



Papua New Guinea
National Population Census

INTERVIEWER'S MANUAL

Long Form



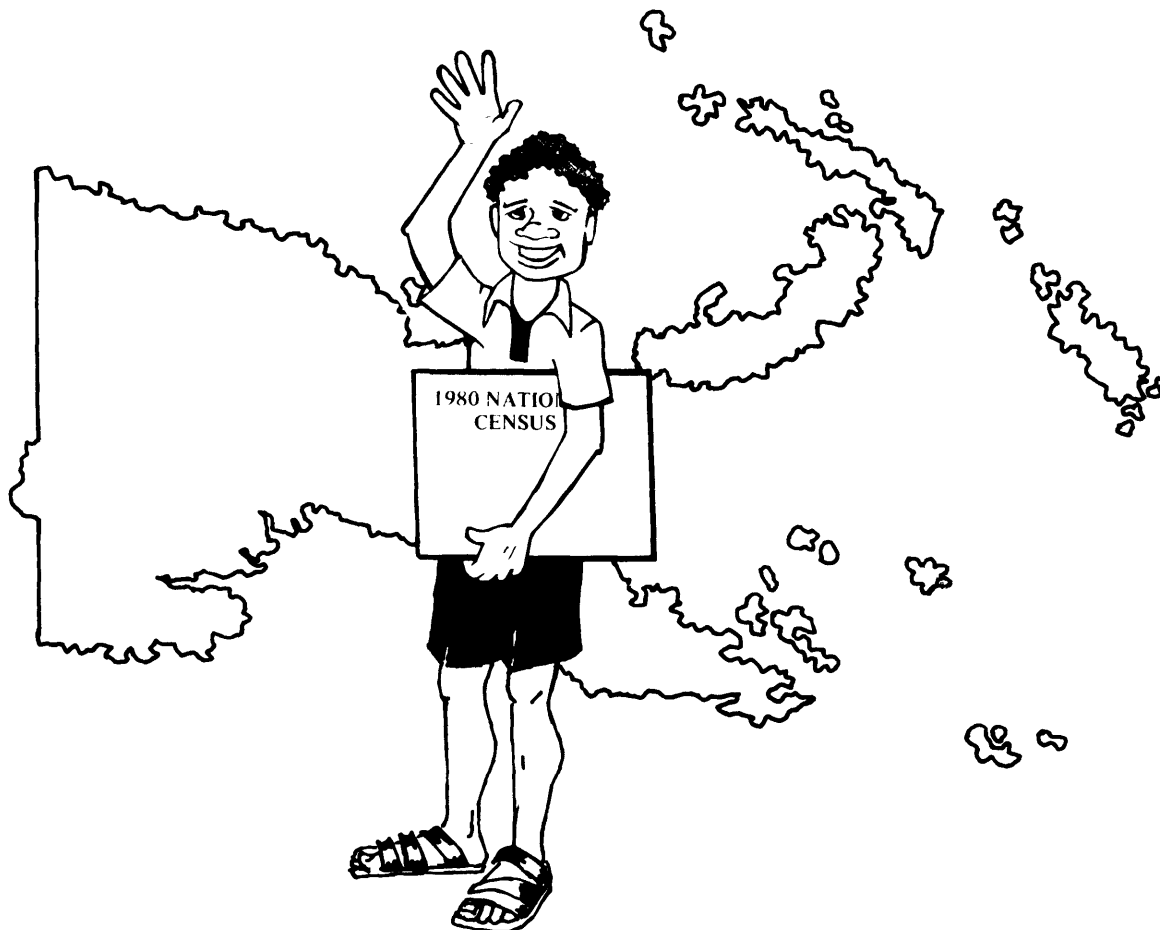
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WELCOME TO OUR CENSUS TEAM



SECTION ONE

INTRODUCTION

This manual will provide you with all the information you need to know to carry out your job as an interviewer during the census.

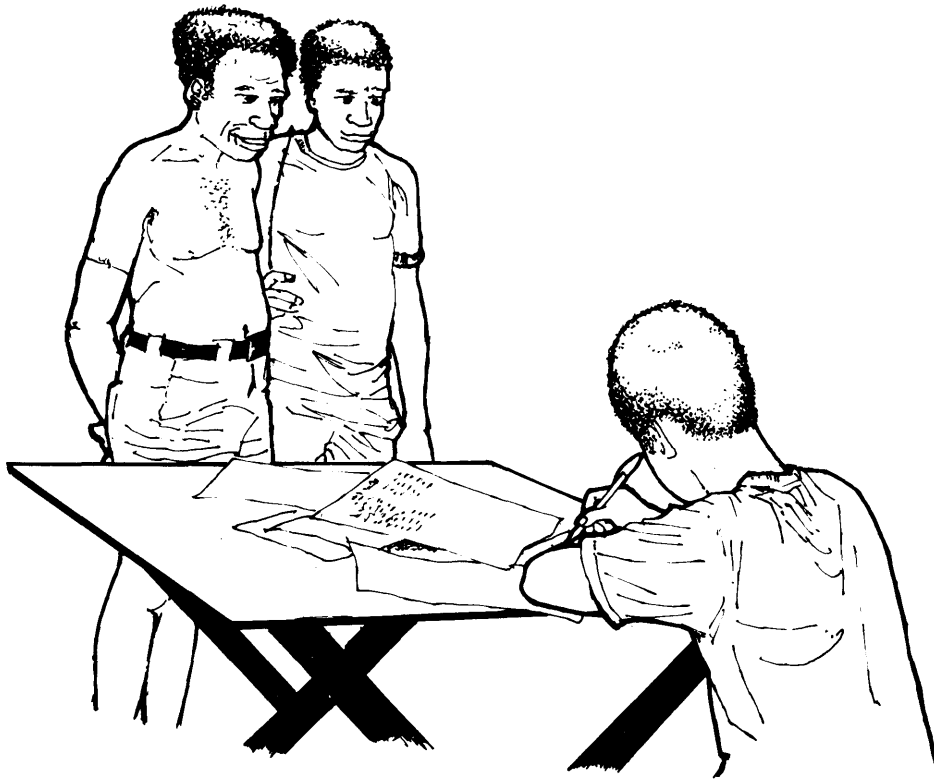
You will play a major part in the Census operation, as an interviewer. We rely on your ability to ask all the questions properly and to get the right answers. By doing this well, you will help greatly to make the Census a success.

We also expect that you will respect the confidential (private) nature of the work you will do, and not discuss the answers you get with anyone outside of the Official Census Organization.

Make sure that you read this manual carefully. If you do not understand any part of the manual, ask your trainer or your supervisor to explain it to you.

Remember. Carry this manual with you during the census because it will help you especially for calculating ages, and working out language groups.





SECTION TWO

THE JOB OF THE INTERVIEWER

You have been recruited to work as an interviewer and your main job is to ASK THE CENSUS QUESTIONS of people in Papua New Guinea USING THE CENSUS QUESTIONNAIRE. However, the way in which you do this varies depending on whether you are working in a rural village, a rural non village, or an urban area.

When doing census work you will not be working on your own. Instead you will be part of a team of 4 or 5 interviewers and you will have a supervisor who will be in charge of your team.

(i) Urban Areas - These are the towns of PNG.

Each urban area or town has been divided up into smaller areas of land called Census Units (C.U.s), each one containing about 50 dwellings.

You the interviewers walk around the C.U.s assigned to you locating the houses in each C.U. from the maps provided to you and knock on the door of each house and ask the Census questions of everyone who is staying in the house. This is called HOUSE TO HOUSE interviewing.

(ii) Rural Non Villages - these are places such as plantations government stations, saw mills etc.

Rural Non Villages (called RNVs, for short) are mostly censused using the HOUSE TO HOUSE interviewing method. Your supervisor will have a sketch map showing the houses and other buildings at the RNV. He will allocate a few houses to each interviewer to do. Sometimes a LINE UP method will be used. This will be the same as the LINE UP method used to census villages. One interviewer will have a list of the names of all of the people at the RNV. He will have to check the name off the list of each person who comes to census.

(iii) Rural Villages

In villages the Census questions are not asked using the house to house method, instead what is called the LINE UP method is used. In this method each interviewer in the team sits on a log, or a chair and the village people come up to each interviewer and then he or she ask the Census questions of them.

As you probably know each village has a village book and it is the job of one of the interviewers to update the village book. Your supervisor will tell you which interviewer is to update the village book and which ones of you are to ask the Census questions of the people.

ASKING PEOPLE QUESTIONS

When conducting your interviews there are three things you must do.

- . Gain peoples co-operation
- . Ask the census questions properly
- . Accurately and neatly record the answers to the questions on the Census questionnaire.

SECTIONS OF THE MANUAL

Although the same census form is used in urban areas, Rural Non-Villages and in some traditional villages, there are some special census rules and procedures that are different. Section 4 and the front part of 6 have been divided up.

- A - Urban areas
- B - Rural Non-Villages
- C - Rural Villages

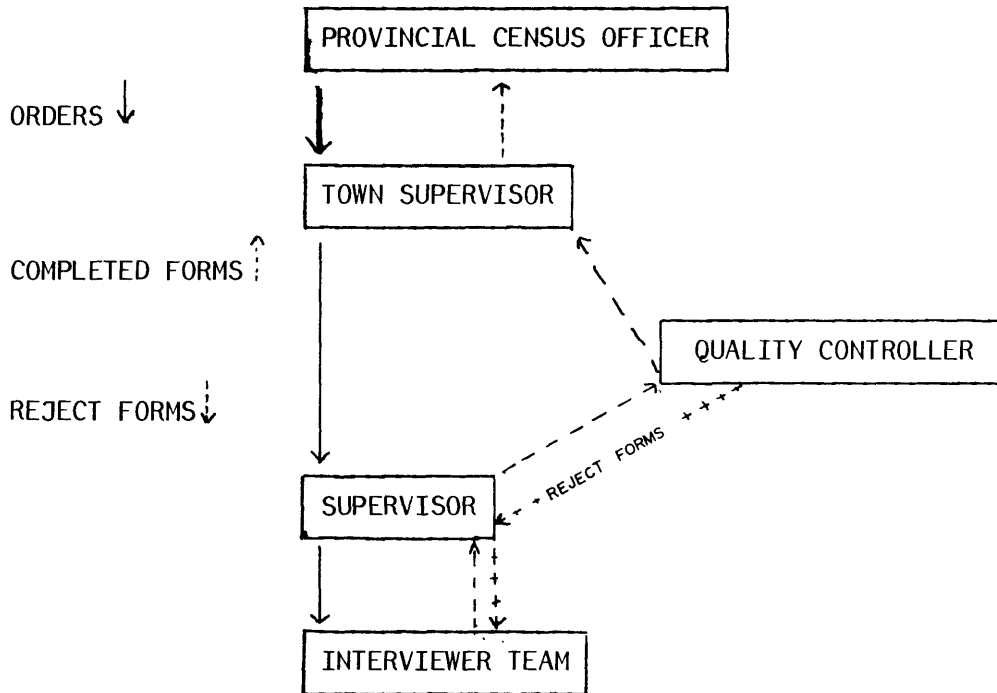
Thus for Section 4 and 6 only read the section which applies to the area you are working in.

SECTION THREE

STRUCTURE AND ORGANISATION

There are two slightly different ways of organising census work, one is used in urban areas and another one for villages and rural non-villages.

A. URBAN ORGANISATION

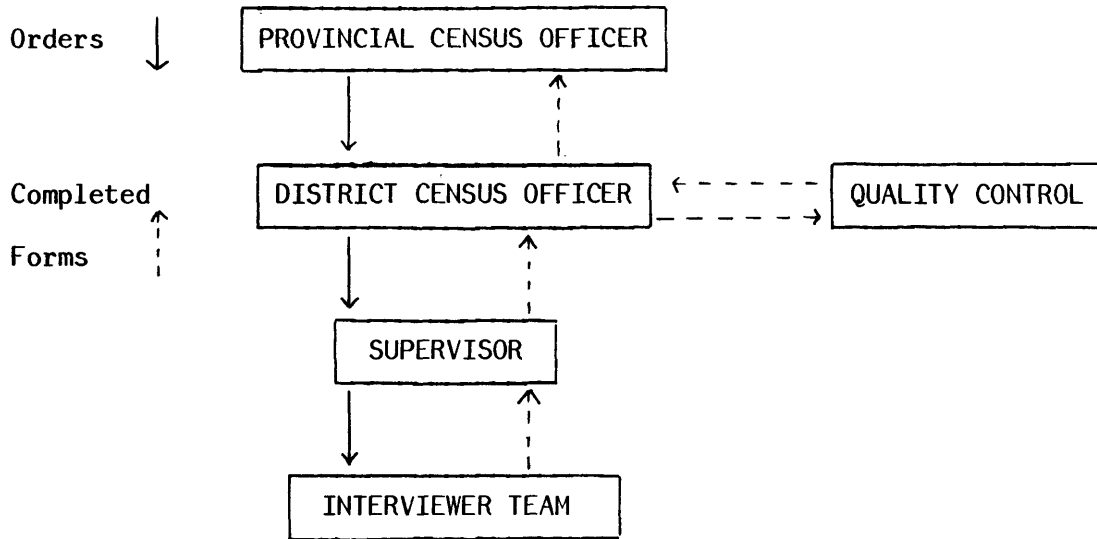


In the urban area you will be working during the mid-morning and evening for a two week period. Your supervisor will collect your pad of Census Forms at the end of each day's work. He gives these pads to the Quality Controller who checks that each Census Form is properly filled in. If the Quality Controller finds anything wrong, he tells your Supervisor, who in turn tells you and helps you put it right. Your Supervisor gives you back your pad of Census Forms each morning and collects them again each evening. This goes on until you have filled out Census Forms for all the houses shown on your maps and lists.

Don't let mistakes worry you, everybody makes them and your Supervisor is there to help you put them right. This is his job. He will arrange for you to get out to your interview area and will make sure you are picked up again each evening. He will watch you do some of your interviews and will help you with any difficulties you may have or if you are not certain about anything.

Your Supervisor is your immediate census boss and he is responsible for all your team's activities. His boss is called the Town Supervisor.

B. RURAL AREA ORGANISATION (VILLAGES AND RNVs)



When you work as an Interviewer in villages and RNVs, you will do so as part of a patrol team and some of the time you will be stopping overnight in these places.

In RNVs, that is large Missions, government stations and plantations etc., your Supervisor will make all census arrangements before you start work. He will give you a house, or a small group of houses and you will go into these and fill out census forms for each one.

In villages you will be working the old Kiap style of line-up. Here all the people are called together, each family is identified on the village Annual Census Book and each family is sent to an interviewer who then fills out the Census Form.

When the census is completed in a village or an RNV, your Supervisor will check each Census Form to find any mistakes. He will tell you how any mistakes made can be put right. Your Supervisor totals up the number of people on each page and then pins all the pads used in each place, together. When your team gets back to the District Office, he will hand all the pads to the District Census Officer who checks that your team has censused every place that it was told to go to. The Quality Controller then looks through the completed Census Forms to make sure that your

Supervisor has found out about any mistakes that your team may have made.

In villages and RNVs, your Supervisor is your immediate boss. His boss is the District Census Officer.



SECTION FOUR A

THE CENSUS IN URBAN AREAS

INTRODUCTION & WORKLOAD

The town you are working in has been divided up into small areas with about 50 dwelling in each. These areas are called Census Units (C.U.s).

Each interviewer will be given a C.U. to complete over the census period. Your job is to interview each household in your area.

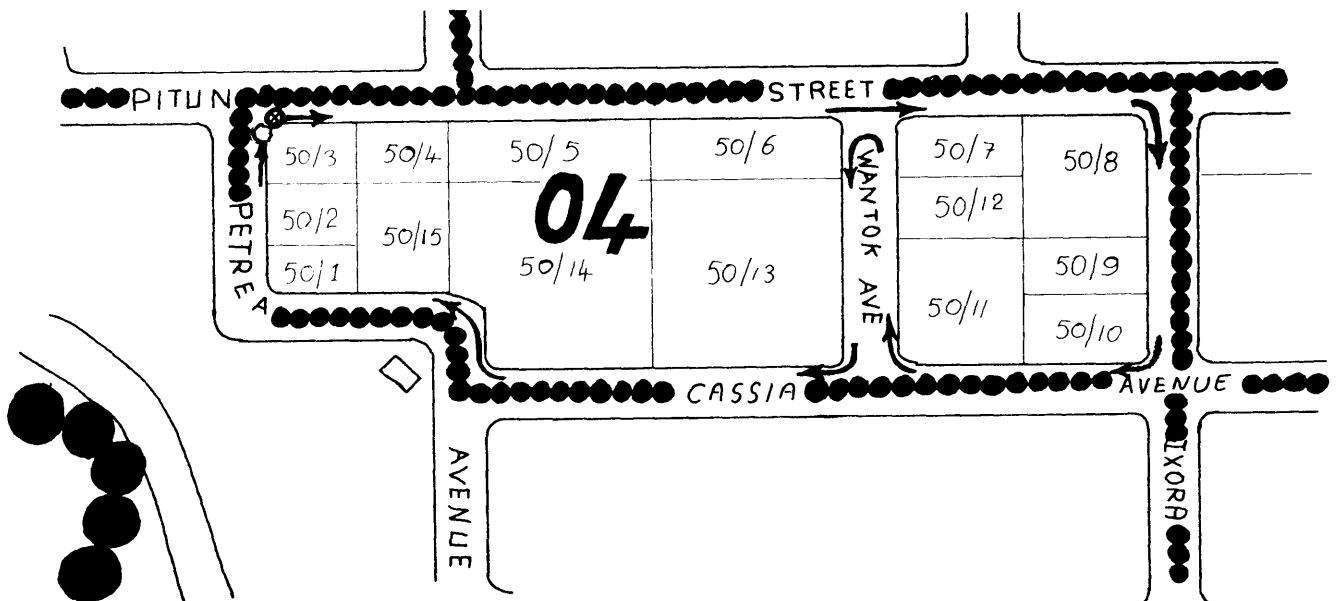
For each census unit maps and listing sheets will be provided to show (a) where the area is and (b) the location and type of each dwelling in that area.

C.U. Maps & Boundaries

Each C.U. has its own number e.g. C.U. 08; C.U. 09 etc. A street map or a sketch map together with an aerial photograph will be supplied to identify your area. This map will have your C.U. boundaries marked on it.

C.U. boundaries are with things as roads, creeks, rivers, etc. Sometimes fence lines, ridge tops or "lines of sight" are used for boundaries.

An example of a Census Unit is given below.



DWELLING TYPES

A dwelling is simply a place where people live. There are two main types of dwellings. These are (a) private dwellings and (b) special dwellings.

Private dwellings (PDs) are places such as flats; duplexes; domestic quarters and ordinary houses. Each house and each flat in a block of flats is a separate private dwelling.

Special dwellings include places such as hostels; workers quarters for single men, hospitals; corrective institutions and so forth. These places mostly have single people living in them. (See section 8 on Special Dwellings).

THE LISTING SHEETS

For each Census Unit there will be a listing sheet showing the type and location of each dwelling. The following lists the information given in the listing sheet.

(See example of listing sheet at the end of this section)

- (i) Street and area - this has the name of the street that each dwelling is in.
- (ii) Section and Lot - where the Section and Lot number is known this is entered in this column.
- (iii) BLDG NO. (Building Number) - Each separate building is allocated a number. The first building has number 01; the second 02 and so on.
- (iv) No. of PDs (No. of Private Dwellings).
 - The only entries in this column are
 - . '1' - this indicates one private dwelling.
 - . 'S.D' - indicates a special dwelling.
 - . '___' or blank - indicates a building with no people living there at the time of listing.

- (v) Further Identification - This column is used to record the type of house and any numbers which may be on the house, or any features of the dwelling which stand out and make identification easier.
- (vi) Int. Use Only - When you have finished the interview
 (✓) if completed dwelling then put a tick in this column.

HOW ARE DWELLINGS LISTED

- (i) Each building in the C.U. is written down on the list.
- (ii) Each dwelling in a building is written down on a separate line. For example if there is a block of 10 flats, each flat will be written on a separate line.
- (iii) Sketch maps are sometimes drawn of parts of C.U.s. Numbers given in the Further Identification column will refer to the number given on the sketch map.


Similarly -

- (iv) Sketch maps are sometimes drawn of particular buildings. For example - for a block of flats sketch maps are drawn to show exactly where each flat is. If there are no door numbers, on each flat a coded letter e.g. A, B, C, is given to each on the sketch map. These letters are also written in the FURTHER identification column of the listing sheet.

This listing sheet together with your C.U. map and an aerial photograph will help you to find each dwelling in your C.U. If you find any new dwellings, you must write this on the end of your list then interview the people who live there, and tell your Supervisor about it.

THE LISTING ROUTE

On your C.U. maps there will be arrows showing you where to go. The dwellings on the listing sheet are written down in the order shown by the arrows.

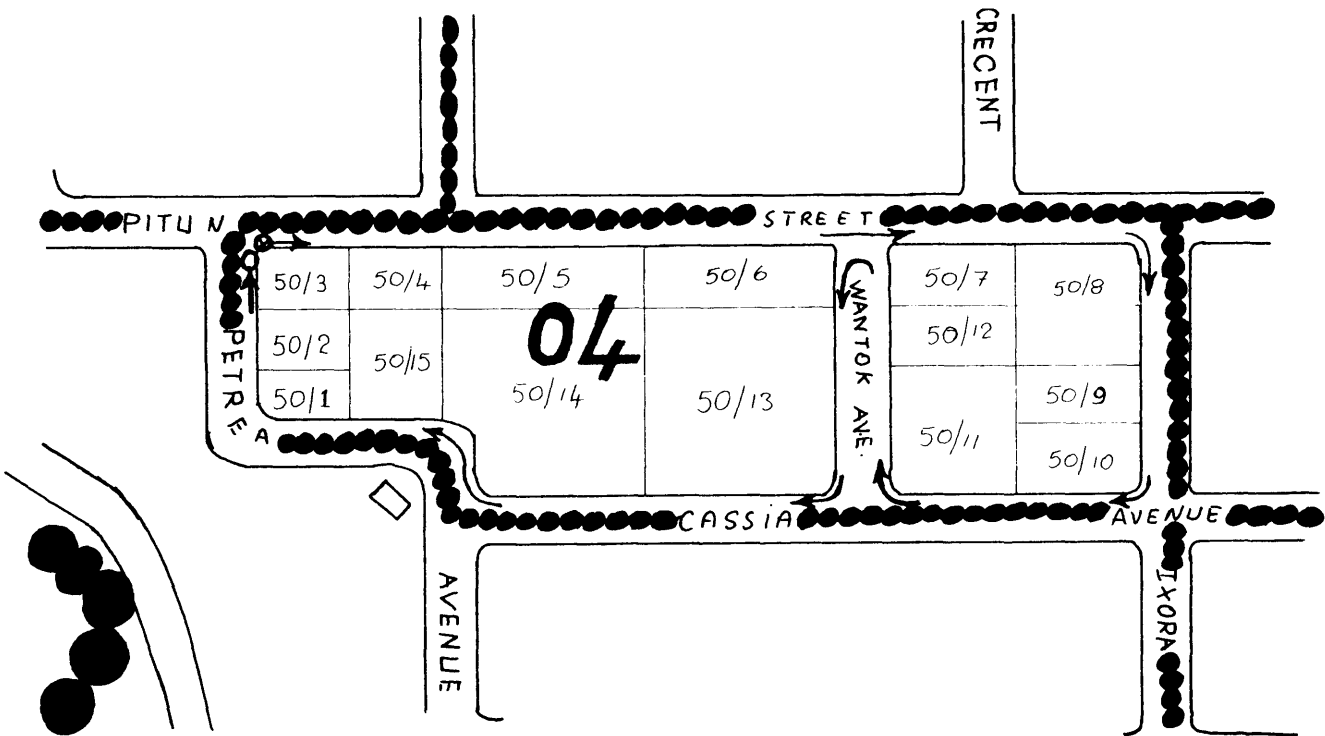
- (i) The start point of the list is shown by a circled cross. 
- (ii) Arrows are drawn on the C.U. map showing the route you should take to travel round the C.U.

