

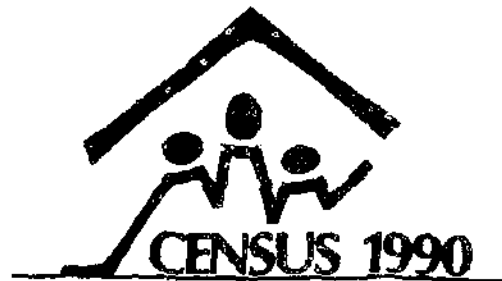
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MAURITIUS

**Ministry of Economic Planning and Development  
CENTRAL STATISTICAL OFFICE**

**POPULATION CENSUS  
Night of 1 - 2 July 1990**



**CENSUS GUIDE**

**AND INSTRUCTIONS**

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# 1990 CENSUS GUIDE

## 1. Introduction

A few months ago, Census officers went from door to door to collect information on the housing conditions of the population. They also made a list of all households and their addresses. A Population Census form is now ready for each household.

The aim of this guide is to help you fill in your Census form. Detailed instructions are given in section 7. The guide also answers some questions you may have about the Census itself. If you still have any difficulties, do not hesitate to ask the enumerator when he calls to collect your form.

## 2. Why take a census?

The Census gives a complete and reliable picture of the nation as a whole as well as the groups of people living in specific areas. How many of us live in this town or locality? How many are children? How many are old enough to vote? How many are too old to work? How many are women? What kind of jobs are we doing? How many of us are working in agriculture? How many in industries? How many of us have moved into this area? How many have moved out to live in another part of the country?

The Census helps to answer these questions and many others. The information is of enormous help to government, local authorities and citizens' groups to make plans to improve the living conditions of the people, to build houses, roads, schools, health centres, community welfare centres, baby care centres, industrial estates, technical training institutes. The Census helps to decide where these facilities should be located so that they can benefit the largest number of people. The Census figures provide an objective basis to establish priorities and to allocate funds to services such as education, technical training, health and social security.

Every country needs a Census to plan ahead. In Mauritius a complete count of the population was first made in 1735. However, the history of the Census as we know it to-day, dates back to 1846. The 1990 Census will be the sixteenth complete census to

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be taken for the Island of Mauritius and the sixth for the Island of Rodrigues.

### **3. What happens to your Census form?**

The enumerator who delivered the form will come to collect it one or two days after Census night of 1 July 1990. If the answers are incomplete or inaccurate, he will ask you any questions necessary to enable him to complete or correct the form. The form will then be sent to the Central Statistical Office where the answers will be coded and then transferred to computer. The computer will combine your coded answers with those of other persons to produce statistical tables. It is these tables, and not your personal details, which will be made available to all Census data users. Your name and address will not be transferred to computer. Your form itself will be kept under lock and key until it can be destroyed under official supervision.

### **4. Why are names required?**

You need to list names on the Census form to ensure that you have not missed someone. The names also help the enumerator to check that all questions have been correctly answered for each person. Later on, the names will help us understand the composition of your household for coding purposes.

### **5. What guarantee is there for the protection of your privacy?**

The Census is taken under the Statistics Act. The law requires you to provide the information requested on the Census form, but you are also protected by that same law. It provides penalties, including imprisonment, for anyone who breaches the confidentiality of your answers. All Census employees, and all staff of the Central Statistical Office whether permanent or temporary, have signed an undertaking before a magistrate to keep your answers secret. The law also forbids the Director of Statistics to give your form or your personal details to any other Government Department or to any other authority or person. The Central Statistical Office has always upheld its pledge of secrecy with respect to all individual information.

## 6. The Census topics and their usefulness

The Census form contains a lot of questions. Some of them may look irrelevant to you. But each question, taken on its own or in relation to others, provides valuable information on the people in different areas. This information can be used by both public and private institutions to determine and plan for the type of services needed by the community. When compared with results of previous censuses, it shows how we have been growing and developing as well as the direction in which we are going.

The questions being asked at the 1990 Census and some of the reasons for their inclusion are given below:

- |  |  |
|--|--|
| <b>Relationship to head</b>                          | The relationship of a person to the head of household is needed to identify different types of family groups within households. The information is useful to determine present and future housing needs.   |
| <b>Sex and age</b>                                   | Sex and age (or date of birth) data are necessary for determining the composition of the population, and for making projections of its components such as the school-going population, the working-age population and the senior citizens. The information is needed for planning the country's needs for schools and teachers, jobs and skills, and social security. Answers to most other questions are classified by age and sex to provide deeper insight into the social and economic characteristics of the nation and the changing roles of men and women in Mauritian society. |
| <b>Whereabouts on Census night and usual address</b> | The data are used to estimate the population present in an area on Census night as well as the usually resident population of that area.   |
| <b>Citizenship</b>                                   | Citizenship helps to distinguish Mauritian nationals from other people present in the country, and gives the number of potential voters when combined with age data.   |

<b>Usual address 5 years ago</b>	This shows the movement of people from one area to another, and therefore helps to prepare estimates and projections of population by region.	<b>Tert</b>
<b>Disability</b>	The question provides information which is needed for the formulation and implementation of programmes in support of disabled persons.	
<b>Marital status</b>	Marital status is essential for the analysis of other characteristics of the population, and also for planning of services needed by special groups such as single-parent families and elderly widowed persons living alone.	
<b>Fertility</b>	Age at first marriage, whether married more than once, and number of children ever born provide data on marriage and fertility patterns which are needed for studying population growth trends and for making population projections.	
<b>Religion, linguistic group, language usually spoken</b>	These questions together with others help to determine the size and geographical distribution of different religious and socio-cultural groups. The information is useful to both public and private institutions in the planning of facilities for the religious and socio-cultural development of the different components of the population.	
<b>Languages read and written, and school attendance</b>	The answers to the questions help to assess the need for literacy programmes for both adults and young school drop-outs.	
<b>Primary and secondary education</b>	Information on level of education is used to measure the national capacity for technological development, and the need for further education in the light of the requirements of the sectors of employment.	

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- Tertiary education and technical training** The questions help to determine the resources of the country in terms of specialised manpower and to show whether there are too few or too many people with specific qualifications and skills to satisfy the needs of the labour market. The information is useful to measure the need for continuing education and retraining programmes that would respond to the changing demands of the labour market.
- Current activity** The questions on type of activity during the past week (current activity), coupled with others, provide detailed information on the geographical distribution and characteristics of the employed and unemployed population. The information is of fundamental importance for making manpower projections and for formulating programmes aimed at making the most effective use of the human resources of the country.
- When last worked** When last worked supplements the information on type of activity and also assists in the analysis of unemployment by duration.
- Name and type of establishment.** The name of establishment is needed only to ensure correct coding of the kind of business or industry as well as the sector of employment (whether Central Government, Local Government, Private, EPZ, etc.).
- Industrial activity** Kind of business, industry or service provides information on the number of people working in each industry, and coupled with other data, assists in the analysis of the growth or decline of industries and their employment prospects.
- Place of work** Place of work shows the areas in which employment is concentrated and therefore helps in the planning of services such as transport, parking and banking.

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**Occupation** The number of employed and unemployed people in each occupation, coupled with other job market information, helps to determine whether there is any shortage or surplus of manpower in specific fields. The information is needed to forecast the demand for certain occupations and to prepare people for these jobs.

**Employment status** Employment status is not only a useful socio-economic indicator, but is also needed for planning insurance and social welfare schemes for different categories of workers.


**Length of service** Length of service provides a measure of job security and is also needed for planning of pension schemes.

**Usual activity** Activity status in 1989 (usual activity) is used to determine the number of persons who are usually active but were not in the labour force during the brief reference week used to measure current activity.

## 7. Instructions on how to fill in the census form

The Census form has to be filled in completely by the head of the household.

A household is either one person living alone, or a group of persons, who may or may not be related, but who live together and make common provision for food and other essentials for living. The head of household is any adult member, whether male or female, who is acknowledged as head by the other members.

The census form can contain information for up to 10 persons. If there are more than ten persons, continue on a new form which can be obtained from the Census enumerator. Please note that nothing should be written in the shaded boxes ; they

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are reserved for inserting codes.

After completing the form, have it ready so that the enumerator can collect it on Monday 2 July 1990 or soon after. If you are not sure how to complete any of the entries, please ask the enumerator to help you when he or she calls. He or she will also check your answers and ask any questions necessary to complete the form and correct inaccurate entries.

## Column 1

### Person number

Do not write anything in this column. The numbers are codes that distinguish the different persons on the form. It is these codes which will be entered in the computer and not the names of persons given in column 2. If there are more than 10 persons, use a second form and correct the person number to 11, 12,....

## Column 2

### Surname and other names

Fill in one line for every person who :

(i) spends census night 1 - 2 July 1990 on the premises, whether he or she is a member of the household, a visitor, a guest, a boarder or a servant;

(ii) arrives on the premises and joins the household on Monday 2 July 1990 without having been enumerated elsewhere;

(iii) usually lives in the household but was away on

census night, for example, on night work, on a business trip, on vacation, in hospital, or studying abroad, even if the person is also being enumerated elsewhere.

Enter the name (surname first) of every person in the following order :

- head of household, (on first line)
- spouse of head
- unmarried children of head (from eldest to youngest),
- married children of head and their families,
- other relatives of head (father, mother, nephew, niece, mother-in-law, etc).
- other persons (visitor, lodger, servant, etc.)

Babies born before midnight on Sunday 1 July 1990 should also be included. If the baby has no name, write 'Baby' and surname.

To make sure that no person is omitted, list all of them in column 2 before completing



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the remainder of the form for each one in turn.

Note that surnames should be written first. Ditto marks (- d° -) can be used when the surname is the same as the one on the preceding line.

Use one and only one line for every person; do not enter two persons on the same line and do not skip any line between persons. All unused lines should be left blank.

## Column 3

### Relationship to head

State clearly the exact relationship of each person to the head who is entered on the first line, e.g. spouse, son, daughter, son-in-law, daughter-in-law, grand-child, mother, father, uncle, cousin, grand-father, lodger, visitor, servant, lodger's wife, servant's daughter, etc.

Note that the entry must be in relation to the head and not to anyone else. Thus the wife of a married son living with his father who is the head, should be reported as "daughter-in-law" and not as spouse. Write "spouse" only for the spouse of the head. Similarly, write "son" or "daughter" for the children of the head only regardless of their age.

Step children and adopted children should be classified as sons or daughters.

## Column 4

### Sex

Enter M for males and F for females

## Column 5

### Age

Write the age of the person in completed years. Thus if the person is 15 years and 11 months old on Census night, write "15 years". For a baby who has not yet attained 1 year write "0 year".

If you are not sure about the age of a person, consult the birth certificate if available; otherwise enter the best estimate and indicate that the figure is an estimate e.g. 85 years (est).

## Column 6

### Month and year of birth

Write the month and year of birth of the person, e.g. Nov 1965, Jan 1899, June 1990. If the month is not known, write the year only. If the year of birth is not known, give your best estimate.

## Column 7

### Whereabouts on Census night

Write 'Here' for persons who spent Census night at this address, whether they live here or

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not. You should also enter 'Here' for a person who usually lives in your household but who was out on night work on Census night.

If the person was elsewhere in the Island of Mauritius, Rodrigues, Agalega or St. Brandon write 'Elsewhere in Mauritius'. If the person was not in the Island of Mauritius, Rodrigues, Agalega or St. Brandon, write 'Outside Mauritius'.

## Column 8

### Usual address

If the person usually lives at this address write 'Here' even if he or she was away on Census night, for example, on night work, on a business trip, on vacation, in hospital, studying abroad, or staying temporarily with relatives.

If the person does not usually live at this address, write his or her usual address, specifying the Municipal Council Ward or Village Council Area where possible.

For persons on visit to Mauritius, write only the country of permanent residence of the person. However, for non-Mauritians working in Mauritius and their families, write the usual address in Mauritius or Rodrigues.

If a person has more than one usual address, write the address of his or her principal residence.

## Column 9

### Citizenship

Write as appropriate:

**MB** (Mauritian born) for persons who are citizens of Mauritius by reason of being born in the Islands of Mauritius, Rodrigues, Agalega, St. Brandon and Diego Garcia.

**MR** (Mauritian by registration) for any Commonwealth citizen who has been registered as a citizen of Mauritius.

**MN** (Mauritian by naturalisation) for any person, other than a Commonwealth citizen, who has become a citizen of Mauritius by naturalisation.

If a person is not a Mauritian citizen, specify the country of which he or she is a citizen.

**STOP AT COLUMN 9  
FOR NON-MAURITIANS  
USUALLY RESIDING  
OUTSIDE MAURITIUS**

## Column 10

### Usual address 5 years ago

If the person's usual address 5 years ago (i.e. on 1.7.85) was the same as that entered in column 8, write 'Yes'. If not, write the person's usual address on 1.7.85, specifying the Municipal Council Ward or Village Council Area where possible.

For children now under 5 years of age, write 'Not born'.

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## Column 11

### Disability

Write 'Yes' if the person has any long-term disability or handicap which limit his/her participation in individual and/or social activities which are considered normal for a person of his/her age. Also describe the disabilities using the abbreviations given in column 11 of the Census form.

A long-term disability or handicap is one that has lasted or is expected to last for six months or more.

If the person has no long-term disability or handicap, write 'No'.

## Column 12

### Marital status

Write as appropriate :

**W** - for a person who is widowed and has not remarried.

**D** - for a person who has legally obtained a divorce and has not remarried.

**SEP** - for a person who is living separately from his wife (or her husband) provided that no divorce has been obtained.

**MRC** - for a person who is currently married both religiously and civilly.

**MR** - for a person who is currently married religiously only.

**MC** - for a person who is currently married civilly only.

**C** - for a person who is living in a free union with another, without being married religiously or civilly.

**S** - for a person who has never been married religiously or civilly and has never lived in a free union.

**UM** - for persons who do not fall in any of the above categories.

Please note that widowed (**W**) and separated (**SEP**) can apply to a person who had been previously married, either civilly or religiously, and also to a person who had been in a free union. However, divorced (**D**) can apply only to a person who had been married civilly, or civilly as well as religiously.

**COLUMNS 13 TO 15 ARE  
FOR PERSONS  
REPORTED AS NOT  
SINGLE IN COLUMN 12**

## Column 13

### Age at first marriage

For every person, male or female, who is **not single** in column 12, write the age, in completed years, at which he or she got married for the first time. Marriage includes civil and religious marriage as well as free union. For example, if a person started living in a free union at the age of 25 years, got civilly married at the age of 28

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years 5 months, and then married religiously at the age of 28 years 7 months, write 25 years.

Similarly, if a person first married at the age of 20 years, obtained a divorce at 30 years, and then married again two years later, write 20 years.

## Column 14

### Whether married more than once

For every person, male or female, who is *not* single in column 12, and who has been married more than once, write 'Yes'. For those married only once, write 'No'.

A person married religiously on one date and civilly on another is considered to have been married once only provided it is to the same partner.

## Column 15

### Number of children ever born

For every woman who is not single in column 12, write the number of children that were ever born to her. Count all live born children, *whether born of the present or previous marriages or free unions, including those who may have died since birth and those who may not be living with her any more. Do not count stillbirths and do not include step-children, and adopted children.*

If she has never had a live born child, write 'Nil'.

## Column 16

### Religion

State the religion to which the person claims to belong. If he or she does not have a religion, write 'None'.

For infants and children, write the religion in which their parents intend to raise them.

## Column 17

### Linguistic group

Write the language spoken by the person's forefathers. It does not matter whether the person himself (herself) speaks the language or not.

If the language of the paternal forefathers is different from that of the maternal forefathers, write both.

Consider creole and bhojpuri as languages

## Column 18

### Language usually spoken

Insert the language usually or most often spoken by the person in his/her home. For children not yet able to speak, write the language spoken by the mother.

For a person who cannot speak, write the language usually spoken in the person's home.

Consider creole and bhojpuri as languages.

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**STOP AT COLUMN 18 FOR  
CHILDREN UNDER  
2 YEARS OF AGE**

**NOTE THAT COLUMNS  
19-21 ARE FOR PERSONS  
AGED 2 YEARS AND OVER**

## Column 19

### Languages read and written

State the language(s) in which the person can, with understanding, both read and write a simple statement in his or her everyday life. Do not include a language in which the person can read and write only his(her) name, figures, and memorized phrases.

Consider creole and bhojpuri as languages.

Write 'None' for persons (including children) who cannot read and write any language.

## Column 20

### School attendance

For every person aged 2 years and above, write as appropriate:

**NOW** - for a person who is now attending school full-time, whether it is a pre-primary, primary or secondary school, a university or a vocational or technical school.

**PAST** - for a person who has attended school, college, university, vocational or technical school in the past.

**NEVER** - for a person who has never attended school, even if he or she has obtained educational qualifications.

## Column 21

### Primary and secondary education

Please note that this column refers only to primary and secondary education. Tertiary education is reported in columns 22a and 22b, whilst vocational and technical training are reported in columns 23a and 23b.

(i) FOR PERSONS  
REPORTED 'NOW' IN  
COLUMN 20:

If the person is now attending primary or secondary school, write the standard or form being attended. For children attending pre-primary school, write 'Pre-primary'.

(ii) FOR PERSONS  
REPORTED 'PAST' IN  
COLUMN 20:

If the person has attended primary or primary and secondary school in the past, write the highest standard or form completed or the highest certificate obtained, if any.

For example, for a person who has completed only

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Standard III, write 'Std III'; for a person who has completed only Form IV, write 'Form IV'.

For a person who has completed only the primary cycle, write 'CPE' or 'PSLC' if he has in fact passed the Primary School Leaving Certificate; if not, write 'Std VI'.

For a person who has completed Form V or an equivalent level, write 'SC' or 'GCE (OL)' or 'BEPC' only if he/she has obtained the relevant certificate; if not, write 'Form V'.

For a person who has studied up to the Higher School Certificate or equivalent level, write 'HSC', or 'GCE (AL)', etc. only if the person has obtained the relevant certificate; if not, write 'Form VI'.

**(iii) FOR PERSONS REPORTED 'NEVER' IN COLUMN 20:**

If the person has never attended school, write 'NIL'. However, if the person has studied privately or by correspondence, then report the equivalent level of primary or secondary education completed or the highest primary or secondary school certificate obtained.

**STOP AT COLUMN 21  
FOR PERSONS UNDER  
12 YEARS OF AGE**

## Column 22a

### Duration of tertiary education

For every person aged 12 years or over, write the total number of months of schooling or training which he/she has received in universities. Include also the number of months spent in post-secondary institutions offering courses similar to University courses, for example, professional programmes in engineering, accountancy, law, pharmacy, computer science.

Any training received at the post-secondary level should be counted as tertiary education, for example, diploma or PGCE course in teacher training at the Mauritius Institute of Education. However, training courses below the tertiary (or university) level should be included in columns 23a and 23b; for example, a certificate course in teacher training for primary school teachers, or a certificate course in nursing for student nurses, are not of a post-secondary level and should be reported in columns 23a and 23b.

If the person is now receiving tertiary education, insert the duration up to now; do not insert the total number of months during which the course is going to last.

If the person received tertiary education by correspondence, or through private or part-time study, please convert the accumulated training to the equivalent number of months in the full-time regular programme.

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Please note that the duration is to be reported in months. For full-time regular courses, consider one academic year as equivalent to 12 months, even though the actual training during the year may have been for somewhat less than 12 months.

If the person has had no training in universities or similar post-secondary institutions, write 'NIL'. Write 'NIL' also for persons who are too young to go to university. *Do not leave the space blank.*

## Column 22b

### Highest post-secondary qualification

Insert the highest post-secondary degree, certificate or diploma received by the person, as well as the corresponding major field(s) of study.

If the person has more than one degree and you have difficulty in deciding which is the highest, insert the one which was obtained most recently.

If the person does not hold any post-secondary degree, certificate or diploma, write 'None', even if he/she has been to a university or other post-secondary institution.

Write 'None' also for a person who is now following a post-secondary course but does not yet have a post-secondary degree, certificate or diploma; do not insert the name of the course he/she is following.

