and Status B) or non-household population] by sex

11.2   How to fill out the GENERAL INFORMATION ENTRIES

On the front page of the questionnaire, spaces are provided to elicit general information about the location of the household as well as the status and size of household population.

For some items on the front page, alpha-numeric responses are expected while numeric responses are to be entered for others. **An alphanumeric** response is one that combines <u>alphabetic</u> and <u>numeric</u> characters (e.g. A01). A numeric response, on the other hand, consists of only numerals (e.g. 07).

Boxes have been provided for A01 to A06d to enable you to write. Each box is for one character.

> *(A01) Region Name* - Write the name of the Region where you are conducting enumeration e.g. Upper East
>
> | UPPER EAST |
> | --- |

(A02) ***District Name*** - Write the name of the District where you are conducting the enumeration e.g. Kasena-Nankana East

KASENA - NANKANA EAST

(A03) ***District Type -*** Write the name of the District type (District, Municipal, Metropolitan) where you are conducting the enumeration. For example, if you are conducting the enumeration in Ayawaso East sub-metro in Accra Metropolis, write Metropolitan as the district type;

METROPOLITAN

(A04) ***Sub-District -*** Write the name of the Sub-District where you are conducting the enumeration. Note that this applies to only the Sub-Metros in the Metropolis. The Sub-District in the example in **A03** is Ayawaso East sub-metro in Accra Metropolis.

AYAWASO EAST

(A05) ***Locality Name*** - Write in the space provided the name of the locality, which may be a town or village where you are actually conducting that particular enumeration. In the case of metropolitan and municipal areas, the localities are the suburbs. Note that in rural areas you may have many localities in one enumeration area. Therefore, the questionnaires for each such locality must have the name of the particular locality written on them. e.g. Asaseterew

ASASETEREW

(A06a) ***Detailed address of House/Compound/Group Quarters*** - The address you write here must be the same as what you recorded in column 2 of the "Enumerator's Visitation Record (EVR) book". A precise description of the location of the house or compound/group quarters should be written so that another person can use the address to find the location of a particular house or compound on a second visit. If the streets are named and the houses numbered, you must write the House Number and the name of the street e.g. C49/2 Castle Road, Adabraka. Otherwise write a precise description of the location of the house or compound/group quarters. For example, (i) KWAME ADOMAKO'S HOUSE ON THE MAIN STREET DIRECTLY OPPOSITE GOD IS GREAT DRUG STORE, OR (ii) MUSTAPHA BUKARI'S H'SE, SECOND COMPOUND AFTER THE CHIEF'S PALACE.

MUSTAPHA BUKARI'S HOUSE, SECOND COMPOUND AFTER THE
THE CHIEF'S PALACE

Note that the address of house or compound in both the EVR and the questionnaire must agree. If it becomes necessary to correct any address in the Visitation Record you must also correct it on the questionnaire.

In the case of an institution or location of the floating population, the precise name of the institution or place must be written in the space provided e.g. Legon Hall, University of Ghana, Asankragwa Senior High School, Nsawam Prison, Agogo Hospital, Pokuase Mobil Filling Station, etc.

44

(A06b) NHIS Number/ECG Number/VRA number/Other Number - These are numbers given to the house/structure by other public organisations (Electricity Company, VRA, etc. Copy whichever have been written on the house onto your questionnaire for that house/structure.

(A06c) and (A06d) Household Contact Phone Number(s) - Write in the boxes provided the contact phone numbers of the household. If the household has two phone numbers record both. On the other hand, if the household has only one phone number, record the information on A06c and leave A06d blank.

(A07) Enumeration Area Code (Base) **-** Copy this number in 10 digits from the Enumeration Area Description (PHC 2) on all the questionnaires you use. Before going to the field you may copy this number at home on all the questionnaires you expect to use for a particular day.

(A08) Enumeration Area Type **-** Copy this number from 6b of the Enumeration Area Description (PHC 2).

(A09) Locality Number - Copy this number from the PHC 2 (7b and 9) or the number you have assigned (if locality was not originally on the PHC 2).

(A10) Structure No. of House/Compound/Location of Outdoor sleepers (within the E.A.) - Copy this number in **four digits** from column 1 of the EVR on all the questionnaires you use for all the households in a particular house, compound/location of outdoor sleepers. For instance, if you enumerate five households in one house or compound, all the questionnaires for these households must bear the same 4-digit serial number of house/compound. Note that subgroups [e.g. halls (Volta Hall), blocks (Medical Block), etc.] within each group quarters must be numbered serially.

(A11) Household number within House/Compound or Group Quarters - Every household you enumerate in each house or compound must be given a **two-digit** serial number. This means the first household you enumerate in a house must be given the number 01, the second household 02, the third household 03 and so on. For group quarters, floors in hotels, dormitories in educational institutions, cells in prisons, etc. should also be given serial numbers.

(A12) Type of Residence – Shade the appropriate circle for the type of residence. Options 01, and 02, are for households (PHC 1A) while options 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 and 13 are for institutions and the floating (PHC 1B) population.

Note that option 03 (homeless households) should be marked only for **two or more persons sleeping outdoors who are related** e.g. mother and child or mother, father and child. Shade the circle for option 13 for an individual outdoor sleeper.

Also note that if the circle for option 2 (i.e. vacant housing unit) is shaded, skip to Section H (Housing conditions) and complete **only** questions H01, H02 and H04.

(A13) Date Enumeration started - Before you start writing out the names of persons in the household you must write in the space provided in A13 the date

enumeration started in that household. The year is already indicated so you will only write the day and month interviewing started. For example, if enumeration started on 27th September, 2010, it will be coded as:

DAY		MONTH	
2	7	0	9

(A14) *Date Enumeration completed* - When enumeration of the household members has been completed you must record in the space provided in A14 under "Date Completed" the day and month the interview was completed for the household. For example, if enumeration in the household ended on the same day (27th September, 2010), you should write:

DAY		MONTH	
2	7	0	9

(A15a) *Total number of visits* **–** Record the total number of visits made to the household before the questionnaire was completed. For example, if three visits were made by an enumerator before enumeration was completed, record 3 in the box provided for A15a. Record 9 if more than 9 visits were made.

(A15b) *Number of forms or questionnaires used* - Write the number of forms or questionnaires used for each household.

Examples:
If *one questionnaire* is used for a household write 1 of 1 in the boxes provided as follows:

FORM

1	/	1

If *two questionnaires* are used for a household, write 1 of 2 in the boxes (for the original questionnaire) and 2 of 2 for the supplementary questionnaire as indicated below.

FORM

1	/	2

and

FORM

2	/	2

(A16a) *Household Roster: Listing of Usual Member and Visitors Present on Census Night*
You must first write down the full name of the head of household, relationship, relationship code and sex. Then record the names of each usual member of household and each visitor who slept in the house on Census Night together with their relationship to the head of household, relationship code and sex. Indicate in the column provided under **"STATUS"** whether a listed person is a **usual member** who slept in the house/compound on Census Night

(Status A) or whether he/she is a **VISITOR** (i.e. guest of any member of the household), who slept in the house on Census Night **(Status B).**

Listing of persons must be in the following order:
 1. Head of Household, (If head of household was not present on Census Night, list the person who took charge of the household in his/her absence as head).
 2. Usual member(s) of household present on Census Night.
 3. Visitors present on Census Night

List in the following order (where applicable)

For a normal household, you will usually have the following household pattern:

1. Head
2. Spouse
3. Children (start from eldest child)
4. Additional members of household (parents of head, parents of spouse, other relatives, non-relatives, etc.)
5. Visitors present on Census Night

However in a household where a head has more than one wife living in the same house as one household, the listing should be as follows:

1. Head
2. Eldest spouse followed by all her children who were present on Census Night;
3. Next eldest spouse followed by her children who were present on Census Night;
4. Continue with spouses and their children until you finish;
5. Other children present on Census Night whose mother was not there on Census Night;
6. Parents of head;
7. Parents of spouse;
8. Other relatives;
9. Non relatives;
10. Visitors present on Census Night.

You must note that this method of listing the names first is to ensure completeness of coverage within the household. If this is not done the respondent may forget to give information on all the eligible members. In this connection, you must make sure that all babies born before Census Night are listed. You should read the names given to you by the respondent and ask "Just to make sure I have not missed anybody – Are there any other persons who spent Census Night in this household whom I have not listed?" For example:

a. babies born before Census Night whether still alive or not
b. persons alive on Census Night but who had died at the time of Enumerator's visit
c. old men and women

47

d.   visitors who spent Census Night in the household but who were not present at the time of the Enumerator's visit

e.   physically and mentally challenged persons

You should record the relationship codes in the column provided (using the codes provided for relationship (below the household roster –A16a). You should then indicate the sex of each person in A16a by shading the appropriate circle ('M' for male and 'F' for female in the sex column).

You should note that the non-household population roster in PHC-1B does not have a column for **STATUS.**

(A16b)   Listing of Usual Members Absent on Census Night (Status C) - This section should include any usual household member(s) absent on Census Night. If a household member did not sleep in the house on Census Night, list such person in A16b.

Note that for persons classified as Status C, you must first record
a.   the name
b.   relationship to head of household
c.   code for relationship
d.   sex
e.   age
f.   the town/village where the absent usual member spent Census Night, and
g.   region/country of that town or village.
h.   code for the Region/Country where the absent usual member spent the Census Night.
i.   total number of months usual member has been absent from the household.

[Use the Region and Country codes provided below A16a in the PHC 1A].

Write in **completed months** how long he/she was absent up to Census Night. For example, if the person has been away for two months three weeks write "02" in the space provided. If he/she has been absent for less than one month, write down "00". Note that if the person has been away for **six months or more he/she must not be considered as a usual member of the household.**

Note that if the usual head of household was absent on Census Night, he/she must never be entered as **HEAD** in the relationship column but rather specified as the Husband, Brother, Mother, etc., of the temporary Head in A16a.

There may be situations where either the number of usual members absent or the total number of emigrants within the household for the past six months will be more than the six rows provided. In this case you are required to use a **CONTINUATION SHEET (i.e. the USUAL MEMBERS ABSENT CONTINUATION SHEET and EMIGRATION CONTINUATION SHEET).**

(A17)   Total No. of Persons Listed as Status A - You must write in the boxes provided, the total number of persons (males and females) listed in the household as Status A.

(A18) ***Total No. of Persons Listed as Status B*** - You must write in the boxes provided, the total number of persons (males and females) listed in the household as Status B.

(A19) ***Total No. of Persons Listed as Status C*** - You must write in the boxes provided, the total number of persons (males and females) listed in the household as Status C.

(A20) ***Total Persons Enumerated*** - You must write in the boxes provided, the total number of persons enumerated – males and females [i.e. usual members who spent Census Night in the household (STATUS A) and visitors who spent Census Night in the household (STATUS B).

For persons enumerated in group quarters (boarding schools, hospitals, hotels, etc.), you must write in the boxes provided the total number of persons (males and females) who were enumerated in a hall, ward, block, cell wing, etc. in a particular institution or location of floating population. If you enumerated ten persons (four males and six females) at a Petrol Filling Station, for example, you must record 0004 for males, 0006 for females in the appropriate boxes.

If you use more than one questionnaire for one household or a group quarter**, A17, A18, A19 and A20 should be left blank** for the supplementary questionnaires.

11.3 Completing General Information for Floating Population on Census Night

As an Enumerator, when you are assigned a particular location on Census Night,
* Complete A01 to A09, A12 to A15 of PHC 1B with the information on the PHC2
* Code A10 if structure number is available; otherwise leave it blank.
* Leave A11 and Quest ID for each questionnaire blank.
* After enumeration, hand over the questionnaires to the Supervisor for that location.

All field officers (Enumerators and Supervisors) engaged on the Census Night should hand over all the floating population questionnaires to the Supervisor assigned to that EA. The Supervisor should take note of all questionnaires which are supplementary (i.e. A15b - _ of _) and sort them sequentially before handing over to the Enumerator for that particular EA.

The Enumerator working in the entire E.A. will then code the blank **A10(s)** by continuing from the last structure number in the EA. The Enumerator should also assign a code to A11 and complete the **QUEST ID** at the top right corner of all pages of the PHC 1B based on A10 and A11.

11.4 Important Points to note about Head of Household, Name, Relationship to Head, Sex and Age

1. ***Who is the Head of the Household?*** **-** The head of household is generally the person (male or female) who is responsible for the upkeep and maintenance of the household. He/she is not necessarily the oldest person in the household. Your main guide as to who is the head is the one who will be pointed out to you as such.

If the head of household was away on Census Night you must ask for the person who took charge of the household when the usual head was away. This person thus becomes the head of household and all other relationships must refer to this person and not to the usual head who was absent. Enter the name of the head of household on the first line of the household roster and write in the relationship column *"Head"*. Then relate all other relationships to this person. For instance, if the usual head of household was away and the wife becomes the *"Head"* all the relationships must refer to this wife. Thus, the usual head (who will be classified under **Status C**) becomes the "Husband" and his sister's son will be recorded as other relative and not "Sister's Son".

Note that for non-household population (population in group quarters), you can start with the names of any respondent.

2. *Full Name* - Write in the spaces provided in the first column of the Household Roster (A16a) the full names of household members and visitors who spent Census Night in the household. The names you put down must be such that if a second visit is paid to the house during or after the final enumeration, the persons to whom the names refer can easily be identified.

- *Persons with more than one Name* - If a person has two names, one for official use and the other for use at home, write down the name(s) by which he/she is best known in the neighbourhood or village where he/she is being enumerated and then write his/her other name(s) in parenthesis. For example, Ato Safo (Charles Mensah).

- *Babies who have not been named* - Occasionally, you will come across babies who were born before Census Night but who have not been named by the time you call to enumerate. In such cases, write down only the day name (e.g. Kwame, Akua, Abla, etc.) of the baby together with the mother's name. For example, if the newly born baby's day name is Kwame and the mother's name is Akua Mansa, the name you must put down is Baby Kwame, Akua Mansa's son.

- *Persons who refuse to give out their names* - Sometimes you may come across a person who will refuse to give you his/her name although he/she may be quite prepared to give you answers to the remaining questions. Explain to such a person that the law strictly forbids the disclosure to unauthorised persons of any census information and that the name is required only for identification purposes in connection with later checks on the accuracy of the information being collected. If he/she still refuses to give his/her name assign a letter of the alphabet such as **A, B** or **C** for him/her and proceed to record the other facts. After completion of the questionnaire, you might be able to obtain the person's name from other sources, e.g. neighbours, chiefs, etc.

- *Persons with identical names* - You may also come across households where two or more persons have identical names. In such cases, you must record also the nick-names, or any other names by which they are distinguished in the household or by neighbours and friends, e.g., Kofi Kyamba Panyin and Kofi Kyamba Kakraba. If this is not possible, you must distinguish them by physical characteristics such as height or fatness or shortness. Thus, for instance, you can have Abongo Jato (fair coloured) or Kofi Dogo (tall).

3. ***Relationship to head of household*** - What is required in the relationship column is the relationship of each member of the household, including guests and visitors, to the head of household. Most relationships are established either by blood (descent) or by marriage (affinal). This means that your brother and sister's son are your blood relatives whilst your wife, wife's mother or wife's sister are your relatives by marriage.

You must refer to the list of relationships below the household roster (A16a). The relationship must always be written as if it were defined by the head himself/herself. For example, if the head replies in the following manner:

a. A is my son   -   write SON
b. B is my brother   -   write BROTHER
c. C is my wife   -   write WIFE
d. D is my father   -   write FATHER

On the other hand, if you ask a member of the household about his or her relationship to the head of the household, you have to invert the relationship before you enter it. If, for example, a person tells you that:

a.   The head is my father - you will write SON OR DAUGHTER (whichever is applicable)
b.   The head is my mother's brother - you will write OTHER RELATIVE
c.   The head is my son - you will write FATHER OR MOTHER.

ALWAYS REMEMBER TO AVOID SUCH VAGUE TERMS AS NEPHEW, COUSIN, UNCLE, ETC., which do not denote exact relationships. Nephew may mean brother's son or sister's son.

Make sure that the blood relationships specified are true biological relationships. A son must mean the head's own true son and not his brother's son, etc. Half-brothers, e.g. persons having one mother but different fathers, or one father but different mothers must be recorded as brothers. Similarly, half-sisters must be recorded as sisters. [Adopted Son/Daughter must be classified as Son/Daughter].

Any other relationships must be clearly stated e.g. Parent/Parent-in-law, Grandchild, etc. Other household members, who are not related to the head of the household such as lodgers, guest, friend, etc, must be classified as non relatives. Paid unrelated house help(s) must also be classified as non-relative(s).

Write the appropriate code in the boxes corresponding to the line number of the individual respondent. Note that the 'other relative' response category includes nephew (a son of your brother/sister), niece (a daughter of your brother/sister), cousin (a child of your uncle or aunt), brother/sister-in-law (brother/sister of your husband or wife), etc.

For all non-household population (group quarters), the code for relationship is 12. You should therefore write "Group Quarters" in the relationship column and record 12 in the corresponding boxes for all non-household population.

Note however, that where there are households within the floating population (homeless household), code the appropriate relationship and not 12.

4. *Sex* - It is important to ask whether a person is male or female when information is being given to you by a third person. Do not infer the sex from the name or names of the person. Bear in mind that some names are given to both males and females and can be misleading in this respect e.g. Kafui, Dela. Some people also use George as a short form of Georgina and Ben for Bernice.

Shade the appropriate circle according to whether the respondent is male or female. For example, if the respondent is male, shade the circle for male as shown below.

```
        F
        E
   M    M
   A    A
   L    L
   E    E
   ───────
```

● ○

5. *Age on 26ᵗʰ September, 2010 (Census Night)* - The age of every person must be stated in completed years only and in two digits. For those who know their birthdays the age to record is the age as at last birthday with reference to the Census Night. "Age in completed years only" means that all the ages must be recorded in full years discarding fractions of years and months. For instance, 15 years 11 months must be written down as 15. Do not write down months. Only years are required. All infants who are less than one year old must be recorded as "00" year old. Ages of persons who are 99 years or more should be recorded as 99.

- **What to do when a person does not know his/her age:-**

    (i) For such a person, use the following method to estimate his/her age:-
    - Ask him/her to name any historical event preferably a local one (as in **Appendix 1**), which occurred around the time of his/her birth.
    - Ask him/her to give you an indication of how old he/she was when that event occurred or how many years elapsed before his/her birth.
    - Then use this information to work out his/her age. For example, if a respondent tells you that he/she was about 15 years when Ghana attained her independence this person must be 15 + 53 (**i.e. 6ᵗʰ March 1957 to 26ᵗʰ September, 2010) = 68 years.**

    (ii) If this method fails, you must try the following approach:-
    - Simply estimate how old he/she may be.
    - Then select from your list of local, regional or national historical events some events which occurred about the time when according to your estimate, he/she must have been born.
    - Ask whether he/she has heard about any of these events.
    - If he/she has, ask him/her to give you an indication of how old he/she was when this event occurred or how many years elapsed before he/she was born.
    - Then from this information work out his/her age.

(iii) If this second approach also does not elicit the required information, then base your estimate on biological relationships. For instance, a woman who does not know her age but who has two or three children of her own is unlikely to be less than 15 years old however small she may look. You may then try to work out her age by the following method:-

- Ask her, at what age she had her first child.
- Determine the age of her oldest child.
- Then add her age at first child to the age of her first child to obtain her age. You must not base your assumption on the oldest living child without further probing. There is the likelihood that (in certain cases) the first child died or that the woman had miscarriages or stillborn children before the oldest living child was born. Therefore, if the woman tells you that she had one miscarriage or stillbirth before the oldest living child was born, you must make your estimation from the year of the first miscarriage, still-birth or live birth.

  Note also that some women do not have children early in life while others have children earlier than what generally obtains in the community. Therefore, in every case you must find out whether she had her first child, miscarriage or stillbirth at the usual age before you assume she was aged 18 years at her first pregnancy.

- Then use the information obtained by the above means to estimate her age.

(iv) Only as a last resort should you estimate a person's age from physical features.

(v) If you are obtaining information about an absent person from a third person, then obviously you have to rely on the information supplied by the third person in estimating the age in respect of the person who is absent. Under no circumstance must you leave the age column blank.

E   EMIGRATION OUTSIDE GHANA

E01   Has any former member of this household been living continuously for 6 months or more outside Ghana?