(iii) You must cover your whole area, and finish at the point where you started.

Note: Before you start the census walk around your area following the arrows on the C.U. map. This will help you to become familiar with your C.U.

If you have difficulties following your listing sheets and maps - see your Supervisor.

An example of a listing route is given below.



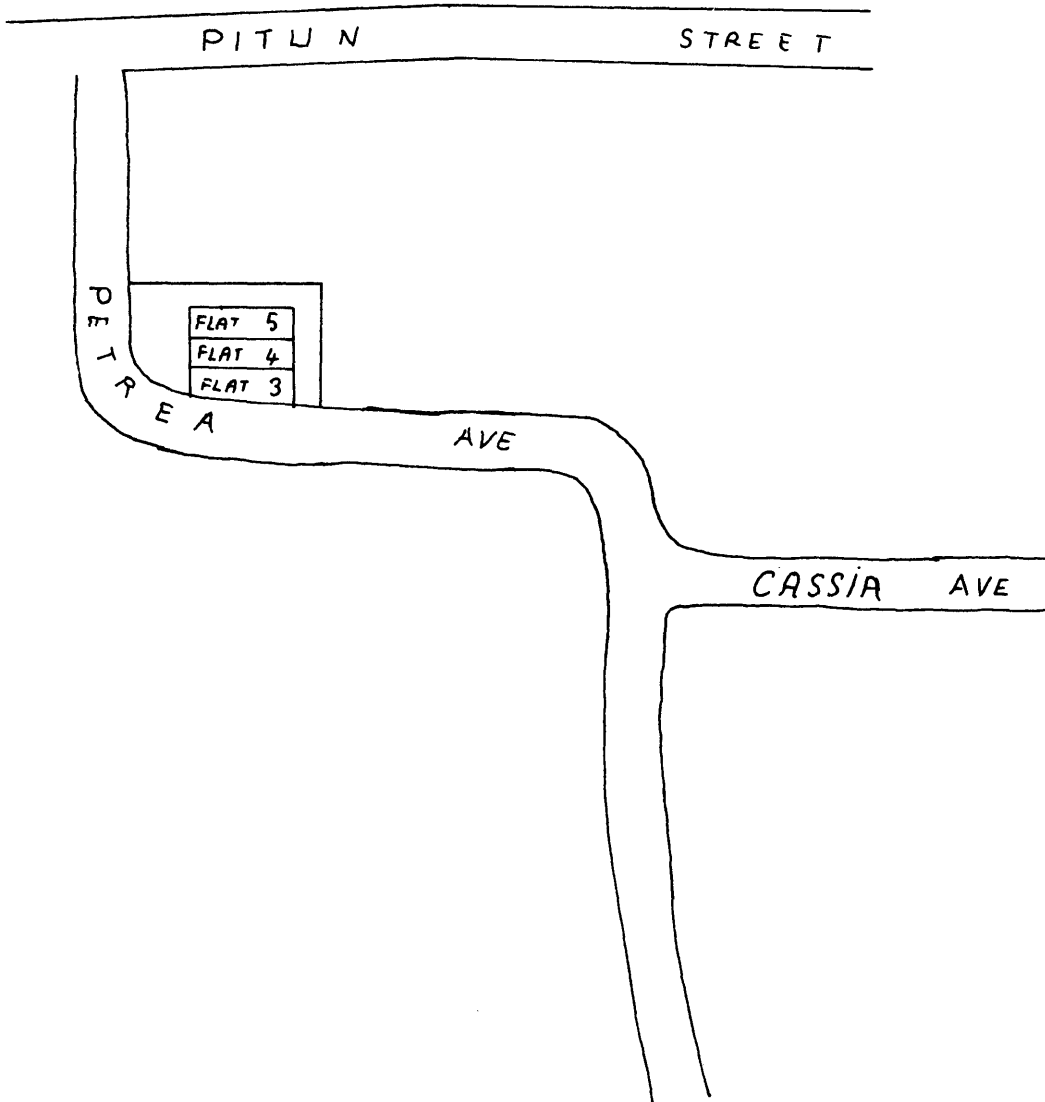
The next page has the corresponding listing sheet for C.U. 04 with all the buildings and dwellings on it.

FIELD QUERY FORM

Give details (and sketches where applicable) of any problems you had in listing the C.U. in any problems with C.U. boundaries. Give the C.U. number and section and lot number if applicable

C.U. NUMBER: ----- 04 -----

SECTION/LOT: ----- 50/1 -----

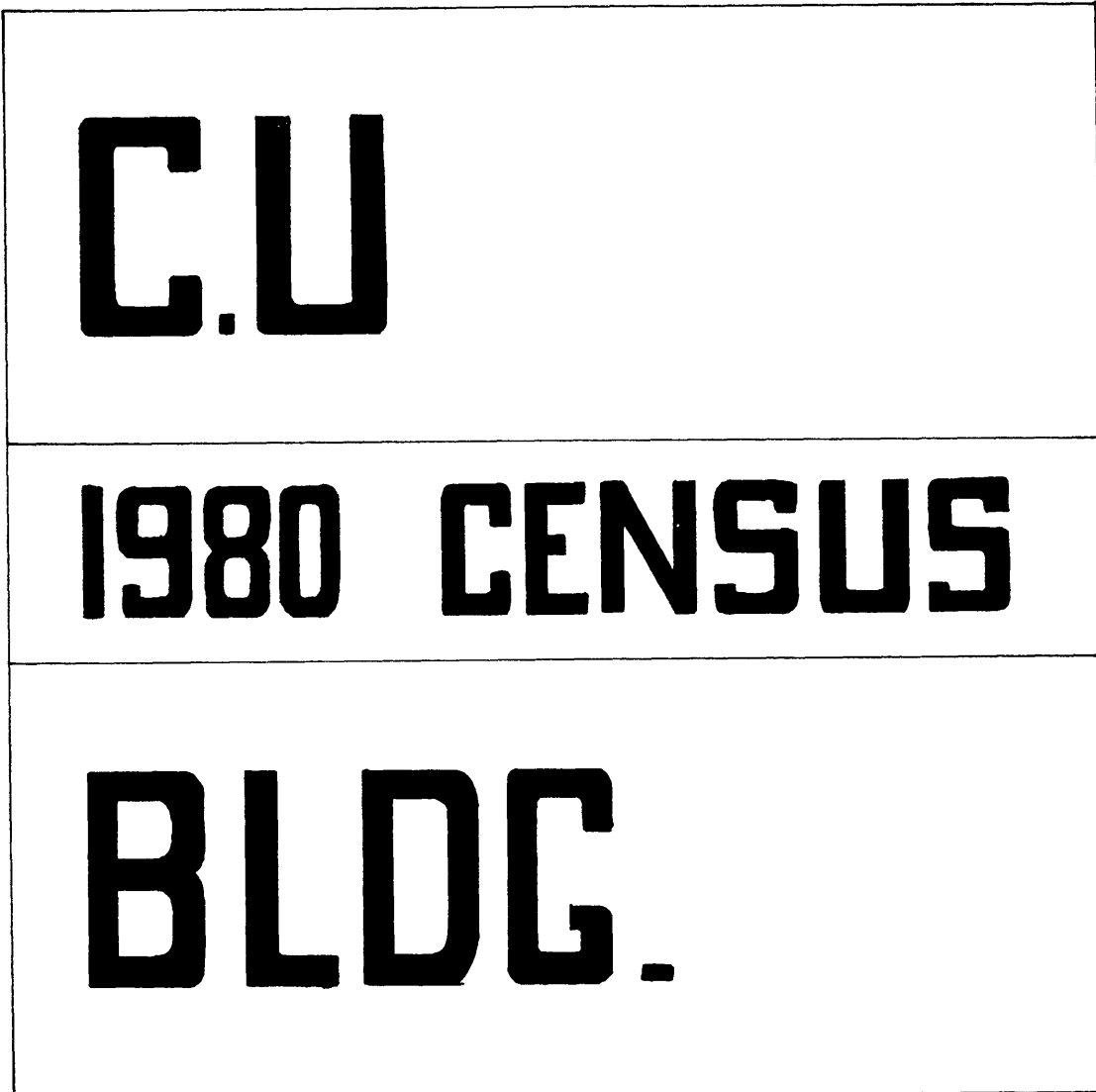


Name: ----- *A Good fellow* -----
Date: ----- *1/5/79* -----

SETTLEMENTS & VILLAGES IN TOWN AREAS

Each village and settlement, except for very large ones, are treated as a separate C.U. The listing of these C.U.s is done a week before the census by your supervisor. Your supervisor will go around the area sticking a special sticker onto each dwelling mostly near the front door. The number of the dwelling is written on the sticker as well as the C.U. number. These numbers will also be written on your listing sheet.

An example of a C.U. sticker is given below.



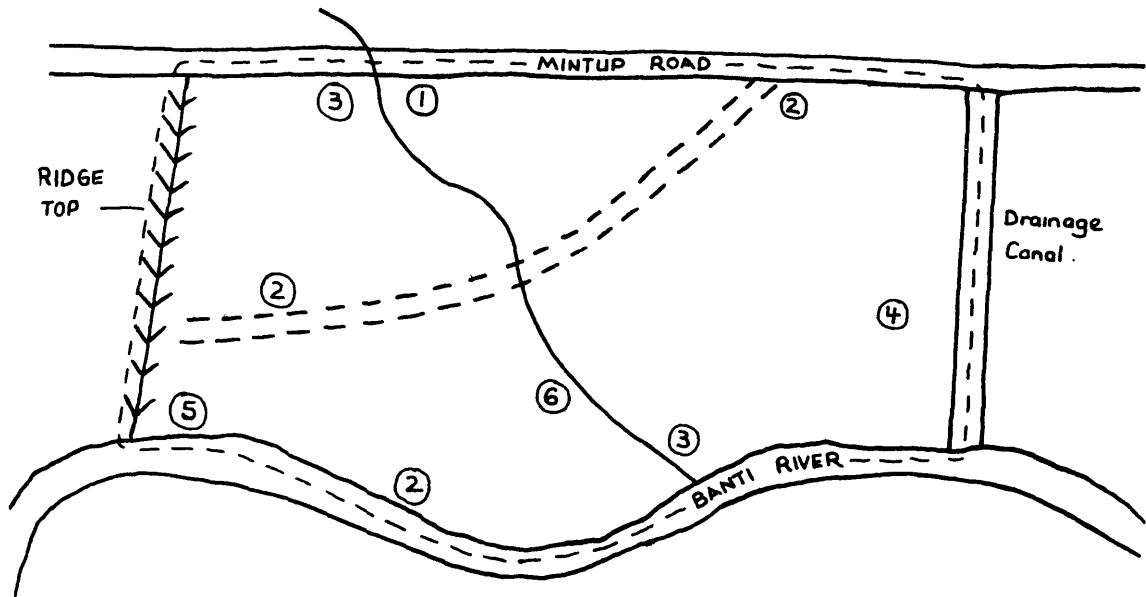
Information given on the sketch map includes:

- (1) when the map was done.
- (2) the total number of dwellings in the C.U.
- (3) the name of the committeemen or councillor in charge of the settlement.

EXAMPLE OF SKETCH MAP FOR A SETTLEMENT

Kola Settlement - C.U. 04

Committeeman - Raviki Dauri



total No. of dwellings = 28

A. Good fellow 1/5/79

CU boundaries - Banti river
drainage canal
mintup rd.
Ridge top

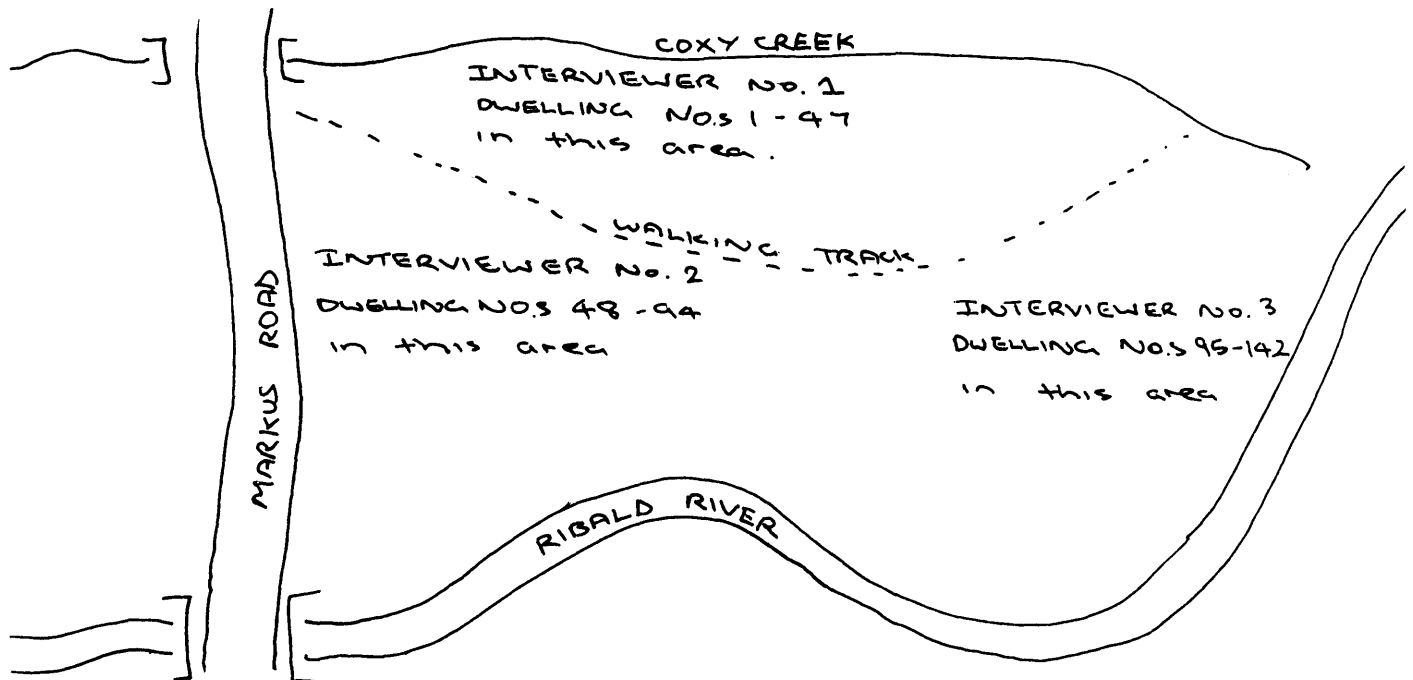
⑤ means there are five dwellings in that area.

The following give an example of how workloads are divided up in a settlement or village.

EXAMPLE BILBIE SETTLEMENT _ 142 dwellings - C.U. 08.

Your supervisor found 142 dwellings and put a sticker with a number on each of them. Three interviewers would work in this C.U. each getting about 50 dwellings.

Thus INTERVIEWER NO. 1	- Nos. 1 - 47	47 dwellings
"	NO. 2 - Nos. 48 - 94	47 dwellings
"	NO. 3 - Nos. 95 - 142	48 dwellings



So interviewer No. 1 has to do these houses with C.U. 08 numbers 1 - 47 on stickers on the houses.

Sketch maps of the houses and aerial photographs will be given to you to show you roughly where your houses are located. As in ordinary C.U.s the boundaries will be marked on these maps.

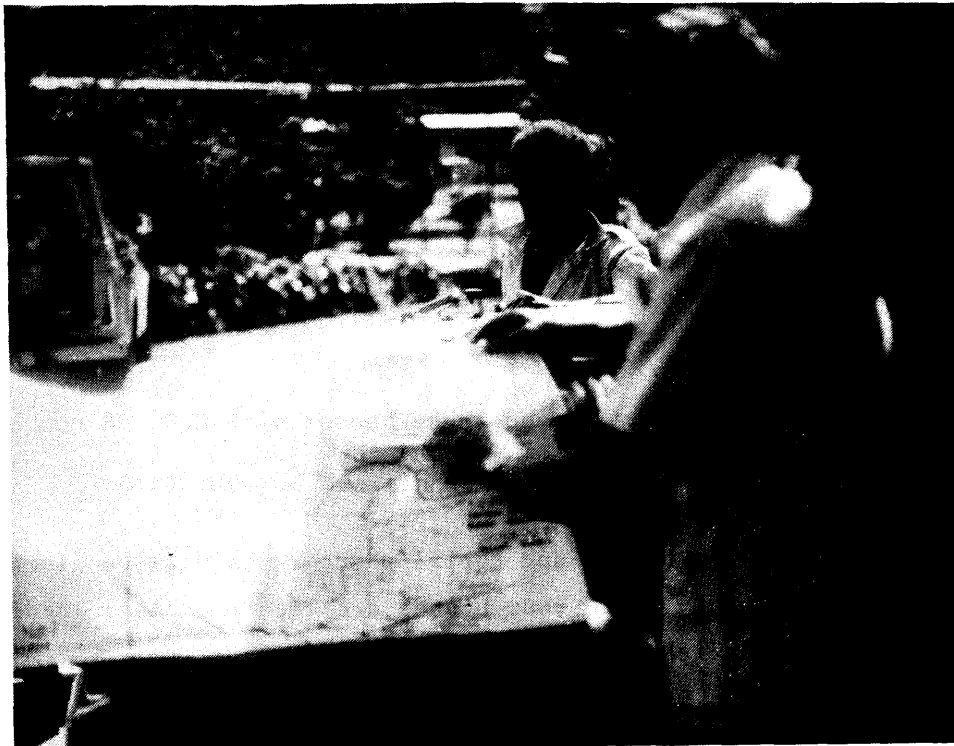
The sketch map may not be up to date: new houses may have been built while others have been knocked down, so the number of houses drawn on your sketch map may not be exactly the same as the number you will visit.

YOUR WORKLOAD KIT

- . Each of you will be given a manilla folder which contains the details for your C.U.
- . Each folder will contain
 - The listing sheets for the C.U.
 - The C.U. Map
 - The C.U. aerial photo
 - Any sketch maps of difficult or unclear areas in the C.U.
 - Any sketch maps of difficult buildings in the C.U.

This kit has been designed to make it easy for you to find your way around your area.

If you use your C.U. list, CU map, aerial photos and sketch maps properly it will make your job of finding all the dwellings in your C.U. and conducting the interviews for the Census much easier.



WHAT TO DO BEFORE YOU START INTERVIEWING

- . Before you do any interviews find the start point of the listing route for your C.U. and then walk around the C.U. in the direction of the arrows shown on your aerial photo of the C.U.
- . As you walk around your C.U. use the C.U. list and make sure that you can find every building that is written down on the C.U. list.
- . If you cannot find every building that is written down on the C.U. list then go and see your supervisor. It is possible that the building has been pulled down but it is more likely that you have accidentally missed it.
- . Sometimes you might find a building in your C.U. that people are living in that's not on the C.U. list.
Write ~~the~~ building in on the bottom of your C.U. list and conduct an interview of the people who are living in the building. Bring this new building to the attention of your supervisor and he will make sure you have done the right thing.
- . Now you are ready to start interviewing.
Remember DO NOT DO ANY INTERVIEWS AT DWELLINGS THAT ARE OUTSIDE YOUR C.U. BOUNDARIES.

WHAT YOU SHOULD DO EACH DAY

The Times you are to Work

Your whole workload is to be returned at the end of each day to Census headquarters. About 11.30 in the morning you are to return to Census headquarters and pick your workload back up.

The times you are expected to work are

11.30 AM - 7.00 PM
in the morning - at night.

NOTE: It is most important that your whole workload is returned to Census Headquarters at the end of each days interviewing.

When to Interview

Each interviewer is working as part of a team with 4 other interviewers. Each team of 5 interviewers has a supervisor. Each day at about 3 o'clock the whole team is to meet at a point close to the teams workload area. At this meeting you are to talk to your supervisor about any problems you are having. These problems could be things like

- . difficulties with your C.U. list and map.
- . problems with the questionnaire.
- . problems with dogs.
- . people refusing to answer the Census questions.

Your supervisor is there to help you. If something is worrying you tell him about it. In most cases he will be able to help you.

Supervised Interviews

During the Census your supervisor will be doing some of your interviews with you. In the first week your supervisor should be doing 3 interviews with you, and in the second week one interview. Use these interviews to have a personal talk with your supervisor about the Census and how you are going. During these interviews your supervisor will simply see how you are going and after the interview the two of you can talk the interview over. USE YOUR SUPERVISOR TO HELP YOU AS MUCH AS POSSIBLE.

Checking your Work

In the late afternoon when you have a bit of free time check over your work. Make sure all your forms are filled in correctly.

Returning Your Workload to Census HQ.