## Column 23a

### Duration of vocational and technical training

Indicate the total number of months of training which the person has followed outside the regular primary, secondary and tertiary institutions; for example, in private or public vocational and technical schools, secretarial and business colleges, institutes of technology, etc. Include also trade, craft, industrial and home economics courses as well as in-service or pre-service courses.

Vocational and technical courses below the tertiary (or university) level should also be included in this column even if they have been followed at a university.

If the person is now receiving vocational and technical training, insert the duration of training received up to now; do not insert the total number of months during which the course is going to last.

If the course followed was part-time, please convert the accumulated training to the equivalent number of months required on a full-time basis.

If the person has never received any vocational or technical training, write 'Nil'. *Do not leave the space blank.*

## Column 23b

### Highest vocational or technical qualification

Insert the highest vocational or technical degree, certificate or

*diploma received by the person and the major field of study covered.*

*If the person has more than one vocational or technical qualification and you have difficulty in deciding which is the highest, insert the one which was obtained most recently.*

*If the person has followed a technical or vocational course which does not lead to a certificate, insert only the field of study.*

*If the person has not received any technical or vocational training, write 'None'.*

## Column 24

### Hours worked during the past week

For the purposes of the Census, work is defined as **any work except volunteer work, and housework in the person's own home**. It includes:

- (i) work done for wages, salaries, commissions, fees and piece-rate payments;
- (ii) work done for payment in kind, e.g. services rendered by a member of a religious order who is provided with lodging or food or other supplies;
- (iii) work done by a self-employed person (alone or in partnership) in his/her own enterprise,

trade, business, farm or professional practice, whether alone or with employees;

- (iv) work done without pay in a family enterprise, plantation or farm owned by a member of the same household or another relative;
- (v) work done by apprentices, whether paid or unpaid.

For every person aged 12 years or over, indicate the number of hours worked for pay, profit or family gain during the past week, from Monday 25 June to Sunday 1 July. You should include any time spent on activities such as shopkeeping; growing vegetables or other crops; livestock or poultry keeping; fishing; making and repairing fishing boats, nets and basket traps; curing and preserving fish and octopus; making baskets, hats, mats and bags; making handicraft products; preparing food products like 'dholi puree' for sale; construction and repair of own dwelling and buildings used for agricultural, commercial and industrial purposes; keeping tea shops; street vending, etc.

Insert the actual number of hours worked by the person, irrespective of whether it is less or more than his/her normal hours of work per week. If the person did not work during the past week for any reason whatsoever, or if he/she worked for less than one hour, write '00'.



If the person did several kinds of work, insert the total number of *hours worked at all jobs*. For example, if, during the past week, a person worked for 36 hours as teacher, 6 hours giving private tuition, and another 7 hours assisting in the family shop, write '49 hours'.

Report also the number of hours, if any, worked during the past week, by a student, an old age pensioner or a worker retired from a previous employment.

**SKIP TO COLUMN 29  
IF PERSON WORKED FOR  
ONE OR MORE HOURS**

## Column 25

### With job but not worked

This question asks whether there was a *job, business, family enterprise, plantation or farm* at which the person did not work last week because of illness, injury, holiday, industrial dispute, off-season inactivity or temporary disorganisation.

If there was such a *job, business, enterprise, plantation or farm* from which the person was temporarily absent write 'Yes'.

If the person did not hold a job last week, write 'No'.

**SKIP TO COLUMN 29  
IF YES IS ENTERED  
IN COLUMN 25**

## Column 26

### Job search

Write 'Yes' if the person took any active steps to look for work any time during the **past 8 weeks**; e.g., if he/she checked with employers or at private homes, factories and worksites, placed or answered job advertisements, sought assistance and advice to set up his/her own enterprise, maintained registration with an Employment Exchange, etc.

If the person did not take any active steps to look for work, write 'No'.

## Column 27

### Availability for work

If the person was available for work during the past week, write 'Yes'.

If the person was not available for work, write 'No' and give the reason as follows:

**HH** - for a person who was engaged in or helping with household duties in his/her own home.

**ST** - for a person who was studying.

**DIS** - for a person who was sick, injured or disabled.

**WR** - for a wholly retired person.

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**OTHER** - for a person who was not available for work because of other reasons; details should be given, e.g. person was a rentier, or a child not going to school and too young to work.

## Column 28

### When last worked

If the person has worked before, write the number of months that have elapsed since he/she last worked even for a few days.

If the person has never worked, write 'Never'.

**STOP AT THIS COLUMN  
IF PERSON HAS NEVER  
WORKED**

**COLUMNS 29 to 34 ARE  
FOR PERSONS WHO HAVE  
EVER WORKED. INFOR-  
MATION IS REQUIRED ON  
THE PERSON'S WORK  
DURING THE PAST WEEK.  
IF PERSON HAD MORE  
THAN ONE JOB LAST  
WEEK, ANSWER FOR THE  
JOB AT WHICH HE/SHE  
WORKED THE MOST  
HOURS. IF PERSON HAD  
NO JOB LAST WEEK,  
ANSWER FOR HIS/HER  
LAST JOB.**

## Column 29

### Name and type of establishment

Write the name of the establishment, factory, firm, government ministry, municipal or district council, parastatal body, co-operative enterprise, etc., for which the person worked, including details of branch, division, department, etc. Please do not use abbreviations.

If the establishment has no name (e.g. a sugar cane plantation, an attorney's office, a medical practice), write the name of the employer.

If the person was self-employed, write the name of his/her business, shop, agency, etc. If the business does not have a name, write the person's own name.

If the person worked as an employee in a private household (e.g. as cook, driver, watchman, gardener, laundress, maid-servant, etc.), write 'Private household'.

## Column 30

### Kind of business, industry or service

Give a complete description of the kind of business, industry or service which was being carried on at the place where the person worked. Do not use vague terms such as agriculture, repairs, factory, school, shop, etc. Give a complete description; for example, sugar cane cultivation, tea

cultivation, anthurium plantation; car repairing, bicycle repairing; sugar factory; pullover knitting factory, manufacture of knitted gloves, cutting and sewing underwear; primary school; household furniture or appliances shop, groceries retailer, victualler; etc. *Do not hesitate to use creole terms if necessary.*

If more than one activity were carried out at the place where the person worked, describe the business, industry or service in which the person's main occupation was performed. For example, if the establishment was engaged in both sugar cane and anthurium cultivation, and the person worked in connection with the anthurium cultivation, write '*anthurium cultivation*'.

For persons in Government service, do not write '*Government service*', but describe the activity carried out by the office or department where the person worked: for example, administration, collection of statistics, police, live-stock breeding, plant nursery, agricultural research station, manufacture of wooden furniture, printing, road construction, primary education, health services, sewage services, etc.

Do not forget to describe the kind of business or service in the case of persons who were self-employed or who worked in their own homes; for example, dress-making, tailoring, curing of fish, basket making, cattle keeping, preparation of foodstuffs for sale, sale of vegetables, taxi service, etc.

For a person who worked as employee in a private household (e.g. as cook, driver, watchman, gardener, laundress, maid-servant, etc.), write '*Household service*'. But note that if the person worked as a driver or watchman or gardener etc. in an establishment, or in connection with the professional activities of a self-employed person, then you should describe the activity of the establishment or of the self-employed person.

## Column 31

### Place of work

Give the full address of the person's place of work, specifying the Village Council Area or Municipal Council Ward where possible. Please note that the place of work may not be the head office of the establishment for which the person worked. For example, if a person employed by the Ministry of Social Security was posted in Bambous, write '*Bambous*'.

For persons who worked in their own home, write '*At home*'. However, if a person worked in the home of his/her employer, give the address of the employer.

If the person had no usual place of work, then give the address of the depot, garage, taxi stand, firm, etc. where the person reported for work.

For street vendors, door to door salesperson, etc., give the Village

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Council Area, Municipal Council  
Ward or locality where they  
worked the most.

## Column 32

### Occupation

Describe as clearly and as precisely as possible the work which the person was doing. Do not describe the job for which the person has been trained, but the job which he was actually doing. For example, if a lorry driver worked as a bricklayer, write 'Bricklayer'.

*Do not use vague terms such as clerk, driver, factory worker, supervisor, repair technician, teacher, etc. Use precise terms such as filing clerk, accounts clerk, bus driver, bus conductor, taxicar driver, lorry driver, cabinet maker, supervisor of sewing machine operators, supervisor of road repair workers, car repair mechanic, television repair technician, telephone operator, primary school teacher, etc.*

For members of religious orders engaged in activities such as primary school teaching, nursing, etc., you should report these activities rather than their religious activity.

*Do not hesitate to use creole terms, if necessary, to describe an occupation.*

## Column 33

### Employment status

Insert as appropriate:

**SEE** - for a self-employed person operating, alone or in partnership, his/her own business, trade, enterprise, farm or professional practice, *with the help* of one or more paid employees.

**SEW** - for a self-employed person operating, alone or in partnership, his/her own business, trade, enterprise, farm or professional practice, *without the help* of paid employees.

**FW** - for a person who worked *without pay* in a business, trade, enterprise or farm operated by a member of the same household or another relative. If the person worked for pay, he should be reported as EM or EO as described below.

**A** - for an apprentice with or without pay.

**EM** - for an employee paid by the month.

**EO** - for an employee paid by day, week, fortnight or by the job, even if payment was made at the end of the month. Write EO also for persons who worked for commissions, payments on a piece rate basis or for payments in kind.

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**PC** - for an active member of a producer's co-operative.

**OTHER** - for a person whose employment status does not fall in any of the above categories; give a full description in such cases.

## Column 34

### Length of service with employer

For persons who held a job last week, state the number of completed years they have worked for their **present** employer. For persons who had no job last week, state the number of completed years they worked for their **most recent** employer.

For self-employed persons, give the period during which they were self-employed. For persons who worked without pay for a member of the same household or another relative, give the period during which they have operated as unpaid family workers.

If the person worked for less than a year, give the number of completed months. If the period was less than a month, write 'Less than a month'.

Please specify 'years' or 'months' as appropriate; for example, if length of service was 9 years, write '9 years' and not just '9'.

Note that it is the length of service with the employer that is required,

and not the time during which the person worked at his/her job. Thus, for persons in public service, give the total length of service and not the time spent in their present grade or post.

Approved leaves should be included when counting the length of service.

If the person had a work interruption implying a breach of contract with his/her employer, or a resignation from his/her job, then count the length of service from the date of re-employment.

**COLUMNS 35 to 37  
REFER TO THE MAIN  
ACTIVITY STATUS OF  
THE PERSON FROM  
JANUARY TO  
DECEMBER 1989.**

## Column 35

### Main activity status during 1989

Insert as appropriate:

**EA** - if the person had a job and/or was looking for a job; job means any work for pay, profit or family gain. It excludes volunteer work, and household duties in one's own home.

**H** - if the person was engaged in household duties in his/her own home.

**S** - if the person was studying.

**D** - if the person was permanently ill or disabled and unable to work.

**R** - if the person was wholly retired and not working.

**OTHER** - for a person not falling in the above categories; in such a case, specify the activity.

*Main activity status means the activity in which the person was engaged for at least half of the year (26 weeks), whether intermittently or continuously. Thus, if a person worked for 12 weeks and was wholly retired for 36 weeks, write 'R'.*

*If a person had more than one activity status, and each lasted for less than 26 weeks, give the activity status of longest duration. For example, if a person was at school (category S) for 16 weeks, was engaged in household duties (category H) for 12 weeks, was looking for a job (category EA) for 8 weeks and worked (category EA) for 12 weeks, then write 'EA'. Note that working and looking for work are counted together, so that the total duration is  $8 + 12 = 20$  weeks.*

## Column 36

### Weeks of work during 1989

Write the number of weeks the person worked during 1989. Count all work done for pay, profit and family gain, whether with one or several employers, and also all

work done on a casual, intermittent or continuous basis. Periods of approved leave should also be counted.

Count as a week any week during which the person worked even for 1 hour.

## Column 37

### Duration of unemployment during 1989

Write the number of weeks in 1989 during which the person was unemployed, i.e. looking for work and available for work.

Count all periods of unemployment which occurred during the year.



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University of Minnesota

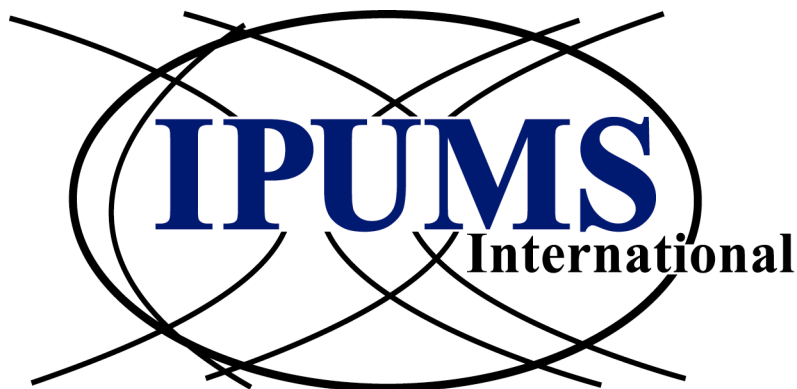
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CENTRAL STATISTICAL OFFICE

MINISTRY OF ECONOMIC PLANNING AND DEVELOPMENT

1990 HOUSING AND POPULATION CENSUS

OF

MAURITIUS

Instructions for Chief Enumerators

\* \* \*

December 1989



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# 1. INTRODUCTION

## 1.1 Purpose of instructions manual

This manual of instructions is intended to help you, the Chief Enumerator, to perform your duties in connection with the Housing Census. It also includes a brief description of your duties in connection with the Population Census, details of which will be communicated to you after completion of the Housing Census.

Although the larger part of your duties will be in relation to the enumeration at the Housing Census, the manual also contains a lot of information about the Census in general : its legal aspects, its objectives and the uses of the data collected, the methodology adopted, the field organisation and the duties of the various grades of fieldstaff within this organisation. This information may not be directly relevant to the execution of your tasks, but it will certainly equip you to perform better, if only by enabling you to give meaningful answers and explanations to the queries of the public with whom you will be dealing.

You should study these instructions and notes together with the Housing Census questionnaire and make sure that you understand them before starting the fieldwork. Any point which is not clear should be discussed with your Supervisor or Senior Supervisor until all doubts are clarified.

## 1.2 Terms of appointment

Your appointment has been made by the Director of Statistics on the advice of a Selection Board, in exercise of the powers delegated to him by the Public Service Commission under the Statistics Act.

As Chief Enumerator, you will carry out an enumeration of all buildings (about 400) in the area assigned to you for the Housing Census. At the Population Census you will be in charge of about 8 Enumerators who will do the population enumeration in your allotted area. You will perform your duties outside office hours, and in accordance with the instructions in this manual, and any other you may receive from the Director of Statistics, the Chief Supervisor, your Senior Supervisor or Supervisor.

The fee offered for the work in connection with both the Housing and the Population Census is Rs 6,500, inclusive of travelling expenses, and payable in two equal instalments. The first instalment will be paid after completion of the Housing Census to the satisfaction of your Supervisor. The second instalment will be paid after the Population Census fieldwork is completed.

The success of the Census depends largely on the co-operation of the public. This is sometimes difficult to obtain, and your conduct and behaviour on the field should facilitate that co-operation. During the census period do not get involved in religious or political controversy or propaganda, and in any publicity campaign. Your appointment may be terminated in the event of misconduct, insubordination or incompetence.

On the other hand, if for some unforeseen reason, you are unable to undertake or complete your task, please immediately notify your Supervisor, Senior Supervisor or the Chief Supervisor, so that arrangements for a substitute to be employed can be made in time.

## 2. LEGAL PROVISIONS FOR THE CENSUS

### 2.1 Confidentiality

All data collection operations executed by the Central Statistical Office are governed by the Statistics Act. This Act invests the Director of Statistics with the power to obtain particulars relating to a large number of topics, but at the same time it lays down strict rules to ensure that they are kept strictly confidential. It forbids the publication of particulars in a way which enables identification of the particulars with any individual person, undertaking or business. The Act also forbids the communication of such individual information to any unauthorized person or to any other organisation, whether Government or non-Government.

### 2.2 Collection of data

The 1990 Census is being conducted by the Central Statistical Office (CSO) according to provisions of the Statistics Act (Appendix A) whose purpose is "To provide for the taking of censuses and for the collection, compilation, analysis and publication of certain statistical information and for other matters relating thereto". The Act allows the Governor-General to make regulations "prescribing the particulars and information to be furnished on the taking of a census ..." and "the manner and form in which, the times and places at which, and the persons by whom, such particulars and information shall be furnished".

The regulations pertaining to the Housing Census were made by the Governor-General on 5 December 1989 and were published as Government Notice No. 201 of 1989. The legal instruments for the Population Census will be prepared and published later.

### 2.3 Oath of Secrecy

Your appointment as Chief Enumerator, as well as the appointment of all census fieldstaff, is also governed by the Statistics Act. Your duties have to be performed in accordance with the provisions of this Act. In particular, the Act requires that all information obtained in the course of your duties should be kept strictly confidential. This applies not only to the information recorded on the census questionnaire, but also to any other information that may come in your possession by virtue of your employment as Chief Enumerator. You are not permitted to divulge directly or indirectly any such information, nor to show your questionnaires to any unauthorized person. In particular, although you may need the services of persons who are not census employees in order to have access to your enumeration areas, such unauthorized persons should not be in attendance when you are interviewing members of households, nor should they be allowed access to the information you have. The law provides heavy penalties for any breach of the

assurance of confidentiality which the Statistics Act gives to the public, just as it provides penalties for any person who refuses or neglects to supply the particulars required in the prescribed census forms.

Section 14 of the Act stipulates that before entering on your duties you should, like all fieldstaff, make and subscribe, before a Magistrate, an oath to the effect that you will perform faithfully and honestly, the duties of a Chief Enumerator in conformity with the requirements of the Statistics Act.

#### 2.4 Identity card

In order to ensure that the public does not give information to unauthorized persons who may then use the information for wrongful purposes, each officer engaged in the census will have to be in possession of an identity card with a photograph of himself on it. This card, which will also have the signature of the Director of Statistics, and the officer's own signature, will be his legal authorisation to interview members of households in connection with the Census. The public will be urged to refuse access to their premises to any person professing to be a census officer, but being unable to produce the appropriate identity card.

#### 2.5 Publication of data

The Statistics Act explicitly prohibits the publication of reports, abstracts or documents which contain particulars arranged in such a way as to enable identification of the particulars with any person, business or undertaking. Hence all census data are published in the form of statistical tables only. These tables do not reveal any information peculiar to any person, household, or undertaking.

The Act also requires that no individual return or part of it, or any answer given in the course of the census, should be admitted in evidence or shown to any person not employed in the execution of a duty under the Act, unless the previous consent in writing has been obtained from the person making the return or giving the answer, or in the case of an undertaking or business, from the owner. The Central Statistical Office always systematically treats all the data it collects as strictly confidential. No information on any named person, household, business or undertaking is ever passed over to any other Government Department or any other authority or person. As a matter of fact, because of the stringent requirements of the Statistics Act, other Ministries have to do their own surveys whenever they need information on an individual basis, although such information may exist at the Central Statistical Office.

It may therefore be asked why the Housing Census asks for the name of the head of household, and the Population Census for the names of all members of the household. The reason is to identify each household separately at the Housing Census so that address slips can be prepared for each of them separately. Names are required at the Population Census to help the head of household ensure that no members are omitted and that every question is answered in respect of every member. The names are also needed to relate a particular question to the appropriate person in case the answer is inconsistent and needs to be investigated.

## 2.6 Co-operation of the public

Although the Statistics Act empowers authorised census officers to enter premises, at all reasonable times and upon production of their authorisation, to obtain particulars in accordance with the census regulations, the success of the census depends largely on the officers' ability to obtain the confidence and co-operation of the public.