This question seeks to identify all **former household members** who have emigrated and lived continuously outside Ghana for 6 months or more before **Census Night** and travelled directly to live in another country. This should include persons who have been visiting from time to time during the period and those who have been away for less than 6 months but intend to stay away for a longer period. Note that we are not referring to people who have moved from one region of Ghana to another. We are referring to **those who have travelled outside Ghana and are currently staying outside Ghana**. Shade the 'Yes' circle if any former household member has travelled outside for 6 months or more and the 'No' circle if nobody has moved. If the response is 'Yes', proceed to ask question E02 (a, b, c, d, e, f). If 'No', skip to P00.

E02   Record of Emigrants

This question is only for those households who responded 'Yes' in E01. List the names of all former household members who have moved outside Ghana for 6 months or more and collect information on sex, age, destination (country/sub-continent/continent of current residence), code for destination, year of departure and activity abroad (employed, unemployed, student and other [specify]). Using the codes provided below A16a, record the appropriate code for destination and activity abroad. See page 2 of the questionnaire (PHC 1A) for the activity codes.

CHAPTER 12: HOW TO RECORD INDIVIDUAL ENTRIES

12.1   Individual Entries

Remember that these **individual entries are restricted to usual members and visitors who spent Census Night in the house (i.e. Persons Listed as A or B in the MEMBER STATUS** column in A16a) and persons in Group Quarters (i.e. institutional and floating population) who qualify to be enumerated.

P00   Names of eligible household members (Status A and Status B): - Copy the names of usual household members present on Census Night (Status A) and visitors (Status B) from A16a. Do not change the line numbers of persons listed in the household roster (A16a) when copying on to P00. This means that the full names of the respondents should be copied in the same order you listed persons under **STATUS A & B.**

P01   Date of Birth: What is (NAME)'s date of birth? For date of birth you should record day, month and year of birth for each person listed. If after probing the respondent can only provide the year but not the day and month of birth, you should enter '99' for both the day and month of birth then record the year.

  Note: The **"99"** is applicable to only the day and month in which the respondent was born. Under **no circumstance** should **"9999"** be recorded in the year column. Enumerators should therefore try as much as possible to estimate the age of the respondent to enable them get the year in which the respondent was born.

P02   AGE: How old is (NAME) in completed years?
The age of every person must be written in **2 digits in completed years** only. For those who know their birthdays, you should record the age at last birthday with reference to the Census Night (26th September, 2010). **"Age in completed years only"** means that all the ages must be written in full years, disregarding fractions of years and months. For example, 18 years 11 months as at Census Night must be recorded as 18. Do not record the months. All infants who are less than one year on Census Night must be recorded as being "00" year old. For those aged 99 years or more, write down 99.

  Example 1:   If a household member is 11 months old, write 00 in the two boxes provided as shown below.

0	0

  Example 2:   If the household member is 1 year 11 months. Write 01 in the two boxes as shown below.

0	1

  Example 3:   If a household member is aged 104 years, write 99 in the boxes as shown below.

9	9

P03   NATIONALITY: What is (NAME)'s Nationality?

You are required to differentiate between a Ghanaian by birth and a Ghanaian by naturalisation as well as all other nationals. Other nationals have been grouped into ECOWAS nationals, Africans who are not from ECOWAS Countries (**See Appendix 2** - for list of other ECOWAS and other African Countries), and Non-Africans.

(1)   *Ghanaian by birth*:
   a.   A person born in or outside Ghana, one of whose parents is a Ghanaian citizen.
   b.   A child of not more than seven (7) years of age found in Ghana whose parents are not known.

(2)   *Dual Nationality (Ghanaian and other)*
   This relates to a citizen of Ghana who holds the citizenship of another country in addition to his/her Ghanaian citizenship.

(3)   *Ghanaian by naturalization*: For the purpose of this census, a Ghanaian by naturalisation include the following:
   •   Adopted Child: A child of not more than sixteen years of age neither of whose parents is a citizen of Ghana who is adopted by a Ghanaian.
   •   Citizenship by Registration: A person who acquired citizenship by registration.
   •   Naturalization: A person who acquired Ghanaian citizenship by naturalization.

(4)   *Nigerian*
   Enter the code (04) for this option for all persons who are citizens of Nigeria.

(5)   *Liberian*
   This category is for persons who responded that they are Liberians (code 05)

(6)   *Sierra Leonian*
   Enter code 06 for all persons who are Sierra Leonians.

(7)   *Gambian*
   This option (07) refers to nationals of the Gambia.

(8)   *Togolese*
   Enter code 08 for all persons who are Togolese.

(9)   *Burkinabe*
   This option refers to persons who responded that they are nationals of Burkina Faso (09).

(10)   *Ivorian*
   Enter code 10 for all persons from Cote D'Ivoire.

(11)   *Other ECOWAS National*
   For citizens of any of the other ECOWAS Countries; these include Benin, Cameroun, Guinea, Guinea Bissau, Mali, Mauritania, Niger, Senegal and The Gambia enter code 11.

(12) *African, Other than ECOWAS National*
Enter code 12 for this option for all persons who are Africans but not from any of the ECOWAS states.

(13) *European*
Enter code 13 for this option for all persons from countries in Europe.

(14) *American (North, South and Carribbean)*
Enter the code for this option for persons from North, South and those from the Caribbean Islands.

(15) *Asian*
All nationals of Asian countries (e.g. India, China, Vietnam, Japan, etc.) should be put under this category and coded 15.

(16) *Oceania (Including Australian, New Zealand, etc)*
Record code 9 for nationals of Australia, New Zealand, Indonesia, Philippines and South Pacific Islands, etc.

Note that for options 01 and 02 continue to ask P04; for all other options, skip to P05

P04 **ETHNICITY:** To which ethnic group does (NAME) belong?
This question relates only to Ghanaians by birth and Ghanaians with dual nationality. Obtain from each of these persons what his/her ethnic group is and write it together with their corresponding codes in the boxes provided. A list of ethnic groups in their alphabetical order and their codes has been provided in **Appendix 3. Note that this question does not seek the broad categories of the ethnic groupings. If for example a respondent indicates that he/she is an Akan, probe to find out which of the Akan groupings he/she belongs.**

Example: If the respondent is a Ga, you must enter code 22 in the boxes provided as shown below.

| 2 | 2 |

P05 and P06 BIRTHPLACE

P05 *Born in this Village/Town:* Was (NAME) born in this town or village?
In this Census, the town or village (locality) of birth of a person is the usual residence (town or village) of the respondent's mother at the time of respondent's birth. For example, Akua Mansa who normally resides with her husband at New Tafo (Eastern Region) went to Accra (Greater Accra) to deliver her child in her mother's house. In such a case, the place of birth of her child will be New Tafo and not Accra. If, however, she stays in Accra after her child's birth for six months or intends to stay there for six months or more then the birthplace of her child will be Accra and not New Tafo.

The following should not be regarded as birthplace of respondent
(a) a hospital or maternity home outside the usual place of residence of the mother;
(b) the hometown of the mother's mother; or
(c) some other locality where the mother had gone for a short visit and given birth.

If, however, the mother's length of stay outside her locality of usual residence is six months or more or the mother has the intention of staying in the new place for six months or more the "actual town/village of physical birth" is considered as the birthplace of the person in question.

Note that a 'Yes' response will skip you to P07.

P06 *Birthplace outside this Village/Town:* In what region or country was (NAME) born? Record the appropriate response in the boxes provided. As in P05, the region or country of birth is the usual place of residence of respondent's mother at the time of the respondent's birth and not where the birth actually took place. For any response in P06, skip to P08.

P07 **LIVING IN THIS TOWN OR VILLAGE SINCE BIRTH:** Has (NAME) been living in this town or village since birth?

You should ask this question only of those persons who answer 'Yes' in P05 (i.e. born in this town or village). You should note that persons who have temporarily been absent from their place of birth or who are normally absent for periods less than one year (e.g. **seasonal workers** who return after a season and **students in boarding schools** elsewhere or **traders** absent for short periods) should be regarded as having lived in this town or village since birth. When a person answers 'No', you should probe further to get the right response.

P08 **NUMBER OF YEARS LIVED IN THIS VILLAGE OR TOWN:** For how long has (NAME) been living in this village or town?

This question should only be asked of persons who answer 'No' in P05 (i.e. not born in this town or village where enumeration is taking place) and also those who answer 'No' in P07 (i.e. not lived in this town or village since birth). Note that breaks in duration of residence lasting less than 12 months should be disregarded. Also, note that for persons who have made multiple movements of 1 year or more, you should consider the last duration of stay as the number of years lived in the town or village. Write down the response in the appropriate boxes.

P09 **RELIGION:** What is (NAME)'s religious affiliation?
Ask the religious affiliation of each respondent. Do not assume that every household member, particularly the children, belong to the same religion as the head or the head's spouse.

Do not use respondents' names to determine their religious affiliation. For example, Yaw Owusu may be a Muslim whilst Yakubu Fuseini may be a Catholic. It is, therefore, very important to ask for the religious affiliation of every respondent.

Write the code corresponding to the respondent's religious affiliation in the boxes provided.

1 *No Religion* - Some people do not have any religious beliefs and thus do not belong to any religion.

2 *Catholic* - Christians who belong to the Catholic faith

3   **Protestant** - These are made up of mainly the Churches that belong to Christian Council and include; Anglican, Methodist, Presbyterian, AME Zion, Lutheran, E.P. Church, Global Evangelical Church, etc.

4   **Pentecostal/Charismatic** - This group comprises Churches which are mainly under the Ghana Pentecostal Council and include: The Apostolic Church, Foursquare Gospel Church, Christ Apostolic Church, Assemblies of God, Church of Pentecost, International Central Gospel Church, Action Chapel, Praise Valley Temple, Rhema Christian Centre, Word Miracle Church International, International Bible Worship Centre, Victory Bible Church, Jubilee International Church, Light House Chapel, Salvation Army, etc.

5   **Other Christian** - Other Christians include members of the SDA Church, Mosama Disco Christo Church, Church of Christ, Kristo Asafo, Odifo Nkansah/Awoyo, Church of Jesus Christ of Latter Day Saints, Jehovah Witness, Church Universal and Triumphant, etc.

6   **Islam** - These are made up of people who mainly use the Holy Qur'an and the Hadith as their books of instruction. They include the following sects: Al-Suna/Tijaniya (orthodox), and other Islamic sects except Ahmadis.

7   **Ahmadis** – People who also use The Holy Qur'an and the Hadith as their books of instruction. This group follows the Alhamadiyya sect.

8   **Traditional Religion** - These are made of people who worship gods such as "abosom"/"tro"/"woŋ", Africania mission and other forms of ancestorial worship. Examples of some of the gods are "akonedi", "antoa nyama", "tigare", etc.

9   **Other (specify)** - These include Eckankar, Bahai, Hinduism, Buddhism, Hare-Khrisna, Yoga and all Transcedental Meditation religions. Those whose religious affiliation is unknown should also be put under this category. For any of these categories mentioned enter code 9 in the box provided and specify the religion.

P10   **MARITAL STATUS:** What is (NAME)'s current marital status?
Question P10 is to be asked of persons who are <u>12 years or older</u>. Six categories, "Never married", "Informal/Consensual union/living together", "Married", "Separated", "Divorced", "Widowed", have been provided. The answer that is given must refer to the respondent's marital status as **at Census Night**.

Never Married - Write code 1 in the box for persons who have never been married.

Informal/Consensual union/Living together - Write 2 in the box for a relationship contracted by two adults who are living together without civil or traditional recognition.

Married - Enter code 3 in the appropriate box for persons who, at the reference time (26th September, 2010) had marriage partners whether they were staying in the same house or not. "Married" includes persons in all types of marriages e.g. Ordinance (court, church), Customary and Islamic.

Occasionally, you may come across a respondent who has been divorced or widowed before his or her present marriage. You must treat such a person as married.

Separated - Enter code 4 for all persons who because of a dispute or other reasons are no longer staying as "married partners" but whose marriage has not been declared customarily or legally dissolved. Note that the fact that the two married partners are not staying in the same house does not necessarily mean that the two are separated. Normally, a "Separated" person has his/her case before the "elders of one of the families" or before a law court. A separation need not lead to a divorce.

Divorced - Enter code 5 for all persons who at the reference time have had their marriage formally annulled - either in court or by custom and have not remarried.

Widowed - Enter code 6 for persons who at the reference time had lost their marriage partners through death and had not remarried.

P11   **LITERACY:** In what language can (NAME) read and write? This question is to be asked of persons who are 11 years and older.

The question also relates to the respondent's ability to read and write in any language. Note that a respondent is considered literate if he/she can **read and write a simple statement with understanding.** Literacy is more than the ability to write or distinguish between the various letters of the alphabet and counting numbers.

Note that if a respondent can only read but cannot write or can write but cannot read, he or she cannot be considered as literate. Similarly, if a person was literate sometime ago but cannot read and write with understanding at the time of the interview then you must consider him/her illiterate and enter code 1 in the box (i.e. Not literate). For instance, if a person completed Middle Form 4 or JSS/JHS 3 and can no longer read and write with understanding, you must consider him/her non-literate.

The following are the categories for literacy:

1. ***None (not literate)*** - Enter code 1 in the **box** for persons who cannot read and write with understanding in any language.

2. ***English only*** - Write 2 in the box for a person who can read and write in English only.

3. ***Ghanaian language only*** - Enter code 3 in the in the box for a person who can read and write in a Ghanaian language only.

4. ***English and Ghanaian language*** - Enter code 4 in the box for persons who can read and write with understanding in English and any Ghanaian language.

5. ***English and French*** - Enter code 5 in the appropriate box for persons who can read and write in both English and French.

6. ***English, French and any Ghanaian language*** – Enter code 6 in the appropriate box for persons who can read and write with understanding in English, French and any Ghanaian Language.

7. *Other (specify)*- Enter code 7 in the corresponding box for persons who can read and write in other languages which do not fall into any of the categories listed above and record the actual response in the box provided.

P12 EDUCATIONAL CHARACTERISTICS: Ask all persons 3 years or older

*P12a School Attendance***:** Has (NAME) ever attended school or is (NAME) attending school now?

This question refers to full time education in an educational institution such as, Nursery, Kindergarten (Pre-school), Primary, Junior Secondary, Junior High School, Middle, Senior Secondary, Senior High School, Secondary, Vocational, Commercial or Technical, Teacher Training College, University or similar type of school where a person spends or has spent at least four (4) hours a day receiving general education in which the emphasis is not on trade training.

This definition excludes night schools and trade schools such as Catering schools, Floral schools, etc. It also excludes on-the-job training establishments like National Productivity Institute, Auditor-General's Training School, Accountant-General Training School, Labour College, Commercial Bank Training School, etc. It includes schools where Arabic and other subjects are taught. It, however, excludes Arabic schools where only reading and writing of the Qur'an are taught.

Three Options: **NEVER, NOW, PAST** are provided for this question and you must shade **ONLY ONE** of them:
a.   **Never** – Shade the circle with the option 'Never' if the person has never at any time received full-time education. If you shade the option 'Never', skip to P13a without asking P12b and P12c.

b.   **Now** – Shade the circle with the option 'Now' if the person is still receiving full-time education at the time of the Census Night. This includes those who are on vacation at the time of the Census Night and would be going back to school.

c.   **Past** – Shade the circle with the option 'Past' if the person received full-time education in the past and is no longer receiving it as at Census Night.

*P12b If Now or Past in 12a***:** What is the highest level of school (NAME) is attending now/attended in the past?

This question seeks to elicit information on the highest level of formal school respondent attended or is attending. 12 levels have been identified and they are:
01   Nursery
02   Kindergarten
03   Primary
04   JSS/JHS
05   Middle
06   SSS/SHS
07   Secondary
08   Vocational/Technical/Commercial
09   Post Middle/Secondary Certificate (teacher training, college of education, agric., nursing, midwifery, other certificate, etc),

10   Post Secondary Diploma [Tertiary (University Diploma, Teacher Training, HND, etc.)]
11   Bachelor Degree
12   Post Graduate or higher (higher means Post Graduate Diploma, Masters Degree, PhD).

Note that the interest here is to find the highest level of formal school respondent ever attended or attending and NOT completed. If a respondent dropped out of school at a level it means he/she has attended that level. Also note that first degree includes **undergraduates who are still in the Universities** and Polytechnics and those who attended university but **dropped out before completing the bachelor degree** in addition to **those who have completed their bachelor degree**.

Similarly, the Post Graduate category includes **those who have completed post graduate diploma, masters' degree and PhD**. It also includes **those who are currently doing a postgraduate course** and those who **started post graduate course but dropped out before completion**.

Enter the code applicable to the person.

You will also come across people who through distant, sandwich course or adult education have attained some level of schooling. In such cases, find the equivalent level of schooling and record the appropriate code in the box provided.

P12c   What is the Highest Grade [Class/Form/Year] (NAME) has completed at that level of schooling?

The highest grade completed, **is the last full class, form or year COMPLETED and not the present/current one being attended.** For example if the person is now in primary class five (5), then the highest grade (class) completed will be Primary four (4) since he/she has not yet completed Primary five (5). Similarly, a child who is currently in JHS 1 or who dropped out during the second term in JHS 1, will have "0" (Zero) recorded, because no grade has been completed at that level. Record the equivalent grade for persons who have attained some level of schooling through distant, correspondence or adult education. If the grade is unobtainable, the equivalence of the number of years devoted to that particular type of school will provide the required information. Below is an example of how to complete **P12b & P12c:**

If a child is currently in the third year of primary school then enter **code "03"** in P12b. In P12c, write **2** in the appropriate box.

ECONOMIC ACTIVITY (P13 – P17)

Economic activity questions cover P13a, P13b, P13c, P14, P15, P15a, P16 and P17. All these questions should be related to the period of 7 days preceding CENSUS NIGHT. They should be asked only for persons aged 5 years and older.

P13   TYPE OF ACTIVITY

P13a   During the 7 days before Census Night, did (NAME) engage in any activity for Pay or Profit or Family gain (in cash or in kind) for at least one hour?

Two circles 'Yes' and 'No' have been provided in P13a. Shade the circle under the 'Yes' column for those persons who worked even for one hour during the reference period (i.e. seven days before Census Night). For those who did not work, shade the circle under the 'No' column.

For the purpose of this census, the following categories of persons must be regarded as <u>working</u> and the appropriate circle below the YES column shaded:

    a. All those aged 5 years or older who were in regular employment or self employment during the 7 days before the Census Night and **were paid** in **cash or in kind**.

    b. All those aged 5 years or older who worked for at least **one hour** for pay, profit or family gain during the seven days before Census Night

    c. All those aged 5 years or older who during the reference period **worked on their own farms or went out to fish or engaged in trading for at least one hour** during the reference period even though they may not have sold any produce during the period.

    d. Domestic employees (house helps, cleaners, etc,) aged 5 years or older who worked for at least one hour and were remunerated for their work either in kind or in cash.

    e. Apprentices (i.e. persons learning a trade and who normally work under supervision of qualified workers e.g. apprentice carpenters, apprentice hairdressers, apprentice fitters, apprentice gold smiths, apprentice masons, etc.) aged 5 years or older and who worked for at least one hour during the reference period.

    f. All persons aged 5 years or older who worked without pay for at least one hour or more in **an establishment or farm operated by a member of their family.** This category of persons known as **CONTRIBUTING FAMILY WORKERS** include the following:

        i. Wives/husbands who during the reference period worked in their husband's/wife's store, farm or other economic enterprise. However, if these wives/husbands are paid, they should be classified as paid workers and not as contributing family workers.

        ii. Children aged 5 years or more who during the reference period helped on their father's/mother's or any family member's farm/shop or assisted them in other economic activities such as cocoa shelling.

You must also remember to include as contributing family workers all persons aged 5 years or older who helped family members in their economic activities but were full-time students in educational institutions. These persons must be treated as working. Similarly, a University student who temporarily did some work during the holidays should be regarded as working if he/she worked for even one hour during the 7 days before Census Night.

If the Yes circle in P13a is shaded, P13b and P13c must be left blank. This means that if the response is Yes in P13a, you should skip P13b and P13c and ask P14.

P13b **IF NO IN P13a**: How was [NAME] mainly engaged?

Read out each option to the respondent, pause for a few seconds to ensure that the respondent has understood the statement.