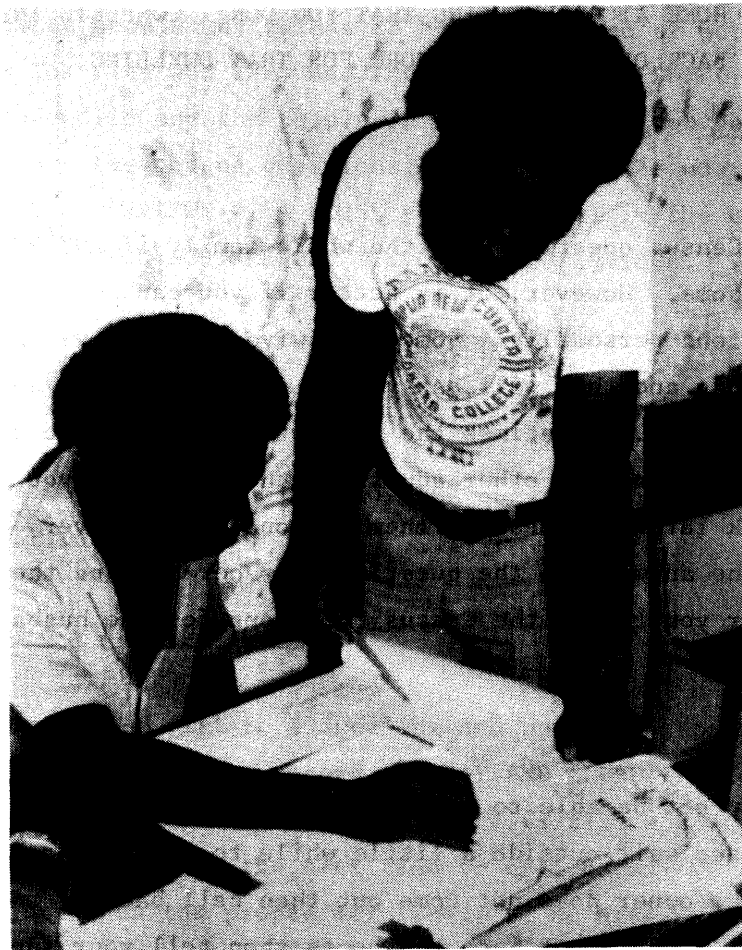
At the completion of each days interviewing your whole workload is to be returned to Census Headquarters. Where possible you and the other interviewers in your team should meet your supervisor at about 6.30 p.m. Give your workloads to your supervisor and he can return them to headquarters. If you are not able to meet your supervisor then you must return your workload to Census headquarters yourself.

Next morning go back to Census headquarters at about 11.30 AM and meet your supervisor. He should have your workload and he will give it to you. UNDER NO CIRCUMSTANCES ARE YOU TO KEEP PART OF YOUR WORKLOAD. DO NOT KEEP LOOSE FORMS. DO NOT TEAR ANY CENSUS FORM OUT OF YOUR PAD.

Queries with Your Work

You will notice that SECTION D ON THE BACK OF THE QUESTIONNAIRE is for recording any queries that your supervisor or your quality controller have with your work. Your supervisor will discuss these queries with you. Quite often you will have to call back to a house to be able to answer these queries.

You must make sure that you answer these queries properly. Each day check the cover pages of your Census Pads. Your quality controller will write a 'Q' next to the page number where there is a query. Turn to this page in your pad and look at the back of the form. What the query is will be written in Section D.



WHAT TO DO AT EACH DWELLING

Making your Calls to each Dwelling

The best times for you to make your calls to each dwelling are between 12.00 AM and 2.00 PM and 4.00 PM - 7.00 PM.

Sometimes when you call at a dwelling no one will be home, You must call back at another time to see if you can contact the people at home. You must make at least 5 CALLS to a dwelling before you can classify a dwelling as a non contact dwelling.

When trying to catch people at home VARY THE TIMES YOU MAKE YOUR CALLS. If no one is at home at 4.30 PM don't call back at 4.30 PM the next day; call at another time.

Sometimes it will be necessary to make calls in the early morning. E.g. at 7.30 AM or 8.00 AM. In this case you will have to make special arrangements with your supervisor so that you can have your workload in the morning.

NOTE: YOU MUST KEEP A RECORD OF ALL YOUR CALLS TO DWELLINGS THAT NOBODY IS HOME AT OR DWELLING THAT YOU DON'T COMPLETE INTERVIEWS AT ON THE BACK OF THE CENSUS FORM FOR THAT DWELLING.

Who to Interview

You can ask the Census questions for the whole family if ANY RESPONSIBLE ADULT who is at home. However, it is better if you can ask each adult the Census questions personally. Sometimes wives don't like answering for their husbands and they will ask you to come back later and speak to their husband. Sometimes the wife will not know the answers to some of the questions for other adults in the house and you will have to call back later to speak to them personally. However, if the wife does know the answers to the questions for her husband then it is quite okay for you to ask the Census questions for the husband to her.

Dogs

Sometimes you may not be able to get into a house because of savage dogs. In this case wait outside a little while to see if the owner comes out. If the owner does not come out then call back at another time. If you still can't get into the house then tell your supervisor about it.

Behaviour

Make sure you are polite. Treat people in the way you would want them to treat you. REFUSE ALCOHOLIC DRINKS. It is okay to have a drink of water or a cup of tea if this is offered. However, under no circumstances are you to consume any alcoholic drinks while interviewing.

THANK PEOPLE at the end of the interview. This is simply common courtesy.

Ticking the C.U. List

When you have FULLY COMPLETED ALL THE INTERVIEWS AT A HOUSE then you can tick it off in the 'Int Use Only' column on your C.U. List.

Problem Dwellings

Sometimes not everything will go smoothly with your workload, and you will not be able to complete all your interviews. This can happen because people may refuse to be interviewed or perhaps people only speak Tok Ples and they need an interpreter. Sometimes someone may just have died and the people in the house are too sad to be able to answer the census questions. In these cases where you CANNOT COMPLETE THE INTERVIEWS AT A HOUSE you must fill in the back of the Census form AND YOU MUST REPORT IT TO YOUR SUPERVISOR.

COMPLETING THE BACK OF THE QUESTIONNAIRE

There are 2 Sections on the back of the questionnaire that you may have to fill in.

1) SECTION A - RETURN VISITS

When you make a call to a dwelling and no one is home or you don't complete the interview record the DAY AND APPROXIMATE TIME OF THE CALL in the table in Section A. There is also a space provided for you to write down the best time to call back. Check with neighbours when the people are likely to be home.

ii) SECTION B - INTERVIEWS NOT COMPLETED

When you do not complete an interview then you must fill in the details in Section B. There are 6 different categories and these are explained below.

. Non Contact (1)

A non contact dwelling is one where someone is living but you haven't been able to catch the people at home. You must try at least five times to interview the people before you can put a dwelling down as a non contact.

. Full or Part Refusal (2)

Sometimes people will refuse to answer the Census question. Don't let this upset you. Stay calm. Try and convince the people to answer. If they won't answer then tell your supervisor about it. Write down full details of the refusal. Sometimes people will refuse to answer only one or two of the Census questions. This is called a part refusal. Again record full details of which questions they wouldn't answer.

. Interpreter Needed (3)

When an interpreter is needed give the name of the language so we can arrange to send an interpreter out.

. Recent Death or Illness (4)

If someone has just died or there is a very sick person in the house then don't hound the people for an interview. If they don't want to answer the Census questions now then arrange with them to call back at a later date. If this is not possible then ask them if you can ask their Census questions of a friend or neighbour of theirs.

. Vacant (5)

There are two reasons why a house may be vacant

- 1) The people may be away for just a few weeks. For example on leave.
- 2) The house might be completely empty and no one is usually living there.

You should be able to decide which of these categories is the correct ones by your own observation or by asking the neighbours.

. Others (6)

The two main OTHER cases are

- 1) Where a dwelling has been demolished but is still shown on your listing sheet.
- 2) Where a new dwelling is being built but is not finished yet.

You must give the details if you ever use the OTHERS category.

SECTION C - SUPERVISOR CHECK ON SECTION B

When your supervisor checks which book you ticked in Section B and your reasons for doing so he uses Section C. Do not complete Section C under any circumstances. It is only for your supervisor to complete.

SECTION D - QUERIES

This section is explained on Section - CHECKING YOUR WORK

YOUR SUPERVISOR

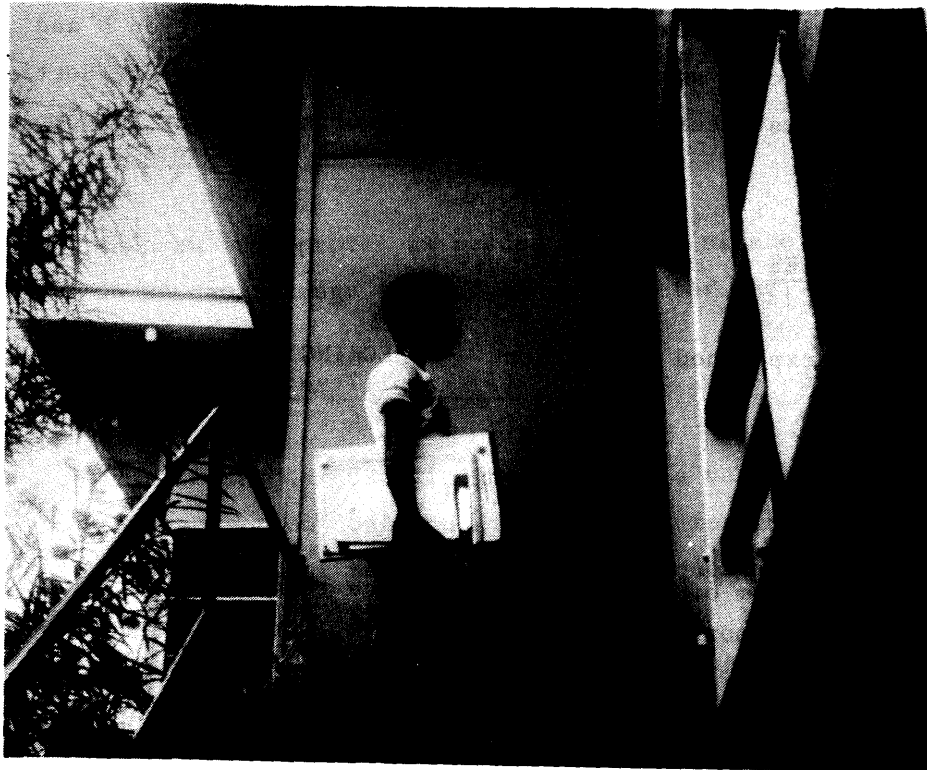
You are one of a team of 5 interviewers. Each team is under the control of a supervisor. The supervisor is your boss. It is the supervisors job to help you with your work. You are to do what your supervisor tells you. You are to meet with your supervisor at about 11.30AM each day at Census headquarters, again at about 3.00 o'clock

in the afternoon and at night at about 6.30PM. If you don't understand something then ask your supervisor - remember he is there to help you.

YOUR QUALITY CONTROLLER

Each supervisor works to a quality controller. There is one quality controller to every 2 supervisors. Normally you will not be dealing with a quality controller - your supervisor does this. Sometimes though you may have to work directly to your quality controller if you can't find your supervisor or if something happens to your supervisor. So make sure you know who your quality controller is.

The quality controller will check your workload each day and make sure that all the Census questions have been answered correctly. If something looks wrong then the quality controller will write a note down in Section C on the back of the questionnaire. Your supervisor will bring these queries to your attention and then it is up to you or your supervisor to fix these queries up. The action that you or your supervisor take on these queries must be written down in the 2nd column in Section C.



SECTION FOUR B

RURAL NON VILLAGES (or RNVs, for short)

Note: 500 numbered RNVs only. For small RNVs done by village patrol teams, see SECTION 4C.

A. EXAMPLES OF 500 RNVs

- | | |
|---------------------------|-------------------------|
| * plantations | * resettlement schemes |
| * government stations | * agricultural stations |
| * large mission complexes | * cattle stations |
| * rural hospitals | * saw mills |

B. ARRANGEMENTS FOR CENSUSING AN RNV

Your supervisor will see the person in charge of the RNV and make all arrangements for you to do the census.

C. WHO DO YOU CENSUS?

You census all the people who stayed at the RNV last night. This includes all wantoks and visitors and squatters and others who stayed there last night. It is most important that all these people are counted if everyone in Papua New Guinea is going to be counted.

You do not census workers who go home at the end of each day to sleep at their village or in town or somewhere else besides at the RNV.

If you are not sure whether or not to census someone, census him. This will make sure the person has been counted.

D. HOW IS THE CENSUS ORGANISED AT AN RNV?

There are 3 main ways of censusing an RNV and your supervisor will tell you the way he wants it done at each RNV you come to. The 3 ways are:

(i) HOUSE TO HOUSE USING A SKETCH MAP

Your supervisor will give you 3 or 4 houses to do at a time.

If a house has a number painted on it, you should write "NO." in FURTHER IDENTIFICATION in the top right hand corner of the census form. If each house has a number written for it on your supervisor's sketch map, this number should be written in BUILDING NUMBER When you have finished your 3 or 4 houses, you should go to your supervisor and he will cross them off on his map.

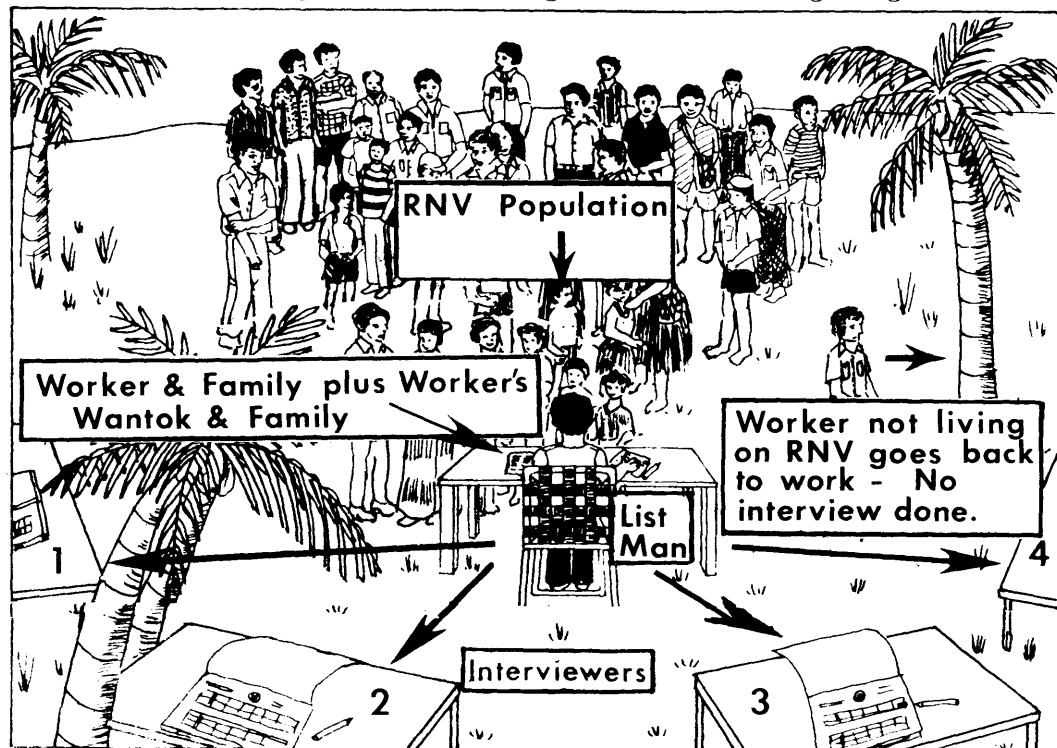
Things to remember: At most houses at RNVs there are wantoks staying with the family or single people who officially live there. Sometimes in a small house, there will be as many as 3 families. You must ask who all the wantoks are who are staying there. If you have a large single quarters to do, take extra care to make sure you census everyone. Ask your supervisor for help if necessary.

(ii) HOUSE TO HOUSE USING STICKERS

In censusing bush material or makeshift housing settlements, sketch maps may not be available. In such cases, your supervisor will still give you a few houses to do at a time. The difference is that as soon as you finish censusing a house, place a sticker on it in a prominent place so that your supervisor and other interviewers will know it has been done.

(iii) LINE UP

This is organised according to the following diagram:



Either all the people at the RNV, or all the people working in a particular section of the RNV, will assemble. Your supervisor will have a list of either

- (i) all people living at the RNV or, more commonly,
- (ii) a copy of the pay list of all workers at the RNV.

The LIST MAN will be one of the interviewers who will sit between the assembled people and the other interviewers, as in the diagram. He will call out each name on the list and

- (i) ask each person who comes forward if he stayed at the RNV last night.

If NO, the LIST MAN should tell him that he should be censused where he lives so he can go away now because he does not need to be interviewed any further.

If YES, the LIST MAN should direct the man to go to one of the interviewers and tell him to take with him his wife and any wantoks who are present who are staying with him.

- (ii) if no one comes forward, find out where the person is. If he is away from the RNV and did not sleep there last night, his name can be crossed off. If he is nearby, someone should fetch him. If he cannot be found or cannot come, the LIST MAN should ask a wantok to supply the information for the missing man.
- (iii) if there are people still left, when all names have been called, report this to your supervisor.

Things to remember: In a line up at a plantation most of the men are usually single. You must not assume all the men are single. You must ask every man if he has a wife and children and any wantoks staying with him. Wantoks may not want to be censused because they may be frightened that they will be asked to leave by the manager. You will have to reasssure any workers or wantoks with these fears.

E. HOW DO YOU DO YOUR INTERVIEW?

You ask each question the same way as you are told in Section 9.

(i) House to house interviews

Interview the head of the house or an informant. Write down the details for that person and for the rest of his family and anyone else who slept in the house last night. Do not start a new page for each family group. Put everyone who slept in the house on the one page and if you fill a page continue on to the next page.

(ii) Line up interviews

Single people - DO NOT start a new page for each single person. Try and fill up a page with single people. This will mean that in a line up you may interview a single person then a married group then another single person. You should go back to the earlier page with the first single person on it and write in the details for the second one.

Married people - Start a new page for each family (plus visitors) group. Put everyone in the group on the page unless there are too many. Then fill up the page and go on to the next page.

F. QUESTION 3

Question 3 is very simple for non-villages.

If the person slept at the non village last night - write 'IN'.

If the person slept anywhere else, e.g. a neighbouring village or a town - write 'OUT'.

It is usually better in non villages to ask the question, "Did (person's name) sleep here last night?" If the answer is Yes, write 'IN'. If the answer is No, write 'OUT'.

G. YOUR MAP

You may find some bush houses, squatter houses or other houses in the RNV which have not been drawn on your map. Report these to your supervisor.

SUMMARY

CENSUSING RURAL NON VILLAGES

1. You census everyone who stayed at the RNV last night.
2. Be sure to count all wantoks and their families who stayed there last night.
3. There are 3 ways of censusing an RNV:
 - (i) house to house using a sketch map
 - (ii) house to house using stickers
 - (iii) line up.
4. You use the special rules for NON VILLAGES in Question 3.
5. For house to house interviews, you record everyone in the house on one form.

For line ups,

- (i) you fill up one form with single people before starting a new one.
- (ii) You start a new form for married people and put everyone in the family plus visitors on the one form.

THE VILLAGE CENSUS BOOK

INTRODUCTION

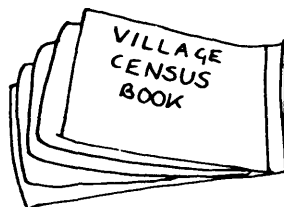
- . The Village Census Books have recently been reintroduced in all provinces. They are simply a list of all the families who belong to a particular village.
- . This listing is a very valuable basic record for the National Census. It helps us to check that we are not missing people.
- . The Village Census Book will usually not have been up-dated for about a year when the National Census takes place. In this year, changes will have occurred, - families will have moved out, babies will have been born, people will have died and people will have married.
- . It is important that all changes to the village census book for each family are recorded first and then the National Census is done.
- . Each interviewer must know how to record changes on the village census book as he may have to do this job at least in some villages.

A. THE PDS MAN'S JOB

- . As noted earlier, the person who completes the village census book is called the PDS man. PDS are simply the initials of the Provincial Data System, that is, the name of the system of keeping village books.
- . The PDS man will sit at a special table usually with the village councillor in front of the village people.
- . The PDS man will call out the name of the head of a family. This family will then come to his table. If the family is absent someone who knows the family well should come in his place.
- . The PDS man then records any changes for this family in the village census book.
- . When he has finished this he will fill in a Family Record Card for that family, and convert the ages of people as well, for you.
- . This card is then given to the head of the family to take with his family to one of the census interviewers.

THE VILLAGE CENSUS BOOK

- . Village Census Books open the opposite way to normal reading books (see Diagram)



B. THE ANNUAL CENSUS FORM

The pages of the Village Census Books are called 'Annual Census Forms'. An example of a completed form is given below.

NAME	FATHER'S NAME	LINE NO	RELATIONSHIP		DATE OF BIRTH and SEX		OVER 18	WAGE EARNING	CASH CROPPING	EDUCATION	LITERACY	Present - ✓ Absent - Place Name Moved In - M/I Moved Out - M/O Born - BIRTH Died - DEATH		
			OF	NO	MALE	FEMALE						1977/78	1979	1980
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ABEGUL	BADEM	01	H		1930		✓	-	-	-	-	HAGEN	HAGEN	
BUMAN	KABANAM	02	W	01		1933	✓	1	0	9	10	✓	✓	
		03												
AWAWAN	ABEGUL	04	S	02	1948		✓	-	-	-	-	HAGEN	HAGEN	
	DAMO	05	W	04		1951						DEATH		

Column 1 & 2 - Name & fathers name.

Column 3 - Each line has a number to identify each person when giving the relationship.

Column 4 & 5 - These show the relationships within each family.

Column 4 - The following abbreviations are normally used

- H - for Head of the family
- W - for a Wife
- S - for Son
- D - for Daughter
- A/S - for an Adopted Son
- A/D - for an Adopted Daughter
- WIDOW - is written for Widow.

Column 5 simply gives the line number of that person is related to.

(e.g. S of 02 - son of person 02).

Children are normally written as related to their mother.

Column 6 & 7 The date of birth or year of birth is written in one of these columns. Column 6 is for MALES only. Column 7 is for FEMALES only.

Column 8, 9, 10, 11 & 12 These columns do not concern you. - do not write anything in them. This information will be recorded during the next Kiap census.

Column 13 & 14 This column contains the information that was collected in the 1977/78 and/or 1979 Kiap censuses.

Column 15 This is where the updated information is recorded during this census. If you look at the top of the form above columns 13, 14 & 15, there is a guide to what you must write in column 15. This will be explained in detail in Section C, (Updating the Annual Census Form).

C. UPDATING THE ANNUAL CENSUS FORM

(1) RESIDENTS AND ABSENTEES

The two most important definitions are those of a RESIDENT and an ABSENTEE.

- . RESIDENT is a person who has lived in the village at some time in the last six months.
- . An ABSENTEE is a person who has been away for six months or more.
- . Thus your first job for each family is to decide if each person listed is a resident or an absentee.
- . If the person is standing in front of you put a (✓) in column 15
- . If they are not in front of you, you must ask "Where is he/she now?"
- . If the answer is that he or she is nearby or at least has not been away for longer than 6 months, then also put a (✓).
- . If you are told he/she has gone to live or work somewhere else and has been gone, or is expected to be away for at least six months, he or she is then an absentee.
- . Write the name of the place where he or she has gone in column 14.

