POPULATION AND HOUSING CENSUS 2009
CENTRAL CENSUS STEERING COMMITTEE

ENUMERATOR'S MANUAL

USED FOR
SAMPLE ENUMERATION AREAS

HANOI, NOVEMBER 2008

LETTER TO ENUMERATORS

Dear friends,

The Central Census Steering Committee would like to send you an honor greeting.

The Prime Minister had Decree Number 94/2008/QD-TTg dated 10 July 2008 on the conduct of the Population and Housing Census 2009.

The purpose of the Census is to have a comprehensive and reliable information source on population and housing to help the Party and Government, local authorities, collective and private economic sectors, investigators to build up socio-economic development plan with the aim of improving the living condition of the people, including yourself and your families.

The quality of the Population and Housing Census 2009 is greatly subject to the field-work that you will do. We do believe that with a high responsible spirit and available enthusiasm, with a strong desire of having more contributions to development of the country and native land, all of you will overcome difficulties to fulfill your duties.

Dear friends!

Success of the Census is partly due to great contribution by field-workers. We record such a great contribution and would very much like your cooperation for common task of the country

Wish you and your families healthy and happy.

CENTRAL CENSUS STEERING COMMITTEE

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I. PURPOSES, REQUIREMENTS OF THE POPULATION AND HOUSING CENSUS 2009

The Population and Housing Census at 0 hour 1 April 2009 is to collect basic information on population and housing, to:

- Serve the research, analysis and projection of development process of the population and housing of the whole country and in each locality;

- Respond the needs of information for assessment of the implementation of the 2000-2009 socio-economic development plans, as well as preparation of the 2010-2020 socio-economic development plans, serves the monitoring of the implementation of the United Nations Millennium Development Goals committed by the government of Vietnam.

II. ROLE AND DUTIES OF ENUMERATORS

Enumerators are persons who directly visit each of households, contact head of household (or a representative) and usual residents to interview and record the questionnaire; and collect information on housing and deaths occurring from 1st Lunar New Year Tet Mau Ty (7 February 2008 in solar calendar) to 0 hour 1 April 2009 in households within boundary of the enumeration area (EA) under his/her responsibility. Thus, the body of fieldworkers, firstly enumerators, are persons who decisively determine the precise level of each of answers recorded in the questionnaire. In each stage of the Census, the enumerators have the following concrete tasks:

A. IN PREPARATION STAGE

1. Attending the training course: Enumerators must fully and seriously attend the census professional training course. He/she is not allowed to miss any class (professional lecture, group discussion and exercise) as well as field practice. He/she must pay attention to listen lecturing, carefully study documents, relate the lecture with situation in his/her locality to clearly understand his/her jurisdiction, concretize professional issues and data collection method, recording and maintaining the questionnaire;

2. Receive documents, census facilities from his/her supervisor such as: blank questionnaires, bag, enumeration map, list of houses, households, usual residents, Enumerator's Manual, pens, clear-bag, notebook, etc.

3. EA preparation: During the area's map and list checking, enumerator must receive EA transfer from supervisor both on paper (map, list) and on field. Check and match all houses (including occupied and non-occupied houses) located in

the enumeration area, and map and list of houses, households and household members. Find out houses with occupants, households and people usually residing within the boundary of the EA under his/her jurisdiction but were omitted (in mapping and household listing) or just moved in and then add them in map and list.

4. Visit and arrange date for enumeration to each household: In other words, enumerator must arrange a concrete schedule for the first enumeration day and subsequent days to avoid visiting a household many times. He must also find households who are able to go far away home during the whole enumeration period so that he/she will have a suitable plan.

B. IN ENUMERATION STAGE

1. Rightly follow the method of data collection – direct interview;

2. Define a full coverage of households belonging to his/her responsible EA. The interview and questionnaire record must rightly follow professional stipulations and interviewing scheme to ensure no household member be counted twice or omitted, and no item in the questionnaire be filled out more than needed or omitted;

3. Enumerate in stipulated speed: It is stipulated for the first enumeration day that enumerator in urban or rural flatland or low mountain enumeration areas must finish the data collection for **not more than 3 households**, and **not more than 2 households** for an enumerator in the remaining enumeration areas. The data collection speed will gradually increase for subsequent days to ensure that the completion of data collection for each enumeration area be achieved on the final day as scheduled. It is necessary to avoid the subjective spirit, quick and careless working, which may lead to a bad result;

4. By the end of each enumeration day: enumerator must check all questionnaires completed each day, find mistakes and correct them timely, in necessary cases enumerator must return household to verify and take error correction. The error correction must be strictly followed the instruction. He/she then arranges completed questionnaires in ascending order of household number, fills out the daily enumeration progress report for the day and submits questionnaires completed in the day to his/her supervisor for quality check. Enumerator must also verify mistakes in questionnaires that supervisor requires and updates the daily enumeration progress report according to the table *"Daily enumeration progress report"* (Appendix 1).

Note: Enumerator must record enumeration progress by the end of each enumeration day using Appendix 1 in this Manual.

5. Cooperate with other enumerators, obey the comments of his/her supervisor and upper-level inspectors: During the time of carrying out field duties,

enumerator must strictly follow the assignment of supervisor and comments by upper-level inspectors, have helping and assisting spirit to other enumerators on professional knowledge and field duty.

6. Keep the questionnaires and other census materials clean, safe and not allow divulging information recorded on questionnaire to other persons.

C. BY FIEDL WORK COMPLETION

1. Match with the household list to find whether there are households, persons under EA coverage not enumerated. If any, the enumerator must conduct the interview;

2. Together with his/her supervisor arrange completed questionnaires in ascending order of household number in his/her EA.
- Completed questionnaires and related enumeration materials of an enumeration area must be put in the following order (from top to bottom):

  + EA map;

  + Household list of houses, households and household members;

  + Completed questionnaires are arranged in ascending order of household numbers and put in a material-maintaining packet, and then this packet is kept in a three-ring bag.

When placing the sample questionnaires, it is noted that: As each questionnaire was cut with a small part at the top angle on right hand, they must be put so that the cut-angle in the same position. For households with two questionnaire sets or more, it is not allowed to put the first questionnaire set covering the second but put the second questionnaire set under the first, etc.

- Submit all questionnaires and other materials to his/her supervisor.

CHAPTER II. STIPULATIONS ON CENSUS PROFESSION

I. CENSUS TIME POINT

The 2009 Census time point is 0 hour 01 April 2009.

During the data collection period, irrespective of the date and time that enumerator visits household to interview, then he/she must use the time point of 0 hour 01 April 2009 (or 12 hour at midnight of 31 March 2009) to identify the number of household usual residents and their personal characteristics to record the questionnaire. For questions on migration and mortality, enumerator must use reference dates stipulated for each question to define a full coverage.

II. ENUMERATION PERIOD

The enumeration period (or data collection period) of the 2009 Census begins at 7 am 01 April 2009 and ends on 20 April 2009 at the latest.

The enumeration period (or data collection period) in each enumeration area is subject to the size of enumeration area and enumeration rate stipulated for each region. For sample questionnaires, the enumeration rate is as follows:

High mountain, islands	Low mountain, remote	Others
4 questionnaires per enumeration day	5 questionnaires per enumeration day	6 questionnaires per enumeration day

The Commune Census Steering Committee must organize a suitable enumeration force to successfully carry out the enumeration of nomads who are staying in the commune area on the first enumeration day (01 April 2009).

III. METHOD OF ENUMERATION

The method of enumeration is carried out by the canvasser (or enumerator) method. Enumerator must visit each household to ask respondent and enter his/her answers in the questionnaire.

For persons who are temporarily absent throughout the enumeration period, enumerator can ask other household members, or use related information from documents provided by relatives or local authority to record the questionnaire.

When collecting housing information, enumerator asks respondent in combination with directly viewing the house/flat to enter data in questionnaire.

IV. THE COVERAGE

The coverage of the Census includes:

- All Vietnamese who usually reside in the area of the Socialist Republic of Vietnam at the census time point, Vietnamese who were officially authorized to go abroad and are in abroad within the authorized time duration;

- Deaths had occurred in households from 01 Lunar New Year Mau Ty (7 Feb. 2008 in solar calendar) to 31 March 2009;

- Houses of inhabited household.

V. DATA COLLECTION UNIT

The data collection unit is the household. A household includes a person living alone or a group of persons living together and sharing meals. For a household with 2 persons or more, its members may have or may not have common fund; may have or may not have reproductive, marital or adoption relationships; or in combination of both.

A household often utilizes entire or part of a housing unit, but there are also households living in tent/camp/inn/hotel; or collective house, barrack, campus, etc., or no living house.

In most cases, a household only includes persons who are related to each other, such as parents and children, or multi-generation households. In a number of cases, even only persons with long-distant relatives or no relatives are members of a household.

Servants, lodgers and non-related persons are also included as members of the household if they usually live in the household and share meals, and are defined as usual residents of the household that they do household work or are household's lodgers.

Normally, a household includes persons living in a housing unit. However, in a number of cases when having two groups of families or more or having two groups of people or more who are not related to each other but live together in a housing unit and do not share meals, each such group forms a household.

A person although he/she lives in a housing unit with a household but cooks food by him/herself or has meals somewhere, then he/she is not defined as member of the household, and he/she should be separated to form another household.

If two groups of people although they share meals but sleep in two different housing units, these two groups form two different households. In special case, children who are economically dependent on their parents and sleep in housing unit(s) nearby (household with many living houses), it is stipulated that these children are considered as members of their parents' household, and they are investigated in this household.

Note: Cadres, workers living alone in collective houses, tents in industrial zones, construction sites, mine, etc., or hiring rooms to stay (including pupils of

vocational training schools, vocational schools who are not staying in schools' campuses but renting rooms to stay), it is instructed that each room is an enumeration unit.

VI. HOUSING UNIT, DWELLINGS

1. Housing unit

Dwelling house is a construction work with three main structures: wall, roof, floor and is used for habitation.

Housing unit is a separate and independent place of abode, hence, it is built, changed or rearranged, is used for habitation by one household or more. It can be a building, a house, a flat or an apartment.

A part of a house (a room or suite of rooms) can also be a housing unit if it is satisfied the following conditions:

a) Separate: That part of the house must have facilities for sleeping, preparing and taking meals, and persons residing in it can be isolated from other households living in that house by walls or partition/bulkhead .

b) Direct access: People can enter directly part of the house from outside. That is, the occupants can enter and leave without passing through another household's accommodation.

2. Living Place

Living place is the place where people can live, take foods and rest. That can be a housing unit or a living quarter.

Living quarter can be built, rebuilt or arranged for human habitation; or place is used for habitation although it is not actually intended for habitation such as: car, train, bridge, cave, etc…,

VII. HOUSEHOLD'S USUAL RESIDENTS

1. Household's usual residents: are those who usually reside in the household and by the time of the census they have lived in the household for 6 months or longer and those who have just moved into the household to live permanently, irrespective of whether they have registered as usual residents or not.

The household usual residents include:

a. Persons usually live in the household and by the time of the census, they have lived for 6 months or longer, consisting of:

- ✓ Persons usually live in the household, by the time of the census they have lived for 6 months or longer and they are still living there, irrespective of whether they have registered as usual residents or not. ***These do not include*** those who are working in the public security and army branches although they are usually living in their households (they will be enumerated by the Ministries of National Defense and Public Security according to their own plans), and foreigners who do not become

Vietnamese citizen, overseas Vietnamese who return Vietnam to visit family, pupils who are temporarily residing in the household to go to schools.

✓ Persons although they had departure permission, but by the time of the census they have not left the household to move to new place (army service call, school enrolment call, recruitment decision, change of working place, etc.);

✓ Persons who are working for the army according to labor contracts (short and long) and currently living in the household;

✓ Persons who are working for the public security branch according to short term contracts, temporary recruitment, seasonal contracts and currently living in the household.

b. Persons who have just moved in the household to live permanently, including children born before 1 April 2009; consisting of:

✓ Children born before the census time point;

✓ Persons who had left the old living place to move to live permanently in the household and had out migration permission, irrespective of how long they had moved to live in the household and are living in the household;

✓ Persons who had left the old living place, although they did not have any official documents to show their departure, but enumerator identifies clearly that they move to live permanently in the household, such as: returning to husband's/wife's house after marriage, returning to live with adopted parents, retired government staff, workers, army, police who return home to live with their family permanently, etc.

✓ Army, police deserters (there were notifications of the agencies they were working for or a trusty base) who are living in the household;

✓ Persons who are living temporarily in the household, but they do not have any other place of usual residence.

c. For persons who have left the household to go for work in other places, it is agreed:

✓ All household members move: they are enumerated at the place they are residing;

✓ One or some of household members move:

+ If by the time of the census they had left their family (old living place) **for 6 months or more**, they are enumerated at the place they are residing;

+ If by the time of the census they had left their family (old living place) **for less than 6 months**, they are enumerated at their old living place. Particularly, for persons who are going on fishing on the sea, going on ocean vessels, going on missions, going on trading from afar, etc, and

by the time of the census they had left their family **for 6 months or more**, they are also enumerated at their family (old living place).

d. The temporarily absent:

These include those who are usually living in their household, but by the time of the census they are temporarily absent from home, consisting of:

- ✓ Persons who are going on summer holidays, festivals, short-term missions, tourists or in-country under 1 year training courses;

- ✓ General education pupils who are living far from home for their school attendant; this excludes those who are residing in campuses of boarding general education schools, boarding vocational training and vocation schools, etc….;

- ✓ Persons who are going on overseas missions, training courses, disease cures, tourists, and by the time of the census they are still in overseas within the permitted time duration (except those who are working for representative agencies of Vietnam abroad, cadres of the Military Attaché, Commercial Affairs, Labor Management Board and their accompaniers will be enumerated by the Ministry of Foreign Affairs);

- ✓ Persons who are in-patients in hospitals, sanatoriums (except those who are being treated in psychiatric hospitals, leprosy hospitals, giving-up drug-using habit camps, etc… will be enumerated by communes where such bases are located);

- ✓ Persons who are temporarily arrested by the military, police.

According to stipulations, temporarily-arrested persons are those who are arrested and retained for 3 day by the military, police because of any reason, and their retention can be repeated not more than 2 times, each is 3 days long. According to the laws, the total number of temporarily-arrested days of a temporary retention person cannot exceed 9 days. Exceeding the above limit, it calls temporary detention (the Organ of People's Control has placed under arrest).

The *"temporary absent person"* is the *"temporary resident"* in the area where he/she is present at the census date. All *"temporary absent"* and *"temporary residents"* must be enumerated at the area of which they are usual residents.

2. The following are not categorized as the household's usual residents:

- – Children who were born <u>after the census time point</u>;

- – Persons who had died <u>before the census time point</u>;

- – Persons who had left the household before the census time point;

- – Persons who have just moved to live permanently in the household <u>after the census time point</u>;

- Persons who have left home for seeking work in other areas and by the census time point they had left their family for 6 months or more (excluding those who are going on fishing on the sea, going on ocean vessels, going on missions, going on trading from afar, etc, and by the time of the census they had left their family for 6 months or more).

- Persons who reside permanently overseas (whether they have overseas departure permission or not), including those whose stay exceeded permitted time duration;

- Persons who left their family (old residing place) to reside temporarily in the household for less than 6 months by the census time (excluding those who do not have any place of residence);

- Visitors, pupils staying in household for schooling, etc.

- Foreigners who are by the census time staying in household but not becoming Vietnamese citizen (citizen of other countries);

- Persons who are working for representative agencies of Vietnam abroad (including: diplomatic representative agencies, consular agencies, standing representative commissions of Vietnam in international organizations, cadres of the Military Attaché, Commercial Affairs, Labor Management Board) and their accompaniers. These are enumerated by the Ministry of Foreign Affairs;

- Persons under the management of the Military branch, including:

  + Military men (officers, military professional officers, non-commissioned officers and soldiers), and national defense's staff, comprising: those who are usually living with their family, living in military camps or areas under the military control;

  + Military men, national defense's staff who are studying in education and training bases within and outside the military management, who are going on overseas missions, training courses, etc… (except those who are working at the Vietnam's Military Attaché in overseas will be enumerated by the Ministry of Foreign Affairs);

  + Persons who are working for the Military branch according to labor contracts and are living in military camps or areas under the military management. *Particularly for persons who are working for the Military branch according to labor contracts (short-term, long-term) but are living in population areas of communes/wards/district towns* (it means living outside the military camps or areas under the military management), *they will be enumerated by Provincial Census Steering Committees*;

  + Offenders who are staying in prisons, reeducation camps, disciplinary training centers under the military management, including those who are arrested by the army for detention (the Organ of Military Control approved the detention order).

- Persons under the management of the Public Security branch, including:

    + Officers, non-commissioned officers, soldiers, workers, cadres belonging to staff of the Public Security branch, comprising: those who are usually living with their family, living in security camps or areas under the security management. *Particularly for persons who are working for the security branch according to short-term contracts, temporary recruitment, seasonal labour, they will be enumerated by Provincial Census Steering Committees*;

    + Officers, non-commissioned officers, soldiers, workers, cadres belonging to staff of the Public Security branch who are studying in education and training bases within and outside the security management, who are going on overseas missions, training courses, etc…;

    + Offenders who are staying in prisons, reeducation camps, disciplinary training centers under the security management;

    + Convicts who are staying in detentions, reeducation camps, disciplinary training centers under the security management (the Organ of People's Control approved the detention order).

- Persons enumerated by the Ministry of Foreign Affairs as a separate enumeration plan, including:

    + Cadres are working at Vietnam's representative agencies in overseas (consisting of diplomatic representative agencies, consular agencies, Vietnam's standing representative commissions at international organizations) and their accompaniers;

    + Cadres of the Military Attache, Commercial Affairs, Labor Management Board) and their accompaniers.

3. Notes on identification of household's usual residents

a. For persons with two or more residential places: these persons are identified as usual residents at the place they spend the most time for taking foods and sleeping (main living place);

- *If all household's residential places are within the boundary of an enumeration area:* they will be enumerated at the main living place;

- *If all household's residential places are in different enumeration areas in the same commune/ward or in different communes/wards:* At the census time point, persons whose main living place belongs to some enumeration area, then the enumerator responsible for that enumeration area will enumerate them.

b. For persons who take foods in one place and sleep in the other place: these persons are identified as usual residents at the place they sleep.

VIII. DETAILS OF THE COVERAGE OF AN ENUMERATION AREA

The details of the coverage of an enumeration area include:

1. Inhabited houses/flats in the enumeration area.

2. Persons who are identified as usual residents of households within the boundary of the enumeration area (as mentioned in section VII).

3. Specialized inhabitants include:

a) Persons who are living in old-person sanatorium houses, orphan kinder-gardens, SOS villages, pity schools/classes, leprosy hospitals and other social bases locating within the boundary of the commune/ward/district town under the management of the Labor-Invalid and Social Affairs branch;

b) *Pupils who are staying in campuses* (excluding general education pupils living far from their family for their school attendant) of youth, adolescent schools, boarding schools, working and learning schools, dumb/deaf schools, monks in monasteries, Buddhist monks in temples, monks in catholic mission;

c) Pupils of vocational training schools, secondary vocational schools, students of colleges, universities and boarding schools who are *usually residing in their campuses*;

d) Nomad persons, homeless persons with no dwelling and persons living by on-water-face occupation, in-patients with no relatives who are staying in hospitals (and do not have any other residential place).

Each commune/ward with the above-mentioned bases is responsible for assignment of persons to prepare the list of usual residents of each base and then give it to enumerator to conduct the interviews to fill in the questionnaire.

For nomad persons, persons with no dwelling and persons living by on-water-face occupation, it is convened as follows:

+ For nomad persons and persons with no dwelling: Each enumeration area when conducting final check of map and household list should carefully check to find out places such as: ports, bus deports, railway stations, street corners, parks, under the bridge, etc… where there are nomads residing. If any, it should be reported to the Commune Census Steering Committee to set up plan to *mobilize people to conduct the interview on the first day of the field work (1 April).*

+ For persons living by on-water-face occupation:

° If they have dwelling house on the land: The enumerator who is assigned to the enumeration area where their dwelling house is located will enumerate them (it is presented on the list of households similar to that of other households with dwelling house);

° If they do not have dwelling house on the land, but they have original shore: The enumerator who is assigned to the enumeration area where

their original shore is located will enumerate them (it is presented on the list of households by symbols A1, A2, … which indicate the place with no house but has usual residents);

° If they have neither dwelling house on the land nor original shore: It is handled in the way similar to that for nomads, persons with no dwelling house, that is, on the first census day, the commune/ward they are present is responsible for enumerating them.

IX. HOUSEHOLD'S USUAL RESIDENTS WHO HAD DIED DURING THE PERIOD FROM 1ST LUNAR CALENDAR FESTIVAL MAU TY (ON 2ND FEBRUARY 2008 IN SOLAR CALENDAR) TO 0 HOUR 1ST APRIL 2009

It comprises:

- Persons who were ever-usual residents of the household (including new born babies, new comers), but they had died during the period from 1st lunar calendar festival Mau Ty (on 7th February 2008 in solar calendar) to 0 hour 1st April 2009;

- Persons who had just moved in household to live temporarily but they did not have any other place of usual residence and died during the above period.

X. THE MAP OF ENUMERATION AREA; THE LIST OF HOUSES, HOUSEHOLDS AND HOUSEHOLD MEMBERS

1. Enumeration and the map of enumeration area

a. Enumeration area: is an inhabitant area clearly divided in the population census, it has a clear or rather clear boundary to assign to an enumerator for enumeration.

Each enumeration area is manifested on a map called the "map of enumeration area".

b. The map of enumeration area: is a map on which the following are manifested:

- The area, boundary of the enumeration area, roads, streets, by-streets, etc… and other easily recognized characteristics such as: Commune People Committee's office, markets, hospitals, schools, rivers, canals, mountain, field, lakes, bridges, etc…

- Serial number of each enumeration area or name of each neighboring commune, district, province or name of each neighboring country;

- Total number of houses with people living in and total number of houses with no people living in (including those with no house but with people usually living in – dwellings);

- Direction leading to each of houses/dwellings in the enumeration area, starting with the first inhabited house;

- Serial numbers of all inhabited houses are numbered in consecutive natural numbers, beginning with '1' together with the number of floors of each inhabited house; and of those with no house but with people usually living in (A1, A2, etc…).