A publicity campaign is being launched to inform the public of the taking of the census and the need for its co-operation. However, it is the census officer who is the first face-to-face contact of the public with the census organisation. Therefore, a lot depends on your ability to explain the need for the census, how it is conducted, and the usefulness of the data collected, the final beneficiary of which will be the public itself. The information contained in this manual should help fieldstaff in answering the questions which members of the public may put to them, and in allaying any fears as to possible misuse of the data through any breach of the confidentiality commitment.

In most cases, proper dress, courtesy, patience and tactfulness should go a long way towards building a good rapport with the public. First of all introduce yourself as an officer authorised by law to collect information for the census, and show your identity card at the same time. You could then enquire whether the members of the household are aware that a census is being conducted and ask the head of the household or another responsible member to supply the information. If necessary, briefly explain the reasons for the census (described elsewhere in this manual), stressing that individual information will be treated in strict confidence and will not be passed by the Central Statistical Office to any other Government Department or any authority or person.

Persons should not be interviewed in groups unless they are members of the same household, nor should any unauthorized person accompanying you be present during the interview. Furthermore, interviews should not be conducted if a member of the household is seriously ill or has died recently, or if a wedding or other religious ceremony is taking place. In such cases you should make arrangements to call at a later date.

Embassies should not be entered for obtaining information, but personnel residing in housing units should be treated as any other household. However, do not insist if a member of the Diplomatic Corps refuses information, but ask whether there are Mauritians residing on the premises; such Mauritians, if any, should be questioned fully.

Respondents who refuse to co-operate in spite of your explanations, conciliatory efforts, and tactful references to their legal obligation, should not be threatened with possibilities of legal action. You should rather immediately report the case to your Supervisor or Senior Supervisor. Furthermore, if you come across the rare respondent who uses abusive language or threatening behaviour towards you, do not enter into an argument with him or her, and if your attempts to pacify the person fail, report the matter to the nearest police station and to your Supervisor or Senior Supervisor. You, on your part, should never discuss or comment on political, religious or other controversial matters during an interview.



At the end of the interview always thank the respondent, and mention that his or her co-operation will again be needed for the Population Census at the beginning of July 1990.

### 3. THE 1990 CENSUS OF HOUSING AND POPULATION

#### 3.1 Historical background

Census taking in Mauritius dates back to the 18th century. The first complete census of the Island of Mauritius was taken in 1735 under the governorship of Mahé de Labourdonnais. Since then numerous complete censuses or partial counts of the population have been taken. Manuscript results of two complete censuses taken in 1776 and 1786 are still preserved in the archives in Paris.

The first census report to be printed was probably that of 1846, but no copy has been traced in Mauritius. Printed copies of all subsequent censuses are kept in the Archives of Mauritius.

The 1846 census was followed by that of 1851. Since then, up to 1931, censuses have been taken every ten years. With the outbreak of the Second World War, the one which was due in 1941 had to be postponed to 1944. The first census to be taken after the War was in 1952, and the ten-yearly programme was subsequently resumed with a census in 1962 and another in 1972. The 1983 Census which was scheduled for 1982 had to be postponed to 1983 because of the 1982 parliamentary elections.

If the decennial plan were to be followed, the next census would be due in 1993. However it has been found necessary to bring the census year forward to 1990 to satisfy a pressing need for detailed up-to-date data on the characteristics of the labour force in a situation characterized by important industrial and occupational changes. The 1990 Census will be the sixteenth complete census to be taken for the Island of Mauritius, and the sixth for the Island of Rodrigues.

#### 3.2 Dates of the 1990 Census

The official dates for the Housing Census are from 5 February 1990 to 17 June 1990, whilst the Population Census will be taken between 18 June and 15 July 1990 in respect of all persons alive at midnight on the night of 1 July 1990.

The fact that the dates for the Housing Census are from 5 February to 17 June does not imply that the field enumeration can span over the five months period. What it means is that, legally, the fieldstaff have up to 17 June 1990 to obtain Housing Census data from households. Hence it is important that the fieldwork be completed much earlier so that if queries are found at the editing, coding or data processing stages, then households can be re-contacted within the prescribed time limit to settle them. It is expected that the Housing Census field enumeration should be completed by the middle of April 1990 at latest, to allow sufficient time, not only for clearing doubtful information, but also for the preparation of address lists to be used as basis for the Population Census.

### 3.3 Coverage of the Census

The 1990 Housing and Population Census will cover the whole of Mauritius, that is the Islands of Mauritius, Rodrigues, Agalega and St. Brandon.

### 3.4 Objectives of the Census

The general objective of the census is to provide up-to-date, disaggregated data on housing conditions and on the spatial distribution and demographic and socio-economic characteristics of the population. The data are useful in reviewing and implementing housing, population, education and manpower policies, and in preparing, monitoring and evaluating development plans and programmes both at the regional and national levels.

Census data are useful also to business, industrial and commercial organisations to estimate the demand for their products and services, and to assess the supply of manpower with the relevant skills to run their activities. Foreign countries and international organisations make wide use of census information when preparing their technical and financial aid programmes for different countries.

#### 3.4.1 Uses of Housing Census data

The Housing Census is probably the only source of information on the stock of different types of buildings and housing units in the country. Apart from the age and durability of residential buildings, it provides a wealth of information on the type and tenure of housing units, the number of rooms they have and the amenities they offer to their occupants. The census thus enables us to study the housing conditions of the population, the adequacy of amenities such as water supply, toilets, bathrooms and kitchens, as well as the extent of overcrowding as measured by the average number of occupants per housing unit and per room. It helps us to identify those regions where there is a housing shortage, where housing is particularly poor, and where facilities such as water supply and sewage disposal are inadequate. The bench-mark statistics are not only useful for formulating national and regional programmes, but, when supplemented by current building statistics, they provide a continuous up-to-date picture of the housing situation in the country.

#### 3.4.2 Uses of Population Census data

The Population Census provides indispensable data on the demographic, cultural, geographical, educational and economic characteristics of the population. It is the only source which provides reliable information not only for the country as a whole, but also for administrative divisions as well as small regions.

Demographic data on age, sex, marital status, household composition, and fertility provide knowledge about the structure of households, and families and the interrelationships between demographic and other variables. They are used for making projections of the population by age, sex and marital status, and hence to determine future demands for housing, schools and training facilities, hospitals and health services and social security benefits; they also allow projections to be made.

of the number of persons who will be working or looking for work, as well as those who will be retiring from the labour market.

Information on marriage and fertility indicate whether families are having fewer or more children than in the past, and is therefore useful for estimating the future size and growth of the population. The data can also be used to study the effect of economic, social, cultural and educational differences on the number of children that women have.

Questions on religion and languages help to determine the size and geographical distribution of population groups with different religious and cultural backgrounds. This information is useful to religious and socio-cultural organisations to plan and provide the necessary infrastructure and facilities for the enhancement of the religious and socio-cultural development of the nation.

Questions on geographical characteristics give the distribution of the population in sub-regions such as Municipal Wards and Village Council Areas. The data, which can be obtained only at a census, are useful for regional planning and for the estimation of per capita grants to local authorities. Migration questions provide estimates of the rate of movement of population from one region to another; these estimates are useful for town and country planning and for determining the size of population by region for intercensal years.

Data on literacy, education and technical training are required to assess improvements in the educational level of the population and to assess the stock of qualified manpower with different skills and training backgrounds.

Census data on economic characteristics indicate by sex and age, how many persons are working, how many are available for work, how many are not available for work and how many are not available for reasons such as studies, housework, old age and permanent disability. Coupled with data on education and training they provide essential information required for estimating the supply of qualified manpower in different occupations and industries. Such information is useful to Government, employers and trade unions to plan for future jobs in various sectors of the economy and to answer the need for more and more specialised skills in the wake of rapid industrialisation.

### 3.5 Census methodology

The 1990 Census will be conducted in two rounds, like the previous two censuses. The first round will be the Housing Census during which will be enumerated buildings, housing units, households, commercial and industrial establishments, hotels, boarding houses and institutions.

After completion of the Housing Census enumeration, a list will be prepared of all heads of households with their addresses to serve as frame for the Population Census enumeration, which will be the second round of the census exercise.

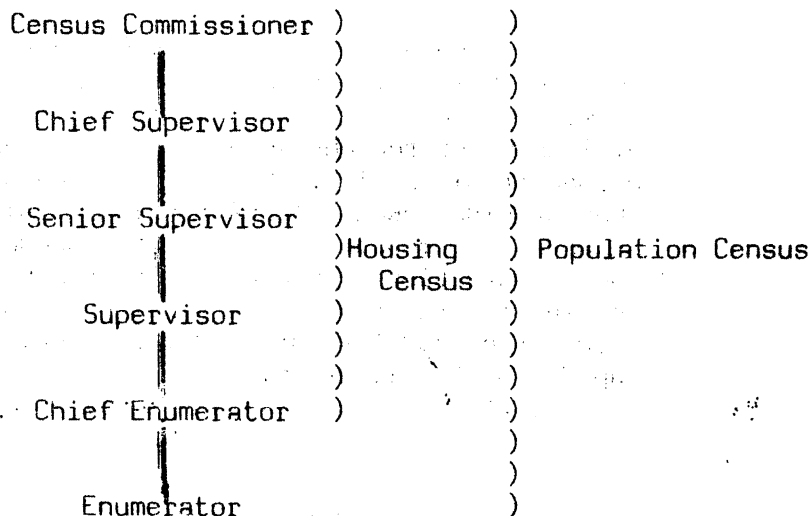
The timely completion of the Housing Census enumeration is therefore an important and necessary first step towards the execution of the Population Census. A relatively short period of four months will be available for completing the Housing Census enumeration, keying in the data, verifying the keyed data, correcting all errors and inconsistencies, processing the data, printing the names and addresses of some 240,000 heads of households on address slips, and sticking these address slips on the Population Census questionnaires.

The time schedule is particularly tight, since for the first time, the census data will be processed on micro-computers by CSO itself. The resources for data entry and processing, in terms of both personnel and equipment, at the CSO are limited. Therefore the time it will take to complete the above tasks, prior to the delivery of the Population Census questionnaires to households, will be longer than at the last census, when the data entry and processing were done by the Data Processing Division of the Ministry of Finance.

Because of the time constraint it has been decided that the Housing Census enumeration will start earlier than last time, and should be completed by the middle of April 1990 at latest.

### 3.6 The field organisation

The structure of the field organisation will be as follows :-



The Director of Statistics is by law the Census Commissioner. He is the head of the whole census operation, both in the office and on the field. As regards field operations, there will be five grades of fieldstaff working under him. Although it is not possible at this stage to give the exact number of officers who will be employed in each grade, the following table gives you a rough idea of the size of the organisation in which you will be operating.

	Island of Mauritius	Rodrigues	Agalega
Chief Supervisor	←----- 1 -----→		
Senior Supervisor	(1) 12	1	-
Supervisor	(8) 100 (1)	5	(1) -
Chief Enumerator	(53) 700 (7)	30	(6) -
Enumerator	(333) 4,000 (40)	150	(30) 2
	1 + 4812	185	2 = 5000

Broadly speaking, each Senior Supervisor will be in charge of up to 10 Supervisors and 75 Chief Enumerators for the Housing Census, and up to 400 Enumerators for the Population Census. Each Supervisor will have up to 10 Chief Enumerators and 70 Enumerators to work with them.

### 3.7 Duties of fieldstaff

A brief description of the duties of each grade of fieldstaff is as follows :

#### 3.7.1 Chief Supervisor

- (i) Control and be responsible for field operations in Mauritius, Rodrigues and the Outer Islands; co-ordinate field and office activities.
- (ii) Deal with problems of recruitment and replacement of fieldstaff.
- (iii) Train Senior Supervisors and Supervisors.
- (iv) Control the quality and timeliness of fieldwork.
- (v) Deal with unforeseen problems and issues not specifically covered in instructions manuals.

### 3.7.2 Senior Supervisor

- (i) Liaise between Chief Supervisor and field staff, and ensure timely transmission of information, documents, maps and materials from the Central Office to the field and vice versa.
- (ii) Attend training and briefing sessions and study instructions manuals for both the Housing and the Population Census.
- (iii) Train his Supervisors, Chief Enumerators and Enumerators, after making necessary arrangements as regards place and time of training sessions.
- (iv) Reconnoitre, with his fieldstaff, the regions allocated to them to ensure that they are fully familiar with their maps and enumeration areas, as well as the boundaries of geographical, administrative, electoral and census-enumeration areas.
- (v) Ensure equitable distribution of workloads amongst his Supervisors and Chief Enumerators.
- (vi) Control the quality and timeliness of the work of his fieldstaff and keep the necessary control records up to date.
- (vii) Effect payment of fees to his fieldstaff.

### 3.7.3 Supervisor

- (i) Attend training and briefing sessions for himself and his staff, and study both Housing Census and Population Census manuals.
- (ii) Reconnoitre, with his Senior Supervisor and then his Chief Enumerators, the regions allocated to him and his Chief Enumerators, to ensure that everyone is fully familiar with their maps and enumeration areas, as well as the boundaries of geographical, administrative, electoral and census-enumeration areas.
- (iii) Assist his Senior Supervisor in ensuring an equitable distribution of workloads among Chief Enumerators.
- (iv) Ensure the timely transmission of information, instructions, questionnaires, control documents, maps and other materials from the Senior Supervisor to the Chief Enumerator and Enumerator, and vice versa.
- (v) Control the quality of interview, and the quality, progress and timeliness of work of his Chief Enumerators and Enumerators, and keep the necessary control records up to date.

- (vi) Prepare a count of housing units, households, and persons by sex for each Enumeration Area, as soon as the Housing Census enumeration is completed for that E. Area.

#### 3.7.4 Chief Enumerator

- (i) Attend training and briefing sessions in January/February for the Housing Census.
- (ii) Reconnoitre the area assigned to him with his Supervisor and make sure that he is fully familiar with his maps, as well as the boundaries and ground features in and around the Enumeration Areas assigned to him, in order to ensure that he does not leave out any part, or trespasses outside his allotted areas, during enumeration; subdivide his EAs into blocks.
- (iii) Carry out an enumeration of all buildings, housing units, households, commercial and industrial establishments, institutions, hotels and boarding houses in each Enumeration Area assigned to him.
- (iv) Complete the Housing Census enumeration by mid-April 1990 at latest.
- (v) Prepare counts of valid questionnaires, housing units, households and persons in each completed Housing Census book, and enter the figures on the book cover.
- (vi) Compile lists of heads of households and their addresses to be used for control purposes and for allocation of workloads at the Population Census.
- (vii) Attend training and briefing sessions in June 1990 for the Population Census.
- (viii) Control the work of a team of about 7 Enumerators who will do the enumeration at the Population Census.
- (ix) Prepare a count of valid schedules, housing units, households and persons in each completed Housing Census enumeration book.

#### 3.7.5 Enumerator

- (i) Attend briefing and training sessions.
- (ii) Deliver Population Census questionnaires to about 60-70 households 3 to 4 days before Census night.
- (iii) After Census night call on each of the households to collect the questionnaires after checking that they have been correctly filled in.
- (iv) Fill in the questionnaire, in part or in full, for households which are unable to do so.
- (v) Make call-backs to households to correct errors and obtain missing information if necessary.

#### 4. ORGANIZATION OF 1990 HOUSING CENSUS FIELDWORK

##### 4.1 Immediate objectives of Housing Census

The main immediate objectives of the Housing Census enumeration are to identify all households, and their addresses to serve as basis for the Population Census, and to collect information on the housing conditions of the population. In order to ensure that all households and housing units, wherever they may be, are enumerated without omission or duplication, it is necessary to visit and obtain information on all buildings. Hence, directly or indirectly, the immediate objectives of the Housing Census enumeration are :

- (i) to make an inventory of all buildings by type (except buildings used exclusively for agriculture and animal husbandry, and uninhabited structures awaiting demolition, dilapidation or decay);
- (ii) to make an inventory of all housing units, and all spaces, structures and enclosures used for habitation, wherever they may be;
- (iii) to collect information on the amenities offered by the housing units, and the other spaces, structures and enclosures used for habitation;
- (iv) to obtain the names and addresses of all heads of households, without omission or duplication, to serve as frame for the Population Census;
- (v) to make an inventory of all non-agricultural private establishments, including those relating to small crafts.

The above tasks will be one of the main responsibilities of the Chief Enumerator at the Housing Census.

##### 4.2 Cartographic preparations

Proper enumeration and in particular the prevention of omissions and duplications, depends to a large extent on the availability of up-to-date and accurate maps showing detailed subdivisions of regions and subregions into easily recognizable Census Enumeration Areas (E.A.'s). Without maps it is very difficult to describe the boundaries and ground features of the area to be covered by a field officer. Verbal descriptions can supplement the information on a map, but they can never replace it in terms of realism and accuracy of detail.

Maps also facilitate census fieldwork by allowing both office and field staff to determine work assignments, identify access routes to an area and the best route of travel within an area, estimate travel time and costs, measure distances to locate ground features and boundaries, and to monitor progress of fieldwork.



#### 4.2.1 Location maps for supervisory staff

The CSO has therefore prepared a series of maps to be used by fieldstaff for the field enumeration at the Housing Census. Each Senior Supervisor and Supervisor will have a location map showing the area allocated to him. The location map will have sufficient information to enable the Senior Supervisor or Supervisor to locate his area on the ground and distinguish it from similar adjacent areas.

#### 4.2.2 Location and EA maps for CEs

You, as Chief Enumerator, will be provided with a set of individual EA maps together with a location map which shows the relative position of each EA you will have to canvass and enumerate. The aggregate EAs shown on the location map of the CE constitute what is known as the CE's area.

The detailed individual EA map is the most important one for the Census. You will not only need it for the enumeration exercise, but will also have to update it, and later on return it to your Supervisor after completion of the allocation of workloads to Enumerators for the Population Census. The EA map contains enough representations of ground features and peripheral information to enable you to exactly locate the area. Further, a red line has been drawn over the entire boundary of the EA to highlight it. Make sure that you identify correctly the boundaries of each EA on the ground, since you are not allowed to enumerate buildings and people outside the borders of any particular EA you may be canvassing. At the same time, no portion of any of your EAs should be omitted.

#### 4.2.3 Size and description of EAs

The total number of E.A.'s is around 3,100 for the Island of Mauritius, and 87 for the Island of Rodrigues. Agalega and St. Brandon are each considered as one E.A. for census purposes. The average number of households in an E.A. is about 70 in urban and 80 in rural areas, although any given E.A. may have anything from zero to 200 households. Each Chief Enumerator will have to canvass one or more E.A.'s. In no case will a Chief Enumerator cover only part of an E.A. The total number of households covered by one Chief Enumerator will be around 300 in rural and 400 in urban areas. However, these are indicative figures only, since the actual workload will depend on the physical spread or size of the CE's area, the difficulty of the terrain and its ease of access via public means of transport. Furthermore, in commercial areas, where the number of establishments to be enumerated is particularly large, the number of households allocated to a CE may be smaller than the above average figures to ensure an equitable distribution of workloads.

#### 4.3 Use of maps

The census maps are meant to ensure good enumeration procedures. However they will be useless if fieldstaff are not trained to use them properly. The following notes, coupled with careful study of your maps, and field reconnaissance visits with your Supervisor, should enable you to make the most efficient use of them. Again, if you have any difficulty in orienting yourself, or understanding the details on the maps, or translating the map features into physical features on the ground, you should consult with your Supervisor or Senior Supervisor to clear all doubts.

##### 4.3.1 Map legend

The legend printed on each E.A. map shows the following :-

- (i) The Geographical District.
- (ii) The Municipal or Village Council Area within the district (MVCA).
- (iii) The Enumeration Area (E.A.) code number.
- (iv) Whether the E.A. is urban, semi-urban or rural.
- (v) The Census District, which is equivalent to the Electoral Constituency.
- (vi) An arrow indicating the north.
- (vii) A graphic scale.

The codes shown opposite items (i) through (v) must be inserted appropriately in the Enumeration Book(s) used for that particular E.A. It must be mentioned that because of the hierarchical nature of the coding system any EA is identified uniquely by a five-digit code comprising the Geographical District (1 digit), the MVCA (2 digits) and the EA number (2 digits).

