

POPULATION AND HOUSING CENSUS 1981

MANUAL FOR ENUMERATORS

Gaborone, Botswana :  
Census Office  
1981

## MANUAL FOR ENUMERATORS

### PART 1

#### INTRODUCTION

1. The census is a complete count of the country's population which is combined with collecting certain other facts about the people.
2. It is being held in order to provide information which is essential both for development planning and for making short term decisions. It is therefore of the greatest importance to every person in Botswana.
3. The census is explained in the leaflet "Guide to the Census", which you have all been given and which you must read.
4. The Government Statistician is responsible to the Government for the census as a whole. The country is divided into 18 census districts; and 6 urban areas; for each of which there is a District Census Officer who is in charge of the work in his district and who is helped by a number of supervisors. The districts are in turn divided into enumeration areas. Each enumeration area is the responsibility of an enumerator who is required to visit every dwelling in it and to record the information required of all persons.

#### Aim of the Census

5. The aim of the census is to determine the number and certain characteristics of every person in Botswana regardless of race or nationality. This cannot be done in one day. The census period will be from 12-26 August, 1981. In the remote areas of the country, the period may be longer. During this period we must enumerate everyone living in Botswana - young and old, citizen and non-citizen, resident and visitor.

#### Your Job

6. Your job is to ask the questions and to record the answers. It is the most important single job in the census. You must make every effort to obtain complete and accurate answers and to record them carefully and correctly. The success of the census depends upon the public's willing cooperation and it is your job to obtain this by being always polite, patient and tactful.

7. The information you collect is confidential and will be used only for the purpose of compiling statistics. You are not permitted to disclose it to anyone who is not a census officer nor should you leave it where any unauthorised persons may have access to it. You will make all entries on the questionnaire personally. On no account must you allow any unauthorised persons to fill in any part of the form.

8. The Census Act provides for severe penalties against any census officer who is found guilty of improper conduct, the relevant section reads as follows:-

"Any Census Officer who:-

- (a) without sufficient cause refuses or neglects to act as such or to use reasonable diligence and care in performing any duty imposed upon him;
- (b) wilfully puts an offensive or improper question or knowingly makes any false return;
- (c) asks, receives or takes from any person otherwise than an authorised officer of the Government any payment or reward;
- (d) divulges any information obtained during the performance of his duty as a Census Officer; shall be guilty of an offence and shall be liable to a fine of four hundred pula and to imprisonment for twelve months".

In undertaking the work of an enumerator you have to become a Census Officer and these provisions apply to you.

### Conclusion

9. The census is a national undertaking of great importance to Botswana. Without the willing help of the public it cannot succeed. Nor can it succeed without good enumerators who will do their job with care and a sense of responsibility. It is your job to make sure that the census succeeds.

10. In undertaking the work of an enumerator you are helping towards developing Botswana and it is work of which you can be proud.

GENERAL INSTRUCTIONSPART TWOYour Equipment

11. You will be issued with a satchel containing the following:-

- (i) 3 enumeration books
- (ii) a file containing EA map and locality list
- (iii) 1 printed white adhesive label
- (iv) 1 printed red adhesive label
- (v) 5 ball point pens

You should keep your equipment carefully because at the end of the enumeration you will be required to return it, and you cannot be paid until all these items have been accounted for to your supervisor.

Your Supervisor

12. Your supervisor is your immediate superior in the census organisation. His job is to help you do your work efficiently, to assist you in case of difficulty and to make certain checks designed to ensure that your work is accurate. He will be required to report on your work before you are paid.

The Enumeration Area

13. You will be allocated an enumeration area and you will be responsible for visiting every dwelling in it and for recording the information required in respect of every person in the area.

14. You must not miss any household in your area nor count any twice.

15. All the dwellings in the villages, cattleposts and lands areas have been numbered. In case you see one with no number you should give the dwelling a number in your questionnaire starting with the prefix 77 and enter the figure in running order; i.e. 001, 002, 003 depending on how many such dwellings you find in a locality in your area.

16. If your enumeration area forms part of a big village, you will be given a sketch map of the village. The village has been divided into blocks, (a block is a cluster of dwellings around which you can walk) and on each block is written the numbers on the doors of dwellings within the block. Use the sketch map to guide you around the village.

