

**ENUMERATOR'S MANUAL
ON THE PROCEDURE FOR CONDUCTING
THE 2002 ALL-RUSSIAN POPULATION CENSUS
AND COMPLETING THE CENSUS FORMS**

2002

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1. ON THE ALL-RUSSIA POPULATION CENSUS

The All-Russian population census will be held in October 2002.

In plain language, a census means counting of the population.

In this country censuses have been taken for more than a century. The first comprehensive population census was held in 1897, and the coming census will be the eleventh count.

The last census in Russia was held in 1989.

1.1. Purpose of the Census

Knowledge of the number, allocation and composition of the population is a vital component in planning and managing of the economic and social life of the country. Today, no state or society would be able to ensure prosperity of the nation without such information. The main source of this information would be population censuses.

The data produced by the population census are needed to formulate the state budget, reduce unemployment, strengthen the national defense potential, allocate financial resources to pension provisions, public health, education, road and housing construction, and to resolve many other social issues.

1.2. Fundamental Principles of the Census

To conduct a population census means to organize collection, processing and publication of the demographic, economic and social data on the entire population living in the country at a certain moment.

The principles of the population census are:

- **complete-count basis.** Every inhabitant has to be interviewed without exception (however, avoiding double count) regardless of the sex, age, or rights to live in a given area or dwelling;
- **direct collection of data through interviewing individuals;**
- **self-determination of the people** when answering questions. This means that the census is based only on the answers given by a respondent without their confirmation by the relevant documents.

Confidentiality of the data reported by the population. Every questionnaire bears the sign "Confidential (guaranteed by the information recipient)". Pursuant to the Federal Law "On All-Russian Population Census" (Article 8), "Data on the population to be found in the census forms is confidential information, and is not subject to

divulging (disclosure), and is used for the purposes of forming the relevant federal information resources”.

The accuracy and comparability of the data accumulated during the census are ensured by:

- conducting the census according to the universal program and rules effective on the entire territory of the country;
- collecting the information on the fixed date and time – enumeration point of time.

The census results **are published in the form summary tables** only (the principle of confidentiality). No information on an individual, family or household will be published. Under Article 8 of the Federal Law “On All-Russia Population Census”, no employee participating in the census – from an enumerator up to the head of the State Committee of the Russian Federation on Statistics (Goskomstat of Russia) – has the right to divulge personal information.

1.3. Organization of the Census

The entire territory of the country is divided into *census tracts* encompassing, as a rule, from 9 thousand people in rural regions up to 19 thousand people in urban districts. **The management of the census tract is the head of the census tract and the assistant.**

Every census tract is divided into 7-9 *instructor's areas* (on the average) headed by **instructors-controllers**.

Every instructor's area is further divided into 4-5 *counting areas* (on the average) where **enumerators** will interview the population.

Besides, *stationary counting offices* are deployed where people (*those without dwelling, or unwilling to let an enumerator into one's home etc.*) can come and give answers to the questionnaire.

The final results of the census will be produced at the Goskomstat of Russia and then reported not only to the central government but to each region, city/town or district, and published in the media for public knowledge.

2. BASIC PRINCIPLES OF INTERVIEWING

The census must cover all, including individuals living in somewhat unusual or even strange conditions. We will discuss various situations which, however, you may not encounter. But if yes, you **ought to** know how to handle them.

If you stumble at a problem during enumeration, or you have forgotten something, do not be ashamed to refer to this brochure – it has been designed to help you.

Please, remember!

The data are recorded into the census schedules (forms C, II, K, Д, B and КИЛ) only as declared by the respondent, without presenting any documents confirming the answers. All questions have to be asked exactly as they are formulated in the questionnaire, and in the same sequence.

2.1. Census Documents

Census documents on the dwelling are a cover separating the questionnaires completed in different living quarters.

Form C “List of Persons”: on each side of the form you should make a list of persons living or present in the dwelling; as a rule, each form is completed for two dwellings.

Form II “Living Conditions of the Population”: on each side of the form you should record the answers to the questions describing the dwellings (Section I) and the living conditions of each household (Section II); as a rule, each form is completed for two dwellings.

Form K “Census Schedule” is intended for two persons. It has 11 questions on each side and is completed on the persons permanently living in the premises, which **are not underlined** in your notebook.

Form Д “Census Schedule” is intended for one person and contains 13 questions. It is completed for the persons permanently living in the dwelling **underlined** in your notebook.

Persons temporarily staying in the Russian Federation at the enumeration point of time and with the usual residence abroad will be registered under a brief procedure delineated in **Form B “Census Schedule for Persons Temporarily Staying in Russia and Permanently Residing Abroad”**. The form is intended for 8 persons, 4 on each side.

There is a number of control documents, which are completed in order to avoid omissions or double count.

Form КФ “Control Chip” is completed if a person has **two places of residence** and **this particular place was chosen** for the census (where you are conducting interview).

Form КИЛ “Control Census Schedule” is completed for the persons staying out of their homes (for example, in hospitals, on a mission or official trip, visiting friends

etc.), who would claim that at the place of their permanent residence there is no one to supply relevant data to the enumerator.

Form CIIP “Certificate of Completed Census” is issued to persons with the completed control chip, as well as to those without permanent residence (homeless persons) or lead a nomadic life. The CIIP Form is also handed out to those for whom Form B has been completed.

With the help of completed control census forms the census personnel will know whether a person has been covered by the census and whether his/her personal data have been correctly declared by the relatives at the place of permanent residence. The control chips will show whether an individual has completed the census forms several times. If a person has the certificate of completed census, the enumerator will not enumerate him repeatedly.

You will learn more on completing the census documents in Section 4 – “Procedure of Completing the Census Documents”.

2.2. Time

The enumeration will start in the morning of October 9 and continue until October 16 inclusive.

The enumeration point of time is 00 hours, October 9.

Questions to the population should refer to the **enumeration point of time**. For example, infants **born after the enumeration point of time** (after 00 hours, October 9, 2002) **should not be enumerated**, while those **who died** by the time of enumeration but **had been alive at the enumeration point of time should be reported** in the census documents.

2.3. Place

The population is enumerated at the place of permanent (usual) residence, and this place may or may not be identical to the place of his/her registration (visa).

Please, remember the vital notion: **place of permanent residence**.

However, **places of permanent residence** may be different.

In their majority, people live in *regular* dwellings all of us are used to.

The housing unit is the **living quarters** (dwelling).

They are:

- a) apartment (including an apartment in a hostel);

- b) separate single-family house (izba, lodge, cottage or other single-family building);
- c) room in a hostel (if no apartments are available);
- d) suite or room in a hotel or other places of temporary accommodation of people, where permanently residing occupants are living;
- e) any other dwelling converted or arranged for human habitation (caravan, cabin, shed, barge etc.);
- f) ward, section etc. (depending on the type of registration adopted in the respective organization) in social institutions (children's homes, orphanages, boarding schools for orphans and children left without parental care, old people's homes and nursing homes, hospitals for chronic patients etc.), barracks, penal institutions, religious institutions.

Homeless persons (those without a permanent place of residence), are also subject to enumeration (commonly called *bomzh* – “without a definite place of residence”).

2.4. Population

Naturally, every person will be entered into the census schedule. However, interviewing and enumeration of the population will be conducted per **unit of enumeration – a household**. Please, remember this important notion.

2.4.1. Household

Household is a **group of people** residing in the same dwellings or their part, providing themselves with food and other essentials for living, i.e. completely or partially pooling and spending their incomes. They may be related through filiation or affinity, or be unrelated, or both.

A **household** may comprise **one person** living independently and providing himself/herself with food and other essentials for living.

The majority of households you are going to visit are family households, comprising relatives.

The respondents will determine themselves whether they are living in one or separate households. However, you should remember that:

- a **tenant leasing** dwellings from an individual citizen is **not a member of the landlord's household**, and is recorded as a **separate** household;
- persons **permanently** living in **hostels, hotels and boarding houses** are enumerated as **independent** households;
- **service staff** living in office accommodations or apartments (rooms) in social or medical care institutions they are employed by (for instance, doctors at the

hospitals for chronic patients, educators in orphanages etc.) are treated as **separate households**;

- persons without a permanent place of residence, **homeless persons** are also regarded as **households**.

Households living in regular dwellings (types “a” to “e”, point 2.3) as well as homeless persons are **private households**.

Persons *permanently* living in social or medical care institutions, barracks, penal institutions, religious institutions (type “f”, point 2.3) are regarded as **collective households**. These are groups of people *living together*, as a rule, *united by a common purpose, complying with the universal rules and sharing their food*. Please, remember, that the service staff of those institutions living in the service accommodations provided by the administration **are not members of a collective household** and are enumerated under the standard procedure as private households.

2.4.2. Persons Subject to Enumeration

People are enumerated at the place of their permanent (usual) residence. As a rule, the place of permanent residence is the population center, house or apartment where the respondent permanently (usually) spends a considerable part of his/her time. This may or may not be the place where the person has been registered.

Every person **permanently (usually) living** in the dwelling including those **temporarily** absent at the enumeration point of time census is subject to enumeration.

Please, remember the enumeration procedure applied to certain categories of citizens:

1. Persons permanently living in the given dwellings **who are on a mission or a official trip**, or work elsewhere on a contract with Russian or foreign institutions, or **attend** a training course for **1 year or less**, as well as those on a vacation or on a visit to relatives or friends **are enumerated at the place of their permanent residence** with the record of their temporary absence.
2. Russian citizens **who have been sent** on a long mission abroad (for more than 1 year) by the state authorities and members of their families **are enumerated at the place of their physical presence** by the respective executive authorities (Russian Ministry of Foreign Affairs, Ministry of Defense, Federal Border Service).
3. **Students** of higher and secondary vocational education institutions and schools of basic vocational training living at the place of learning **are enumerated therein**, and not at home.

4. Persons **drafted to annual military camps are enumerated at home** together with their family members with the record of their temporary absence.
5. **Military personnel** serving under a contract and **living in unrestricted areas** are enumerated with their family members in accordance with the **regular procedure**.
6. **Military personnel** drafted or serving under a contract and **living in restricted areas** are enumerated **at the place of their physical presence** by the respective federal executive authorities.
7. **The crew members of Russian merchant and passenger vessels** on a long voyage are enumerated with the record of temporary absence **at the place of usual residence of the households they belong to**. The crew members of vessels (other than those with a household) with the registered domicile at the ship or organization they are employed by are enumerated before departure at the location of the employer.
8. Persons held at the **places of preliminary confinement**, or under administrative **arrest**, or **detained** as criminal suspects, or **under investigation** as well as those with the **court sentence not yet in force** are enumerated **at the place of their permanent (usual) residence** with the record of their temporary absence.
9. Persons held at the **places of preliminary confinement** with **the court sentence in force** as well as persons serving a sentence in penal institutions are enumerated **at the place of their physical presence** by the respective federal executive authorities (Russian Ministry of Justice, Russian Federal Security Service).
10. **Aliens permanently residing** in the Russian Federation (i.e. individuals with foreign citizenship) and **stateless persons** are enumerated at the place of their residence **under the regular procedure**.
11. Individuals (regardless of their citizenship) who have arrived to the Russian Federation **to work** under a contract with Russian or foreign organizations (except aliens working at the representative offices of foreign states or international organizations), or **to study for one year or more** are enumerated as permanent residents of the Russian Federation **in places of their usual residence in the Russian Federation** (regardless of the time of their actual arrival – October 8, or a month or eighteen months before).
12. Individuals (regardless of their citizenship) who have arrived to the Russian Federation **from foreign countries** (including the CIS member states) **for permanent residence, or seeking asylum** (regardless of the availability of the residence permit) are enumerated as permanent residents of the Russian Federation **on the present-in-area principle**.

13. **Individuals without any other place of residence** are registered at the hotels, hospitals, rest homes, sanatorium etc.
14. **Persons without permanent residence** (for example, homeless persons) are enumerated **on the present-in-area principle**.
15. Persons **temporarily residing in the Russian Federation** at the enumeration point of time and permanently residing abroad (including the CIS member states) are enumerated with a brief questionnaire (Form B). Those will be:
- persons (regardless of their citizenship) **who have arrived** to the Russian Federation for work or study **for one year or less**;
 - persons (regardless of their citizenship) **who have arrived** to the Russian Federation **on a vacation, for medical treatment or on a visit** to relatives or friends **as tourists**;
 - **transit migrants** (persons staying in Russia on their way to another country).

2.4.3. Persons Exempt from Enumeration

The population census does not cover:

- persons **on a mission or an official trip**, or those who left to work under a contract with Russian or foreign organizations, or to study **for 1 year or more** (regardless of their period of stay or time left until their return);
- aliens working in the **representative offices of foreign states** in the Russian Federation and members of their households;
- aliens working in the **representative offices of international organizations**;
- aliens who have arrived to the Russian Federation **as members of delegations of foreign countries or international organizations**.

2.4.4. Two Places of Residence

When enumerating people living in the given dwelling you must find out whether the household or any of its members have another place of residence. If yes, the person must decide upon the place of his/her enumeration. **If the respondent finds difficulty** in choosing the place of enumeration, preference is given to the place of residence of his/her household.

For example:

- if a respondent has an apartment (house or room) where he/she is registered, while living with the household in a different place (for instance, in an apartment of the spouse), the respondent must be enumerated at the place of residence of his/her household;

- if a respondent lives in a hostel at the place of employment, and on weekends or days off goes to see the spouse and children living in a different locality, the person must be enumerated at the place of residence of his/her household. The same procedure is applied to people working on rotation shift duty;
- if a respondent has a countryside house or a summer cottage in the horticultural cooperative (dacha), and the rest of the time lives elsewhere (in a city apartment), he/she must be enumerated at the place where he/she spends most of the time.

In such instances the enumerator completes control documents to avoid under-coverage or double count.

The table below defines the basic categories of respondents and gives examples of widespread cases you will probably encounter.

I. Procedure of the Population Enumeration in the Dwellings Where You Are Conducting Interview¹

Categories of the population	As of 00 hours, October 9	Census questionnaires to be completed
Persons usually residing in the dwelling, regardless of their actual registration (e.g., a husband registered at his parents' domicile, or persons renting living space from the residents of this apartment).	Were at home	<ul style="list-style-type: none"> – Form C: address, List A (please, remember to indicate the family name, name and patronymic in Column 3, and to put a dash in Column 4); – Form П; – Form К or Д.
Persons who arrived to work in this locality for more than 1 year (regardless of the time of arrival, on October 8, or a month, or a year ago).	Were present here	
Students of higher educational establishments, technical secondary schools, colleges, vocational schools, basic technical schools etc. (regardless of their citizenship or place of origin – from another locality or a foreign country) who arrived to study for more than 1 year .	Were present here in connection with learning	
Russian citizens, aliens or stateless persons who arrived to Russia for permanent residence, or seeking asylum (regardless of the availability of an official residence permit).	Were in Russia	
Persons with more than one place of residence who have identified the dwelling where you are conducting the enumeration as their place of permanent (usual) residence.		
		<ul style="list-style-type: none"> – Form C: address, List A (please, remember to indicate the family name, name and patronymic in Column 3); – Form П; – Form К or Д; – Form КФ; – Issue Form СИП.

¹ Aliens and stateless persons permanently residing in the Russian Federation are enumerated under the regular procedure, i.e. they abide by the rules effective on the Russian citizens.