1. **Did not work, but had job to go back to**
    This category includes persons who, during the reference period, did not do any work for pay or profit or family gain although they had jobs to which they could return. Persons who come under this category may or may not be paid during their absence from their jobs and include the following who were temporarily absent from their jobs for any of the following reasons:

    i.   *On leave with/without pay* but with definite instructions to return to work after a certain period. **Note** that that persons e.g. teachers, public servants on study leave who are receiving full-time education in educational institutions, with or without pay, and persons on maternity leave with or without pay, etc., must be classified as **working**.

    ii. *Off-season*, e.g. farmers or fishermen who did not do any work because it was their off-season. Note that in certain parts of the country, particularly in the Northern, Upper East and Upper West Regions, work on the farms takes place during certain months of the year while in other months the farmers remain virtually idle. The same applies to fishermen in other parts of the country.

    iii. *Temporarily ill without pay,* but would return to a fixed job after recovery, e.g. workers on sick leave or on admission at hospitals.

    iv. *Labour dispute,* strike or lockout but would return to a fixed job after the strike or lockout.

    v.   *Temporary Lay-off* with definite instructions to return to work at a specific date. Such workers include permanent farm labourers, or workers in various enterprises and establishments whose work has been interrupted temporarily for lack of raw materials and / or other reasons.

    vi. *Bad weather/Inaccessibility*, i.e. persons not working because of bad weather thus making their workplace inaccessible. For example, farmers who could not go to their farms because the paths leading to their farms were flooded; fishermen who could not go to sea because of stormy weather, masons who did not work because of bad weather, etc.

    For the above mentioned categories, enter 1, and skip to P14.

2. **Worked before and seeking work and available for work.**
    Write 2 in the box and skip to P14 for persons who have worked before but during the 7 days preceding census night, were unemployed (i.e. not in paid employment or self-employment). Note that such persons must be available

for work and should have taken steps to seek for one through visiting employment agencies, visiting worksites, writing applications, seeing relatives and friends for help in securing jobs and visiting websites, etc. Also included in this category are persons who have worked before and currently unemployed but have lost hope of finding job. However, if such persons are offered work they will take it.

If respondent is unemployed but had worked before and seeking work and available for work, enter code 2 and go to P14.

3. **Seeking work for the first time and available for work.**
   Enter 3 for persons who have not worked before and during the 7 days preceding census night, were unemployed (i.e. not in paid employment or self-employment). Such persons are available for work and have taken some steps to seek for one through visiting employment agencies, visiting worksites, writing applications, seeing relatives and friends for help in securing jobs, etc. This category also includes persons looking for work for the first time but who have lost hope of finding a job. However, such persons are willing to work if offered jobs.

   NOTE: If the respondent is seeking work for the first time and available for work, enter code 3 and skip to P18.

4. **Did voluntary work without pay**
   This refers to volunteers (without any pay in cash or kind) who produce services for another household or for non-profit organisations. However, volunteers (without any pay in cash or kind) who produce goods for any enterprise/institution/household or who render services for a market enterprise should be considered as employed.

5. **Did not work and not seeking for work.**
   Enter code 5 for any person who did not work and did not seek for work during the 7 days before census night.

P13c Why did (NAME) not seek work?

This question is restricted to persons who were not engaged in any activity for pay or profit or family gain during the seven days before Census Night, i.e. those who **"Did not work and were not seeking for work"** in P13b. For these persons, enter the appropriate code as defined below.

This category includes those who;

1. **Did home duties (household chores)/full time homemaker**
   Enter code 1 for a person of either sex who was wholly engaged in household duties and was not paid for this work. If, however, a person traded one full working day in the seven days before Census Night, or worked regularly some hours daily, or engaged in some other economic enterprise (e.g. worked on a farm or in a bar), or did any part-time work e.g. typing, dressmaking for which the person was paid or did any work on the family farm or business for one hour or more without pay, such person must NOT be classified as **homemaker** BUT must be classified as employed. You must not assume that any married female who did not do any work during the reference period is

necessarily a HOMEMAKER. You should probe further to ascertain her correct status.

2. **In full time education/student**
Enter code 2 for a person aged 5 years and older who is pursuing full-time education in an educational institution and for whom a code of 2 ("Now") is entered in P12a..

3. **Pensioner/retired**
Record code 3 for any person who did not work during the seven days preceding Census Night because he/she is retired and on pension. Such persons normally receive government/company pension or Social Security payments every month.

4. **Disabled/too sick**
Enter code 4 for any person who did not work during the seven days preceding Census Night because he/she has a disability or was too sick to work. A person with a disability is one whose **IMPAIRMENT** inhibits his/her ability to work, participate in or perform an activity in a manner or within the range considered normal. (Impairment refers to any physical, functional or psychological defect, which results from illness, injury or congenital [people who are born with disability] malformation).

5. **Too old/too young**
Enter code 5 for any person who did not work during the seven days preceding Census Night because he/she is too old or too young to work.

6. **Other [specify] -**
An answer, which does not fall into any of the above categories must be entered as **Other** (code 6) in the appropriate box. The main types of persons who come under this group are:-

    i.   Living on independent income – those who live on remittances;
    ii.   Hospital patient and not returning to a fixed job;
    iii. Voluntarily unemployed i.e. not employed although able to work and not interested in seeking work (e.g. beggars);

All persons who are recorded in P13a as working (i.e. Yes in P13a) or in P13b as had job but did not work, unemployed, worked before and seeking work and available for work, and unemployed and seeking work for the first time are classified as **economically active**.

All others who did not work and were not seeking for work in P13b are classified as **economically inactive**.

FOR ALL CATEGORIES IN P13c (i.e. 1, 2,…….6) SKIP to P 18.

P14: OCCUPATION

IF YES IN P13a, ASK: What kind of work did [NAME] mainly do?
IF P13b = 1, ASK: What kind of work did [NAME] do before the break period?
IF P13b = 2 or 4, ASK: What kind of work did [NAME] do previously?

This question should be asked of persons who answered:
   a. Yes in P13a,
   b. Did not work, but had job to go back to (1 in P13b) and,
   c. Worked before, seeking for work and available for work (2 in P13b).

For those who worked (i.e. 1 in P13a) you should record the work they did. For those who did not work but had job to go back to (i.e. 1 in P13b), you should write the job they will to back to after the period of absence.
For respondents who had worked before and were seeking for work and available for work, (i.e. 2 in P13b), you should record the last work they did before becoming unemployed.

For the employed (i.e. Yes in P13a), write down the work the respondent actually did during the period of seven days preceding Census Night. For example, if the respondent has been trained as a lorry driver but actually worked as a construction labourer during the 7 days preceding Census Night, you must write down CONSTRUCTION LABOURER.

In recording the occupation of the respondent, **record detailed and exact description** of the work the respondent actually did. The term LABOURER, for example is too vague. You should be more specific by indicating whether the person was an OFFICE CLEANER, a CONSTRUCTION LABOURER, a GARDENER, a FARM LABOURER, etc.

- In the same way designations like BUSINESSMAN, OPERATOR, CIVIL SERVANT, TEACHER, are too vague. They cover several groups of persons occupying different grades and doing different kinds of work. For example 'a businessman' may be a retail trader in spare parts or textiles or office machines. An 'operator' may be **forklift operator**, **crane operator, or drilling machine operator**. In the same way a civil servant may be **Chief Director or an Executive Officer**. A teacher may be a primary school teacher, a JHS teacher or an SHS teacher.

- For those who sell items they themselves prepare e.g. kenkey, aboloo, fried fish, etc., you should indicate this by recording "**kenkey maker and seller**".

- For those who sell food we would like to know whether they are **street food sellers** (i.e. selling food (cooked or uncooked on the street), **food seller in the market** or **food counter attendant.**

Note that whenever you specify a seller or maker of a particular commodity which is only known in a few areas, you must also write in brackets whether that commodity is food, drink, etc. For instance, you may write **SELLER OF AHEYI** (non-alcoholic corn drink), **MAKER OF TUBANI OR WAKYE (FOOD).**

It is also important to distinguish between persons who carry out their work by hand and those who operate machines which do the same type of work. The following are examples of such occupations:

   a. Bread making by hand and bread production machine operator,
   b. Labeller by hand and labelling machine operator, and
   c. Launderer, hand and laundry machine operator.

These distinctions are necessary because these two groups belong to different major occupational groups.

For members of the Armed Forces (i.e., Army, Air Force and Navy), you must go into greater detail to find out their ranks, i.e.

a. Commissioned officers e.g. Air commodore, Air Marshal, Brigadier, Captain, Major, Officer Cadet, Navy commander, Wing Commander.
b. Non-Commissioned officers e.g. Boatswain (Navy), Flight sergeant, Sergeant (Army), Warrant officer, etc.
c. Armed Forces Occupations, other ranks such as Airman, Bombardier, Infantry/man/woman, Gunner, etc.

However, for civilians working at the Ministry of Defence or any other military installations, record in detail work done, e.g. private secretary, office cleaner, administrative officer, etc.

For officers working in the Police Service, Enumerators should also provide the rank of each police man/woman e.g. constable, corporal, sergeant, superintendent, etc. as the various ranks are classified differently.

INDUSTRY

P15 and P15a

These should be asked of persons who answered:

a. Yes in P13a,
b. Did not work, but had job to go back to (P13b = 1) and,
c. Worked before, seeking for work and available for work (P13b = 2).
d. Did voluntary work without pay (P13b = 4).

P15: Name and Physical location of establishment: What is the name and physical location of the establishment where (NAME) currently works/previously worked?

Write down the name and physical location of the establishment where (NAME) worked. For establishments who have names with well identifiable physical location, you should record the information. For e.g., if a respondent worked with LATEX Foam, you should record the following:
LATEX Foam, 116 North Dadeban Road, North Industrial Area, Accra.

However, for a respondent who hawks his / her wares along the street, you should write the name of the respondent and the area where he / she plies the trade. For e.g., Aku Mansah who sells along Nkrumah Circle, you should write Aku Mansah, Hawking along Nkrumah Circle, Accra.

Similarly, for a respondent Musah Mahama, a cocoa farmer in Nyamebekyere in Sefwi Wiawso area, near river Sanso, you should record Musah Mahama cocoa farm, at Nyamebekyere in Sefwi Wiawso, near river Sanso.

For a person who sells in a market or shop you should record for example.
  i. Kwame Menkah Trading, Stall No. 221, Central Market, Kumasi.
  ii. Oko Shop, Near Orion Cinema, Accra.

Note that you should not to write the **postal address** of the establishment and always AVOID ADDRESSES like:

   i.   Fitting Shop, Osu
   ii.   Farm, Obuasi
  iii.   School, Adabraka

Never use abbreviations like e.g. M. A., B. O. R., etc., which are known and understood only in the areas concerned.

P15a: INDUSTRY: **What is the main products or service of the establishment where (NAME) works/worked?**

Industry in P15a refers to the main industrial activity i.e. the **main products made or service rendered by the establishment** where the respondent works; or if unemployed his/her last place of work. Establishment applies not only to big enterprises such as a biscuit factory, meat factory, financial institutions, etc. but also to the small ones, e.g. hairdressing saloon, roast plantain joint, beer bar, street hawking, etc.

The guiding principle for recording industrial activity is that the main product or service must be the same for all persons employed directly by the same establishment even though they may be doing different type of jobs.

The following examples may help you understand what industrial activity is and what you are required to write down.

a)   All persons (lecturers, professors, hall porters, registrar, Vice-Chancellor, research assistants, gardeners, cleaners, etc.) employed by University of Cape Coast should have **university education** as their industry.

b)   The industrial activity of a self-employed brick layer is brick making. However, the industrial activity of a brick layer employed by a building construction company is construction of houses.

c)   For a Carpenter who makes window frames and is employed by a firm which builds houses, the major industrial activity you must write down is <u>construction of houses</u>, not window frames, since houses are built by the establishment where the construction carpenter works. If a hotel contracts a building construction company to build some chalets for them, the main product or service of the employees of the building construction company is <u>building of houses</u> and <u>not hotel services.</u>

d)   In the same way, if a Carpenter is employed by a building Construction Company which is undertaking a contract for a secondary school, you must write down **BUILDING CONSTRUCTION and NOT secondary education**.

e)   For a construction Carpenter who is employed directly by a Hotel, you must write <u>hotel services</u> as the major industrial activity of the establishment.

f)   The major industrial activity of educational institutions, both public and private, are as follows:

Institution		Industrial activity
Pre-primary/primary schools	-	Pre-primary and primary education
Junior Secondary school	-	
Junior High school	-	
Senior Secondary school	-	General secondary education
Senior High school	-	
Technical school	-	Technical and vocational secondary
Vocational school	-	education
University	-	Higher education
Polytechnics	-	Higher education
Colleges	-	
Teacher training colleges	-	
Nursing training colleges	-	

This means that when recording main service for persons employed in educational institutions, you should indicate precisely whether respondents work in primary schools, secondary schools, polytechnics, universities, etc.

g) **Human Health Activities**

In the same way, a more detailed description of the service offered is required for those employed by health institutions (i.e. hospitals, clinics, etc). You should differentiate between health facilities which offer both in-patient and out-patient services and those which offer only out-patient services. For health institutions like the Korle-Bu Teaching Hospital, Ridge Hospital, Kaneshie Polyclinic, Komfo Anokye Teaching Hospital which have both in-patient and out-patient facilities, the main service will be **"Hospital Activities"**. For those clinics which have only out-patient facilities, the main service is **Medical and Dental activities**.

h) **Insurance**

You should also make a clear distinction between respondents who work in insurance companies which deal with **life insurance** and those who cover **non-life insurance** e.g. marine, fire, aviation, property, health, etc.

i) **Wholesale Trade**

In wholesale trade, distinction should be made between trading in **specialised and non-specialised** goods. This means dealing in one type of goods e.g. textile clothing and footwear; electronic and telecommunication equipment and parts or dealing in a variety of goods without any particular specialisation.

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                    ┌─────────────────────────────┐
                    │       Wholesale trade        │
                    │            46                │
                    └─────────────────────────────┘
              ┌──────────────────────┴──────────────────────┐
    Wholesale trade on own account        Wholesale trade on a fee or contract basis
                                                         461
        ┌──────────────┴──────────────┐
  Non-specialized          Specialized wholesale trade
  wholesale trade                 462 - 466
      469
        │              ┌──────────────┼──────────────┐
  Wholesale of goods   ♥ Agric raw materials  - - - -   ♥ Other specialised wholesale
  without specializations        4620                        4660
      4690
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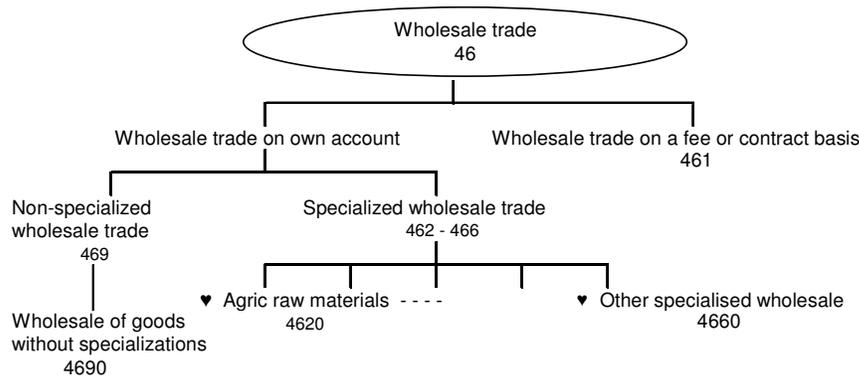
j) **Retail Trade**

Similarly, for Retail trade, distinction is required first by type of sale outlet i.e. retail trade in stores and retail trade not in stores. For retail trade in stores, further distinction is required between specialised (i.e. range of items sold) and non-specialised retail trade.

Retail trade not in stores is classified by forms of trade e.g. **retail sale in stalls and markets, door to door, mail order, by vending machines**, **on the street**, **in front of houses**, etc.