17. For smaller localities you will be given a map showing the location of the locality and the number of dwellings in each.

18. You will also be given THE CONTROL LIST for each locality included in your area. This list shows the number given to each dwelling and the name of the head of household if the dwelling was occupied during the mapping work. The list is to help you easily identify the household. If the head of household is not in during your visit or has moved since the mapping work was done, ask for the next senior person in the household in the manner you have been told. If no name of head of household is shown in the list against a dwelling number, obtain the name of the head of household or somebody standing-in. The CONTROL LIST contains other columns which you should fill in. Proceed as follows:-

Start your enumeration with the first dwelling on your list. After completing enumeration in the dwelling you should fill in your CONTROL LIST, i.e. Columns 5 to 9 in the list. In column 5 you will enter as appropriate:-

- 1 if enumeration has been effected
- 2 if you have to make a revisit for a complete enumeration
- 3 if the dwelling is unoccupied
- 4 other, specify

After enumeration in the dwelling, enter in Column 6 the number of households enumerated; in Column 7 enter the number of persons you have enumerated in the household(s) now outside Botswana. Write any comments you may have in Column 9 (see Appendix 1 for the CONTROL LIST).

19. On your revisit to the dwelling if you had been unable to enumerate it during earlier visits, and now you are able to enumerate it, in column 5 of the CONTROL LIST enter the code 1 after code 2 previously entered and complete the other columns of the CONTROL LIST.

If on revisit to the dwelling you are still unable to enumerate it, enter code 2 again in column 5 of the CONTROL LIST. You must make at least three visits to a dwelling.

20. You must ascertain from neighbours before deciding that a dwelling is unoccupied. If the dwelling has not been previously numbered, number it as instructed in para. 15 above, enter the number in column 2 of your CONTROL LIST and subsequently complete columns 3 and 4 (and 9 if you have any comments).

### How to Approach the Public

21. You should wear your badge and carry your letter of appointment so as to be able to show that you work for the census. You should at all times be patient and tactful. You should always explain who you are and what you are doing.

22. You should start work only when you have exchanged the proper greetings, explained what the interview is all about and answered any questions about the census that the people may ask.

23. During the interview let people take their time, never put answers into their mouths, work steadily and make sure that the answers are clear to you before you write anything down. Do not accept at once any statement that you believe to be mistaken but tactfully ask further questions to obtain the correct answer.

24. If a person refuses to cooperate or answer questions maintain a courteous manner. Stress the importance of the census, that it has nothing to do with politics or tax collecting and the fact that the information is treated confidentially. If he is still reluctant to help, report the matter to your supervisor, as soon as possible.

25. When leaving the household remember to thank the head and the other members for their help.

### Who to Enumerate

26. You must enumerate everyone in your enumeration area. You will do this by visiting every dwelling in the area and enumerating every person who spent the night in that dwelling the night before your visit. In

addition you will record those absent from Botswana (in the space provided under columns A1-A9) but who would live there if they were in the country. In general those who live in a 'lolwapa' or its equivalent should be shown as one household if they eat from the same pot. Otherwise they should be regarded as separate households. A questionnaire must be completed in respect of each household.

27. In some places, particularly in the towns, houses and blocks of flats have servant's quarters built within the same fence or compound. Occupants of servant's quarters should be enumerated as separate households.

28. Sometimes two or more persons who are not related to each other share a house or flat. They should be enumerated as a single household, if in addition they share common housekeeping arrangements. Otherwise enumerate them separately.

29. You should use a separate questionnaire for each household you enumerate.

30. You will enumerate everyone who slept at the dwelling on the night before your visit.

31. Sometimes there are persons who would normally have slept at the dwelling but who are known to have been absent during the night before your visit and not to have slept at any other dwelling.

(For example, night watchmen, policemen on night duty, railway staff on night shift, persons working in hospitals, hotels and prisons throughout the night, or hunting parties who slept in the bush and would otherwise have been enumerated, or parties away cutting thatch).

Such persons should be enumerated with the household. They are the only exceptions to the rule.