<p>Persons with more than one place of residence who have identified a different dwelling as their place of permanent (usual) residence.</p>		<p>If Form ЧПР is not available, find out whether there is some one to supply census information at the place of permanent residence.</p> <p>If there is some one to supply information to the enumerator at the place of residence, none of the forms should be completed. If no, please, complete Form КИЛЛ.</p>
<p>Children attending boarding schools and visiting parents (households) on weekends and holidays.</p> <p>Children attending round-the-clock or sanatorium-type pre-school institutions.</p>	<p>Absent from home</p>	
<p>Persons usually residing here have left: visiting friends, for medical treatment, on a holiday, on a tour for any period of time.</p>	<p>Absent from home</p>	
<p>Persons usually residing here have left: are on a official trip, working or studying elsewhere for a period of 1 year or less.</p>		<p>– Form C: address, List A (please, remember to indicate the family name, name and patronymic in Column 3, and to indicate the reason and the period of absence in Column 4);</p> <p>– Form П;</p> <p>– Form К or Д.</p>
<p>Persons usually residing here are on rotation shift duty.</p>	<p>Absent from home, at work</p>	
<p>Persons drafted to annual military camps.</p>	<p>Absent from home</p>	
<p>Persons at places of preliminary confinement under investigation or those with a court sentence not yet in force;</p> <p>those under administrative arrest.</p>	<p>Absent from home</p>	
<p>Permanent Russian residents who are crew members (sailors) of Russian merchant, passenger and fishing vessels.</p>	<p>Were at sea</p>	<p>a) Persons possessing a household are enumerated as part of this household. Please, complete:</p> <p>– Form C: address, List A (please, remember to indicate the family name, name and patronymic in Column 3, and to indicate the reason and the period of absence in Column 4);</p> <p>– Form П;</p> <p>– Form К or Д.</p> <p>b) Persons without a household with the registered domicile at the ship or organization they are employed by are enumerated before</p>

		<p>departure at the location of the employer. Please, complete:</p> <ul style="list-style-type: none"> – Form C: address (organization or port of registry of the vessel; the line “Enterprise” should be omitted), List A (please, remember to indicate the family name, name and patronymic in Column 3, and to indicate the reason and the period of absence in Column 4); – Form II; – Form K.
Persons temporarily present in the given dwelling with the permanent residence elsewhere in Russia (e.g., who arrived to work or to study for less than 1 year , or for a holiday or medical treatment etc.), with the census certificate unavailable, who declared that there was no one to supply information to an enumerator at the place of their permanent residence.	<p>a) Were present in the dwelling;</p> <p>b) Arrived later (e.g., on October 10, 2002).</p>	<p>a) – Form C: address, List Б (if there is no one permanently living in the dwelling, Form C is not completed);</p> <ul style="list-style-type: none"> – Form KИЛЛ. <p>b) – Form KИЛЛ.</p>
Persons temporarily present in the given dwelling permanently residing abroad .	<p>a) Were present in the dwelling;</p>	<p>a) Form C: address, List Б (if there is no one permanently living in the dwelling, Form C is not completed);</p> <ul style="list-style-type: none"> – Form B; – Issue Form ЧИП;
	<p>b) Were staying in Russia, but arrived in the dwelling later and were not enumerated elsewhere.</p>	<p>b) Form B;</p> <ul style="list-style-type: none"> – Issue Form ЧИП.
Persons on a mission or a official trip, those who have left to work or to study for the period of 1 year or more .	Absent from home	<p>Are not enumerated in this dwelling. Those who have left for a different region of the Russian Federation are enumerated at the place of their physical presence.</p> <p>Russian citizens who have been sent on a long mission abroad by the Russian bodies of state power (including their family members) for more than 1 year are enumerated by the Russian Ministry of Foreign Affairs, Ministry of Defense or Federal Border Service.</p>
Persons drafted to regular military service .	On leave, or on a short visit	<p>Are not enumerated at the given quarters. They are enumerated at the place of military</p>

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		service by the respective ministries and agencies.
Students who have left their household to attend higher educational establishments, secondary technical schools and schools of basic vocational training living at the place of learning.	Absent from home	Are not enumerated in the given dwelling. Are enumerated at the place of learning.
Persons servicing a sentence in penal institutions	Absent from home	Are not enumerated in the given dwelling. Are enumerated by the penal authorities of the Russian Ministry of Justice and Federal Security Service at the place of their physical presence.

II. Procedure of the Population Enumeration in Social and Medical Institutions, Hotels and Religious Organizations

Categories of the population	As of 00 hours, October 9	Census forms to be completed
1. Minors living in children's homes, orphanages, boarding schools for orphans and children left without parental care.	a) Were present at the institution;	a) – Form C: address (please, remember to indicate the name of the institution), List A (please, remember to indicate the family name, name and patronymic in Column 3, and to put a dash in Column 4); – Form K.
	b) Admitted on October 9 or later	b) – Form C: address (please, remember to indicate the name of the institution), List A (please, remember to indicate the family name, name and patronymic in Column 3, and to indicate the fact and the date of admittance to the institution in Column 4); – Form K.
2. At hospitals. Patients with a place of permanent residence in the Russian Federation;	2.1. Were present here or were admitted later (e.g., on October 10, 2002)	2.1. If they declare that at the place of their permanent residence there is no one to supply information, complete Form KИЛЖ; If there is someone to supply information to an enumerator at the place of their permanent residence, refrain from completing any questionnaires for those people.
	2.2. Patients who arrived for treatment from abroad.	2.2. a) – Form B; – issue Form ЧИП.
	b) Were in Russia, but were admitted to the hospital on October 9, 2002 or later.	b) If a patient has the ЧИП Form, do not enumerate, if the ЧИП Form is unavailable, complete Form B and issue the ЧИП Form.
	c) Arrived in Russia on October 9, 2002 or later.	c) No documents should be completed.

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2.3. Patients without any other place of residence.	2.3. a) Were present here.	2.3. a) – Form C: address (please, remember to indicate the name of the institution), List A (please, remember to indicate the family name, name and patronymic in Column 3, and to put a dash in Column 4); – Form K; – issue Form CIIP (if completed before December 1, 2002).
	b) Were admitted to the hospital on October 9, 2002 or later.	b) If a patient has the CIIP Form, do not enumerate, if the CIIP Form is unavailable, complete: – Form C: address (please, remember to indicate the name of the institution), List A (please, remember to indicate the family name, name and patronymic in Column 3, and to put a dash in Column 4); – Form K; – issue Form CIIP (if completed before December 1, 2002).
3. Persons residing at old people's homes and nursing homes.	a) Were at the institution.	a) – Form C: address (please, remember to indicate the name of the institution), List A (please, remember to indicate the family name, name and patronymic in Column 3, and to put a dash in Column 4); – Form K.
	b) Were admitted on October 9, 2002 or later.	b) If they declare that they were not enumerated earlier, please, complete: – Form C: address (please, remember to indicate the name of the institution), List A (please, remember to indicate the family name, name and patronymic in Column 3, and the fact and the date of admittance in Column 4); – Form K.
4. Hotels 4.1. Persons with a permanent place of residence elsewhere in Russia.		4.1. If they declare that at the place of their permanent residence there is no one to supply information, complete Form KPII; If there is someone to supply information to an enumerator at the place of their permanent residence, refrain from completing any questionnaires for those people.
4.2. Persons who arrived from abroad on a mission, to work or to	4.2. a) Were present here.	4.2. a) – Form B; – issue Form CIIP.

study for one year or less , on a visit to friends, for medical treatment, on a holiday, on a tour for any period of time .	b) Were in Russia but checked into the hotel on October 9, 2002 or later.	b) If a respondent has the CIIP Form, do not enumerate, if the CIIP Form is unavailable, complete: – Form B; – issue Form CIIP.
	c) Arrived in Russia on October 9, 2002 or later.	c) No documents should be completed.
4.3. Persons without another place of residence.	4.3. a) Were present here.	4.3. a) Form C: address, List A (please, remember to indicate the family name, name and patronymic in Column 3, and to put a dash in Column 4); – Form II; – Form K; – issue Form CIIP (if they will check out before December 1, 2002).
	b) Checked into the hotel on October 9, 2002 or later.	b) If a respondent has the CIIP Form, do not enumerate, if the CIIP Form is unavailable, complete: – Form C: address, List A (please, remember to indicate the family name, name and patronymic in Column 3, and to write “Checked in on” and to indicate the date of registration in Column 4); – Form II; – Form K; – issue Form CIIP (if he/she will check out before December 1, 2002).
5. Monasteries (convents) and other religious institutions	a) Were at the monastery (convent).	a) – Form C: address (please, remember to indicate the name of the religious institution), List A (please, remember to indicate the family name, name and patronymic in Column 3, and to put a dash in Column 4); – Form K.

	b) Arrived on October 9, 2002 or later.	b) If they declare that they were not enumerated earlier, please, complete: – Form C: address (please, remember to indicate the name of the religious institution), List A (please, remember to write the family name, name and patronymic in Column 3, and to write “Arrived on” and to indicate the date of arrival in Column 4); – Form K.
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3. ORGANIZATION OF ENUMERATOR'S WORK

3.1. Enumerator's Duties

You are engaged in a governmental and socially important project. The data you will collect will be instrumental in rational decision-making on the development of the community you are living in and the country in general.

Certainly, you are aware that you are going to compel people to make certain efforts answering the questions of the census form. If you want to succeed in your mission, you have to be patient. We hope that our advice on resolving difficult situations will be helpful.

You have a good chance to acquire new experience in dealing with people, which may be helpful to your success in other domains.

The essential contributor to the quality of the census is the enumerator, i.e. yourself.

The fundamental duties of the enumerator are as follows:

- to study all instructions;
- to conduct the population census in your counting area, and to perform timely all necessary steps of the procedure: preliminary visitation of the dwellings, interviewing population and completing the census questionnaires, control visitation of the dwellings and presentation of the materials to the instructor-controller;
- to report daily the results of your efforts, difficulties and conflicts you have encountered to the instructor-controller who manages and monitors your work, , to present completed census forms for verification;
- refrain from divulging confidential information on the population collected during enumeration;

- to inform the population that, pursuant to Point 4, Article 1 of the Federal Law “On All-Russian Population Census”, participation in the census is a public duty of every individual and citizen.

Your task is to enumerate the entire population living on the territory of your census counting area, to get complete and honest answers to the questions of the census forms.

In order to comply with the confidentiality standards, the completed census forms must be kept in the protected premises of the instructor's offices, at all times you must remember that divulging of collected information is strictly prohibited.

Bodies of the Ministry of Internal Affairs, tenants' and communal organizations (housing managing services etc.), tenants' committees, persons on duty at hallways and houses, organizations and agencies possessing the housing stock (Article 5 of the Federal Law “On All-Russian Population Census”) will assist you in performing your duty.

When you come on a census visit, once again inform the respondents of the on-going census and emphasize the importance of completing the census forms and guarantee the confidentiality of the shared information.

3.2. Schedule²

You are employed for 19 days.

The distribution of your working hours is as follows:

- before **October 4**, 2002 you will attend **the training course** for four days and get yourself acquainted with the boundaries of your counting area;
- from **October 4** to **October 7**, 2002 you will undertake **a preliminary visitation** of the dwellings of your counting area;
- on **October 8**, 2002 you will present your enumerator's notebook with the results of the preliminary visitation to the instructor-controller, who will **select the dwellings** where Forms Д will be completed. With the notebook given back, you should package the covers and census documents per each dwelling;

² The schedule of work indicated herein is effective for all territories with the exception of remote and hard-to-reach areas, where the population census is conducted within the time limits delineated by the Resolution of the Russian Government “On Organization of All-Russian Population Census in 2002” of April 12, 2002 No. 231, and with the exception of the Chechen Republic, where the census time limits were delineated by the Resolution of the Russian Government of April 25, 2002 No. 545-p.

- from **October 9** to **October 16**, 2002 you will conduct **the population census** in your area;
- from **October 17** to **October 21**, 2002: for two days (the specific date will be chosen by the instructor-controller) you will participate in the sampling **control visitation** in your counting area and **present the census materials** to the instructor-controller.

You must **daily** report to the instructor's office at a fixed time, present the completed census forms to the instructor-controller for review and verification, make corrections of wrong or incomplete notes, if necessary, revisit the living quarters, report the number of the dwellings and people enumerated during the day.

3.3. Enumerator's Toolkit

Upon training and positive testing you will receive the enumerator's identity card (BIIH 2002), the map of your counting area, enumerator's notebook, information leaflets, which you will leave for those absent from home during the preliminary visitation or interviews, stationery and items of personal security (a whistle and a pocket flashlight). Whistles will be supplied to enumerators in urban settlements only, flashlights will be supplied in case of necessity to enumerators in urban and rural settlements.

A special briefcase with machine-readable census forms is issued by the instructor-controller after the preliminary visitation and selection of the dwellings for sampling. During enumeration the census documents should be kept in the briefcase. It has a hard base plate, which you should use for completing the census forms in a standing position (e.g., on a threshold of an apartment or house).

The instructor-controller will put down the numbers of your **census tract, instructor's area and counting area** (hereinafter – details) on the cover of your **enumerator's notebook**, as well as record all dwellings located on the territory of your counting area (in columns 1-7 of Table 4).

Thereupon you have to get acquainted with the boundaries of your counting area together with the instructor-controller and enumerators of adjacent counting areas.

Before all, you **can and must** discuss all emerging issues with your **instructor-controller**.

3.4. Preliminary Visitation (from October 4 to October 7)

The tasks of preliminary visitation are as follows:

- To get acquainted with the people living in your counting area and to become identifiable, so that to reduce the likelihood of a refusal to talk to you during the inquiry.
- To collect the most complete information on:
 - the number of persons living in the dwellings;
 - availability of non-residential premises;
 - “difficult” apartments (houses);
 - the preferable time for an enumeration visit.
- Based on the collected information, you can plot a route of your visits to the dwellings during enumeration.

Procedure of Preliminary Visitation

1. Before starting the visitation get all necessary documents from the instructor-controller (before all, the census employee identity card), stationery (ball-point and gel pens), and an enumerator's notebook. The ball-point pen is used to complete the notebook and all non-machine-readable documents, the gel pen – to complete Forms H, C, П, K, Д, B.

Please remember that the identity card issued to certify your employment with the All-Russia population census of 2002 is valid only together with the passport. Therefore, at all times of your employment you must be ready to produce both the identity card and the passport, if need be.

2. Make contacts with representatives of the police, housing and communal organizations, post office etc. through your instructor-controller or head of the census tract.

If need be, find out the code numbers of the doorway locks (at a police station, housing and communal organization, post office).

3. Try and find out from the police (housing and communal organization, post office) the names of persons living in your counting area to rely upon in your job (foreman of the block of apartments or house, people well informed about their neighbors, local public figures etc.).

Contact those people and find out, which apartments or houses may turn out “difficult” situations, or what apartments are uninhabited.

4. Make a tour over the territory of your counting area in daylight and find out the location of the houses to be covered by enumeration and access thereto, find out the best means of transportation.

If your area is an unknown and/or potentially dangerous vicinity, the visitation should be done in pairs. You should also inform of your visitation a member of your family, head of the census tract or your instructor-controller. In case of necessity, a district police officer will accompany you.

5. In multistory apartment houses it is better to begin the visitation from the upper floors and descend to lower floors by the staircase.
6. During the preliminary visitation of the dwellings:
 - visit all houses located on the territory of your counting area, including institutions, enterprises and organizations, where you can expect to find in-house accommodation or hostels for their employees;
 - try to introduce yourself in every apartment (house) showing your papers (identification card of the census employee and your passport);
 - inform the residents that

the information is recorded in the census form only as declared by the respondent and is not verified;

the information gathered during the census is confidential and is not shared either with the taxation, or communal, or other state authorities;

all data of the population census will be used in the form of summary tables.

- fix the preferable time for interviewing;
 - inform about other options of the census procedure (by phone, or at the stationary tract).
7. If you cannot find anybody at home, take a leaflet with the information on the census, make a note of the time of your next visit with a request to be at home at that time, and leave it at the door or drop it into the mailbox. The same request should be conveyed through the neighbors, house foreman etc.
 8. In your enumerator's notebook you have to record the date and time of the visit during the census, and indicate difficult situations you have encountered at those dwellings in the "Notes" column. You can also plan the route of your visitation of the living quarters.

You have to visit all houses of your counting area and to verify the data registered in columns 1-7 (in urban areas) or 1-6 (in rural areas) of Table 4 of your **enumerator's notebook**.

You have to visit all dwellings and inform the occupants of the time of interviewing, the purpose and objectives of the census, confidentiality of personal information, and of the importance of complete and trustworthy answers to the

questions given by every individual covered by the census. Visit the non-residential premises to make sure that no one is living there. Complete columns 1–5 of Table 5 on each dwelling.

Table 5. Enumerator's Notes

a) Completed during *preliminary visitation*

1. Name of the street, avenue, thoroughfare etc.
2. House No.
3. Apartment (room) No. (in the order of increase)
4. Number of occupants
5. Date of visitation
6. No. of the dwelling within the limits of the counting area
7. Notes

b) Sum total for the counting area

- I. Registered by the enumerator
- II. Adjusted for control visitation

c) Sum total of the page

- d) Registered by the enumerator
- e) Adjusted for control visitation

- **in columns 1-2** of Table 5 the sequence of houses should be identical to their order in Table 4. Non-residential constructions (shops, institutions, theaters, movie theaters etc.), where people do not live, and there are no places for temporary stay, are not duplicated from Table 4 (see page 25);
- **in column 3** indicate all living quarters: own house, apartment, room in a hostel (in ascending order of the numeration of apartments in a house or rooms in a hostel);
- **in column 4** indicate the number of persons living therein;
- **in column 5** indicate the time preferable for interviewing;
- **in column 7** indicate the number of persons at the given dwellings who want to complete the questionnaires at the stationary tract, and the approximate time of their visit thereto.

