INTRODUCTION

1

After studying Chapter 1 the census workers should have an understanding of the target and scope of activity of and the type of instruments used in the 2010 Population Census (2010PC or in Indonesian, SP 2010).

1.1   Background

A Population Census encompasses the entire process of collecting, processing, compiling, and publishing demographic, economic and social data pertaining to all residents in a country or a region at a specified time. A Population Census in Indonesia is usually referred to as population enumeration, that is, the collecting of data/information for all residents who live in the territorial area of Indonesia. Data collected, among others, are: name, age, sex, education, religion, citizenship, occupation, and birth place. The result is the total number of residents with their characteristics, which are very useful in planning, monitoring, and assessing the development programs.   The 2010PC will provide information on the actual conditions of the population, their housing conditions, education and details of the labor force at the lowest administrative level.

Since Indonesia's independence, five population censuses have been conducted, that is, in 1961, 1971, 1980, 1990, and 2000. The 2010 Population Census (SP2010) will be the sixth population census.

SP2010 is an enormous activity that consists of interrelated stages of activities beginning with planning, preparation, data collection, data processing and dissemination, and data analysis. Activities for SP2010 began in 2007 and should be completed by 2013. The series of SP2010 activities began with the collection of

village potential data (PODES), followed by the mapping of administrative areas and census blocks, a census test and other activities related to the preparation of SP2010. A pilot census was conducted in 2009 to test the quality, validity, and ease of use of all instruments, procedures and systems that will be used in SP2010. The peak of activity for SP2010 will be in May 2010 when the building and household registration will be implemented and the household and complete enumeration of all residents will take place.

1.2. Objective of SP2010

4. The objectives of SP2010 in general are

1) To collect and present basic demographic data at the lowest administrative level.

2) To develop a master sampling frame (*Keranga Sampel Induk or KSI)*) to be used for various surveys which will use the household approach.

3). To estimate various demographic parameters down to specified administrative levels.

4) To collect demographic information that can be used to develop a demographic data base

1.3. Legal Basis

5. Implementation of SP2010 is based upon:

1) Statistical Act, Law Number 16 of 1997.

2) Government regulation number 51 of 1999 on Statistical Operations.

3) Presidential Decree Number 86 of 2007 on the Organization Structure of the Central Bureau of Statistics (*Badan Pusat Statistik or BPS*).

1.4.　Coverage and Activities

6.　SP2010 covers all Indonesian (WNI) as well as foreign (WNA) population who reside in the territorial area of Indonesia, regardless of whether the person has permanent residence or not; those who do not have a permanent residence include homeless, refugees, crews of Indonesian ships, those living in inaccessible areas, and those living on boats or houseboats. Members of the diplomatic corps of other countries and their families will not be covered in SP2010 even though they reside in the territorial area of Indonesia. On the other hand, members of the diplomatic corps of Indonesia and their families who reside abroad will be covered in SP2010.

1.5.　Schedule of Activities for 2009 and 2010

7.　SP2010 Field Activities include:

1)　Mapping of all administrative areas was conducted in 2008 and 2009,

2)　Formation and mapping of Census Blocks (CBs) was carried out in 2008 and 2009. The Census Block Maps will be used to determine the work areas of the census workers and to mark the location of census buildings,

3)　Listing of buildings and households will be carried out during the census month, that is, during the period May 1-7, 2010,

4)　Collection of data from the population with permanent residence will be carried out from 8-31 May 2010,

5)　Collection of data from the population without permanent residence, such as the homeless and crews of ships, will be carried out on 15 May 2010 beginning at 24.00 hours. The date 15 May 2010 has been determined as Census Day. The collection of   data from other elements of the population without permanent residence will be carried out from 1 – 31 May 2010.

Outline of the main activities of SP2010 is as follows:

NO.	ACTIVITIES	SCHEDULE
1.	Mapping of Census Blocks	May - September 2009
2.	Pilot Census I and II	May - July 2009
3.	Pilot of Post EnumerationSurvey	July and October 2009
4.	Urban/Rural Classification	August - October 2009
5.	Preparation for Census Publicity	June - October 2009
6.	Developement of the Data Processing Program	January 2009 - February 2010
7.	Training of Census Workers	March - April 2010
8.	Enumeration	May 2010
9.	Data Processing in the Provinces	June - November 2010
10.	Conducting the Post Enumeration Survey	June 2010

SENSUS PENDUDUK 2010

METHODOLOGY AND ACTIVITY PHASES **2**

After studying Chapter 2, the census workers will understand the methodology for the 2010 Population Census and the stages of activities of the census in general and the stages of activity for which the enumerator will be responsible.

2.1   Methodology

8.   Enumeration of population may be carried out using either the "de jure" concept, that is, "a person is enumerated where he/she usually stays/resides" (usual residence) or the "de facto" concept" in which a person is enumerated in the place where he/she is found".   People with permanent residence are enumerated at the place where they usually reside. A person who has been away from his usual residence for 6 months or more or who has been at a new residence for 6 months or more, will be enumerated at the place where he/she currently resides. People who live in a rented/contracted house (annual/monthly) will be considered as having a permanent residence.

9.   The enumeration for SP2010 will be carried out as follows:

1)   A person who resides permanently in the area that has been covered in the census mapping (including normal dwellings, apartments, multi-storied housing, mansions and elite housing) will be enumerated using forms L1 and C1. This activity will be carried out by teams of enumerators.

2)   A person who resides in other areas (covering: people living in remote areas, on houseboats, and Indonesian diplomats and members of their households living abroad) will be enumerated using form C2. This activity will be carried out by special census workers or a task force (TF).

3)   A person who does not have a permanent residence (the homeless, crews of Indonesian ships, isolated communities, prisoners, those living in military barracks,

those in refugee camps, etc) will be enumerated using form L2. The homeless and crews of Indonesian ships will be enumerated simultaneously on15 May 2010. This activity will be conducted by a task force coordinated by BPS Regency/City office [Note: The area designation Regency/City which is used in this manual may have been translated as Regency/Municipality or District in some prior census documents.]

> Field enumerators [*PCL in Indonesian*] enumerate in the designated area (point 1 above) in accordance with form RP3 [form RP3 gives the team assignments]

2.2   Field Enumeration

10.   Field enumeration covers listing and complete enumeration. Before staring the listing, the team is required to canvas the area thoroughly, identify the boundaries, and make adjustments in the census block map according to the actual field situation.

a.   Listing

11.   Listing consists of three activities, that is, listing of buildings and households, marking the position of the physical structures on the census block map and pasting the census stickers on the physical buildings/census buildings.

12.   Enumerators will conduct the listing of all buildings located in every Census Block (CB) [*in Indonesian Block Sensus or BS*] by using form L1. The listing should start from the building located in the southwest corner of the CB and then continue in a zigzag manner in an easterly direction.

13.   During the listing the following information will be collected: name of the local administrative unit [*in Indonesian, SLS or Satuan Lingkungan Setempat*], the serial number of the local administrative unit, the number of the physical building, number of the census building, type of census building, the usage of the census building, the household number, name of the head of the household [*in Indonesian, Kepala Rumah Tangga or KRT*], household type (normal/institutional), and the number of household members [*in Indonesian, Anggota Rumah Tangga*] classified by sex.

b.   Complete Enumeration

14.   After all Census Blocks have been listed, the team continues with the enumeration of all household members in each household using form C1. All field enumerators in the team work together to enumerate each Census Block. One household will be enumerated by one field enumerator.

15.   In the complete enumeration the following information is collected: names of the household members, relationship to the head of household, sex, age, religion, functional disabilities, ethnicity, language, migration, education, marital status, labor force, fertility, mortality, and housing facilities.

BUILDING AND HOUSEHOLD LISTING 7

After studying Chapter 7, the census workers will fully understand the questions on Form L1 and the listing procedure so that the enumerators can fill in Form L1 properly and correctly so that no households will be skipped and none will be duplicated.

7.1 Objectives and Use of Form L1

58. Objective and use of Form L1

1) The main purpose of listing is to obtain the exact description of each Census Block, that is, the number of buildings and households, as well as the number of members in each household, which will then be used to derive the preliminary total population count.

2) Other objectives are to obtain:
   a. Total population by sex,
   b. Total number of normal and institutional households,
   c. Total number of physical buildings,
   d. Total number of census buildings,
   e. Total number of census buildings used as dwellings,
   f. Total number of census buildings with mixed usage,
   g. Total number of census buildings not used for dwellings,
   h. Total number of census buildings used for economic activities,
   i. Location of every physical building on the Census Block maps,
   j. List of households to be used as a directory in the complete enumeration which will use Form C1.

3) One set of Form L1 will be used to list all buildings and households in one Census Block.
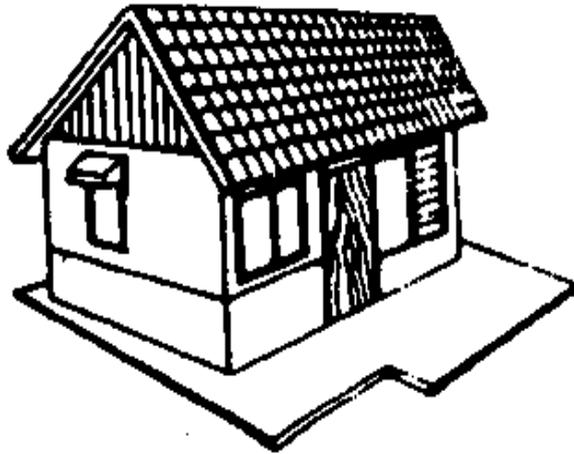
7.2 Physical Buildings and Census Buildings

59.   Buildings that have been marked on the Census Block maps (from the mapping operation) are important buildings that exist in the area and are referred to as landmarks, such as: Village Offices, Health Clinics, Mosques, prayer pavilions, churches, temples. Houses or other buildings can be used as boundary landmarks between local administrative areas or Census Blocks when a natural boundary is not very clear. During the listing, every existing physical building in the Census Block must be marked on the Census Block maps.

> **A Physical Building** is a place of shelter, either fixed or temporary, which has walls, a floor and a roof, used either for residence or not.

Buildings which have a floor area of less than 10 square meters and are not used as dwellings are not considered a physical building

60.   Physical buildings can be categorized as single buildings with a single level (Picture 7.1), single buildings with more than one level (Picture 7.2), two attached, single story buildings (duplex) (Picture 7.3), two attached buildings with more than one story, multiple attached buildings with multi stories, and a single, multi-storied building (Picture 7.4).

Picture 7.1. One-story single building
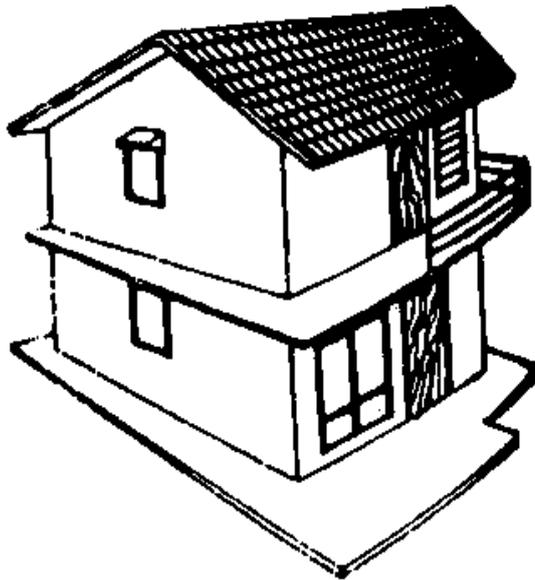
Picture 7.2. Two-story single building
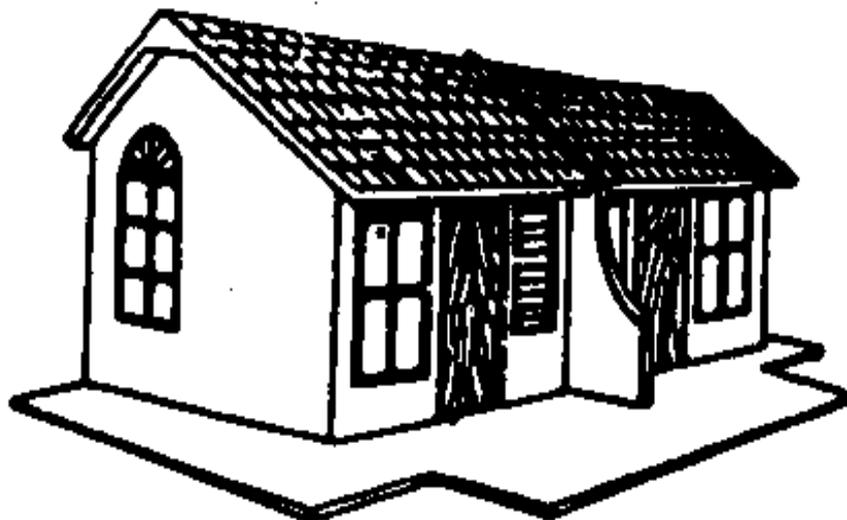
Picture 7.3. Two attached, one-story buildings

Picture 7.4. Multi-story single building

A **Census Building** is part or all of a physical building that has its own door for entering and exiting and has a single usage or function. An office house [*in Indonesian rukan*] or shop house [*in Indonesian ruko*] that each has its own separate door for entering and exiting is considered a separate census building.

Census buildings are classified according to their use:

a) A **Census building used as a dwelling** [*in Indonesian bangunan sensus tempat tinggal or BSTT*] is a census building that is used entirely as a residence, including those buildings that are intended as residences but are not yet occupied [*in Indonesian BSTT kosong* (*e*mpty)], for example, a housing complex that is not yet occupied.

b) A **Census Building not a residence** [*in Indonesian bangunan sensus bukan tempat tinggal or BSBTT*], is a census building in which no part of it is used for residence; for example, the building might be used for a store, restaurant, salon, place for religious services, hospital, factory, school, office building, meeting hall, etc. For places such as markets and malls, every kiosk is considered one census building not a residence (*BSBTT*). Information about the number of kiosks in the market/mall can be obtained from the market/mall management.

c) **A Census Building of mixed use** is a census building which is used partly for residence and partly for some other use; for example, a house-tailor shop, beauty salon-house, and house-weaving business.

7.3 Procedures for Numbering Buildings

61. Buildings are numbered during the listing using the following procedures:

1) Numbering begins with the physical building located at the southwestern corner of the Census Block and then continues eastwardly in a zigzag manner. Physical buildings are numbered 1, 2, 3 and so on in a sequential manner until the last physical building in a Census Block has been given a number.

2) If a Census Block consists of more than one local administrative unit, then after all physical buildings in the first local administrative area have been completed, continue to the next local administrative area, again starting with the physical building that is located in the southwestern corner and proceed as in the previous local administrative area. Continue like this until the physical buildings in all of the local administrative areas in the Census Block have been numbered. When moving from one local administrative area to another in the same Census Block, the physical buildings are numbered consecutively; do not restart the numbering as you move from one local administrative area to another.

3) Listing a given building is done as follows:
   a. Inspect the building to determine the number of physical buildings and the number of census buildings,
   b. Record the building on Form L1, and determine the serial number of that building,
   c. Paste the stickers on the census buildings,
   d. Mark the position of each physical building on the Census Block map along with its number.

62. Every census building used as a residence, whether occupied or not, should be given a sticker.

63. In a situation where there is one physical building with four census buildings used as dwellings, each census building must be given its own SP2010 sticker.

64. Buildings not used as dwellings such as an office, school, hospital, factory which are one physical building, should only be given one SP2010 sticker.

65. For buildings not used as dwellings such as offices, schools, hospitals,

factories in which some part of the building is used as a dwelling, then the part of the building used as a dwelling is considered a census building and should have one SP2010 sticker attached to it and the remaining parts of the buildings are considered one physical building and should have one SP2010 sticker attached to it.

> The SP2010 sticker is used as an indication that the census building has been listed on Form L1.

Examples of writing the numbers on the SP2010 sticker:

SENSUS PENDUDUK 2010		
	NO. BLOK SENSUS	**NAMA SLS**
	006B	RT 01/06
	NO. BANGUNAN FISIK	**NO. BANGUNAN SENSUS**
	1	1

SENSUS PENDUDUK 2010		
	NO. BLOK SENSUS	**NAMA SLS**
	006B	RT 01/06
	NO. BANGUNAN FISIK	**NO. BANGUNAN SENSUS**
	1	2

<table>
<tr><td colspan="3">SENSUS PENDUDUK 2010</td></tr>
<tr><td></td><td>NO. BLOK SENSUS</td><td>NAMA SLS</td></tr>
<tr><td></td><td>006B</td><td>RT 01/06</td></tr>
<tr><td></td><td>NO. BANGUNAN FISIK</td><td>NO. BANGUNAN SENSUS</td></tr>
<tr><td></td><td>1</td><td>3</td></tr>
</table>

<table>
<tr><td colspan="3">SENSUS PENDUDUK 2010</td></tr>
<tr><td></td><td>NO. BLOK SENSUS</td><td>NAMA SLS</td></tr>
<tr><td></td><td>006B</td><td>RT 01/06</td></tr>
<tr><td></td><td>NO. BANGUNAN FISIK</td><td>NO. BANGUNAN SENSUS</td></tr>
<tr><td></td><td>1</td><td>4</td></tr>
</table>

66. Census Block 006B has some buildings as follows:

1) Physical building number 1 in RT 01/RW 06 consists of 4 census buildings but only 1 of the census buildings is occupied:

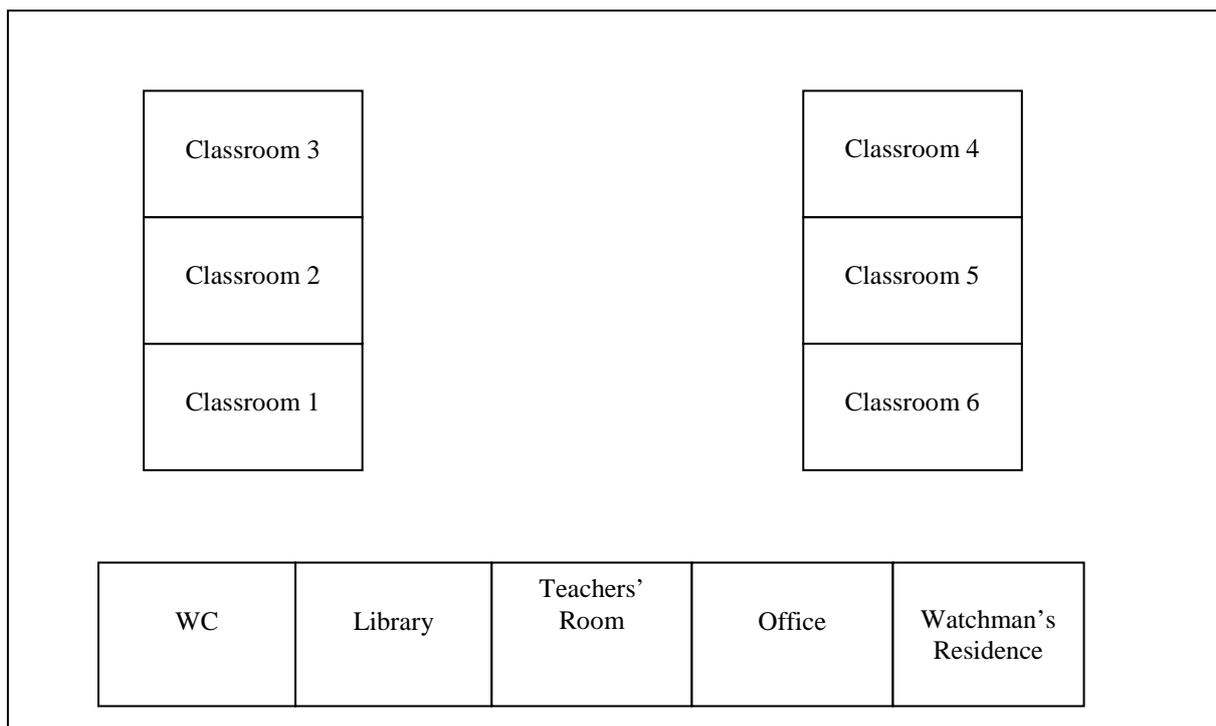An SP2010 sticker will be pasted on each census building numbered as follows:

Census Building No. 1 Unoccupied	Census Building No. 2 Occupied	Census Building No. 3 Unoccupied	Census Building No. 4 Unoccupied

2) Physical building number 2 is the office of the Central Bureau of Statistics, 6 – 8 Dr. Sutomo Street, Jakarta, and no one resides in any part of this building.

Building 1

Building 6

Building 4

Building 3

Building 2

Mosque

Building 5

Storage
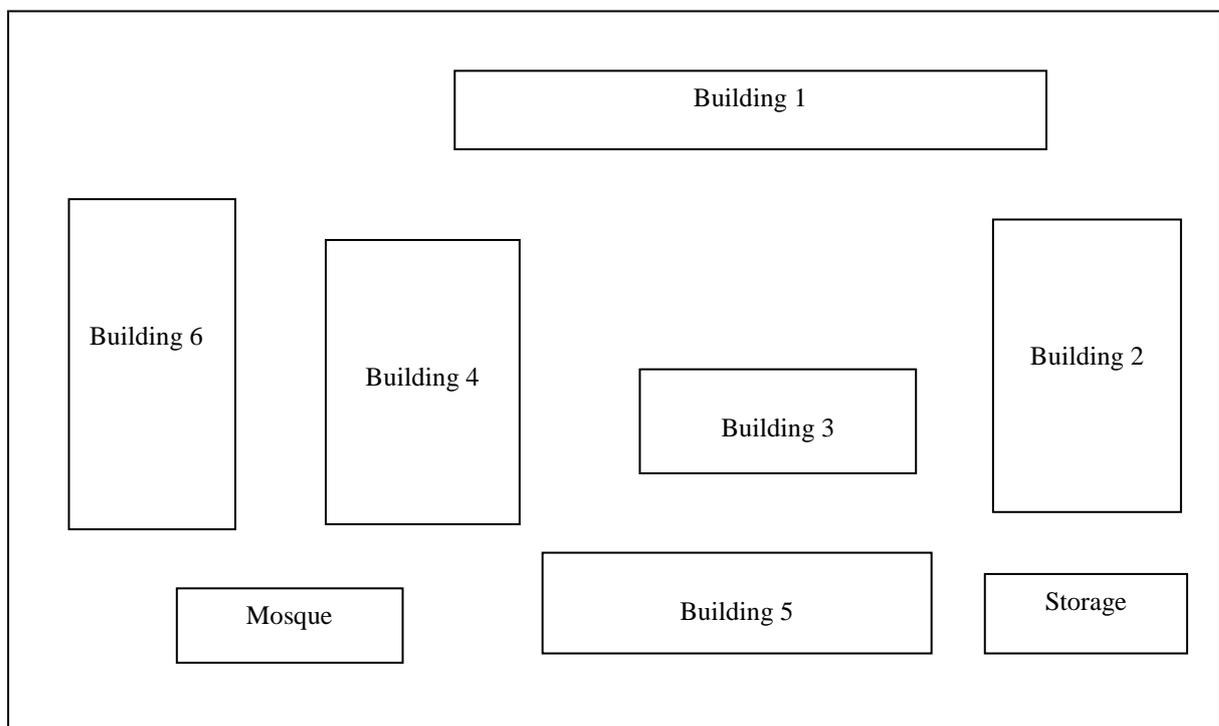
On the front-most building (the one easiest or first to reach) paste one SP2010 sticker with the numbering as follows: Census Block Number [*No. Blok Sensus*] = 006B; Name of the local administrative area [*Nama SLS*] = RT 01/06; Physical Building Number [*No. Bangunan Fisik*] = 2; Census Building Number [*No. Bangunan Sensus*] = 5.