2. The list of houses, households and household members (household list for short): is a table listing all houses, flats with people living in, households and number of usual residents in each household in the enumeration area, according to a number of main items on household and household member, including those with no house but with people usually living in.

The content of a "Household List" indicates: serial number of house of each house/flat/place with no house but with people usually living in the enumeration area, serial number of household of all households locating in the enumeration area, name of household head and number of usual residents in each household (total, females). The enumerator is not subject to information recorded in the household list, but he/she must apply rightly the chart to identify exactly the number of usual residents in each household at the census time point. The last columns on right hand of the household list (columns 9, 10 and 11) are leave for enumerator to record the total number of usual residents enumerated for each household and remarks (*Appendix 4*).

3. Use of the EA map and household list

a. During the final check of maps and household lists before the conduct of field work

During three days prior to the census time point, enumerator must visit his/her enumeration area to check it before the conduct of field work, enumerator must bring along EA map and list to check and match with the field to see whether they are identical on the following aspects:

- The boundary of enumeration area, total number of houses, flats with people living in and places with no house but with people living in (dwellings for short); location of each house/flat/dwelling and direction-pointed things in the enumeration area;

- Roads/lanes in enumeration area, direction leading to each house/flat/place without house but with people usually living in;

- Serial number of each house/flat/dwelling on the map and list, number of households resided in each of those houses/flats/dwellings.

Set a time schedule for visiting each household to conduct the interview.

During the time of conducting the final check of EA map and list, if enumerator finds out inconsistencies between the map and list, and the real field, he/she must correct and amend the map and list according to the actual picture as instructed. Those things could be: the boundary is not clear enough; roads, houses, direction-pointed things were drawn not in right position; the way leading to each house is not suitable, there are inhabited houses which were not drawn on the map and list (omitted during the edition of map and list), name of household head was not correct; or there are changes in geographic

characteristics , such as: newly-constructed roads, filled lakes, newly-constructed houses with people usually living in, destroyed houses, etc… After that, enumerator must report all these corrections and amendments to his/her supervisor so that the supervisor gathers and reports them to the Commune/Ward Census Steering Committee for subsequent reports to upper levels.

The way of correcting and amending the map and list is as follows:

- In case of finding out the omission of a house with people usually living in: draw the house symbol on map at the position corresponding to that on the field. Fill in the serial number of the house as the number next to the serial number of the last house in the household list inside the symbol of that house (and the number of floors if the house has 2 floors or more). On the household list, fill the serial number of the omitted house, which was filled on the map, in the last line of the household list, fill in serial number(s) of household(s) residing in that house being the number rightly following the last household's serial number available on the list.

- In case of finding out a house when drawing the map it did not have people usually living in, now it does (with the letter "K" inside the symbol of the house), or a house when establishing the household list it is being constructed (with the letter "DXD" inside the symbol of the house), now the construction is finished (or it is being constructed) but it has persons usually living in: use dot pen to draw two lines on the letter "K" (house without people usually living in), or the letter "DXD" (house in construction without people usually living in) After that, record the serial numbers of houses and serial numbers of households usually residing in those houses on the map and list as was done for the above-mentioned case.

- In case all household(s) residing in a house had moved to other place, the house is now empty or hired by another person and it is only used to sell goods with no one usually residing in it: use a dot pen to draw two lines on the serial number of the house and fill the letter "K" (or "CH") in inside the symbol of that house on the map. Draw a line across the columns 1 to 8 on the line corresponding to the moved household on the household list, and then write the sentence "all household members moved out" in column 11 "Remarks". It needs not to renumber the serial number of houses and households on the map and household list (in this case the serial numbers of house and those of household would not be consecutive).

b. During the field work

Throughout the field work, enumerator must bring along the EA's map and household list, in order:

b.1. Before entering a house, enumerator must check the serial number of house and that of household on the household list to see whether it is exactly the house/dwelling and household that he/she want to enumerate or not.

b.2. Before conducting the interview, enumerator must determine whether the name of household head is identical to that recorded in the household list or not. In case the two are different, it is solved as below:

- If the name of household head is different from that recorded in the household list, but he/she (person with name in the household list) is still living in the household: *remain the name as recorded in the household list*;

- If the household head with name in the household list is not usually living in the household (moved out or died): *draw a line in Column 3 (name of household head) on the household list. After that enumerator records name of the new household head in the space above the name of old household head that was just crossed out, in addition write down a sentence "old household head was died/moved out" in Column 11 "Remarks".*

- If the old household had moved to other place and a new household has just moved in to usually reside (sold house, hired by another household, etc...): *on the household list, draw a line in columns 3, 5, 6, 7, 8. After that enumerator records the name of household head for the newly-moved in household in the space above the name of old household head that was just crossed out, let columns 5, 6, 7, 8 blank. Fill in the total number of usual residents, of which females, of the new household in 2 columns 9 and 10, in addition write down a sentence "newly-replaced household" in Column 11 "Remarks".*

- If in the house/flat there was a new household to move in to share: *On household list, Column 1 "Serial number of house" repeat the serial number of that house on the line following the last line of the household list, Column 2 "Serial number of household" record the serial number of household following the last serial number of household on the household list, Column 3 record the name of household head of the household who has just moved in to share the house/flat, column 4 record the address of the house/flat, leave columns 5, 6, 7, 8 blank. Fill in the total number of usual residents, of which females, of the new household in 2 columns 9 and 10, in addition write down a sentence "newly-moved in household to share house/flat with household number ..." in Column 11 "Remarks".*

b.3. After ending the interview for each household and before leaving the household to go to the next household, enumerator must fill the total number of usual residents, of which females, of the enumerated household in 2 columns 9 and 10, Column 11 is used to remark points which should be noted when enumerating that household.

> **Note:** *In case the total number of household's usual residents (of which females) enumerated is different from that collected by adjustment (recorded in Columns 7, 8), enumerator must give clear notes on that difference in Column 11 "Remark".*

c. After the completion of interview

After the completion of interview, enumerator must check the household list to see whether all lines in Column 9 and 10 are fully recorded. If there is a household, which was not recorded on the household list, then enumerator must

check the questionnaire to see whether that household was enumerated or not. If it was enumerated enumerator must include it into the household list, if not he/she must visit household to conduct the interview.

CHAPTER III. PRINCIPLES OF INTERVIEW
AND COMPLETING THE QUESTIONNAIRE

In order to get a successful interview, the enumerator should obey some principles. In this chapter, we will discuss how to approach and communicate with the respondent for a successful interview.

The enumerator has to come to every household to interview the household head about every usual resident of the household in order to record the questionnaire. If the household head is absent or not able to provide information about every member in the household (due to sick, too old, etc...) the interviewer should find some representative adult member of the household to interview. If he/she does not remember exactly about any items of a member in the household, the interviewer should ask directly that member. In case no adults are present, the interviewer needs to make an appointment (date, hour) of returning to the household. ***For information on "job in the last 7 days" or "reproductive health of women aged 15-49", the interviewer should meet and interview face to face these respondents.***

The interviewer has to determine the total number of usual residents of the household prior to the interview and to record information of every person into the questionnaires. Excluding information on "name", "relationship to household head" and "sex", the enumerator has to ask other remaining information for one by one, starting with the household head. Following are his/her spouse, child, grandchild, parents. And the last are persons with other family relationship or no-family relationship to household head.

When interviewing, the enumerator should speak slowly and clearly. He/she should read out **questions as printed in the questionnaire** and obey **"the procedures of interview"**. The enumerator does not explain wordy or suggest answers. However, if he/she is a native, he/she should avoid giving questions mechanically. For instance, if he/she is sure about the information on sex of the respondent, no need to repeat the question whether "[NAME] is male or female?" If necessary, he/she can ask some additional questions in order to get accurate answers, providing that he/she ensure not to modify the meaning of the original question.

I. ESTABLISHING A GOOD RELATIONSHIP WITH THE RESPONDENT

In order to get a successful interview, the first thing is establishing a good relationship with the respondent. If so, the enumerator should do as follows:

- During the field period, the enumerator should wear the enumerator's card, dress neatly, and not drink beer or wine;

- Always express goodwill and behave friendly, politely and closely to those whom he/she will approach and communicate with;

- Do not hesitate or ask some questions by the way to get easily the non-response;

- Stress the confidentiality of the information provided if necessary;

- Answer straightly for the respondent's questions and do not expose the annoyance in case of getting non-responses;

- For questions on reproductive health of women, aged 15-49, try to avoid the presence of the third party. Because this can result to the untrue and inaccurate answer.

II. REQUIREMENTS FOR THE ENUMERATOR WHEN INTERVIEWING

A successful interview not only depends on whether the enumerator tries to receive the approval of the respondent, but also the skills of interviewing. When interviewing, the enumerator should make sure to do well the followings

- *Respect for the objectiveness during the interview.* For each given question, do not express the approval or non-approval for every answer of the respondent. If the answer is not clear, raise some explorative questions to help the respondent understand more about the question in order that she/he can provide accurate information.

- *Do not suggest the answer, or read the pre-coded answers* printed in capital for the respondent;

- *Do not modify words or the order of questions.* The exception is given for the case that the native words differ from the popular words. In this case, the enumerator can use the native words to make questions. If the respondent does not understand or misunderstand, the enumerator should repeat questions slowly and clearly. If there is no change, he/she can explain that question. However, it is very careful not to change the meaning of that original question.

- *Do not interview too fast.* Read questions slowly and clearly. After raising questions, the enumerator should pause and give a little bit time for the respondent to think. In case the respondent is busy for something, the enumerator can stop the interview, make another appointment of returning to the household at the suitable time and do not force the respondent to continue the interview.

III. PRINCIPLES FOR RAISING QUESTIONS AND RECORDING QUESTIONAIRES

In order to collect necessary information, the enumerator needs to know how to raise questions as well as how to record the answers taken from the respondent in the questionnaire exactly as required. The part below will help the enumerator familiarize with the questionnaire.

1. Raising questions

The enumerator has to raise questions as printed in the questionnaire. When interviewing, he/she needs to speak slowly and clearly. If necessary, he/she should repeat questions in order to help the respondent understand more. In case there are differences between dialect and popular words, the enumerator can use dialect words instead, as providing not to change the meaning of the original questions.

In the questionnaire, instructions for the enumerator are printed in capital letters while sentences for asking (the questions) are printed in small letters.

In some cases, the enumerator should give some auxiliary/explorative questions to get accurate answers. If so, she/he should pay attention to respect for the objectiveness and not to turn these auxiliary/explorative questions into the suggestions for answer.

Questionnaire is designed to record for every kind of respondents including both male and female as well as any age. Therefore, the enumerator should use personal pronouns flexibly and appropriately during the interview.

2. Recording answers

Questionnaire is designed to scan instead of data entry. The enumerator uses a ball-point pen with black ink to record information into the questionnaire and a correction tape to correct mistakes in the questionnaire. *It is necessary to write numbers and letters so clearly that everybody can read and understand by the same way, excluding the situation that each person read and understand by a different way. The enumerator should try to record numbers as printed in the cover page of the questionnaire. Details are as follows:*
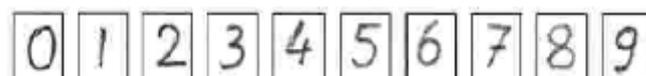
Some principles for recording questionnaires:

a) Check-boxes: only cross into this kind of box. Crossing out of this box is not acceptable.

For example: Question number 3. If the respondent is female, it is required to record as shown below

3. Is [NAME] male or female?	MALE.....1 ☐ FEMALE..2 ☐

b) Code boxes: Fill only one digit for each code box. It is noted that the handwriting should be so clear and plain that everybody can read by the same way.

For example: Question number 4: If the respondent was born in June 1963 by solar calendar, it is required to record as shown below

4. In what solar month and year was [NAME] born? ⌐	MONTH ☐☐
	YEAR ☐☐☐☐
	Q6 ←
	NOT STATED YEAR ...... 9999 ☐

c) Successive lines: If there are successive lines in the space for recording answers, the enumerator should fill information in words in those lines.

For example: If A person is defined as an usual resident in "Gia Loc" district, "Hai Duong" province, we will record as follows:

PROVINCE/CITY: ___*Hai Duong*___

DISTRICT/QUARTER/TOWN: *Gia Loc*___

d) Arrows: used to direct for the enumerator about which question is the next to skip to, after he/she finishes recording the answer for the preceding question.

For example: See the example in part b). There is an arrow to skip to Q6 next to the code boxes for recording information on the year of birth. It means that after the enumerator finishes recording information on solar month and year of birth into the respective code boxes, she/he has to omit Q5 and skip to Q6.

There are four types of questions in the questionnaire: 1) question with pre-coded answers, namely close question; 2) question without pre-coded answers, namely open question; 3) half open/close question; 4) check question (filter).

Now, we will mention in details how to record for each kind of question.

1). Question with pre coded answers (close question)

For the question that answers can be predicted and options for answer are few, answers will be pre-listed in the questionnaire. In order to record the answer, the enumerator just gives a cross into the respective check box.

Tip to identify this kind of question is that there is a list of options accompanying with the respective digital codes and check boxes. Successive lines are given or not (used in case of the option "other").

For example:

a) Close question with answers just including numbers and check boxes

2. What is [NAME]'s relationship to household head?	HOUSEHOLD HEAD .... 1 ☐
	SPOUSE .... 2 ☐
	NATURAL CHILD .... 3 ☐
	GRANDCHILD .... 4 ☐
	PARENT .... 5 ☐
	OTHER RELATIVE .... 6 ☐

b) Close question with answers including numbers, check boxes and successive lines (used in case of the option "other").

40. What is the cause of [NAME]'s death?	DISEASES............................. 1 ☐
	WORKING ACCIDENT .... 2 ☐
	TRAFFIC ACCIDENT .... 3 ☐
	OTHER ACCIDENT .... 4 ☐
⌐	OTHER _____ 5 ☐
	(SPECIFY)

In some cases, close question includes the option "other". If the information taken from the respondent differs from all answers pre-listed in the space for recording answers, the option "other" will be selected. If so, the enumerator will have to specify the answer of the respondent in words in the successive lines. In case there is not enough space to record in the successive lines, he/she can record to the margins of the questionnaire

c) Close question with answers including numbers, check boxes and arrows for skip

| 29. During the last 7 days, would you be available for work if you have found a suitable work | YES .... 1 ☐ → Q31 |
| | NO .... 2 ☐ |

2) Question without pre-coded answers (open question)

Some questions are difficult to give pre-coded answers (such as job in the last 7 day) or some questions can give so many pre-coded answers that they should not be pre-listed due to waste of paper or a long list (name of ethnic group, religious...). So for this kind of question, instead of giving a long list of

pre-coded answers, successive lines are used. When recording answers for this kind of question, the enumerator will either record the answer in the successive lines or fill the numbers into code boxes; or both.

Tip to identify this kind of question is that either code boxes or successive lines; or both are designed in the space for recording answers.

Notably, the enumerator will have to record zeroes in the redundant left-hand-side code boxes, if the answer includes fewer digits than number of the given code boxes. For instance, if the solar month of birth is August, the enumerator should record two digits "0" and "8" into 2 respective code boxes instead of only one digit "8".

For example:

a) open question only with code boxes:

5. What is [NAME]'s age as of his/her last birthday? (IF AGE IS 95 YEARS OR MORE, WRITE '95')	AGE	☐☐

b) open question only with successive lines

26. What is the name of the establishment where you did the above-mentioned work and the name of its direct supervision organization (IF AVAILABLE)?	_____ _____

26. With above-mentioned job, what is the name of the establishment and (the name of the direct management organization, if available) where you worked?

c) Open question with code boxes and successive lines

23. During the last 7 days, what was the main type of work you did and what position did you hold for the mentioned work (IF AVAILABLE)?	_____ _____ ☐☐☐

3) Half open/close question

This is a combination of these two kinds of questions. To record for this question, besides giving a cross into the respective check box, the enumerator should fill digits into code boxes.

Tip to identify this kind of question is that there are both check boxes and code boxes in the space for recording answers.

For example:

38. In what solar month and year did [NAME] die?	MONTH ☐☐ YEAR 2008.............................1 ☐ YEAR 2009.............................2 ☐

4) Arrows for skip

There are two kinds of instruction for skip, including arrows for skip as shown in the space for recording answers and arrows for skip as shown in the space for check questions (filters).

a) Arrows for skip as shown in the space for recording answers

Tip to identify is that they are printed next to check boxes or code boxes in the space for recording answers.

For example:

12. At present, has [NAME] been attending, ever attended or never attended schools?	ATTENDING .... 1 ☐ EVER ATTENDED................. 2 ☐ NEVER ATTENDED .... 3 ☐ Q16 ⟵

b) check-questions (filters)

For check questions, the enumerator should revise some particular conditions required in the filters. If these conditions are accepted, the enumerator will skip to the next appropriate pre-defined question, otherwise, the enumerator will skip to another question. The purpose of filters is to prevent the enumerator from asking unsuitable questions. Tip to identify these check questions is that filters are printed in capitals and stretched on the grey background.

15. **CHECK Q 13: IF Q 13 = 1 → Q 16; OTHERWISE → Q 17**

Note: For this question (filter), the enumerator has to obey all instructions of this question printed in capital on the grey background to determine which question is the next but not depend on his memory or guess in order to avoid mistakes.

IV. CORRECTING MISTAKES

Laser scanning technology is the optical character recognition for pre-defined fields, that is, the computer already pre-defines and pre-stores the locations of the information fields in the memory (in this questionnaire, they are check boxes and code boxes). During scanning, machines will identify all

symbols in these pre-defined fields, decode and transform into text, and then store in the computer's memory. Therefore, it is important to fill exactly the collected information right into the respective fields as required.

One important thing is to record the answer clearly and exactly. ***The enumerator and the team leader have to use ball-point pens with black ink to record all information into the questionnaire***. For close question (with pre coded answers), she/he needs to ensure to fill a cross right into the respective check box after considering carefully. For open question, recording answers clearly and cleanly in order *that everybody can understand by the same way, as well as recording numbers into code boxes clearly, separately and as printed in the cover page of the questionnaire are required*. When crossing into check boxes and filling numbers into code boxes, it is necessary to record them right into the centre of these boxes with appropriate sizes and not to let ink out of the boxes. In case of mistake, we can correct as follows:

- For question with check boxes, if the enumerator fills into a wrong check box (an un-appropriate check box), *he/she needs to use a correction tape to erase the mark "cross" into this check box and then cross into another check box suitable with the answer.*

- For questions with code boxes, *he/she needs to use a correction tape to erase all wrong information, and then rewrite the accurate information over the tape by ballpoint pen with black ink while ensuring that handwriting is not out of code boxes*.

Note: When using the correction tape to erase mistakes for code boxes, the outlines of these boxes are required to preserve.

V. CHECKING COPMLETED QUESTIONAIRES

After interview, the enumerator has to check all information recorded in the questionnaire for every member in the household to ensure all appropriate questions already asked as well as all answers already recorded exactly and reasonably (including general information for the whole household). The enumerator should also check every answer by the respective question, ensure to obey exactly all skips and not to mis-record or over-record any question. If necessary, she/he should return to the household to continue with interview. *Before leaving for the next household, the enumerator should check the completed questionnaires*. In case of mistake, she/he can ask and correct right at the household.

The enumerator should check the logicality of answers of every member in the household for related indicators such as ages of children and their mother's age; age of a person against his/her highest educational grade attained, etc...If it is one of cases below, the enumerator should return to the household to verify and correct

1. Checking the logicality of ages among members in the household

A mother is always 13 years older than her first-child. In Vietnam, most women cannot give birth before 13 years old.

Birth space of two successive children is at least 8 months (except for twins, triplets...). Women only can get pregnant one month after delivery and the period of a pregnancy prolongs at least 28 weeks (approximately 7 months).

2. Checking the logicality between age and the highest educational grade that the enumerator is attending or has ever attended as well as age and the highest technical qualification attained.

- A 10-year-old person cannot reach to the educational grade 8. Usually, a person starts to school when he is 5 or 6 years old. Supposed that he passes one grade by a year, when he is 10 years old, the highest educational grade he has attained, will be the grade 5 or 6.

- A person, who graduated from the university, is often over 20 years old. In general, in order to be a university graduate, he/she has to pass 12 years of the general school and at least 4 years of university. That is, he/she has to spend 16 years for study. If he/she goes to school when she/he is 5 years old, she/he must be 21 years old at least to attain the university level.

VI. CHECKING RESULTS

Everyday, after finishing work, the enumerator has to check all completed questionnaires. She/he has to check whether information recorded in the cover page of the questionnaire is correct or not, adequate or not; information recorded in the questionnaire is sufficient, accurate and appropriate or not; as well as arrange all completed questionnaires by the order starting from the smallest to highest ordinal numbers. She/he has to separate and take note for the wrong or un-completed questionnaires in order to plan returning to the household for correcting and completing these questionnaires.

After checking results that the enumerator did in a day, *he/she fills these results into the table "progress of enumeration",* as shown in Appendix 1.

CHAPTER IV. GUIDES ON THE METHOD OF INTERVIEWING AND RECORDING CENSUS QUESTIONNAIRE

I. INTRODUCTION TO CENSUS QUESTIONNAIRES

Two forms of census questionnaire are used in the 2009 Population and Housing Census, including:

1. Complete enumeration questionnaire (also called the short form) which is used to ask persons residing in complete enumeration areas and special residents, includes 21 questions, which are not numbered continuously to ensure an agreement in serial numbers of questions between the two forms of questionnaire: the short and long forms. The questionnaire is designed on a sheet of paper of A3 size and separated into 3 parts:

- Identification, results and certification;

- Part 1: Population information;

- Part 3: Housing information.