If, during the preliminary visitation you **have omitted** a house, a rural population center, a separate small locality etc., it should be **recorded in the bottom of Table 5**. If a certain dwelling was omitted, it should be also recorded in the bottom of Table 5, with the address details indicated in columns 1-3.

In the end of **every working day** during preliminary visitation you have to count the number of dwellings you visited during the day and the number of people living therein using the form of Table 5. Based on the daily count, you fill in the **columns 1-3 of Table 2** "Information on preliminary visitation and population enumeration". The data are indicated as **progressive total** (i.e. on the first day you record the results of that day, on the second day – the sum of the first and second days, on the third day – results of three days, on the fourth day – results of four days).

Table 2. Information on Preliminary Visitation and Population Enumeration

(as progressive total by the end of the day)

a) During *preliminary visitation*

1. Date
2. Number of dwellings covered by preliminary visitation (according to Table 5)
3. Number of occupants living in those dwellings (column 4, Table 5)

Table 4. Composition of the Counting Area

a) Completed by the instructor-controller before *preliminary visitation*

b) Completed by the enumerator during *preliminary visitation*

c) Sum total

1. Ordinal number
2. Name of the street, avenue, thoroughfare etc.
3. House No.
4. Year of construction
5. Name of organization owning the house; private property
6. Number of residential and non-residential structures
7. Number of residential dwellings therein
8. Number of residential and non-residential structures
9. Number of residential dwellings (rooms, apartments) therein

10. Number of occupants

11. Notes

After the instructor-controller has checked the enumerators' notebooks and completed the record of all living quarters, they should **be numbered in column 6 of Table 5 – "Number of the dwelling within the limits of the counting area"**. Each dwelling is designated by a uniform ordinal number over the entire counting area, with the exception of the vacant dwellings (please, do not confuse a vacant dwelling with the quarters temporarily left by the residents, e.g., the occupants are on a holiday or at work). Further on, the numbers are duplicated in the Form "Census documents on the dwelling" (cover) and into Forms C, П, K, and Д in "Number of the dwelling within the limits of the counting area" graph.

Thereupon **Table 4** is to be completed.

You should begin with **column 8** in towns (**column 7** in the countryside): the figure will indicate the number of residential and non-residential structures under the same house number (e.g., buildings of the hospitals, sanatorium, hotels, children's homes etc., which do not have an individual postal address; in private housing areas those may be several structures on one plot under the same number).

The **sum total is calculated in Table 5** per each house (per each population center or separate small settlement in rural areas): the aggregate number of dwellings (column 3), and the number of occupants (column 4), the results **are indicated in Table 4** (columns 9 and 10 in towns, columns 8 and 9 in the countryside).

You can put down **the details** on the covers and census forms well **in advance** (they are indicated on the cover of the enumerator's notebook).

Whenever you **cannot enter** the dwelling, or when **people refuse** to participate in the census, you should report the incident to the instructor-controller for proper remedy.

3.5. Selection of the Dwellings for Sample Enumeration and Preliminary Packaging of Census Documents (October 8)

3.5.1. Selection of the Dwellings for Sample Enumeration³

The instructor-controller **selects** dwellings for sample enumeration marking (underlining with the red pencil) the dwellings included into sampling **in Table 5 of the enumerator's notebook**, i.e. **every fourth** dwelling where someone was

³ Point 3.5.1. is not effective in the territories where the census of the permanent population only with Form K or only with Form Д.

permanently residing during the preliminary visitation (i.e. from the dwellings with the number assigned in column 6, Table 5).

In the *dwellings marked* in red in Table 5: during enumeration Forms C and П will be completed on the entire dwelling, and only **Form Д** will be completed on every person permanently living therein.

In the *dwellings not marked* in red in Table 5: during enumeration Forms C and П will be completed on the entire dwelling, and only **Form К** will be completed on every person permanently living therein.

Please, remember!

You **cannot complete both**, Form К and Form Д, on permanent residents living **in the same dwelling**. After completing Forms C and П you have to fill in *either* Form К *or* Form Д.

Other forms (B, КФ, КПЛ, СПР) can be completed as necessary, regardless of whether the dwelling was selected for sampling or not.

3.5.2. Preliminary Packaging of Census Documents

After the dwellings have been selected, the instructor-controller will give you the briefcase with the census forms, and at the instructor's office you will have to categorize the documents per each dwelling, i.e. **based on the notes in Table 5 of the enumerator's notebook** made during the preliminary visitation. Preliminary packaging of documents is necessary because Forms C and П are intended for two separate dwellings.

On the front top of **each cover** you have to specify the **details** (indicated on the cover of your notebook) and the **number of the dwelling within the counting area** (also indicated in column 6, Table 5 of the notebook). The number of covers will be identical to the number of dwellings within the counting area (in column 6, Table 5 of the enumerator's notebook).

The documents are **arranged** as follows:

1. Form C and Form П are put into the **cover of the first** dwelling of the counting area.
2. The **details and number of the dwelling within the counting area** (identical to those on the cover) and its **address** should be written **on the front sides** of the forms (C1 and П1).
3. **Only the details** are indicated **on the back side** of the forms (C2 and П2).

4. The required number of Forms K or Д are put **into the cover of the first dwelling** after Forms C and П (depending on whether the first dwelling was selected for sampling or not) – according to the number of residents identified during the preliminary visitation (in column 4, Table 5 of the enumerator's notebook).
5. The cover for the second dwelling should be put **into the cover of the first dwelling** after Forms C, П and K (or Д).
6. The required number of Forms K or Д are put **into the cover of the second dwelling** (depending on whether the second dwelling was selected for sampling or not) – according to the number of residents identified during the preliminary visitation (in column 4, Table 5 of the enumerator's notebook).
7. **On the cover of the first dwelling** you have to put a comma in the graph identifying the number of the dwelling within the counting area and indicate the number of the second dwelling (with its cover inside).

SAMPLE (see the original)

Preliminary numbering and packaging of covers and census forms for **the third and fourth** dwellings are identical to the above procedure. The same process is applied to all dwellings of the counting area.

The census forms should be arranged in pairs only for the dwellings successively recorded in Table 5 of the enumerator's notebook. **The pair arrangement of the census documents on the dwellings located in different settlements in rural areas is prohibited.**

The covers and census forms for all dwellings, where people are residing (according to the data collected during the preliminary visitation), must be numbered and arranged **in pairs**.

The exceptions will be the following:

1. If, according to the data collected during preliminary visitation, the number of occupants in the dwelling is **10 persons or more**, Forms C, П and K or Д are put into their cover **without adding the cover and forms for the second dwelling**. If the dwelling has an even number (e.g., No. 4), the cover of the **preceding** dwelling under an odd number (e.g., No. 3), where the fourth cover had to go to, is left without a pair. That is, the documents for both dwellings (Nos. 4 and 3) are packaged separately (not in pairs). The forms for the next dwelling are arranged under the standard procedure: as the documents completed for the first dwelling (i.e. in pairs).
2. The documents for all dwellings known to be **communal apartments** are arranged separately (without a pair), i.e. the cover holds Forms C and П

numbered of the front side plus the required number of Forms K or Д, without adding the cover for the next dwelling.

The census forms arranged in the above manner are put into the briefcase. If during the population census the number of permanent residents happens to be greater than that recorded during the preliminary visitation, the spare forms should be also put into the briefcase. Briefcases with the census documents are kept at the instructor's office until the beginning of the census.

Later, **when enumerating people in the first dwelling**, you should complete the front sides of Forms C and П (according to the indicated number of the dwelling), and Forms K or Д for permanent residents. **When enumerating people in the second dwelling**, you should complete the back side of Forms C and П to be found in the cover of the first dwelling, while completed Forms K or Д should be filed in the cover of the second dwelling (to be found in the cover of the first dwelling). If during enumeration you find out that the integrated package of documents does not hold enough census Forms K or Д, you will use spare forms from the briefcase.

3.6. Conduct of the Population Census (from October 9 to October 16)

You will receive the briefcase with the integrated package of census forms from the instructor-controller, and within 8 days you will visit all dwellings (house, apartment etc.) of your counting area including vacant premises.

In each dwelling you should take out the appropriate cover with attached Forms C and П with the address and details of the dwelling and, pursuant to the established procedure, make a list of persons on the appropriate side of Form C, housing conditions of the occupants of this dwelling on the appropriate side of Form П, and then – complete the census Forms K or Д for every permanent resident of the dwelling – depending on whether the given dwelling was selected for sampling or not (marked in red in your enumerator's notebook, or not).

If during the preliminary visitation **there were no occupants in the dwelling** (it was not assigned an individual number within the counting area), while during enumeration **you encounter people permanently residing in this dwelling**, without changing the initial arrangement of documents you should complete a new cover, Forms C and П and assign a new number to the dwelling (the subsequent number after the last in the counting area), and then to enumerate every person using the census Form K.

If a **dwelling** was selected for sampling (marked in red), and by the time of enumeration it **was vacant** (e.g., the occupants have left), **you should not substitute it** by another dwelling in sampling on your own.

All questions should be asked **in the exact wording and sequence** of the census forms, the questions should not be omitted or left without record. You are unlikely to

remember and to record the answer at a later moment – most probably, you will forget it, and will have to revisit the respondent.

If during your visit one of the occupants is absent, the data for him/her can be recorded **as declared by other members of the household**, if they are able to **supply answers** to all items of the census questionnaires. If the members of the household are **unable to provide** the necessary **data on the absent person**, you need **to interview him/her personally** on another visit or by phone (remember to put down the phone number on the cover and to make appropriate notes in column 7, Table 5 of the enumerator's notebook).

With the interviewing of all occupants of the dwelling over, in **columns 8-18, Table 5** of the enumerator's notebook you should put down the numbers of completed questionnaires of each form and the number of persons indicated therein in the given dwelling.

If you have to complete **control census schedules** (Form КИЛ), **control chips** (Form КФ) and **certificates of enumeration** (Form СИП), they are **numbered by the uniform ordinal numbering (separate for each Form)** as they are completed by the enumerator within his/her counting area. Forms КФ and КИЛ are submitted to the instructor-controller as they are completed by the enumerator. The certificates of enumeration are handed over to the respondents. If you encounter a person with a certificate of enumeration, you do not have to re-interview the person.

The number of completed Forms B is indicated in column 12 – in the record of dwellings where the last person was enumerated with the use of this form.

In the end of **every census day** you will sum up the number of enumerated dwellings and the number of persons enumerated therein – based on the data in **Table 5** of the enumerator's notebook.

The results of the daily count should be recorded in **columns 4-7, Table 2** of the enumerator's notebook "Information on Preliminary Visitation and Population Census". The data are indicated as progressive total (see page 32).

4. PROCEDURE OF COMPLETING THE CENSUS FORMS

4.1. How to Complete Machine-Readable Census Forms (Forms C, П, К, Д, В and Н)

Now, you are beginning to complete the machine-readable census forms, which is an important phase of the All-Russian Population Census of 2002. In a longer run, your efficacy will determine the quality of computerized processing of the census forms and the accuracy of the census results.

When completing the census forms, you will need attention and exactness. In order to achieve good quality on the job, observe the following rules:

1. Use the census forms received at the stationary tract.
2. Complete the census forms with **the black gel pen supplied by the instructor-controller**. If the pen does not ensure proper completing of the census forms (it does not write or the ink is leaking), it should be replaced by the instructor. When completing the forms, use the hard base sheet of your briefcase.
3. Be attentive when completing the census forms, so as to minimize possible correction of figures and markers.
4. Answers should be recorded in the reserved fields in the census questionnaires. The fields with black borders are for words written in capital letters. The fields with color borders are for figures or markers.
5. Figures and markers should be written and made as indicated below:

SAMPLE (see the original)

The example of writing the figures and markers is also given at the top of every census form.

SAMPLE (see the original)

6. If the field provides for two or three digits, while the value to be entered into the field is represented by one or two digits, there is no need to put insignificant zeros in front.

SAMPLE (see the original)

7. The following **is prohibited** when completing the field:
 - to thicken the same word, figure or marker in the field;
 - to write words, figures or check off the options beyond the field borders;
 - to make gaps in a line;
 - to use ornamental elements in writing (loops, volutes etc.)
8. If you need **to change the figure** recorded in the census form, do as follows:
 - cross out the wrong digit several times as shown in the example:

SAMPLE (see the original)

- write the correct digit next to the wrong one in a free space (beyond the field borders) available above, below, to the left or to the right from the wrong one:

SAMPLE (see the original)

Correction of the mark is done as follows:

SAMPLE (see the original)

- cross out the wrong marker several times as shown in the example:

SAMPLE (see the original)

- put the mark in the appropriate field as shown in the example:

SAMPLE (see the original)

9. Try to avoid spoiling census forms during your work.

Completed and spoiled census forms, which have lost their initial appearance (wet, greasy, soiled, crumpled, folded, cut, torn etc.), should be completed anew.

4.2. Completing the Form “CENSUS DOCUMENTS FOR THE DWELLING” (Cover)

The **cover** holds the census documents completed at the given living quarters, thus they are separated from the census documents completed in other living quarters.

SAMPLE (see the original)

The cover is completed for every dwelling accommodating **the permanently residing occupants** (apartment, house, room in a hostel, ward, class-room, hotel suite, hospital department etc.), and for homeless persons.

The cover is not completed for the dwelling **without permanently residing occupants** (hotels, hospitals etc.), even if there are temporarily staying persons inside.

Before the population census the dwelling covers should be complete with the details and the phone number (you may need it to clarify certain particulars). You have already done it at the stage of preliminary packaging of the census documents (see Point 3.5.2.).

Besides, on the last page of the **cover** you can find an auxiliary table for determining the degree of relationship (in some instances), and the auxiliary table for determining the age by the known date of birth. You can use both when completing items 1 and 3 of Forms K and Д.

If you have any questions, put them down in the “Notes” section on the front page of the cover.

4.3. Completing Form C, LIST OF PERSONS

Form C is completed for every **dwelling with the permanently residing occupants**. Form C is **not completed** in hospitals, hotels, sanatorium, rest homes or other facilities **with the temporarily residing persons** (see page 35).

Having come to the dwelling, you should take out of your briefcase the cover with the number of the dwelling within the counting area written on its front page (if the cover is part of the pair, you should take out both covers). If the given dwelling is the first in the pair, you should complete the front page of Form C (C1), if the dwelling is second in the pair, i.e. its cover is inside the first cover, you should complete the back side of Form C (C2).

SAMPLE (see the original)

On the front page top in specially assigned fields where you had to indicate **the details** (written on the cover of your notebook). In **the field "Number of the dwelling within the limits of the counting area"** you must have the number from column 6, Table 5 of the notebook. The same data are to be found on the cover.

Do not complete the field "*Registration number of the form*"

The field "Address of the dwelling" should be completed in detail. If it was not done during the preliminary packaging of documents (if the dwelling is second in the pair), complete the field during enumeration.

In social and medical care institutions, military barracks, penal institutions, religious institutions the address field should also give **the name of the institution** (Veterans' Home No. 5, or Children's Home No. 14 etc.). However, if **the service staff** (e.g., a doctor together with a wife and children are living in an apartment located in the building of the veterans' home where he is employed) permanently resides in an apartment or room in such an institution, **the name of the institution should not be indicated**. In this event the doctor's household should be enumerated separately from the veterans permanently living in the institution. It should have a separate cover, Forms C and П, and the appropriate census schedules (Forms K or Д) should be completed for members of his household.

The left part of the address is completed for *homeless persons*, in the right side check off the "**Homeless**" option.

Do not complete the digital field "Code of the institution"

If several Forms C were completed for one and the same dwelling, the details, number of the dwelling premise within the counting area and the address details should be indicated in all census forms.

List A: Persons Permanently (Usually) Living in the Dwelling

Before completing the list, find out the following:

- the number of persons permanently residing here, whether some of the permanent residents of the dwelling have another place of residence;
- who of the permanent occupants were absent at the enumeration point of time (at 00 hours on October 9), and why;
- who else was present in the dwelling at the enumeration point of time.