##### 4.3.2 Map scale

The scale shown on your map(s) is of the graphic type. It enables you to determine fairly accurately the distance on the ground between any two points on your E.A. map. In most cases, you will not need to be concerned with calculating distances since you can make use of the ground features shown on your individual E.A. map to identify its boundaries as well as your position. However, you must know how to use the graphic scale in case you have to locate administrative boundaries such as geographical district boundaries, constituency boundaries, town limits and VCA boundaries which are often imaginary lines.

#### 4.3.3 Measuring distances

One of the easiest methods to measure distances is the "paper strip method". A piece of paper is folded to form a straight edge. This is then laid on the map to join an identifiable ground feature shown on the map (e.g. a public building, a road intersection, a bridge, etc.), to the imaginary boundary you wish to locate on the field. These two points are marked on the paper edge, which is afterwards placed on the graphic scale, and the distance read. You may then pace the distance if it is a short one (you must of course know the average length of your pace), or use your car's odometer for longer distances. However, upon reaching the supposed location of the imaginary boundary, you should always try to ascertain from people living nearby whether this is the right spot.

#### 4.4 Field reconnaissance

After you have studied your maps, it is necessary to reconnoitre your area together with your Supervisor to ensure that the details on the map can be accurately located on the field, particular attention being paid to the boundaries of E.A.'s, Village Council Areas, Municipal Council Wards, Geographical Districts, Electoral Constituencies (Census Districts). You should take your maps with you on these reconnaissance visits since your Supervisor will help you at the same time to plan your enumeration work. This will necessitate the identification or formation of blocks within E.A.'s so that the actual enumeration can be done in a systematic manner, by completing one block after another until the whole EA is completed. The field reconnaissance with your Supervisor will help ensure that you make a complete count of all buildings falling within the scope of the census in your area. In particular you should be careful not to omit buildings near the boundaries of adjacent EAs within your own area; on the other hand, you should not count buildings near your area but which actually fall in another CE's area.

#### 4.5 Updating of maps

Whilst making reconnaissance visits, or later on when canvassing any of your EAs, you may find that the EA map needs updating because some changes have occurred from the time the map was prepared. It is your duty to mark the changes on your map. These could be :-

- (i) Changes in names : Occasionally, names of streets, roads and man-made or natural features do change. You are required to strike through (not erase) the original name on the map and write the correct one alongside. In the same way, wrong spelling must be corrected.
- (ii) Additions : New roads, important buildings and other features must be entered on your map.
- (iii) Deletions : Ground features appearing on your map but which no longer exist, must be crossed out using X's (not erased).

Updating maps is an important part of your job and one of your main responsibilities. On the basis of your corrections and following subsequent field visits by the cartography staff for verification, maps in the office will be updated for future use.

#### 4.6 Canvassing an EA

As stated earlier, the main immediate objective of the Housing Census is to make an inventory of all housing units, all households, and all non-agricultural private establishments. The country has been divided into small EAs and each CE has to cover a given number of these EAs. Your task is to make a systematic and complete search for all places where people live, and all non-agricultural private establishments in each of the EAs assigned to you.

##### 4.6.1 Organisation of data recording

The information you collect is to be recorded in enumeration books, each containing 25 identical Housing Census forms. Appendix B shows a specimen of a Housing Census book cover whilst Appendix C shows a specimen of the questionnaire itself. Your enumeration work has to be done EA by EA, i.e., you should complete the canvass of an EA before starting with another. This will ensure that the enumeration books used for one EA are kept separate from those used for the next EA. Thus any given book will contain information for one EA only. This will lead to some wastage, because many books will contain varying numbers of unused census forms. However, this wastage will be more than compensated for by the enormous gains resulting from simplified and time-saving procedures for control, data processing and address printing operations.

Many EAs will require more than one book for completion. In these cases you should continue in a second book after all the forms in the first book are used up. The Housing Census book cover has been designed in such a way that, if it is properly filled in, it will be easy to retrieve all the books used for any given EA, and to arrange them in the order in which the enumeration was done. For instance "BOOK NUMBER 2 OF 4 USED FOR ABOVE EA" on the cover (see Appendix B) indicates that we are in presence of the second book out of a total of 4 books which were used for enumerating the given EA. It must be noted that the total number of books used for an EA will be known only after the EA is completely enumerated. Hence, when you finish with the last book of an EA you should remember to make the appropriate entry on the cover of the earlier books used for that EA. If the books are with your Supervisor you should advise him accordingly.

Please note that as and when you complete a book, you should also count the number of valid schedules, the number of housing units, households and persons in that book, and fill in the information on the book cover. Bear in mind that a building may contain more than one housing unit and that the count required is of housing units, not buildings.

#### 4.6.2 Preparation of lists of buildings, housing units and households

After you have completed the enumeration within an EA, you should compile a list of all buildings, housing units, household heads and their addresses in the listing book provided. This book, which is labelled C1, contains 40 pages in duplicate. Appendix D shows a specimen sheet from this book, and a perusal of its contents is enough to indicate how it should be filled in. Once again, it should be noted that the listing should be prepared separately for each EA; this implies that once you have finished with an EA, you should start on a fresh page for the next EA, calling that page Sheet No. 1.

The listing sheets are in duplicate to allow you to tear off the originals and submit them to your Supervisor as and when EAs are completed. The design of the listing sheets avoids the use of carbon sheets for producing duplicates, but you should insert a piece of cardboard after the duplicate sheet when writing, in order to avoid spoiling the next original.

The main use of the listings will be to allow you and your Supervisor to prepare the workloads of each of your Enumerators at the Population Census, and to check that the population enumeration is complete. It is therefore important that both you and your Supervisor keep these lists in a safe place after the Housing Census is completed.

#### 4.6.3 Block formation

Although data organisation will be done EA by EA, the enumeration exercise within an EA should not be carried out in a haphazard manner. It is important that a systematic approach be adopted to ensure that all buildings, housing units, collective quarters and households within the boundaries of an EA are enumerated. For this purpose it is necessary to subdivide each EA map into blocks and to plan the enumeration so that it is done block by block within an EA.

A block is defined as an area surrounded by well-defined and easily recognisable boundaries such as roads, rivers, mountain sides, canefields and, in a few cases, by the imaginary line representing an administrative boundary. Examples of how blocks can be formed are given in Appendix F. It is expected that in most cases a block will have between 30 to 50 households although the range may vary from zero to 200.

Blocks for each EA should be formed in consultation with your Supervisor before the start of the actual enumeration operation. The best time would be during the field reconnaissance period, after making a careful examination of the EA map and the ground features.

The blocks on the EA map should be numbered consecutively using the two-digit codes 01, 02, 03, etc. Please note that only populated areas need to be divided into blocks. For instance, there is no need to form several blocks with a sugar cane field. Assign only one block number to it as shown in Case 2 of Appendix F.

#### 4.6.4 Designated starting point

Block formation is a useful exercise which enables you to plan a route of travel through an entire EA. You must always start canvassing an EA at the point marked "X" or "Start" by your Supervisor on your EA map. He may also indicate by means of directional arrows (→) your route of travel from that starting point. However, do not expect him to plan the entire route for you; you must be able to plan a best route of travel from that point through the rest of the block, and then through each of the remaining blocks until the whole EA is completed. This procedure is necessary for the supervisory staff to exercise control over the fieldwork. Bear in mind that enumeration of one block has to be completed before you move to the next.

#### 4.6.5 Path of travel

Indicate your path of travel by inserting the serial number given to each building within a block, especially in rural areas where the position of buildings may have an irregular pattern. However, in urban places, it may not be possible to plot the location of each and every building. In that case, it will be sufficient to insert only the serial number of buildings situated at the corners of a street or road as well as the number of the last building in a given block.

#### 4.6.6 Unnamed streets and roads

During the enumeration operation, you may come across streets or roads that have no name. It will be necessary to assign names to such streets or roads, namely, Road A, Road B, etc., so that each housing unit has a complete address. This will facilitate return visits to the field if need be. Do not forget to insert the name thus given to a road, not only on the map, but also in the enumeration book and the listing sheet. However, before assigning a letter to a street or a road, check with residents that it in fact does not have a name.

#### 4.6.7 Out-of-the-way housing unit

Be always on the lookout for housing units that are hidden from the road and for those that are situated in remote places and in commercial or industrial establishments. It is not unusual to find people living in structures which on the outside appear to be non-residential. It is good practice to ask the respondent you are interviewing whether he is aware of other people living in the neighbourhood, particularly in backyards of compounds containing several housing units. The same vigilance needs to be exercised when dealing with housing units in multi-unit structures such as a block of apartments. The location of any out-of-the-way housing unit occupied at the time of the enumeration must be clearly marked on the map.

#### 4.7 Care of maps

By the time you have completed the enumeration in an EA, the individual EA map will contain valuable information that must be preserved. It will show the numbered blocks, the location of buildings and the addition and deletion of natural or man-made features. It therefore follows that you must take great care of your maps and surrender them to your Supervisor soon after the Housing Census enumeration is over. He will keep the maps in his possession for control purposes and hand them over to the Senior Supervisor after the Population Census is completed in mid-July 1990.

To ensure long life for your EA maps, the following precautions should be taken by anyone handling them :

- (i) Maps of small size should be kept flat at all times. Large maps which have to be folded should be refolded each time in exactly the same way. The number of folds should be kept to a minimum.
- (ii) A few EA maps may have been printed on diazo paper. These should not be exposed unduly to sunlight, which will cause the dyelines to fade away.
- (iii) The maps should be protected from bad weather, especially from rain to avoid them from being damaged.
- (iv) Maps that are torn should be repaired as soon as possible using transparent tape.

### 5. CONCEPTS, DEFINITIONS AND SPECIFICATIONS

#### 5.1 Introduction

The Housing Census will enumerate buildings, housing units, households and non-agricultural establishments. In order to ensure that these terms are interpreted in the same way by everyone it is necessary to define them and to specify what should or should not be included under each heading for census purposes. Information will also be collected on some of the attributes associated with the above concepts and these attributes also need to be explained for uniform and accurate interpretation. The UN handbook "Principles and Recommendations for Population and Housing Censuses" (Statistical Papers Series M No. 67) has been used extensively in preparing the following notes which relate to the concepts, definitions and specifications applicable to the Housing Census topics.

## 5.2 Buildings

### 5.2.1 Definition of building

A building is any independent free-standing structure, comprising one or more rooms and other spaces, covered by a roof and usually enclosed within external walls or dividing walls which extend from the foundations to the roof. Dividing walls, rather than external walls, are quite common in densely built commercial areas of mainly urban regions.

A building may be used or intended for residential, commercial, industrial or agricultural purposes or for the provision of services. It may be a detached housing unit, apartment building, shop, warehouse, factory, workshop, school, church, and so forth.

For the purposes of the Census, detached structures such as toilets, bathrooms, kitchens and garages are not counted as separate buildings; they are accounted for as facilities available to the housing unit to which they belong. However, detached rooms used for living purposes, are to be counted as separate buildings. Similarly if a garage, a store-room, or any other temporary or improvised structure is being used for living purposes at the time of the Census, then it should be considered as a distinct building.

### 5.2.2 Census coverage of buildings

The Census will cover all buildings or structures used for living purposes and all other buildings except those used for agricultural purposes; thus, for example, stables for livestock, pens for poultry, greenhouses, tea and tobacco weighing offices on estates, stores on agricultural establishments, etc, are to be excluded. However, buildings used for processing of agricultural products must be included, e.g. sugar, tea and tobacco factories, fruits and vegetables processing and canning factories, fish canning plants, etc.

More specifically the following must be enumerated :

- (i) all buildings used at the time of the census for residential, commercial or industrial purposes or for the provision of services, including hotels, institutions and public buildings;
- (ii) all buildings intended for residential, commercial or industrial purposes or for the provision of services, which are vacant at the time of the census;
- (iii) any shelter which, although not in conformity with the definition of a building, is being used for habitation at the time of the census;
- (iv) buildings under construction.



The following must not be enumerated :

- (i) all buildings used for agricultural purposes as described above;
- (ii) garages when they are not being used for habitation or for commercial or industrial purposes;
- (iii) temporary shelters and improvised housing units that are not occupied at the time of the census;
- (iv) buildings being demolished or awaiting demolition;
- (v) dilapidated buildings which are uninhabited and totally uninhabitable;
- (vi) embassy buildings except those where Mauritians are residing.

### 5.2.3 Enumeration and numbering of buildings

The enumeration of all buildings falling within the scope of the Census has to be done block by block within each EA, that is, you have to complete one block before starting with the next one. To identify a building uniquely it is necessary to assign a number to it. This number should indicate both the block identification number and the building itself. It will be remembered that the block number was made up of 2 digits (section 4.6.3). As regards buildings, most blocks will contain from 30 to 50 of them, but it is possible for some blocks to have up to 200. Hence a three digits code has to be used for identifying buildings. Thus the first building of the first block in a given EA will have number 01/001, the second building will have number 01/002 and so on. Similarly 04/001 identifies the first building of block number 04 and 04/010 identifies the tenth building of the same block. The first two digits identify the block and the last three identify the building.

Assign a number to each building falling within the scope of the census starting with the first building in the block you are enumerating. Proceed in a logical order bearing in mind the instructions as regards the designated starting point (section 4.6.4) and the path of travel (section 4.6.5). Obtain the permission of the respondent before numbering a building. Write the number in blue with the lumber crayon provided, high enough to avoid erasing by children, and in a conspicuous place in order that it may be spotted easily by the Supervisor for control purposes, and also by the Enumerator for the Population Census enumeration. Take care to write the number neatly so as not to irritate the occupants of the building. It is important that you write the whole five-digit

number, with a slash separating the block number from the building number, in order to distinguish the census enumeration number from numbers that may have been written on the building or the fence by other authorities. Ask the occupants not to erase the number before August 1990.

Remember that kitchens, bathrooms, toilets and garages are not to be numbered as separate buildings; they should be accounted for as facilities available to the housing unit.

Although you will have to number all buildings falling within the scope of the census, it will not be possible to show the position of these buildings on your EA map. However, you should indicate on the map the position and number of the first building in each block, the direction of travel, the position and number of the last building, and the position and number of any out-of-the-way or strategically placed building.

The recording of the block number and the building number in the enumeration book is explained later. (Section 6.3.1)

#### 5.2.4 Enumeration and numbering of communal, institutional and industrial buildings

(i) At times you will come across a household occupying two or more buildings. For instance, a household may occupy two housing units each of which is in a separate building; or a household may occupy a housing unit in one building plus a separate detached room. In such cases a distinct serial number must be given to each building. Thus in the example where a household occupies a housing unit plus a detached room, the building in which the housing unit is located could have the number 01/125 whilst the detached room would be numbered 01/126 (see Appendix G2). However, you will remember that if facilities usually provided by a housing unit are located in two or more detached structures, as when a kitchen is in a separate structure and a toilet in another, then such structures are not to be numbered. (See Appendix G1).

(ii) For institutions, industrial establishments and public buildings, give a building number to the main building, and the same number with a numerical subscript to the other buildings, if any. For example if there are three buildings and the main building has number 01/005, then the other two would be numbered 01/005 (1) and 01/005 (2) respectively. No census form will be filled in for the buildings numbered with a subscript.

(iii) As regards hotels, give a building number to the main building only. Do not number the other buildings which are used for occupation by hotel guests.

(iv) If a building is used partly as a hotel or boarding house or institution on the one hand and partly for residential purposes by private households or for commercial and other non-residential purposes on the other, then two building numbers should be given to the building. One number will be for that part which is used as a hotel boarding house or institution. The second number will be for the rest of the building which can be wholly residential, wholly non-residential or partly residential and partly non-residential. This is a rare complicated case which will be made clearer by studying the example in Appendix G10 after going through the notes on type of building given in the next section.

The procedure of giving two numbers to one and the same building is inconsistent with the definition of building, but it has to be adopted on the field to ensure that persons in hotels, boarding houses and institutions are not only counted, but are counted separately from persons in private households.

It is to be noted that any building on the grounds of hotels, institutions, industrial and public establishments, which is partly or wholly used as place of residence for a private household (such as that of a watchman, an employee or a director), should be numbered and enumerated separately (see the cook's housing unit in Appendix G9).

#### 5.2.5 Classification of buildings by type

For the purpose of the Housing Census, buildings have been divided into seventeen types grouped under five broad headings. These are described below.

##### (a) Building under construction and not inhabited

It is clear which buildings fall in this category, but please note that buildings still under construction but which are already occupied, are classified under the appropriate wholly residential or partly residential types.

##### (b) Wholly residential building

(i) Building used wholly as one housing unit. A large majority of residential buildings in Mauritius is of this type.

(ii) Building containing more than one housing unit. A building should be included in this category only if it is wholly residential, otherwise it should be considered as partly residential and classified under (v) below. Since wholly residential buildings containing more than one housing unit may be of different kinds, the following distinctions will have to be made :

- Blocks of flats, semi-detached houses, etc.
- Buildings intended to be used as one housing unit but crudely subdivided into smaller housing units. It is common practice to subdivide a building originally intended for habitation by one household into smaller housing units. Such divisions are sometimes effected by inadequate conversions, the most rudimentary being simply the locking of doors between adjacent rooms.
- Other wholly residential buildings containing more than one housing unit. This type will include mainly buildings containing one or more housing units plus one or more rooms occupied by members of a household living in another building (See Appendix G6).

(iii) Detached room intended for use by part of a household.

This is a separate building consisting of one or more rooms, but without cooking facilities, which is used, or intended to be used by one or more members of a household living in another building. However, a detached room which is not used by part of the household, but is occupied by other persons (such as a watchman), should be considered as a building used wholly as one housing unit and included under b(i) above. Please note again that bathrooms, kitchens, garages and stores are not considered as detached rooms and are not to be enumerated as separate buildings.

(iv) Building or structure occupied as improvised housing unit.

This is either an independent makeshift shelter built without any predetermined plan for the purpose of habitation, or a structure that has not been built or converted for human habitation, but is used for that purpose at the Census (e.g. longère, garage, tent). Note that such improvised housing units are enumerated only if there are people living in them at the time of the Census.

You should include in this category any place, e.g. a shop verandah, where a homeless person may be spending his nights, although such a place is not strictly a building or structure. However, the place should be described, e.g. "shop verandah used for sleeping by beggar".

(c) Partly residential building

- (v) Building used partly for residential and partly for other purposes. This category consists of buildings having housing units as well as commercial, industrial or other non-residential quarters. Examples are shop-dwellings and blocks of flats with commercial establishments on the ground floor.

A building designed to be used wholly as a housing unit should be considered as wholly residential even if a room is subsequently used, by members of the resident household, for professional or "informal" economic activities, such as private tuition, consultation, and sewing for remuneration.

(d) Hotels and institutions

- (vi) Hotel or boarding house with 9 or more rooms for guests;
- (vii) Hotel or boarding house with less than 9 rooms.
- (viii) Institution. This category includes all buildings used as convents, infirmaries, orphanages, hospitals, clinics, old people's homes, prisons, barracks and the like.

Please remember the special instructions given above (Section 5.2.4) for numbering institutional and hotel buildings. Note also that a housing unit (intended for hotel or institution staff) should be numbered and enumerated separately, whether or not it is within the same building as the hotel or institution; such a housing unit should be included in category b (i), that is, building used wholly as one housing unit. (See Appendix G9).

(e) Non-residential building

- (ix) Public building. This category includes all buildings, whether owned by the public or the private sector, which are used entirely (and not partly) by Central and Local Government, semi-Governmental bodies, and public corporations, for general administrative purposes and for the provision of social services (except institutions), or for general repair work. Examples are District Court buildings, markets, town halls, community and social welfare centres, maternity and child welfare centres, police stations, water-works offices, experimental stations, museums, public places of worship. All school and college buildings (excluding privately owned preprimary schools) are to be considered public, whether they are Government owned or not.