3) Physical Building Number 3 is Public Elementary School Number 05 and one part of the building is used as a residence.

Classroom 3		Classroom 4
Classroom 2		Classroom 5
Classroom 1		Classroom 6

WC	Library	Teachers' Room	Office	Watchman's Residence

Census Building No. 6 (all buildings except for the Watchman's residence)
Census Building No. 7 (only the Watchman's residence)

On a place on one of the school buildings which is easy to see, paste one SP2010 sticker and on the residence of the watachman paste one SP2010 sticker with the following numbering:

a. School building: Census Block Number [*No. Blok Sensus*] = 006B; Name of the local administrative area [*Nama SLS*] = RT 01/06; Physical Building Number [*No. Bangunan Fisik*] = 3; Census Building Number [*No. Bangunan Sensus*] = 6.

b.. Watchman's residence: Census Block Number = 006B; Name of the local administrative area = RT 01/06; Physical Building Number = 3; Census Building Number = 7.

7.4　Structure of Form L1

67.　Form L1 consists of four blocks:

I.　IDENTIFICATION: Province, Regency/City, Sub District, Village/Town, Census Block Number, Local Administrative Area Serial Number, name of the Island, and the name of the smallest local administrative area.

II.　SUMMARY: total number of physical buildings, total number of census buildings, total number of census buildings used as dwellings, total number of mixed-use census buildings, total number of census buildings not used as dwellings, total number of census buildings used for economic activities, number of normal households, number of institutional households, total number of male household members, total number of female household members, and total number of household members (males + females).

III.　ENUMERATOR INFORMATION: Names of the census enumerator and the team coordinator and their signatures, date of the enumeration and date of the supervision/review.

IV.　BUILDING AND HOUSEHOLD LISTING: Name and serial number of the local administrative area, serial number of the physical building, serial number of the census building, type of census building, serial number of the household, type of household, name of the head of the household (or the usage of the building), and total number of household members.

7.5　Filling in Form L1

BLOCK I. IDENTIFICATION

Questions 101 - 106: Province, Regency/City, Sub District, Village/Town, Census Block Number, Serial Number of the Local Administrative Area.

68.　Copy the information for questions 101 through 106 from Form RP3. Copy the serial number of the local administrative area from column (7).

Question 107: Name of the Island

69.　In the place provided, write the name of the island where the Census Block is located. If one Census Block consists of areas on two or more islands, write the names of all islands in that Census Block. Separate the names of the islands with semicolons ";".

Question 108: Name of the Smallest Local Administrative Area [*Satuan Lingkungan Setempat (SLS)*]

70.　Information for Q108 is copied from Form RP3 Column (8).

BLOCK II. SUMMARY

71.   This block is filled in after the listing for one Census Block has been completed. Information for Block II is copied from Block IV of the last page that was filled in, after the enumerator has made sure all information in Block IV has been checked carefully especially the consistency between Q403 column (3) and Q404 (columns 4-6), Q406 column (8) and Q407 columns (9) and (10), and the consistency among columns 12, 13, and 14 of Q409.

Question 201: Total Number of Physical Buildings

72.   Copy the answer for Q201 from the last serial number entered in Q402 Column (2) of Block IV on the last page filled in.

Question 202: Total Number of Census Buildings

73.   Copy the answer for Q202 from the last serial number entered in Q403 Column (3) of Block IV on the last page filled in.

Question 203: Total Number of Census Buildings Used as Dwellings

74.   Copy the answer for Q203 from the number entered in Q404 Column (4) line C of Block IV on the last page filled in.

Question 204: Total Number of Mixed-Use Census Buildings

75.   Copy the answer for Q204 from the number entered in Q404 Column (5) line C of Block IV on the last page filled in.

Question 205: Total Number of Census Buildings Not Used as Dwellings

76.   Copy the answer for Q205 from the number entered in Q404 Column (6) line C of Block IV on the last page filled in.

Question 206. Total Number of Census Buildings Used for Economic Activity

77.   Copy the answer for Q206 from the last serial number entered in Q405 Column (7) line C of Block IV on the last page filled in.

Question 207: Total Number of Normal Households

78.   Copy the answer for Q207 from the number entered in Q407 Column (9) line C of Block IV on the last page filled in.

Question 208: Total Number of Institutional Households

79.   Copy the answer for Q208 from the number entered in Q407 Column (10) line C of Block IV on the last page filled in.

Question 209, 210 and 211: Total Number of Household Members

80.   Copy the answers for Q209, Q210, and Q211 from the numbers entered in Q409 Column (12), Column (13), and Column (14) line C respectively of Block IV on the last page filled in.

Question 212A, 212B and 212C: Total Number of Household Members

81.   The Team Coordinator copies the answers for Q212A, Q212B, and Q212C from the numbers entered in Q410 [Form L1] after the enumerator has completed Form C1.

> ## Block II SUMMARY
>
> is filled in after the listing of one Census Block has been completed and it is certain that nothing has been skipped and nothing has been duplicated.

BLOCK III. ENUMERATOR INFORMATION

Question 301: Name of the Census Workers

82.   Write the names of the enumerator and the team coordinator in the columns provided.

Question 302: Date of the Enumeration/Review

83.   Write the dates of the enumeration and the review in the columns provided.

Question 303: Signatures of the Enumerator and Team Coordinator

84.   Place the signature in the place provided as an indication that the enumerator and team coordinator take responsibility for the information collected. The person whose signature

is placed here should be that of the person who actually did the work.

Block III ENUMERATOR INFORMATION

It is important that the actual name and dates are entered here.

The names are entered here as an indication that the enumerator

and team coordinator are the responsible persons who carried

out this work.

BLOCK IV. BUILDING AND HOUSEHOLD LISTING

85. This block is used to list all buildings, households and other information about the Census Block.

> The enumerator must list all buildings and households that exist in the Census Block that he is responsible for during his *"door to door" canvassing.*
>
> Incomplete listing in a Census Block will result in errors in calculating the total number of population and households.

Question 401: Name and Serial Number of the Local Administrative Area

86. Write the name and serial number of the local administrative area in Q401 which was copied from Form RP3 Columns (7) and (8). For the same local administrative area in the same Census Block, the name of the local administrative area does not need to be written thereafter (that is, leave that space blank). So, when a line for the name of the local administrative area is blank, it means that the name is the same as that mentioned previously. The name and serial number of the local administrative area must be filled in on the first line on every page. Example: For a Census Block whose smallest local administrative area is RT [neighborhood community which in Indonesian is *Rukun Tetangga*], write the identifying details in Column (1) such as: RT 03/01; 011, RT 04/01; 012. For a smallest local administrative area other than RT, write the name of the local administrative area and its serial number; for example: Dusun Pintu; 032, Lorong Bahagia; 043. The information in Q401 must be the same as that in Q106 and Q108.

> A kitchen, bathroom, garage and other buildings that are separate from the main building are not separate physical buildings/separate census buildings, if they are located inside the yard of the house.

Question 402: Serial Number of the Physical Building

87.　　Write the serial number of the physical building beginning with serial number 1 and continuing to the last serial number in one Census Block. If a physical building consists of several census buildings, then write the serial number of the physical building on the first line of the first census building which is part of that physical building, and thereafter, the serial number of the physical building need not be written for the remainder of the census buildings within that physical building. On the first line of each continuing page a serial number of a physical building must be written.

88.　　For physical buildings not used as a residence, write the usage of the building for Q408; for example: Mosque Al-Iman, Public Elementary School 03, Tile Factory "Setia Jaya", etc.

Question 403: Serial Number of the Census Building

89.　　Write the serial number of the census buildings starting with serial number 1 and continuing until the last census building in the Census Block has been given a number. If a census building is occupied by more than one household, then it is sufficient to write the census building number on the line with the first household and then for the remaining households in that census building, the census building serial number need not be rewritten each time. A census building serial number must be written on the first line of each continuation page.

Question 404 Column (4) through Column (6): Type of Census Building

90.　　For every census building, write the number "1" in the column matching the usage of that census building. For any given row, the number "1" will only be entered in one of the three available columns for Q404; the other two columns will contain the dash sign "-". If one census building has mixed usage, or the building is not used as a residence (Q404 Column (5) = 1 or Column (6) = 1), then ask whether this particular census building is used for economic activity.

91.　　For several buildings none of which are used as a residence which are in one complex and all have the same usage, and it is believed there is no household where someone resides in any of the buildings, these can be recorded as one physical building and one census building. Example: Industrial Complex (there is no custodian who resides in any of these
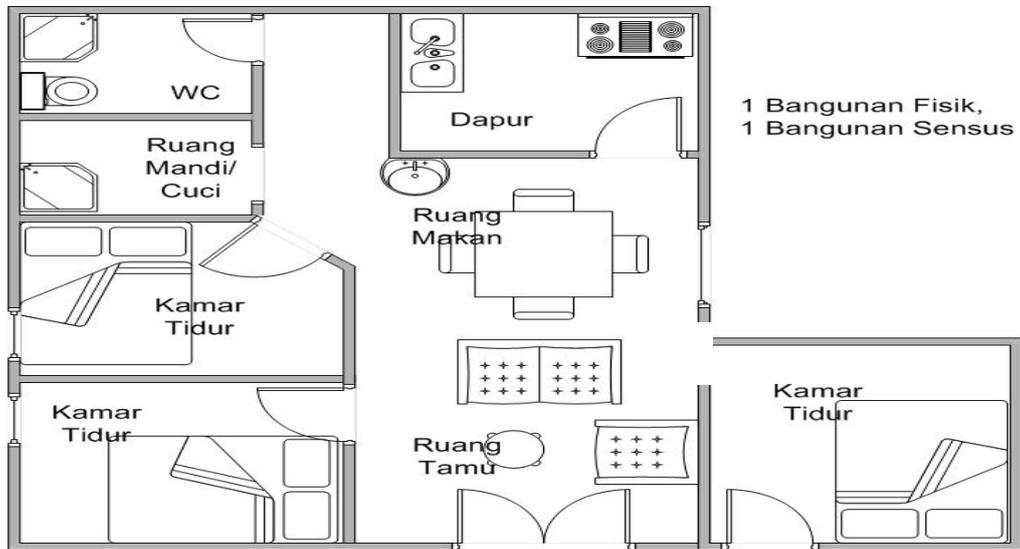
buildings).

92.   The enumerator must carefully record the school/factory/office complexes because sometimes one part of the building is used as a residence by a custodian or worker. The enumerator must check to be sure that no part of the building complex could be classified as a household. If in fact there is a household, then that residence must be recorded as a separate census building.

93.   For example, suppose in Mosque Al Kautsar (a custodian for the mosque uses a room in the mosque as his living quarters; then on Form L1 this information would be recorded as 1 physical building and two census buildings, that is, the mosque is one census building not used as a residence and the room used by the custodian would be recorded as one census building used as a residence. If the custodian mentioned earlier did not have his own separate space for his living quarters, then the physical building mentioned above would still consist of two census buildings with the space used by the custodian as a census building with mixed usage.
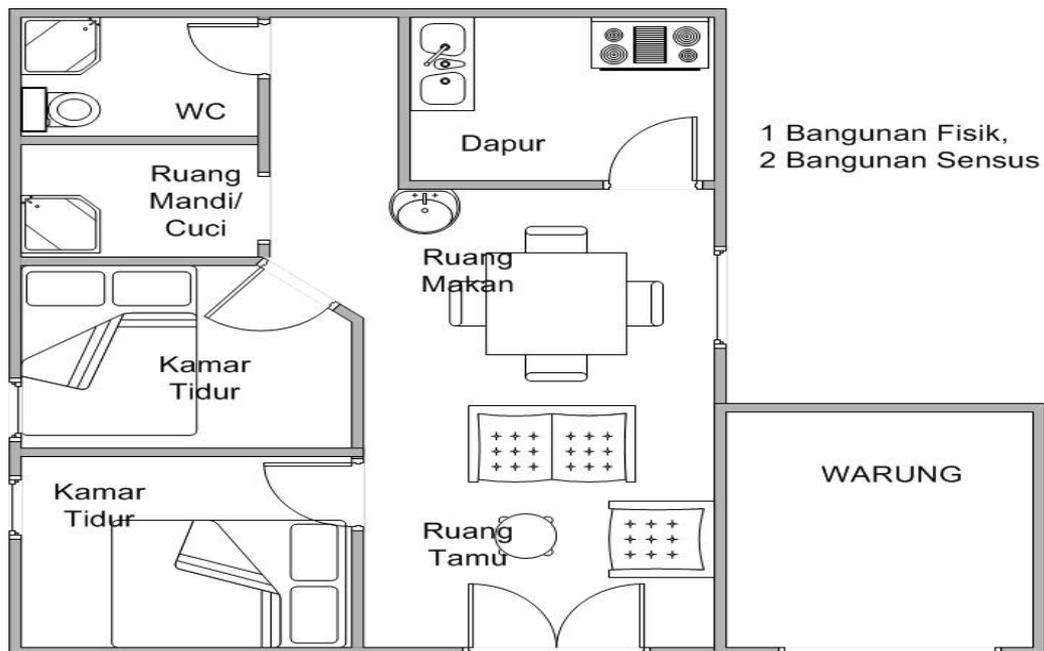
> For buildings not used as residences in one complex such as an office, factory or school, even though each has its own door for entering and exiting, in the listing for SP2010 these buildings would be recorded as one physical building and one census building.

Picture 7.5. **1 Physical Building; 1 Census Building**

WC
Ruang Mandi/Cuci
Dapur
Ruang Makan
Kamar Tidur
Kamar Tidur
Ruang Tamu
Kamar Tidur

1 Bangunan Fisik, 1 Bangunan Sensus

Picture 7.6   1 Physical Building; 2 Census Buildings

WC
Ruang Mandi/Cuci
Dapur
Ruang Makan
Kamar Tidur
Kamar Tidur
Ruang Tamu
WARUNG

1 Bangunan Fisik, 2 Bangunan Sensus

[Note: WC = toilet; Ruang Mandi/Cuci = room for bathing/washing; Kamar Tidur = bedroom; Ruang Tamu = Living room/parlor; Ruang Makan = dining room; Dapur = kitchen; Warung = food stall/shop]

Picture 7.7   1 Physical Building; 2 Census Buildings
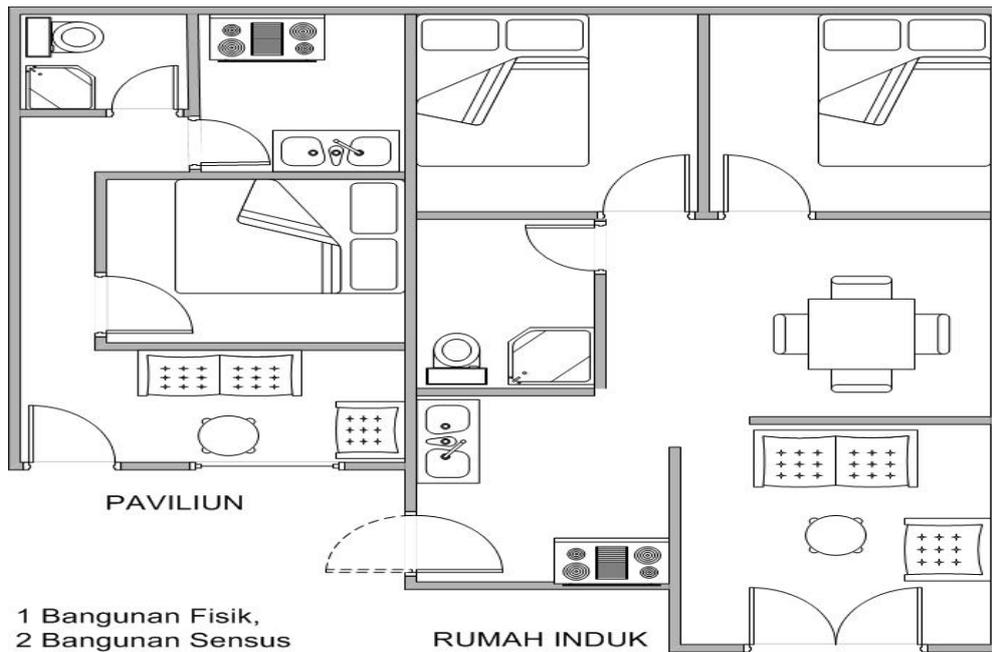
[**Note: Paviliun = set of rooms inside main house to rent to others**
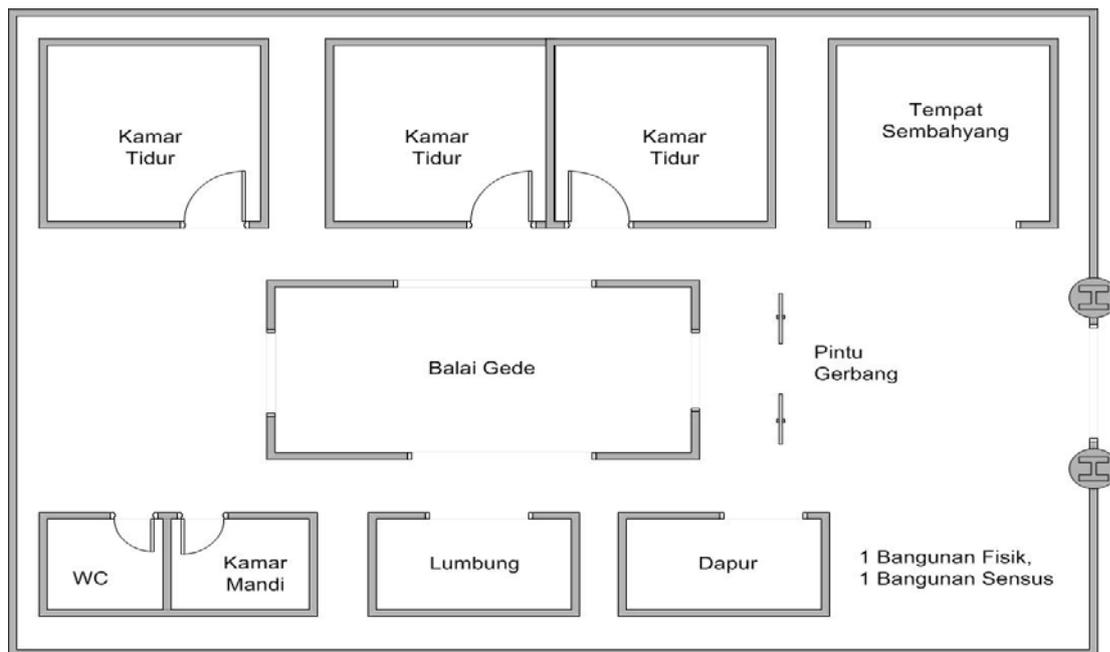**Rumah Induk = main house]**

Picture 7.8 Public Elementary School; 1 Physical Building, 2 Census Buildings
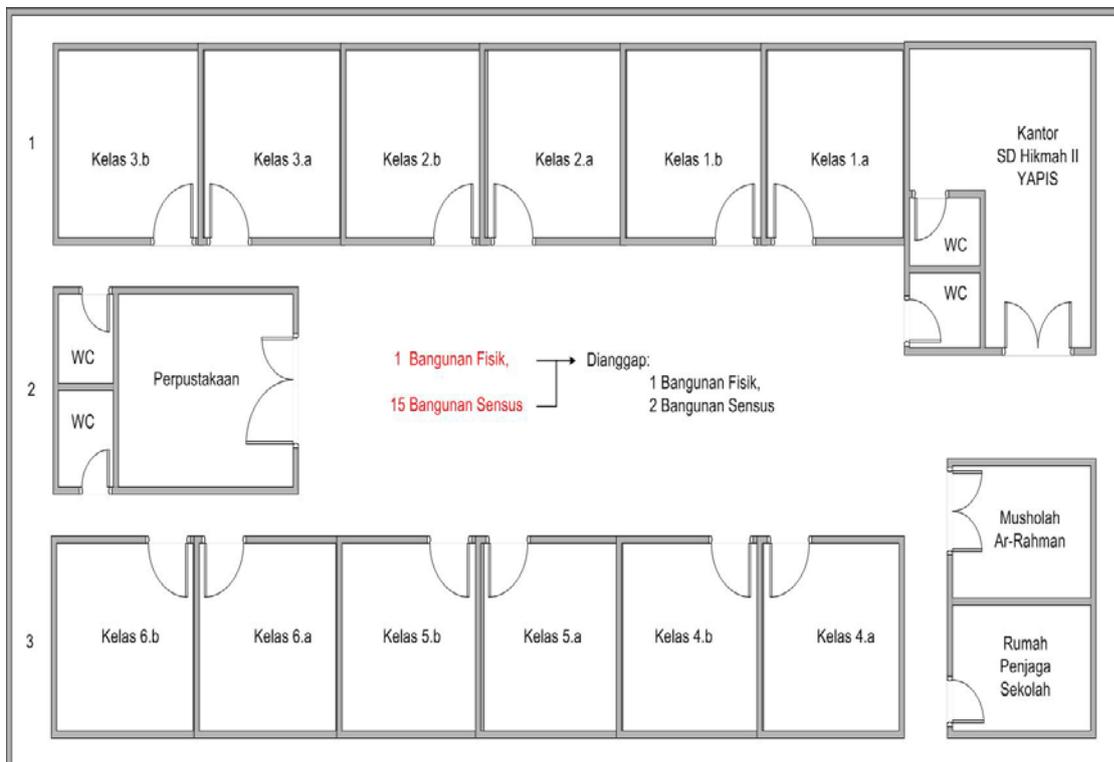
[**Note: Kelas = classroom; Kantor = office; Perpustakaan = library; Mushola = prayer
room; Rumah Penjaga Sekolah; = school watchman's residence]**
Picture 7.9: Example of a Sketch of a Balinese House;1 Physical Building; 1 Census

Building

[Note: Kamar Tidur = bedroom; WC = toilet; Kamar Mandi = room for bathing; Lumbung = room for storing grain; Dapur = kitchen; Pintu Gerbang = main gate; Balai Gede = great room; Tempat Sembahyang = prayer room.]