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                    ┌─────────────────────────────┐
                    │        Retail trade          │
                    │            47                │
                    └─────────────────────────────┘
            ┌────────────────────────┴────────────────────────┐
      Retail trade in stores                       Retail trade not in stores
                                                            478
        ┌───────────┴───────────┐              ┌───────────┴───────────┐
   Specialised          Non-specialized   Via stalls and markets    Not in store /
   472 - 477                 471                  478              stalls / market
                                                                        479
  ┌─────┴─────┐                              Food and
  │           │                              beverages        ┌──────────┴──────────┐
♥ Retail of food   ♥ Retail of second-hand goods   4781   Sale via mail      Other retail
    4721                  4774                           order or internet    sale not in
                                                                               stores /
                                                                               stalls /
                                                                               market
                                                                                4799
```

k) At the market place, different economic activities are carried out. For example, cloth selling, food selling, dressmaking/tailoring/embroidery, corn milling, chop bar activities, hairdressing/barbering, etc. You must specify the actual economic activity of the respondent in the market. **Do not record vague terms like "market activities."**

These distinctions are necessary because they are classified under different industrial groups.

P16   EMPLOYMENT STATUS: What was (NAME)'s Employment Status in that Establishment/ Industry?

Eight categories have been provided for this question and you must write the appropriate code in the corresponding box.

1. *Employee* – Write code 1 in the appropriate box for a person who works for a public or private employer and is paid by this employer.

2. *Self-employed without Employees* – Enter code 2 for a person who operates his/her own enterprise (e.g., a farmer, kenkey seller, carpenter) and who DOES NOT EMPLOY anybody to work for him/her in the operation of his/her enterprise (except perhaps apprentices or contributing family workers). It also includes persons who pay themselves on own account (e.g. financial consultant, lawyer, hairdresser, dressmaker, etc). Note that apprentices must not be classified as employees. You must, however, make sure that the assistants of such a person are actually apprentices and not paid employees before classifying the respondent in this group.

3. *Self-Employed with Employees* – Enter code 3 for a person who operates his/her own enterprise directly or through another person (E.g. a manager or caretaker) and who for the operation of this enterprise HIRES ONE OR MORE EMPLOYEES. Note that the persons considered employees here exclude contributing family workers and apprentices, whether they are given allowances or not.

4. *Casual worker* **–** Refers to any person who provides labour or services under an irregular or informal working arrangement. They are contracted from time to time for short periods to perform specific jobs and have limited entitlement to benefits and little or no security of employment. They are also normally paid through the casual payroll. Enter code 4 for such persons.

5. *Contributing Family Worker* – Record code 5 in the appropriate box for a person who helps in running an economic enterprise operated by a member of his or her family without payment of wages or salary.

Note that a family member who works for pay must be classified as an employee.

6. *Apprentice* **–** This category refers to a worker (male or female) who is learning a trade and who normally works under the supervision of a qualified worker. He/she may or may not be given an allowance.

7. *Domestic Employee (house help)* – These are persons who are engaged to render household service with or without pay.

8. *Other* - To this category belong all persons who do not fall into any of the above groups

P17   EMPLOYMENT SECTOR: In what sector was (NAME) mainly working?

This question relates to the sector of employment in which (Name) is working. The following explanations of employment sectors have been given to guide you choose the appropriate option.

1. ***Public*** - Code 1 if respondent works or worked in the public sector which is made up of establishments that are largely regulated, owned or controlled by the central or local government e.g. Ministries, other Government Departments and Agencies, District Assemblies, National Mobilization Programme, etc.

2. ***Private Formal*** - Record 2 for persons who worked in large/organised establishments owned and controlled by private person(s). These establishments include UNILIVER, Darko Farms, Japan Motors, Nestle, CFAO, Shell, MTN, UT Bank, etc. They are formal in the sense that they have established procedures for keeping records, recruitment, promotion and dismissals.

3. ***Private Informal –*** Record code 3 for persons who worked in small establishments owned and controlled by private person(s). They are informal in the sense that they have no established procedures for keeping records, recruitments, promotion and dismissals, e.g. Kumasi Magazine garages, Abossey Okai spare parts shops, table top shops, etc.

4. ***Semi Public/Parastatal*** - Record 3 in the appropriate box if respondent works in corporations and boards that are partly or fully owned by the government. These do not, however, depend on the consolidated fund or government funds. They normally generate their own income and have some autonomy e.g. ECG, VRA, Ghana Water Company, Ghana Broadcasting Corporation, Graphic Communications Group Limited, etc.

5. ***NGOs (Local and International)*** – Enter code 4 for respondents who work in non-profit making organisations which aim at providing services / facilities / assistance to the government and communities. There are two main types of NGO's.

    (i)   Local NGO's e.g. Friends for the Mentally Retarded. Ghana Society for the blind, etc.

    (ii)   International NGO's e.g. Save the Children Fund, International Needs, Water Aid, Help Age, World Vision International, ADRA, Care International, etc.

5. **International Organizations** - Write down 5 in the box for persons who work in international organizations. This includes UNDP, UNICEF, UNHCR, FAO, UNFPA, WHO, AU, ECA, World Bank, etc.

P18   DISABILITY - THIS QUESTION IS TO BE ASKED OF ALL HOUSEHOLD MEMBERS.

Does (NAME) have any serious disability that limits his/her full participation in some life activities (such as mobility, work, social life, etc?)

Persons with disabilities are defined as those who are unable to or are restricted in the performance of specific tasks/activities due to loss of function of any part of the body as a result of impairment or malformation. Examples are persons with visual/sight

impairment, hearing impairment, mental retardation, emotional or behavioural disorders and physically challenged persons. A disability could be partial or total, sensory or physical and an individual may suffer from one or more disabilities. A person is considered disabled if despite the use of assistive device or supportive environment (such as eye glasses and hearing aids), the limitation/restriction cannot be improved.

Note that for each of the categories (i.e. a – g), there should be either a 'Yes' or 'No' response.

1. *Visual/Sight Impairment (Blind and partially sighted)*. The purpose of this item is to identify those who are restricted in the performance of a specific task or an activity for which sight is essential. Persons who are completely or partially blind and those who have difficulty in seeing or reading fall into this category. If a person is wearing glasses, make sure they understand that the question refers to difficulties they may have seeing while wearing their glasses. For such persons, shade the circle below the "YES" column.

2. *Hearing Impairment (deaf, hard at hearing)*
   You should classify, under this category, persons who have serious hearing limitation or problems of any kind with their hearing that contribute to difficulty in doing any aspect of their daily activities. It can be that they cannot hear when someone talks to them directly in a quiet space. They may not be able to hear in one ear or both. Any problem with hearing that they consider serious or important should be captured. If the person is wearing hearing aids, make sure that they understand that the question refers to difficulties they may have in hearing when they are wearing their hearing aids. For such persons, shade the circle for "Yes".

3. *Speech Impairment*
   Speech is said to be impaired when it deviates so much that it interferes with communication (that is, the speaker cannot be understood) or when the speech causes the speaker or listener to be distressed (e.g. stammering, stuttering, cluttering, and mis-articulation).

4. *Physical (e.g. needs wheel chair, clutches or prosthesis, leg, hand usage limitations)*
   Persons in the household with difficulties in moving parts of their bodies such as arms, legs or neck should be classified in this category. They may have problems walking more than a block or some short distance, or the problem can be that they cannot walk up or down steps without difficulty. In other cases, they may not be able to walk a short distance without stopping to rest or they may not be able to walk without using some type of assistive device such as a cane, a walker, wheelchair or crutches.

   The capacity to walk should be without assistance of any device or human support. If such assistance is needed, the person has difficulty in walking. Note: If the person is using an assistive device such as a wheelchair or has a person to help him or her in walking, it is highly likely that they have difficulty in walking. For such persons, shade the circle below the "YES" column.

5. *Intellectual (serious difficulty in learning)*
   Intellectually challenged (or mentally retarded) persons are those who have substantial limitation in their mental functions. Such persons are characterized by sub-average intellectual functioning and this exists concurrently with one or more

deficiencies in adaptive skills during the developmental period (0-18 years). Adaptive skills include communication skills, self-care, home living, social skills, etc. These persons usually have difficulty doing things their peers can do, for example, a ten-year old may have difficulty in doing things such as wearing a dress, using a spoon, playing with friends, etc. For such persons, shade the circle corresponding to "YES" under this heading.

6. *Emotional/Behavioural Disorders*
This refers to a disability that is characterized by behavioural and emotional responses which sometimes affect other people and impose undue stress on them. Emotional disorders are usually inward feelings that may lead to isolation, withdrawal, moodiness, weeping, etc., while behavior disorder is an outward expression characterized by hitting, shouting and distraction that are generally aggressive and violent. People who tend to hear voices or see things that others do not see or hear should be classified under this category. Also included in this category are persons who have changed so much that they have stopped cleaning themselves, dressing properly or tend to speak or move in a strange way. For such persons, shade the circle under the "YES" column in P18f.

7. *Other (specify)*
This category includes those considered by the household as having difficulty in carrying out normal activities but cannot be classified under any of the above-mentioned categories. This category also includes dwarfism, hunchback, albinism, etc. For such persons, shade the circle under the "YES" column and specify the type of disability in the space provided.

P19   INFORMATION, COMMUNICATION AND TECHNOLOGY
ASK QUESTIONS P19a AND P19b IF (NAME) IS 12 YEARS AND OLDER

*P19a***: Does (NAME) own a mobile phone?**

The purpose of this question is to collect data on the number of persons aged 12 years and over who own mobile phones. Only the number of persons (male / female) who own mobile phones is required and NOT the number of mobile phones owned by each person. If a respondent owns a mobile phone, shade the circle under "Yes". If he/she does not have a mobile phone, shade the circle for "No".

P19b **Does (NAME) use internet facility (at home, internet cafe, on phone, other mobile device, etc.)?**

This question seeks to know the number of persons (male and female) aged 12 years and over who have access to internet facility at home, internet cafe, on phone, other mobile device, etc. An internet is a linked global network of computers in which users at one computer, if they have permission, get information from other computers in the network. Internet access is assumed to be not only via a computer – it may also be by mobile phones, PDA, game machine, digital TV, etc. Note that if a respondent has at least used it, even if once in the past 12 months, he/she should be recorded as using the internet by shading the circle under the "Yes" column. If respondent does not use internet facility, shade the circle representing "No" for that individual.

P20a NUMBER OF CHILDREN EVER BORN ALIVE (ANSWER FOR FAMALES 12 YEARS AND OLDER). How many children has (NAME) ever born alive?

Question 20a is to be asked of only females aged 12 years and older. A live birth is defined as the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of the pregnancy, which after separation, cried, breathed or showed any other evidence of life, such as beating of the heart, pulsation of the umbilical cord, definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached. Children born alive includes **male and female children born alive and still living and those who have since died.** It excludes children who did not show any signs of life at birth (still births/foetal deaths).

Information on the number of children born alive includes all children born alive during the lifetime of the female concerned up to the Census Night. The number recorded should include all male and female children born alive whether born in or out of marriage, born in present or previous marriage, or in a de facto union. It also includes all children of the female concerned living with her in the household as well as those living elsewhere. Excluded are adopted children, step children and children of other relations, e.g. sisters and cousins.

You should record the number of all live births of the female concerned by sex and in 2 digits. If the female concerned has not had any live birth during her lifetime, you should record 00 in the boxes provided and go the next eligible female.

P20b NUMBER OF CHILDREN SURVIVING (ANSWER FOR FEMALES 12 YEARS AND OLDER): How many children ever born alive to [NAME] are still surviving (living with you or elsewhere)?

This includes all children (male and female children) born alive by the female concerned who are still living. It also includes all surviving children (male and female) of the woman living with her in the same household and those living elsewhere.

You should record the number of children born alive who are still alive by sex in 2 digits in the boxes provided. If the woman has no surviving children you should record 00 in the boxes provided.

You should note that the number of children surviving should not be more than the number of children ever born in P20a.

P20c NUMBER OF CHILDREN BORN ALIVE IN THE PAST 12 MONTHS (ANSWER FOR FEMALES 12 TO 54 YEARS): How many children has (NAME) born alive in the last 12 months?

Question P20c is to be asked of **only females aged 12 to 54 years old** who have had a live birth in the 12 months preceding Census Night. The number of births must be recorded by sex. It includes children born alive within this period but who have since died.

If any female respondent aged 12 – 54 had a live birth within the reference period, record the number of births by sex in the appropriate box/boxes. You should record this in the correct column number of the respondent. If no children were born alive

by any female respondent aged 12 – 54 during the 12 months before Census Night, record 0 in the boxes provided for such respondent.

QUESTIONS IN SECTIONS M, C, AND G ARE TO BE ADMINISTERED TO HOUSEHOLDS (I.E. NON-HOUSEHOLD POPULATION SHOULD NOT BE ASKED THESE QUESTIONS). THEY ARE TO BE ASKED OF EITHER THE HEAD OF THE HOUSEHOLD OR ANY ADULT MEMBER OF THE HOUSEHOLD.

M   MORTALITY

M01: Has any member of this household died in the past 12 months?

Yes ◯   No ◯   (IF NO, GO TO C01)

This question seeks to identify all household members who have died within a specified time period (i.e. 12 months) before Census Night. The information collected is used to estimate the level and pattern of mortality.

M02: If yes in M01, record the following information about each deceased person who died in the past months.

A	B	C	D	E
				ONLY FOR FEMALES 12-54 YEARS OLD.
Name of deceased	Sex of deceased	Age at death (IF 99 OR MORE CODE "99")	Was the death due to accident, violence, homicide, suicide?	Did the death occur while pregnant, during delivery or within 6 weeks after the end of a pregnancy or child birth?
1	Male ◯ Female ◯	☐☐	Yes ◯ No ◯	Yes ◯ No ◯
2	Male ◯ Female ◯	☐☐	Yes ◯ No ◯	Yes ◯ No ◯
3	Male ◯ Female ◯	☐☐	Yes ◯ No ◯	Yes ◯ No ◯

If the response to M01 is YES, then information should be sought for each household in terms of the total number of deaths in the 12-month period prior to the census date. For each deceased person reported, name, sex, age at death and whether death was due to accident, violence, homicide, suicide, etc. should be collected. Care should be taken to clearly specify the reference period to the respondent so as to avoid errors due to the misinterpretation of the period of death. **Note that age at death should be recorded in completed years. For children less than one year at the time of death, record 00.**

M02 (E)

Did death occur while pregnant, during delivery or within 6 weeks after the end of a pregnancy or child birth?

This section is only for deceased females 12 – 54 years. It seeks to collect data on pregnancy-related deaths in the household in the 12 months before Census Night. A pregnancy-related death is the death of a woman while pregnant or within 6 weeks (42 days) of termination of pregnancy, irrespective of cause. Find out whether at the time of death, the deceased was pregnant, giving birth or died within 6 weeks (42 days) following child birth or the termination of the pregnancy.

C INFORMATION COMMUNICATION TECHNOLOGY (ICT)

C01 Does the household have a fixed telephone line at home?

Question C01 seeks to find out if the household has a fixed telephone line at home e.g. Vodafone (formerly Ghana Telecom), Kasapa, etc. A fixed telephone line refers to a telephone line connecting a customer's terminal equipment (e.g. telephone set, facsimile machine) to the public switch telephone network. **Take note that the telephone set or facsimile machine must be in the dwelling of the household.**

If the household has a fixed line, shade the 'Yes' circle. If the household does not have a fixed line, shade the circle corresponding to 'No'.

C02 Does the household or any member of the household own a desktop/laptop computer?

Question C02 also seeks to find out whether the household or any member of the household owns a personal/laptop computer. Note that computer here does not include equipments with embedded computing abilities such as mobile cellular phones, personal digital assistants or TV sets.

Shade the circle for 'Yes' if the household has a desktop or laptop computer and 'No' if the household does not own a desktop or a laptop computer.

G. AGRICULTURE ACTIVITY (exclude backyard gardening)

G01 **Does any member of your household cultivate crops or tree plants, rear livestock or breed fish for sale or family gain? (Exclude farm labourers).**

   a. Crop farming
   b. Tree growing
   c. Livestock rearing
   d. Fish farming

Question **G01** seeks information on members of the household who cultivate crops or tree plants, rear livestock or breed fish for sale or family gain. **Exclude persons who do not have their own farms. Also exclude backyard farmers or persons who only worked as farm labourers on farms owned by other households. Persons who have been recorded as crop or livestock farmers and fish farmers in P14 are included. Also included are persons who, in addition to their occupation recorded in P14, engage in agricultural activity.**

You should shade the "YES" circle if a member of the household engages in any of the listed agricultural activity. If no member of the household has engaged in the listed agricultural activities, you should shade the "NO" circle and skip to H01.

G02   How many household members cultivate crops or tree plants, rear livestock or breed fish for sale or family gain

- Include settler farmers
- Include farm caretakers and farm managers
- Exclude sea fishermen
- Exclude absentee farm owners
- Exclude workers of company plantations like BOPP, TOPP, etc.

Record the number of males and females in the household who cultivate crops or tree plants, rear livestock or breed fish for sale or family gain. If none, write 00 in the boxes.

G03a **What type(s) of crop farming and tree growing activity is your household engaged in?**

In G03a, you should write down the type of crop farming and/or tree planting activity carried out during that period. For example, if maize was grown write down maize. A space has been provided to list a maximum of six crops cultivated or tree growing activities carried out during the reference period.

G03b

In G03b, enter the appropriate code for each crop/tree growing activity listed in G03a **(refer to appendix 5).**

G03c