Buildings containing publically owned and controlled enterprises are also to be classified as public. A list of such enterprises is given below :

Air Mauritius  
Agricultural Marketing Board  
Bank of Mauritius  
Belle Rive Tea Factory  
Cargo Handling Corporation  
Central Electricity Board  
Central Housing Authority  
Central Water Authority  
Development Bank of Mauritius  
Development Works Corporation  
Dubreuil Tea Factory  
Irrigation Authority  
La Chartreuse Tea Factory  
Mahatma Gandhi Institute  
Mauritius Broadcasting Corporation  
Mauritius College of the Air  
Mauritius Co-operative Central Bank  
Mauritius Examinations Syndicate  
Mauritius Export Development & Investment  
Authority (Media)  
Mauritius Housing Corporation  
Mauritius Institute of Education  
Mauritius Marine Authority  
Mauritius Meat Authority  
Mauritius Shipping Corporation  
Mauritius Sugar Authority  
Mauritius Sugar Bulk Terminal Corporation  
Mauritius Sugar Industry Research Institute  
Mauritius Tea Factories Co. Ltd  
Mauritius Telecommunication Services

National Transport Corporation  
Nouvelle France Tea Estate  
Outer Island Development Corporation  
Overseas Telecommunication Services  
Private Secondary Schools Authority  
Rose Belle Sugar Estate  
State Commercial Bank  
State Informatics Ltd  
State Insurance Corporation of Mauritius  
State Finance Corporation Ltd  
State Investment Corporation  
Stock Exchange Commission  
Sugar Industry Development Fund  
State Trading Corporation  
Sugar Industry Labour Welfare Fund  
Sugar Insurance Fund Board  
Sugar Planters Mechanical Pool Corporation  
Tea Board  
Tea Development Authority  
Tobacco Board  
Town and Country Planning Board  
University of Mauritius  
Widows' and Children Pension Scheme Board

It must be stressed that buildings are considered public only if they are entirely used for the purposes described in the last two paragraphs. If any of the buildings is used for residential purposes as well then the appropriate procedures described earlier should be used to determine the type of the building. Note also that Government buildings used exclusively as residential quarters, e.g. police flats, are to be considered as residential buildings.

- (x) Commercial building. A building is commercial if it is used entirely for commercial purposes, or if it is used mainly for commercial and partly for industrial or other non-residential purposes. Commerce means wholesale and retail trade such as is carried on in shops, drug-stores, tea shops, restaurants, tobacconist shops, hardware shops, etc. However markets as well as buildings occupied entirely by Government enterprises should be classified as public.
- (xi) Industrial building. A building is industrial if it is used entirely for industrial purposes, or if it is used mainly for industrial and partly for commercial or other non-residential purposes. Industrial activities are those that are carried out, for example, in textiles and garments, factories, tailors' and shoemakers' workshops, tea and sugar factories, breweries, bakeries, tinsmiths' and blacksmiths' workshops, cabinet makers' workshops, workshops for making ships' models, handicrafts workshops, etc. Repair workshops will go under category "Other" described below. Note again that buildings occupied by Government enterprises are classified as public.
- (xii) Commercial and industrial. In this category are included buildings which are used equally for commercial and industrial purposes either by the same establishment or by different establishments. Examples are a bakery where cakes are made and sold, or a shirt maker's workshop where shirts are manufactured and sold, or a building containing several establishments, some of which are engaged in commercial (selling) and others in industrial (manufacturing) activities. The proviso is that again no part of the building should be used for residential purposes.
- (xiii) Warehouse. For the purpose of the Census a warehouse is defined as a building used solely for the storage of goods by wholesalers. Dock and harbour buildings do not fall in this category and should be classified in the category "Other" described below. Note however that buildings for Government stores should be classified under "Public building".
- (xiv) Other non-residential building. This category includes all buildings falling within the scope of the Census, but which do not belong to any of the categories mentioned above. In particular, all buildings used entirely by the services sectors should be included here : for example, cinemas,



banks, beauty parlours, barbers' shops, attorneys' and solicitors' offices, accountants' offices, doctors' and dentists' surgeries, dry cleaning establishments and repair workshops. Pre-primary private establishments are also classified in this category. Please note that you have to give a full description of any building reported as "Other", and therefore if you have doubts about the classification of any building, you can enter it in this category with the appropriate description.

#### 5.2.6 Characteristics of residential and partly residential buildings

- (i) Storeys above ground floor. This is the number of floors above the ground floor. However, an attic is not counted as a storey even if it is occupied.
- (ii) Year of completion. The year or period of completion refers to the age of buildings in which housing units are located. The exact year may not be known to the occupants, especially if they are renting accommodation in relatively old buildings, but extensive probing should be resorted to in order to arrive at an estimate of the period of completion.

To facilitate probing, the periods that have been chosen for reporting year of completion of the older buildings relate to years when violent cyclones have visited the Island of Mauritius. For instance "Before 1960" is before Carol, 1960-74 is between Carol and Gervaise, 1975-79 is between Gervaise and Claudette. If the period of completion cannot be estimated even after probing, then, as a last resort, report "Not known".

Buildings which are still under construction but are inhabited after the occupants have made makeshift arrangements, should be reported separately as "Not completed but inhabited". However, if part of a building, such as the ground floor, is completed and inhabited, the year of completion of this part should be reported, even if additions or improvements are in progress.

In cases where parts of buildings have been constructed at different times, the period of completion should refer to the major part.

- (iii) Principal material of construction used. The material of construction relates to the permanency and durability of the building. Information is to be recorded separately for the roof and walls. If more than one material is used, the predominant material should be reported, or the material used for the major part of the roof or walls.

### 5.3 Housing units

#### 5.3.1 Definition of housing unit

A housing unit is a separate and independent place of abode intended for habitation by one household, or one not intended for habitation, but occupied for living purposes by a household at the time of the Census. Thus a housing unit may be :

- (i) an occupied or vacant place of abode;
- (ii) an improvised structure which is occupied for living purposes at the time of the Census;
- (iii) any other place, not intended for habitation, but occupied for living purposes at the time of the Census.

Although intended for one household, a housing unit may be occupied by more than one household or by part of a household.

It is stressed again (as was done in Section 5.2.4) that housing units on the grounds or within the buildings housing institutions, hotels, industrial and public establishments should be identified separately. Thus, a separate and independent self-contained apartment in a hotel building should be counted as a housing unit if it is used for habitation by the manager.

#### 5.3.2 Separateness and independence

It will be noted that the attributes of separateness and independence are essential for a housing unit to be considered as such. These concepts are defined as follows :

- (i) Separate. An enclosure may be considered as separate if surrounded by walls, fences, etc., and covered by a roof, so that a person or a group of persons can isolate themselves from other persons in the community for the purposes of sleeping, preparing and taking their meals or protecting themselves from the hazards of climate and environment.
- (ii) Independent. An enclosure such as the above may be considered as independent when it has direct access from the street or from a public or communal staircase, passage, gallery or grounds, that is, when the occupants can come in or go out of their living quarters without passing through anybody else's premises.

### 5.3.3 Census coverage of housing units

For the purposes of the Census the term housing unit refers to all places of abode, whether they are the standard houses, flats and apartments, or improvised and makeshift shelters. Census coverage extends to all housing units. However, improvised structures are to be included only if they are occupied at the time of the Census, whereas the conventional places of abode are to be covered whether they are occupied or vacant.

### 5.3.4 Characteristics of housing units

(i) Ownership. This refers to the type of ownership of the housing unit itself, and not to the building or the land where the housing unit may be located. Two types of ownership are distinguished :

(a) Private. This category includes all housing units which are owned by the private sector (households, private corporations, co-operatives, etc). It does not matter whether the housing units have been fully paid for, are mortgaged, or are being purchased in instalments from a municipality, or a private or public corporation.

(b) Public. Housing units owned by Central or Local Government and public corporations fall in this category. (Public corporations are listed in Section 5.2.5). Some organisations (e.g. Central Housing Authority, Mauritius Housing Corporation, Municipal Councils) offer housing units for rent as well as for sale on a hire purchase basis. Probing is necessary to establish whether a given housing unit is being rented or purchased in instalments. If it is being purchased in instalments, then the ownership is private, whatever the organisation from which it is being purchased.

(ii) Occupancy. A housing unit may be either occupied or vacant at the time it is visited by the CE. If it is occupied it is necessary to check whether it is occupied as a principal residence or a secondary residence.

(a) Principal residence. An occupied housing unit is considered as a principal residence when it is the main place of abode of its occupants. Hence if a bungalow ("campement") is occupied all year round by its owner or by a tenant it should be considered as a principal residence.

- (b) Secondary residence. An occupied housing unit is considered as a secondary residence if the occupants have a principal residence elsewhere.

If a housing unit is vacant then it may be difficult to obtain detailed information on its occupancy status. However, as much information as possible should be obtained from watchmen, if any, and from neighbours. There may also be "for sale" or "for rent" signs posted on or near the dwelling to indicate the type of vacancy. Vacant housing units have to be classified according to whether they are for rent, for sale, provided by employer, or under repairs. If none of these apply then the reason of vacancy should be ascertained and specified in a separate residual category.

It must be noted that an apparently unoccupied housing unit may not necessarily be vacant. If the occupants are temporarily absent, then the housing unit is to be considered as occupied. Furthermore, if it is the main place of abode of the temporarily absent occupants, then it is to be reported under "principal residence". If, however, the housing unit is not used as a main place of abode, as for example in the case of a seaside bungalow ("campement"), then some caution has to be exercised before reporting it as a secondary residence : if a vacant housing unit is kept for seasonal occupation exclusively by members of the owner's household and their friends and relatives (i.e. if it is not available for rent or for sale), then it should be reported as a secondary residence; otherwise, the housing unit should be considered as vacant, and the reason for vacancy should be investigated and reported.

It should also be remembered that temporary shelters, improvised housing units and buildings awaiting demolition are to be enumerated only when occupied. Hence the question of vacancy does not arise in their case.

#### 5.3.5 Facilities available in housing units

- (i) Water supply. The question on water supply allows us to know whether there is a piped water installation inside the housing unit. If there is no such installation, then it is important to know if the housing unit has access to piped water on the premises or from a public fountain. If the housing unit does not have access to piped water then the source of water has to be spelled out (tank-wagon, well, river or other specified source).

Piped water means water conveyed under pressure in galvanized iron pipes which are usually fixed. An installation by which water is brought inside a housing unit by means of a plastic or rubber hose should not be considered as "piped water inside housing unit".

- (ii) Electricity. Availability of electricity within the housing unit, as distinct from the building, needs to be ascertained.
- (iii) Toilet facilities. These are installations for the disposal of human excreta. They fall into the following categories :
  - (a) Flush toilet. This is a toilet connected to a piped water system for direct flushing away of the wastes. Flush toilets connected to the sewerage system are reported separately from flush toilets connected to an absorption pit or septic tank.
  - (b) Pit latrine. This is an installation built on a pit. It may be of the "water seal" type or a simple slab with a hole. The "water seal" type is equipped with a receptacle having a water trap similar to the one used for a conventional flush toilet, but without a flushing device.
  - (c) Pail. This toilet facility consists of a receptacle which is removed periodically by a scavenging service.
  - (d) None. This implies that the housing unit has no toilet facilities of any kind for its occupants. However, before reporting a housing unit as having no toilet, make sure that it is not sharing a toilet with another housing unit (see Section 5.3.6)
- (iv) Bathing facilities. A bathroom is a separate enclosed space where an individual can have a bath or shower in complete privacy. Such a space may be located either inside or outside the housing unit, and in each case it may or may not have running water (i.e. a fixed piped installation). If water is brought into the bathroom in a pail or by means of a hose, then the bathroom is not considered as having running water.

If a bath and a shower installation are in the same enclosed space, then the housing unit is considered as having both facilities.

- (v) Cooking facilities. Information is required on whether the housing unit has a kitchen or not, and if it has, whether the kitchen is inside the housing unit, or located outside in a separate detached structure.

A kitchen is defined as an enclosed space covered by a roof and used solely for cooking purposes, or for cooking and eating ("office-cuisine"). A kitchen may sometimes be of an improvised nature, but should be considered adequate when the user can stand comfortably within its walls and when it is covered by a roof.

- (vi) Refuse disposal facilities. The information needed is on the means of refuse disposal available to, or used by, the occupants of the housing unit. It is important to know how the refuse is finally disposed of by the occupants. For example, all the kitchen refuse may be kept in a covered bin in the kitchen but then dumped on the roadside at some later point. In such a case the refuse should be reported as being "dumped on the roadside" and not kept in a "receptacle with cover".

If different ways are used for disposal of garden rubbish and kitchen refuse, information should be sought on disposal of kitchen refuse. For instance if garden rubbish is burnt in an ash pit whilst kitchen refuse is dumped in the backyard, it is the latter method which should be reported. When several methods are used for disposal of kitchen refuse, the method employed most frequently is to be indicated.

When strong sealed plastic bags are used for disposal of refuse until collection by some organized body, then the category "Receptacle with cover" should be indicated.

#### 5.3.6 Sharing of facilities by housing units

Some of the facilities (toilet, bathing and cooking) described above may not be available for the exclusive use of the occupants of a housing unit. It is therefore important, in such cases, to investigate whether each of the facilities is for the exclusive use of the occupants of the housing unit being enumerated, or whether it is being shared with the occupants of another housing unit.

It must be noted that all the facilities, except those for refuse disposal, refer to the housing unit, and not to the occupants, although it is the occupants of the housing unit who use the facilities. It follows that if two households are living in one and the same housing unit, the facilities of that housing unit are not to be reported as shared (unless the occupants of another housing unit are also using the same facilities).

It also follows that even if a housing unit is not occupied at the time of the census visit, attempts should still be made to obtain information on the facilities available.

## 5.4 Households

### 5.4.1 Definition of household

The concept of household is based on the arrangements made by persons, individually or in groups, for providing themselves with food or other essentials for living. A household may be either

- (a) a one-person household, that is, a person who makes provision for his own food or other essentials for living without combining with any other person to form part of a multiperson household; or
- (b) a multiperson household, that is, a group of two or more persons living together who make common provision for food or other essentials for living. The persons in the group may pool their incomes and have a common budget to a greater or lesser extent; they may be related or unrelated persons or a combination of both.

It follows from the definition that two families living in one housing unit constitute one household if they have common house-keeping arrangements; otherwise they should be considered as separate households. The extent of common housekeeping may vary from one case to the other, but if there is any arrangement to share at least one meal a day, consider all the persons concerned as constituting one household.

Most households are of the type which occupy one housing unit or, in some cases, part of a housing unit or more than one housing unit. Such households will be called private households to distinguish them from inmates of institutions, who will be referred to as institutional households, and also from guests in hotels and boarding houses who will be referred to as hotel populations.

### 5.4.2 Census coverage of households

The Census will cover all households and persons except members of the Diplomatic Corps. This implies that both private and institutional households will be included, as well as guests in hotels and boarding houses irrespective of their nationality.

### 5.4.3 Household type

The term household type as used in the Housing Census questionnaire is not strictly a concept to be defined in terms of the inter-relationships between household members. It is used merely to categorize the Housing Census data on households and housing units in such a way as to ensure a proper and complete enumeration of all persons at the Population Census. The aim is to prepare a Population Census questionnaire, not only for each and every private and institutional household identified at the Housing Census, but also for all

vacant housing units and buildings under construction which could be occupied at the Population Census.

The following different categories are therefore recognized :

- (i) Single. A household is considered as single when all its members occupy a single housing unit in one and the same building.
- (ii) Combined. When a household occupies two (or more) buildings, that is when some members of the household occupy a housing unit in a main building whilst one or more members occupy another building or buildings, then the term "combined" is used to describe the household type for the housing unit in the main building. The main building is not necessarily the bigger building : it is the one where the household carries most of its activities, and in particular where meals are taken in common. The other building(s) can be either detached room(s) or buildings containing housing units. (See Appendices G2 - G6).
- (iii) Part of household. This term is used to describe the household type for the detached room(s) or the secondary building(s) in (ii) above.
- (iv) Institutional. The term institutional household includes all the inmates of an institution such as a hospital, convent, infirmary, orphanage, prison, etc. It excludes staff members and their households who may be residing on the premises: these should be enumerated separately as private households.
- (v) Hotel population. This refers to all guests in a hotel or boarding house. It excludes any hotel employees or managers and their households who may be residing on the premises.
- (vi) Vacant. This term is used to describe all habitable housing units which are not occupied at the Housing Census enumeration. It is also used for occupied secondary residences so that an address slip (without the name of head of household) can be prepared for such residences, which may be occupied by a different household at the time of the Population Census.
- (vii) Under construction applies to housing units which are under construction and not occupied.



#### 5.4.4 Head of Household

The head of a household is any adult member, whether male or female, who is acknowledged as head by the other members of the household. Although there is no need to identify a head of household for inmates of institutions and hotel residents, the person in charge should be considered as head for the purpose of supplying the census information.

#### 5.4.5 Household members

It will be clear from the definition in Section 5.4.1 that the total number of persons in a private household is either one for one-person households, or the total number of persons who are living together and making common provisions for food or other essentials for living.

An institutional household consists of all the persons who are inmates of an institution, whilst the population of an hotel or boarding house consists of all the guests of the hotel or boarding house.

#### 5.4.6 Living conditions of households

- (i) Tenure. Tenure refers to the arrangements under which a household occupies its housing unit. The information is needed for private households occupying their principal residence only. The categories defined are as follows :
  - (a) Owner : When a member of the household owns the housing unit occupied, even if it being purchased in instalments and is not completely paid for.
  - (b) Tenant : When the household rents the housing unit as the main tenant.
  - (c) Sub-tenant : When the household rents the housing unit it occupies from another occupant who is the main tenant or owner occupant.
  - (d) Free : When the household does not own the housing unit it occupies and yet does not pay any rent at all. Such free housing may be provided by the employer of a member of the household, by a relative or other person who do not form part of the household occupying the free accommodation.

However, if a member of the household receives a house allowance from his employer to cover part or the whole of the rent, the household is considered to be paying for the housing unit, and should be classified as a tenant or subtenant as the case may be.

- (e) Other : When the household occupies its place of abode under some form of tenure other than the four described above; in this case the form of tenure has to be specified.

It will be noted from the above definitions that the concept of tenure is related to the household, and not the housing unit. The question has to be asked of all households; otherwise there is a danger that it may be omitted in cases where more than one household occupies a single housing unit.

- (ii) Number of rooms occupied. A room is defined as a space in a housing unit enclosed by walls reaching from the floor to the ceiling or roof covering or at least to a height of two metres, and of a size large enough to hold a bed for an adult, that is at least four square metres. A room which has been partitioned by means of curtains or pieces of furniture should be counted as a single room.

Two categories of rooms need to be distinguished.

- (a) Rooms for living purposes. The rooms occupied by a household for living purposes include rooms used or intended for living purposes, that is, bedrooms, dining-rooms, living rooms, studies, habitable attics, and closed verandahs. Kitchens are also to be counted as rooms for living purposes if they satisfy the definition of a room (walls at least 2 metres high and size at least 4 square metres). The following are not to be considered as rooms : open verandahs, corridors, lobbies (vestibules), bathrooms, toilets, stores and garages not used for living purposes.
- (b) Rooms used for business or profession. These are rooms which are used exclusively for business or professional purposes. If a room is used partly for living and partly for business or profession, it should be considered as a room for living purposes.

- (iii) Monthly rent. Rent is the amount paid periodically for the space occupied by a household. For the purposes of the Census the monthly equivalent of the rent is to be reported, whatever be the interval at which the rent is payable. It is to be noted that the information required is the rent paid by individual households for the space they occupy. This implies that if a space is shared by two households then the rent paid by each household is to be reported separately.

- (iv) Fuel used for cooking. Information is required on the type of fuel used for the preparation of meals by each household. This could be wood, charcoal, kerosene, electricity, gas, or some other material which needs to be specified. If more than one fuel is used by the same household then the one used most often is to be reported.

## 5.5 Establishments

### 5.5.1 Definition of establishment

For the purposes of the Census, an establishment is defined as a place of work situated in a permanent or semi-permanent structure where an activity is carried out to produce or distribute goods and services.