Question 405: Census Building Used for Economic Activity

94. If the answer to Q404 Column (5) or Column (6) is "1", then Q405 must be asked. If a census building is used for economic activity, fill in code 1 for Q405, otherwise put a dash sign ("-") as the answer for this question.

> **Building for economic activity.** A building is classified as a building for economic activity if all or part of the building is used for some economic effort, such as for an office, a store, warehouse, production process, or services. Economic activity is any activity that produces goods or services, directly or indirectly, for example: store, office, school, factory, home industry, workshop, etc.

Question 406: Household Serial Number

95.   Fill in the household serial number beginning with the number 1 and continuing until the last household in the Census Block has been given a number. The last serial number shown for Q406 will be the total number of households in the Census Block. If Q404 Column (4) or Column (5) contains code "1", then Q406 must have an entry.

Question 407 Column (9) and Column (10): Type of Household

96.   A household is classified as either a normal household or an institutional household. If a household is a normal household, fill in code 1 in Column (9) and enter a dash sign "-" in Column (10). If a household is an institutional household, fill in code 1 in Column (10) and enter a dash sign "-" in Column (9).

> A **Normal Household** is a group of people who inhabit part or all of a physical or census building and usually live together and eat from one kitchen. One household can consist of only a single household member. The meaning of one kitchen is that the daily needs are managed and combined into one.
>
> **Explanation:**
>
> 1. Someone who rents a room or some part of a census building but manage his meals by himself is considered one normal household.
>
> 2. A normal household that occupies two census buildings is considered one normal household if both census buildings are located in one Census Block.
>
> 3. Lodgers who eat (and lodge) in a household are considered as members of that household if the total number of lodgers is less than 10 people.
>
> 4. If several people occupy some rooms in one census building or physical building and manage their own meals, then each room is considered a household. Example: three people share one room, but arrange their meals separately; each of these people is considered a separate normal

household.

An **Institutional Household** includes**:**

1. Persons living in a dormitory, that is, a residence where the everyday needs are managed by an institute or foundation (non-profit institution) or body. For example nurses dormitory, student hostel and dormitory, Military/Police barracks.

2. Those persons living in a correctional institution, orphanage, prison and similar types of institutions.

3. A group of 10 or more lodgers who eat and lodge together.

Explanation:

1. If there is a group of 10 or more lodgers who stay and eat in a household, the household which hosts the lodgers is considered a normal household while the <u>group of lodgers is considered an institutional household</u>.

2. A person who organizes the dormitory, the orphanage, correctional institution, and other institutions of this type who lives alone or with his family is considered to live in a normal household if he arranges his own daily needs.

3. Members of the military and police who live in the barracks with their families and arrange for their own daily needs are considered to live in normal households.

One family is not always the same thing as one household, and one household is not always the same thing as one family.

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97. Enumeration of a Household that has been skipped

1. If during the listing a building used as a residence is encountered in which the household is away (traveling), the serial number of this household is first written and for the moment Q407 and Q409 Columns (12) through (14) are left blank; these columns will be filled in when the enumerator is able to meet the household members when they return. Question 408 (name of the head of household) can be asked of a neighbor; then paste the sticker on the census building just mentioned. If the members of this household still cannot be met by the time the enumeration with From C1 should be complete, report this to the team coordinator.

2. If when the enumerator is able to meet the members of this household, it happens that there is more than one household in this building just mentioned, the additional households will be given the serial number following the last household in the listing.

Example:

During an earlier visit to one Census Block it was recorded that there were 40 physical buildings, 43 census buildings, and 45 households. At physical building number 15, there was a normal household which could not be met and which was given the serial number 17 for its census building. Upon returning to this household it was discovered that there were in fact two households; therefore, one of these households will have the serial number 17 and the other one will be given serial number 46 [There were 45 households in this listing form, so the second household will be given the next serial number.] The household with serial number 46 will be recorded on the last line of the listing form for this census block and the name of the local administrative unit, physical building [serial number], the census building [serial number] will all be the same as that of the household with serial number 17.

> If upon returning to a household it is discovered that there is more than one household in the building, then the serial numbers for all of the households after the first will be written after the last serial number in the listing.

98.   Examples of Filling in the Building Numbers

Budi Susanto, an enumerator, will carry out a listing. The situation and usage of the physical buildings are as follows:

1.   Physical Building Number 1
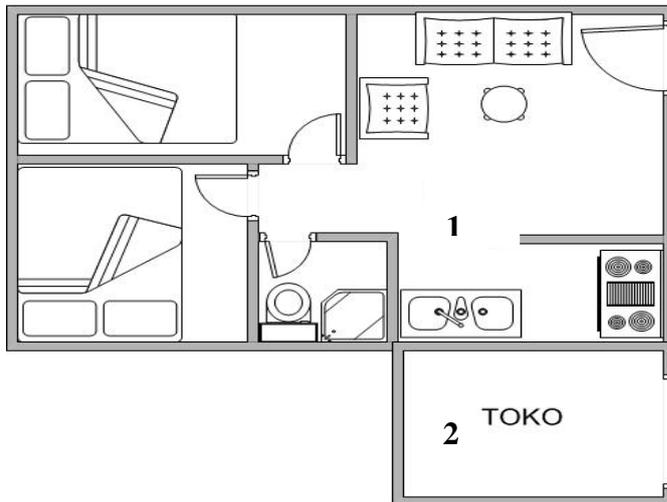
One physical building consists of two census building; one is used as a dwelling for Mr. Hendra Setiadi, and the other is used as a bread shop. (serial number of the physical building is 1 and the serial numbers of the census buildings are 1 and 2).

[Note: Toko = Shop]

2. Physical Building Number 2

One physical building consists of one census building which is used as a dwelling by Wandi Kusnadi's family and another census building which is used as a beauty/hair salon. (serial number of the physical building is 2; serial number of the census building is 3).

[Note: Salon = Beauty/Hair Salon]

3. Physical Building Number 3
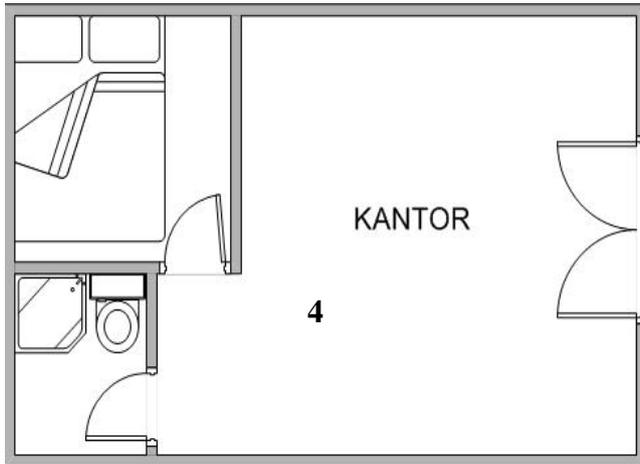
One physical building consists of one census building which is used as the office of "PT. Makmur Jaya" and as the dwelling of the watchman Mr. Sumarno (serial number of the physical building is 3; serial number of the census building is 4).

[Note: Kantor = Office]

4. Physical Building Number 4
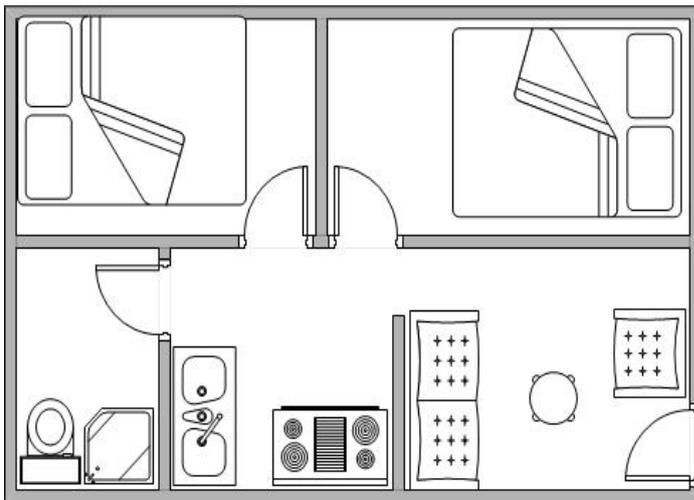
A physical building consists of a census building which is used solely as a dwelling by the household of Mr. David Santoso (serial number of the physical building is 4; serial number of the census building is 5).

5. Physical Building Number 5

One physical building consists of one census building which is used as the village office [*Kantor Kelurahan*] (serial number of the physical building is 5; serial number of the census building is 6).

6. Physical Building Number 6
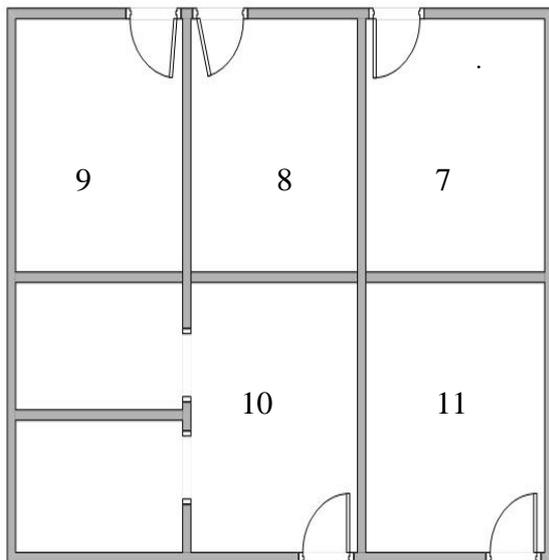
One physical building consists of five census buildings number 7 through 9 which are occupied by the households of Bambang Rianto, Suparman, and Rahmad respectively. Census building number 10 is occupied by two households, that is, that of Dewi and Lita, and census building number 11 is occupied by the household of Yeni Riani.

7. Physical Building Number 7

In one yard owned by Mr. Azis there are a main building and a bathroom with toilet and a garage both separate from the main building. This is considered one physical building and one census building which is used as a dwelling (serial number of the physical building is 7; serial number of the census building is 12).
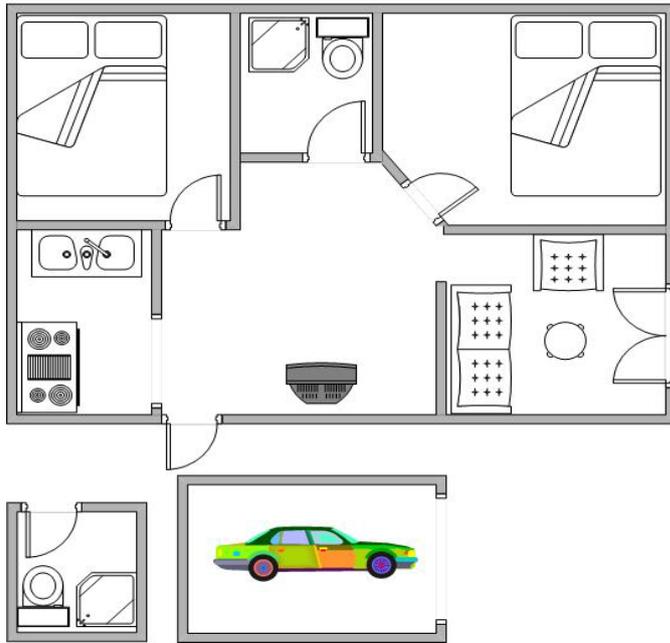
8. Physical Building Number 8

Public Elementary School 07
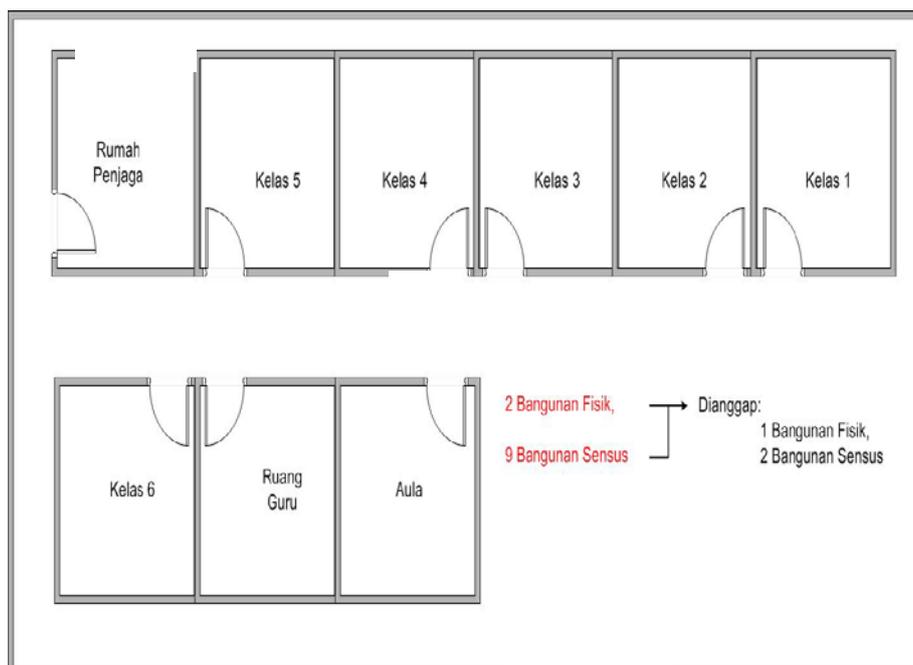
Public Elementary School Number 07 which consists of 6 classrooms, 1 teacher's room, a multi-purpose hall, and a room used as living quarters by the watchman (Mr. Saiman) is considered one physical building and two census buildings. (serial number of the physical building is 8; the serial number of the census building which consists of the classrooms, teachers' room, and hall is 13 and the serial number of the census building used as a living quarter by the watchman is 14.)

Question 408: Name of Head of Household (Building Usage)

Head of Household is a member of the household who is responsible for the everyday needs of the household or the one who is considered/appointed to be the head of household.

Explanation:

1) A head of household who has more than one living quarter, should only be listed in one of the living quarters, that is, the one in which he has lived the longest.

2) A head of household who has work or trade in a place other than where he lives and goes home to the household of his wife and children on a regular basis (every week, month, three months, provided it is less than six months), should be listed as the head of household of the household where his wife and children live.

3) A head of household who works as a seaman on a ship with a foreign registry and who is away at sea for more than 6 months, should not be listed as head of household of the household of his wife and children.

99.   Enter the name of the head of household in capital letters so that the name is clear and easy to read. Don't use more than one line for the name. Write his official name (without any academic titles except for those which are part of the name). For a normal household which has some lodgers, write the name of the person who represents the lodgers as their head of household. For an institutional household such as an orphanage, write the name of the institution.

100.   If a household occupies two census buildings and if the census buildings are in the same census block, for the first census building write the name of the head of household and

for the other census building write "part of name's (name of head of household) household".

101.   For a census building which is not a residence, write the building usage; for example: Gramedia Book Shop, Mini Shop, Public Elementary School 06, Al-Rasyid Mosque, GPIB Church, or Forestry Office. For census buildings with mixed usage, write the name of the person occupying the building and the building's usage, for example: Dedy (Tailor), Oneng (Hair Salon), or Jono (Food Stall). For unoccupied buildings write "unoccupied".

To avoid the possibility of not including someone or counting someone more than once when recording the household members, for every household these questions must be asked:

- Do any of the household members have another residence other than this one?

- Are there any household members who reside in another household that is still in this Census Block?

Question 409 Column (12) through Column (14): Total Number of Household Members

102.   Enter the total number of household members, including the head of household, according to sex.   Column (12) is for males, Column (13) is for females and Column (14) is for the total of males and females.   If there are no male household members, enter a dash sign, "-", in Column (12). Likewise, if there are no female household members, enter a dash sign, "-", in Column (13).

To obtain the information about the total number of household members, ask:

"How many people normally live and eat in this household, either adults or children, including babies?"

"How many of these are male?; Give their names."

"How many of these are female?; Give their names."

103.   The enumerator must help count the people mentioned by the respondent. It is suggested that the enumerator use a piece of scratch paper to ensure that he does the calculation correctly.   Before entering the figures on the form, confirm again with the respondent by asking:

"Therefore, in this household there are (MENTION THE NUMBER) males, (MENTION THE NUMBER) females, and the total is (MENTION THE NUMBER).

Is that correct?

Are there any household members who have not yet been counted?

Has anyone been counted who is not a member of this household?

Have all of the babies who have recently been born been included?"

If there are any mistakes, ask the respondent to mention the names of the members of the household again, one by one.

104.   The information on total number of household members must be accurate according to the situation at the time of the census. The accuracy of the fieldworker is extremely important because mistakes will affect the quality of all of the data. Because of this, as far as possible, the information obtained from the head of household or the household member who has knowledge of the household must be correct. Don't use other sources of information (such as an administrative register from the local administrative unit) to complete Form L1 because the concepts, definitions and procedures to gather these data are different.

The total number of household members must agree with the situation in the household at the time of the enumeration.

Household Member is anyone who normally resides in the household including those who are in the household at the time of the listing and those who are temporarily away from the household.

Household Members include:

1. New-born babies.

2. Guests who have resided in the household six months or more even though they may not yet intend to stay (mover), including guests who have been there less than six months but who have been away from their previous household for more than six months.

3. A person who has been in the household for less than 6 months but <u>intends to stay</u> (mover).

4. A housemaid, gardener, or chauffeur who <u>lives and eats</u> with the employer's household.

5. Lodgers who live and eat in a household if the <u>total number of lodgers is less than 10</u>.

6. <u>A head of household who works in another place </u>(in another Census Block) <u>and does not return home every day but does return periodically (at least once every 6 months)</u>, such as seaman, pilot, inter-island merchant, or miner.

> A person who has stayed less than 6 months and does not intended to stay permanently, but <u>who left his previous household for 6 months or more</u>, should be enumerated in the place where he stays at the time of the enumeration. He will not be enumerated at his previous residence.

The following are not included as Household Members:

1. A child <u>living elsewhere</u> (outside the Census Block) for example, to attend school or to work, even though he returns to his parents once a week or when he is on vacation from school, is considered to have established his own household or has joined with those he lives with on a daily basis to form a household.

2. A person who has been <u>travelling for 6 months or more</u> even though it is not yet clear if he will move.

3. A person who has been travelling for less than 6 months but <u>intends to move</u>.

4. A housemaid who does not live in her employer's household.

5. <u>A lodger who does not eat with the household.</u>

6. Ten or more lodgers even though they eat with the household.

<u>Notes</u>**:**

If it is known that a <u>husband has more than one wife</u>, then he must be recorded in the household of the wife he has been living with the longest. If he has been living with his wives for the same length of time, then he should be recorded in the household of the wife he has been married to the longest.

<u>Example</u>**:**

a. Lenny resides in Pisangan Baru, East Jakarta. He works in BPS Central Office. Every Saturday and Sunday Lenny goes home to his parents' home in Depok. In this case Lenny should be recorded as a member of the household in Pisangan Baru*,* East Jakarta.

b. Andre is a head of household who works and lives in Jakarta during the work week. His wife and child live in Cirebon. Every Friday afternoon he goes home to Cirebon and returns to Jakarta on Monday morning; he should be recorded as head of household in Cirebon.

> The definitions of household and member of household
> used in the listing will also be used
> in the complete enumeration.

Question 410 Column (15) through Column (17): Total Number of Household Members from the Complete Enumeration (Form C1)

105.   The entries for question 410 columns (15) through (17) are to be made by the Team Coordinator after the complete enumeration of each household is complete and Form C1 has been reviewed for completeness, consistency, and appropriateness. The data is used by the Team Coordinator to control and compare the results between the listing and the enumeration. The enumerator will be asked what has caused any differences. In general some differences are normal, but it is important that the differences can be explained. From the comparisons also the Team Coordinator can have confidence that the real situation has been obtained in the complete enumeration.

Assigning Page Numbers:

106.   In the top right corner of every page of Block IV is written "Page . . . of . . .   Pages" which is filled in after the complete listing of one Census Block is finished. For example: The results from the listing of a Census Block is 84 households, and the total number of pages of Block IV which were used is 5 (five) pages, then the entry that would be made on the first page of Block IV is "2 of 6", then "3 of 6" on the next page and so on until the last page on which would be entered "Page 6 of 6 Pages".

Filling in the Lines for Totals:

107.   Columns where totals must be entered are Column (4) through Column (14) except for Columns (8) and (11). The three total lines are as follows:

   A. **Total for this page** is the total of the entries on the relevant page.

   B. **Cumulative total from the previous page** is copied from the previous page (Line C) except for page 2 (the first Block IV) where the entry is a dash sign "-".

   C. **Cumulative total including this page (A+B)** is the total of Line A and Line B on the relevant page. Enter the total here and also on Line B of the following page.

Entering a Check after the Inspection:

108.   After the listing has been completed for any given Census Block, but before the Forms L1 are delivered to the Team Coordinator, the enumerator must ensure that:

1.   This Census Block was canvassed by the team before the listing was started; if that is the case, then enter a check "√" in the circle provided (at the bottom of Block I).

2.   This Census Block does not overlap with another Census Block; if that is the case, then enter a check "√" in the circle provided (at the bottom of Block I).

3.   All buildings and households in this Census Block have been listed; if that is the case, then enter a check "√" in the circle provided (at the bottom of Block I).

4.   None of the buildings and households in this Census Block have been listed more than once (double counted); if that is the case, then enter a check "√" in the circle provided (at the bottom of Block I).

Additional Sheets for Form L1

109.   A set of Forms L1 should contain sufficient sheets to list all buildings and households in one Census Block. If, however, it happens that additional sheets of Block IV are needed, the enumerator must use additional sets of Form L1 as needed to complete the Census Block. For the additional Forms L1, Block I, IDENTIFICATION, must be filled in exactly the same, and the following must be clearly written in the upper right hand corner of each additional set: "ADDITION -1 of …., ADDITION-2 of …. ", and so on. On the first Form L1 clearly write in the upper right hand corner "ADDITIONAL SHEETS". When storing or sending the forms, the additional Forms L1 should be placed inside the original Form L1.