(ii) BIRTHS

- . You must ask each family about any new births.
- . If there is a new baby, record the name in column 1.
- . In column 2 put the father's name.
- . In column 4 & 5, write down the relationship to the mother, (S) for son, (D) for daughter.
- . The birthday is put in column 6, if the child is a boy.
- . The birthday is put in column 7, if the child is a girl.
- . Try to find out the exact date of birth. Most mothers will know this or can show you an Aid Post or Birth card.
- . RESIDENT BIRTH - If the family are residents write the word BIRTH in column 15.
- . ABSENTEE BIRTH - If the family are absentees, put where the baby is in column 15 as you do for other absentees.
- . WHERE TO WRITE THE NAMES.
 - _ A firstborn child belongs 3 lines below his mother.
 - A second or more child belongs below the last child his mother gave birth to.

EXAMPLE

NAME	FATHER'S NAME	LINE NO	RELATIONSHIP		DATE OF BIRTH and SEX		OVER 18	WAGE EARNING	CASH CROPPING	EDUCATION	LITERACY	Present - ✓ Absent - Place Name Moved In - M/I Moved Out - M/O Born - BIRTH Died - DEATH		
			OF	NO	MALE	FEMALE						1977/78	1979	1980
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ABEGUL	BADAM	01	H	-	1950		✓	1	0	9	0	✓	✓	✓
DAVAN	KANAMAM	02	W	01		1952	✓	1	0	9	0	✓	✓	✓
		03												
		04												
KANAMANI	ABEGUL	05	S	02	1978			0	0	0	0	BIRTH	✓	✓
DADAM	ABEGUL	06	D	02		1.3.79		0	0	0	0			BIRTH

(iii) DEATHS

If a person had died write down the word DEATH in column 15.

Then cross out all of the person's line.

DOKTAN	APINUN	13	H		1930		✓	1	0	9	0	✓	✓	✓
Folo	KOBERE	14	W	13		1933	✓	1	0	9	0	✓	✓	DEATH

(iv) MARRIAGES

MARRIAGES IN THE VILLAGE

If a man has married, write his wife's first name in column 1 and her father's name in column 2. Write her name on the line below her husband. Write W for Wife in column 4. Write her husband's line no. in column 5.

Do not write anything in columns 8 to 14.

If the wife has moved in from another village or place write M/I in column 15.

		15												
		16												
		17												
DOKTAN	APINUN	18	H		1930		✓	1	0	9	0	✓	✓	✓
KUSU	PIKA	19	W	18		1944	✓							M/I
		20												

If she has her name in the same village book and it is listed under her parents, then cross her out. Then write her name again under her new husband's name, after that put a tick in column 15.

* NOTE: DO NOT write anything down in column 8, 9 10, 11, 12.

This information will be recorded by the Kiap when he next comes.

MARRIAGES OUT OF THE VILLAGE

If a woman has become married and moved out of the village write M/O in column 15 and cross out her name.

		21												
Folo	AUPERE	22	D	19		1958	✓	1	0	9	0	✓	✓	M/O
		23												

(v) CHECKING FOR PEOPLE MISSED

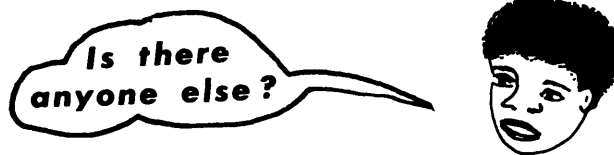
At the end of each family check and ask 'Is there anyone else?'
You may find out about someone missed during the previous census.
If so, add them on.

TOTALLING EACH PAGE

- (a) When you have finished a page you must fill in the totals at the bottom of column 15.
- (b) Count up the number of times a tick (✓) and "M/I" have appeared in column 15. Write this number down where it says "RESIDENT".
- (c) Count up the Absentees, where a name of place is recorded and write this number down where it says Absentees.
- (d) Next count up the number of "BIRTHS" and record this in column 14 where it says "BIRTHS".
- (e) Add together the numbers that you have recorded as the total RESIDENTS, ABSENTEES and BIRTHS. Write the sum where it says "TOTAL".
- (f) Lastly count up the Deaths in column 15 and write it by "DEATHS".
- (g) This must be done for each page.

D. ON COMPLETION OF THE BOOK

- . When you have finished the last family in the village, check and ask if there is anyone else. This is very important. We must try to get anyone from the village whose name was missed off the book.
- . At the end of the Village Census, your Supervisor will add up the Totals of RESIDENTS and BIRTHS on each page to get a Village Total. This is cross checked with the numbers recorded on the National Census Form.



E. THE FAMILY RECORD CARD

- . When you finish each family group in the village book, you must complete a FAMILY RECORD CARD for that family. An example Family Record Card is shown below.
- . Simply copy the following information for each person in the family from the village book - their names (first names only), relationship; sex and dates of birth.
- . For relationship simply use the abbreviations given in section D; that is H for Head; W for Wife etc. Don't put the line number from the Village Census Book.
- . If a man has more than one wife, under the husband first write wife number one and her unmarried children, then wife number two and her unmarried children and so forth.
- . If everybody in a family is ABSENT (that is they have been away for six months) you do not have to write out a Family Record Card for that family.
- . If only some people in a family are ABSENT but the rest are still in the village - fill out the Family Record Card for the whole family (that is, include the names of the people who are ABSENT).
- . For people who have not come to the census but who have stayed in the village you must still do a Family Record Card. Give the card to a friend of the family and send him on to the interviewer to talk for that family.
- . You must do a separate Family Record Card for each household or family group - see next section for a definition of a family group.

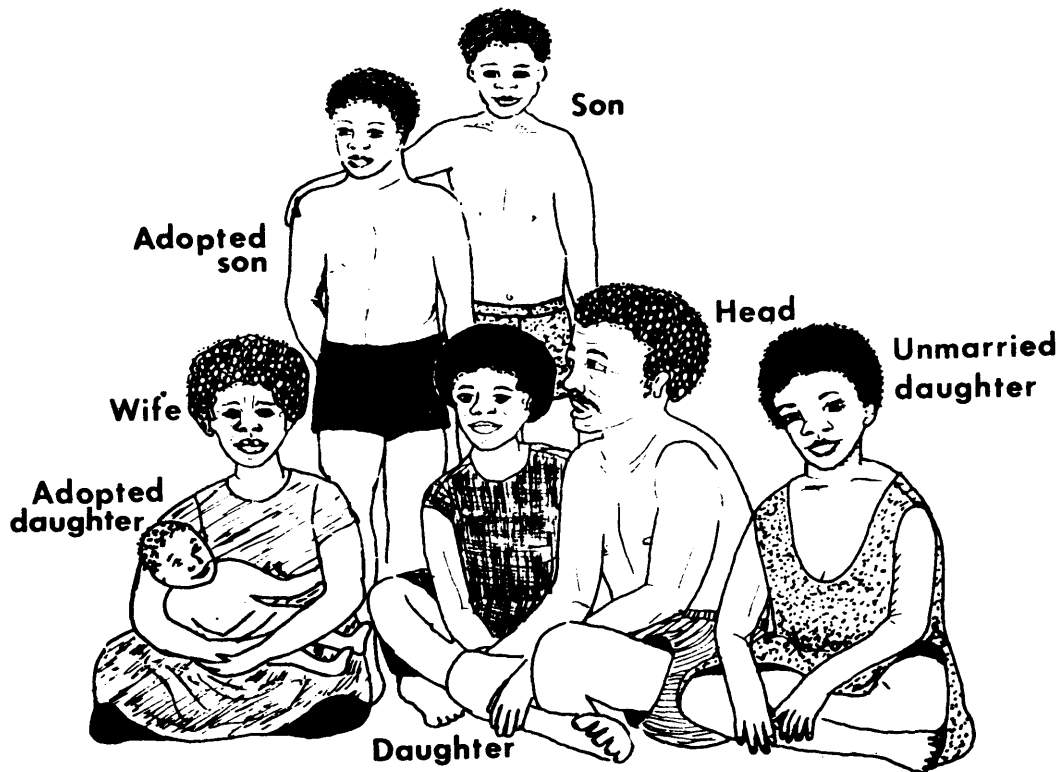
EXAMPLE

FAMILY RECORD CARD						
P.D.S. MAN TO COPY FROM VILLAGE BOOK					TO WORK OUT	
NAME	RELATIONSHIP	SEX	DATE OF BIRTH			AGE IN YEARS
			DAY	MONTH	YEAR	
WAIP BERAMUT	H	M			1927	53
BOA	W	F			1929	51
KUTU'AYA	D	F			1956	24
PARARUM	S	M			1962	18
SILID	A/D	F			1974	6

F. THE VILLAGE HOUSEHOLD DEFINITION - A FAMILY GROUP

When you study the National Census Form you will see the word household. In villages a household is simply a family group. A family group usually includes a man, his wife (wives) and their unmarried children.

The following diagram helps to show what a family group is.



A Family Group

- . If any of the children are married, they form a separate family. Unmarried adopted children should be included with their foster parents.
- . The only exception is for very old people. Where husband or wife has died. They can be added to the card for one of their married children.

FINDING FAMILY GROUP ON THE ANNUAL CENSUS FORM

One of the jobs of the PDS man is to pick out the family group from the Village Book.

The names of the village people are written down in "extended" family group. We only want the census interviewers to ask questions of little

family groups, otherwise there would be too many people on a census form.

Shown below is an example of a page in a village book. In this example the name of the people in the extended family are split into three households, or family groups, for National Census purposes. You will do a Family Record Card for each group A, B and C.

EXAMPLE OF PAGE IN VILLAGE BOOK

NAME	FATHER'S NAME	LINE NO	RELATIONSHIP	
			OF	NO
1	2	3	4	5
WAIP	BERAMUT	01	H	
BOA	GAHUL	02	W	01
		03		
		04		
UEP	WAIP	05	S	02
SANAI	KUMA	06	W	05
		07		
		08		
MARI	UEP	09	S	06
KAURI	UEP	10	S	06
RIGIN	UEP	11	P/O	06
ANNE	UEP	12	D	06
		13		
		14		
		15		
		16		
YARUBE	WAIP	17	S	02
KAMI	BIRUP	18	W	17
		19		
		20		
YARAWA	YARUBE	21	D	18
YASI	YARUBE	22	S	18
		23		
		24		
		25		
		26		
KUTU'AYA	WAIP	27	D	02
PASUA	WAIP	28	D	02
PARARUM	WAIP	29	S	02
SILID	WAIP	30	P/S	02
		31		
		32		

EXTENDED FAMILY

FAMILY GROUP B
HEAD WIFE UNMARRIED CHILDREN

FAMILY GROUP A

FAMILY GROUP C

G. CONVERTING AGES ON THE FAMILY RECORD CARD

- * This is the PDS man's job.
- * If you are the PDS man, you must convert the date of birth on the Family Record Card to age in years.
- * This is done by using the table given on the back of this manual.
- * Simply look up the year of birth on the table and look across to the corresponding age. Write this age on the family record card.

When you do this conversion; look carefully at the person concerned and see if the age looks about right. If it doesn't, then you must try to find out the person's age. First ask the person how old he is. If the age that he gives seems right to you, write both the current year of and age on the family record card in the current spaces. If the person doesn't know his age, which is more usual, you use some notable or famous events to try and work it out.

- * When you change an age, always change both the date of birth and the age on the family record card.
- * The procedure for using the Notable Events Book is given in the front of notable events book. You will be shown how to use these lists during training.
- * For easy reference, copy the notable events for the District you are working in, onto the inside of the back cover in the space supplied. Other events that people in the District know well may be added by your Supervisor.
- * Sometimes the PDS book will only have 'aged' for old people. In these cases you will have to use the notable events book to determine the persons age & date of birth.
- * Where possible estimate both the month and year of birth. This is particularly important for children. Independence - September is a good reference point. Was the child born before or after Independence - September.

H. NO VILLAGE CENSUS BOOKS

- . In most cases, when no books have been made out for a Census Division or a particular village, you will have to use earlier older records. These are similar to the village census book

and you should follow the same procedure. Your Supervisor will explain any differences to you.

In extreme cases no earlier records of any type will be available. In these cases the people will go directly to the Census interviewers and there will be no village census book to act as a check.

There will be no Family Record Card and interviewers will have to find out all the details from the people and in many cases estimate ages. It is hoped that some form of old records can be found as the procedure, without records to check, will not be as accurate.



THE STRUCTURE OF THE FORM

At the back of the manual you will find a copy of the census form. This is the form you will be using when you do your interviews.

1. DESCRIPTIVE INFORMATION

First of all there is what we call DESCRIPTIVE INFORMATION at the top right hand corner of the form.

- a. In RURAL AREAS you only have to complete the left hand side of the descriptive information.

PROVINCE _ _ _ _ _
 DISTRICT/TOWN _ _ _ _ _
 CENSUS DIVISION _ _ _ _ _
 CENSUS UNIT NUMBER _ _ _ _ _
 CENSUS UNIT NAME - - - - -

- b. In URBAN AREAS you have to fill in all of the descriptive information.

PROVINCE SECTION
 DISTRICT/TOWN LOT NUMBER
 CENSUS DIVISION BUILDING NUMBER
 CENSUS UNIT NUMBER TYPE OF HOUSE
 CENSUS UNIT NAME FURTHER
 IDENTIFICATION

This descriptive information comes from the C.U. Listing Sheet.

This descriptive information is extremely important.

Copy the descriptive information for each house EXACTLY AS IT IS ON THE LISTING SHEET onto the census questionnaire.

2. PERSON NUMBERS

The next thing on the form are the person numbers at the top of the form. Each person has their own column. There are 10 columns

on the form. Columns 01 to 07 are for the people who usually live in the house. Columns 08 to 10 are for visitors.

3. THE CENSUS QUESTIONS

The next thing the form has got is all the Census questions. If you look down the left hand side of the form you will see all the Census questions - each question has a number. There are 25 questions altogether.

EXAMPLE - QUESTION 4

4	WHAT IS YOUR DATE OF BIRTH?	Day	Month	Year	Day	Month	Year	Day	Month	Year	Day	Month	Year
	Years	Years		Years		Years							

4. COVERAGE

The first 3 questions on the Census form are where you write down the names of all the people who live in each house.

In QUESTION 3 you must ask for each person in the house, "*Did that person stay in the house last night?*"

- . If the answer is YES, then write 'IN' in Q3 for that person - and ask the person all the Census questions. If the answer is NO, then write 'OUT' for that person - and the person does not get asked any of the Census questions.

QUESTION 3 is called the COVERAGE QUESTION.

5. SEQUENCE GUIDES

Some of the Census questions are not asked of everyone. For example, men don't get asked how many babies they have had.

So, we use sequence guides to tell you who to ask the Census questions of.

There are 4 main sequence guides on the Census form.

- i. If 'OUT' in Q3, END OF QUESTION FOR THIS PERSON.
- ii. FOR ALL FEMALES 15 YEARS OF AGE AND OLDER (BORN IN 1965 OR BEFORE).

iii. FOR ALL PERSONS 10 YEARS OF AGE AND OLDER (BORN IN 1970 OR BEFORE.

iv. IF CODE 01, 02, 03 OR 04 ASK Q20, 21 & 22.

6. INSTRUCTIONS TO YOU

The next thing about the Census forms are all the instructions to you, the interviewer.

Nearly every question has instructions under the question in small print.

EXAMPLE - QUESTION 4

4	WHAT IS YOUR DATE OF BIRTH?	Day	Month	Year	Day	Month	Year	Day	Month	Year	Day	Month	Year
	<i>Write in ink. If date of birth unknown, write estimate in years.</i>	Years			Years			Years			Years		

There are 2 instructions to you the interviewer

- i. Ask for Health Record Cards.
- ii. If date of birth unknown, estimate age in years.

There are two questions on the form that are not really questions but are instructions to you. They are question 2 and question 14B.

QUESTION 2 - IS ALL AN INSTRUCTION TO YOU

2	WRITE DOWN THE RELATIONSHIP OF EACH PERSON TO THE HEAD OF THE HOUSEHOLD. FAMILY	HEAD				
	<i>Write: Son, Daughter, Adopted Son, etc.</i>					

QUESTION 14B - IS ALL AN INSTRUCTION TO YOU

A	IS YOUR OWN MOTHER STILL ALIVE?				
14	<i>Write YES or NO (do not Marked Mother, not father)</i>				
B	IF YES IN Q14A IS SHE ON THE FORM (S) FOR THIS HOUSEHOLD?				
	<i>Write YES or NO</i>				

Make sure you pay careful attention to all these instructions that are with each question.

7. CODING BOXES - GREEN SHADING

The next thing about the form is the processing of the information in the form.

Notice that there is a lot of blue colour on the form. Wherever there's green colour the answer in that space is going to go onto the computer in Port Moresby.

Okay, look a bit more closely at this green colour.

Look at the difference between Q13 and Q14. Q13 has little CODING BOXES that are coloured blue. But in Q14 the whole space is coloured

NEVER WRITE ANYTHING OVER THOSE LITTLE GREEN BOXES.

8. TALLY BOXES

Look now at the bottom right hand corner of the form.

There are 2 sets of tally BOXES there.

- a. The first tally boxes say 'This is page number, of, total pages for this household'.

THIS IS PAGE NUMBER	<input type="text"/>
OF	
TOTAL PAGES FOR THIS HOUSEHOLD	<input type="text"/>

These boxes just tell us how many forms you've had to use at each house. You have to fill these boxes in.

- b. The second tally box is in the bottom right hand corner of the form.

TOTAL FROM Q 5 FOR THIS PAGE	
MALES	<input type="text"/>
FEMALES	<input type="text"/>
TOTAL PERSONS	<input type="text"/>

All you have to do is to get the number of males and the number of females from Question 5 and enter the numbers in the boxes.

9. THE BACK OF THE CENSUS FORM

The back of the Census form is used only in URBAN AREAS.

10. WHO TO ASK THE QUESTIONS OF

There's one more thing about the form. Who should you ask the question of?

Do you have to ask the questions of each person personally or can you ask the husband or wife the questions for everyone in the household?

The answer is that you can ask the Census questions for a whole family of any responsible adult member of that family. That is you do not have to ask the Census questions personally for each person.



Chapter 6

THE CENSUS QUESTIONS

GENERAL

When asking the Census question you must make sure that the questions are asked in the same way of all persons that you interview. If you don't do this then the Census results will be no good.

Usually the information for questions 1-5 can be obtained from the head of the household. Then ask questions 6-22 of each person individually. (Parents will usually answer for young children). After the questions for each individual have been asked get the household together and ask questions 23-26 of the household as a whole.

URBAN, RNVs, VILLAGES

As explained earlier the procedure is different from Urban & RNVs to villages. In urban areas & RNVs you go to each house and put the whole household on the one form. In rural villages, the PDS man divides the list for the village into family groups and you interview only one family group at a time. Thus the procedure for Questions 1 to 5 on the form is different in these two cases.

This section for Questions 1 to 5 only has been split into two parts

- A & B - URBAN AND RNVs
- C - RURAL VILLAGES ONLY.

URBAN INTERVIEWERS - READ A & B ONLY
RURAL INTERVIEWERS - READ A & B AND C

(you have to cover RNVs and villages).

QUESTION 6 ONWARDS IS THE SAME FOR URBAN & RURAL.

PARTS A & B - URBAN & RNVs

QUESTIONS 1 TO 5

Your job as an interviewer to find out and write down on the census form the names of

- (i) all people who usually live at the dwelling. Make sure you PROBE for any old people living in the dwelling (grandparents etc), any young babies, any adopted children.
- (ii) Any people who are visiting the dwelling. This could be people who are only staying a few days, on the other hand they may have been there a few months already.

NOTE: For the census we do not wish to define a visitor. If a person says he is a visitor put him/her in the visitors section.

- (iii) Any people who SLEPT AT THE DWELLING the night before you are interviewing there

You write down the names of these people in the answer boxes for Q1.

QUESTION 1

PERSON NUMBER		01	02	03	04
A	WHAT ARE THE NAMES OF THE PEOPLE WHO ARE LIVING HERE?				
B	DID YOU HAVE ANY VISITORS WHO STAYED HERE LAST NIGHT? <i>Write down names</i>				

The people at the houses you will interview at can be divided into two groups. These two groups are residents and visitors.

Question one has been divided into two parts to make sure that you get the names of these people from both of these groups.

Q1A is for writing in the names of the residents using person numbers. 01-07 Q1B is for writing in the names of the visitors using person numbers 08-10.

When you write down the name of the residents, you must write down the head of the household first, then his wife, and then the children who are not married starting from the oldest.

HOW TO ASK THE INTRODUCTION AND QUESTIONS 1, 2, AND 3.

Your introduction should be something along these lines

"Good (morning/afternoon/evening) My name is
 I'm an interviewer for the National Census and I'd like to ask you the Census questions. First of all, what are the names of the people living here?" You then write down the names and the relationship, remembering to start with the head, then his wife and then the children. Then ask Q1B "Did you have any visitors who stayed here last night?" Write down their names.

Now you must ask Question 3. Ask for each person "Did you stay here last night?" Just as a last check you should then ask "Is there anyone else, whose name is not written down on the form who stayed here last night?" You must do this because the census questions are asked of everyone who stayed in the house the night before not just the people in each family.

QUESTION 1 - NAME - OTHER POINTS

- . Give one name only. We really don't need the name and we are not worried about the spelling. If people object to giving their name, simply write MAN ETC or MR. X.
- . If a man has more than one wife, list the first wife and her unmarried children and then the second wife and her unmarried children.

QUESTION 2. WHAT IS YOUR RELATIONSHIP TO THE HEAD OF THIS HOUSEHOLD

2	WRITE DOWN THE RELATIONSHIP OF EACH PERSON TO THE HEAD OF THE HOUSEHOLD FAMILY						
	(Write in this column the relationship of each person to the head of the household)	HEAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- . Give the relationship of children living in the household back to the mother.
- . Give the relationship of adults in the household back to the head of the household.

. Use the following abbreviations

- WIFE = W
- SON = S
- DAUGHTER = D
- ADOPTED SON = A/S
- ADOPTED DAUGHTER = A/D
- MOTHER = M
- FATHER = F
- BROTHER = B
- SISTER = SIS
- RELATIVE = REL
- FRIEND OR ANY
NON RELTIVE = FR

- . We are trying to tell the difference between related and unrelated members of the house. If a person is not related to the head simply put 'friend' (FR). If he is a true brother put brother.
- . If you have a large family or a large number of visitors you will have to go to a second page. This is explained in Section 7 on page .