32. Patients in hospitals, persons staying in hotels and prisoners, BDF and miners in hostels should be enumerated on institutional questionnaires that will be provided by the supervisor. People living in houses in institutional compounds should be enumerated on household questionnaires.

33. There may be occasions when some people say that they have already been enumerated at another dwelling and that they are only visiting the household where you find them. The rule stays the same. If they spent the previous night at the household where you find them you should enumerate them again, and write in space provided for comments "Person number .... enumerated before".

34. It is possible that some people might object to being counted twice. In that case you should ask for their names together with the date and place where they say they were enumerated. Write this information down in the space provided for comments, and report the matter to your supervisor when he comes to check your work.

#### What happens if there is no one at home

35. It may happen that when you visit a dwelling there is no one who can answer your questions. You must make further calls until you find someone or until you are quite certain that the dwelling is abandoned. Neighbours can very often tell you when the members of the household are likely to be at home and you should also arrange your next visit accordingly. You should also check with the neighbours if the people are just away for the day or away and might not be back for some time. In all cases you should make at least three visits to establish contact with the household. It may also happen that you are calling at an inconvenient time in which case you should make an appointment to call again. Complete your return visits as soon as possible.

Space has been provided at the back cover of the EA book for you to enter the particulars of dwellings you have to revisit.

#### The Labels

36. The white label is to ensure that no household is enumerated twice and none is missed. It should be used to mark those dwellings which have been visited and whose occupants have been enumerated. It should be fixed where it will be easily visible to your supervisor and others checking the work. Ask the people not to remove it. This should be fixed next to or on the metal plate or on the door or above the main entrance if there is no place on position.

37. The red label is to be fixed on any dwelling that has not been enumerated. If this is because the occupants were temporarily absent and there is evidence people slept there the night before your arrival, write 2 on the tape; if no one slept there enter code 3; if for any other reason (e.g. refusal) enter code 4. You must also enter these codes on your control list. Your reason for deciding on any code should be entered in the comments column in the Control List.

On a subsequent visit if enumerated, remove the red label and replace it with the white one.

38. On no account should the white label be fixed to any dwelling unless a questionnaire has been completed in respect of its occupants.

#### The Questionnaire

39. All the information required at the census is to be recorded on the questionnaire which will be issued to you in bound pads of 50 forms. Each form is numbered at the top left hand corner. None should be taken out or destroyed. You will have to account for all of them.

#### Check your Work

40. Before you leave the household look at the questionnaire you have completed for it and make sure that you have done so accurately and fully.

41. It is better that you check your work on the spot than having to revisit the household. It will save you time, trouble and perhaps a long walk.

42. In particular you should make sure that:

- (a) others can read what you have written;
- (b) all columns are filled in where they should be and the answer codes are correctly entered;
- (c) the household number has been entered;
- (d) you have affixed the white tape

When you are satisfied that all is in order you should sign the questionnaire.

Control List

43. At the end of each visit, before you move on, you must complete the CONTROL LIST. This is important as it is from this that the preliminary figures of population will be calculated.

44. At the conclusion of enumeration at each locality add up the number of households enumerated; the number of members of the households now outside Botswana. Enter the locality code and the sums of households, persons enumerated and persons absent from the country in the appropriate columns at the front cover of the EA book.

If you have not completed a locality when you exhaust an EA book, enter under the comments column the code number of the locality you have not finished and under comments, write the words "continue in EA Book No. ...." In the new EA Book, complete the locality, enter the code number of the locality and the various sums as instructed above and in comments column enter the words "continued from EA Book No. ....".

45. The questionnaire in respect of those households you have enumerated should be complete and ready for checking at any time.

At the end of the enumeration

46. When you are satisfied that you have completed the enumeration of your area you should report to your supervisor with all your equipment. Your work will be checked and you will be given further instructions about collecting your pay, etc.

HOW TO FILL IN THE QUESTIONNAIREPART THREE

47. You will fill in the questionnaire yourself. Remember that the information is confidential and that it must not be left lying around or given to anyone other than a Census Officer.