COMPLETE ENUMERATION HOUSEHOLD AND POPULATION

8

After studying Chapter 8, the fieldworker will understand the concepts of the definitions that are used and the method of conducting the complete enumeration so that he can fill in Form C1 correctly. The results of the complete enumeration will be used to determine the total number of population along with the demographic, social and economic characteristics of the population.

8.1 Objectives and Use of Form C1

110. Objectives and Use of Form C1

1) The main purpose of the complete enumeration is to obtain the final figures for the total population and total number of households for SP2010.

2) The other objective is to obtain the social, demographic, and economic characteristics of the Indonesian population, among others:

   a. Composition of the population by age,

   b. Composition of the population by sex,

   c. Educational characteristics of the population,

   d. Composition of the population by religion, ethnicity, and citizenship,

   e. Labor force participation,

   f. Migration, fertility, mortality,

   g. Housing characteristics.

3) Form C1 is used to enumerate a household and all of its members. Household information is obtained from the head of household or a member of the household who knows the household situation. Information about members of the household is obtained from the relevant individual household members.

8.2 Structure of Form C1

111. Form C1 consists of 4 block; these are:

Block I. IDENTIFICATION

Block II. HOUSEHOLD MEMBER PERSONAL CHARACTERISTICS

Block III. MORTALITY

Block IV. HOUSING CHARACTERISTICS

112.   Some very important information is collect on the first page of Form C1; that is:

1) Form type (SP2010-C1), for practical purposes it is referred to hereafter as Form C1 (in the upper right-hand corner of the page),

2) Picture of the national symbol [name of the symbol in Indonesian is *Garuda Pancasila*], and the words "REPUBLIC OF INDONESIA" [(*REPUBLIK INDONESIA*], written below the symbol,

3) Logo of SP2010 and the name of this study: 2010 POPULATION CENSUS [*SENSUS PENDUDUK 2010*] (just below the national symbol and the name of the country),

4) The title: COMPLETE ENUMERATION FOR HOUSEHOLD AND POPULATION,

5) The word CONFIDENTIAL (in the upper left-hand corner of the form),

6) Important information for the enumerator regarding filling in the form and handling of the form (in the top left portion of the form),

7) Information about the total number of sets of forms and number of pages, that determines the total number of documents per household (in the top right portion of the form),

8) Examples of writing numbers, letters and other markings (above title Block I),

9) Boxes in which to write the identification codes and the address (in the space just below the title I. IDENTIFICATION),

10) Concept and definition of a household (below the place where the address is written),

11) A table where the members of the household will be recorded (middle section of the page),

12) Serial number of the member of the household who gave this information (respondent/informant) (in the space below the table listing household members mentioned above),

13) A list of codes [to be entered in column (3)] for relationship to head of household (below the table listing household members).

14) Questions to be used in probing to be sure household members have been recorded correctly (below the list of codes for relationship),

15) Questions for the Team Coordinator to use in reviewing the form (at the bottom of page 1),

16) Name and code of the Enumerator (at the bottom of the page on the right-hand side),

17) Date of the enumeration (at the bottom of the page on the right-hand side),

18) Page number "1" (on the last line in the middle of the page),

19) Unique Serial Number for each document (in the lower right-hand corner).

CONFIDENTIAL

REPUBLIC OF INDONESIA

2010 POPULATION CENSUS
COMPLETE ENUMERATION FOR HOUSEHOLD AND POPULATION

SP2010-C1

Notice :
• Use a 2B pencil (BPS SP2010) to put a mark on the appropriate answer.
• Use a soft eraser to cleanly erase and modify an answer.
• Keep the document clean and dry and do not fold the document.

Set ☐☐ from ☐☐ set

SP2010-C1(LP) ☐ pages

FILLED EXAMPLE:

NUMBER: 1 2 3 4 5 6 7 8 9 0 —
MARKING:
ALPHABETIC: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

I. IDENTIFICATION

Prov	Reg/City	Sub District	Village	Census Block No.	Local Adm. Unit Serial No.	Physical Building No.	Census Building No.	HH Serial No.
☐☐	☐☐	☐☐☐	☐☐☐	☐☐☐☐	☐☐☐	☐☐☐☐	☐☐☐☐	☐☐☐

ADDRESS:

An Ordinary household is a group of persons who usually live together in a building or housing unit who make common provision for food and other essentials of living. One household could consist of only one household member.
• Please ask about all persons who usually live and eat in this household; adults, children and/or persons who are away for less than 6 months and do not intend to move out of the household.
• Record the numbers and names of all household members on the list of household members below.

No.	LIST OF HOUSEHOLD MEMBERS Usual Residents	Relationship to head of household*)	Sex (Give check "√" in the appropriate column)	
			Male	Female
(1)	(2)	(3)	(4)	(5)
001		I		

Serial number of the informan ☐☐☐

Total ☐☐☐☐ ☐☐☐☐
Total of HH member ☐☐☐

*) Relationship to head of household: (code for column 3)

1. Head of household	2. Spouse	3. Child	4. Adopted/step child	5. Son/daughter in law
6. Grandchild	7. Parent/parent in law	8. Other family	9. Housemaid	0. Others

INCLUDED HOUSEHOLD MEMBER (Record the name in the list))

☐ 1. Are there any infants or small children who have not been recorded?

☐ 2. Are there any other persons who may not be family members such as housemaids, boarders or friends who usually live here but have not been recorded?

☐ 3. Are there any guests or temporary visitors in this household who already leave their house for 6 months and more but have not been recorded?

☐ 4. Are there any persons who usually live here, but currently away for less than 6 months who have not been recorded?

NOT INCLUDED HOUSEHOLD MEMBER (Cross out for the list)

☐ 1. Are there any persons who have been recorded but have been away for 6 months or more?

☐ 2. Are there any persons who have been recorded but have been away and intend to move?

☐ 3. Are there any persons who have been recorded but have died during the enumeration period?

☐ 4. Are there any children who have been recorded but currently working/studying and live in other places (ex: rent a room)?

TO BE CHECKED BY THE TEAM COORDINATOR
Put (√) in the circle when an item has been checked

○ 1. Are the numbers, markings, and letters entered in this questionnaire done correctly and clearly?
○ 2. Is the household identification writen correctly and clearly?
○ 3. Are Q201 – Q208 completed for all household members?
○ 4. Is age (Q204) filled for all household members?
○ 5. For household members age 5 years and over (Q204 ≥5), are Q209 – Q214 filled?
○ 6. For household members age 10 years and over (Q204 ≥10), are Q215 – Q218 completed?
○ 7. Are there any ever married women age 10 years and over [(Q203 = 2), (Q215 = 2/3/4), (Q204 ≥ 10)]? If any, are Q219 – Q221 filled?
○ 8. Are there any deaths (Q301=1)? If any, are Q302 – Q306 completed?
○ 9. Are Q306=1? If yes, are Q307 – Q308 completed?

ENUMERATOR NAME

ENUMERATOR CODE ☐☐☐☐☐☐☐

DATE OF ENUMERATION ☐☐ ☐☐ 2010

1

Serial Number :

SENSUS PENDUDUK 2010

113. The next page of Form C1 is the page that contains Block II; there are 6 copies of this page, all exactly the same (one page for each household member); this Block has questions for:

1) Household members of all ages are covered in Q201 - Q208,

2) Household members 5 years or older are covered in Q209 - Q214,

3) Household members 10 years or older are covered in Q215 - Q218,

4) Household members who are ever-married women age 10 years or older are covered in Q219 - Q221.

There is also a special page which is separate to be used as an additional page which is labeled C1 (LP).

114. On the last page [page 8] of a set of Form C1 is a page that contains:

1) Block III MORTALITY

2) Block IV HOUSING CHARACTERISTICS.

115. A more detailed look at the sections of Form C1 follows along with sample copies of these pages:

I.   IDENTIFICATION: Province, Regency/City, Sub District, Village/Town, Census Block Number, Local Administrative Area Serial Number, Physical Building Number, Census Building Number, and Household Serial Number and address.

     LIST OF HOUSEHOLD MEMBERS: names of the people who usually live in the household, relation to head of household and sex.

II.   HOUSEHOLD MEMBER PERSONAL CHARACTERISTICS: name of the household member, relation to head of household, sex, date, month and year of birth and age, place of birth, religion, disabilities (*functional disability*), citizenship and ethnicity, residence 5

years ago, daily language used and ability to speak the Indonesian language, education, marital status, participation in the labor force, and fertility.

III. MORTALITY. Information about occurrences of deaths in the household since 1 January 2009, name and sex of the household member who died, year of death, age at death and circumstances of the death.

IV. HOUSING CHARACTERISTICS: area and type of floor, source of lighting, energy source for cooking, source of drinking water, type of toilet facility, type of sewage disposal system, ownership of a telephone, internet access, ownership status of dwelling, proof of ownership of land.

II. PERSONAL CHARACTERISTICS

201. Name of household member? *(NAME)*

202. What is the relationship of *(NAME)* to head of household?
- 1. Head of household
- 2. Spouse
- 3. Child
- 4. Adopted child/stepchild
- 5. Son/daughter in-law
- 6. Grandchild
- 7. Parent/parent in-law
- 8. Other family
- 9. Housemaid
- 0. Others

203. Is *(NAME)* male or female?
- 1. Male
- 2. Female

204. On what day, month and year was (NAME) born?

Date	Month	Year

Age ⬚⬚ years

marking →

Hints: January=01, February=02, March=03,
April=04,...,December=12

205. What is *(NAME)*'s place of birth?   Filled by Kortim
- a. Prov/State *):
- b. Reg/City *) :

206. What is *(NAME)*'s religion?
- 1. Moslem
- 2. Christian
- 3. Catholic
- 4. Hindu
- 5. Buddhist
- 6. Khonghucu
- 7. Others (specify)

207. Does (NAME) have difficulties in:

	1. No	2. Some	3. Total
a. Seeing even when wearing glasses?...			
b. Hearing even when using hearing aids?.....			
c. Walking or climbing stairs?.......			
d. Remembering or concentrating or have difficulty communicating by others because of a physical or mental?......			
e. Take care of his/her-self?..........			

208. What is *(NAME)*'s citizenship and ethnicity
- a. Indonesian, specify ethnicity   Filled by Kortim
- b. Foreigner, specify country of citizenship   Filled by Kortim

FOR PERSON AGE 5 YEARS AND OLDER

209. In which regency/city and province did *(NAME)* live 5 years ago **(MAY 2005)**?   Filled by Kortim
- a. Prov/State*):
- b. Reg/City *) :

210. What language does *(NAME)* usually speak at home?   Filled by Kortim

211. Is (NAME) able to speak Indonesian?
- 1. Yes
- 2. No

212. What is the schooling status of *(NAME)*?
- 1. Never/not yet attend. school → to Q214
- 2. Attending school
- 3. No longer attending school

213. What is *(NAME)*'s highest level of education completed?
- 1. Never/not yet compltd prim. sch.
- 2. Primary School
- 3. Junior High School
- 4. Senior High School
- 5. Vocational High School
- 6. Diploma I/II
- 7. Dipl. III/Academy
- 8. Dipl. IV/Undergraduate
- 9. Postgraduate

214. Is (NAME) able to read and write:

	1. Yes	2. No
a. Latin characters		
b. Others characters		

*) Cross out category not used

FOR PERSON AGE 10 YEARS AND OLDER

215. What is *(NAME)*'s marital status?
- 1. Single
- 2. Married
- 3. Divorced
- 4. Widowed

216. *(NAME)*'s activities during previous week:

a. Working/carrying out activities?
  - Working/carrying out activities are doing activities to earn/help others to earn wages/salaries/profit at least one hour.
  - 1. Yes → to Q217
  - 2. No

b. Does he/she have permanent job but temporarily not working?
  - For example: waiting for harvesting, holidays, illness, etc.
  - 1. Yes → to Q217
  - 2. No

c. Seeking work?
  - 1. Yes → to Q219
  - 2. No

d. Available for work?
  - 1. Yes ⎫ to Q219
  - 2. No ⎭

217. What was the type of main industry of (NAME) during previous week?

(Specify as completely as possible, for example: rice and grain crop agriculture, driver in textile industry, driver in government office, teacher in state Junior high school, motorcycle taxi, doctor in health center, etc.)

....
....
....

Filled by Kortim in the field
- 01. Agriculture, rice, corn, other grains
- 02. Agriculture, horticulture (vegetables, fruits, etc.)
- 03. Agriculture, estate (palm, tea, tobacco, rubber, etc)
- 04. Agriculture, fishery (fishing, fish cultivation, etc)
- 05. Agriculture, animal husbandary (animals farming, dairy,etc)
- 06. Agriculture, other (forestry, hunting, etc)
- 07. Mining and quarrying
- 08. Manufacturing
- 09. Electricity and gas
- 10. Construction (buildings, roads, bridges, etc)
- 11. Trade (wholesale and retail)
- 12. Hotel and restaurant
- 13. Transportation and storage
- 14. Information and communication
- 15. Finance and insurance
- 16. Educational services
- 17. Health services
- 18. Other services (government, private and individual)
- 19. Others (real estate, water supply, etc)

218. What is *(NAME)*'s status of employment (main job) during previous week?
- 1. Self employed
- 2. Self employed assisted by unpaid temporary employees
- 3. Employer assisted by paid permanent employees
- 4. Employee
- 5. Casual worker
- 6. Unpaid family worker

FOR EVER MARRIED WOMEN 10 YEARS OF AGE AND OLDER

219. Has *(NAME)* ever had a live birth?
- 1. Yes
- 2. No → to the next HH member

220. How many of *(NAME)*'s children?

	Sons	Daughters
a. living in this household		
b. living elsewhere		
c. have died		

221. Has *(NAME)* ever had a live birth since **1 January 2009**?
- 1. Yes
- 2. No

3

Serial Number : 1 2 3 4 5 6 7

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Last Page: Block III and Block IV

III. MORTALITY

301. Have there been any deaths in this household since 1 January 2009?

⊂ 1. Yes, how many: ⊂ 1 person   ⊂ 2 persons   ⊂ 2. No → to Q401

Record here if more than 3 → ☐ persons → Use additional SP2010-C1 questionnaire

302. Record the names of the deceased (NAME) →	....	....	....
303. Sex of the deceased (NAME)?	⊂ 1. Male ⊂ 2. Female	⊂ 1. Male ⊂ 2. Female	⊂ 1. Male ⊂ 2. Female
304. In which month and year did (NAME) die? Hints: January=01, February=02, March=03, April=04,...,December=12	Month ☐☐ Year ⊂ 2009 ⊂ 2010	Month ☐☐ Year ⊂ 2009 ⊂ 2010	Month ☐☐ Year ⊂ 2009 ⊂ 2010
305. How old was (NAME) when he/she died? (Put 00 if age less than 1 year. Enter best estimate if the exact age is not known)	☐☐ years	☐☐ years	☐☐ years
306. SEE Q303 and Q305 Was (NAME) a women aged 10 years and older? If "No", skip to other (NAME) or to Q401.	⊂ 1. Yes ⊂ 2. No	⊂ 1. Yes ⊂ 2. No	⊂ 1. Yes ⊂ 2. No
307. Did (NAME) die during pregnacy or delivery or childbirth within 2 months after pregnancy? If "No", skip to other (NAME) or to Q401.	⊂ 1. Yes ⊂ 2. No → to Q401	⊂ 1. Yes ⊂ 2. No → to Q401	⊂ 1. Yes ⊂ 2. No → to Q401
308. If Q307="Ya", Did (NAME) die during: Skip to other (NAME) or Q401.	⊂ 1. Pregnacy ⊂ 2. Childbirth ⊂ 3. Two months after pregnancy	⊂ 1. Pregnacy ⊂ 2. Childbirth ⊂ 3. Two months after pregnancy	⊂ 1. Pregnacy ⊂ 2. Childbirth ⊂ 3. Two months after pregnancy

IV. HOUSING CHARACTERISTICS

401. What is the primary floor material?
- ⊂ 1. Ceramic/marble/granite
- ⊂ 2. Tiles/terrazzo
- ⊂ 3. Cement/bricks
- ⊂ 4. Wood/board
- ⊂ 5. Bamboo
- ⊂ 6. Dirt/earth
- ⊂ 7. Others

402. Floor area of this living quarter?
☐☐☐☐ m²

403. What is the primary source of lighting?
- ⊂ 1. State Electricity Company with meter
- ⊂ 2. State Electricity Company without meter
- ⊂ 3. Electricity not from the State Electricity Company
- ⊂ 4. No electricity

404. What is the main source of energy for cooking?
- ⊂ 1. Electricity
- ⊂ 2. LPG/National Gas
- ⊂ 3. Kerosene
- ⊂ 4. Charcoal
- ⊂ 5. Wood
- ⊂ 6. Others
- ⊂ 7. None

405. What is the main source of drinking water?
- ⊂ 01. Bottled water
- ⊂ 02. In-house piped water system
- ⊂ 03. Piped water outside dweling/retail
- ⊂ 04. Pumped water
- ⊂ 05. Protected well
- ⊂ 06. Unprotected well
- ⊂ 07. Protected spring
- ⊂ 08. Unprotected spring
- ⊂ 09. River
- ⊂ 10. Rain water
- ⊂ 11. Others

406. What type of toilet facility?
- ⊂ 1. Private toilet
- ⊂ 2. Shared toilet
- ⊂ 3. Public toilet
- ⊂ 4. No toilet facility → To Q408

407. What kind of excreta disposal does the toilet use?
- ⊂ 1. With septic tank
- ⊂ 2. Without septic tank
- ⊂ 3. No disposal facility

408. What kind of telephone does this household have?
- ⊂ 1. Land line telephone
- ⊂ 2. Cellular telephone
- ⊂ 3. Land line and celular telephone
- ⊂ 4. No telephone

409. Is there any household member who accessed the internet during the last 3 months?
- ⊂ 1. Yes   ⊂ 2. No

410. What is the ownership status of this dwelling/living quarter?
- ⊂ 1. Owned
- ⊂ 2. Rented
- ⊂ 3. Leased   ⎫ STOP
- ⊂ 4. Others ⎭

411. Does this household have proof of land ownership of this dwelling unit?
- ⊂ 1. Yes   ⊂ 2. No → STOP

412. What kind of proof of land ownership of this dwelling unit?
- ⊂ 1. Ownership Certificate (SHM) belong to hh member
- ⊂ 2. Ownership Certificate (SHM) not belong to hh member
- ⊂ 3. Other Certificate (SHGB, SHP, SSRS)
- ⊂ 4. Others (Girik, Akte Jual Beli Notaris/ PPAT, etc.)

8

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116. Examples of the manner in which entries and markings should be made in boxes have been thoroughly covered in Chapter 6. Nevertheless, to be completely clear some examples follow showing how to fill in the answers:

1) Use capital letters to enter answers in boxes provided for the answers. The writing of the capital letters should follow the examples of writing in the questionnaire.

Example:

Q201. Complete name of household member

B	U	D	I		W	I	W	E	K	O									

2) Make a mark in the oval ⬛ to select an answer.

Example:

202. What is the relationship of *(NAME)* with the head of household?

   ⬭ *1. Head of household*   ⬭ *6. Grand child*

   ⬭ *2. Wife/Husband*   ⬭ *7. Parents/Parents-in-Law*

   ⬛ *3. Own child*   ⬭ *8. Other relative*

   ⬭ *4. Adopted/Step child*   ⬭ *9. Maid, driver, etc.*

   ⬭ *5. Son/daughter-in-law*   ⬭ *0. Other*

3) Enter numbers in the boxes provided. The numbers should be written as the numbers are written in the questionnaire.

Example: An ever-married woman 10 years or older has 4 children, 1 son and 2 daughters who live in the household and 1 daughter who lives in another household

220. How many children does *(NAME)* have who**:**

		Male		Female	
a.	Are still living and live in the the household	0	1	0	2
b.	Are still Living and live outside the household	0	0	0	1
c.	Have died				

REMEMBER IN FILLING IN FORM C1:

➢ **Must use a pencil for SP2010**

➢ **Erase until completely clean if an answer must be changed**

➢ **Questionnaires may not be folded**

➢ **Questionnaires must be kept clean and dry**

EXPLANATION ABOUT THE TOTAL NUMBER OF DOCUMENTS AND THE ADDITIONAL SHEETS

Set .... of ....sets
SP2010-C1(LP) .... sheets

117. Write the number of documents that were used. This information is entered after the interview with one household has been completed. The aim is to know the number of documents that were used for one household.

118. One set of Form C1 is sufficient for 6 household members. If a household consists of from 7 to 10 people, then to enter the information for household members 7 through 10, use Form C1 (LP). On this additional form write the <u>serial number</u> that appears on the main Form C1. If there are more than 10 people use more than one set of Form C1. Don't forget to copy the identification information (except for the address), and the total number of household members from the main document onto the additional Form C1. Then write the total number of sets of Form C1 that were used for this household.

<u>Example 1</u>: one household consists of 7 household members; thus the number of Forms C1 that will be used will be 1 set and 1 additional sheet of Form SP2010-C1(LP) [Form C1(LP)], and the entries that will be made should be as follows:

Set	0	I	of	0	I	sets
SP2010-C1(LP)		I		sheets		

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Example 2: one household consists of 11 household members; thus the number of Forms C1 that will be used will be 2 sets without the additional sheet Form C1 (LP); the entries that will be made should be as follows:

On the first document:

Set	0	I	of	0	2	sets
SP2010-C1(LP)		0			sheets	

On the second document:

Set	0	2	of	0	2	sets
SP2010-C1(LP)		0			sheets	

Example 3: one household consists of 13 household members; thus the number of Forms C1 that will be used will be 3 sets of Form C1 and no additional sheets of Form C1 (LP); the entries that will be made should be as follows::

On the first document:

Set	0	I	of	0	3	sets
SP2010-C1(LP)		0			sheets	

On the second document:

Set	0	2	of	0	3	sets
SP2010-C1(LP)		0			sheets	

On the third document:

Set	0	3	of	0	3	sets
SP2010-C1(LP)		0			sheets	

8.3. Filling in Form C1

BLOCK I.IDENTIFICATION

Code for Province through Serial Number of the Local Administrative Unit

> **The identification codes should be entered before enumeration; copy these codes from Form L1.**

119. Copy the codes for Province, Regency/City, Sub District, Village/Town, Census Block Number, and Local Administrative Area Serial Number from Form L1 and enter them in the boxes provided.