2. Sample enumeration questionnaire (also called the long form) is used to ask usual residents of sampled enumeration areas. It includes 57 interviewing and filtering questions, which are numbered consecutively from 1 to 57. Of these there are some questions numbered with supplement indexes a, b, c, …., for example Question 33, Question 34. Apart from questions as included in the short form, the long form is added with other questions to collect information on labour and employment of persons of ages 15 years old and over, on reproductive history of women aged 15 – 49 years old, on mortality of the population, and on household living condition. It is bound into set of 12 pages of A4 size and is divided into four parts:

(1) Cover page: It includes identification information, interviewing result and certification;

(2) Part 1: Population information: It has 34 questions and are grouped in four groups:

+ Questions used to ask all household members (Questions 1 – 7);

+ Questions used to ask household members of ages 5 years old and over (Questions 8 – 16);

+ Questions used to ask household members of ages 15 years old and over (Questions 17 – 30);

+ Questions used to ask female household members of ages 15 – 49 years old and over (Questions 31 – 34b).

(3) Part 2: Mortality Information (Questions 35 – 42);

(4) Part 3: Housing Information (Questions 43 – 57).

The following will present the method of interviewing and recording the long form.

As mentioned above, the long form has questions which are printed in capital letter on dark ground. These are filter questions, which enumerator is instructed not to ask the respondent with these questions, but checks himself/herself as instructed to determine how to continue the interview, continue with which questions.

On the top of each odd page of the long form there has been printed with selected identification information as recorded in cover page: *"household number"* and *"questionnaire set number"* and enumerator is instructed to fill out these items to avoid questionnaire loss when it is cut to separate into sheets to capture the data by scanners. Thus, the repeat of the above information on odd page tops is compulsory to enumerator.

Note: *Enumerator is not allowed to use the questionnaires right-tops of which were printed with the sentence "Questionnaire used for training" to record survey information.*

II. HOW TO FILL OUT THE COVER PAGE

The cover page of the long form is divided into three sections:

- Identification;

- Interview result;

- Certification.

1. How to fill out the Identification

(1)   The lines "PROVINCE/CITY", "DISTRICT/QUARTER/TOWN/PROVINCIAL CITY", COMMUNE/WARD/DISTRICT TOWN": Enumerator fills out the name of province (or city), name of district (or quarter/town/provincial city), and mane of commune (or ward/district town) on corresponding printed-lines. Also, enumerator must use the code of province (or city), code of district (or quarter/town/provincial city), and code of commune (or ward/district town) which were given by Commune Census Steering Committee (during the assignment of enumeration areas to each of enumerators) to record the corresponding boxes.

(2)   The line "ENUMERATION AREA NUMBER" and "NAME OF ENUMERATION AREA": Enumerator must use the number of enumeration area recorded on the map and household list to fill in three corresponding boxes, and name of EA to fill in the corresponding printed-line.

(3)   The line "URBAN/RURAL": If the EA belongs to a ward or district town, then enumerator put "1", if the EA belongs to a commune then enumerator put "2" in corresponding box.

Because the above mentioned identification information are the same for all households in an EA, thus in order to reduce the interviewing time in a household, *enumerator should fill out the above information in advance*.

(4) The lines "HOUSEHOLD NUMBER", "NAME OF HOUSEHOLD HEAD", and "HOUSEHOLD ADDRESS" must be recorded when enumerator visits household to meet household head or a representative household member to determine whether the house/flat and name of household head are the same as those recorded in the household list or not. If yes then enumerator must use the serial number in the household to fill in three boxes corresponding with the line "HOUSEHOLD NUMBER"; use name of household head recorded in household list to fill on the printed line corresponding with "FULL NAME OF HOUSEHOLD HEAD. In case the name of household head is different from that given in household list, then must solve the difference as guided in *Chapter II, section X, point 3 "Use of maps and household lists"*, sub-point *"During the fieldwork"*. Record the household address on printed-line corresponding to "HOUSEHOLD ADDRESS". The household address is the address that household uses to send letters and should be the same with the household address given in the household list.

2. How to fill the result

(1) The lines "NUMBER OF USUAL RESIDENTS IN THIS QUESTIONNAIRE SET", "NUMBER OF MALES" and "NUMBER OF FEMALES" must be filled rightly after the completion of the interview and questionnaire checking, but before giving the questionnaire to the respondent to sign. Enumerator must count the total number of persons recorded in each questionnaire set and fill it in box corresponding to "NUMBER OF USUAL RESIDENTS IN THIS QUESTIONNAIRE SET"; count the number of males (Question 3) of the questionnaire set and fill it in box corresponding to "NUMBER OF MALES"; does the same for females. Enumerator does not allow to look at the serial number of the last person in the questionnaire set and use that figure to fill in box corresponding to "NUMBER OF USUAL RESIDENTS IN THIS QUESTIONNAIRE SET".

Note: For households having to use more than one questionnaire set, the identification lines of the second set, third set, etc…. must be filled in as being done for the first set; the lines "NUMBER OF USUAL RESIDENTS IN THIS QUESTIONNAIRE SET","NUMBER OF MALES" and "NUMBER OF FEMALES" will be recorded according to the number of usual residents, number of males and number of females of each of questionnaire sets and not according to those of the household.

(2) The line THIS IS SET ☐ IN ☐ SETS OF THE HOUSEHOLD: This is filled after finishing the interview and questionnaire check. Most of households need only one questionnaire set, but some need two or more.

- If a household needs only 1 questionnaire set, it is filled as bellows:

"THIS IS SET ☐1☐ IN ☐1☐ SETS OF THE HOUSEHOLD"

- If a household needs 2 questionnaire set, it is filled as bellows:

For the first set: "THIS IS SET ☐1☐ IN ☐2☐ SETS OF THE HOUSEHOLD";

☐2☐

For the second set: "THIS IS SET [2] IN   SETS OF THE HOUSEHOLD"

A questionnaire set is designed for recording a household of not more than 6 persons, each person being recorded in a column with a printed serial number from 1 to 6. For households having to use more than one questionnaire set then from the second set onward, enumerator needs not change its serial numbers according to the number of household usual residents (in this case a number of usual residents of the household has same serial number).

In case enumerator has to cross out one (or more) columns (persons) in a questionnaire set, then he/she needs not to correct the serial number. In this case, serial numbers of usual residents of a household may not be in succession (irregular).

The way to cross out an incorrectly recorded column: *use point pen to draw a line across "Full name" of usual resident in Question 1, for the remaining questions use erase tape to fully cover the written information, including column's serial number printed inside the box in the first line.*

3. Certification

After finishing the interview and checking of recorded information, enumerator must read the most basic information he/she has recorded on questionnaire (the first 5 questions) to the respondent. Before leaving the household to go to the next household, enumerator asks the respondent (household head or representative) to write his/her name and signature on respondent - reserved place. Finally enumerator puts his/her name and signature on enumerator-reserved place. Keep the supervisor-reserved place blank.

For households having to use 2 or more questionnaire sets the writing of name and signature is requested for the first set.

III.   THE   METHOD   OF   INTERVIEWING   AND   RECORDING ANSWERING INFORMATION ON QUESTIONNAIRE

PART I: POPULATION INFORMATION

The interview and recording process includes the following:

-   Use "Interview chart of household's usual resident definition" in Appendix 5 to define the total number of household's usual residents and record name of each person in Question 1, relationship of that person to household head in Question 2 and sex in Question 3. Ask and record these three questions simultaneously for each person (horizontal interview). After that ask and record the remaining questions together for each person (vertical interview), finishing the interview of this person then move to interview the next one, do the same for others to the last one.

-   Write names of household's usual residents in normal letters with tone, one person in a column. The household head is recorded in the first column (with serial number "1" on top line). If the household needs 2 questionnaire sets or more then the household head must be written in the first column of the first

set. Other household members will be recorded consecutively in next columns of the questionnaire set in order of: *wife/husband, children, nephew, father/mother, and lastly others*. If because of any reason that enumerator records incorrect information to one (or more) column(s), which need to be cross out, then he/she does not need change the serial numbers printed on top line of the questionnaire set.

The interview of mortality and housing information for households with 2 or more questionnaire sets will be recorded on the last set.

- After finishing the recording of items "Full name" (**Question 1**), "Relationship to household head" (**Question 2**) and "Sex" (**Question 3**) for all household's usual residents, enumerator should:

+ Repeat "Name" of each person on printed line in column having the same serial number in consecutive pages of a questionnaire set. **The repeat of "name" of household's usual residents on top lines of all pages of a questionnaire set is compulsory to every enumerator**.

+ Base on identification information: "HOUSEHOLD NUMBER", "QUESTIONNAIRE SET NUMBER" on the cover page to fill in boxes on top of odd pages.

Question 1 to Question 7: *Ask about all household's usual residents*

Question 1: FULL NAME OF EACH PERSON USUALLY RESIDING IN HOUSEHOLD, STARTING WITH HOUSEHOLD HEAD

In order to accurately define the number of household's usual residents, enumerator must apply properly stipulations on household usual residents through using "**Interview chart on definition of household usual residents**" (*Appendix 5*) to interview.

Full name (including middle name) of each of household's usual residents must be clearly written down in normal letters with tone on printed lines. A new-born baby that his/her parents have not given name to him/her, then enumerator will record family name of his/her father (or mother) with three dots (…).

For example:

1. FULL NAME OF EACH PERSON USUALLY RESIDING IN THE HOUSEHOLD, STARTING WITH THE HOUSEHOLD HEAD. APPLICATION OF INTERVIEW PROCESS FOR DETERMINATION OF USUAL RESIDENTS	Nguyen Van An _____

Note:

(i) Each person has only one place of usual residence and he/she must be recorded at the place he/she usually resides and be only recorded there;

(ii) Place of usual residence of a person is the address that he/she usually lives or has just moved in to get permanent stay;

(iii) For persons although they have just moved in to get work, but they moved in an entire household, persons whose interval of time from the date they left their family (departure place) up to the date of the 2009 Census is 6 months or longer and persons who do not have any usual residence, they are enumerated at the place they are residing.

(iv) In bordering districts there are some minorities with the habit of shifting cultivation and nomadic residence, enumerator should pay attention to ask and record all "temporary absent" residents during the field work time.

Question 2: *Relationship to household head*

Relationship to household head includes the following categories:

+ *Household head:* is the representative of the household recognized by all household members.

Household head is always recorded on column with serial number "1". If a household having to use 2 questionnaire sets or more then household head will be recorded on column with serial number "1" of the first set; columns with serial number "1" of the second or third sets will be still used to record other members in the household.

Household head here can be the same or different from that recorded in household register provided by police.

For a household that parents are under the management of the Ministry of National Defense, Ministry of Public Security and are recorded according to own plans, but their children are recorded by local authority, then these children are defined as a household. The household head will be the oldest child.

+ *Wife/husband:* (see the way of interviewing and recording Question 18, section "Married").

This includes those who have been recognized by law or local customs and habits as married (wife or husband), or living with a person of the opposite sex as a married couple.

*Note***:** If a household head living with 2 wives (husbands) or more in his/her household, then all these persons are defined as wives (husbands) of the household head.

+ *Biological child***:** This includes those who were delivered by the household head himself/herself.

+ *Grandchild***:** This includes those who were delivered by the biological child (son or daughter) of the household head.

+ *Father/mother***:** This includes household head's biological father/mother, household head's father in law/mother in law. Adopted father/mother of household head's wife/husband is also defined as father/mother.

+ **Others**: This includes those who have family relationship but other from wife/husband, biological child, or biological father/mother, grandchild of the household head. For example, stepchild of wife/husband, grandfather/mother brother/sister, ant/uncle/, friend, maid, etc.

Question 3: *Is [NAME] male or female?*

For household members who are directly interviewed, or present home during the time enumerator is interviewing household head or his/her representative, it is easy to define whether each of them is male or female and hence mark an appropriate small box. However, for small children and persons absent from home, enumerator is not allowed to use their "middle name" to guest their sex, but have to ask the household head.

Question 4: *In what solar calendar month and year was [NAME] born?*

Month and year of birth are recorded in solar calendar and they are the actual month and year of birth in solar calendar and are not following any kind of document (identification card, population registration book, etc.).

If the respondent knows the month and year of birth in solar calendar, then enumerator records that month and year on printed boxes. If he/her only remembers the month and year of birth in lunar calendar, then enumerator must use the "**Conversion between lunar and solar calendar years**" (*Appendix 7*) to convert lunar calendar month and year to solar calendar month and year.

Note: The solar calendar year often comes more than 1 month before the lunar calendar year, when converting month of birth in lunar calendar to solar calendar, enumerator should add 1 to the month of birth in lunar calendar. Thus, *persons born from* **month 1 (thang gieng)** *to* **month 11 (thang mot)** *in lunar calendar month will become the months of February to December of the same year. If they were born in* **month 12 (thang chap)** *in lunar calendar, their month of birth in solar calendar will be January of the next year*.

If the respondent does not remember the month of birth, enumerator must use prompt: In what season was [NAME] born? Born before or after lunar calendar Tet, mid lunar calendar month 7, mid month 8, born before or after the date of the victory of Dien Bien Phu battle (7th May in solar calendar), liberation of the South (30th April in solar calendar), National Day 2nd September, Uncle Ho's birth day (19 May in solar calendar), etc. to help respondent remind and remember the month of birth.

As the Census day is 1st April, so those who have the same year of birth and the month of birth from January to March will have the same way of calculation of completed age, and those who have the same year of birth and the month of birth from April to December will have the same way of calculation of completed age. It is therefore that in case the prompt was used but not successful, then try to ask whether the respondent was born in the first three months or in the last nine months of the solar calendar year to select randomly one of the first three months, or of the last nine months to put into corresponding two boxes.

If after taking such an effort, respondent is still unable to remember the month of birth, enumerator will put '98' into the corresponding two boxes and continue to ask about the year of birth.

If the respondent remembers the birth year in lunar calendar, enumerator will record that year into four printed boxes. For example, if the birth year is 1954, record '1954' into four boxes, 1 digit in 1 box.

If the respondent does not remember the birth year in solar calendar, but remember the birth year in lunar calendar (for example Binh Ty, At Suu, etc., or even only remember the animal age: Tiger, Cat, etc.,), use the *"Conversion between lunar calendar and solar calendar years"* (*Appendix 7*) to choose a corresponding solar calendar year to fill in corresponding four boxes, then move to ask of Question 6, not Question 5.

Note, in using the "Conversion between lunar calendar and solar calendar years" to choose a solar calendar year for the respondent, there would be a difference of 12 years (if the respondent can only remember the age in animal year – "*chi*") or 60 years (if the respondent can remember both "*can*" and "*chi*", so it is necessary to ask an additional question "By this year how old was [NAME]?" in combination with looking at the face of the respondent to determine the true age for the respondent to avoid confusion.

In case the respondent is unable to remember the year of birth, the enumerator marks (x) in small box next to the code number '9999', then ask about Question 5 and leave the boxes used to record the year of birth in solar calendar blank.

Question 5: *What is [NAME]'s age at his/her last birthday?*

This question is only asked and recorded for those who did not remember their birth year (*Question 5 marked (✕) in the small box next to the code number '9999'*).

This aims to collect information on correspondent's age in solar calendar. Thus, when the respondent gives his/her age, enumerator must ask an additional question "*Is that age in lunar or solar calendar*". If the answer is "in lunar calendar", then before filling the age in two printed boxes, enumerator must subtract 1 from that age to get age in solar calendar (because age in lunar calendar is generally 1 year older than that in solar calendar).

If the respondents age in solar calendar is greater than 95 years old, then enumerator records "95" in two printed boxes.

Those whose age in calendar year is less than 10, enumerator must fill "0" in left box.

When the respondent was unable to remember his/her age, enumerator can refer to related documents or discuss with other household members to obtain the age, or take prompts to make an estimate of age. The prompt can be done by:

Compare age of the respondent with age of any household member or age of someone nearby that he/she knows exactly age of that person.

If the prompt is not successful the enumerator must estimate the respondent's age by looking at his/her body, that is to look at outward body in combination with considering his/her children's age, his/her wife/husband's age, etc. to guest an approximation age for the respondent. It is noted that this is an unwilling way, is only used when no prompt was successful. It is not allowed to put the code of "not stated" for the question of "age in calendar year".

*Note: **When interviewing and recording Questions 4 and 5, enumerator must pay attention to find old persons with age of 100 years old or more (or Question 4 was recorded from March 1903 backward, or when asking Question 5, the respondent answered an age of 100 or more. If any, enumerator must fill out the "Notification of persons with age of 100 years old or more" (use Appendix 6 to fill) to submit it to his/her supervisor***.

Question 6: *To what ethnic group does [NAME] belong?*

If the respondent is Kinh, the enumerator mark (×) in small box next to code '1'.

If the respondent is not Kinh, the enumerator marks slash (×) in small box next to code '2'. After that, write down the name of the respondent's ethnic group in printed line, and use the "***List of ethnic groups in Vietnam***" in Appendix 10 to choose the code corresponding to that ethnic group to fill in 2 boxes.

For example: A man reports his ethnic group is "Kho Me", it is recorded as:

6. To what ethnic group does [NAME] belong?	KINH.. 1		
	OTHER ETHNIC GROUP...... 2	×	
	Kho Me	0	5
	NAME OF ETHNIC GROUP		

For a person who is a biological or adopted child of a married couple that husband's ethnic group is different from wife's one then the ethnic group of their child is defined by an agreement of his/her parents. In case his/her parents did not reach an agreement, his/her ethnic group is taken according to his/her father's ethnic group (the Civil Law).

With ethnic groups following the matriarchy, record the ethnic group for the child according to that of his/her mother.

For the child of an unmarried woman, his/her ethnic group is recorded according to his/her mother's ethnic group. In case there is a man who recognizes the child as his child and agrees to record his name in the child's birth certificate, and this is accepted by the mother, then ethnic group of the child is recorded according to the ethnic group of the father.

For a foreigner whose nationality is Vietnamese then his/her ethnic group is recorded according to his/her original nationality. For example, if a person

whose original nationality is American, then write down "American" in space on printed line.

Question 7: *Does [NAME] follow any faith/religion?*

The determination of whether a person follows any faith/religion or not, if yes, what is that faith/religion, is totally based on the answer of the respondent. We do not concern to whether that person is a believer of the faith/religion or not.

If the answer is "Yes", enumerator marks slash (×) in small box next to code '1', and then asks and records the name of the faith or religion that the respondent has answered on printed line. After that, he/she uses Appendix 11 the "List of religions in Vietnam" to select a code for that faith (religion) and fill it in 2 printed boxes.

For example, A woman answered she follows "Muslim" then it is written as bellows:

7. Does [NAME] follow any faith/religion? IF YES: What is [NAME]'s faith/religion?	YES .... 1 ⊠ **Hoi giao** |0|4| NAME OF RELIGION NO .... 2 ☐

If the answer is "No" (or "Luong"), enumerator marks slash (×) in small box next to code '2'.

Question 8: This is a filter question. Enumerator must check Question 4 or 5. If the respondent is 5 years old or more (or Question 4 recorded a date ranging from March 2004 backward, or Question 5 recorded "05" or more), then ask Question 9. In contrast, if the respondent is less than 5 years old (or Question 4 recorded a date ranging from April to March 2009, or Question 5 recorded a code number ranging from '00' to '04') then end the interview of this person. After that enumerator moves to ask and record the questionnaire for the next household member. If there is no member in that household then enumerator moves to ask and record the Part 2: Mortality information.

Question 9: *Where did [NAME] usually reside five years ago (on 1 April 2004)?*

The concrete recording way is follow: The respondent's place of usual residence 5 years earlier than the census date (on 1 April 2004) can only be one of the following:

(i) ***Same commune/ward:*** If the respondent's place of usual residence 5 years earlier than the census date (on 1 April 2004) is in the same commune (*being recorded in the line "commune/ward" on questionnaire's cover*

page), then enumerator marks a slash (×) in small box next to code '1', and moves to ask Question 11, not to ask Question 10.

 (ii) *Another commune/ward in the same district:* If the respondent's place of usual residence 5 years earlier than the census date (on 1 April 2004) is in a commune/ward different from the commune/ward of his/her current place of usual residence, but in the same district/quarter that he/she is usually residing, then enumerator marks a slash (×) in small box next to code '2', and move to ask Question 10.

(iii) *Another district/quarter in the same province/city:* If the respondent's district/quarter of usual residence 5 years earlier than the census date (on 1 April 2004) is another one, but in the same province/city, then enumerator marks a slash (×) in small box next to code '3', at the same time writes down the name of that district/quarter on printed line, checks its code number in the "**List of administrative units of district level**" (*being prepared by Provincial Census Steering Committee to distribute to enumerators*) to fill in 3 boxes nearby, then asks Question 10.

For example: A male enumerator is carrying out interviews in an enumeration area in Mo Cay district, Ben Tre province. In Mr. A's household there is a male member whose place of usual residence on 1 April 2004 was Chau Thanh district, Ben Tre province, then this question is recorded as follow:

9. Where did [NAME] reside, five years ago (on 1/4/2004)?	SAME COMMUNE/WARD................ 1 ☐
	ANOTHER COMMUNE/WARD IN SAME DISTRICT/QUARTERN...2 ☐
	ANOTHER DISTRICT/QUARTER IN SAME PROVINCE...............3 ☒
	Chau Thanh
	_____ 8 3 1
	NAME OF DISTRICT
	ANOTHER PROVINCE/CITY....4 ☐
	_____
	NAME OF PROVINCE
	ABROAD.....................................…….5 ☐
└	Q11 ←

(iv) *Another province:* If the respondent's province/city of usual residence 5 years earlier than the census date (on 1 April 2004) is different from the one that he/she is usually residing, then enumerator marks a slash (x) in small box next to code '4', and at the same time write down the name of the province/city on printed line. Check the code number of the province/city at Appendix 9 the *"List of administrative units of provincial level"* and fill it in two boxes nearby and move to ask Question 10.