48. Use the ball point pens provided. You must not use felt pen or pencil.

49. Keep the questionnaire clean.

50. Write legibly.

51. Leave no column blank.

52. It is necessary to ask some questions in respect of all persons (Columns P1-P9); some questions of all persons aged 5 years and above (Columns P10 & P11); some questions of all persons 12 years and over (Columns P12-P15) and others of females aged 12 years and over - Columns P16-P20). These questions refer to individual members of the household. You should enter the appropriate answer code on the same line as person to whom the question refers.

For example, if the question is in respect of person X and that person is married, enter the figure 2 under "Marital Status" on the line in which X's name appears.

All codes must be entered on the shaded line and other entries that have to be written out should be on the unshaded line.

53. Columns P1-P9 must be completed for everyone.

54. Some questions in the remaining columns do not apply to all persons. In these cases, and only in these cases, you should enter the code '0'.

55. For a question for which the answer is not known enter 99 in the appropriate column.

56. Sometimes you may wish to explain more fully some entry you have made on the questionnaire, either because there is not enough space on the form or because the entry needs further explanation in order to help those who will work with the questionnaire after you have finished. There is space on the questionnaire marked "Comments" which you should use for this purpose.

57. If you make a mistake don't try to rub it out, cross it out neatly and correct it. If there is no room to make the correction, cross out the whole line, write along it "MISTAKE" and complete a new line.

58. Complete a separate questionnaire for each household. If there are more than eight persons in the household you should continue on the next form. Write "CONTINUED" in the space marked 'Comments' and at the top of the next form. Continue to number the persons serially, so that the first person on the second form will be number 9. Use as many questionnaires as necessary.

59. Remember that there is nothing very difficult about filling in the questionnaire, however, should you have problems consult your supervisor.

60. On arrival at the dwelling greet the occupants and identify yourself as a Census Enumerator. Ask for the head of the household; if he is not present speak to the next senior person. Explain that you must record each person according to where they were the night before the enumeration even if they are not there at the time of enumeration.

For example, if someone slept there the night before your visit, but left before you arrived he should be enumerated even though he is not present.

61. It is important that you complete the questionnaire in the right order. Enter the names and codes of the Village/District and Locality and EA number (all given in your EA file and Control Sheet) and then the house number. For house number you enter the number given on the control sheet. If the number on the control sheet has less than 5 digits then you fill zeros into the left of the number to make it a 5 digit number. The households should be identified in the box just after the house number starting with 1.

0	4	9	8	0
---	---	---	---	---

-

1
---

- For the first household enumerated

0	4	9	8	0
---	---	---	---	---

-

2
---

- ... For subsequent households

COLUMNS P1 to P9 APPLY TO ALL PERSONS

Column (P1) NAME

Ask the head of the household or other responsible person "Who spent last night here".

Enter their names, starting with the head's if he/she slept there.

Include visitors and servants who slept there.

Include small children and babies if they slept there, even if they were born the day before. If they have not yet been given a name write 'BABY'.

Include the persons normally belonging to the household who were away from home on the night before your visit, being elsewhere in the country and did not sleep in another household. (For example, on night duty, out fishing all night, out protecting crops or grazing cattle or out hunting or cutting thatch).

If you find there is not enough room to write the full name of the person write only the name by which the person is most generally known.

Write down the names in the following order:-

Head or Acting Head of Household  
 Spouse of Head  
 Never married children of head or spouse  
 Ever married children of head or spouse and their children  
 Non-relatives and visitors

Column (P2) SERIAL NUMBER

Enter the serial number of the person you are enumerating in this column.

Column (P3) RELATIONSHIP

Enter the answer code indicating the relationship of each person to the head of household (whether present or not) against the person's name. Proceed as follows:

For the head of household enter	1
For his/her spouse	" 2
" " " son/daughter	" 3
" " " brother/sister	" 4
" " " nephew/niece	" 5
" " " in-law	" 6
" " " grandchild	" 7
" " " father/mother	" 8
for other relations	" 9
for any persons not related	" 10
visitors	" 11

Before going on to complete other columns make sure that you have written down the names and entered correct relationship codes of EVERY PERSON who spent the previous night in the house.