Information on the Physical Building Number, Census Building Number and Serial Number of the Household

120. Write the physical building number, the census building number and the household serial number in accordance with the entries written on Form L1 Block IV Columns (2), (3) and (8).

Address

121. Write the respondent's address completely. Include the information about the regency/city, sub-district, village/town.

Example 1:

J	L		M	A	W	A	R		M	*E*	R	A	H		N	O		3	2			
R	T		O	I		R	W		0	2		P	E	R	U	M		P	G	R	I	

Example 2:

D	U	S	U	N		M	A	R	G	O	S	O	N	O		R	T		0	0	3	
R	W		0	0	2		N	O		7												

Example 3:

J	L		T	I	R	T	O		L	O	R	O	N	G		G	U	R	I	L	A	
N	O		4	7		K	P		S	I	D	O	R	A	M	E		T	I	M	U	R

LIST OF HOUSEHOLD MEMBERS

> **Household members** are all persons who <u>usually reside</u> in a household (head of household, husband/wife, child, daughter/son-in-law, grandchild, parents/parents-in-law, other relatives, housemaid or other persons)
>
> Explanation of the concept and definition of Household Member was explained in Chapter 7.

Column (1): Household Member Serial Number

122. Write the serial number of the household member according to the composition of household members.

Columns (2) - (3): Name of the Household Member and Relation to Head of Household

123.   Write the official names of the household members (without academic titles, unless the title is part of the name such as R, Rr, etc.) on each line in Column (2) and the relation to head of household in Column (3). Follow the standard rule for the structure of the list of household members.

> **Relation to Head of Household**
>
> 1) **Head of Household** is the member of the household who is responsible for the everyday needs of the household or a person who has been made or is considered as the head of the household (See the explanation for Q408 on Form L1).
>
> 2) **Wife/husband** is the wife of the head of household (if the head of household is male), or husband of the head of household (if the head of household is female).
>
> 3) **Own child** is the biological child of the head of household.
>
> 4) **Step/adopted child** is the stepchild, foster child or adopted child of the head of household.
>
> 5) **Daughter/son-in-law** is the husband/wife of the child, stepchild or adopted child.
>
> 6) **Grandchild** is the child of a child, stepchild, or adopted child.

7) **Parents/parents-in-law** are the father/mother of the head of household or the father/mother of the spouse of the head of household.

8) **Other Family** are other relatives of the head of household or the wife/husband of the head of household, for example, sister/brother, aunt, uncle, grandfather or grandmother.

9) **Housemaid, Driver, Gardener** are those who work as housemaid, driver, gardener who live and eat in the respondent's household and receive a wage/salary either in cash or in kind.

0) **Others** are those without any relation to the head of household or the wife/husband of the head of household, for example former daughter/son-in-law, boarder.

124. A former daughter/son-in-law is recorded as other. If there is a daughter/son-in-law of the head of household who lives separately from the child of the head of household (divorced, separated) enter this person in the "Other" category. If there is a child of this former daughter/son-in-law who lives in the household, then this child would be recorded as "Grandchild" (code 6).

125. A housemaid or driver who only eats and does not stay in the employer's household is not a member of the employer's household.

126. It is very important to determine the relationship of each member of the household to the head of household carefully. Only one relationship category can be selected even though, in fact, there is actually more than one relationship that exists between the household member and the head of household. For example, a family member who works as a maid (given wage/salary) or the child of a housemaid who also lives in the household of the respondent and treated like a maid is also considered a housemaid of the household

127. Be careful when selecting the category "Other"; even though this category is the tenth possible answer in the list, the code for this category is "0". A list of the codes for this column appears under the "List of Household Members" table.

128. In the LIST OF HOUSEHOLD MEMBERS table, the relation to head of household

for the first line has been pre-printed as "1". If it is necessary to use additional sets of forms, this code "1" on the additional sets must be crossed out and the appropriate code written in its place.

129. There can only be one head of household in any given household and the minimum age of this person must be 10 years. Relationship of a member of the household is centered on the head of household. There may be more than one wife/husband in a household.

130. For institutional households there is one person who is more respected, or who is most senior, or who is considered the representative. For normal households in which there are lodgers, one of the lodgers is considered, or is most senior, or is considered the representative of the lodgers. .

131. Names of the Household Members are to be organized according to the following standard rules:

1) The first serial number is reserved for the name of the head of household and the next is for the name of the wife/husband of the head of household (the spouse).

2) The next serial numbers are for the names of the children that are not yet married. Arrange the names of the unmarried children in order of their ages with the oldest one written first.

3) The next serial numbers are for the name of an own child who is married followed by his/her spouse and then the names of their unmarried children. Enter the names of these unmarried children in order of their ages with the oldest one entered first. Continue the listing of the household members with the names of the other own children who are married and then those adopted children who are married along with their spouses and their children.

4) The next serial numbers are for a household member, other than a child, who is married along with that person's spouse and their unmarried children.

5) The next serial numbers are for any other household members who do not have a spouse or children starting with adopted children, parents, other family, housemaid/driver/gardener, and Others.

132. When using the standard rules just described above, every "nuclear family"

(father, mother, and unmarried children) will constitute one group. The highest group is the "nuclear family" of the head of household, followed by the "nuclear family" of the own children, "nuclear family" of the adopted children, "nuclear family" of the grandchildren, "nuclear family" of the parents/parents-in-law, "nuclear family" of other family members, "nuclear family" of the housemaid/driver/gardener, and finally the "nuclear family" of other household members.

133. If there is a mistake in organizing the list of household members, or the standard rules have not been followed, the enumerator does not need to erase the listing; he/she can change the serial numbers of the household members that are incorrect in column (1) by crossing out the incorrect numbers and writing the correct serial numbers to the left of those numbers.

<u>Example:</u> Sofyan Hakim's household consists of 11 members with the following structure:


```
                    Sofyan Hakim (Head/code1)
                              +
                    Lismawati (Wife/code2)
```

| Tri Ismawati (Own child/code 3, Unmarried) | Ardiansyah (Own child/code 3, Unmarried) | Saiful Bahri (Own Child/code 3, married) + Eli Emawati Daughter-in-law/code 5) + Aditya Rahman (Grandchild/code6) + Novianti Putri (Grandchild/code 6) | Dwi Aryani Own child/code 3, married) + Sudirman (Son-in-law/code 5) + Indah Septiani (Grandchild/code 6) |
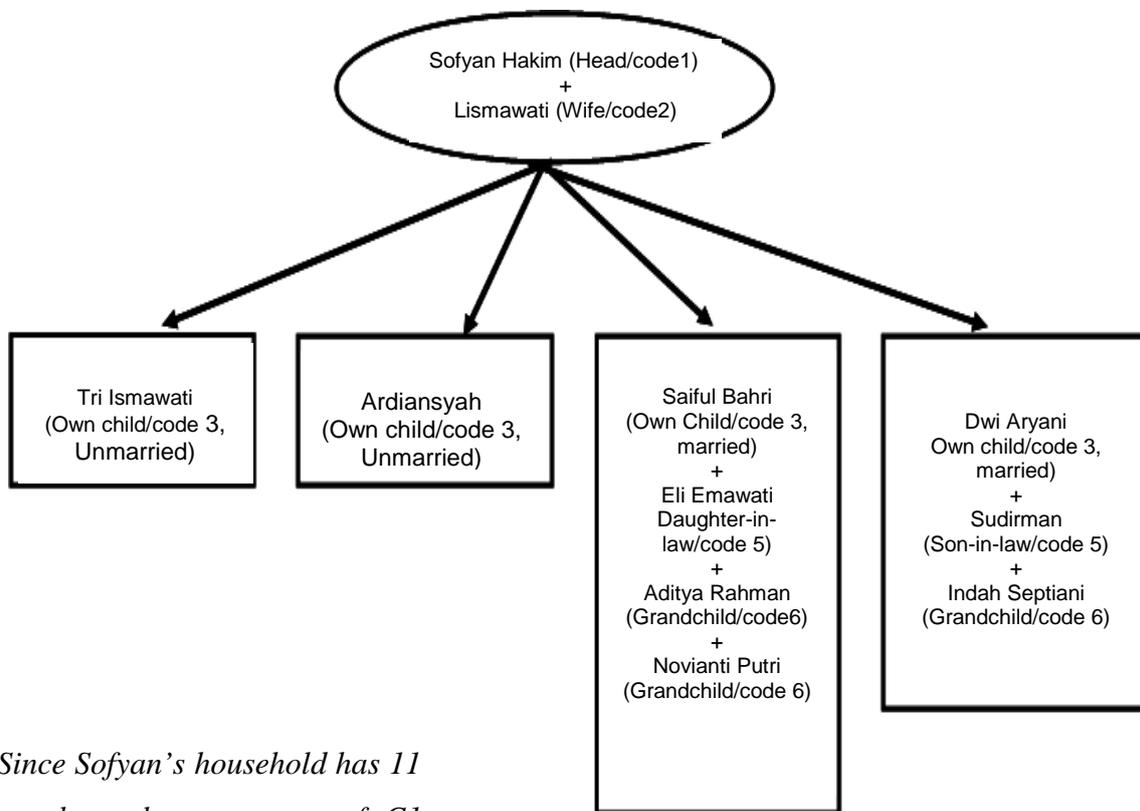
Since Sofyan's household has 11 members then two sets of C1 forms must be used

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On the first set of Form C1:

| No. | LIST OF HOUSHOLD MEMBERS | Relation to head of household | Sex Place a check in the appropriate column | |
			Male	Female
	Usual residence			
(1)	(2)	(3)	(4)	(5)
001	SOFYAN HAKIM	1	√	-
002	LISMAWATI	2	-	√
003	TRI ISMAWATI	3	-	√
004	ARDIANSYAH	3	√	-
005	SAIFUL BAHRI	3	√	-
006	ELI ERMAWATI	5	-	√
007	ADITYA RAHMAN	6	√	-
008	NOVIANTI PUTRI	6	-	√
009	DWI ARYANI	3	-	√
010	SUDIRMAN	5	√	-

Serial number of the informant | 0 | 0 | 5 |

Total | 0 | 0 | 5 | 0 | 0 | 6 |

Total hh members | 0 | 1 | 1 |

On the second set of Form C1:

No.	LIST OF HOUSHOLD MEMBERS	Relation to head of household	Sex _Place a check in the appropriate column_	
	Usual residence		_Male_	Female
(1)	(2)	(3)	(4)	(5)
011	INDAH SEPTIANI	—⊢ 6	√	-

Total | 0 | 0 | 5 | | 0 | 0 | 6 |

Serial number of the informant | 0 | 0 | 5 |

Total HH members | 0 | 1 | 1 |

Example of correcting sequence errors in Sutrisnanto household:

No.	LIST OF HOUSHOLD MEMBERS	Relation to head of household	Sex Place a check in the appropriate column	
	Usual residence		Male	Female
(1)	(2)	(3)	(4)	(5)
001	SUTRISNANTO SAPTOPAWIRO	1	√	-
002	SASIATRI MARIATI DYAH	2	-	√
004 ~~003~~	RINIARTI SUMBADRA	3	-	√
005 ~~004~~	ALWAN FAUZANI SAPUTRO	5	√	-
003 ~~005~~	SISMUJIANTO SAMIONO	3	√	-
007 ~~006~~	SUPARNA RAHMANTO	7	√	-
006 ~~007~~	RAHMAWATI ISBONO	6	-	√
008	SIDAMUKTI LILIK JARWANTO	7	√	-
009	LEONI NUGRAHAENI	8	-	√
010	WINTARTI SRI MULYANI	0	-	√

Serial number of the informant | 0 | 0 | 2 |

Total | 0 | 0 | 5 | | 0 | 0 | 5 |

Total HH members | 0 | 1 | 0 |

*) Codes for relation to head of household (column 3)

1. Head of household   2. Wife/husband   3. Own child   4. Adopted/step child   5. Son/daughter in-law

6. Grandchild   7. Parent/parent in-law   8. Other relative   9. Maid/driver/gardener   0. Other

Thus, the correct listing should be as follows:

1) Sutrisnanto Saptopawiro,	6) Rahmawati Isbono,
2) Susiatri Mariati Dyah,	7) Suparna Rahmanto,
3) Sysmujianto Samiono,	8) Sidamukti Lilik Jarwanto,
4) Riniarti Sumbadra,	9) Leoni Nugrahaeni,
5) Alwan Fauzani Saputra,	10) Wintarti Srimulyani

Columns (4) and (5): Sex of Household Members

134. Ask the sex of each household member. If "male" enter the check symbol "√" in Column (4) and the dash sign "-" in Column (5); if "female" enter the check symbol "√ " in Column (5) and the dash sign "-" in Column (4).

135. Incorrect recording of the sex is extremely fatal to the quality of the resulting data. Because of this, don't speculate on the sex of a person based on his/her name, because sometimes the names of men and women are very similar. For example, in West Java the

> Incorrect recording of the sex of the household members is fatal to the quality of the resulting data. The information about the sex should be obtained from the respondent.

name "Endang" is often used for men. The information about sex must be based on the answer from the respondent. The sex of the head of household and his/her spouse or a member of the household and his/her spouse must differ.

136. After the names of all of the household members have been entered, begin probing with the questions which appear at the bottom of Form C1, starting with questions 1 through 4 on the left side of the page and then continue with questions 1 through 4 on the right side of the page. The steps in probing to obtain the most complete list of household members is as follows:

1) Read the names of the household members one by one.

2)   Raise the questions printed on the left side at the bottom of the form to help determine if there is a member of the household whose name has not yet been recorded:

a. Small child or baby;

b. Some other person such as a friend or maid who normally lives in the household;

c.   A guest who has lived in the household for 6 months or more, but doesn't intend to stay;

d. A person who usually lives in this household, but who has been away for less than 6 months.

> Steps in probing for Names of Household Members who may have been omitted
> a. Ask question 1).
>   • If the answer is "yes", put a check symbol "√" in the box to the left of the question and write the name of this person on the next blank line in the List of Household Members. Then ask question 1) again.
>   • Continue asking until the answer is "there is no one else"; then cross out the check symbol "√" like this ("√").
> b. If the respondent says immediately, "there isn't anyone else", then enter a dash "-" in the box to the left of the question.
> c. Carry out steps a and b for questions 2), 3), and 4).

3)   Raise the questions that are written on the right-hand side of the page under the List of Household Members table to determine whether there is a person listed as a member of the household who should not be included as a member because:

a. The person has been away for 6 months or more;

b. The person has left the household and intends to move or stay in another place;

c. The person had died at the time of the enumeration;

d. The person lives in another place (for school or work).

> Steps in probing for Names of Household Members who should not be included:
>   a. Ask question 1).
>   - If the answer is "yes", put a check symbol "√" in the box to the left of the question and cross out that person's name from the List of Household Members. Then ask question 1) again.
>   - Continue asking until the answer is "there is no one else"; then cross out the check symbol "√" like this ("√̶").
>   b. If the respondent says immediately, "there isn't anyone else", then enter a dash "-" in the box to the left of the question.
>   c. Carry out steps a and b for questions 2), 3), and 4).

4)   If there are any names in the List of Household Members that must be added or crossed off, correct the serial numbers of the household members in the list.

Total Number of Male and Female Household Members

137.   Count the number of check symbols "√" in Column (4) and write the total number of male household members in the boxes at the bottom of Column (4). Count the number of check symbols "√" in Column (5) and write the total number of female household members in the boxes at the bottom Column (5). Then total the number of males and females and enter the total in the boxes provided for total number of household members.

138.   If the total number of household members is different from the largest serial number in Column (1), re-examine the questionnaire to determine if the mistake is in the serial numbers (Column (1)) or in the check symbols "√" (Column (4) and Column (5)) or in the total of these two columns. Correct the mistake.

Write the Serial Number of the Main Household Member Who Gave the Information

139.   Write the serial number of the main household member who gave the information (informant) in the boxes provided. The meaning of "main" here is the respondent who gave most of the information.

Explanation of the Name and Code of the Enumerator

140.   Write the name and code of the enumerator in the boxes provided. The code can be obtained from Form RP3 or his name badge.

Example: NAME OF ENUMERATOR

A	L	W	A	N

ENUMERATOR CODE

0	I	0	6	0	2

Date of Enumeration

141.   Write the date, month and year the enumeration was carried out. Write the month in numbers, 04 = April, 05 = May and so on. Example:

DATE OF ENUMERATION

0	8	0	5	2010

Inspection/Review by the Team Coordinator

142.   To be filled in by the Team Coordinator. (Refer to Book 5 Team Coordinator).

BLOCK II. HOUSEHOLD MEMBERS PERSONAL CHARACTERISTICS

143.   Before beginning the questions on household member personal characteristics, enter the serial number of the household member in the boxes provided in the upper right-hand corner of the form and the name of the individual to be interviewed in the boxes provided for the Q201. Do this for every member of the household so that each individual member has a page of Block II questions of his/her own. If the number of household members is between 7 and 10, remember to use Form C1 (LP), or if the number is more than 10, use an additional set of Form C1.

Household Member Serial Number

144.   Copy the serial number from the List of Household Members Column (1) into the boxes just mentioned above. Don't forget that the first serial number must be that of the head of household. The other serial numbers must follow the serial number of the household member from the smallest to the largest.

Question 201 : Name of Household Member

145.   Copy the name from the List of Household Members Column (2). If the length of a name exceeds the number of boxes provided for the name, then shorten the name. Try to shorten the name as little as possible.

Question 202: Relationship to Head of Household

146.   Mark one of the codes for relationship to head of household according to the information in the List of Household Members Column (3).

Question 203: Sex

147.   Ask for confirmation of the sex of the household member and mark the appropriate code. Even though sex was asked when recording the List of Household Members Columns (4) and Column (5), Q203 must be answered. If a different answer is given, ask again which answer is correct and make the adjustment.

148.   It is possible that the respondent objects that the question is asked again. Tell the respondent the truth; say "I'm very sorry, I am only confirming the prior answer to make sure

there are no mistakes in recording the sex of the members of the household."

Question 204: Date, Month, Year of Birth and Age

149.   Ask the date, month and year of birth and calculate the age of the household member. Write the date, month and year of birth, and age in the boxes provided. Then put a mark in the oval beside the two numbers matching with respondent's age; the ten's digit is marked in the column on the left and the unit's digit in the column on the right. Age must be filled in, even it is only a best estimate. If the respondent does not know his/her date and/or month of birth, then leave the boxes for date and/or month blank, and ask only the year. If the respondent knows his/her year of birth, write the birth year completely in the boxes for year. If, however, the respondent also does not know the birth year, leave the boxes for date, month and year blank. Then ask the respondent to estimate his/her age and fill in only the boxes for age.

> If the respondent DOES NOT KNOW the date, month and year of birth, then his age must be estimated. Leave the boxes for date, month and year blank.

150.   Steps to be taken in questioning are:

1) Read the entire question: "On what date, month, and year were you (*Ali, for example*) born?"

2) If the respondent can answer then record the date, month and year, and calculate the age of the household member, and then ask to be sure: "Is it correct that (*Ali, for example*) is now (*27, for example*) years old?"   (*27, for example*) is the number calculated by the enumerator.

3) If the respondent does not know his/her date and month of birth, ask the year of birth only: "If you do not know the exact date and month, what year were you (*Ali, for example)* born?"

4) If the respondent does not know his/her year of birth, then ask the age of this household member: "How old are you (*Ali*, for example)?" Then fill in the answer directly in the boxes for age without filling in the boxes for date, month and year of birth.

151.   Write the month as a number: January is written as "01", February as "02", March as "03", April is written "04", May as "05", June as "06", July as "07", August as "08", September as "09", October as "10", November as "11", and December as "12".

152.   If the respondent gives the name of the month according to the Islamic calendar, for example, Ramadhan, write the name of the month given in the space below the question and then convert that month into the Gregorian calendar. For conversion guidelines see Procedures for Calculating Age (see appendix). The same procedure is to be followed if the year of birth is given in the Islamic calendar. Calculate the age based on the month and year in the Gregorian calendar and put the result in the boxes provided.

153.   Age is calculated in years by rounding downwards which means the age at the last birthday will be used. Explanation:

1) If the respondent is 27 years and 9 months, record 27 years.

2) If less than 1 year old, record the age as 00 year.

3) If the respondent is 98 years or older, record the age as 98 years; for example, for someone 100 years old, enter the number 98 in the boxes with the understanding that the person is 98 years or older.

> Age is calculated in years by rounding downwards which means the age at the last birthday will be used.

4) If the age is less than 10 years (that is, the age is only 1 digit), enter 0 in the first box provided to record the age, for example 01, 02, ..., 09.

154.   If the respondent doesn't know anything about his date of birth or his age, then estimate the respondent's age using various approaches, references, and information. The estimate must be a best estimate. If the age is obtained based on an estimate, the enumerator may not fill in the year of birth by working backwards, but should leave the boxes for date, month, and year of birth blank.

155.   Marking the ovals should be done after the age of the household member has been obtained; fill in the oval in the left column corresponding to the ten's digit of the age and fill in the oval in the right column corresponding to the unit's digit of the age. (See the example which follows.)

Example:

Household member Atika was born 23 October 1983 and the enumeration took place on 25 May 2010; Akita's age is 26 years 7 months. Record the age for Q204 as follows:

204. **What is the date, month and year of** *(NAME)'s* **birth?**

2	3		1	0		1	9	8	3

Age | 2 | 6 | Year(s)

Method of Estimating Age

156.   If the respondent doesn't know his age with certainty, try to obtain some information about his age using, among others, the methods described below:

1) Use a birth certificate, a letter about the birth, baptismal certificate, docter's record, immunization record, health record or any other record. Pay attention to the date, month and year the population registration card or the family registration card was issued if only the age is recorded.

2) Relate the respondent's birth with the date, month, and year of known events or important events which happened in Indonesia or national or regional events.

Example: General elections, earthquakes, tsunamis, floods, fires, election of local officials, and the like. Some other important events that can be used in estimating age are:

a. Landing of the Japanese in Indonesia (1942).

b. Proclamation of Independence of the Republic of Indonesia (1945).

c. First elections (1955).

d. Communist Rebellion G30S/PKI (1965).

> If the respondents have a tendency to give their age in numbers that end in 0 or 5, the enumerator must investigate further to be sure that the age is correct.