For example: A female enumerator is collecting census data in an enumeration area in Binh Duong province. In Mrs. Hoa's household there is a

female member whose place of usual residence on 1 April 2004 was Thanh Hoa province, then it is recorded as follow:

9. Where did [NAME] reside, five years ago (on 1/4/2004)?	SAME COMMUNE/WARD 1
	ANOTHER COMMUNE/WARD IN SAME DISTRICT/QUARTERN…2
	ANOTHER DISTRICT/QUARTER IN SAME PROVINCE…………..3
	_____ NAME OF DISTRICT
	ANOTHER PROVINCE/CITY.....4 [X]
	Thanh Hoa 3 8
⌐	NAME OF PROVINCE
	ABROAD 5
	Q11 ←

(v) *Abroad:* If the respondent's place of usual residence 5 years earlier than the census date (on 1 April 2004) is in abroad, then enumerator marks a slash (x) in small box next to code '5', and then move to ask Question 11, not to ask Question 10.

Note: If a person whose place of usual residence on 1 April 2004 differs from his/her place of usual residence at the census date, but the name of the place of usual residence on 1 April 2004 was changed because of adjustment or rename of administration units, etc., enumerator must record the name of the previous usual residence according to the **current (new) name**, not record according to the previous (old) name.

In case the respondent does not know what the current name of the place of previous residence is, enumerator must ask neighbouring people to identify its current name to record..

For a person with no place of usual residence on 1 April 2004, enumerator records the name of the place where he/she was present on 1 April 2004.

Question 10: *Is the above-mentioned place of usual residence a ward, a district town or a commune?*

This question is only asked and recorded for those that Question 9 has slash in one of 3 small boxes next to codes: or '2' or '3' or '4'.

If the respondent's place of usual residence five years ago was "ward" or "district town", enumerator marks a slash (x) in small box next to code '1', if the respondent's place of usual residence five years ago (1April2004) was "commune", enumerator marks a slash (×) in small box next to code '2'.

Note: Those which were "commune" on 1 April 2004, but now become "ward" or "district town", enumerator marks a slash (×) in small box next to

code '2' (XA). Contrarily, those which were "ward/district town" on 1 April 2004, but now become "commune", enumerator marks a slash (×) in small box next to code '1' (PHUONG/THI TRAN).

For example: a man reported that on 1 April 2004 he resided in Bien Giang commune, Thanh Oai district, but it is now changed to Bien Giang ward and belonged to Ha Dong quarter, enumerator still marks a slash (×) in small box next to code '2' (XA).

Question 11: *Does [NAME] have any difficulty when […]?*

This question aims at the collection of information on disability of the respondent. The question is divided into 4 sub-questions to ask the respondent of the four abilities of viewing (even wearing glasses), hearing, walking, and remembering or attention concentration. It is therefore that enumerator must ask each of the abilities alternately (three dots in […] will be replaced by each of the above-mentioned abilities when interviewing).

For example: firstly, enumerator asks "*Does [NAME] have any difficulty when **viewing, even wearing glasses**?*" If the answer is "No", enumerator marks a slash (x) in small box next to code '1' (no difficulty), and asks the second ability "*Does [NAME] have any difficulty when **hearing**?*" If the answer is "Yes", enumerator asks the respondent "*How difficult is it: difficult, very difficult or unable*?" Basing on the answer of the respondent and in combination with looking at the respondent (if he/she present), enumerator marks a slash (×) in an appropriate small box. After that enumerator will ask about the second ability. Continue as such until the last ability of "*Remembering or attention concentration*".

For example: a man reported that all abilities are good, only his eyes are long sight, if wearing glasses it becomes normal, but if not he is unable to read books, newspaper. His ears are hard of hearing, he is able to hear if speaking slowly. So the questionnaire is recoded as:

11. Has [NAME] has any difficulty as: IF YES: How difficult is it?: a little, very difficulty or been unable.	NO DIFFICULTY	A LITTLE DIFFICULTY	VERY DIFFICULTY	UNABLE […]
a) Seeing (even if wearing glasses)?	1 [×]	2 [ ]	3 [ ]	4 [ ]
b) Hearing?	1 [ ]	2 [×]	3 [ ]	4 [ ]
c) Walking?	1 [×]	2 [ ]	3 [ ]	4 [ ]
d) Remembering or paying attention to?	1 [×]	2 [ ]	3 [ ]	4 [ ]

Note: Generally, the determination of the level of disability of the above-mentioned abilities is done by the respondent him-/herself. However, <u>a person who is disabled at eye, ear, leg and memory deficiency cannot be classified as "No difficulty" on the ability that person faces problem, even he/she has answered "No difficulty"</u>. For example: a man with a wrong eye then he cannot be classified as "no difficulty", even he answered that "he views things normally". Similarly, if a leg of the respondent was truncated then that man

cannot be classified as "no difficulty" even he had an answer that "he walk normally", etc.

Question 12: *At present, is [NAME] attending, ever attended or never attended schools?*

These are schools that respondents are attending or have completed, including both the regular and irregular schools.

Basing on the answer of the respondent that enumerator marks a slash in an appropriate small box.

If the respondent answered he/she has never been going to school, enumerator marks a slash (x) in small box next to code '3', and then moves to Question 16, not to Questions 13, 14 and 15.

Question 13: *What is the highest education level that [NAME] is attending or has completed?*

This is asked only those who are attending schools or have completed (Question 12 marked slash (x) in small box next to code '1' or '2').

The current education levels in Vietnam include:

1. ***Pre-primary education:*** This includes persons who are on the census day attending pre-primary schools or have completed pre-primary schools as the highest education level.

   If the highest education level of the respondent that he/she is attending or has completed as the pre-primary schools, enumerator marks a slash (x) in small box next to code '00', and then moves to Question 16, not to Questions 14 and 15.

2. ***Primary education:*** This includes persons who are on the census day attending primary schools or have completed primary schools as the highest education level, consisting of:

   - Persons who have completed or ever-attended primary schools but not completed yet, and persons who were attending a grade of primary school and dropped out.

   - Persons who are attending any grade of primary schools.

3. ***Lower secondary education:*** This includes persons who are on the census day attending lower secondary schools or have attended lower secondary schools as the highest education level, consisting of:

   - Persons who have completed or ever-attended lower secondary schools but not completed yet, and persons who were attending any grade of lower secondary school and dropped out.

   - Persons who are attending any grade of lower secondary schools.

4. ***Primary vocational training:*** This includes persons who are on the census day attending or have completed primary vocational training schools or

vocational training courses of less than 3 months as the highest education level.

Primary vocational training includes those who are attending or have completed vocational training courses of 3 months to less than 12 months (1 year).

5. *Secondary education:* This includes persons who are on the census day attending or have stopped going to secondary schools as the highest education level they achieved, consisting of:

- Persons who had completed or ever-attended secondary schools but not completed yet, and persons who have attended any grade of lower secondary schools but dropped out.

- Persons who are attending any grade of lower secondary schools.

6. *Secondary vocational training:* This includes persons who are attending or have ever-attended (including those who had completed and those who had ever-attended but dropped out) secondary vocational training schools.

Time duration of vocational training: It is from 1 to 2 school-years depending on the training field for persons who had completed secondary schools; from 3 to 4 school-years depending on the training field for persons who had completed lower secondary schools.

7. *Secondary vocation:* This includes persons who are attending or have ever-attended (including those who had completed and those who had ever-attended but dropped out) secondary vocational schools.

Time duration of secondary vocational schools: It is from 1 to 2 school-years for persons who had completed secondary schools; from 3 to 4 school-years for persons who had completed lower secondary schools.

8. **High vocational training:** This includes persons who are attending or have ever-attended (including those who had completed and those who had ever-attended but dropped out) high vocational training colleges.

Time duration of high vocational training: It is from 2 to 3 school-years depending on the training field for persons who had completed secondary schools; from 1 to 2 school-years depending on the training field for persons who had completed secondary vocational training schools of the same training field.

9. **High vocational education:** This includes persons who on the census date are attending or have ever-attended (including those who had completed and those who had ever-attended but dropped out) high vocational education colleges.

Time duration of high vocational training: It is from 2 to 3 school-years depending on the training field for persons who had completed secondary schools; from 1 and half to 2 school-years depending on the training field for persons who had completed secondary vocational training schools of the same training field.

10. **University/Bachelor:** This includes persons who on the census date are attending or have ever-attended (including those who had graduated and those who had attended but dropped out) university education.

Time duration of university: It is from 4 to 6 school-years depending on the training field for persons who had completed secondary schools or secondary vocational education; from 2 and half to 4 school-years for persons who had completed secondary vocational education of the same training field; from 1 and half to 2 school-years for persons who had completed high vocational education of the same training field.

11. **Master:** This includes persons who on the census date are attending or have ever-attended (including those who had graduated and those who had attended but dropped out) master-degree education courses.

Time duration of master education: It is from 1 to 2 school-years for persons who had completed university education.

12. **Ph.D (Doctor):** This includes persons who on the census date are attending or have ever-attended (including those who had graduated and those who had attended but dropped out) Ph.D (doctoral)-degree education.

Time duration of Ph.D education: It is for 4 school-years for persons who had graduated from university; from 2 to 3 school-years for persons who had obtained master degree. In special cases, the time duration of Ph.D education can be prolonged according to stipulations of the Minister of Education and Training.

Note:

- For persons who were fostered with some training after university vocation or through post-university study, they are not classified as master, doctor levels. If necessary, enumerator may request them to show their degree/diploma/certificate.

- If a man who had obtained degree/diploma/certificate of various education levels, enumerator only marks a slash (x) in a small box corresponding to the highest education level he had achieved. For example: If a woman who had both the bachelor degree and master diploma, enumerator only marks slash (x) in the small box next to code '10-Master'.

Question 14: *What is the highest grade/year of education/training [NAME] is attending or has completed at the above-mentioned level?*

For a person that Question 13 was marked slash (x) in 1 of small boxes next to code '01', or '02', or '04', enumerator records the highest general education grade (12-year system) that the person is currently attending or finished its curriculum and upgraded or passed national examination required for that grade in 2 printed boxes. In case the respondent has followed an educational system other than the current 12-year system, enumerator must use the "Conversion of general education grade" in Appendix 8 to convert the grade in other system to the 12 year system to record in 2 printed boxes.

In case a person has finished the curriculum of a grade, but was not upgraded or not passed the examination or a person was attending a grade but dropped out, enumerator must record according to the grade next to that grade (one grade lower). For example: a person who has finished grade 4's curriculum in the 12-year system, but he was repeated and dropped out will be recorded '03' in 2 printed boxes.

A person who has finished grade 1's curriculum but was nor upgraded or has not finished grade 1 yet will be coded '00' in 2 printed boxes.

A person that Question 13 was marked slash (x) in 1 of small boxes next to codes: '05', '06', '07', '08', '09', '10' and '11', if he/she was attending and then dropped out will be coded according to the year he/she had completed.

For example: a person who was attending the third year in a university and then he dropped out will be coded '02' in 2 printed boxes.

14. What is the highest grade/year of education/training [NAME] is attending or has completed at the above-mentioned grade? (GRADE IS CONVERTED INTO 12-YEAR GENERAL EDUCATION LEVEL)	GRADE/YEAR	0	2

Note: The above-mentioned year is the number of years that a person must spend in accordance with official stipulations to complete an education/training level. It did not count the repeated years.

For example 1: The curriculum of business management of the National Economic University is 4 years. A student who spent 6 years to complete it (with 2 repeated years) will be coded '04' in 2 printed boxes.

For example 2: A student who spent 3 years to complete the curriculum of the second year, University of Natural Sciences, and then dropped out will be coded '02' in 2 printed boxes.

For person who is following one of the above education levels, enumerator must record the ordinal year he/she is attending. For example: a person is attending the first year in a college, it is recorded as follow:

14. What is the highest grade/year of education/training [NAME] is attending or has completed at the above-mentioned grade? (GRADE IS CONVERTED INTO 12-YEAR GENERAL EDUCATION LEVEL)	GRADE/YEAR	0	1

Persons whose Question 13 were marked slash (x) in small box next to code '03' (Primary vocational training): coded '00' in 2 printed boxes.

Question 15: This is a filter question. Enumerator checks Question 13. If Question 13 was marked slash in small box next to code '01', enumerator asks Question 16; if Question 13 was marked slash in one of the remaining small boxes, enumerator skips to ask Question 17, not to ask Question 16.

Question 16: *At present, can [NAME] read and write?*

This is only asked for 2 cases: 1) persons never-attended schools (Question 12 marked slash (x) in small box next to code '3'), and 2) persons whose highest education levels are "*pre-primary*" or "*primary*" (Question 13 marked slash (x) in small box next to codes '00' or '01'.

Ability to read and write (literacy): It is the ability that a person can read and write a short, simple statement in Vietnamese, ethnic or foreign language on his/her day life.

Question 17: This is a filter question. Enumerator checks Questions 4 or 5. If the respondent is 15 years old or more (or Question 4 recorded a date of birth from March 1994 backward, or Question 5 recorded "15" onward), enumerator will ask Question 18. On the contrary, if the respondent is under 15 years old (or Question 4 recorded a date of birth from April 1994 to March 2009, or Question 5 recorded one of the number from "00" to "14"), then enumerator ends the interview to this person. After that enumerator will move to ask and record the next household member. If the household has no member, enumerator will move to Part 2: Mortality information.

Question 18: *What is the current marital status of [NAME]?*

The current marital status (that is the census time point) of a person can only be one of the following categories:

(1) Single, in other words, never married: A person is categorized "single" if he/she is never married or never lived with a person of the opposite sex as a married couple.

(2) Married: A person is categorized "married" if he/she is recognized by the marriage laws or customs of the locality as married or being lived with a person of the opposite sex as a married couple.

(3) Widowed: A person is categorized "widowed" if his/her wife/husband was died and he/she is currently not remarried.

(4) Divorced: A person is categorized "divorced" if he/she is recognized by the marriage laws of the country as divorced and is currently not remarried.

(5) Separated: A person is categorized "separated" if he/she is on name having wife/husband, but due to some reason is currently living with his/her wife/husband as a married couple.

Note: It should be clearly distinguished between the separated with those who are living far from their wives/husbands because of, for example: going on fieldtrips, working far away home (even working abroad) in a long period of time. These persons still belong to the category "*married*".

Question 19: *What is the highest qualification that [NAME] attained?*

It is the highest qualification that the respondent had been trained at a regular vocational education/training base or irregular base, such as: special course, in-service training course, second diploma course, on-the job training course, etc, including training at political, religion schools.

A person can only belong to one of the following:

1. No qualification

This includes persons who had not passed any vocational training courses and therefore had not attained any vocational training certificates.

2. Primary vocational training

These are persons whose highest qualification was obtained from primary vocational training courses or vocational training courses of less than 3 months.

3. Secondary vocational training

These are persons whose highest qualification was obtained from secondary vocational training courses.

4. Secondary vocational education

These are persons whose highest qualification was obtained from secondary vocational education courses.

5. High vocational training

These are persons whose highest qualification was obtained from high vocational training courses.

6. High vocational education

These are persons whose highest qualification was obtained from high vocational education courses.

7. University

These are persons who were trained at and graduated from universities.

8. Master

These are persons who were trained at and graduated from training bases of master level.

8. Doctor/PhD

These are persons who were trained at and graduated from training bases of doctoral/PhD level.

Questions from 20 to 30: These are questions on work in the last 7 days of persons of 15 years old or more. Thus, in order to collect exact information, enumerator must have direct interviews to those persons.

Question 20: *Now, let me ask about the work in the last 7 days: During the last 7 days, did you do any work to earn income?*

This question is asked to all persons of 15 years old or more.

Last 7 days are 7 days starting from the day before the date that enumerator visits household to conduct the interview backward. For example, enumerator conducts an interview on 5 April 2009, and then the last 7 days include: 4 April, 3 April, 2 April, 1 April, 31 March, 30 March and 29 March.

Work means all engagements in economic activities of at least one hour to produce income and does not prohibit by the laws.

Being classified as working in the last 7 days comprises all persons who during 7 days prior to the date that enumerator visits household to conduct the interview have worked at least one hour to produce income, including those who worked for their family not requiring payment, such as: salary workers, businessmen or persons working on their gardens, farms.

For persons who are abroad within their permitted time duration and persons who are working in other places for less than 6 months since their leave of families (including those who are doing fishing, going on ocean vessels, buying from afar, going business missions, etc., and leaving the family for six months or longer): if respondent cannot determine whether they are during the last 7 days working or not, enumerator marks a slash (x) in small box next to code '3' "DON'T KNOW" and then skips to ask Question 31, not to ask questions 21 to 30.

Note: A person does not consider as employed, if during the last seven days he/she performed voluntary work, helped other persons (voluntary youths, helpers, etc…), anthropology work, etc…

If respondent answers that during the last seven days he/she only undertook works as mentioned above, enumerator should ask additional question "*Apart from that work (the work respondent has reported), did you have another work of 1 hour or more to earn money*?" If respondent undertook another of 1hour or more to earn income, he/she is counted as employed in the last seven days.

If during the last seven days, the respondent has worked for at least one hour to earn income, enumerator marks a slash (x) in small box next to code '2', and then asks Question 21.

Question 21: *Did you still receive wage/salary, although you did not work?*

Those who answer "Yes" to this question are persons who had a permanent job, but due to some reason they temporarily did not work and are still paid by employer such as: working leave, maternity leave, sick leave, etc… and they have an assurance of a return to work following the end of the leave.

If the respondent belongs to this kind of persons, enumerator marks a slash (×) in small box next to code '1', and then skips to Question 22b, not Question 22.

Persons who receive retired, illness pensions are not counted as this kind of persons.

If during the last seven days, the respondent did not do any work of at least one hour to earn income, and also did not pay, enumerator marks a slash (x) in small box next to code '2', and then asks Question 22.

Question 22: *Did you have a job that you will return to work during the next 30 days?*

If during the last seven days, the respondent did not do any work to earn income, and also did not pay by employer, but he/she has a job and has an assurance of a return to work in next 30 days, enumerator marks a slash (×) in small box next to code '1' (YES).

For example: a private carpenter, during the last 7 days he accompanied his daughter to Hanoi for national examination, he did not do woodwork, and also did not do any work to earn money. He intended he will return to do his woodwork in next week (starting from the time enumerator conducts the interview). Thus, enumerator will mark slash in small box next to code '1' (YES).

If during the last 7 days, the respondent did not do any job to earn income; he/she did not get wage/salary; he/she also did not have job to return to work within the next 30 days, enumerator marks slash in small box next to code '2', and then moves to Question 28, not to questions 23 – 27.

Question 23: This question is asked of persons having answer "YES" (being marked slash in small box next to code '1') to Question 20 or Question 21, or Question 22.

If Question 20 was marked with a slash in small box next to code '1', enumerator will ask Question 23a: *"During the last 7 days, what was the main type of work you did and what position did you hold for the above-mentioned work (IF ANY)?"*

If Question 21 or Question 22 was marked with a slash in small box next to code '1', enumerator will ask Question 23b: *"During the 7 days before temporarily stopping work, what was the main type of work you did and what position did you hold for the above-mentioned work (IF ANY)?"*

The main type of work in the last 7 days: is the name of work for which he/she spent most of his/her working time in 7 days before the interview.

The main work in 7 days before temporarily stopping work: is the name of work for which he/she spend most of his/her working time in 7 days before temporarily stopping work (7 days before respondent left the job for leave, maternity leave, own-work leave, etc…).

Enumerator must record in very detailed the name of work that he/she did and the position (if any) he/she held in 7 days prior to the interview date in space above the printed lines, *leave 3 boxes blank* (coder will fill in these 3 boxes later). The following are examples on the way of recording the name of work:

Not detailed enough	Detailed
"Agriculture work", "cultivation"	"rice planting", "coffee planting", "fish feeding", "pig feeding"…
"Worker"	"mechanic worker of level 3", "mine worker of level 5", "electric worker of level 6", "motorcycle repairer", "knitting worker of level 4",...

"Driver"	"bus driver of level 2", "truck driver of level 1", "bulldozing driver", "crane driver"
"Cadre", "Officer"	"archive staff", "accountant", "wage main specialist"
"Teacher"	"secondary school teacher", "primary school teacher", "kindergarten teacher"
"Seller"	"candy wholesale seller", "construction materials detail seller", "on-street fruit seller",

Recording information for Question 23 requires the recording of "name of work in detail", "skill level", and "position" (if any).

Some examples:

- A woman reported the main job she did in the last 7 days is general accountant and she held head of the finance section:

23a. During the last 7 days, what was the main type of work you did and what position did you hold for the mentioned work (IF AVAILABLE)?	General accountan finance section
23b. During the 7 days before having break from work, what was the main type of work you did and what position did you hold for the mentioned work (IF AVAILABLE)?	

- A man reported the main job he did in the last 7 days is a mason of level 5, it is recorded as follows:

23a. During the last 7 days, what was the main type of work you did and what position did you hold for the mentioned work (IF AVAILABLE)?	mason of level 5
23b. During the 7 days before having break from work, what was the main type of work you did and what position did you hold for the mentioned work (IF AVAILABLE)?	

- A man reported the main job he did in last 7 days before temporarily stopping work is to do the organization and personnel work, and held the section head, it is recorded as follows:

23a. During the last 7 days, what was the main type of work you did and what position did you hold for the mentioned work (IF AVAILABLE)?	organization and personnel work section head
23b. During the 7 days before having break from work, what was the main type of work you did and what position did you hold for the mentioned work (IF AVAILABLE)?	☐☐☐

Note:

- For persons who are working as professional specialists, and participating in Party, mass union work (part-time – no salary, pluralism), their main jobs are those on professional works and positions (if any) pertaining to those works, not pluralism works they are taking part. For examples:

+ A woman who is head of the Organization Section of a Provincial Statistics Office and is secretary of the party branch of Provincial Statistics Office (pluralism – no salary), her main job is recorded as "head of the organization section";

+ A man who is a rice cultivator and party branch secretary of a village (pluralism – no salary or with pension), his main job is recorded as "Rice cultivation".