Column (P4) SEX

For MALES enter	1
For FEMALES enter	2

Sometimes it may be clear to you from the name and relationship which sex the person is, but be careful to get the sex of young children right - don't guess it, ask.

Column (P5) AGE

This is one of the most important questions on the questionnaire. It is also one of the most difficult to answer correctly. You should take particular care with it. You should record the age of a person in completed years.

For example, a person aged twenty-six years and four months should be recorded as "26". Similarly a person aged twenty-six years and 10 months should also be recorded as "26". A child aged under one year should be recorded as "00". For persons aged 98 years and over enter 98.

Ask the person's age. Be sure to ascertain whether the stated age refers to last birthday or next birthday. Age last birthday should be recorded. If there is no other way you will have to estimate the person's age.

Many people will not know their ages, when this happens ask first for the year in which the person was born then look up the age in the calendar provided. If the year of birth is not known you should find it out by using the Events Calendar. Ask how old was the person at the time of some known event. Check the answer by relating it to some other event the person can remember well. If you already know the age of some other person in the household you may find it helpful by asking if the person is older or younger and by how many years. If there is no other way you may have to estimate the person's age by looking at him.

When you have made the best estimate you can, you should check if it is compatible with the person's position in the family.

(For example, a child cannot be older than its mother). Some people have fixed wrong ideas about their ages, others misstate their ages. Do not accept answers that are obviously wrong. Try and get accurate answers.

Column (P6) MARITAL STATUS

Enter the appropriate answer code against each person's name. A person should be regarded as married if he/she has been through any form of marriage ceremony whether tribal, civil, christian or other. Accept the answer of the person without question.

Single means never married and this includes children.

Widowed means that either the husband or the wife has died and that the surviving partner has not remarried.

A person should be regarded as divorced if his/her marriage has been terminated by a court order.

A person should be regarded as separated if he/she had been ordered to live apart from his/her spouse by a court of law or he/she is no longer living together with his/her spouse.

Column (P7) CITIZENSHIP

Enter the appropriate answer code against each person's name. For a citizen of a country not listed in the questionnaire write the name of the country of which that person is a citizen.

Column (P8) PLACE OF USUAL LIVING

The place where a person spends or lives most of the time is that person's place of usual living. For example, for children in boarding school or teachers teaching away from home, enter the name and code of the village where the school is located.

For a person who usually lives in the dwelling where he/she is enumerated enter 0001.

For a person who usually lives somewhere else in the locality where enumeration is taking place enter 0002.

For a person who usually lives somewhere else in Botswana, write down the name of the place and check from the VILLAGE LIST you have with you for the appropriate code of that person's place of usual living. Enter the code on the questionnaire - below the name of the place you have just written.

For a person whose place of usual living is outside Botswana, enter the code number of the country. See Column P7 for the list of country codes. If the country is not listed, write down the name of the country.

Column (P9) MIGRATION

This question deals with the place where each person being enumerated was living a year before the census. Proceed as follows:

For children who are under one year of age at the time of enumeration, enter 0000.

For a person who is living in the same dwelling now as last year, enter 0001.

For a person who was living somewhere else in the locality enter 0002.

For a person who was living somewhere else in Botswana, write down the name of the place and also check the appropriate code from the VILLAGE LIST. Enter the code below the name of the place you have just written.

For a person who was living outside Botswana a year before the census enter the code number for the country. See column P7 for the list of country codes. If the country is not listed, write down the name of the country.

Columns (P10 & P11) APPLY ONLY TO PERSONS 5 YEARS AND ABOVE

Columns (P10 & P11) EDUCATION

Column (P10) Enter the answer code as appropriate

Column (P11) Enter the highest school grade the person has passed.

If Standard 1 enter	11
If Standard 2 enter	12
If Standard 3 enter	13
If Standard 4 enter	14
If Standard 5 enter	15
If Standard 6 enter	16
If Standard 7 enter	17

(If somebody has passed old Sub A or Sub B enter 11. The instruction remains the same for all other standards).