3) Compare the age of a household member with the ages of his family members which are known. For example, begin by estimating the age of the youngest child, then for the next oldest child asking the approximate age or what things the older child could do such as sit up (about 6 months), crawl (8 months), stand up (9 months), walk (12 months) at the time of the birth of the younger child or at the time the mother became pregnant with the younger child. Then use this same technique to estimate the ages of all of the older children.

4) Make a comparison with a neighbor's child or with another family member whose age is known with certainty. Estimate how many months or years this child is older or younger than the child whose age is known.

157.   It is not so rare that a respondent who says he doesn't have any idea what his age is, when asked again and again about his age will say "Whatever you want it to be." In cases like this, the enumerator must patiently follow again the methods outlined for determining the age.

Information on AGE must be FILLED IN directly at the time Q204 is asked. Don't procrastinate.

Question 205: Place of Birth

158.   Ask and write the name of the province and regency/city where the household member was born. The enumerator is only responsible for clearly filling in the name of the province and regency/city. The codes for the province and regency/city will be entered by the Team Coordinator.

> **Place of birth** is the province and regency/city where the mother lived at the time of the household member's birth. The administrative boundaries of the regions where the respondent was born should be the latest ones which are used at the time of the enumeration.

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Example:

1) A mother resides in East Aceh (Province NAD); her child is born in the city of Medan (Province of North Sumatra). Then the child's place of birth is considered East Aceh (Province NAD).

2) Andika was born in 1990 in Manokwari. In 1990 Manokwari was in the Province of Irian Jaya. For Q205 enter the Province for Andika as West Papua and the Regency as Manokwari, because since 1999 the Regency of Manokwari became part of the Province of West Papua.

205. What is *(NAME'S)* place of birth?		To be filled in by Team Coordinator		
a. Prov/~~State~~ *) :	WEST PAPUA	:	:	
b. Reg/~~City~~ *) :	MANOKWARI	:	:	:

[In the original text the names of the province and regency in this example were incorrectly reversed]

3) Tuti was born in 1985 di Cimanggis, Regency of Bogor, West Jawa. In 1985 Cimanggis became part of the Regency of Bogor. For Q205 fill in the place of Tuti's birth as Province West Jawa and City Depok, because since 2004 Cimanggis changed administrative districts and became part of the City of Depok.

205. What is *(NAME'S)* place of birth?		To be filled in by Team Coordinator		
a. Prov/~~State~~ *) :	WEST JAWA	:	:	
b. ~~Reg~~/City *) :	DEPOK	:	:	:

159.   If a household member was born abroad, write the <u>name of the country</u> where the household member was born in the space for province/state and strike out the word "province"; enter a dash "–" in the space for the regency/city. A code for the country will be entered by the Team Coordinator (See Book 7: Codes for Ethnicity, Language, and Administrative Area).

205. What is *(NAME'S)* place of birth?		To be filled in by Team Coordinator		
a. ~~Prov~~/State *) :	AUSTRALIA	:	:	
b. Reg/City *) :	--	:	:	:

160.   The enumerator must take care in writing the name of the province/country or the regency/city so that he/she does not write in the boxes provided for the codes. If the name of the place of birth is long, use a common abbreviation or just write as much of the name as possible so that the writing does not extend into the boxes.

For Example: BARITO SEL (Barito Selatan), KALTIM (Kalimantan Timur), SULBAR (Sulawesi Barat), MALUT (Maluku Utara), TAPUT (Tapanuli Utara), TOBASA (Toba Samosir), OKU (Ogan Komering Ulu). If there is an acronym or an abbreviation that is standard or standard in the region, then use that.

161.   If the enumerator knows that the name of the regency/city given by the respondent is not the name of a regency/city, then he/she should ask whether (mention correct name of regency/city) is the one intended by the respondent.

Question 206: Religion

162.   Ask: "Which religion do you embrace?" or "What is the religion embraced by (name of person, *Surahman, for example)*?" Ask the religion embraced by each household member,

even babies. Don't presume the religion of one based on the religion of another member of the household. Let each respondent state his religion. It is all right if a respondent answers about the religion of the children and babies in the household. Don't make any judgements, either in word or expression, regarding the respondent's answers.

163.　Put a mark in the oval beside the answer which corresponds to the respondent's answer. For those who do not embrace one of the six religions included here, select the answer "Other", mark the oval beside code 7, and write the name of the religion mentioned by the respondent in the space provided.

Question 207: Difficulty Carrying out Activities

164.　The intention of this question is to obtain information about the number of disabled persons (*functional disability*) or those who have some difficulty in carrying out their day-to-day activities. Ask one by one how normal are the five physical and psychological functions of each household member to learn if they have difficulty: (a) to see, (b) to hear, (c) to walk, (d) to remember, to concentrate or communicate and (e) to take care of themselves.

165.　Put a mark in one of the ovals for each item that indicates the level of difficulty: (1) None, (2) Some, or (3) Severe.

207. Does *(NAME)* have difficulties in:	*1. None*	*2.Some*	*3. Severe*
a. Seeing, even though eyeglasses are worn?...	1	2	3
b. Hearing, even though wearing a hearing aid?..	1	2	3
c. Walking and going upstairs?	1	2	3
d. Remembering or concentrating with others due to some physical or mental condition?	1	2	3
e. Taking care of one's self? …………………..	1	2	3

1) Seeing, even though eyeglasses are worn

A person is said to have difficulty seeing if at a distance of 30 cm and with sufficient lighting, he/she cannot see clearly shape, size or color. In the case where even though a person uses an aid

(eyeglasses) he/she still has difficulty seeing, then this person is categorized as <u>having difficulty</u>. But, if a person using glasses can see normally, then that person is categorized as <u>not having difficulty</u>.

Those having difficulty seeing include:

a. Totally blind is the condition where there is no vision in either eye.

b. Low vision is the condition where both eyes cannot count the fingers that are being moved at a distance of 1 meter even though the person is wearing eyeglasses or there is sufficient light.

c. Color blind is the condition where both eyes cannot distinguish colors.

<u>Note</u>: If a person experiences difficulty seeing but doesn't wear eyeglasses, ask them how it would be if they were to wear glasses. If by wearing eyeglasses they would not have any difficulty seeing, then categorized this respondent as not having difficulty. On the other hand if the respondent still experiences difficulty when wearing glasses, ask the respondent the extent or degree of the difficulty.

2)   Hearing, even though wearing a hearing aid

A person is said to <u>have difficulty hearing</u> if he/she cannot hear voices clearly, differentiate the source, volume and quality of sound and thus cannot respond to the sound properly. A person wearing a hearing aid who can then hear normally, should not be categorized as having difficulty. Included in this category are those who have a disability in hearing.

<u>Note</u>: If a person has difficulty hearing but does not use a hearing aid, ask this person how it would be if they were to wear a hearing aid. If when using a hearing aid the person doesn't experience any difficulty hearing, then categorize this person as does not have difficulty. On the other hand if the person still has difficulty even though he/she uses a hearing aid, ask the

extent or degree of difficulty.

3) Walking or going up stairs

A person is said to <u>have difficulty walking or going up stairs</u> if he/she cannot walk normally for example going forward, backward, to the side, is unstable or has difficulty climbing stairs. Someone who must use an aid to walk or climb stairs is categorized as having difficulty.

4) Remembering or concentrating or communicating with others due to some physical or mental condition

A person is said to <u>have difficulty remembering/concentrating</u> if he/she experiences difficulty in remembering or concentrating. A person is said to <u>have difficulty communicating</u> if in face-to-face conversation, without there being anything such as a wall, loud music, somthing covering the ears, the person has difficulty understanding or can't converse at all due to some physical or mental problem. Included in this category are those who have difficulty hearing and speaking.

5) Take care of one's self

A person is said to have difficulty taking care of himself or herself if he/she experiences difficulty with everyday activities such as eating bathing, dressing, going to the toilet, etc.

a. Difficulty eating refers to eating by one's self (being fed by someone else, difficulty using a spoon, fork for eating or difficulty drinking).

b. Difficulty taking a bath and cleansing one's entire body.

c. Difficulty dressing means taking the clothes from the place where they are stored, fastening the clothing [buttons, zippers, etc.], making a knot, etc.

d. Difficulty picking up or holding items (hands are weak, don't have all fingers).

166.   Select the answer "No" (code 1) if the household member does not have any difficulties. If the household member has difficulties, but can still carry out the activity, then select the answer "some" (code 2). If the household member cannot carry out the activity or it is very difficult to carry out the activity, select the answer "severe" (code 3).

167.   Be careful when asking questions about disabilities for babies and children under 5 years of age. For example, for the question about difficulties in taking care of themselves, babies and children under 5 normally are not able to take care of themselves; a baby or child under 5 is not considered to have a disability if he/she cannot take care of himself/herself. Babies and children under 5 of course are not yet able to take care of themselves without the assistance of their parents or others. This is also the case for Q207c and Q207d. A baby who is not yet 1 year old is normally not able to walk. However, if a baby is already 1 and a half years old and the development in walking is retarded or there is no development, then this child can be considered to have a disability. The extent of the disability is no disability, some disability, or severe relative to what is normal.

168.   The purpose of question 207 is to know whether the household member is normal with regard to sight, hearing, walking/climbing stairs, remembering/conentrating/communicating, and taking care of himself/herself. The census only collects data regarding normalcy using observation, knowledge and admission of the household member. The scale used is not very percise. Nevertheless, the enumerator must thoroughly understand the intention of this question regarding difficulties or disabilities.

> No, some or severe difficulty of a household member is relative to what is considered normal.

Question 208: Ethnicity and Citizenship

169.   Ethnicity consists of a variety ethnic groups which are viewed as cultural wealth. Having data on ethnic diversity enables us to know our own people who live by the slogan Bhinneka Tunggal Ika (Unity in Diversity), from many different ethnic groups come one people and one country. Data on ethnicity is important as a source of information which can be used as material for social research. Data on ethnicity was collected during the 2000 Population Census and used for research here as well as abroad.

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170.   Ask the ethnicity and citizenship of each household member. If the household member is an Indonesian citizen, then write his ethnicity in Q208a. If the household member is a foreign citizen, then write the citizenship in Q208b. Codes for ethnicity and citizenship will be filled in by the Team Coordinator according to the list of codes in Book 7.

208. What is *(NAME'S)* citizenship and ethnicity?

To be filled in by Team Coordinator

a. *Indonesian, specify ethnicity*

SASAK

: : : : :

b. *Foreigner, specify country of citizenship*

: : :

Citizenship and Ethnicity

Ethnicity is the ethnic group and culture which a person inherits. In general, ethnicity follows the paternal line (father/men), but there are some ethnic groups which follow the maternal line (mother/female) such as the Minangkabau.

Even though there is this "rule" there may still be some situations where a person has difficulty in deciding his ethnicity. For example, there are often difficulties when people of different ethnicities marry and even more so when different ethnicities have been mixed for several generations. In such cases, the ethnicity of a household member is whatever he thinks it is. Of course, a person usually leans toward an ethnicity in which he feels most comfortable. One measure is the cultural traditions which he/she follows most often. If the respondent "is confused", the enumerator can point him/her (with the respondent's

permission) in the direction of his father's line, grandfather's line and so on.

If the citizenships of the parents are different, and the respondent cannot determine the citizenship of his children, then the citizenship of the children should be that of the father.

Indonesian citizens are those who are native Indonesians and those who are foreign born but have become Indonesian citizens.

Foreign citizens are those who have a nationality other than Indonesian. Citizenship is recorded as the name of the country in which he/she has citizenship. For example, if a person is of Chinese descent, but is a citizen of India, then record India as his citizenship.

HOUSEHOLD MEMBERS 5 YEARS OR OLDER

171.   Questions 209 through 214 are asked only to those household members who are 5 years old or older. See Q204; if the age is 05, 06, 07, …, 98, then continue the interview with Q209 through Q214. If Q204 has entries 00, 01, 02, 03, or 04, then the interview with this household member is complete and Q209 through Q221 should be left blank. The interview should continue with the next household member.

Question 209: Place of Residence Five Years Ago

172.   Ask the province and regency/city of the place where the respondent lived 5 years ago, that is, May 2005. Ask the respondent to remember where he lived at that time. Write the name of the province and the regency/city according to the respondent's answer in the space provided. Remember not to write beyond the space provided for the answer.

173.   The enumerators are expected to know whether the place mentioned by the

respondent is the name of a regency/city and most importantly whether it is located in the same province as the province in which he is currently living. If the enumerator isn't sure, then he should ask the respondent "Is that the name of a regency/city?"

174.   It is hoped that the respondent knows about the development or growth of the area in which he lived 5 years ago. Therefore, the respondent himself will know the situation now regarding the name of the regency/city. Codes for country or province or codes for regency/city will be filled in by the Team Coordinator in accordance with Book 7.

175.   If the respondent's residence 5 years ago was abroad, then is sufficient to write the name of the country in the place provided for province and put a dash "-" in the space for the name of the regency/city.

> **Residence 5 years ago** is the region where the household member lived in May 2005.
>
> Similar to way of recording place of birth (Q205), the place recorded is the name used for the geographic division which is currently in effect (see explanation for Q205). If the household member has never lived at a residence in a different regency/city, write the name of the province and regency/city which is shown in the identification section for his/her current residence even though in 2005 the name of the regency/city or province was different.

Question 210: Language Usually Spoken at Home

176.   The language normally used is an ethnic and cultural variable of the population. Like ethnicity, data about language can give a picture of the diversity and cultural wealth of society and is a source of data for research and science.

177.   Ask and write the language usually spoken by the household member at home. In writing the language don't go beyond the space provided for this answer and write something in the red boxes. Codes for the language are in Book 7 and will be entered in the boxes by the Team Coordinator.

> **Language Usually Spoken**

The language used by a person is not always based on his ancestry, but may be brought about by social interaction. For example, someone whose ancestors are Melayu may associate with a segment of the Javanese society and therefore, on a daily basis uses the Javanese language especially if at home they speak that language.

Language usually spoken is the language usually used in communication in the home with other members of the household. If more than one language is used, the local language and the Indonesian language, then record the local language as the answer. If more than one local language is usually spoken, record the one which is used most often.

Record the language of a person who is deaf and mute as sign language.

If a household member uses a foreign language, then record the name of the country from which the language originates.

Question 211: Ability to Speak the Indonesian Language

Able to speak Indonesian language

A person is said to be able to speak the Indonesian language if the household member understands what is being said (heard by the household member) and can speak words in the Indonesian language which are understood by others.

In particular, a person who is deaf and mute is considered to be able to speak Indonesian if he/she understands expressions in Indonesian.

178.   One way to determine if a person has this ability is to ask the question in Indonesian: "Can you speak Indonesian?" (Don't translate this question into the local language even though the interview is being conducted in the local language.) If the respondent understands the question, then he/she is assumed to be able to speak the Indonesian language so the enumerator should make a mark in the oval for code 1. On the other hand, if the respondent

gives signs that he/she doesn't seem to understand the question, for example, he/she asks the meaning of the question, then the respondent is considered not to be able to speak the Indonesian language and the enumerator should make a mark in the oval for code 2.

Question 212: Schooling Status

179.   Ask the schooling status of the household member and make a mark in the oval corresponding to the respondent's answer. If the household member has never or not yet attended school, then make a mark for code 1 and go directly to question to 214. If the respondent's answer is code 2 (still attending school) or 3 (no longer attending school), then continue the interview with the next question (Q213).

> **Schooling Status**
>
> 1. **Never/not yet attended school** is the schooling status of someone who has never ever attended school, including those who have finished or have not yet finished kindergarten but have not yet entered Elementary school.
>
> 2. **Attending school** is the schooling status for the persons who are registered and actively attending a level of formal education.
>
> 3. **No longer attending school** is the schooling status of a person who has ever registered and actively attended a formal level of education but at the time of the enumeration is no longer registered and attending a formal level of education.

Note:

1) University students who are currently on vacation from school are considered still attending school.

2) Elementary, junior and senior high school students who have just been promoted to the next level at the time of the enumeration are considered still attending school.

3) Those who are currently attending an A/B/C program package or equivalent are considered no longer attending school.

4) A Diploma I program which is included in the criteria for attending school is only the diploma program in a formal level of education which is managed by an institution of higher learning.

Question 213: Has received a diploma/letter certifying course completion

180.   Ask the highest level of education for which the household member has received a diploma/letter of course completion and make a mark in the oval for the code which corresponds to the respondent's answer.

Diploma/Letters of Course Completion include:

1) **Never/not yet completed elementary school** is the category for the person who has ever attended elementary school but never/has not yet completed elementary school, the elementary level of special schools for disabled children, elementary level of Madrasah Ibtidaiyah (Moslem religious education school), local elementary school organized by community, parents and teachers, Three-Year Elementary School, A1 through A100 Packages, a pioneering project development elementary school or an Indonesian elementary school abroad. Those who have completed the third year of elementary school or an equivalent are considered not to have completed elementary school.

2) **Completed elementary school or its equivalent** means completed an elementary school/Madrasah Ibtidaiyah(Moslem religious education school), or an equivalent such as the elementary level of special schools for disabled children, local elementary school organized by community, parents and teachers, Three-Year Elementary School, A1 through A100 Packages, a pioneering project development elementary school or an Indonesian elementary school abroad.

3) **Completed Junior High School or its equivalent** means completed junior high school/Madrasah Tsanawiyah or an equivalent such as: MULO (junior high school during the Dutch time), HBS 3 years (type of school during the Dutch time), Secondary School for Children with

Disabilities, Secondary School for Pioneering Project Development, Indonesian Junior High School (abroad) and Sports Junior High School.

4) **Completed General Senior High School or its equivalent** means completed general senior high school/Madrasah Aliyah or similar schools such as: HBS 5 years and AMS (senior high schools during Dutch time), Senior High School for Development, Senior High School for Pioneering Project Development, Indonesian High School (abroad) and Senior High School for Sports.

5) **Completed Vocational Senior High School** means completed senior vocational school such as: Senior High School for Indonesian Crafts, Senior High School for the Arts, Senior High School for Traditional Music, Senior High School for Music, Senior High School for Agricultural Technology, Senior High School for Shipbuilding Technology, Senior High School for Mining Technology, Senior High School for Graphic Arts, Senior High School for Social Work, Senior High School for Family Welfare, Senior High School for Economics, Senior High School for Kindergarten Teachers, Senior High School for Pharmacy Assistant, Senior High School for Public Administration, Senior High School for Special Education Teachers, and Senior High School for Chemical Analysis.

6) **Completed Diploma I/II** means completed program DI/DII in an educational institution of higher learning which has the diploma I/II formal education program. The Akta I and II Programs are considered to be included in the DI/DII program.

7) **Completed Diploma III/Academy** means completed the DIII program or obtained a baccalaureate degree at an academy or an institution of higher learning which has such a program and confers a baccalaureate degree (*sarjana muda*) such as Academy of Arts of Indonesian Music, Academy of Arts of Indonesian Dance, Academy of Foreign Language, Academy of Management, Academy of Chemical Analysis, Academy of Meteorology and Geophysics.

8) **Completed Diploma IV/S1** means completed a Diploma IV educational

program or bachelor's degree at a University/Higher Learning Institution; the Akta IV Program is equivalent to the Diploma IV program.

9) **Completed S2/S3** means completed a post graduate educational program including a Doctorate or Specialists I and II at a University or Institution of Higher Learning.

Note: Elementary, junior high and senior high students who have just passed the exam for their level of education can be considered as having received a diploma for that level.

Examples of enumerating household members who are attending Package A schools:

1) A household member studying Package A should be recorded as: Q212 = 3 and Q213 = 1.

2) A household member who has ever attended Package A but did not complete it (currently not active): Q212 = 3 and Q213 = 1.

3) A household member who has ever attended Package A and completed it and has passed the elementary school equivalent examination (currently not in school): Q212 = 3 and Q213 = 2.

4) A household member who has ever attended Package A and completed it (currently attending Package B): Q212 = 3 and Q213 = 2.

5) A household member who has ever attended Package A and completed it (currently attending junior high school): Q212 = 2 and Q213 = 2.

Question 214: Ability to Read and Write

181. Ask: "Can (Name) read and write Latin characters?" and put a *mark* in the oval beside "Yes" or "No" in accordance with the respondent's answer to Q214a. Also ask: "Can (Name) read and write other characters?" and put a *mark* in the oval beside "Yes" or "No" in accordance with the respondent's answer to Q214b.

Able to Read and Write

A person is said to be able to read and write Latin characters if he/she can read and write some simple words/sentences written in Latin characters. Latin characters are those letters that are normally used to write in Indonesian, English, etc.

A person is said to be able to read and write other characters if he/she can read and write some simple words/sentences written in other characters such as Arabic and those used in Java (*Hanacaraka*), Batak, Lampung, China/Mandarin, Japan, Korea, and India.

Note:

a. A blind person who can read/write Braille is considered able to read and write.

b. A person who formerly was able to read and write, but because of a disability can no longer read and write is considered able to read and write.

c. A person who can only read but cannot write is considered able to read and write.

HOUSEHOLD MEMBERS 10 YEARS OR OLDER

182.   Questions 215 through 218 are asked to household members who are 10 years of age or older. See Q204; if 10, 11, 12, ..., 98 have been entered, then the relevant household member must be asked Q215 through Q218 where appropriate.

Question 215: Marital Status

183.   Ask the marital status of the household member and *mark* the appropriate *c*ode. If unmarried *mark c*ode 1, married *mark* code 2, divorced code 3, and if widowed *mark* code 4.

Marital Status

1) **Unmarried** is the status of those who have not or are not married at the

time of the enumeration.

2) **Married** is the status of those who are married at the time of the enumeration, whether they live with the spouse or live separately. Here married includes those who are officially and legally married (according to custom, religion, the State, etc.) as well as those who live together and are considered to be husband and wife by society.

3) **Divorced** is the status of those who do not live together as husband and wife because they are divorced and have not married again. Those who say they are divorced, even though this status is not yet official, are considered divorced. On the other hand, those who temporarily are living separately, but do not considered themselves divorced, for example those who live separately due to school, work, search for work, or some quarrel, are not considered divorced.

4) **Widow** is the status of those whose husband/wife has died and they have not married again.

Explanation**:** A woman who is known to have never married but who has a child is considered divorced.

Questions 216 through 218: Labor Force

184.   The objective of Q216 - 218 is to obtain information about the labor force situation which covers activities carried out during the previous week, the main industry of that work, and the employment status of that main work activity.