After that you will have to determine who should be enumerated in this dwelling and recorded in List A as permanent residents (see Point 2.4.2.):

- all persons permanently living in the dwelling (including aliens and stateless persons) who were at home at the enumeration point of time:
 - permanently residing in the dwelling;
 - who arrived to work or to study for one year or more;
 - who arrived for permanent residence, or seeking asylum yet without a residence permit;
- permanent residents who have left on a mission, to work or to study for one year or less, as well as those on a holiday, under medical treatment, or on a visit etc., regardless of the period of absence (are enumerated with the record of temporary absence);
- students attending higher educational establishments, technical secondary schools, colleges, and living here;
- permanent residents drafted to annual military camps (are enumerated with the record of temporary absence);
- crew members of Russian vessels on a long voyage and permanently living here (are enumerated with the record of temporary absence);
- permanent residents who are at the places of preliminary confinement under investigation, or with the court sentence not yet in force, or under administrative arrest (are enumerated with the record of temporary absence).

Then you have to find out the number of households living in the given dwelling.

If you find out that **the dwelling accommodates more than ten permanent occupants (List A of each side of Form C is intended for ten persons only), or more than four temporary occupants (List B of each side of Form C is intended for four persons only), or more than six households (Section II of Form II is intended for six households only, and the census forms for the dwellings were arranged in pairs, you will have to rearrange the questionnaires and to complete separate Forms C and II per each dwelling separately.**

If the dwelling accommodates several households, first enumerate all members of one household, then – all members of the second household etc.

Start recording members of the household with one of the **adult** members then proceed to others.

The rules to observe:

- spouses should be recorded one after another;
- children, including unmarried adult children, should be recorded after their parents;
- if a household has several married couples with children, you should record one married couple with all its unmarried children, then – the next couple and all its unmarried children etc.

For all individuals recorded in List A the following entries are made:

- **column 1:** the sequence number within the dwelling;
- **column 2:** only for the first member of each household (unit of tabulation) – the sequence number of the given household;
- **column 3:** family name, name and patronymic (full name) of every individual;
- **column 4:** the reason and period of absence (e.g., “on a mission, duration – two weeks”) – only for persons temporarily absent at the enumeration point of time.
- Do not forget to put a **dash** in column 4 for those present at home at the enumeration point of time.
- **column 5:** if the entry was made by mistake, put the mark “Invalid entry”.

If the number of persons residing in a dwelling is more than 10, List A is continued on the back side of Form C (C2). At the same time, you should indicate the details and the dwelling number within the counting area on the back side (C2). On the front side of Form C (C1) next to the number of the dwelling you should put an “a” on the margins, and on the back side (C2) – put a “b” on the margins.

List Б: Persons Temporarily Staying in the Dwelling at the Enumeration Point of Time and Permanently Residing at a Different Place

Upon completing List A, make sure that there was no one in the dwelling beside the permanent occupants at the enumeration point of time.

If certain **individuals with a different place of permanent residence were temporarily staying** in the dwelling at the enumeration point of time, they are recorded in List Б. Those persons **are not enumerated** on the Forms К and Д.

If those individuals are more than 4, log them into List Б on the back side of Form C. The back side (C2) should also show the details and the number of the dwelling within the counting area. On the front side of Form C (C1), next to the number of the dwelling you should put an "a" on the margins, and on the back side (C2) – put a "b" on the margins.

In column 1: enumerate the persons one after another, beginning from No. 1 within each dwelling.

In column 2: write down the complete family name, name and patronymic of every such individual.

In column 3: write down the address of his/her permanent place of residence (for persons permanently living abroad – the country of residence only).

In column 4: check off the "Invalid entry" option if the entry was made by mistake.

If a person recorded in List Б gives an address (column 3) in the Russian Federation, find out whether there is some one at the premises to supply information on that person to the enumerator.

If there is no one to give details, complete the control census schedule only (Form КИЛД).

If a person recorded in List Б gives an address (column 3) abroad (even in the former Soviet Union), complete Form Б (census schedule for persons temporarily staying in Russia and permanently living abroad), and in List Б put a mark in column 5 – "Reserve".

If the persons temporarily staying in the given dwelling do not have any other place of residence at the enumeration point of time, **you should not log them into List Б**. Those persons **should be recorded in List А as permanent residents of the dwelling**.

After you have completed Form C, you can get down to Form II.

4.4. Completing Form II, HOUSING CONDITIONS OF THE POPULATION

Form II is not completed for persons living in **collective households** and **homeless persons**

Form II consists of two sections: Section I – characteristics of the whole dwelling in general, Section II – characteristics of the housing conditions of each household living in the dwelling (if there are several households in an individual house, separate or communal apartment). See page 40.

Section I

Answers to questions 1-7 are recorded for **the dwellings** accommodating people logged in List A, Form C.

Question 1. Type of the living quarters

Check off a mark matching **one** of six suggested prompts.

If **one household occupies the entire house** regardless of the form of ownership, mark the *“individual house”* prompt.

If **a house accommodates two or more households**, put the mark matching the following prompts:

- *“separate apartment”* – if they have different entrances and space for cooking;
- *“communal apartment”* – if they have a shared entrance and space for cooking.

A separate apartment is the dwellings with one or more rooms and auxiliary areas (kitchen, toilet, storage rooms, passageways) located in a residential or non-residential building.

If the dwellings (apartment) were reconstructed into two internally isolated dwellings with two entrances, two cooking areas, two toilets, and there is no internal communication between the two, they should be enumerated as two separate dwellings (apartments).

If **one household occupies a separate apartment**, mark the *“separate apartment”* prompt.

SAMPLE (see the original)

If **an apartment is occupied by two or more households**, mark the following prompts:

- **“separate apartment”** – if there is one tenants’ list for the apartment;
- **“communal apartment”** – if there are more than one tenants’ list for the apartment.

If a household is living **in an individual house or separate apartment**, but occupies only part of the living space, **hiring out the remaining part**, the household is deemed living in an individual house or separate apartment.

If several households live in an apartment with two or more tenants’ lists, mark the **“communal apartment”** prompt. The same applies to households living in the corridor-type houses, which are not hostels.

Households living in hostels (regardless of the type of construction: apartment, corridor, section, barrack) are marked at the **“hostel”** prompt.

A **hostel** is a residential building or dwellings in residential houses and non-residential constructions with a single warrant for the living quarters.

Service staff of social and medical care institutions living in the apartments or rooms of those institutions are marked according to the type of the dwelling they occupy, e.g., **“separate apartment”** or **“communal apartment”**.

Persons staying at hotels, motels etc., are marked at the **“hotel”** prompt.

If a household is living in a yurta (nomad’s tent), caravan, barge etc., mark the **“other living quarters”** prompt.

Do not ask other questions to persons living in hostels, hotels, railway cars, barges etc., get down to completing Forms K or Д.

Question 2. Period of construction of the house

You will have to mark **one** of the following prompts:

“before 1920” – if the house was built before 1920 inclusive, **“1921-1945”** – if the house was built between 1921 to 1945 inclusive, **“1946-1956”** – if the house was built between 1946 to 1956 inclusive, **“1957-1970”** – if the house was built between 1957 to 1970 inclusive, **“1971-1995”** – if the house was built between 1971 to 1995 inclusive, **“after 1995”** – if the house was built in 1996 or later.

In the majority of instances the year of construction of a building is indicated in column 4, Table 4 of your notebook. If the year of construction is not there, ask the respondents.

When identifying the year of construction, you should refer to the year when it was put into operation. For instance, if construction of a residential house began in 1968 and ended in 1972, mark the **“1971-1995”** prompt.

If a building was reconstructed, built on or expanded, the year of its start-up is the year of its initial construction.

Question 3. Material of the outer walls of the building

Depending on the basic material used in construction of the house, mark **one** of six suggested prompts.

If a house is built of bricks, natural or artificial stones (shell rock, sandstone, limestone, tufa, crushed stone, building tile etc.), mark the “**brick, stone**” prompt.

If a house is built of concrete or ferroconcrete panels, mark the “**panel**” prompt.

If a house is built of concrete, ferroconcrete or claydite-concrete blocks, breeze blocks, mark the “**block**” prompt.

If the outer walls of the building are made of wood (beams or log wood), or wood panels, mark the “**wood**” prompt. Mark the same prompt if a building made of wood was faced with bricks.

If the ground floor (a half or part of the house) is made of bricks or stone, and the first floor (a half or part of the house), or the walls are cast concrete structures, mark the “**mixed materials**” prompt.

If the outer walls are made of adobe bricks, clay, air bricks, prefabricated panels, filled frames (including those faced with bricks), cane fiber frames or other materials not mentioned above, mark the “**other materials**” prompt.

Question 4. Floor space in an individual house or apartment (in integer square meters)

Indicate the floor space in **integer** square meters **without** decimal digits. Put in the digits in the appropriate field (e.g., 49, 103).

When rounding the decimal numbers of the floor space to the integer, observe the following rule: if the integer part is followed by 0.5 or more, one is added to the integer, if less than 0.5, the fraction is ignored (e.g., 48.5 and 48.51 are rounded to 49, while 48.49 is rounded to 48).

The floor space of an individual house or a separate apartment is the sum total of all habitable rooms (including the area of heated and fit for human habitation attics, terraces, verandas, winter gardens, gyms) and utility areas inside the dwellings (kitchens, antechambers, lobbies, internal passageways, bathrooms and shower rooms, swimming pools, saunas, toilets, storage rooms or fitted household cupboards, as well as the space occupied by an internal staircase).

The floor space of an individual house or apartment does **not include** the area of:

- stairwells, inner porches, elevator halls, anterooms, corridors (with the exception of passageways inside the apartment), lobbies;
- scarcements and heating stoves;
- non-heated premises (verandas, balconies, loggias, terraces, attics, winter gardens, gyms);
- garages;
- detached kitchens, bath-houses, swimming pools, saunas, sheds, pavilions etc.

Question 5. Total number of habitable rooms in an individual house or apartment

Put down the **total** number of habitable rooms in an individual house or apartment, regardless of the number of households living therein. Vacant rooms in a communal apartment are also included into their total number.

A **habitable room** is a room designed for living purposes: part of an apartment or house separated from other premises (rooms) by partitions.

Attics, heated terraces and verandas, winter gardens and gyms geared for living on the **all-year-round basis** are included into the total number of rooms.

Kitchens, entrance halls, passageways, bathrooms and shower rooms, swimming pools, saunas, boxrooms and other utility areas **are not included** into the total number of rooms.

A kitchennette is counted as a habitable room.

Question 6. Living space in an individual house or apartment (in integer square meters)

Record the **total** living space of an individual house or apartment, regardless of the number of households living therein.

The respective figure should be written in digits in the appropriate field; indicate **integer** square meters without fractions (rules of rounding – see Question 4).

The living space includes the area of all habitable rooms without the area occupied by the fitted household cupboards. The living space of vacant rooms in a communal apartment is also included into the total living space of an apartment.

Question 7. Indicate the types of facilities available in the living quarters

Mark **one or several** of suggested prompts.

The dwellings is deemed equipped with:

- **electric lighting**, if electric wiring is available;
- **electric stove**, if a solid state electric stove is available. A house with a detached kitchen (permanent structure specifically intended for cooking purposes), where a solid state electric stove has been installed, is also deemed equipped with an electric stove;
- **pipeline natural gas**, if a solid state gas stove is available with the pipeline gas supply;
- **liquefied (bottle) gas**, if a solid state gas stove is available with the liquefied (bottle) gas supply from a collective, house, block or individual bottle units. A house with a detached kitchen, where a solid state gas stove has been installed with liquefied (bottle) gas supply, is also deemed equipped with a gas facility;
- **central heating**, if it is heated by its own in-house boiler-room, collective (block), integrated or district boiler-house, or heat power plant;
- **heating from individual heating units, boilers**, if the dwellings are heated by apartment water heaters, local, decentralized, small heating boilers operating on gas or solid fuel, or other sources of heating;
- **stove heating**, if a stove is used as a source of heat;
- **piped water**, if a distribution network of water pipes is available inside the house with the centralized supply from the water pipeline or artesian well all year round.
- A house with a detached kitchen, with a tap connected to the distribution water pipeline, is deemed a house with running water;
If there is a hydrant in the yard and no tap inside, the dwellings is considered as a dwelling without running water.
- **sewerage**, if a sewerage system for disposal of household and fecal waters to the public sewage system or an absorbing well is available inside the house.
- The dwellings is not deemed equipped with the sewerage facility if there is no piped water, or a biological toilet is used.
- **bathroom or shower room**, if there is a bath or shower either in a separate bathroom, or in another area specially designed for those purposes, regardless of the type of hot water supply: centralized hot water supply, supply from an apartment water heater, including small heating boilers, gas or wood water heaters.
- The dwellings is not deemed equipped with a bathroom or shower if the bath (shower) has been installed, while sewerage and piped water are unavailable.

- **centralized hot water supply**, if there is a special water pipeline supplying hot water from a communal system for household needs of the occupants;
- **hot water supply from individual water heaters**, if there is a special water pipeline supplying hot water from gas or wood water heaters, apartment water heaters, including small heating boilers for household needs of the occupants.

If a specific facility is temporarily out of action (because of a failure, repair or other reasons), the premises **are deemed** equipped with this facility.

If none of the above facilities is available at the living quarters, mark the prompt **“none of the indicated facilities available”**.

If the answer to the first question is “individual house” or “separate apartment”, and the quarters accommodate:

- **one household**, inquire whether it rents the dwellings from individual citizens, put the appropriate mark into the form, and start completing Forms K or Д;
- **two or more households**, start completing Section II.

Section II

This section is completed for:

- households living in communal apartments;
- households living in individual houses;
- separate apartments, if they are 2 or more in a house or apartment.

Answers to questions 1 and 2 should be recorded per **each household** living in the given dwelling. If it accommodates more than six households, continue completing Section II on the back side of Form II (II2). On the back side (II2) you should indicate the details and the number of the dwelling within the counting area. On the front side margin of Form II (II1) you should put letter “a” next to the number of the dwelling, and on the back side (II2) – letter “b”.

Before recording the answers put the ordinal number assigned to person No. 1 of the given household into the column **“Ordinal number of person No. 1 of unit of enumeration within the dwelling of group 1, List A, Form C”**.

Households renting the dwellings are marked as **“renting the dwellings from individual citizens”**.

Question 1. Number of occupied habitable rooms

Indicate the number of habitable rooms **occupied by the household**.

If a household occupies only part of the room, mark the **“part of the room”** option.

Question 2. Occupied living space (in integer square meters)

Indicate the living space occupied by the household in **integer** square meters, ignoring decimals.

The **living space** includes the area of all habitable rooms occupied by the households without the area of in-built household cupboards.

If a household occupies only part of a room, you should record its share of the entire room space. The area of the room is divided by the total number of persons living therein, and multiplied by the number of members of the given household (e.g., if a room of 24 sq.m is occupied by two households consisting of 1 and 2 persons, the share of each household would be 8 sq.m and 16 sq.m respectively).

Check the “Invalid entry” option in the last column of Section II if the entry was made by mistake.

If one of the sides of Form II was completed inaccurately, and the other side carries data on another dwelling, put the “Invalid entry” mark in the right top side of Form II.

And now, we pass from the dwellings, constructions and buildings to the main subject of the census, i.e. people.

4.5. Completing Form K “CENSUS SCHEDULE”

Both sides of Form K – the front (K1) and the back (K2) sides – comprise eleven questions each (see page 47).

Thus, on both sides of the **Form K** questionnaire you can enumerate **two persons registered in List A, Form C** living in the given dwelling.

Fill in the details and dwelling No. within the counting area up the front and back sides of Form K. **You must not complete Form K on persons permanently living in different dwellings.**

Do not complete the field *“Registration number of the form”*

Put down the initials of the family name, name and patronymic of the respondent (e.g., Ivanov Aleksandr Ivanovich will be recorded as IAI). Before the initials you have to indicate the ordinal number within the dwelling indicated in column 1, List A, Form C (i.e., people should be enumerated in the sequence delineated in List A, Form C).

SAMPLE (see the original)

Question 1. Your relationship to persons you reside with (in regard to person No. 1 in this enumeration unit)

Mark **one** of eleven suggested prompts.