If part of a housing unit is used for formal industrial or commercial activity (shop, video rental, tobacconist, etc) then that part should be considered as an establishment. If part of a housing unit is used for a professional or 'informal' economic activity such as private tuition, consultation, sewing for remuneration, etc), then the activity is to be reported upon as if it were being carried out in an establishment, even though the building containing the housing unit has been reported as wholly residential. Similarly, if an economic activity is carried out in the yards of a permanent structure such as a housing unit (e.g. car repairing, stone cutting, handi-crafts, fruits and vegetables selling) then such activity has to be reported upon even if it is not located inside a permanent or semi-permanent structure.

However, mobile street vendors and street vendors selling goods on pavements or alongside streets should not be considered as establishments. Markets, which are public buildings, should also not be considered as establishments for the purposes of the Census.

### 5.5.2 Census coverage of establishments

All non-agricultural private establishments will be covered, including hotels and boarding houses as well as establishments engaged in small crafts.

### 5.5.3 Activity of establishment

This is a description of the work or business being done or the services being offered by the establishment. If more than one activity is being carried out then the main one should be given.

For example if making shoes is the main activity of an establishment which also repairs shoes as a secondary activity, then manufacture of shoes should be reported.

The nature of work being done needs to be described precisely. Vague terms such as repair work, commerce, textiles, etc. should not be used. They should be replaced by precise terms such as motor car repairs, radio and television repairs; retail shop, restaurant, tobacconist; manufacture of cotton yarn, dyeing of cloth, manufacture of garments, etc.

#### 5.5.4 Persons engaged

The information required is whether the establishment engages less than 10 persons or 10 persons and above. When deciding in which category to classify an establishment, all persons engaged in it have to be considered. These include, not only full-time employees, but also working proprietors, unpaid family workers, paid and unpaid apprentices, as well as full-time employees who are temporarily absent from work because of sickness, accident, holiday or strike.

## 6. COMPLETION OF CENSUS QUESTIONNAIRE

### 6.1 Introduction

The census questionnaires are presented in books of 25 schedules each. A red ball-point pen, which you have to purchase yourself, has to be used for recording information on both the enumeration book cover and the census schedules.

Where boxes are provided for the insertion of codes the latter should be written neatly and legibly inside the appropriate boxes, and not written across the boxes. Note that only one digit must be entered in one box.

Where boxes are provided with numerical codes near them, mark a cross in the box against the code which is applicable. In marking boxes draw strong diagonal lines from corner to corner, thus X. If you wrongly mark a box by mistake, simply shade the whole box with your pen and then mark a cross in the appropriate box. When the answer to a question does not fall in any of the categories listed on the schedule, write the answer on the dotted line marked 'Other: Specify' and put a cross in the box against it.

If you come across a rare case which is not covered by the provisions on the questionnaire or in the instructions, give all details in the margins of the questionnaire, and not in spaces reserved for codes, names and addresses.

When names and addresses have to be written, the instructions on the questionnaire should be followed carefully, since the information will be printed by computer on address slips which will later appear on the Population Census questionnaires.

Also follow the instructions indicating which parts of the questionnaire have to be filled in certain cases and which parts have to be skipped. Do not forget to make an entry whenever it is necessary and correct any double entries you may have made. Questionnaires which are incompletely filled in, or which contain inconsistencies or double entries will be returned to you for correction.

If you spoil a questionnaire or if you come across a damaged one, write CANCELLED across it and move to the next. However, any unused schedules in a book should be left as they are: do not write anything across them and do not tear them off.

### 6.2 The enumeration book cover

#### 6.2.1 Location characteristics of EA

The location characteristics of the EA have to be entered on the book cover before you start entering data in the book. The location codes for Geographical District (1 digit), the Municipal or Village Council Area (2 digits), the Enumeration Area within a MVCA (2 digits), the Urban/Rural identification (1 digit), and the Census District (2 digits) all appear on your individual EA map. Insert the codes in the boxes provided. Also write the name of the Geographical District and the Municipal Ward or Village Council Area using abbreviations if necessary.

### 6.2.2 Book number and number of books for EA

Number the books for every EA in the sequence you use them, starting with number 1 for each new EA. After completing an EA insert the total number of books used for that EA as well. Thus if 3 books are used for an EA, the entries on the three consecutive books should be 'Book number 1 of 3 used for above EA', 'Book number 2 of 3 used for above EA', and 'Book number 3 of 3 used for above EA'.

### 6.2.3 Control counts

(i) Valid schedules. Count the number of valid schedules used in each book and write it on the cover at the appropriate place. Spoilt and cancelled schedules as well as any unused ones are not to be counted.

(ii) Housing units, households and persons. Count the number of housing units (not buildings), households and persons enumerated in each book and write the figures at the appropriate place on the cover. Note that there can be more than one housing unit in a building and more than one household in a housing unit.

(iii) Name of Chief Enumerator. Write your first name and then your surname in full in the space provided.

## 6.3 The census questionnaire

The census questionnaire has been designed to record information on one building, one housing unit, within that building, up to three households within that housing unit, and one establishment. It has six sections:

- I. Location of building
- II. Type of building
- III. Characteristics of building
- IV. Characteristics of housing unit
- V. Households
- VI. Establishments

### 6.3.1 Location (Section I of questionnaire)

(i) C01-C05 : Geographical characteristics. The first five items (C01 to C05) of the section on Location are the same as those on the book cover. These items uniquely identify an EA, and since all information in one book is for one and the same EA, do not enter the codes on each individual questionnaire in the book, but make sure you have entered them on the book cover. Hence the boxes for items C01 to C05 should be left empty.

- (ii) C06 : Locality. Write on the dotted line the name of the locality being enumerated. There is no legal boundary for localities, and whenever in doubt, you must enquire from the inhabitants of the area. Note that a locality may fall in two districts, or in two Village Council Areas, or partly in a Council Area and partly outside, or entirely outside a Municipal or Village Council Area. Nothing should be written in the boxes against this item : the locality code will be inserted in the office.
- (iii) C07 : Block No. This is the 2-digit number you have ascribed to the particular block of the EA in which you are working (see section 4.6.3). Write this number in the boxes provided.
- (iv) C08 : Building Enumeration No. Write in the boxes the 3-digit number you have assigned to the building (see section 5.2.3). Please note that the Block No. and the Building No. are entered separately on the questionnaire, although on the building you separate them by a slash. Remember that for institutions, establishments and public buildings, only the main building is enumerated (section 5.2.4), and that no questionnaires should be filled in for the other buildings numbered with a subscript. However, in such cases write the building numbers on the dotted line against C08, thus [125,125(1)-125(4)], and insert only the number for the main building (namely, 125) in the boxes.
- (v) C09 : No. of housing units in building. This information should be entered in the boxes provided after all housing units in the building have been enumerated. Two-digit numbers should be used, so that if there is only one housing unit in the building the entry will be 01.

If the building has no housing unit, or if it is under construction and not inhabited, enter 00 in the boxes, and write a brief description of the building on the dotted line, eg. school, detached room, tailor's shop, under construction.

If there are more than 99 housing units in one building, consult your supervisor.

#### 6.3.2 Type of building (section II of questionnaire)

C10 : Type of building. Put a cross in one of the boxes as appropriate (see section 5.2.5). Whenever instructions are given on the questionnaire to skip some sections, draw a line across those sections which are skipped. Note in particular that for a public building we stop at C10 so that section III and the whole of the second page have to be crossed.

### 6.3.3 Characteristics of building (section III of questionnaire)

This section must be filled in only for wholly and partly residential buildings (i.e. types 02-08). It does not apply to buildings under construction which are not inhabited, to hotels, institutions and wholly non-residential buildings.

Remember that in the rare cases where you have given two building numbers to a building, you must fill in this section for the "building" which is residential or partly residential. (See section 5.2.4 and Appendices G9 and G10).

- (i) C11 : Storeys above ground floor. Write the number in the box. If there are no storeys above the ground floor, write 0 in the box, do not leave it blank. Write 9 if the building has 9 storeys, and also if it has more than 9 storeys: the code 9 will stand for "9 or more". Remember that an attic is not a storey, even if it is occupied.
- (ii) C12 : Year of completion. Put a cross in the box that is applicable. Refer to section 5.2.6(ii) when there is difficulty in obtaining the information, or when dealing with occupied buildings which are still under construction as well as those that have been constructed in stages.
- (iii) C13-C14 : Principal material of construction for roof and walls. Put a cross in the appropriate box for roof, and another cross in that for walls. Specify the material when box 4 is crossed (see section 5.2.6(iii) ).

### 6.3.4 Housing units (section IV of questionnaire)

This section applies to wholly and partly residential buildings except detached rooms, that is, it applies to building types 02-05, 07 and 08.

- (i) C15 : Serial No. of housing unit. Using 2 digits, insert in the boxes provided the serial number of the housing unit under consideration.
- (ii) HU1 : Ownership. Put a cross in appropriate box after referring to section 5.3.4(i).
- (iii) HU2 : Occupancy. This question may be a little difficult to answer at times, and in these cases, you should carefully study section 5.3.4(ii) before putting a cross in the relevant box. In brief, if the housing unit is the main place of abode of its occupants, put a cross in box 1. If the current occupants of a housing have a principal residence elsewhere then mark box 2. You should also mark box 2 in the case of a vacant housing unit which is kept for seasonal occupation exclusively by the owner's family, friends and relatives. For other vacant units put a cross in the appropriate box to indicate the type of vacancy.



- (iv) HU3 : Water supply. Refer to section 5.3.5(i), if necessary, to identify the box to be marked. If several alternatives are available to the housing unit, indicate the best source.
- (v) HU4 : Electricity. Since electricity is available almost everywhere check carefully before putting a cross in box 2 (Not available).
- (vi) HU5 : Toilet facilities. Refer to section 5.3.5(iii) for a description of the different types of toilets and to section 5.3.6 for an explanation of sharing of facilities by housing units. You should put a cross in only one of the ten boxes. If more than one type of toilet facility is available indicate the best one. Before marking box 0 (None) ensure that the housing unit is not sharing a toilet with another housing unit.
- (vii) HU6 : Bathing facilities. Put a cross in the appropriate box to indicate the type of bathing facilities available to the housing unit and whether or not it is shared with other housing units.
- (viii) HU7 : Kitchen. If unshared cooking facilities are available both inside and outside the housing unit, mark a cross in box 1 (inside, not shared)
- (ix) HU8 : Refuse disposal. Refer to explanations in section 5.3.5(vi) and indicate the method most frequently employed by occupants of the housing unit for the final disposal of kitchen refuse.

#### 6.3.5 Households (section V of questionnaire)

The information recorded in this section will provide the names and addresses of all heads of households, all hotels, boarding houses and institutions, as well as the addresses of all housing units that are vacant or under construction at the time of the Housing Census. This will enable the preparation of a Population Census questionnaire for every private and institutional household, every hotel population, and every housing unit which, although vacant or under construction at the Housing Census, could be occupied at the Population Census. The aim is to ensure that all persons in Mauritius are counted at the Population Census.

- (i) Household number. This number is used to identify each household separately when there are more than one in the same housing unit. If there is only one household in the housing unit, encircle the number 1 written in the column, and enter the data for the household in the spaces provided against number 1. Leave the spaces for household numbers 2 and 3 blank. If there are two households in the housing unit, encircle the number 1 and enter data for the first household against it; then encircle number 2 and enter the data for the second household against it. Leave the space for the third household blank. Proceed in a similar way if there are three households in the same housing unit. For the rare case where you have more than 3 households in the same housing unit refer to section 6.4.2

Although the "Household No." will most often identify private households, it should also be encircled when names and addresses relating to hotels, institutions, vacant housing units and buildings under construction have to be recorded (see below).

- (ii) Household type. It is important that you study section 5.4.3 carefully before entering the appropriate code for the household type. Very briefly:

Type 1 (single) applies when all members of a household occupy a single housing unit in the same building.

Type 2 (combined) refers to the household in a main building when some of its members are also occupying a secondary building.

Type 3 (part of a household) refers to the part of the household occupying a secondary building, such as a detached room.

Type 4 (institutional) includes all inmates of an institution.

Type 5 (hotel population) refers to all guests in a hotel or boarding house.

Type 6 (vacant) describes all habitable housing units which are not occupied; it also includes housing units reported as secondary residence under "Occupancy".

Type 7 (under construction) is to be coded only when the building under construction is not occupied.

- (iii) Name and address of head of household

- (a) Household types 1 (Single) and 2 (Combined). It is important that the name and address of the head of household be written neatly in block letters because they will be transcribed on to an address slip for the Population Census. The title, name (most common) and surname should be written in that order on line (a) of the appropriate space reserved for the household. The street number and the street name are inserted on line (b) whilst the locality, town or district are put on line (c). Only 30 positions have been provided on the computer for each line. Hence meaningful abbreviations (and not haphazard ones) should be used when writing names, surnames, and addresses when they are too long. Dots after titles should not be inserted for economy, but one space should always be left between two distinct words. Thus "MR. HENRI YEE AHON LI YIM TIN CHONG" which occupies 34 positions, can be meaningfully written "MR HENRI Y.A. LI YIM TIN CHONG" in 29 positions.

You should not use abbreviations for a name which can be written in the space provided; e.g. do not write "CPE" for "CUREPIPE".

- (b) Household type 3 (Part of household). Write "PART OF HOUSEHOLD" on line (a) and leave lines (b) and (c) blank. Also leave the rest of section V blank.
- (c) Type 4 (Institutional). Write the name of the institution on line (a) and the address on lines (b) and (c).
- (d) Type 5 (Hotel population). Write the name of the hotel on line (a) and the address on lines (b) and (c).
- (e) Type 6 (Vacant). Write 'VACANT' on line (a) and the address on lines (b) and (c). Leave the rest of section V blank.
- (f) Type 7 (Under construction). Write 'UNDER CONSTRUCTION' on line (a) and the address on lines (b) and (c). Leave the rest of section V blank.
- (iv) Number of persons. First ask for the total number of persons in the household, institution or hotel, and enter the figure in the first column. Then obtain the number of males and females separately and write the figures in the second and third columns respectively. Make sure that the number of males and females add up to the total.

If there are persons of one sex only in the household, hotel or institution, write 0 for the other sex; do not leave the column blank and do not use a dash (-).

The persons to be included for each different household type are as follows:

- (a) Type 1 (Single). Include all persons who usually form part of the household, even if they are temporarily absent from home, provided they are still in the country, e.g. persons in hospital, persons who reside on their site of work during week days but come home for week-ends, persons visiting relatives, children living with relatives on week-days and coming home at week-ends and during holidays. Exclude visitors and servants who do not usually form part of the household.
- (b) Type 2 (Combined). Enter all usual members of the household including those in the main building as well as those in the secondary building or detached room.
- (c) Type 3 (Part of household). Leave blank, since persons have to be included with Type 2 (Combined) in the main building.
- (d) Type 4 (Institutional). Give the number of inmates who are in the institution at the time you visit the institution. If exact figures are not readily available ask for approximate estimates by sex.

- (e) Type 5 (Hotel population). Give the number of guests in the hotel or boarding house at the time of your visit. If exact count is not readily available obtain approximate figures by sex.
- (f) Type 6 (Vacant). Leave blank.
- (g) Type 7 (Under construction). Leave blank.
- (v) Tenure. Insert the appropriate numerical code for tenure in the column. If the tenure code is 5 (other), specify the tenure at the bottom of section V, and not in the column reserved for the Tenure code. The question applies only to household types 1 and 2.
- (vi) Number of rooms for living purposes. Insert the rooms used by each household for living purposes (see section 5.4.6(ii)). If a housing unit is occupied by more than one household and some rooms are shared by the households, assign each shared room to that household with the largest number of persons using the room. Furthermore check that shared rooms are not counted by more than one household, by obtaining a direct count of all the rooms in the housing unit.

For buildings still under construction but occupied, report on the number of rooms occupied.

The question applies only to household types 1 and 2. But for type 2(Combined) include the rooms in any secondary building occupied by part of the household.

- (vii) Number of rooms for business or profession. Include in this category only those rooms used exclusively for business or professional purposes. If a room is used partly for living and partly for other purposes, count it in the number of rooms used for living purposes. Insert 0 (and not a dash) if no rooms are used for business or professional purposes.

Note that if a business or profession is being carried out in a housing unit or on its premises, then section VI-(Establishments) should be filled in, irrespective of whether a room is being used for that purpose or not.

- (viii) Monthly rent. This is the rent paid (to the nearest rupee) by a household which is renting the accommodation it occupies. If the rent is Rs 10,000 or above, write 9999. Insert a dash if the household does not pay rent.
- (ix) Principal fuel used for cooking. Insert the appropriate numerical code for the principal fuel used by each household in the housing unit. If the fuel used does not fall in the categories 1 to 5, insert 6 in the column, but indicate the fuel used on the dotted line near 'specify' at the bottom of section V.

### 6.3.6 Establishments (section VI of questionnaire)

This section is to be filled in for every establishment which falls within the scope of the census (see section 5.5.1).

- (i) Name and address of establishment. Allow 30 positions for each of the three lines reserved for name and address (and follow the same procedures as for head of household). Do not write anything in the 5 boxes against the line reserved for Locality/Town/District. They will be used in the office for inserting codes.

If the establishment has no name, write the name of the working proprietor/manager, but the address of the establishment. If an economic activity is carried out by a person in his house or on his premises, write the name and address of the person.

- (ii) Main activity. Follow the instructions in section 5.5.3 to state precisely the kind of work done by the establishment or the person. Do not write anything in the 3 boxes which are reserved for codes.
- (iii) Number of persons engaged. Put a cross in one of the two boxes as applicable. (See section 5.5.4)

## 6.4 Special cases

### 6.4.1 More than one housing unit in a building (Appendix G7)

On the first schedule enter the data relating to the building (sections I, II, III), as well as the information for the first housing unit (serial No.01) and the household(s) in it.

On the second schedule write 'DUPLICATE', or a huge D across the first page : the building characteristics are the same as for the previous schedule and will be duplicated by computer. On the second page **insert** 02 at C15 (Serial No. of housing unit) and enter the data for the second housing unit and any household(s) in it. Proceed in the same way for housing unit No. 03 if any, and continue until all housing units in the building are covered.

You may encounter some difficulty if you reach the last schedule in a book and the building you are enumerating still has one or more housing units to be completed. Suppose, for example, that you are working in Book No. 2 for an EA and that the last schedule is for the second housing unit in Building No. 035 which has three housing units. You should continue in Book No. 3 writing 'DUPLICATE' across the first page of the first schedule, and entering data for housing unit No. 03 on the back of the first schedule. However, apart from inserting 'DUPLICATE' across the first page write also at the top of the page, that this is housing unit No. 03 from Building No. 035 from Book No. 2. This example indicates the absolute necessity of properly filling in the book cover of each book that is used.

6.4.2 More than three households in a housing unit (very rare)

Enter information for the first three households together with that for the housing unit on a first schedule. And then in the margin under section V write "Household No. 4,5 ... on next schedule". On the next schedule enter the details for the remaining households in section V, but change the household number from 1 to 4; from 2 to 5; etc. Leave sections I, II, III and IV blank but do not cross them out.

6.4.3 Omission of buildings

It may happen that in spite of all your vigilance you miss a building, or your Supervisor comes across a building which you should have enumerated but haven't. You should proceed as explained below, bearing in mind that a set of books for an EA should not contain any information on a building from another EA. In all cases give explanations at the top of the questionnaires used to enumerate omitted buildings, housing units and households.

- (a) Block not completed. If you are still enumerating the block in which the omitted building is found, then complete the enumeration of the block. Note the position and number of the last building on your EA map. Give the next building number to the omitted building and show it also on your EA map. Enumerate the omitted building and all housing units, households and establishments in it in your book just after the last building. However, indicate on top of the questionnaire, where it should have been, e.g. "Missed between Building Nos. 13 and 14 in same block".

Make cross references on your listing sheet C1 concerning the omitted building and any housing units and households in it so as to facilitate enumeration at the Population Census.

- (b) Block completed, EA not completed. Complete the EA until the last building in the last block of the EA is enumerated. Enumerate the omitted building on the next schedule(s), but give it a number next to the last building number in the block where it ought to have been. Insert also the correct locality and block number on the questionnaire. Again, give the necessary explanation at the top of the questionnaire and insert cross references on your listing sheet.