Questions 216a through 216d: Activities during the Previous Week

185.   Before asking the questions, begin with an introduction something like: "Now I will ask about work activities or endeavors of (Name) during the previous week. By previous week I mean the time period including yesterday, 2 days ago, 3 days ago, 4 days ago, 5 days ago, 6 days ago, and 7 days ago. During those 7 days (*Pak Dodi*) what were your activities?"

186.   Follow the questioning path correctly:

1) Begin with Q216a: Did the household member work or have some activity? If yes, go directly to QP217; if no, go directly to Q216b.

2) Q216b: Does the household member have a permanent job but was temporarily not working? If yes, go directly to Q217; if no, go directly to Q216c.

3) Q216c: Did the household member look for work or prepare for some activity? If yes, go directly to Q219; if no, go directly to Q216d.

4) Q216d: Is the household member available for work if there is some work? Regardless of the answer go directly to Q219.

187.   Put a *mark* in the oval beside "Yes" or "No" in accordance with the respondent's answers to Q216a through 216d.

Activities the Previous Week

Some information necessary for filling in this question:

1. **Previous week** is the period of 7 consecutive days immediately prior to the day of the enumeration. For example, the enumeration is conducted on 16 May 2010, then the intended previous week includes 9 May through 15 May 2010.

2. **Work** is any type of activity that is carried out with the intention of obtaining or helping to obtain income or profit if performed for a period of at least one hour during the previous week. Work performed for one hour has to be performed continuously and cannot be interrupted. Income or profit can be in the form of wages/salary/income including all allowances and bonuses for a laborer/employee/worker or in the form of rent or profit for an entrepreneur.

3. **Has a permanent job** but during the previous week temporarily did not work due to vacation, illness, leave of absence, waiting for the next phase of work, or waiting to be called back to work.

Explanation:

1) Carrying out work in the concept of working means conducting some economic activity which produces goods or services. Example: A household maid is considered working whether he/she is a member of the employer's household or not.

2) A person who has a profession which he uses to provide for his household needs is considered working. Example: A Doctor who gives medicine to one of his own household members, a construction worker who makes repairs to his own home and a tailor who sews his own clothes.

3) A household member who assists the head of household or another household member carry out his work such as in the rice field, other agricultural field, kiosk/shop and the like is considered to have work even though he does not receive wages/salary/income (unpaid worker).

4) A person who cultivates plants which are only for his own consumption is considered not working, except for the cultivation of main staple foods such as rice, corn, sago palm, or alternative crops (cassava, sweet potato, potato).

5) A casual worker either in the agricultural sector or non-agricultural sector who is waiting for work is considered not working.

> 4. **Looking for work** is the activity of those who are trying to find work.

Explanation:

Those classified as looking for work:

1) Those who have been relieved of their duties and will be called back to work, but currently they are looking for some other work.

2) Those who have never worked and now are looking for work.

3) Those who have ever worked, but for some reason stopped working or were terminated and now are looking for work.

4) Those who usually attend school or manage the household and now are looking for work.

The time period is the previous week. Looking for work is not limited to the previous week, but can be carried out some time in the past as long as during the previous week they were still looking for work. Also included in this category are those who sent applications and are waiting for replies.

5. **Preparing for some activity** is an activity carried out by someone in the framework of preparing for some "new" endeavor (not expanding or developing a current endeavor), with the intention of producing an income/profit at his own risk with or without employing a laborer/employee/worker either paid or unpaid.

   Preparing for some activity means whether or not these measures were successful such as obtaining captial or equipment, looking for a place, obtaining license/permission to conduct a business and so on, these efforts were carried out.

   Preparing for some activity doesn't inlcude an activity which is just being planned, or just an intention and just attending courses/training for starting a business. Preparing for some activity in this question will later lead to a classification of one who works on his own (*own account worker/self employed*) or carries out a business/effort assisted by temporary workers/unpaid workers or assisted by permanent workers/paid workers.

Explanation:

The activity of preparing for some endeavor should not be limited to the period of the previous week, but could have been carried out some time earlier as long as during the previous week the respondent was still preparing for the endeavor.

Preparing for some endeavor includes the following:

1) Obtaining capital in the form of cash or kind needed for the endeavor or business either by obtaining the funds needed (the plans for the business are already clear/definite) or by borrowing from others or institutions which can extend credit.

2) Those who are currently or have just recently organized the necessary licenses/permits in an effort to create a venture or business.

3) Those who currently or recently have looked for a place for the business or venture.

4) Those who have ever had a business and stopped/went bankrupt, but at the time of the enumeration were preparing for a venture/endeavor.

<u>Examples</u>:

1) Rahmi <u>is building a store</u> in the yard of his home as a means of preparing a business to sell Muslim clothing using funds borrowed from a cooperative.

2) After completing a beauty course last month, Intan <u>is shopping for the items she needs for a beauty salon</u> that she will open using money she has saved as the capital <u>which she took from the bank</u> two days ago.

3) Because Udin was let go from the company where he worked, he bought a motorbike last week in order to form a business of offering rides to those who need them [in Indonesian this type of business is called *ojek)*.

4) Bingket <u>is looking for a location</u> to start a restaurant after her clothing store went bankrupt eight months ago.

6. **Available for work** means a person has the desire to work or accept a job, but is not actively looking for work. A respondent is categorized as available for work if the respondent spontaneously answers "Yes" or "I will". However, if the response contains <u>certain conditions</u> such as "Must see what the salary/wages are or asks what type of work it is or has other conditions or uses other words to express some hesitation such as perhaps, nevertheless, depends . . . ", then the respondent's answer is <u>not classified</u> as available for work.

Question 217: Industry/Field of Work of Primary Job

188.   The objective of this question is to obtain detailed information on the industry/field of economic activity/work of the household member, which is carried out by asking place of work, what is the activity or the activity of the company where he/she works, and what is the

product or what is produced by this company (product or service). It is expected that by asking the questions in this way, the detailed answers of the household member obtained about the industry of his/her work/economic activity can be categorized more precisely.

> Field of activity is the field of work or activity carried out by the business/endeavor/institution at the place where the respondent works.

189.　　Ask and then write clearly and in detail the field of activity of the primary job of the respondent. Putting a *mark* in the oval for one code in the list of field of activity of the main job will be carried out by the Team Coordinator.

190.　　The way to determine the primary job/economic activity is as follows:

1) If the household member during the previous week had only one job, then that job is recorded as his/her primary job/economic activity.

2) If the household member during the previous week had more than one job, then the job which required the <u>longest amount of time</u> or <u>the most time</u> is recorded as the primary job. If the amount of time is the same, then the job which has the <u>largest income</u> is recorded as the <u>primary job</u>. If the time and the income are the same, then the primary job is whichever the respondent considers to be his/her primary job.

3) A household member is considered to have more than one job if carrying out these jobs is done separately. A farm worker, even though he/she works for several farmers (carries out the work separately) is categorized as having only one job.

> For a person who has more than one job during the previous week, the primary job is the one which requires the most time.

<u>Explanation:</u>

1) If a household member who is currently on leave <u>does not do any other work</u> while on he/she is on leave, then the work from which he/she is on leave is his/her primary job. For example, a person works for an insurance company; during the past week while on sick leave, he/she does not do any other work. The job of this person is insurance company employee.

2) A household member is currently on leave and while on leave he/she does some other work; this other work is considered his/her primary job. For example, a person works in a wood furniture making factory; during the previous week during his leave or vacation he helps his wife sell clothing in the market. The job of this person is "helped wife sell clothing in the market."

<u>Examples</u>:

1). During the previous week, Rahmat who works as a doctor in the Maternity Clinic has some free time and during the previous week he spent more time helping his wife sell sports equipment. Rahmat's primary job during the previous week is selling sports equipment.

2). During the previous week a farmer, in addition to planting rice on his own field, also planted rice on someone else's field for a fee. This farmer is categorized as having two jobs which are planting rice on his own field and a farm worker planting food crops even though the industry is the same, that is, agricultural food crops.

> Record the industry/field of activity as
> completely and as clearly as possible.

191. Various examples follow; hopefully these examples will give a true understanding of the intention of this question.

1) The response that is expected is not simply farmer, but a farmer who plants, takes care of, produces rice crop; then the industry is Agriculture, rice, corn, other grains.

2) The response that is expected is not simply driver, but driver of a private car, or driver in company making traditional herbs, or city transport driver. The answer is still a driver, but if the respondent's answer is detailed, then the classification of the industry/field of

activity can be made with greater accuracy. For a driver of a private car, the industry is Other Services of an individual who serves a household. For a driver who works in a company making traditional herbs, the industry is Pharmaceutical and Herbal Industry, whereas for the city transport driver, the industry is Transportation and Storage.

3) The response that is expected is not simply operates a business (entrepreneur), but sells household goods in a retail store. If only businessman/entrepreneur is recorded, it will be difficult to determine the industry, but a more complete response will aid in selecting the correct industry classification. For this example, the industry is Trade (Retail).

Examples of Recording Industry of the Main Job

Incorrect	Correct
Farmer	Farmer who plants corn
Gita Kencana Company	Factory making bags from leather/artifical leather
Farm worker	Farm worker who collects sap from rubber trees
Security guard	Employed as a security guard in a shoe factory
Entrepreneur	Buys and sells automobiles and motorbikes
Driver	Employed as a driver in a company making herbals
Cashier	Cashier in a savings and loan cooperative
Mechanic	Mechanic in a automobile repair shop
Teacher	Teacher in a public elementary school

Question 218: Status/Position of Main Job

192.   Ask the status or position of the household member in his primary job. Put a *mark* beside the appropriate answer.

> **Job Status**
>
> **1). Self employed** is a job or activity in which a person takes all the economic risk including the risk of not being able to recover the cost of the production incurred, also without using either paid or unpaid

workers. This includes situations where technology or expertise is required.

Explanation**:**

If a company is founded by more than one person and no laborers/employees are used, each of the founders has the status of self employed.

Example:

A freelance driver (one who does not receive a salary) who uses the deposit system, pedicab driver, carpenter, stonemason, electrician, masseur, one who digs wells, newspaper agent, one who uses a motorbike to give people rides, merchant who works alone, doctor/midwife/shaman who has his/her own practice, ticket broker, real estate broker, and the like.

2). Self employed assisted by temporary laborers or unpaid workers is work or an endeavor at one's own risk and laborers/workers/employees are unpaid or temporary.

Example:

1) A food stall/store owner who is assisted by a member of the household who is unpaid or some other person who is paid based on the days he/she works.

2) Traveling merchant who is assisted by a temporary worker.

3) Traveling merchant who is assisted by a worker who is paid only when he/she works.

4) A farmer who works his farm land assisted by an unpaid worker. Even though the farmer shares part of the harvest with the worker, the worker is not considered a permanent worker.

3). Employer assisted by paid permanent workers is an endeavor at one's own risk in which at least one permanent, paid laborer/worker/employee is employed.

Examples:

1. Shop owner who employs one or more permanent workers.

2. Cigarette factory which has permanent workers.

4). Laborer/worker/employee is a person who is employed by another person or institution/office/business on a permanent basis and receives wages/salary in the form of cash or kind. A worker who does not have a permanent employer is not classified as a laborer/worker/employee but as a casual worker. A worker is considered to have a permanent employer if he had the same employer as he had last month; in the construction sector a respondent would be considered a worker if he worked for the same employer for at least three months.

Examples:

1) Rico is a construction worker who has been repairing the house of Mr. Bedu for four months. Rico is classified as a laborer/worker/employee.

2) A housemaid who does not live in her employer's household but just works there is classified as a laborer/worker/employee.

5). Casual worker includes casual workers in agriculture and in non agriculture.

Casual Agricultural worker is a person who works temporarily for another person/employer/institution (more than one employer during the last month) in agriculture in the form of a household endeavor or not a household endeavor and gives his/her services in exchange for wages or payment in cash or in kind either using a daily payment system or a contract.

· An agricultural endeavor includes food crop agriculture, plantations, forestry, animal husbandry, fisheries and hunting, and includes agricultural services.

· An employer is a person or party that gives work and makes the

payment agreed upon.

Examples of a person who has the status of employer:

1) *A rice farmer* who employs a farm worker to harvest the rice and pays him a daily wage.

2) *A plantation entrepreneur* who hires a person to gather coconuts and pays him a wage.

Examples of casual agricultural worker:

1) Laborer who harvests rice,

2) Laborer who tills a rice/agricultural field,

3) Laborer who collects sap from rubber trees,

4) Laborer who catches shrimp from a pond,

5) Laborer who picks coffee, coconuts, cloves and the like.

· **Non-agricultural casual worker** is a person who works temporarily for another person/employer/institution (more than one employer during the last month), in a non-agricultural sector and receives a wage or payment in cash or in kind either with a daily payment system or a contract. Non-agricultural includes all sectors other than agriculture.

Examples of non-agricultural casual workers:

Porters in a market, station or other place who don't have a permanent employer, a recruiter for public transportation, traveling laundress, some one who picks through the trash, construction worker, someone directing parking, and the like.

6). Family or unpaid worker is someone who works assisting someone else without wages/salary neither in cash nor in kind.

Family or unpaid wokers can consist of:

1) A member of the household of the person assisted such as a wife who helps her husband in the rice field.

2) Not a member of the household but a member of the family of the person being assisted such as a sibling/relative who helps with sales in a food stall.

3) Not a member of the household or a member of the family of the person being assisted such as one who helps weave hats in a neighbor's cottage industry.

EVER-MARRIED WOMEN WHO ARE 10 YEARS OR OLDER

193. Questions number 219, 220 and 221 are asked to women who have ever married who are 10 years or older. If Q203 has a code 2, Q204 (age) 10 or older, and Q215 has codes 2, 3 or 4, then Q219, Q220 and Q221 must be asked. If not all requirements are met, then Q219, Q220 and Q221 should not be asked and should be left BLANK (Don't enter code 00).

194. The information which will be collected from every female household member who has ever married aged 10 or older is: <u>has she ever given birth to a baby born alive, number of children still living, number of children who have died and whether she has given birth to a child after 1 January 2009.</u> Information about number of children born alive who are still living and number of children who died must be recorded in detail classified by sex and whether or not the living children live in this household or a different household. Stillborn children are not included in this question.

FOR EVER MARRIED WOMEN 10 YEARS OF AGE AND OLDER		
219 Has *(NAME)* ever had a live birth? ⬭ *1. Yes* ⬭ *2. No* ⟶		*To next HH* *member*
220 How many of *(NAME'S)* children	*Sons*	*Daughters*
a. live in this household?	: :	: :
b. live elsewhere?	: :	: :
c. have died?	: :	: :
221. Has *(NAME)* ever had a live birth since 1 January 2009? ⬭ *1. Yes* ⬭ *2. No*		

Question 219: Children Born Alive

195. Ask Q219 carefully so that it is understood clearly by the respondent. When saying the phrase "born alive", don't separate the two words "born" and "alive" too much when asking the question. If it appears that the respondent doesn't quite understand, repeat the question

completely. If necessary, explain the meaning of "born alive". (The enumerator is to be reminded that as he was trained, in reading the question he should be careful of his intonation so that the question is easily understood by the respondent.) If, after repeating the question, the respondent still doesn't understand, then the enumerator should try to ask the question in the local language which the respondent understands.

Questions 220a, 220b and 220c: Total Number of Children Born Alive

196.   Ask the total number of own children who were ever born alive to the household member who meets all the requirements. Record the total number of children born alive, those who are still alive and live in this household or live in a different household as well as those who have already died. For the household member who has been married several times, this should include the children from all marriages from the first through the last.

> **Child born alive** is an own child who at the time of its birth had signs of life, even though only for a very short time, such as heart beating, breathing, and crying.
>
> **Stillborn** means that at the time of birth the child did not show any signs of life. A stillborn child is not included in this question.

197.   If a child lives outside this household and it is not known whether the child is still alive, then it is assumed to be still alive.

198.   In order to be clear and correct, the enumerator should read aloud the results he/she has recorded to confirm the information with the respondent. Say:

"So that I am sure that I have correctly recorded the information, please correct me if I have made any mistakes.

Number of own children of (Mrs. *Arina, for example*) still alive and who live in this household is (2, *for example)* boys and (1) girl.

Number of own children of (Mrs. *Arina, for example*) still alive and who live outside this household is (1, *for example)* boy and (no) girl.

Number of own children of (Mrs. *Arina*) who have died is (no*)* boy and (1) girl."

Question 221: Children Born Alive since 1 JANUARY 2009

199.   Ask the household member if she has ever given birth to a child born alive since 1 January 2009. The enumerator should be very careful in asking Q221 because this question if very similar to Q219. It must be noted that the time period being considered for Q221 is from 1 January 2009, to the time of the enumeration, not the life of the respondent.

> Every female member of the household aged 10 years or older and has ever been married is asked:
>
> - Have you ever given birth to a child?
> - How many children to you have?
> - Have you given birth since1 January 2009?

III. MORTALITY

BLOCK III. MORTALITY

200.   The objective of this Block is to obtain information about deaths that occurred in the household **from 1 January 2009** until the time of the enumeration. Information collected is the total number of household members (during this period) who died, the names of those who died, their sex and their age at death, and the cause of death for females age 10 years or older.

201.   In general a death is reported widely among the relatives and therefore it is not easy to forget. Information collected in this census also is information which is talked about so it is not something that is too personal or unlikely to be known. Nevertheless, the enumerator must ask in an intelligent and respectful manner since a death is always a sad event.

> *This data on deaths is important.*
>
> *It is expected that the enumerator will ask about the deaths from 1 January 2009 until the time of the enumeration in a careful way.*

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Question 301: Deaths since 1 January 2009

202.   Interview procedure regarding deaths:

1) Before beginning to ask the questions, begin with a brief statement, for example: "Now I will ask you about deaths that have occurred in this household during the last year and a half. Please call to mind whether or not there were any deaths among any members of this household during the last year and a half, that is, since 1 January 2009 until now.

2) If someone has died since 1 January 2009, ask: "How many have died and what are their names?" Then put a *mark* in Q301 for the answer "Yes", and write the number of deaths. Record the name of each person who died in Q302, with one name per Column, following the order given by the respondent. After the respondent mentions one name, ask: "Are there more?"

    Continue in this manner so that the names of those who died during this period will be complete before going on to another question regarding each of these deaths. Calculate the number of names recorded and make sure that number agrees with the number recorded for the answer to Q301 about the number of deaths.

    For example, the respondent mentions 2 names, that is, Amir and Badu, then record Amir in the first column of Q302 and Badu in the second column. In Q301 mark the answer 2 people.

3) Continue to ask about every death; begin with the name recorded in the first column and ask Q303 - Q305. Example:

    Q303: "Now I will ask several questions about each person who died or about the late [Amir, *for example).* What was the sex of (Amir)?"

        Q304": "What month and year did (Amir) die?"

        Q305: "How old was (Amir) when he died?"

4) Put a mark in the oval for Q306 according to the answers given for Q303 and Q305. If any of those who died were "female" and "10 years of age or older", *mark c*ode 1; for any other answer *mark c*ode 2.

5) If Q306 has a code 1 ask Q307. Then if Q307 has a code 1, directly fill in Q308.

6) Continue to the next death if there is one; if there aren't any more, then continue to Block IV.

203.   When asking Q303 - Q308 <u>the enumerator may not move to the right to record answers</u> or ask one question about the first person who died, then the second person who died, and so on, but must ask all questions about the first person who died and then ask all of the questions about the second person who died and so on.

204.   Deaths recorded <u>do not include babies who were stillborn</u> (those who died in the uterus before being born, that is died without any sign of life such as crying, having a pulse, reflexes, movement and pale skin tone, at 22 weeks or more).

205.   If the total number of deaths since 1 January 2009 is more than 3 persons, enter this in the box provided and to enter the information about the deaths of persons 4 and so on, use a new set of form C1. For example, if the total number of deaths is 5 persons, the method of recording this is:

1) Put a mark in Q301 for the answer "Yes" and enter the number "5" in the box on the main set of Form C1 and enter 2 on the additional set of form C1.

2) Write 3 names on the main set of Form C1 and 2 names on the additional set of Form C1.

3) Follow the instructions for entering the total number of sets on the cover page.

4) On the second set (the additional set) fill in the complete identification information.

Question 302: Names of Those Who Died

206.   Write the names of all household members who died since 1 January 2009 in the appropriate column of Q302. If the one who died is a baby who had not yet been named, then write "Baby" as the name.

Question 303: Sex

207.   Put a *mark* in the oval beside the sex of the person who died.

Question 304: Month and Year of Death

208.   Ask the month and year of death of each household member who died. Record the month as a number and mark the oval beside the appropriate year.

Question 305: Age at Time of Death

209.   Ask the age at death of each person who died and round the age downward. The explanation for calculating age is the same as that for Q204.

Example:

a. If the age of a child who died is less than 1 year (0-11 months), the age at death is entered as 00 in the boxes.

b. If the age of a child at death is 1 year 11 months, enter the age as 01 in the boxes.

c. If a person is who died is 58 years and 4 months, the age at death is entered in the boxes as 58.

d. If the age at death is 98 years or older, enter the age in the boxes as 98.

301. Have there been any deaths in this household since 1 January 2009?

⊂⊃ 1. Yes, how many: ⊂⊃ 1 person   ⊂⊃ 2. No → to Q401
⊂⊃ 2 persons

Record here if more than 3 → ☐ persons → Use additional SP2010-C1 questionnaire

302. Record the names of the deceased (NAME) →	....	....	....
303. Sex of the deceased (NAME)?	⊂⊃ 1. Male ⊂⊃ 2. Female	⊂⊃ 1. Male ⊂⊃ 2. Female	⊂⊃ 1. Male ⊂⊃ 2. Female
304. In which month and year did (NAME) die? Hints: January=01,February=02,March=03, April=04,...,December=12	Month ☐☐ Year ⊂⊃ 2009 ⊂⊃ 2010	Month ☐☐ Year ⊂⊃ 2009 ⊂⊃ 2010	Month ☐☐ Year ⊂⊃ 2009 ⊂⊃ 2010
305. How old was (NAME) when he/she died? (Put 00 if age less than 1 year. Enter best estimate if the exact age is not known)	☐☐ years	☐☐ years	☐☐ years
306. SEE Q303 and Q305 Was (NAME) a women aged 10 years and older? If "No", skip to other (NAME) or to Q401.	⊂⊃ 1. Yes ⊂⊃ 2. No	⊂⊃ 1. Yes ⊂⊃ 2. No	⊂⊃ 1. Yes ⊂⊃ 2. No
307. Did (NAME) die during pregnacy or delivery or childbirth within 2 months after pregnancy? If "No", skip to other (NAME) or to Q401.	⊂⊃ 1. Yes ⊂⊃ 2. No → to Q401	⊂⊃ 1. Yes ⊂⊃ 2. No → to Q401	⊂⊃ 1. Yes ⊂⊃ 2. No → to Q401
308. If Q307="Ya", Did (NAME) die during: Skip to other (NAME) or Q401.	⊂⊃ 1. Pregnacy ⊂⊃ 2. Childbirth ⊂⊃ 3. Two months after pregnancy	⊂⊃ 1. Pregnacy ⊂⊃ 2. Childbirth ⊂⊃ 3. Two months after pregnancy	⊂⊃ 1. Pregnacy ⊂⊃ 2. Childbirth ⊂⊃ 3. Two months after pregnancy

Question 306: Deceased was female and aged 10 or older

210.   Put a *mark* beside the answer "Yes" if the deceased is female aged 10 or older. If this is not the case, put a *mark* beside the answer "No". Q306 is used as a filter to determine

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whether Q307 should be asked.. If Q306 = Yes, continue to Q307; if Q306 = No, then continue to the next deceased person or directly to Block IV.