In G03c, write in the appropriate box the farm size and indicate the unit of measurement used. For example, if farm size is 12 acres, write down 12 in the size boxes provided and enter 1 (code for acre) in the unit code box. Note that if the household has 2 or more maize fields (farms) located at different places, you should record that the household has a maize farm. The estimated size of the farm put together is the sum of the size for the 2 or more maize fields. If one acre of land is planted with maize, cassava and beans, the area of each crop of maize, cassava and beans should be recorded as one acre.

The sizes of farms/fields should be approximated to the nearest whole number. For example, if the size of a pepper farm is less than half of any unit (e.g. acre, pole, plot, hectare, rope, etc.) record 00. If the size of the farm/field is 1.4 which is less than 1.5, it should be approximated to 1. If it is 1.5 or more (i.e. 1.5, 1.6, 1.7, 1.8, 1.9) it should be approximated to 2. You should also record the unit used for measuring farm size e.g. acre, hectare, pole, rope, etc. In addition, you should record the type of cropping practiced for each crop listed e.g. mixed cropping, intercropping or mono cropping.

G04

Question G04 seeks information on the types and numbers of livestock and type of fishery activity(s) that the household is currently rearing. The interviewer should first list the name of the livestock or fishery activity in G04A and indicate the codes in their respective rows in G04B. For example, if the household is engaged in rearing pigs only, the interviewer should write 'pig' in G04A and code 10 in G04B and indicate the number of pigs that the household is rearing in G04C at the time of the visit.

A household is allowed to name a total of 4 animals, birds and fishery activity. For the fishery activities, the number of **fingerlings bred** should be recorded. You should record 00 if the answer is "don't know".

Concepts and definitions not listed elsewhere

i. *Agricultural activity*: Agriculture is usually defined to include all production activities in four broad areas or categories namely crop, livestock, fisheries and forestry (tree planting and logging).

ii. *Aquaculture:* Refers to the farming of aquatic organisms such as fish, lobsters, shrimps, crabs and also aquatic plants

iii. *Crop:* Any plant that is grown and intended to be used as food, for example, cereals such as maize, millet and rice; roots and tubers such as cassava, yam and cocoyam; Tree crops such as plantain, cocoa, coffee and coconut; legumes such as beans; vegetables such as tomatoes and cabbage.

iv. *Mixed Cropping:* It is a farming system in which two or more crops are grown on the same piece of land at the same time. Normally, there is no specific arrangement of the crops on the land. E.g.
- Growing maize, cassava and cocoyam on a piece of land.
- Growing plantain and maize on the same piece of land.
- Growing pawpaw with banana on the same land.

v. *Intercropping:* It is a farming system in which a second (different) crop is introduced within the rows of a first crop planted in rows. Planting of the second crop could be at the early, middle or late growth stage of the first crop. E.g.
- Intercropping plantain with maize.
- Intercropping teak trees with grasses.
- Intercropping maize with groundnut.

vi. *Mono Cropping:* It is a farming system in which one particular crop is grown on a piece of land at a time.

vii. *Tree growing:* Tree growing activities include the stage of nursing of the seedlings, planting and maintenance (weeding, pruning, etc.) of the farm, until the trees are mature and harvested.

viii. *Livestock:* Refers to all animals, birds and insects kept or reared in captivity mainly for agricultural purposes. This includes **large ruminants** (cattle, buffaloes); **small ruminants** (sheep and goats), pigs; poultry; insects (bees and silkworms). Domestic animals, such as cats, dogs, are excluded unless they are being raised for food or other agricultural purposes.

ix. *Fishery:* Fishery activities here include fish farming or aquaculture.

x. *Fish farming:* The production of fish in a well demarcated water body.

CHAPTER 13: HOUSING CONDITIONS

13.1 Introduction

The housing questions are administered to households. The questions relate to the living quarters and their occupants. The head of household or any responsible household member can provide the responses.

It may not always be necessary for the Enumerator to ask certain questions if the information can be obtained through direct observation. This is particularly the case with questions on construction materials. However, if you are not sure about anything, seek clarification from the respondent, e.g. if a house is covered/plastered with cement and you are not sure of what the original building material is, you should ask the respondent politely.

It is important to note that for vacant housing units fill only H01, H02 and H04.

13.2 How to Complete the Housing Questions

H01. In what type of dwelling does the household live?

This question refers to the place where the household lives (living quarters) i.e. the space occupied by the household. A **living quarter is a structurally separate and independent place of abode**. It could be a building or some form of space or shelter arranged for human habitation which was occupied at the time of the Census (e.g. a hut or group of huts). Living quarters originally intended for habitation and used wholly for other purposes at the time of the census must be excluded from the census coverage, while shelters not intended for habitation but occupied at the time of the census must be included. It may contain one or more households. The essential features of living quarters are **separateness and independence**. An enclosure may be considered separate if it is surrounded by walls, fence, etc. and covered by a roof so that a person or group of persons can isolate themselves from other persons in the community for the purpose of sleeping, preparing and taking meals or protecting themselves from the hazards of climate and the environment. Such an enclosure may be considered as independent when it has direct access from outside the structure (e.g. from the street) or from a public or common staircase, passage or grounds, i.e. occupants can come in or go out of their living quarters without passing through anybody else's living quarters.

Attached rooms having an independent entrance, or detached rooms for habitation and used as part of the living quarters should be counted as part of the living quarters. Thus, living quarters may be constituted of rooms or group of rooms with independent entrances, or of separate buildings.

Types of Dwelling
Eleven categories have been provided for this question. You should shade the circle corresponding to the appropriate response for each dwelling.

01.   *Separate House* - refers to a building, which consists of a single detached housing unit (two or single storey) or a single detached living quarters.

02.   *Semi-detached House* - refers to a single housing unit that is attached to another single housing unit. The adjoining housing units would usually have a

common dividing wall which extends from ground to the roof. Row houses are included in this category. This could be single or story building.

03. *Flat/Apartment* - It is a dwelling/living quarters located in a building, which contains several sets of housing units. The Flat/Apartment building usually consists of several floors. The housing units are accessed by a common stair way.

04. *Compound House (Rooms)* - refers to living quarters (room or set of rooms) which are located within a compound, typically referred to as compound house. (A compound need not be surrounded by a wall, fence or hedge).

05. *Huts/Buildings (Same Compound)* - refers to living quarters made up of a group of huts or buildings located on the same compound which are being used as the place of abode by **one or more households**.

06. *Huts/Buildings (Different Compounds)* - refers to living quarters made up of a group of huts or buildings located on different compounds which are being used as the place of abode by **one or more households**.

07. *Tent* - A moveable shelter made of cloth supported by a framework of poles and ropes, used especially by campers, Red Cross men/women or refugees.

08. *Improvised Home (Kiosk/Container, etc.)* - An improvised housing unit is an independent makeshift shelter or structure built of materials such as wood, metal, cardboard or plastic sheets and without a predetermined plan, for the purpose of habitation, which is used as living quarters at the time of the census. Included in this category are squatters huts, kiosks, containers, etc. as well as any similar premises arranged and used as living quarters, which does not comply with generally accepted standard of habitation. This type of housing unit is usually found in urban and sub-urban areas, particularly at the peripheries of principal cities.

09. *Living Quarters attached to/inside the Shop, Office, etc.* - This category comprises housing units that are located in buildings that have not been built/constructed for human habitation but which are actually in use as living quarters at the time of the census. They include housing units in corn milling structures, warehouses, offices, shops, etc.

Premises that have been converted for human habitation, although not initially designed/constructed for this purpose must not be included in this category e.g. an old school block or cocoa shed which later on is converted into living quarters, etc. This should be classified in category 11, Other (*specify*).

10. *Uncompleted building* - This is a building or structure that has not been completed but which provides shelter for some households.

11. *Other (Specify)* - If a type of dwelling/living quarters does not fall into any of the above categories you must specify it in the space provided for **Other (*Specify*)**. Dilapidated buildings marked for demolition but which are still inhabited, caves and other natural shelters fall within this category.

H02. What is the Main Construction Material Used for Outer Walls of this Dwelling?
This question refers to the **construction materials of the external (outer) walls of the dwelling** in which the household lives. If there are a number of separate buildings/structures in which the household lives, the material used for the construction of the walls of the largest building/structure must be recorded. Similarly, if the walls are constructed with more than one material, the predominant material must be reported. **Note that outer wall is not the fence wall but the external wall of the dwelling.** Ten categories have been provided for this question. You should mark the appropriate box.

01. *Mud Bricks/Earth* - This refers to outer walls which have been constructed with mud (earth) only. In certain cases, this mud covers a wattle (sticks or twigs) framework. In other cases, mud structures are plastered with cement. Such cases should be classified in this category. Dwelling unit constructed with unburnt mud bricks also fall in this category.

02. *Wood* - This category includes walls which have been constructed with wood such as wooden planks, boards, tree stems/wooden branches or some other form of timber.

03. *Metal Sheets or Slate/Asbestos* - These refer mainly to corrugated iron, zinc or aluminium sheets and asbestos that have been used for the construction of outer walls of dwellings.

04. *Stone* - This refers to walls of dwellings which consist mainly of stones or rocks.

05. *Burnt Bricks* - This category is made up of walls which have been constructed with burnt bricks.

06. *Cement Blocks/Concrete* - This category refers to walls which have been built with cement blocks or which have been built with reinforced concrete. Walls of dwellings that have been constructed with cement blocks are more common than those constructed with reinforced concrete. Note that in many cases houses built with cement blocks will be plastered over with a mixture of cement and sand.

07. *Landcrete* - This refers to blocks made from a mixture of cement and local earth. The cement in the mixture is usually of a lower proportion than what is used in concrete and cement blocks. The use of landcrete is not widespread. It is found mainly in small towns and the peripheries of larger towns.

08. *Bamboo* - This refers to walls that are made of bamboo.

09. *Palm Leaves or Thatch (Grass) or Raffia* - Included in this category are palm leaves, raffia and any kind of grass/straw or leaves used for the outer walls of the dwelling.

10. *Other (Specify)* - Materials used for the outer walls of dwellings which do not fall in any of the above categories must be specified in the space provided.

H03. What is the main Construction Material Used for the Floor of the Dwelling?

This question seeks` information on the main materials used for the construction of the floor of the living quarters. Nine categories have been provided for this section. You should shade the appropriate circle.

1. *Mud/Earth* - This category of floors is made up of earth, swish or unburnt mud bricks.

2. *Wood* - This refers to floors that have been constructed with wood, such as parquet (wooden tiles), wooden planks, boards, tree stems or some other form of timber.

3. *Stone* - This category comprises floors made of stone(s) and rock surfaces.

4. *Burnt Bricks* - Floors made with burnt bricks must be classified in this category.

5. *Cement/Concrete* - This category refers to concrete or cement floors.

6. *Vinyl Tiles* - These are tough flexible plastic, used for floors.

7. *Ceramic/Granite/Porcelain/Marble tiles* - Dwelling units which have ceramic, marble/granite and porcelain tiles for floors must be classified in this category.

8. *Terrazzo/Terrazzo tiles* - This category refers to terrazzo floors made with stone chippings and concrete/cement. It may be polished or rough.

9. *Other (Specify)* - Materials used for the construction of floors of dwellings which do not fall into any of the categories indicated above must be specified in the space provided.

H04. What is the main material used for the roof of this dwelling?

The main material used for the construction of the roof of the living quarters has been classified into the following categories. You should shade the circle indicated against the appropriate response.

1. *Mud/Mud Bricks/Earth* - This category of roofs is made up of earth/swish/unburnt mud bricks.

2. *Wood* - This category comprises roofs that have been constructed with wooden materials such as planks, boards, etc.

3. *Metal Sheets* - These refer mainly to corrugated iron, zinc or aluminium sheets that have been used for roofing the dwelling.

4. *Slate/Asbestos* - This category refers to slate/asbestos sheets that have been used to roof the dwelling/living quarters.

5. *Cement/Concrete* - This refers to concrete roofs. Cement/Concrete roofs are mainly found in towns/cities and are seldom used to roof houses, though they are often used for office buildings and for shops.

6. *Roofing Tiles* - These roofing materials are made of earth hardened by baking.

7. *Bamboo* - This refers to roofs made with bamboo.

8. *Thatch, Palm Leaves or Raffia* - Any kind of grass/straw/reeds (thatch), palm leaves or raffia; as well as any other form of leaves must be classified in this category.

9. *Other (Specify)* - All other materials used for roofing of dwellings (e.g. plastic sheets or polythene, etc.) which do not fall into any of the above stated categories must be specified in the space provided.

H05: Tenure/Holding Arrangement: What is the present Holding/Tenancy arrangement with regard to this household?

Tenure refers to the arrangements under which the household occupies all or part of the living quarters (housing unit or compound). Six categories have been provided for this question. You should mark the appropriate box.

1. *Owner occupied* - If the household or a member of the household owns the living quarters (housing unit or compound), it should be classified under this category. This category also includes housing units that are being purchased.

2. *Renting* - This category refers to an arrangement where money is paid periodically (weekly, monthly, yearly etc.) for the space (living quarters) occupied by the household. It includes situations where:
   (i)   Members of a household rent all or part of the housing unit/compound as a main tenant or
   (ii) Member of a household rents part of housing unit/compound as a sub-tenant.

3. *Rent-Free* - This category refers to a situation where the household occupies their premises (living quarter) rent-free (i.e. free from cash rent) with or without the permission of the owner.

4. *Perching* - Perching generally refers to an arrangement where a person/household moves in to join another household in their living quarters; usually for short term (on temporary basis) while he/she makes arrangements to relocate.

5. *Squatting* - This category refers to a situation where the household occupies their premises without permission from owners and without paying for it.

6. *Other (specify)* - All other types of holding/tenancy arrangements of living quarters which do not fall into the categories indicated above must be specified in the space provided.

H06. Ownership Type: Who owns this dwelling?

This question refers to the type of ownership of the living quarters themselves and not the land on which the living quarters are constructed. Type of ownership must not be confused with tenure, which is discussed in question H05.

Living quarters are classified by type of ownership as follows: Shade the appropriate circle.

1. *Owned by Household Member* - In this category the dwelling is owned wholly or partly by the household member (who owes nothing on the dwelling) and who is also occupying it with other household members.

2. *Being Purchased* - This refers to living quarters being purchased by a household member and paid for in instalments e.g. under mortgaged arrangement, loans from banks or individuals.

3. *Relative not Member of Household* - This refers to living quarters owned by a person who is not a member of the household but related to the household member(s).

4. *Other Private Individual* - This category refers to the living quarters (housing units/compound) which are owned by persons not related to the occupants.

5. *Private Employer* - This refers to living quarters (housing unit) that have been provided by the employer (private employer) for the household. The private employer may or may not own the housing unit.

6. *Other Private Agency* - This refers to living quarters (housing unit) that are privately owned by other private agencies, corporations, cooperatives, housing associations, estate developers, etc.

7. *Public/Government Ownership* - Included in this category are living quarters owned by the public sector, such as the central government, local government, (district assemblies) public boards and corporations.

8. *Other (Specify)* - All other types of ownership of living quarters which do not fall into the categories indicated above must be specified in the space provided.

H07. Rooms

A room is defined as a space in the housing unit or other living quarters enclosed by walls reaching from the floor to the ceiling or roof covering, or at least to a height of 2 metres, of a size large enough to hold a bed for an adult, that is, at least 4 square metres. Note that there are cases of two or more persons sharing a single room that have separate catering arrangements. Such persons are therefore single person household. The number of rooms occupied by such households should be one (1) for each person.

H07a How many Rooms does this Household occupy?

Information on rooms occupied by households provides an indication of overcrowding and adequacy of dwelling stock. It also reflects the socio-economic condition of the household. You should count living rooms, dining rooms, bedrooms **but not** bathrooms and kitchens, and record the number in 2 digits.

H07b *Sleeping Rooms* - How many of the rooms are used for sleeping?

Only rooms used for sleeping must be counted unless the room/place has been specifically converted for sleeping. Conversion here means a change of its original use. Record the number of rooms used for sleeping in 2 digits.

Sleeping rooms must **exclude the kitchen, dining room, study, habitable attic, rooms used for professional or business purposes (e.g. stores or garages,)** unless these are used as sleeping places. Bathrooms, toilet rooms, passageways, veranda and lobbies should also not be counted as sleeping rooms.

When a person or household sleeps in a room which is also used for business purposes, e.g. shop/store or office or workshop, the room must be recorded and the information must be appropriately recorded in question H01 (category 10) above.

Note that if the number of rooms used by the household is more than 1, skip to H08.

H07c *Shared sleeping Room* - (FOR HOUSEHOLDS USING ONE SLEEPING ROOM) Does the household share this sleeping room with other households?

Yes ○ **No** ○ (IF NO TO H07c, GO TO H08)

This question seeks to find out households who share one sleeping room. The Enumerator should find out if that sleeping room is being shared by other households. For e.g., two friends who form separate households but use one sleeping room.

H07d *Number of households sharing one sleeping Room* - (IF YES IN H07c) How many households (including your household) share this sleeping room?

This question also seeks to find out the number of households who share one sleeping room. You should record the number of households who share this single room including the household of the respondent.

H08. **Lighting**: What is the main source of Lighting for your Dwelling?

This refers to the main source of light in the living quarters during the night.

01. *Electricity (mains)* - This category includes electricity from the mains (ECG / Community).

02. *Electricity (private generator)* - This category includes electricity supply from private generating plants and other sources (industrial plant, mine, etc.)

03. *Kerosene Lamp* - Households that use kerosene lamp with glass shield and wick should be classified under this category.

04. *Gas Lamp* - This includes lamps which use liquefied petroleum gas (LPG) as well as pressure lamps which are pumped before lighted.

05.   *Solar Energy* - In this category lighting is derived from solar (Sun's) energy.