- For persons performing religion works, enumerator must record clearly their dignitaries. For instance: Buddhist priest, bishop, temple chief monk, missionary/priest, pastor/missionary, Buddhist novice, Buddhist monk, etc…

Question 24: *With the above-mentioned work are you the contributing family-worker, employee or work as another role?*

This question is asked of those with information in Question 23.

This question aims at collecting information on status in employment of the respondent at the place they are working. Status in employment is classified into 3 main categories:

1. Contributing family-worker

This includes persons who do works organized by their family members (usually father or mother or both) to get income/profit but they did not receive wage, salary.

In case works are organized by parents but they receive wage, salary from their parents, they would not be counted as family worker, but as *"employee"*.

If the respondent is defined as family worker, enumerator marks a slash in small box next to code '1', and then asks Question 25.

2. Employee

This includes persons who employed by organizations, other individuals according to contracts (labor contract, recruitment decision, etc…) in order to perform one or a series of works with the aim of achieving purposes that those organizations, individuals set up, and they are paid in cash or in kind by those organizations, individuals.

If the respondent is defined as employee, enumerator marks a slash in small box next to code '2', and then asks Question 25.

3. Other

This includes persons who are not defined as one of the above two categories.

If the respondent is defined as other, enumerator marks a slash in small box next to code '3', and then asks Question 25.

Question 25: *Does the establishment where you did the above-mentioned work belong to individual, household of individual production and trade, collective, private, state or foreign investment economic sector?*

The place at where a person is working can be only classified into one of the following 6 economic categories:

1. Individual

This includes individuals performing services without business registration according to Government's decree number 88/2006/ND-CP, specifically:

- Those who sell things on the streets, buy from afar, mobile business, services, except doing business on specialized occupations such as medicine, pharmacy, etc…;

- Individuals who have free works (he works by himself, he decides all), such as: bicycle repair, motorbike repair, Honda taxi, etc…).

A person who is defined his main job in the last 7 days belongs to individual, enumerator marks a slash (x) in small box next to code '1'. He/she then moves to Question 31, not Questions 26 – 30.

2. Household of individual production and trade

This includes households who are doing agriculture-forest-fishing production and business or non-agriculture-forest-fishing production and business headed by an individual or a group of individuals or a family household, and have not registered as enterprises.

An individual production and trade household can produce more than one type of main products, persons who participate in producing a type of main products, enumerator records name of that main product in Question 27.

A person who is defined his/her main job in the last 7 days belongs to individual production and trade household, enumerator marks a slash (×) in small box next to code '2'. He/she then moves to Question 27, not Questions 26.

3. Collective: This includes:

- Collective economic units: cooperatives, comprising agriculture cooperatives, craft industrial cooperatives, construction cooperatives, trading cooperatives, service cooperatives, credit cooperatives (People's credit fund, etc…), etc… that their establishments are registered in accordance with the Cooperative Laws;

- People's non-profit units, units of non-government social-occupational organizations, units of non-government social organizations and other non-government units. Budget for activities of these units are contributed by their members.

A person who is defined his/her main job in the last 7 days belongs to collective economy, enumerator marks a slash (×) in small box next to code '3'. He/she then moves to Question 26.

4. Private

This includes enterprises which are established and operated in accordance with the Private Enterprise Law. Specifically it includes: enterprise: private limited company, non-state joint stock company; private enterprise.

- Private limited companies: these comprises limited companies owner of which (one or more members) are private (100% private capital).

- In-country joint stock companies: these comprise in-country joint stock companies that all their shareholders are non-government organizations, individuals; in-country joint stock companies with government shareholders but they do not hold control or special shares.

- Joint state-private companies: these are enterprises, of which:

+ It should have at least two joint members; apart from joint members there could be capital-sharing members;

+ Each joint member should be an individual who has high qualification and high professional prestige, is responsible for his/her property on duties of the company;

+ Each capital sharing member is responsible for his/her shared capital.

Joint state-private companies are not allowed to issue any kind of stocks

- Private enterprise: is an enterprise headed by an individual and responsible by him/herself by all his/her property on all activities of the enterprise.

The type of private economy also includes joints between one or more units belonging Vietnam's private economy with foreign's enterprises, organizations, individuals. All owners and workers employed by private enterprises are classified as the "type of private economy".

A person who is defined his/her main job in the last 7 days belongs to private economy, enumerator marks a slash (×) in small box next to code '4'. He/she then moves to Question 26.

5. State: This includes:

*a. **Enterprise***: State enterprises, state limited companies, state joint stock companies.

- State enterprises are enterprises which are registered and operated in accordance with the State Enterprise Laws, comprising: state enterprises organized under the form of an independent enterprise, Corporation, enterprise of a Corporation with 100% Government capital, joints that members are Government.

- State limited companies are one-member limited companies which were converted from state enterprises, enterprises of state's political, political-social organizations.

- State joint stock company is a joint stock company of which Government is the shareholder with control stock (Government stock accounts for over 50% of all stocks and at least twice greater than the stock of the other largest shareholder in the enterprise) or has special stock (Government does not have control stock but has rights to decide some important issues of the enterprise according to agreements in the Enterprise Regulations).

*b. **Non-profit administration units, Party, mass organizations, associations***: state offices, public administration units, semi-public administration units, units of political organization, political-social organization, units of social-occupational organization of the State.

- State offices include: legislative, judiciary and administrative offices.

- Public non-profit units are units operating in branches of health, education-training, culture, information, broadcast, television, sport which were established on the basis of association between State organizations with non-state organizations or individuals in the mode: newly-established, transfer all or part of a public unit to invest the construction of material bases to manage and operate all activities in accordance with the laws.

- Units of the political organization comprise offices of the Vietnam Communist Party.

- Units of political-social organizations comprise units of political-social organizations whose main source of budget comes from the Government such as: Fatherland Front, Trade Union, Women Association, Youth Union, Veteran Association, and Peasant Association.

- Units of state's social-occupational associations comprise: Association of Letters and Arts, Association of Writers, Association of Theatrical Artists, Association of Lawyers, Medicine Association, etc… that their funds mainly come from the Government budget.

- Units of other state's social-occupational association comprise units of associations other from the above-mentioned state's social-occupational associations, such as: the Aged Association; Association for Protection of Disability and Orphaned Children; Association for the Encouragement of Learning; Association of Blind; Buddhist Association; other faithful bases that their funds mainly come from the Government budget.

A person who is defined his/her main job in the last 7 days belongs to state economic sector (including those who are on the roll, contracted employees, and temporarily-recruited persons), enumerator marks a slash (×) in small box next to code '5'.

For persons who are not on the commune's roll, but they are contracted to *work for the Commune People Committee* (archives, ashier, etc…) *according to administrative working hours*, they are counted as working for state economic sector.

6. Foreign investment: comprises:

Enterprises with 100% foreign capital; representative offices of foreign's agencies, companies, enterprises; foreign and international organizations.

A person who is defined his/her main job in the last 7 days belongs to foreign investment, enumerator marks a slash (×) in small box next to code '6'. He/she then moves to Question 26.

Question 26: *What is the name of the establishment where you did the above-mentioned work and the name of its direct supervision organization (IF ANY)?*

This question is only asked of persons who were marked slash in one of small boxes corresponding to codes '3', '4', '5' and '6' in Question 25.

The name of the establishment is the name of the establishment that respondent is working at and upper direct management office (if any) of that establishment.

Enumerator fills the name of the establishment that respondent is working at on space above printed lines.

For example 1: A woman reported that she is working at the knit shop, 3 March Factory, it is recorded as:

26. What is the name of the establishment where you did the above-mentioned work and the name of its direct supervision organization (IF AVAILABLE)?	Knit shop 3 March Factory

In the above example, *"the knit shop"* is the name of the unit where the respondent is directly working; whereas *"3 March Factory"* is the upper direct management office of *"the knit shop"*.

For example 2: A man reported that he is working at the section of statistical science, Institute of Statistical Science, it is recorded as:

26. What is the name of the establishment where you did the above-mentioned work and the name of its direct supervision organization (IF AVAILABLE)?	Section of Statistical Science, Institute of Statistical Science

In the above example, *"the Section of Statistical Science"* is the name of the unit where the respondent is directly working; whereas *"Institute of Statistical Science"* is the upper direct management office of *"the Section of Statistical Science"*.

For example 3: A man reported that he is working at the Center for Guarantee and Repair of Electric Tools, Dai Viet Limited Company, it is recorded as:

26. What is the name of the establishment where you did the above-mentioned work and the name of its direct supervision organization (IF AVAILABLE)?	Center for Guarantee and Repair of Electric Tools, Dai Viet Limited Company

In the above example, *"the Center for Guarantee and Repair of Electric Tools"* is the name of the unit where the respondent is directly working; whereas *"Dai Viet Limited Company"* is the upper direct management office of *"the Center for Guarantee and Repair of Electric Tools"*.

Note: For person who is working overseas within the authorized time duration, enumerator writes the name of the country where he/she is living and working.

For example: A woman is working in South Korea within the authorized time duration, it is written as:

26. What is the name of the establishment where you did the above-mentioned work and the name of its direct supervision organization (IF AVAILABLE)?	South Korea

Question 27: *What are the name responsibilities/products of the establishment where you did the above-mentioned work?*

Main responsibilities/products of the office/establishment are the main work that the upper management branch or responsible authority assigns to the office/establishment. Main responsibilities of a production, or business, or service unit are usually related to main products or services of that unit.

For an "individual production and business household", enumerator records name of main products or services the "individual production and business household" has produced during the last 7 days.

Enumerator fills the main responsibilities of the unit at where the respondent is working in space on printed lines; leaves 3 boxes blank (they will be filled by coders later).

For example 1: A man reported that main responsibility/product of the establishment at where he is working is to produce cement, it is recorded as:

27. What are the main responsibilities/products of the establishment where you did the above - mentioned work?	produce cement
	☐☐☐ Q31 ←

For example 2: A woman reported that she is working at a District Statistics Office, Question 27 is recorded as:

27. What are the main responsibilities/products of the establishment where you did the above - mentioned work?	Statistics
	☐☐☐ Q31 ←

After filling in information for Question 27, enumerator skips to Question 31, not to Questions 28 – 30.

Question 28: *During the last 30 days, did you look for any work?*

This question is only asked of persons who answered "NO" (marked slash in small box next to code '2') in Question 22.

Activities of seeking for work include: register name at Government or private employment offices; submit application to labour utilizer/employer; check at establishments; check on radio/television/newspaper; find help from relatives/friends, etc…

If respondent answers "Yes", enumerator marks a slash in small box next to code '1', and then asks Question 29.

If respondent answers "No", enumerator marks a slash in small box next to code '2', and then skips to Question 30, not to Question 29.

Question 29: *During the last 30 days, would you be available for work if you have found a suitable work?*

This question is only asked of persons who were marked with a slash in small box next to code '1' in Question 28.

If respondent answers "Yes", enumerator marks a slash in small box next to code '1', and then moves to Question 31, not to Question 30.

If respondent answers "No", enumerator marks a slash in small box next to code '2', and then asks Question 30.

Question 30:

This question is only asked of persons who were marked with a slash in small box next to code '2' in Question 28 or were marked with a slash in small box next to code '2' in Question 29. Thus,

If respondent answers "NO" to Question 28 (marked slash in small box next to code '2'), enumerator asks: ***Why didn't you look for work?***

If respondent answers "NO" to Question 29 (marked slash in small box next to code '2'), enumerator asks: ***Why weren't you available for work?***

The main reason for a person not looking for work or not available for work could be:

- *No suitable work/don't know where:* are persons who are not working, but are not looking for work because they believe that even they look for work there would be no work suitable to their career, or they do not know where they can find work.

- *Illness/ personal mater/ wait for job application's result:*

Persons who do not work but do not look for work or look for work but not available for work because they are ill, or busy with own task, such as: taking care of ill person, looking after the aged, new-born baby, period of mourning, busy with wedding ceremony, etc…

Persons are not working, but during the last 30 days did not look for work because they have gone to sit for interviews to ask for job, and are waiting for interview results and they do not know the results and the time starting to work.

Persons who have got new job, and will start with that job in future, but the time for beginning the new job is over 30 days since the day enumerator conducts the interview.

- *Bad weather/ off season:* Comprise persons who are temporarily absent from work because of bad weather/off season, the temporarily absent time duration is over 30 days since the day enumerator conducts the interview.

- *Attending school:* are persons who during the last 7 days did not do any work to produce income but spent all 7 days for going to schools (general education schools, vocational schools, vocational training schools, colleges, universities or other schools).

- *Housework:* Comprise persons who during the last 7 days spent most of time for doing household work of their family and did not receive any payment.

<u>Note:</u> Persons who do household work for other families to earn money are counted as "employed".

- *Disable:* Include persons who did not do any work during the last 7 days because of health problem and/or mental issue, unable to work, such as disabled, long ill, etc…

- *Not willing to work:* are persons who did not work and did not look for work and also not available for work because they have had a living source, such as: retired pension, taken care by relatives or society, etc…

- *Other:* Comprise persons who gave reasons for "not looking for work" and for "not available for work" other from those described above.

Question 31: This is a fitter question. Enumerator checks Question 3 and Question 4 (or Question 5). If the respondent is a female (Question 3 marked a slash in small box on the same line with the word "FEMALE") aged 15 – 49 years old (or Question 4 recorded the month and year of birth form April 1959 to March 1994, or Question 5 recorded from '15' to '49'), enumerator then ask Question 32.

Thus, the following will not be asked of the subsequent questions; enumerator will move to ask and record the questionnaire for the next household member. If the household does not any more members, enumerator will move to ask and record the questionnaire for Part 2 "Mortality information":

- All men (Question 3 marked slash (x) in small box next to code '1');

- Women that Question 3 marked slash (x) in small box next to code '2', but their months and years of birth in Question 4 were recorded from March 1959 backward (or Question 5 was recorded from '50' – '95');

- Women that Question 3 marked slash (x) in small box next to code '2', but their months and years of birth in Question 4 were recorded from April 1994 to March 2009 (or Question 5 was recorded from '00' – '14').

Question 32: *Have you ever given birth?*

Enumerator must meet women of ages 15 – 49 years old in each household to ask them question on their reproduction histories.

Delivered women are those who have given births to live child (that is after delivering, the child shows at least one of alive signs such as: cry, breath, heartbeat, placenta cord move, etc.), not including stillbirths – died in mother's womb.

If the answer is "Yes" (ever-given birth), enumerator marks slash (×) in small box next to code '1', and then asks questions 33a to 34b.

If the answer is "No" (never-given birth), enumerator marks slash (×) in small box next to code '2', and then moves to interview the next person. If the household has no one, enumerator moves to ask and record Part 2 "Mortality information".

Question 33a: *How many children to whom you have given birth are currently living with you in this household?*

This question is only asked to persons that Question 32 was marked slash (×) in small box next to code '1' (ever-given birth).

Enter the number of biological children (children ever born alive by the respondent) who are living in the same household with the respondent (their names were written in Question 1) in two printed boxes. If the number of children ever born by the respondent who are living in the same household with their respondent is less than 10, enumerator must enter '0' in left hand side box and the number of children in right hand side box. If there are no children born alive by the respondent who are living in the same household, enumerator enters '00' in two printed boxes.

A mother with children living in oversea within permitted time duration (before going abroad these children were living in the same household with their mother), they are considered as children currently living in the same household with their mother (these children are regarded as mother's household usual residents, and their names were listed in Question 1).

Question 33b: *How many children to whom you have given are not currently living with you in this household?*

Enter the number of biological children (number of children ever born alive by the respondent) who are not living in the same household with the respondent (living in the same house but not sharing meals, or living elsewhere); enumerator fills the respondent's answer in two printed boxes. If the number of children ever-born by the respondent who are not living in the same household with their respondent is less than 10, enumerator must enter '0' in left hand side box and the number of children in right hand side box. If there are no children born alive by the respondent who are not living in the same household, enumerator enters '00' in two printed boxes.

Question 33c: *Have you ever given birth to a boy or a girl who was born alive but later died?*

The number of children died is the number of births that were born by the respondent (*children born alive*) but they had died before the census date. The guide on recording the number of children died is similar to that in Question 33b.

Question 34a: *What are the solar calendar month and year of your last birth?*

Last birth is the "*live*" birth of the respondent closest to the census date, irrespective of whether the child is still living or died, is currently living in the same household with the respondent or in different household.

The guide on asking and recording Question 34a is the same as that on asking and recording Question 4 "Calendar month and year of birth" (see the guide on asking and recording Question 4).

Question 34b: *How many sons and daughters have you given in your last birth?*

Ask and write the number of sons and the number of daughters of the respondent's last birth in printed boxes. It is not allowed to let any box blank.

For example: If the respondent's last birth is one daughter, it is recorded as bellow:

34b. How many sons and daughters have you given in the last birth?	SON(S)	0
∟	DAUGHTER(S)	1

PART 2: MORTALITY INFORMATION

In the 2009 Population and Housing Census, mortality information is collected for deaths, which were occurred during the time interval of from 1 Tet Mau Ty (on 7 February 2008 in solar calendar) to 0 hour 1 April 2009.

This part is asked for whole household. A questionnaire set is designed to record up to 3 deaths; each is recorded in a column. For a household with 4 deaths or more, enumerator will use the second set without changing its serial numbers.

In case a household has to use 2 or more questionnaire sets, the "Mortality information" is recorded in the last set.

Generally, it is difficult to collect mortality information, firstly those on child and infant deaths, especially deaths occurring during the first week of the birth. Thus, in order to fully and exactly collect this information, enumerator must be *skillful to have prompt questions to receive exact answers*.

Note: - If it is found that in this enumeration area there are households all members of which were died during the interval from the 1st of Lunar New Year – Mau Ty (on 7 February 2008 in solar calendar) to 0 hour 1 April 2009, enumerator must have indirect interview (through local cadres, relatives of the deceased, or available vital registration documents, etc.,) to record information for Part 2 (*Mortality information*), let the remaining questions in other two Parts (*Population information and Housing information*) blank. Enumerator enters "00" in printed boxes corresponding to "*Number of usual residents in this questionnaire set*", "*Number of males*" and "*Number of females*". In addition, he/she writes the sentence the "**household with all its members died**") on left hand side of the top of cover page of the questionnaire set.

- The "household with all its members died" is just simply the case of a person living alone (one-person household) and he/she was died in that interval.

Question 35: *From the first of Lunar New Year – Mau Ty (on 7 February 2008 in solar calendar) to 0 hour 1 April 2009, were any adult or infant deaths in your household?*

This question aims at determining whether the household has anyone who was the usual resident of the household but died during the interval from the 1st of Lunar New Year – Mau Ty (on 7 February 2008 in solar calendar) to 0 hour 1 April 2009.

Before asking and filling in the information for each death, enumerator must ask the household head and his/her usual residents to determine whether the household has anyone who was the usual resident of the household but died during the above time interval.

If the answer is "Yes", enumerator marks a slash (×) in small box next to code '1', then moves to ask Question 36.

If the answer is "No", enumerator marks a slash (×) in small box next to code '2', then moves to Part 3 to collect housing information.

Question 36: *Please give me the name of each death?*

Enumerator records the name of each of deaths in the household on printed line in normal words with tone, record each death in a column.

In case of having mistakes that make the column be crossed out, enumerator corrects the mistakes as guided in Part I "Population information" (Chapter IV, section III).

Question 37: Is [NAME} male or female?

The asking and recording of this question is similar to that presented in Question 3, Part 1: Population information.

Question 38: In what solar calendar month and year did [NAME] die?

Enumerator records 2 digits of the month in solar calendar that the respondent died in 2 boxes on the same line with "MONTH". If the month that the respondent died is less than 10, enumerator enters "0" in left hand side box.

If the respondent was died in 2008, enumerator marks slash (×) in small box on the same line with the word "YEAR 2008";

If the respondent was died in 2009, enumerator marks slash (×) in small box on the same line with the word "YEAR 2009".

In our customs and traditional habit, people often remember the date of death of the respondent in lunar calendar, thus, when the household head answers the month of death, enumerator must ask whether that is the month in lunar or solar calendar. If it is in lunar calendar, then enumerator must add 1 to it to get the month of death in solar calendar to fill in the questionnaire.

Enumerator must obtain the information on month and year of the death in solar calendar and it does not allow letting this question blank.

Question 39: *How old was [NAME} at the date of his/her death?*

Enumerator records the age of the respondent at the date of his/her death in solar calendar to fill in 2 printed boxes.

The way of asking and recording this question is similar to Question 5, Part 1 "Population information".

- If the age of the deceased is 95 and over, enumerator records '95';

- If the age of the deceased is less than 10, enumerator adds '0' in the left-hand side box;

- If the age of the deceased is less than 1 (under 12 months), enumerator records '00' in two printed boxes.

Enumerator does not allow recording code "*not stated*" for this question; he/she must ask and obtain information on deceased's age in solar calendar.

Question 40: *What is the cause of [NAME}'s death?*

This question aims at obtaining information on cause leading to the death of a person. The causes of death are categorized into the following five:

1) *Diseases:* This includes those who died due to diseases, such as: heart diseases, mental diseases, digestive diseases, breathing diseases, infectious diseases, etc. The death of a too old people that we do not know clearly the cause (it often calls "too old disease") also groups in this category.

2) *On-the job-accident:* These are deaths occurring during performing a job. For example: a construction worker was felled down from a high place while working and died; an electric worker was shocked to death while repairing a high voltage line; a mining worker died while exploiting coals because of mining underground falling; etc.

3) *Transport accident:* This includes the deaths caused by means of transportation or while taking part in transportation. For example: a person was knocked down by a car while walking on the road and died.; a person riding motorcycle, because of not managing the speed, he/she crashed into an electric pole on the road edge and died; etc,.

4) *Other accidents:* This includes the deaths caused by other accidents different from on-the job-accidents and transport accidents, such as: drown, house fire, electric shock, (but not in doing job), earthquake, thunder, snake bites, etc.

5) *Other causes:* This includes the deaths caused by other causes different from the above-mentioned ones, such as: killed oneself, killed by other persons, etc.