SAMPLE (see the original)

Person No. 1 of the household (first in the list of household members) should be marked as the **“Person No. 1”**, all other members – according to available prompts. For example, if a respondent is a *son* (own, adopted or step son) of the reference person, mark the **“daughter, son”** prompt.

If a household is represented by a **single** person, mark the **“Person No. 1”** option.

If a respondent has a different relationship to the reference family member, or different characteristics from those indicated above (for example, *a nephew*), mark the **“other degree of relationship, characteristics”** prompt.

If the answer of the respondent makes it difficult to identify the proper option, refer to the last page of the cover, “Census Documents for the Dwelling”, where you can find solutions to some difficult cases.

Those who belong to the given household but are not related to person No. 1 (e.g., a nurse-maid, servants and their family members living in the household and contributing therein) should be identified by the **“Unrelated”** prompt (e.g., the **“Unrelated”** prompt would be marked for a nurse-maid and her daughter).

For each member of the household (regardless of the age or marital status) **living together with one or two parents in one household**, in the special field of the form you should indicate the ordinal **number of his/her mother** (own, step or foster) assigned **to her** in column 1, List A, Form C (**she** was recorded under the same number in Forms K or Д). If there is no mother in the household, and only the father (own, step or foster) is available, write down **the father's number**. If there is no mother or father in the household, **no number** is needed.

For the population of *collective households*:

- the person listed under No. 1 in List A, Form C is identified by the **“Person No. 1”** option, all others – by the **“Unrelated”** prompt.

If among the members of *collective households* there are people *related* to each other (e.g., man and wife in a boarding-house for elderly and disabled people or brother and sister in an orphanage), one of them should be recorded **first** in the dwelling, the other – second, indicating their relationship in a standard manner, while all others should be logged after them and identified by the **“Unrelated”** prompt.

Question 2. Your sex

Mark **one** of two available prompts.

Question 3. Your date of birth

Ask the question precisely in this wording, do not ask "How old are you?"

The response on the day, month and year of birth should be recorded in digits.

For example, if the respondent was born on May 12, 1946, the entry will be "12", "5" and "1946" respectively.

After you have recorded the date of birth, **without additional inquiry** and with the help of the "**Auxiliary table for determining the age by the known date of birth as of October 9, 2002**" you should determine the age of the respondent in complete years and indicate it in the appropriate field. Children younger than one year should be identified by the "0" years option. You will find the table on the back page of the cover, Census Documents for the Dwelling.

Question 4. Your marital status

People who are 16 years or older should be identified by the mark corresponding to **one** of four suggested prompts.

The "**Married**" option is marked for those who are *married* at the present moment regardless of the official registration of the marriage at the registry office.

After you have marked the "*Married*" option, ask the respondent whether the marriage **was registered** at the registry office. Depending on the answer, mark the appropriate prompt – "**yes**" or "**no**".

For those persons who were identified as *married*, in a special field indicate the **number of the spouse assigned to him/her** in column 1, List A, Form C (**he/she** was recorded under the same number in Forms K or Д).

If the spouse **is not registered** in the given household, **no number should be indicated**.

The "**Was never married**" option is for those who were never married, either in registered or unregistered (consensual union) marriage.

The "**Divorced**" prompt should be marked for those who **were formerly married**, but at the present moment **are not**; regardless of whether **the divorce was registered or not** at the registry office, or those who **were formerly living in consensual union**, but at the present moment **are separated**.

The **“Widower, widow”** option is for those who **were formerly married** (regardless of the official registration of the marriage), and the marriage ceased to exist **because of the death of the spouse**, and the person **did not marry again**.

As a rule, this item is not completed for respondents younger than 16 years. Only if a respondent **younger than 16 years is really married**, you should mark the proper option.

Question 5. Your place of birth

For persons born in the Russian Federation you should indicate only the region, territory, republic, autonomous area, autonomous region, the cities of Moscow or St.Petersburg (e.g., Saratov Region, Republic of Daghestan, Chukot Autonomous Area).

Administrative and territorial changes which occurred after the person's birth are disregarded.

For those born outside the Russian Federation – in foreign countries or in one of the republics of the former Soviet Union – indicate the state or former Soviet republic (e.g., Kazakhstan, Latvia, Poland, Canada).

Do not complete the field for digits located after the entry of *the place of birth* made in writing.

Question 6. Your citizenship

Russian citizens should be identified by the **“Russia”** prompt.

In the proper field (box) indicate the citizenship (name of the state) of a **foreign respondent** (e.g., Italy, Ukraine, Moldavia).

If a Russian citizen also has citizenship of another country, you should mark the **“Russia”** option **and** indicate his/her other citizenship (name of the state).

If a respondent is a **citizen of two foreign states**, indicate **one** foreign citizenship **only** – at his/her choice.

Persons without citizenship are identified by the **“stateless”** option.

Citizenship of **children** under 14 years is identified by their **parents**.

Do not complete the field for digits located after the entry of *the name of the state* made in writing.

Question 7. Your nationality (by self-determination of the respondent)

Ask the question in the exact wording of the census form.

Indicate the nationality as declared by the respondent **him/herself**.

Nationality of **children** under 14 years is identified by their **parents**.

Focusing questions are prohibited. If a person refuses to answer the question or cannot give a response (e.g., a mentally sick person or a child in an orphanage), put down "**none**".

Do not complete the field for digits located after the entry of *the nationality* made in writing.

8. Education

Question 8.1 Do you attend an educational institution (school, technical secondary school, college, higher educational establishment etc.)?

Persons of **6 years or older** attending full-time, part-time educational institutions or learning by correspondence (both public and private), which implement comprehensive or vocational educational programs, should be identified by the "**Yes**" option **with the indication of one** of the four types of educational institutions.

Mark one of the appropriate prompts:

"Comprehensive" – students of primary, lower secondary, secondary comprehensive schools (including those with the in-depth learning of certain subjects), lycees, gymnasias etc.

"Basic vocational training" – students of vocational (technical) schools etc.

"Secondary vocational education" – students of technical secondary schools, medical or pedagogical schools, colleges etc.

"Higher (tertiary) education" – students of higher educational establishments (institutes, academies, universities etc.), and those attending a post-graduate course, doctor's degree course, residency, military post-graduate course.

Persons of 6 years or older **who do not attend** an educational institution but study at the establishments of complementary education for children and adults: music (art, dance) schools, schools of arts, centers (palaces, houses, stations, clubs) of children's creativity, sports, technical, environmental etc., courses of different orientation or other institutions, **which do not provide comprehensive education or vocational training**, should be identified by the "**No**" prompt.

The field should not be completed for children under 6.

Question 8.2. Does a child attend a pre-school educational institution?

Children **from 3 to 9 years old** inclusive who do **not yet attend** a comprehensive **school** should be identified by **one** of two suggested prompts.

“Yes” – for children attending pre-school educational institutions: a day nursery, nursery-kindergarten, kindergarten – regardless of the form of ownership.

If at the enumeration point of time a child **temporarily** is not attending a pre-school institution (because of an illness, for example), choose a **“Yes”** option.

“No” – for children who do not attend pre-school educational institutions.

The field should not be completed for children under 3 or over 9.

Question 8.3. a) Your education

Those who have reached the age **of 10** should be identified by **one** of seven suggested prompts.

The highest educational attainment of a respondent should be recorded.

Apart from the current classification of the levels of education the prompts also suggest former classification of those levels (in brackets).

If a respondent finds difficulty in defining his/her level of education, observe the following rules.

“Primary comprehensive (primary)” and **“basic comprehensive (lower secondary)”** education can be determined by the highest grade completed and the year of graduation with the help of the following table.

Table for identification of the level of educational attainment of persons without secondary (complete) comprehensive education, with the classification by grades

<i>The highest grade of the comprehensive school completed by the respondent, or what grade he/she is attending now</i>	<i>Level of education corresponding to the given grade</i>
Completed primary comprehensive school	<i>Primary comprehensive (primary) education</i>
Completed 3 grades of the three-year primary comprehensive school in 1972 or later	
Completed 4-6 grades	
Completed 7 grades in 1962 or later	
Completed 8 grades in 1990 or later	
Attends 5-9 grades	

Dropped out of the 4 th grade in 1972/1973 – 1988/1989 school years	
Dropped out of the 5-7 th grades	
Dropped out of the 8 th grade in 1962/1963 school year or later	
Dropped out of the 9 th grade in 1989/1990 school year or later	
Completed lower secondary school: seven-year school in 1961 or earlier eight-year school in 1963-1989 nine-year school in 1990-1992 basic comprehensive school in 1993 or later	<i>Basic comprehensive (lower secondary) education</i>
Completed 7 grades in 1961 or earlier	
Completed 8 grades in 1989 or earlier	
Completed 9 grades	
Completed 10 grades of eleven- or twelve-year secondary school	
Completed 11 grades of twelve-year secondary school	
Attends 10-11 (12) grades	
Dropped out of the 8 th grade in 1961/1962 school year or earlier	
Dropped out of the 9 th grade in 1988/1989 school year or earlier	
Dropped out of the 10-11 th (12th) grades	

Check off the appropriate prompt:

“Secondary (complete) comprehensive” – for those who completed secondary comprehensive school (including those with the in-depth learning of certain subjects), lycees, gymnasia etc. and received a certificate of secondary (complete) comprehensive education.

“Secondary vocational (secondary special)” – for those who completed a secondary vocational educational institution: technical secondary school, medical or pedagogical school, college, technical secondary school at an enterprise etc.

“Incomplete higher (non-graduate)” – for those who completed the basic educational course of higher professional learning, attended the course for not less than 2 years, and received a diploma of incomplete higher education.

Mark the same prompt for those who is now attending or completed the basic educational course of higher professional learning, or attended the course for not less than one half of the established period of learning.

Those who do not have a diploma of incomplete higher education and attended the course **for less than one half** of the established period of learning should be identified by the prompt corresponding to the level of educational attainment they had reached **before being admitted** to a higher educational establishment, i.e.,

“secondary vocational (secondary special)” or “secondary (complete) comprehensive”.

“**Higher professional**” – for those who graduated from the higher educational establishment: institute, academy, university etc.

“**Post-graduate professional**” – for those who completed the post-graduate course, doctor’s degree course, residency, military post-graduate course in educational establishments of higher professional learning and scientific institutions (regardless of the availability of an academic degree).

Part-time, correspondence or external students who graduated from educational institutions should be identified as graduates of the respective educational establishments.

For students and graduates of educational institutions which do **not provide comprehensive education** (e.g., training course (center), vocational training center, re-training or advanced training course, preparatory classes of higher educational establishments etc.) you should indicate the level of education attained **before their admission** to those educational establishments.

If you find difficulty in identifying the level of education, in the “Notes” section on the front page of the **cover** – Census forms for the dwelling – put down the ordinal number of the person with an unclear level of education, his/her full name, the name of educational establishment he/she graduated from, attended or is attending now, the grades (years) completed, and when (year).

The field should not be completed for children **under 10**.

The sub-question b) should be put to a respondent without **primary comprehensive** education.

b) Can you read and write?

Mark one of two available options:

“**Yes**” – for those who can read and write.

“**No**” – for those who can neither read nor write.

If in sub-question 8.3 a) you marked the education attainment as “primary comprehensive (primary)”, “basic comprehensive (lower secondary)”, “secondary (complete) comprehensive”, and the age of the respondent is 15 years or more, ask sub-question c).

c) Have you completed the course of a basic vocational or vocational technical school?

“**Yes**” should indicate those who **completed** the course of basic vocational training (basic vocational or technical school, vocational lycee-center of continuous vocational training, industrial vocational school, trade school etc.).

“**No**” should indicate those who have **not graduated** from an educational institution of basic vocational training, as well those who were attending the course at the enumeration point of time.

9. Language proficiency

Language **proficiency** means an ability to speak, read and write, or only to speak a given language.

Question 9.1. Do you know the Russian language?

“**Yes**” should indicate those who know Russian.

“**No**” should indicate those who do not know Russian.

Question 9.2. What other languages do you know?

Each box is intended for one language only. **The first box is for the mother tongue of the respondent.** Therefore, you need to ask “**What is your mother tongue?**”

If a respondent says that his/her mother tongue is Russian, it should not be mentioned in the answer to question 9.2., but in the “Reserve” field in the bottom of the census form you must put the “Yes” mark. If, apart from the Russian language, a respondent knows other languages, they should be indicated in the available boxes.

If the mother tongue is not Russian, it should be identified in the first box. In the remaining two boxes you will indicate other languages the respondent knows.

If a respondent knows more languages than the available number of boxes, indicate the languages of his/her own choice. If a respondent **finds difficulty** in choosing the languages to be recorded, preference should be given to the national languages of the Russian Federation and indigenous languages of the CIS member-states. If a respondent lives on the territory of a republic (autonomous region or area), preference should be given to the state language of that territory.

Mark “No” in each line for those does not know other languages, and for children yet unable to talk.

Do not complete the field for digits located after the entry of *the language* made in writing

Question 10. Indicate all your sources of livelihood (means of sustenance)

Before asking the question, let the respondent get acquainted with the **card** (a list of sources of livelihood). After he/she has looked through the list, the respondent should declare one or several sources of livelihood chosen from the suggested prompts.

Mark **one or several** prompts from twelve options suggested in the census form.

“Income from work (except work at personal subsidiary plots)” – for those who would be paid for their work in cash or in kind, including farm labor.

“Personal subsidiary plot” – for those **who are engaged** in farming and/or cattle breeding **at their personal subsidiary plots** (including orchards and vegetable gardens). This source should be indicated for those engaged in farming, livestock or poultry breeding, essentially for family use.

“Scholarship” – for students who receive a scholarship (including scholarship paid to students by the sponsor enterprise or organization, or employment service).

“Pension (except a disability pension)” – for those who receive a retirement (old age) pension, pension for the loss of a breadwinner, long-service pension, or social pension. Check off the appropriate prompt for those entitled to a pension, and not those who collect it. Thus, a pension paid to a child because of the loss of a breadwinner should be indicated in the child's census form and not in his/her mother's form – even if she is the recipient of the pension.

“Disability pension” – for those who receive a disability pension. Mark the appropriate prompt for those who are entitled to a pension, and not those who receive it.

“Allowance (except unemployment benefit)” – for those entitled to monthly allowance:

- for the period of child rearing leave up to 18 months granted to working mothers, to working mothers attending part-time educational establishments or studying by correspondence, as well as to mothers in the military service under a contract, or to persons substituting them (the prompt should be marked for the woman herself or for the person substituting her);
- children up to 16 years, as well as students of comprehensive educational institutions – until their graduation but not after the age of 18 years (the prompt should be marked for the child);
- spouses of servicemen in military service under a contract living together with the spouses in the areas where they cannot find a job matching their qualification;
- children up to 16 years whose parents evade to pay alimony etc.

The **“Allowance”** prompt is marked for those entitled to it, and not for those who collect it (e.g., if an allowance is granted to a child, and is received by the mother, the appropriate prompt should be marked for the child, and not the mother).

“Unemployment benefit” – for those registered with the bodies of population employment service as unemployed and enjoying the unemployment benefit, as well as welfare granted by the employment foundation.

“Other types of governmental social welfare” – for inmates of children’s homes, students of boarding schools, persons living in old people’s and nursing homes etc., persons living on governmental welfare (population of collective households).

“Savings” – for those whose source of livelihood are savings, interest on deposits or securities.

“Income from renting or leasing of property” – for those receiving income in the form of rental fee for rented land, apartment, garage etc.

“Dependent on someone for support” – for those dependent on relatives or other persons, or alimony beneficiaries. If alimony is paid to minors, the “*Dependent*” option is marked for children, and not for the mother or father, though they may be the physical recipients of the alimony.

“Other source” – for those whose source of livelihood is different from the above (e.g., mendicancy, or collection and return of empty bottles etc.).

11. Employment

Question 11. Did you perform any work for wage or salary a week before the census?

One of the suggested prompts should be marked for persons over 15 years.

“Yes” – for those in paid employment one week before the census (from October 2 to October 8, 2002) who:

- 1) performed work regardless of the time of actual payment for the job:
 - work (at least one hour) for consideration regardless of the type: permanent, temporary, seasonal, odd or other job done for consideration;
 - paid public works;
 - work yielding income (but not for hire) – performed independently or with one or several partners – with or without hired labor;
 - unpaid work at a family enterprise or farm;
- 2) were temporarily not at work, but had a formal attachment to their job (e.g., an interpreter employed by the company awaiting a call).