06.   *Candle* - This category covers lighting derived from candle.

07.   *Flashlight/torch* - Households that use light from flashlight or torch should be classified under this category.

08.   *Firewood* - This category refers to lighting from firewood.

09.   *Crop residue* - This category refers to lighting from straw (e.g. from maize, rice, coconut husks and corn).

10.   *Other (Specify)* - All other types of lighting which are not captured in the above categories must be specified. They include other kerosene lamp or oil lamp without glass shield e.g. "*bobo/pakas/awereba kanea*", etc.)

H09a. *Water Supply* - What is the main source of Drinking Water for this Household?

The focus of this question is the **main source of drinking water** available for the use of the household.

Sometimes there is a standpipe in a house but only some households are entitled to use it. Where a household is not entitled to use the standpipe in the house but has to draw its water from other sources e.g. well or stream, the actual source of drinking water must be captured.

01.   *Pipe-Borne Into Dwelling* - This category includes water piped into the living quarters/house through an inside plumbing system.

02.   *Pipe-Borne Outside Dwelling* - Households that use water from a standpipe outside the compound or dwelling must be classified in this category.

03.   *Public Tap/Standpipe* - This category refers to a public water point from which people can collect water. Public tap or standpipe can have one or more taps and are typically made of brickwork, masonry or concrete.

04.   *Bore-hole/Pump/Tube well* - This category refers to hand dug or drilled well with pump. It also includes deep holes driven, bored or drilled, with the purpose of reaching groundwater supplies.

05.   *Protected Well* - This category refers to a hole sunk deep into the earth to reach the water table where water is collected. Protected wells are usually covered with a wooden, concrete or metal slab so that bird droppings and animals cannot fall into the well.

06.   *Rain Water* - This category refers to rainwater water collected during rainfall into a container for use.

07.   *Protected Spring Water* - Spring is where water gushes out from underground water sources or flows down slopes along rock or cliff surfaces with a wall constructed (cement or similar) around it to regulate access to and protect the source.

08.   *Bottled water* - This refers to water which is bottled and sold.

09.   *Satchet water* - This refers water which is put into small sealed plastic bags and sold.

10.   *Tanker Supply/vendor-provided* - This category refers to water supplied by tankers.

11.   *Unprotected Well* - This is a hole sunk deep into the earth to reach the water table where water is collected. Note that these wells are not covered with anything, thus not protected from dirt.

12.   *Unprotected Spring Water* - Spring is where water gushes out from underground water sources or flows down slopes along rock or cliff surfaces. Note that in this category no wall is constructed around it and access to the source is not regulated.

13.   *River/Stream* - This refers to water flowing from its source downstream towards a specific direction.

14.   *Dugout/Pond/Lake/Dam/canal* - This category refers to a surface area dug for collection of rain water or hole in the ground with water or a large sheet of water with land all round it or wall / bank built to keep back the water.

15.   *Other (Specify)* - Any other sources of water not specified under 1-14.

H09b. Water Supply - What is the main source of water used by your household for other domestic purposes, such as cooking and washing?

This section refers to the main source of water available for the use of the household for other domestic purposes (for cooking, washing, bathing, etc.).

01.   *Pipe-Borne Into Dwelling* - This category includes water piped into the living quarters/house through an inside plumbing system.

02.   *Pipe-Borne Outside Dwelling* - Households that use water from a standpipe outside the compound or dwelling must be classified in this category.

03.   *Public Tap/Standpipe* - This category refers to a public water point from which people can collect water. Public tap or standpipe can have one or more taps and are typically made of brickwork, masonry or concrete.

04.   *Bore-hole/Pump/Tube well* - This category refers to hand dug or drilled well with pump. It also includes deep holes driven, bored or drilled, with the purpose of reaching groundwater supplies.

05.   *Protected Well* - This category refers a hole sunk deep into the earth to reach the water table where water is collected. Protected wells are usually covered with a wooden, concrete or metal slab so that bird droppings and animals cannot fall into the well.

06.   *Rain Water* - This category refers to rainwater collected during rainfall into a container for use.

07.   *Protected Spring Water* - Spring is where water gushes out from underground water sources or flows down slopes along rock or cliff surfaces with a wall constructed (cement or similar) around it to regulate access to and protect the source.

08.   *Tanker Supply/vendor-provided* - This category refers to water supplied by tankers.

09.   *Unprotected Well* - This is a hole sunk deep into the earth to reach the water table where water is collected. Note that these wells are not covered with anything, thus not protected from dirt.

10.   *Unprotected Spring Water* - Spring is where water gushes out from underground water sources or flows down slopes along rock or cliff surfaces. Note that in this category no wall is constructed around it. Access to the source is also not regulated.

11.   *River/Stream* - This refers to water flowing from its source downstream towards a specific direction.

12.   *Dugout/Pond/Lake/Dam/canal* - This category refers to a surface area dug for collection of rain water or hole in the ground with water or a large sheet of water with land all round it or wall / bank built to keep back the water.

13.   *Other (specify)* – Refers to any other sources of water not specified under 1-12. Indicate 13 in the boxes on the top right corner and record the actual response in the space provided below the response codes.

H10.   Cooking Fuel: What is the main source of cooking fuel for this household?

This question refers to the fuel predominantly used by the household for the preparation of principal meals. If two types of fuel are used, record the one used most often. Ten categories have been provided for this question. You should shade the appropriate circle.

01.   *None, no cooking* - This means no cooking fuel is used by the household being enumerated (i.e. the household does not cook)

02.   *Wood* - This refers to the use of wood fire for cooking.

03.   *Gas* - You should classify households which use liquefied petroleum gas (LPG) under this category.

04.   *Electricity* - This category includes electricity from the mains (ECG/Community) and private generating plants and other sources (industrial plant, mine, etc.)

05.   *Kerosene* - This category refers to thin oil distilled from petroleum used as a fuel for cooking.

06.   *Charcoal* - This is made from wood and used as a fuel, especially for cooking food.

07. *Crop residue* - This category includes straw from maize, paddy rice, coconut husks, groundnut shells etc. used as cooking fuel.

08. *Saw dust* - These are very small pieces of wood like dust that are produced when wood is milled. It is a residue of saw mills.

09. *Animal waste* - This category covers droppings of animals e.g. cow dung

10. *Other (specify)* - Any other type of fuel used for cooking which is not listed in the above categories must be marked as "Other" and specified in the space provided below.

H11. Cooking Space (Kitchen): What type of cooking space does your household have?

This question seeks to obtain information on whether the living quarters has a kitchen (separate room equipped for the preparation of the principal meals and intended primarily for that purpose), some other space set aside for cooking, or no special place set aside for cooking.

The categories for cooking space are the following:-

1. *No cooking* - In this category no cooking takes place in the household.

2. *Separate room for exclusive use of household* - Room in this case excludes temporary structures or sheds which may be used for cooking in the courtyard. To be regarded as a kitchen the room used must be enclosed by walls reaching from the floor to the ceiling or roof covering and it must be equipped for the cooking of the principal meals of the household and intended primarily for that purpose. This category refers to a kitchen used exclusively by the household being enumerated.

3. *Separate room shared with other household(s)* - In this category the kitchen is used by more than one household.

4. *Enclosure without roof* - In this category, the cooking space has walls but no roof.

5. *Structure with roof but without walls* - The cooking space in this case is a structure with roof but without walls (e.g. shed) in the house/compound.

6. *Bedroom/Hall (Living Room)* - This type of cooking space is co-terminus with the bedroom or living room. (i.e. preparation of principal meals for the household is carried out in the bedroom/living room).

7. *Verandah* - Preparation of the principal meals takes place on the verandah of the dwelling.

8. *Open Space in Compound* - In this category an open space in compound of the dwelling without any roof or wall is used for cooking meals.

9. *Other (Specify)* - All other types of space used for cooking not mentioned above must be specified in the space provided.

H12. Bathing Facilities: What type of bathing facility is used by this household?

This question refers to the place where members of the household have their bath. Bathing facilities are categorised into the following:

(1) *Own bathroom for exclusive use* - This category refers to households which have bathrooms for their own use (i.e. not shared with other households)

(2) *Shared separate bathroom in the same house* - Households which share a bathroom with other households in the same house should be classified in this category.

(3) *Private open cubicle used for bathing* - This category refers to open not roofed cubicle in the house used exclusively by the household.

(4) *Shared open cubicle for bathing in the house* - In this category the bathing cubicle in the house is shared with other households living in the house.

(5) *Public bath house* - This category refers to households which use public bathing facilities.

(6) *Bathroom in another house* - Households which use bathrooms in another house should be classified in this category.

(7) *Open space around house* - In this category there is no bathroom. Household members use the open space around the house for bathing.

(8) *In a river/pond/lake/dam* - Household members who have their bath in a river/pond/lake/dam should be classified under this category.

(9) *Other (specify)* - Other types of bathing space. You should record other types of bathing space used by the household not specified in the categories above.

H13a. Toilet Facilities: What type of toilet facility is usually used by this household?

A toilet is an installation for the disposal of human excreta. The Enumerator must find out the type of toilet facility that the household uses. If the response to this question is 01, 06 or 07, skip question H13b and H13c and go to question H14.

1. *No Facility (Bush, Beach, Field)* - This category applies to situations where there is no toilet of any kind available for the use of the household and cases where respondents use the bush, beach or field.

2. *Water Closet (WC)* - This refers to Flush toilet. A flush toilet is an installation connected to piped water, for humans to discharge their wastes and from which the wastes are flushed by water.

3. *Pit Latrine* - This category refers to deep pits which are used as latrines mainly in rural areas of the country. They are not ventilated i.e. no specific channels have been provided for fumes to escape.

4. *KVIP* - The Kumasi Ventilated Improved Pit (KVIP) Latrine is an improvement over the pit latrine. A pipe is provided through which fumes escape. All types of ventilated pit latrines are included in this category.

5. *Bucket/Pan* - This refers to the type of toilet facility which consists of a Pan/Bucket and a seat. The pan/bucket is usually removed for disposal of the waste.

6. *Public Toilet (WC, KVIP, Pit, Pan, etc)* - This category refers to cases where members of the household use a communal or public facility.

7. *Other (specify)* - All other types of toilet facility not mentioned above must be specified in the space provided

H13b. Do you share this toilet facility with other households?

For living quarters reported as having a toilet (i.e. categories 2, 3, 4 and 5 in H13a) question H13b must be asked in order to find out whether the toilet is used exclusively by the household being enumerated or is shared with other households.

Four response categories are provided for this question. These are:

1. *Yes, with other household(s) in this house.*
    Households which share toilet facility in the house with other households also living in the same house should be classified under this category.

2. *Yes, with other household(s) from different house.*
    This category refers to use of toilet facility in the house shared with other households from another house.

3. *Yes, with other household(s) located in another house (Go to H14)*
    Households which use toilet facility located in another house with other households should be classified in this category.

4. *No (Go To H14)*

H13c. How many households use this toilet facility?

This question refers to **the number of households** (not the number of persons) that use the toilet facility. Record the number in 2 digits.

H14. Solid Waste Disposal: How does your household dispose of rubbish (refuse)?

This question refers to the collection and disposal of solid waste (rubbish) generated by members of the household (or occupants of the living quarters).

1. *Collected* - This refers to a situation where the solid waste (rubbish) is either collected by authorised collectors or by self-appointed collectors.

2. *Burned by Household* - In this category the household burns the rubbish.

3. *Public Dump* - This category refers to households that dispose of solid waste at a locally recognised place (refuse dump).

4.   *Dumped Indiscriminately* - This refers to households whose members dispose of solid waste indiscriminately in the bush, along streets or on river banks.

5.   *Buried by Household* - This refers to households whose members bury its solid waste (refuse/rubbish).

6.   *Other (Specify)* - All other types of solid waste disposal not mentioned above must be specified in the space provided.

H15.   Liquid Waste Disposal: How does your household dispose of liquid waste?

This refers to liquid waste from kitchen, bathroom and washing of clothes, produced by the household or occupants of the living quarters. The liquid waste may be disposed of through the sewerage system, or thrown onto the street or gutter or by some other means.

1.   *Through the Sewerage System* - This category refers to liquid waste disposed of through a plumbing system into the sewerage system.

2.   *Through drainage system into a gutter* - Liquid waste disposed through plumbing system into a gutter should be classified in this category.

3.   *Through drainage system into a pit (soak away)* - This refers to liquid waste disposed through a plumbing system into a soak away.

4.   *Thrown onto the Street/Outside* - This category refers to cases where liquid waste is disposed indiscriminately on the street or outside the house.

5.   *Thrown into Gutters* - This refers to liquid waste thrown directly into the gutter.

6.   *Thrown onto Compound* - In this category, liquid waste is thrown indiscriminately onto the compound.

7.   *Other (Specify)* - Any other means of disposing of liquid waste not captured by response codes 1–6.

CHAPTER 14: WHAT TO DO AFTER ENUMERATION

14.1   Introduction

You have completed enumeration in your Enumeration Area. Your duties after enumeration are as important as those you carried out before and during enumeration. You should therefore carry out your post-enumeration procedures listed below diligently.

14.2   PHC 2 (Enumeration Area Boundary Description)

This form is usually attached to the E.A. map. On it is the description of Boundary of the E.A. map and it is used with the map to identify the E.A. boundary.

The top half of this form contains identification data of the Enumeration Area (i.e. 1a-Region to 8a-EA Base; and 1b - Region Number to 8b – EA Base Coordinates). The next section i.e. 9 has the list of localities in the EA, as well as the EA population for 2000 Population and Housing Census. The 2010 Field Estimated Population have also been provided for each locality in the EA. Provision has also been made for recording of 2010 Enumerated Population. After completing enumeration in your EA, you should record the total population enumerated in your Enumeration Area in the column 2010 PHC Enumerated. If your EA has two or more localities, this information should be recorded by localities. Data should also be provided for any new localities in your EA not listed on the PHC 2.

14.3   PHC 3 (E.A. Enumeration Result Sheet)

The PHC 3 is used to record total number of male and female persons enumerated in each E.A. The data is used to publish the provisional results, the first publication of the 2010 Population and Housing Census. This is why this form should be completed and rushed to the Supervisor as soon as Enumeration is completed in the E.A.

Completion of PHC 3 (EA Enumeration Result)

(a)   Complete Region Name, District Name, District Type, Sub-District (applicable only to metropolitan areas), Base locality name and E.A. Number (3 digits) by copying the relevant information from PHC 2.

(b)   Copy the 10-digit E.A. code, E.A. type and Base Locality number from PHC 2 and mark the appropriate boxes.

(c)   For EAs with two or more localities, write the total number of localities within the E.A. in 3 digits in column 9 and mark the appropriate boxes. E.g., if in Adomwura E.A. there are 3 localities, record 003 in column 9. For Gomoa Tarkwa town, the number you will record 001 in column 9 for all E.As. in the town.
- For EAs with only one locality record 001 for number of localities.
- For a locality with two or more EAs, record 001 for each EA in number of localities.

(d)   From the Summary page of the EVR, add the totals of columns 4 and 6 for males and columns 5 and 7 for females. Enter them in the boxes in section 10 for males and females respectively.

(e)   This form should be completed in duplicate for each Enumeration Area

(f)   **Rush one PHC 3 form to your Supervisor as quickly as possible and keep the duplicate in your satchel.**

14.4   Review of entries in Enumerator's Visitation Record (EVR) Book

You completed columns 1 – 3 of EVR when you were listing houses/structures during the listing operation. You were also asked to complete columns 4 – 10 after enumerating all households in each house/structure. Now, carry out the following checks and complete the EVR Summary.

     (a)   Go through the EVR page by page and make sure all entries are properly completed.

     (b)   Check and verify that you have honoured all call-backs and taken action on all remarks made in column 11.

     (c)   Add up each of columns 4-9 separately and record the answers in the row marked "Total". Do this separately for each locality, including new localities not listed on the PHC 2.

     (d)   Complete the last page (EVR SUMMARY) according to the instructions provided in the EVR.

     (e)   Finally reconcile EVR entries (i.e. columns 5, 6, 7 and 8) with entries on questionnaires completed for each house/structure.

14.5   PHC 4 (Final Summary Sheet)

The PHC 4 is used to record the total number of persons enumerated in each locality within the E.A. It is also used to collect information on the availability or otherwise of some community facilities such as public toilet, health facilities, educational facilities, etc. For localities where these facilities are not available, the distance to the nearest facility is recorded. This data is used to publish information on all localities within the country.

Completion of PHC 4 (Final Summary Sheet)

     a.   You should complete TWO **PHC 4 for each locality.**

     b.   In E.As with two or more localities you should complete TWO PHC 4 for each locality.

     c.   For localities with two or more EAs, TWO PHC 4 should be completed for each EA. One should be sent to the supervisor and the other put in the satchel.

     d.   Complete the identification data A1 (Region Name), A2 (District Name), A3 (E.A Name), A4 (E.A. Number) and A5 locality (town/village) name from the front page of the questionnaires for each locality. You should also record the codes for Region, District, District Type, Sub-District, EA number, EA Type and Locality number from your questionnaire. You should then write the responses in the boxes.

You have already recorded locality facilities in your EVR. You should copy this information from relevant pages of your EVR to complete the columns for locality facilities. Two circles marked 'Yes' and 'No' have been provided for each facility on the PHC 4 form (B1, B2, B3, B4). Shade the 'Yes' circle if the facility is available in the locality. If the locality does not have that facility, shade the 'No' circle. If you shade 'No' for any facility in any locality, you should write in two digits the approximate distance in kilometres to the nearest facility in the box(es) provided. For example, if the distance to a facility is 15 kilometres write 15 and mark the appropriate boxes as shown, below.

Write   ☞ | 1 | 5 |

If the distance to nearest facility is less than 1 kilometre, then record 00 and mark the appropriate boxes.

Note that if a locality does not have a public toilet you should not ask for the distance to the nearest facility.

d. The data for C1, C2, C3 and C4 for each locality are also in the Summary pages of the EVR.