- (c) Block and EA completed. If the last book of the EA is still with you, or if you can borrow it back from your Supervisor, proceed as in the previous case.

If all the books for the EA have been submitted to the Central Office, use loose schedules which you will obtain from your Supervisor, but then fill in also items C01 - C05 as they appear in the legend on the appropriate EA map. These loose schedules, and any others that you fill in (see below), should be submitted separately and not tucked in the books that may still be in your possession. Give explanations at the top of any loose schedules you use.

6.4.4 Omission of housing units in enumerated buildings.

- (a) If the books for the EA are still with you or with your Supervisor, use a loose schedule for each omitted housing unit and staple it at the right place in the right book and make necessary corrections to item C09 (No. of housing units)
- (b) If the books for the EA have been returned to the Central Office, fill in a fresh loose schedule for the building as well as any housing units in it that were missed. But repeat all location characteristics including items C01-C05 on the loose schedules: the information will be obtained from the appropriate EA map. The building number will be obtained from your listing sheet (C1). Do not re-enumerate housing units that were not missed.

6.4.5 Omission of households in enumerated buildings

- (a) If the books for the EA are still with you or your Supervisor there should be no problem in going back to the appropriate schedule and including the omitted household. Note that 3 households can be enumerated on one questionnaire.
- (b) If the books have already been returned use a fresh loose schedule for the omitted household only, but fill in all information on the building and housing unit as well. (See section 6.4.4(b)).

6.4.6 More than one establishment in a building

If there are more than one establishment in a building, then some of the establishments may have to be entered separately on individual schedules. In such cases fill in only section VI and write 'ESTABLISHMENT ONLY' across the first page; or you may use the abbreviation 'EST ONLY'. (See Appendices G8 and G10). However if an establishment is in a building all by itself, you have to fill in the characteristics of the building.

6.4.7 Non-contacts

The procedures described for omissions should be followed for non-contacts as well. However, your explanations and cross references should indicate whether we are dealing with omissions or non-contacts.

STATISTICS ACT7 April 1951ARRANGEMENT OF SECTIONS

1. Short title
2. Interpretation
3. Authorised officer
4. Director of Statistics
5. Direction for taking of a census
6. Collection of other statistics
7. Compilation and tabulation of statistics
8. Restriction on publication
9. Power to obtain particulars
10. Access to public and other records
11. Power to enter premises
12. Offences
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14. Oath of secrecy
15. Amendment of First Schedule

1. Short title

This Act may be cited as the Statistics Act.

2. Interpretation

In this Act -

"authorised officer" means any person appointed as such under Section 3;

"Director" means the Director of Statistics;

"Statistics" means information in connection with, or incidental to, any census of all or any of the matters specified in the First Schedule.

3. Authorised officer

(1) Subject to the approval of the Public Service Commission, the Director may, for the purpose of the performance of his duties under this Act, employ such persons in addition to the staff of the Statistical Office as may be necessary for the particular purpose.

(2) The Director may, in writing -

(a) appoint any person to be an authorised officer for the purposes of this Act;

(b) delegate such power of appointment to any authority concerned.

4. Director of Statistics

(1) The Director may -

(a) take any census in Mauritius;



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- (b) collect, compile, analyse, abstract and publish statistical information relating to the commercial, industrial, agricultural, social, economic and general activities and condition of the people of Mauritius;
  - (c) collaborate with departments of the Government in the collection, compilation, analysis and publication of statistical records of administration;
  - (d) generally organise a co-ordinated scheme of social and economic statistics relating to Mauritius,

in accordance with this Act.

(2) The Director shall make the arrangements and do all the things necessary for the performance of his duties under this Act.

#### 5. Direction for taking of a census

The Governor-General may, subject to the approval by resolution of the Assembly, by Order direct that a census shall be taken for Mauritius, or any part of it, or any class of inhabitant and the Order may specify -

- (a) the date or dates on or between which the census is to be taken; and
- (b) the information to be obtained in the census.

#### 6. Collection of other statistics

(1) Subject to subsection (2), and with the approval of the Governor-General the Director may, and on the direction of the Governor-General the Director shall, collect in Mauritius or in any part of it, whether in conjunction with any census or not, statistics relating to all or any of the matters set out in the First Schedule.

(2) The Director shall not collect any statistics until regulations have been made under section 13 prescribing the particulars and information to be furnished in relation to the matter in respect of which the statistics are to be collected.

#### 7. Compilation and tabulation of statistics

The Director shall cause the statistics collected under this Act to be compiled, tabulated and analysed and, subject to this Act, may cause the statistics or abstracts of them to be published, with or without observations thereon, in such manner as he may determine.

#### 8. Restriction on publication

(1) Subject to subsection (2), and except for the purposes of a prosecution under this Act -

- (a) no individual return, or part of it, made for the purpose of this Act;
- (b) no answer given to any question put for the purposes of this Act;
- (c) no report, abstract or other document, containing particulars comprised in the return or answer so arranged as to enable the identification of the particulars with any person, undertaking or business.

shall be published, admitted in evidence, or shown to any person not employed in the execution of a duty under this Act unless the previous consent in writing thereto has been obtained from the person making the return or giving the answer, or, in the case of an undertaking or business, from the owner for the time being of the undertaking or business.

(2) Nothing in this section shall prevent or restrict the publication of any report, abstract or other document, without such consent where the particulars in the report, abstract or other document, enable identification merely by reason of the fact that the particulars relate to an undertaking or business which is the only undertaking or business within its particular sphere of activities, so, however, that in no case shall the particulars enable identification of the costs of production, the capital employed or profits arising in any such undertaking or business.

#### 9. Power to obtain particulars

(1) (a) Where any census is being taken or any other statistics are being collected in accordance with this Act, an authorised officer may require any person from whom particulars may lawfully be required under this Act to supply him with such particulars as may be prescribed or such of those particulars as the Director may consider necessary or desirable in relation to the taking of the census or the collection of the statistics.

(b) For the purposes specified in paragraph (a), the person shall, to the best of his knowledge and belief, fill up such forms, make such returns, answer such questions and give all such information, in such manner and within such time, as may be required by the authorised officer in accordance with regulations made under section 13.

(2) An authorised officer may require any person to supply him with particulars either by interviewing the person personally or by leaving at the last known address, or posting to the last known address, of the person a form having on it a notice requiring the form to be filled up and returned in the manner and within the time specified in the notice

(3) Where any particulars are, by any document purporting to be issued by an authorised officer, required to be supplied by any person, it shall be presumed until the contrary is proved -

(a) that the particulars may lawfully be required from that person in accordance with this Act;

(b) that the document has been issued by an authorised officer

#### 10. Access to public and other records

Where the Governor-General has given his approval to, or directed, the collection of statistics relating to any matter, and where the Director is of opinion that there can be obtained from any -

(a) Government records or documents;

(b) records or documents belonging to any local authority or to any person, information sought in respect of the matter in relation to which the collection of statistics has been approved or directed, or information which would aid in the completion or correction of the statistics, any person who has the custody of any of the records shall grant access to them to the Director or any authorised officer for the obtaining from them of the information.

## 11. Power to enter premises

An authorised officer may, at all reasonable times and upon production, if required, of his authorisation, for any purpose -

- (a) connected with the taking of a census, enter and inspect any premises where persons are employed, or any dwelling house;
- (b) connected with the collection of other statistics, enter and inspect any premises where persons are employed, except a dwelling house,

and in either case may make such inquiries as may be necessary for the performance of his duties.

## 12. Offences

(1) Any person, being a person employed in the execution of any duty under this Act, who -

- (a) by virtue of his employment becomes possessed of any information which might exert an influence upon or affect the market value of any share, interest, product or article, and before such information is made public directly or indirectly uses such information for personal gain;
- (b) without lawful authority publishes or communicates to any person otherwise than in the ordinary course of such employment any information acquired by him in the course of his employment;
- (c) knowingly compiles for issue any false statistics or information,

shall commit an offence and shall, on conviction, be liable to a fine not exceeding 3,000 rupees and to imprisonment.

(2) Any person, being in possession of any information which to his knowledge has been disclosed in contravention of this Act, who publishes or communicates such information to any person shall commit an offence and shall, on conviction, be liable to a fine not exceeding 3000 rupees and to imprisonment.

(3) Any person who -

- (a) hinders or obstructs an authorised officer in the execution of any powers under this Act;
- (b) refuses or neglects -
  - (i) to fill up and supply the particulars required in any return, form or other document, lawfully left with or sent to him; or
  - (ii) to answer any questions or inquiries lawfully asked him, under the authority of this Act;
- (c) knowingly makes in any return, form or other document filled up or supplied under this Act, or in any answer to any question or inquiry asked him under the authority of this Act, any statement which is untrue in any material particular;

- (d) without lawful authority, destroys, defaces, or mutilates any return, form or other document containing particulars collected under his Act;
- (e) not being an authorised officer, assumes the quality of, or represents himself to be, an authorised officer -
  - (i) with intent to obtain admission on any premises which he is not entitled to enter;
  - (ii) with intent to do or procure to be done anything he is not entitled to do or procure to be done;
  - (iii) for any other unlawful purpose;
- (f) refuses without reasonable cause to grant access to records and documents in accordance with section 10,

shall commit an offence and shall, on conviction, be liable to a fine not exceeding 1000 rupees and to imprisonment for a term not exceeding one year.

### 13. Regulations

(1) The Governor-General may make regulations generally for the better carrying into effect of the provisions of this Act, and, in particular, but without prejudice to the generality of the foregoing, may make regulations -

- (a) prescribing the particulars and information to be furnished on the taking of a census or in relation to any matter in respect of which statistics may be collected under this Act;
- (b) prescribing the manner and form in which, the times and places at which, and the persons by whom the particulars and information shall be furnished;
- (c) prescribing a-tariff of fees to be paid to the Statistical Office for the collection of statistics to be supplied under this Act, and for any special information or report supplied or special investigation carried out, by the Department.

(2) Regulations made under subsection (1) may provide that any person who contravenes them shall commit an offence and shall, on conviction, be liable to a fine not exceeding 1000 rupees and to imprisonment for a term not exceeding one year.

### 14. Oath of secrecy

Every person employed in the execution of any duty under this Act shall, before entering on his duties, make and subscribe before a Magistrate an oath in the form set out in the Second Schedule.

### 15. Amendment of First Schedule

The Governor-General may, by Order, amend the First Schedule.

FIRST SCHEDULE

(Section 6)

1. Population and housing.
2. Vital occurrences and morbidity.
3. Immigration and emigration.
4. Internal and external trade.
5. Primary and secondary production.
6. Agriculture, including dairying, horticulture, pastoral and allied industries
7. Forestry and fishing.
8. Factories, mines and productive industries generally.
9. Employment and unemployment.
10. Salaries, wages, bonuses, fees, allowances and any other payments and honoraria for services rendered.
11. Income, earnings, profits and interest.
12. Social, educational, labour and industrial matters, including associations of employers, employees and other persons generally.
13. Industrial disturbances and disputes.
14. Banking and finance generally.
15. Commerical and professional undertakings.
16. Distributive trades.
17. Health.
18. Transport and communication in all forms by land, water or air.
19. Wholesale and retail prices of commodities, rents and cost of living.
20. Injuries, accidents and compensation.
21. Stocks of manufactured and unmanufactured goods.
22. Sweepstakes, lotteries, charitable and other public collections of money.
23. Land tenure, the occupation and use of land and the produce thereof.
24. Local government.
25. Fire, marine, life, accident, insurance.
26. Transfers of land, mortgages or privileges on land, leases of land.
27. Information required for the computation of the national income of Mauritius.
28. Buildings.

\*

\*\*\*

SECOND SCHEDULE

(Section 14)

I, ..... do swear that I will faithfully and honestly fulfil my duties as ..... in conformity with the Statistics Act and that I shall not without due authority in that behalf disclose or make known any matter or thing which comes to my knowledge by reason of my employment as such.

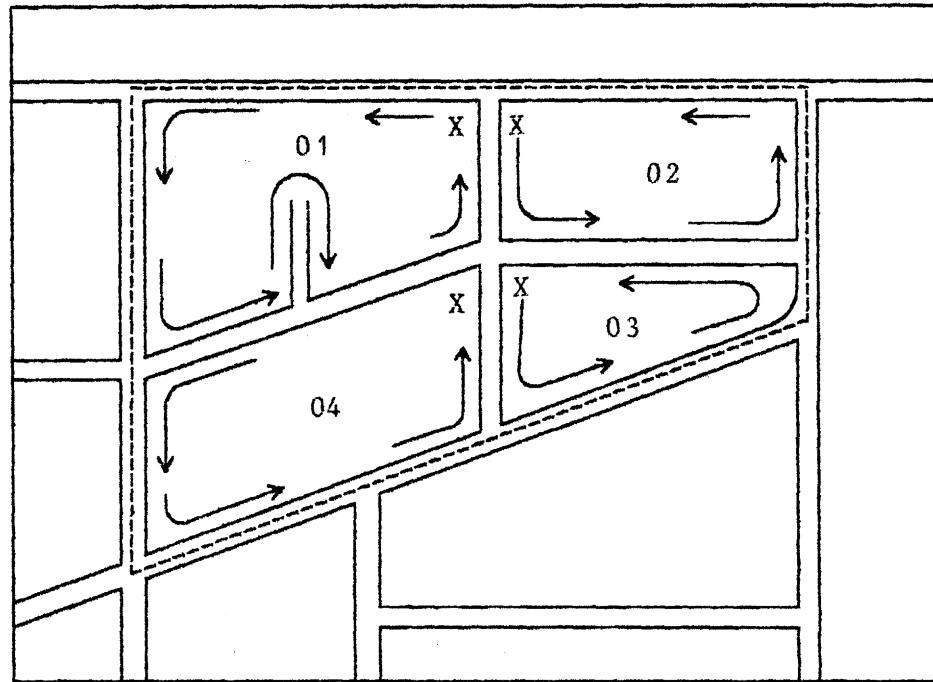
Before me,

District Magistrate of .....

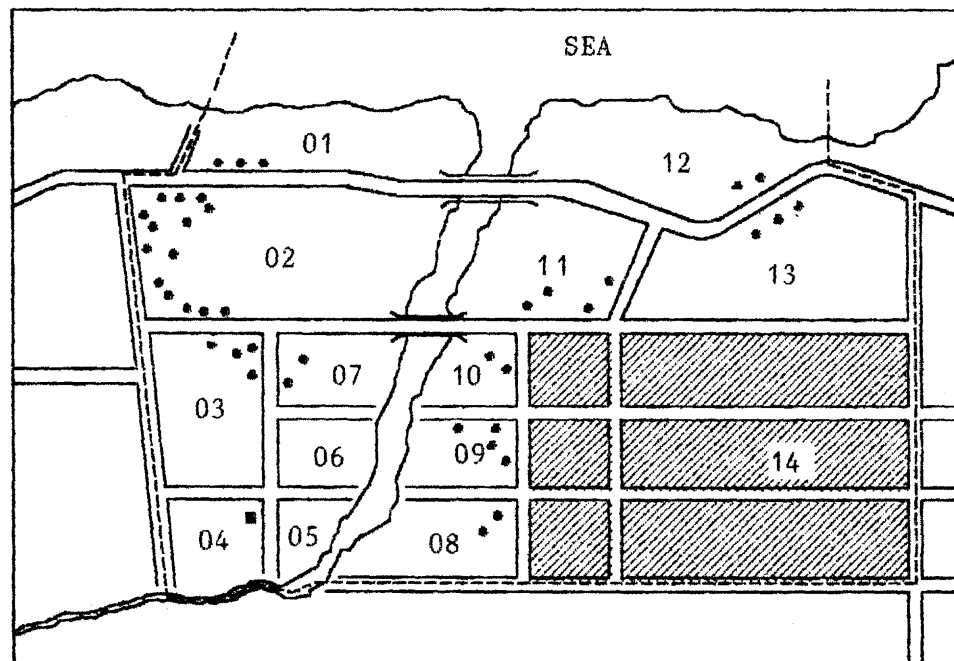




EXAMPLES OF BLOCK FORMATION



----- E.A. Boundary  
 Starting point is indicated by an "X" in each block



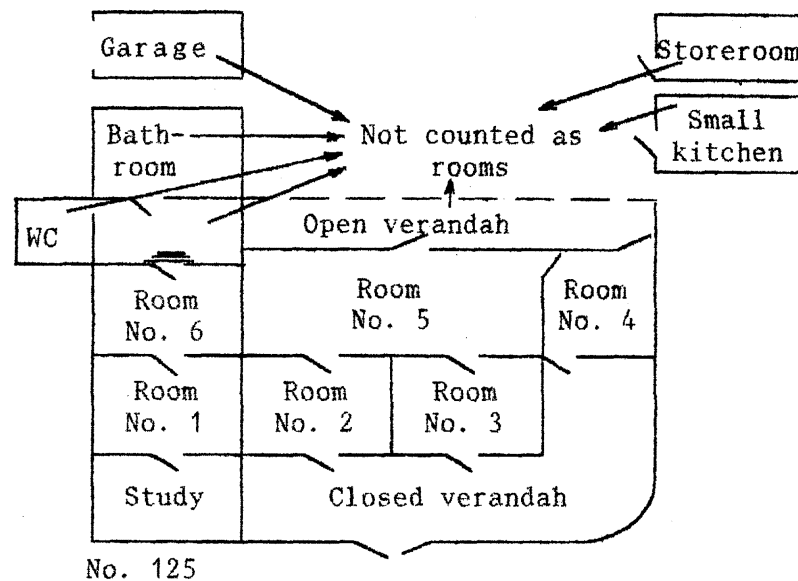
----- E.A. Boundary

NOTE : Only one block number is assigned to the shaded plots of land. These could be a sugarcane field, a vegetable plantation, an orchard, a forest area, a cemetery, etc.



Wholly residential buildings

Appendix G1



This sketch represents a building used wholly as one housing unit. The detached structures form part of the housing unit and should not be enumerated as buildings.

SECTION I - LOCATION

C08 Bldg. Enumeration No. 125  
 C09 No. of housing units in bldg. One

SECTION II - TYPE OF BUILDING

Which box to mark ? Box 02 (bldg. used wholly as one housing unit)

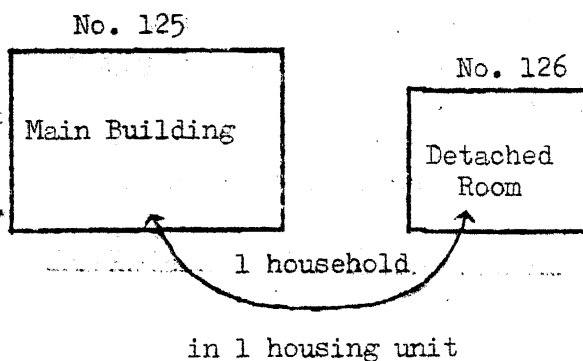
SECTION IV - FOR ALL HOUSING UNITS

C15 Serial no. of housing unit 01  
 HU2 Occupancy 1 (principal residence)

SECTION V - HOUSEHOLDS

Household no. Circle 1  
 Type of household Insert Code 1 (single)  
 Name and address of head Insert name and address of head  
 No. of persons (usually forming part of household) Insert total first, then males and females  
 Total no. of rooms for living purposes 8 (i.e. 6 rooms indicated + closed verandah + study). If kitchen were of size at least 4 square metres, the total no. of rooms would be 9.

NOTE. NO building enumeration number is given to separate structures, i.e. kitchen, storeroom and garage.

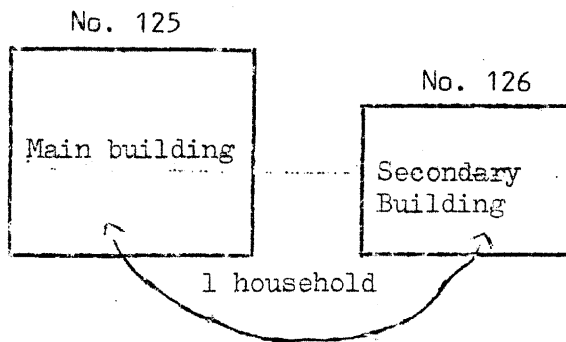
Wholly residential buildings

Two buildings occupied by one household.