The reasons of temporary absence from work are the following:

- illness or injury, nursing care;
- annual leave or days off, compensatory leave or holiday, overtime or weekend (holiday) compensation;
- maternity and child rearing leave provided for by the law;
- studies or retraining outside the place of employment, academic leave;
- suspension of work with/without leave (holiday premium) on the management's initiative;
- rotation shift duty or another specific type of the job;
- strike;
- other similar reasons.

Students and pensioners in paid employment a week before the census (from October 2 to October 8, 2002) **are deemed employed**. Mark the "Yes" option for them.

Those with the "Yes" option marked in question 11, must have an identified source of livelihood indicated in question 10 "***Income from work (except work at personal subsidiary plots)***"

"No" – for those out of work or without a paying job, who were solely:

- attending a military academy, post-graduate course, doctor's degree course as a full-time student;
- engaged in own-account production retained by the producer;
- performing household duties in cleaning the house, cooking for household members, tailoring, repair, laundering and cleaning of clothes for household members, upbringing of children, rearing of the elderly or sick members of the household;
- rendering services as a volunteer without pay to different persons or charity organizations, parent-teacher associations, veterans' committees, orphanages or old people's homes etc.;
- owning stock of enterprises or companies without direct participation in the economic activity of the enterprise or company;
- engaged in mendicancy, collection of empty bottles etc.

The “**No**” option should be also chosen for those who did not have a job or a paying employment during the week preceding the enumeration point of time.

Ask the persons with the “Yes” option: “What is your status at your primary job?” Inform the respondent of all the prompts and let him/her choose the appropriate answer.

If a respondent had more than one job (paying occupation), ask him/her to identify a job he/she him/herself considers to be the primary job.

If the respondent **finds difficulty** in identifying the primary job, it is the one where he/she worked most of the time, or the one yielding larger income.

Those who changed the main job during the reference week, should identify the job he/she was doing by the end of the week.

Mark **one** of two suggested prompts.

“Working for hire” – for those who worked under a written agreement, contract or verbal agreement concluded with the management of an enterprise, organization or institution of any form of ownership, or with a private employer, and were remunerated by a wage or salary (in cash or in kind). The same option should be chosen for:

- persons elected, appointed or commissioned as manager, or director, or other persons receiving a managerial wage;
- students receiving a salary;
- members of the family who worked at a family enterprise for a consideration and enjoyed the same rights and were paid on a par with others performing the same work;
- ministers of religions.

“Working, but not for hire” – for those who:

- worked at an own enterprise (on an individual basis) with or without hired labor;
- were members of producers’ cooperatives (crews);
- worked without pay on a farm, in a producers’ cooperative, at a private enterprise (individual or family enterprise) owned by a relative.

The respondents who identified themselves as **“Working, but not for hire”** should also choose one of the additional prompts:

“With hired labor” – for those who managed his/her own enterprise or were independently engaged in professional activity or commerce, and used one or more hired workers.

“Without hired labor” – for those who were independently engaged in professional activity or commerce, and did not hire workers.

“Other activity” – for those who were **members of a producers’ cooperative (crew)**, i.e. worked at an own enterprise (cooperative) producing commodities or services, where each owner enjoys equal rights with other owners in decision-making on the matters of production, sale and other aspects of the cooperative’s activity, investment and distribution of income among the members; for those who **worked without pay** on a farm, in a producers’ cooperative, at a private enterprise (individual or family enterprise) owned by a relative.

Now, Form K is completed.

4.6. Completing Form Д “CENSUS SCHEDULE”

Questions 1-10 of Forms К and Д are identical.

Options to question 11.1 of Form Д are identical to the prompts suggested in question 11 of Form К.

If the answer to question 11.1 of Form Д is “No”, get down to question 11.6 on the back side of Form Д (Д2).

Questions 11.2-11.5 on the back side of Form Д (Д2) should be put to the persons with the “Yes” option marked for question 11.1. If a respondent had more than one job (paying occupation), ask him/her to answer questions 11.2-11.5 keeping in mind the job he/she considers to be the primary job (see page 62).

Question 11.2. What branch of economy are you engaged in?

The question should be put to the persons with the “Yes” option marked for question 11.1.

Mark one of 16 prompts suggested in the census form.

The main task is to identify the **basic type of activity** performed by **the enterprise (organization) or its structural unit**, and not the specific activity performed by the respondent. Then, you will have to relate the type of activity to a specific **branch of economy**.

For example, a loader driver, assembler of leather items, accountant of a factory manufacturing suitcases and bags are recorded with the “*Industry*” option.

For the respondents who work in **structural units** of an enterprise (organization) and perform functions different from the basic activity of the enterprise (organization) you will have to identify the **activity of the structural unit** they are working with. For example, a cook, an accountant, or a cleaner working at a factory canteen should be identified by the “*Catering*” prompt; doctors (including dentists) consulting or treating patients in clinics, dispensaries at the enterprises, companies, schools, old people’s homes should be identified by the “*Public health and social welfare*” prompt.

“*Industry*” – for those working at the enterprises, including administrative and technical staff, economic management bodies of the enterprise (e.g., director of the enterprise, accountant, electrical engineer etc.) of :

mining industry – coal, peat, oil, gas and ore mining, quarrying;

manufacturing industry:

- production and processing of foodstuffs, production of tobacco, clothing, leather and footwear, furniture, oil derivatives, rubber and plastic items, glass, construction materials, household appliances and utensils;
- production of textiles, woodwork, pulp and paper, metallurgy, publishing and printing, chemical, electrical, telecommunication, medical, optical and high-precision equipment;
- machine building (transport, electrical engineering, power, equipment repair, instrument-making);
- metal-working and waste processing;
- electric power engineering, gas and water supply.

“Agriculture” – for those cultivating crops; engaged in vegetable-growing, gardening, cattle breeding, hunting or fishing (including administrative and technical staff, and economic management of those enterprises).

“Forestry” – for those who worked at forestry or timber cutting enterprises (including administrative and technical staff, and economic management of those enterprises);

“Construction” – for those who worked at construction enterprises and organizations (including administrative and technical staff, and economic management of those enterprises or organizations), were engaged in construction and assembly, repair and reconstruction of buildings and installations.

“Transportation” – for those who worked at transportation enterprises (including administrative and technical staff, and economic management of those enterprises) – freight and passenger carriers by different means of transport; were engaged in leasing of means of transportation, storage, or cargo handling.

“Communication” – for those who worked at the enterprises (including administrative and technical staff, and economic management of those enterprises) of postal, telegraph, telephone, cellular, paging and other types of communication; in courier companies and organizations.

“Wholesale and retail trade” – for those who worked at shops, markets, wholesale or retail storage facilities, in a retail outlet, trading company, pawnshop, or worked as a street-vendor.

“Public catering” – for those who worked at public catering facilities (including administrative and technical staff, and economic management of those enterprises), in a cafe, restaurant, bar or canteen.

“Housing and communal, and consumer services” – for those who worked at such enterprises (including administrative and technical staff, and economic management of those enterprises):

- communal services charged with the operation of the housing stock (including hotels and hostels), cleaning of residential areas and liquid waste processing;
- consumer services: leasing of household appliances, dry cleaning, repair of footwear, clothes, household appliances, autos etc., funeral services, barber and hairdresser services, public sauna (bath) etc.

“Public health and social welfare” – for those who worked at public health institutions (hospital, dispensary, sanitary-and-prophylactic institution); rendered social services (worked at children’s home, orphanage, boarding-house for the elderly or disabled people etc.); worked in sports or tourist organizations.

“Education” – for those who worked at school, lycee, gymnasias, higher educational establishment, training courses.

“Culture and arts” – for those who worked in cinematography, radio or TV broadcasting, library, theater, zoo, news agency, or who were engaged in ensuring security of historic memorials and buildings.

“Science and scientific services” – for those who worked at research and development institutions or organizations.

“Finance, crediting, insurance” – for those who worked in banks (Central Bank of Russia, commercial banks), currency, stock or commodity exchange; who worked in insurance companies or non-governmental pension funds.

“Management” – for those who worked in:

- bodies of governmental or municipal administration (federal government, committee, ministry or other bodies, or respective bodies of the constituent territories of the Russian Federation), or bodies of local self-administration;
- bodies of social welfare or pension foundations;
- organizations ensuring defense and security of the state (including military personnel);
- foreign economic organizations;
- bodies in charge of public order (police, Ministry for emergencies, judiciary system).

“Other activity” – for those who worked at the enterprises different from the above.

If the “**Other activity**” prompt has been chosen and marked, you will have to identify the basic activity of the enterprise (organization) in writing, e.g., “*advertising*”, “*real estate transactions*”, “*activity of public organizations*”.

Question 11.3. What are the basic products or services manufactured (rendered) by the enterprise (organization) you are employed at (including individual entrepreneurs)?

The question should be put to the persons with the “**Yes**” option checked off in question 11.1.

Record the answers **in all the details** indicating the specific types of products or services.

For example, “*canned meat production*”, “*refining of oil products*”, “*services in car repair*”, “*services in home appliances repair*”, “*catering services*”.

The type of services offered **by the enterprise** (organization) should be recorded for persons who worked at an enterprise (organization) without internal structural division (e.g., shop, plant, mine, farm etc.). For example, for those who worked at a greengrocery selling fruits and vegetables, the record should be “*retail trade in fruits and vegetables at a greengrocery*”. Persons working at a street or market stall selling vegetables and fruits would be identified by the following record: “*retail trade in fruits and vegetables at a street (or marketplace) stall*”. Persons working at a wholesale fruits and vegetables depot – “*wholesale trade in fruits and vegetables*”.

If a respondent worked at an enterprise as a **full-time trade-union official**, identify his/her occupation as “*trade-union services*”.

The record for persons who were **employed** by individual citizens should identify the respective type of services, e.g., a salesperson of a retail outlet in the market should be identified: “*retail trade in manufactured goods in the market*”. Persons individually hired for household services, e.g., a visiting teacher – “*services of a private teacher*”.

The record for persons working in the field of state management should identify the managerial services they specialize in. For example, “*managerial services in the field of public health*”. Military personnel – “*defense*”, “*management in the field of defense*”, “*maintenance of public order*”, “*state security*”.

The record for persons employed at a farm should specify the type of their agricultural products, e.g., “*vegetable growing*”, “*grain growing*”, “*poultry farming*”, “*vegetable growing and cattle breeding*”.

The record for the ministers of religion and those engaged in the sphere of religious worship should read “*religious services*”.

For those working at the enterprises owned by religious organizations, indicate the specific products manufactured therein. For example, those engaged in publishing of newspapers and magazines of religious organizations should be identified by the record: *“services in publication of newspapers and magazines”*.

For doctors working at hospitals – *“medical services at hospitals”*.

Do not complete the field for digits located after the entry of the response to question 11.3 made in writing.

Question 11.4. Is the place of your primary job located in your city (town, district)?

The answer to this question should be recorded only for those **who had a job a week before the census**, i.e. those with the **“Yes” option checked off in question 11.1**.

The **“Yes”** option is chosen for those working **on the territory of his/her** administrative area or town.

If a respondent lives and works in different town districts, check off the **“Yes”** option.

If a respondent lives and works in different population centers, while both belong to the same district, check off the **“Yes”** option.

The following should be added to the **“No”** option:

check off **“on the territory of your region (autonomous area, territory, republic)”** option – for those working in a **different** administrative district or **different** town **within the boundaries** of his/her region, territory or republic;

check off **“on another territory”** – for those who worked outside his/her region, autonomous area, territory or republic. In such instances put down the name of the autonomous area, region, territory or republic of the Russian Federation, or name of the state where the respondent worked (in writing).

For example, if a respondent lives in the Tver Region and works in the Moscow Region, he/she would be identified by the options **“No”** and **“On another territory”** with the *“Moscow Region”* written in words.

Do not complete the field for digits located after the entry of *the place of work*.

Question 11.5. Your occupation or performed work

The answer to this question should be recorded only for those **who had a job a week before the census**, i.e. those with the **“Yes” option checked off in question 11.1**.

If a respondent was temporarily performing work different from his/her primary job, the latter should be recorded.

Describe the occupation **in fullest details** and specify the type of work.

For example, the record should read: *“head of marketing and sales division”, “HR specialist”, “specialist in data protection”, “trainee-researcher of medicine”, “economic consultant”, “legal advisor”, “expert in physics”, “blaster-foreman”, “sound engineer”, “chemical laboratory assistant-researcher”, “salesperson of manufactured goods shop”, “salesperson of manufactured goods in the market”, “street-vendor of foodstuffs”, “salesperson selling goods by phone”.*

The persons **working individually without hired labor** should be identified by the name of their trade (occupation), e.g., *“tailor”, “notary public”, “furrier”, “car mechanic”* etc.

Those working in agriculture should be identified by their occupation, e.g., *“shepherd”, “milkmaid”* etc.

Those who worked **without pay at an enterprise owned by a relative(s)** should be identified by the record of the work they were doing most of the time. For example, if a family member spent most of his/her time unloading goods, the record should read *“loader”*.

Members of a farm (depending on its specialty) should be identified by their occupation, e.g., *“Farmer engaged in poultry farming”*.

Do not complete the field for digits located after the answer to question 11.5 made in writing.

Question 11.6. If you were out of work, have you been seeking employment over the last month?

The answer to this question should be recorded **only** for people between 15-64 years old with the **“No” option checked off in question 11.1**, i.e. those who did not have a job or paying occupation a week before the census.

For those who were **actively looking for a job** or tried to establish an own enterprise – check off the **“Yes”** option.

Seeking employment means applying for a job to:

- governmental or commercial employment service;

- management of enterprises, institutions and organizations, entrepreneur;
- turning for help to friends, acquaintances and relatives;

as well as:

- publication of appropriate ads in the media, response to announced job vacancies;
- establishment of an own enterprise (obtaining of an authorization or license, selection of the location, selection of machines and equipment etc.).

Ask those who have been looking for a job (with the “Yes” option checked off) whether **they could start working within the next two weeks** and check off the appropriate prompt – “Yes” or “No”.

The “No” option in response to question 11.6 is recorded for the respondents **who did not have work or a paying job and is not seeking it**. Then check off one of the prompts identifying **one** main reason why they are not looking for a job:

“I was accepted for employment and will start working within next 2 weeks” – if a respondent was accepted for employment and has an agreement to start working within two weeks from the beginning of the census;

“I found a job and am now waiting for the confirmation” – if a respondent has found a job and is waiting for the answer from the management, if the period of waiting does not exceed four weeks;

“I am waiting for the beginning of the season” – if a respondent was employed in seasonal work (e.g., peatery, water transport, fishery – spring or summer) and was not employed during the reference week because of the season is over, and intends to work in seasonal operations next year;

“No opportunity to find a job” – if a respondent is not looking for a job because of unavailability of vacancies in his/her profession, and if there is no opportunity to acquire a new profession;

“I am engaged in housekeeping” – if a respondent is not looking for a job because he/she attends to household duties in the own household without pay (e.g., cooking, cleaning, child care or care of other family members);

“Different reason” – if a respondent is not looking for a job through a different reason (e.g., no need to work, because of health condition, attending full-time educational institutions, retirement or old age etc.).

Please, remember: the question should not be put to people **under 15 and over 64 years**.

Question 12. Have you been living continuously in this city (urban settlement or rural area of the district) since birth?

The continuity of residence does not depend on the registration or its type (permanent or provisional).

The “**Yes**” prompt should be checked off for those who have been living in this population center since birth.

The **continuity** of residence is **not deemed disrupted** by:

- the movement from one rural population center to another within the boundaries of the same administrative district;
- the movement within the boundaries of the same city (town);
- all departures from the given locality not implying a change of the place of permanent residence (on vacation, visit to friends or relatives etc.).

Check off the “**No**” option for those who have not been living in a population center or rural area of the district since birth, including those who were born here but left the locality for permanent residence elsewhere for some time. For example, a respondent went to study at an institute and lived at the place of learning, or served a sentence in a penal institution. The “**No**” option should be chosen for those who moved from urban population centers to rural areas (or the opposite) within one and the same administrative district.

Ask the persons with the “**No**” option checked off the following sub-question:

1. Indicate the year since which you have been continually residing here.

Put down the year (in digits) reported by the respondent since which he/she has been continually residing in the given town or rural area of the district. For those who left this population center **for permanent** residence in **other** places, indicate the year since which they have been living here **upon their return**. For example, if a person was born in this locality in 1945, left it to study in another town in 1962, and came back in 1967, you should indicate “1967”.