QUESTION 3

3	ASK FOR EACH PERSON	<i>NON-VILLAGE INTERVIEWS</i>	<i>VILLAGE INTERVIEWS</i>
	DID YOU STAY HERE LAST NIGHT?	<i>If stayed in this house, etc. write 'IN'. If stayed anywhere else, write 'OUT'.</i>	<i>If stayed in this village or another villager, write 'IN'. If stayed in town or non-village, write 'OUT'.</i>

IF 'OUT' IN Q. 3, END OF QUESTIONS FOR THIS PERSON

- . Question 3 has two instructions, one for NON-VILLAGE INTERVIEWERS and one for VILLAGE INTERVIEWS. When you are interviewing in urban areas or RNVs you only use the NON-VILLAGE instruction.
- . The NON-VILLAGE instruction is very simple. If a person stayed in the house last night, write 'IN'. If the person stayed anywhere else, write 'OUT'.
- . Ask this question in urban areas and RNVs as 'Did you stay here last night?'.
- . This question is asked to make sure people are counted once and once only - where they stayed last night. Assure people we are not trying to ask personal questions about their movements.

- . People who work at night, should be counted where they sleep the next day.
- . Note that urban villages are treated the same as other urban areas.

AN EXAMPLE IS GIVEN BELOW

Mr Heau Dairi, his wife Geua and their children Piwen and Tau and Heau's older brother Morea live in a house in Gerehu. The night before you're interviewing, Geua stayed at a friends house in Gordons - but she's back at the house in Gerehu now.

The answer to Question 3 would be recorded as follows.

		RESIDENTS				
		<i>List in this order: Head, Wife of head, Never married children of head (by age), others.</i>				
PERSON NUMBER		01	02	03	04	05
A	WHAT ARE THE NAMES OF THE PEOPLE WHO ARE LIVING HERE?	HEAU DAIRI	GEUA DAIRI	PIWEN DAIRI	TAU DAIRI	MOREA GAVARA
1	DID YOU HAVE ANY VISITORS WHO STAYED HERE LAST NIGHT? <i>Write down names</i>					
2	WRITE DOWN THE RELATIONSHIP OF EACH PERSON TO THE HEAD OF THE HOUSEHOLD. FAMILY <i>Wife Son Daughter Adopted Son etc.</i>	HEAD	W of 01	D of 02	S of 02	B of 01
3	ASK FOR EACH PERSON DID YOU STAY HERE LAST NIGHT?	NON-VILLAGE INTERVIEWS <i>If stayed in this house, etc. write 'IN'. If stayed anywhere else, write 'OUT'.</i>	VILLAGE INTERVIEWS <i>If stayed in this village or another villager, write 'IN'. If stayed in town or non-village, write 'OUT'.</i>			
		IN	OUT	IN	IN	IN

VISITORS

VISITORS		
LAST NIGHT		VILLAGE INTERVIEWS
08	09	<i>Exclude those from other villages</i>
10		

The visitors rule in Urban & RNV's is very simple. If a visitor slept in the house last night include them. Ignore the instruction for village interviews.

INSTRUCTION

IF 'OUT' IN Q. 3, END OF QUESTIONS FOR THIS PERSON

This instruction is very important, if a person is 'OUT' no more question for that person.

QUESTION 4

4	WHAT IS YOUR DATE OF BIRTH? <i>Ask for birth record card. If date of birth unknown, estimate age in years.</i>	Day	Month	Year	Day	Month	Year	Day	Month	Year	Day	Month	Year
		Years			Years			Years			Years		

- . In this question you must use probing and the NOTABLE EVENTS BOOK to work out peoples ages.
- . Quite often parents have HEALTH RECORD CARDS for young children. So always ask if the HEALTH RECORD CARDS are available.
- . Always try to obtain the DAY, MONTH AND YEAR of birth. If this is not available then try your best to get the MONTH AND YEAR. Sometimes you will be able to get an estimate of the month and in this cases you MUST GIVE THE ESTIMATE OF THE MONTH.

EXAMPLE

A father knows his son is definitely 5 years old and not yet 6 because he was born just a few weeks before Independence in 1975. In this case the month of birth is probably August and you write 8/75 on the census form.

. AGE CONVERSION CHART

The back page of this manual has an age conversion table. Always use this table. That is you must ALWAYS ENTER BOTH THE AGE IN YEARS AND THE YEAR OF BIRTH IN THE BOXES IN QUESTION 4. WHEN THE MONTHS IS KNOWN OR YOU CAN ESTIMATE IT THEN ENTER MONTH AS WELL. WHEN DAY OF BITH IS KNOWN THEN ENTER THIS ALSO.

. HOW TO USE THE NOTABLE EVENTS BOOK

The procedure for using the Notable Events Book is given in the front of the Notable Events Book. You will be shown how to use this book during training.

For easy reference copy the notable events for the District or area you are working in onto the inside of the back of this manual.

. DON'T SUGGEST AGES TO PEOPLE

There is a strong temptation to suggest ages to people, particularly to someone who is taking a long time to work out their age or to someone who has got no idea of their age. DON'T DO THIS. Use the Notable Events Book.

. CHECK AGES WITH REST OF FAMILY STRUCTURE

You can do a rough check to see if someone's age looks about right by checking it against the family structure and the ages of other people in the family.

EXAMPLE

A woman tells you she is 28, but later on during the interview it turns out that she has a 17 year old son. That would make her 11 when she gave birth. In this case either the son's or the mother's age is incorrect.

QUESTION 5. SEX

5	SEX Write 'M' for male, 'F' for female.				
---	--	--	--	--	--

- . Usually there is no need to ask this question. It is usually obvious whether someone is male or female.
- . DO NOT complete this question until you have asked question 4.
- . DO NOT fill out question 5 as you ask Question 1 and Question 2.

PART C - RURAL VILLAGES

QUESTIONS 1 TO 5

QUESTION 1A

A 1	WHAT ARE THE NAMES OF THE PEOPLE WHO ARE LIVING HERE?				
--------	--	--	--	--	--

- . When the Head of a Household hands you his Family Record Card you check that his name is written at the top of the card.
- . Write down the other names from the Family Record Card onto the Census Form. The names should only be written in columns 01 to 07.
- . Read out the names as you write them down to make sure that you have the right people for that Household.
- . You must always ask if any names have been missed out on the Family Record Card.
- . Only write down each person's first name. You do not have to write down their father's name.
- . The name of the Head always goes below number 01; his wife below 02, and then unmarried children in age order from the eldest to the youngest are listed across the page. This instruction is written on the census form, below the word RESIDENTS.
- . If the Head has more than one wife, list the first wife and her unmarried children, and then the second wife and her unmarried children, etc.
- . Note the instruction - Start a new page for each household.

REMEMBER: In Villages, a Household is a 'Head', his wife and unmarried children (+ any visitors from a town or Rural Non-Village). Any married children go on a separate census form with their family.

- . Sometimes one or two 'lapun' parents of the Head of his wife will have their names written down with the rest of the Household. In this case it is O.K. to write down their names on the Census Form after the names of any children

QUESTION 1B

PERSON NUMBER		01	07	VISITORS LAST NIGHT		
				VILLAGE INTERVIEWS <i>Exclude those from other villages</i>		
A	WHAT ARE THE NAMES OF THE PEOPLE WHO ARE LIVING HERE?			08	09	10
1	DID YOU HAVE ANY VISITORS WHO STAYED HERE LAST NIGHT?					
B	Write down names					

. The names of visitors will not be on the Family Record Card. You must ask the Head of each Household - 'Did you have any visitors who stayed with you (or slept at your place) last night?'
If the Head says that some visitors did stay last night you must find out where these visitors have come from.

. Note the special instruction for VILLAGE INTERVIEWS. It says '*EXCLUDE THOSE FROM OTHER VILLAGES*'.

This means - You DO NOT write down a visitor who comes from another village because that person will be censused in their home village.

- You DO write down any visitors from Towns and Non-Villages. All the questions on the Census form should be answered for these people.

. *YOU ONLY WRITE THE NAMES OF VISITORS IN COLUMNS 08, 09, 10.*

QUESTION 2

PERSON NUMBER		01	02	03	04	05
2	WRITE DOWN THE RELATIONSHIP OF EACH PERSON TO THE HEAD OF THE HOUSEHOLD.					
	FAMILY <i>Wife Son Daughter Adopted Son etc</i>	HEAD				

- . You will usually copy down relationships from the Family Record Card.
- . You must always check that the relationships written on the Family Record Card are correct. e.g. 'Is Mary your daughter?'
- . 01 is always the Head. This has already been printed on each Census Form.
- . Every Household must have a Head. If there is no man or husband you must choose someone to be the Head of the Household.

For example, a widow living with her unmarried children can be the Head of the Household.

- . The people in a household are related to each other by using their person numbers and the abbreviations listed below.
- . 02 is usually the Wife of the Head. This is written as W of 01.
- . Children should always be related to their mother. Their relationships will usually be written as S of 02 or D or 02.
- . Always ask if any of the children in a Household are adopted.
- . If one parent is dead or is living somewhere else the children are related only to the living or present parent.
- . If a man has more than one wife you must relate the children to their correct mother.
- . If you have problems giving relationship to the head give relationship to another member of the household. For example, sons or daughter of a visitor can be given as son of the visitors i.e. S of 08, etc.

If you have a large family you will have to continue on a second page. There is a special way to show how the people on the second page are related to the people on the first page. This is explained in detail in SECTION 7 on page number 1.

USE THE ABBREVIATIONS

WIFE	= W
SON	= S
DAUGHTER	= D
ADOPTED SON	= A/S
ADOPTED DAUGHTER	= A/D
MOTHER	= M
FATHER	= F
BROTHER	= BR
SISTER	= SIS
RELATIVE	= REL
FRIENDS OR ANY NON-RELATIVE	= FR

QUESTION 3

3	ASK FOR EACH PERSON DID YOU STAY HERE LAST NIGHT?	NON-VILLAGE INTERVIEWS <i>If stayed in this house, etc. write 'IN'. If stayed anywhere else, write 'OUT'.</i>	VILLAGE INTERVIEWS <i>If stayed in this village or another village, write 'IN'. If stayed in town or non-village, write 'OUT'.</i>

Question 3 has two instructions - the left hand one is for NON-VILLAGE Interviews. The right hand one is for VILLAGE interviews.

So when you are interviewing in Villages you follow the rule that is written on the right hand side.

- . Question 3 is very important. It is asked to make sure that people are counted only once.
- . If someone from the village that you are interviewing has gone to a Town or Rural Non Village they will be counted there. We do not want to count them in the village as well. If we counted them in Town and in the Village they would be counted twice.
If someone from the village that you are interviewing has gone to other village you count him in the village where you are interviewing. The person does not belong to the other village and will not be on the other Village Book. So we count him in the village that he is from.
- . You always ask where each person on the Census Form stayed 'Last Night'.
- . WHEN TO WRITE 'IN'.
 - (i) Write IN if the person stayed in the village last night.

- (ii) Write IN if the person stayed in a garden house or was at back of the beach fishing last night.
- (iii) Write IN if the person stayed in a different village last night.
- (iv) NOTE: If any of the children from the village have gone to a community school and normally stay there during the week, you must also write IN. This is a special rule. Remember if some parents in a village tell you these children are staying at a community school which is in another village or at an oustation you must - Write IN.

WHEN TO WRITE 'OUT'.

- (i) Write OUT if a person stayed in a town last night.
- (ii) Write OUT if a person stayed in a Rural Non Village last night. (e.g. Mission, Plantation).
- (iii) Write OUT if a person has been away from a village for a long time and no one knows where he or she is.
- (iv) Write OUT if a person usually sleeps at secondary boarding school. Even if this person may be present at the Census you will write OUT because the person will be counted at the boarding school. We do not want to count this person twice.
- (vi) Write OUT if a person usually stays in a Town or Non Village and only comes home to the village on the weekend.

INSTRUCTION

IF 'OUT' IN Q. 3, END OF QUESTIONS FOR THIS PERSON

This instruction comes after question 3, on the census form. Simply it tells you that - if a person is listed as OUT, no more information is needed. This is because the person will be censused where he or she is staying.

QUESTION 4

4 WHAT IS YOUR DATE OF BIRTH? Ask for birth record card If date of birth unknown, estimate age in years	Day	Month	Year	Day	Month	Year	Day	Month	Year	Day	Month	Year	Day	Month	Year
	Years			Years			Years			Years			Years		

- . The PDS Man will do most of the work on ages.
He will work out the age of each person on the Family Record Card
- . Interviewers copy down the Date of Birth and the Age in Years onto the Census Form.
- . If a Household has some visitors, the Interviewer must work out their ages because visitors will not be written on the Family Record Card.
- . Where possible, Health Cards or Clinic Cards should be used to find out the exact date of birth of children. Most mother will have these cards.

WORKING OUT AGES

- . The PDS Man is to convert 'Year of Birth' to 'Age in Years', by using the 'Age Conversion Table' on the back of this Manual.
- . The PDS Man must check these ages.
Look to see if the person appears to be the age that is written down.
- . Also look for 'Impossible Ages' i.e. when a woman has a child that is almost as old as she is.
- . If you think that the age written on the Family Record Card is wrong you must change it.
You must work out how old that person really is.
- . The way to work out how old that persons age is by using the Notable Events Book.
- . Whenever possible you should write down the MONTH of birth as well as the year.
This is especially important for young people under 10 years old.
If the mother does not know the month, you can guess by asking if the child was born before or after the Independence Month (September).
- . INTERVIEWERS must ask visitors if they know how old they are.
If they are not sure of their age you must work it out by using the Notable Events Book.

WRITING AGES ONTO THE CENSUS FORM

You must fill in the date of birth and the age in years.

You should write down the Month as well as year of birth if at all possible.

QUESTION 5

5	SEX Write 'M' for male, 'F' for female.				
---	--	--	--	--	--

- . Copy Sex from the Family Record Card.
- . However, check by looking at the people and the relationship given for them. It is sometimes written wrongly on the Family Record Card,
Do not ask older people, you can see, though you may need to ask the sex of babies and small children.

URBAN RNVs AND RURAL VILLAGES

QUESTION 6

6	WHAT IS YOUR CITIZENSHIP? <i>Write name of country, e.g. PNG, AUST, NZ, UK.</i>					
----------	---	--	--	--	--	--

- . You should be able to decide whether a person is PNG citizen or not by simply looking at him or her. For each Papua New Guinea citizen simply write PNG on the census form.
- . You must ask the question if you are in doubt about a person.
- . You must keep in mind that some people from Indonesia who look like Papua New Guineans are actually Indonesian citizens. You should also look out for people from other Pacific Countries like Solomon Islands and Fiji.
- . You must ask the question when interviewing Europeans and Chinese. The answer they give will be a name of a country. You should write the name of this country on the census form.

You can abbreviate. For example:

Papua New Guinea = PNG
Australia = Aust.
New Zealand = N.Z.

QUESTION 7

7	ARE YOU MARRIED NOW? <i>Write 'M' (married), 'NM' (never married) or 'O' (others)</i>				
----------	---	--	--	--	--

- . To complete this question you ask the person whether he is married now. If he says YES write M (for married). If he has never married write NM (never married).

If a person is divorced, separated or the wife or husband is dead, you write O (for others.).
- . We do not want to embarrass people with this question. You can often complete it from Question 2, the relationship question. For example a man, wife and their small children. In this case simply put M for the man & his wife and NM for the children.

- . You should ask the question when in doubt for example, older children, brothers, sisters who don't have a husband or wife on the form.
- . However, always be careful. We don't want to offend people.

QUESTION 8

8	HOW LONG HAVE YOU LIVED IN THIS TOWN	Months	Years	Months	Years	Months	Years	Months	Years
	R.N.V. DISTRICT: If less than one year lived here write B/H.								

- . When you read out the question you must say the name of the place you are interviewing in.

IN URBAN AREAS - Say the name of the town.

Example 'How long have you lived in Lae Town'.

IN R.N.V.'S - Give name of RNV.

Example. 'How long have you lived in Misima plantation'

or 'How long have you lived in Higaturu Oil Palm settlement'

or 'How long have you lived in Mt. Diamond Mission'.

IN RURAL VILLAGE ONLY - Give name of District.

Example 'How long have you lived in Mumeng District'.

- . If the person was born here in the place where you are interviewing write B/H.

"Here" in urban areas means - this town

"Here" in RNVs means - this RNV

"Here" in Rural Villages means - this District.

- . If the person has come from somewhere else write down the number of years that the person has been living in that town or village.
- . Absences
If the person has been away from the place where they have been living for a long period then only count from when they come back again.
- . If the person has been away for a short period. E.g. like going on leave or going back to the village for a few weeks then do not worry about these absences.

- * C.G. stands for Community Governments. These are established in East New Britain and North Solomons Provinces only.

If people come from these provinces, ask them in which Community Government area they were born in, instead of the District (Sub-Province). If they don't know this ask for the old District's name. They may know this. These are:

EAST NEW BRITAIN

RABAU
KOKOPO
POMIO

NORTH SOLOMONS

KIETA
BUIN
BUKA

. A list of provinces and districts is given in the front of the Notable Events Books. Use this if you are not clear on a District or in which District a patrol post is situated.

- * If a mother went to another town or to a district and gave birth to a baby and returned soon after the birth to her own place where she had been living permanently, write that the child was born in the mother's permanent town or District. We ignore this short visit to hospital.

QUESTION 11

11	WHAT IS THE HIGHEST GRADE YOU FINISHED AT SCHOOL? <small>Write number of grades (e.g. 10) or No.</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----	---	----------------------	----------------------	----------------------	----------------------

- * Grades one to six are primary school level grades seven to twelve are high school level.
- * Write down the last grade fully completed e.g. If someone is in grade five now, this means he has fully completed grade four. So write G4.
- * Primary schools were standards 1 to 6.
Secondary schools were forms 1 to 4.
If you get an answer form 2 then write F2.
If you get an answer Standard 6 then write S6.
- * Include any correspondence study. If a person has passed grade 10 fully by correspondence then write grade 10.

- * University preliminary year is equivalent to grade 12.
- * Ask this question for any person in the family.
- * If a person is now doing tertiary education, you must still ask this question as you cannot take it for granted that he has necessarily completed grade twelve.
- * For people with overseas schooling write down the highest level they finished at a school overseas.
- * Be careful not to embarrass old people.
- * Bible schools and 'Tok Ples' schools are a problem. In most cases these do not have an official grade and thus if someone only went to one of these write 'NIL'. We are looking for recognised schooling for the purposes of getting a job.
- * Vocational schools do not count as a grade unless they actually obtain a certificate saying that they have passed grade 8 or grade 10. Some vocational schools do the correspondence course.

QUESTION 12

12	DO YOU GO TO COMMUNITY OR HIGH SCHOOL NOW? <i>Write YES or NO</i>				
-----------	--	--	--	--	--

- . Do not ask this question of most people who you wrote 'NIL' for in Question 11.
- . The only exception is a child now in grade 1. He would be 'NIL' in Question 11 but 'yes' for Question 12.
- . Note that we only want recognised community and high schools. Do not include bible schools or 'tok ples' schools.
- . It does not include teachers colleges, universities, vocational schools or other non-school training.
- . Do not ask old people or small children when the answer is obviously 'no'.
- . Students at community or high schools on school holidays should answer 'YES'.

QUESTION 13

13	EXCEPT FOR SCHOOL, HAVE YOU DONE ANY TRAINING OR COURSE THAT TOOK MORE THAN 3 MONTHS? <i>Give full name of course. If none, write 'NO'</i>				
-----------	---	--	--	--	--

- . The course must be of at least 3 months duration. Do not include short one week or one month courses.

- . This course does NOT include schooling in Primary & Secondary schools.
- . It does include Vocational school courses.
Give type of course at the Vocational school.
- . If the person completed at least a year of a course then write this in. e.g. 1st year Law UPNG, 1st year nursing course.
- . Try to describe the course well e.g. Aid Post Orderlies course.
Telephone Technicians Apprenticeship.
- . People tend to overgrade their qualifications. For example an aid post orderly may say he did a doctors course. Try to ask more questions and get an accurate description of the course.
- . When a person has done two or more courses write only the one that they think is the most important one.
- . Don't ask this question with old, illiterate village people who have not been to school. It will embarrass them. Simply write 'NIL'.

RECORDING THE NAMES OF COURSES.

When recording the names of courses it is NOT GOOD ENOUGH to just write down the GENERAL name of the course. E.g. University course. You must say exactly what the course is. E.g. Economic degree.

EXAMPLES

GENERAL TYPE OF COURSE

SPECIFIC COURSE

P & T Training College

Linesman telephone course
Telecommunications course
Technical Officer Grade 1 course

U.P.N.G.

Arts Degree (Geography)
Economics degree
Law degree

Technical College

Auto Mechanics course
Carpentry course

Vocational School

Art and Craft course
Woodworking course

Elcom

Electrical Linesman course

Nautical Institute

Seaman's course
Deck Officers course

Teacher Training

Community Teachers course
Headmasters course

These are just some examples. You must always try to get the specific course name.

QUESTION 14 A & B

- . This question consists of two parts, A and B.

A	IS YOUR OWN MOTHER STILL ALIVE? <small>Write YES or NO (Note: Natural mother, not father or step mother)</small>				
14	IF YES IN Q14A IS SHE ON THE FORM IS1 FOR THIS HOUSEHOLD?				
B	<small>Write her person number or NO</small>				

QUESTION 14A

- . Note that we mean a person's own mother (e.g. natural or true mother), not an adopted mother. In other words the mother who gave birth to the person.
- . For children you can often write the answer in from the relationship given in Question 2 without asking.
- . In most cases, particularly for adults, you will have to ask the question as the mother usually will not be part of the household.

QUESTION 14B

- . You only have to fill in Part B if the answer is 'YES' in Part A.
- . This part of the question refers to the own or true mother as in A, the first part.
- . If the true mother lives with this household just copy her person number from the top of the form and write this number in the space provided for each of her own children,
- . If the true mother lives elsewhere just write "No".
Adopted children usually have their own mother living elsewhere and thus should answer "NO".
If the answer to Question 14A is "Dead" (the mother is not alive) then leave part B blank.

QUESTION 15

This question has 4 parts, A, B, C and D.

15 FOR ALL FEMALES 15 YEARS OF AGE AND OLDER (BORN IN 1965 OR BEFORE)											
A	HOW MANY CHILDREN HAVE YOU GIVEN BIRTH TO? <small>(include live births only)</small>	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS
B	HAVE ANY OF YOUR CHILDREN DIED? <small>Write how many.</small>										
C	DO ANY LIVE SOMEWHERE ELSE? <small>Write how many.</small>										
D	HOW MANY LIVE HERE WITH YOU?										

PART A

- . This question refers to all children born alive. We are trying to find the total number of "live born" children that a woman has had. We want to exclude still births, that is, children born dead.

PART B

- . 'Have any of your children died', is probably the most difficult question to get a good answer to. People forget or don't like remembering their dead children. However, the question is important and you should try to get an answer to it.

PART C

- . 'Do any live somewhere else' must be asked, because children may have married, moved out of the village, been adopted out or may be living on their own or with another household.

PART D

- . 'How many live here with you' can be completed from other entries on the form (e.g. question 2 & 3).
- . The total of Part B + C + D should equal the figure given in Part A. Sometimes the figures won't agree. In this case you will have to discuss this with the woman and find out which figure is wrong and change it.
- . These questions are often difficult with old people and large families. It will help if you list on a piece of paper all the children as you get the totals for the questionnaire. Ask older children to help with their aged mothers.
- . Put "0" when there are no children. Do not leave blank spaces for women 15 years old and over.