1st building No. 125 is the main building  
2nd building No. 126 is a detached room  
used by part of the household.

Both buildings constitute one housing unit  
You will have to fill in two questionnaires.

	<u>1st Questionnaire</u>	<u>2nd Questionnaire</u>
<u>SECTION I - LOCATION</u>		
C08 Blg. enumeration no.	125	126
C09 No. of h. units in blg.	One	None (detached room)
<u>SECTION II - TYPE OF BUILDING</u>		
Which box to mark?	02 (i.e building used wholly as one h. unit)	06 (detached room)
<u>SECTION IV - FOR ALL HOUSING UNITS</u>		
C15 Serial no. of h. unit	01 in the box provided (since there is only one h. unit)	Section IV not to be filled in for detached rooms
HU2 Occupancy	Mark Box 1 (principal residence)	
<u>SECTION V - HOUSEHOLDS</u>		
Household no.	Circle 1 (only 1 household lives there)	Circle 1
Type of household	Insert Code 2 (combined)	Insert Code 3 (part of household)
Name & address of head	Insert name & address of head	Insert 'PART OF HOUSEHOLD' (will not receive a pop. census form)
Total no. of persons usually forming part of the household	Insert total no. of persons in both buildings	Leave blank
Total no. of rooms for living purposes	Insert total no. of rooms in both buildings	Leave blank

Wholly residential buildings

in 2 housing units

Two buildings used by one household.

1st building no. 125, the main building, is a housing unit.

2nd building no. 126 is also a housing unit, but it is occupied by part of the household.

You will have to fill in two questionnaires.

1st Questionnaire2nd QuestionnaireSECTION I - LOCATION

CD8 Blg. enumeration no. | 125  
CO9 No. of h. units in blg. | One

126  
One

SECTION II - TYPE OF BUILDING

Which box to mark? | 02 (i.e. building used wholly as one h. unit)

02 (i.e. building used wholly as one housing unit)

SECTION IV - FOR ALL HOUSING UNITS

C15 Serial no. of h. unit | 01, in the box provided (since there is only one housing unit)

01, in the box provided (since there is only one housing unit)

HU2 Occupancy | Mark Box 1 (principal residence)

Mark Box 1 (principal residence)

SECTION V - HOUSEHOLDS

Household no. | Circle 1 (only one household lives there)

Circle 1

Type of household | Insert type 2 (combined)

Insert type 3 (part of household)

Name & address of head | Insert name & address of head

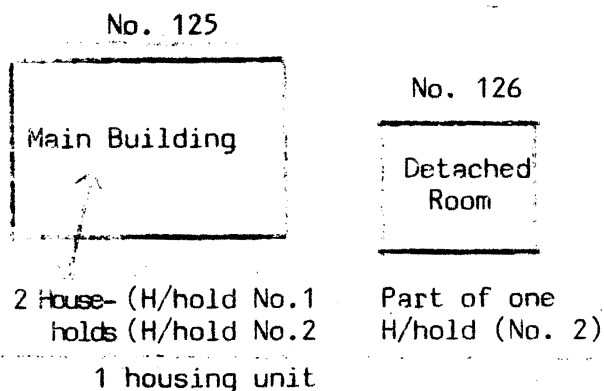
Insert 'PART OF HOUSEHOLD'

Total number of persons usually forming part of the household | Insert total number of persons in both buildings

Leave blank

Total number of rooms for living purposes | Insert total number of rooms in both buildings

Leave blank

Wholly residential buildings

Two buildings, used by 2 households.

1st building No. 125, the main building, is a housing unit used by 2 households.

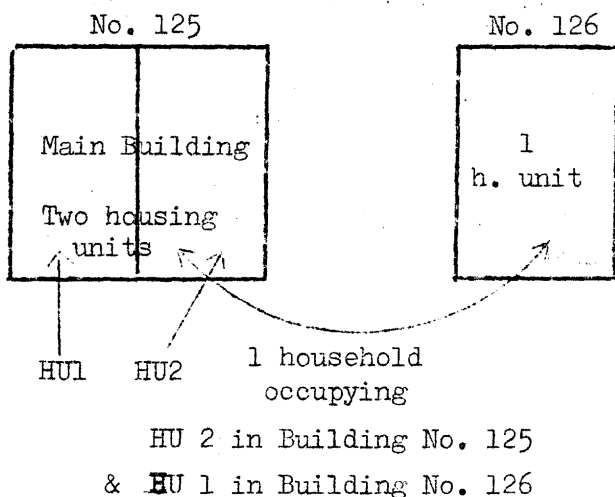
2nd building No. 126 is a detached room used by part of household No. 2.

You will have to fill in two questionnaires, and for the main building give information on 2 households.

	<u>1st Questionnaire</u>	<u>2nd Questionnaire</u>
<u>SECTION I - LOCATION</u>		
CO8 Blg. Enumeration No.	125	126
CO9 No. of h. units in blg.	One	None (detached room)
<u>SECTION II - TYPE OF BUILDING</u>		
Which box to mark ?	02 (i.e. building used wholly as one housing unit)	06 (detached room)
<u>SECTION IV - FOR ALL HOUSING UNITS</u>		
C15 Serial no. of housing unit	01 (in the box provided)	Section IV not to be filled in for detached room
HU2 Occupancy	Box 1 (principal residence)	
<u>SECTION V - HOUSEHOLDS</u>		
Household no.	Circle 1 & 2 (there are 2 households in this housing unit)	Circle 1
Type of household	H/d 1 : Insert 1 (single) H/d 2 : Insert 2 (combined)	Insert 3 (part of household)
Name & address of head	1st h/nd : Name & address of h/nd No. 1 2nd h/nd : Name & address of h/nd No. 2	Insert 'PART OF HOUSEHOLD' (will not receive a census form)
Total no. of persons usually forming part of household	1st line : No. of persons in hld No. 1 2nd line : No. of persons in hld No. 2 (incl. those in blg 126)	Leave blank
Total no. of rooms for living purposes	1st line : Insert no. of rooms used by hld No. 1 2nd line : Insert no. of rooms used by hld No. 2 in both blgs.	Leave blank

Be careful about any rooms shared by both households

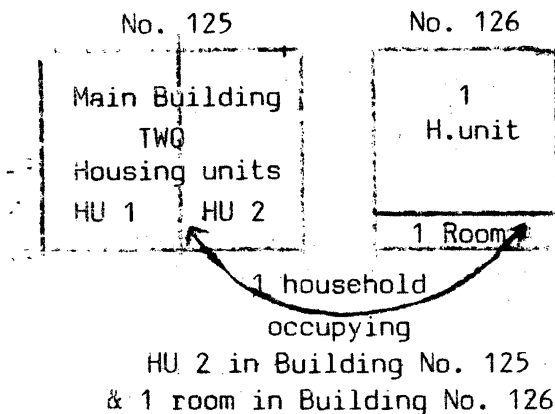
Wholly residential buildings



Two buildings occupied by 2 households. 1st building No. 125, the main building, consists of 2 h. units. 2nd building No. 126 is also a housing unit and is occupied by part of the household in HU2 in the main building. You will have to fill in three questionnaires two for building No. 125 because it has 2 housing units and 1 for building No. 126. Remember to write 'DUPLICATE' across the first page of the 2nd questionnaire since information on building will be automatically duplicated.

	<u>Building No. 125</u>		<u>Building No. 126</u>
	<u>1st Questionnaire</u>	<u>2nd Questionnaire</u>	<u>3rd Questionnaire</u>
<u>SECTION I - LOCATION</u>			
CO8 Blg. enum. no.	125	Write	126
CO9 No. of h. units in blg.	two	'DUPLICATE'	One
<u>SECTION II - TYPE OF BUILDING</u>			
Which box to mark?	03 or 04	across first page	02 (building used wholly as one h.u)
<u>SECTION IV - FOR ALL HOUSING UNITS</u>			
C15 Serial no. of h.unit	01	02	01
HU2 Occupancy	1 (Principal residence)	1 (Principal residence)	1 (Principal residence)
<u>SECTION V - HOUSEHOLDS</u>			
Household No.	Circle 1 (only one household lives in HU1)	Circle 1 (only one household lives in HU2)	Circle 1
Type of household	Insert 1 (single)	Insert 2 (combined)	Insert 3 (part of household)
Name & address of head	Insert name & address of head	Insert name & address of head	Insert 'PART OF HOUSEHOLD'
Total no. of persons usually forming part in the household	All persons in that household	All persons in that household including those in blg 126	Leave blank
Total no. of rooms for living purposes	All rooms in HU1	All rooms in Hu2 and in h. unit in blg. 126	Leave blank

Wholly residential buildings



Two buildings occupied by 3 households.

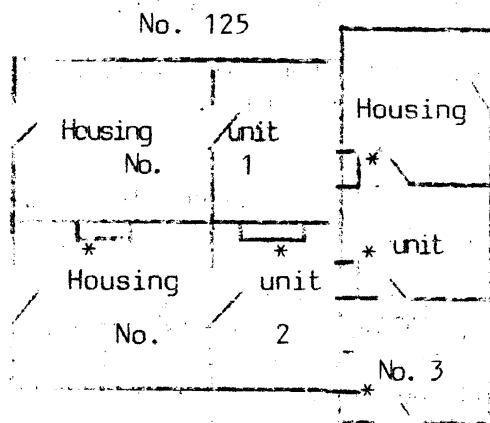
1st building No. 125 is the main building and consists of 2 housing units.

2nd building No. 126 consists of 1 housing unit and 1 room occupied by household in HU2 in building No. 125.

You will fill in 3 questionnaires, 2 for blg. 125 because it has 2 h. units and one for blg. 126. Write DUPLICATE across the 1st page of 2nd questionnaire, since information on building will be duplicated.

	Building No. 125		Building No. 126
	1st Questionnaire	2nd Questionnaire	3rd Questionnaire
<u>SECTION I - LOCATION</u>			
C08 Blg. enum. no.	125	Write 'DUPLICATE'	126
C09 No. of h. units in blg.	Two	across first page	One
<u>SECTION II - TYPE OF BUILDING</u>			
Which box to mark ?	03 or 04		05 (because one room is used by h/hold in H.U. 2 in blg. 125)
<u>SECTION IV - FOR ALL HOUSING UNITS</u>			
C15 Serial no. of h. unit	01	02	01
HU 2 Occupancy	1 (Princ. res.)	1 (Princ. res.)	1 (Princ. res.)
<u>SECTION V - HOUSEHOLDS</u>			
Household No.	Circle 1	Circle 1	Circle 1
Type of household	1 (single)	2 (combined)	1 (single)
Name & address of head	Name & address of head	Name & address of head	Name & address of head in H.Unit
Total no. of persons usually forming part of the household	All persons in the household	All members of the household including those in room in blg. 126	All persons in the household
Total no. of rooms for living purposes	All rooms in this housing unit	All rooms in this HU + room in blg. 126 used by this household	All rooms in this housing unit (excluding room used by household in H.U. 2 in blg 125).

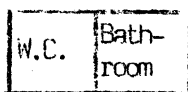
## Wholly residential buildings



A building crudely subdivided into 3 housing units. It seems to have been originally intended for habitation by one household.

You will have to fill in 3 questionnaires in order to collect information on the three housing units.

Fill in part on building only once, and write 'DUPLICATE' across the first page of each of the other two questionnaires.



\* Closed doors

	1st Questionnaire	2nd Questionnaire	3rd Questionnaire
<u>SECTION I - LOCATION</u>			
(C08) Building enum. no.	125	Write	Write
(C09) No. of h.units in blg.	Three	'DUPLICATE'	'DUPLICATE'
		across	across
<u>SECTION II - TYPE OF BUILDING</u>			
Which box to mark ?	Code 04 (building crudely subdivided)	first page	first page
<u>SECTION IV - FOR ALL HOUSING UNITS</u>			
C15 Serial no. of housing unit	01	02	03
HU2 Occupancy	Code 1 (Principal residence)	Code 1 (Principal residence)	Code 1 (Principal residence)
<u>SECTION V - HOUSEHOLDS</u>			
Household No.	Circle 1	Circle 1	Circle 1
Type of household	Code 1 (single)	Code 1 (single)	Code 1 (single)
Name & address of head	Name & address of head	Name & address of head	Name & address of head
Number of persons usually forming part of the household	Total no. of persons in the household	Total no. of persons in the household	Total no. of persons in the household
Total no. of rooms for living purposes	All rooms in this housing unit (i.e.2)	All rooms in this housing unit(i.e.2)	All rooms in this Housing unit (i.e.3)

Partly residential buildings

No. 125

Storey	HU 1	HU 2	HU 3
Ground floor	Retailer's Shop	Hardware Shop	Barber's Shop

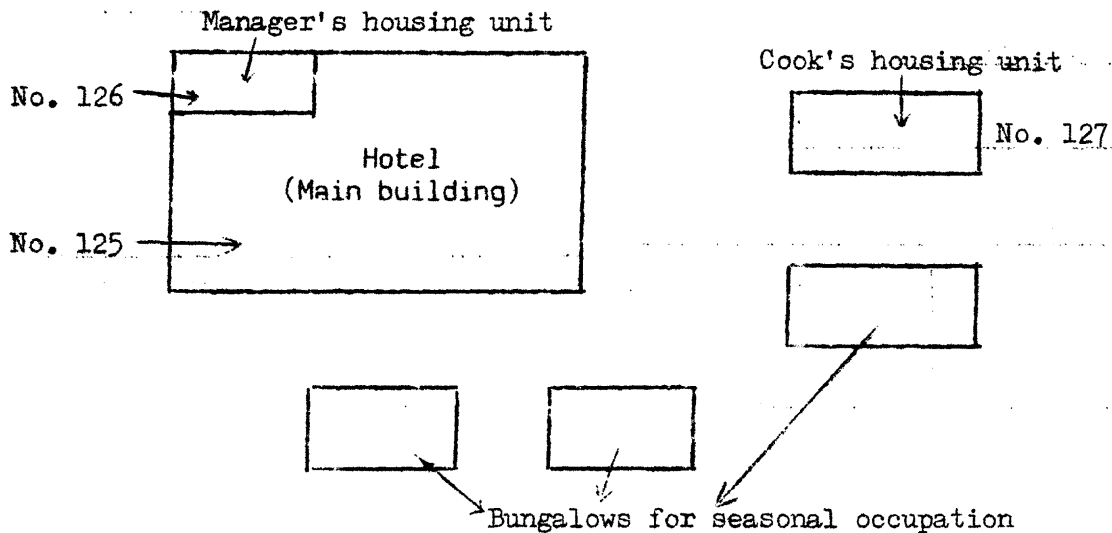
This sketch represents a partly residential building with housing units on the first floor and establishments on the ground floor.

You will have to fill in 3 questionnaires to collect information on the three housing units and three of the establishments.

For the 4th establishment, use a fourth questionnaire, but fill in only section VI and write 'ESTABLISHMENT ONLY' across the first page.

	<u>1st Questionnaire</u>	<u>2nd Questionnaire</u>	<u>3rd Questionnaire</u>
<u>SECTION I - LOCATION</u>			
C08 Blg. Enum. No.	125	Write	Write
C09 No. of h. units in blg.	Three	'DUPLICATE'	'DUPLICATE'
<u>SECTION II - TYPE OF BUILDING</u>			
Which box to mark ?	Code 08 (building partly for residential and partly for other purposes)	across first page	across first page
<u>SECTION IV - FOR ALL HOUSING UNITS</u>			
C15 Serial-no. of h. unit	01	02	03
HU2 Occupancy	Code 1 (Principal residence)	Code 1 (Principal residence)	Code 1 (Principal residence)
<u>SECTION V - HOUSEHOLDS</u>			
Household No.	Circle 1	Circle 1	Circle 1
Type of Household	Code 1 (single)	Code 1 (single)	Code 1 (single)
Name & address of Head	Name & address of Head	Name & address of head	Name & address of Head
Number of persons usually present in the household	Total no. of persons in the household	Total no. of persons in the household	Total no. of persons in the household
Total no. of rooms for living purposes	All rooms in this housing unit	All rooms in this housing unit	All rooms in the housing unit
	Fill in Section VI for Retailer's shop	Fill in Section VI for Hardware shop	Fill in Section VI for Barber's shop



Hotel

This sketch represents a Hotel. The manager resides in an apartment in the main building of the Hotel.

There are several bungalows for hotel guests and a separate housing unit for the cook.

Give 2 building numbers to the main building: Nos. 125 & 126.

Give another building number to the cook's housing unit: No. 127

Do not give any building No. to the bungalows occupied by tourists

The manager of the hotel will tell you now many persons are seasonally occupying the hotel and which bungalows are occupied by members of staff.

SECTION I - LOCATION

	<u>Hotel (Main Building)</u>	<u>Manager's Residence</u> <u>2nd Questionnaire</u>	<u>Cook's Residence</u> <u>3rd Questionnaire</u>
C08 Building Enum. No.	125	126 (additional no. to same building)	127
C09 No. of h.units in building	None (hotel)	One	One

SECTION II - TYPE OF BUILDING

Which box to mark ?	09 or 10 (hotel)	02 (building used wholly as one H.U.)	02 (building used wholly as one H.U.)
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SECTION IV - FOR ALL HOUSING UNITS

C15 Serial No. of housing unit	Strike off section III & IV	01	01
HU2 Occupancy		Code 1 (Principal residence)	Code 1 (Principal residence)

SECTION V - HOUSEHOLDS

Household No.	Circle 1	Circle 1	Circle 1
Type of household	Insert Code 5	Insert Code 1 (single)	Insert Code 1 (single)
Name & address of head	Name & address of Hotel	Name & address of head	Name & address of head
No. of persons usually forming part of household	Hotel guests present at the time of enumeration	Total number of persons in manager's hld	Total no. of persons in cook's household
No. of rooms	Leave blank Fill in section VI	All rooms in this housing unit	All room in this housing unit

Hotel, housing units, establishments in one building

No. 125

HOTEL		HU1	HU2
Tailor's shop	Travel Agent	Retailer's Shop	Barber's Shop

No. 126

This sketch represents a hotel, private housing units and establishments located in one building.

You must give two enumeration numbers to the building and use 5 questionnaires to do a complete enumeration.

The hotel (Bldg. No. 125) will need a questionnaire by itself. The remaining building (No. 126) will be considered partly residential. Fill in 2 questionnaires to collect data on the 2 housing units and 2 of the establishments. For each of the 3rd and 4th establishments use a questionnaire, but fill in only section VI and write 'ESTABLISHMENT ONLY' across the first page.

	<u>Hotel</u>	<u>Housing Unit 1</u>	<u>Housing Unit 2</u>
	<u>1st Questionnaire</u>	<u>2nd Questionnaire</u>	<u>3rd Questionnaire</u>
<u>SECTION I - LOCATION</u>			
C08 Building Enum. No.	125	126	Write
C09 No. of h.units in building	None	Two	'DUPLICATE'
<u>SECTION II - TYPE OF BUILDING</u>			
Which box to mark?	Code 09 or 10 (hotel)	Code 08 (partly residential)	across first page
<u>SECTION IV - FOR ALL HOUSING UNITS</u>			
C15. Serial No. of housing unit	Strike off sections	01	02
HU2. Occupancy	III & IV	Code 1 (Principal residence)	Code 1 (Principal residence)
<u>SECTION V - HOUSEHOLDS</u>			
Household No.	Circle 1	Circle 1	Circle 1
Type of household	Code 5 (Hotel population)	Code 1 (single)	Code 1 (single)
Name & address of head	Name & address of hotel	Name & address of head	Name & address of head
Number of persons usually forming part of household	Total no. of guests present at time of enumeration	Total number of persons in the household	Total no. of persons in the household
Number of rooms	Leave blank Fill in Section VI for the Hotel	All rooms in H.U. Fill in Section VI for one establishment	All rooms in H.U. Fill in Section VI for one establishment