   i.   *C1 – Total number of residential houses/structures* - Copy this from column 2 of the EVR Summary.
   ii. *C2 – Total number of households* - Copy this from column 3 of the EVR Summary.
   iii. *C3 – Total number of persons enumerated in households* - Copy this from column 4 (for males) and 5 (for females) of the EVR Summary.
   iv. *C4 – Total number of persons enumerated in Group Quarters* - Copy this from column 6 (for males) and column 7 (for females) of the EVR summary.

14.6   Editing the Questionnaire (PHC 1A and PHC 1B)

After completing enumeration in each house/structure, you should check the completed questionnaires to make sure there are no missing, wrong or inconsistent entries. Similarly, when you complete enumeration in your Enumeration Area, you should check all questionnaires to ensure there are no mistakes which have been overlooked. You should first make a quick review of completed questionnaires, then carry out detailed editing of all questionnaires according to procedures outlined below.

14.6.1 *Quick Review of Completed Questionnaires*
   (a)   Ensure that the identification number (A07, A08, A09, A10 and A11) is correctly filled on all the questionnaires used.

   (b)   Check that the questionnaire ID (A10, A11 and the Q. No.) at the top right corner is also correctly filled on all the fourteen pages of each questionnaire used.

   (c)   **Check the front page of the questionnaire (A01 - A20)** and verify that all entries for households and group quarters have been written in their appropriate boxes.

   (d)   Ensure that when you use more than one questionnaire for an institution/ household (indicated in A15) the identification information (A01 – A11) and the question ID number are correctly recorded for all questionnaires used.

   (e)   Carefully verify that name, relationship to head, relationship code, sex and status of all eligible persons in A16a (household roster) of the PHC 1A are correctly recorded.

          Also check that for the non-household population questionnaire (PHC 1B), the relationships are coded 12 (i.e. Group Quarter/Outdoor Sleeper).

(f)   Check that each eligible member is enumerated and that all questions relevant to him/her have been correctly answered and the codes written in the appropriate boxes or circles are correctly shaded.

(g)   Check and make sure that there are no missing and wrong entries by thoroughly going through columns and rows of the questionnaire.

(h)   Check that all entries are consistent.

(i)   Check that person ID numbers of eligible members are maintained for all the individual questions

(j)   For EAs which have two or more localities, you should make final check to ensure that no mistakes have been overlooked before leaving each locality.

14.6.2 *Detailed Editing of Questionnaires*

i. Geographic Information
Check that the identification information (A01 – A06) has been completed correctly. Ensure that the **Region Name (A01), District name (A02), District type (A03) and Sub-district (A04)** are consistent with their **respective codes in A07** under geographical information.

ii. Household Roster (A16a)
Ensure that the total number of persons listed in A16a and A16b is consistent with the total number recorded in A17, A18 and A19 when A12 (Type of residence) is 1 or 3.

iii. Total Persons (Male and Female) Enumerated (A20)
Check that:
(a) For Households the **TOTAL PERSONS ENUMERATED (A20)** is equal to the number of persons listed on the household roster A16a as status A (usual members present on census night) and status B (visitors present on census night).
(b) For non-household population, the total number of persons enumerated is equal to the number of persons listed in A16a.

iv. Supplementary Questionnaire
A supplementary questionnaire is used if there are more than 10 eligible members (Status A and B). Check A15a and A16a to find out if a supplementary questionnaire was used. Compare the **identification information** and question ID number of the **original** and **supplementary questionnaires** to be sure they are the same.

v. Recording in the boxes and shading circles
Check that correct codes are recorded in the boxes and the correct circles are shaded.

vi. Relationship (A16a and A16b)
All relationships must be made with reference to the head of the household. Check description for relationship with the code.

vii. Emigration Outside the country (E01 – E02)
If E01 is Yes (1), then there must be information in E02. Check codes for destination and activity abroad.

viii.   Date of birth (P01) and age (P02)
Ensure that the date of birth recorded in P01 is consistent with age recorded in P02.

ix. Nationality (P03) and Ethnicity (P04)
Check P03 (Nationality) to ensure that there is a response for all Ghanaians by birth and Ghanaians with dual nationality in P04 (Ethnicity).

x. Birthplace (P0)and P06
Check that only persons with birthplace outside this town/village (i.e. 'No' in P05) have entries in P06 (Birthplace if born outside town or village of enumeration).

xi. Marital Status (P10) and Date of Birth (P01) and Age (P02)
Check that in P10 there are entries for all persons aged 12 years and older.

xii. Literacy (P11) and Age (P02)
Check that in P11 there are entries for all persons aged 11 years and older. Ensure that there are no entries for persons aged 10 years and younger

xiii.   Education (P12) and Age (P02)
Check that in **P12a** there are entries for all **persons aged 3 years and older**.

xiv. School Attendance (P12a), Educational Level (P12b) and Highest Grade (P12c)
Ensure that persons recorded as 'Never Attended School' in P12a (i.e. 1 in P12a) have no entries in P12b and P12c. Only persons **Attending School 'NOW'** (i.e. 2 in P12a) or **Attended School in the PAST** (i.e. 3 in P12a) should have entries in P12b and P12c.

xv. Educational Grade (P12c) and Level (P12b)
Check that responses given in P12c (highest educational grade attended) are consistent with responses in P12b (highest level of school completed). The level of school reported in P12b (nursery, KG, primary, middle/JSS/JHS, etc.) should be consistent with the number of years stated in P12c. Generally, there are maximum number of years at any given level, and the number of years completed cannot be more than that number (e.g. five years spent in JSS/JHS is well beyond the maximum of 3. The grade for category 7 (Secondary) should not be more than 7) and for middle not more than 4.

xvi. Type of Activity (P13a, P13b and P13c)
1. Check that in P13a there are entries for all persons aged 5 years and older. Ensure that there are no entries for persons less than 5 years.
2. Check that if 'in full time education/student' is recorded for a person aged 5 years and older in P13c, the 'Now' option should be marked in P12a, School Attendance.

3. Check that if 'Did not work, but had job to go back to (1) or Unemployed, worked before, seeking for work and available for work (2) is recorded in P13b, there should be entries in P14 (Occupation) P15 and P15a (Industry), P16 (Employment Status) and P17 (Employment Sector).
4. Ensure that persons who respond "did not work and not seeking for work" in P13b (i.e. option 5) have entries in P13c. Note that such persons should have no entries for P14 (Occupation), P15 and P15a (Industry), P16 (Employment Status) and P17 (Employment Sector).
5. Check that there is no entry in P13c if option 1, 2, 3 or 4 is marked in P13b.

xvii. Occupation (P14)
   a. Check that occupational description is detailed enough for coding.
   b. Check if description of Occupation is consistent with industrial activity (P15a), e.g. a maize farmer should not have hospital activities as industrial activity.

xviii. Industry (P15)
   a. Check name of establishment (P15) and description of product/service of establishment (P15a) for consistency e.g. Bank of Ghana cannot have Hospital Activities as Industrial Activity.
   b. Check that occupation is consistent with industrial activity e.g. an orthopaedic Surgeon cannot have maize farming as Industrial Activity.

xix. Employment Status (P16) and Employment Sector (P17)
Ensure responses in P16 (Employment Status) are consistent with responses in P17 (Employment Sector).
   a. Self employed person (with or without employees) in P16 cannot be in the public sector/semi-public/NGOs/International Organisations in P17).
   b. Contributing family worker in P16 cannot be in the public sector/semi-public/NGOs/International Organisations in P17).
   c. Domestic employee (househelp) in P16 cannot be in the public sector/semi-public/NGOs/International Organisations in P17).

xx. Disability
Ensure that each question (i.e. a – g) has a response (i.e. either a 'Yes' or 'No'). If a respondent has no disability, then the 'No' circle should be shaded.

xxi. Information Communication Technology (P19a and P19b)
Ensure that there is a response for all persons who are 12 years and older for P19a and P19b.

xxii. Children ever born, Children surviving and Children born in the last 12 months.

P20a – P20b: Children ever born alive and children surviving. Make sure that only females aged 12 years and older are asked these questions. The number of children surviving (P20b) should never be more than children ever born (P20a).

Also check that the sex of children ever born (P20a) is consistent with the sex of children surviving (P20b).

P20c: Children born in the last 12 months.
Ensure that entries are made **only for females (in A16a) who are aged 12-54 years** and have given **birth to a live child in the last 12 months. If respondent did not give birth to a live birth then ensure that 0 is recorded for both sexes in the boxes provided.**

If there are no births in P20a, then births should not be recorded in P20c.

xxiii.   Mortality
Make sure that if 'Yes' is marked in M01, entries are made for all sections of M02.

In M02(E), ensure that ages of maternal deaths are within the specified age range (12 – 54 years). This means maternal deaths for females aged 0–11 and 55+, etc. are outside the specified age range and there should be no entries for such females.

If the response in M02(B) is 1(male), there should be no response in M02(E).

xxiv.   Fixed Telephone line (C01)
Check that there is a response i.e. 'Yes' or 'No' circle is shaded for C01.

xxv.   Internet Facility (C02)
Ensure that there is a response i.e. 'Yes' or 'No' circle is shaded for C02.

xxvi.   Agricultural Activity (G01 – G03)
Check that there is a response (i.e. 'Yes' or 'No') for each of the categories (a – d) in G01. If there is a 'Yes' response for any of the categories in G01, ensure that G02, G03 and G04 are completed depending on the response(s) chosen in G01a-d.

If 'No' is recorded for all the categories in G01a-d, check that there are no entries in G02, G03 and G04.

Check that the names of crops, livestock and fisheries correspond to their appropriate codes.

xxvii.   Housing Conditions (H01 – H15)
Make sure that there is a response for each question except stated otherwise.

Check that only H01, H02 and H04 are answered if 'vacant housing unit' is recorded as 'type of residence' in A12.

xxviii. *Tenure/holding arrangement (H05) and ownership type (H06)*

Check that response in H05 is consistent with H06, e.g., if Owner occupied is recorded in H05, the response in H06 should be **1** i.e. Owned by a household member or **2,** being purchased.

xxix. *Number of occupied rooms (H07a) and number of Sleeping rooms (H07b)*

Check that the total number of sleeping rooms (H07b) is not more than the total number of occupied rooms (H07a).

14.7 Arranging and Handling of Completed Questionnaires and other Forms

After you have completed the enumeration of persons in a household, you must clip the completed questionnaires together (if more than one was used). Then all the completed questionnaires for the household(s) in one house/compound must also be clipped together. Similarly, the questionnaire for one institution or the floating population enumerated at one location must be clipped together. All questionnaires and other forms are to be handled with care. You should try as much as possible to protect them from rains/water, dust, food particles, etc.

Arrange all the completed questionnaires in your EA serially following the house listing order (i.e. 0001, 0002, etc.). The questionnaires for the households should also be arranged by serial number of household within house. For example, for house/compound 0001, completed questionnaires for household 01 should come first followed by household 02, 03, etc. until all completed households in the house/compound are covered. Then questionnaires for household number 01, 02, 03, etc. for house/compound 0002, 0003, 0004, etc. should be arranged serially until questionnaires for all households in house/compounds are arranged. Similarly, questionnaires from group quarters should be arranged serially according to the structure, blocks, etc. Then carefully pack the questionnaires in the satchel. Do not forget to include the Enumerator's Visitation Record (EVR) book, duplicates of PHC 3 and PHC 4 in the satchel.

14.8 Enumerator's Material Receipt and Submission of Returnable Items

Now, complete the Enumerator's Material Receipt and put back the following materials in the satchel:

(a) PHC 3 Duplicate
(b) PHC 4 (Final Summary Sheet) Duplicate
(c) All questionnaires, i.e. completed, spoiled, cancelled and unused. Note that the total number of returned questionnaires must be equal to the total number received and signed for.
(d) EVR
(e) EA Map
(f) PHC 2 (EA Map Description)
(g) Identity Card
(h) All unused call-back cards
(i) Enumerator's Manual
(j) All unused clips
(k) Clip Board

Return the satchel with its contents to your Supervisor. It is also important that you obtain a signed and dated receipt from your Supervisor as evidence of completion of work.

APPENDICES

APPENDIX 1: List of Historical Events

(To be used in Estimating Ages)
A - NATIONAL EVENTS

EVENT	YEAR	NO. OF YEARS UP TO 2010
King Prempeh removed from Sierra Leone to the Seychelles Island	1900	110
Yaa Asantewaa War	1900	110
Capture of Yaa Asantewaa	1901	109
First World War	1914	96
West African Currency Notes introduced	1918	92
Armistice Day (End of 1ˢᵗ World War)	1918	92
Prince of Wales visited Gold Coast	1925	85
First Aeroplane arrived in Accra	1926	84
Dr.J.E. Kwagyir Aggrey died	1927	83
Takoradi Harbour opened	1928	82
Introduction of Basic Rate	1936	74
Cocoa Hold-up	1938	72
Earthquake	1939	71
Second World War Started	1939	71
Eclipse of the Sun	1947	63
Looting in Various parts of the Country resulting from the Shooting of Sergeant Adjetey and Others	1948	62
Arrest of Six Leaders of the United Gold Coast Convention	1948	62
Founding of CPP by Kwame Nkrumah	1949	61
Positive Action Declared	1950	60
Kwame Nkrumah made Leader of Government Business	1951	59
Kwame Nkrumah made first Prime Minister of the Gold Coast	1952	58
Ghana's Independence Declared	1957	53
R.R. Amponsah and M.K. Apaloo (both opposition members arrested)	1958	52
Preventive Detention Act came into force	1958	52
French Togoland became Independent State	1960	50
Ghana Became a Republic	1960	50
Queen Elizabeth II visited Ghana	1961	49
Murder of former Congo Premier Patrice Lumumba	1961	49
Railway Employees at Takoradi went on strike	1961	49
The Kulungugu bomb explosion	1962	48
Tema Harbour opened	1962	48
Detention of Ako Adjei, Tawiah Adamafio and H. Coffie Crabbe	1962	48
President Nkrumah dismissed Sir Arku Korsah from his Post as Chief Justice	1963	47
Flagstaff House shooting incident involving Ametewee	1964	46
Death of Dr. J.B. Danquah	1965	45
Formal Opening of Akosombo Dam	1965	45

EVENT	YEAR	NO. OF YEARS UP TO 2010
O.A.U Summit Conference in Accra	1965	45
Introduction of Decimal Currency in Ghana (the Old Cedi and Old Pesewa)	1965	45
Military coup d'etat in Nigeria	1966	44
Overthrow of President Nkrumah by the Army and the Police	1966	44
Introduction of the New Cedis and New Pesewas	1967	43
Death of Lieutenant-General E.K. Kotoka	1967	43
Lifting of Ban on Political Activity in Ghana after the 1966 Coup	1969	41
Dr. K.A. Busia made Prime Minister of Ghana	1969	41
Death of Asantehene Nana Sir Osei Agyeman Prempeh II	1970	40
Formation of "Justice Party" by a merger of National Alliance ofLiberals and three other Opposition Parties	1970	40
Overthrow of Dr. K.A Busia's Progress Party Government by Colonel I.K. Acheampong	1972	38
Students harvest Sugar Cane at Asutsuare and Komenda	1972	38
Operation Feed Yourself Programme launched	1972	38
Death of Dr. Kwame Nkrumah in Romania	1972	38
Arrival of Dr. Kwame Nkrumah corpse in Ghana from Guinea	1972	38
Ghana broke Diplomatic Relations with Israel	1973	37
Introduction of Right Hand Traffic	1974	36
J.H. Mensah and Two others Arrested on Sedition Charge	1975	35
Creation of Supreme Military Council (SMC 1)	1975	35
Appointment of Dr. Koranteng Addo's Adhoc Committee to gather information on how to implement a Union Government for Ghana	1977	33
Closure of the three Universities following demonstration by theStudents against High Prices of Food	1977	33
Strike Action by members of Ghana Medical Association Demanding early re-opening of the closed Universities	1977	33
The Ghana Bar Association called on the SMC 1 Government To handover power to a Presidential Commission Pending a Return to Civilian rule	1977	33
Discovery of Oil In commercial quantities offshore Saltpond by Agric-Petco Ghana Incorporated	1978	32
Referendum on Union Government	1978	32
Strike Action by the Ghana Bar Association	1978	32
Demonstration by University Students again the Union Government concept and the invasion of Legon Campus by Police armoured Cars	1978	32
Formation of People's Movement for Freedom and Justice (PPMFJ) led by K.A. Gbedema, A.A. Afrifa and William Ofori-Atta	1978	32
Banning of PMFJ, the Front for the Preventation of Dictatorship and the Third Force by General Acheampong	1978	32
General Acheampong removed from Office and Lt.-General FWK Akuffo became Chairman of the reconstituted Supreme Military Council (SMC II)	1978	32
Dr. K. A. Busia died in London	1978	32
Appointment of Mr. Justice Amissah and Mrs Gloria Amon-Nikoi as Attorney General and Commissioner for Foreign Affairs respectively	1979	31
Currency Change Exercise	1979	31
An abortive uprising in which Flt. Lt. J.J. Rawlings was Arrested	1979	31
The Revolution that overthrew SMC II lead by J.J. Rawlings as Chairman of the Armed Forces Revolutionary Council (AFRC)	1979	31

EVENT	YEAR	NO. OF YEARS UP TO 2010
Execution of General Acheampong, General Akuffo, Lt. General A.A. Afrifa, Maj. General Utuka and four other Senior Military Officers	1979	31
General Elections	1979	31
Major General Odartey Wellington given a state Burial	1979	31
Demolition of Makola No.1 Market	1979	31
Mr. Justice Akuffo-Addo died and was buried at Akropong	1979	31
Second Round of Presidential Election	1979	31
Handing Over of Power to the People's National Party (PNP) Administration by the AFRC	1979	31
Usher Fort Jail Break By Captain Koda, Captain Okaikoi and Three other military Personnel	1979	31
Pope John Paul II visited Ghana	1980	30
Head of Ahmadiyya Muslim visited Ghana	1980	30
Visit to Ghana by Archbishop of Canterbury (Head of the Anglican church)	1980	30
Commissioning of Ghana's first Satellite earth station at Nkuntunse	1981	29
Overthrow of PNP Administration by J.J. Rawlings as Chairman of PNDC	1981	29
Draught, Bush fires and Hunger (Rawlings chain)	1983	27
Voters Registration Exercise	1987	23
District Level Elections	1989	21
Constitution for 4th Republic	1991	19
Election of JJ Rawlings as President of Ghana	1992	18
An elephant wandered into Navrongo	1993	17
J.J. Rawlings elected President for a second term	1996	14
Visit of the American President (Bill Clinton)	1998	12
Death of Dr. Hilla Limann (February)	1998	12
Election of President John Agyekum Kufour (Fourth Republic)	2000	10
Second visit of Queen Elizabeth to Ghana	2000	10
Accra Sports Stadium Disaster (May 9th)	2001	9
First mass cancellation of JSS results in Ghana	2001	9
Eclipse of the sun	2006	4
Ghana Celebrates 50 years of independence from Britain (March)	2007	3
Major off-shore oil discovery announced (June)	2007	3
Redenomination of the cedi by Kuffuor administration	2007	3
Worst floods in over 30 years cause widespread devastation and destroys much of harvest (Sept)	2007	3
Election of President John Evans Atta Mills (December)	2008	2
US President Barack Obama visits Ghana (July)	2009	1

B—REGIONAL EVENTS	YEAR	NO. OF YEARS UP TO 2010
CENTRAL AND WESTERN REGIONS		
First Train from Sekondi arrived at Kumasi	1903	107
Rev. Attoh-Ahuma died	1921	89
Nana Attafua, Omanhene of Akim Kotoku died	1927	83
Govenor Guggisberg died	1930	80
Nana Mbra Ansa died	1933	77
First Section of Sese Oil Palm Plantation started	1934	76
Secondary Schools in Cape Coast went on strike	1948	62
Ahanta/Dixcove Local Council was established	1952	58
Opening of St. Mary's Training College at Apowa	1954	56
Nana Baidoo Bonsoe XIII died	1954	56
Tarkwa and Aboso Mines closed	1956	54
Opening of Busua Pleasure Beach	1963	47
Aboso Glass Factory started operation	1963	47
Nana Hima Dekyi XII (KC), Omanhene of Upper Dixcove died	1963	47
Nana Aboayisa II, chief of Ewusiajoe died	1964	46
Enstoolment of Nana Hima Dekyi XIII of Upper Dixcove	1964	46
Plane crash at Phillip Quarcoo Boy's School (18[th] February)	1966	44
Death of Most Rev. John Kodwo Amissah, Catholic Bishop of Cape Coast	1992	18
Death of Nana Osabarima Kojo Mmrah V, Omanhene of Oguaa Traditional Area	1997	13

GREATER ACCRA, EASTERN AND VOLTA REGIONS	YEAR	NO. OF YEARS UP TO 2010
Execution of Sotordugbe of Aflao Viefe at Viefe	1902	108
Rev. A.W. Clerk of Basel Mission Church died at Aburi	1906	104
Dedication of Larteh Basel Mission Church	1907	103
Bubonic Plague (Akpornabu)	1908	102
Rev. Theophilus Opoku died at Akropong	1913	97
Major Agricultural show took place at Krobo Odumase	1913	97
Motor Car first Climbed Aburi Hill	1913	97
Anum-Peki Political Unrest	1920	90
Korle Bu Hospital Foundation laid	1921	89
Death of Odikro Anakwa of Mamfe	1925	85
Achimota School opened	1927	83
Opening of the joint Provincial Council at Dodowa	1938	72
Accra earthquakes	1939	71
Governor Allan Burns visited Anum	1946	64
Adomi Bridge (Volta) Opened	1957	53
The Golden Jubilee of Nana Kumi VII	1960	50
Cutting of "Aryee Canal" at Kedzi near Keta	1963	47
Demolition of Makola No. 1 market	1979	31

B—REGIONAL EVENTS	YEAR	NO. OF YEARS UP TO 2010