QUESTION 16A & B

16	A	WHAT IS THE DATE OF BIRTH OF YOUR LAST BORN CHILD?	Day	Month	Year	Day	Month	Year	Day	Month	Year	Day	Month	Year	Day	Month	Year
	B	IS THIS CHILD STILL ALIVE?															

- . Note the child may be in this household, may be elsewhere or may be dead.
- . If the child is in "this household" then you should write in Question 16 A the date of birth as given in Question 4.
- . If the child is living elsewhere or is dead you must establish the date of birth for Question 16A.
You may have to use your notable events book.
If the child was born during the last few years try to get the month of birth if at all possible.
- . As the "last born child" may not be living at this moment you must always ask if this child is still alive.

QUESTION 17A & B

FOR ALL PERSONS 10 YEARS OF AGE AND OLDER (BORN IN 1970 OR BEFORE)

17	A	IN YOUR HOUSE, WHAT LANGUAGE DO YOU SPEAK MOST? <i>Use list of languages.</i>														
	B	WHEN BUYING AT THE MARKET, WHAT LANGUAGE DO YOU SPEAK MOST? <i>Use list of languages.</i>														

- . Question 17 is divided into two parts; A and B.
- . Ask part A first for each person.
- . Then ask part B for each person.
- . You must ask these questions to each person over 10 years old on the Census Form because they may have different answers.
- . Note the word most. People may speak many languages in their house or when buying at the market but you must only write down the language that they speak most.
- . Only write down one language.
- . There are many languages spoken in PNG but we only want to find out about the most common languages.
- . At the back of this Manual is a list of languages.

ONLY WRITE DOWN ONTO THE CENSUS FORM THE NAME OF THE LANGUAGE SPOKEN MOST IN THE HOUSE, OR WHEN BUYING AT THE MARKET, IF IT IS ONE OF THE LANGUAGES ON THE LIST AT THE BACK OF THIS MANUAL.

- . All other languages should be recorded as OTHER.
- . Make sure that you are familiar with these language names and the areas in which they are spoken.

QUESTION 18

18	DO YOU BELONG TO A CHURCH? <i>Write name of church or NO.</i>							
----	--	--	--	--	--	--	--	--

- . Ask if a person belongs to a Church. If no, write down NO.
- . If a person does belong to a Church write down the name of the Church that the person belongs to.

QUESTION 19

19	LAST WEEK, WHAT DID YOU DO MOST OF THE TIME? <i>See codes below.</i>						
----	---	--	--	--	--	--	--



CODES FOR QUESTION 19

01. *Worked at a wage job.*
 02. *On leave or temporarily absent from work.*
 03. *Big or small-scale business (including unpaid helper) e.g. P.M.V., betel nut seller.*
 04. *Farming or fishing for food and money.*
 05. *Farming or fishing, subsistence only.*
 06. *Full-time student (incl. student on holiday).*
 07. *Working in the house (e.g. housewife).*
 08. *Too old or too young to work, or handicapped.*
 09. *Other activities and looking for work.*
 10. *Other activities and not looking for work.*

- * In this question we want to find out what sort of work, if any, people were doing over the last week.
- * The key words in this question are LAST WEEK and MOST OF THE TIME. You must stress this when you ask the question.
- * When a person answers, you must look at the list of activities and decide which one is the right one for that person. You then write in the code number of that activity.

When you ask this question some people will tell you that they did more than one of the activities listed. You have to find out which they did most. To find out you may have to ask how many days or hours they spent on each activity.

You must only give one code for each person.

SUMMARY OF ACTIVITY CODES

N.B. LAST WEEK

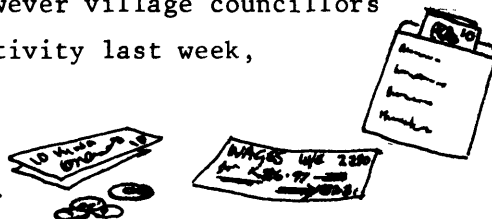
- 01 Wage Earner - a person with any type of job for which he is paid.
- 02 On leave or temporarily absent - person on recreation leave or sick leave from a wage job.
- 03 Big or small-scale business - any type of business from PMVs to selling vegetables. Include unpaid people helping in a business.
- 04 Farming or fishing for food or money - for people who sell some of the things they grow in the garden or fish they catch.
- 05 Farming or fishing subsistence only - for people who do not normally sell anything from the gardens or any of the fish they catch.
- 06 Full-time student - at school or university or on school holidays.
- 07 Working in the house - must actually be working as a housewife not in the garden. Mostly applies in non-village areas.
- 08 Too old or too young or handicapped - described as this by the person themselves.
- 09 Other activities and looking for work - must have taken some active step to look for work.
- 10 Other activities & not looking for work - things not included above e.g. House or boat buildings in a village not for a wage or for sale

THE CODES

01. Worked at a wage job. If a person was working in a job for which he is getting paid you should give him code 01. For example the person could be a public servant, or working for a private company which pays him every fortnight, or he might be a road worker, who gets paid every day.

In villages, if a pastor, missionary or village court magistrate says this is his major activity in the last week then he should go in 01 as these activities are usually paid a wage. However village councillors or committee men who say this was their major activity last week, should go in 03. They are not paid a wage.

02 On Leave or temporarily absent from wage job.



This is the same as the first code wage earner (01) except that the person says he was not doing his job last week because he was on sick leave or recreation leave.

03 Big or Small scale business (including unpaid helper), e.g. P.M.V., betel nut seller

- * If a person says he worked most of the time in his own business like a Trade store or P.M.V. etc then you will give them code 03.
- * If a person helped a relative or wantok in a business but didn't get a regular pay for it you should give them code 03. For example a wife might help her husband in a Trade store but not get paid. You should give her code 03.
- * The business may be big or small.
- * If a person owns a large plantation or a large supermarket or a car sales yard, these are big businesses.
- * If a person collects bottles and sells them or sells betel nut or has a small grass cutting business, these are types of small businesses.
- * If someone spent most of the time selling food crops or fish at the market, you should also give them code 03.
- * Many businesses are owned by village groups or co-operatives. Usually people working in these businesses are paid a wage and should be code 01 not 03. The members of the co-operative usually have other major activities.

CODES 04 AND 05

Codes 04 and 05 mostly apply to rural areas. There are some farmers on the edges of towns who could get these codes too.

Most people living in the villages of Papua New Guinea work in their gardens for food. Sometimes village people also have crops like coffee or tea or copra which they sell for money. Sometimes too they sell food in the market.

If the people you interview are farmers or gardeners or fishermen you have to find out if they sometimes get money from selling food from the garden or other crops or if they just grow or catch food for themselves to eat.

CODE 04 is for all those people who sometimes sells things that they have grown or caught.

CODE 05 is for those people who only grow things for themselves to eat. That is, they do not sell their food from the garden or the fish that they catch.

If people are working on oil palm blocks or on settlement blocks and sell some of the things from their block you should give them code 04.

In brief

- 04 Cash Croppers
- 05 Subsistence only.

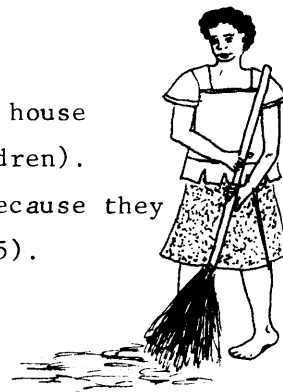
06 Full-time students (including students on holidays)

- * If a person was attending school or college or University during the past week, or spent most of the time studying he should be given code 06.
- * Students on school holidays should also get this code.
- * If a person is doing a course which is sponsored by the department or company he works for he should not get code 06. (He should be given code 02, because he is temporarily absent from his job).

For example a person working for PNG Banking Corporation doing a bank clerks course or a apprentice electrician working for ELCOM should get code 02. They are really WAGE EARNERS. Person at Admin. College, POM-T.T.C. or nurses who receive a regular wage are also wage earners and not students.

07 Working in the house (e.g. Housewife).

- * Normally this code applies for women looking after the house (washing clothes, cooking food, looking after the children).
- * Women in rural areas will not normally get this code because they spend most of the time working in the gardens (04 or 05).



08 Too old or too young to work or handicapped.

- * This code is for anyone who says he is not working because he is too young or too old to work.
- * Don't give this code just by looking at the person. Sometimes young children and very old people do work. They may be growing food in the garden or making carvings. Ask them if they do any work.
- * If a person cannot work because he is "long long" or physically handicapped (that is, he has damaged arms or legs) then he should be given this code.

09 Other activities and looking for work.

- * If a person is not included in any of the categories 01 to 08 but says he has been looking for work then he should get code 09.
- * Any type of activity to look for work is included here, for example:
 - . . asked wantoks or friends for work
 - . . walked around to some business asking for work
 - . . written some letters to employers
 - . . gone to the labour office.

If the person is not doing any of codes 1 to 8 and has made any attempt to look for work you should give him code 09.

10 Other activities and not looking for work.

- * This code is only for those people who cannot be given one of the other codes. It is for people who are not covered by any of the codes 01 to 08 and is not looking for work.
- * In rural areas, people preparing for a Singsing, or building themselves a new house or building a canoe and not looking for work would be given this code.
- * Teenagers or young men sitting around the village who say they are not too young to work and they are not looking for work are given this code.

QUESTIONS 20 TO 22

Questions 20 to 22 are only for people who are involved in money raising activities. That is they are either usually wage earners (codes 01 or 02), involved in a business (code 03) or get money from farming or fishing (code 04). Simply you do not have to ask these questions to anyone with codes 05 to 10.

All three of these questions must relate to the same particular job or business for that person.

QUESTION 20

20	WHAT KIND OF WORK DO YOU DO? <i>Describe in a few words, e.g. shop assistant, taxi driver, coffee grower, wood carver, ship builder, fishing.</i>						
----	--	--	--	--	--	--	--

In this question you will describe the person's occupation (what he did) during last week. If a person worked at more than one job you describe the one at which he worked the most hours.

Notice the examples given below -- "shop assistant"; "farm helper"; "loads gravel into trucks"; "farm labourer".

19	LAST WEEK WHAT DID YOU DO MOST OF THE TIME? <i>See codes below.</i>					
IF CODE 01, 02, 03 or 04 IN Q. 19, ASK Q. 20, 21, 22						
20	WHAT KIND OF WORK DO YOU DO? <i>Describe in a few words, e.g. shop assistant, taxi driver, coffee grower, wood carver, ship builder, fishing.</i>	shop assistant	vegetable farmer	loads gravel into trucks	farm labourer	
21	WHO DO YOU WORK FOR? Write name of company or government department, e.g. Steamships, D.P.L., Capt. of War's & Supply. <i>If self employed write SELF.</i>	steamships	self	work and supply Dept.	gilail playalain	
22	WHAT DOES (Name of company/firm) MAKE OR DO WHERE YOU WORK? <i>Describe in a few words, e.g. makes cocon, sells hardware, transport, food. If self employed write type of business.</i>	grocery retail	grows vegetables	roads building	coconut	

As you see, these are specific descriptions and that is, the kind of description you must give. The best short description you must give. The best short description is usually the title of the job, such as "receiving clerk". Remember, however, that one-word descriptions are rarely adequate. For example, the word "clerk" alone is inadequate as

QUESTION 22

22	WHAT DOES <small>Name of company/dept.</small> MAKE OR DO WHERE YOU WORK?								
	<small>Describe in a few words, e.g. makes copra, sells hardware, transport pool. If self-employed write type of business.</small>								

Remember questions 20 to 21 must all relate to the same job. The entry to question 22 must agree with the person's occupation (question 20). For example, the occupation of "PMV driver" in question 20 would not agree with an entry of "retail bakery" in question 22.

In question 22 you must clearly and specifically describe the kind of business or industry of the company or government department in which the person works.

Your entry must give a specific activity for the company or government department.

For example you must specify "coffee plantation", "copper mine", "road construction", instead of just "plantation", "mine", or "construction".

Below are shown good examples of specific descriptions.

22	WHAT DOES <small>Name of company/dept.</small> MAKE OR DO WHERE YOU WORK?	Coffee plantation	Copper mine	Road construction	Sells Hardware retail
	<small>Describe in a few words, e.g. makes copra, sells hardware, transport pool. If self-employed write type of business.</small>				

Below are shown bad examples of general descriptions.

22	WHAT DOES <small>Name of company/dept.</small> MAKE OR DO WHERE YOU WORK?	Plantation	mine	Construction	Sells Hardware
	<small>Describe in a few words, e.g. makes copra, sells hardware, transport pool. If self-employed write type of business.</small>				

Points to remember are:

- . Use two or more words to describe what the government department or company does.

- . Again as in Question 20 one word answers are too general. Examples of bad answers here include: agency, club, mine office, repair shop, school, Department of Transport. Examples of good answers are advertising agency insurance agency, social club, tennis club, golf club, copper mine, gold mine, dentists office, steamship office headquarters, shoe repair shop, radio repair shop, auto repair shop, community school, high school, University of PNG (UPNG) Head Office, road construction, airport maintenance, shipping control.
- . Do not give what the Government Department or Company does in general e.g. DPI - agricultural work but give the function done at the place where the person works e.g. DPI - "fisheries section".
- . Remember it is what the branch of government department or company does, not what the person himself does.

QUESTION 23 & 24

23	DOES ANYONE IN THIS HOUSEHOLD	Write YES or NO
	Grow coffee?	
	Grow tea?	
	Grow cocoa?	
	Grow rubber?	
	Grow spices? <i>(Use list of spices)</i>	
	Raise pigs?	
	Raise cattle?	

24	IN THE LAST 12 MONTHS DID THIS HOUSEHOLD GET ANY MONEY FROM	Write YES or NO
	Selling things they made? <i>(Use list of activities)</i>	
	Selling coconuts or copra?	
	Selling food crops?	
	Selling fish?	
	Running a Store?	
	Running a P M V ?	
	Running a boat canoe?	
	Any other activity (describe)?	

- * These two questions are about the household as a whole. If ANY members of the household are involved in the activities you should write YES.
- * You should either give a YES or NO answer in each of the boxes, for each activity.
Make sure you ask about each activity. For example ask if people sell fish, even if they don't live near the sea. Sometimes people catch fish from ponds or small rivers and sell them.
- * Do not write YES in this questions if the person does these activities for a wage job. For example
 - a coffee plantation worker who gets paid a wage should have NO for "grow coffee" except if he has his own coffee somewhere else.
 - a PMV driver who gets paid a wage should have NO for Running a PMV - because it is not his own PMV business.

QUESTION 23

- * If there are two blank spaces at the bottom of this question ask your supervisor and he will tell you what crops to write in.
- * Note, it doesn't matter how much of any crop a family has. For example a family should answer YES even if they only have a few coffee trees.
- * In this question it doesn't matter if the people have got money from the crop or not. As long as they have planted the crop or done some work on it you should write YES.
- * If you are asking this question in a town or other non-village and people say they have crops back in their own village - you should write NO next to the crop, unless they themselves often go back to their village and look after their crops.

QUESTION 24

- * This question is different to question 23.
- * The important thing here is whether people have got any money except wages from the activities listed.
- * It doesn't matter how much money. For example if a woman sold 3 bilums over the last 12 months then you should write YES in the first box.
- * For any other activity ask "is there any other activity you get money from"? Examples are selling shells, butterflies, canoes or selling 'wild pigs caught while hunting'.
- * When we mean selling for money.
Do not write YES where people simply exchange the items for something else. Like a pig for a bow and arrow.

QUESTION 25

25	URBAN AREAS ONLY
DO YOU RENT OR OWN THIS HOUSE? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
RENT OWN	
WHO DO YOU RENT IT FROM?	
1. Housing Commission	<input type="checkbox"/>
2. Some Government DEPARTMENT	<input type="checkbox"/>
3. OTHER PERSON OR ORGANIZATION	<input type="checkbox"/>
4. OTHER PERSON OR BODY	<input type="checkbox"/>

QUESTION 25 APPLIES TO URBAN AREAS ONLY

- . Tick the rent or own box, then tick the most appropriate box out of boxes 1 to 4.
- . For rent-free housing tick the rented box and still ask who the house is rented from.
- . If someone is paying a house off as opposed to renting it this is counted as ownership. It is possible that some people may confuse paying off with renting - in this case you will have to find out whether they really are paying the house off or whether it is rented.

NOTE: WHO THE RENT IS PAID TO IS NOT ALWAYS THE SAME PERSON OR ORGANISATION THAT THE HOUSE IS RENTED FROM.

In this case you will have to make sure that you have the organisation the house is rented from.

PAGE TOTALS/TALLYING

(i) PAGE TOTALS

TOTAL FROM Q 5 FOR THIS PAGE	
MALES	
FEMALES	
TOTAL PERSONS	

- . In the bottom right hand corner of the Census form you'll see a tally box for adding up the number of males and females that are on each form.
- . Simply add up the number of M's and F's from Question 5. Then add up the total number of entries in Question 5 and check that Males & Females = Total number of people.

(ii) THE PAGE NUMBER BOXES

For each household you must fill in the page number boxes at the bottom of the form. These page number boxes let us know how many Forms have been used for each dwelling.

Example

A household has 7 usual residents and 5 visitors. In this case we must go onto a second form for this household.

<u>FORM 1</u>		<u>FORM 2</u>	
THIS IS PAGE		THIS IS PAGE	
NUMBER	<input type="text" value="1"/>	NUMBER	<input type="text" value="2"/>
OF		OF	
TOTAL PAGES FOR		TOTAL PAGES FOR	
THIS HOUSEHOLD	<input type="text" value="2"/>	THIS HOUSEHOLD	<input type="text" value="2"/>

HOUSEHOLDS WITH ONLY ONE FORM are recorded as

THIS PAGE	
NUMBER	<input type="text" value="1"/>
OF	
TOTAL PAGES FOR	
THIS HOUSEHOLD	<input type="text" value="1"/>

(iii) USING MORE THAN ONE FORM FOR A HOUSEHOLD

If you interview a Household with more than 10 Residents, or more than 3 Visitors you will have to use a second page. You must remember these points when you use a second page.

QUESTION 2 - Relationship

If a mother and son are not on the same census form give the page number of the mother when filling in question 2 for the son, e.g. S of 02/P.1. You must state the page number with all relationships if more than one census form is used.

QUESTION 14B - Mothers Person Number

When writing the mother's person number in Q14B you will have to give the page number if you used more than 1 form for the household.

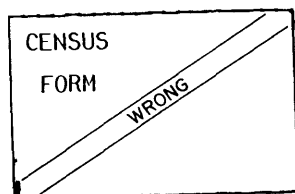
(iv) THE HOUSEHOLD QUESTIONS

When you do have to used a second form for the one dwelling then the household questions (Questions 23, 24, 25, 26) do not have to be completed on the second form. Complete them on the first form only.

(v) MISTAKES

- . If you make a mistake try to correct it neatly. Everyone makes some mistakes.
- . If the whole page for the family group is a mess, cross out the page very clearly and start a new page. Do NOT tear out the sheet which has been crossed. Leave it in the book.

EXAMPLE



(vi) SPARE PAGES

. You will often finish interviewing and have spare pages left over at the back of your book. Do not tear them out. Give the complete book to your supervisor.



SPECIAL DWELLINGS (SDs)

Special Dwellings mostly occur in urban areas. However they are also common on RNVs.

Special Dwellings include such places as hostels, single workers quarters, nurses quarters, plantation labourers quarters, hospital wards, hotels etc.

Mostly single people stay in S.D.s.

LOCATING S.D.s.

In urban areas if there is a special dwelling in your census unit it will be shown on your listing sheet by the initial S.D. and the name of the S.D. will be given e.g. P.N.G.B.C. staff quarters.

For each S.D. shown on your listing sheet there is a separate C.U. folder with a special C.U. number.

In the separate C.U. folder for each SD there is an S.D. information sheet as well as a sketch map showing the location of blocks and the location of the rooms within each block. An example is given at the end of this section.

In RNVs you will not have any list. You must identify them yourself. Examples are plantation single workers quarters, apprentices quarters, nurses quarters at a rural hospital. An SD must be more than 5 single people and have communal eating and living, that is, a mess hall.

WHO DOES S.D.s

A. The following categories have special instructions and will be done in a special manner:

- . Corrective Institution Inmates
- . School Boarders
- . Hospital Wards
- . Hotel Guests

If you are given any of these to do, the Town Supervisor or District Census Officer will give you special instructions.

- B. The larger S.D.s in urban areas will usually be done by a special team who will only do S.D.s. Large government hostels and nurses quarters are in this category. If one of these is in your C.U. in an urban area there will be a red ink stamp on your listing sheet telling you not to do it. So, in this case, you will NOT receive a separate CU folder with the S.D. information sheet in it.
- C. Small S.D.s and all S.D.s in RNVs have to be done by the interviewer given that area. In urban area you will know if you have any S.D.s from the listing sheet and you will be given a separate CU folder containing an S.D. information sheet for the S.D.

STEPS TO TAKE IN CENSUSING S.D.s

- (1) First, contact the person in charge and check to find out the best time to do your interview. Often it will be as soon as you get there.
- (2) Check with the person in charge if the sketch map is correct and ask if there are any more rooms where people are living. Also check if any 'passengers' are staying there.
- (3) If a person who you have to census is not at home, leave a message that you'll be back the following night.
- (4) Always watch out for visitors or passengers who may have stayed the night before.

HOW TO COMPLETE THE CENSUS FORM IN S.D.s

S.D.s

These rules are very important and should be done in each SD.

- A. Each S.D. must be censused in a new census pad. This rule applies no matter how small each S.D. is.

B. Each S.D. has a special C.U. number. This is given on the top right hand corner of the S.D. information sheet. You should always record this special number where it says C.U. number on the census form or on the front of the census pad. Also write the name of the S.D. where it says
 NAME e.g. Bank of N.S.W. Mess.