Question 41: This is a filter question. Enumerator checks Questions 37, 39 and 40. If the respondent is female (Question 37 marked slash (×) in small box next to code '2'), age from 15 – 49 (Question 39 recorded a number from "15" to "49"), and died not because of accident (Question 40 marked slash in small box next to code '1' or code '5'), and then asks Question 42.

Enumerator will not continue to ask the following cases, but ask of the next deaths, if the household does not have any more deaths, enumerator moves to Part 3 "Housing information":

- The deceased is male (Question 37 marked slash (×) in small box next to code '1');

- The deceased is female of under 15 years old or 50 years old or over (Question 39 recorded from 00-14, or from 50-95);

- The deceased is female of 15-49 years old, but died due to accident (Question 40 marked slash (×) in small box next to codes '2', '3' or '4').

Question 42: *Did [NAME} die during pregnancy?*

The death of a woman is identified due to "***pregnancy***" if she had died because of pregnancy, during or after childbirth.

Question 42 consists of four sub-questions used to identify whether the respondent died due to pregnancy or not. Thus, enumerator must ask sub-question by sub-question until receiving the answer "YES" to record it in small box corresponding to the sub-question.

If the woman died not due to pregnancy, enumerator marks a slash (×) in small box next to code '5'. After that enumerator moves to ask about the next death; if not any, enumerator skips to Part 3: Housing information.

The way of asking and recording:

Firstly, enumerator asks: *Did [NAME] die during pregnancy?* This means the death is due to reasons relating to or making the disease more serious because of pregnancy or problems caused by pregnancy (**excluding accidental reasons**) during pregnancy carriage. If the answer is "YES", enumerator marks a slash (x) in small box next to code '1', and then skips to ask of the next death (if any). If the answer is "NO", enumerator asks:

Did [NAME] die during childbirth? This means the death is due to reasons relating to or making the disease more serious during the childbirth. If the answer is "yes", enumerator marks a slash (×) in small box next to code '2', and then skips to ask of the next death (if any). If the answer is "no", enumerator asks the next sub-question.

Did [NAME] die after miscarriage/abortion? This means the death is due to reasons relating to or having complications after miscarriage/abortion. If the answer is "YES", enumerator marks a slash (×) in small box next to code '3', and then skips to ask of the next death (if any). If the answer is "NO", enumerator asks the next sub-question.

Did [NAME] die within 42 days after childbirth or lost pregnancy? This means the mother had died within 42 days after her childbirth (**excluding accidental reasons**) or within 42 days after miscarriage, abortion, stillbirth, ruined pregnancy, etc. If the answer is "yes", enumerator marks a slash (×) in small box next to code '4', and then skips to ask of the next death (if any). If there is no more death, enumerator skips to ask Part 3 (housing information).

If the answer is "no", enumerator marks a slash (×) in small box next to code '5' (NO), and then skips to ask of the next death (if any). If there is no more death, enumerator skips to ask Part 3 (housing information).

PART 3: HOUSING INFORMATION

This part is asked for the whole household. It comprises questions aiming at the collection of information on type of house, structure of house, the year that the house put into use and a number of household living facilities.

In case a household has to use 2 or more questionnaire sets, the "Housing information" is recorded in the last set.

Question 43: *HOUSEHOLD HAS THE DWELLING OR NOT?*

Enumerator does not ask this question but views the house by him/herself to determine whether the household has a dwelling or not to mark slash in an appropriate small box.

Concept of dwelling: Dwelling is a type of construction works intended for human habitation, it includes three components: walls, roof and×x) in small box next to code '1', and then asks Question 44.

If the household does not have a dwelling, enumerator marks a slash (×) in small box next to code '2', and then skips to ask Question 53, not to ask questions from Question 44 to Question 52.

The concept of household having house for habitation in this Census is whether the household has a house/flat *used for habitation* or not (the household has the right of using that house/flat or not) and it does not concern to whom the ownership of that house/flat belongs. It may belong to the ownership of the household or may not belong to the ownership of the household as the household hired, borrowed, the house/flat of an office, an enterprise, a collective, a religion or an illegal house (illegally occupied), etc…

Question 44: *Is your household sharing the dwelling with others?*

The concept "house-sharing household": Households living in housing units which are not separate and independent on structural aspects, they have a common use of part of housing area such as guest room, toilet, entry way, etc…

For households without sharing house: enumerator mark slash (×) in small box next to code '1', and then asks Question 45.

For house-sharing households: In order to avoid the duplication of calculating housing indicators, for households who share a house/flat, it is stipulated that the interview and recording of housing questions (questions 45 – 52) is only done for a household , called "***representative household***". The other remaining households will not have to answer question on that house/flat but have to answer questions on household's living means.

The way of questionnaire recording is as follow:

For representative household: Representative household is often the household of person who owns or stands for using right of that house/flat, and is usually residing in the house/flat. If that is the representative household, enumerator marks a slash (×) in small box next to code '2' (yes, sharing house with others), and then marks slash in small box next to code '1' (this is the representative household), and continues with Question 45.

For example: Household of Mr. Hai is sharing house with other households that the representative household has a serial number of 78, a

household head of Nguyen Van An, enumerator records Question 44 for Mr. An's household as:

44. Is your household sharing the dwelling with others?	NO ....1 ☐
	YES ....2 ☒ →THIS IS THE REPRESENTATIVE HH..................1 ☒
	BE RECORDED WITH OTHER HH ....2 ☐
IF YES : WRITE SHARED INFORMATION OF THE DWELLING INTO THE REPRESENTATIVE HOUSEHOLD	_____ ☐☐☐ NAME OF HEAD OF REP. HH Q53

For non-representative household: Enumerator marks a slash (x) in small box next to code '2' (sharing house), and then marks another slash in small box next to code '2' (recorded with other household), records name of household head of the representative household in space above the printed line, enters the serial number of the representative household into 3 boxes nearby, and moves to ask Question 53, needs not ask questions 45 to 52.

For example: With the above example, at Mr. Hai's household (household sharing house with Mr. An's household), this question will be recorded as:

44. Is your household sharing the dwelling with others?	NO ....1 ☐
	YES ....2 ☒ →THIS IS THE REPRESENTATIVE HH..................1 ☒
	BE RECORDED WITH OTHER HH ....2 ☐
IF YES : WRITE SHARED INFORMATION OF THE DWELLING INTO THE REPRESENTATIVE HOUSEHOLD	**NGUYEN VAN AN** _____ 0 7 8 NAME OF HEAD OF REP. HH Q53

Question 45: *Is the dwelling of your household an apartment building or a single detached house?*

1) Apartment building: is a _house of two floors or more_ constructed for human habitation, it has many separate apartments/flats, entrance, upstairs and system of technical infrastructure for common use.

2) Single detached house: is a house constructed on an independent premise for habitation, it has separate walls, separate entrance. One-floor houses, which share a common foundation, walls, are also regarded as a single detached house.

Note:

Basing on the types of house identified in Question 45, the following three questions are identified for the whole house (including both the apartment building and single house):

Question 48: Main materials used to construct the pillar (or column or load-bearing walls);

Question 49: Main materials used to construct the roof;

Question 50: Main materials used to construct the outer wall.

Question 46: *How many rooms, of which bedrooms are there in this house/flat?*

A dwelling room should be surrounded by walls and covered by a roof; creating a space independent from other rooms (space isolated by movable curtains is not regarded as a room).

Rooms include: bedrooms, dining rooms, kitchens, guestrooms, studies, warehouse, business rooms (if these rooms are in the same house used for habitation). A room should satisfy 2 conditions: (1) its walls should have a height of 2.1 meters and (2) a size of 4 square meters at least.

Enumerator asks, in combination with view, to record the total number of rooms, of which number of bedrooms, in appropriate boxes.

Question 47: *How many square meters is the floor space of this house?*

- For a one-floor house, enumerator records the floor space, including its walls (parts covered by ceiling, roof); in case it has common walls, pillars, then only half of the space of the common walls and pillars is counted.

- For a multi-floor house, enumerator records the space (parts covered by ceiling, roof) of all floors; in case each floor has common walls, pillars, then only half of the space of the common walls and pillars is counted.

- Parts of the floors and ground, which are not surrounded and not used for habitation, will not be counted. In case its ground has a height of 2.1 meters or more, is surrounded and used for habitation, its space is counted.

Enumerator asks, in combination with view, to record the total area (m^2) of its floors in 3 printed boxes.

Outside

Outside

Bedroom

Kitchen

Bedroom

Spire gable

Next flat

Bedroom

Guestroom

WC

Corridor

Space of household is counted within the line ············
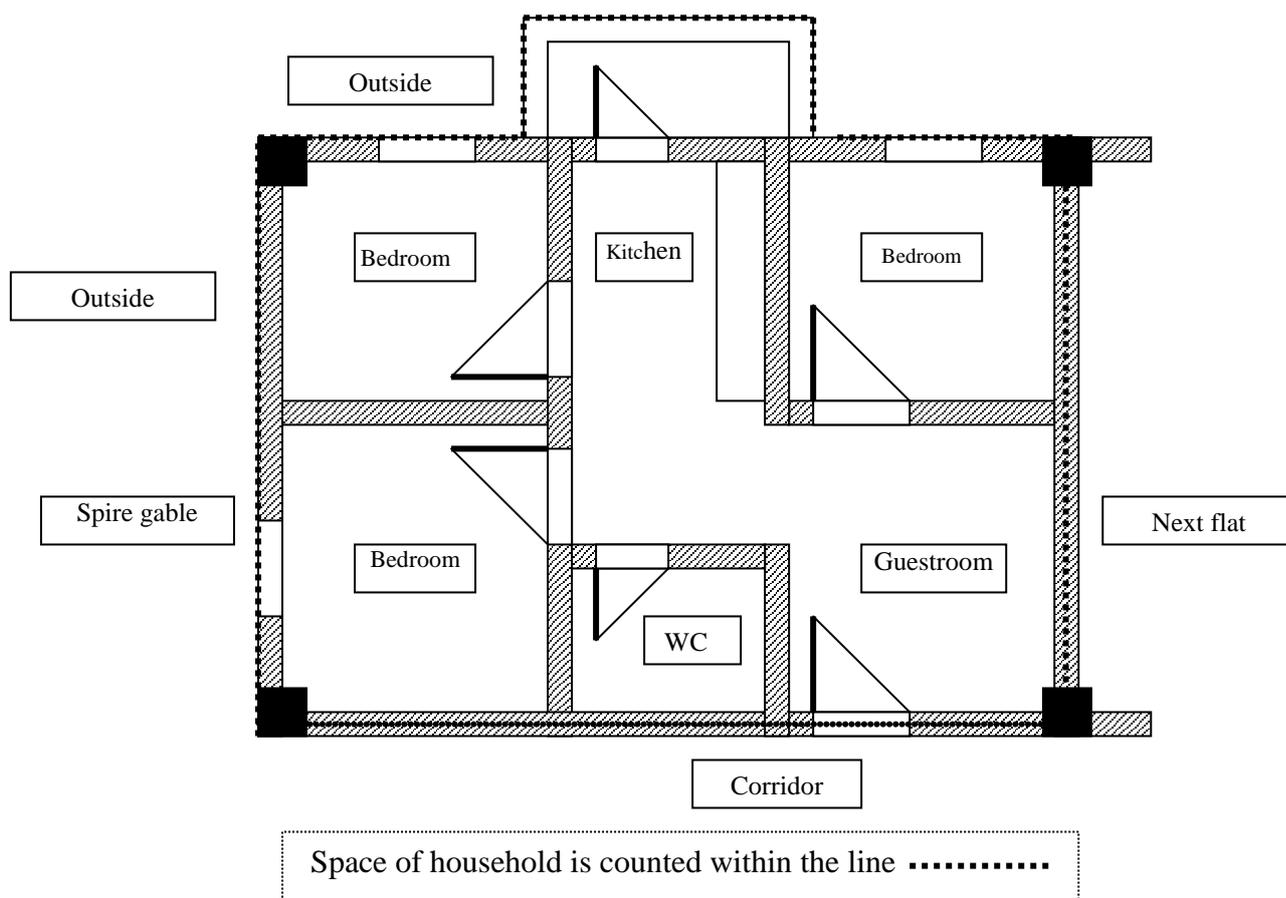
Note: In rural areas, people do not know the space of their houses. Hence, enumerator must estimate the space to fill in. Enumerator can estimate by counting the number of brick lines (if the floor is covered by square bricks) for the width and length, converting the results into meters and then multiplying the width and length (in meter) to obtain the space. In case the floor is not covered by bricks, enumerator can estimate by counting the footsteps or using strings or sticks to measure.

Question 48: *What are the main construction materials of the pillar (or column or load bearing wall)?*

Pillar (or column or load-bearing walls) is a component constructed to hold the roof (or ceiling or paddle). Enumerator asks, in combination with view, to mark slash in an appropriate small box.

Question 49: *What are the main construction materials of the roof)?*

For two (or more) – roof houses, including the roof and layers of hot-against materials, leaky-against materials (iron sheet, cement roofing sheet, plastic sheet, gypsum ceiling, etc…), enumerator records the roofing materials, not hot-against materials, leaky-against materials. For example, steel and concrete roof covered with cement-roofing sheets to protect against hot, enumerator will record the *steel and concrete roof.*

Enumerator asks, in combination with view, to mark slash in an appropriate small box.

Question 50: *What are the main construction materials of the outer walls?*
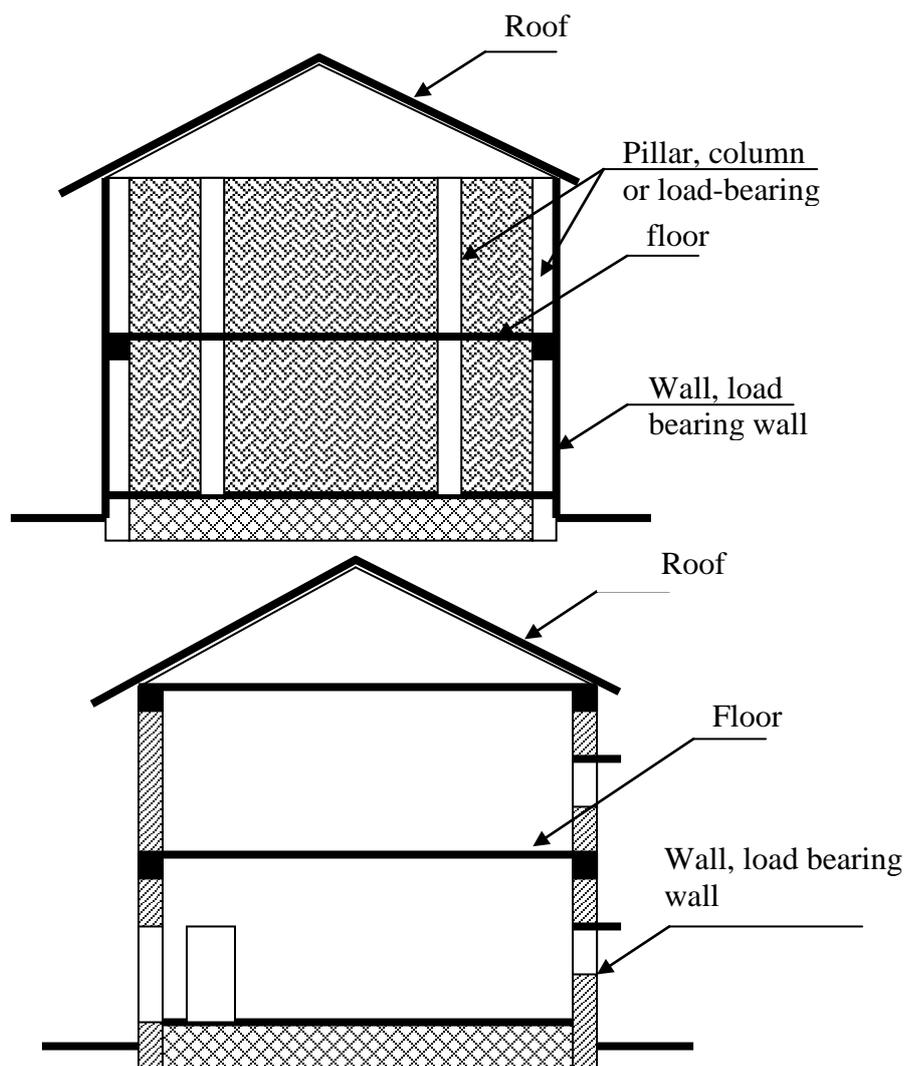
Roof

Pillar, column
or load-bearing
floor

Wall, load
bearing wall

Roof

Floor

Wall, load bearing
wall

Enumerator asks, in combination with view, to mark slash in an appropriate small box.

Question 51: *In what year was the dwelling put in use?*

Enumerator records the year that the dwelling was completed and put in use. If the dwelling includes many parts each of which is completed and put in use in different years, enumerator records the year that the main part (with largest floor space) is completed and put in use for habitation.

If the dwelling that the household is using for habitation was completed and put in use before 1975, enumerator marks a slash (×) in small box next to code '1'; from 1975 – 1999, enumerator marks slash in small box next to code '2'. If the dwelling that the household is using for habitation was completed and put in use from 2000 to present, enumerator marks a slash (×) in small box next to code '3', and at the same time, fill the last digit of the year that the dwelling was completed and put in use for habitation in printed box on the right hand of the figure **200**.

For example: A house was completed and put in use for habitation in 2006, Question 51 is recorded as follows:

51. What year was the dwelling started using? └	BEFORE 1975...1 ☐ FROM 1975 TO 1999...2 ☐ FROM 2000 TO NOW ....3 ☐ ┘ **200** |**6**| ←─── ☐ NOT STATED..4

In case the household head does not remember in what year the house was put in use, enumerator marks a slash (×) in small box next to code '4'.

Question 52: *To whom does this dwelling belong?*

The ownership of dwellings is classified according to the following 7 categories:

Owner-occupied dwellings: this includes houses/flats that households constructed by themselves, bought, was given/offered by others and are using for habitation.

Rented/borrowed from government: this comprises houses/flats that households signed renting/borrowing contracts with government authorities; houses/flats, which belong to the government ownership, distributed to government staff to use for habitation, but at present households do not buy according to Government's Decree 61/CP.

Houses/flats that households rented from government offices, factories, enterprises etc… and they were transferred (re-rented/sold) to others and currently use for habitation, they are counted as "Rented from government".

Rented from private: this comprises houses/flats that households rented/borrowed from private and are currently using for their habitation.

Co-operative ownership: this comprises houses/flats, which are under the ownership of co-operatives, production teams, groups of production co-operation, etc… and were distributed to their members to use for habitation, and are currently using for habitation.

In ownership of religion organizations: this comprises houses/flats, which are under the ownership of religion organizations and were distributed to their members to use for habitation, and are currently using for habitation.

Government and people mixed ownership: this comprises houses/flats, which were constructed by government organization using both the government fund and the contribution of the people, and currently using for habitation.

Houses/flats, which are under government ownership but rented by households, and in fact a number of households made some enlarging, those houses/flats still belong to this type of ownership.

Unclear ownership: this comprises houses/flats, which do not belong to one of the above-mentioned categories such as: illegally occupied houses/flats, and houses/flats ownerships of which are in dispute, are currently using for habitation.

Question 53: *What is the main type of fuel (energy) your household is using for lighting?*

The main type of fuel (energy) used for lighting is the one that household spent most for lighting in the last year (12 months prior to the Census date).

Fuel (energy) used for lighting includes the following:

- Network electricity: this includes national network electricity, network electricity of local management. Normally, network electricity has to transfer from electric power production stations to consumption places through high-voltage wires, transformer stations to increase/reduce the voltage. Households who use electricity from local electric generation stations for lighting are also counted as network electricity. If household uses network electricity for lighting, enumerator marks a slash (x) in small box next to code '1';

- Generator electricity: this includes electricity released by generators using petrol/gasoline or water power (small hydro-electric plants).

Households who use electricity from electric power-generated stations (including thermo- and hydro- electricity), which were constructed by individuals and sold for their use, are also counted as using "generator electricity". If household uses generator electricity for lighting, enumerator marks a slash (x) in small box next to code '2';

- Kerosene: If household uses kerosene/petrol for lighting, enumerator marks a slash (x) in small box next to code '3';

- Gas: If household uses gas for lighting, enumerator marks a slash (×) in small box next to code '4';

- Other: this includes households who use fuels for lighting different from those listed above (candles, caster-oil/kerosene lamp, wood, etc…), enumerator marks a slash (×) in small box next to code '5'. Later on, he/she fill the name of that fuel in space above the printed line.

In case in the last year household used different types of fuels (energies) for lighting, the main type of fuel (energy) is the one that household spent most of time to use it.

Question 54: *What is the main type of fuel (energy) your household is using for cooking?*

Cooking includes the cooking of rice, foods and boiling of drinking water.

The main type of fuel (energy) used for cooking is the one that household spent most for cooking in the last year (12 months prior to the Census date).

Based on the answer of the respondent, enumerator marks slash in an appropriate small box. The fuel (energy) used for cooking comprises the following: electricity, kerosene, gas, wood, and others. In actual situation, there would be households who did not use any types of fuels to cook foods for a long period of time. They used to take foods at restaurants or canteens. In this case, enumerator marks slash in small box next to code '7'.

Question 55: *What is the main source of cooking/drinking water of your household?*

The main source of cooking/drinking water is the one that household spent most for cooking and drinking, regardless of where it comes from. Based on the answer of the respondent, enumerator marks slash in an appropriate small box.

The main source of cooking/drinking water comprises the following:

- *Indoor tap water:* is the tap water, which is produced according to industrial methodology and is linked with a system of taps installed inside or outside the house but within its premise.

- *Public tap water:* is the tap water, which is produced according to industrial methodology and is linked with a system of taps installed in public places for common uses.

- *Drilled well:* this is taken from deeply-drilled wells to take ground water through a small hole with protected tube, water is often taken up through a system of pumps.

  "Tower water" is also counted as drilled well water. Tower water also looks, if we view outside, like tap water, is also taken from drilled wells and brought up to a tall tower, and then we use a system of tubes to lead it to each household to use. However, before leading to consumption places, it is not processed according to an industrial process (raining sieves, filter system, pasteurized, filtration pools).