If you indicated years from 1989 to 2002, ask another sub-question:

2. Where did you reside in January of 1989? (Children born after January 1989 **do not** have to answer the question).

- a) **Name of the autonomous republic, autonomous region, territory, region, autonomous area of the Russian Federation, republic of the former Soviet Union or another state.**

For those who in January of 1989 resided in the Russian Federation, *put down in writing* the name of the autonomous republic (territory, region, autonomous region or area, cities of Moscow or Leningrad) in the respective field (box). For those who in 1989 lived outside the Russian Federation, indicate the name of the state (including republics of the former Soviet Union).

Administrative and territorial changes which took place after January 1989 are disregarded.

Do not complete the field for digits located after the entry of *the place of residence* made in writing.

b) Type of the population center you were residing in.

Check off the prompt corresponding to the type of population center where the respondent lived in January of 1989. If he/she lived in a town or urban-type community (industrial or resort community), check off the "**Urban**" option, if he/she lived in a rural locality – check off the "**Rural**" option. The administrative and territorial changes which took place after the departure of the respondent from the former place of residence are disregarded. For example, if the status of a rural population center where a respondent resided before departure to the present locality was later upgraded to the status of an urban community or incorporated into a town, choose the "**Rural**" option.

Question 13. How many children did you give birth to?

The question should be asked **only to females of 15 years or older** (married or single). Put down **the total number of born children (disregarding the number of still-born children)** regardless of whether those children are alive at the present moment or not, whether they belong to the female's household or live separately.

Adopted children and children in care, as well as husband's children from the former wedlock **are not registered** in the number of children **born** by the given female.

If a female does not have any children, "**0**" is recorded.

Females younger than 15 years should **not** answer the question.

If in one of the dwellings of your counting area you meet a person temporarily staying in the Russian Federation and permanently residing abroad, who at the enumeration point of time was present in the area, he/she should be enumerated in List B, Form C, and Form B should be completed for him.

4.7. Completing Form B – CENSUS SCHEDULE FOR PERSONS TEMPORARILY STAYING IN RUSSIA AND PERMANENTLY RESIDING ABROAD

Put down the details in the top of the front page of Form B.

There is no field for the **number of the dwelling within the limits of the counting area**, as every census form (B) is completed in full (all 8 persons) regardless of the dwelling where he/she was recorded in List B, Form C. Therefore, one form can carry data on persons **temporarily staying in Russia**, whom you have encountered in different dwellings (see page 71).

Each side of Form B has 4 fields for registering answers of four respondents. Record the following data for each of the respondents:

address when enumerated;

family name and initials.

If a respondent is **reluctant** to report the exact address of his/her stay in Russia, you **can skip** the name of the avenue, street, house and apartment number.

Do not complete the field for digits *form registration number*.

Answers to questions 1, 2, 5 and 6 (sex, year of birth, citizenship, nationality) are completed according to the rules of completing the answers to questions 2, 3, 6 and 7 of Forms K and Д.

Question 3. Country of birth

Put down in writing the name of the country (including the republics of the former Soviet Union) where a respondent was born (e.g., Ukraine, Russia, Poland, Italy). Administrative and territorial changes which took place after the moment of birth are disregarded.

SAMPLE (see the original)

Do not complete the field for digits located after the entry of the state made in writing.

Question 4. Country of your permanent residence

Put down in writing the name of the state where the respondent permanently (usually) lives (e.g., Kazakhstan, Israel).

Do not complete the field for digits located after the entry of *the state* made in writing.

Question 7. Purpose of arrival to Russia

Mark **one** of five suggested prompts.

“Work” – recorded for those who came to Russia with the purpose of any economic activity for less than 1 year.

“Official mission or official trip” – for those who arrived in Russia to take part in sessions, conferences and congresses, exhibitions; to give lectures or concerts; to participate in professional sport events, or on a mission.

“Tourism, holiday making or medical treatment” – for those who arrived in Russia for leisure, to spend one’s leave, for sightseeing, shopping, attending sport or cultural events; for amateur sports, hiking or mountaineering, on vacation, visiting friends or relatives, to attend the funeral, to participate in religious events and on pilgrimage to religious shrines, health rehabilitation.

“Transit migration” – for persons on the Russian territory in transit to another country.

“Other purposes” – for persons who arrived in Russia to attend language, professional or specialized courses, or educational institutions for one year or less; crew members of aircraft or passenger vessels, service staff of long-distance cross-border trains, as well as other purposes.

No census forms are completed for people permanently residing abroad who arrived to Russia for a temporary visit on October 9, 2002 or later.

4.8. Measures of Control

Control questionnaires are completed for those who were temporarily staying in a given dwelling and permanently residing elsewhere in the Russian Federation, or those with two or more places of residence: control census schedule (Form КИЛ) or a control chip (Form КФ). Control questionnaires are not completed for persons temporarily staying in the Russian Federation and permanently residing abroad (those enumerated by a “short” procedure with the census Form B).

4.8.1. Control Census Schedule (Form КИЛ)

are completed for persons who had to be enumerated at some other place, so that the census data would not be lost (or could be restored) at the place of their permanent residence (see page 74).

A **control census form** is completed for those who **temporarily lived, or was accommodated** in a given dwelling, and has a different place of permanent residence, with no one there to supply information to an enumerator.

Those may be unmarried (unattached) persons undergoing medical treatment in hospitals, staying in hotels or other facilities with mobile population, those on a visit from another population center.

Examples:

1. *Mr. Andreyev V. Ya. is permanently residing in Moscow and since September 23, 2002 was on a official trip to Tula. On October 12 he met an enumerator at his friend's house where he was staying, and declared that there is no one at the place of his permanent residence in Moscow to supply the census information to an enumerator. The enumerator in Tula has to complete a control census form for Mr. Andreyev, first indicating the address in Tula where the census questionnaire was completed, reporting that he was staying in the said dwelling at the enumeration point of time (00 hours, October 9).). Then the enumerator should record the address of his permanent residence in Moscow and complete questions 1-11 on the back side of the KPII Form. In the answer to question 1 the enumerator indicates whether the respondent lives in Moscow alone or together with other members of the household. Answers to questions 2-11 are completed in the same manner as the corresponding questions in Forms K and Д. At the same time, if the respondent identifies the Russian language as his mother tongue (question 9.2), then the letter "p" should be put down next to the "Yes" option in question 9.1. As at the enumeration point of time (00 hours, October 9) Mr. Andreyev was in the said dwelling, he should be also recorded in List Б, Form С. Form II and census forms K or Д are not completed for him in Tula.*
2. *Mrs. Ilyina G. I. lives in her own house in the settlement of Pokrovka, Klinsky District, Moscow Region, but on October 15, 2002, she went to visit her son in the city of Bryansk where she met an enumerator. Mrs. Ilyina declared that she had not been interviewed at home, and there was no one there to supply information to a local enumerator. The enumerator in Bryansk has to complete a control census form for Mrs. Ilyina indicating the address of the dwelling in Bryansk where the form was completed, making a note that at the enumeration point of time (00 hours, October 9) she was not present in this dwelling. Then the enumerator has to record the address of her permanent residence in the settlement of Pokrovka and complete questions 1-11. As Mrs. Ilyina was not present in this dwelling at the enumeration point of time, she should not be recorded in List Б, Form С. Form II and census forms K or Д are not completed for her in Bryansk.*

Control census forms should be numbered by unified ordinal numbering within the limits of an counting area in the sequence of their issue, while a note on the number of completed control census forms in the given dwelling should be made in the enumerator's notebook. By the end of each day you must hand over the completed КИЛ forms to the instructor-controller.

SAMPLE (see the original)

4.8.2. Control Chip (Form КФ)

should be completed for persons who are enumerated at the place of contact with an enumerator, while there is a possibility that they might be covered by the census at a different place: it is done to exclude the double count. If you meet an individual with **more than one place of residence**, and you have determined that the person should be interviewed at the given dwelling, you will have to log him/her in List A, Form C, complete Form П and the appropriate census schedule (Form К or Д), complete a **control chip** and issue a **Certificate of Completed Census (Form СИП)** – to be presented to an enumerator at a different place of residence.

Example:

Mr.Sidorov K.S. is registered at Poklonnaya Street in Moscow, while he is actually residing with his household (wife, son and mother-in-law) in Bolshaya Cherkizovskaya Street (Moscow). An enumerator in Bolshaya Cherkizovskaya Street, being told that Mr.Sidorov has another place of residence, while he usually stays here with his household and intends to be enumerated here, must record him in List A, Form C, complete Form П, the appropriate census schedule (Form К or Д) and a control chip (Form КФ). The control chip should indicate the address where it was completed (Bolshaya Cherkizovskaya Street), the address of Mr.Sidorov's another place of residence, (where he should not be logged into the census forms) – his dwelling in Poklonnaya Street. Besides, an enumerator has to issue a certificate of the completed census to Mr.Sidorov.

SAMPLE (see the original)

Control chips should be numbered by a unified ordinal numbering within the limits of an counting area. The enumerator's notebook should indicate the number of control chips completed in each dwelling. The chips should be stored in a separate folder according to ordinal numbering, and handed over to an instructor-controller by the end of each enumeration day.

4.8.3. Certificate of Completed Census (Form СИП)

should be issued to persons who were registered by a control chip, as well as to all those without a permanent place of residence (homeless persons, persons moving from one place of residence to another if the enumeration point of time caught them en route), and those with a completed Form B.

SAMPLE (see the original)

4.9. Verification of Control Documents

Control documents are verified by an enumerator together with his/her instructor-controller.

Your instructor-controller will give you the control documents (Forms КПД and КФ) completed in your counting area. Together with the instructor-controller you will collate the control documents with Form C and census schedules completed at the address (dwelling) indicated in Forms КПД or КФ. If the dwelling has not yet been covered by the census, you should verify the documents either later during the census, or at the moment of submitting the census materials to the instructor-controller after the census. The data recorded in control documents and verified during the census (data on additionally recorded or excluded respondents) should be duplicated in Table 5 of the enumerator's notebook.

How to make corrections in the census schedules resulting from verification of Forms КПД and КФ:

I. Verification of control census schedules (Form КПД) can reveal the following cases:

- **The name of a person indicated in Form КПД was found** in List A of Form C and in census questionnaires. In this instance the control census form should be cancelled (crossed out), and in Section "Note of verification at the given address" you will have to underline the words "a) found in List A of Form C and in Form K or Д" and put down the number of the dwelling within the counting area;
- **The name of a person indicated in Form КПД was not found** in List A of Form C, or in census questionnaires, and:

I. The address recorded in Form КПД is precise and complete, and the answers of the form confirm that **the given respondent should be enumerated in this dwelling:**

I.1. If the census schedules for this dwelling have been completed:

- a) the name of a respondent from Form КПД should be duplicated in "List A: Persons permanently (usually) residing in this dwelling" – last in the list, i.e.
- indicate the sequence number within the dwelling in column 1 (next after the last entry);
- indicate the sequence number of the dwelling in column 2, if the dwelling accommodates more than one household and the person added to the list belongs to any household but the last in the list.

If in question 1 of Form KIII the box "With other members of household" was checked off, and you cannot identify the household where the person belongs to by his/her family name, name and patronymic, this person should be recorded last in the last household, checking off the box "Other degree of relationship" in question 1 of Form K or Д completed for the said person.

If in question 1 of Form KIII the box "Single" was checked off, he/she should be recorded as a separate household under the next number of household after the last entry in column 2;

- put down the full name (family name, name and patronymic) in column 3;
- put down "KIII" in column 4 and, if the question "Was this person present in this dwelling at the enumeration point of time?" of Form KIII gives a "Yes" answer, make a note "Was absent" – after comma.

b) If occupants of *the given dwelling* are enumerated on **Form K** census questionnaires, the data on the person in question should be recorded in a free space (if available), or in a new census form. You should file it after all census forms completed in this dwelling. The sequence number of the person should be indicated in the line "Number of the person within the dwelling from column 1, List A, Form C", the number of the household he/she belongs to is indicated after a slash.

If a person is recorded in List A, Form C as a separate household, there is no need to indicate the number of the household.

If in question 1 of Form KIII the box "Single" was checked off, the "Person No. 1" option should be marked in question 1, Form K. If in question 1 of Form KIII the box "With other members of household" was checked off, question 1 of Form K should indicate the actual relationship of the given person (for whom Form K was completed) to person No. 1 in the respective household.

Answers to questions 2-11 of Form KIII are duplicated in respective spaces of Form K without any changes.

c) If occupants of *the given dwelling* are enumerated on **Form Д** census questionnaires, the data on the person in question should be recorded in a new census Form Д, and filed after all census schedules completed in this dwelling. The line "number of the person within the dwelling from column 1, List A, Form C" and questions 1-11.1 of Form Д are completed in the same manner as in Form K (see above). **The back side of Form Д (questions 11.2-13) should not be completed.**

1.2. If *the census documents for the given dwelling were not completed*, you should complete a separate List of persons (Form C), Housing conditions of the population

(Form II) and Census form (Form K or Д) – depending on whether the dwelling was chosen for sampling (according to the mark in the enumerator's notebook). Forms K or Д should be completed in the manner delineated in point 1.1.

In section “Note of verification at the given address” of Form КИЛЛ you should underline the words “b) not found in List A, Form C, but recorded in List A, Form C and Forms K or Д upon verification” and put down the number of the dwelling within the counting area.

2. *The address was not precise and complete enough* (only the name of the street without the number of the house or apartment, or only the name of a population center divided into several counting areas etc.).

Under the circumstances the control census form should be handed over to the instructor-controller.

3. *Wrong address*: if the house or apartment indicated in the form do not exist, on the back side of the form in section “Note of verification at the given address” you should make a note that the address does not exist or the address cannot be identified (or another reason) in the line “Other instances”, and the control census form is deemed null and void.

II. Verification of control chips (Form КФ) can reveal the following cases:

1. The name of the person **indicated in Form КФ was not found** in the list of occupants of the dwelling or in census questionnaires: you should cancel the control chip, underline the words “a) not found in List A, Form C” in section “Note of verification at the given address”, and put down the number of the dwelling within counting area.

2. The name of the person **indicated in Form КФ was found** in the list of occupants of the dwelling and in census questionnaires: it should be struck out from the census forms as a wrong entry:

- in the line where the entry on the person was made in List A, Form C you should mark the “Invalid entry” (column 5) option, and make corrections in the machine-readable number of the person within the dwelling (column 1) according to the rules of correction of the digits;
- in Form K you should mark the “Invalid entry” option on the side where the data on the person were recorded, and make corrections in the machine-readable “Number of the person within the dwelling in column 1, List A, Form C” – according to the rules of correction of the digits;
- withdraw Form Д;

– underline the words “b) found in List A, Form C, but excluded from List A, Form C and Forms K or Д upon verification” in section “Note of verification at the given address” of Form КФ, and put down the number of the dwelling within counting area where the person was found;

3. Wrong address – the house or apartment indicated in the form do not exist: , on the back side of the chip in section “Note of verification at the given address” you should make a note in the line “c) Other instances” that the address does not exist or the entry was incorrect (or another reason), and the control census chip is deemed null and void.

4.10. Organization of the Population Census at Stationary Tract

Enumerators at a stationary counting office (or a person on duty at an stationary tract) are issued enumerator's notebooks.

All persons who will turn to an stationary tract with a request to complete census forms (in person or by phone) **are subject to enumeration** regardless of the place of their permanent residence. If an individual asks to be interviewed by phone, the enumerator in the office should try and persuade him/her to come to the office and complete the questionnaires in person. Only in case of an outright refusal callers can be interviewed by phone.

The respondents gives answers to Forms C, П and Form K or Д. If it is impossible to identify whether his/her dwelling was selected for sampling or not (e.g., the respondent turned to the office in a different counting area), Form Д should be completed. Form B should be completed for persons temporarily staying in the Russian Federation.

If a visitor of the stationary tract has more than one place of residence, Forms C, П and Form K or Д should be completed for his/her permanent place of residence, and a control chip (Form КФ) – for another place (other places) of residence. If a respondent has come in person, he/she will be issued a Certificate of Completed Census (Form СИП).

If an entire household is enumerated, all sections of Forms C and П should be completed; if an individual member of a household is interviewed, his/her address should be recorded in Form C, and the family name, name and patronymic of any member of the household the respondent belongs to should be recorded in brackets after the full name of the respondent registered in List A, plus his/her relation to the household member.