C. List the people in each room across the page from person numbers 01 to 07.

D. Check for wantoks or visitors who stayed at the S.D. the previous night. Use person numbers 08 to 10 for them.

E. QUESTIONS THAT DO NOT APPLY IN S.D.s

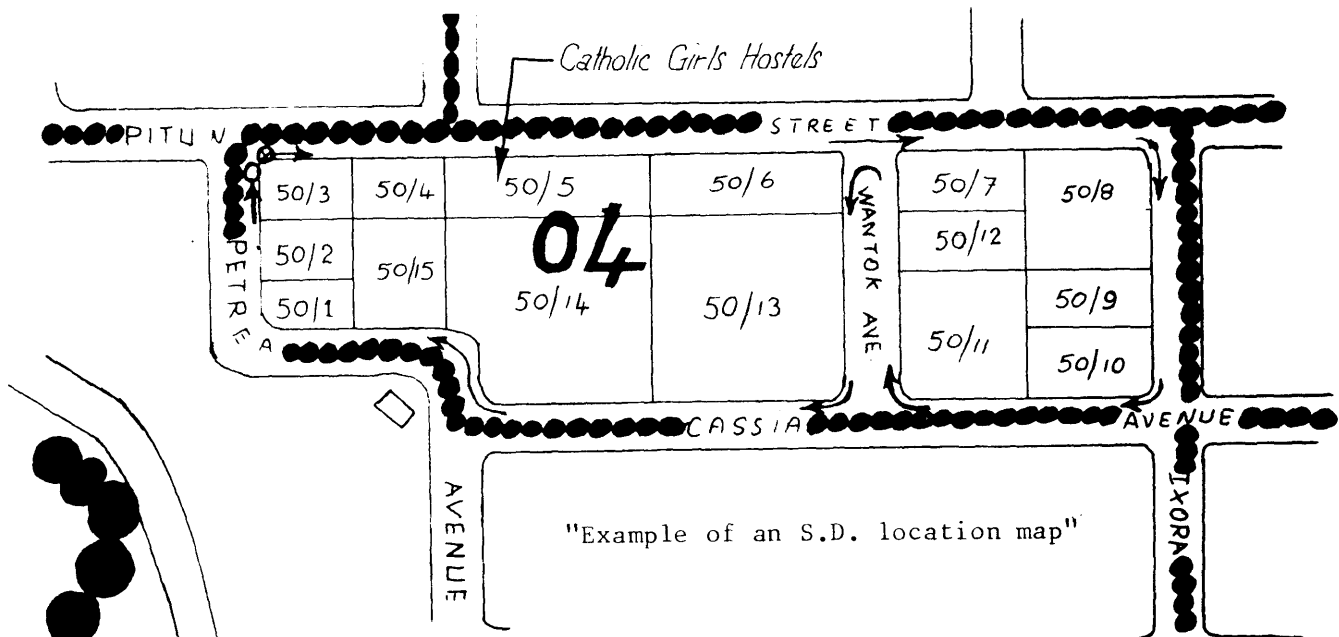
Question 2 Relationship - This does not apply. Use it for putting room or bed numbers or write S/P single persons.

Question 14B Mother Person Number - Put 'NO' in all cases.

Question 23 & 24 - Write N/A - Not applicable for both of these in S.D.s.

Question 25 Write N/S.

N.B. Be sure you still ask the Coverage Question in S.D.s and total up the form at the end.



THE COVER SHEET HAS 3 SECTIONS

i. Descriptive Information - at the top

Make sure this is filled in correctly. Check with your supervisor.

ii. Supervisor Summary Sheet.

This is for your supervisor to fill in.

iii. Quality Controller Section.

It is in this section that your quality controller will let you know what mistakes there are with your work.

i) DESCRIPTIVE INFORMATION

PAD NUMBER: Your District Census Officer, Town Supervisor or Quality Controller should have numbered all the pads. If there is no number ask your supervisor.

PROVINCE: Simply print in the name of the Province you are interviewing in.

DISTRICT/TOWN: In rural areas print in the name of the District. In urban areas print in the name of the town.

CENSUS DIVISION: All rural and urban areas have a C.D. number. Ask your supervisor and write it in.

CENSUS UNIT NUMBER: All rural and urban areas have a census unit number. Again ask your supervisor and write it in.

CENSUS UNIT NAME: In rural areas this is the name of the village or RNV. In urban areas put the suburb. In urban settlements and urban villages put the name of the settlement or village.

INTERVIEWER: Print your name clearly.

SUPERVISOR: Print your supervisor's name clearly.

CHECKING YOUR WORK/THE QUALITY CONTROL SYSTEM

After you have completed your interview at a house you must check your work to make sure it is right.

- (i) Check that each form has the descriptive information at the top right hand corner filled in.
- (ii) Check that you have followed the sequence guides correctly.
- (iii) Make sure everyone who is 'IN' to Question 3 has been asked the Census questions.
- (iv) Make sure the 'Total this Page' from Q5 section for 'Males, Females and Total' is correct.

NOTE: Count the number of 'INs' in Question 3. This must equal the 'Total' in the 'Total this Page from Q5'.

- (v) Check Question 4 - have you an entry in both the years box and year of birth box.
- (vi) Check Question 13 - have you got the name of the course? Or did you write down the name of the college instead.
- (vii) Check Question 15 - does the answer in Question 15 A = the total for Questions 15 B, C and D.
- (viii) Check Questions 20 and 22 - Are your descriptions adequate.
- (ix) Check the page number boxes - have you filled them in correctly.
- (x) IN URBAN AREAS - check the back of the questionnaire.
Have you filled in the day and approximate time of your calls to each house. Have you ticked the appropriate box in Section 8 on the back of the questionnaire.
- (xi) If you have had problems with the interview have you made a note of them (preferably on the questionnaire) and talked them over with your supervisor.
- (xii) Check all the BLANK SPACES ON THE QUESTIONNAIRE.
Are they all okay? You haven't accidentally missed out a question?

(xiii) Have you accidentally written across the pick coding boxes in Question 2, 7, 9, 10, 13, 17, 18, 20, 21, 22?

When you are sure your work is correct write your initials in the space provided at the bottom of the form.

THE QUALITY CONTROL SYSTEM

- . Your work is checked each day by your supervisor and by your quality controller, If there are mistakes with your work then you must fix those mistakes up.
- . The system we use for letting you know if there is a mistake with your work is shown below.

SECTION D ON BACK OF FORM - Quality Controller records the mistakes.

LONG FORM COVER SHEET - Quality Controller puts a red 'Q' next to the page number where there is a mistake.

FORM PAGE NUMBERS - Each page in your pad of forms is numbered 1 to 25 in the big round circle at the bottom right hand corner of the form.

An example of the quality control system is given on page 43 of your training workbook.

HOW TO ASK THE CENSUS QUESTIONS

1. INTRODUCTION

When conducting interviews with people there are 3 main things you must do :

- (i) Get and maintain peoples co-operation and interest
- (ii) Ask and (where necessary) clarify the Census questions
- (iii) Record the answers to the Census questions on the Census questionnaire.

2. GETTING AND MAINTAINING CO-OPERATION AND INTEREST

- . The most important part of your interview is the begining. The first impression you give to people determines how well they will co-operate with you and how well they will answer the Census questions.
- . Do not be backward or shy. Rather, be confident and bright. Remember an interview is like a 'planned conversation' and you are the one who is in charge.

YOUR INTRODUCTION

- . Show the people that you believe in the Census.
- . Say your name to the Respondent and show your identification card.
- . Explain that you are interviewing for the Census and you'd like to ask a few questions. Then start off by asking for the names of the people who usually live in the house commencing with the head of the household.
- . A suitable introduction would be something like this.
"Good (morning/afternoon/evening) my name is
I'm an interviewer for the National Census and I'd like to ask you the Census questions. First of all could you give the names of the people who are living here, starting with the head of the household?"

ANSWERING PEOPLES QUESTIONS

Usually most people will be quite happy to answer the questions but some people will want to know why a Census is being held or how will the Census help them.

You must know yourself why the Census is being held and be convinced of the worth of the Census so that you can answer these questions from people.

When answering peoples questions be short, concise and accurate. Know what you are talking about, don't ramble on or beat about the bush.

Know the Purpose of the Census Questions

Some people will want to know why certain questions are being asked. You must know why so that you can answer these questions. The reasons why the questions are being asked are in this manual. So study this manual carefully.

Show People That You are Interested in Them

For most people its quite an important event when the Census man comes and asks questions about the family. Treat people like individuals and listen attentively to what people say. Treat what they tell you with respect.

3. ASKING THE CENSUS QUESTIONS

. Know Your Way Round the Questionnaire

Make sure you are familiar with the sequence guides and instructions on the questionnaire. The more familiar you are with the questionnaire the easier and better your interviewing will be.

. Stay in Control of the Interview

When conducting the interview you are the person in charge. Don't be officious or aggressive. Be polite but keep control of what is going on.

The Interviewer should proceed in a relaxed and informal way but at the same time the importance and seriousness of the Census should be kept in mind.

. Asking the Questions

Speak slowly, clearly and loudly enough .

Ask the questions in a natural and conversational voice.

Ask the questions as worded.

Ask the questions in their proper order.

Don't rush from question to question. Give people time to think about each question and give their answers.

. Don't Influence Peoples' Answers

Don't suggest answers to people. For example, don't say things like "You're 25 are you?"

Don't talk about things that are irrelevant.

Never assume an answer to a question. Some questions may cause embarrassment. E.g. Question 15 for 15 or 16 year old girls - but all the same you must still ask it.

Don't pull faces or act surprised at things people say.

Don't say things which could influence or change people's answers.

. The Order in Which to Ask the Questions

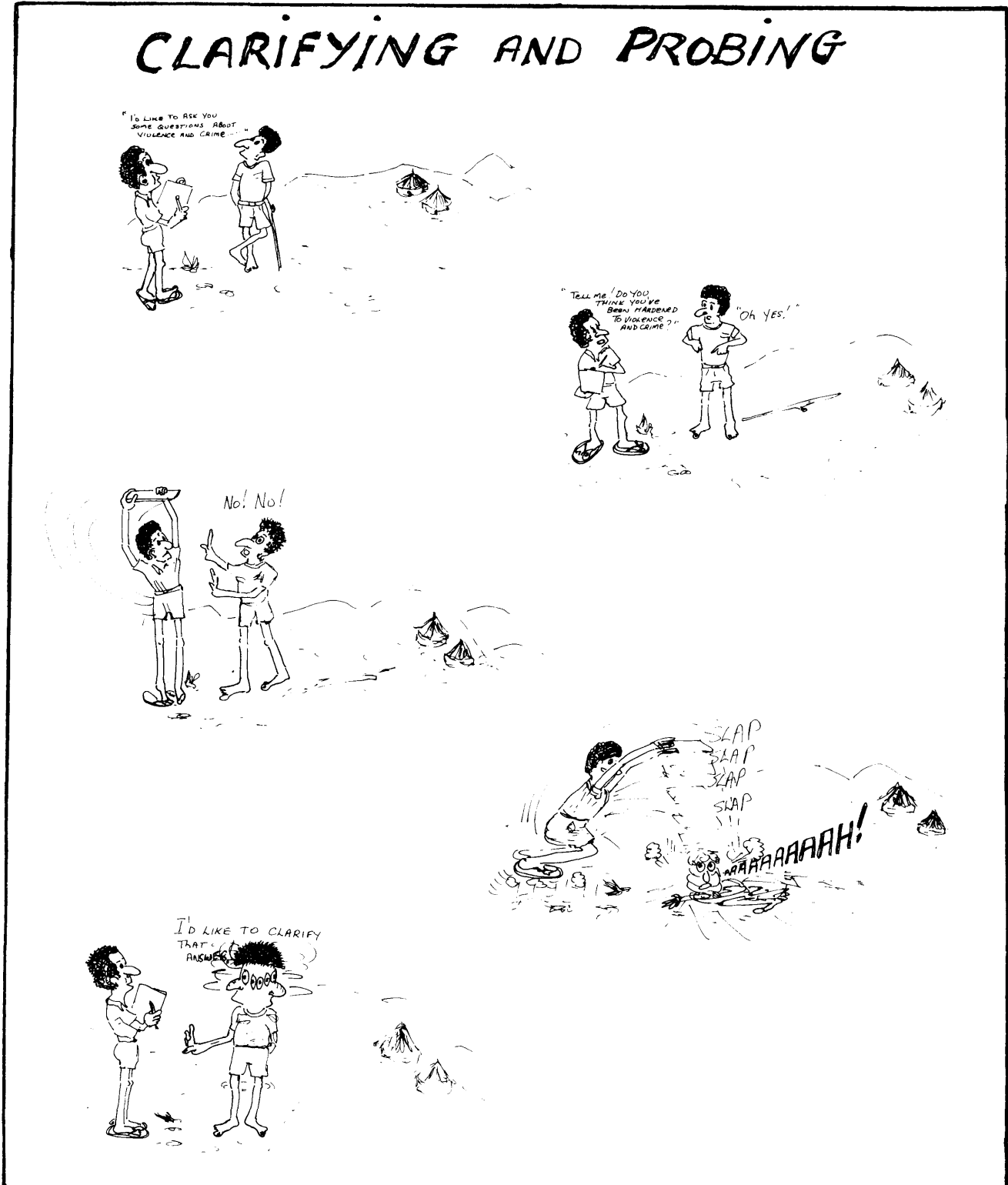
It is best to get the answers to questions 1-5 for everyone in the household first. Normally the head of the household will be able to give you all the information. Then ask questions 6-22 of each person individually. As you finish asking the questions of one person call the next person over and then ask them the questions. (Normally the information for young children who can't speak for themselves will be obtained from their parents).

If a member of the family is not at the house when you call, or is not in the village, then it is alright for you to get the answers to the Census questions for this person from someone else in the family. After you have finished asking questions 6-22 of each person you then ask questions 23-26 of the household as a whole. Usually it is best to say something like "These next few questions refer to the household as whole"; then ask the questions.

4. CLARIFYING THE CENSUS QUESTIONS./PROMTING AND PROBING

You will not always just be able to ask the Census questions and get the answers from people. Often you will need to

- . Explain and clarify the Census questions)
- . Help people arrive at their answer) clarifying
- . Clarify an unclear answer from a person)
- . Ask people to give a fuller answer.) probing



Probing.

- Probing is concerned with getting a person after he/she has given you an answer to :
 - . clarify what they have said.
 - . To give you a fuller answer.
- Quite often an expectant glance, an encouraging grunt or a momentary pause from you is sufficient to let the person know that you want more information.
Simple expressions such as "Uh-huh", "Yes" "I see" are natural and encourage further response without biasing the person's answer.
- Sometimes though you will have to ask additional questions to be able to get the answer to the Census questions. When doing this make sure the questions are NEUTRAL ONES.

Examples of NEUTRAL QUESTIONS

- " Can you explain what you mean by that ?"
- " Is there anything more you want to say about that? "

- The particular probing questions that you use will depend on which Census question you are asking.

For example in Question 13. A person might say "Yes, I went to Lae Technical College". You must PROBE to find out the name of the course the person did and whether or not the course was completed.

A suitable Probe might be :

"Could you tell me the name of the course you did ?"

"Did you complete the course? "

IF NO

"How much of the course did you complete ?"

- When you do use clarifying and probing techniques you must make sure that you do so in a NEUTRAL WAY.

That is you must not influence the answer the person is going to give you. The answer is already inside the person, it is your job to use probing and clarifying techniques to extract the answer from the person. You must not modify or change the answer as you pull it out.

Clarifying the Census Questions

- . When clarifying a question to a person, make use of any definitions or explanations which appear in this manual.

Example Question 9. The question refers to where the person was usually living at the time of Independence in 1975 rather than where they lived during the period the Independence celebrations.

Example Question 13. On the job training is excluded from this question unless it is full time.

Correspondence courses that took more than 3 months are included.

Example Question 8. This question refers to how long people have lived in a particular place without having a long break away somewhere else. A long break is defined as 6 months or more. Again in this question if someone was born in the particular town or district where you are interviewing them you are to write "Born Here" - even if they have had a break away somewhere else.

- . Sometimes the question itself has a clarifying instruction.
E.g. Question 15 'Include live births only'
E.g. Question 21 'If self employed write Self'

It is up to you to make sure that you explain or clarify the question properly to people. To be able to do it properly you must know your manual.

Helping People Arrive at Their Answer

There are a number of questions on the questionnaire where you will have to help people arrive at their answer. These questions are :

- Question 4 - Date of Birth
- Question 17 - language spoken most
- Question 19 - Last week what did you do most of the time?
- Question 20 - What kind of work do you do?
- Question 22 - What does make or do where you work

In Question 4 you use the Notable Events Book to help people work out their age. It is a very strong temptation to suggest ages to people and this you must resist. In Question 17 some people will not be able to decide which language they speak most. Again there is a very strong temptation to say something like "Well, it's Motu is it?" Don't do this. Instead say something like "Well, taking everything you've just told me into account, which language do you speak most?"

In question 20, a lot of people will tell you about all the things they do at work, such as putting things away, driving trucks, answering the phone without actually telling you what their occupation is. It will be necessary for you to say something like "Well how would you describe your job". Sometimes in this question you will have to say "Well, are you a storeman, or a driver, or a plant operator?" That is, summarise the main things the person has told you and then ask them to decide which one of them is their occupation.

In Question 22 You will also have to help the respondent decide what his/her employer does at the particular location where they work. Again, make sure you don't put words in people's mouths.

Probing on Memory Questions

Question 24 refers to the last 12 months - a long time for most people to try and remember. Some people will only remember what they want to remember or what they think is important, or they may include things which occurred before the previous 12 months. In these cases try and help the respondent to remember the 12 months by referring to important events or dates that occurred within the last 12 months.

Encourage Use of Documents

When people can't remember things very clearly, ask them if they have any documents they could refer to e.g. in Question 4 on date of birth ask the mother to get the children's Health Record Cards,

Prompts

There are also two questions on the questionnaire where you have to PROMPT people. A prompt is something either read out or shown to people that helps them answer a question. The two questions are Question 23 - on growing spices - and Question 24 on selling things you have made.

For these two questions you have a PROMPT CARD. When you ask the questions you hand the card to people and then read out the categories on the card.

In Question 23 you would say

" grow spices? Chillies, pepper, ginger, vanilla, cardomon".

In Question 24 you would say "..... selling things you have made?

Bilums, Carvings, Necklaces or Beads, Baskets, Pots, Tables, Rugs, Grass skirts, shells"

5. RECORDING THE ANSWERS TO THE CENSUS QUESTIONS

There are 2 main things you must do if you are to record the answers to the Census questions properly

- . Listen carefully to peoples' answers.
- . Record accurately what has been said.

When recording answers you must

- . Record the answer at the time of the interview,
- . Record the answer in the boxes provided.
- . Record accurately what has been said.
(Ask people to repeat their answer if you couldn't hear it properly)
- . Write Neatly.
- . DO NOT WRITE ACROSS THE SMALL PINK CODING BOXES.

In some questions people may not want to give you a clear cut answer. E.g. Question 17 on language spoken most. In this case write as much of what the person said on the questionnaire and bring it to the attention of your supervisor.

Correcting Answers

If you have to change an answer then neatly cross out the incorrect answer and write the correct answer above or beside it.



Chapter 11

12. WHY WE ASK THE CENSUS QUESTIONS

You may be asked why these questions are being asked.

The table below gives a brief explanation of the different questions.

1. Name - only used to identify people during the interview. Not used after the interview.
2. Relationship - shows the family structure and gives information on average family size.
3. Where person stayed last night - used to make sure that a person is counted once and once only.
- 4/5. Age/Sex - used to find the number of males and females of each age.
Used for education & health planning.
For e.g. The number of six year olds this year helps to calculate the need for school places next year.
6. Citizenship - Tells the government the number of non-citizens in the country & where they are located. Helps manpower planning & planning for international schools.
7. Marital Status - Gives the age at which people are marrying, and the number of single people. Used in housing planning in particular.
8. Years in this place - shows movement rates of the population.
Used for urban & non-village growth rates.

9. Place of Residence at Independence (1975): - Tells us where people were living five years ago, so we can work out rates of change.
10. Province of Birth: Tells the government, the number of migrants and their province of birth in any one area.
- 11-13 Education & Training: Used in planning school location and in planning for school leavers. Used for manpower planning.
- 14a & b Mother Alive & Person No.: Used to calculate rate at which older people are dying & also to calculate birth rate related to the age of the mother.
- 15a & b No. of Children
c & d Alive & Dead: Used to calculate birth & death rates. Essential to forecast population in future years.
- 16a & b Last born Child: An important health measure. Used to measure current birth rate & current death rate.
- 17a & b Language: Needed to find out best languages for communication in different places.
18. Church membership: Enables churches to plan the distribution of their services.
- 19-22 Individual Economic Information: Tells Provincial & National economic planners the different types of work people are doing. Essential for man power planning particularly in non-village areas.
- 23/24 Household Economic Information: Particularly useful for rural planning by DPI and other planners.
25. Housing: Used to plan housing in urban areas.

WHAT HAPPENS TO THE INFORMATION

- * The census forms are sent to Census Headquarters in Port Moresby after they have been checked in the Province.
- * The answers are then given codes according to set code lists. For example a person born in Madang Province, Bogia District is given code 084 as a birth place code.
- * The codes for every household are punched onto computer records.



This is a computer programmer at the Census Headquarters. He is entering census data into a computer.

From the computer records, tables will be produced which show numbers only. (See example below). There is no way that any individual person can be recognised.

These tables will be used by National and Provincial planners to decide where development services are needed. It gives a base of data on which to plan well.

AGE LAST BIRTHDAY	INDIGENOUS			NON-INDIGENOUS			TOTAL		
	MALES	FEMALES	PERSONS	MALES	FEMALES	PERSONS	MALES	FEMALES	PERSONS
0	5,616	5,364	10,980	10	27	37	5,626	5,391	11,017
1	2,357	2,958	5,315	12	11	23	2,969	2,969	5,938
2	3,530	3,063	6,593	13	14	27	3,552	3,077	6,629
3	3,044	2,941	5,985	15	8	23	3,059	2,949	6,007
4	3,177	2,743	5,920	5	17	22	3,042	2,760	5,802
0 - 4	18,233	17,069	35,302	55	77	132	18,288	17,146	35,434
5	3,296	3,363	6,659	5	10	15	3,261	3,373	6,633
6	3,316	3,244	6,560	10	6	16	3,326	3,250	6,576
7	3,116	2,727	5,843	9	7	16	3,125	2,734	5,859
8	2,558	1,912	4,470	9	7	16	2,567	1,919	4,487
9	2,874	2,504	5,378	8	8	16	2,882	2,512	5,394
5 - 9	15,120	13,750	28,870	41	38	79	15,161	13,788	28,950
10	2,137	1,977	4,114	3	4	7	2,140	1,981	4,121
11	2,129	1,719	3,848	5	6	11	2,134	1,725	3,859
12	2,714	2,255	4,969	2	1	3	2,716	2,256	4,971
13	2,169	2,271	4,440	1	1	2	2,170	2,272	4,442
14	2,363	2,236	4,599	2	1	3	2,365	2,237	4,602
10 - 14	11,511	11,457	22,968	13	13	26	11,524	11,470	22,994
15	2,133	1,691	3,824	1	..	1	2,134	1,691	3,825
16	1,771	1,723	3,494	4	1	5	1,775	1,724	3,499
17	1,500	1,453	2,953	1	..	1	1,501	1,453	2,954
18	1,607	1,602	3,209	..	1	1	1,607	1,603	3,210
19	1,492	1,785	3,277	4	1	5	1,496	1,786	3,282
15 - 19	4,578	4,254	8,832	10	3	13	4,588	4,257	8,845
20	1,332	2,132	3,464	5	3	8	1,337	2,135	3,472
21	1,160	1,388	2,548	6	8	14	1,174	1,396	2,570
22	989	1,407	2,396	8	4	12	997	1,411	2,409
23	952	1,370	2,322	11	15	26	963	1,385	2,348
24	1,213	1,396	2,609	20	12	32	1,233	1,408	2,641
20 - 24	5,454	7,694	13,148	50	42	92	5,504	7,736	13,240
25	1,344	2,124	3,468	12	15	27	1,356	2,139	3,495
26	905	1,657	2,562	10	18	28	915	1,675	2,590
27	776	1,139	1,915	15	14	29	791	1,153	1,944
28	470	1,492	2,462	16	13	29	486	1,505	2,491
29	1,150	1,577	2,727	11	12	23	1,161	1,589	2,750

OTHER MATTERS

There is a new Census Law being prepared that will make it compulsory for every person to attend the Census in villages and for everyone living in Towns and RNV's to answer all census questions when the Interviewer calls at their house. However, it is hoped that this Law will not have to be used to force people into doing this. A lot of publicity will be given out to explain why the census questions are being asked; why the information is needed and what happens to the completed Census Forms. In this way it is hoped to gain everyone's co-operation and support.