- *Protected dig well:* is the water, which is taken from dig wells. Each well is constructed with bricks (or other protected materials) to block unclean water to soak into the well, and on its ground there is a wall to prevent things fallen down.

- *Unprotected dig well:* is the water, which is taken from dig wells without brick construction and wall to block unclean water to soak into the well, or to prevent things fallen down.

- *Protected slot water:* slot water is the water in upper reaches of rivers, streams, poured from artesian water (slots) of mountains (land- or rock-mountains). Protected slot water is the water taken from slots, which are protected to block unclean things to fall into the slot.

- *Unprotected slot water:* is the water taken from slots, which cannot prevent the falling down of unclean things. It is often the slot without pools.

- *Rain water:* is the rain water, which is collected and kept in storage tools (water tanks, pools, etc…) to use.

- *Other:* is the water not listed above, such as: pool water, lake, canal, river, stream water, etc…

Question 56. *What kind of toilet facility is your household using most?*

This question is to collect information on what kind of toilet facility used by the household most in a recent year (12 months prior to the Census), regardless the ownership of the toilet facility. If the household has used several

kinds of toilet facilities in a recent year, only one cell will be crossed according to the kind of toilet facility used most by the household.

Toilet facilities include:
- Indoor flush/semi flush toilet: this is facility located inside the house, using water to remove feces to a tank (also named as septic tank which comprise from one to three segments; one segment contains feces, one or two segments filter feces before draining to sewer, regardless from which water to flush.
- Outdoor flush/semi toilet: this is facility located outside of the house (separated area)
- Others: facilities which do not belong to the two above-mentioned. They include filtered toilet, one-compartment toilet, two-compartment toilet, and the simplest form such as a hole on the ground. This kind of toilet facilities also include the one using water to drain feces but do not comprise septic tank, simple tank, pond, etc.
- No toilet: Household does not use any of the above mentioned toilets and always to defecate to the ground, field, bush, etc.

Question 57. *At present, is your household using any of the following appliances: (TV, radio/radio cassette, telephone, computer, washing machine, refrigerator, air conditioner, motorcycle)?*

This question is to collect information on the appliance usage of the household, regardless the ownership of those appliances. Enumerator asks the head or representative of the household to verify one by one of listed appliances from top to down. For each appliance, if the interviewee says "yes", the enumerator will cross the cell, in the row, next to code "1". If the interviewee says "no", the enumerator crosses the cell next to code "2".

Landline telephone includes wireless telephone.

After filling in question 57, enumerator turns back to the cover of the question form to fill in "RESULT" and "SIGNATURE"

APPENDIX

Appendix 1:   **DAILY ENUMERATION PROGRESS REPORT**

PROVINCE/CITY:

DISTRICT/QUARTER/TOWN/PROVINCIAL CITY:

COMMUNE/WARD/DISTRICT TOWN:

ENUMERATION AREA (EA) NUMBER:

Dates	*HH number*	*Number*			*Note*
		Male	*Female*	*Total*	
(1)	*(2)*	*(3)*	*(4)*	*(5)*	*(6)*
Enumeration day 1					
Enumeration day 2					
Total from day 1 to day 2					
Enumeration day 3					
Total from day 1 to day 3					
Enumeration day 4					
Total from day 1 to day 4					
Enumeration day 5					
Total from day 1 to day 5					
Enumeration day 6					
Total from day 1 to day 6					
Enumeration day 7					
Total from day 1 to day 7					
Enumeration day 8					
Total from day 1 to day 8					
Enumeration day 9					
Total from day 1 to day 9					
Enumeration day 10					
Total from day 1 to day 10					
Enumeration day 11					
Total from day 1 to day 11					
Enumeration day 12					
Total from day 1 to day 12					
Enumeration day 13					
Total from day 1 to day 13					
Enumeration day 14					
Total from day 1 to day 14					
Enumeration day 15					
Total from day 1 to day 15					

_____, day   month 04 year 2009

ENUMERATOR

(Signature, name)

Appendix 2: EA map of Cam son district/Cailay ward/Tiengiang province
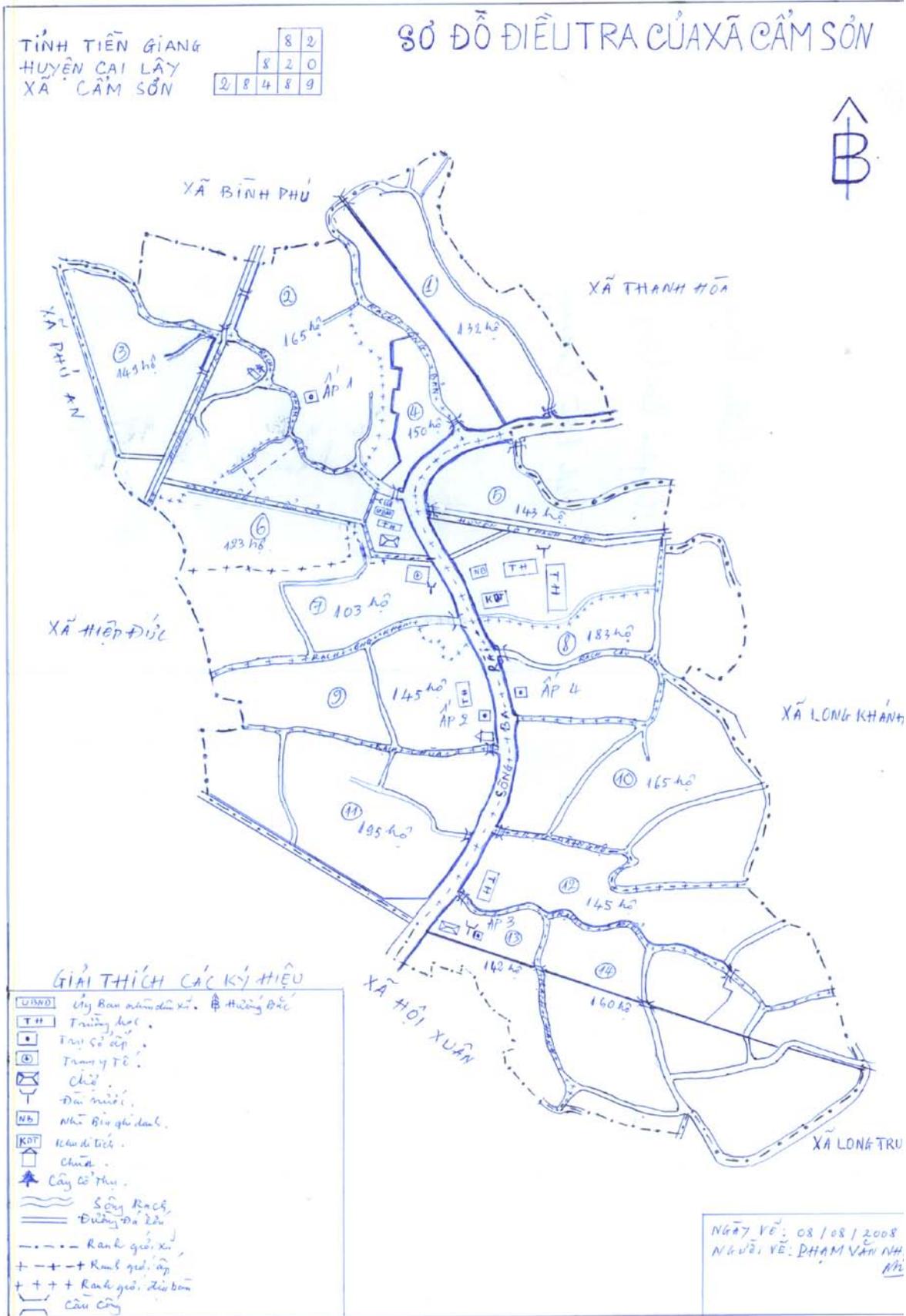
Appendix 2A: **EA map**
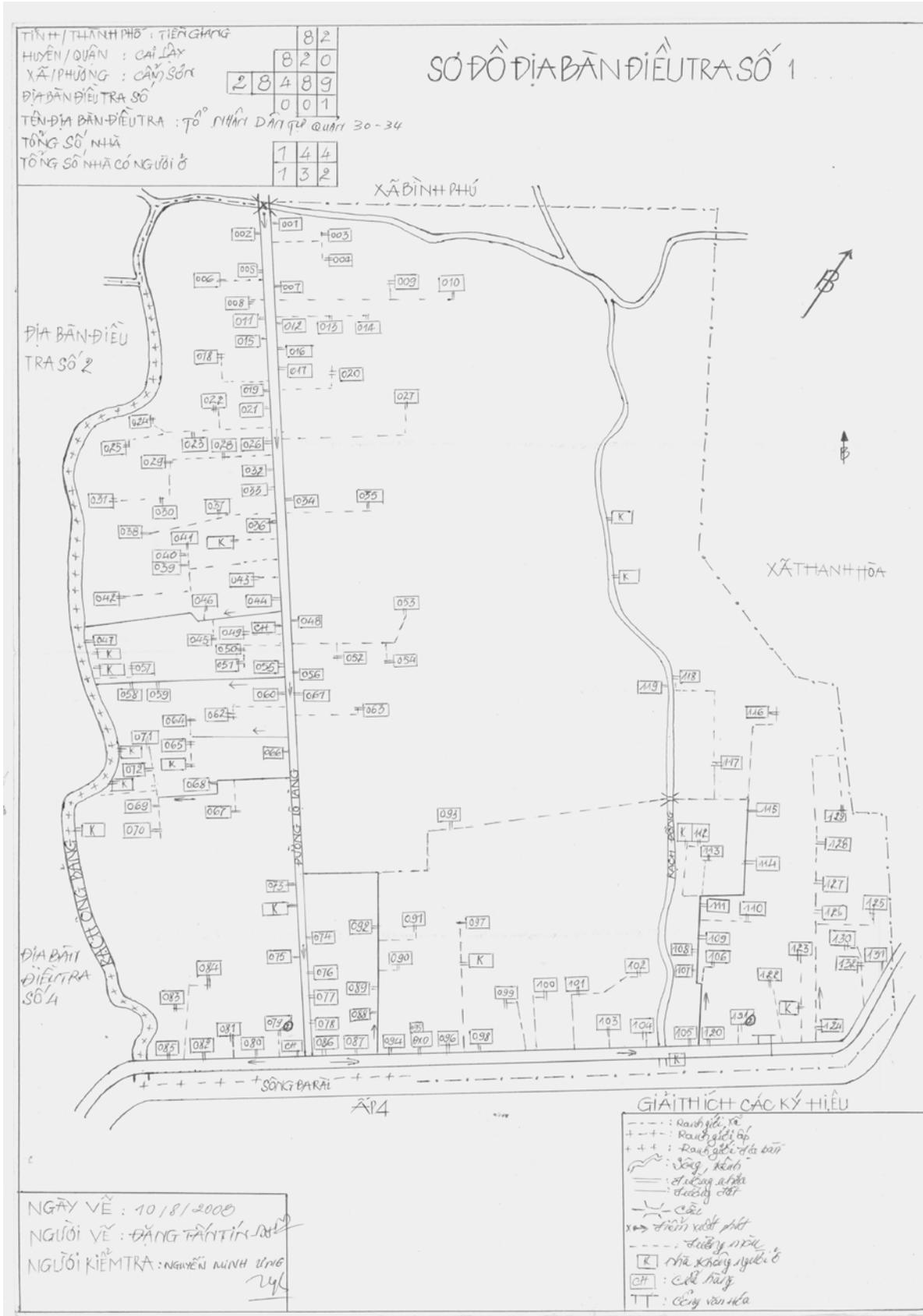
Appendix 3:   Symbole used in mapping

Symbol	Content
↑ ₿	Direction of map (North)
⊢• ⊢• ⊢• ⊢•	National boundary
– – • – – • – –	Provincial boundary
– – •• – – •• – –	District/quarter boundary
— • — • —	Commune/ward boundary
— + — + —	Village/cluster boundary
+ + + + + + + + +	EA boundary
≡	Large stone road
▬▬▬▬	Large land road
– – – – – – –	Small road
	Bridge/
▬□▬□▬	Railway
	Pool, lake,
	River, channel,
	Hill
🌲	Old tree
K	K: Non-occupied house
ĐXD	House in construction
BĐ/CA	Household all members of which are army, police or both: * Army: record BĐ,
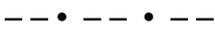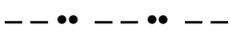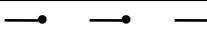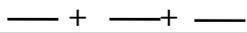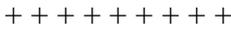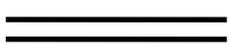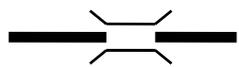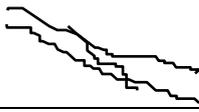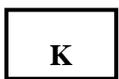
= =	* Police: record CA * Both: BĐ + CA

		This symbol is used for occupied house; One-floor house needs not record the number of floors.
3 2	3 : Serial number of house on the list ② : Indicates the number of floors *(This is a two-floor house)* = : Entrance	

X ●——————→	X● : Mapping stating point ——————→ : Direction to each house
A1	- **A**: Place with no house but with persons usually residing; - **1**: Serial number of place with no house but with persons usually residing.
TH	School
⊕	Hospital
CQ	Office
UBND	People Committee
(temple/pagoda symbol)	Temple/pagoda
(church symbol)	Church
(cemetery symbol)	Cemetery

Appendix **4**

THE CENTRAL CENSUS STEERING COMMITTEE

Mẫu số 2/BCĐTW

POPULATION AND HOUSING CENSUS QUESTIONNAIRE

List of houses, households and household members

Province/City: _____

District/Quarter: _____

Commune/Ward: _____

Urban/Rural (*Urban = 1; Rural = 2*):

Name of EA: _____

EA Number: ....

This is sheet……in……. sheets

Serial number of house/ dwelling	HH serial number	Name of HH head	Address	No. of HH usual residents at the time of:						Remarks
				Listing		Adjustment		Enumeration		
				Total	Female	Total	Female	Total	Female	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
			TOTAL							

…………, day …… month …… year 2008
LISTER
(Signature, name)

……,day…… month …… year 2009
ADJUSTER
(Signature, name)

…………, day …… month …… year 2009
ENUMERATOR
(Signature, name)

Appendix 5:

1. Please tell me, who are usually residing in your household <u>for 6 months or more</u>?
(Write the name of each person in a paper sheet);
Of these, ***exclude***:

   - Work for army, police;
   - General school pupils living far from home for school attendant, visitor;
   - Foreigners who do not become Vietnamese citizen, overseas Vietnamese visiting home family.
But, still ***include***:

   - Workers contracting (short term and long term) with army who are residing in their households;
   - Workers who are working for police according to short-term contract, temporary recruitment, seasonal contract and currently residing in their households.

2. In your household are there any one who has just moved in <u>for less than 6 moths</u> and any children who were born before 1 April 2009? (*if any, include name of each person in a paper sheet*)

   Of these, ***exclude***:
   - Children born from 1 April 2009 to now;
   - Visitors, pupils staying for school attendant;
   - Newcomers for work who have just left their family for less than 6 months;
But, still ***include***:

   - <u>Entire household</u> moved in for less than 6 months ("household" can only have 1-2 persons).

3. Are there any one who were usually living in your household but are temporarily absent?

   If any, *include the following*:
   - In-patient being treated in hospital; visitors, pupils staying far from home for school attendant, tourists, etc;
   - Persons who have left home for <u>less than 6 months</u> to go for work in other place (including persons who are going to catch fishes on the sea, going on the ocean vessels, going on trading afar, going on missions, ect and they have left home for <u>6 months or more</u>);
   - <u>Detention</u> by army and police;
   - Persons who are going on missions, study, going on working, ect in overseas within authorized time duration;

4. Are there any one who were usually living in your household but were died from 1April 2009 to now? (*if any, include them in*)

   Read the list of household usual residents to household head to certify, and then fill them in the questionnaire.

Appendix 6:   Notification of persons aged 100 years old or more

Province/City: _____   EA number: _____

District/Quarter: _____   Name of EA: _____

Commune/Ward: _____

_____

Serial number of house/ dwelling	HH serial number	Name of HH head	Name of persons aged 100 years old or more	Address	Date of birth (or age)	Remarks
1	2	3	4	5	6	7

....................., day ......month......year 2009

Enumerator

(Signature, name)

VERIFYING MINUTE OF `persons aged 100 years old or more`

We, members of the team of verification of persons aged 100 years old or more, include:

1. Mr/Mrs: ...., Commune/ward Justice officer, team head;

2, Mr/Mrs: ...., Representative of the commune/ward Old People Association, members;

3. Mr/Mrs: ...., Team member officer of the District Census Steering Committee 2009…........,

members.

Verification results are of persons aged 100 years old or more by enumerator's Notification as follows:

Serial number of house/ dwelling	HH serial number	Name of HH head	Name of persons aged 100 years old or more given in enumerator notification	Address	Date of birth (or age) according to enumerator notification	Date of birth (or age) according to verification	Remarks
1	2	3	4	5	6	7	8

....................., day ......month......year 2009

District Census Steering 2009 Committee
(Signature, name)

Representative of the commune/ward Old People Association
(Signature, nam)

Commune/ward Justice officer
(Signature, name)

Appendix 7: Conversion between lunar and solar calendar years

	Giáp	Ất	Bính	Đinh	Mậu	Kỷ	Canh	Tân	Nhâm	Quý
Tý (Mouse)	1984 1924		1996 1936		2008 1948		1960 1900		1972 1912	
Sửu (Buffalo)		1985 1925		1997 1937		2009 1949		1961 1901		1973 1913
Dần (Tiger)	1974 1914		1986 1926		1998 1938		1950		1962 1902	
Mão (Cat)		1975 1915		1987 1927		1999 1939		1951		1963 1903
Thìn (Dragon)	1964 1904		1976 1916		1988 1928		2000 1940	1952		
Tỵ (Snack)		1965 1905		1977 1917		1989 1929		2001 1941		1953
Ngọ (Horse)	1954		1966 1906		1978 1918		1990 1930		2002 1942	
Mùi (Goat)		1955		1967 1907		1979 1919		1991 1931		2003 1943
Thân (Monkey)	2004 1944		1956		1968 1908		1980 1920		1992 1932	
Dậu (Chicken)		2005 1945		1957		1969 1909		1981 1921		1993 1933
Tuất (Dog)	1994 1934		2006 1946		1958		1970 1910		1982 1922	
Hợi (Pig)		1995 1935		2007 1947		1959		1971 1911		1983 1923

Appendix 8: Conversion of general education grade

General education system used to convert		Hệ thống thời Pháp thuộc French colonized system	Tõ n¨m 1945 ®Õn 1954			HÖ thèng bæ tóc v¨n ho¸	HÖ thèng gi¸o dôc MiÒn B¾c			Current System Of Education
			Vïng tù do		Vïng t¹m chiÕm		Trưíc 1981	Tõ Qu¶ng B×nh trë ra		
Level	Grade		1945-1950	1950-1954				1981-1986	1986-1989	
TiÓu häc	1	Líp 5 ®ång Êu (Cours enfantin)			Líp n¨m tiÓu häc		Vì lßng	Líp 1 phæ th«ng	Líp 1 phæ th«ng	Grade 1
	2	Líp 4 (Cours prÐparatoire)	Líp tư	Líp 1	Líp tư tiÓu häc	Líp 1 BTVH	Líp 1 PT	Líp 2 phæ th«ng	Líp 2 phæ th«ng	Grade 2
	3	Líp 3 (Cours elementaire) §Ëu s¬ häc yÕu lược	Líp ba	Líp 2	Líp ba tiÓu häc	Líp 2 BTVH	Líp 2 PT	Líp 3 phæ th«ng	Líp 3 phæ th«ng	Grade 3
	4	Líp nh× n¨m thø nhÊt (Moyen1) Líp nh× n¨m thø hai (Moyen2)	Líp nh×	Líp 3	Líp nh× tiÓu häc	Líp 3 BTVH	Líp 3 PT	Líp 4 phæ th«ng	Líp 4 phæ th«ng	Grade 4
	5	Líp nhÊt (SupÐrieur) §Ëu tiÓu häc (Certificat)	Líp nhÊt	Líp 4	Líp nhÊt tiÓu häc	Líp 4 BTVH	Líp 4 PT	Líp 5 phæ th«ng	Líp 5 phæ th«ng	Grade 5
Trung häc c¬ së	6	§Ö nhÊt niªn trung häc (PremiÌre annÐe)	§Ö nhÊt niªn		§Ö thÊt trung häc	Líp 5 BTVH			Líp 6 phæ th«ng	Grade 6
	7	§Ö nhÞ niªn trung häc (DeuxiÌme annÐe)	§Ö nhÞ niªn	Líp 5	§Ö lôc trung häc	Líp 6 BTVH	Líp 5 PT	Líp 6 phæ th«ng	Líp 7 phæ th«ng	Grade 7
	8	§Ö tam niªn trung häc (TroisiÌme annÐe)	§Ö tam niªn	Líp 6	§Ö ngò trung häc	Líp 7 BTVH	Líp 6 PT	Líp 7 phæ th«ng	Líp 8 phæ th«ng	Grade 8
	9	§Ö tø niªn trung häc (QuatriÌme annÐe - Dipl«me)	§Ö tø niªn	Líp 7	§Ö tø trung häc	Líp 7B BTVH	Líp 7 PT			Grade 9
Trung häc phæ th«ng	10	§Ö nhÊt niªn	§Ö nhÊt niªn chuyªn khoa	Líp 8	§Ö tam	Líp 8 BTVH	Líp 8 PT	Líp 10 phæ th«ng	Líp 10 phæ th«ng	Grade 10
	11	§Ö nhÞ niªn, tó tµi phÇn thø nhÊt (BaccalaurÐat premiÌre partie)	§Ö nhÞ niªn chuyªn khoa	Líp 9	§Ö nhÞ Tó tµi I	Líp 9 BTVH Líp 10A BTVH	Líp 9 PT	Líp 11 phæ th«ng	Líp 11 phæ th«ng	Grade 11
	12	§Ö tam niªn, thi tó tµi toµn phÇn (BaccalaurÐat deuxiÌme partie)	§Ö tam niªn chuyªn khoa		§Ö nhÊt Tó tµi II	Líp 10B BTVH	Líp 10 PT	Líp 12 phæ th«ng	Líp 12 phæ th«ng	Grade 12