If the person has attended or is attending secondary school enter the highest form passed as follows:

	If Form 1 enter	21
	If Form 2 enter	22
	If Form 3 enter	23
	If Form 4 enter	24
	If Form 5 enter	25
and	If Form 6 enter	26

If the person has attended or is attending University enter the number of YEARS the person has spent attending University as follows:

Year 1	31
Year 2	32
Year 3	33
Year 4	34
Year 5 and over	35

Columns (P12 to P15) APPLY ONLY TO PERSONS AGED 12  
YEARS AND ABOVE

Column (P12) WORK DONE FOR CASH REWARD DURING THE PAST  
MONTH

The correct answer code to the question by anyone who has worked for somebody else for cash during the month before the census is 1, if the person is self-employed the correct answer code is 2, and if he has not been self-employed nor employed by somebody else the correct answer code is 3. Enter the code as appropriate.

Remember that those who worked for cash reward are those who work for wages, salaries, fees, commission and the like.

Those self-employed include those who are in business for themselves - for example, farmers who farm with specific intention of selling their products, store owners, hawkers and people such as those who repair shoes or cut hair under a tree or those who weave baskets and sell oranges for their living. For a farmer who grows mainly for his family's consumption, enter 3 in P12 and 5 in P13.

Column (P13) TYPE OF ACTIVITY

This column relates to persons who were neither self-employed nor working for other persons during the month before the census. Find out what they were doing during most of the reference period, probe if necessary. Enter the appropriate answer codes against their names. If you fill P13 enter '0' for P14 and P15 and go to P16 if applicable. If the entry in P12 is 1 or 2, enter '0' in P13.

Column (P14) OCCUPATION

Occupation means the work a person does. You should obtain as clearly as possible the kind of work the person was doing during the month before the census. If the person uses vague answers such as 'Civil Servant', 'Businessman', or 'Labourer', ask further questions to discover exactly what he did, then write down the occupation in the space provided.

If the person moved from job to job you should enter the most recent occupation even if it only lasted for a day or two. This may happen with people who are casual labourers.

If a person has two or more occupations enter the one on which he spends most time.

Column (P15) INDUSTRY

The industry identifies the kind of product or service produced by the worker and his fellow workers. This is distinct from the person's own job, which is his occupation. You will very often discover a person's industry by asking who employs him and what kind of articles (or services) are produced by his employer. (For example, a man may be a clerk and employed by a farmer, his occupation is 'Clerk' and his industry is 'Farming'). If the same person was employed by a mining company his occupation stays the same as Clerk, but his industry should be recorded as 'Mining'. Similarly for a clerk employed by a Council, you should write the name of the Council for his industry, for a clerk employed by the Government the name of the Department or Ministry.

If you cannot establish the articles or services produced by the employers, write the name of the employers.

These questions MUST be answered for ALL FEMALES aged 12 years and over, whether they are single, married, widowed or divorced or separated, whatever their relationship to the head of household. For all males and all girls under 12 years of age enter '0' in these columns.

In column (P16) you must record the number of children ever born alive by the woman. Remember to include all children who have died, those living elsewhere as well as those who have grown up and left the house.

In column (P17) write the number of children born to the woman who are now living at home with her. This number should normally agree with the number of children enumerated on the same questionnaire and shown to be the woman's sons and daughters in column P3.

In column (P18) write the number of children born to the woman who are now living somewhere else. This should include all those sons and daughters who have grown up, married and are now living elsewhere.

In column (P19) write the number of children born to the woman who have died. This should include all those who died immediately after birth, as well as those who may have died at later ages. Sometimes a woman may forget to mention children who died in infancy and does not want to be reminded of painful events; you must therefore put the question sympathetically and tactfully. Check that the number of children entered in column P16 is the sum of children entered in columns P17, P18 and P19.

Reconcile any difference with the respondent before leaving the dwelling.

If a woman has never borne a child write '0' in all three columns. NEVER leave any column blank or just put dashes in them. Similarly if a woman has children in one or two categories only insert the figures as appropriate and write '0' in the remaining column or columns.

Column (P20) BIRTH SINCE INDEPENDENCE DAY 1980

This column must be completed for all women.

If the woman has not had birth since independence write '0' in this column. Otherwise enter the number of children born.