After the inquiry an enumerator should complete table 5 of the enumerator's notebook. Completed census forms are put into the cover with the note on the front side: “Interviewed at the stationary tract or by phone”. By the end of the day the

office enumerator hands over the completed census documents to the instructor-controller or head of an stationary tract (his/her assistant).

4.11. Sorting of Census Forms Received from Stationary Tracts

An enumerator should examine the census forms (received from his/her instructor-controller) on persons residing in his/her counting area who were interviewed at an *stationary tract*.

If you have received **census forms for one or several persons** from an **stationary tract**, and you are aware that that person (persons) has not yet been interviewed in the given dwelling, his/her (their) census forms should be filed into the cover of the dwelling where he/she (they) resides, and, if need be, you will have to make corrections in the forms already completed for this dwelling.

Every new respondent should be recorded in the end of List A, Form C under a sequence number indicated in column 1; the number of household he/she belongs to (if two or more households were registered in the given dwelling) should be recorded in column 2.

Example. If List A holds data on 5 persons representing two households, and the additional person belongs to the first household, the additional entry is made as follows:

column 1 – No. 6; column 2 – No. 1, column 3 – his/her family name, name and patronymic (with the note of his/her relationship to person No. 1 of the first household). Form Д completed at an stationary tract should be the last in the file of housing census documents. If Forms К were completed, an invalid entry mark should be put on the back side. In the line “Number of the person within household in column 1, List A, Form C” you should indicate the number of the household he/she belongs to; put a slash after the number of the person (in a field before the full name), then write down the full name, and verify the accuracy of entries: sequence numbers of the mother (father) and spouse for members of the given household – after the addition was made.

If there is no more free space in List A, **Form C** (where you are going to add data on the given person/s) (e.g., all 10 fields have been completed, or 8, while you have to record data for 3 more persons), the completed Form C received from an stationary tract should be filed after Form C completed in the given dwelling. The “Number of the dwelling within the counting area” indicated in Form C completed for the dwelling should be duplicated in Form C received from the stationary tract. The rules of completing the form are identical to the rules delineated in point 4.3 (when more than 10 persons were logged in List A).

The added Form C should be registered in regular numeration in column 1, List A, i.e. under the next number after the last entry. If necessary, column 2 of List A of the first Form C should be amended:

- if those persons constitute a separate household, it should be recorded under the next number;
- if those persons belong to a certain household (but not the last), you should indicate the number of that household.

In the lower “Reserve” line of the first Form C you should indicate the number of persons recorded in the second Form C. If they are less than ten, their number should be indicated in Reserve A, if 10 or more – Reserves A and B should be completed (e.g., if 12 persons are enumerated in the second Form C, put down “1” in Reserve A, and “2” in Reserve B).

If **Form II** received from an stationary tract carries information on households already covered by an enumerator of the primary area, then Form II should be withdrawn.

Form II completed for the given dwelling should be amended, if the questionnaires received from the stationary tract carry new information on the household(s). In section II of Form II completed for this dwelling – copy “Sequence number of person No. 1 of the tabulation unit within the dwelling from column 1 of List A” from Form C. Other data from section II of Form II received from the stationary tract are copied into section II of primary Form II. The second Form II should be withdrawn.

If there is no free space in section II of the first Form II (i.e. 6 households are recorded), the second Form II should be filed in. It should be amended according to the rules delineated in point 4.3 (when more than 10 persons were logged in List A). In the lower “Reserve A” line of the first Form II you should indicate the number of added households. After the necessary amendments and additions have been made, the second Form II should be filed in after the first Form II.

If a complete set of census forms for the entire dwelling was received from an stationary tract, the following procedures should be applied:

1. You have already interviewed all occupants of the dwelling – in this event you should compare the data recorded in the questionnaires. Then you should eliminate the discrepancies – add to List A, Form C (see above) all **those who were not covered by enumeration**, file in all necessary census forms in the proper order, verify the accuracy of the entries **Nos. of the mother (father)** and **Nos. of the spouse** (if available).
2. Entirely different people were enumerated in the dwelling – report to and review the case with the instructor-controller.
3. You have not yet visited the dwelling, or the occupants refused to be interviewed. Find the respective cover with the set of census documents for this dwelling. Substitute the cover received from an stationary tract with the

originally prepared cover. The covers arranged in pairs should be split. The census forms received from the stationary tract should be filed in the set of the census documents in proper order.

If Forms K were completed in the dwelling, and Forms Д were received from an stationary tract, you should check off the mark "Invalid entry" on the back side of Forms Д.

You have **to compare** the number of persons recorded in the census forms received from the instructor-controller with the number of persons logged in your **enumerator's notebook** during the preliminary visit to the given address. If you see **a discrepancy**, you must **find out** the reason.

If the address is not enough accurate, you should review the notes in table 5 and already completed census forms. Those people may have already been interviewed in another dwelling. If yes, the received documents are cancelled. If otherwise, discuss the situation with you instructor-controller.

4.12. Actions to Be Undertaken after the Census (from October 17 to October 21)

After the population census you must hand over all the census materials to your instructor-controller.

4.12.1. Summation

Before handing over the materials, they should be verified and properly arranged:

- **compare** the completed census forms for each dwelling with the records in **table 5 of the enumerator's notebook** (pay attention to the notes of the necessity to re-visit made in column 7, table 5, so that not a single individual or household would drop out of enumeration);
- **thoroughly review** the material, fix the defects and amend incorrect or incomplete entries;
- **check the quality** of the marks, written digits and records. All corrections should be accurately and eligibly written. As a rule, **census forms with the introduced corrections should not be rewritten.**

Having determined that all persons were enumerated and the data on the whole dwelling were duly recorded in table 5, **you should calculate** the sum total per *each page* of the table: "**Sum total registered by the enumerator on the page**", and *the sum total for the counting area*: "**Sum total registered by the enumerator in the counting area**".

Based on the summation of the figures in table 5, fill in the **line “Sum total for the counting area on the last census day” in table 3 – “Results of control visitation”.**

4.12.2. Control Visitation

The instructor-controller fixes the day for sample control visitation in every counting area. During the control visitation the instructor-controller (together with the enumerator) verifies the totality of the census coverage of all occupants residing in the dwelling selected for sampling.

You will have **to complete** the respective forms for the persons who had to be interviewed in the given dwelling, but who were **left out** of enumeration. The census forms for persons, who were interviewed **by mistake, are withdrawn** and submitted to the instructor-controller after the census – together with other documents.

After control visitation, at the request of the instructor-controller, you should **introduce amendments to table 5.**

Thereupon you should **once again summarize the results and put them down** in the lines **“Sum total of the page adjusted for control visitation”** and **“Sum total for the counting area adjusted for control visitation”**. Based on the figures, you will complete columns 2-7 of table 3.

4.12.3. Stacking of Materials into the Briefcase

Before stacking of the census forms into the briefcase you should complete **Form H “Covering form”** – to be supplied by the instructor-controller. A separate covering form should be completed for an counting area in urban settlements. In the countryside a separate covering form should be completed for each rural population center or part of a population center incorporated into an counting area.

In the top of Form H you should indicate **the numbers of the census tract, instructor’s area and counting area.**

Fields “Briefcase No.” and “Ref. No.” **are not completed.**

In a special field of Form H – “Completed by the enumerator” – you should indicate the **address** and check off one of **the options: “For urban settlement”** or **“For rural settlement”**, and one of **the options: “For part of the population center”** or **“For the entire population center”**. In the field “Enumerator” you should put down your family name, name and patronymic (see page 84).

If an counting area consists of:

a part of a population center, the covering form is filed on top of the forms completed for the first household within an counting area;

one population center and a part of another population center, the respective covering form is filed on top of the first list of persons of Form C of the whole population center, the second form – on top of the list of persons of Form C for the first dwelling of a part of the next population center;

several population centers, the appropriate covering form should be filed on top of the forms for the first dwelling of each population center.

Thereupon, all **covers** with the completed forms should be arranged and stacked according to the numbers of dwellings within the counting area. Inside the cover the documents should be arranged in the following order: Form C and Form П completed for two living quarters, then Forms К or Д completed in the dwelling (its number is indicated on the front side of Form C). Then in a separate cover you should file the census Forms К or Д completed in the dwelling the number of which is indicated on the back side of Form C, and the cover is filed in the end of the first cover. The census Forms К or Д inside each cover should be filed according to their number within the appropriate dwelling.

The census materials arranged in the aforementioned order should be put into **the briefcase**; *the enumerator's notebook*, enumerator's identification card and the map of the counting area should be put into the pocket inside the briefcase. You should **personally** hand over the briefcase with all census documents, as well as spoiled and unused census forms, other census documents and stationery to the instructor-controller at the time **of his/her own choice**.

5. "DIFFICULT" SITUATIONS

During the population census officers of the Russian Ministry of Internal Affairs undertakes a comprehensive **range of measures in ensuring security of the enumeration staff** including intensified patrolling of the territory and prevention of criminal offences, permanent duty at the census tract, instructor's and stationary tracts, escort of enumerators on their visitation of dwellings for interviewing of socially "difficult" population.

In case of any difficulty **an enumerator should be assisted** by the instructor-controller, manager of the census tract, authorized officer on the population census, employees of the territorial committees of Goskomstat (State Committee for Statistics) of Russia, representatives of local authorities, bodies of local self-administration and internal affairs.

However, despite the above measures, every **enumerator should be aware** of the general rules of conduct in extraordinary circumstances – in "difficult" situations hampering collection of the data or making it impossible, or, possibly, endangering personal health or security of an enumerator.

A few examples of "difficult" situations are given below:

- An apartment is closed: there is no one inside.
- The occupants refuse to let an enumerator in because they are afraid of burglary.
- An enumerator was let inside, but:
 - the occupants are either drunk or drugged;
 - there is a brawl or a fight going on, or, on the contrary, a family celebration (feast) is underway;
 - the person who has let an enumerator in is mentally sick and/or strongly belligerent; or deaf;
 - the door was opened by a child, no adults in the dwelling.

Regrettably, the suggested list is not a comprehensive array of “difficult situations”.

The recommendations listed below can be helpful in reducing the likelihood and ramifications of “difficult” situations.

The recommendations are valid for both, *preliminary visitation of the living quarters*, and *the enumeration* per se.

1. Before starting the tour, think over and discuss with the colleagues, instructor-controller and/or manager of the census tract the best response to potentially “difficult” situations you have identified and noted in your enumerator’s notebook.
2. When on a stair landing of a multi-dwelling building, ring the doorbells of all apartments, so that the occupants of each apartment would know that the visitor has called on their neighbors, too. The same principle applies to communal apartments.
3. Present your enumerator’s identity card and, if need be, your passport to all those who have opened the door, and discuss the sequence of your visitation to each of the apartments.
4. If in a given house or apartment the occupants refuse to open the door or let you in, ask the neighbors who have been already interviewed “to put in word for you”. In such instances you **should not** seek assistance from law enforcement officers.
5. The respondents refuse to answer the questions at all, claiming:

“What do we need the census for?”

– *Census is a traditional statistics exercise. The census data are needed for rational decision-making in management. It would be interesting to know the actual condition of our society when census results would be brought to public knowledge – both to the entire nation and you personally. It would inspire hope for better life.*

The census is needed to obtain reliable data on socio-demographic, economic and ethnic characteristics of the nation. Further on, the data would be instrumental in improving the internal situation in the country.

The census data would facilitate more effective performance of the government and better focusing of its social policies. The census is not a political, but rather an economic study.

Your participation in the census is your contribution to national development. It is not a sophisticated procedure, and does not pose any personal threat to you. There is no good reason to refrain from enumeration.

“Who needs my personal data?”

– *You needn't worry. Assessment of the census forms does not produce any personal data – only tabulations (aggregate indicators). We also pursue the principle of anonymity of the data reported by the population.*

If you suspect that your personal data could be used against your interests, please, read the sign on the census form: “Confidential (guaranteed by the information recipient)”. The same applies to all other census questionnaires. The confidentiality of the census data is guaranteed by the law, and not a single official conducting the census – from an enumerator up to the head of the State Committee of the Russian Federation on Statistics (Goskomstat of Russia) – has the right to divulge personal information (responsibility delineated in Article 8 of the Federal Law “On All-Russian Population Census”).

The full name of a person is recorded with the only purpose: to avoid mixing up of the census forms before processing, so that a questionnaire completed for a member of your family would not be found among the forms completed for your neighbors, for example.

The census poses no personal threat.

“You are asking questions all the time, but nothing changes for the better...”

– *But you do want things to change for the better, don't you?*

Do you think that things would improve if you abstain from enumeration?

If you feel unhappy, we should let the government know it, so that the authorities would do something to make your life a little more comfortable. They would be unable to do so without reliable information.

That's why you need to answer the questions and supply reliable information to the state. This way, things might change for the better.

“I can't stand the authorities, hence, I do not want to take part in the census.”

– The authorities have nothing to do with it, you cannot equate the census with the authorities. We are not canvassing for elections. Sharing personal information sought by the census you are contributing to proper decision-making by the managing agencies, businessmen and public. A census is not a political but a public undertaking. You cannot be offended by the census, can you?

Anton Pavlovich Chekhov disliked the Tsarist government, but supported the Russian census and personally took part in it in 1897 – as an enumerator, just like me.

6. If the respondents refuse to answer certain questions:

Refuse to answer the question on the available living space.

– There is no risk in answering the question. Everything you are going to tell us would not be reported to communal, taxation or any other authorities. Personal information will be kept anonymous and confidential, which is provided for by the law. Generally speaking, data on a specific individual, or family, or household would not be revealed in the census results. Its results will be presented in tabulations only.

Refuse to answer the question on the marital status.

– The data you are sharing with us will be used exclusively for statistical purposes. The State Committee of the Russian Federation on Statistics (Goskomstat of Russia) is not interested in you personally, but in a comprehensive picture of the way people live in this country. There is no risk in sharing such information.

Refuse to answer the question on the number of born children.

– If you do not feel like talking about those things in public, we might go to another room and discuss the problem in private. Please, rest assured that this information would be used for statistics only as part of an aggregate assessment. The law guarantees anonymity and confidentiality of personal data collected during the census (responsibility delineated in Article 8 of the Federal Law “On All-Russian Population Census”).

Refuse to answer the question on the source of livelihood.

– We don't need to know the precise volume of your income, just indicate the sources of livelihood – from the suggested prompts. The state guarantees anonymity and confidentiality of personal data received during the census. It would be used for statistical purposes only.

7. If the occupant has opened the door, but a meaningful contact is impossible (a child, or a person is drunk or belligerent etc.): find out when you could come next time (e.g., from the neighbors).
8. If the occupant has opened the door, but a “difficult” situation occurs – a family brawl, fight, booze-up, feast: you should leave and come next time.
9. If the respondents refuse to complete the census forms claiming the time pressure: try to fix the date and time of your next visit.
10. Talk to the respondents in a peaceful and friendly manner, solely on the topics related to the census and questions of the census form.

Before the interview (as you have been doing it during the preliminary visitation) remind the respondents that pursuant to the Constitution of the Russian Federation and the law “On All-Russia Population Census”:

- information is recorded in the census form only as declared by the respondent and is not put to verification;
- information received during the census is confidential, and is not reported to taxation, communal or other governmental agencies;
- all data of the population census are presented in the form of summary tables (tabulations) only.

General recommendations

1. During the preliminary visitation and interviewing you should be simply, neatly and, depending on the weather, warmly dressed. Do not wear excessively gaudy or expensive clothes or jewelry; do not take large sums of money with you etc.
2. Make visitations only with the enumerator's briefcases, avoid carrying big (carrier) bags – people might get apprehensive.
3. Always carry a whistle and a list of phone numbers of the nearest police station – for emergency situations.
4. Before visitation or interviewing the use of alcoholic beverages is strictly prohibited.

5. Where possible, try to avoid discussions on unrelated topics. Do not argue or quarrel with the respondents.

The best response to personal insults or verbal abuse is a friendly attempt to defuse the situation.

If your attempt fails, apologize for the disturbance, say goodbye and come back next time (e.g., on the next day).

Be polite but firm in declining an invitation to join a party, giving the reason that you are doing a job, and there are other people waiting to be interviewed.

6. After the interviewing is over, express gratitude to each of the respondents for their participation in the census.