Appendix 9: List of administrative units of PROVINCIAL level

PROVINCE	Code	PROVINCE	Code
Hà Nội	01	Đà Nẵng	48
Hà Giang	02	Quảng Nam	49
Cao Bằng	04	Quảng Ngãi	51
Bắc Cạn	06	Bình Định	52
Tuyên Quang	08	Phú Yên	54
Lào Cai	10	Khánh Hoà	56
Điện Biên	11	Ninh Thuận	58
Lai Châu	12	Bình Thuận	60
Sơn La	14	Kon Tum	62
Yên Bái	15	Gia Lai	64
Hoà Bình	17	Đắc Lắc	66
Thái Nguyên	19	Đắc Nông	67
Lạng Sơn	20	Lâm Đồng	68
Quảng Ninh	22	Bình Phước	70
Bắc Giang	24	Tây Ninh	72
Phú Thọ	25	Bình Dương	74
Vĩnh Phúc	26	Đồng Nai	75
Bắc Ninh	27	Bà Rịa-Vũng Tàu	77
Hải Dương	30	TP. Hồ Chí Minh	79
Hải Phòng	31	Long An	80
Hưng Yên	33	Tiền Giang	82
Thái Bình	34	Bến Tre	83
Hà Nam	35	Trà Vinh	84
Nam Định	36	Vĩnh Long	86
Ninh Bình	37	Đồng Tháp	87
Thanh Hoá	38	An Giang	89
Nghệ An	40	Kiên Giang	91
Hà Tĩnh	42	Cần Thơ	92
Quảng Bình	44	Hậu Giang	93
Quảng Trị	45	Sóc Trăng	94
Thừa Thiên-Huế	46	Bạc Liêu	95
		Cà Mau	96

Appendix 10: List of ethnic groups in Vietnam

Code	Name	Other names	Place
01	**Kinh (Việt)**	Kinh	All over the country
02	**Tày**	Thổ, Ngạn, Phén, Thù Lao, Pa Dí...	Lạng Sơn, Cao Bằng, Tuyên Quang, Hà Giang, Bắc Kạn, Yên Bái, Thái Nguyên, Lào Cai, Đắk Lắk, Bắc Giang, Quảng Ninh, Hòa Bình, Lâm Đồng,...
03	**Thái**	Tày Khao* hoặc Đón (Thái Trắng*), Tày Đăm* (Thái Đen*), Tày Mười, Tày Thanh (Mán Thanh), Hàng Tổng (Tày Mường), Pa Thay, Thổ Đà Bắc, Tày Dọ**, Tay**...	Sơn La, Nghệ An, Thanh Hoá, Điện Biên, Lai Châu, Yên Bái, Hoà Bình, Đắk Lắk, Đắk Nông, Lâm Đồng,...
04	**Mường**	Mol (Mual, Mon**, Moan**), Mỹ* (1), Mọi bi, Ao Tá (Âu Tá)...	Hoà Bình, Thanh Hóa, Phú Thọ, Sơn La, Hà Nội (Hà Tây), Ninh Bình, Yên Bái, Đắk Lắk, Đồng Nai, Gia Lai,...
05	**Khơ Me**	Cul, Cur, Cu, Thổ, Việt gốc Miên, Khơ Me, Krôm...	Sóc Trăng, Trà Vinh, Kiên Giang, An Giang, Bạc Liêu, Cà Mau, Vĩnh Long, Cần Thơ, Hậu Giang, Bình Phước, Tây Ninh, Tp Hồ Chí Minh,...
06	**Hoa (Hán)**	Triều Châu, Phúc Kiến, Quảng Đông, Quảng Tây**, Hải Nam, Hạ*, Xạ Phạng*, Xìa Phống**, Thảng Nhằm**, Minh Hương**, Hẹ**, Sang Phang**...	Tp Hồ Chí Minh, Đồng Nai, Sóc Trăng, Kiên Giang, Bạc Liêu, Bắc Giang, Cần Thơ, Lâm Đồng, Bình Dương, An Giang, Bình Thuận, Bà Rịa - Vũng Tàu,...
07	**Nùng**	Nùng Xuồng, Nùng Giang, Nùng An, Nùng Inh**, Nùng Phàn Slinh, Nùng Cháo, Nùng Lòi, Nùng Quy Rin, Nùng Dín**, Khèn Lài, Nồng**...	Lạng Sơn, Cao Bằng, Bắc Giang, Hà Giang, Thái Nguyên, Đắk Lắk, Bắc Kạn, Lào Cai, Lâm Đồng, Đắk Nông, Bình Phước, Đồng Nai, Yên Bái,...
08	**Hmông**	Mèo, Hoa, Mèo Xanh, Mèo Đỏ, Mèo Đen, Ná Mẻo (Na Miẻo), Mán Trắng, Miếu Ha**...	Hà Giang, Điện Biên, Sơn La, Lào Cai, Yên Bái, Cao Bằng, Nghệ An, Bắc Kạn,

Code	Name	Other names	Place
			Tuyên Quang, Thanh Hóa, Đắk Lắk,...
09	**Dao**	Mán, Động*, Trại*, Xá*, Dìu*, Miên*, Kìm*, Miền*, Dao Quần Trắng, Dao Đỏ, Dao Quần Chẹt, Dao Lô Gang, Dao Tền, Dao Thanh Y, Dao Lan Tẻn, Đại Bản*, Tiểu Bản*, Cóc Ngáng*, Cóc Mùn*, Sơn Đầu*, Kìm Miền**, Kìm Mùn** …	Hà Giang, Tuyên Quang, Lào Cai, Yên Bái, Quảng Ninh, Cao Bằng, Bắc Kạn, Lai Châu, Lạng Sơn, Thái Nguyên, Sơn La, Hòa Bình, Phú Thọ, Đắk Lắk, Đắk Nông,...
10	**Gia Rai**	Giơ Rai, Tơ Buăn, Chơ Rai, Hđrung (Hbau, Chor), Aráp**, Mthur**…	Gia Lai, Kon Tum, Đắk Lắk, Bình Thuận,...
11	**Ê Đê**	Ra Đê, Ê Đê Êgar**, Đê, Kpa, A Đham, Krung, Ktul, Đliê Hruê, Blô, Kah**, Kdrao**, Dong Kay**, Dong Mak**, Ening**, Arul**, Hwing**, Ktlê**, Êpan, Mđhur (2), Bih, …	Đắk Lắk, Phú Yên, Đắk Nông, Khánh Hoà,...
12	**Ba Na**	Gơ Lar, Tơ Lô, Giơ Lâng, (Y lăng,), Rơ ngao, Krem, Roh, ConKđe, A La Công, Kpăng Công, Bơ Nâm...	Gia Lai, Kon Tum, Bình Định, Phú Yên, Đắk Lắk,...
13	**Sán Chay**	Cao Lan*, Mán Cao Lan*, Hờn Bạn, Sán Chỉ* (còn gọi là Sơn tử* và không bao gồm nhóm Sán Chỉ ở Bảo Lạc và Chợ Rạ), Chùng**, Trại**…	Tuyên Quang, Thái Nguyên, Bắc Giang, Quảng Ninh, Yên Bái, Cao Bằng, Lạng Sơn, Đắk Lắk, Phú Thọ, Vĩnh Phúc, Bắc Kạn,…
14	**Chăm**	Chàm, Chiêm**, Chiêm Thành, Chăm Pa**, Chăm Hroi, Chăm Pông**, Chà Và Ku**, Chăm Châu Đốc** ...	Ninh Thuận, Bình Thuận, Phú Yên, An Giang, Tp Hồ Chí Minh, Bình Định, Tây Ninh,...
15	**Cơ Ho**	Xrê, Nốp (Tu Lốp), Cơ Don, Chil, (3), Lat (Lach), Tơ Ring...	Lâm Đồng, Bình Thuận, Khánh Hòa, Ninh Thuận, Đồng Nai,...
16	**Xơ Đăng**	Xơ Teng, Hđang, Tơ Đra, Mơ Nâm, Ha Lăng, Ca Dong, Kmrâng*, Con Lan, Bri La, Tang*, Tà Trĩ** Tr Châu**...	Kon Tum, Quảng Nam, Quảng Ngãi, Đắk Lắk, Gia Lai,...
17	**Sán Dìu**	Sán Dẻo*, Sán Déo Nhín** (Sơn Dao Nhân**), Trại, Trại Đất, Mán Quần Cộc, Mán Váy Xẻ**...	Thái Nguyên, Vĩnh Phúc, Bắc Giang, Quảng Ninh, Tuyên Quang, Hải Dương, Đồng Nai, Đắk Lắk, Lâm Đồng,...

Code	Name	Other names	Place
18	**Hrê**	Chăm Rê, Mọi Chom, Krẹ*, Luỹ*, Thượng Ba Tơ**, Mọi Lũy**, Mọi Sơn Phòng**, Mọi Đá Vách**, Chăm Quảng Ngãi**, Man Thạch Bích**...	Quảng Ngãi, Bình Định, Kon Tum, Đắk Lắk, Gia Lai,...
19	**Ra Glai**	Ra Cây*, Rai, La Oang , Noang...	Ninh Thận, Khánh Hòa, Bình Thuận, Lâm Đồng,...
20	**Mnông**	Pnông, Mnông Nông, Mnông Pré, Mnông Bu đâng, ĐiPri*, Biat*, Mnông Gar, Mnông Rơ Lam, Mnông Chil (3), Mnông Kuênh**, Mnông Đíp**, Mnông Bu Nor**, Mnông Bu Đêh**...	Đắk Lắk, Đắk Nông, Quảng Nam, Lâm Đồng, Bình Phước,...
21	**Thổ (4)**	Người Nhà Làng**, Mường**, Kẹo, Mọn, Cuối, Họ, Đan Lai, Ly Hà, Tày Pọng,Con Kha, Xá Lá Vàng(5)...	Nghệ An, Thanh Hóa, Lâm Đồng, Đồng Nai, Điện Biên, Đắk Lắk, Phú Thọ, Sơn La,...
22	**Xtiêng**	Xa Điêng, Xa Chiêng**, Bù Lơ**, Bù Đek** (Bù Đêh**), Bù Biêk**...	Bình Phước, Tây Ninh, Đồng Nai, Lâm đồng,...
23	**Khơ mú**	Xá Cẩu, Khạ Klẩu**, Măng Cẩu**, Mứn Xen, Pu thênh, Tềnh, Tày Hay, Kmụ**, Kưm Mụ**...	Nghệ An, Điện Biên, Sơn La, Lai Châu, Yên Bái, Thanh Hóa,...
24	**Bru Vân Kiều**	Măng Coong, Tri Khùa...	Quảng Trị, Quảng Bình, Đắk Lắk, Thừa Thiên-Huế,...
25	**Cơ Tu**	Ca Tu, Cao*,ạ*H Phương*, Ca Tang*(7)...	Quảng Nam, Thừa Thiên-Huế, Đà Nẵng,...
26	**Giáy**	Nhắng, Dẳng*, Pầu Thìn*, Pu Nà*, Cùi Chu* (6), Xa*, Giảng**...	Lào Cai, Hà Giang, Lai Châu, Yên Bái,...
27	**Tà Ôi**	Tôi Ôi, Pa Co, Pa Hi (Ba Hi), Kan Tua**, Tà Uốt**...	Thừa Thiên-Huế, Quảng Trị,...
28	**Mạ**	Châu Mạ, Chô Mạ**, Chê Mạ**, Mạ Ngăn, Mạ Xóp, Mạ Tô, Mạ Krung…	Lâm Đồng, Đắk Nông, Đồng Nai, Bình Phước,...
29	**Gié Triêng**	Đgiéh*, Ta Riêng*, Ve(Veh)*, Giang Rẫy Pin, Triêng, Treng*, Ca Tang(7), La Ve, Bnoong (Mnoong)**, Cà Tang*…	Kon Tum, Quảng Nam,...
30	**Co**	Cor, Col, Cùa, Trầu	Quảng Ngãi, Quảng Nam,...

Code	Name	Other names	Place
31	**Chơ Ro**	Dơ Ro, Châu Ro, Chro**, Thượng**...	Đồng Nai, Bà Rịa-Vũng Tàu, Bình Thuận,...
32	**Xinh Mun**	Puộc, Pụa*, Xá**, Pnạ**, Xinh Mun Dạ**, Nghẹt**...	Sơn La, Điện Biên,...
33	**Hà Nhì**	Hà Nhì Già**, U Ni, Xá U Ni, Hà Nhì Cồ Chồ**, Hà Nhì La Mí**, Hà Nhì Đen**...	Lai Châu, Điện Biên, Lào Cai,...
34	**Chu Ru**	Chơ Ru, Chu*, Kru**, Thượng**	Lâm Đồng, Ninh Thuận,...
35	**Lào**	Lào Bốc (Lào Cạn**), Lào Nọi (Lào Nhỏ**), Phu Thay**, Phu Lào**, Thay Duồn**, Thay**, Thay Nhuồn**...	Lai Châu, Điện Biên, Sơn La, Đắk Lắk,...
36	**La Chí**	Cù Tê, La Quả*, Thổ Đen**, Mán**, Xá**...	Hà Giang, Lào Cai,...
37	**Kháng**	Xá Khao*, Xá Súa*, Xá Dón*, Xá Dẩng*, Xá Hốc*, Xá Ái*, Xá Bung*, Quảng Lâm*, Mơ Kháng**, Háng**, Brển**, Kháng Dẩng**, Kháng Hoặc**, Kháng Dón**, Kháng Súa**, Bủ Háng Cọi**, Ma Háng Bén**...	Sơn La, Điện Biện, Lai Châu,...
38	**Phù Lá**	Bồ Khô Pạ (Phù Lá Lão**), Mu Di*, Pạ Xá*, Phó, Phổ*, Vaxơ, Cần Thin**, Phù Lá Đen**, Phù La Hán**...	Lào Cai, Yên Bái, Hà Giang, Điện Biên,...
39	**La Hủ**	Lao*, Pu Đang Khù Xung, Cò Xung, Khả Quy, Cọ Sọ**, Nê Thú**, La Hủ Na (Đen), La Hủ Sử (Vàng), La Hủ Phung (Trắng), Xá Lá Vàng**...	Lai Châu,...
40	**La Ha**	Xá Khao*, Khlá Phạo (La Ha Cạn), La Ha Nước (La Ha Ủng), Xá Cha**, Xá Bung**, Xá Khao**, Xá Táu Nhạ**, Xá Poọng**, Xá Uống**, Bủ Hả**, Pụa**...	Sơn La, Lai Châu,...
41	**Pà Thẻn**	Pà Hưng, Tống*, Mèo Lài**, Mèo Hoa**, Mèo Đỏ**, Bát Tiên Tộc**...	Hà Giang, Tuyên Quang,...
42	**Lự**	Lừ, Nhuồn (Duôn), Mùn Di*, Thay**, Thay Lừ**, Phù Lừ**, Lự	Lai Châu, Lâm Đồng,...

Code	Name	Other names	Place
		Đen (Lự Đăm)**, Lự Trắng**...	
43	**Ngái**	Xín, Lê, Đản, Khách Gia*, Ngái Hắc Cá**, Ngái Lầu Mần**, Hẹ**, Xuyến**, Sán Ngải**...	An Giang, Thái Nguyên, Thái Bình, Tp Hồ Chí Minh, Đồng Nai, Bà Rịa-Vũng Tàu, Trà Vinh, Đồng Tháp, Bình Thuận, Hà Nam,...
44	**Chứt**	Mã Liêng*, A Rem,Tu Vang*, Pa Leng*, Xơ Lang*, Tơ Hung*, Chà Củi*, Tắc Củi*, U Mo*,Xá Lá Vàng*, Rục**, Sách**, Mày**, Mã Liềng**...	Quảng Bình, Hà Tĩnh, Đắk Lắk,...
45	**Lô Lô**	Sách*, Mây*, Rục*, Mun Di**, Di**, Màn Di**, Qua La**, Ô Man**, Lu Lộc Màn**, Lô Lô Hoa**, Lô Lô Đen**...	Cao Bằng, Hà Giang, Lai Châu,...
46	**Mảng**	Mảng Ư, Xá Lá Vàng*, Xá Mảng**, Niểng O**, Xá Bá O**, Mảng Gứng**, Mảng Lệ**...	Lai Châu, Điện Biên,...
47	**Cơ Lao**	Tống*, Tứ Đư**, Ho Ki**, Voa Đề**, Cờ Lao Xanh**, Cờ Lao Trắng**, Cờ Lao Đỏ**...	Hà Giang, Tuyên Quang,....
48	**Bố Y**	Chủng Chá, Trọng Gia, Tu Dí, Tu Din*...	Lào Cai,...
49	**Cống**	Xắm Khống, Mấng Nhé*, Xá Xeng*, Phuy A**...	Lai Châu, Điện Biên,...
50	**Si La**	Cù Dề Xừ, Khả Pẻ...	Lai Châu, Điện Biên,...
51	**Pu Péo**	Ka Pèo, Pen Ti Lô Lô, La Quả**...	Hà Giang, Trà Vinh,...
52	**Rơ Măm**		Kon Tum,...
53	**Brâu**	Brao	Kon Tum,...
54	**Ơ Đu**	Tày Hạt, I Đu**,	Nghệ An.
55	**Người nước**		Tp Hồ Chí Minh, Đồng Nai, Hà Nội, Bình Dương, Bà

Code	Name	Other names	Place
	ngoài		Rịa-Vũng Tàu, Tây Ninh,...

Référence: a. The List of Vietnamese ethnics (Decision No.421, date 2/3/1979 issued by Chairman of GSO) – (main reference)

b. Vietnam mountainous area – Achivements and development during Doi Moi, 2002, CEMA (supplement reference)

Note :

(1) That is the name used by Thai to imply Muong people

(2) Mđhur is a intermediate group between Ê-đê and Gia-rai. There are some Mđhur villages placed in Gia Lai, Kon Tum and Cheo Reo provinces, next to Gia-rai villages. They now acknowledge themselves as Gia-rai

(3) Chil is a sub-group of Mnong ethnic. Majority of Chil people has migrated to the South, resided together with Cơ-ho, and they now acknowledge themselves as Cơ-ho people. The others, who has living in fatherland and closed to Mnông, acknowledge themselves as Mnông

(4) Thổ is self-named group which implies different group while the original name of Thổ

implies Tày group living in Việt Bắc, Thái group living in Đà Bắc and Khơ-me living in Mekong delta.

(5) Xá Lá Vàng : the name to show several ethnic groups living a nomadic life in border areas.

(6) Part of Cùi Chu (Quý Chân) living in Bảo Lạc (Cao Bằng) together with Nùng, and categorized as Nùng people

(7) Ca-tang : name to imply many groups living in mountain of Quảng Nam, Đà Nẵng, next to Lao. This name is needed to be distinguised to other proper names of each ethnics

* Only appears in "The list of Vietnam ethnic groups...";

** Only appears in "Vietnam mountainous areas,...".

Appendix 11: List of religions in Vietnam

Religions in the list are understood as faith-based organizations comprising people who belive in certain doctrines.

Code	Name of Religions	Name of religion organizations
01	Phật giáo (buddism)	Phật giáo
02	Công giáo (catholicism)	Công giáo
03	Phật giáo Hoà Hảo	Phật giáo Hoà Hảo
04	Hồi giáo (muslim)	Hồi giáo
05	Cao Đài	Cao đài Tây Ninh
		Cao đài Tiên Thiên
		Cao đài Chơn Lý
		Cao đài Bạch Y
		Cao đài Chiếu minh Long châu
		Cao đài Minh chơn đạo
		Cao đài Ban chỉnh
		Cao đài Cầu kho tam quan
		Truyền giáo Cao đài
		Các tổ chức Cao đài khác
06	Minh sư đạo	Minh sư đạo
07	Minh Lý đạo	Minh lý đạo
08	Tin Lành (protestant)	Tổng hội Hội thánh Tin lành Việt Nam (miền Bắc)
		Tổng hội Hội thánh Tin lành Việt Nam (miền Nam)
		Hội truyền giáo Cơ đốc Việt Nam
		Hội thánh Cơ đốc Phục lâm
		Hội thánh Báp tít VN (Ân điển-Nam phương)
		Hội thánh Mennonite Việt Nam
		Hội thánh Liên hữu Cơ đốc
		Hội thánh Tin lành Trưởng lão
		Hội thánh Báp tít VN (Nam phương)
		Các tổ chức Tin lành khác
09	Tịnh độ cư sĩ Phật hội Việt Nam	Tịnh độ Cư sĩ Phật hội Việt Nam
10	Đạo Tứ ấn hiếu nghĩa	Đạo tứ ấn hiếu nghĩa
11	Bửu Sơn Kỳ hương	Bửu Sơn Kỳ hương
12	Đạo Ba Ha'i	Đạo Ba Ha'i

Appendix 12: MONITORING OF FIELDWORK

Province/City:_____ Name of supervisor: _____

District/Quater/Town:_____ Name of EA:_____

Commune/Ward:_____ EA number: _____

(page. . . /. . ..)

Month/ date	HH number[1]	Does numerrator visit household?		Number of people in household	Number of males	Number of females	Recap the main shortcoming of enumerator[2]	Has discussed with enumerator[4]	
		Yes	No					Yes	Not yet

       I guarantee that information filled in the above table are based on my direct visit to households in my area and that it is not from any available sources. I take all responsibilities for any error.

Teamleader of enumeration Department (signature and name)

Signature and stamp by Statistic of District/town/city

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[1] According to the updated record. Supervisor and enumerator use the same record.

[2] Brief the number of question/column where errors are made by enumerator.

[4] Write "X" in related column