Questions 307 and 308 are only concerned with **females** who are **aged 10 or older**

QuestionS 307-308: Female Death Related to Pregnancy

211.   Q307 - Q308 are used as filters to determine whether a death occurred during pregnancy, during childbirth, or within 2 months of childbirth (*masa nifas*). Ask if the deceased died during any of these periods. Put a *mark* beside the answer "Yes" if the death occurred during one of these periods or put a *mark* beside the answer "No" if the death was not in one of these periods.

212.   If the respondent does not have any knowledge about the death during pregnancy of the deceased, then for Q307 put a *mark* beside the answer "No" (code 2).

Death during pregnancy, childbirth, or the period of 2 months after childbirth

1) Death of a woman during pregnancy is a death that occurs while the woman is pregnant. The death can be caused by many factors, including complications such as bleeding or abnormal blood pressure.

2) Death of a woman during childbirth is a death that occurs during the childbirth process or the actual birth of the baby. Death can be caused by hemorrhaging during birth, abnormal position of the placenta, mistake made during the birth, and others.

3) Death of a woman during the 2 months after childbirth is a death that occurs during the 2 months which follow the birth of the baby. During these 2 months the death is considered related to childbirth.

213.   A woman who died during a miscarriage or abortion is categorized as the death of a woman who died during pregnancy, and therefore Q307 will be coded 1 and Q308 will be coded 1.

214.   A woman who died during the two-month period following a miscarriage or abortion is categorized as the death of a woman within 2 months after childbirth (*masa nifas*); therefore Q307 will be coded 1 and Q308 will be coded 3.

215.   Death can be also caused by problems that might not be directly related to pregnancy or childbirth, but happened when a woman is pregnant, during childbirth, or during the period of 2 months after the end of the pregnancy; record the answer as "Yes" (code 1) for Question 307.

216.   Based on the explanation given by the respondent, record the answer to Q308 by putting a mark at one of the following:

1) Code 1 for those who died during pregnancy,

2) Code 2 for those who died during childbirth,

3) Code 3 for those who died during the period 2 months after childbirth.

217.   It is important to know that pregnancy for a woman usually occurs when she is between the ages of 10-49 years. If there is a maternal death of a woman who is 50 years old or older, the enumerator must ask the respondent again to determine whether there was a mistake about the woman being pregnant or whether the age of the woman was incorrect.

Coverage of Death Events in a Household

218.   Recording death events in a household, particularly if it is the former head of household or a former household member who died, can be confusing because the structure of the household will have greatly changed. Another complication arises if some of the household members have moved or changed. Situations with big changes seldom occur since the period under consideration in this census is the period of one and a half years.

219.   The method of recording death events follows the examples in the three cases below:

Case 1:   One household (H) consists of 3 household members:
          A (head of H), B (wife of A), and C (child of A). **A died.**

Situation	Household
(1)	(2)
1. B and C still live in the old house	1. The death of A is recorded at B and C's house (the old house)
2. B or C still live in the old house	2. The death of A is recorded at B 's or C's house (whoever lives in the old house)
3. B and C moved to a new house in the same village, the old house is empty	3. The death of A is recorded at B and C's house (the new house)
4. B and C move to different houses in the same village (the old house is empty)	4. The death of A is recorded at B's house (wife of the head of household)
5. B and C move to another village (and live together), the old house is empty	5. The death of A is recorded at B and C's house (new house)
6. B and C move to another village (one house), the old house is occupied by D	6. The death of A is recorded at B and C's house (the new house)
7. B and C move to different houses in the same village, the old house is occupied by D	7. The death of A is recorded at the B's house (wife of the head of household)
8. B and C move to another village (and live together), the old house is occupied by D	8. The death of A is recorded at B and C's house (the new house)

Case 2: One household (H) consists of 3 household members:

A (head of H), B (wife of A), and C (child of A). **B died**.

Situation	Household
(1)	(2)
1. A and C still live in the old house	1. The death of B is recorded at A and C's house (the old house)
2. A and C moved to a new house in the same village, the old house is empty	2. The death of B is recorded at A and C's house (the new house)
3. A and C moved to different houses in the same village (the old house is empty)	3. The death of B is recorded at A's house (the head of household)
4. A and C moved to another village (and live together), the old house is empty	4. The death of B is recorded at A and C house
5. A and C moved to another house in the same village, the old house is occupied by D	5. The death of B is recorded at A and C's house (the new house)
6. A and C move to different houses in the same village, the old house is occupied by D	6. The death of B is recorded at A's house (the head of household)
7. A and C move to another village (and live together), the old house is occupied by D	7. The death of B is recorded at A and C's house (the new house)

Case 3: One household (H) consists of 4 household members:

A (head of H), B (wife of A), C (child of A), D (relative).

Event: **A, B and C died**.

The deaths of A, B and C are recorded in the household of D where A, B, C lived before their death.

BLOCK IV. HOUSING CHARACTERISTICS

220.   The objective of this Block is to obtain information on the availability of housing facilities and ownership of the living quarters of the household.

Question 401: Type of Largest Floor Area

221.   Observe the floor or the covering/foundation/base of the building of the respondent's dwelling and determine the type of floor. If only a small portion can be observed, ask the respondent if the remainder of the floor which cannot be observed is the same as the type which can be observed. If there are different types of flooring, record the one with the largest area. If the building has more than one level, then determine the largest area of all the levels.

 222.   Put a *mark* beside the type of floor of the largest floor area of the dwelling occupied by the household; mark only one type of flooring. The categories of floor types consist of: ceramic/marble/granite, tiles/terrazzo, cement, bricks, wood/board, bamboo, dirt/earth, and others. A tile floor which has been covered with vinyl or carpet, is still recorded as tile.

223.   In some areas floors from marble/ceramic/granite, tile//terrazzo, or cement, are all referred to as "tile". Thus, the enumerator must be careful. Use the categories for floor type in Form C1.

Question 402: Floor Area

224.   Carefully calculate floor area of the dwelling of the respondent's household. Write the result in square meters.

> **Floor Area** is the total area of all floors from each part of the building (under the roof) which is occupied and used for the daily needs by the household, including a terrace, garage, place for washing, toilet, storage area, and includes all floors in a storied building that are in one census building.
>
> The floor area of a dwelling of a household does not include a special area for some endeavor/venture, food stall, shop, beauty salon,

place for livestock, place for drying clothing (even though cemented), place for storing grain, etc. For a storied building the floor area is the total floor area including all levels which are occupied.

Note:

1) If one census building is occupied by several households, the floor area which is used by all of the households is divided by the number of households which use it.

2) If there are 2 separate buildings occupied by one household and they are both in the same census block, then the floor area is calculated including the floor area of both buildings.

3) If there is an indoor garden or a garden beside the house but still under the roof, then these areas are used to calculate the total floor area.

4) If the floor area is more than 9998 m^2 enter 9998 as the area.

Example:

Mr. Rudi lives with his wife and 2 children in one census building. Kamila also lives in this census building; she is a university student who rents a room which measures (3x4) m^2 and manages her food by herself. In addition to that room, Kamila also uses the bathroom which is owned by Mr. Rudi's family which measures (3 x 3) m^2, and she may also watch TV in the family room which measures (4 x 5) m^2. Mr. Rudi and his wife occupy a room measuring (4 x 4) m^2, and their children occupy a room measuring (3 x 4) m^2. The wife of Mr. Rudi cooks on a daily basis in the kitchen which measures (2 x 4) m^2, and only Mr. Rudi's family may receive guests in the guest room which is (3 x 3) m^2.

In this example, the answer to Q402 would be:

Mr. Rudi's household = 9/2 + 20/2 + 16 + 12 + 8 + 9 = 59.5 m^2; enter 0060 in the boxes for Q402.

Kamila's household = 12+ 9/2 + 20/2 = 26.5 m^2; enter 0026 in the boxes for Q402.

Question 403: Primary Source of lighting

225.   Select one of the codes for the lighting source used by the household, and then put a mark beside the source that corresponds to the respondent's answer. If the household uses more than one source of lighting, then select the lighting source that has the highest "value", which is usually the smallest code.

.

1. **State Electric Company with meter** is a source of lighting which is produced by PLN which is the State Electric Company; households are subscribers of the company and there is a meter used to measure the total amount of electricity used by the household. Included in this category are those households which share the use of a meter.

2. **State Electric Company without meter** is a source of lighting which is produced by PLN, which is the State Electric Company, but no meter is installed at the house. Included in this category are those households which are connected to the electrical source <u>illegally</u>.

3. **Electricity not from the State Electric Company** is a source of electrical lighting which is produced by an institution/other body other than the State Electric Company; this includes those who use batteries, generators and solar electrical power generation (not produced by the State Electric Company).

4. **Non-electric** is a source of lighting of a household other than electricity, such as gas lamps (LPG – liquid petroleum gas) and biogas produced by the individual or a group, light produced by using kerosene (high pressure lamps (petromak, Aladdin, small kerosene lamp that uses a wick and chimney and can be hung on the wall, flashlight, small lamp with wick and open flame, and the like) and others (lamp using carbide, candle, lamp whose oil comes from hazelnuts and castor oil nuts).

Question 404: Main Source of Energy for Daily Cooking

226.   Ask the main fuel or source of energy used by the household for daily cooking. Select one of the response codes in accordance with the respondent's answer, and put a mark beside that code. If a household uses more than one of type of fuel, select the one they use the most or the one which they use most often.

Question 405: Main Source of Drinking Water

227.   Ask the main source of drinking water used by the household. Select one of the response codes in accordance with the respondent's answer.

228.   It is important to remember that it is the source that is asked here. Thus, if a respondent's household gets its water from a well/spring that is channeled to the house, then the water source is well/spring. If a respondent uses water that comes from various sources, then select the source that provides the greatest volume of the water used by the household.

Source of Drinking Water

1. **Bottled water** is water produced and distributed by a company in bottles (500 ml, 600 ml, 1 liter, 12 liter or 19 liter) and glasses/cups; some of the brand names of these bottled waters are: Aqua, VIT, Airess, Moya, 2 Tang, MQ, and includes refilled drinking water bottles.

2. **Water piped inside the house** is water treated and purified before being sent to the consumer's house via water pipes. Some of the sources are The Drinking Water Company (*Perusahaan Air Minum or PAM)*, the Local Drinking Water Company, or the Drinking Water Production Board managed either by the government or privately.

3. **Piped water outside the house purchased at retail** is water treated and purified before being sent to the consumer via water piped to a public/specified place. A household which obtains its water in this way whether they purchase it or not are included in this category.

4. **Pump** is ground water that is obtained using a manual pump, electric pump, or windmill, including artesian wells. (*sumur pantek*).

5. **Wells** are dug into the ground to find the water that is there. A bucket or dipper with a handle is used to obtain the water with or without a pulley. Well water is divided into 2 categories, they are, protected water well and non-protected water well.

    Protected water well (code 5) is water which comes from the ground where the outer perimeter of the well is protected by a wall at least .8 meters above the ground and 3 meters below the ground and there is a cement floor surrounding the opening of the well with a radius of at least 1 meter.

6. **Unprotected Well** (code 6) is water which comes from the ground where the outer perimeter of the well is not protected by a wall and does not have cement floor surrounding the opening of the well with a radius of at least 1 meter.

7. **Spring** is a source of ground water where the water comes to the surface by itself.

    Protected spring (code 7) is one which is protected from dirty water used for bathing, washing, etc.

8. **Unprotected spring** (code 8) is one which is not protected from dirty water used for bathing, washing, etc.

9. **River water** is water which comes from a river.

10. **Rain water** is water that is collected when it is raining.

11. **Other** is any type of water source which is not included in the categories given above, such as water from basin/lake, sea water, and water from a pool.

Explanation:

1) A household whose drinking water comes from a seller who goes from house to house is considered water outside the house purchased at retail.

2) A household whose drinking water comes from a spring or collected rain water but comes into the house through a pipe/plumbing without purifying it first, is still considered to have a spring or rain water as its source of drinking water.

3) A household whose drinking water comes from rain water during the rainy season and purchases water during the dry season, is categorized based on which source provided the most drinking water during the past month.

4) A household which obtains it drinking water through refills is considered to have bottled water as its source of drinking water.

5) If a household uses a protected well as its source of drinking water, however, to bring up the water it uses a pump (either manual or electric), the source of drinking water for this household is protected well.

6) The source of piped drinking water which comes either from a protected or unprotected well depends on whether the pipes are inside the house, outside the house or in a public place.

Question 406: Type of Toilet Facility Used

229.   Ask the type of toilet facility used by members of the household and put a *mark* beside the code which corresponds to the answer.

This question is asking if a toilet facility is available for the use of the members of the household.

> **Toilet Facility**
>
> 1 **Private** means a latrine/toilet which is used only by the members of the respondent's household, even though from time to time it may be used by others.
>
> 2 **Shared** is a latrine/toilet which is used by several specific households.

3 **Public** is a latrine/toilet whose use is not limited to certain households, but whoever wants to use it can use it.

4 **No facility** means there is no facility provided, for example an open field can be used (field/garden/yard/thicket), beach/shore, river, lake, pool, and other.

Question 407: Type of Waste Disposal System

230. Ask and place a *mark beside the appropriate answer.*

Waste Disposal System

1 **With a septic tank** is a place for disposing of waste which is usually a basin made from brick/stone or cement, with or without absorption.

2 **Without a septic** tank such as into a hole in the ground or directly into river/water.

3 **No disposal facility** means there is no disposal facility provided for the waste and waste is put into a pool, rice field, river, lake, sea, hole in the ground, shore, open field, garden.

Question 408: Telephone Usage

231. Ask if the household has a land-line telephone (connected to a public telephone network) or a cellular telephone (mobile or hand phone). Select the code for the answer which corresponds to the respondent's answer.

Explanation:

1) If the land-line or cellular telephone is not working at the time of the enumeration, but will

soon be repaired or a new one will be purchased within the next month, then this household is considered to have a telephone.

2) If at the time of the enumeration the household has a land-line/cellular telephone which is dead because the telephone bill has not been paid, but if the bill will be paid within the next month, this household is considered to have a telephone.

3) If a household member has a subscription to the products Esia and Flexi which can function as a cellular phone and also a home telephone, then the household is categorized as one which has a cellular phone.

4) If in the area around the dwelling there is no signal, however, the cellular phone can be used once it is away from the dwelling no further than 5 km., then this household is considered to have a cellular phone.

Question 409: Accessed the Internet During the Last 3 Months

232.   Ask whether there is any household member who accessed the internet in the last 3 months. Accessed the internet here means actively used the internet including access using a cellular phone.

> *Internet (Interconnected Network)* is a global communication system connected to computers and computer networks around the world. Computers used to access the internet include computers inside the household and those outside the household (internet cafe, office, school, relative's house, friend's house, and others).

Question 410: Ownership Status of the Dwelling

233.   Ask the ownership status of the dwelling of this household; put a *mark* beside one of codes which corresponds to the answer.

> **Ownership Status of the Dwelling**

1 **Owned** is the status if at the time of the enumeration the dwelling is really already owned by the head of household or by any household member. A dwelling purchased with credit from a bank with installments or a dwelling which is rented with an option to purchase is considered owned.

2 **Rented** is the status if the dwelling is rented by the head of household or any household member by making regular payments without a certain time limit.

3 **Contract** is the status if the dwelling is rented by the head of household or any household member for a fixed period of time based on an agreed contract between the owner and the occupant, say 1 or 2 years. Usually the entire amount of the contract is paid at the beginning of the contract or payments can be made over the life of the contract depending upon what was agreed upon by the parties. At the end of the contract, the one occupying the dwelling must leave the dwelling; if the two parties agree, the occupant can extend his stay by preparing a new contract.

4 **Other** is the status of a dwelling which cannot be categorized as one of the above categories, such as cooperative ownership, traditional house, official residence, and includes living rent free.

If the answer is OWNED, then continue with question 411. If the answer is anything other than OWNED, the interview with this household is finished.

What is the ownership/occupancy status of this dwelling?

410. Apa status kepemilikan/penguasaan bangunan tempat tinggal ini?
   - Owned
   - 2. Rental
   - 3. Contract
   - 4. Others → **STOP**

411. Does this household have proof of ownership of the land of this dwelling?
   tinggal i Yes   No
   - 1. Ya   2. Tidak → **STOP**

412. Apa What is the proof of ownership of the land of this dwelling?
   - 1. Certificate of ownership i.n.o. a member of this hh
   - 2. Certificate of ownership i.n.o. a member of other hh
   - 3. Other type of certificate
   - 4. Other (Land title, sales contract/Notary public doc.,etc)
   - 4. Lainnya (Girik, Akte Jual Beli Notaris/ PPAT, dll)

Question 411: Proof of Ownership

234.   Ask in 411 if his household has any proof of ownership of the land of this dwelling. If Yes, ask Q412 to obtain information about the type of proof of ownership. If No, the interview with this household is finished.

Question 412: Type of Land Ownership Proof

235.   Ask what type of proof of ownership the household has for the land for this household's dwelling.

> **Ownership Proof**
>
> 1)   **Certificate giving Property Rights (*Hak Milik*) in the name of a household member** is a certificate which is issued by the National Land Board or the Agrarian Office regarding a piece of land to the owner of the land which in this case is a household member.
>
> 2)   **Certificate giving Property Rights (*Hak Milik*) not in the name of a household member** is a certificate which is issued by the National Land Board or the Agrarian Office regarding a piece of land to the owner of the land who is not a member of this household.
>
> 3)   **Other certificate** is a document issued by the National Land Board or the Agrarian Office regarding a piece of land to the owner of the land who is a member of this household. This certificate can be in the form of:
>
>   a.   Certificate giving the right to build on the land (*SHGB - hak guna bangunan*)
>
>   b.   Certificate giving the right to use the land (*SHP - hak pakai*)
>
>   c.   Certificate giving ownership of a unit of an apartment building (*SHM-SRS*)
>
> 4)   **Other (Title of land ownership, Purchase/Sale Agreement, etc.)** is any other document showing ownership issued by an official who prepares land documents.   Title of land ownership (***Girik)*** is a letter confirming land

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ownership usually called a Letter C which is a copy of that issued by the Head of the Village either for a subdivision of a piece of land or for the entire plot of land. **Purchase/Sale Agreement** is an agreement issued by a notary regarding the sale and purchase of property, either one that is already in the name of a household member or another person. Included in Others is a certificate conferring the right to use the property for business [*SHGU* (*Sertifikat Hak Guna Usaha*)].

Some other proof which strengthens the proof to control but not proof of ownership; examples are a letter from an institution not a notary/qualified officer to prepare land documents, letter confirming land control from the local government (formerly known as *Ipeda*/yellow card), other documents such as a building permit, permit to work on the land (normally from the State Forest Enterprise).

Note:

1) A certificate in the name of a family member who has been away more than 6 months (not a household member at the time of the census) is considered a certificate in the name of a household member. For example, a certificate in the name of a relative who works or goes to school elsewhere, but comes home when he/she has leave, is considered a certificate in the name of a household member.

2) If a certificate is in the name of a family member who has formed his own household, then the certificate is not in the name of a household member.

Example:

A piece of land is owned jointly (for example by households A and B) with one certificate in the name of A. Each household owns a building on the land according to the way it was divided. In this case, each household owns its dwelling (Q410 = 1), but only household A (whose name is on the certificate and holds it) has a certificate of proof of ownership in the name of a household member (Q411 = 1; Q412 = 1). Household B is not considered to have proof of

ownership (Q411 = 2).

If in the above case, A and B both have obtained a document prepared by notaries (probably a purchase/sell agreement or a bequest), however, a certificate in the name of each of them has not yet been issued, then A has proof of ownership in the name of a household member, however, B has a Purchase/Sell Agreememt (Q411 = 1; Q412 = 4). [In the original document, the code for Q412 was incorrectly given as 3]

COMPLETING THE INTERVIEW AND REVIEWING FORM C1

236.   The quality of the enumeration depends very much on the completeness and correctness of the entries along with the clarity in writing/marking the entries. Because of this, before delivering Form C1 to the Team Coordinator, the enumerator must do the following:

1. Ensure that all household members have been enumerated with the household and individual questionnaire in accordance with the household as recorded in the listing.

2. Check that the total number of household members entered in Block I in the List of Household Members is the same as the total number of Block II forms for individual household members. The total number of household members in Block I must be the same as the number of filled-in sheets of Block II.

3. Be sure the questionnaire is completely filled in. No question may be skipped (in accordance with the questioning path).

4. The numbers and '*markings*' are clear and have been entered according to the specified rules.

5. If there are any responses about which there is doubt, re-ask the questions to be clear and obtain the answer which is correct at that time.

6. At the time the interview is completed with the respondent, review the questionnaire so that if there is an answer which has not been entered, the question can be asked and answered to complete the questionnaire.

Form C1(LP) or Form C1 Additional

237.   One set of Form C1 is sufficient to record 6 household members and 3 death events in one household.

o   If the number of household members is 7 to 10 persons, use Form C1(LP). On Form C1 (LP) copy the Serial Number from the main Form C1.

o   If the number of household members is 10 or more, use an additional set or additional sets of Form C1. On these additional sets, copy the identification information and the total number of household members [from the main Form C1].

o   If there are more than 3 death events (Block III, Q301), use a new set of Form C1 for the additional death events. On the additional set of Form C1 copy the identification information and the total number of household members.

When storing and sending the documents, all additional Forms C1 should be placed inside the main Form C1.