Columns (A1 to A10) MEMBERS OF THE HOUSEHOLD ABSENT FROM BOTSWANA

These questions apply only to citizens of Botswana who are absent from the country. All those persons who are absent but who would live in the household if they were in Botswana should be included. (For example, citizens working or temporarily living with relatives in South Africa or studying abroad).

Write down the NAMES of such persons and record the details of their RELATIONSHIP to the head of household (use answer codes as in column P3) SEX (use answer codes in column P4) and AGE.

Ask duration since last visit, record the answer in years and months.

Then ask the name of the COUNTRY where they are (see column P7 for answer codes, if country is not listed, write the name of the country). Finally ask for the REASONS why they are away, see the answer codes list in the next column. Enter appropriate answer code. If no member of the household is absent from Botswana enter '0' in the columns on line 1.

Columns (D1 to D3) DEATHS IN THE HOUSEHOLD

In general people are not happy to talk about deaths, especially about recent ones and we are interested about the particulars of persons who might have died in the household since Independence Day 1980. So proceed with a lot of care and caution.

If there was any death in the household, enter the details in the box provided under columns D1 to D3, starting with SEX, AGE (if the dead person was under 1 year at a death enter 00). If there are more than one death in the household during the reference period, record the particulars in line 2, 3, or 4 depending on how many deaths there were. If there were no deaths enter '0' in the boxes in line 1.

### AGRICULTURAL QUESTIONS

Columns H2, H3 & H4

Enter the appropriate answer code in the box in each column if any person in the household owns or looks after

H2 Cattle  
H3 Goats/Sheep  
H4 Donkeys/Mules/Horses

Column H5. This refers to arable farming by the household. Enter the appropriate code in the box if any member of the household planted any crops during the past 5 years.

### Column H6 ALLOCATION OF HOUSE/PLOT

Enquire from the household how the house/plot was acquired. If allocated by

01 Tribal authority  
02 Land Board  
03 Purchase  
04 Inheritance  
05 Rent: BHC  
06 Council  
07 Individual  
08 Company  
09 Self allocation  
10 Provided by employer  
99 Don't know

Some of the above codes need further explanations:

Inheritance - enter code 04 for plots by inheritance, regardless of means of previous allocation.

Rent - for any household renting from Botswana Housing Corporation or Council enter code 05 or 06; for any household renting (making payment to the owner for the right to say on the land and/or to occupy a building owned by the owner) enter 07 if the owner is an individual, 08 if the owner is a company/government/university.

Self Allocation - for tribal/state land where no allocation was made by any authority enter code 09; for any household where no one member of the household is employed by the owner (individual, company, government, university) and stays rent-free also enter code 09.

Provided by employer - in cases where housing is provided by the employer rent-free enter code 10.

Column (H8) TYPE OF LIVING ACCOMMODATION

This question refers to the housing unit in which the household you are enumerating lives. There are different types of housing units. The different types to be identified are listed below. Enter the appropriate one in the box provided for the household you are enumerating.

- (1) Conventional Housing Units: these units may be in a block of flats, bungalows, chalets, malwapa, huts built of wood and poles, etc. Generally all housing units in building intended for human habitation are regarded as conventional building.
- (2) Improvised Housing Units: are those housing units made of waste materials like polythene, tin cans or plates, cardboards or packing cases. Such units are largely found in squatters areas near large towns.
- (3) Housing units in permanent buildings not intended for human habitation - for example stables, mills, garages and warehouses being used as housing units.
- (4) Movable housing units - tents, caravans.
- (5) Occasionally there may be some households who have no living accommodation, for them enter code 5.

Special arrangements will be made to enumerate hotels, hospitals, boarding schools, prisons, military camps and other institutions.

HOUSING CONDITIONSColumns (H9, H10 & H11) MATERIAL OF CONSTRUCTION

This question refers to material of construction of the building where you are enumerating. If it is a lolwapa it is sufficient if you obtain information about the material of construction of the main unit - 'main house' of the lolwapa.

You can by observation obtain the right answer to H9, H10 & H11, if in doubt ask. Enter appropriate codes in the boxes provided.

Columns (H12 to H15) FACILITIES IN HOUSING UNITS

Put the questions to the respondent and enter the appropriate answer codes in the boxes provided.