Earth tremor in Accra and its environs	1996	14
Major Floods hit Accra causing several deaths and forcing thousands of people to flee from their homes (June)	2001	9
Area canal commission at Kezi near Keta	2001	9
A boat capsizes on lake Volta reservoir and many passengers feared drowned	2006	4
Ghana Celebrates 50 years of independence from Britain (March)	2007	3
Major off-shore oil discovery announced (June)	2007	3
Worst floods in over 30 years cause widespread devastation (Sept)	2007	3
Earthquake scare	2010	0
ASHANTI AND BRONG AHAFO REGIONS		
First Train Arrived in Kumasi	1903	107
Lt. Lionel Henry Trafford Martin of the 1st Gold Coast Regiment Died at Sampa	1905	105
Basel Missionaries arrived at Sampa	1919	91
King Prempeh I return from exile	1925	85
Ashanti Tekyiman killed their Omanhene Yao Kramo	1927	83
Muslims led by Malam Halidu, left Atebubu and settled at Prang	1927	83
Installation of King Prempeh II	1931	79
Kumasi Fort destroyed accidentally by fire	1932	78
Restoration of Ashanti Confederacy	1935	75
Suma became a member of the Ashanti Confederacy	1935	75
Telephone extension to Berekum	1946	64
Telephone service extended to Domaa-Ahenkro	1948	62
Telephone service extended to Nsoatre	1954	56
Kwame Nkrumah visited Yeji	1955	55
Creation of the Brong-Ahafo Region	1959	51
Foundation of Atebubu Training College laid	1965	45
NORTHERN AND UPPER REGIONS	YEAR	
First chiefs meeting at Yapei	1923	87
First Aeroplane to Northern Territories	1934	76
Construction of Wa/Tamale road	1940	70
The initial operation of the Gonja Development Company in Damongo (GDC)	1948	62
Gonja Development Company established	1950	60
Chiefs from the Northern Region visited Accra	1956	54
Epidemic known as "Accra Zukogli".	1957	53
Opening of Notre Dam Seminary and Navrongo Secondary School	1960	50
Construction of Tono Irrigation Dam started	1975	35
Shooting of Colonel Felli and Others by Fring Squad	1979	31
Fighting between Saboro and Wusungu	1985	25
Start of Mamprusi/Kusasi War in Bawku	1985	25

B—REGIONAL EVENTS	YEAR	NO. OF YEARS UP TO 2010
Major Dust storm	1985	25
Start of Army worm invasion	1985	25
Establishment of the University for Development Studies	1992	18
Violent ethnic clashes between the Nanumba and Kokomba over land ownership	1994	16
Seven ethnic groups involved in violence in Northern Region sign peace agreement	1994	16
Government imposes curfew in Northern Region as a result of renewed ethnic violence	1995	15
Opening of a University Campus in Navrongo	1995	15
Reconstruction of the Tamale-Paga Road	1997	13
Death of Yaa Naa, Chief of Dagbon (26th March)	2002	8

APPENDIX 2: List of ECOWAS States and other Countries by Region

A. ECOWAS STATES	B. OTHER AFRICAN COUNTRIES	C. EUROPEAN COUNTRIES
1. BENIN 2. BURKINA FASO 3. CAMEROUN 4. COTE D' IVOIRE 5. THE GAMBIA 6. GUINEA 7. GUINEA BISSAU 8. LIBERIA 9. MALI 10. MAURITANIA 11. NIGER 12. NIGERIA 13. SENEGAL 14. SIERRA LEONE 15. TOGO	1. ALGERIA 2. ANGOLA 3. BOTSWANA 4. BURUNDI 5. CAPE VERDE 6. CENTRAL AFRICAN REPUBLIC 7. CHAD 8. COMOROS 9. CONGO, DEM. REP. OF (ZAIRE) 10. CONGO, REP OF 11. DJIBOOUTI 12. EGYPT 13. EQUITORIAL GUINEA 14. ERITREA 15. ETHIOPIA 16. GABON 17. KENYA 18. LESOTHO 19. LIBYA 20. MADAGASCAR 21. MALAWI 22. MAURITIUS 23. MOROCCO 24. MOZAMBIQUE 25. NAMIBIA 26. REUNION 27. RWANDA 28. SAO TOME & PRINCIPE 29. SEYCHELLES 30. SOMALIA 31. SOUTH AFRICA 32. SUDAN 33. SWAZILAND 34. TANZANIA 35. TUNISIA 36. UGANDA 37. WESTERN SAHARA 38. ZAMBIA 39. ZIMBABWE	1. ALBANIA 2. ANDORRA 3. AUSTRIA 4. BELARUS 5. BELGIUM 6. BOSNIA-HERZEGOVINA 7. BULGARIA 8. CZECH REBUBLIC 9. CROATIA 10. DENMARK 11. ESTONIA 12. FINLAND 13. FRANCE 14. GERMANY 15. GREECE 16. HUNGARY 17. ICELAND 18. IRELAND 19. ITALY 20. LATVIA 21. LIECHTENSTEIN 22. LITHUANIA 23. LUXEMBOURG 24. MACEDONIA 25. MALTA 26. MOLDOVA 27. MONACO 28. NETHERLANDS 29. NORWAY 30. POLAND 31. PORTUGAL 32. ROMANIA 33. RUSSIA 34. SLOVAKIA 35. SLOVENIA 36. SPAIN 37. SWEDEN 38. SWITZERLAND 39. UKRAINE 40. UNITED KINGDOM 41. YUGOSLAVIA

D. AMERICAN (NORTH, SOUTH, CARIBBEAN)	E. ASIAN COUNTRIES	F. OCEANIAN COUNTRIES
1. ANTIGUA	1. AFGHANISTAN	1. AUSTRALIA
2. ARGENTINA	2. ARMENIA	2. FEDERATED STATES OF MICRONESIA
3. BAHAMAS	3. AZERBAIJAN	
4. BARBADOS	4. BAHRAIN	3. FIJI
5. BELIZE	5. BANGLADESH	4. FRENCH POLYNESIA
6. BOLIVIA	6. BHUTAN	5. GUAM
7. BRAZIL	7. BRUNEI	6. KIRIBATI
8. CANADA	8. CAMBODIA	7. MARSHALL ISLANDS
9. CHILE	9. CHINA	8. NAURU
10. COLOMBIA	10. CYPRUS	9. NEW CALEDONIA
11. COSTA RICA	11. EAST TIMOR	10. NEW ZEALAND
12. CUBA	12. GEORGIA	11. PALAU
13. DOMINICA	13. HONGKONG	12. PAPUA-NEW GUINEA
14. DOMINICAN REPUBLIC	14. INDIA	13. SOLOMON ISLANDS
15. ECUADO	15. INDONESIA	14. TONGA
16. EL SALVADOR	16. IRAN	15. TUVALU
17. FRENCH GUIANA	17. IRAQ	16. VANUATU
18. GRENADA	18. ISRAEL	17. WESTERN SAMOA
19. GUADELOUPE	19. JAPAN	
20. GUATEMALA	20. JORDAN	
21. GUYANA	21. KAZAKHSTAN	
22. HAITI	22. KOREA (NORTH & SOUTH)	
23. HONDURAS	23. KUWAIT	
24. JAMAICA	24. KYRGYZTAN	
25. MARTINIQUE	25. LAOS	
26. MEXICO	26. LEBANON	
27. NETHERLANS ANTILLES	27. MACAO	
28. NICARAGUA	28. MALAYSIA	
29. PANAMA	29. MALDIVES	
30. PARAGUAY	30. MONGOLIA	
31. PERU	31. MYANMAR	
32. PUERTO RICO	32. NEPAL	
33. SAINT LUCIA	33. OMAN	
34. ST. KITTS-NEVIS	34. PAKISTAN	
35. ST. VINCENT AND THE GRENADINES	35. PALESTINE	
	36. PHILIPINES	
36. SURINAME	37. QATAR	
37. TRINIDAD AND TOBAGO	38. SAUDI ARABIA	
38. UNITED STATES	39. SINGAPORE	
39. URUGUAY	40. SRI LANKA	
40. VENEZUELA	41. SYRIA	
	42. TAIWAN	
	43. TAJIKISTAN	
	44. THAILAND	
	45. TURKEY	
	46. TURKMENISTAN	
	47. UNITED ARAB EMIRATES	
	48. UZBEKISTAN	
	49. VIETNAM	
	50. YEMEN	

NEW APPENDIX 3: Tribes (Ethnic Groups) In Ghana

00 AKAN
01 Agona
02 Ahafo
03 Ahanta
04 Akuapem
05 Akwamu
06 Akyem
07 Aowin
08 Asante
09 Asen (Assin)
10 Boron (Brong) (including Banda)
11 Chokosi (Anufor)
12 Denkyira / Twifo
13 Evalue
14 Fante
15 Kwahu
16 Nzema
17 Sefwi
18 Wasa
19 Bawle

20 GA-DANGME
21. Dangme (Ada, Shai, Krobo, Osudoku,Ningo)
22. Ga

30 EWE
30. Ewe

40 GUAN
41. Akpafu, Lolobi, Likpe, Bowiri, Buem, Santrokofi, Akposo
42. Avatime, Nyongbo, Tafi, Logba
43. Awutu, Efutu, Senya, Breku
44. Cherepong, Larteh, Anum-Boso
45. Gonja
46. Nkonya
47. Yeji, Nchumuru, Krachi, Nawuri, Bassa Achode
48. Nkomi, Wiase, Dwan

50 GURMA
51. Bimoba
52. Kokomba
53. Basare
54. Pilapila
55. Salfalba (Sabulaba)
56. Kotokoli
57. Chamba (Kyamba)

60 MOLE-DAGBANI
61. Builsa (Kangyaga or Kanjaga)
62. Dagarte (Dagaba), Lobi
63. Dagomba
64. Kusasi
65. Mamprusi
66. Namnam (Nabdom)
67. Nankansi, Talensi & Gurense (Frafra)
68. Nanumba
69. Wali (Wala)

70 GRUSI
71. Kasena (Paga)
72. Mo
73. Sisala
74. Vagala
75. Other Grusi (e.g. Lela, Templensi, Birifor, Yangala, Miwo)

80 MANDE
81. Busanga
82. Wangara (Bambara, Madingo & Dyula)

90 ALL OTHER TRIBES
91 All other tribes originating from Ghana
92 Other tribes originating from outside Ghana (Mosi, Hausa, Fulani, Zabrama, etc.)

APPENDIX 4: District Codes and Capitals

(WESTERN)

No	District name	District code	District Type	District Capital
1	Jomoro	0101	District	Half -Assini
2	Ellembelle	0102	District	Nkroful
3	Nzema East	0103	Municipal	Axim
4	Ahanta West	0104	District	Agona-Nkwanta
5	Sekondi-Takoradi	0105	Metropolitan	Sekondi
6	Shama	0106	District	Shama
7	Mpohor-Wassa East	0107	District	Daboase
8	Tarkwa Nsuaem	0108	Municipal	Tarkwa
9	Prestea / Huni Valley	0109	District	Bogoso
10	Wassa Amenfi East	0110	District	Wassa-Akropong
11	Wassa Amenfi West	0111	District	Asankragwa
12	Aowin / Suaman	0112	District	Enchi
13	Sefwi-Akontombra	0113	District	Sefwi-Akontombra
14	Sefwi-Wiawso	0114	District	Sefwi-Wiawso
15	Sefwi-Bibiani-Ahwiaso-Bekwai	0115	District	Bibiani
16	Juabeso	0116	District	Juabeso
17	Bia	0117	District	Essam-Debiso
	Submetros for Sekondi-Takoradi Metropolitan Assembly			
	Submetros	Code		
18	Kwesimintsim	1		
19	Takoradi	2		
20	Sekondi	3		
21	Essikadu - Ketan	4		

(CENTRAL)

No.	District name	District code	District Type	District Capital
1	Komenda / Edina / Eguafo / Abirem	0201	Municipal	Elmina
2	Cape Coast	0202	Metropolitan	Cape Coast
3	Abura / Asebu / Kwamankese	0203	District	Abura Dunkwa
4	Mfantsiman	0204	Municipal	Saltpond
5	Ajumako / Enyan / Essiam	0205	District	Ajumako
6	Gomoa West	0206	District	Apam
7	Effutu	0207	Municipal	Winneba
8	Gomoa East	0208	District	Afransi
9	Ewutu Senya	0209	District	Awutu Bereku
10	Agona East	0210	District	Nsaba
11	Agona West	0211	Municipal	Agona Swedru
12	Asikuma / Odoben / Brakwa	0212	District	Breman Asikuma
13	Assin South	0213	District	Nsuaem-Kyekyewere
14	Assin North	0214	Municipal	Assin Fosu
15	Twifo / Heman / Lower Denkyira	0215	District	Twifo Praso

			(CENTRAL)	
No.	**District name**	**District code**	**District Type**	**District Capital**
16	Upper Denkyira East	0216	Municipal	Dunkwa-On-Offin
17	Upper Denkyira West	0217	District	Diaso
	Submetros for Cape Coast Metro Assembly			
	Submetro	**Code**		
18	Cape Coast South	1		
19	Cape Coast North	2		

		(GREATER ACCRA)		
	District name	**District code**	**District Type**	**District Capital**
1	Weija (Ga South)	0301	Municipal	Gbawe
2	Ga West	0302	Municipal	Amasaman
3	Ga East	0303	Municipal	Abokobi
4	A M A	0304	Metropolitan	Accra
5	Adenta	0305	Municipal	Adenta
6	Ledzokuku / Krowor	0306	Municipal	Teshie/Nungua
7	Ashaiman	0307	Municipal	Ashaiman
8	Tema	0308	Metropolitan	Tema
9	Dangbe West	0309	District	Dodowa
10	Dangbe East	0310	District	Ada Foah
	Submetros for Accra Metropolitan Assembly			
	Submetro	**Code**		
11	Ablekuma South	1		
12	Ablekuma Central	2		
13	Ashiedu Keteke	3		
14	Osu Klotey	4		
15	La	5		
16	Ayawaso East	6		
17	Ayawaso Central	7		
18	Okai Koi South	8		
19	Ablekuma North	9		
20	Okai Koi North	10		
21	Ayawaso West Wogon	11		
	Sub Metros for Tema Metropolitan Assembly			
	Sub Metro	**Code**		
22	Tema West	1		
23	Tema East	2		
24	Kpone Katamanso	3		

		(VOLTA)		
	District name	District code	District Type	District Capital
1	South Tongu	0401	District	Sogakope
2	Keta Municipal	0402	Municipal	Keta
3	Ketu South	0403	District	Denu
4	Ketu North	0404	District	Dzodze
5	Akatsi	0405	District	Akatsi
6	North Tongu	0406	District	Adidome
7	Adaklu Anyigbe	0407	District	Kpetoe
8	Ho	0408	Municipal	Ho
9	South Dayi	0409	District	Kpeve
10	North Dayi	0410	District	Kpando
11	Hohoe	0411	Municipal	Hohoe
12	Biakoye	0412	District	Nkonya
13	Jasikan	0413	District	Jasikan
14	Kadjebi	0414	District	Kadjebi
15	Krachi East	0415	District	Dambai
16	Krachi West	0416	District	Kete-Krachi
17	Nkwanta South	0417	District	Nkwanta
18	Nkwanta North	0418	District	Kpassa

		(EASTERN)		
	District name	District code	District Type	District Capital
1	Birim South	0501	District	Akim Swedru
2	Birim Central Municipal	0502	Municipal	Akim Oda
3	West Akim	0503	Municipal	Asamankese
4	Suhum / Kraboa Coaltar	0504	District	Suhum
5	Akwapim South	0505	Municipal	Nsawam
6	Akwapim North	0506	District	Akwapim-Akropong
7	New Juaben Municipal	0507	Municipal	Koforidua
8	Yilo Krobo	0508	District	Somanya
9	Lower Manya Krobo	0509	District	Odumase
10	Asuogyaman	0510	District	Atimpoku
11	Upper Manya Krobo	0511	District	Asesewa
12	Fanteakwa	0512	District	Begoro
13	East Akim	0513	Municipal	Kibi
14	Kwaebibirem	0514	District	Kade
15	Akyemansa	0515	District	Akyem Ofoase
16	Birim North	0516	District	New Abirem
17	Atiwa	0517	District	Kwabeng
18	Kwahu West	0518	Municipal	Nkawkaw
19	Kwahu South	0519	District	Mpraeso
20	Kwahu East	0520	District	Abetifi
21	Kwahu North (Afram Plains)	0521	District	Donkorkrom

		(ASHANTI)		
	District name	**District code**	**District Type**	**District Capital**
1	Atwima Mponua	0601	District	Nyinahin
2	Amansie West	0602	District	Manso Nkwanta
3	Amansie Central	0603	District	Jacobu
4	Adansi South	0604	District	New Edubiase
5	Obuasi Municipal	0605	Municipal	Obuasi
6	Adansi North	0606	District	Fomena
7	Bekwai Municipal	0607	Municipal	Bekwai
8	Bosome Freho	0608	District	Asiwa
9	Asante Akim South	0609	District	Juaso
10	Asante Akim North	0610	Municipal	Konongo
11	Ejisu Juaben	0611	Municipal	Ejisu
12	Bosumtwi	0612	District	Kuntenase
13	Atwima Kwanwoma	0613	District	Foase
14	K M A	0614	Metro	Kumasi
15	Atwima Nwabiagya	0615	District	Nkawie
16	Ahafo Ano South	0616	District	Mankraso
17	Ahafo Ano North	0617	District	Tepa
18	Offinso Municipal	0618	Municipal	Offinso
19	Afigya Kwabre	0619	District	Kodie
20	Kwabre East	0620	District	Mampongten
21	Sekyere South	0621	District	Agona
22	Mampong Municipal	0622	Municipal	Mampong
23	Sekyere East	0623	District	Effiduase
24	Sekyere Afram Plains	0624	District	Kumawu
25	Sekyere Central	0625	District	Nsuta
26	Ejura Sekye Dumasi	0626	District	Ejura
27	Offinso North	0627	District	Akomadan
	Sub Metros for Kumasi Metropolitan Assembly (New)			
	Sub-metro	**Code**		
28	Kwadaso	1		
29	Nhyiaeso	2		
30	Subin	3		
31	Asokwa	4		
32	Oforikrom	5		
33	Asawase	6		
34	Manhyia	7		
35	Old Tafo	8		
36	Suame	9		
37	Bantama	10		

		(BRONG AHAFO)		
	District name	**District code**	**District Type**	**District Capital**
1	Asunafo South	0701	District	Kukuom
2	Asunafo North	0702	Municipal	Goaso
3	Asutifi	0703	District	Kenyasi No. 1
4	Dormaa Municipal	0704	Municipal	Dormaa Ahenkoro

		(BRONG AHAFO)		
	District name	**District code**	**District Type**	**District Capital**
5	Dormaa East	0705	District	Wamfie
6	Tano South	0706	District	Bechem
7	Tano North	0707	District	Duayaw-Nkwanta
8	Sunyani Municipal	0708	Municipal	Sunyani
9	Sunyani West	0709	District	Odumase
10	Berekum	0710	Municipal	Berekum
11	Jaman South	0711	District	Drobo
12	Jaman North	0712	District	Sampa
13	Tain	0713	District	Nsawkaw
14	Wenchi	0714	Municipal	Wenchi
15	Techiman	0715	Municipal	Techiman
16	Nkoranza South	0716	District	Nkoransa
17	Nkoranza North	0717	District	Busaya
18	Atebubu	0718	District	Atebubu
19	Sene	0719	District	Kwame Danso
20	Pru	0720	District	Yeji
21	Kintampo South	0721	District	Jema
22	Kintampo North	0722	Municipal	Kintampo

		(NORTHERN)		
	District name	**District code**	**District Type**	**District Capital**
1	Bole	0801	District	Bole
2	Sawla / Tuna / Kalba	0802	District	Sawla
3	West Gonja	0803	District	Damango
4	Gonja Central	0804	District	Buipe
5	East Gonja	0805	District	Salaga
6	Kpandai	0806	District	Kpandai
7	Nanumba South	0807	District	Wulensi
8	Nanumba North	0808	District	Bimbila
9	Zabzugu Tatali	0809	District	Zabzugu
10	Yendi	0810	Municipal	Yendi
11	Tamale Metro	0811	Metropolitan	Tamale
12	Tolon Kumbugu	0812	District	Tolon
13	Savelugu Nanton	0813	District	Savelugu
14	Karaga	0814	District	Karaga
15	Gushiegu	0815	District	Gushiegu
16	Saboba	0816	District	Saboba
17	Chereponi	0817	District	Chereponi
18	Bunkpurugu Yonyo	0818	District	Bunkpurugu
19	Mamprusi East	0819	District	Gambaga
20	Mamprusi West	0820	District	Waleware
	Submetros for Tamale Metro Assembly			
	Submetro	**Code**		
21	Tamale South	1		
22	Tamale Central	2		
23	Tamale North	3		

(UPPER EAST)			
	District name	District code	District Type	District Capital
1	Builsa	0901	District	Sandema
2	Kasena Nankana West	0902	District	Paga
3	Kasena Nankana East	0903	District	Navrongo
4	Bolgatanga Municipal	0904	Municipal	Bolgatanga
5	Talensi Nabdam	0905	District	Tongo
6	Bongo	0906	District	Bongo
7	Bawku West	0907	District	Zebila
8	Garu Tempane	0908	District	Garu
9	Bawku Municipal	0909	Municipal	Bawku

(UPPER WEST)			
	District name	District code	District Type	District Capital
1	Wa West	1001	District	Wechiau
2	Wa Municipal	1002	Municipal	Wa
3	Wa East	1003	District	Funsi
4	Sissala East	1004	District	Tumu
5	Nadowli	1005	District	Nadowli
6	Jirapa	1006	District	Jirapa
7	Sissala West	1007	District	Gwollu
8	Lambussie	1008	District	Lambussie
9	Lawra	1009	District	Lawra
CONTINENT CODES			
	Other ECOWAS states	9911	
	Africa, other than ECOWAS	9912	
	Europe	9913	
	Americas (North, South/ Caribbean)	9914	
	Asia	9915	
	Oceania (Australia, Indonesia, New Zealand, Pacific Islands)	9916	

APPENDIX 5: Crop/Tree/Livestock Codes

CROP / TREE PLANTING CODES FOR G02

Activity	Code	Activity	Code
Agro forestry (tree planting)	01	Melon (agusi)	36
Alligator pepper	02	Millet	37
Apples	03	Mushroom	38
Asian vegetables (e.g. tinda, cauliflower)	04	Nut meg	39
Avocado	05	Oil palm	40
Banana	06	Okro	41
Beans	07	Onion	42
Black pepper	08	Pawpaw	43
Black berries	09	Peas	44
Cabbage	10	Pepper	45
Carrot	11	Pineapple	46
Cashew	12	Plantain	47
Cassava	13	Potatoes	48
Citronella	14	Rice	49
Citrus	15	Rubber	50
Cloves	16	Shallot	51
Cocoa	17	Shea tree	52
Coconut	18	Sorghum	53
Cocoyam	19	Soya beans	54
Cocoyam / Taro (kooko)	20	Spinach	55
Coffee	21	Sugarcane	56
Cola	22	Sun flower	57
Cotton	23	Sweet pepper	58
Cucumber	24	Sweet potatoes	59
Egg plant	25	Tiger nut	60
Gallic	26	Tobacco	61
Garden eggs	27	Tomatoes	62
Ginger	28	Water melon	63
Groundnut	29	Yam	64
Guava	30	Other *(specify)*	65
Kenaf	31	Other *(specify)*	65
Lemon grass	32	Other *(specify)*	65
Lettuce	33	Other *(specify)*	65
Maize	34	Other *(specify)*	65
Mango	35	None	66

LIVESTOCK CODES FOR G03

Activity	Code	Activity	Code
Beehives	01	Rabbit	11
Cattle	02	Sheep	12
Chicken	03	Silk worm	13
Dove	04	Snail	14
Duck	05	Turkey	15
Goat	06	Other *(specify)*	16
Grass-cutter	07	Other (specify)	16
Guinea fowl	08	Other *(specify)*	16
Ostrich	09	None	17
Pig	10		

FISHING CODES FOR G03

Activity	Code	Activity	Code
Fish farming	18	Marine fishing	20
Inland fishing	19	None	21

APPENDIX 6: Enumerator's Receipt Form (PHC 11)

CONFIDENTIAL   *PHC 11*

ENUMERATOR'S MATERIALS RECEIPT

Region: _____   District: _____   E.A. No.: _____

Item No. (1)	Description (2)	QUANTITIES RECEIVED		Quantities Returned (5)	Remarks (6)
		First (3)	Additional * (4)		
A.	**Items to be received from Supervisor**				
a.	Enumerator's Satchel				
b.	Satchel label				
c.	Identity Card				
d.	Final E.A. Description Form (PHC 2)				
e.	Enumerator's Manual				
f.	Enumerator's Visitation Record Book				
g.	Questionnaires (PHC 1A) or				
h.	Questionnaires (PHC 1B)				
i.	Certificate of Enumeration (Floating Population)				
j.	Call-Back Cards				
k.	Black Ball Pens				
l.	Metal Clips				
m.	Chalk				
n.	Note Book				
o.	E.A. Enumeration Results Sheets (PHC 3)				
p.	Final Summary Sheets (PHC 4)				
q.	File				
r.	Rubber Band				
B.	**To be Collected**				
1	Torch Lights				
2	Lanterns				

ENUMERATOR   **FIELD SUPERVISOR**

I have received from my Field Supervisor   I have received the items stated above in
the items stated in columns 3 and 4.   column 5.

Name: _____   Name: _____

Signature: _____   Signature: _____

Date: _____ 20 _____   Date: _____ 20 _____

* Enumerator should initial all additional documents received.

APPENDIX 7: 2010 PHC Form 2

GHANA STATISTICAL SERVICE

2010 POPULATION AND HOUSING CENSUS
GHANA AUTOMATED ENUMERATION AREA INFORMATION SYSTEM (GAEA-INFO)

1a. Region: _____   1b. Region Number: _____

2a. District: _____   2b. District Number: _____

3a. District Type: _____   3b. District Type Number: _____

4a. Sub District Type: _____   4b. Sub District Number: _____

5a. 2000 E.A. Code: _____   5b. 2010 E.A. Number (Prov.): _____

6a. E.A. Type: _____   6b. E.A. Type Number: _____

7a. Locality Name: _____   7b. Base Locality Number: _____

8a. E.A. Base: _____   8b. E.A. Base Coord: _____

9   2010 E. A. CODE

| Locality Number | Name of Locality(ies) in E.A. | E.A. Population Information | | |
		2000 PHC Enumeration	2010 PHC Estimated (Field)	2010 PHC Enumeration
001				
002				
003				
004				
005				
006				
025				

10. Enumeration Area Boundary Description:

----

11. Accessibility Remarks:

Enumerator's Name: _____   Phone Number: _____

Supervisor's Name: _____   Phone Number: _____

APPENDIX 8: 2010 PHC Form 3

PHC 3

REPUBLIC OF GHANA

GHANA STATISTICAL SERVICE

2010 POPULATION AND HOUSING CENSUS

E. A. ENUMERATION RESULTS SHEET

PLEASE PRINT CAREFULLY AND AVOID CONTACT WITH THE EDGES AS SHOWN:	1 2 3 4 5 6 7 8 9 0 A B C D

A1 REGION NAME

A2 DISTRICT NAME

A3 DISTRICT TYPE

A4 SUB-DISTRICT

A5 LOCALITY NAME (TOWN/VILLAGE)

A6 ENUMERATION AREA CODE

REGION	DISTRICT	DISTRICT TYPE	SUB- DISTRICT	EA NUMBER	A7 EA TYPE	A8 BASE LOCALITY

A9 TOTAL NUMBER OF LOCALITIES WITHIN EA

A10 TOTAL NUMBER OF PERSONS ENUMERATED IN EA   MALE   FEMALE

ENUMERATOR AND SUPERVISOR CERTIFICATION

ENUMERATOR		SUPERVISOR	
SIGNATURE		SIGNATURE	
PHONE NUMBER		PHONE NUMBER	
DATE		DATE	

PHC 4

GHANA STATISTICAL SERVICE

2010 POPULATION AND HOUSING CENSUS

FINAL SUMMARY SHEET

REPUBLIC OF GHANA

Fill one for each Locality in your EA OR one for each EA in a larger locality

PLEASE PRINT CAREFULLY AND AVOID CONTACT WITH THE EDGES AS SHOWN:	1 2 3 4 5 6 7 8 9 0 A B C D

SECTION A: LOCALITY INFORMATION

A1 REGION NAME

A2 DISTRICT NAME

A3 DISTRICT TYPE

A4 SUB-DISTRICT

A5 LOCALITY NAME(TOWN/VILLAGE)

A6 ENUMERATION AREA CODE

REGION	DISTRICT	DISTRICT TYPE	SUB- DISTRICT	EA NUMBER

A7 EA TYPE

A8 LOCALITY CODE

A9 TOTAL NUMBER OF LOCALITIES WITHIN EA

SECTION B: LOCALITY FACILITIES

	TELECOMMUNICATION FACILITIES			HEALTH FACILITIES				EDUCATIONAL FACILITIES		
	a) POST OFFICE	b) INTERNET CAFE	c) TELEPHONE	d) HOSPITAL	e) CLINIC	f) MATERNITY HOME	g) TRADITIONAL HEALER	h) PRIMARY	i) JHS	j) SHS
B1 Are there any of the following facilities in this locality? IF YES, GO TO NEXT FACILITY IF NO, ASK FOR DISTANCE (B2)	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No
B2 What is the distance in kilometers to the nearest facility										

B3 TOILET FACILITY
Is there a public toilet facility in this locality?   Yes ○   No ○

SECTION C: ENUMERATION RESULTS

			MALE	FEMALE
C1 Total number of RESIDENTIAL HOUSES / COMPOUNDS		**C3** Total number of persons in HOUSEHOLDS		

			MALE	FEMALE
C2 Total number of HOUSEHOLDS		**C4** Total number of persons in GROUP QUARTERS (including floating population)		

APPENDIX 10: 2010 PHC Call-Back Card

REPUBLIC OF GHANA
2010 Population and Housing Census

Call-Back Card

Dear Sir/Madam,

I am the Census Enumerator for your area. I called to interview you and your household but unfortunately you were out. With your permission, I intend to call again on .... at ....

If this date and time will not be convenient, please suggest below another date and time suitable to you. You may also communicate this information to your neighbours.

I thank you very much for your help.

PLEASE TICK THE APPROPRIATE BOX / INDICATE CONVENIENT DATE & TIME

☐ Suggested time and date of visit is agreeable.

☐ I prefer that you come on .... (date) at .... (time)

Census Enumerator

APPENDIX 11: 2010 PHC Certificate of enumeration for floating population

REPUBLIC OF GHANA
GHANA STATISTICAL SERVICE

2010 POPULATION AND HOUSING CENSUS
CERTIFICATE OF ENUMERATION FOR FLOATING POPULATION

E.A. Code: _____

Serial No. of Location: _____

This is to certify that

_____
(Full Name)

was enumerated at

_____
(Address of Location)

on _____

_____
(Signature of Enumerator)