CONFIDENTIALITY AND SECRECY

All the information collected by this Census is Secret. The only people who are allowed to see the completed Census Forms are Interviewers, Supervisors and the other staff belonging to the National Census Office. The new Law says that these people (including Interviewers) must make a special oath (that is a legal promise) that they will NOT tell anybody else about any details or give any information at all about the people they have interviewed or have seen Census Forms for. There are big fines for anyone who breaks this Law.

Act. Sec. 10(2), Reg. Sec. 6

THE INDEPENDENT STATE OF PAPUA NEW GUINEA
Census (Papua New Guinea) Act 1966



CERTIFICATE OF IDENTIFICATION

SPECEMIN

NAME whose signature appears below is officer under the CENSUS (Papua New Guinea) Act 1966 for the purpose of the 1980 National Population Census.

Dated 19

SPECEMIN
(Signature of Holder)

SPECEMIN
Signature of Statistician/
Delegate of the Statistician*

* Strike out whichever is inapplicable.

Before being given this certificate every authorised officer has signed a declaration in accordance with the Census (Papua New Guinea) Act, 1966 saying that he/she will talk honestly about the Census; record truthfully people's answers to Census questions and keep secret any information given to him/her.

This is an example of an I.D. Card

You and your Supervisors will swear this oath at the end of your training. You will be asked to sign the oath in front of a Senior Census Officer. You will be given an IDENTITY CARD showing your names. The card has a plastic cover and a pin, and you must wear this card all the time you are interviewing.

After the census information has been coded and put onto the computer in Port Moresby, the Census Forms will be destroyed. You must explain this to anyone who seems to be worried about anybody else seeing details about themselves or their families.

CENSUS EQUIPMENT

Your Supervisor will give you the equipment you need to do your work. You must take good care of this, you must be careful not to damage or lose any, especially the Census Forms.

Each Interviewer will be given:

- A pad of Census Forms
- A masonite backing board and a clip
- Translation slips for the area you are to work in
- A blue Biro
- An Interviewer's Manual
- A Notable Events Book
- A plastic bag to keep your equipment dry
- A torch and batteries (in urban areas only)
- A Census Identification Card.

Your Supervisor has spare biros and pads of Census Forms.

You must make sure you take all your equipment with you when you go out to do interview work.

YOUR PAY

Training: You will be paid for the days you attended training as soon as the course finishes.

Urban: You will be paid as soon as you have finished all your interviews and your supervisor says you have done your work properly.

Villages and RNVs: Your Supervisor will be paying you K2.00 each day you are away from home. This is for you to buy food when you are in the villages. The rest of your pay will be given to you when you get back, provided your Supervisor say you have done your work properly.

Your Supervisor will give you details about your pay.

INTERVIEWING

You must remember that you are working on a National Government project and you must behave properly all the time you are doing Census work.

Remember:

1. Be clean and tidy.
2. Do not joke with people or laugh at anybody.
3. Always treat older men and all women respectfully.
4. Behave properly in peoples houses and in villages.
5. Do not wander about after dark in villages.
6. Do not get bigheaded.
7. Always keep up with your team when walking between villages.
8. Always wear your Identification Card.
9. Keep your writing as neat as possible.

APPENDIX I

PROBLEM CASES

1. DOUBLE COUNTING

If a person says they have already been counted at another house then you STILL MUST COUNT THEM AGAIN. This is because some people will be accidentally not counted at all during the Census and some others will be counted twice. These 2 things should balance each other out.

2. VISITORS

ALL VISITORS WHO STAYED OVERNIGHT IN THE HOUSE MUST BE COUNTED AS PART OF THE HOUSEHOLD FOR THAT HOUSE. Even though these visitors have their own house somewhere else you must still count them at the house where they spent the night.

3. REFUSALS

If you get a person who refuses to answer the Census questions don't let this worry you. Just go onto the next house and report the matter as soon as you can to your supervisor.

4. LANGUAGE PROBLEMS

If you get a person who can only talk TCK PLES then try and get someone from a nearby house who can interpret for you. If this can't be done then report the problem straight away to your supervisor.

5. DIPLOMATS

Foreign diplomats from other countries are not to be counted during the Census. All diplomatic houses should be stamped 'DO NOT INTERVIEW' on your C.U. list.

6. SMALL SPECIAL DWELLINGS

If you have a small S.D. in your workload that you have to interview at then see your supervisor. Your supervisor will approach the manager of the S.D. first and arrange a time for you to go back and do the interviewing.

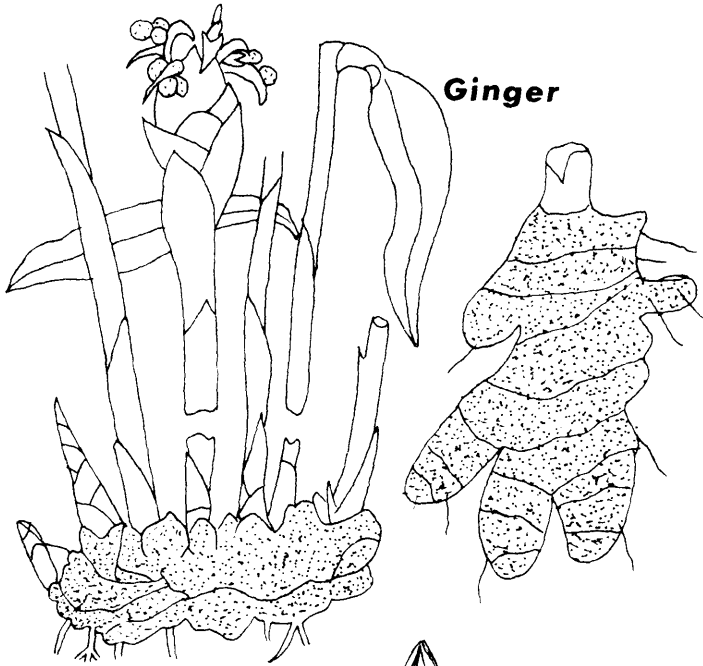
NOTE: All languages might occur in any Province particularly in URBAN AREAS and R.N.V S:

<u>LANGUAGE</u>	<u>PLACES USUALLY SPOKEN</u>
ENGLISH	} All P. N. G.
MOTU	
PIDGIN	
ENGA	ENGA PROVINCE
TOLAI / KUANUA	EAST NEW BRITAIN
MELPA	WESTERN HIGHLANDS
OROKAIVA	NORTHERN
KUMAN	SIMBU
HULI	SOUTHERN HIGHLANDS
MENDI	SOUTHERN HIGHLANDS
KATE	MOROBE, MADANG & EASTERN HIGHLANDS
YABEM	MOROBE, MADANG & EASTERN HIGHLANDS
TOK PLES OR OTHER	All other languages

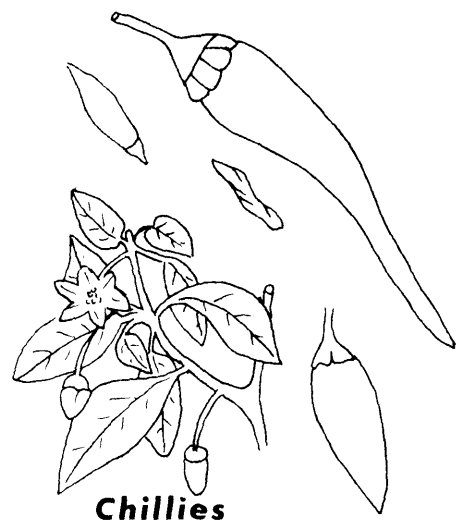
APPENDIX 3

Spices (FOR QUESTION 23)

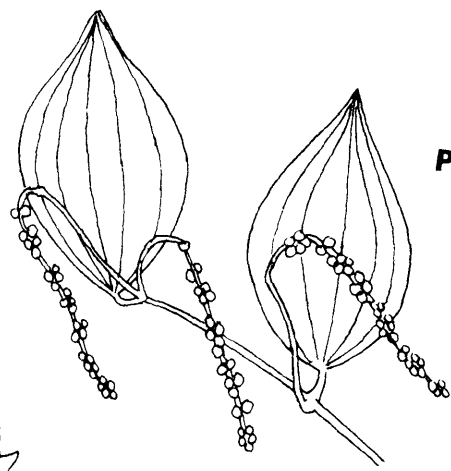
Use these pictures when you ask about Spices in Q.23. Show the pictures to the person you are interviewing.



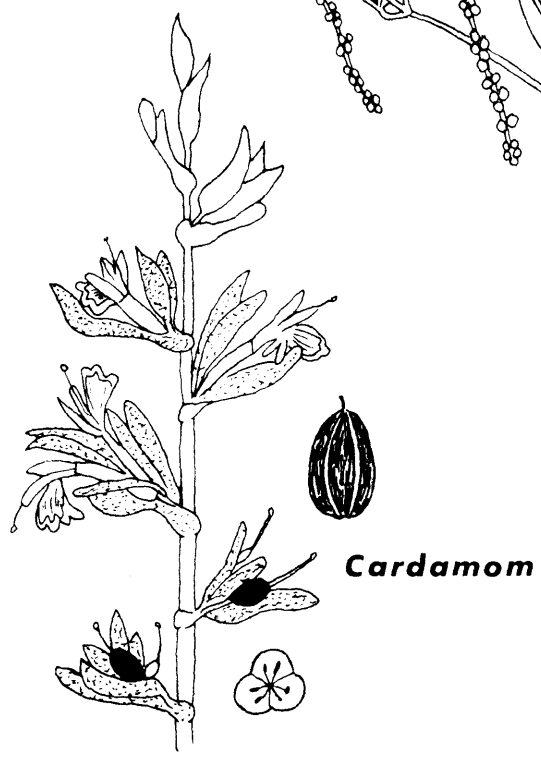
Ginger



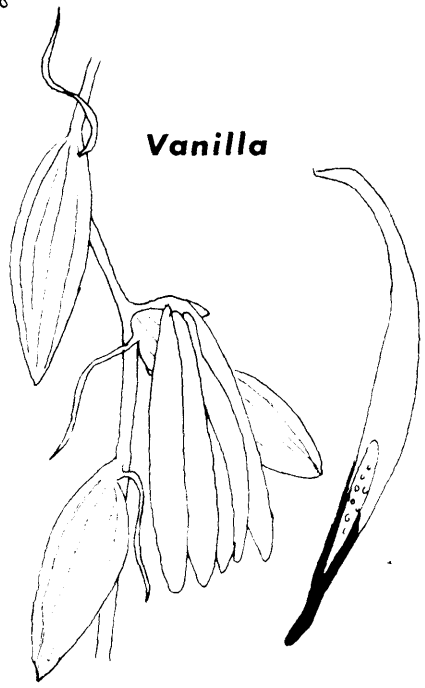
Chillies



Pepper



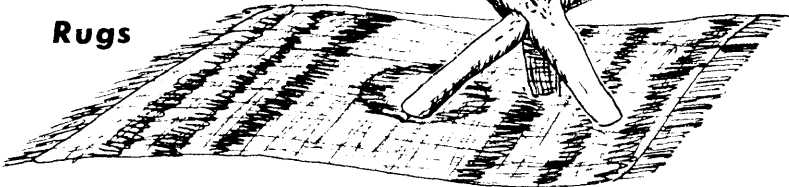
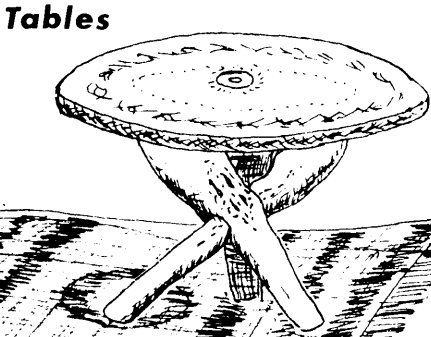
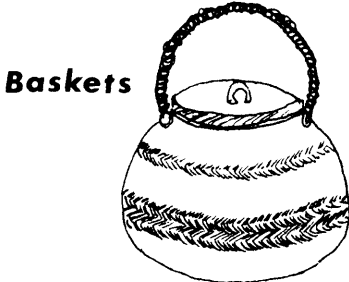
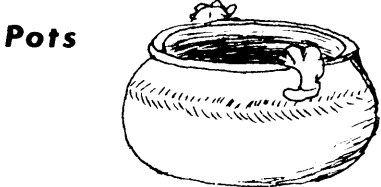
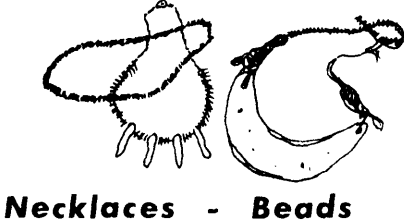
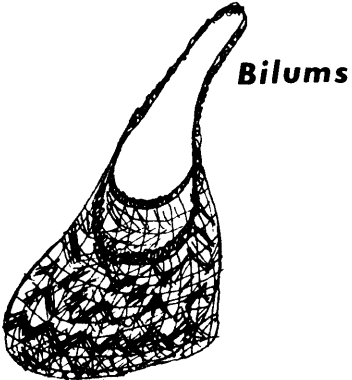
Cardamom



Vanilla

Artifacts (FOR QUESTION 24)

Use these pictures when you ask about Artifacts in Q.24.
Show the pictures to the person you are interviewing.



APPENDIX 4.

GUIDE TO HOUSING TYPES IN URBAN AREAS

The diagrams shown on the facing page are to be used if you are not sure what to put down for the TYPE OF HOUSE in the DESCRIPTIVE INFORMATION at the top right hand of the census form. The TYPE OF HOUSE is also shown on your C.U. listing sheets in the FURTHER IDENTIFICATION column. You should use your listing sheets to get TYPE OF HOUSE on most occasions.

ORDINARY SUBURBAN AREAS

House Type

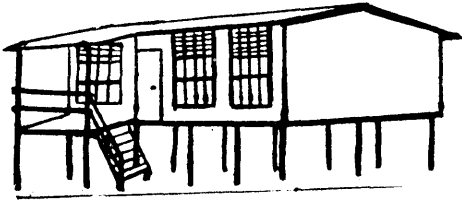
- High Cost - Large well built house usually fibro, brick or weather board construction.
- Low Cost - Small well built house usually fibro construction.
- Flats - Flats are all cases of more than two living quarters joined together. Dwellings above shops should also be included here.
- Duplex - This only covers the case of two identical houses joined together.
- Domestic or Workers Quarters - Domestic Quarters occur mostly in high covenant areas but are also common behind shops where they are often workers quarters. The only workers quarters to be included here are the small married quarters behind shops or factories which are really very much the same as the domestic quarters behind high covenant houses.
- Dormitories and all S.D.s - Your listing sheet will tell you if the dwelling is an S.D.

SETTLEMENTS AND VILLAGES

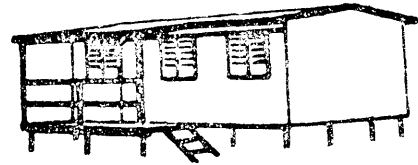
- Traditional - These usually only occur in traditional villages. The roof and walls should be on traditional materials.
- Makeshift - This type of house can be made of pieces of wood, roofing iron, tins and even cardboard.
- Self Help House (High Cost) - This is a very well built house which is very similar to those in urban areas. It has well built steps, roof and stumps.
- Self Help House (Low Cost) - This type of house is not as well built as the high cost one but it does have some similarities. It should have good supports and reasonably well built walls and roof.

HOUSING TYPE

SUBURBAN AREAS



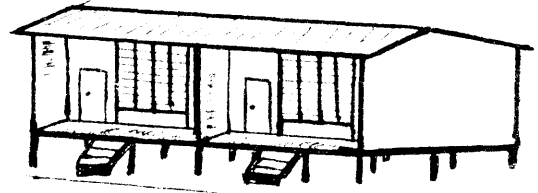
High Cost House



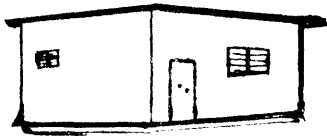
Low Cost House



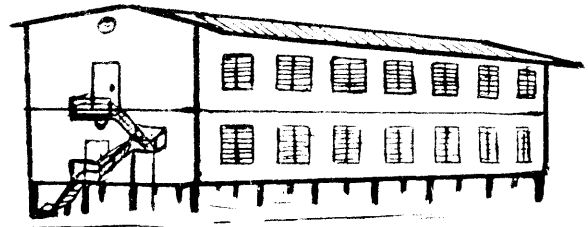
Flat



Duplex

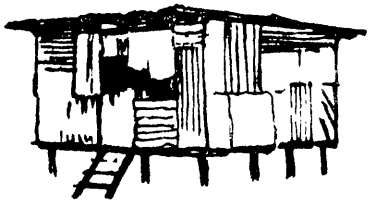


Domestic or Workers
Quarters

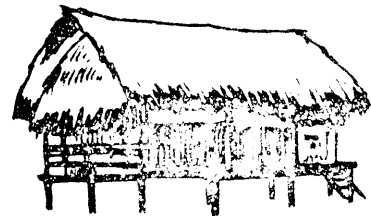


Dormitory
and all S.D's

SETTLEMENTS and Village s



Makeshift

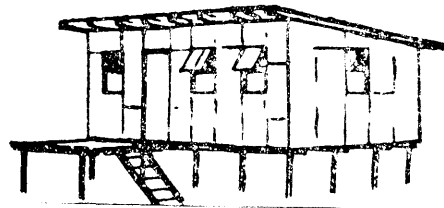


Traditional

Self help - well built settlement or village house. Has well-constructed walls and posts, usually made from non-traditional materials.



Self Help (High Cost)



Self Help (Low Cost)

An example of a completed Annual Census Form.

ANNUAL CENSUS FORM

2
PAGE

HUDINI
VILLAGE

SOUTH AMBENOB
CENSUS DIVISION

NAME	FATHER'S NAME	LINE NO	RELATIONSHIP		DATE OF BIRTH and SEX		OVER 18	WAGE EARNING	CASH CROPPING	EDUCATION	LITERACY	Present		
			OF	NO	MALE	FEMALE						1977/78	1979	1980
WAIP	BERAMUT	01	H		1927		✓	1	3	9	0	✓	✓	
BOA	CAHIL	02	W	01		1929	✓	1	0	9	0	✓	MADANG TOWN	
		03												
		04												
UEP	WAIP	05	S	02	1947		✓	1	2	5	2	✓	✓	
SANAT	KUMA	06	W	05		1949	✓	1	0	5	2	✓	DEATH	
		07												
		08												
MARI	UEP	09	S	06	7.9.69			0	0	1	0	✓	✓	
KAURI	UEP	10	S	06	1970			0	0	0	0	✓	✓	
RIGIN	UEP	11	A/D	06		16.12.72		0	0	0	0	✓	✓	
ANNE	UEP	12	D	06		7.9.74		0	0	0	0	✓	✓	
		13												
		14												
		15												
		16												
YARUBE	WAIP	17	S	03	1974		✓	3	0	5	6	✓	✓	
KAMI	BIRUD	18	W	17		1950	✓	1	0	9	0	✓	✓	
		19												
		20												
YARANI	YARUBE	21	D	18		1977		0	0	0	0	BIRTH	✓	
YASI	YARUBE	22	S	18	11.6.79								BIRTH	
		23												
		24												
		25												
		26												
KUTU AYA	WAIP	27	D	02		1956	✓	1	0	5	2	✓	✓	
PASUA	WAIP	28	D	02		1956	✓	1	0	5	2	✓	M/O	
PARARUM	WAIP	29	S	02	1962			0	0	0	0	✓	✓	
SILID	WAIP	30	A/D	02		1974		0	0	1	2	✓	✓	
TONI	BERAMUT	31	WIDOW			1935		1	0	9	0	✓	✓	
		32												

0 - 5		Residents	15	13
6 - 17		Absentees	NIL	1
18 - 45		Births	1	1
46 +		TOTAL	16	15
Total		Deaths	NIL	1

AGE CONVERSION TABLE

TO CONVERT YEAR BORN TO PRESENT AGE

- e.g. (1) If person is born in 1949 then age now is 31 years.
- (2) If person is born in 1962 then age now is 18 years.

BORN IN:	AGE NOW IS:
1980	0
1979	1
1978	2
1977	3
1976	4
1975	5
1974	6
1973	7
1972	8
1971	9
<u>1970</u>	<u>10</u>
1969	11
1968	12
1967	13
1966	14
1965	15
1964	16
1963	17
1962	18
1961	19
<u>1960</u>	<u>20</u>
1959	21
1958	22
1957	23
1956	24
1955	25
1954	26
1953	27
1952	28
1951	29

BORN IN:	AGE NOW IS:
<u>1950</u>	<u>30</u>
1949	31
1948	32
1947	33
1946	34
1945	35
1944	36
1943	37
1942	38
1941	39
<u>1940</u>	<u>40</u>
1939	41
1938	42
1937	43
1936	44
1935	45
1934	46
1933	47
1932	48
1931	49
<u>1930</u>	<u>50</u>
1929	51
1928	52
1927	53
1926	54
1925	55
1924	56
1923	57
1922	58
1921	59

BORN IN:	AGE NOW IS:
<u>1920</u>	<u>60</u>
1919	61
1918	62
1917	63
1916	64
1915	65
1914	66
1913	67
1912	68
1911	69
<u>1910</u>	<u>70</u>
1909	71
1908	72
1907	73
1906	74
1905	75
1904	76
1903	77
1902	78
1901	79
<u>1900</u>	<u>80</u>
1899	81
1898	82
1897	83
1896	84
1895	85
1894	86
1893	87
1892	88
1891	89